

BUGBROOKE PARISH COUNCIL

**Minutes of the Annual Meeting and Monthly Meeting of the Full Council held on
Monday 12th August 2013 at 7.30 p.m, at the Community Centre, Bugbrooke.**

PRESENT:

Chairman – Mr John Curtis

Councillor John Bignell		Councillor Alan Kent
Councillor Robb Collett		Councillor Brian King
Councillor Brian Curtis		Councillor Paul Phillips
Councillor Paul Henson		Councillor Mrs Linda Pope
Councillor David Jeffery		
	<u>IN ATTENDANCE</u>	
Mrs Sally Bramley-Brown - Clerk	6 parishioners	County Councillor Joan Kirkbride
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	Reason:	
Councillors Mrs Kate Meech: Phil Bignell : Terry Ward; Ken Gardner and David Harries	Personal	
PC13/8/136	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u>	
	Apologies were received and accepted as above.	
PC/13/8/137	<u>DECLARATIONS OF INTEREST</u>	
	None	
PC//13/8/138	<u>TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING (e.g. owing to a member having been elected to any local committees etc.).</u>	
	Not required	
PC/13/8/139	<u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 8th July 2013</u>	
	The minutes of the meeting held on 8 th July were approved as a correct record of that meeting and were duly signed and initialled by the Chairman.	
PC/13/8/140	<u>REPORTS ON ISSUES PREVIOUSLY RAISED</u>	
	<p>A. Councillor Alan Kent reported that there were now 14 members of the team and all but one had completed their training. Speed watch equipment would be with the team between 21st September and 2nd November.</p> <p>B. Churchyard Mowing. Mrs Pace had requested a contribution towards the cost of mowing the churchyard. It was agreed that this should be deferred until the land transfers associated with the Glebe Field had been completed, when the issue of maintenance of the whole area would be reviewed.</p> <p>C. Smither Way. Surface patching had taken place but this was wholly inadequate and the Clerk was requested to write to NCC Highway to express extreme disquiet of the quality and standard of the works carried out.</p> <p>D. The Clerk reported that Chipsey Avenue was due to be resurfaced in early September.</p> <p>E. Pilgrims Lane. Councillor Pope reported that despite works having been carried out earlier in the year, potholes were once again appearing and the surface of the road was beginning to break up. CC Kirkbride agreed to take up the matter with the Highways dept.</p>	

	<p>F. The Clerk advised that Bugbrooke Link had withdrawn their application for funding.</p> <p>G. The Chairman and Councillor Collett has attending a course on Major Planning Applications. The Chairman stated that it was evident from this that “Localism” was only relevant when the views/requirements of other authorities had been taken into consideration. Parish Plan were not encouraged as the cost of preparation was high. There was a community rights scheme promoted by central government to assist with community projects. CIL (Community Infrastructure Levy) was being trialled in Newark at between 10 and 15K per property. CIL was introduced under new legislation in 2011 Localism Act and when implemented by a local authority it will effectively replace S106 agreements, or severely restrict their use. Affordable housing percentages may also be challenged if the CIL provisions are implemented by SNC. The current recommendation from West Northants Joint (which includes SNC) is that CIL should be charged at £150 per sq mt for new houses and £100 per sq mt for business use. The New Homes Bonus represents a payment of 30% to the parishes, but funding may be redirected to enterprise partnerships.</p> <p>H. Police. The Clerk reported that the Noticeboard adjacent to the Primary School field had been vandalised approximately 2 weeks earlier and unfortunately it was beyond repair. It had been reported to the police and the insurers. There was to be a discussion at the September meeting regarding the possible relocation of the noticeboard.</p> <p>I. Churchyard Extension. The Chairman advised that there was to be a public meeting held by Bugbrooke Millennium Green Trust on Monday 29th August to put the formal resolution of the purchase of the Glebe Field and transfer of land to the diocese for an extension to the burial ground, to the residents of the village. The Clerk reported that real progress was being made towards the preparation of all the requisite documentation and that currently we were awaiting the granting of a faculty by the diocese in respect of the right of way.</p> <p>J. Hedges. The Clerk was requested to write to the following property owners to cut back hedges that were overgrowing footpaths:- 18a Pilgrim’s Lane, 37 Pound Lane The Byre, Church Lane, 2 West End, 2 Camp Hill 29, 31 and 88 and 90 Chipsey Avenue 35/37 Tibbs Way 32 Pound Lane Medical Centre It was also noted that the vegetation from 11 Great Lane was still affecting the path to the cricket ground..</p> <p>K. Emergency Planning. Councillor Collett confirmed that the Clerk had been requested to send an official letter to the Environment Agency to facilitate further engagement.</p>
PC/13/8/141	<u>PUBLIC QUESTION TIME (8.05 p.m – 8.15 p.m)</u>
	<p>The Chairman congratulated County Councillor Joan Kirkbride on her Chairmanship of the County Council. CC Kirkbride replied that it was a honour to represent the county and that if requested, she would be happy, wherever possible to attend any events in Bugbrooke. It was reported that gang of youths of around 15 – 16 years old had been seen in and around the Primary School play area. They had tried to set fire to the climbing frame. The Clerk was requested to ask the PCSO to visit the area in the early evening.</p> <p>A resident raised the issue that Bugbrooke does not have a war memorial other than the plaque in the church. It was agreed that this should be discussed at the next meeting.</p> <p>It was also reported that parking in the turning head of a number of cul-de-sacs around the village was causing problems. The Clerk was requested to contact the police regarding the issue.</p>
PC/13/8/142	<u>PLANNING</u>
A	<p>John’s Road/Pilgrim’s Lane. The Clerk reported that she had received a response from NCC highways which advised that</p>

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they were currently awaiting full submission of the plans and drawings for technical approval. Once this was given they would send copies of the approved plans to the parish council. Another amended application had been received which incorporated some revisions to the layout of some dwellings, changes to highway junctions within the site and amendments to house types. These changes were nominal. It was resolved that the Clerk should write to SNC Planning to reinforce the following issues, all of which had been previously raised:-

The reference to a “retained access to adjacent farmland” on the north-western boundary was of particular concern. Currently there was no access to the adjacent land at this point. It was considered that this may have been included as a means of creating an access to facilitate future development of the adjacent land. The landowner has access to the same field by way of an access off the agricultural track shown just beyond the south-eastern boundary and more significantly there was a field access between nos 23 and 24 Homestead Drive. This access point must be removed from the plan.

On the south western boundary there was a significant area of land between the private drive and the boundary, which included the public footpath. The parish council wished to know who would be reasonable for the maintenance of this area and also to express that there should be some form of delineation of the public footpath – to prevent people wandering off the footpath and on to private property with the associated problems that can arise.

Likewise the parish council was concerned about the responsibility for future maintenance of the area on the north western boundary between the footpath and the site boundary.

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Library Facilities
 Councillors John Curtis, Alan Kent and David Harries had attended a preliminary meeting on 23rd July with two representatives from NCC Library service, and Mrs Debbie Bastin Head Teacher. It had been a very constructive meeting and the Library Service had agreed to engage with other service providers, including education, and a further meeting would be arranged in September.

D **Planning applications and decisions for report**

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2013/0934/FUL Heygates Mill	Bugbrooke Mill	Reconstruction and raising of the height of the roof	No comment
New	S/2013/0963/MAF Bellway	Peace Hill	Variation of Conditions – change of brick from Oakthorpe Red to Dorset Red	No comment.
New	S/2013/0905/FUL Adams	Home Farm, Church Lane	Construction of a new single residential dwelling	No objection. Local stone means local stone to match Home Farm. Assurance that the building will be within the line of Home Farm Cairn Lodge. Any trees damaged/removed must be replaced to preserve neighbour privacy
New	S/2013/0874/FUL	Heyford Fields, Bugbrooke Road, N.H.	Construction of new entrance gates and walls.	Brick was considered inappropriate but reclaimed bricks are acceptable.
New	S/2013/0840/FUL Bugbrooke Cricket Club	Cricket Pavillion	Variation of conditions – external cladding brick to wood lose rise	Better in wood, support the application

			pitched roof with felt tiles.	
New	S/2013/0836/FUL	Ace Lane/High Street	Construction of detached dwelling with new vehicular access and detached double garage	Strongly object. Accession to High Street in appropriate, main elevation should face H.S. Use local stone. Ground floor should be level with highway
	S/2013/0802	John's Road/Pilgrim's Lane	Revised layout of some dwellings, changes to highway junction within the site and amendments to house types.	Reserved field access to be deleted. Delineation of the footpath adjacent to Plot 80
	S/2013/0785/FUL Betts	46 High Street	Single storey side extension	Approved 6.8.13

PC/13/8/143	PLAYING FIELDS/PLAY AREAS			
	The annual safety inspections of the MUGA, the Community Centre Play Area and the Primary School Play Area had been completed on 30 th June. The reports had identified various issues as matters of concern. The Clerk had addressed some of the points raised and would arrange for the others to be dealt with as soon as possible. The Chairman stated that there was some railings left from the creation of the primary school play area and that these should be used to enclose the play area.			
	Councillor John Bignell raised concern over the status of the parish council's insurance of the youth shelter. Children had been seen climbing on the shelter and were using the metal fixings exposed by the broken Perspex sheet that the parish council had elected not to replace, to assist with the climb. Councillors were concerned that if someone fell on to the concrete floor the parish council's insurance would not cover any claim because they were aware of the danger. The Clerk confirmed that she would contact the insurers and report back at the next meeting.			
PC/13/6/144	FINANCIAL MATTERS			
A	The clerk reported that the bank balances were as follows:			
	Current Account as at 30.6. 13 (Nat West)	£		122,352.69
	Less July Payments	£	3,924.30	
	Total funds at 312.8.13	£		118,605.55
B	The Internal Auditors Report was noted			
C	The Clerk reported that the external audit had been completed satisfactorily.			
	RESOLVED	That the Parish Council would approve the Annual Return.		
E	Accounts for Payment. Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. The final column on the right details the powers which authorise the payments below:			

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
0142	HM Revenue & Customs	Tax on Clerk's salary	119.40		HM Revenue and Customs requirement
0143	Mrs S Bramley-Brown	Clerk's salary– July 2013 less tax - + mileage and expenses and accrued back pay (£20.79)	£725.87	8.18	Local Gov't Act 1972 S112
0144	E.on	June Unmetered supply July unmetered supply	£441.18 £455.88 Total – (£897.06)	73.53 75.98	Parish Councils Act 1957 s3 Highways ACT 1980 S301

0145	NCALC	Training for John Curtis and Robb Collett	80.00		Local Gov't Act 1972 S 112
0146	Falcon Copiers	Copying charges to 5 th July	251.52	41.92	Local Gov't Act 1972 S112
0147	Anglian Water	Allotment Water Charges	£71.89		Smallholdings and Allotments Act 1908 s23
0148	BDO Auditors	Annual audit fee	£360.00	£60.00	Audit Commission Act 1998 S3
0149	Howard Computing	Repair of parish office computer	£110.00		Local Gov't Act 1972 S112
0150	Kay Iqbal	Cleaning bus shelters - July	£30.00		Parish Councils Act 1957 S1
0151	BSACC	Room hire and office rent25 issued in June – lost in post.	£294.00		Local Gov't Act 1972 S112
0152	Playsafety	Annual Inspection	234.00	39.00	Open Spaces Act 1906 SS9,10
0153	Falcon Copiers	Rental August – October – Cancellation charge(repaid by XSS)	177.16	29.53	Local Gov't Act 1972 S112
0154	CIT Finance	Copier Rental (£130 + £26 VAT paid by XXS)	372.40	62.07	Local Gov't Act 1972 S112
0155	N Stanford	Tree and Hedge works	350.00		Public Health Act 1875 s164 and Open Spaces Act 1906 s 9 and s 10
0156	Mr P Wilkins	Repainting village seat and miscellaneous repairs round the village	£57.70		Local Gov't Act 1972 Sch 14 para 27
0157	A H Contracts	Emptying of waste and dog bins – July 2013	335.71	55.95	Litter Act 1983 ss 5,6
0137	A H Contracts	Ratification of cheque paid in July – emptying of bins to 30.6.13	335.71	55.95	Litter Act 1983 ss 5,6
0138	E.on	Ratification of cheque paid in July – Street Light Maintenance April to June July unmetered supply	£731.77	121.96	Parish Councils Act 1957 s3 Highways ACT 1980 S301
0139	Peter Warden	Ratification of cheque paid in July – June Mowing	£609.60	101.60	Highways Act 1980 s96
		RESOLVED:	That these invoices be paid		
		ACTION:	Clerk		
PC/13/7/145		DATE OF NEXT MEETING – Monday 9th September 2013 at 7.30 p.m.			

There being no further business the Chairman closed the meeting at 9.09p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....