

BUGBROOKE PARISH COUNCIL

**Minutes of the Meeting of the Full Council
held on Monday 14th January 2013 at 7.30 p.m.
at the Community Centre, Bugbrooke.**

PRESENT:

Chairman - Councillor John Curtis, BEM.

Councillor Phil Bignell		Councillor David Jeffery
Councillor John Bignell		Councillor Brian King
Councillor Robb Collett		Councillor Mrs Kate Meech
Councillor Brian Curtis		Councillor Paul Phillips
Councillor Ken Gardner		Councillor Mrs Linda Pope
Councillor David Harries		Councillor Terry Ward
Councillor Paul Henson		
	<u>IN ATTENDANCE</u>	
Mrs Sally Bramley-Brown - Clerk	1 parishioner	County Councillor Joan Kirkbride
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	<u>Reason:</u>	
Councillor Alan Kent	PCC Meeting	
PC13/1/001	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u>	
	Apologies were received and accepted as above.	
PC13/1/002	<u>DECLARATIONS OF INTEREST</u>	
	Councillor David Harries declared an interest in Item 12 as Chairman of Bugbrooke Millennium Green Trust	
PC13/1/003	<u>REGISTER OF INTERESTS UPDATE</u>	
	There were no changes to the register.	
PC13/1/004	<u>MINUTES</u>	
	The minutes of the meeting held on 10 th December were approved as a correct record of that meeting and were duly signed and initialled by the Chairman	
PC13/1/005	<u>DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST.</u>	
	Applications for dispensation for declared pecuniary interests had been received from all Councillors except Councillors Paul Henson and David Jeffery. The Clerk had approved all those applications received in accordance with Minute No PC/12/12/254. Those Councillors who had not submitted dispensation requests were advised that they were not eligible to take part in the discussion or vote on item 21B(approval of budget and precept setting).	
PC/13/1/006	<u>REPORT OF ISSUES PREVIOUSLY RAISED.</u>	
	The Clerk reported that she had received a telephone call from Mr Harrison in relation to the issue raise by Mrs Evans in Public Question Time at the December meeting. Mr Harrison confirmed his willingness to contribute £1,000 to the cost of arboricultural works that were required in the woodland area adjacent to Pilgrim's Lane. Mr Harrison requested that the Parish Council act as stake holder for the works which are to be carried out over two growing seasons.	
	<u>RESOLVED:</u> That the Parish Council will accept £1,000 from Mr Harrison, upon the sale of the development land, and that the Parish Council will use the money solely for the payment of costs relating to the works on the woodland area.	
PC/13/1/007	<u>PUBLIC QUESTION TIME (7.40 p.m. – 7.45 p.m.)</u>	
	County Councillor Kirkbride advised that she had received preliminary notification of road	

	works to be carried out in Bugbrooke in the 2013/2014 financial year. Meadway was listed but it was agreed that Chipsey Avenue was in a worse condition. County Councillor Kirkbride confirmed that she would seek to get the NCC highways agreement to change Meadway for Chipsey Avenue..			
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PC/13/1/008	PLANNING			
A	Due to adverse weather condition Rhiannon Rhys had been unable to attend. She would attend the February meeting instead.			
B	Proposed Development at Peace Hill. Notification had been received that the applicants had appealed against the SNC refusal to grant planning permission. The appeal is to be dealt with by way of written representation.			
	RESOLVED	That a letter be sent to the Inspector on behalf of the Parish Council to maintain the objections previous raised.		
	ACTION	The Clerk		
C	Planning Applications and decisions for			
	STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL
		S/2012/1516/FUL	Campion School	New single storey teaching block to rear of block B and the relocation of 2 temporary classrooms.
				<i>No objection</i>
C	Councillors also considered an application for an extension of time on S/2009/1142 – 40 High Street. It was agreed that as this was simply a request for an extension there would be no objection.			
D	It was reported that the application for a Certificate of Lawfulness in respect of the Glebe Field, had been refused by SNC. Councillor Phil Bignell advised that he had spoken with the planning officer who had informed him that if a subsequent application was to be submitted, which was supported by documentary evidence of current use of the field, that the Certificate would be approved.			
	RESOLVED	That a new application should be submitted together with the required evidence and a letter from the PCC confirming use of the Glebe Field for the church fete, duck racing and other events.		
	ACTION	The Clerk		
PC/13/1/009	POLICE MATTERS			
A	An invitation had been received from the Community Speed Watch Programme for Bugbrooke to be involved in the new programme which was to commence in April 2013. The costs would be £450 + V.A.T (£540) and would include training. Councillor Alan Kent had indicated that he was willing to continue as Coordinator, but would require 3 or 4 more volunteers to join the team. He indicated that in his opinion it would be worthwhile as in addition to the speed watch, the village would get practical Police support. The Clerk advised that in anticipation of a decision to join the programme she had added an additional £500 to the 2013/2014 budget.			
	RESOLVED	That the Parish Council would join the Speed Watch Programme and that Councillors Phil Bignell, David Jeffrey and Robb Collett would join Councillor Alan Kent on the team.		
	ACTION	The Clerk to notify the Police of the parish council decision.		
B	The Parish Council agreed to take part in a trial being conducted by the Community Support Team in relation to the provision of information to parish council. The Clerk was requested to notify the CST that the Parish Council would like to receive the updates on crime and traffic related issues monthly, to enable the council to take these matters into consideration when considering future matters affecting the village.			
PC13/1/010	YOUTH MATTERS			
	Councillor Mrs Meech advised that there was no progress to report.			
PC/13/1/011	PLAYING FIELD			
	Nothing to report.			

PC/13/1/012	NEW CHURCHYARD EXTENSION	
	<p>The Chairman reported on a joint meeting between the Parish Council, the Bugbrooke Millennium Green Trust and the Parochial Church Council which had been held on 7th January. At that meeting 3 options had been considered and upon nomination by Mrs Emma Bignell (BMGT) and seconded by Councillor Terry Ward (BPC) it was agreed that the purchase of the Glebe Field should be dealt with by way of a grant from the Parish Council to BMGT to enable them to purchase the field outright. The actual amount was not discussed in detail but it was proposed that the sum of £16,500 be given to BMGT and that the sum of £5,000 be paid by the parish council for the car park. If it is possible to purchase a small additional area to link the two areas, the additional purchase price would also be granted to BMGT. The Parish Council would purchase the car park. The BMGT and the PCC agreed to provide letters of authorisation for the Parish Clerk to act on their behalf in respect of instructions to the appointed solicitors. She would then liaise with an appointed member of each (Mrs Bignell for BMGT and Councillor Alan Kent for the PCC). Councillors Phil Bignell and David Harries had met on site with representatives of the other organisations involved, and in consequence had produced 3 alternative plans for considerations. It was agreed that Plan C represented the best outcome. Councillor David Harries left the room prior to the parish council voting on the proposal.</p>	
	RESOLVED	That the Parish Council would make a grant under S19 of the Local Government Act 1972 to the Bugbrooke Millennium Green Trust to enable them to purchase the Glebe Field.
	ACTION	<p>Councillor David Harries and Councillor Alan Kent would take the necessary steps to ensure that a letter of authorisation was provided to the parish clerk without delay.</p> <p>The Clerk would notify the solicitors of the agreed method of purchase and the desire to purchase the additional area at the bottom of the churchyard.</p>
PC/13/1/013	ALLOTMENTS	
	<p>The Clerk advised that she had now been informed by the Allotment Association that they were formally requesting an amendment of the existing lease between the Parish Council and the Allotment Association, in respect of the restriction on the erection of sheds on the site. The Allotment Association had confirmed that no shed would be permitted that was greater than 7ft x 5ft and a height not exceeding 7ft. All sheds would have to be constructed of shiplap or tongue and groove timber with felted roof. All sheds would have water collection facilities and allotment holders would be required to maintain sheds in good repair (if painted only green and brown would be accepted) and that the association would undertake regular inspection of the sheds to ensure compliance.</p>	
	RESOLVED	The lease arrangements between the Parish Council and the Allotment Association be amended to permit the erection of sheds on plots, subject to the restrictions set out above.
	ACTION	The Clerk
PC/13/1/014	PARISH MATTERS	
A	Committees: The Clerk and Chairman had prepared a new schedule of Committee membership which had been circulated prior to the meeting.	
B	Monthly Inspection Sheets and Monthly Summary. Monthly inspections sheets were received for areas 2, 3 and 5 only The Clerk informed Councillors that she had not received any response to a notice inviting expressions of interest in carrying out minor repairs/works in the village. The new Committee list created a Monthly Summary Sheet working party and it was agreed that this group would meet once a month following the meeting to discuss what works/repairs were required.	
	RESOLVED	If as a result of a meeting of the Monthly Summary Sheet working party, works are required to be carried out, the Clerk is authorised to appoint a suitable local tradesperson to carry out the work, provided that the total cost of the works does not exceed £50.
C	Hedges. The hedge belonging to 7 Camp Hill is overhanging the pavement and gravel from the driveway is spilling onto the footway. The Clerk is to write to the owners to request the hedge is cut back and the gravel swept back onto the drive.	
D	Footpaths: Nothing to report.	

E	Annual Audit. Nothing to Report	
F	Emptying Litter and Dog Waste Bins: Nothing to report.	
G	Welcome Packs. The Chairman, the Clerk and Councillor Phil Bignell to agree a date to commence preparation of the packs, which are to be made available to all new residents, not just to the occupiers of new built properties.	
H	Emergency Planning. The Chairman and Councillor Robb Collett had been appointed as Flood Wardens. The Chairman had met with a representative from the Environment Agency following the recent very wet weather, when the brook was very close to overflowing. The E.A. had agreed to return in the spring to remove vegetation from the edges to improve water flow. The Parish Council does hold a quality of sand and bags – these are located at the garages at Peace Hill. It was agreed that a letter should be sent from the Parish Council to all residents who are likely to be affected by flooding to advise them of the availability of sandbags and how to obtain them.	
I	Best Village Competition. It was agreed not to enter the competition this year.	
J	Street Lighting. A. The following street lights were reported as being defective:- PL 119 PL 14 B. The Clerk advised she had received 3 quotations to carry out the necessary safety testing on street lights.	
	RESOLVED	That the quotation from C J Electrical represented the best value to the parish council and that the Clerk be requested to arrange for the testing to commence as soon as possible.
	ACTION	The Clerk
K	Training. It was agreed that Councillor Collett should attend a training course on 6 th February – cost £29; that the Clerk should attend a training course on the General Power of Competence on 7 th March – cost £29 and that the Clerk should commence the CILCA training on Tuesday 26 th February Cost £495 + £150 SLCC fee)	
L	Bugbrooke Well. Councillors were advised that they had previously considered this matter approximately two years ago, when it was agreed that the parish council would not assume responsibility for the well as it was in very poor condition. In the intervening period, South Northants Homes had carried out significant works to the well which would not require any further expenditure for some years.	
	RESOLVED	That the Parish Council would take over responsibility for the well to ensure its retention as a historic attractive local feature.
PC/13/1/015	TWINNING	
	Nothing to report.	
PC/13/1/016	REPORTS	
A	Speed limits and the 20MPH zone: Nothing to report	
B	Mid Northants Parishes Report: The clerk had nothing to report this month.	
C	Northamptonshire County Association of Local Authorities:	
	Nothing to report.	
D	Highways and Transport	
	1. The Clerk has sent a response to NCC in relation to the annual waiting restrictions review. This was in accordance with the views expressed at the December meeting – No Waiting at Any Time on both sides of Kislingbury Road in the vicinity of the chicane; No Waiting at Any Time Church Lane/High Street junction (Waggon and Horses) on southern side of the northern arm of the junction and on the southern side of the southern arm from High Street to the rear entry of 1 Church Lane; No Waiting at Any Time -Great Lane/Camp Hill junction, for a short distance from the junction to No 1 Great Lane. Copies of the completed assessment forms are available in the Parish Office.	
	2. Meeting with Heygates Mill representatives. No progress to date. The Clerk would renew efforts to engage with mill representatives as soon as possible.	
	3. Complaint of vehicles being parked on the grass opposite the car sales site. There had been inspection by the NCC highway representative who agreed that it was an unacceptable situation, especially given the close proximity to the bus stop, but they were unable to be of assistance. It was agreed that the Clerk should carry out a search at HM Land Registry to	

	attempt to trace the land owner to seek to have bollards erected..
	4. Immediately prior to Christmas a report had been received of large pothole in Pilgrim's Lane. This had been reported to NCC and an immediate inspection carried out. Surface patching had been carried out in early January and the pothole repaired.
	5. Smither Way – the Clerk advised that this was on the list to be patched but reliant on the availability of funds in the 2013/2014 budget.
	6. There were no plans for any patching on Chipsey Avenue.
	7. All salt bins in the village had been filled in October. The area technician had been asked to inspect the bin in Badger's Close and were due to report back.
	8.. Following receipt of an email from a local resident relating to the absence of dropped kerbs in the vicinity of Jubilee House just before Christmas, the Clerk had requested NCC Highways to consider installing dropped kerbs to assist people using mobility scooters. The inspection has been carried out and confirmation received that dropped kerbs will be installed at this location and at Oaklands and Lime Grove junctions. This work will be carried out in the new financial year – i.e after April 1 st .
	9. It was agreed that the Parish Council should enter into an agreement with NCC in respect of the mowing of grass verges – the payment from NCC to be 702.87
E	Community Centre – Nothing to report
F	Millennium Green – Nothing to report
PC/13/1/017	FINANCIAL MATTERS
	A financial statement was circulated. The clerk reported that the bank balances were as follows:
	Current Account as at (Nat West) 31.12.12 £ 3,352.24
	Yorkshire Bank 31.12.12 £ 58.02
	Uncleared Item £ 25.00
	Nationwide at 31.12.12 £ 2,029.85
	Deposit account at 31.12.12 £ 101,100.22
	Petty Cash 31.12.12 £ 10.12
	December expenditure 14.1.13 £ 4,059.75
	Total funds at 14.1.13 £ 102,406.60
B	The draft budget was considered by Councillors.
	RESOLVED It was unanimously agreed (by those Councillors able to vote) that the draft budget be accepted as the Parish Council's budget for 2013/2014 and That the precept demand to be submitted to SNC for 2013/2014 should be for £66,500
C	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
0063	Browne Jacobson Solcitors	Advance against legal fees for transfers relating to the Glebe Field	250.00		Local Gov't Act 1972 S112
0064	HM Revenue & Customs	Tax - SBB	£93.31		HM Revenue and Customs requirement
0065	Mrs S Bramley-Brown	Clerk's salary– December 2012 (44 hours @ £10.49 = £461.56 less 20% tax	£381.93		Local Gov't Act 1972 S112
0066	Bugbrooke Link	Advertising	£60.00		Local Gov't Act 1972 s112
0067	E.on	Street Lighting Maintenance for quarter ending December 2012	£654.95	£109.16	Parish Councils Act 1957 s3 Highways Act 1980 S301
0068	RBS Finance Ltd For R and G	Treatment of playing field	2,265.76	377.63	Open Spaces Act 1906 S6

	ground maintenance				
0069	A H Contracts	Emptying of Dog and Litter Bins	322.80	53.80	Litter Act 1983 Ss 5,6
0070	Kay Iqbal	Cleaning of Bus Shelters	30.00		Parish Councils Act 1957 S1
0062	Shaw and Sons	Ratification of cheque paid in December for binding of parish minutes	£99.60	£16.60	Local Gov't ACT 1972 s112
		RESOLVED:	That these invoices be paid		
		ACTION:	Clerk		
PC/13/1/018		DATE OF NEXT ORDINARY MEETING – Monday 11TH February 2013 at 7.30pm			

There being no further business the Chairman closed the meeting at 9.35 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....