

BUGBROOKE PARISH COUNCIL

Minutes of the Monthly Meeting of the Full Council held on
Monday 13th April 2015 at 7.40 p.m, at the Community Centre, Bugbrooke.

PRESENT:

Chairman – Mr John Curtis, BEM

Councillor Robb Collett		Councillor David Jeffrey
Councillor Brian Curtis		Councillor Alan Kent
Councillor Ken Gardner		Councillor Brian King
Councillor Paul Henson		Councillor Terry Ward
	<u>IN ATTENDANCE</u>	
Sally Bramley-Brown - Clerk	4 parishioners	County Councillor Joan Kirkbride
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	<u>Reason:</u>	
Councillors Paul Phillips, Mrs Linda Pope, John Bignell, Phil Bignell and David Harries	Personal	
PC15/4/054	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u>	
	Apologies were received and accepted as above.	
PC15/4/055	<u>TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA</u>	
	Councillor Terry Ward – Agenda items 13F (the Baker's Arms) and 13 L Bugbrooke Post Office; Councillor Brian Curtis and Councillors David Jeffrey item 8D (Planning)	
PC/15/4/056	<u>TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING (e.g. owing to a member having been elected to any local committees etc.).</u> There were no changes to the register	
PC15/4/057	<u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 9th MARCH 2015</u>	
	The minutes of the meeting held on 9 th March were approved as a correct record of that meeting, and the minutes were duly signed and initialled by the Chairman, subject to the amendment of Minute No 15/3/037 to reflect that Councillors John Curtis, Brian Curtis Alan Kent and Linda Pope all declared an interest in item 13Q – Allotments.	
PC15/4/058	<u>REPORT OF ISSUES PREVIOUSLY RAISED</u>	
	No issues were raised.	
PC/15/4/059	<u>PUBLIC QUESTION TIME (7.45p.m. – 7.50p.m.)</u>	
	A resident raised concerns about the overgrown hedge along the jitty from Pound Lane to the Community Centre. He agreed to contact the community centre regarding this issue. It was reported that someone is locking the Primary School children's play area on Mondays. The Clerk was requested to investigate and take appropriate action.	

PC/15/4/060	<u>DISTRICT COUNCILLORS REPORT AND UPDATE</u> Councillors Phil Bignell and David Harries were both absent.			
PC/15/4/061	<u>PLANNING.</u>			
	<u>John's Road/Pilgrim's Lane.</u> The Clerk confirmed that the Village Enhancement Contribution had been received from SNC. Copies of the appropriate invoices had been submitted to SNC in compliance with the conditions of the S106 agreement.			
	<u>11 Pilgrims Lane.</u> The Clerk had written to SNC but had received no response.			
	<u>Application for full permission in respect of 17 dwellings at Peace Hill.</u> The application was to be considered by the Development Control Committee on 16 th April with an officer recommendation for refusal.			
PC/15/4/062	<u>Planning Applications and decisions for report</u>			
STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2015/0574/FUL	Land off Johns Road	Variation of condition 5 to S/2013/1081/MAR to allow for a revised LEAP plan.	Plan had previously been approved by BPC
PC/15/4/063	<u>POLICE MATTERS AND NEIGHBOURHOOD WATCH</u>			
	Various emails had been received from the Police and where appropriate these had been forwarded to the Link Website.			
PC/15/4/064	<u>BUBROOKE SKATE PARK</u> In the absence of Councillor Mrs Meech the matter was deferred.			
PC/15/4/065	<u>NEW CHURCHYARD EXTENSION</u>			
	The Clerk reported that finally the Big Lottery had given consent to the gift of part of the Millennium Green to St Michael and All Angles Church to form an extension to the burial ground, subject to the new area of extended Millennium Green being subject to the same disposal restrictions. The Clerk advised that the date set for the signing of all the documents was Wednesday 29 th April at 2 p.m. in the Green Room of the Community Centre. The Planning application for the change of use on the Millennium Green (part) was due for consideration on 22 nd April, with a recommendation for approval.			
	<u>RESOLVED</u>	It was proposed by Councillor Ward and seconded by Councillor Henson that the Parish Council should complete the transfer of the church car park to the Parish Council, by way of a formal transfer to be signed on behalf of the Parish Council by the Chairman and Councillor Kent. Resolution passed unanimously.		
PC/15/4/065	<u>PARISH MATTERS</u>			
A	<u>Monthly Inspection Sheets</u> Monthly inspections sheets were received for 4 areas.			
B	<u>Hedges/Trees.</u> The Clerk advised that Helen Howard had confirmed that NCC legal had written to the occupier. The rear fencing of Tibbs Way properties backing on to the jitty leading from Pound Lane to the Community Centre was in need of repair. The Clerk was requested to write to the owners of the affected properties.			
C	<u>Footpaths.</u> The Clerk was requested to report to NCC Rights of Way that a tree had fallen and was blocking KD32 400 yards north of the roadway.			
D	<u>Emergency Planning.</u> Councillor Collett advised that there had been no progress.			
E	<u>Street Lighting.</u> 1. The Clerk reported that the new LED units ordered through EON were due to be fitted by the end of the second week in April.			

	<p>2. The issues surrounding the new street lighting on the Pilgrims Lane/Johns Road footpath were to be considered by SNC as part of the application to release the condition.</p> <p>3. The Clerk advised that Eon had given notice of a 50% rise in the cost of unmetered supply electricity with effect from 1st May. High level talks were taking place with Opus Energy in the hope of securing an alternative supply. The Clerk was authorised to take whatever action was in the best interests of the Parish Council in relation to the provision of supply.</p>
F	<u>The Baker's Arms, High Street.</u> The Clerk had circulated a briefing note relating to the possible application for registration of an asset of community value.
	RESOLVED It was proposed by Councillor Jeffrey and seconded by Councillor Collett that the Clerk be request to complete the application for registration and submit the same to SNC. 8 in favour 1 against.
G	<u>Highways and Transport.</u> The Clerk had nothing to report. <u>Smither Way.</u> The Clerk was requested to write again the NCC Highways to state that the road was now in serious need of extensive repair.
H	<u>Millennium Green.</u> The archaeological works had been completed, and the whips replanted, but the green itself had been left in a very poor state after the reinstatement of the soil. The Chairman stated that he would speak with local farmers to see if one would be kind enough to take rotavating equipment on to the site to level the ground prior to reseeding.
I	<u>Community Centre</u> The Clerk reported that she had received an email from Mr Mark Harmon at SNC who had offered to meet with Parish Council representative to discuss the issues. The Clerk was requested to arrange a meeting to include Councillor Harries and the Chairman.
J	<u>Bin on Elm Tree Bank (Great Lane Green)</u> It was agreed that the Clerk be requested to ask Kevin Gardner if he could assist with the removal of the concrete slab. Councillors also agreed to the purchase of a Topsy Jubilee litter bin (green) to be installed on the green in a new location.
K	<u>Provision of Bus Shelters/upgrading of bus shelters in the village.</u> <ol style="list-style-type: none"> 1. The Clerk advised that the new shelters were to be installed at Peace Hill and on Kislingbury Road adjacent to the bungalows the following week. 2. It had been indicated that the owner of the land on the opposite side of Kislingbury Road was Heygates and the Clerk was pursuing this.
L	<u>Bugbrooke Post Office.</u> The Chairman advised that following the scoping exercise the new Post Office would not be opening at the High Street village store. The Clerk was requested to contact the Post Office representative to ascertain the up to date position.
M	<u>Pilgrim's Lane Spinney.</u> The Clerk had received confirmation from the Harrison Trust that the offer of the transfer of land was still available but that the Parish Council would have to bear all the legal costs. The Clerk had obtained one estimate of the costs, but was requested to obtain two more and to report to the next meeting.
N	<u>Bugbrooke Parish Elections</u> The Clerk had received the Statement of Persons Nominated which confirmed that there were 16 candidates for 15 seats at the Parish Council and therefore there would be a contested election. It was agreed that an information sheet would be prepared by the Clerk showing a photograph and a 50 words synopsis for each candidate. Candidates were to be requested to submit the information by Monday 20 th April. The Clerk was to contact Mr Peter Wilkins to ascertain if the Scouts would be able to assist with distribution.
O	<u>Grants Policy.</u> Following the review of the Grants Policy at the March meeting, it was proposed by Councillor Kent and seconded by Councillor Collett that the revised policy be formally adopted by the Parish Council. Agreed unanimously.
P	<u>Small Works Contracts</u> The Clerk had circulated a briefing note on the preparation of a list of Small Works Contractors. It was agreed that in order to reduce the time line for securing approval for works of this nature to be carried out, the Parish Council would formulate a list of local contractors, representing various trades. Once the Clerk became aware of a need for works which Mr Wilkins could not or was not willing to carry out, she would

	then contact appropriate trades on the list of local contractors and obtain the necessary estimates. Thus reducing the time between identifying the need for works, and approval of the same. The item being dealt with at one meeting – report of the need for the works; details of the estimates received and if appropriate, approval of the works and one estimate, allowing the Clerk to appoint a contractor immediately after the meeting. This would <u>only</u> apply to minor works and in any circumstances would require the prior approval of the Parish Council before a contractor was appointed. The List of Small Works Contractors would comprise contractors advertising in the Link, the Village Guide, or any local contractor who requested the Parish Council to place their name on the list. The Clerk was requested to identify potential local contractors and contract them to ascertain if they wished to be included on the list.				
Q	<u>New Residents Tea Party</u>				
	The Chairman of the local branch of the WI had confirmed their willingness to allow the Parish Council to form part of the event to celebrate their centenary, to be held at the Community Centre on Saturday 25 th July. It was agreed that the Parish Council would meet all the costs arising from hall hire for the event. At the meeting following the election, two Councillors would be appointed to work with the WI on the details of the event.				
R	<u>Land at the Rear of South Northants Homes, Kislingbury Road.</u> South Northants Homes had requested that the Parish Council consider what the area of land to the rear of the bungalows on Kislingbury Road, could be used for. The area is currently maintained by SNH but kept locked. Councillors expressed concern that if the area were open for general use, it could give rise to complaints of anti-social behaviour. It had previously been the subject of such complaints. Suggest it be used as a wild life habitat.				
S	<u>Request from U3A Genealogy Group.</u> The group had requested access to Wi-Fi facilities when using the Community Centre. BSACCA had already agreed to the provision of such a facility for centre users.				
T	<u>Speedwatch/Speed Limited and 20 MPH Zone</u> Nothing to report.				
PC/15/4/066	<u>FINANCIAL MATTERS</u>				
A	An end of financial year statement was circulated prior to the meeting. The clerk reported that the bank balance was as follows:				
	Current Account as at 31.3.2014	£102,124.78			
	ADD Precept for 2014/15	£ 64,000.00			
		£ 736.79			
	All other receipts for 2014/15	£ 16,570.51			
	Total funds available for 2014/15	£182,660.29			
	Less payments				£85,045.79
	Balance Remaining on 1.4.2015				£97,649.50
	The Clerk had also circulated a copy of the expenditure against budget heading reported for 2014 – 2015. This showed a significant over-spend as against the approved budget in respect of the Glebe Field and Churchyard (£23,123.50) as a result of the requirement for the archaeological excavation. However due to careful financial management in other areas the total expense in excess of the budget was limited to £8,294.68.				
B	Payment of the Village Enhancement Contribution in the sum of £14,418.60 had been received from SNC.				
C	<u>VAT Reclaim.</u> The Clerk reported that she had received a VAT reclaim in the sum of £9, 330.29				
PC/15/4/067	<u>Accounts for Payment.</u> 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

(I.B.)	Mrs S Bramley-Brown	Clerk's salary– March 2015 (70 hours) less tax - + mileage and expenses	£796.85		Local Gov't Act 1972 S112
(I.B.)	HM Revenue & Customs	Tax - SBB March	£126.20		HM Revenue and Customs rqumt
(I.B.)	A.H.Contracts	February Bins	348.62	58.10	Litter Act 1983 s5,6
(I.B.)	BSACCA	Office rental and room hire	196.00		Local Gov't Act 1972 S111
(I.B.)	Aylesbury Mains	Street Light repairs PL 135 and PL 140	87.60	14.60	Parish Councils Act 1957 s3/ Highways Act 1980 s301
(I.B.)	NCalc	Annual Membership and Internal Audit	1,000.30		Local Gov't Act 1972 S111
Direct Debit	E.on	Unmetered Supply for March	456.77	76.13	Parish Councils Act 1957 s3/ Highways Act 1980 s301
Direct Debit	CIT Finance	Parish office photocopy provision	216.40	36.07	Local Gov't Act 1972 S111
310	Kay Iqbal	Cleaning of Bus Shelters - March	30.00		Parish Councils Act 1957 s3/ Highways Act 1980 s301
311	Anglian Water	Water supply for allotment area Jan – April 2015	58.14		Small Holdings and Allotments Act 1908 S23
Direct Debit	British Telecom	Ratification of direct debit paid in March for the provision of telephone and broadband services for the parish office.	80.43	13.40	Telecommunications Act 1984 S97
		RESOLVED:	That these invoices be paid		
		ACTION:	Clerk		
PC/15/4/068		DATE OF NEXT MEETING –Monday 8th May 2015 at 7.30 p.m			

There being no further business the Chairman closed the meeting at 8.52 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....