

BUGBROOKE PARISH COUNCIL

Minutes of the Monthly Meeting of the Full Council held on
Monday 10th August 2015 at 7.30 p.m, at the Community Centre, Bugbrooke.

PRESENT:

Chairman – Councillor John Curtis, BEM

Councillor John Bignell		Councillor David Harries
Councillor Robb Collett		Councillor Brian King
Councillor Brian Curtis		Councillor Mrs Catherine Parry
Councillor Ken Gardner		Councillor Ms Julia Richardson
Councillor Mrs Teresa Garlick		Councillor Terry Ward
	<u>IN ATTENDANCE</u>	
Mrs Sally Bramley-Brown - Clerk	5 parishioners	
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	<u>Reason:</u>	
Councillor Phil Bignell	Personal	
Councillor David Jeffrey		
Councillor Alan Kent		
Councillor Mrs Linda Pope		
County Councillor Joan Kirkbride		
PC/15/8/106	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u>	
	Apologies were received and accepted as above.	
PC/15/8/107	<u>TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA</u>	
	Councillors David Harries – Agenda Item 16C – Erecting of fencing along KD10	
PC/15/8/108	<u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th July 2015</u>	
	The minutes of the meeting held on 13 th July were approved as a correct record of that meeting and were duly signed and initialled by the Chairman.	
PC/15/8/109	<u>PUBLIC QUESTION TIME (7.33 p.m. – 7.38 p.m.)</u>	
	A resident raised issues in respect of item 16C – erection of fencing along KD10. It was his view that funding should not be used for this fencing and that there were other issues in relation to the two new rugby pitches that needed to be addressed.	
PC/15/8/110	<u>DISTRICT COUNCILLORS REPORT AND UPDATE</u>	
	Councillor Harries reported that Nether Heyford Parish Council had responded to the latest planning proposal and had included a request for S106 contribution, if the application is approved.	
PC/15/8/111	<u>PLANNING</u>	
	John's Road/Pilgrim's Lane.	
A	The Clerk reported that she had not been notified of any issues this month.	
B	The junction improvement works at the junction of Pilgrims Lane and Camp Hill. The Clerk had contacted Persimmon Homes regarding the promised a new "SLOW" sign to be painted on the road.	
C	Village Enhancement Contribution. The Clerk had received confirmation from SNC that the	

	second tranche of the contribution had been requested from Persimmon – total £15,174.42. When payment had been received by SNC it will be forwarded to the Parish Council. At the recent residents' tea party the Clerk had sought suggestions for what it could be used to provide. Residents had suggested more play equipment or adult exercise equipment.			
D				
Planning applications and decisions for report				
STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
	S/2015/1196/FUL	Playing Fields, Camp Hill	Installation of 8 x 10m high Towermaster light duty static floodlighting columns complete with climbing step loops and the installation of 8 2000watt Phillips Optivision MV507 asymmetric low glare floodlights	Approved – 28.7.15
New	S/2015/1550/SCO	Norwood Farm, Harpole	Scoping opinion for proposed residential led mixed use development	Object
New	S/2015/1573/FUL	Peace Hill	Detailed proposal for 17 dwellings.	Improved plans but still area of objection
FIO	S/2015/1812/TPO	The Chesnuts, 8 Quakers Close	Works to TPO tree Ash, reduce by up to 3m on North facing side to remove excess weight and add balance and remove encroaching branches	
PC/15/8/112	<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. The PCSO's most recent monthly report had been circulated with the Agenda. The PCSO had attended the residents' tea party and had said it had been a real pleasure to be able to meet and talk to residents.			
PC/15/8/113	<u>NEW CHURCHYARD EXTENSION</u> The Clerk advised that completion of the transfers was imminent and that when it occurred she would circulate the information to Councillors. The Chairman reported that a meeting had been held on 5 th August with representatives of the PCC, Bugbrooke Millennium Green Trust and the Incumbent to discuss the future requirements of the various sites. The incumbent had advised that the extension area would probably not be required for burials for some time, and that he would seek to invite the Bishop of Peterborough to consecrate the area as burial ground in June/July 2016. The PCC would control the whole of the churchyard, including the new area. No new paths would be required in the extension area. 9 metres of the existing hedge would be removed at either end of the existing hedge line and the height limited to 1 metre. The existing gate was to be moved to where the new hedge line would be and made wider to enable large machinery to access the area. The Parish Council was to investigate improvements to the car parking surface. A full assessment would be carried out once all the final legal bills had been paid and it was know what funding was available. The Millennium Green Trustees had requested the provision of seats, bins and a new path along the brook. It had been decided that it was not necessary to erect a fence along the new churchyard boundary. The area of the churchyard near the Ace Lane bridge, was to be cleared and as it was within the gift of the incumbent, the link route between the two areas of the Millennium Green would be relocated			

	away from the bridge to approximately 20yards closer to the churchyard gates.		
PC/15/8/114	<p><u>PLAYING FIELDS AND COMMUNITY CENTRE</u></p> <p>Councillor Harries reported that the refurbishment of the toilets had been completed and favourable comments had been received. Unfortunately when the skip was removed the drain cover had been broken, but it would be replaced. The Management Committee were currently revising the hire charges for the centre and these would be available shortly.</p>		
PC15/8/115	<p><u>PROPOSED APPOINTMENT OF VILLAGE ENVIRONMENT WARDEN AND FORMATION OF ENVIRONMENT COMMITTEE</u></p> <p>The Clerk had circulated a detailed briefing note on the proposed appointment and committee formation. It was agreed that it was worth having a separate committee as the village environment was a significant issue, however the committee would have no decision making powers.</p>		
	<table border="1"> <tr> <td><u>RESOLVED</u></td> <td>It was proposed by Councillor Harries and seconded by Councillor Mrs Garlick that It is resolved that Bugbrooke Parish Council approves the formation of an Environment Committee to be composed of the Chairman, Councillors Harries, Collet and King, The Clerk and Mr Jonathon Dunn. It is further resolved that Mr Jonathon Dunn be appointed as Bugbrooke Village Environment Warden for a trial period of 6 months.</td> </tr> </table>	<u>RESOLVED</u>	It was proposed by Councillor Harries and seconded by Councillor Mrs Garlick that It is resolved that Bugbrooke Parish Council approves the formation of an Environment Committee to be composed of the Chairman, Councillors Harries, Collet and King, The Clerk and Mr Jonathon Dunn. It is further resolved that Mr Jonathon Dunn be appointed as Bugbrooke Village Environment Warden for a trial period of 6 months.
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	The first meeting of the Environment Committee will take place at the end of September, upon the Clerk's return from holiday. Part of the discussions of that meeting will be to prepare a recommendation to be put before the Parish Council at the October meeting in relation to items purchased by Mr Dunn.		
PC/15/8/116	<p><u>PARISH MATTERS</u></p>		
	<p>A. Monthly Inspection Sheets. Monthly inspection sheets were received for most areas. Any necessary repairs will be passed to either Mr Wilkins or Mr Botterill for attention. Spare inspection sheets are always available either on line, by contacting the Clerk or at the meeting.</p>		
	<p>B. Hedges, Trees and Fences. The following hedges were noted as requiring attention:- 2 Chipsey Avenue – cut back to boundary 9 Butts Hill Crescent</p>		
	<p>C. Footpaths. Nothing to report.</p>		
	<p>D. Emergency Planning. Councillor Collett reported that he was still awaiting information from Silverstone PC.</p>		
	<p>E. Street Lighting. The Clerk reported that she had now received information from NCalc on the new unmetered supply packages. Once the programmed lantern changes had been completed, the schedule would be updated and submitted to Western Power for a new certificate. The Clerk would then obtain competitive quotes for consideration by the Parish Council. In relation to the cost of the replacing the lanterns, the figure in the budget for streetlight maintenance was £1,500, which would include all repairs, whereas the replacement costs would be £4,330. The Clerk assured the Councillors that there was money available to pay for the lanterns but it was not part of the budget.</p>		
	<p>F. The Baker's Arms. No further information would be available until after the end of the consultation period in mid-August.</p>		
	<p>G. Highways and Transport. Councillor Mrs Pope had raised an issue about the condition of the footpath adjacent to the primary school. The Clerk was requested to contact NCC Highways to request that steps be taken to upgrade the surface of the path.</p>		

	Two parking issues were raised – both in relation to vehicles being parked on junctions with Johns Road - the Clerk was requested to write to 1 Smither Way and Councillor King is to ascertain the driver of the South Northants Homes vehicle which is parked close to the junction of Waggoners Way and Johns Road.
	H. Millennium Green. Issues relating to the green had been discussed previously under the New Churchyard.
	I. New Dog Bin on ungraded footpath. The bin was due to be installed the following day at the revised location.
	J. Provision of Bus Shelters in the village. The Clerk reported that Mr Steve Botterill had completed the finishing groundworks. Several people had commented on the new shelters and asked for their thanks to be passed on to the Parish Council.
	K. Bugbrooke Post Office. The Clerk had not received any additional information. The Chairman requested she seek an update from the Post Office representative for the next meeting.
	L. Pilgrim's Lane Spinney and Footpath Link to John's Road. Councillors were reminded that they had indicated earlier in the year that funding could be made available for bulb planting in the area. The Clerk was authorised to purchase bulbs to a value of £100 – the residents will undertake the planting once the bulbs have been delivered.
	M. Residents Tea Party. Councillor Mrs Parry reported that the event had been well supported and was thought to have been a great success. The raffle had been won by a family who had moved into the village that week. The W.I., were thanked for all their hard work and the Community Café expressed their thanks for the Parish Council contribution towards the cost of cake making.
	N. Speedwatch. This was deferred in the absence of Councillor Kent.
	O. Bugbrooke Primary School Play Area. The Clerk advised Councillors that she had received a cheque in the sum of £541 in full settlement of the insurance claim for the vandalism damage. The new parts were due to be delivered during week commencing 17 th August, but meanwhile a resident had indicated that he may be able to carry out a temporary repair to allow children to use the area.
	P. September Parish Council Meeting. The Clerk had circulated a briefing note in relation to her absence from the September meeting as she would be away on annual leave. As in previous year's, the meeting would be clerked by Mrs Ann Gilbert. The agenda would be prepared prior to the Clerk's departure and Councillors were requested to note that the Parish Office would not be open whilst the Clerk was away.
PC15/8/117	ANNUAL AUDIT. The Clerk reported that she had been notified of completion of the external audit by BDO. No issues had been raised requiring the issue of an additional report. Councillors were requested to resolve to formally approve the finalised Annual Return and Annual Governance Statement .
	RESOLVED It was proposed By Councillor Ward and seconded by Councillor Ms Richardson that the Parish Council approve the Annual Return and the Annual Governance Statement. Agreed unanimously.
PC15/8/118	ANNUAL PLAY AREAS INSPECTION REPORT. The reports on the three areas – the primary school play area, the community centre play area and the MUGA all raised minor issues. Some repairs are required to the equipment on the community centre area and the Clerk was requested to arrange for these to be carried out. The MUGA surfacing requires repair and it was suggested that this could be dealt with when the church car park work is carried out.
PC/15/8/119	FINANCIAL MATTERS
A	A financial statement was circulated. The clerk reported that the bank balances were as

	follows:				
	Current Account as at 30.6.15		£98,856.70		
	Less July payments	£11,636.50			
	Total funds at 31.7..15		£86,528.86		
B	Report on Expenditure Against Budget Headings. The Clerk had prepared and circulated a report to accompany the agenda. Expenditure generally was in line with the budget. The exceptions were a) the provision of the new bus shelters (£8,967.69) but these costs could be met from the second tranche of the Persimmon Homes S106 contribution and B) the street lighting lantern replacements which would total approximately £4,500 which had not been included in the budget.				
C	Erection of Fencing Along Footpath KD10. BSACCA had successfully obtained an SNC grant of £1,009 towards the cost of the fencing , which the Rugby Club had agreed they would erect at no cost. The amount of £1,874 remained to be paid and BSACCA requested a donation from the Parish Council. After a lengthy debate, it was agreed that the fencing should be installed to define the route of the footpath and to reduce dog fouling on the rugby pitches. It was further agreed that the Parish Council would donate the sum of £1,000 to BSACCA towards the cost of the fencing.				
D.	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
328	Mr Steve Botterill	Labour and materials for bus shelters finishing groundworks.	£255.00		Parish Councils Act 1957 S3
329	Peter Warden Environmental	July Mowing	£627.60	£104.60	Highways ACT 1980 s96
Direct Debit	Information Commissioner	Ratification of D/D made in July for Annual Registration Fee	£35.00		Data Protection Act 1998
Direct Debit	BT	Ratification of direct debit made in June for April – July telephone and broadband	£109.77	£18.29	Telecommunications Act 1984 S97
Direct Debit	Eon	July street lighting supply	£621.88	£103.65	Parish Councils ACT 1957 S3
Int Trans	Mrs S Bramley-Brown	July salary + mileage and Expenses	£954.12		Local Govt Act 1972 S112
Int Trans	HMRC	July PAYE	£132.0		HMRC
Int Trans	A.H. Contracts	Litter and Dog Bins - July	£419.64	£69.94	Litter Act 1983 Ss5,6
Int Trans	BSACCA	Hire of community centre for residents tea party	£128.00		General Power of Competence
Int Trans	R and G Grounds Maintenance	Mowing of playing fields	£583.54	£97.26	Open Spaces Act 1906
	RESOLVED:	That these invoices be paid			
	ACTION:	Clerk			

PC/15/8/120	DATE OF NEXT MEETING –Monday 14 th September 2015 7.30 p.m.
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There being no further business the Chairman closed the meeting at 9.20 p.m.

End of Minutes

CHAIRMAN:.....
DATE:.....