

# **BUGBROOKE PARISH COUNCIL**

## **Minutes of the Meeting of the Full Council held on Monday 9th June 2008 at 7.30 p.m. at the Community Centre, Bugbrooke.**

### **PRESENT:**

Councillor Philip Bignell – In the Chair

Councillor John Bignell	Councillor Alan Kent
Councillor Mrs Diana Cockrill	Councillor Brian King
Councillor John Curtis	Councillor Paul Phillips
Councillor Ken Gardner	Councillor Mrs Cherry Pilcher
Councillor Mrs Brenda Inch	Councillor Terry Ward
Councillor David Jeffery	

### **IN ATTENDANCE:**

Mrs Emma Bignell - Clerk to the Council	Mrs Clare Ball – incoming Clerk
County Cllr. Joan Kirkbride	District Cllr. Graham Smith
Laura Welch (SNC)	Jacqueline Brooks (SNC)
Seven Parishioners	

### **APOLOGIES FOR ABSENCE:**

Councillor David Harries (holiday)  
Councillor Dr. Jonathan Shribman (work commitment)  
Councillor Neil Sturdy (sporting commitment)

### **ABSENT:**

PC08/6/122

### **WELCOME:**

The Chairman welcomed Mr Phillips as the co-opted member to his first meeting and introduced Mrs Clare Ball, who had been appointed as Clerk as from 1<sup>st</sup> August.

PC08/6/123

### **DECLARATIONS OF INTEREST:**

No interests were declared.

PC08/6/124

### **AFFORDABLE HOUSING:**

The Chairman invited Mrs Welch & Mrs Brooks to give an update on the Affordable Housing survey. All households had received a survey and a third of those had responded, which was a good response rate. 56% of those responding had indicated there was a need for affordable housing. There were concerns that there was already pressure on the two village schools and that any development should be in keeping with area. Specifically 20% had confirmed that they were looking to move in the next 5 years and of those 84% (55 people) wanted to remain in Bugbrooke. They then discounted those who wanted to buy on the open market or who could afford to and took into consideration other factors which resulted in a final figure of a demonstrated need for 60 units. They explained that only a percentage of the need was ever built at any one time so it was likely that a development of 10 to 15 units would be a more realistic size of development and would not overload the village infrastructure. Members enquired as to the possible timescale for a development and whether the development could be sited on land outside of the village confines. The timescale would be dictated by availability of land but this could be sought by purchasing land outside the village boundary. Planning restrictions would ensure that it could only be used for affordable housing and therefore could not be a mix of affordable and open market housing.

**RESOLVED:** To progress the matter by arranging a ‘possible site location’ walkabout with the SNC Officers & the Affordable Housing Committee

**ACTION:** Clerk to liaise between two parties to arrange date

PC08/6/125 **POLICE MATTERS :**

Inspector Terry had now provided a mobile number for the Rural Community Team which could only be used for queries and should not be used for reporting crimes.

PC08/6/126 **MINUTES:**

The minutes of the meeting held on 12<sup>th</sup> May 2008 were approved as a correct record and duly signed by the Chairman.

PC08/6/127 **COMMITTEES & WORKING PARTIES:** *(Previously raised under minute PC08/5/99)*

Members had received an updated list of committees and working parties and asked if they still wished to sit on those they had previously been appointed to.

**RESOLVED:** To re-appoint 'en-bloc'

PC08/6/128 **PARISH NOTICE BOARD & BIN:** *(Previously raised under minute PC08/5/109)*

The Clerk confirmed that the litter bins had now been received and the notice board was imminent. The Chairman advised that he had tried to replace the dog bin at School Close but was unable to remove from the post.

**RESOLVED:** To contact Mr Clarke of Pattishall, who had previously installed the dog bins, to undertake all installation works

**ACTION:** Clerk

PC08/6/129 **INSURANCE COVER:** *(Previously raised under minute PC08/5/110)*

The Council was now insured with Norwich Union and the Clerk had received the schedule and Certificate of Employers' Liability Insurance. It was noted that these certificates should now be retained for a period of 40 years, in the event of a claim by an employee for an industrial disease or accident.

PC08/6/130 **PL117 – HIGH STREET:** *(Previously raised under minute PC08/5/116)*

The Clerk had obtained a breakdown of the materials & labour costs for the replacement ornamental lantern and had passed to Mr Sturdy for a price from him. ABB had advised that they would be unable to fit a part provided by a third party. It would still be of some use to find out whether the part itself was competitively priced.

**RESOLVED:** To liaise with Mr Sturdy

**ACTION:** Clerk

PC08/6/131 **PUBLIC QUESTION TIME :**

The meeting was adjourned between 8.03 p.m. and 8.18 p.m. to allow questions and comments from parishioners.

PC08/6/132 **PLANNING:**

<i>Status</i>	<b>App. No. &amp; applicant</b>	<b>Location</b>	<b>Proposals</b>	<i>PC comments or SNC decision</i>
<i>New</i>	S080677P (Andrews)	<b>3 The Leys, West End</b>	Single storey rear & side extension	<i>Materials to match &amp; music room to be sound proofed</i>
<i>New</i>	S080701PT (Jesus Fellowship)	<b>The Hall, Church Lane</b>	Fell Horse Chestnut tree <i>(replace with Beech or Sweet Chestnut)</i>	<i>Support application, preference for Sweet Chestnut replacement</i>
<i>Decision</i>	APP/Z2830/A/ 07/2060842	<b>11 Pilgrims Lane</b>	Side, rear and roof extensions to house	<b>Appeal allowed by Inspector</b>

07/2060842	<b>Lane</b>	extensions to bungalow plus conservatory to rear	<i>Inspector</i>

PC08/6/133 **PARISH MATTERS:**  
**COMMUNITY CENTRE:**

The Chairman reported on the AGM held on 04/06/08 and the normal monthly meeting. He advised that both Mr Smith, Chairman and Mr Phillipson, Treasurer would only stand for a further 12 months.

PC08/6/134 **KISLINGBURY ROAD CRESCENT:**

Following on from the discussions during public question time and County Cllr. Kirkbride's letter regarding parking permit schemes it was:

**RESOLVED:** To arrange a meeting with Andy Leighton, NCC as soon as possible

**ACTION:** Clerk/KG

PC08/6/135 **HIGHWAY MATTERS:**

The Clerk reported that she had received an e-mail from May Gurney to say that they were aware of the problems with the Gayton Road and it would be resurfaced again in warmer weather. There was a concern raised in respect of the amount of vehicles parked on Church Lane which was a hazard to other road users. There had also been a number of reports of vehicles obstructing the bus stop pull-ins. Where the vehicles could be identified, a letter would be sent to the owners requesting them to keep the bus stops clear.

*At this point in the meeting, Mr Gardner left the meeting as he had another commitment to attend.*

PC08/6/136 **CORRESPONDENCE:**

**For Action -**

**Mid Northamptonshire Parishes** – AGM Update 28/05/08 – Mr Curtis reported that Mrs Townsend had been reappointed as Chairman and he was Vice-Chairman. The group urgently needed a paid Secretary. The current main issue for the group was the proposal for 450 additional houses at Grange Park.

**SNVB** – Extended Schools programme – Towcester Racecourse 26/06/08 – No-one to attend. Mr Kent confirmed the Primary School Governors were pressing ahead well with this scheme.

**SLCC** – Training Courses including Summer Seminar at Cheltenham 9/07/08 & East Midlands Regional Training Conference – 17/07/08 at Quorn, Leicestershire – Clerk to ask DH if he wished to attend.

**Carillion** – A5 Church Stowe resurfacing – 2/06/08 to 13/06/08. It was also noted that the junction of the A5 at the junction with Cornhill was in dire need of repair due to heavy goods vehicles using the route as the diversion whilst the Litchborough Road was closed. Clerk to contact Carillion urgently.

**For Report -**

**SNC** – Arts News

**SNC** – Family Run – 22/06/08 at Towcester Racecourse

**British Red Cross** – ‘Dial a Wheelchair’

**Alzheimers Association** – Newsletter

**NCALC** – Update

**RESOLVED:** All correspondence was available for councillors to take away and read further if they wished

PC08/6/137 **FINANCIAL MATTERS:**  
**ANNUAL RETURN 2008:**

The Clerk ran through the obligations of the Council to fulfil the requirements of the audit system. All areas of responsibility were correctly managed The figures for the Annual Return were also presented. Mr Kent proposed that the information contained therein be approved and this was seconded by Mrs Inch. The Clerk re-visited the advisory issue raised at the previous audit in respect of the Asset Register. The form would be finalised in due course, passed to the Internal Auditor for signing off and then would be sent off to the External Auditors, BDO Stoy Hayward in August.

**RESOLVED:** (i) To amend the Asset Register as comprehensively as practical  
(ii) To complete all necessary paperwork  
and submit by the requested deadline

**ACTION:** (i) & (ii) Clerk

PC08/6/138 **MEETING WITH INTERNAL AUDITOR:**

The Clerk would be meeting with Mr Lovell on 27<sup>th</sup> June where he would be inspecting the systems and procedures of the Council and completing the Annual Return. He would also be introduced to Mrs Ball.

PC07/6/123 **NCC – INVOICE PAYMENT SYSTEM:**

The County Council had introduced a new payment system as from 1<sup>st</sup> June. This meant that all invoices submitted would require a 'purchase order number'.

**RESOLVED:** To obtain a purchase order number in respect of the grass mowing contract,  
prior to submission of the invoice in the autumn

**ACTION:** Clerk

PC08/6/139 **MONTHLY BUDGET SPENT FIGURES:**

The Clerk made available copies of the monthly budget update.

PC08/6/140 **ACCOUNTS FOR PAYMENT:**

Chq no	To whom	Service rendered	Amount	Vat
000872	Trevor Iles Ltd	3 x litter bins & posts	£378.35	£56.35
000873	AH Contracts	Emptying of bins – May	£315.84	£47.04
000874	Mr A. Walton	Litter picking May/June	£57.60	
000875	HM Revenue & Customs	Tax & NI (EB & AW)	£128.49	
000876	LINK	Advert for 12 months	£60.00	
000877	Cash	Petty Cash top up	£100.00	
000878	Peter Warden	2 grass cuts - May	£554.60	£82.60
S/O	Mrs E.J. Bignell	Clerk's salary – May	£398.86	

**RESOLVED:**

That all the accounts presented for payment be approved  
That sufficient funds from the deposit account be transferred  
to the current account to cover payments

PC07/6/125 **DATE OF NEXT ORDINARY COUNCIL MEETING:**

Monday 14<sup>th</sup> July 2008 at 7.30 p.m. (*Development Working Party at 7.00 p.m.*)

*There being no further business, the Chairman closed the meeting at 8.53 p.m.*

**CHAIRMAN -**

**DATE -**