

BUGBROOKE PARISH COUNCIL

Minutes of the Monthly Meeting of the Full Council held on
Monday 9th March 2015 at 7.30 p.m, at the Community Centre, Bugbrooke.

PRESENT:

Chairman – Mr John Curtis, BEM

Councillor John Bignell		Councillor Paul Henson
Councillor Phil Bignell		Councillor David Jeffrey
Councillor Robb Collett		Councillor Alan Kent
Councillor Brian Curtis		Councillor Brian King
Councillor Ken Gardner		Councillor Mrs Kate Meech
Councillor David Harries		Councillor Terry Ward
	<u>IN ATTENDANCE</u>	
Sally Bramley-Brown - Clerk	3 parishioners	
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	Reason:	
Councillors Paul Phillips, Mrs Linda Pope and County Councillor Joan Kirkbride	Personal	
PC15/3/036	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u>	
	Apologies were received and accepted as above.	
PC15/3/037	<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/15/3/038	<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	
PC15/3/039	<u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 9th FEBRUARY 2015</u>	
	The minutes of the meeting held on 9 th February were approved as a correct record of that meeting, and the minutes were duly signed and initialled by the Chairman.	
PC15/3/040	<u>REPORT OF ISSUES PREVIOUSLY RAISED</u>	
	No issues were raised.	
PC/15/3/041	<u>PUBLIC QUESTION TIME (7.35p.m. – 7.42p.m.)</u>	
	A resident of Homestead Drive spoke about the new street lighting which had been installed as part of the John's Road development along the footpath KD25. The new lights were so bright that they were intrusive in the whole of his home. They either needed to be changed or switched off. The Chairman advised that the matter was to be discussed under an agenda item and that his concerns would be noted. A resident of Pilgrims Lane raised the issue of parking along the grass verges on Sunday mornings, associated with the rugby club. The number of vehicles now parked there on most Sundays was causing congestion but was also resulting in the grass verges becoming badly damaged.	

PC/15/3/042	<u>DISTRICT COUNCILLORS REPORT AND UPDATE</u> Councillors Phil Bignell and David Harries reported that the planning application relating to the four wind turbines at Hill Farm Bugbrooke, was to be discussed at the Development Control Committee to be held on 12 th March. The officer recommendation was for refusal of the application.			
PC/15/3/043	<u>PLANNING.</u>			
	John's Road/Pilgrim's Lane. The Clerk reported that she was awaiting receipt of the payment of the Village Enhancement Contribution from SNC. Councillors agreed that the Clerk should submit copies of the invoices from Treeworkx, Maypine and Coles to SNC as evidence of the expenditure of the contribution in compliance with the conditions of the S106 agreement. Total = £12,928.84, leaving a balance of £1,489.76 which could be offset against the cost of the new bus shelters. The second half of the contribution would become payable within a relatively short period of time (on occupation of the 40 th dwelling) Councillors were requested to give some thought as to how the second portion could be spent, within the confines of the conditions of the S106. Concern had been expressed in respect of the large potholes that had appeared at the junction of Johns Road and Kislingbury Road. Signs had been erected to indicate that Mill Lane would be closed on Sunday 15 th March and it was anticipated that the potholes would be repaired at the same time. Persimmon Homes had confirmed that their commitment to make good the grass verges on Pilgrims Lane would be carried out shortly, now that the growing season had begun. Approval had been given by NCC Highways for the erection of temporary wooden bollards to allow the grass time to establish. Permanent bollards had been refused, but had given no indication how long the temporary period was.			
	New Homes Bonus. The Clerk had not yet received any updated information from SNC regarding the total amount of the fund available to Bugbrooke for 2015-2016. It was agreed that the Clerk should submit an item to the next issue of the Link to advise all village organisations of the new homes bonus fund and the new grant fund from the Parish Council.			
	11 Pilgrims Lane. Councillors had been provided with copies of letters from a Pilgrims Lane resident regarding the development which has recently taken place at No 11. When the development had first been proposed the Parish Council had expressed strong concern about the sewers serving the property. Information had been provided that this had now been adopted but could not be verified. The District Councillors confirmed that they had, had sight of a full response from SNC to the resident which they believed dealt with all the issues that had been raised. The Clerk was requested to write to SNC Planning Mr Andy D'Arcy to ask if the sewers had been adopted and also what measures would SNC take if it overflows in the future.			
PC/15/3/044	Planning Applications and decisions for report			
STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2015/0322/FUL	16 Ace Lane	Conversion of existing car port and store to single storey extension	Concerns re parking. Matching materials
New	S/2015/0337/FUL	21 West End	Solar panels on east elevation of garage roof.	Approved
New	S/2015/0275/FUL	46A Camp Hill	Single storey rear extension	Approved
New	S/2015/0200/FUL; S/2015/0201/LBC S/2015/0202/FUL; S/2015/0203/LBC	Holly Bank, 31 High Street	Construction of new garden room, creation of new ground floor bathroom and first floor ensuite	Approved

	S/2015/0204/FUL; S/2015/0205/LBC			
New	S/2015/0417/FUL	Bugbrooke Millennium Green	Change of use from amenity land to burial ground	Determination by 22 April.
FIO	S/2014/1499/OUT	The Old Rectory, Church Lane	Appeal against refusal for residential development of up to 4 dwellings	Appeal Dismissed
New	S/2015/0337/FUL	Land off Peace Hill	Residential development of 17 dwellings	Strong objection to proposed layout
New	S/2015/0389/FUL	25 West End	Erection of one detached dwelling and attached garage	Approved – local sandstone and slate.
PC/15/3/045	<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. Particular emphasis was being placed on scams and safety on line. One theft from the Johns Road building site had been reported. The latest police update had been circulated with the agenda.			
PC/15/3/046	<u>BUBROOKE SKATE PARK</u>			
	Councillor Mrs Meech reported that there had been no further progress.			
PC/15/3/047	<u>PLAYING FIELDS AND COMMUNITY CENTRE</u>			
	The Clerk had received a complaint from the secretary of Bugbrooke St Michael's football club regarding the issue of dog fouling on the playing fields. Councillors were extremely concerned of the risks of serious illness resulting from contact with dog faeces. The Clerk was requested to formally request BSACCA to erect "NO DOGS ALLOWED" notice. Councillors should report any instance of dog fouling anywhere in the village that they might observe. It was recognised that the majority of dog owning residents were conscientious about cleaning up after their dogs, and that it was just a few who were causing the problem. Councillor Harries reported that he had spoken with the appropriate SNC officer, but that the legal advice they had received precluded them from replacing the current Dog Control Orders with Public Open Space Protection Orders until 2017. The Clerk was requested to write to SNC expressing the Parish Council's concern.			
PC/15/3/048	<u>NEW CHURCHYARD EXTENSION</u>			
	The Clerk reported that the archaeological work had been completed. Field Archaeology had confirmed that all the "finds" would be returned to the Millennium Green Trustees in due course, and had offered a free glass cabinet in which to display them. The Clerk had indicated that she thought it unlikely that the trustees would want the skeleton of the horse and foal. The change of use planning application had been resubmitted and was due to be determined by end of April. The only remaining issue was the consent of Big Lottery and this was being actively pursued.			
PC/15/3/049	<u>PARISH MATTERS</u>			
A	<u>Monthly Inspection Sheets</u>			
	Monthly inspections sheets were received for all areas. The Clerk advised that she was currently reviewing the sheets, to remove items no longer present and to include new items for inspection, including the new bus shelters. Councillors were requested to make appropriate amendments to the sheets for the Clerk to incorporate.			
B	<u>Hedges/Trees.</u>			
	The Clerk advised that no action had been taken in relation to the Pyracantha hedge			

	at 32 Pound Lane. NCC highways had confirmed that it was a danger to road users and had requested NCC legal to write to the occupier requiring its removal.
C	Footpaths. The Clerk had received a report that KD11 had been blocked by Persimmon Homes. She had contacted them and been assured that the blockage would be removed. At the time of the meeting the route was still blocked. The Clerk was requested to contact Persimmon Homes again.
D	Emergency Planning. Councillor Collett reported that he had attended a Environment Agency presentation at Nether Heyford. He had been advised that they may be able to source some funding.
E	Street Lighting. Councillor Phil Bignell reported that following receipt of a complaint by a resident of Homestead Drive he had visited the site at night and the lighting was horrendous. The lighting is far too bright and is inappropriate in a rural location. The Clerk was requested to write to the planning officer at SNC to advise that whilst the Parish Council approved the layout of the lighting, they had not agreed with the planning officers requirement for the design of the lamps and unless changes were made, the Parish Council would be unwilling to adopt the street lighting. There is a need to replace the lanterns with lower wattage lights. Street Lights PL 124 and PL 174 were reported as not working.
F	The Baker's Arms, High Street. Councillor Henson requested that the Parish Council consider requesting the registration of the Baker's Arms, which was currently up for sale, as a community asset. There was a potential for the building to be lost if not sold as a going concern. The Clerk was requested to ascertain the procedure for registering a community asset.
G	Highways and Transport. The Clerk had circulated the requests for works by the Community Enhancement Gangs. These were to be returned to the Clerk by 23 rd March in order to be collated and submitted to NCC Highways.
H	Millennium Green. The Clerk was requested to formally ask Councillor Harries to accept the offer of a glass cabinet for display of the artefacts. It was thought that at least initially this could be located in the community café.
I	Community Centre Councillor Harries reported that the replacement curtains were due to be delivered very soon and the works to upgrade the toilets would commence shortly.
J	Bugbrooke Rugby Club The Clerk reported that she had received a number of emails relating to the SNC Enforcement Notice served on the Rugby Club last year. The latest information was that the temporary building had now been removed in compliance with the notice.
K	Provision of Bus Shelters/upgrading of bus shelters in the village. <ol style="list-style-type: none"> 1. The proposed sites at Kislingbury Road. Approval for the bus shelter had been given by South Northants Homes. BT did not own the land next to the exchange. The Clerk had submitted a search to the Land Registry and was awaiting the outcome. Low level ground works would be required at both these locations. The Clerk to obtain quotations from local trades once the installation dates are known. 2. Peace Hill. No groundworks required. Approval for the location given by NCC Highways, but will require a licence. The Clerk was awaiting receipt of the documents for signature. 3. Each of the shelters would include two signs – “Bugbrooke Parish Council” 4. Councillors had been provided with a colour chart for the shelters. The Clerk had been advised against black, brown or dark green as these could make the shelters difficult to see at night. Councillors elected Reed Green – RAL 6013 and the Clerk was requested to notify Shelter Solutions.
L	Bugbrooke Post Office. The Clerk reported that she had been visited by the Post Office Plc representative who had advised that a scoping exercise was to be carried out on 11/12 th March at the village store. If this had a positive outcome it would be mid-summer at the earliest before the relocated post office could begin operation. required from the Parish Council or if there was anything we could do to assist.
M	Pilgrim's Lane Spinney. The Clerk reported that almost all the work on the footpath had now been completed – a small length of tarmac was still needed and the barriers and fencing would be installed shortly. The 150 trees and shrubs had all been planted the previous week and the Clerk expressed her thanks to Councillors Phil Bignell and Brian Curtis for

	<p>assisting with the planting. A number of people had comments very positively about the improvement to the path and the area in general. A request had been made for the provision of bulbs and it was agreed that the Clerk would investigate the cost of providing some bulbs in the autumn. A number of people had requested the provision of a dog bin along the route, including the owner of the neighbouring property who had advised that a large number of dog poo bags had been thrown over her fence since the footpath upgrade. Councillors were requested to visit the site to decide on the best location for the bin. Councillors agreed to request the clerk to write to the Harrison Trust to indicate that the Parish Council were willing to take ownership of the land at no cost to the Parish Council.</p>		
N	<p>Smither Way. The Clerk had written again to NCC Highways but received no response. Councillors requested that she write again.</p>		
O	<p>Bugbrooke Parish Elections. A Notice had been put on the Link website to invite applications for nomination. The Clerk had provided a detailed briefing note on the procedure for the submission of nominations for the election. She had arranged to collect the nomination packs from Towcester and these should be available the week after the meeting. All Councillors would be notified when the packs were available.</p>		
P	<p>Grants Policy. Councillors had approved the sum £5,000 as a grants fund as part of the annual budget for 2015-2016. This was to be available for local organisations. It had previously been agreed that the current grants policy needed to be reviewed but had been deferred to May. As the budget became effective from 1st April it would create an anomaly if the policy was not reviewed before the May meeting. A revised policy had been circulated with the agenda. The proposed amendments were accepted, including a limit of £500 or 35% of the total project. The policy will be formally adopted as part of the review of all policies at the May meeting.</p>		
Q	<p>Allotments. The lease to the Allotment Association provided for a rent review at 3 yearly intervals. The rent had last been reviewed in 2007. Councillors agreed to retain the rent at the current level. The Clerk had not been advised of any increase in the rental of the second area, leased from Peterborough Diocesan Board of Finance.</p>		
R	<p>New Residents Tea Party</p> <p>This had previously been discussed by Councillors at the end of 2014, The Chairman had requested that it be discussed again. The Chairman of the local branch of Women's Institute was in attendance, and advised that on 21st July the WI were celebrating their centenary with an event to be held at the community centre. The Chairman requested that she ascertain from her members if they would be agreeable to this becoming a joint event, with the costs of hiring the facilities to be met by the Parish Council. The Clerk stated that she felt that this fell outside the required duties of the Parish Clerk and therefore would be unable to assist with the organisation of the event.</p>		
PC/15/3/050	<p>REPORTS</p>		
	<p>Speedwatch. Councillor Alan Kent advised that Bugbrooke was to be twinned with Kislingbury and that the equipment would be available for use for the two villages between 16th August and 20th September.</p>		
	<p>Highways and Transport. The Clerk reported that she had received notification of a series of night time closures of the M1 between junctions 15 and 16 to take place during March.</p>		
PC/15/3/051	<p>FINANCIAL MATTERS</p>		
A	<p>A financial statement was circulated with the Agenda. The clerk reported that the bank balances were as follows:</p>		
	Current Account as at 30.12.14		£113,825.96
	Less February Payments	£3,863.57	
	+ Deposit	£ 736.79	
	Uncleared items	£ 30.00	
	Total funds at 38.2.15		£110,669.18
B	<p>AUDITORS REPORT. The Clerk had met with the Parish Council's Internal Auditor on 10th February... A copy of his report had been circulated with the agenda. He had</p>		

	apologised for the problems which had occurred last year in relation to his failure to complete the Annual Return correctly. Concern was expressed by the Auditor in relation to the amount of reserves the Parish Council was holding. Councillors noted the report but were of the opinion that the position would resolve once the transfers surrounding the Glebe Field were completed.				
C	VAT Reclaim. The Clerk reported that she had submitted a VAT reclaim in the sum of £9, 330.29				
PC/15/3/052	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
(I.B.)	Mrs S Bramley-Brown	Clerk's salary– February 015 (70 hours) less tax - + mileage and expenses	£817.25		Local Gov't Act 1972 S112
(I.B.)	HM Revenue & Customs	Tax - SBB November	£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.)	E.on	Repair of street lighting	690.60	115.10	Highways Act 1980 ss 97, 98
(I.B.)	Warwickshire C.cl (Field Archaeology)	Archaeological excavations at Bugbrooke Millennium Green	26,448.00	4,408.00	General Power of Competence
Direct Debit	E.on	Unmetered Supply for February	412.57	68.76	Parish Councils Act 1957 s3/ Highways Act 1980 s301
304	PDBF (Glebe A/C	Allotment Rent	300.00		Smallholdings and Allotments Act 1908 S23
305	Maypine Construction	Upgrade of KD25 to tarmac	7,375.90		General Power of Competence
306	Mr Peter Wilkins	Village Repairs	20.00		Local Gov't Act 1972 s112
307	Peter Warden Environmental	Planting of trees and shrubs	180.00	30.00	General Power of Competence
(I.B.)	BSACCA	Ratification of internet transfer paid in January for contribution towards toilet renewal project	100.00		General Power of Competence
(I.B.)	Coles Nurseries	Ratification of internet transfer paid in February for supply of trees and shrubs in accordance with the resolution at the February meeting.	£1,412.94		General Power of Competence
	RESOLVED:	That these invoices be paid			
	ACTION:	Clerk			
PC/15/3/053	DATE OF NEXT MEETING –Monday 13th April 2015 at 7.30 p.m. to be preceded by the Annual Parish Meeting at 7.00 p.m.				

There being no further business the Chairman closed the meeting at 9.55p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....