

BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council
held on Monday 10th October 2011 at 7.30 p.m. at the Community Centre, Bugbrooke.

PRESENT:

Councillor John Bignell	Chairman - Councillor John Curtis	Councillor Mrs Diana Cockrill
Councillor Brian Curtis	Councillor Philip Bignell	Councillor David Harries
Councillor David Jeffrey	Councillor Ken Gardner	Councillor Brian King
Councillor Paul Phillips	Councillor Alan Kent	Councillor Terry Ward
	Councillor Dr Jonathan Shribman	

IN ATTENDANCE

Mrs Catherine Parry, clerk 10 parishioners

APOLOGIES FOR ABSENCE

Apologies were accepted from:

Councillor Mrs Eve Jackson

Reason:

A work commitment

ABSENT:

None (Councillor Mrs Jackson having emailed her apologies prior to the meeting but after the clerk had left the office).

Councillor Mrs Linda Pope	Holiday
County Councillor Joan Kirkbride	Another council commitment.

PC11/10/208 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors as recorded above.

PC11/10/209 DECLARATIONS OF INTEREST

No interests were declared.

PC11/10/210 REGISTER OF INTERESTS UPDATE

No member of the Council had acquired any new interests which were required to be recorded in the register of interests.

PC11/10/211 MINUTES

The minutes of the meeting held on 12th September 2011 were approved as a correct record of that meeting and were duly signed by the Chairman.

PC11/10/212 PUBLIC QUESTION TIME (7.35pm – 7.45pm)

The following points were raised:

- Miss Bell, on behalf of herself and her neighbours, expressed their concern about the final location of the children's play area in School Close, which they understood from a site meeting that they had attended with the clerk and Councillor Ward, would be further down the field. They were already suffering from anti-social behaviour late at night from older youths, who had also managed to access the school grounds, and Miss Bell strongly recommended that the gate be closed in the evening. She would be able to organise a rota for opening and closing it from amongst her neighbours. She was thanked for this offer and the clerk was instructed to contact Miss Bell to arrange for keys and a padlock to be provided.
- Mr Marshall asked for progress on the Neighbourhood Plan. The Chairman said that this would be discussed under the Planning section of the agenda.
- Mr Young expressed disappointment that the appeal against naming of the Holts Gardens development had been successful. In his view, the service given to the village by Mr Holt and his family should have been recognised.
- Mr Povey offered his services free of charge to the Parish Council, to carry out any small maintenance and repair works.

PC11/10/213 REPORTS ON MATTERS PREVIOUSLY RAISED

The clerk had nothing to report under this heading, but Councillor Philip Bignell reported that the rubbish

around the shop was now being tidied up more regularly by the owners.

PC11/10/214

PLANNING CORRESPONDENCE

A

The Chairman reported on a meeting which had been held on 7th October between members of the Development Working Party and Andy D'Arcy from the planning department at South Northants Council. Mr D'Arcy had explained the process leading to adoption of a Neighbourhood Plan, and that at present it was not possible for any Neighbourhood Plans to be finalised owing to the fact that the Localism Bill had not yet become law. The whole procedure would take about 18 months to be finalised, and it might be more practicable for the parish council to consider other means of protecting the village against unsympathetic development. Mr D'Arcy stressed that it was not open to the village to block future development. This would be against Government policy and would be ineffective. The village must therefore take early steps to decide where any future development should be located and what benefits should accrue to the village if development does take place. His view was that Bugbrooke might wish to consider whether to create a masterplan. This could be prepared more quickly than a Neighbourhood Plan but could address the same issues. The whole community could be involved, in the same way as for a Neighbourhood Plan. Councillor Harries expanded on this and, with regard to National Policy generally, suggested that Bugbrooke should respond to the Government consultation by stating that the presumption of development was flawed, and that genuine local input should be encouraged, rather than the proposals which had been put forward by the Government. Bugbrooke Parish Council would be willing to work with the District Council in planning matters, but it was important that the community's opinions were taken into account.

RESOLVED

(Unanimously) that the Development Working Party would meet as soon as possible to start the process of preparing a masterplan for Bugbrooke, initially based on the Bugbrooke Parish Plan. They would have the ability to co-opt parishioners onto the working party as and when appropriate.

ACTION

Clerk to arrange a meeting of the Development Working Party.

B

The Chairman reported on the magistrate's court hearing which he attended, in connection with the naming of Holt Gardens, at which the objector was successful in overturning the proposed name. The objector was also awarded costs against the district council. He also read to the parish council a letter which had been received from the district council asking for suggestions for an alternative name, and an email from Mr Howard, asking that the two houses fronting the High Street be included within the High Street. Various alternative names were put forward, including, from the Chairman, Grants Orchard. This would reflect the fact that Mrs Holt was a member of the Grant family, who had had a threshing business in the village, and whose orchard was located near to the new development.

RESOLVED

That Grants Orchard be put to the district council as an alternative name for the new development.

ACTION

Clerk.

C

The clerk reported that a letter had been received from the Building Control Manager at SNC with regard to the re-naming of Holt Gardens. He had requested that the Parish Council put forward an alternative name as a matter of urgency. (This was discussed in the item above).

D

The Chairman reported on an informal site meeting which was held with Councillor Harries and the Chairman on the Fellowship parkland on 30th September. This was requested at short notice by the agent acting for a developer of sheltered housing. Their tentative proposal (at the pre-planning stage) would be to have sheltered accommodation, which would include some very sheltered flats for those no longer able to care for themselves. This would probably be located within the Fellowship scheme. No details were given as to the design. The Chairman reported that he had made clear to the agent that if any application were to be successful, the parish council would be seeking full s106 contributions, together with enhancements to Trent Valley.

E

The clerk reported that a parishioner (Mr Sean Walton) had asked whether the parish council's opinion about the possibility of development in John's Road had now changed since the election in May, which had introduced new councillors. The clerk asked the parish council to consider this, and also whether the parish council should be making representations to the Planning Inspectorate, following the submission of an appeal in respect of the Johns Road application.

RESOLVED

That Mr Walton should consider raising his questions at public question time. With regard to the appeal, a letter should be sent to the inspectorate reiterating the parish council's objections to the proposed development and making a strong request for the parish council's s106 wish list to be taken into account. The letter should also state that the parish council is taking steps towards the formulation of a masterplan.

ACTION

Clerk.

F

The clerk reported that a useful guide on responding to planning applications had been received from CPRE.

G

The Chairman reported on the outcome of the site meeting held with Ian Lorman in respect of the Peace

Hill hedge. Mr Lorman gave some advice on which parts of the hedge and which of the trees on the boundary were worthy of retention. This could be used in negotiations with the developer. There was a discussion as to the merits of taking the hedge over. A commuted sum should be required in order for short term maintenance costs to be covered while a reserve was being built up. The developer should be required to carry out hedge laying and replanting works before it was handed to the parish council, if this was to be finally agreed. The ditch in Great Lane should also be filled in.

RESOLVED That the district council should be informed that, subject to acceptable terms, the parish council would take over maintenance of the hedge.

ACTION Clerk.

H The clerk reported that the Northamptonshire Minerals and Waste Development Framework, Control and Management of Development document, had been adopted.

I The clerk reported that the travellers' application was to be heard at the committee meeting on 13th October, starting at 2.15pm. The planning officer had recommended refusal.

RESOLVED That the Chairman would attend on behalf of the parish council and object to the application.

ACTION Chairman.

PC11/10/215 **PLANNING APPLICATIONS AND DECISIONS FOR REPORT**

Status	<u>App No & Applicant</u>	<u>Location</u>	<u>Proposals</u>	<u>PC Comments or SNC Decision</u>
<i>New</i>	S/2011/1159/FUL Reynolds	2 Shepherds Walk	Demolish existing garage, erect 2 storey side extension and alterations.	<i>No objections</i>
<i>Info</i>	S/2011/0889/FUL Iqbal	28 Pilgrims Lane	Increase in height of dwelling with dormer windows at rear etc	<i>Approval by SNC</i>
<i>Info</i>	S/2011/0983/FUL Winfield	28b Camp Hill	Dormers to the sides and Juliet balcony to the rear	<i>Approval by SNC</i>

PC11/10/216 **NEIGHBOURHOOD PLAN**

This was an agenda item, which was discussed as minuted in Minute PC11/10/214 above.

PC11/10/217 **POLICE**

The clerk reported that she had been requested to inform the Police of the issues which Bugbrooke wished them to concentrate on for the next few months.

RESOLVED That the main problems were still speeding through the village and anti-social behaviour. The police should be requested to monitor the new play area to ensure that this was not being abused. Heavy lorries were also a problem, especially at the start and finish of the school day, when traffic was at its worst. Could the police ask Heygates to consider restrictions on traffic movements at these times?

ACTION Clerk to inform the police accordingly.

PC11/10/218 **YOUTH MATTERS**

A **Campion School:** The clerk reported that the school was keen to be involved in creating a new crest for Bugbrooke. It had been suggested that this is done by way of a competition, with a prize being provided by the Parish Council. A figure for this was requested.

RESOLVED That the total prize money should be £100, split into three prizes – first prize £50.00, second prize £30.00 and third prize £20.00.

ACTION Clerk to inform the school accordingly.

B **Young children's play facilities:**

The clerk reported that:

- A ➤ The fencing had now been provided and the play area was open. There had been problems with older youths at night (as reported in public question time).
- B ➤ Mrs R. Harries and the clerk had contacted other suppliers for comparison quotes for similar additional items of equipment.
- C ➤ The BSACA had agreed to donate £3,000 from the Mast Fund for the provision of additional equipment. The clerk had submitted a draft application to the Empowering Councillors Fund, and since the agenda had been issued, had received confirmation that this was acceptable to the County Council.
- D ➤ Townsends had quoted about £650.00 to £700 plus VAT for installing the old fencing around the play area on the playing field. The Primary School had already suggested that they might be interested in buying it, however, so the council was requested to decide which course of action to take.

RESOLVED

- a) That a padlock should be purchased as soon as possible, and a sign to indicate that dogs were prohibited and the area was for use by young children only.
- b) That the Chairman should sign the Empowering Councillors Grant Agreement. A letter of thanks should be sent to County Councillor Kirkbride.
- c) Letters of thanks should also be sent to the BSACA in respect of the grant from the Mast Fund and to the primary school for making the additional land available.
- c) That the fencing would be kept for the play area on the playing field. This would be installed by volunteer labour, however.

ACTION

- a) Chairman, and then Clerk to send the agreement to the County Council.
- b) Clerk to send letters of thanks.
- c) Councillors to liaise with regard to installation of the new fencing.

PC11/10/219

PLAYING FIELD

Councillor Harries reported on the meeting which had been held on 21st September. Also, the annual maintenance work of weeding, seeding and spiking would be carried out shortly, and the invoice would be sent to the parish council as had been agreed previously.

PC11/10/220

NEW CHURCHYARD EXTENSION

The Chairman reported that a positive meeting had been held between the Churchyard Extension Working Party and the Parochial Church Council, at which it had been agreed that a formal request be put to the Diocese that the Glebe Field be transferred to the Millennium Green Trustees in exchange for part of the Millennium Green, which could then be used as the extension to the churchyard. This request had been put to the agent for the Diocese and was to be considered by the Millennium Green Trustees at their meeting of 20th October. The clerk reported that she had not yet received a response from the Diocese. The parish council was requested to vote on whether the working party's proposal was acceptable to it.

RESOLVED

Unanimously (Councillor Mrs Cockrill abstaining) that the working party's proposal was acceptable to the parish council.

ACTION

The working party to continue with negotiations with relevant parties, and to write formally to the PCC to thank them for their support.

PC11/10/221

TWINNING

The clerk reported that:

- The art department at Campion was enthusiastic about designing and creating a wall hanging to commemorate the twinning with Vöhl, and would like to involve the whole community in this project. This had been publicised in the Link and among various organisations. The music department was also happy to be involved.
- The Chairman would like to organise a meeting of the twinning committee as soon as possible.
- The County Council had agreed to update the village signs to include Vöhl, free of charge.

RESOLVED

That the Twinning committee should arrange to meet as soon as possible to discuss arrangements generally.

ACTION

Clerk to arrange a meeting accordingly.

PC11/10/222

ALLOTMENTS

The clerk reported that there had been a delay in the legal documents being issued, but that the parish council's solicitor was trying to resolve this. The clerk would chase the Diocese's agent also.

PC11/10/223

PARISH MATTERS

A

Welcome packs: The clerk reported that she had not made any further progress with these yet.

B

Hedges : Requests for hedge letters were made in respect of:

- 22 West End
- 2 Camp Hill
- 2 West End
- 47a Camp Hill – overhanging branches.

C

Footpaths: Nothing was raised in respect of footpaths.

D

Monthly Inspection Sheets: These were handed to the clerk. Councillor J. Bignell mentioned that the bus shelter on Waggon and Horses Green was in poor repair.

E

Litter picking: Councillor Cockrill commented that litter was accumulating in various places within the village. Councillor King reported that he had seen several parishioners collecting litter voluntarily when they were out and about. It was agreed that all parishioners who did so should be commended, and that the parish council was very grateful for their efforts in keeping the village tidy.

F

Libraries: The clerk reported that she had submitted comments as part of the public consultation.

- G The clerk reported that Mr Povey had phoned to offer his services on a voluntary basis for any tasks which the parish council might have. He was thanked for this offer and the clerk was instructed to liaise with him accordingly.
- H Councillor Harries reported that he had written to South Northants Homes in connection with the water pump situated between 37 and 39 Camp Hill, asking whether SNH would be willing to take over the future maintenance of this historic feature of the village. Their housing officer had confirmed that if the pump was on SNH land, then they would maintain it, unless the parish council wished to do so, on receipt of a commuted sum.
RESOLVED That this was too onerous for the parish council to accept.
ACTION Councillor Harries to inform SNH accordingly.
- PC11/10/224 **STREET LIGHTS**
The clerk reported that Mid Northants Parishes had suggested that the group explore the possibility of reducing unmetered supply costs by joining together to negotiate lower rates. The parish council was requested to decide whether to instruct the MNP representatives to support this proposal at the next meeting of the group.
RESOLVED That this should be explored.
ACTION Councillor Harries to make further enquiries at the next MNP meeting, and to confirm that Bugbrooke was interested in looking into this further.
- PC11/10/225 **MOWING CONTRACT**
The clerk reported that this was due for renewal. The clerk proposed to invite Peter Warden to tender, together with Nigel Blackwell from Paulerspury and one other contractor. Councillor King suggested that he provide details of a possible contractor.
RESOLVED That the clerk proceed accordingly and that Councillor King provide the third name as soon as possible.
ACTION Clerk and Councillor King.
- PC11/10/226 **REPORTS**
A **Speed limits and the 20MPH zone:** Nothing to report.
B **Mid Northants Parishes Report:** The clerk reported that the next meeting was to be in Kislingbury on 27th October. The National Planning Framework would be on the agenda for discussion.
C **Northamptonshire County Association of Local Authorities:**
➤ Various training courses.
➤ The newsletter had been issued by email. The hard copy was available for those councillors not on email.
D **Consultations:** Agents for the Homes and Communities Agency have asked whether the Council wished to be involved in a consultation on the Upton park outline planning application. This extended the present Upton Park scheme to the west, by up to 1,000 homes.
E **Highways and Transport:**
➤ Councillor Mrs Cockrill will reported that she had been asked whether the Butts Hill bus shelter was owned by the parish council. This was confirmed, and Mrs Cockrill said that she would inform the County Council accordingly.
➤ The clerk reported that the County Council had responded to the concerns expressed about Heygate's lorries using the Birds Hill and Gayton Road bridges. There was nothing formal restricting the lorries, and the bridge on the Gayton Road no longer carried a 17 tonne weight restriction, as a result of bridge improvements carried out several years ago. The County Council representative suggested that the affected parishes collectively establish a dialogue with Heygates, so that agreed routing proposals could be formalised with the County.
RESOLVED That the County Council should be asked to inspect the bridges again. The Birds Hill bridge in particular was in a poor state of repair and the road approaching it had sunk noticeably. The neighbouring parishes should be asked to consider whether they would agree to joining together with a view to approaching Heygates.
ACTION Clerk.
- F **Neighbourhood Watch:** The local co-ordinator has received leaflets from the police, which she was intending should be made available to every house. These contained details of all relevant police phone numbers.
- G **Diamond Jubilee Correspondence:** The clerk reported that a supplier of china mugs had sent details of their services. This might be of use in relation to the twinning celebrations.

PC11/10/227 **CORRESPONDENCE**

A **For action:**

None.

B **For report:**

- South Northants new heads of services have been appointed.
- Underwood & Weston, specialist joiners, have sent details of their services.
- The Clerk magazine.
- SNVB News
- South Northants Homes briefing paper.
- Boundary Commission review of parliamentary constituencies – the public is invited to comment on the Boundary Commission proposals.
- Various supplier emails and catalogues.

PC11/10/228 **FINANCIAL MATTERS**

A A financial statement was circulated.

B The clerk reported that BDO had completed the annual audit. There was one issue arising from this, which related to the risk assessment. The auditor recommended that the risk assessment was reviewed annually and updated as necessary. The parish council should now approve the annual return and minute that the issue raised should be addressed, and in what manner.

RESOLVED That the annual return was approved and that the clerk and Councillor Harries should address the issue raised by the auditors and report how this should be remedied, at a later date.

ACTION Clerk and Councillor Harries.

C The clerk reported that VAT has been recovered, in the sum of £2405.38.

D The clerk reported that BT had decided that classified entries in the phone book would now be subject to a charge of £11.49 per quarter plus VAT. If the council did not wish to incur this charge, it could still remain in the A-Z section of the book, but would be deleted from the classified section.

RESOLVED That the parish council would not continue with its entry in the classified section.

ACTION Clerk to inform BT accordingly.

E The clerk reported that the second instalment of the precept had been paid into the council's deposit account.

F The clerk reported that the parish office BT One Plan contract period had expired. The council could continue with this contract if it wished to do so. No action was needed if this was the case.

RESOLVED To continue with the contract.

G **Accounts for payment:**

Moneys must be paid out 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
1251	AH Contracts	Emptying of waste bins – to 30.9.11	403.50	67.25	Litter Act 1983 ss5, 6
1253	E.On	September unmetered supply costs	441.91	73.53	Parish Councils Act 1957 s3 Highways Act 1980 s301
1252	E.On	Quarterly charge	731.77	121.96	Parish Councils Act 1957 s3 Highways Act 1980 s301
1254	Mr A. Walton	Litter picking September - 4 weeks x 4 hours: 16 hours @£6.50 =£104 (less 20% tax)	83.20		Litter Act 1983 s5 Local Gov't Act 1972 s112
s/o	Mrs C.J. Parry	Clerk's salary– September 2011	364.47		Standing Orders
1255	HM Revenue & Customs	Tax -CP £91.20 Tax - AW £20.80 Total £112.00	112.00		HM Revenue and Customs requirement
1256	J. Curtis	Reimbursement: Homebase clips for twinning picture: 5.99 Travel to Corby 27.00	32.99		Local Gov't Act 1972 s112
1257	P. Warden	Mowing September	576.00	96.00	Highways Act 1980 s96
1258	C. Parry	Reimbursement: Travel to Corby 27.00 External hard drive 38.69 Stamps 11.04	76.73		Local Gov't Act 1972 s112
1259	BSACA	Rent of parish office 240.00			Local Gov't Act 1972 s112

		Hire of room	81.00	321.00	
1260	BDO	Audit fee		690.00	115.00
					Local Gov't Act 1972 s112
1261	Lappsett Playworld UK Ltd	Fitting for swings		36.00	6.00
					Open Spaces Act 1906 s6
1250	Kay Tarry	Cleaning bus shelters (ratification of cheque paid pursuant to invoice received too late for the September agenda).		30.00	
					Litter Act 1983 s5

RESOLVED: That these invoices be paid **ACTION:** Clerk

PC11/10/229

DATE OF NEXT ORDINARY MEETING-

Monday 14th November 2011]

At 7.30pm

PRECEDED BY THE FOOTPATHS COMMITTEE

MEETING AT 7.00PM

*There being no further business the Chairman closed the meeting
at 9.28 pm*

End of Minutes

CHAIRMAN:.....

DATE:.....