

BUGBROOKE PARISH COUNCIL

**Minutes of the Annual Meeting and Monthly Meeting of the Full Council held on
Monday 8th July 2013 at 7.30 p.m, at the Community Centre, Bugbrooke.**

PRESENT:

Chairman – Mr John Curtis

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| Councillor Johnl Bignell | | Councillor Alan Kent |
| Councillor Phil Bignell | | Councillor Brian King |
| Councillor Robb Collett | | Councillor Paul Phillips |
| Councillor Brian Curtis | | Councillor Mrs Linda Pope |
| Councillor Paul Henson | | Councillor Terry Ward |
| Councillor David Jeffery | | |
| | <u>IN ATTENDANCE</u> | |
| Mrs Sally Bramley-Brown - Clerk | 7 parishioners | |
| | | |
| <u>APOLOGIES FOR ABSENCE</u> | | <u>ABSENT:</u> |
| Apologies were accepted from: | Reason: | |
| Councillor Mrs Kate Meech | Personal | Councillor Ken Gardner |
| County Councillor Joan Kirkbride | Appointment elsewhere | |
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| PC13/7/119 | <u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u> | |
| | Apologies were received and accepted as above. | |
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| PC/13/7/120 | <u>DECLARATIONS OF INTEREST</u> | |
| | Councillor Terry Ward – Item 13 L Chairman John Curtis – Item 13K | |
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| PC//13/7/121 | <u>TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING</u> (e.g. owing to a member having been elected to any local committees etc.). | |
| | Not required | |
| | | |
| PC/13/7/122 | <u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 10TH JUNE 2013</u> | |
| | The minutes of the meeting held on 10 th June were approved as a correct record of that meeting and were duly signed and initialled by the Chairman. | |
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| PC/13/7/123 | <u>REPORTS ON ISSUES PREVIOUSLY RAISED</u> | |
| | Councillor Alan Kent reported that Speedwatch training for the last members of the team would take place on 20 th July. Councillors David Harries and John Bignell were to attend. | |
| | | |
| PC/13/7/124 | <u>PUBLIC QUESTION TIME (7.40p.m. – 7.55 p.m.)</u> | |
| | <p>Mrs Pace requested that the Parish Council give consideration to a donation towards the cost of churchyard mowing. The Chairman advised that an item would be placed on the next agenda to discuss this.</p> <p>A resident raised the issue of the revised application for the John’s Road development, which was to be considered by the Parish Council later in the meeting. It was his opinion that the latest application was not radically changed. In relation to the footpath on the northern boundary – it should follow the current line; there should be means for preventing motorbikes accessing the path; and there should be a barrier between the footpath and adjacent properties to define the route. There should be time limits on working hours and not to use the grass areas on John’s Road and Pilgrim’s Lane for parking. Potential danger at the entrance to the site which needed a mechanism for slowing the traffic. The retained farm link</p> | |

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| | <p>on the eastern boundary – the link does not exist and this was seen as a method by which future access could be gained to the adjacent fields. Finally Councillors were asked to comment on the provision of dropped kerbs in the vicinity of Jubilee House when the condition of Smither Way and Chipsey Avenue continued to deteriorate.</p> <p>Mr Inch attended as the Parish Council were to consider the Bugbrooke Link application for a donation. He stated he would be happy to answer any questions. The Chairman asked him to confirm the current balance of funds at £3,900. Mr Inch confirmed this was correct.</p> <p>Mrs Adams referred to the overgrown hedge on Heyford Road, which had now been cut back by Stuart Wykes. She asked that the Parish Council acknowledge the villages' appreciation of all that he has done.</p> | | | | |
| PC/13/7/125 | PLANNING | | | | |
| A | <p>Library Facilities</p> <p>The Clerk confirmed that she had spoken with the area co-ordinator for Library services in the western half of the county and was waiting for him to come back to her with suggested dates for a meeting in the next week or so.</p> | | | | |
| B | <p>John's Road/Pilgrim's Lane Development</p> <p>Councillors had all been circulated with copies of the revised reserved matters application. Councillors Harries and Phil Bignell had attended pre-application meetings in their capacity as District Councillors, and advised that the developers had made alterations to the application in response to comments. The Clerk confirmed that she had a contact name for the Highways Dept. at NCC and would request that any proposals by the developers appertaining to the junctions of Johns Road and Pilgrims Way, were brought before the Parish Council for comment. It was felt that the application was not significantly different to the earlier application which had been withdrawn. Councillors were keen to ensure that in relation to the social housing priority would be given to local people. The drainage provisions are being reconsidered by the developers who are in discussions with Anglian Water.</p> | | | | |
| | RESOLVED | <p>To reiterate the comments previously made in April to SNC but with the addition of an objection to the farm access on the eastern boundary.</p> <p>To request that a representative from the social housing provider attend a meeting of the Parish Council to explain the process by which housing will be allocated and to assure Councillors that priority will be given to local people.</p> | | | |
| | ACTION | The Clerk | | | |
| C | <p>New Homes Bonus</p> <p>The Clerk advised that the final scheme was to go before SNC in July. At the workshop in May it had been agreed that there should be formal guidance issued which would include a requirement that all applications should be channelled through the respective parish council. Funding would be ring fenced to the particular parish but that funding was not guaranteed for the full 6 years.</p> | | | | |
| D | Planning applications and decisions for report | | | | |
| | STATUS | APP NO AND APPLICANT | LOCATION | PROPOSAL | PC COMMENTS OR SNC DECISION |
| | New | 2/2013/0785/FUL Betts | 46 High Street | Single storey side extension | No objections – support the application |
| | New | S/2013/00765?FUL Hunter | Bugbrooke Marina, The Wharf | Permanent domestic dwelling to replace static caravan (2 bed bungalow) | No objections – but building should be tied to occupation by marina maintenance staff. |
| | Late Notification of Planning Application | | | | |
| | <p>The Clerk advised the Parish Council that she had received a planning application after the Agenda had been published and had been pressured by an interested party to amend the agenda to enable the matter to be discussed. The Clerk reminded Parish Councillors that it was part of her remit to ensure that at all times the Parish Council acts within the law. It was appreciated that occasionally that would conflict with the wishes of an individual but that the Parish Council could not be seen to “bend the rules” for anyone. The legislation governing the publication of the agenda states that there must be three clear days between the posting of</p> | | | | |

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| | <p>the agenda and the day of the meeting and this must exclude Sundays. Saturdays are also excluded not by virtue of legislation but as best practice and based on the decision in the case of Liffin and Pitcher 1984 (High Court). Parish Councillors cannot pass resolution in relation to any item which has not been published in the required manner and to do so would leave the Parish Council vulnerable to challenge. Councillor David Harries confirmed that this was correct and that there was a large amount of case law relating to incidents where items had been discussed without being on the agenda. Members of the public must be given the opportunity to attend parish council meetings to express their views on planning applications and this can only be achieved by the correct publication of matters on the agenda. The Chairman asked members if they wished to discuss the late application and it was decided unanimously not to discuss the matter but to consider it at the next meeting, following publication of the agenda which would include the application.</p> | | | | | | |
| PC/13/7/126 | <p><u>POLICE MATTERS</u> Nothing to report. The Speedwatch campaign had been discussed earlier</p> | | | | | | |
| PC13/7/127 | <p><u>YOUTH MATTERS</u> In the absence of Mrs Meech the matter was deferred to the next meeting.</p> | | | | | | |
| PC/13/7/128 | <p><u>PLAYING FIELDS/PLAY AREAS</u> The Parish Council is in possession of a lease from NCC for the area of land which forms the play area at the Primary School. Unfortunately the plan in the lease does not accurately reflect the true extend of the play area. NCC have agreed to amend the lease subject to the Parish Council paying the legal costs, up to a maximum of £200.</p> <table border="1"> <tr> <td><u>RESOLVED</u></td> <td>It was resolved to meet NCC legal costs of up to a maximum of £200 for the preparation of a supplemental lease to accurately reflect the extent of land occupied by the play area.</td> </tr> <tr> <td><u>ACTION</u></td> <td>The Clerk</td> </tr> </table> | <u>RESOLVED</u> | It was resolved to meet NCC legal costs of up to a maximum of £200 for the preparation of a supplemental lease to accurately reflect the extent of land occupied by the play area. | <u>ACTION</u> | The Clerk | | |
| <u>RESOLVED</u> | It was resolved to meet NCC legal costs of up to a maximum of £200 for the preparation of a supplemental lease to accurately reflect the extent of land occupied by the play area. | | | | | | |
| <u>ACTION</u> | The Clerk | | | | | | |
| PC/13/7/129 | <p><u>NEW CHURCHYARD EXTENSION</u> The Clerk advised that she had received an email from the Property Officer at the diocese which advised that they had now located the missing title and their solicitors were progressing the registration of the area. The Glebe and Trust Committee had met recently and the sale of the whole area (including the church car park) had been agreed. The Diocese solicitors had been instructed to take the matter forward. This was a very positive step and the Clerk was hopeful that by the autumn matters would be progressing well toward completion. Councillor Harries stated that he would need to carryout various matters in relation to BMGT. The Clerk confirmed she was awaiting receipt of some final information from Carter Jonas and that as soon as this was to hand, she would contact Councillor Harries to enable him to set the process in motion.</p> <p>The Chairman confirmed that the saplings that had been received in the spring were growing well, but that double hedging would produce a better result. Accordingly it was agreed to request the Clerk to apply for a further pack from the woodland trust, for delivery in the autumn.</p> | | | | | | |
| PC/13/7/130 | <p><u>ALLOTMENTS</u> Nothing to report. The fencing had now been completed and the Clerk was asked to send letters of thanks to Mr Peter Wilkins and Mr Rob Plummer</p> | | | | | | |
| PC/13/7/131 | <p><u>PARISH MATTERS</u></p> <table border="1"> <tr> <td>A</td> <td><u>Monthly Inspection Sheets</u> Monthly inspection sheets were received for all five areas.</td> </tr> <tr> <td>B</td> <td><u>Monthly Summary Sheets.</u> Mr Wilkins continued to carry out various tasks on behalf of the parish council. Councillors expressed their thanks to him for his efforts and particular note was made of the excellent job of repainting the seats round the village.</td> </tr> <tr> <td>C</td> <td><u>Hedges/Trees.</u> The following were reported as having overgrown hedges or trees. The Clerk was requested to write to each of the properties in question..</td> </tr> </table> | A | <u>Monthly Inspection Sheets</u> Monthly inspection sheets were received for all five areas. | B | <u>Monthly Summary Sheets.</u> Mr Wilkins continued to carry out various tasks on behalf of the parish council. Councillors expressed their thanks to him for his efforts and particular note was made of the excellent job of repainting the seats round the village. | C | <u>Hedges/Trees.</u> The following were reported as having overgrown hedges or trees. The Clerk was requested to write to each of the properties in question.. |
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| | <p>11 High Street Heyford Road – Harrison Trust Land Land adjacent to the Bakers Arms – Heygates – Request to cut back to the wall. 3 Browns Yard – path between Great Lane and the cricket field 11 Great Lane – Hedge on same path The Chase Great Lane – hedges over hanging the wall 1 Church Lane – Holly Hedge 17 Meadway – side fence.</p> <p>The Clerk was also requested to send a letter of thanks to Stuart Wykes for all his efforts.</p> | |
| | ACTION | The Clerk |
| D | <p><u>Footpaths:</u> The Parish Council decided not to pay NCC £50+ for two copies of the definitive map. Mrs Pace advised that she had a copy and it was agreed that she would pass this to the Clerk for copying.</p> | |
| E | <p><u>Emergency Planning.</u> Councillor Collett reported that he had been in touch with Mr Henry Hammond and explained the Parish Council's plan to implement an emergency plan. A meeting is to be arranged on site with Mr Hammond, Councillors Collett and John Curtis and they will report to the next meeting.</p> | |
| F | <p><u>Street Lighting.</u> The Clerk is still awaiting receipt of estimates from Eon.</p> | |
| G | <p><u>Boarded-Up Shop at the corner of John's Road</u> Councillor Phil Bignell will report on this at the next meeting.</p> | |
| H | <p><u>Parish Office – Photocopying Arrangements.</u> Consideration was given to the proposal set out by the Clerk in the briefing note.</p> | |
| | RESOLVED | To enter into a new leasing agreement with XSS for the provision of photocopying facilities on the basis of the quotation provided and their meeting the costs of early termination of the current arrangement. |
| | ACTION | The Clerk |
| I | <p><u>Noticeboards.</u> Councillors reconsidered the replacement of the noticeboard at the bus stop in the centre of the village. It was agreed that this was in a very poor condition and in a very visible location.</p> | |
| | RESOLVED | To purchase a new man-made timber wall mounted noticeboard at a cost of £1,000 + v.a.t. |
| | ACTION | The Clerk |
| J | <p><u>Litter Bins and Changes to Recycling Arrangements.</u> It had been noted that the bins around the village appeared not to have been emptied as a number of them were full to overflowing. The Clerk was requested to contact AH Contracts and confirm that bins were being emptied regularly.</p> <p>Councillor Phil Bignell advised that residents who had requested smaller new blue recycling bins, that these would be delivered after 18th August. There had been a greater demand for smaller bins than had been anticipated.</p> | |
| K | <p><u>Bugbrooke St Michael's Football Club</u></p> <p>The Clerk had received a letter from the Chairman asking if any of the S106 funding due to the village from the John's Road/Pilgrim's Lane development, or any other funding source, could be allocated to the football club for provision of an astro-turf pitch. It was agreed that the Clerk should write to the football club to explain the position with regard to S106 funding. There is also an issue in that the piece of land identified for the new pitch remains in the ownership of a third party, and no decision can be taken until ownership is transferred. Councillors were wary of setting a precedent and felt that the question of sport development in the village should be considered carefully as the parish council's role was to engage with the entire community, whereas 75% of membership of the football club came from outside the village.</p> | |
| L | <p><u>British Legion Remembrance Day Wreath</u> Councillor Terry Ward had requested if the Parish Council wished to continue the traditional purchase of a wreath for the Remembrance Day parade and service.</p> | |
| L | RESOLVED | To authorise Councillor Terry Ward to order a Remembrance Day wreath from the British Legion on behalf of the Parish Council. |
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| PC/13/7/132 | TWINNING | | |
| | The Chairman reported that the Vohl sports association would celebrate its 150 th anniversary next year. Bugbrooke St Michael's Football Club had been invited to take part in a tournament next July. A coach would be going from the village and there were spaces available if anyone was interested. | | |
| | The Clerk confirmed that she had written to the Burgermeister on the occasion of his retirement. | | |
| PC/13/7/133 | REPORTS | | |
| A | Speed limits and the 20MPH zone: Nothing to report | | |
| B | Mid Northants Parishes Report: | | |
| C | Nothing to Report | | |
| D | Highways and Transport | | |
| | RESOLVED | To write to Mr Paul Heygate with two alternative meeting dates and to advise him that Mr. Heaton-Harris wished to be included in the discussion. | |
| | ACTION | The Clerk | |
| | It was noted that NCC highways were intending to patch Smither Way. This is not regarded as acceptable and will not solve the problem. The Clerk was requested to contact the Highways Dept again and express the Parish Council's concerns. | | |
| E | Community Centre – Nothing to report | | |
| F | Millennium Green – Nothing to report | | |
| PC/13/6/117 | FINANCIAL MATTERS | | |
| A | The clerk reported that the bank balances were as follows: | | |
| | Current Account as at 31.5.2013 (Nat West) | £ | 126,885.63 |
| | Deposits | £ | 2,049.39 |
| | Less May Payments | £ | 4,719.74 |
| | Total funds at 3.6..13 | £ | 122,165.89 |
| B | The Internal Auditors Report was noted | | |
| C | The Clerk had received a request from the Bugbrooke PCC for a contribution towards the cost of providing the Ace Lane gate light. | | |
| | RESOLVED | That the Parish Council would donate £40 per annum to the PCC towards electricity and repair costs of the light | |
| | In addition the PCC had sought a contribution towards the cost of church floodlighting. This was deferred until the August meeting. | | |
| D | The Clerk had received a request from Bugbrooke Line for a contribution towards the costs of preparation of the Link. It was agreed that this was a valuable service for the whole of the community but was deferred until the August meeting. The Bugbrooke Link representatives were requested to obtain 3 quotations for printing costs, both on the basis of the current quality of paper and 3 further quotations using a paper of lesser quality. | | |
| E | 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 |
|--------|----------------------|--|-------------|----------|-------------------------------------|
| 0130 | Mrs S Bramley-Brown | Clerk's salary– June 2013 (70 hours @ £10.85 = £759.2034.30 less tax - £645.40 + mileage and expenses £29.00 | £674.70 | | Local Gov't Act 1972 S112 |
| 0131 | HM Revenue & Customs | Tax - SBB June | £113.80 | | HM Revenue and Customs requirement |
| 0132 | Mr P Wilkins | Refurbishment of Camp Hill noticeboard and repainting of seat at Bird's Hill | 87.00 | | Local Gov't Act 1972 Sch 14 para 27 |

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| 0133 | E.on | Unmetered supply for May | 379.90 | 75.98 | Parish Councils Act 1957 s3 Highways ACT 1980 S301 |
| 0134 | BT | Parish Office Broadband and telephone charges – March – May 2013 | £110.22 | £18.37 | Local Gov't Act 1972 S112 |
| 0135 | Peter Warden | May Mowing | £508.00 | £101.60 | Highways Act 1980 S301 |
| 0136 | Kay Iqbal | Cleaning of bus shelters - May | £30.00 | | Parish Councils Act 1957 S1 |
| 0140 | Mr P Wilkins | Replacement cheque for cheque 0123 lost in post | £82.00 | | Local Gov't Act 1972 Sch 14 para 27 |
| 0141 | Allotment Association (Mr P Wilkins) | Replacement cheque for 0125 issued in June – lost in post. | £192.28 | £32.05 | Smallholdings and Allotments Act 1908 s23 |
| | | RESOLVED: | That these invoices be paid | | |
| | | ACTION: | Clerk | | |
| PC/13/7/1 | | DATE OF NEXT MEETING – Monday 12th August 2013 at 7.30 p.m.– Planning and Finance Only | | | |

There being no further business the Chairman closed the meeting at 9.22p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....