

# BUGBROOKE PARISH COUNCIL

## Minutes of the Meeting of the Full Council held on Monday 14th April 2008 at 7.30 p.m. at the Community Centre, Bugbrooke.

### PRESENT:

Chairman - Councillor Philip Bignell

Councillor John Bignell	Councillor David Jeffery
Councillor Mrs Diana Cockrill	Councillor Alan Kent
Councillor John Curtis	Councillor Brian King
Councillor Ken Gardner	Councillor Mrs Cherry Pilcher
Councillor David Harries	Councillor Dr. Jonathan Shribman
Councillor Brenda Inch	Councillor Neil Sturdy

### IN ATTENDANCE:

Mrs Emma Bignell - Clerk to the Council  
District Councillor Graham Smith  
12 parishioners

### APOLOGIES FOR ABSENCE:

Councillor Terry Ward (holiday)  
County Cllr. Mrs Joan Kirkbride

### ABSENT:

PC08/4/71

### DECLARATIONS OF INTEREST:

No interests were declared.

PC08/4/72

### POLICE MATTERS:

The Clerk reported that following the Council's letter of complaint, the new Sector Inspector, Alex Terry would be attending the May meeting. Members agreed that the issue of 'communication' warranted discussion and she would be advised of this in advance.

PC08/4/73

### MINUTES:

The minutes of the meeting held on 10<sup>th</sup> March were amended with the correct date and under PC08/3/58 to read 'Browns Yard' instead of 'The Ashes'. They were then approved as a correct record and duly signed by the Chairman.

PC08/4/74

### REPORTS ON ISSUES PREVIOUSLY RAISED:

#### BUGBROOKE TO KISLINGBURY ROAD: *(Previously minuted at PC06/6/110)*

In 2006 the Parish Council had asked NCC to assess the safety of the C54 road between the two villages, following a spate of accidents. No comprehensive response had ever been received so the Clerk had chased the matter in January and again received no response. A further attempt in March had resulted in a letter from Steve Barber, Casualty Reduction Officer to say that he would be investigating the road in April and would report back afterwards.

PC08/4/75

#### AFFORDABLE HOUSING SURVEYS: *(Previously minuted at PC08/3/50)*

Laura Welch from SNC would attend the June Parish Council meeting to give an update but initial analysis revealed there were as many as 60 properties required.

PC08/4/76 **YOUTH MEETING:** (Previously minuted at PC08/3/52)

Mr Kent reported on the meeting he had attended, along with Mrs Inch & Dr. Shribman at Campion to discuss the SNC youth fund scheme with Bugbrooke pupils. Kislingbury pupils were also present, along with two representatives from Kislingbury Parish Council. It was hoped that some pupils would now submit an application before the deadline of 25<sup>th</sup> April.

PC08/4/77 **PLAY AREA:** (Previously minuted at PC08/3/53)

The Clerk had again spoken with Bob Cotter. A further delay had arisen as the deeds to the land could not be located by the Property Department and the lease between the two parties could not be drawn up until these had been traced.

PC08/4/78 **PARISH NOTICE BOARDS & BINS:** (Previously minuted at PC08/3/54 & 63)

This matter was deferred until Parish Matters.

PC08/4/79 **PROVISION OF BURIAL SPACE:** (Previously minuted at PC08/3/55)

The Clerk confirmed that she had submitted the pre-application letter to SNC, with a copy to the Rector and the Jesus Fellowship. She was therefore awaiting the necessary application forms and guidance on fees. There had been no response from the second geotechnical company at Moulton Park to provide a quote for the trial boreholes.

PC08/4/80 **PARISH COUNCILLOR VACANCY FOR CO-OPTION:** (Previously minuted at PC08/3/56)

There had been no written applications to the Clerk by those wishing to be co-opted.

**RESOLVED:** To place the matter on the May agenda

PC08/4/81 **PARISH CLERK VACANCY:** (Previously minuted at PC08/3/65)

To date 12 application packs had been despatched. The closing date for applications was Friday 25<sup>th</sup> April, with shortlisting to take place on Monday 28<sup>th</sup>. Interviews would take place after 6<sup>th</sup> May. The interview panel would comprise the Chairman, Mr Harries as Vice-Chairman and Mrs Inch.

**RESOLVED:** The interview panel to present an indication of the most suitable candidate to the full Council at the May meeting

PC08/4/82 **PUBLIC QUESTION TIME:**

The meeting was adjourned between 7.46 p.m. and 8.03 p.m. to allow questions and comments from parishioners.

PC08/4/83 **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>	S080083P (Bird) (S040836P)	<b>Field no 108 Junction Gayton Rd &amp; Dalscote Rd</b>	Infilling of side elevation & roller shutter door, guttering to sides of building	<i>No comments</i>
<i>(New)</i>	S080270P (Brotherton)	<b>71, Pilgrims Lane</b>	First floor extension over garage	<i>Materials to match those existing</i>
<i>(New)</i>	S080369P (Halford)	<b>Brooke Farm House, 30 High Street</b>	Two storey rear extension & 3 rooflights to west elevation & 2 rooflights to north elevation	<i>Materials to match those existing. Oppose roof lights and suggest dormers to match instead</i>
<i>(Amended)</i>	S070860P	<b>Bugbrooke</b>	Alterations & extensions to	<i>Amended drawings</i>

– for info only)

	& 0861LB (Rowan-Hamilton)	<b>Downes House</b>	existing farmhouse including linking outbuildings to main house & insertion of roof lights	<i>show alteration to proposed hall. Revised design &amp; access statements &amp; revised site map</i>
<i>Decision</i>	S071655P (Paine)	<b>Orchard Paddock, The Paddocks</b>	Single storey side. Change flat roof to pitched over utility	<i>Permission granted by SNC</i>
<i>Decision</i>	S080056LB (Bailey)	<b>The Byre, 2 Church Lane</b>	Removal of sunlounge at rear, new oak frame porch & bathroom alterations	<i>Permission granted by SNC</i>
<i>Decision</i>	S080065P (Hillyer)	<b>11, Link Way</b>	Single storey extension to side & rear	<i>Permission granted by SNC</i>
<i>Decision</i>	S080067P (Marriott)	<b>41, Smitherway</b>	First floor side and rear extension	<i>Permission granted by SNC</i>
<i>Decision</i>	S080068P (Fuins)	<b>7, Pilgrims Lane</b>	Single storey side and rear extension	<i>Permission granted by SNC</i>
<i>Decision</i>	S080089P (Brittain)	<b>Bakers Arms, 34 High Street</b>	Siting of static van for preparation & sale of hot food take away	<i>Permission refused by SNC</i>
<i>Decision</i>	S080095P (Jones)	<b>11, Pilgrims Lane</b>	Single storey side and rear extension	<i>Permission granted by SNC</i>
<i>Decision</i>	S080111P S08012LB (Bailey)	<b>The Byre, Church Lane</b>	Partial demolition & extension of outbuildings	<i>Permission granted by SNC</i>
<i>Decision</i>	S080133P (O'Grady)	<b>16, Waggoners Way</b>	Fence & gates to highway frontage	<i>Permission granted by SNC</i>
<i>Decision</i>	S080154P (Evans)	<b>20, West End</b>	Double garage to front	<i>Permission refused by SNC</i>
<i>Decision</i>	S080207P (Smith)	<b>5, Shepherds Walk</b>	Two storey side & rear extension	<i>Permission granted by SNC</i>
<i>Decision</i>	S080220P (Curtis)	<b>St Michaels Football Club, Birds Close</b>	Floodlighting to pitch	<i>Permission refused by SNC</i>

**PARISH MATTERS:**

PC08/4/84

**COMMUNITY CENTRE:**

The Management Committee had supported the idea of purchasing 'No Parking' cones and these had been ordered and were now on site for sporting events as required. The AGM would be held on 01/05/08.

PC08/4/85

**RESIDENTS' PARKING PERMITS:**

This matter had been already been covered under Public Question Time, where residents of Kislingbury Road Crescent had been advised to write to Northamptonshire County Council.

PC08/4/86

**OAP FREE BUS PASSES:**

Mrs Cockrill advised those present that anybody who held a free bus pass would be charged full fare if they used the buses prior to 9.30 a.m., this was a change introduced from 01/04/08.

PC08/4/87

**PARISH NOTICE BOARDS & BINS:**

The Clerk confirmed the price of the replacement green dog bin from JRB. Councillors then selected an open top metal post mounted litter bin from a selection. Three would be ordered for the Bakers Arms bus stop on the High Street, the Butts Hill bus stop at the top of the Kislingbury Road and the junction of Johns Road/Oaklands. Considerable discussion then ensued in respect of the new notice board for Meadway in terms of size, finish etc. Once all the items had been obtained, it was suggested that Mr Clarke from Pattishall would be able to install and re-set the litter bin outside the top shop and the notice board on Camp Hill.

**RESOLVED:** To place orders for all the items

**ACTION:** Clerk

**CORRESPONDENCE:**

PC08/4/88

**For Action -**

**NCALC** – Annual subscription & Internal Audit subscription & change of address

**RESOLVED:** To subscribe to the Northamptonshire Association for a further 12 months plus renew contract for Internal Audit service

**ACTION:** Clerk

**SNC** – Village Directory 2008 Review

**RESOLVED:** To update the information & return

**ACTION:** Clerk

**SLCC** – Cemetery Management Course – 21/05/08 – no-one available to attend.

**NCC** – Request to stop up part of public highway – Litchborough Rd

**RESOLVED:** To advise that there was no objection from the PC

**ACTION:** Clerk

**NCC** – Change to financial payments process

**RESOLVED:** To complete the information & return

**ACTION:** Clerk

PC08/4/89

**For Report -**

**NCC** – Sustainable Communities Strategy

**BDO Accountants** – Appointment as External Auditor & Local Council Briefing

**NCC** – Emergency Planning information from conference 11/03/08

**Wicksteed** – Play equipment for adults

**CPRE** – Design Awards 2008 & Summer Ball 30/05/08 at Highgate House, Creaton

**SNC** – ‘Landlord News & Views’

**EMDA** – Newsletter

**SNVB** – Newsletter March 08

**NBC** – Farmers Market – 3<sup>rd</sup> Thurs each month on Market Square

**NHS** – Pharmacy application for a minor relocation of pharmacy at Daventry

**Highways Agency** – Roadworks Planner March to May 08

**Standards Board** – Town & Parish newsletter

**X -Act Security** – CCTV systems for parishes

**FINANCIAL MATTERS:**

PC08/4/90

**INSURANCE RENEWAL:**

The Clerk advised that Norwich Union were providing competitive quotes on insurance for Parish Councils. The Council’s insurance was due for renewal on 1<sup>st</sup> June.

**RESOLVED:** To obtain a quote for the May meeting

**ACTION:** Clerk

PC08/4/91

**SECTION 137 LEVEL 2008/09:**

The Clerk advised that this had risen to £5.86, making the total possible expenditure under this section £12,376.32 for the current financial year.

PC08/4/92

**NCC ‘EMPOWERING COUNCILLORS’ GRANT:**

The Clerk advised that the grant from County Councillor Kirkbride of £3200 had been paid into the current account on 31/03/2008.

PC08/4/93

**END OF YEAR FIGURES TO 31/03/2008:**

The figures to the end of March were available. The new budget would be produced for the May meeting.

PC08/4/94

**ACCOUNTS FOR PAYMENT:**

<b>Chq no</b>	<b>To whom</b>	<b>Service rendered</b>	<b>Amount</b>	<b>Vat</b>
000854	Bugbrooke PCC	Churchyard gate annual lighting bill	£39.63	
000855	AH Contracts	Emptying of bins – March	£235.94	£35.14
000856	Mr A. Walton	Litter picking March/April	£72.00	
000857	HM Revenue & Customs	Tax & NI (EB & AW)	£114.09	
000858	LINK	Advert for Clerk	£20.00	
000859	Chronicle & Echo	Advert for Clerk	£462.36	£68.86
000860	ABB Ltd	Replacement lamps x 6	£5089.31	£757.98
000861	BSCC	Room Hire & Office Rental	£310.00	
000862	Canon UK	Copying charges	£28.58	£4.26
000863	NCALC	Annual Subs & Internal Audit Fees	£610.20	
S/O	Mrs E.J. Bignell	Clerk's salary – April	£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

PC08/4/95

**DATE OF NEXT ORDINARY MEETING:**

Monday 12<sup>th</sup> May 2008 at 7.30 p.m. (*Footpaths Meeting at 7.00 p.m.*)

*There being no further business the Chairman closed the meeting at 9.02 p.m.*

**CHAIRMAN -**

**DATE –**