

BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council
held on Monday 12th September 2011 at 7.30 p.m. at the Community Centre, Bugbrooke.

PRESENT:

Chairman - Councillor John Curtis		
Councillor John Bignell	Councillor Philip Bignell	Councillor Mrs Diana Cockrill
Councillor Brian Curtis	Councillor David Harries	Councillor Brian King
Councillor David Jeffrey	Councillor Alan Kent	Councillor Paul Phillips

IN ATTENDANCE

Mrs Catherine Parry, clerk	6 Parishioners	County Councillor Joan Kirkbride
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APOLOGIES FOR ABSENCE

ABSENT

Apologies were accepted from:	Reason:
Councillor Mrs Eve Jackson	Work Commitment
Councillor Dr Jonathan Shribman	Holiday
Councillor Ken Gardner	Holiday
Councillor Mrs Linda Pope	Holiday
Councillor Terry Ward	Holiday

PC11/9/188 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**
Apologies were accepted from Councillors as recorded above.

PC11/9/189 **DECLARATIONS OF INTEREST**
No interests were declared

PC11/9/190 **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.

PC11/9/191 **MINUTES**
The minutes of the meeting held on 8th August 2011 were approved as a correct record of that meeting and were duly signed by the Chairman.

PC11/9/192 **REPORTS ON MATTERS PREVIOUSLY RAISED**
The clerk reported that she had written to Helen Howard at the County Council to ask her to consider whether yellow lining could be provided on the Church Lane side of Waggon & Horses Green. Helen had agreed to organise for the parking officer to monitor the situation and advise whether this would be possible.

PC11/9/193 **PUBLIC QUESTION TIME** (7.35pm – 7.45pm)
The following matters were brought to the parish council's attention:

- Mrs Pace, parish path warden asked whether the council had any notices asking dog walkers not to allow their dogs to foul on or around public footpaths. The clerk was asked to check and to give Mrs Pace copies of any notices, so that she could attach them to the nearest kissing gate or stile.
- Mrs Pace, who also organised the churchyard collection each year, asked whether the parish council would be willing to contribute the sum of £1,000.00 towards the running costs in 2012, since a village collection was becoming more difficult, with parishioners either out or unwilling to donate. The general feeling amongst councillors was that, while there might be no objection in principle to making such a donation, this should be linked to the need for the parish council and the parochial church council to work more closely on matters where there was a joint interest, such as the churchyard extension. The perception was that the parochial church council was not offering active support to the parish council in its efforts to find additional land for the churchyard, and a joint meeting should be arranged as a matter of urgency. Councillor Kent said that future maintenance of any churchyard, including the extension, should also be taken into account, since the existing volunteers would not be able to carry on with this for much longer. As a member of the PCC, he would be reluctant to see the

village collection discontinued.

- Mr Bodman said that he had been studying the rules relating to the new Neighbourhood Plans (“NHP”), and had come to the conclusion that it was essential that the parish council started work on the preparation of a NHP as soon as possible.
- County Councillor Joan Kirkbride said that she had little to report. The D3 bus route was being retained, as it was commercially viable. There might at some point be a revision of the timetable, but she had no details of this yet.

PC11/9/194

PLANNING

A

The clerk reported that a parishioner had been researching the Localism Bill and has given the clerk some information in respect of the preparation of a Neighbourhood Plan.

RESOLVED: That district councillors Harries and Bignell should ask Adrian Colwell of South Northants Council to address a parish council meeting to give initial guidance about the process

ACTION: Councillor Harries and Bignell

B

Re the application for the French windows at 10 West End, the clerk reported that she had been informed by the planning department at SNC that applications bearing the suffix “LDP” were requests for formal determination as to whether planning permission was required for the proposed work, and consultation was not appropriate for these applications, which were decided purely on interpretation of the relevant legislation.

C

The Chairman confirmed that he had provided a witness statement to South Northants Council in preparation for the magistrates’ hearing into the objection to the naming of Holt Gardens.

D

The clerk reported that she had applied for planning permission for change of use of the proposed allotment extension from agricultural to allotments. This was likely to be heard in October.

E

Additionally to the agenda, Councillor Harries reported that the application for the travellers’ site on the Heyford Road was unlikely to be heard before October, owing to the need for further reports.

PC11/9/195

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>
New	S/2011/0983/FUL Winfield	28b Camp Hill	Dormers to the sides and Juliet balcony to the rear	<i>No objections by BPC</i>
New	S/2011/1018/FUL Parish Council	New allotment site	Change of use from agricultural to allotments.	<i>Support by BPC</i>
<i>Info</i>	S/2011/0778/LDP Mansukhani	2 Waggoners Way	Lawful development certificate for single storey extension	<i>Approval by SNC</i>
<i>Info</i>	S/2011/0753/FUL Campion School	Campion School	Lean-to storage building	<i>Approval by SNC</i>
<i>Info</i>	S/2011/0860/FUL Westland	50 Georges Avenue	First floor extension	<i>Approval by SNC</i>

PC11/9/196

NEIGHBOURHOOD PLAN

It was agreed that this should be a standard part of the agenda for the foreseeable future. It was necessary to have a Neighbourhood Plan, in view of the proposed relaxation in the planning rules, but that in order to ensure that the process was understood and properly implemented, an officer of the district council should be asked to provide further information at a parish council meeting (see Minute PC11/9/194A above).

PC11/9/197

POLICE

A

The clerk reported that the police were changing the way in which they communicate via the messaging service. Recipients would be able to tailor the service to receive only the messages on topics in which they were interested

B

An email had been received from the police reassuring people that the police were being vigilant following the disturbances around the country.

C

The police had asked parishioners to be vigilant regarding increasing thefts of copper piping from meters, which could cause gas leaks and explosions.

D

The clerk had received a police “Have your say” pack.

RESOLVED: That this be completed on behalf of the parish council, in liaison with the village NHW co-ordinator.

ACTION: Clerk.

PC11/9/198

YOUTH MATTERS

A

Campion School: Since the agenda had been issued, the clerk had been informed that the art department at the school would be happy to design and make a banner for the Twinning ceremony. They were also enthusiastic about the idea of designing a village crest. The chairman and the clerk were due to meet representatives of the school shortly to discuss how to proceed with this project.

B

Young Children's Play facilities:

- The chairman reported that, since the preparation of the agenda, the head teacher of the primary school had agreed that the proposed new fencing could be slightly lower than that previously ordered, which was apparently what was causing the delay (the fencing on order having been a non-standard measurement). The fencing contractor had been asked to expedite the installation of this revised specification fencing.
- The chairman reported that Mrs R. Harries has been asked to explore funding for an additional piece of equipment. She and the chairman had settled on some suitable items of equipment, the cost of which could possibly be met in part from the Mast Fund.

RESOLVED: That an application should be made to the Mast Fund for £3000.

ACTION: Clerk.

- The clerk reported that the Primary School head teacher had agreed to extend the additional area to be made available to include the tree next to the main fence. This would allow the proposed seat to be located in the shade.
- The clerk reported that another parishioner has queried when facilities will be available for very young children.
- Councillor Joan Kirkbride had agreed to provide £1,000.00 funding from her Empowering Councillors allocation towards the provision of some more equipment on the extended play area.
- **Play boat:** A quotation had been received in respect of the Funion Bargee Playboat. This would be in the region of £521 for a 4 hour session, and £632 for a 6 hour session.

RESOLVED: That this was too expensive at present.

PC11/9/199

PLAYING FIELD

Councillor Harries had nothing to report, since there had not been a Playing Fields Association meeting recently.

PC11/9/200

NEW CHURCHYARD EXTENSION

The clerk reported that she had spoken to the Diocese's agent and had asked the Diocese to consider the parish council's latest suggestion urgently.

RESOLVED: That an urgent meeting be held between the Parochial Church Council and the Parish Council in order to put forward an agreed proposal to the Diocese.

ACTION: Clerk

PC11/9/201

TWINNING

The clerk reported that she had inspected the village nameplates together with a representative from the County Council, in order to establish the best way for the new twinning signs to be added. There would probably be a cost associated with this and it should be included in the 2012 budget.

PC11/9/202

ALLOTMENTS

The clerk reported that matters were moving slowly. The parish council's solicitor had been required to give an undertaking as to the payment of costs, and needed costs on account in order to be able to provide this. The cheque for the relevant amount is included in the Finance Section of these minutes.

PC11/9/203

PARISH MATTERS

A

Welcome packs: The clerk reported that she had nothing further to report this month.

B

Hedges : Requests for hedge letters were given to the clerk . 7 Shepherds Walk had been attended to, but there were other hedges requiring attention, details of which were given to the clerk so that she could write to the parishioners concerned.

C

Footpaths: Matters of relevance to be raised at this point.

D

Weekly Inspection Sheets: The general view was that these should be changed to monthly inspections. The clerk provided a revised rota, and monthly inspection sheets. The general view was that there was litter around the shop, which should be cleared up, and that some of the street furniture required painting. Bin collections sometimes left litter, including broken glass, strewn on the pavements. Councillor Mrs Cockrill said that she would contact DEFRA with regard to the possible infestations of Japanese Knotweed on footpaths near the surgery and the Five Bells. Councillor Bignell offered to contact the owner of the shop to ask that the litter be cleared.

RESOLVED That the bin collection service be requested to be more careful, and that a survey of street

furniture is carried out to establish what works are needed to put it into good repair.

ACTION

Clerk to contact SNC re the bins. Clerk and Chairman to inspect street furniture.

E **Litter picking:** See above.

F **Libraries:** Following the Library Review, the clerk reported that a letter had been sent from Northants County Council enclosing a copy of the review. There was to be a public consultation until the end of September, following which the county council would make its final decision on the library service.

RESOLVED

That the council should respond to the public consultation and also request special consideration as a service village.

ACTION

Clerk.

G **Future parish council meetings:** The clerk reported that it would be possible to hire the small hall, but this is in use until 7.00pm, and the councillors would have to set the room up themselves following vacation by the previous users. The cost was £10.00 per hour.

RESOLVED

That no further action be taken in this respect.

PC11/9/203 **STREET LIGHTS**

The clerk reported that the undergrounding had been completed. Faults had been reported to the supplier and these were being addressed.

RESOLVED

That the clerk request a rebate in respect of the lights which had been out of action.

ACTION

Clerk

PC11/9/204 **REPORTS**

A **Speed limits and the 20mph Zone:** Nothing to report.

B **Mid Northants Parishes Report:** Nothing to report.

C **Northamptonshire County Association of Local Authorities:**

- Email newsletter, which had been circulated previously.
- Annual Conference in Raunds on 22nd October – the theme was to be Neighbourhood Planning. There was to be no charge and it was suggested that BPC send a representative, since this might be a useful event.
- There was an opportunity to join the local board. Details had been circulated.

D **Consultations:** The County Council had asked for a response to a survey on pocket parks. The clerk reported that she had responded, although the topic was not directly relevant to Bugbrooke.

E **Highways and Transport. The clerk reported that:**

- An email had been received from SNC regarding a review which had been carried out in respect of street cleaning services. A schedule of revised dates and times had been issued. This had been circulated. The highways department had started to circulate email updates, which the clerk would forward as relevant and requested.
- A parishioner had expressed concern about the number of Heygates lorries using the exits from the village along Birds Hill and Gayton Road, owing to the poor condition of the canal bridges. The clerk had forwarded his email to Helen Howard for comment.
- There were to be road closures along Pattishall Road and Litchborough Road on 4th December 2011 for bridge examinations to take place.

F **Neighbourhood Watch:** The clerk had nothing to report other than the theft of a motor cycle from the High Street.

G **Diamond Jubilee Correspondence.** None this month.

PC11/9/205 **CORRESPONDENCE**

For action:

A South Northants Leisure Trust is a charity set up to provide grant funding for projects within the South Northants district. The clerk suggested that she investigate whether it might be used towards play equipment.

For report:

- 1 Towcester Theatre Club has been formed to organise theatre trips to various locations. The clerk can forward details to anyone interested.
- 2 Banbury To Daventry A361 road closure is to be extended until October.
- 3 New mobile library timetable has been received. It will visit Bugbrooke on the first Saturday of the month, between 10.10am and 11.25am. It will be sited on the corner of Meadway and Pilgrims Lane.
- 4 The SNC yearbook publication has been received
- 5 Longhurst Group Annual Report.
- 6 Santander information re fixed rate 1 year business bond.
- 7 SNC is to offer a training course in the council tax setting process in September.
- 8 CPRE Outlook magazine and various other CPRE newsletters/magazines.

- 9 East Midlands Councils Group is offering membership - £150 plus VAT discounted rate.
- 10 Northants County Council “I didn’t realise” campaign – to raise awareness of the services which NCC can offer.
- 11 Suppliers’ catalogues, including “Myriad Contracts” a playground repair company based in Milton Keynes.
- 12 South Northants Homes newsletter and briefing paper
- 13 Email from CPRE re bulk purchase of oil.
- 14 Email from SNC with details of its “Talented Performers” Grant funding scheme.
- 15 Society of Local Council Clerks email newsletter, which has been circulated.
- 16 SNVB customer satisfaction survey and email newsletter.
- 17 Pocket park email newsletter.
- 18 Email encouraging parishes to nominate their open spaces as Queen Elizabeth Playing Fields
- 19 Andrea Leadsom email newsletter
- 20 SNC is advertising its pest control services. Details have been sent to the website.
- 21 Email from NCC re superfast broadband bid
- 22 Press release about Stoke Bruerne Village at War weekend
- 23 Letter from Royal Horticultural Society urging villages to join the “Village in Bloom” campaign.
- 24 Northants 50+ newsletter and news release about an art exhibition
- 25 Neighbourhood Watch email newsletter.
- 26 Notice of Society of Local Council Clerks Conference in Reading in September.
- 27 Email correspondence between South Northants Council and a representative from Charlton Newbottle School about providing solar panels to public buildings. The clerk has forwarded some of this to the schools and to BSACA.
- 28 Council of Voluntary Services trustee meeting in September
- 29 Email from Age UK offering help to elderly people with the digital switchover.
- 30 Email from South Northants Council Electoral Services department urging voters to complete their registration forms when these are sent out in September.
- 31 Press releases about Northampton Open Studios and Heritage Open Days.
- 32 Press release about SNC photovoltaic panels on the Tove Depot. These are saving money and generating income
- 33 Clerks & Councils Direct magazine.
- 34 Northampton Museums leaflet
- 35 Press release about Northampton Men’s Own Rugby Club, which has received funding from South Northants Council to refurbish its facilities. Funding is still available for community organisations.
- 36 Northamptonshire Carers Auction Evening on 29th September in Wellingborough.

PC11/9/206 **FINANCIAL MATTERS**

A Budget figures were circulated.

B The clerk reported that the organiser of the annual collection to raise funds for the maintenance of the churchyard had requested that the parish council consider making a donation of £1000 towards this during the next financial year, owing to the increasing difficulty in finding volunteers to visit all houses in the village, and in finding householders available at convenient times.

RESOLVED: That this was agreed in principle, but subject to the Parochial Church Council supporting the Parish Council in its bid to acquire the Glebe Field (or part of it) in exchange for part of the Millennium Green.

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
1231	AH Contracts	Emptying of waste bins – to 30.8.11	322.80	53.80	Litter Act 1983 ss5, 6
1241	E.On	August unmetered supply costs	441.91	73.53	Parish Councils Act 1957 s3 Highways Act 1980 s301
1242	E.On	Supplying new columns and lanterns following undergrounding	4292.66	715.44	Parish Councils Act 1957 s3 Highways Act 1980 s301
1243	Mr A. Walton	Litter picking August - 5 weeks x 4 hours: 20 hours @£6.50 =£130 (less 20% tax)	104.00		Litter Act 1983 s5 Local Gov’t Act 1972 s112
S/O	Mrs C.J. Parry	Clerk’s salary– August 2011	364.47		Standing Orders
1244	HM Revenue & Customs	Tax -CP Tax - AW	£91.20 £26.00	117.20	HM Revenue and Customs requirement

		Total	£117.20			
1245	BT	Broadband and phone charges May/August 2011	138.27	23.04		Telecoms Act 1984 s97
1246	P. Warden	Mowing August	576.00	96.00		Highways Act 1980 s96
1247	Bugbrooke Millennium Green Trust	Annual Grant	1500.00			Local Government Act 1972 s37
1248	NCALC	Councillors' Training x 2	58.00			LGA 1972 s111
1249	Arnold Thomson	Fees on account (NB only VAT on AT's fees is recoverable. VAT on Diocese solicitors and agents fees not recoverable because services not supplied to the parish council.	1875.23	200.00		LGA 1972 s111
1203	Falcon Copiers	Ratification of cheque paid in May – Copying charges January/April 2011	41.22	6.87		Local Government Act 1972 s144
1204	P. Warden	Ratification of cheque paid in May for April mowing	576.00	96.00		Highways Act 1980 s96
1205	Brokers' Network	Ratification of cheque paid in May for annual insurance	2483.35			LGA 1972 s111

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

PC11/9/207

DATE OF NEXT ORDINARY MEETING-

Monday 10th October 2011

At 7.30pm

*There being no further business the Chairman closed the meeting
at 8.38 pm*

End of Minutes

CHAIRMAN:.....

DATE:.....