

May 13, 2019

# Bugbrooke Parish Council

Agenda & Meeting Minutes

May 13, 2019

## Annual Meeting & Monthly Meeting of the Full Council

held on Monday 13th May 2019 at 7.30 p.m, at the Community Centre, Bugbrooke.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### Annual Meeting & Monthly Meeting of the Full Council

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### In Attendance

Councillor John Curtis, BEM, Chairman	Councillor Linda Pope
Councillor John Bignell	Councillor Terry Ward
Councillor David Harries, BEM	Councillor Paul Henson
Councillor Ken Gardner	Councillor Ms Sarah Munday
Councillor Mrs Catherine Parry	Councillor Brian Curtis
Councillor Des Morris	Councillor Alan Kent

Mrs Sally Bramley-Brown, Clerk  
Mrs N Palmer – Deputy Clerk

### Absent

<i>Apologies were accepted from:</i>	<i>Reason:</i>	<i>Excluded from 6 month rule</i>
Councillor Phil Bignell	Personal	Yes
Councillor Ian Gordon	Personal	Yes
Councillor Mrs Garlick	Personal	Yes
County Councillor Adam Brown		

## PC/19/05/073 Election of Chairman and Vice-Chairman and Acceptance of Office

Councillors were invited to nominate a new Chairman, and it was proposed by Councillor Ward and seconded by Councillor Gardner, that Councillor Mrs Linda Pope be-appointed as Chairman. As there were no other nominations the proposal was accepted by a show of hands. The Chairman took the chair for the rest of the meeting. The new Chairman expressed the

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Parish Councils ' thanks to Councillor John Curtis for all his work on behalf of the council over the previous 8 years as Chairman.

Councillor Parry proposed the election of Councillor Ms Munday as Vice-Chairman and this was seconded by Councillor Harries. There were no other nominations and the proposal was accepted by a show of hands. The duly elected Chairman and Vice-Chairman signed the Declaration of Acceptance of Office.

### PC/19/05/074 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above. The apologies from Councillors Gordon; Phil Bignell and Mrs Garlick were all excluded from the six-month rule.

### PC/19/05/075 To Appoint or Re-Appoint the Financial Officer and Internal Control Councillor

It was proposed by the Chairman and seconded by Councillor Ward that the Clerk be re-appointed as the Responsible Financial Officer and proposed by Councillor Ward and seconded by Councillor Mrs Parry that Councillor Henson be re-appointed as the Internal Control Councillor.

### PC/19/05/076 To Review and Re-Adopt the following policy documents

The following policy documents had been circulated with the Agenda for review by Councillors and they were re-adopted and signed by the Chairman and the Clerk.

- Standing Order
- Financial Regulations
- Risk Assessment Policies and Log
- Complaints Procedure
- Freedom of Information Act scheme as published on the Parish Council website
- Asset Register
- Grants Policy
- Audit Plan
- Disciplinary and Grievance Procedure Policy
- CCTV Policy
- GDPR Policies – Data Breach; Data Protection; Record Retention and Procedures

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### PC/19/05/077 To Review the Appointment of the Internal Auditor and her Terms of Reference

The terms of reference for the Internal Auditor were agreed and Mrs Tina Chartress was re-appointed as the Parish Council's Internal Auditor.

### PC/19/05/078 Review of internal control system and review of maintenance of Councils system of Internal audit

The Parish Council re-adopted its system of internal control involving regular inspections by an internal control councillor (Councillor Henson) and the provision of regular budget reports and bank account details to each meeting. As a consequence, it was considered that the internal audit process and the internal controls for Bugbrooke Parish Council were effective and the audit plan circulated with the Agenda was agreed.

### PC/19/05/079 Re-Appointment of NCALC as Data Protection Officer for Bugbrooke for 2019/20

The Parish Council re-affirmed the appointment Northants CALC to act as Data Protection Officer for Bugbrooke Parish Council at a cost of £10.00.

### PC/19/05/080 Re-adoption of the General power of Competence

It was proposed by Councillor Ms Munday and seconded by Councillor Harries that Bugbrooke Parish Council should re-adopt the General Power of Competence as provided by S1 Localism Act 2011 being an eligible parish council which fulfils the criteria as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It was agreed unanimously.

### PC/19/05/081 To Review Representatives for Committees Working Parties and Organisations

As a result of a change in the Chairmanship of the Parish Council, the Clerk was requested to prepare a revised schedule for circulation prior to the next meeting.

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The Parish Council meeting continued with the regular monthly business.

### PC/19/05/082 Declarations of Interest

The Chairman declared an interest in respect of item 9 - Planning, 25 Pilgrims Lane and Councillor Kent declared an interest in respect of item 7 – payments to the church.

### PC/19/05/082 To consider whether the Register of Interest requires updating

No changes were recorded.

### PC/19/05/083 To sign and approve the minutes of the meeting held on 8<sup>th</sup> April 2019

The minutes of the meeting held on 8<sup>th</sup> April were approved, signed and initialled by the Chairman.

### PC/19/05/084 Reports of issues previously raised

No issues were raised.

### PC/19/05/085 Public question time

There were no members of the public present.

### PC/19/05/086 District Councillors Update

Councillor Harries reported the SNC continued to unpick arrangements with Cherwell.

### PC/19/05/087 Local government reorganisation

The Clerk had circulated an update provided by SNC which had been circulated with the agenda. It was now anticipated that a decision would be forthcoming from central government towards the end of May.

### PC/19/05/088 Internal Auditor's Report

The Parish Council's Internal Auditor had carried out her inspection on Thursday 11<sup>th</sup> April. A copy of her report had been circulated with the Agenda, together with a Briefing Note from the Clerk regarding the council's gifting of funds to church related activities.

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The Clerk had set out the various legislation that prohibited such gifts, as against comment made by the local branch of the council's national body – NCALC, which indicated that the situation was not clear cut and that legal advice from the Church Buildings Council was that Parish Councils were not prevented from contributing to the up keep of church property. The Clerk recommended that Councillors should give careful consideration to the issue and to pass a Resolution to clarify their position on future payments, bearing in mind that this was the second occasion on which the internal auditor had commented on the inadmissibility of such payments.

**RESOLUTION - It was proposed by Councillor Harries that it would be unlawful to make any further payments to the Bugbrooke Parochial Church Council, with the exception of the £40 per annum towards the cost of the Ace Lane light; the proposal was seconded by Councillor John Curtis and passed unanimously. Councillor Kent abstained from the voting. The Clerk was requested to notify the PCC of the Parish Council's decision.**

### PC/19/05/089 Annual Audit and Annual Governance Statement 2018/2019

The Clerk had circulated the completed Annual Governance Statement and the Annual Return with the Agenda. Each of the Governance Statement questions were put to the Parish Council and answered in the affirmative.

The Clerk had completed the Annual Return as follows:-

	YEAR	ENDING
	31ST March 2018	31st March 2019
Balances brought forward	£ 63,497	£67,529
Annual Precept	£ 72,000	£74,160
Total Other Receipts	£ 12,784	£ 7 ,597
Staff costs	£ 14,973	£14,439
Loan Interest repayments	0	0
All other payments	£ 65,779	£68,059
Balances carried forward	£ 67,529	£65,788
Total cash and short term investments	£ 67,529	£65,788
Total fixed assets	£344,770	£353,402
Total Borrowings	0	0

**PC/19/05/090 It was Resolved** that the Annual Governance Statement and the Annual Return be approved and that the Chairman and the Clerk be authorised to sign it. This was duly done.

### PC/19/05/091 Planning

#### Applications and Decisions

Applications for consideration shown below were discussed.

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STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2019/0746/ FUL	25 Pilgrims Lane	Two storey rear extension	No objections
New	S/2019/0867/ FUL	Birds Yard, Eastcote Road	Replacement storage/office building (retrospective)	No objections

### PC/19/05/092 Police & Neighbourhood Watch Matters

A. PCSO Matt Taylor had circulated his report with the agenda. Councillor Henson raised two issues and the Clerk was requested to take the matters up with the PCSO.

B. Councillor Kent confirmed he had received the Speedwatch equipment but that they were down to the bare number of volunteers necessary to run the scheme. It was agreed to make this a specific item for discussion at the June meeting.

### PC/19/05/093 Playing fields and Community Centre

The Clerk reported that the grant application had been submitted to SNC for the outdoor gym equipment and the additional play equipment, and it was anticipated that the application for BSACC would also be ready for submission before the end of the month.

### PC/19/05/094 /095 Financial Matters

Financial statement for the month ending 30th April had been circulated with the Agenda, and the figures were as follows:-		
Current Account as at 31.3.19		£35,787.73
CCLA Deposit Fund as at 31.3.19		£30,000.00
Precept		£53,000.00
Other Credits		£ 3,302.07
<b>Total available</b>		<b>£122,089.80</b>
Less April Payments		£12,770.10
Uncleared Cheque		£ 0.00
Deposits (Interest)		
Total funds at 30.4.19		<b>£ 109,319.70</b>



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### PC/19/05/096 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
D.D.	Southern Electric	Unmetered Supply for April	£401.82	64.20	Parish Councils Act 1957 s3; Highways Act 1980 s301
Chq No 408	Anglian Water	Water supply for allotment sites	£16.38		Smallholdings and Allotments Act 1908 S23
(I.B.)	HM Revenue & Customs	Tax - SBB April (No NIC)	£147.60		HMRC requirement
(I.B.)	Mrs S Bramley-Brown	Clerk's salary– April less tax + expenses mileage	£837.38		LGA 1972 S112
(I.B.)	Mrs N Palmer	Deputy Clerk's salary – April and overtime	£489.60		LGA 1972 S112
(I.B.)	DNH Contracts	April dog and litter bins	£489.60	81.60	Litter Act 1983
(I.B.)	PW Warden	April Mowing	£636.00	106.00	Highways Act 1980 S96
(I.B.)	Mr P Wilkins	Village Maintenance	£59.00		LGA 1972 S112
(I.B.)	Dominotes (Jeremy Collett)	Website support retainer	£300.00		GPoC
(I.B.)	NCALC	Annual membership and internal audit	£1,149.86		LGA 1972 S112
(I.B.)	BSACC	Parish Office rent and room hire March and April	£290.00		LGA 1972 S112
(I.B.)	Mr P Wilkins	Ratification of payment made in April – bark for play area	£20.83		GPoC
(I.B.)	CCLA	Ratification of payment made in April – transfer to emergency reserve	£10,000		GPoC

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	<b>RESOLVED:</b>	That these invoices be paid			
	<b>ACTION:</b>	Clerk to pay			

### PC/19/05/097 Parish Matters

#### Monthly Inspection Sheets

Monthly inspections sheets were received for four areas.

##### *Hedges/Trees*

Councillors reviewed the new procedure for reporting overhanging vegetation, there was some concern that the agreed procedure would lead to a four week delay and this would exacerbate the problem. It was agreed that if the problem was reported by a member of the public then the Councillor carrying out the inspection for that area would check the report prior to the next meeting. Where Councillors observed a problem they would take photographs which could then be looked at by the full council and a course of action decided upon.

The following were reported as problem areas:-

Overgrown trees and vegetation along the path from Meadway to the school field particularly around the lamp column.

Fence along the school field.

Path from Chipsey Avenue to Kislingbury Road – overhanging vegetation obscuring the lamp column

11 High Street,

Overhanging branch at West End/Peace Hill

Beech Close

##### *Footpaths*

Nothing to report.

##### *Emergency Planning/Pathfinder II Project*

The Clerk advised Councillors that she had received payment of £3,000 from the Pathfinder project to facilitate the identified works to be carried out. The funding must be used for the intended purpose within 6 months of receipt or it can be reclaimed. Councillor Ms Munday was to contact suitable contracts to arrange for the works to be carried out.

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### *Street Lighting*

#### *Highways and Transport*

The Clerk reported that she was awaiting information from NCC Highways regarding the possibility of installing an island refuge in Badgers Close.

The Clerk was requested to report potholes on the NNC "Fix My Street" website, for the following locations:-

Litchborough Road by the Wharf turn

Johns Road/Butts Hills Crescent Junction

Church Lane adjacent to the Sunday school rooms.

### *Millennium Green*

#### *Patient Participation Group*

Councillor Mrs Garlick had previously advised that the PPG meeting scheduled for the end of April had been cancelled.

### **PC/19/05/098 Twinning**

Councillor John Curtis advised that preparation for the Vohl visit was progressing well.

### **PC/19/05/099 Parish Office Arrangement during Clerk's Absence**

The Clerk advised that she would be absent for the June meeting. The Clerk and the Deputy Clerk would prepare and circulate the Agenda but the meeting itself would be Clerked by the Deputy Clerk who would be in the Parish Office on Monday and Tuesday mornings and would respond to emails and telephone messages. In case of emergency or any urgent matter the Deputy Clerk would have relevant contact details.

### **PC/19/05/100 Re-Opening of Campion Side Gate**

The Clerk advised that she had received no response from the school, to a letter sent after the April meeting expressing the Parish Council's disquiet at some of the comments made by the Head Teacher. Councillors requested the Clerk to write again to the Head and request a response.

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### PC/19/05/101 Proposal for a pilot rural DRT Scheme to include Bugbrooke

The Clerk had circulated a briefing note with the Agenda, which included details of the proposal, which emanated from NCALC. Councillors discussed the idea of being part of the pilot scheme at length. It was agreed that the village is well served by transport links to Daventry and Northampton but could benefit from a link to Towcester or even as far as Milton Keynes. The Clerk advised that for the time being at least, no financial contribution would be required and the Parish Council was simply being asked to express an interest in being part of the pilot scheme. It was agreed that the Clerk should complete the response form as the Parish Council being quite interested but needing more information.

### PC/19/05/102 Parish Map

A preliminary sample map had been circulated with the Agenda. Councillors were unimpressed with the sample and decided that they would prefer to have something with a legend based on an OS map.

### PC/19/05/103 Celebration of the 125<sup>th</sup> Anniversary of Bugbrooke Parish Council

In the absence of Councillor Gordon that item was deferred until the June meeting.

### PC19/05/104 Date of next meeting

The date of the next meeting is 10<sup>th</sup> June 2019 at 7.30pm.

*There being no further business the Chairman closed the meeting at 9.03 p.m.*

**\*End of Minutes\***

CHAIRMAN:.....

DATE:.....