

April 9, 2018

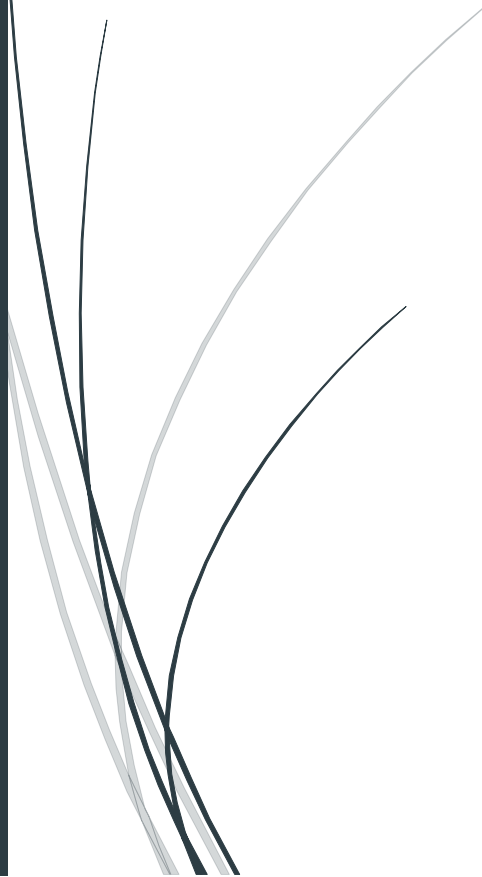
# Bugbrooke Parish Council

Agenda & Meeting Minutes

April 9, 2018

## Monthly Meeting of the Full Council

held on Monday 9th April 2018 at 7.30 p.m, at the Community Centre, Bugbrooke.



# Bugbrooke Parish Council

## Agenda & Meeting Minutes

# Monthly Meeting of the Full Council

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<b>E. GDPR Security Compliance Checklist – Proposed by Councillor Harries and seconded by Councillor Mrs Parry.....</b>	<b>6</b>
<b>F. Privacy Notice for Staff, Councillors and Role Holders – Proposed by Councillor Ms Munday and seconded by Councillor Harries. ....</b>	<b>6</b>
<b>G. General Privacy Notice – Proposed by Councillor Brian Curtis and seconded by Councillor Mrs Pope.....</b>	<b>6</b>
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### In Attendance

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

1 Member of the public

Sally Bramley-Brown - Parish Clerk

### Absent

*Apologies were accepted from: Reason: Excluded from 6 month rule*

### PC/18/04/062 To Receive and Accept Apologies for Absence

There were no apologies.

### PC/18/04/063 Declarations of Interest.

Councillor Phil Bignell declared an interest in Item 16 – Bugbrooke Primary School.

### PC/18/04/064 To consider whether the register of interests requires updating

No changes were recorded.

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### PC18/04/065 To sign and approve the minutes of the meeting held on 12<sup>th</sup> March 2018

The minutes of the meeting held on 12<sup>th</sup> March 2018 were approved, signed and initialed by the Chairman.

### PC18/04/066 Reports of issues previously raised

There were no reports on issues previously raised.

### PC18/04/067 Public question time

There were no questions from members of the public.

### PC18/04/068 District Councillors Report and Update

Councillors Phil Bignell and Harries had provided a full report to the preceding Annual Parish Meeting. Councillor Bignell informed the Parish Council that Commissioners were due to arrive to take over the running of Northamptonshire County Council on 16<sup>th</sup> April. There would then be a period of consultation with all District and Parish/Town Councils and residents and each District Council would be required to submit its proposals by 27<sup>th</sup> July.

### PC/18/04/069 Planning Applications and Decisions

#### A. Planning Applications and Decision

STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2018/0677 /FUL	21 Levitts Road	Two storey rear extension and a single storey side extension.	Concerns about size of the proposal and overlooking neighbouring property.
New	S/2018/0713 /FUL	42 Waggoners Way	Two storey side extension and rear chimney.	Matching materials.

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### PC18/04//069 Police and Neighbourhood Watch

The Clerk informed Councillors that she had been advised by the Clerk to Weedon Parish Council, that whilst they were in favour of sponsorship of a PCSO, they did not have funds available in the current financial year. She also advised that Harpole, Nether Heyford, Kislingbury and several other parishes were in the same position. In consequent the Clerk had contacted the PCC to find out what they were able to offer. PCC's office had informed the Clerk that as the parish were keen to go ahead, they could have a full time PCSO for 6 months from October 2018 and then a half time PCSO for 2019/20. Councillors agreed that this was a good way forward and the Clerk confirmed that she would write an article for the next edition of the Bugbrooke Link to inform residents and gauge opinion as to an increase in the precept to pay for the service.

### PC18/04/070 Playing fields and Community Centre

Nothing to report.

### PC18/04/071 Champion School

Side Access Gate – The Clerk reported that she had received a number of responses from residents of Smitherway and Shepherd's Walk. These would be collated and circulated to Councillors and Champion Headteacher for the May Meeting. Clerk had received a number of responses from residents and they would also be collated and presented to the May Meeting.

### PC/18/04/072 Bus Shelters

The repair works were reported as still outstanding. The Clerk advised that it had proved difficult to contact the original contractor and that others were not interested in undertaking such a small job.

### PC/18/04/073 General Data Protection Regulations 2016

The Clerk had circulated a Briefing Note with the Agenda to explain the new Data Protection requirements to Councillors. In addition to the requirement for corporate email addresses the Parish Council was also required to:-

- A. Prepare a Data Map indicating where, how and for how long data was stored.
- B. Adopt a series of new policies and procedures to deal with the various requirements of the new legislation.
- C. Appoint a Data Protection Officer.
- D. Register with the Information Commissioner (the Parish Council was already registered).

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Councillors were also advised that it would be necessary to adopt and implement an electronic communications policy, and it was proposed that this would be put to the May meeting.

### PC/18/04/074 Resolution

It was resolved as follows:-

- A. Adoption of Record (Data) Retention Policy – Proposed by Councillor Brian Curtis and seconded by Councillor Phil Bignell.
- B. Adoption of Data Protection Policy – Proposed by Councillor Mrs Pope and seconded by Councillor Mrs Parry.
- C. Data Breach Policy – Proposed by Councillor Ms Munday and seconded by Councillor Morris.
- D. Subject Access Request Procedure – Proposed by Councillor Ward and seconded by Councillor Mrs Pope.
- E. GDPR Security Compliance Checklist – Proposed by Councillor Harries and seconded by Councillor Mrs Parry.
- F. Privacy Notice for Staff, Councillors and Role Holders – Proposed by Councillor Ms Munday and seconded by Councillor Harries.
- G. General Privacy Notice – Proposed by Councillor Brian Curtis and seconded by Councillor Mrs Pope.

All Policies and Procedures were approved unanimously.

The Clerk confirmed that she had prepared the required Data Map and that this together with the approved policies would be uploaded to the website.

### PC/18/04/075 Resolution

It was proposed by Councillor Harries and seconded by Councillor Mrs Parry that Bugbrooke Parish Council should appoint Northamptonshire County Association of Local Councils as its Data Protection for one year. The resolution was approved unanimously.

### PC/18/04/076 Parish Matters

#### Monthly Inspection Sheets

Monthly inspections sheets were received from only one area.

#### Hedges/Trees.

Holly bush – Brook Farm, 30 High Street

Honeysuckle/gravel – 7 Camp Hill

Overhanging hedge – 2 Camp Hill

Tree – 17 Meadway

#### Footpaths

Nothing to report.

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

The Clerk advised that she was in receipt of Councillor Collett's resignation from the Parish Council. As he had been one of the flood wardens, and as the Councillor who reported on Emergency Planning, he would have been Chairman of the Emergency Plan sub-committee. Consequently, it was necessary to appoint a new flood warden and a new Chairman for the Emergency Plan sub-committee. Councillor Ms Munday agreed to take over the Chairman's role and the Clerk was requested to ask Mr Collett if he would be prepared to give Councillor Munday some assistance with the role.

### *Street Lighting*

The Clerk had nothing to report.

### *Highways and Transport*

The Clerk reported that she and the Deputy Clerk had reported a significant number of potholes. The response from NCC Highways had been either that they were not sufficiently large to warrant repair, or that they would be repaired within 4 months. However, in view of the current events taking place at the County Council it was not anticipated that any repairs would be carried out for the foreseeable future. No new potholes were reported.

### *Millenium Green*

The Clerk had nothing to report.

### *Patient Participation Group*

Nothing to report.

### **PC18/04/077 Northants CALC Update.**

A copy of the latest edition has been circulated with the Agenda. There were a number of very interesting articles and all Councillors were urged to read it. The Chairman drew particular attention to the article on the proposals for the future of local government in Northamptonshire. The Clerk requested that Councillors read the article relating to funding church buildings. Councillors were reminded that the new internal auditor was somewhat critical of the fact that last year the parish Council agreed to give Friends of the Church a "one off" donation towards the installation of a roof alarm (although this sum had never been formally requested or paid). Councillor Kent advised that the roof alarm had been installed and he would advise the Friends of the clarification received from NCALC.

### **PC18/04/078 Bugbrooke Primary School Lottery Funding Application**

Councillor Phil Bignell spoke in his capacity as a school governor and explained that the school currently has a fitness trail which is well used by pupils. They are proposing to increase the number of pieces of equipment by additional six items and were intending to apply for Lottery



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Funding for the proposal. Councillors expressed their full support for the application and the Clerk was requested to write a letter on behalf of the Parish Council indicating the same.

### PC18/04/079 Bugbrooke Village Pre-School/Village Hall Trustees

At the April meeting it had been proposed that the Chairman should facilitate a meeting between the Pre-School and the Trustees. Whilst efforts were made to arrange such a meeting, the pre-school and the Trustees had a meeting when it was agreed that they would make the grant funding application as owners of the building and that they would contribute £8000 to the costs of the works. Consequently, the Chairman decided not to pursue arrangements for a further meeting. Councillor Harries confirmed that at the Grants Panel meeting which took place on 4<sup>th</sup> April, the pre-school/Trustees were awarded the sum being sought, less £8000 to be contributed by the Trustees, but + £1000 which had previously been promised by County Councillor Brown.

### PC/18/04/080 Request for a new seat - KD25/Johns Road

The Clerk reported that she had received some "Thank You's" for the new noticeboard and in addition a request to consider installing a seat at the same location. Councillors did discuss the proposal but it was felt that it might provide an unwelcome congregation point and they unanimously agreed not to install a seat.

### PC18/04/081 Financial matters

A financial statement for month ending 31 <sup>st</sup> March 2018 had been circulated with the Agenda, and the figures were as follows:-		
Current Account as at 31.3.18		£37,528.84
CCLA Deposit Fund		£30,000.00
<b>TOTAL CARRIED FORWARD FOR NEW FINANCIAL YEAR</b>		£67,528.84

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### PC/18/04/082 Budget Report 2017/18

The Clerk had circulated a report on the 2017-18 Budget – expenditure – v – budget headings with the Agenda. This demonstrated that the Parish Council had ended the financial year with a healthy bank balance, which had enabled the sponsorship of a part time PCSO. Additional facilities had been provided by:-

- The refurbishment of the Butts Hill Bus Shelter
- Resurfacing of the Community Centre play area
- Provision of hanging baskets along the High Street
- Purchase and planting of several thousand spring bulbs
- The purchase of “Tommy” – to mark the centenary of the end of WW1
- Finalising the street lighting replacement programme
- Last and by no means least – the successful appointment of a Deputy Clerk to ensure suitable succession planning.

### PC/18/04/083 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
D.D.	Southern Electric	February street lighting supply	£378.71	£51.55	Highways Act 1980 s301
(I.B.)	HM Revenue & Customs	March HMRC Clerk PAYE + NIC March	£247.28		HMRC
(I.B.)	Parish Clerk	March salary + overtime	£941.26		LGA 1972 S112
(I.B.)	Deputy Clerk	March salary + overtime	£430.80		LGA 1972 S112
(I.B.)	NCALC 6738	GDPR Training – Clerk & Deputy Clerk	£98.00		LGA 1972 S112
(I.B.)	Kay Iqbal	Cleaning of Bus Shelters March	£100.00		PCA 1957 s3
(I.B.)	NCALC 6789	Annual Membership & Internal Audit Fees	£1105.80		LGA 1972 S112
(I.B.)	Aylesbury	PL117 High Street - repair	£48.60	£8.10	Highways Act

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	Mains 18090				1980 s96
(I.B.)	R & G Grounds Maintenance 113792	Ratification of payment made in March – weed spraying/rugby club	£50.15	£8.36	
(I.B.)	ICan Copy 303776	Ratification of payment made in March – repair of photocopier	£108.00	£18.00	LGA 1972 S112
(I.B.)	NCALC 6693	Ratification of payment made in March – Training Ms Sarah Munday	£42.00		LGA 1972 S112
(I.B.)	Northants ACRE 2018	Ratification of payment made in March – Annual Membership	£35.00		LGA 1972 S112
(I.B.)	Office Stationery	Ratification of payment made in March – Paper & other stationery items	£133.90	£22.32	LGA 1972 S112
(I.B.)	BT Payment Services	Ratification of direct debit paid in March – parish office telephone & broadband	£154.36	£25.72	Telecommunications Act 1984 S97
(I.B.)	A.L.C.C.	Ratification of payment made in March – Deputy Clerk Annual Membership	£30.00		LGA 1972 S112
(I.B.)	Toner Giant TOB8WA	Ratification of payment made in March – printer supplies	£405.50	£67.58	LGA 1972 S112
(I.B.)	F.O.B.S	Ratification of payment made in March – grant funding for purchase of noticeboard	£500.00		GPoC
(I.B.)	Bugbrooke History Group	Ratification of payment made in March – grant funding for production of	£500.00		GPoC

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		a book			
CHQ	Bugbrooke Parochial Church Council	Ratification of cheque payment made in March – annual contribution for churchyard upkeep and Ace Lane light	£540.00		GPoC
(I.B.)	There But Not There 36264	Ratification of payment made in March – purchase of “Tommy” memorial	£776.30		GPoC
(I.B.)	Councillor Des Morris	Ratification of payment made in March – purchase of additional Christmas lights	£169.67		GPoC
		<b>RESOLVED:</b>	That these invoices be paid		
		<b>ACTION:</b>	Clerk		

### PC18/04/084 Date of next meeting

The date of the next meeting is 14<sup>th</sup> May 2018. This would be the Annual Meeting of the Parish Council, when Councillors would be required to elect a new Chairman and Vice-Chairman.

*There being no further business the Chairman closed the meeting at 8.36 p.m.*

### \*End of Minutes\*

CHAIRMAN:.....

DATE:.....