

May 14, 2018

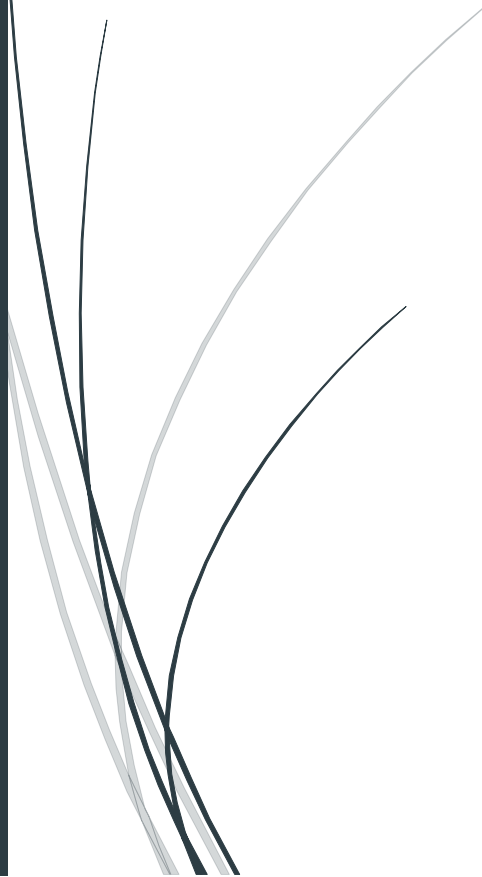
Bugbrooke Parish Council

Agenda & Meeting Minutes

May 14, 2018

Monthly Meeting of the Full Council

held on Monday 14th May 2018 at 7.30 p.m, at the Community Centre, Bugbrooke.



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Monthly Meeting of the Full Council

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In Attendance

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

3 Members of the public

Sally Bramley-Brown - Parish Clerk
Mrs Jo Scott – Deputy Clerk

Ms Ruth Barry, Champion School
Representative

Absent

<i>Apologies were accepted from:</i>	<i>Reason:</i>	<i>Excluded from 6 month rule</i>
Councillor Brian Curtis	Personal	Yes
Councillor Paul Henson	Personal	Yes

PC/18/05/085 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 Gardener, that Councillor John Curtis be re-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. Councillor Mrs Parry proposed the election of Councillor Mrs Pope as Vice-Chairman and this was seconded by Councillor Mrs Garlick. 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/18/05/086 To receive and accept apologies for absence.

Apologies were received and accepted as above. The apologies from Councillor Brian Curtis and Paul Henson were both excluded from the six-month rule.

PC/18/05/087 To appoint or re-appoint the Responsible Financial Officer and Internal Control Councillor

It was proposed by Councillor Mrs Pope and seconded by Councillor Ward that the Clerk be re-appointed as the Responsible Financial Officer and proposed by Councillor Ward and seconded

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by Councillor Phil Bignell that Councillor Henson be re-appointed as the Internal Control Councillor.

PC/18/05/088 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

PC/18/05/089 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 Chatress was re-appointed as the Parish Council's Internal Auditor.

PC/18/05/090 Review of Internal Control System and review of maintenance of Council's system of Internal Audit

The Parish Council re-adopted its system of internal control involving regular inspections by an internal control councilor (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/18/05/091 Re-Adoption of the General Power of Competence

It was proposed by Councillor Harries and seconded by Councillor Mrs Pope 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

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(General Power of Competence) (Prescribed Conditions) Order 2012. It was agreed unanimously.

PC/18/05/092 To review representatives for committees, working parties and organisations

As a result of various changes which had taken place over the preceding year, new representatives were appointed to represent the Parish Council at the Allotment Association, the Footpath Committee, Tree Wardens and reserve Planning Councillor.

The Parish Council Meeting continued with the regular monthly business.

PC/18/05/093 Declarations of Interest

Councillor Mrs Pope declared an interest in respect of item 8 – Planning, 25 Pilgrims Lane.

PC/18/05/094 To sign and approve the minutes of the meeting held on 9th April 2018

The minutes of the meeting held on 9th April 2018 were approved, signed and initialed by the Chairman.

PC/18/05/095 Reports of issues previously raised

Councillor Gardner advised that he had removed all the glass debris from the Butts Hill bus shelter and the Clerk was requested to contact Northampton Glass to arrange for a replacement to be fitted.

PC/18/05/096 Public Question Time 7.48-7.58pm

Three residents who attended had all come to support the proposal to re-open the Campion School side gate.

PC/18/05/097 Proposed Re-opening of Campion side gate

Councillors had been provided with a summary of the responses that had been submitted following the consultation that had taken place. These were predominately in favour of the re-opening of the gate, and those that were against the proposal were in the main based upon concerns and parking issues. Ms Barry, the school representative, advised Councillors that pupils using the gate would be issued with a pass, to prevent anyone other than Bugbrooke pupils using the access for drop-off or pick up, thereby alleviating the parking concerns. Ms Barry also advised that the school were proposing to trial the use of the gate for one half term,

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but Councillors were of the view that this was insufficient time and it should be given at least a full term. Ms Barry also stated that the school did not have the necessary funding available to carry out the works on their side of the fence and would be looking for grant funding for the cost of the required works. Councillor Harries advised that the SNC Grant Panel would not be willing to consider an application for works unless the gate was to be re-opened permanently. Ms Barry was to report back to the Head Teacher and the Clerk was requested to arrange a short meeting for the Chairman and one other Councillor to meet with the school representatives to ascertain the extent of the works that would be required.

PC/18/05/098 District Councillors Report and Update

Councillor Phil Bignell reported that commissioners had taken over at the County Council. Discussions about the future were still going on.

PC/18/05/099 Governance changes for Northamptonshire

Councillors Harries and Phil Bignell advised that consultations were still ongoing but that in all probability SND would be formed into a unitary authority with Daventry District Council and Northampton Borough Council. This would have a significant impact in planning terms as where SNC currently has a 10-year land supply, if the proposed unity went ahead the aggregated land supply would be only 3.2 years, which would leave the whole area in a very vulnerable position.

PC/18/05/100 Planning Applications and Decisions

A. Planning Applications and Decision

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STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2018/0634 /MAF	Land to the south of Hill Farm, Gayton Road, Kislingbury	Variation of condition – new planting design.	No objections but wished to ensure that vegetation was adequately maintained to ensure privacy.
New	S/2018/0966 /FUL	25 Pilgrims Lane	Garden Shed.	Approved.
New	S/2018/1071 /LBC	28 High Street	Replacements windows in a listed building.	No objections.

PC/18/05//100 Police and Neighbourhood Watch

The Clerk confirmed that the village will be allocated a full time PCSO, 37 hours per week, with effect from 1st October. The Clerk had circulated an article which had been submitted to Bugbrooke Link magazine.

PC/18/05/101 Playing fields and Community Centre

The Clerk had nothing to report. Councillor Harries advised that the BSACCA AGM was to take place on 23rd May and would report back to the June meeting.

PC/18/05/102 Internal Auditor's Report

A Copy of the Auditor's report had been circulated with the Agenda. She had raised 2 issues – 1 the timing of when the reconciliation summary was prepared and – 2 that each reconciliation summary should be accompanied by a copy of the bank statement for the month.

PC/18/05/103 Annual Audit and Annual Governance Statement 2017/18

The Annual Governance Statement and the Annual Return had been circulated 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
31 st March 2017	31 st March 2018

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Balances brought forward	£ 89,458	£ 63,497
Annual Precept	£ 67,200	£ 72,000
Total Other Receipts	£ 13,464	£ 12,784
Staff costs	£ 13,270	£ 14,973
Loan Interest repayments	0	0
All other payments	£ 93,355	£ 65,779
Balances carried forward	£ 63,497	£ 67,529
Total cash and short-term investments	£ 63,497	£ 67,529
Total fixed assets	£327,229	£344,770
Total Borrowings	0	0

RESOLUTION: It was resolved that the Annual Governance Statement and the Annual Return be approved and that the Chairman and the Clerk be authorized to sign it. This is duly done.

PC/18/05/104 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for all areas.

Hedges/Trees.

The Clerk was requested to contact the owners of the following properties: -

11 High Street
 Manor Farm, High Street
 16-18 Levitts Road

Footpaths

The Chairman advised Councillors that Councillor Henson had been re-elected as Chairman of the Footpaths Committee, and Councillor Morris had been elected as Vice Chairman.

Emergency Planning/Pathfinder II Project.

Councillor Ms Munday was due to meet with Mr Collett and thereafter the first meeting of the Emergency Planning Committee would be convened as soon as possible.

Street Lighting

The Clerk had nothing to report.

Highways and Transport

The Clerk reported that she had spoken with the contractors carrying out the gas mains works and had been assured that Elm Tree Bank would be fully reinstated once the works were completed.

The Chairman reported that there were raised kerbstones adjacent to the side entrance to the village shop and that these formed a hazard.

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It was also reported that there was a large pothole at the junction of Litchborough Road by The Wharf.

Millennium Green

The Clerk had nothing to report.

Patient Participation Group

Councillor Mrs Garlick advised that a meeting had taken place recently and that the PPG in conjunction with the Practice were preparing a “shopping list” for items to be purchased with the John’s Road S106 money.

PC/18/05/105 Twinning

The Chairman reported three representatives from Vohl had visited recently and stayed with residents in the village. They had brought with them an invitation for representatives from Bugbrooke to attend their 875 anniversary in August next year. It was agreed that the Parish Council would send representatives.

PC/18/05/106 Parish Office arrangement during the 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/18/05/107 Appointment of NCALC as Data Protection Officer for Bugbrooke for 2018/19

The Clerk informed Councillors that the Data Protection bill was due to be enacted on 25th May. The House of Lords had implemented some changes in that Parish and Town Council were now exempt from the requirement to appoint a DPO. However, all the functions of a DPO would still be required to be fulfilled by the council. As NCALC were offering the service free of charge for the year, it was deemed appropriate that the Parish Council should sign up for the service. The Chairman and the Clerk signed the agreement

PC/18/05/108 Parish Councillor Vacancy

The Clerk had received confirmation that SNC have not received a request for a by election and therefore the Parish Council may proceed to fill the vacancy by way of Co-option. The Clerk had put a notification of the vacancy on all the noticeboards; on the Parish Council website; the

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Bugbrooke Link website; the village Facebook Page and submitted it for inclusion in the June edition of the link. The closing date for applications will be 30th June, with an appointment of a new Councillor to take place at the July meeting.

PC/18/05/109 Elm Tree bank Bus Stop

The Chairman reported that parking around the bus stop was causing problems when the bus could not stop at the appropriate point to allow passengers to alight. It was agreed that the Clerk should request NCC Highways to install Bus Stop markings on the highway.

PC/18/05/110 “Tommy”

Concerns had been expressed that the figure could be subjected to vandalism if erected without some form of support. It had been suggested that the Bugbrooke Art Group could paint a background scene on a large sheet of wood and the figure attached to that. Councillor Kent agreed to ask the art group if they would be able to undertake the required work.

PC/18/05/111 Parish Office Staffing - Dealt with as a Confidential Item

The Clerk stated that with the deepest regret she had to advise Councillors that Mrs Scott would be leaving the Parish Council staff on 17th July. The Clerk went on to explain that with effect from 1st April both the Clerk and the Deputy Clerk were working 45 hours per month, and that she was not willing to go back to working 70 hours per month. Therefore, Councillors were asked to consider two options: -

A To advertise the deputy clerk’s role as 45 hours a month but would require applicants to have some knowledge/experience of local government at parish level, to enable them to “hit the ground running” and would not require training to be from scratch.

B The Clerk offered to also resign and Councillors could then appoint one person.

The Clerk advised Councillors that there were benefits in having two people as it meant that there was always someone available if the other person was ill or on holiday.

The Chairman indicated that he would prefer to see someone new in the role, but after discussion Councillors agreed that they would prefer for the Clerk to remain in post and to advertise the Deputy Clerk’s position as outlined in A above

PC/18/05/112 Street Light in West End - Dealt with as a confidential item

Councillors were reminded of the discussions which had taken place in 2017 regarding this particular light. It was agreed that they did not wish any actions to be taken to in anyway alter

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the lighting arrangements at West End and the Clerk was requested to notify the resident accordingly.

PC/18/05/113 Financial matters

A financial statement for month ending 30 th April 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 as at 31.3.18		£ 30,000.00
Precept		£ 37,080.00
Total Available		£104,608.84
Less April Payments		£ 3,350.45
Less uncleared item		£ 240.00
Total funds as at 30.04.18		£101,018.39

PC/18/05/114 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	Unmetered supply for April	£322.60	£51.61	Highways Act 1980 s301
Chq No 396	Anglian Water	Water supply for allotment sites	£67.06		Smallholdings and Allotments Act 1908 S23
(I.B)	HM Revenue & Customs	Tax – SBB May (No NIC)	£140.80		HMRC requirement
(I.B.)	Parish Clerk	Clerk's salary – May 2018 less tax + expenses	£781.43		LGA 1972 S112

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		mileage			
(I.B.)	Deputy Clerk	Deputy Clerk's salary – May 2018 + expenses & overtime	£472.25		LGA 1972 S112
(I.B.)	A H Contracts	April dog and litter bins	£439.01	£73.17	Litter Act 1983
(I.B.)	P W Warden	April Mowing	£318.00	£53.60	Highways Act 1980 S96
(I.B.)	Mr P Wilkins	Installation of new noticeboard	£92.00		LGA 1972 S112
(I.B.)	Dominotes (Jeremy Collett)	Website support retainer	£300.00		GPoC
	Friends of Bugbrooke Church	Ratification of payment made in April – Contribution to Church Roof Alarm	£500.00		GPoC
		RESOLVED:	That these invoices be paid		
		ACTION:	Clerk		

PC/18/05/115 Date of next meeting

The date of the next meeting is Monday 11th June 2018 at 7.30 p.m.

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

End of Minutes

CHAIRMAN:.....

DATE:.....