

BUGBROOKE PARISH COUNCIL

Chairman – Mr F J Curtis, BEM

Parish office,
Camp Close,
Bugbrooke,
NN7 3RW

Clerk: Mrs S Bramley-Brown

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6th May 2019

To:

Councillor Philip Bignell
Councillor John Bignell
Councillor Brian Curtis
Councillor John Curtis
Councillor Ken Gardner
Councillor Mrs Teresa Garlick
Councillor Ian Gordon
Councillor David Harries, BEM

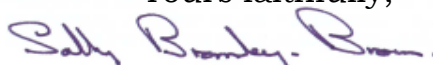
Councillor Paul Henson
Councillor Alan Kent
Councillor Des Morris
Councillor Ms Sarah Munday
Councillor Mrs Catherine Parry
Councillor Mrs Linda Pope
Councillor Terry Ward

NOTICE OF MEETING

I hereby summon you to the **Annual Meeting of the Parish Council** and, following the annual business, to the **monthly meeting of the Parish Council** which will take place on **Monday 13th May 2019 at 7.30 p.m.** in the Lounge at the Community Centre, Camp Hill, Bugbrooke.

I enclose the minutes of the meeting held on 8th April 2019 and accompanying papers as appropriate. The agenda has been posted on the noticeboards. Members of the public and the press are invited to attend. They may not take part in the parish council meeting itself, but there will be a public question time as mentioned below.

Yours faithfully,



Sally Bramley-Brown - Clerk to the Council

AGENDA - ANNUAL MEETING

- I Election of Chairman and Vice Chairman and Acceptance of Office
- II To receive and accept apologies for absence.
- III To appoint or re-appoint the Responsible Financial Officer and Internal Control Councillor.
- IV To review and re-adopt the following policy documents (Councillors receiving paper copies of the Agenda are referred to the policy document pack issued in May 2016)
 - Standing orders
 - 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 and Record Retention and Procedures
- V To review the appointment of the internal auditor and her terms of reference (copy attached).
- VI To review the system of internal control, including measures designed to prevent and detect fraud and corruption and review its effectiveness and to review the maintenance throughout the year of the council's system of internal audit of its accounting records and control systems and its effectiveness.
- VII Re-appointment of NCALC as Data Protection Officer for Bugbrooke Parish Council.
- VIII Re-Adoption of the General Power of Competence
 RESOLUTION: It is proposed that Bugbrooke Parish Council readopts 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. The Parish Council has previously adopted the power in May 2018.
- IX Review representatives for committees, working parties and other organisations and to appoint new representatives where relevant.

AGENDA - MONTHLY MEETING

1. To receive declarations of interest in respect of matters on the agenda.
2. To sign and approve the minutes of the meeting held on 8th April 2019
3. **Reports on issues previously raised.**
 Councillors and the Clerk will report on any information which they have received which updates any item on previous agendas, and which are not dealt with on this agenda.
4. **Public Question Time**
 Up to ten minutes, or more at the chairman's discretion, to allow questions from electors. **Three minutes maximum be allowed for each person,** with the chairman having the discretion to extend this. The Parish Council cannot take immediate action in relation to any issues raised, but can agree for the matter to be included on the agenda for the next meeting.
5. **District Councillors Report and Update** Councillors Harries and Bignell
6. **Local Government Reorganisation for Northamptonshire.**
 Update from Peter Holt: Interim Assistant Director, Communications and Local Government Reorganization
7. **Internal Auditor's Report**
 The Parish Council's Internal Auditor carried out her inspection on Thursday 11th April. A copy of her report is attached to the Agenda. Councillors will also find attached a briefing note on the issue of payments to the PCC.

8. **Annual Governance and Accountability Return 2017/18**

A copy of the completed Annual Governance Statement and Annual Return is attached to the Agenda. Councillors are required to satisfy themselves as to the responses to be given in the Annual Governance Statement and are further requested to approve the Annual Return and authorise the Chairman and the Clerk to sign it.

9. **Planning**

A Planning Applications and Decisions - As Shown on Appendix I

10. **Police, Neighbourhood Watch Matters and Speedwatch.**

A copy of PCSO Matt Taylor's monthly report is attached to the Agenda.

11. **Playing Fields and Community Centre.** The Grant Application for the outdoor gym equipment and the additional play equipment has been completed and will be submitted to SNC before the end of May.

12. **Financial matters**

- A A financial statement for month ending 30th April is attached to the agenda.
- B. Payment of the first tranche of the precept in the sum of £53,000 has been received from S.N.C.
- C. Payment of £3,000 has been received from the Pathfinder II project.
- D. As agreed at the April meeting, an additional £10,000 has been transferred to the CCLA account, held as our emergency reserve.
- E. The sum of £283.18 has been received from BT as a refund for inconvenience and overcharging.
- F. Accounts for Payment. Moneys must be paid out in only in pursuance of statutory powers vested in the Parish Council. The payment Schedule is attached to the agenda.

13. **Parish Matters**

Monthly Inspection Sheets. A copy of the rota for the forthcoming 12 months is attached. . Councillors are respectfully reminded that if they are going to be unable to complete the inspection sheet, they should arrange for someone else covering their area to do it.

Hedges and Trees. Reports of overgrown vegetation can be made to the Clerk at this point. Locations reported at the previous meeting have been notified to the relevant Councillor to inspect and report back to the Parish Council at this point.

Footpaths. The Clerk has nothing to report.

Emergency Planning/Pathfinder II Project. The Clerk has submitted all the completed forms to NCC and in consequence the Parish Council has received payment of the sum of £3,000 to facilitate the identified works to be carried out. The Emergency Planning sub-committee will need to appoint appropriate contracts to carry out the works. Within 6 months of receipt of the funding – i.e. before the end of October 2019, the Parish Council must provide evidence to NCC that the works have been completed, or the funding becomes repayable.

Highways and Transport. The Clerk is still awaiting a response from NCC

Highways regarding the possibility of installation of an island refuge on Badgers Close.

Patient Participation Group. Update from Councillor Mrs Garlick

14. **Twinning**
Update from the Chairman.
15. **Re-Opening of Campion Side Access Gate.**
The Clerk has not received any response from Campion following the comments arising from her letter read at the April meeting. The School did not appear to have notified students, so information has been posted on social media and the Parish Council website.
16. **Parish Office Arrangements during Clerk's Absence.**
The Clerk will be absent for the June meeting. The Clerk and the Deputy Clerk will prepare and circulate the Agenda as usual and the meeting will be clerked by the Deputy Clerk. The Parish Office will be open on Mondays and Tuesdays as usual.
17. **Proposal for a Pilot Rural DRT scheme to include Bugbrooke.**
Details of the proposal are attached to the Agenda.
18. **Bi-Monthly Update from NCALC.** A copy is attached to the agenda.
19. **Parish Map.**
20. **Parish Council 125 year celebration.** Councillor Gordon
21. **Date of next meeting** – Monday 10th June 2019 at 7.30 p.m.

End of Agenda