

# BUGBROOKE PARISH COUNCIL

Chairman – Mrs L Pope

Parish office,  
Camp Close,  
Bugbrooke,  
NN7 3RW

Clerk: Mrs S Bramley-Brown

Email: [Bugbrookepc@btconnect.com](mailto:Bugbrookepc@btconnect.com)

Tel: 01604 832838

2<sup>nd</sup> October 2019

To:

Councillor Philip Bignell

Councillor John Bignell

Councillor Brian Curtis

Councillor John Curtis, BEM

Councillor Ken Gardner

Councillor Mrs Garlick

Councillor Ian Gordon

Councillor David Harries, BEM

Councillor Paul Henson

Councillor Alan Kent

Councillor Des Morris

Councillor Ms Munday

Councillor Mrs Parry

Councillor Mrs Pope, Chairman

Councillor Terry Ward

## NOTICE OF MEETING

I hereby summon you to the **monthly meeting of the Parish Council** which will take place on **Monday 14<sup>th</sup> October 2019 at 7.30 p.m.**

I enclose the minutes of the meeting held on 9<sup>th</sup> September 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 - MONTHLY MEETING

1. To receive and accept apologies for absence
2. To receive declarations of interest in respect of matters on the agenda.
3. To consider whether register of interests requires updating (e.g. owing to a member having been elected to any local committees etc.).
4. To sign and approve the minutes of the meeting held on 9<sup>th</sup> September 2019
5. **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.
6. **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 agreed for the matter to be included on the agenda for the next meeting.

7. **District Councillors Report and Update** Councillors Harries and Bignell.
8. **Local Government Reorganisation for Northamptonshire** - Councillors Harries and Bignell. Briefing note from Councillor Bignell attached to the Agenda.
9. **Planning** -
  - A. Planning Applications and Decisions – As Shown on Appendix I.
  - B. The Clerk has received notification of a satellite dish placed on the front of 20 West End in the conservation area.
10. **Electronic Planning Applications**  
The Clerk is awaiting information from SNC.
11. **Police and Neighbourhood Watch Matters**  
A copy of PCSO Matt Taylor's monthly report has been circulated with the agenda.
12. **Financial matters**
  - A. A financial statement for month ending 30th September is attached to the agenda.
  - B. A Half Year Budget Statement is attached to the agenda.
  - C. 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.
  - D. New Accounting Package. See attached briefing note.
13. **Annual Budget**  
A meeting of the Finance Committee will take place on 21<sup>st</sup> October to prepare the draft budget for 2020/21.
14. **Parish Matters**
  - A Monthly Inspection Sheets. A copy of the rota for the month 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.
  - B Hedges and Trees. Reports of overgrown vegetation can be made to the Clerk at this point. Forms have been attached to the agenda.
  - C Footpaths. Any issues raised at the Footpath Committee meeting will be advised.
  - D Streetlights. The Clerk has been advised by Aylesbury Mains that to reinstate the light in Smitherway will cost £350.00 ex vat. to supply, install, electrically test & certify. Do Councillors wish to go ahead with the reinstatement.
  - E Emergency Planning/Pathfinder II Project. Update from Councillor Ms Munday.

F Highways and Transport. The report on the large hole in John's Road has been evaluated and a works order has already been raised for the defects that meet NCC criteria and will be repaired within 5 months. The depressions to be monitored through highway safety inspections.

G Vehicle Activation Sign. The Clerk has invited NCC Highways representative to attend the meeting to advise Councillors on the proposal.

H Patient Participation Group. Update from Councillor Mrs Garlick

I Millennium Green: The Clerk has received a request for payment of the annual maintenance grant from the Trustees and this is included in the payment schedule.

15. **Parish Council 125 year celebration** Councillor Gordon to provide an update.

16. **Annual Audit**

The Clerk had received confirmation from PFK Littlejohn that the annual audit has been completed satisfactorily. Councillors are requested to formally resolve to approve the Annual Return and Annual Governance Statement, a copy of which is attached to the agenda. PFK Littlejohn have advised that once again there were no issues requiring the issue of additional report.

17. **Bugbrooke Community Centre Grant Application**  
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18. **Grant Applications to Bugbrooke Parish Council**

Wording has been amended to ensure grants are for Bugbrooke community activities that are of benefit to residents of the parish. It also states that applications from organisations or groups located outside the parish boundaries will not be considered.

21. **Poppy Wreath** Arrangements to be made for the presentation of the wreath.

22. **Date of next meeting** – Monday 11<sup>th</sup> November 2019 at 7.30 p.m

23. **Parish Office Arrangements during Clerk's Absence.**

The Clerk will be absent for the November 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.

\*End of Agenda\*