

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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7th February 2023

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NOTICE OF MEETING

I hereby summon you to the **February Meeting of the Parish Council** which will take place on **Monday 13th February 2023 at 7.30 p.m.** in the Small Hall at the Community Centre, Camp Hill, Bugbrooke.

I enclose the minutes of the meeting held on 16th January 2023 and accompanying papers as appropriate. The agenda has been posted on the website and at the Parish Office. 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 participation as mentioned below.

Yours faithfully,

Nicola Palmer
Clerk to the Parish Council

To:

Councillor Philip Bignell
Councillor Mark Copp
Councillor Tiffany Cotterill (she/her)
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor Ian Gordon
Councillor David Harries, BEM

Councillor Paul Henson
Councillor William Marriott
Councillor Des Morris
Councillor Catherine Parry
Councillor Colin Russell
Councillor Graham Skinner
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

AGENDA – FEBRUARY 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
4. TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 16th JANUARY 2023
5. PUBLIC PARTICIPATION

Up to ten minutes, or more at the chairman's discretion, to allow questions from electors. Three minutes maximum be allowed for each person.

6. UNITARY COUNCILLOR REPORT

7. REPORTS ON ISSUES PREVIOUSLY RAISED & CLERKS REPORT – including Dog Bins in St Johns Road

8. PLANNING

Planning Applications are shown below if received. Any additional applications received before the meeting may also be discussed.

8a. WNS/2023/0038/FUL - Conversion of roof above garage into office with two new front dormers and exterior staircase - Stonegables 3 Harrison Court Bugbrooke NN7 3ET

8b. Notification of Appeal – WNS/2021/0450/MAF - Construction of 52.no new dwellings with associated open spaces, roads and drainage infrastructure - Land South of The Wharf, Bugbrooke, Northamptonshire, NN7 3QB - **Representations already submitted will automatically be forwarded.**

9. FINANCIAL MATTERS

9a. A financial statement and reconciliation for the month ending 31st January is attached to the agenda.

9b. *Accounts for Payment* Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. Details the powers which authorise the payments are shown in the Payment Schedule that has been issued with the agenda. Any invoices received will be added to the schedule before the meeting.

9c. *Quarterly Budget Report* - Third Quarter Budget Report is attached to the agenda.

9d. *Internal Financial Control Councillor Report* – Update from the meeting to review effectiveness of the Internal Audit and the system for financial control.

10. POLICE MATTERS –

a. *PCSO Report* - A report from the PCSO is attached to the agenda.

11. *COMMUNITY LIVING ROOM* – An update will be provided at the meeting.

12. *THE CORONATION* –Any updates regarding whole village event on Saturday 6th May 2023 will be provided.

13. *POLICIES* – New policies has been attached to the agenda, councillors will be asked to adopt:

- a. SAFEGUARDING POLICY
- b. GRANT POLICY
- c. TRAINING & DEVELOPMENT POLICY
- d. PROCEDURES FOR FINANCIAL CONTROL AND INTERNAL AUDIT POLICY
- e. EQUALITY POLICY

14. *PROPERTY BOUNDARY EXTENDED ON TO OPEN SPACE* – A couple of properties appear to have altered their boundaries beyond their deeds on to open space.

15. *MOWING CONTRACT RENEWAL* – An invitation to tender will be distributed inline with the Standing Orders and Financial Regulations.

16. PARISH MATTERS

A Monthly Inspection Sheets and any urgent Parish Matter only
To be submitted to the clerk electronically where possible.

B Hedges/Trees/Fences/Walls –

C Footpaths -

D Street Lighting

E Highways and Transport –

F BSACCA –

F Millennium Green -

H Environmental Group -

I Defib –

J Patient Participation Group –

17. *AREAS FOR IMPROVEMENT FORM* – Following the full council training NCALC have provided a form for councillors to use should they have any ideas.

18. *ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA*

19. *DATE OF NEXT MEETING*

Monday 13th March 7.30pm at Bugbrooke Community Centre.