

April 20, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

April 20, 2020

Monthly Meeting of the Full Council

held on Monday 20th April 2020 at 7.30 p.m. This meeting was held in accordance with The Local Authorities (Coronavirus) (Flexibility for Local Authority Meetings) (England) Regulations 2020. Due to the restrictions on social distancing the meeting was held remotely.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Table of contents

In Attendance	2
Absent	2
PC/20/4/0 To Receive and Accept Apologies for Absence	2
PC/20/4/071 Declarations of Interest	2
PC/20/4/072 To sign and approve the minutes of the meeting held on 9 th March 2020	2
PC/20/4/073 Public question time	3
PC/20/4/074 Planning	3
PC/20/4/075 Proposed development – Land North of Church Lane Bugbrooke - adj to 5 Bells	3
PC/20/4/076 Annual Audit and Annual Governance Statement 2019/20	4
PC/20/4/077 Financial Matters	4
PC/20/4/078 End of Year Budget report	5
PC/20/4/079 Accounts for payments	5
PC/20/4/080 Ratification of payments made in March due to Coronavirus Lockdown	6
PC/20/4/081 Police and Neighbourhood Watch Matters	7
PC/20/3/082 Ratification of the Village Hardship Fund due to Covid 19 Pandemic	7
PC/20/4/083 75 th Anniversary of V.E Day	7
PC/20/4/084 Date of Next Meeting	8
End of Minutes	8

Bugbrooke Parish Council

Agenda & Meeting Minutes

In Attendance

Councillor Mrs. Linda Pope, Chairman
Councillor John Bignell
Councillor Phil Bignell
Councillor Mrs. Teresa Garlick
Councillor Ian Gordon

Councillor David Harries, BEM
Councillor Alan Kent
Councillor Ms Sarah Munday
Councillor Catherine Parry
Councillor Des Morris

Mrs S Bramley-Brown, Parish Clerk
Mrs N Palmer – Deputy Clerk
County Councillor Adam Brown

Absent

Apologies were accepted from:	Reason:	Excluded from 6-month rule
Councillor John Bignell	Personal	Yes
Councillor Brian Curtis	Personal	Yes
Councillor John Curtis, BEM	Personal	Yes
Councillor Ken Gardner	Personal	Yes
Councillor Terry Ward	Personal	Yes

Prior to the formal commencement of the meeting, The Chairman thanked everyone for the efforts made to arrange the virtual meeting and to keep things running smoothly during a time of national crisis. It was acknowledge that this would not be an ordinary meeting and that outstanding matters would be revisited once normal meetings could be resumed.

PC/20/4/0 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above.

PC/20/4/071 Declarations of Interest

Declarations of interest were made as follows:-

Item 12 – Grant Funding Applications – Councillor Mrs Parry; Councillor Kent; Councillor Mrs Pope.

PC/20/4/072 To sign and approve the minutes of the meeting held on 9th March 2020

The minutes of the meeting held on 9th March were approved, signed and initialled by the Chairman.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/4/073 Public question time

County Councillor Adam Brown had joined the meeting and explained that due to the cancellation of the elections, the process for the creation of the two new unitary authorities had been amended. They would still commence operation on 1st April 2021, but in the mean time the shadow councils and shadow councillors would be formed from the existing Councillors. Mr Ian McCord or SNC had been appointed to lead the new shadow council for West Northamptonshire; it would have two meetings, one in June 2020 and one early in 2021 to set a budget for the new authority. All 134 serving Councillors for the area would be invited to attend those meetings, however due to the restrictions the first meeting would be a virtual meeting. He praised Bugbrooke for the work it had done in the current crisis to set up the Volunteer Group and for the assistance all the village organisations were offering to local residents.

PC/20/4/074 Planning

The Clerk had circulated details of two planning applications:-

12 Badgers Close – New porch to the front and proposed single storey rear extension.

Approved unanimously.

The Old Rectory, Church Lane – Single storey rear extension to enclose existing swimming pool, photovoltaic panels with link to the main house – Application approved on condition that the noise from the plant of the new installation does not cause a nuisance to surrounding properties.

The Clerk reported that she had also received a further Planning Notice – for works to trees in a Conservation Area and which was for information only. This was in relation to the removal of an ornamental cherry tree at Stoneleigh House, 12 High Street. The information was noted.

PC/20/4/075 Proposed development - Land North of Church Lane Bugbrooke - adj to 5 Bells

The Clerk had received and circulated two items of correspondence relating to the planning application for land north of Church Lane, adjacent to The Five Bells. The communications dealt with some of the issues that the Parish Council had raised as part of the planning consultation process – i.e. Highways, Traffic and Community Infrastructure. There were assurance that the issues that the Parish Council had raised had been addressed as far as possible at this stage. The Chairman requested that the Clerk should write to the planning consultant to formally thank them for taking the time to address our concerns and that we looked forward to working with them in the future in relation to the development.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/4/076 Annual Audit and Annual Governance Statement 2019/20

The Clerk had circulated the completed Annual Governance Statement and the Annual Return 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
	31ST March 2019	31st March 2020
Balances brought forward	£ 67,529	£ 65,788
Annual Precept	£ 74,160	£106,000
Total Other Receipts	£ 7,597	£ 15,315
Staff costs	£ 15,439	£ 17,743
Loan Interest repayments	0	0
All other payments	£ 68,059	£ 85,292
Balances carried forward	£ 65,788	£ 84,067
Total cash and short term investments	£ 65,788	£ 84,067
Total fixed assets	£353,402	£356,364
Total Borrowings	0	0

IT WAS RESOLVED unanimously that the Annual Governance Statement and the Annual Return be approved and that the Chairman and the Clerk be authorised to sign it. This was duly done.

PC/20/4/077 Financial Matters

- a. A Year End Bank Reconciliation financial statement for the month ended 31st March 2020 had been circulated with the Agenda, and the figures were as follows:

Cash in Hand as at 01/04/2019	65,787.73
ADD	
Receipts 01/04/2019 – 31/03/2020	<u>121,314.68</u>
TOTAL	187,102.41
SUBTRACT	
Payments 01/04/2019 – 31/03/2020	103,035.17
CASH IN HAND	84,067.24
(Natwest Account)	44,067.24
(CCLA Account)	40,000.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

The Clerk had already signed the reconciliation before it was sent to Councillors.

RESOLUTION - It was proposed by Councillor Bignell and seconded by Councillor Gordon that the Bank Reconciliation for the Year ended 31/03/2020 should be approved. – agreed unanimously.

PC/20/4/078 End of Year Budget report

The Clerk had circulated the year end budget report detailing the expenditure for each of the cost centres for which there was an allocated budget. The majority of cost centres were within or under budget, only 4 were over-spends – Outdoor Gym and Play Equipment – this was completion of some early ground works; Allotments – a false figure as the Anglian Water and PDBF fees were repaid by the Allotment Association; Parish Office – and overspend due to the new online accounting system and uploading of data and Staff Costs, which was minimal. Councillors agreed that this demonstrated good financial management of the Parish Council's funds and left the council well placed for the new financial year. The Chairman, on behalf of all the Councillors, thanked the Clerk and Deputy Clerk for their diligent management of the accounts and spending.

PC/20/4/079 Accounts for payments

Moneys must be paid out in 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:

<u>Accounts for Payment.</u>				
To whom	Service rendered	Amount £	Vat £	Power used for payment
Southern Electric	March streetlighting supply	£401.81	£64.20	Highways Act 1980 s301
HM Revenue & Customs	Clerk PAYE (Deputy Clerk no PAYE or NIC due)	£147.40		HMRC requirement
Mrs S Bramley-Brown	Clerk's salary – March less tax + expenses,	1016.98	8.40	Local Gov't Act 1972 S112
Mrs Nicola Palmer	Deputy Clerk's salary – March	£471.67		Local Gov't Act 1972 S112
P W Warden Environmental	March Mowing	£318.00	53.00	Highways Act 1980
NCalc	Training – Planning for elections	£44.00		Local Gov't Act 1972 S112
NCalc	Annual membership fee and internal audit fee + data protection officer	1,180.39		Local Gov't Act 1972 S112

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/4/079	RESOLUTION It was proposed by Councillor Harries and seconded by Councillor Gordon that these invoices were paid. Agreed unanimously.
-------------	--

PC/20/4/080 Ratification of payments made in March due to Coronavirus Lockdown

Bugbrooke Surplus Food Distribution Scheme	Ratification of payment made in March in accordance with Minute No PC/20/03/059 – grant funding for fridge.	£767.98		GPoC
The Wednesday Club	Ratification of payment made in March in accordance with Minute No PC/20/03/059 – grant funding for entertainment and travel	£1000		GPoC
Bugbrooke Art Group	Ratification of payment made in March in accordance with Minute No PC/20/03/059 – grant funding for hall hire costs	£120.00		GPoC
Siemens Finance	Ratification of payment made in March - Lease of Photocopier	£204.00	£34.00	LGA 1972 S112
Glasdon UK	Ratification of payment made in March Two new litter bins for primary school field and extended play area	£590.07	98.35	Litter Act 1983
BSACCA	Ratification of payment made in March – Annual maintenance for upkeep and security maintenance charges	2393.46		GpoC
Onecom	Ratification of payment made in March – Parish office phone and Broadband	£36.00	£6.00	LGA 1972 S112
DNH Contracts	Ratification of payment made in March – March Litter and Dog bins	£504.00	£84.00	Litter Act 1983

RESOLUTION - It was proposed by Councillor Harries and seconded by Councillor Mrs Parry that the payment of these invoices was approved. Agreed unanimously

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/4/081 Police and Neighbourhood Watch Matters

PCSO Matt Taylor's report had been circulated electronically with the agenda.

PCSO Taylor remained on duty in the village and was paying particular attention to patrolling open spaces to ensure compliance with social distancing regulations.

PC/20/3/082 Ratification of the Village Hardship Fund due to Covid 19 Pandemic

During March, when the full implications of the Coronavirus global pandemic, became apparent, Councillors were asked to set aside funding to assist residents. It was accepted that the Parish Council was limited in the way in which it could spend money which has to be for the benefit of the majority of the resident. However, it was genuinely felt that there would be people in the village who may need assistance in the longer term and that the Parish Council should play an active role in caring for its residents. Consequently two resolutions were circulated to Councillors with a request that they indicated their approval or otherwise of the resolution. The majority of Councillors responded approving both the resolutions, but the Clerk had requested that both resolutions be formal put to the meeting to enable an official record to be made. At the date of the meeting, no money had been expended. Guidance on how the fund could be applied had been circulated with the agenda.

RESOLUTION 1	It was proposed by Councillor Harries and seconded by Councillor Phil Bignell that Bugbrooke Parish Council should set aside the sum of £5,000 as a Coronavirus Community Resilience Fund. Approved unanimously
RESOLUTION 2	It was proposed by Councillor Phil Bignell and seconded by Councillor Harries that any request for payment for this emergency fund should be circulated to the five members of the Finance Committee – Councillors Mrs Pope, Harries, Bignell, Henson and Ms Munday, and that each of the member of the committee to indicate their approval or otherwise of the proposed payment, based on the agreed guidance, within 24 hours of receipt of the request, such approval to be send to the Clerk. If approved by a majority of commit members (i.e. 3 members) the Clerk would then be deemed authorised to immediately make the requested payment. Approved unanimously

PC/20/4/083 75th Anniversary of V.E Day

Councillors agreed that they would still wish to mark the occasion even though the planned celebrations could not go ahead. It was agreed to request the Clerk to contact Mr John Perkins and Mr Alan Robertshaw to ask each of them to make an audio recording – John reading out the name and Alan playing the pipes. If agreeable, these would then be sent to Councillor Bignell who would put together an item that could be scheduled to appear on the village Facebook page at the appropriate date and time.

April 20, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/4/084 Date of Next Meeting

Monday 20th April 2020 at 7.30. p.m. To Be Preceded by the Annual Parish Meeting.

There being no further business the Chairman closed the meeting at 9.16 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....