



4/12/2021

Monthly Meeting of the Full Council

Minutes of the Monthly Meeting of the Full Council held on Monday 12th April 2021 at 7.30 p.m. The 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

Contents

PRESENT	2
IN ATTENDANCE.....	2
PC/21/4/072 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE	2
PC/21/4/073 DECLARATIONS OF INTEREST	2
PC/21/4/074 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 8th MARCH 2021 2	
PC/21/4/075 PUBLIC QUESTION TIME.....	2
PC/21/4/076 REPORTS ON ISSUES PREVIOUSLY RAISED	2
PC/21/4/077 COUNTY COUNCILLOR AND DISTRICT COUNCILLORS' REPORTS.....	3
PC/21/4/078 PLANNING	3
PC/21/04/079 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 AND INTERNAL AUDITOR'S REPORT	3
PC/21/04/080 FINANCIAL MATTERS.....	3
RESOLUTION	4
PC/21/04/081 B. Accounts for Payment.....	4
RESOLUTION	5
PC/21/04/082 END OF YEAR BUDGET REPORT.....	5
PC/21/04/083 POLICE MATTERS.....	5
PC/21/04/084 PARISH MATTERS	5
PC/21/04/085 RESOLUTION.....	6
PC/21/04/086 VEHICLE ACTIVATION SIGN	6
PC/21/04/087 RE-OPENING OF CAMPION SIDE GATE.....	7
PC/21/04/088 PARISH COUNCIL ELECTIONS 2021	7
PC/21/04/089 Clerk and Deputy Clerk Annual Holiday Entitlement	7
RESOLUTION	7
PC/21/04/090	7
PC/21/04/091	8

Bugbrooke Parish Council

Agenda & Meeting Minutes

PRESENT

Councillor Phil Bignell	Councillor Alan Kent
Councillor Brian Curtis	Councillor Des Morris
Councillor Teresa Garlick	Councillor Catherine Parry
Councillor Ian Gordon	Chairman Councillor Linda Pope
Councillor Paul Henson	Councillor Jane Wood
Councillor David Harries, BEM	

IN ATTENDANCE

3 Members of the Public	Sally Bramley Brown – Clerk
Nicola Palmer – Deputy Clerk	

PC/21/4/072 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

There were no apologies for absence. During the course of the meeting Councillor Ward let it be known that he had been endeavouring to join the meeting by telephone without success. County Councillor Adam Brown had sent his apologies.

PC/21/4/073 DECLARATIONS OF INTEREST

The Chairman and Councillors Mrs Parry and Kent declared an interest in the item relating to the Allotment Association and Councillor Brian Curtis declared an interest in the Allotments.

PC/21/4/074 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 8th MARCH 2021

The minutes of the meeting held on 8TH March were approved, signed, and initialled by the Chairman.

PC/21/4/075 PUBLIC QUESTION TIME

The members of the public were asked if they wished to address the Parish Council but each declined.

PC/21/4/076 REPORTS ON ISSUES PREVIOUSLY RAISED

The Deputy Clerk reported that additional bark had been laid at the primary school play area.

The Chairman requested that future copies of the magazine sent from Vohl should go direct to Councillor Brian Curtis.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/4/077 COUNTY COUNCILLOR AND DISTRICT COUNCILLORS' REPORTS

Councillor Harries advised that he would not be standing for election as a District Councillor for the new unitary authority. Both District Councillors and County Councillor Adam Brown had submitted reports to the Annual Parish Meeting which preceded the monthly meeting. The new West Northamptonshire Council was now in a transition period with it taking a number of years before all functions were fully integrated.

PC/21/4/078 PLANNING

1. Planning Applications and Decisions

App. No	Location	Proposal	Decision
2021/0504 /FUL	21 The Paddocks	Proposed part demolition of garage, construction of single storey extension to front together with detached garage	No Objections. Matching materials

PC/21/04/079 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 AND INTERNAL AUDITOR'S REPORT

The Clerk advised that in the absence of the Internal Auditor's report the matter should be deferred until the May meeting. Councillor Harries stated that whilst it was best practice to complete the AGAR after receipt of the IA report it was not a requirement. The Clerk informed Councillors that she had spoken with the IA and was aware of what the report contained, and in the circumstances, Councillors should not complete the AGAR without the report. The Chairman stated that whilst that sounded ominous, that the matter should be deferred until the report was available.

PC/21/04/080 FINANCIAL MATTERS

A financial statement for the month ending 31st March had been circulated with the Agenda, and the figures were as follows:-

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Current Account as at 31.3.21		£75,517.07
CCLA Deposit Fund as at 31.3.21		£40,000.00
Total available		£115,517.07

Bugbrooke Parish Council

Agenda & Meeting Minutes

Less March Payments		£37,423.82
Deposits (Interest + VAT reclaim + Allotments)		£5,072.23
Total funds at 31.3.21		£113,165.48

RESOLUTION

It was proposed by Councillor Mrs Wood and seconded by Councillor Morris that the year end financial statement be accepted a true record of the Parish Council's financial position. Agreed unanimously

PC/21/04/081 Accounts for Payment 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:

To whom	Service rendered	Amount (£)	Vat (£)	Power used for payment
Direct Debits				
Southern Electric	Street Lighting – March 2021	£419.07	£66.54	HA 1980
Zoom	January Virtual meeting hosting	£14.39	£2.40	LGA 1972 S111
Onecom	Parish Office Telephone and Broadband	£36.00	£6.00	LGA 1972 s111
Internet Bank	Transfers			
P W Warden Environmental	6937 –March Mowing	£636.00	£106.0	HA 1980
NCALC	Annual membership fee annual audit fee and data protection officer	£1,248.14		
HMRC	Ratification of payment made in March for March PAYE and NI for Clerk and Deputy Clerk	£150.08		HMRC
Parish Clerk	Ratification of payment made in March - March salary	£1041.07		LGA 1972 S112
Deputy Clerk	Ratification of payment made in March - March salary	£424.24		LGA 1972 S112
DNH Contracts	Ratification of payment made in March – emptying of dog and litter bins	£630.00	£105.	Litter Act 1983 S5,6
Seated Furniture Ltd	Ratification of payment made in March – purchase of picnic bench to be located adjacent to community centre play area.	£744.34	£124.06	LGA 1972 S112

Bugbrooke Parish Council

Agenda & Meeting Minutes

Mr P Wilkins	Ratification of Payment made in March – provision of bark chippings for primary school play area	£79.50		GPoC
NCALC	Ratification of payment made in March – mapping training for Clerk and Deputy Clerk	£60.00		LGA 1972 S112
Bugbrooke Volunteers	Ratification of payment made in March for line rental for 1 year	£61.48		GPoC

RESOLUTION It was proposed by Councillor Gordon and seconded by Councillor Mrs Garlick that these payments be approved. Agreed unanimously.

PC/21/04/082 END OF YEAR BUDGET REPORT

The Clerk had circulated a Briefing Note and budget spreadsheet with the Agenda. The total transactions for the year amounted to £470,589.28. The very significant increase in both expenditure and income was due primarily to the two major projects undertaken at the Community Centre in the early part of the year to upgrade the centre itself and install new outdoor gym equipment and additional play facilities. Detailed costs and expenditure for each of the projects formed part of the Briefing Note. In addition the Parish Council was holding £40,000 as an emergency reserve and a further £30,000 as a ring-fenced reserve for the potential purchase of an area of land. Councillors did not make any comments on the Briefing Note or the spreadsheet and no questions were raised. The Clerk reported that Parish Council was now very well placed financially for the new year and the new council.

PC/21/04/083 POLICE MATTERS

A. Police Report

The PCSO's report had been circulated prior to the meeting together with South Northants Neighbourhood Teams Annual Report. Both of the reports were noted. The Chairman thanked the Deputy Clerk for continuing to develop the link with the police.

PC/21/04/084 PARISH MATTERS

A Monthly Inspection Sheets

The monthly inspection sheets had been received from Councillors Bignell, Morris and Kent – the outstanding sheets were to be submitted the following day.

B Hedges/Trees/Fences/Walls

Bugbrooke Parish Council

Agenda & Meeting Minutes

23 Chipsey Avenue. NCC Highways had attended to carry out the necessary works and found birds were nesting in the tree. The works would now have to wait until the end of the nesting season.

C Footpaths

The Clerk was requested to write to the occupier of the 5 Bells to arrange for the vegetation to be cut back for the adjacent footpath.

D Emergency Planning/Pathfinder II Project

Nothing to report

E Street Lighting

The Clerk had nothing to report.

F Highways and Transport

A resident had raised a concern about the speed of vehicles at the junction of West End and Church Lane.

G Millennium Green

Councillor Harries reported that the necessary permissions were being sought to allow all the necessary tree works to be carried out.

H Patient Participation Group

Councillor Mrs Garlick informed the Parish Council that there was nothing to report.

I Allotment Association

The Chairman advised that further advice had now been sought by consulting Clerks to other Parish Councils. Based on the information they had provided it was proposed that the allotment lease should be amended by the Clerk. Councillors were requested to note that this was against the advice given by the Clerk. As a legal document it should be treated appropriately. Councillors were advised that the Clerk had received a request from a plot holder requesting that the lease be amended to allow people living outside the parish to hold a plot. The Clerk advised that the statute which allows the Parish Council to provide allotment land, clearly limits who may be plot holders. It was understood that the Allotment Association had agreed to allow the plot holder to remain on site until the end of the growing season, and Councillors agreed that this was the correct decision.

PC/21/04/085 RESOLUTION It was proposed by Councillor Bignell and seconded by Councillor Harries that the lease between the Parish Council and the Allotment Association should be suitably amended to allow for metal sheds to be erected, but with strict limitations on size, colour and material and that they should not be attached to a permanent base. Agreed unanimously

PC/21/04/086 VEHICLE ACTIVATION SIGN

Councillor Bignell summarised the data available so far.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/04/087 RE-OPENING OF CAMPION SIDE GATE

It was agreed to defer any further action until the next meeting

PC/21/04/088 PARISH COUNCIL ELECTIONS 2021

The Chairman noted that a number of Councillors who had served the Parish Council for many years would not be standing for re-election. On behalf of the village, she expressed the council's thanks to

John Bignell - 23 years

Ken Gardner - 26 years

Alan Kent - 18 years

Terry Ward - 22 years

Linda Pope - 10 years (+ an earlier term)

Teresa Garlick – 6 years

Paul Henson - 7 years

PC/21/04/089 Clerk and Deputy Clerk Annual Holiday Entitlement

The Clerk and the Deputy Clerk each have a holiday entitlement set out in their contracts of employment – 52 hours and 43 hours respectively. The contracts also state “no more than five days (FTE = 10.5 hours PTE) leave may be carried forward to the next leave year.” Due to the unprecedented circumstances last year neither the Clerk nor the Deputy Clerk took their full holiday entitlement. The Clerk is owed 16 hours and the Deputy Clerk 17. Councillors were requested to approve the Clerk and Deputy Clerk carrying the additional 5.5 and 6.5 hours forward to the 2021/22 leave year.

RESOLUTION It was proposed by Councillor Morris and seconded by Councillor Kent that the Clerk and Deputy Clerk each be permitted to carry leave forward. Agree unanimously

PC/21/04/090 Prior to closing the meeting, the Chairman confirmed that she was not seeking re-election. This was her second period of service on the Council and it had been a privilege to serve as Chairman for the last two years. She had really enjoyed her time as a Councillor and as Chairman, but the last year had been a difficult one. She thanked the Councillors and the Clerk and Deputy Clerk for their help and support. The Vice Chairman stated that on behalf of all the Councillors he would like to express his heart felt gratitude to the Chairman for a great job, particularly over the last year when everything had been particularly difficult.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/04/091

Date of next meeting – Monday 17th May at 7.30 p.m. in the large hall of the Bugbrooke Community Centre, social distance restrictions will apply. Masks MUST be worn until seated and in communal areas. THIS WILL BE THE FIRST MEETING OF THE NEW COUNCIL AND WILL INCLUDE THE ELECTION OF THE CHAIRMAN AND VICE CHAIRMAN.

There being no further business the Chairman closed the meeting at 20.33 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....