

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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9th May 2022

E: parishclerk@bugbrookeparishcouncil.org

NOTICE OF MEETING

I hereby summon you to the **Annual Meeting of the Parish Council** which will take place on **Monday 15th May 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 24th April 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 - ANNUAL MEETING MAY 2023

- I Election of Chairman and Vice Chairman and Acceptance of Office
- II To receive and accept apologies for absence.
- III To reappoint Responsible Financial Officer and Internal Control Councillor.
- IV To review and re-adopt the following policy documents. Copies of the policies have been emailed to councillors, in advance of the meeting.
 - Standing orders
 - Financial Regulations
 - Internal Audit – Terms of Reference – Review of effectiveness
 - Procedures for Financial Control & Internal Audit Policy
 - Risk Assessment policies and log
 - Complaint's procedure
 - Freedom of Information Act scheme as published on the Parish Council website

- Asset register
- Audit Plan
- Disciplinary and Grievance Procedure Policy
- CCTV Policy
- GDPR Policies – Data Breach; Data Protection and Record Retention and Procedures
- Biodiversity Policy
- Social Media Policy
- Communications Policy
- Co-option Procedure Policy
- Lone working Policy
- Financial Reserves Policy
- Safeguarding Policy
- Training & Development Policy
- Procedures for Financial Control & Internal Audit Policy
- Equality Policy

New

- Grant Policy

V To review the appointment of the internal auditor and their 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-approve the use of BACS to complete monthly payments

XI Review representatives for committees, working parties and other organisations and to appoint new representatives where relevant.

- Finance Committee
- Tree Wardens
- Flood Wardens
- Footpath Committee
- Monthly Inspection Rota
- Emergency Plan Group
- Patient Participation Group
- HR Committee

X Adoption of the General Power of Competence

PROPOSED RESOLUTION: It is proposed that Bugbrooke Parish Council adopts 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.

AGENDA MAY 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
4. TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 24th APRIL 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
8. PLANNING

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

8a. 2023/5151/TCA - NOTIFICATION OF TREE WORK IN CONSERVATION AREA AT 1 CHURCH LANE BUGBROOKE WEST NORTHAMPTONSHIRE NN7 3PB - INTENDED TREE WORK INCLUDES: FELL 1 X CHERRY TREE

9. FINANCIAL MATTERS

9a. A financial statement and reconciliation for the month ending 30th April will be circulated before the meeting.

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.

10. INTERNAL AUDITOR'S REPORT

If the Parish Council's Internal Auditor has carried out her inspection before the meeting the report will be shared. The next items will be determined if the report has been received.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 – Section 1

Bugbrooke Parish Council are asked to satisfy themselves that the Annual Governance and Accountability Return 2022/23 has been completed correctly. Councillors are asked to review and approve the Annual Governance Statement 2022/23. The councillors should then give the Chairman permission to sign Section 1 at the meeting.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 – Section 2

If section 1 is approved Councillors will **then be asked to review and approve the figures provided on Section 2 Accounting Statements 2021/22 of the AGAR. This has already been signed by the RFO. If approved the Chairman will sign the Accounting Statement at the meeting.**

13. POLICE MATTERS

13a. PCSO Report - A report from the PCSO has been distributed to councillors.

14. SPEED WATCH – Councillor Philp Bignell is the coordinator and will provide an update.
15. CORONATION CELEBRATION – The clerk will provide feedback from the event.
16. SCHOOL PLAYGROUND – Repair costs will be presented at the meeting.
17. VOHL VISIT GIFT – The clerk has been unable to obtain a copy of the requested print but will provide other options for consideration.
18. BLEED KITS – The clerk will provide options for the council to consider.
19. JOHN ROAD – Update regarding the boundary fence.
20. HANGING BASKETS – Will go up at the end of May.
21. OPEN GARDENS – Will be held in the village and they would like to ask about parking
22. 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 – Briefing note attached to the agenda regarding advisor 20mph.*
- F Millennium Green*
- H Environmental Group*

23. TO SIGN AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 24th APRIL 2023

24. DATE OF NEXT MEETING

Monday 12th June 2023 at 7.30pm.