

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### Annual Meeting of the Full Council

Minutes of the Annual Meeting of the Full Parish Council held on Monday 15th May 2023 at 7.30pm in Bugbrooke Community Centre. Followed by the May Monthly Meeting of the Full Council.

#### PRESENT

Councillor Philip Bignell  
Councillor Mark Copp  
Councillor John Curtis, BEM  
Councillor David Harries, BEM  
Councillor Des Morris

Councillor William Marriott  
Councillor Colin Russell  
Councillor Catherine Parry  
Councillor Graham Skinner  
Councillor Jane Wood (she/her)

#### IN ATTENDANCE

3 Members of the Public

Nicola Palmer – Clerk

#### APOLOGIES & ABSENT

| Apologies were accepted from:          | Reason:  | Excluded from 6- month rule: |
|----------------------------------------|----------|------------------------------|
| Councillor Clare Slater (she/her)      | Personal | Yes                          |
| Councillor Brian Curtis                | Personal | Yes                          |
| Councillor Tiffany Cotterill (she/her) | Personal | Yes                          |
| Councillor Ian Gordon                  | Personal | Yes                          |
| Councillor Paul Henson                 | Personal | Yes                          |
| Absent                                 |          |                              |
|                                        |          |                              |
|                                        |          |                              |

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC/23/5/087 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors were invited to nominate a chairman, it was proposed by Councillor Russell and seconded by Councillor Harries that Councillor Phil Bignell be re-appointed as chairman.

All councillors were in agreement, and this was confirmed with a show of hands. Councillor Phil Bignell was appointed as chairman.

Councillor Phil Bignell proposed the election of Councillor Jane Wood to the position of Vice-Chair, this was seconded by Councillor Colin Russell and the proposal was accepted with a show of hands.

The duly elected Chairman Phil Bignell and Vice-Chair Councillor Jane Wood then signed the Declaration of Acceptance of Office in the presence of the clerk and fellow councillors.

### PC/23/5/088 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Clare Slater, Paul Henson, Brain Curtis, Tiff Cotterill and Ian Gordon these were accepted and excluded from the 6-month rule.

### PC/23/5/089 TO RE-APPOINT THE RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR

It was proposed that the position of Responsible Financial Officer remains with the Clerk and that Councillor Jane Wood continues with the role of Internal Control Councillor.

**RESOLUTION: It was resolved that the clerk Nicola Palmer will remain in the role of RFO for the council and Councillor Jane Wood will remain the Internal Control Councillor.**

**Proposed: Phil Bignell**

**Seconded: Catherine Parry**

**All were in favour.**

### PC/23/5/090 TO REVIEW AND RE-ADOPT THE FOLLOWING POLICY DOCUMENTS

The following policy documents had been circulated with the agenda for review by councillors and they were re-adopted and signed by the chairman.

- Standing orders
- Councillor Code of Conduct
- 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

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

- 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

**RESOLUTION:** Councillors confirmed they had read all the policies and agreed to re-adopt all those listed above. The chairman then signed each document.

**Proposed:** Councillor David Harries

**Seconded:** Councillor Catherine Parry

**All were in favour**

### PC/23/5/091 TO ADOPT THE FOLLOWING NEW POLICY DOCUMENTS

The following policy documents had been circulated with the agenda for review by councillors and they were adopted and signed by the chairman.

- Grants Policy

**RESOLUTION:** Councillors had read the policy and agreed to adopt the new grants policy. The chairman then signed the policy.

**Proposed:** Councillor David Harries

**Seconded:** Councillor John Curtis

**All were in favour**

### PC/23/5/092 TO REVIEW THE APPOINTMENT OF THE INTERNAL AUDITOR AND HER TERMS OF REFERENCE

The terms of reference for the Internal Auditor were agreed and Mrs Tina Chartress was re-appointed as the parish council's Internal Auditor.

**RESOLUTION:** The terms of reference for the Internal Auditor were agreed and Mrs Tina Chartress was re-appointed as the parish council's Internal Auditor.

**Proposed:** Councillor Phil Bignell

**Seconded:** Councillor David Harries

**All were in favour**

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

PC/23/5/093 TO REVIEW THE SYSTEM OF INTERNAL CONTROL, INCLUDING MEASURES DESIGNED TO PREVENT FRAUD AND CORRUPTION AND REVIEW ITS EFFECTIVENESS OF MAINTENANCE OF COUNCIL'S SYSTEM OF INTERNAL AUDIT AND THE CONTINUED USE OF BACS AS METHOD OF PAYMENTS

The councillors had reviewed the procedures.

**RESOLUTION:** It was resolved that councillors has reviewed the procedures and were satisfied. They agreed to the continued use of BACS as payment method.

**Proposed:** Councillor David Harries

**Seconded:** Councillor Mark Copp

**All in agreement**

PC/23/5/094 RE-APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER FOR BUGBROOKE FOR 2023/2024

The parish council re-affirmed the appointment of NCALC to act as Data Protection officer for Bugbrooke Parish Council.

**RESOLUTION:** The parish council re-affirmed the appointment of NCALC to act as Data Protection officer for Bugbrooke Parish Council.

**Proposed:** Councillor David Harries

**Seconded:** Councillor Colin Russell

**All in agreement**

PC/23/5/095 TO REVIEW REPRESENTATIVES FOR COMMITTEES, WORKING PARTIES AND ORGANISATIONS

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

There were no changes.

PC/23/5/096 ADOPTION of THE GENERAL POWER OF COMPETENCE

**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 (S.I.2012 No 965).

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

**Proposed: Councillor Phil Bignell**

**Seconded: Councillor David Harries**

**All in agreement**

### **THE PARISH COUNCIL MEETING CONTINUED WITH THE REGULAR MAY MONTHLY BUSINESS.**

PC/23/05/097 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received and these were accepted as listed above.

PC/23/05/098 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/23/05/099 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/23/05/100 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 24<sup>th</sup> APRIL 2023

The minutes had been circulated in advance of the meeting and the chairman asked the parish councillors if they were happy that they be signed as a true account. **All were in favour.**

PC/23/05/101 PUBLIC PARTICIPATION

There was 1 member of the public still present as the Chair had heard comments from 3 others at the start of the meeting.

PC/23/05/102 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown gave a brief update that stating the transport minister advised that further noise attenuation is under review but not yet installed and he had again written to MP Chris Heaton-Harris. He congratulated Bugbrooke on the success of the Coronation event and that he had mentioned it on Heart FM. Church service to highlight the issues of knife crime would take place in Northampton on the 21<sup>st</sup> May and he hoped to speak to pupils at Campion regarding this before the end of the year. He informed councillors that WNC continuing to use government funds to help families through cost-of-living crisis, vouchers during school holidays and specialist support for other vulnerable groups and community ladders.

Planning Department is reducing to 2 area committees, old SNC area committee now considering applications from south of Northampton but still on SNC local plan, majority of committee is rural members so Bugbrooke's views should still be represented. Work has started on new West Northants local plan, Adam confirmed he had attended a workshop in Towcester to put forward policy ideas. He highlighted drawbacks of settlement hierarchy and strain on Bugbrooke infrastructure; need for quality housing balanced with sustainable growth; rural connectivity.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC/23/05/103 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided an update, chased the fixing of village sign on the Heyford Road, the telephone box glass has been repaired today and the graffiti removed from the back of the box. The boundary review feedback had been submitted as requested.

### PC/23/05/104 PLANNING

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 – **The council feel it is unfortunate that the beautiful tree needs to be removed but they can see the issue with the wall and agree it is necessary.**

8b. 2023/5222/PND - DETERMINATION AS TO WHETHER PRIOR APPROVAL IS REQUIRED (UNDER CLASS A OF PART 6 OF THE ABOVE ORDER) FOR THE CREATION NEW AGRICULTURAL TRACK - LAND SOUTH OFF KISLINGBURY ROAD BUGBROOKE WEST NORTHAMPTONSHIRE NN7 3QG - **The council would like to see a full application. There is not enough detail to decide if the track is necessary. There are biodiversity considerations, such as are hedges being removed to make way for the track for example. Bugbrooke Parish Council would support Kislingbury Parish Council views as the land is much closer to the village of Kislingbury and they will better understand any potential impacts.**

### FINANCIAL MATTERS

PC/23/05/105 A financial statement and reconciliation for the month ending 30th April has been circulated with the agenda.

**RESOLUTION – It was resolved that accounts below be accepted.**

**Proposed – Councillor Graham Skinner**

**Seconded – Councillor David Harries**

**All in favour.**

|                                  | Income  | Receipts  | Totals      |
|----------------------------------|---------|-----------|-------------|
| Current Account as at 31.03.23   |         |           | £70,598.06  |
| Current Account (Ring fenced)    |         |           | £45,198.17  |
| CCLA Deposit Fund as at 31.03.23 |         |           | £50,000.00  |
| Total Available                  |         |           | £165,796.23 |
| Less April Payments              |         | £8,900.17 |             |
| Less unrepresented payments      |         |           |             |
| Deposits (CCLA Interest)         | £169.16 |           |             |

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

|                                              |            |  |                    |
|----------------------------------------------|------------|--|--------------------|
| Community National Lottery Fund - Coronation | £7,650.00  |  |                    |
| WNC 1st Precept Payment                      | £60,135.00 |  |                    |
| VAT Reclaim                                  | £299.93    |  |                    |
| Deposits (Ring Fenced Interest)              | £35.29     |  |                    |
| <b>Bank Statement</b>                        |            |  | <b>£129,951.98</b> |
| <b>Total Funds at 28.04.23</b>               |            |  | <b>£225,185.44</b> |

### PC/23/05/106 Accounts for Payment

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council.  
Details of the powers which authorise the payments are shown in the Payment Schedule.

| <b>Direct Debits</b> |                            |                |                                                |                                           |               |              |
|----------------------|----------------------------|----------------|------------------------------------------------|-------------------------------------------|---------------|--------------|
| <b>Date</b>          | <b>Payee</b>               | <b>Invoice</b> | <b>Statutory Power</b>                         | <b>Description</b>                        | <b>V.A.T</b>  | <b>Total</b> |
| 09.05.2023           | Southern Electric          |                | HA 1980                                        | Street Lighting – April 2023              | £72.07        | £450.75      |
| 09.05.2023           | Onecom                     | TBC            | LGA 1972 s111                                  | May Parish Office Telephone and Broadband | £6.00         | £36.00       |
| 09.05.2023           | NEST                       |                | LGA 1972 s112                                  | May Pension Contribution                  |               | £103.71      |
| <b>Transfers</b>     |                            |                |                                                |                                           |               |              |
| <b>Date</b>          | <b>Payee</b>               |                | <b>Statutory Power</b>                         | <b>Description</b>                        | <b>V.A.T.</b> | <b>Total</b> |
| 09.05.2023           | DNH Contracts              | 2317           | Litter Act 1983 S5,6                           | Emptying of dog and litter bins for April | £84.00        | £504.00      |
| 09.05.2023           | HMRC                       |                | LGA 1972 S112                                  | April Tax and NI                          |               | £380.11      |
| 09.05.2023           | Mrs N Palmer               |                | LGA 1972 S112                                  | April Salary                              |               | £1481.80     |
| 09.05.2023           | Mrs N Palmer               |                | LGA 1972 S112                                  | Office cleaning & Hamper supplies         |               | £23.28       |
| 09.05.2023           | BSACC                      |                | LGA 1972 s111                                  | Office Rental for April & May             |               | £370.00      |
| 09.05.2023           | Phil Bignell               |                | Open Spaces Act 1906                           | Padlock for playground                    |               | £11.99       |
| 09.05.2023           | R&G                        | 119681         | Open Spaces Act 1906                           | Gang Mow of Playing fields                | £47.20        | £283.20      |
| 09.05.2023           | WAVE                       |                | LGA 1972 S112                                  | Water for Allotments                      |               | £140.16      |
| 09.05.2023           | South Northants Responders | 27             | LGA 1972, s145                                 | Coronation first aid                      |               | £1300.00     |
| 09.05.2023           | Northants Police           | 31001673       | Local Government and Rating Act 1997, ss 26-29 | Sponsored PCSO                            |               | £14048.33    |
| 09.05.2023           | WNC                        | 42400145 1412  | LGA 1972, s145                                 | Bins for Coronation Celebration           | 0.00          | £112.76      |

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

|                     |                                        |       |                      |                                          |         |         |
|---------------------|----------------------------------------|-------|----------------------|------------------------------------------|---------|---------|
| 09.05.2023          | PW.Warden<br>Environmental<br>Services | 7058  | Open Spaces Act 1906 | Village Grass Cutting                    | £116.40 | £698.40 |
| 09.05.2023          | Bank Charges                           |       | LGA 1972 s111        | April charges                            |         | £8.75   |
| <b>Ratification</b> |                                        |       |                      |                                          |         |         |
| 04.05.2023          | Wendy Barton                           |       | LGA 1972, s145       | Stationary for Coronation<br>Event       |         | £17.74  |
| 04.05.2023          | Video Inn<br>Production                | 46131 | LGA 1972, s145       | Hire of Big Screen for the<br>Coronation | £100.00 | £600.00 |
| 04.05.2023          | Clare Slater                           |       | LGA 1972, s145       | Hot Composter for food<br>waste          |         | £144.95 |
| 04.05.2023          | PSDJ                                   | 0113  | LGA 1972, s145       | Friday Evening DJ                        |         | £150.00 |
| 04.05.2023          | The Occasional<br>Few                  |       | LGA 1972, s145       | Barn Dance Band                          |         | £425.00 |
| 04.05.2023          | Pure Genius                            |       | LGA 1972, s145       | Friday night Band<br>remainder to pay    |         | £600.00 |
| 04.05.2023          | Chaos                                  |       | LGA 1972, s145       | Saturday night Band                      |         | £900.00 |

**RESOLUTION – It was resolved that payments listed above be paid.**

**Proposed – Councillor Colin Russell**

**Seconded – Councillor David Harries**

**All in favour.**

### PC/23/05/107 INTERNAL AUDITOR'S REPORT

The clerk asked councillors if they had all read the Internal Auditor Report. All councillors confirmed that they had.

**RESOLUTION – It was resolved that the Internal Auditor's Report be accepted.**

**Proposed – Councillor Mark Copp**

**Seconded – Councillor Des Morris**

**All in favour.**

### PC/23/05/108 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 – Section 1

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 affirmation.

**RESOLUTION – It was resolved that the Annual Governance Statement be approved, and that the chairman be authorised to sign it. This was duly done.**

**Proposed – Councillor Will Marriott**

**Seconded – Councillor Mark Copp**

**All in favour.**



# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC/23/05/109 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 – Section 2

Councillors were asked to review and approve the figures provided on Section 2 Accounting Statements 2022/23 of the AGAR. This has already been signed by the RFO. The clerk had completed the Annual Return as follows:

| Year Ending              | 31st March 2022 | 31st March 2023 |
|--------------------------|-----------------|-----------------|
| Balances brought forward | £113,165        | £135,874        |
| Annual Precept           | £114,639        | £117,491        |
| Total Other Receipts     | £7,730          | £41,488         |
| Staff costs              | £15,882         | £22,887         |
| Loan Interest repayments | 0               | 0               |
| All other payments       | £83,778         | £106,170        |
| Balances carried forward | £135,874        | £165,796        |
| Total fixed assets       | £408,794        | £409,474        |
| Total Borrowings         | 0               | 0               |

**RESOLUTION** – It was resolved that the Annual Governance Statement and the Annual Return be approved, and that the chairman be authorised to sign it. This was duly done.

**Proposed – Councillor David Harries**

**Seconded – Councillor Des Morris**

**All in favour.**

### POLICE MATTERS

#### PC/23/05/110 PCSO REPORT

A report from the PCSO was circulated before the meeting and the police had given their update at the start of the meeting, providing a summary of the Coronation Celebrations.

#### PC/23/05/111 SPEED WATCH

Councillor Bignell gave an update on the coordination of the speed watch with 5 volunteers it would take place on various dates throughout the month.

#### PC/23/05/112 CORONATION CELEBRATION

The chairman had moved this item up the agenda, so it had been discussed at the start of the meeting as the chair of the Community Coronation Group, Wendy Barton, had been present. The council wanted to thank all of the volunteers, and everyone involved for their hard work and the sponsors and local companies who had helped make the event possible. Despite the awful weather the event had been a true success with something for everyone and amazing and thankful comments from the community.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC/23/05/113 PLAYGROUND

The clerk provided an update on the repair costs. It was agreed that the top of the climbing frame will be repaired, and the bridge removed for the time being to get the park open and then it will be replaced in the near future.

### PC/23/05/113 VOHL VISIT GIFT

The clerk had contacted the artist regarding the print of the church but there are no further prints, and it could not be reproduced at short notice. A set of 25 of each of Coronation cups, bubbles and wildflowers has been set aside. The clerk suggested a few alternatives and councillors instructed the clerk to create a photo frame with images and from the Coronation Celebrations that could be sent to Vohl at the end of the month.

### PC/23/05/114 BLEED KITS

The clerk gave an indication of costs and councillors were asked to agree what they would like to purchase and where they would like the kit or kits to be housed. The council as united on the fact there is a need for the kits to be available in the village but that the cost of the boxes and the kits was over £400. The cost was coming from the outdoor storage boxes as the kits could be purchased for £85. Therefore, the council discussed buying multiple kits and asking strategic locations if they would be happy to have them on site and hand out as required. The clerk was asked to contact the Football and Rugby Club, the shop and the Community Centre.

### PC/23/05/115 JOHNS ROAD/PILGRIM'S LANE

The Johns Road Management Company wanted the parish council to be updated that a resident had requested to move the boundary of their fence and were now working with the management to buy this area outside the front of the properties. There would be covenants in place that this land must not be built on, must remain green space and not be tarmacked. The valuation will be based on the valuation used to sell the land at the back of Homestead drive. The parish council did not feel in a position to comment as it was up to the management company and the residents to approve. However, the sale and legal transfer would need to be finalised before any further steps were taken to transfer this area to the parish council.

### PC/23/05/116 HANGING BASKETS

The baskets will go up at the end of May/beginning of June.

### PC/23/05/117 OPEN GARDENS

The clerk has received an email from residents Kate and Steve who have arranged with the 'National Garden Scheme' to open 4 gardens in the middle of the village through their national charitable scheme, on the 2<sup>nd</sup> July 2023 from 13.00 – 17.30. They have been co-ordinating with Phillippa at Badgers café to organise tea and cakes at the Sunday School rooms during the event and for their fund raising and would like to ask the parish council about parking. The clerk confirmed if councillors where happy the carpark at the church could be used. This was agreed.

### PC/23/05/118 PARISH MATTERS

A *Monthly Inspection Sheets*

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

Inspection Sheets had been received from all areas.

*B Hedges/Trees/Fences/Walls*

Great Lane Captains Close Wall is in poor state and trees growing through the walls. The clerk was asked to report to West Northants Council so the landowner could be informed.

*C Footpaths – Ace Lane public foot by church needs work to cut back the weeds.*

*D Street Lighting –*

*E Highways and Transport*

20mph Briefing Note attached to the agenda, the group went back to WNC and asked for the policy, and the council agreed that the policy does allow for advisory signs, and this will now be progressed.

*F Millennium Green* Will be carrying out a major survey of the trees as detailed in the last report that this is required every 2.5 years.

*G Environmental Group -* Idling awareness will be a big aspect of the next meeting

*H Defib –* Has been checked

PC/23/05/119 ITEMS FOR CONSIDERATION ON THE AGENDA

PC/23/05/120 DATE OF NEXT MEETING

Monday 12<sup>th</sup> June 2022 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.09pm.

\*End of Minutes\*

CHAIRMAN:.....

DATE:.....