

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
T: 01604 832838
7th May 2024

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 13th May 2024 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 15th April 2024 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 Brian Curtis
Councillor John Curtis, BEM
Councillor Ian Gordon
Councillor David Harries, BEM
Councillor Jane Wood (she/her)

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

AGENDA - ANNUAL MEETING MAY 2024

- 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
- 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 15th APRIL 2024
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. 2024/1866/PA - The proposed installation of a shareable telecommunications base station installation comprising a 25m lattice tower supporting up to 12 no antennas on two headframes, and up to 2 no dishes on support poles, together with up to 6 no ground based cabinets, 1 no meter cabinet and ancillary development thereto including compound fencing - Land at Weedon Motocross Track Watling Street NN7 4RU

9. FINANCIAL MATTERS

9a. A financial statement and reconciliation for the month ending 30th April are 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. Receipt of 1st Tranche of 2024/2025 Precept – Councillors can see in the finances that the first payment has been received from WNC.

10. INTERNAL AUDITOR'S REPORT

The parish council's Internal Auditor has carried out her inspection and her report is attached to the agenda.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 – Section 1

Bugbrooke Parish Council are asked to satisfy themselves that the Annual Governance and Accountability Return 2023/24 has been completed correctly. Councillors are asked to review and approve the Annual Governance Statement 2023/24. 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 2023/2024 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. VEHICLE ACTIVATED SIGN – The clerk has submitted a grant application to try to attain funding, but the quotes are also attached to the agenda.

15. KING CHARLES PORTRAIT – The clerk has made enquiries regarding where would be an appropriate place to display the portrait and will update councillors.

16. BUGBROOKE CHAPEL – Chapel members have voted at a ballot for a proposed scheme put forward by the chapel trustees. The results of the ballot will be communicated to the council.

17. VOHL VISIT GIFT – It was suggested a sign with the number of miles to Bugbrooke might be an appropriate gift and the clerk is seeking the councillors views.

18. PLANTERS – A request for volunteers has been made by only one email has been received.

19. PARISH MATTERS

A *Monthly Inspection Sheets*

To be submitted to the clerk electronically where possible.

B *Hedges/Trees/Fences/Walls*

C *Footpaths*

D *Street Lighting*

E *Highways and Transport*

F *Millennium Green*

H *Environmental Group*

I *Patient Participation Group*

J *Speed Watch*

20. TO SIGN AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 22nd APRIL 2024

21. ITEMS FOR CONSIDERATION ON JUNE AGENDA

22. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 10th June at 7.30pm in Bugbrooke Community Centre.

23. EXCLUSION OF PRESS AND PUBLIC To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations the public and press be excluded during consideration of the following item.

- CAPTAINS CLOSE