

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 13th May 2024 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 Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Des Morris

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

IN ATTENDANCE

1 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Paul Henson	Personal
Absent	
Councillor Ian Gordon	

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PC/24/5/096 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors were invited to nominate a chairman, it was proposed by Councillor Colin Russell and seconded by Councillor Des Morris 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 re-election of Councillor Jane Wood to the position of Vice-Chair, this was seconded by Councillor David Harries 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/24/5/097 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from Paul Henson were accepted and excluded from the 6-month rule.

Councillor Ian Gordon was absent.

PC/24/5/098 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 will remain in the role of RFO for the council and Councillor Jane Wood will remain the Internal Control Councillor.

Proposed: Des Morris

Seconded: Mark Copp

All were in favour.

PC/24/5/099 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
- 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

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- 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
- Grants 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 John Curtis

Seconded: Councillor Will Marriott

All were in favour

PC/24/5/100 TO ADOPT THE NEW MODEL FINANCIAL REGULATIONS

The following policy documents had been circulated with the agenda for review by councillors and the Finance Committee. It was decided to defer the adoption until the June meeting to allow more time for discussion.

PC/24/5/101 TO REVIEW THE APPOINTMENT OF THE INTERNAL AUDITOR AND THE 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 Catherine Parry

Seconded: Councillor Graham Skinner

All were in favour

PC/24/5/102 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.

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Proposed: Councillor Phil Bignell

Seconded: Councillor David Harries

All in agreement

PC/24/5/103 RE-APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER FOR BUGBROOKE FOR 2024/2025

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 Mark Copp

Seconded: Councillor Colin Russell

All in agreement

PC/24/5/104 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 although Councillor Des Morris would like other councillors to consider taking on the role of Footpath Chair next year.

PC/24/5/105 ADOPTION of THE GENERAL POWER OF COMPETENCE

Councillor and clerk discussed that as nothing has changed since the adoption last year that 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) the council still had GPC and therefore did not formally have to readopt.

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

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PC/24/05/106 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/24/05/107 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/24/05/108 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/24/05/109 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 15th APRIL 2024

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/24/05/110 PUBLIC PARTICIPATION

There was one member of the public present.

PC/24/05/111 UNITARY COUNCILLOR REPORT

Unitary Leader Adam Brown had sent a general update, and this had been emailed to the councillors in advance of the meeting and councillors did not have any questions.

PC/24/05/112 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk's update was to be provided at relevant points throughout the agenda.

PC/24/05/113 PLANNING

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 – **No Comments**

FINANCIAL MATTERS

PC/24/05/114 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 Colin Russell

All in favour.

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	Income	Receipts	Totals
Current Account as at 31.03.24			£51,879.36
Current Account (Ring fenced)			£55,564.04
CCLA Deposit Fund as at 31.03.24			£50,000.00
Total Available			£157,443.40
Less March Payments		£7,742.20	
Less unrepresented payments			
Deposits (CCLA Interest)	£222.27		
Precept 1st	£64,594.50		
VAT Reclaim (March)	£188.04		
Deposits (Ring Fenced Interest)	£72.84		
Bank Statement			£109,141.97
Total Funds at 30.04.24			£214,778.85

PC/24/05/115 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.

<u>Direct Debits</u>						
<u>Date</u>	<u>Payee</u>	<u>Invoice</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
04.05.2024	Southern Electric		HA 1980	Street Lighting – April 2024	£23.47	£412.04
04.05.2024	Onecom	7094296	LGA 1972 s111	April Parish Office Telephone and Broadband	£6.40	£38.40
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
04.05.2024	DNH Contracts	2606	Litter Act 1983 S5,6	Emptying of dog and litter bins for April	£110.25	£661.50
04.05.2024	BSACCA	5391	LGA 1972 s111	Parish Office Rent and Room Hire		£212.00
04.05.2024	R&G	120721	Open Spaces	Mowing		£732.60
04.05.2024	Police & Crime Commissioner	31003369	LGA & Rating Act 1997, s31	Sponsored PCSO		£15,327.00

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04.05.2024	HMRC		LGA 1972 S112	April Tax and NI		£407.98
04.05.2024	Mrs N Palmer		LGA 1972 S112	April Salary		£1629.70
04.05.2024	Mrs N Palmer		LGA 1972 s111	Expenses – stationary including shredder		£71.12
04.05.2024	Northamptonshire Pension Fund	4213000224 64	LGA 1972 S112	LGPS contribution		£599.05
04.05.2024	Bugbrooke Chapel	011	LGA 1972 s133/s144	Community Living Room March heating		£180.00
04.05.2024	Bugbrooke Chapel	012	LGA 1972 s133/s144	Community Living Room April heating		£180.00
04.05.2024	P.Warden	7116	Open Spaces Act 1906	Grass Cutting	£116.40	£698.00
04.05.2024	Bank Charges		LGA 1972 s111	April Bank Charges		£7.70
Ratification						
23.04.2024	Patricia Grant WI		LGA 1972 s111	Annual Meeting Refreshments and donation		£100.00
24.04.2024	Jane Wood		LGA 1972 s133/s144	Community Living Room Jubilee House		£100.00
24.04.2024	Jane Wood		LGA 1972 s133/s144	Community Living Room Jubilee House		£120.00
10.04.2024	Greenbar nes		LGA 1972 s111	Parish Council Display board		£191.96

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

Proposed – Councillor Colin Russell

Seconded – Councillor Des Morris

All in favour.

PC/24/05/115 Receipt of 1st Precept payment

The clerk stated that as already discussed that the council were in receipt of the 1st part of the precept payment from West Northants Council. The councillors were asked to confirm the receipt.

RESOLUTION – It was resolved that correct precept payment had been received from WNC

Proposed – Councillor Catherine Parry

Seconded – Councillor Jane Wood

All in favour.

PC/24/05/116 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 Graham Skinner

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Seconded – Councillor Mark Copp

All in favour.

PC/24/05/117 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 – 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 David Harries

Seconded – Councillor Mark Copp

All in favour.

PC/24/05/118 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 – Section 2

Councillors were asked to review and approve the figures provided on Section 2 Accounting Statements 2023/24 of the AGAR. This has already been signed by the RFO. The clerk had completed the Annual Return as follows:

Year Ending	31st March 2023	31st March 2024
Balances brought forward	£135,874	£165,796
Annual Precept	£117,491	£120,270
Total Other Receipts	£16,488	£28,192
Staff costs	£22,887	£24,520
Loan Interest repayments	0	0
All other payments	£81,170	£132,295
Balances carried forward	£165,796	£157,443
Total fixed assets	£409,474	£432,551
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 Colin Russell

Seconded – Councillor David Harries

All in favour.

POLICE MATTERS

PC/24/05/119 PCSO REPORT

A report from the PCSO was circulated before the meeting.

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PC/24/05/120 VEHICLE ACTIVATED SIGN

Councillor Bignell said he was not sure if we needed another 2 VAS but councillors were keen to have the two extra.

PC/24/05/121 KING CHARLES PORTRAIT

The clerk has received the portrait but following discussions with the Community Centre Manager, it was felt there was not a prominent place for the portrait so the clerk had investigated if the Community Café would be interested in displaying it. They agreed it would be nice for as many visitors as possible to see the portrait and if councillors agree are happy to have it. However, councillors were keen for it to be displayed at the Community Centre and the chairman asked for a parish council representative present at the next BSACCA meeting to request that the portrait to go to Bugbrooke Community Centre.

PC/24/05/122 BUGBROOKE CHAPEL

Councillor David Harries provided a brief update following a chapel meeting and confirmed that the congregation had been reassured the CIO were going to include local people and that the chapel would be protected for the local people. There had been a ballot on the schedule from the CIO regarding the chapel & manse.

Chapel members have voted for a proposed scheme put forward by the chapel trustees. The results were that 92% of the congregation voted to accept the scheme. The CIO intend to open up the chapel to the wider community and the CIO want to do extensive refurbishments. There is to be an article in LINK informing the village of the intentions to open the chapel as village facility and develop closer links to the village. This item was for information only as the parish council had no jurisdiction to comment.

PC/24/05/123 VÖHL 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. A quote for £150 had been received and then a design would need to be created. Councillor Will Marriott informed the council that in fact the event was a celebration of 150 years of the sports club so not a council celebration so the Football club will follow up on the sign design and take it as a gift rather than from the council. There had been visitors from Vöhl and they had a great time with a visit to London and a village BBQ. The clerk requested clarification as to which account the council agreed donation to the BBQ for the visitors of Bugbrooke's twinning town was to be sent to and Councillor Will Marriott confirmed that an email would be sent to the clerk with the details.

PC/24/05/124 PLANTERS

The clerk provided an update only one volunteer had come forward regarding assisting with the planters. The installation of the towers is planned for the 26th June and the clerk asked for final confirmation of locations. Councillors agreed to the 3 greens on the Highstreet and the verges of Oaklands and Waggoners Way.

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PC/24/05/125 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - A couple have cleared footpath and asked if there could be a communal green bin. The clerk had enquired before so the council would need to pay the fee to have a green bin and there were concerns how this would be managed as in the past all households had a Green Bin but now residents need to pay which could mean a communal parish bin would be overwhelmed and

C *Footpaths – too fast on bend that roundel on the road children on Pilgrims*

D *Street Lighting –*

E *Highways and Transport -*

F *Millennium Green* – Posters for the noticeboards have been reprinted to shows the new trees on the green.

G *Environmental Group* – Litter pick on Sunday and the group will be at church fate, raking will be needed in July. The 'No Mow May' is going well and now need to discuss with the contract how to manage the cutting down of the areas.

H *Defib* – Has been checked by Councillor Will Marriott

I *Patient Participation Group*

J *Speed Watch*

PC/24/05/126 TO SIGN AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 22nd APRIL 2024

The chairman thanked the clerk for her work to deliver the event and thanked all that exhibited and attended. The event was better supported this year and it is hoped that it will continue to grow. The chairman and councillors had read the minutes and the chairman asked if they were a true record and if he should sign them – **All were in favour.**

PC/24/05/127 ITEMS FOR CONSIDERATION ON THE JUNE AGENDA

- Financial Regulations

PC/24/05/128 DATE OF NEXT MEETING

Monday 10th June 2024 at 7.30pm in the small hall at Bugbrooke Community Centre.

PC/24/05/129 DATE OF NEXT MEETING 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

There being no further business the chairman closed the meeting at 9.12pm.

End of Minutes

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CHAIRMAN:.....

DATE:.....