

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
T: 01604 832838
6th May 2025

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 12th May 2025 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 14th April 2025 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 Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Jane Wood (she/her)

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

AGENDA - ANNUAL MEETING MAY 2025

- 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
- Sexual and General Harassment 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 14th APRIL 2025
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. TO FILL BY CO-OPTION THE VACANCIES DUE TO INSUFFICIENT CANDIDATES STANDING FOR ELECTION - As advised by NCALC the parish council has immediately following an uncontested election been advertising for members to apply by co-option. Any applications to the council will be considered.

8. REPORTS ON ISSUES PREVIOUSLY RAISED

9. PLANNING

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

9a. 2025/1693/S73 - Variation of condition 2 to change hipped roof to gabled and hip roof of 2024/5782/FULL (Single-storey rear extension, garage conversion and extension with hipped roof to porch) - 47 Georges Avenue Bugbrooke NN7 3PP

9b. For Information only - 2025/0875/LBC -Listed Building Consent for broadband installation. Hole required to be drilled from the outside of the property with small broadband box fitted to external wall - 8 High Street Bugbrooke NN7 3QF

10. FINANCIAL MATTERS

10a. A financial statement and reconciliation for the month ending 30th April are attached to the agenda.

10b. 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.

10c. Receipt of 1st Tranche of 2025/2026 Precept – Councillors can see in the finances that the first payment has been received from WNC.

11. POLICE MATTERS

11a. PCSO Report - A report from the PCSO has been distributed to councillors.

12. PARISH COUNCIL LOGO – The clerk is working on the creation of a Bugbrooke Parish Council Logo with the appointed website agency, there will be options for the council to approve at the meeting.

13. CHURCH CAP PARK LINE PAINTING – The clerk has obtained another quote for comparison and will share this at the meeting.

14. CAPTAINS CLOSE – Any updates on work will be brought to the meeting.

14a. Ecology Report – Councillor Jane Wood has been obtaining quotes for councillors to discuss.

15. VÖHL VISIT GIFT – The clerk handed over the hamper for Councillor Will Marriott to take to Vöhl.

16. AIR AMBULANCE CLOTHING BANK – A request has been received to put a clothing bank in the Church Carpark.

17. HOUSING NEED SURVEY – The requested changes have been made, and this will appear in LINK in June. Closing date for replies is 13th July.

18. 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

19. TO SIGN AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 14th APRIL 2025

20. ITEMS FOR CONSIDERATION ON JUNE AGENDA

20. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 9th June at 7.30pm in Bugbrooke Community Centre.