

BUGBROOKE PARISH COUNCIL

Chairman

Parish office,
Camp Close,
Bugbrooke,
NN7 3RW

Clerk: Mrs S Bramley-Brown

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10th May 2021

To:

Councillor Philip Bignell

Councillor Mark Copp

Councillor Mrs Tiffary Cotterill

Councillor Brian Curtis

Councillor John Curtis, BEM

Councillor Ian Gordon

Councillor David Harries, BEM

Councillor Des Morris

Councillor Mrs Catherine Parry

Councillor Mrs Claire Slater

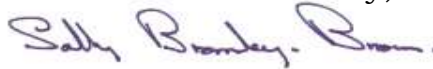
Councillor Mrs Jane Wood

NOTICE OF MEETING

I hereby summon you to the **Annual Meeting of the Parish Council** and, following the annual business, to the **monthly meeting of the Parish Council** which will take place on **Monday 17th May 2021 at 7.30 p.m.** in the Main Hall at the Community Centre, Camp Hill, Bugbrooke.

I enclose the minutes of the meeting held on 12th April 2021 and accompanying papers as appropriate. The agenda has been posted on the noticeboards. 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 question time as mentioned below. **PLEASE NOTE THAT THESE MEETINGS WILL FOLLOW SOCIAL DISTANCE MEASURES INLINE WITH CORONAVIRUS RESTRICTIONS.**

Yours faithfully,



Sally Bramley-Brown - Clerk to the Council

AGENDA - ANNUAL MEETING

- I Election of Chairman and Vice Chairman and Acceptance of Office
- II To receive and accept apologies for absence.
- III To appoint 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
 - Risk assessment policies and log
 - Complaints 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
 - Social Media Policy
 - Communications Policy
- V To review the appointment of the internal auditor and her 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 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

AGENDA - MONTHLY MEETING

1. To receive declarations of interest in respect of matters on the agenda.
2. To sign and approve the minutes of the meeting held on 12th April 2021
3. Parish Council vacancy co-option. There are currently 4 vacancies on the council. The Clerk has received an expression of interest from Mr Jason Bicknell, which is circulated with the agenda.
- 4 **Reports on issues previously raised.**
Councillors and the Clerk will report on any information which they have received which updates any item on previous agendas, and which are not dealt with on this agenda.
5. **Public Question Time**
Up to ten minutes, or more at the chairman's discretion, to allow questions from electors. **Three minutes maximum be allowed for each person,** with the chairman having the discretion to extend this. The Parish Council cannot take immediate action in relation to any issues raised, but can agreed for the matter to be included on the agenda for the next meeting.

5. **District Councillor's Report** – The Clerk is advised that Councillor Adam

Brown is to be the main point of contact for Bugbrooke for the Unitary Authority.

6. **Internal Auditor's Report**

The Parish Council's Internal Auditor carried out her inspection on Thursday 16th April. A copy of her report is attached to the Agenda.

7. **Annual Governance and Accountability Return 2020/21**

A copy of the completed Annual Governance Statement and Annual Return is attached to the Agenda. Councillors are required to satisfy themselves as to the responses to be given in the Annual Governance Statement and are further requested to approve the Annual Return and authorise the Chairman. Councillors' attention is drawn Objective C on page 3 of the AGAR, and in consequence the negative responses in Section one of the Annual Governance Statement and the explanation for these responses.

8. **Planning**

A Planning Applications and Decisions

Status	App No and Applicant	Location	Proposal	PC or SNC Comments
NEW	WNS/2021/01 54/TPO	Bugbrooke Millennium Green Church Lane Bugbrooke	T21 (tag No. 266) Horse Chestnut-Pollard down to crown break on the west side to remove the main leader and reduce remaining canopy by 40%. The main leader from crown break (west side) which holds the entire top canopy has no heart wood for approx 4ft inside the trunk. This is from a huge cavity sustained years ago and is showing signs of dead rotting wood falling inside itself and is attached at crown break by less than a third of its true size.	The deadline to comment is before the next meeting, no extension granted. Councillors are all aware of the work required and not comments were needed.
NEW	WSN/2021/01 03/TPO	The Chestnuts 8 Quakers Close Bugbrooke NN7 3NZ	T1 (Sycamore) : crown lift to 3 metres by removing primary lower branches at source. Reduce branch fouling telephone cable by 2.5m, to give 1m clearance from cable. Sever lvy at base of stem, reduce overall height of tree by 6 metres and shape remaining upper crown to natural profile. T2 (Ash) & G1 (Sycamore group) : Remove all significant deadwood i.e. that which is in excess of 25mm dia.	Deadline to comment was 13 th May – not extension granted. Councillors were emailed and all replied with no objections

9. **Police, Neighbourhood Watch Matters and Speedwatch.**

Following the retirement of Councillor Kent from the Parish Council, Councillors will need to appoint a new co-ordinator.

A copy of PCSO Matt Taylor's monthly report is attached to the Agenda. The Deputy Clerk will report on Police Liaison matters.

10. **Financial matters**

A A financial statement and copy of the current account bank statement for month ending 30th April is attached to the agenda.

B. Payment of the first tranche of the precept in the sum of £57,319.50 has been received from WNC.

- F. Accounts for Payment. Moneys must be paid out in only in pursuance of statutory powers vested in the Parish Council. The payment Schedule is attached to the agenda.

11. **Parish Matters**

A Monthly Inspection Sheets. To be submitted to the Clerk electronically where possible. To avoid any confusion Inspection Sheets are due from the following Councillors – Area 1 - Jane Wood, Area 2 - Des Morris, Area 3 - Catherine Parry, Area 4 - John Curtis, Area 5 – Phil Bignell

B Hedges and Trees. Reports of overgrown vegetation can be made to the Clerk at this point. Councillors are respectfully reminded that we do have a system in place where once it has been reported to Council, the leaflet should be posted through the door of the offending property by the Councillor reporting it. Please advise if you have run out of leaflets.

C Footpaths. The Clerk has nothing to report.

D Streetlights Nothing to report.

E Emergency Planning

F Highways and Transport.

G Patient Participation Group

H Millennium Green

I Vehicle Activated Sign – Update from Councillor Bignell

12. **Allotment Lease**

The Allotment Association lease has been updated to reflect the changes approved by the Parish Council.

13. **Reopening of Campion Side Gate**

Information has been received that the side gate is now being opened at the end of school each day.

14. **Ratification of Resolutions Passed in April**

It has been suggested by Councillor Bignell that the meeting held in April was illegal due to the commencement of the period of national mourning following the death of the Duke of Edinburgh. The meeting was most certainly not illegal (i.e. forbidden by law or statute) but may have been unlawful, by virtue of the requirement for 3 clear days following service of the summons for the agenda, which may not have been achieved. A large number of other councils, including North Northamptonshire held their meetings on the same day and it is not anticipated that any formal action will be taken against any authority. However, any potential issues may be over come by the re-affirmation of the resolutions passed at the April meeting, these were:-

Resolution – Proposed by Councillor Mrs Wood and seconded by Councillor Morris that the year end financial statement be accepted as a true record of the Parish Council's financial position. Agreed unanimously.

Resolution - Proposed by Councillor Gordon and seconded by Councillor Mrs Garlick that these payments be approved. Agreed unanimously

Resolution - Proposed by Councillor Bignell and seconded by Councillor Harries that the lease between the Parish Council and the Allotment Association should be suitably amended to allow for metal sheds to be erected, but with strict limitations on size, colour and material and that they should not be attached to a permanent base. Agreed unanimously. Councillors are requested to ratify these resolutions.

15. **Litter Picking Event in the Village**

A resident had contacted the Clerk and stated that if provided with a litter picker and bags, they would be prepared to clear up the jitty between the community centre and Pound Lane. They also confirmed that they knew of other residents who would also be prepared to help in this way. Councillor Mrs Cotterill has now indicated that she would be willing to organise a village wide Spring clean-up, subject to the purchase of relevant litter picking equipment, bags, etc. Need to set a date and decided on how much equipment to purchase.

16. **Hanging Baskets**

The baskets will be put up week commencing 17th May.

17. **Clerk's Report and Clerking Arrangements**

18. **Date of next meeting** – Monday 14th June at 7.30pm in the large hall of the Bugbrooke Community Centre, social distance restrictions will apply. Masks MUST be worn until seated and in communal areas.

End of Agenda