

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Annual Meeting of the Parish Council and the Monthly Meeting of the Full Council held on Monday 17th May 2021 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Phil Bignell

Councillor Des Morris

Councillor Mark Copp

Councillor Catherine Parry

Councillor Brian Curtis

Councillor Jane Wood

Councillor John Curtis, BEM

Councillor Ian Gordon

Councillor David Harries, BEM

IN ATTENDANCE

4 Members of the Public

Sally Bramley Brown – Clerk

Nicola Palmer – Deputy Clerk

Adam Brown – Unitary Councillor

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Clare Slater	Personal	YES
Councillor Tiffany Cotterill	Personal	YES
Absent		

PC/21/5/092 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors were invited to nominate a new Chairman, it was proposed by Councillor John Curtis and seconded by Ian Gordon that Councillor Phil Bignell be appointed as Chairman. Councillor Jane Wood advised that she would also like to be considered for the position and was subsequently proposed by Catherine Parry, this was not seconded. As there were no other nominations, Councillor Phil Bignell was appointed Chairman with a show of hands. Councillor Bignell then chaired the rest of the meeting. Councillor Phil Bignell proposed the election of Councillor David Harries to the position of Vice-Chair, this was seconded by Councillor John Curtis and with no other nominations the proposal was accepted with a show of hands. The duly elected Chairman Phil Bignell and Vice-Chair David Harries were then invited then signed the Declaration of Acceptance of Office.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/5/093 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies received from Councillor Clare Slater and Tiffany Cotterill and were accepted and excluded from the 6-month rule.

PC/21/5/094 TO APPOINT OR RE-APPOINT THE RESPONSIBLE OFFICER AND INTERNAL CONTROL COUNCILLOR

It was proposed by the Chairman and seconded by Councillor David Harries that the Deputy Clerk, Nicola Palmer, who would be taking on the position of Clerk from the 18th May 2021 be appointed the Responsible Financial Officer. Councillor Jane Wood expressed an interest in filling the position of Internal Financial Control Officer, she was proposed by Councillor David Harries and seconded by Councillor Catherine Parry.

PC/21/5/095 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
- 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; Record Retention and Procedures
- Social Media Policy
- Communications Policy

PC/21/5/096 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.

PC/21/5/096 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

The parish council require a new Finance Committee as many members were no longer on the council, Councillor Phil Bignell and Councillor David Harries would remain on the Finance Committee and be joined by Councillor Mark Copp, along with the newly appointed Internal Control Councillor, Jane Wood. The parish council re-adopted its systems of internal control involving regular inspections by the new internal control councillor (Councillor Wood) and the provision of regular budget reports and bank account details at each meeting. As a consequence; it was considered that

Bugbrooke Parish Council

Agenda & Meeting Minutes

the internal audit process and internal controls for Bugbrooke Parish Council were effective and the audit plan circulated with the agenda was agreed.

PC/21/5/097 RE-APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER FOR BUGBROOKE FOR 2021/2022

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

PC/21/5/098 TO REVIEW REPRESENTATIVES FOR COMMITTEES, WORKING PARTIES AND ORGANISATIONS

Councillor John Curtis requested that he be removed from the Footpath committee suggesting it was a better role for someone who was regularly out walking. Councillor Mark Copp confirmed he would be happy to take on this role. Councillor Phil Bignell said he was willing to co-ordinate Speed watch. Discussions regarding all other committees were deferred until next month.

The parish council meeting continued with the regular monthly business.

PC/21/5/099 DECLARATIONS OF INTEREST

Councillor David Harries declared an interest in the tree works planning notification for the Millennium Green. The planning was for information only.

PC/21/5/100 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th APRIL 2021

The minutes of the meeting held on 12th April were approved, signed, and initialled by the chairman.

PC/21/5/101 PARISH COUNCIL VACANCY CO-OPTION

There are currently 4 vacancies on the council. The clerk had received an expression of interest from Mr Jason Bicknell that had been circulated with the agenda. The chairman voiced the opinion that he was keen to defer co-option until the next meeting. Councillor John Curtis was also keen that the parish council circulate an advert to attract as many village residents as possible before the co-option process takes place. It was agreed that it would be deferred until the June meeting and the new clerk would advertise the positions on the website and Facebook page. The parish council agreed to invite expressions of interest by the 7th June to be considered and potentially co-opted at the June meeting.

PC/21/5/102 REPORTS ON ISSUES PREVIOUSLY RAISED

There were no reports.

PC/21/5/103 PUBLIC QUESTION TIME

The members of the public were asked if they wished to address the parish council. A resident raised concern about an application for tree works to fell 25 apple trees at Park Hall, Church Lane,

Bugbrooke Parish Council

Agenda & Meeting Minutes

Bugbrooke. Their concerns were regarding how the trees were to be translocated and how they were going to be gifted to the community? The parish council confirmed that the application had been 'for information only' but requested that the new clerk contact the case officer to obtain more information.

PC/21/5/104 UNITARY COUNCILLOR REPORT

Councillor Philip Bignell congratulated Councillor Adam Brown on his election to the position of Deputy Leader of the Unitary Authority. Councillor Brown confirmed that the first meeting would take place on Thursday and the cabinet would be appointed. He along with Councillor Ann Addison and Councillor Karen Cooper would be looking after the Bugbrooke District but he would be our primary point of contact. He said he would be putting up a fight for rural Northants. He also informed us that there was a budget and tools available for litter picking through West Northamptonshire Council as he had spotted the item later in the agenda.

PC/21/5/105 INTERNAL AUDITOR'S REPORT

The parish councils Internal Auditor carried out her inspection on Thursday 16th April. A copy of her report had been attached to the agenda. It had been an extraordinary year, where Covid 19 had a massive impact on the way the parish council had operated. This had led to a few administration issues being raised in the report.

Resolution – It was resolved that the Internal Auditor's Report be accepted

PC/21/5/106 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/2021

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. The clerk had completed the Annual Return as follows:

	YEAR	ENDING
	31ST March 2020	31st March 2021
Balances brought forward	£65,788	£84,067
Annual Precept	£106,000	£111,300
Total Other Receipts	£15,315	£138,543
Staff costs	£17,743	£20,401
Loan Interest repayments	0	0
All other payments	£85,293	£200,344
Balances carried forward	£84,067	£113,165
Total cash and short-term investments	£84,067	£113,165
Total fixed assets	£356,364	£404,820
Total Borrowings	0	0

PC/21/5/107 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.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Status	App No and Applicant	Location	Proposal	PC or SNC Comments
NEW	WNS/2021/0154 /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/2021/0103 /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

PC/21/5/108 PLANNING

PC/21/05/109 POLICE AND SPEED WATCH

Councillor Bignell had already volunteered to be Speed Watch coordinator. Councillors had received a copy of the PCSO's report.

PC/21/05/110 FINANCIAL MATTERS

A financial statement for the month ending 30th April had been circulated with the Agenda, and the figures were as follows: -

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Current Account as at 31.3.21		£43,165.48
Current Account (Ring Fenced)		£30,000.25
CCLA Deposit Fund as at 31.3.21		£40,000.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

Total available		£113,165.73
Less April Payments		£2653.60
Deposits (Interest)		£1.58
Total funds at 30.4.21		£110,513.46

PC/21/05/111 Accounts for Payment

Moneys must be paid out only in pursuance of statutory powers vested in the parish council. The final column on the right details the powers which authorise the payments below:

Direct Debits					
Date	Payee	Statutory Power	Description	V.A.T	Total
5.05.2021	Southern Electric	HA 1980	Street Lighting – May 2021	£71.09	£444.72
5.05.2021	Siemens Finance	LGA 1972 S111	Parish Office copier	£34.00	£170.00
5.05.2021	Onecom	LGA 1972 s111	May - Parish Office Telephone and Broadband	£6.00	£36.00
Transfers					
Date	Payee	Statutory Power	Description	V.A.T.	Total
5.05.2021	Mr Peter Wilkins	LGA 1972 S112	Repairing and fitting bin to the Muga		£50.50
5.05.2021	PW Warden Environmental	Highways Act 1980- S96	April mowing of verges	£106.00	£636.00
5.05.2021	Acre	LGA 1972 S111	Annual Membership to Acre		£35.00
5.05.2021	Kay Iqbal	Parish Council Act 1957 S1	Emergency Call out for clearing up glass and sweeping bus shelter.		£25.00
5.05.2021	Kay Iqbal	Parish Council Act 1957 S1	Cleaning Bus Shelters for the month of April		£100.00
5.05.2021	DNH Contracts	Litter Act 1983 S5,6	Emptying of dog and litter binds for April	£86.40	£518.40
5.05.2021	BSACC	LGA 1972 S112	Rental of the Parish Council office and room hire for Monthly Meeting		£300.00
5.05.2021	Mrs S Bramley-Brown	LGA 1972 S112	April Salary + overtime less tax		£888.79
5.05.2021	HMRC	LGA 1972 S112	April Tax and NI		£273.58
5.05.2021	Mrs N Palmer	LGA 1972 S112	April Salary		£514.31

PC/21/05/112 RESOLUTION

It was proposed by Councillor Harries and seconded by Councillor Parry that these payments be approved. It was agreed unanimously.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/05/113 PARISH MATTERS

A Monthly Inspection Sheets

The monthly inspection sheets had been received from 4 areas. Councillor John Curtis requested new forms.

B Hedges/Trees/Fences/Walls

A letter is to be sent to an address on Waggoners Way regarding over-grown foliage. Councillors again expressed concern regarding the broken fence at the BT Telephone Exchange. The clerk explained numerous attempts had been made to contact BT and Open Reach accept no responsibility for it.

C Footpaths

It was reported that the path at the 5 Bells has been cleared.

D Emergency Planning/Pathfinder II Project

Nothing to report

E Street Lighting

The Clerk had nothing to report.

F Highways and Transport

The Clerk had nothing to report.

G Millennium Green

Councillor Harries reported that the necessary permissions had been sought and the necessary tree works had been carried out. The trees were structurally unsound and had they fallen, as well as the risk to the public, there would have been no saving them, the work means that in time the trees will grow back. Councillor Curtis asked if the Millennium Green would consider planting a tree in honour of the Queen's Platinum Jubilee, Councillor Harries said this was already part of their plans and they were also planning to plant another row of trees to create an avenue with a view to the church.

H Patient Participation Group

No representative.

PC/21/05/114 ALLOTMENT LEASE

The Allotment Lease had been updated with the changes agreed by the parish council and was with the Allotment Association to be signed.

PC/21/05/115 REOPENING OF CAMPION SIDE GATE

Bugbrooke Parish Council

Agenda & Meeting Minutes

The gate at Campion is now open after school. Councillors were pleased to hear this and Councillor Morris asked that a letter of thanks be sent to the school. Councillors look forward to the gate being open in the morning too as soon as it is possible for the school to arrange.

PC/21/05/116 RATIFICATION OF RESOLUTIONS PASSED IN APRIL

The Clerk had circulated information on the agenda regarding the April meeting.

PC/21/05/117 RESOLUTION

It was proposed by Councillor David Harries that the Ratification of the resolutions passed in April be accepted. It was seconded by Councillor Des Morris and all were in agreement.

PC/21/05/118 HANGING BASKETS

The baskets are due to be put up during the week of the 17th May but this will depend on the weather.

PC/21/05/119 LITTER PICKING EVENT

Unitary Councillor and the chairman alerted the Council to the fact that there are possibly funds available for equipment hire through West Northamptonshire Council. The new clerk was asked to investigate.

PC/21/05/120 DATE OF NEXT MEETING

Monday 14th June at 7.30pm in the large hall at Bugbrooke Community Centre.

PC/21/05/121 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.

PC/21/05/123 CLERKS REPORT AND CLERKING ARRANGEMENTS

The clerk read a statement to the councillors outlining her achievements over the years and was thanked for all her work. The deputy clerk and clerk then left the room to allow Councillors to discuss the matter in full. After discussion it was unanimously agreed that Nicola be offered the job as Clerk on a 90 hour/month basis and Sally be thanked for her kind offer of mentoring, but this was not to be taken up. Clerk and Deputy Clerk returned to the room and were informed of the Councils decision.

PC/21/05/124 RESOLUTION

A proposal was made by Councillor Bignell and seconded by Councillor Harries that Mrs Nicola Palmer be appointed Clerk of Bugbrooke Parish Council. It was agreed unanimously. It also agreed that at next PC meeting an HR Committee would be set up.

There being no further business the chairman closed the meeting at 21.23 pm.

End of Minutes

May 17, 2021

Bugbrooke Parish Council

Agenda & Meeting Minutes

CHAIRMAN:.....

DATE:.....