

BUGBROOKE PARISH COUNCIL

Chairman – Mrs L Pope

Parish office,
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Clerk: Mrs S Bramley-Brown

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2ns June 2020

To:

Councillor Philip Bignell

Councillor John Bignell

Councillor Brian Curtis

Councillor John Curtis, BEM

Councillor Ken Gardner

Councillor Mrs Garlick

Councillor Ian Gordon

Councillor David Harries, BEM

Councillor Paul Henson

Councillor Alan Kent

Councillor Des Morris

Councillor Ms Munday

Councillor Mrs Parry

Councillor Mrs Pope, Chairman

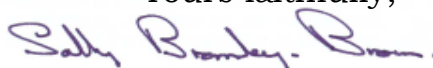
Councillor Terry Ward

NOTICE OF MEETING

In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 I hereby summon you to the **monthly meeting of the Parish Council** which will take place on **Monday 8th June 2020 at 7.30 p.m.** Due to the current restrictions on social distancing, **this meeting will be held remotely via Zoom. Members of the press and public who wish to take part in the meeting, are requested to contact the Clerk by email to obtain the necessary Zoom link.**

I enclose the minutes of the remote meeting held on 20th April 2020 and accompanying papers as appropriate. The agenda has been posted on the website and at the Parish Office.

Yours faithfully,



Sally Bramley-Brown - Clerk to the Council

AGENDA -

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 20th April 2020. Due to the current circumstances there was no meeting in May.
3. **Public Question Time.** Any members of the public who have joined the meeting may raise issues at this point. They will be strictly limited to 3 minutes.
4. **Planning**
Please see the attached schedule of planning applications.

5. **Disqualification of Councillors for Non-Attendance.**

Please see the attached Briefing Note.

6. **To Receive the Report from the Internal Auditor for the 2019-2020 Financial Year.**

A copy of the Internal Auditor's report is circulated with the Agenda. This confirms that she has signed the Parish Council's Annual Governance review, and this will now be submitted to the External Auditors for completion.

In response to her comments regarding the reporting of Internal Financial Control. It is requirement of our Standing Orders that this procedure is completed and reported to the council once a quarter. In the last financial year, it was only carried out three times and unfortunately the third was not reported to council. The Clerk and the Internal Financial Controller will endeavour to ensure compliance with the Standing Orders this year, but at the present time it is not possible.

In response to the 2nd point raise, The Accounts and Audit Regulations stipulate that it is the responsibility of the Responsible Financial Officer (i.e. The Clerk) to make the necessary arrangement to ensure compliance with the relevant regulations regarding the public right to inspect the accounts. The Regulations do not require that the Council agrees the dates or that this is evidenced in the Minutes.

7. **Financial matters**

A. A financial statement for month ending 30th May is attached to the agenda.

B 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 for authorisation.

8. **Police Report**

A copy of the monthly report from our PCSO is attached to the Agenda.

9. **Parish Council Grant Applications**

We have received one grant application. FOB (Friends of Bugbrooke School) are request £517.50. A copy of the grant application form and accompanying letter are attached to the Agenda. If Councillors are minded to approve this application, it would be on the basis that this does not set a precedent for any future applications and would be made solely on the basis of the current abnormal circumstances.

10. **Installation of Outdoor Gym Equipment and additional Playground facilities**

We have received notification that the work on the outdoor gym equipment and additional playground area at the Community Centre will commence on the 8th June.

11. **Bus Shelter on the High Street.**

Quotes have been received and reviewed at previous meetings. A final quote has been obtained for approval and is attached to the agenda.

12. **Street Lighting**

It has been reported that PL158 has been damaged by a tree located within the grounds of the Primary School. A quote has been requested from Aylesbury Mains and once this is received, we will notify the school of the cost.

13. **Village Awards**

The Clerk has had notification that the village awards will be cancelled this year. The Council has the opportunity to roll the application over to next year or to receive a refund.

14. **Poppy Wreath**

Councillors to discuss if the Parish Council wish to purchase a Poppy Wreath this year and how much they wish to pay – previously £35.

15. **Vehicle Activated Sign**

The Clerk has now received a copy of the appropriate Licence from NCC. No objections have been received from any of the owners of properties adjacent to where the sign may be located. Do Councillors now wish to go ahead with obtaining detailed quotations with a view to securing the installation of the sign in the relatively near future.

16. **NCALC Bi-Monthly Update.**

A copy of this is attached to the Agenda.

17. **SNC Election.**

The Clerk has received the following from SNC Elections –

It is usual practice post-election for us to contact you for the Register of Interest form for your councillors, these need to be completed each term of office. For obvious reasons this normal trigger point was not met as the elections did not take place and all members have been extended for another 12 months (you should have received updated information via NCALC).

Therefore, it would be appreciated if you would confirm

- a. the names of each of your parish councillors,*
- b. check that their Register of Interests are up to date*
- c. where the forms are incomplete or missing, please ask the parish councillor to complete the form as soon as possible .*

The Clerk will provide details to SNC but all Councillors are requested to consider if their Register of Interests needs updating – a copy of the form is attached to the Agenda. If the current form is not correct, please complete a form and return it to me at the Parish Office for onwards transmission to SNC.

18. **Date of next meeting** – Monday 12th July at 7.30 p.m. To Be Confirmed

End of Agenda