

June 8, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

June 8, 2020

Monthly Meeting of the Full Council

held on Monday 8th June 2020 at 7.30 p.m. This meeting was held in accordance with The Local Authorities (Coronavirus) (Flexibility for Local Authority Meetings) (England) Regulations 2020. Due to the restrictions on social distancing the meeting was held remotely.

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Monthly Meeting of the Full Council

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In Attendance

Councillor Mrs. Linda Pope, Chairman
Councillor Phil Bignell
Councillor Brian Curtis
Councillor Mrs. Teresa Garlick
Councillor Ian Gordon
Councillor David Harries, BEM

Councillor Paul Henson
Councillor Alan Kent
Councillor Ms Sarah Munday
Councillor Catherine Parry
Councillor Des Morris

Mrs S Bramley-Brown, Parish Clerk
Mrs N Palmer – Deputy Clerk
County Councillor Adam Brown

Absent

Apologies were accepted from:	Reason:	Excluded from 6-month rule
Councillor John Bignell	Personal	Yes
Councillor John Curtis, BEM	Personal	Yes
Councillor Ken Gardner	Personal	Yes
Councillor Terry Ward	Personal	Yes

Prior to the formal commencement of the meeting, The Chairman thanked everyone for the efforts made to arrange the virtual meeting and to keep things running smoothly during a time of national crisis. It was acknowledge that this would not be an ordinary meeting and that outstanding matters would be revisited once normal meetings could be resumed.

PC/20/6/082 Declarations of Interest

There were no Declarations of Interest.

PC/20/6/083 To sign and approve the minutes of the meeting held on 20th April 2020

The minutes of the meeting held on 20th April were approved, signed and initialled by the Chairman.

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PC/20/6/084 Public question time

County Councillor Adam Brown had joined the meeting and advised that the first meeting of the shadow authority had taken place, albeit, remotely. The new shadow cabinet was due to meet the day after the meeting. He further advised that the County Council, like almost all other county councils, was experiencing serious financial difficulties resulting from the Covid 19 pandemic and the associated restrictions. He assured Councillors that this was in no way related to the previous financial difficulties of the county council, which had largely been resolved prior to the outbreak. Central Government was being requested to provide additional funding to help council fill the gap. Councillor Harries confirmed that he had also attended the first meeting of the shadow authority.

PC/20/6/085 Planning

The Clerk had circulated details of two planning applications:-

17 Levitts Road – application for a single storey rear extension, including rear oak canopy and loft conversion to include rear dormer window. Councillor Bignell facilitated all Councillors to see the plans. Concerns were expressed about the Juliette balcony and Councillors felt that it was over-development of a mid terrace property. Whilst it was agreed to object to the balcony, Councillors were supportive of the single storey rear extension.

Crown Barn, Heyford Road. – Application for a detached garage and separate stable block. Councillors expressed concern that the proximity of the proposal to Grand Union Canal conservation area and that the scale of the proposal would create an intrusion into the open countryside. Whilst there was support for the application for the garage block, it was agreed to object to the stable block on the basis that it was too large. However, if SNC were minded to grant approval for the stables, there should be conditions that they should not be used for commercial purposes and use should be restricted for the property owners use only.

PC/20/6/086 Possible Disqualification of Councillors for Non-Attendance

The Clerk had circulated a Briefing Note to explain to Councillors that under Section 85 of the Local Government Act 1972, if a Councillor failed to attend Parish Council for 6 consecutive months he/she would automatically cease to be a member of the authority. Unfortunately, when the Emergency Covid Regulations were drafted, this statutory provision was not addressed and therefore the legislation remains in force. The last occasion when all Councillors were present was 9th March, which meant that any Councillors not “attending” the virtual/remote meetings now being held, would automatically cease to be members of the Parish Council on 9th September. Four Councillors were affected by this situation, who between them represented years of knowledge and experience and it was felt that it would be unjust to lose any of them as a result of the current situation. It was for this reason that the Clerk, as the officer appointed to provide appropriate legal advice, had brought the matter to the attention

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of Councillors. Councillor Bignell advised that other Parish Councils were simply passing a resolution to exempt non-attending Councillors from the effect of the six month rule.

PC/20/6/087 RESOLUTION - It was proposed by Councillor Harries and seconded by Councillor Bignell that in respect of the four absentee Councillors, the commencement of the 6 month period should be re-set from March to the current meeting – i.e 8th June and that the Parish Council should review the matter again in October.
The resolution was passed unanimously.

The Clerk had suggested that the way forward was to write to each of the Councillors to explain how the situation had arisen. The Parish Council had now purchased a Zoom Pro licence which would enable Councillors without computer access to be able to join the meeting by telephone. The Clerk had circulated a draft letter prior to the meeting, but some Councillors felt it was not necessary to send a letter at all, whilst others felt that the letter was too detailed. The Clerk expressed the view that it was important that the absentee Councillors were made fully aware of how the situation had arisen and what actions they could take to resolve the issue.

PC/20/06/88 – RESOLUTION - It was proposed by Councillor Bignell and seconded by Councillor Mrs Parry that the Chairman should be requested to draft a letter to be sent to the Councillors
The resolution was passed unanimously.

PC/20/6/089 Annual Audit and Annual Governance Internal Auditor's Report 2019/20

The Clerk had circulated the Internal Auditor's Report with the Agenda. The report confirmed that the Annual Governance Statement and the Annual Return had now been signed by the Auditor and would be submitted to the External Auditor. The Clerk drew Councillors attention to the 2 points that the IA had raised. The first related to the Internal Financial Control regulations and the second to the accounts and audits regulations.

Councillors were of the view that the first was a very minor infringement and every effort would be made to ensure that the procedure was completed in accordance with SO, as soon as the Covid 19 Regulations permitted. In relation to the second, the Clerk advised that the regulations do not require that the Council agrees the dates or that it is evidenced in the minutes.

PC/20/6/090 Financial Matters

- a. A Year End Bank Reconciliation financial statement for the month ended 31st May 2020 had been circulated with the Agenda, and the figures were as follows:

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Cash in Hand as at 01/05/2020	96,246.12
ADD	
Receipts 01/05/2020 – 31/05/2020	715.71
SUBTRACT	
Payments 20.04/2020 – 31/05/2020	4,804.47
 CASH IN HAND	 92,157.36
 Plus (CCLA Account)	 40,000.00

RESOLUTION - It was proposed by Councillor Harries and seconded by Councillor Ms Munday that the Bank Reconciliation for the month ended 31/05/2020 should be approved. – agreed unanimously.

PC/20/6/091 Accounts for payments

Moneys must be paid out in 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:

To whom	Service rendered	Amount (£)	Vat (£)	Power used for payment
Direct Debits				
Southern Electric	April Street Lighting	£401.01	£64.07	Highways Act 1980
Southern Electric	May Street Lighting	£414.10	£66.17	Highways Act 1980
Siemens Finance	Quarterly lease charge for photocopier	£204.00	£34.00	Local Govmt Act 1972
Internet Bank Transfers				
H.M.R.C.	Ratification of payment made in May - Clerk PAYE - April	£147.60		HMRC Requirement
H.M.R.C.	Clerk PAYE - May	£147.60		HMRC Requirement
Parish Clerk	Ratification of payment made in May – April Salary	£672.98		Local Govmt Act 1972
Parish Clerk	May Salary	£922.85		Local Govmt Act 1972
Deputy Clerk	Ratification of Payment made in May – April Salary	£380.52		Local Govmt Act 1972

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Deputy Clerk	May Salary	£380.52		Local Govmt Act 1972
DNH Contracts	Ratification of Payment made in May – April Bins	£630.00	£105.00	Litter Act 1983
DNH Contracts	May Dog and Litter Bins	£504.00	£84.00	Litter Act 1983
P W Warden Environmental	Ratification of Payment made in May – April Mowing	£636.00	£106.00	Highways Act 1980
P W Warden Environmental	May Mowing of grass verges	£636.00	£106.00	Highways Act 1980
R and G Grounds Maintenance	Ratification of payment made in May – March Mowing for Community Centre playing fields	£1,075.00	£179.00	Open Spaces Act 1906
R and G Grounds Maintenance	Ratification of payment made in May – April Mowing for Community Centre playing fields	£584.68	£97.44	Open Spaces Act 1906
R and G Grounds Maintenance	May Mowing for Community Centre playing fields	£43.84	£73.30	Open Spaces Act 1906
Onecom	Ratification of payment made in May – April Phone and Broadband	£36.00	£6.00	Local Gvnmt Act 1972
Onecom	May Parish Office Phone and Broadband	£36.00	£6.00	Local Gvnmt Act 1972
WAVE Utilities	Ratification of payment made in May – payment of water supply for allotment site	£33.68		Smallholding and Allotments Act 1923
BSACCA	Parish Office Rental – April to June	£375.00		Local Gvnmt Act 1972
Zoom	Ratification of payment made in June for Zoom professional conferencing facility	£14.39	£2.40	GPoC

PC/20/6/091

RESOLUTION It was proposed by Councillor Harries and seconded by Councillor Ms Munday that these invoices were paid. Agreed unanimously

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PC/20/6/092 Police Report

The PCSO had submitted a report which had been circulated with the Agenda. Crime on the whole was lower than previously, but there had been a few issues regarding social distancing and groups of youth gathering at the community centre.

PCSO Taylor remained on duty in the village and was paying particular attention to patrolling open spaces to ensure compliance with social distancing regulations.

PC/20/6/093 Parish Council Grant Application

The Clerk had received on grant application from Friend of Bugbrooke School for £517.50. Each year the school provides each of the Year 6 leavers with a “hoodie” – this is normally funded by sponsorship from local groups or companies, but this year, because of the lockdown, they had been unable to secure such funding and were requesting that the Parish Council help due to the circumstances. Councillors had a full discussion of the application but eventually it was felt that this was not an appropriate use of parish funds and that other schools in the vicinity were using their own funds for the purchase. The application was therefore refused.

PC/20/6/094 Instillation of the outdoor gym equipment and additional playground facilities and the improvement works to the Community Centre

The Clerk advised Councillors that finally work had started on both projects. The completion time for the outdoor gym equipment was 3 weeks, and a little longer for the community centre. The Deputy Clerk is project managing the playground and gym equipment and the centre manage is project managing the community centre; the Clerk will be responsible for paying all the bills and ensuring that we get prompt repayment from SNC.

PC/20/6/095 Bus Shelter on the High Street

A revised quotation had been circulated with the Agenda. Councillors agreed to accept the quotation and requested that the work be carried out as soon as possible.

PC/20/6/096 Street Lighting

It had been reported that PL 158 had been badly damaged by a tree located within the grounds of the Primary School. The Clerk had requested a quotation from Aylesbury Mains, and once that was received would notify the school of the cost of repair. Two further street lights on the High Street had been reported as not working, but The Clerk had recently been informed that Aylesbury Main employee were currently furloughed but hoped to be returning to work in mid-June. They would then attend to the two broken lights and to the quotation for the repair.

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PC/20/6/097 Village Awards

The Clerk reported that she had received notification that the Village Awards had been cancelled for 2020. Councillors agreed to roll the application over to 2021.

PC/20/6/098 Poppy Wreath

Councillors approved the purchase of a Poppy Wreath for Remembrance Sunday at a cost of £35.00.

PC/20/6/099 Vehicle Activated Sign

The Clerk confirmed that she had now received the appropriate licence from NCC to allow the installation of the VAS. No objections had been received and it was agreed to now proceed to obtaining detailed quotation with a view to securing the installation of the sign in the relatively near future.

PC/20/6/100 Date of Next Meeting

Monday 13th July 2020 at 7.30. p.m.

There being no further business the Chairman closed the meeting at 20.50 p.m.

There being no further business the Chairman closed the meeting at 9.16 p.m.

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CHAIRMAN:.....

DATE:.....