

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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5th September 2023

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NOTICE OF MEETING

I hereby summon you to the **September Meeting of the Parish Council** which will take place on **Monday 11th September 2023 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 August 2023 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 Mark Copp
Councillor Tiffany Cotterill (she/her)
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor Ian Gordon
Councillor David Harries, BEM

Councillor Paul Henson
Councillor William Marriott
Councillor Des Morris
Councillor Catherine Parry
Councillor Colin Russell
Councillor Graham Skinner
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

AGENDA – SEPTEMBER 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 AUGUST 2023
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. REPORTS ON ISSUES PREVIOUSLY RAISED & CLERKS REPORT
8. PLANNING

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

9. POLICE MATTERS –

- a. PCSO Report - A report from the PCSO is attached to the agenda.
- b. PCSO Community Survey Results - A summary of the findings will be presented at the meeting.
- b. PCSO Renewal - The council need to decision if they want to continue with a sponsored PCSO.

10. FINANCIAL MATTERS

10a. A financial statement and reconciliation for the month ending 31st August is 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. Any invoices received will be added to the schedule before the meeting.

11. INSURANCE RENEWAL – The clerk has received the insurance renewal documents for the 3-year long term agreement.

12. COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023 The clerk has received the completed AGAR from the external auditors, thereby satisfactorily completing the annual audit. A copy of the completed AGAR had been circulated with the agenda and when approved by councillors will be posted to the parish council website along with the 'Notice of conclusion of audit'.

13. GRANT APPLICATIONS – An application has been received from Bugbrooke Bowls Club for the maintenance of the green.

14. CHARITY MEADOW – The clerk is meeting a solicitor and will update councillors at the meeting.

15. GRASSLAND MANAGEMENT POLICY – A briefing note prepared by Councillor Jane Wood is attached to the agenda.

16. CARBON LITERACY TRAINING – The training will take place on 25th September.

17. AGREEMENT TO CHANGE THE WAY INSPECTION SHEETS ARE RECORDED – The clerk would like to change the process.

18. HEALTH & WELLBEING STRATEGY WNC CONSULTATIONS – Councillors have the opportunity to comment.

19. 20MPH ADVISORY SIGNS – The Environmental Working Group have obtained 20mph advisory signs from WNC and point pointed locations with WNC and Councillor Skinner.

20. PARISH MATTERS

A Monthly Inspection Sheets and any urgent Parish Matter only

To be submitted to the clerk electronically where possible before the meeting.

B Hedges/Trees/Fences/Walls –

C Footpaths -

D Street Lighting

E Highways and Transport –

F BSACCA –

F Millennium Green – Councillors agreed to purchase trees that would be planted at the Millennium Green. The clerk has requested an update on how best to manage this project.

H Environmental Group -

I Defib – Has been checked as usual this month and now the Defib at the Pharmacy and the Football club contain bleed kits too.

J Patient Participation Group –

21. ITEMS FOR CONSIDERATION FOR SEPTEMBER AGENDA.

22. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 9th October 7.30pm at Bugbrooke Community Centre it will be Finance and Planning on the agenda.