

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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6th September 2021

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NOTICE OF MEETING

I hereby summon you to the **Monthly Meeting of the Parish Council** which will take place on **Monday 13th September 2021 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 9th August 2021 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 question time as mentioned below. **PLEASE NOTE THAT THIS MEETING WILL FOLLOW SOCIAL DISTANCE MEASURES INLINE WITH CORONAVIRUS RESTRICTIONS.**

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 Scott Millar
Councillor Des Morris
Councillor Catherine Parry
Councillor Colin Russell
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

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 9th AUGUST 2021

5. CHIEF INSPECTOR PETE BASHAM DAVENTRY AND SOUTH NORTHANTS LOCAL POLICING

Opportunity for councillors to ask questions regarding the sponsored PCSO scheme and for Chief Inspector Basham update on the community policing strategy.

6. 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.

7. UNITARY COUNCILLOR REPORT

8. REPORTS ON ISSUES PREVIOUSLY RAISED

9. PLANNING

Planning Applications are shown below:

- 1. WNS/2021/1184/FUL – 12 Church Lane, Bugbrooke, Northamptonshire, NN7 3PB - Replacement of Conservatory with a Sun Room. Four-Bay Detached Garage with guest accommodation over.**
- 2. WNS/2021/1210/FUL – 12 Church Lane, Bugbrooke, Northamptonshire, NN7 3PB - The erection of a four-bay garage.**
- 3. WNS/2021/1147/FUL - 3 Beech Close Bugbrooke NN7 3RB - Demolition of existing rear conservatory. Construction of new rear single storey extension.**
- 4. WNS/2021/1324/FUL - Birds Yard Eastcote Road Bugbrooke NN7 3QA - Demolition of existing offices and 4 New build steel frame commercial units including 25 new parking spaces.**
- 5. WNS/2021/1381/FUL - Bugbrooke Community Centre Camp Close Bugbrooke NN7 3RW - Extension of car parking area.**
- 6. WNS/2021/0450/MAF - Land South of The Wharf, Bugbrooke, Northamptonshire, NN7 3QB - Construction of 52.no new dwellings with associated open spaces, roads and drainage infrastructure. Amended details - Layout revised to take account of separation distances and to provide surveillance of footpath. Changes to detailed design of certain plots/house types to comply with Design Guide. Revised refuse vehicle tracking plans. Additional schedule of affordable housing and boundary enclosure details.**

9a. [New Park Hall Update](#) the chairman to give an update on some of the tree work that has been undertaken in the grounds.

10. FINANCIAL MATTERS

10a. [A financial statement](#) and reconciliation for the month ending 31st August has been circulated with the agenda.

10b. [Accounts for Payment](#) Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. Details the powers which authorise the payments are shown in the Payment Schedule and will be circulated before the meeting.

10c. [Internal Audit Review](#) The quarterly internal audit review was satisfactorily completed on 31st August by the Internal Financial Control Councillor Jane Wood.

10d. [Draft Budget](#) The clerk is working on the draft budget for 2022/2023 and would like to arrange a Finance Meeting.

10e. [Bank Mandate](#) Bugbrooke Parish Council to resolves that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, (of the bank mandate) be changed in accordance with section Authorised Signatories and the current mandate will continue as amended.

11. COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/2021

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 will be posted to the parish council website along with the 'Notice of conclusion of audit'.

12. POLICE MATTERS

12a. PCSO Report A report from the PCSO will be circulated before the meeting.

12b. Community Policing Councillors to decide if they wish to continue with the current arrangement.

13. PARISH MATTERS

Monthly Inspection Sheets and any urgent Parish Matter only

To be submitted to the clerk electronically where possible. To avoid any confusion Inspection Sheets are due from the following Councillors – Area 1 – Clare Slater, Area 2 – Ian Gordon, Area 3 – David Harries, Area 4 – Tiffany Cotterill, Area 5 – Mark Copp.

B Hedges/Trees/Fences/Walls

Reports of overgrown vegetation can be made to the clerk at this point. A report has been received from Councillor Parry & Councillor Henson. The clerk will also update on some required treeworks.

C Footpaths

Update from the meeting to be held at 7pm.

D Street Lighting

Repairs have been made to 3 lights in Ace Lane.

E Highways and Transport

Clerk to provide an update from Highways on requested 20mph zones.

F Millennium Green

Councillor Harries to update.

G Defibrillator

Councillor Will Marriott has inspected the defibrillator and will provide an update on the training held on the 23rd August.

H Bin

There has been a request for an additional bin in the village.

14. ANNUAL INSURANCE RENEWAL

The Parish Council have been in a long-term contract that has now ended. The Insurance is due to be renewed on the 1st October. A briefing note is attached to the agenda.

15. ENVIRONMENTAL WORKING GROUP

A briefing note from Councillor Jane Wood is attached to the agenda.

16. STREETLIGHT COLUMN INSPECTION

The street columns are due for their 6- year inspection. A briefing note is attached to the agenda.

17. POPPIES ON LAMP POSTS

Last year the council agreed to have the Poppies on the lamp posts, current council is to confirm they are happy to do this. The clerk has enquired about a licence and will update.

18. PARISH COUNCIL ACTION PLAN DRAFT

A draft copy an Action Plan has been attached to the agenda which may be a more useful document than a Business Plan at the moment and help with budgeting.

19. PLANS FOR QUEENS PLATINUM JUBILEE IN JUNE 2022

A briefing note is attached to the agenda.

20. COORDINATION OF HELP FOR REFUGEES

A councillor has suggested the parish council may want to help coordinate a village effort to help & the chairman will update on the current refugee situation.

21. PHONE BOX

Chairman to provide an update on the BT phone box.

22. DATE OF NEXT MEETING

Monday 11th October at 7.30pm in the small hall at Bugbrooke Community Centre.