

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
T: 01604 832838
8th February 2022

E: parishclerk@bugbrookeparishcouncil.org

NOTICE OF MEETING

I hereby summon you to the **Monthly Meeting of the Parish Council** which will take place on **Monday 14th February 2022 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 10th January 2022 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. **Members of the public are politely asked to wear facemasks if attending. Councillors are reminded that it is recommended that a lateral flow test is taken on the day of the meeting.**

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 10th JANUARY 2022
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

8. PLANNING

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

9. FINANCIAL MATTERS

9a. A financial statement and reconciliation for the month ending 31st January has been circulated with the agenda.

9b. 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 that has been issued with the agenda.

9c. Quarterly Budget Report - Third Quarter Budget Report is attached to the agenda.

9d. Internal Financial Control Councillor Report – Update from the meeting to review effectiveness of the Internal Audit and the system for financial control.

10. REVIEW RISK ASSESSMENT

The clerk is currently updating the Risk Assessment and will share with councillors at the meeting.

11. POLICE MATTERS

11a. PCSO Report A report from the PCSO will be shared with councillors.

12. QUEEN'S PLATINUM JUBILEE

Following previous discussions exact plans for any event need to be put into place.

13. ASSET MAPPING PROJECT

A briefing note is attached to the agenda. Councillors are to consider if they wish to take part and then a working group is to be established and the Terms of Reference are attached to be approved at the meeting.

14. CANAL FOOTPATH

The chairman has requested an item to discuss the canal footpath.

15. PARISH MATTERS

A Monthly Inspection Sheets and any urgent Parish Matter only

To be submitted to the clerk electronically where possible.

B Hedges/Trees/Fences/Walls

C Footpaths

D Street Lighting

E Highways and Transport

F Millennium Green

H Environmental Group - The agenda for the first meeting has been circulated for comments.

16. CLERK HOLIDAY

The clerk will update councillors regarding holiday arrangements at the meeting.

17. DATE OF NEXT MEETING

Monday 14th March 2022 at 7.30pm in the small hall at Bugbrooke Community Centre.