

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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3rd May 2022

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NOTICE OF MEETING

I hereby summon you to the **Annual Meeting of the Parish Council** which will take place on **Monday 9th May 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 11th April 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 participation as mentioned below. **Members of the public are politely asked to wear facemasks although this is no longer compulsory. Councillors are reminded that it is recommended at a lateral flow test is taken on the day of the meeting, but this is also not compulsory.**

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)

AGENDA - ANNUAL MEETING

- I Election of Chairman and Vice Chairman and Acceptance of Office
- II To receive and accept apologies for absence.
- III To appoint Responsible Financial Officer and Internal Control Councillor.
- IV To review and re-adopt the following policy documents. Copies of the policies have been emailed to Councillors, in advance of the meeting.
 - Standing orders
 - Financial Regulations
 - Internal Audit – Terms of Reference – Review of effectiveness
 - Risk Assessment policies and log
 - Complaint's procedure
 - Freedom of Information Act scheme as published on the Parish Council website

- Asset register
- Audit Plan
- Disciplinary and Grievance Procedure Policy
- CCTV Policy
- GDPR Policies – Data Breach; Data Protection and Record Retention and Procedures
- Biodiversity Policy
- Social Media Policy
- Communications Policy

To adopt following policy documents. Draft policies have been circulated.

- Co-option Procedure Policy
- Lone working Policy
- Financial Reserves Policy

V To review the appointment of the internal auditor and her terms of reference (copy attached).

VI To review the system of internal control, including measures designed to prevent and detect fraud and corruption and review its effectiveness and to review the maintenance throughout the year of the council's system of internal audit of its accounting records and control systems and its effectiveness.

VII Re-appointment of NCALC as Data Protection Officer for Bugbrooke Parish Council.

VIII Re-approve the use of BACS to complete monthly payments

XI Review representatives for committees, working parties and other organisations and to appoint new representatives where relevant.

- Finance Committee – Adopt NEW Terms of Reference
- Tree Wardens
- Flood Wardens
- Footpath Committee
- Monthly Inspection Rota
- Emergency Plan Group
- Patient Participation Group
- HR Committee

AGENDA MAY MONTHLY 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 11th APRIL 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 & CLERKS REPORT

8. PLANNING

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

8a. WNS/2022/0694/FUL - 67 Smitherway Bugbrooke NN7 3PT - Proposed dropped kerb and block paving to front garden, demolition of existing garage and construction of two storey part single storey side extension.

8b. WNS/2022/0704/FUL - 63 Pilgrims Lane Bugbrooke NN7 3PJ - Variation of Condition 5 (Materials) - S/2019/1044/FLU (Replacement 4 bedroom dwelling, attached annexe and detached car port.) to change Stacked Stone Cladding Santa Fe to Rustic Natural Stone Cladding.

8c. WNS/2022/0838/FUL - 51 High Street, Bugbrooke, Northamptonshire, NN7 3PG - Demolition of existing two-storey extension and single storey conservatory. Erection of replacement 2-storey extension with Ground Floor Kitchen and First Floor bedroom spaces. New side entrance door provided and original door facing High Street reinstated.

8d. WNS/2022/0834/FUL - 86 Johns Road Bugbrooke NN7 3PZ - Proposed single storey extension to rear together with new porch to front and alterations.

8e. WNS/2022/0824/FUL - 87 Pilgrims Lane, Bugbrooke, Northamptonshire, NN7 3PJ - Single storey side extension to the garage, including the conversion of the existing double garage to a granny annex.

8f. WNS/2022/0827/FUL - 7 The Paddocks Bugbrooke NN7 3QR - Variation of conditions 2 (plans) and 3 (materials) of WNS/2021/2033/FUL (Variation of Condition 2 (Plans), Condition 3 (Materials) & removal of Condition 4 (Timber cladding colour). S/2019/0448/FUL (Single Storey side and rear extension to link garage and first floor extension over garage) to alter fenestration, replace Timber cladding with brick & increase height of garage) Proposed brick to extension to be Oast Russet, Existing front elevation to be Oast Russet, side and rear elevations to be rendered, colour to be off white, uPVC black fascia, soffits and downpipes.

9. FINANCIAL MATTERS

9a. A financial statement and reconciliation for the month ending 30th April will be circulated before the meeting.

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. Any invoices received will be added to the schedule before the meeting.

10. INTERNAL AUDITOR'S REPORT

The Parish Council's Internal Auditor carried out her inspection on Tuesday 3rd May. A copy of her report has been circulated with the agenda.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 – Section 1

Bugbrooke Parish Council are asked to satisfy themselves that the Annual Governance and Accountability Return 2021/22 has been completed correctly. Councillors are asked to review and approve the Annual Governance Statement 2021/22. The councillors should then give the Chairman permission to sign Section 1 at the meeting.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 – Section 2

If section 1 is approved Councillors will then be asked to review and approve the figures provided on Section 2 Accounting Statements 2021/22 of the AGAR. This has already been signed by the RFO. If approved the Chairman will sign the Accounting Statement at the meeting.

13. POLICE MATTERS – Update from Councillor Millar regarding PCSO contract.

13a. PCSO Report - A report from the PCSO will be shared with councillors.

13b. LOCAL IDENTIFIED PRIORITIES REPORT – Shared with councillors for information only.

14. SPEED WATCH – Councillor Philp Bignell is the coordinator and will provide an update.

15. RUGBY CLUB SIGN – The clerk will provide an update.

16. HM THE QUEENS JUBILEE – THE BIG LUNCH – The clerk will provided an update.

17. 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 – There is a litter pick on Sunday 8th May meeting outside the Community Café on Church Lane at 10am. An update will be provided.

18. DATE OF NEXT MEETING

Monday 11th June 2022 at 7.30pm.