

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Nicola Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
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3rd October 2023

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NOTICE OF MEETING

I hereby summon you to the **October Meeting of the Parish Council** which will take place on **Monday 9th October 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 11th September 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 – OCTOBER 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 SEPTEMBER 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. BUGBROOKE CHAPEL TRUSTEES VISIT – Two of the chapel's trustees will attend the meeting to update residents and the congregation with any plans they have for the chapel.

8. REPORTS ON ISSUES PREVIOUSLY RAISED & CLERKS REPORT

9. PLANNING

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

9a. 2023/6811/FULL - The erection of a single storey wooden building to provide a changing room and seating area at Bugbrooke Bowls Club - Bugbrooke Bowls Club, Camp Close, Bugbrooke, NN7 3RW

9b. 2023/6894/FULL - First floor part Two storey side extension, single storey rear extension - 37 West End Bugbrooke NN7 3PF

10. POLICE MATTERS –

- a. PCSO Report - A report from the PCSO is attached to the agenda.
- b. Response to survey – The clerk has shared feedback of the survey with the PCSO. Chris would like the opportunity to respond.
- c. Parking at Campion - The PCSO has requested that this item be added to the agenda.

11. FINANCIAL MATTERS

11a. A financial statement and reconciliation for the month ending 30th September is attached to the agenda.

11b. 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.

11c. 2nd Quarter Budget Report – The clerk has prepared a report for the 2nd quarter this is attached to the agenda.

11d. Financial Control Councillor – Councillor Jane Wood had conducted a through check of the invoices and accounts in line with the financial regulations.

11e. VAT RECLAIM – The clerk has submitted a 2nd quarter VAT reclaim for £3960.64.

11f. Finance Committee – The finance committee met on the 3rd October to agree the draft budget for 2024/2025. This will be presented to full council in November.

12. OVERVIEW OF BUGBROOKE PARISH COUNCIL ACTION PLAN & DRAFT BUDGET 2024/2025 - The clerk has updated the plan to help with the budgeting for next year. Councillors are asked to review so any amends can be added to next year's budget.

13. HANGING BASKETS – The council need to decide if they are continuing with hanging baskets next year.

14. CHARITY MEADOW – The solicitor had provided a list of requirements to enable the transfer of the Charity Meadow to the Parish Council.

15. APPRAISAL AND PENSION – The clerk will provide an update.

16. MEETING DATES & NOTICEBOARDS – Dates for next year are attached to the agenda.

17. LINK – Councillors are asked to approve the funding previously discussed for LINK.

18. POST OFFICE – The council has been informed that the shop is planning to open a post office to ensure the village does not lose this vital service.

19. 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 –

J Patient Participation Group –

20. ITEMS FOR CONSIDERATION FOR SEPTEMBER AGENDA.

21. DATE OF NEXT MEETING

The next meeting of the Parish Council will be on Monday 11th November 7.30pm at Bugbrooke Community Centre.