

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Monthly Meeting of the Full Parish Council held on Monday 14th February 2022 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Ian Gordon

Councillor Paul Henson
Councillor William Marriott
Councillor Scott Millar
Councillor Des Morris
Councillor Colin Russell
Councillor Catherine Parry
Councillor Jane Wood (she/her)

IN ATTENDANCE

0 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Clare Slater (she/her)	Personal	Yes
Councillor Mark Copp	Personal	Yes
Tiffany Cotterill (she/her)	Personal	Yes
Absent		

PC/22/02/305 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received and these were accepted as listed above.

PC/22/02/306 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None were declared.

PC/22/02/307 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/22/02/308 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 10th JANUARY 2022

The minutes had been circulated in advance of the meeting and the chairman asked the parish councillors if they were happy that they be signed as a true account. **All were in favour.**

PC/22/02/309 PUBLIC PARTICIPATION

There were no members of the public present.

PC/22/02/310 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not at the meeting. Councillor John Curtis requested that the clerk contact him to find out what action he had taken to ensure that the environmental impact of the widened M1 motorway on Nene Valley was being addressed to protect future generations.

PC/22/02/311 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided a brief update on some points that had previously been discussed.

- The clerk had attended a OLB briefing, Accounts and Audit training, CiLCA morning course and Planning Responses course.
- Highways have agreed to paint the white lines at zebra crossing at the school.
- The tree at the bottom of school lane is to be cut back in the next few days.
- Gigaclear Meeting with residents will be on Thursday 3rd March.
- Bugbrooke Welcome Pack has been updated and put on the home page of the website to make it easy to locate.

PC/22/02/312 PLANNING

There were no applications.

FINANCIAL MATTERS

PC/22/02/313 A financial statement and reconciliation for the month ending 31st January has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor David Harries

Seconded – Councillor Ian Gordon

Bugbrooke Parish Council

Agenda & Meeting Minutes

	Income	Receipts	Totals
Current Account as at 31.12.21			£93,371.93
Current Account (Ring fenced)			£30,002.44
CCLA Deposit Fund as at 31.12.21			£40,000.00
Total Available			£163,374.37
Less December Payments		£3,897.12	
Less unrepresented payments		£0.00	
Deposits (CCLA Interest)	£3.03		
Income	£0.00		
Deposits (Ring Fenced Interest)	£0.25		
Bank Statement			£89,477.84
Total Funds at 31.01.22			£159,480.53

PC/22/02/313 Accounts for Payment

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council.
Details of the powers which authorise the payments are shown in the Payment Schedule.

<u>Direct Debits</u>						
<u>Date</u>	<u>Payee</u>	<u>Invoice</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
06.02.2022	Southern Electric		HA 1980	Street Lighting – January 2022	£66.03	£391.14
06.02.2022	Onecom	552959	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
06.02.2022	Siemens		LGA 1972 S111	Parish Office Photocopier	£34.00	£204.00
06.02.2022	NEST		LGA 1972 s111	January Pension Contribution		£86.82
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
06.02.2022	DNH Contracts	1953	Litter Act 1983 S5,6	Emptying of dog and litter bins for January	£84.00	£504.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

06.02.2022	The Police and Crime Commissioner	2327	Local Government & Rating Act 1997 s31	PCSO		£13,283.18
06.02.2022	HMRC		LGA 1972 S112	January Tax and NI		£161.02
06.02.2022	Mrs N Palmer		LGA 1972 S112	January Salary		£1099.01
06.02.2022	Link		LGA 1982 s142	Village Magazine Article 6 months		£80.00
06.02.2022	Peter Wilkins		Open Spaces Act s9&10	Maintenance around the village. Bark at the Playground		£66.20
06.02.2022	Ellis Tree Services	660	LGA 1972 S112	Work to large trees on the village greens.		£940.00
06.02.2022	JW Tree Specialists		Open Spaces Act 1923	Work in Smitherway and Shepherds Walk to clear growth to ground level.		£800.00
06.02.2022	R&G Grounds Maintenance		Open Spaces Act 1923	Gang Mow	£130.00	£780.00
06.02.2022	Bugbrooke PCC		HA 1980	Ace Lane Light		£48.00
06.02.2022	NCALC	1807	LGA 1972 S112	Training Courses for Clerk and Councillors		£269.00
06.02.2022	Sparkx	INV-3713	HA 1980 s301	Repairs to 3 streetlights on the High Street	£36.00	£216.00
Ratification						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
06.02.2022	The DefibPad		Public Health Act 1936, s234	Replacement pads and battery due every 2 years.	£26.60	£159.59

RESOLUTION – It was resolved that payments listed above be paid.

Proposed – Councillor Ian Gordon

Seconded – Councillor Coin Russell

All in favour.

PC/22/02/314 Quarterly Budget Report

The quarterly budget report had been attached to the agenda and councillors confirmed they had the opportunity to review it. There were no questions.

RESOLUTION – Councillors resolved to accept the quarterly report.

Proposed – Councillor Catherine Parry

Seconded – Councillor Scott Millar

All in favour.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/22/02/315 Internal Financial Control Councillor Report

Internal Financial Control Councillor Jane Wood gave an update from her meeting with the clerk to review effectiveness of the Internal Audit and the systems for financial control. The Audit Plan had been reviewed and a few tweaks made to the wording to make the process clearer to anyone reading the document.

RESOLUTION – Councillors resolved to approve the Internal Financial Control Councillors report.

Proposed – Councillor Phil Bignell

Seconded – Councillor Catherine Parry

All in favour.

PC/22/02/316 REVIEW RISK ASSESSMENT

Councillors discussed the updated format for the Risk Assessment and the new Risk Management Policy. Some categories were updated including processes in the Risk Control column if the clerk was unavailable to work for example.

POLICE MATTERS

PC/22/02/317 PCSO REPORT

A report from the PCSO was circulated before the meeting, councillors had seen it and discussed an item relating to a drugs offence.

Carparking at the Community Centre was discussed as members of the public have complained about the ongoing situation. The PCSO will ensure he is present every time his shifts fall on Saturday and Sunday's. He is looking to bring an officer, who could issue tickets, around the village to cars/vans parked in bus stops or on yellow lines. As the cars on match days are predominantly from visiting clubs it is potentially different cars each week and ticketing will not solve the problem, so a solution needs to be found. Visitors to the playing fields need somewhere to park and with not enough parking available they are inadvertently blocking Camp Hill and the surrounding roads and footpaths. The proposed carpark extension is unable to proceed as Sport England have a policy that prevent it. The councillors proposed several potential solutions and asked that Councillor Harries proposed that BSACCA write to surrounding landowners to enquire if an area of a field could be used to get the traffic off the road and improve the situation for residents.

PC/22/02/318 QUEEN'S PLATINUM JUBILEE

Although previously the parish council had decided not to purchase a tree and the Millennium Green, it was decided that actually a tree should be planted in the Autumn to mark the Queen's Platinum Jubilee. The council are still to decide on the species and location but asked Councillor Harries to investigate if the Millennium Green Committee would be happy for the parish council to plant a tree in the 'new' area of the green.

The parish council had agreed that the national event 'The Big Lunch' would be promoted by the parish council and residents can make their own arrangements for street parties and gatherings. The playing fields are available at the community centre for picnics if it helps residents to get together. Councillors proposed that decorations be provided by the parish council – it would be on a first

Bugbrooke Parish Council

Agenda & Meeting Minutes

come basis as the budget would be limited. The clerk was tasked with investigating creating celebration packs for the community. The pack should contain bunting but not balloons.

RESOLUTION: It was resolved that the clerk has authority to spend £1000 on decorations to create celebration packs for the village.

Proposed – Councillor John Curtis

Seconded – Councillor Will Marriott

PC/22/02/319 ASSET MAPPING PROJECT

A briefing note had been attached to the agenda. Councillors felt that some of the scope of the project was not clear and requested clarification. There was also scepticism on the ultimate aims of the project and if there would be any consequences if the list of assets was not absolute, and something was missed off by mistake. However, councillors decided it was probably a useful exercise.

RESOLUTION: It was resolved that the Bugbrooke Parish Council will take part in the Assets Mapping Project. The clerk is requested to apply for the grant and a Working Group has been created. Its members are Councillors; Catherine Parry, Phil Bignell, David Harries, Jane Wood, and Scott Millar. The Chairman signed the NCALC supplied Terms of Reference.

Proposed – Councillor Catherine Parry

Seconded – Councillor Jane Wood

PC/22/02/320 CANAL FOOTPATH

The footpath/stairs from the canal to the bridges had been completed by the Canal and River Trust and the chairman wanted to ask councillors if they felt a letter should be sent to commend the Trust for creating a good path. Councillors agreed and the clerk was instructed to write a letter.

PC/22/02/321 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls

The hedge at the end of Chipsey Avenue has still not been cut back. The clerk has contacted GUHA again and will follow up again this month.

C Footpaths

Councillor Curtis informed the council that the water at The Wharf was still pouring down the road by the gallon. Councillor Morris was able to comment on Anglian Water not being able to identify the source. The clerk was asked to contact the Canal and River Trust.

D Street Lighting

No reports had been received.

E Highways and Transport

Councillor Curtis informed the council about the Bus Recovery Grant which closes on the 5th of April. It was suggested that as the service in Bugbrooke is not used by the community the route could be

Bugbrooke Parish Council

Agenda & Meeting Minutes

vulnerable to the 30% reduction in service that is proposed. The clerk was requested to contact other parishes on the route to encourage them to promote use of the bus and for Bugbrooke Parish Council to do the same.

F Millennium Green

No update.

PC/22/02/322 CLERK HOLIDAY

The clerk discussed holiday arrangements with the councillors, and it was agreed that 28 hours can be carried over to 2022/2023 holiday entitlement, but this will be used over Easter.

PC/22/02/323 DATE OF NEXT MEETING

Monday 14th March 2022 at 7.30pm in the small hall at Bugbrooke Community Centre proceeded by the Footpath meeting at 7pm.

There being no further business the chairman closed the meeting at 8.50pm.

End of Minutes

CHAIRMAN:.....

DATE:.....