

Bugbrooke Parish Council

Agenda & Meeting Minutes

Annual Meeting of the Full Council

Minutes of the Annual Meeting of the Full Parish Council held on Monday 9th May 2022 at 7.30pm in Bugbrooke Community Centre. Followed by the May Monthly Meeting of the Full Council.

PRESENT

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

Councillor Paul Henson
Councillor Des Morris
Councillor Colin Russell
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

IN ATTENDANCE

3 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Catherine Parry	Personal	Yes
Councillor William Marriott	Personal	Yes
Councillor Tiffany Cotterill (she/her)	Personal	Yes
Absent		
Councillor Scott Millar		

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PC/22/5/376 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN AND ACCEPTANCE OF OFFICE

Councillors were invited to nominate a chairman, it was proposed by Councillor David Harries and seconded by Ian Gordon that Councillor Phil Bignell be re-appointed as chairman.

All councillors were in agreement and this was confirmed with a show of hands. Councillor Phil Bignell was appointed as chairman.

Councillor Phil Bignell proposed the re-election of Councillor David Harries to the position of Vice-Chair, this was seconded by Councillor Colin Russell and the proposal was accepted with a show of hands.

The duly elected Chairman Phil Bignell and Vice-Chair Councillor David Harries then signed the Declaration of Acceptance of Office in the presence of the clerk and fellow councillors.

PC/21/5/377 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Tiffany Cotterill, Councillor Will Marriot and Councillor Catherine Parry, these were accepted and excluded from the 6-month rule. The clerk informed the council that she had received a resignation email from Councillor Scott Millar.

PC/21/5/378 TO RE-APPOINT THE RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR

It was proposed that the position of Responsible Financial Officer remains with the Clerk and that Councillor Jane Wood continues with the role of Internal Control Councillor.

RESOLUTION: It was resolved that the clerk Nicola Palmer will remain in the role of RFO for the council and Councillor Jane Wood will remain the Internal Control Councillor.

Proposed: Phil Bignell

Seconded: David Harries

All were in favour.

PC/21/5/379 TO REVIEW AND RE-ADOPT THE FOLLOWING POLICY DOCUMENTS

The following policy documents had been circulated with the agenda for review by councillors and they were re-adopted and signed by the chairman.

- Standing Orders
- Councillor Code of Conduct
- Financial Regulations
- Internal Audit Terms of Reference – review of effectiveness
- Risk Assessment Policies and Log
- Complaints Procedure
- Freedom of Information Act scheme as published on the Parish Council website
- Asset Register
- Audit Plan
- Disciplinary and Grievance Procedure Policy
- CCTV Policy

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- GDPR Policies – Data Breach; Data Protection; Record Retention and Procedures
- Biodiversity Policy
- Social Media Policy
- Communications Policy

RESOLUTION: Councillors confirmed they had read all the policies and agreed to re-adopt all those listed above. The chairman then signed each document.

Proposed: Councillor David Harries

Seconded: Councillor Mark Copp

All were in favour

PC/21/5/380 TO ADOPT THE FOLLOWING NEW POLICY DOCUMENTS

The following policy documents had been circulated with the agenda for review by councillors and they were adopted and signed by the chairman.

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

RESOLUTION: Councillors had read all the policies and agreed to adopt the new policies. The chairman then signed each document.

Proposed: Councillor Phil Bignell

Seconded: Councillor Jane Wood

All were in favour

PC/22/5/381 TO REVIEW THE APPOINTMENT OF THE INTERNAL AUDITOR AND HER TERMS OF REFERENCE

The terms of reference for the Internal Auditor were agreed and Mrs Tina Chartress was re-appointed as the parish council's Internal Auditor.

PC/21/5/382 TO REVIEW THE SYSTEM OF INTERNAL CONTROL, INCLUDING MEASURES DESIGNED TO PREVENT FRAUD AND CORRUPTION AND REVIEW ITS EFFECTIVENESS OF MAINTENANCE OF COUNCIL'S SYSTEM OF INTERNAL AUDIT

The councillors had reviewed the procedures.

RESOLUTION: It was resolved that councillors has reviewed the procedures and were satisfied.

Proposed: Councillor David Harries

Seconded: Councillor Brian Curtis

All in agreement

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PC/21/5/383 RE-APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER FOR BUGBROOKE FOR 2022/2023

The parish council re-affirmed the appointment of NCALC to act as Data Protection officer for Bugbrooke Parish Council.

PC/21/5/384 TO REVIEW REPRESENTATIVES FOR COMMITTEES, WORKING PARTIES AND ORGANISATIONS

The only change would be Des Morris would take on the role as the parish council's Patient Participation Group representative in place of Scott Millar.

The parish council meeting continued with the regular monthly business.

PC/22/05/385 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/05/386 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Clare Slater expressed an interest in a Planning item 8e as she lives in the area.

PC/22/05/387 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/22/05/388 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th APRIL 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/22/05/389 PUBLIC PARTICIPATION

There were 3 members of the public present. The chairman invited them to speak. They were attending regarding planning application 8b and the variation to the materials. The approved material was coming from Canada and not available hence the need for the approval of what they considered was a better replacement.

PC/22/05/390 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown gave a brief update. He explained that he had put out a final call to community groups to apply for the last of the Community Support Fund and had received a good response. Councillor Brown had attended the Bugbrooke Environmental Group community litter pick and commented on its success. The emerging Housing Strategy was out for consultation, and councillors were encouraged to comment. Councillors debated housing and Councillor Brown confirmed that this is a different strategy to Planning.

WNC plans were underway for the Jubilee, the Lift Tower will be lit up and The Big Lunch will take place at Delapre Abbey on Sunday 5th June.

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PC/22/05/391 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk was to provide updates at the relevant agenda items. Councillor Bignell confirmed that the tree in West End had been reported to the planning department.

PC/22/05/392 PLANNING

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. **Decision = No objection. Comment regarding the block paving on the front garden. There is a concern that the space is not big enough for a vehicle but by paving the area there will be more surface water in the area.**

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. **Decision = Support Application**

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. **Decision = Comment - Bugbrooke Parish Council have a concern about the front door being reinstated, from an appearance perspective there is no concern. The issue is that the height of the door will mean that there is a huge drop down on to the pavement. Therefore, steps will be required. Neighbouring properties have the front door set back to enable safe exit from the property without intruding on to the footpath. The parish council would want to see no more than one small step on the footpath so not to interfere with pedestrians. With regards to other aspects of the application the council support the extension.**

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. **Decision = No objection. Comment - Material to match.**

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 **Decision = No objection. Comment - the build will be right up to the boundary.**

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. **Decision = No objection.**

8e. WNS/2022/0863/FUL - 16 Georges Avenue Bugbrooke NN7 3PP - Single storey side extension. **Decision = No objection.**

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FINANCIAL MATTERS

PC/22/05/393 A financial statement and reconciliation for the month ending 30th April has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Colin Russell

Seconded – Councillor Des Morris

All in favour.

	Income	Receipts	Totals
Current Account as at 31.03.22			£65,871.05
Current Account (Ring fenced)			£30,003.17
CCLA Deposit Fund as at 31.03.22			£40,000.00
Total Available			£135,874.22
Less April Payments		£2,782.48	
Less unrepresented payments			
Deposits (CCLA Interest)	£16.04		
Income - 1st precept	£58,745.50		
Income - March VAT	£915.37		
Deposits (Ring Fenced Interest)	£2.09		
Bank Statement			£122,765.48
Total Funds at 30.04.22			£192,770.74

PC/22/05/394 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>
03.05.2022	Southern Electric		HA 1980	Street Lighting – April 2022	£71.29	£446.10
03.05.2022	Onecom		LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00

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03.05.2022	NEST		LGA 1972 s112	April Pension Contribution		£88.32
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
03.05.2022	DNH Contracts	2027	Litter Act 1983 S5,6	Emptying of dog and litter bins for April	£84.00	£504.00
03.05.2022	HMRC		LGA 1972 S112	April Tax and NI		£176.56
03.05.2022	Mrs N Palmer		LGA 1972 S112	April Salary		£1110.58
03.05.2022	Kay Iqbal	1551	Parish Council Act 1957 S1	Bus Shelter Cleaning		£100.00
03.05.2022	PW Warden Environmental Services	7002	Highways Act 1980 S96	April Mowing of Verges	£106.00	£636.00
03.05.2022	Flag and Bunting	63059	LGA 1972 s145	Bunting for Jubilee	£78.00	£468.00
03.05.2022	WAVE	104637 98	Allotments and Small Holdings Act 1923	Water for Allotments		£76.62
03.05.2022	RPM	4930	Open Spaces Act 1906	Emergency Repair of climbing frame to make safe	£139.00	£695.00
03.05.2022	Mrs N Palmer		LGA 1972 S112	Expenses – x3 Land registry searches		£9.00
03.05.2022	BSACC	4982	LGA 1972 S112	Office & Room Rental		£310.00
03.05.2022	R&G	118471	Open Spaces Act 1906 S6	Mowing of playing fields	£248.60	£1491.60

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

Proposed – Councillor Colin Russell

Seconded – Councillor David Harries

All in favour.

PC/22/05/395 INTERNAL AUDITOR'S REPORT

The clerk asked councillors if they had all read the Internal Auditor Report. All councillors confirmed that they had; and Councillor David Harries commented that it was a glowing report. Councillors congratulated the clerk on her hard work over the last year and asked that it was minuted.

RESOLUTION – It was resolved that the Internal Auditor's Report be accepted.

Proposed – Councillor David Harries

Seconded – Councillor Mark Copp

All in favour.

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PC/22/05/396 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 – Section 1

The clerk had circulated the completed Annual Governance Statement and the Annual Return with the agenda. Each of the Governance Statement questions were put to the parish council and answered in the affirmation.

RESOLUTION – It was resolved that the Annual Governance Statement be approved, and that the chairman be authorised to sign it. This was duly done.

Proposed – Councillor Paul Henson
Seconded – Councillor Colin Russell
All in favour.

PC/22/05/397 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 – Section 2

Councillors were 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. The clerk had completed the Annual Return as follows:

	YEAR	ENDING
	31st March 2021	31st March 2022
Balances brought forward	£84,067	£113,165
Annual Precept	£111,300	£114,639
Total Other Receipts	£138,543	£7,730
Staff costs	£20,401	£15,882
Loan Interest repayments	0	0
All other payments	£200,344	£83,778
Balances carried forward	£113,165	£135,874
Total cash and short-term investments	£113,165	£135,874
Total fixed assets	£404,820	£408,794
Total Borrowings	0	0

RESOLUTION – It was resolved that the Annual Governance Statement and the Annual Return be approved, and that the chairman be authorised to sign it. This was duly done.

Proposed – Councillor Paul Henson
Seconded – Councillor Colin Russell
All in favour.

POLICE MATTERS

PC/22/05/398 PCSO REPORT

A report from the PCSO was circulated before the meeting. Councillors discussed the spate of vandalism that had occurred in the village over the last few weeks. The clerk had asked the PCSO for an Action Plan of how he was going to tackle the issue. Councillors reiterated the importance of the

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vandalism being nipped in the bud before it escalated. It was requested that the clerk write to Campion and ask the PCSO to increase his visible presence in the village.

PC/22/05/399 SPEED WATCH

Councillor Bignell gave an update, the team had completed 8 sessions across 4 sites. 33 vehicles had been caught speeding and will have received warning letters. Councillor Phil Bignell had requested the equipment again for September if possible.

PC/22/05/400 RUGBY CLUB SIGN

The clerk had contacted Highways to obtain a licence, but they had requested an onsite meeting next week. The clerk will report back at the next meeting.

PC/22/05/401 HM THE QUEENS JUBILEE

The clerk provided an update and informed councillors that bunting had been delivered and would be distributed to those who had requested it in the next two weeks.

PC/22/05/402 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls

Nothing to Report.

C Footpaths

KD9 – the drain hole cover is missing but Councillor Harries has reported it and WNC have put a safety barrier around the drain. Councillor Mark Copp reported damage to the foot bridge on KD25.

D Street Lighting

3 streetlights have been reported for repair. The clerk reported that she was starting to obtain costs for the having the ornate streetlights on the High Street painted.

E Highways and Transport

The water at The Wharf is still under investigation. Adam Brown was still present at the meeting to discuss the approach that WNC were taking to resolve the issue.

F Millennium Green

Councillor Harries told councillors that they were looking to create a wildflower bed on the green.

G Environmental Group

The Environmental Group held their first community litter pick on 8th May. It was very successful with 36 people attending and 26 bags of rubbish being collected, mostly from around Campion. The Environment Group meeting will be held on 16th May at 6.30pm.

PC/22/05/403 DATE OF NEXT MEETING

Monday 13th June 2022 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.17pm.

End of Minutes

May 9, 2022

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CHAIRMAN:.....

DATE:.....