

BUGBROOKE PARISH COUNCIL

**Minutes of the Meeting of the Full Council
held on Monday 9th May 2011 at 7.30 p.m. at the Community Centre, Bugbrooke.**

PRESENT:

Chairman - Councillor Philip Bignell/Councillor John Curtis	Councillor Alan Kent
Councillor John Bignell	Councillor Brian King
Councillor Diana Cockrill	Councillor Paul Phillips
Councillor John Curtis	Councillor Terry Ward
Councillor David Harries	

IN ATTENDANCE

Mrs Catherine Parry, clerk

6 Parishioners

APOLOGIES FOR ABSENCE

Apologies were accepted from:

Councillor David Jeffrey
Councillor Ken Gardner
County Councillor Joan Kirkbride

Reason:

Holiday
Another voluntary commitment
Another council commitment

ABSENT

PC/11/5/093

ELECTION OF CHAIRMAN

It was proposed by Councillor P. Bignell Councillor Curtis be elected Chairman. This was seconded by Councillor Ward and, as there were no other nominations, accepted unanimously by a show of hands. Councillor Curtis was duly elected and signed the declaration of acceptance of office. Councillor Bignell expressed his grateful thanks to the help which he had received from Councillor Harries as his vice-chairman and said that he had been very happy and proud to have been the Chairman. He thanked Councillors Brenda Inch and Cherry Pilcher for their hard work as parish councillors and wished them well for the future. All councillors signed their declarations of acceptance of office.

PC/11/5/094

ELECTION OF VICE-CHAIRMAN

Councillor P. Bignell then proposed Councillor Phillips as Vice Chairman and this was seconded by Councillor Curtis. There were no other nominations, all were in favour and Councillor Phillips was duly elected as Vice Chairman and signed the declaration of acceptance of office.

PC/11/5/095

VACANCIES AND CO-OPTION

The Chairman reported that there were four vacancies on the parish council. Mr Sturdy, Mrs Pilcher and Dr Shribman had expressed their willingness to be co-opted, and Councillor Harries said that he understood that there were other interested parishioners, who were unable to attend this meeting. He therefore suggested that, in order to ensure that everyone was given an equal opportunity to be considered, the co-option should happen at the June meeting. If there were more than four candidates, an election could be held at that time.

RESOLVED

That the clerk would write to all interested parties, asking them to confirm whether they were interested in standing, with a view to their being co-opted (or to stand in an election) in June.

ACTION

Clerk.

PC/11/5/096

APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR

The Clerk was re-appointed as the responsible financial officer and Councillor Harries as the internal control councillor.

PC/11/5/097

TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors as recorded above.

- PC/11/5/098 **REVIEW OF POLICY DOCUMENTS**
 The following policy documents were reviewed and re-adopted:
- The 2010 version of the standing orders (subject to proof reading by Councillor Harries)
 - Financial regulations
 - Risk assessment policy and log
 - Complaints procedure (although these should be amended so that specific names were not mentioned).
 - Freedom of Information Act scheme as published on the Link website.
 - Asset Register
- With regard to membership of committees, it was agreed that this should be postponed until the new councillors had been co-opted or elected.
- PC/11/5/099 **APPOINTMENT OF INTERNAL AUDITOR AND HIS TERMS OF REFERENCE**
 John Marshall was re-appointed as internal auditor. His terms of reference, as circulated prior to the meeting, were agreed.
- PC/11/5/100 **REVIEW OF INTERNAL AUDIT**
 This was reviewed, and it was resolved as follows.
- RESOLVED** That the review of the internal audit had been considered as follows (BDO stipulations):
- Scope of audit:** The clerk had discussed the scope of the audit with the internal auditor to ensure that the audit would cover all relevant risk areas.
 - Independence:** The independent auditor was independent, unbiased and objective.
 - Competence:** The internal auditor had sufficient knowledge to be able to carry out the audit.
 - Relationships:** The relevant responsibilities of the councillors, clerk/RFO and internal auditor were defined.
 - Planning & Reporting** The clerk was waiting for the timetable of when the internal audit would take place and when a report would be prepared, and would liaise with the internal auditor at the appropriate time.
- PC/11/5/101 **REVIEW OF INTERNAL CONTROL SYSTEM**
 The council also had a system of internal control involving regular inspections by an internal control councillor, budget reports and bank account details to each meeting. As a consequence, it was considered that the internal audit process and the internal controls for Bugbrooke Parish Council were effective. The draft audit plan circulated prior to the meeting was acceptable, subject to being finalised by the clerk and Councillor Harries.
- PC/11/5/102 **DECLARATIONS OF INTEREST**
 None were declared.
- PC/11/5/103 **REGISTER OF INTERESTS UPDATE**
 No member of the Council had acquired any new interests which were required to be recorded in the register of interests. Registers of Interests forms were circulated for completion by councillors.
- PC/11/5/104 **MINUTES**
 The minutes of the meeting held on 11th April 2011 were approved as a correct record of that meeting and were duly signed by the Chairman.
- PC/11/5/105 **POLICE MATTERS**
 Various Community messages had been circulated.
- PC/11/5/106 **PUBLIC QUESTION TIME (7.50pm-7.51pm)**
 No matters were raised.
- PC/11/5/107 **REPORT ON MATTERS PREVIOUSLY RAISED**
 There was nothing to report under this heading.
- PC/11/5/108 **YOUTH MATTERS**
 A **Campion School:** The Chairman suggested that a member of the Youth Council would like to attend parish council meetings as an observer
- RESOLVED** That a letter should be written to the Youth Council accordingly.
- ACTION** Clerk.

- C **Young children's play facilities:**
RESOLVED The clerk reported that she and Councillor Kent had met Mrs Bastin and had agreed with her the additional area which would be needed for the provision of a piece of play equipment for very young children. It was agreed that a slide would not be necessary, since there was a suitable slide already in place. Mrs Bastin agreed to speak to the parents in reception class to see what would be preferred. The clerk was also investigating equipment. Townsends have been asked to put the delivery of the fencing on hold until they can visit to measure up for the additional fencing.
ACTION Clerk.
- D The clerk reported that the British Youth Council was inviting councillors to have a young person shadow them for 10 hours and to record their experiences in a log book
- PC/11/5/109 **PLAYING FIELD**
A Councillor Harries reported that dog fouling and anti-social behaviour were continuing to be a problem. There should be a set procedure for ensuring that the gate is locked. The Annual General Meeting was to be on 8th June at 7.30pm.
- PC/11/5/110 **NEW CHURCHYARD EXTENSION**
A The clerk reported that she had written to the diocese's agent to see whether the diocese would consider releasing part of the church field for a replacement to any part of the Millenium Green which might become available.
RESOLVED That the working party would continue to explore all other available sites.
ACTION Clerk and churchyard extension working party.
- PC/11/5/111 **PRIMARY SCHOOL**
A See above.
- PC/11/5/112 **TWINNING**
There was a discussion about the gifts to be taken to Vöhl, and the total amount which could be spent.
RESOLVED £250.00 was a reasonable figure to spend, and small Bugbrooke memorabilia could be bought from the Post Office, in addition to the picture which had already been commissioned.
ACTION Clerk to purchase these.
- PC/11/5/113 **ALLOTMENTS**
A The clerk reported that the heads of terms had been sent and had been approved by the allotment association. The clerk had asked that the draft lease be sent to her initially, but a solicitor should be appointed in order to finalise the matter. Who should be appointed?
RESOLVED That the clerk should obtain a quotation from Arnold Thompson in Towcester.
ACTION Clerk to progress the matter.
- B At the March meeting it had been resolved to discuss the existing rent for the current allotment site. The rent for this land was £210.00. Should it be increased?
RESOLVED That the rent could be re-considered when the new lease was finalised so that the same rent could be charged over the whole site.
ACTION All, at a later date.
- PC/11/5/114 **SPEED LIMITS AND 20MPH ZONE**
A Councillor Kent reported that he had written to the Chief Constable thanking him for the support of the Police for the Speed Watch campaigns. Speed outside the new Holt Gardens development in the High Street did not appear to be any lower, even taking into account the builders' vehicles obstructing the road. He had suggested that a "residents' only" sign be obtained for the new parking spaces.
- PC/11/5/115 **MID NORTHANTS PARISHES REPORT**
A Various emails.
B The Annual General Meeting was to be held in Kislingbury on **Thursday 19th May** in Kislingbury Village Hall, at 7.30pm. The clerk reported that she had the agenda and minutes of the last meeting if councillors wished to see these.
- PC/11/5/116 **PLANNING**
Planning correspondence:
A **Peace Hill:** The clerk emailed the planning officer and the agent for the Diocese with the request that access be considered, together with the ecological issues previously raised.

B The clerk reported that the county council was now aware of the tree in front of 31 Camp Hill and had confirmed that no work could be carried out on this without their consent.

C Planning Applications as follows:				
Status	App. No. & applicant	Location	Proposals	PC comments or SNC decision
<i>Info</i>	S/2011/0295/FUL Adams	Heyford Fields Bugbrooke Road	Alterations to existing workshop to form new rest room (retrospective)	Approval by SNC
<i>Info</i>	S/2010/0181/FUL Football Club	Bugbrooke St Michael's FC, Camp Hill	Additional stand to accommodate 100 spectators	Approval by SNC
<i>New</i>	S/2011/0445/FUL Southron	31 Camp Hill	4 bedroomed detached dwelling. (AK)	<i>No objections by BPC, but tree to be protected</i>
<i>New</i>	S/2011/0407/FUL Curtis	59 High Street	Single storey rear extension (AK)	<i>No objections by BPC</i>
<i>New</i>	S/2011/0456/LDP Frisby	34 Oaklands	Renovation of car port and side/rear single storey extension to include wc and access ramp	<i>No objections by BPC but light to adjoining property to be protected.</i>

PC/11/5/117

PARISH MATTERS

A

Welcome packs: No work had been done on these this month.

B

Hedges: Councillor Cockrill reported that the hedge along the footpath at the end of Smitherway adjacent to the school playing field was overgrown and needed attention. The garage area behind Smitherway was also becoming overgrown again, and a potential home for vermin.

RESOLVED That Councillor Cockrill would contact South Northants Homes re the garage area.

ACTION Councillor Cockrill

C

Village Voices Project: This was the oral history project undertaken by volunteers working with Northants ACRE. It had now been published in booklet form and the clerk had a copy for information. She had asked for an electronic copy for the website. It was not possible to provide free copies for parish councillors, but should the clerk ask if copies can be bought to give to Vöhl for the twinning visit?

RESOLVED That 6 copies should be ordered for the twinning visit if time allowed.

ACTION Clerk.

D

Green Play Areas on Merriefields Estate: A parishioner had expressed concern that the area between Lime Grove and Almond Close was being used as a football pitch by a group of 7/10 year olds, and this resulted in the balls being constantly kicked into their garden. Their greenhouse roof has been broken. Was it possible to erect a "no ball games" sign? There was also a sofa on the area.

RESOLVED That the households should be asked if they could tell their children to take care when playing games. It was not clear that a sign was the appropriate sanction, since these were intended to be play areas.

ACTION Clerk.

PC/11/5/118

ELECTIONS

There was a report on the results of the elections which had taken place.

PC/11/5/119

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL AUTHORITIES

A

Various election communications had been received, which had been dealt with.

B

E-learning courses have been formulated. These were free and available to all councillors. Details had been sent to those councillors on email.

C

Communities in Action Conference – various dates.

D

Quality Council re-accreditation. There were new tests to be satisfied before this could happen. The clerk was working through these with Danny Moody from NCALC.

PC/11/5/120

CONSULTATIONS

A

Proposed mobile library routes. Details of this consultation had been sent to the website.

B

Changes to Public Transport and Bus subsidies. This was to run until 27th May. This had been circulated by email, but does the parish council wish to respond formally?

RESOLVED That support should be expressed for the D3 service through Bugbrooke and Nether Heyford.

ACTION Clerk.

PC/11/5/121 **HIGHWAYS AND TRANSPORT**
A Councillor Cockrill gave an update on what she had learned about the bus service, which was that it was still in a state of flux.

PC/11/5/122 **NEIGHBOURHOOD WATCH**
A There had been several break-ins in the village.
B Councillors had been requested to consider donating to the Neighbourhood Watch Area Support Team. A donation of £10.00 per year is suggested, to fund publications. Membership of the scheme will give support and information not now available from government sources, and other benefits.
RESOLVED That this payment be approved
ACTION Clerk to prepare a cheque for the June meeting.

PC/11/5/123 **STREET LIGHTS**
There was nothing to report this month.

PC/11/5/124 **DIAMOND JUBILEE/CORRESPONDENCE**
A There was nothing to report this month.

PC/11/5/125 **CORRESPONDENCE**
No. **Item**
1. For Action
Nothing this month
2. For Report -
A Various suppliers' brochures:
 > Glasdon
 > SMO
 > Woodberry
B South Northants homes briefing paper.
C SNVB newsletter.
D CPRE magazine
E CPRE invitation to Fermyn Woods Hall 15th July - £35.00 per ticket.
F FOR DIARISING: Mrs Sally Townsend has invited parish councillors to a "Fly the Flag" event on 20th June at the SNC offices from 10.30am. Please advise the clerk if you wish to attend so that she can pass on the numbers to Mrs Townsend's assistant.
G Superfast Northamptonshire Broadband newsletter
H Networking opportunities for trustees and management board members - Trustee Network event 12th May in Wellingborough.
I SNC want details of the village for their village directory.
J CPRE supper party 21st May at Farthinghoe. Details from the clerk - £20.00
K Bromford Support, helping vulnerable people, wanted a room in the community centre free of charge. Details were sent to the Community Centre manager.

PC/11/5/126 **REPORTS**
A Nothing this month.

PC/11/5/127 **FINANCIAL MATTERS**
A Budget figures were circulated.
B **Insurance:** This was due for renewal. Came & Co have offered the opportunity to renew now and then not until October 2012. Thus there will be 16 months insurance for 12 months' premiums. At the same time, the long term agreement would be renewed. Came & Co are agents for Aviva, but have assured the clerk that they do compare prices with other companies. Last year's total premium was £2331.92. This year's would be £2482.35 for 16 months cover, and £2358.23 for 12 months cover. Came & Co said that the higher premium for the longer cover presented a higher discount overall.
RESOLVED That the 16 months option be agreed.
ACTION Clerk to arrange insurance accordingly.

C

Accounts for payment:

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council.

The final column on the right details the powers which authorise the payments below:

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
1198	AH Contracts	Emptying of waste bins – to 30.4.11	387.36	64.56	Litter Act 1983 ss5, 6
1199	E.On	April unmetered supply costs	441.91	73.53	Parish Councils Act 1957 s3 Highways Act 1980 s301
1200	CPRE	Annual subscription	29.00		Local Gov't Act 1972 s143
1201	Mr A. Walton	Litter picking April - 4 weeks x 4 hours: 16 hours @£6.50 =£104.00 (less 20% tax)	83.20		Litter Act 1983 s5 Local Gov't Act 1972 s112
S/O	Mrs C.J. Parry	Clerk's salary-- April 2011	364.47		Standing Orders
1202	HM Revenue & Customs	Tax -CP Tax - AW Total	£91.20 £20.80 £112.00	112.00	HM Revenue and Customs requirement
1196	E.On	Ratification of quarterly payment made in April	731.77	121.96	Parish Councils Act 1957 s3 Highways Act 1980 s301
1197	Falcon Copiers	Ratification of copier rental May/July 2011	177.16	29.53	Local Gov't Act 1972 s144
1203	Falcon Copiers	Copying charges (to be ratified in June)	41.22	6.87	Local Gov't Act 1972 s144
1204	P.Warden	April mowing (to be ratified in June)	576	96.00	Highways Act 1980 s96
1205	Broker's Network	Insurance premium (to be ratified in June)	2483.35		Local Gov't Act 1972 s111

PC/11/5/128

DATE OF NEXT ORDINARY MEETING-
Monday 13th June 2011
At 7.30pm

*There being no further business the Chairman closed the meeting
at 8.58pm*

End of Minutes

CHAIRMAN:.....

DATE:.....