

# **BUGBROOKE PARISH COUNCIL**

**Minutes of the Meeting of the Full Council  
held on Monday 14<sup>th</sup> May 2012 at 7.30 p.m. at the Community Centre, Bugbrooke.**

## **PRESENT:**

Chairman - Councillor John Curtis

Councillor John Bignell	Councillor Brian King
Councillor Brian Curtis	Councillor Paul Phillips
Councillor Ken Gardner	Councillor Linda Pope
Councillor David Jeffrey	Councillor Terry Ward

## **IN ATTENDANCE**

Mrs Catherine Parry, clerk  
10 parishioners

## **APOLOGIES FOR ABSENCE**

### **Apologies were accepted from:**

Councillor Philip Bignell  
Councillor Mrs Diana Cockrill  
Councillor Alan Kent  
Councillor David Harries  
County Councillor Joan Kirkbride

### **Reason:**

School governors' meeting  
Holiday  
School governors' meeting  
District Council meeting  
Another council commitment

**ABSENT:** None

PC/12/5/87

### **ELECTION OF CHAIRMAN**

It was proposed by Councillor Gardner that Councillor Curtis be elected Chairman. This was seconded by Councillor Jeffrey 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. The Chairman expressed his thanks for the help which he had received during his first year in office and said that he looked forward to continuing in the role for the coming year.

PC/12/5/88

### **ELECTION OF VICE-CHAIRMAN**

Councillor Ward then proposed Councillor Phillips as Vice Chairman and this was seconded by Councillor Brian 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/12/5/89

### **VACANCIES AND CO-OPTION**

The Chairman reported that there were two vacancies on the parish council. Mr Henson had expressed his willingness to join the council. Another parishioner had also been interested, but was due to be out of the country for several months over the winter of 2012-2013, and it was considered that it would not be advisable to co-opt him at present, although his offer to join the council was greatly appreciated. Mrs Meech was considering whether to put her name forward, but had delayed putting in a resumé until she was clearer about what was involved. The Chairman suggested that, owing to the number of councillors not in attendance at the meeting and, 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 two candidates, an election could be held at that time.

### **RESOLVED**

That the clerk would write to both 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/12/5/90

### **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.

PC12/5/91 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted as above.

PC/12/5/92 **REVIEW OF POLICY DOCUMENTS**

The following policy documents were reviewed and re-adopted (having been circulated prior to the meeting):

- The standing orders
- 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
- Membership of committees. It was decided that these should remain as previously for the present.

PC/12/5/93 **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/12/5/94 **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 knew 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/12/5/95 **REVIEW OF INTERNAL CONTROL SYSTEM**

The council also had a system of internal control involving regular inspections by an internal control councillor, and the provision of regular 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 audit plan circulated prior to the meeting was acceptable.

PC/12/5/96 **DECLARATIONS OF INTEREST**

Councillors Pope and Ward declared an interest in Item 18 on the agenda (Diamond Jubilee committee request for donation) on the grounds that they were on the Jubilee committee.

PC/12/5/97 **REGISTER OF INTERESTS UPDATE**

There were no changes to the register.

PC/12/5/98 **MINUTES**

The minutes of the meeting held on 16<sup>th</sup> April 2012 were approved as a correct record of that meeting and were duly signed by the Chairman.

PC/12/5/99 **REPORTS ON MATTERS PREVIOUSLY RAISED**

The clerk reported that a formal request had been received from the Parochial Church Council for the sum of £1000 towards the costs of maintaining the churchyard. This was discussed in some detail, but it was agreed that the churchyard was a village amenity in the same way as the Millennium Green.

**RESOLVED** That the grant be agreed, subject to the condition that accounts be produced at the annual parish meeting, as for the Millennium Green.

**ACTION** Clerk to draw the cheque accordingly and to inform the PCC of the condition attached to the payment.

PC/12/5/100 **PUBLIC QUESTION TIME (7.45pm-7.50pm)**

- Mrs Meech said that a group of parishioners had formed a working party to explore the possibility of creating a recreation area for older children, and that this would include fund raising and finding a suitable site. She was also attending the meeting in order to see what would be involved if she were co-opted as a

councillor.

PC/12/5/101 **PLANNING**

A The clerk was reminded to establish whether the height of the alterations to 28 Pilgrims Lane exceeded the permitted height.

B **Planning applications and decisions for report:**

Status	App. No/ applicant	Location	Proposals	PC comment/ SNC decision
<i>Info</i>	S/2012/0277/FUL Reynolds	2 Shepherds Walk	Demolish existing garage, erect two storey side extension and alterations. Amendment to S/2011/1159/FUL (ratification of decision on 12 <sup>th</sup> March)	<i>Approval by SNC</i>
<i>Info</i>	S/2012/0246/FUL Jesus Fellowship	New Creation Hall	Solar array on south facing roof of outbuilding (ratification of decision on 12 <sup>th</sup> March)	<i>Refusal by SNC</i>
<i>Info</i>	S/2012/0187/FUL Labrum	16 Levitts Road	Single storey rear extension	<i>Refusal by SNC</i>

PC/12/5/102 **NEIGHBOURHOOD PLAN**

On hold at present.

PC/12/5/103 **POLICE**

A Various emails, which had been forwarded where appropriate.

B The clerk reported that Jen Harrison had confirmed that she would monitor the new play area for anti social behaviour and inappropriate use. It was requested that Jen also be asked to monitor the parking around Waggon & Horses Green.

C The clerk reported that the crime statistics for the year to 31<sup>st</sup> March 2012 had been produced.

D The clerk reported that the Forces Open Day (May 12<sup>th</sup>) had been postponed until September.

PC/12/5/104 **YOUTH MATTERS**

**Campion School:** The clerk had nothing to report. The Chairman again expressed thanks on behalf of the parish council for the banner which had been produced for the Twinning ceremony, and asked the clerk to write formally to Mrs Pennington at Campion, who had supervised the pupils.

**Young children's play facilities:** The clerk had nothing to report.

PC/12/5/105 **PLAYING FIELD**

Councillor Harries was not available to give a report, but the annual general meeting was not to be held until 16<sup>th</sup> May, so a report could be given at the June parish council meeting.

PC/12/5/106 **NEW CHURCHYARD EXTENSION**

The clerk reported that nothing further had happened.

**RESOLVED** The clerk was asked to chase the Diocese's agent and the Bishop, and to submit a planning application for change of use.

**ACTION** Clerk.

PC/12/5/107 **TWINNING**

The clerk reported that the new road signs had been erected. The deposit was due for the hog roast.

PC/12/5/108 **ALLOTMENTS**

A The clerk reported that the lease had been received and the clerk has asked for the copy for signature. The clerk gave the parish councillors a short report on the contents of the lease, which was found to be acceptable.

B The clerk reported that the parish council would be responsible for fencing the area. The allotment association would carry out the work, but would require reimbursement. They had been quoted between £400 and £500.00 from Mr Manning. Was this acceptable?

**RESOLVED** That three quotes be obtained in the usual way, and that the agent be requested to confirm what exactly was required by way of making the fence stock proof.

**ACTION** Clerk.

PC/12/5/109 **PARISH MATTERS**

A **Welcome packs:** Nothing to report this month.

B **Hedges :** No letters required this month to individuals

C **Footpaths:** A report was given on the proceedings of the Footpaths Committee, which ad met prior to the full

meeting.

D **Monthly Inspection Sheets:** These were handed to the clerk.

E **Litter picking:** It was suggested that the link person be asked to accompany some of the parish councillors on his rounds.

**RESOLVED** That the clerk ask the link person what his programme was so that parish councillors could organise themselves to walk around with him.

**ACTION** Clerk.

F **Village Green Application Johns Road:** The clerk reported that the County Council had asked what representation the parish council would like to make in respect of this application, which was to be heard at the end of July. There was some detailed discussion about the previous uses to which the application site had been put, and it was unanimously agreed by all councillors (some of whom had known the site in excess of 60 years) that it had never been used for purposes which equated to those of a village green.

**RESOLVED** That a statement be prepared to this effect and that the parish council be represented at the inquiry by the Chairman or Councillor Harries.

**ACTION** Chairman.to prepare a statement accordingly.

PC/12/5/110 **STREET LIGHTS**  
The clerk had nothing to report this month.

PC/12/5/111 **PARISH COUNCIL VACANCY**  
This item was dealt with during under Minute 12/5/89 above.

PC/12/5/112 **Clerk's resignation and replacement**  
The job and person specification had been circulated with the agenda, for approval.

**RESOLVED** These were approved and could be sent to NCALC for circulation among other clerks, and to the Chronicle and Echo Classified section. The closure date for applications should be 30<sup>th</sup> June 2012.

**ACTION** Clerk.

PC/12/5/113 **REPORTS**

A **Speed limits and the 20MPH zone:**

- The clerk reported that she had asked Heygates for suitable meeting dates.
- The HGV training session was now on 21<sup>st</sup> May and the clerk asked whether other councillors wished to attend.

**RESOLVED** No other councillors would be able to attend this meeting.

**ACTION** None.

B **Mid Northants Parishes Report:** Nothing this month.

C **Northamptonshire County Association of Local Authorities:** Their email newsletter had been circulated.

D **Consultations:** Nothing this month..

E **Highways and Transport:**

F Councillor Mrs Cockrill was not available to give her report this month..

G **Neighbourhood Watch:** Various email newsletters and updates which had been circulated where relevant.

H **Diamond Jubilee Correspondence:**

- The Diamond Jubilee Committee had asked whether the parish council would be able to make a donation of £200 towards the cost of trophies for winners of the various competitions to be held during the village fete.

**RESOLVED** That this be agreed.

**ACTION** Clerk.

PC/12/5/114 **CORRESPONDENCE**

1 **For action:**

Nothing this month.

2 **For report:**

A Press release about death of the vice chairman of South Northants Council

B South Northants homes briefing paper.

C SNVB newsletter.

D CPRE magazine

E Zurich insurance proposal form. They have been told that this is not relevant for three years.

F Clerk magazine

G Invitation to CPRE AGM 3rd July 2012

- H** CPRE Event 9th June at Titchmarsh House Kettering  
**I** Northants Museums and Galleries Events diary April-September 2012  
**J** Commercial Waste duty of care certificate has been sent for completion by the district council, and returned by the clerk. This relates to the bin behind the ex-florists.  
**K** Various suppliers' brochures  
**L** Various press releases.

PC/12/5/115 **FINANCIAL MATTERS**

**A** A financial statement was circulated. The clerk reported that the bank balances were as follows:

Current account as at :	30.4.12	£	13132.94
Nationwide at	30.4.12	£	2029.69
Deposit account at	30.4.12	£	<u>60899.27</u>
Total funds at	30.4.12	£	76061.90

This figure did not include the cheques referred to below.

**B** The annual return had been circulated prior to the meeting.

**RESOLVED** That the annual return be approved and that the Chairman and clerk be authorised to sign it.  
This was duly done.

**ACTION** Clerk and Chairman.

**C** A budget update had been received from HMRC.

**D** The clerk reported that the VAT reclaim had been received, in the sum of £3942.56.

**E** Payment of invoices as follows:

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
1332	AH Contracts	Emptying of waste bins - to 30.4.12	322.80	53.80	Litter Act 1983 ss5, 6
1333	E.On:	March unmetered supply costs	441.91	73.65	Parish Councils Act 1957 s3 Highways Act 1980 s301
1334	CPRE	Annual subscription	29.00		Local Gov't Act 1972 s143
1335	Mr A. Walton	Litter picking April - 4 weeks x 4 hours: 16 hours @£6.50 =£104 (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 2012	364.47		Standing Orders
1336	HM Revenue & Customs	Tax -CP     £91.20 Tax - AW     £20.80 Total         £112.00	112.00		HM Revenue and Customs requirement
1337	RBS Finance Ltd (for R & G)	Fertilising playing field	1172.56	195.43	Open Spaces Act 1906 s6
1340	NHW Area Support Team	Annual Subscription	10.00		Local Gov't Act 1972 s143
1338	Peeks of Bournemouth Ltd	Flags for Jubilee/Twinning events.	52.24	8.71	Local Gov't Act 1972 s145
1339	Falcon Copiers Plc	Copying Charges Jan/April 2012	32.52	5.42	Local Gov't Act 1972 s111
1341	E.On:	Repairs to Ash Grove/High Street lamp	969.91	161.65	Parish Councils Act 1957 s3 Highways Act 1980 s301
1342	Bugbrooke St Michaels Football Club	Payment for provision of pennants as twinning gifts	95.69	15.94	Local Gov't Act 1972 s145
1343	F.J. Curtis	Reimbursement for picture frames for Twinning gifts and certificate	63.95		Local Gov't Act 1972 s145
	St Michaels PCC	Churchyard donation	1000.00		Open Spaces Act 1906 ss 9 & 10
	Bugbrooke Ball C'tee	Donation towards jubilee prizes	200.00		Local Gov't Act 1972 s145

**RESOLVED:** That these invoices be paid **ACTION:** Clerk

**DATE OF NEXT ORDINARY MEETING-**  
**Monday 11<sup>th</sup> June 2012 2012**  
**At 7.30pm**

*There being no further business the Chairman closed the meeting  
at 8.55pm*

**\*End of Minutes\***

**CHAIRMAN:.....**

**DATE:.....**