

# BUGBROOKE PARISH COUNCIL

**Minutes of the Annual Meeting and Monthly Meeting of the Full Council held on Monday 13<sup>th</sup> May 2013 at 7.30 p.m, at the Community Centre, Bugbrooke.**

**PRESENT:**

Vice- Chairman – Mr Paul Phillips

Councillor Phil Bignell		Councillor Paul Henson
Councillor John Bignell		Councillor David Jeffery
Councillor Robb Collett		Councillor Brian King
Councillor Brian Curtis		Councillor Mrs Linda Pope
Councillor Ken Gardner		Councillor Terry Ward
	<b><u>IN ATTENDANCE</u></b>	
Mrs Sally Bramley-Brown - Clerk	5 parishioner	
<b><u>APOLOGIES FOR ABSENCE</u></b>		<b><u>ABSENT:</u></b>
<b>Apologies were accepted from:</b>	<b><u>Reason:</u></b>	
Councillor John Curtis, BEM	Holiday	
Councillor Alan Kent	School Governors Meeting	
Councillor Mrs Kate Meech	Personal	
Councillor David Harries	District Council Meetings	
County Councillor Joan Kirkbride	Attendance elsewhere	
PC13/5/080	<b><u>ELECTION OF CHAIRMAN AND VICE –CHAIRMAN AND ACCEPTANCE OF OFFICE</u></b>	
	<p>It was proposed by Councillor Brian King that Councillor John Curtis be re-elected as Chairman. This was seconded by Councillor Terry Ward and, as there were no other nominations, accepted unanimously by a show of hands. Councillor John Curtis was duly re-elected. The Clerk will arrange signature of the declaration of acceptance of office upon his return.</p> <p>Councillor Phil Bignell then proposed the re-election of Councillor Paul Phillips as Vice-Chairman and this was seconded by Councillor Terry Ward. There were no other nominations, all were in favour and Councillor Paul Phillips was duly elected as Vice Chairman and signed the declaration of acceptance of office.</p> <p>In the absence of the elected Chairman, Councillor Paul Phillips as Vice-Chairman took the chair for the remainder of the meeting.</p>	
PC/13/5/081	<b><u>APPOINTMENT/RE-APPOINTMENT OF THE RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR</u></b>	
	<p>It was unanimously agreed to re-appoint the Clerk as the Responsible Financial Officer and Councillor David Harries as internal control councillor.</p>	
PC13/5/082	<b><u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u></b>	
	<p>Apologies were received and accepted as above.</p>	
PC/13/5/083	<b><u>REVIEW AND RE-ADOPTION OF POLICY DOCUMENTS</u></b>	
	<p>The following policy documents were reviewed and re-adopted (having been circulated prior to the meeting):</p> <ul style="list-style-type: none"> <li>➤ The standing orders</li> <li>➤ Financial regulations</li> <li>➤ Risk assessment policy and log</li> <li>➤ Complaints procedure</li> <li>➤ Freedom of Information Act scheme .</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Asset Register</li> <li>➤ Audit Plan</li> <li>➤ Representatives of committees, working parties and other organisations.</li> </ul>
PC/13/5/084	<b><u>APPOINTMENT OF INTERNAL AUDITOR AND HIS TERMS OF REFERENCE</u></b>
	John Marshall was re-appointed as internal auditor. His terms of reference, as circulated prior to the meeting, were agreed.
PC/13/5/085	<b><u>REVIEW OF INTERNAL AUDIT</u></b>
	<p>This was reviewed, and it was resolved as follows.</p> <p><b><u>RESOLVED</u></b> That the review of the internal audit had been considered as follows (BDO stipulations):</p> <p><b>Scope of audit:</b> The Clerk had discussed the scope of the audit with the internal auditor to ensure that the audit would cover all relevant risk areas.</p> <p><b>Independence</b> The independent auditor was independent, unbiased and objective.</p> <p><b>Competence:</b> The internal auditor had sufficient knowledge to be able to carry out the audit.</p> <p><b>Relationships</b> The relevant responsibilities of the councillors, Clerk/RFO and internal auditor were defined.</p> <p><b>Planning &amp; Reporting</b> 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.</p>
PC/13/5/086	<b><u>REVIEW OF INTERNAL CONTROL SYSTEM AND REVIEW OF MAINTENANCE OF COUNCIL'S SYSTEM OF INTERNAL AUDIT.</u></b>
	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/13/5/087	<b><u>DECLARATIONS OF INTEREST</u></b>
	Councillor Phil Bignell advised that he had now been appointed to the Planning Committee at SNC and therefore it was considered inappropriate that he should continue to be included in the parish council's planning rota.
PC13/5/088	<b><u>REGISTER OF INTERESTS UPDATE</u></b>
	There were no changes to the register.
PC13/5/089	<b><u>MINUTES</u></b>
	The minutes of the meeting held on 8 <sup>th</sup> April were approved as a correct record of that meeting and were duly signed and initialled by the Vice-Chairman
	The minutes of the extraordinary meeting held on 29 <sup>th</sup> April were approved as a correct record of that meeting and were duly signed and initialled by the Vice-Chairman
PC/13/5/089	<b><u>REPORT OF ISSUES PREVIOUSLY RAISED.</u></b>
	Councillor Paul Henson reported that the street light at the junction of Meadway and Pilgrim's Lane was still not working.
	<b><u>ACTION</u></b> The Clerk would contact the street light repair team.
PC/13/5/090	<b><u>PUBLIC QUESTION TIME (7.45 p.m. – 7.55 p.m.)</u></b>
	<p>Mrs Sue Pace raised concerns over the John's Road, in relation to the pressures this would place on local facilities, traffic problems and the lack of some facilities.</p> <p>Mrs Kaye Adams also expressed concern over the John's Road development. She also requested information on the proposal for no waiting restrictions to be imposed on the Waggon and Horses green and in relation to planning application S/2013/0450 she expressed the view that the proposed new gates should be banked by hedges rather than walls.</p>

	<p>Mrs Barbara Bell informed the parish council that at a recent meeting of the Bugbrooke Link the treasurer had advised that they would have insufficient funds this year. Advertising could not be increased until next year; printing arrangements were changing and would be significantly increased; and with the John's Road and Peace Hill developments commencing they would need to provide an additional 130 copies of the link. Mrs Bell agreed to provide the Clerk with some figures and requested that the parish council consider making a grant to Bugbrooke Link.</p> <p>The Clerk will add this to the Agenda for July.</p>				
PC/13/5/091	<b><u>PLANNING</u></b>				
A	<p><b>New Homes Bonus.</b> The Clerk advised a response had been send to SNC in relation to the current consultation process. In addition SNC were holding two workshops on 14<sup>th</sup> and 15<sup>th</sup> May. No Councillors were able to attend but the Clerk agreed to go on behalf of the parish council.</p>				
B	<p><b>Land Adjoining Pilgrim's Lane.</b> Councillors agreed to defer this matter for at least 6 months or until the sewer works that are proposed, have been completed.</p>				
C	<b><u>Planning applications and decisions for report</u></b>				
	<b>STATUS</b>	<b>APP NO AND APPLICANT</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>PC COMMENTS OR SNC DECISION</b>
	New	S/2013/0450/FUL Adams	Heyford Fields, Bugbrooke Road, Nether Heyford	Construction of new entrance gates and walls.	The walls should be replaced with hedging or be made of local stone to retain the rural appearance.
	New	S2013/0455/MA Heygates	Mill Lane,	Erection of grain store for agricultural use	No objection
	New	S2013/0495 Cundill	27 Georges Avenue	Two storey side extension	No objection – materials to match
	New	S2013/0496 Deakin	12 Ash Grove	Single storey extension and rear extension	No objection
	New	2013/0539/TPO	2 Baptist Close	Fell one lime tree	Object. – Likely to set a precedent.
	<p>S/2013/0373/FUL - 34 Oaklands - Single storey side and rear extension. Councillor King advised that the property owners informed him that permission had already been granted – despite the clerk requesting an extension. Councillors expressed the view that this reflected how little weight was given by SNC to the views of the parish council.</p>				
PC/13/5/092	<b><u>POLICE MATTERS</u></b>				
A	<p>Community Speed Watch Programme – The Clerk advised that 1 further volunteer had come forward. Councillor John Bignell stated that he was prepared to be added as a volunteer if this would enable the parish to participate.</p>				
B	<p>Councillor Phil Bignell reported on the meeting he had attended on 26th April held by the Policy Community Support Team. The crime figures for Bugbrooke for the period April 2013 to March 2013 were up slightly from 95 to 133, but this was as a result of the spate of car aerial thefts which had occurred in November, each one of which had been given a separate crime number.</p>				
PC13/5/093	<b><u>YOUTH MATTERS</u></b>				
	<p>In the absence of Councillor Mrs Meech the matter was deferred until the June meeting.</p>				
PC/13/5/094	<b><u>PLAYING FIELD</u></b>				
	<p>The Clerk has requested Mr Nigel Stamford to carry out the necessary works to the hedge adjacent to the play area.</p>				
PC/13/5/095	<b><u>NEW CHURCHYARD EXTENSION</u></b>				
	<p>The Clerk reported as follows:-</p> <ul style="list-style-type: none"> <li>➤ That the diocese had finally admitted that when the church and churchyard were registered the area of land required to form the link, had been admitted from the</li> </ul>				

	<p>registration.</p> <ul style="list-style-type: none"> <li>➤ The diocese property officer was endeavouring to trace the necessary documents to enable the area to be registered.</li> <li>➤ The Clerk had received advised from the trust solicitor that minor amendments were required to the surveyor's report. A revised report has now been obtained and the trust solicitor has confirmed that this will fulfil all the requirements of the Charity Commissioners.</li> </ul> <p>The Clerk will continue to vigorously pursue all the parties to progress this matter</p>
PC/13/5/096	<b>ALLOTMENTS</b>
	The Clerk had received a request from the Allotment Association to approve the purchase of additional fencing at an estimate cost of £167. Councillor Mrs Linda Pope (the newly elected Chairman of the Allotment Association) advised that this was to complete the perimeter fencing to deter rabbits from the site. She also confirmed that the association were not in a position to meet the cost of this purchase. Councillors were of the view that the parish council had made a commitment to provide the allotments and that the provision of appropriate fencing was an integral part of such a commitment.
	<b>RESOLVED</b> It was resolved that the Allotment Association be authorised to purchase the necessary fencing and to adduce a suitable receipt to the Clerk for payment.
	<b>ACTION</b> The Allotment Association and the Clerk
PC/13/5/097	<b>PARISH MATTERS</b>
A	<b>Monthly Inspection Sheets</b> Monthly inspections sheets were received for 2 areas. Areas 1 and 4 were submitted – Area 2 – Councillor Alan Kent was at a meeting elsewhere; Area 3 – Councillor Paul Henson not submitted; Area 5 – Councillor Brian King – to complete and deliver to parish office. The Clerk confirmed that the two seats were to be painted as soon as the weather permitted.
B	<b>Hedges/Trees.</b> Nothing was reported..
C	<b>Footpaths:</b> Vice-Chairman Paul Phillips advised that at the meeting of the Footpaths Committee which had preceded the parish council meeting, there had been a discussions as to whether it was worth continuing with the committee. The Chairman – Mrs Pace had reluctantly agreed to be re-elected as Chairman and it was agreed that the Clerk would contact NCC to try and improve the current lack of communication between the Rights of Way officers and the parish.
D	<b>Annual Audit.</b> The annual return had been circulated with the Agenda.
	<b>RESOLVED</b> That the Annual Return be approved and that the Chairman and the Clerk be authorised to sign it.
E	<b>Welcome Packs</b> It was agreed to that visitors to the website should be able to access the Welcome Pack.
F	<b>Emergency Planning.</b> Nothing to report.
G	<b>Street Lighting.</b> The safety inspection of all lamp columns had been completed and the Clerk was awaiting receipt of the certificates. Various faults had been noted and corrected if possible.
H	<b>Boarded-Up Shop at the corner of John's Road</b> It was agreed to defer this matter until the next meeting.
I	<b>Parish Office.</b> Various items of equipment belonging to the parish council need to be stored . Councillor Phil Bignell agreed to raise the issue at the next BSACC meeting to ascertain if there were any storage facilities available at the community centre.
J	<b>Noticeboards.</b> The Clerk had purchased a sheet of Sundeala and arrangements were in hand to refurbish the older noticeboards.
K	<b>Litter.</b> The Clerk was authorised to reimburse the voluntary litter collector the sum of £7 for costs he had incurred.
PC/13/5/098	<b>TWINNING</b>
	Nothing to report.

PC/13/5/099	<b>REPORTS</b>
A	<b>Speed limits and the 20MPH zone:</b> Nothing to report
B	<b>Mid Northants Parishes Report:</b> Councillor Phil Bignell advised that it had been agreed to retain the website for a further year.
C	<b>Northamptonshire County Association of Local Authorities:</b> The inaugural meeting of the West Northamptonshire Parish Forum is to be held on 26 <sup>th</sup> June.
D	<b>Highways and Transport</b>
	Meeting with Heygates Mill representatives. The Clerk advised that she had again spoken with Mr Heygate's assistant. No date had yet been set for the meeting. The Clerk had received a response from Campion School and the police in relation to the issue of parking on the grass verge outside the school. It was report that cones were being used to prevent parking.
E	<b>Community Centre</b> – Nothing to report
F	<b>Millennium Green</b> – Nothing to report
G	NCALC were organising a training event - Major Planning Applications & Parish/Town Councils – Increasing the effectiveness of your response on 17 <sup>th</sup> July. Councillor Robb Collett indicated that he would like to attend.
PC/13/5/100	<b>FINANCIAL MATTERS</b>
	A financial statement was circulated. The clerk reported that the bank balances were as follows:
	Current Account as at (Nat West) 30.4.13 £ 133,839.21
	Yorkshire Bank Closed
	Nationwide at 30.4.13 £ 2,029.85
	Deposit account at Closed
	Total funds at 30.4.13 £ <b>135,869.06</b>
C	<b>Accounts for Payment.</b> 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
0104	HM Revenue & Customs	Tax - SBB April	£70.34		HM Revenue and Customs requirement
0105	Mrs S Bramley-Brown	Clerk's salary– April 2013 (70 hours @ £10.49 = £734.30 less tax - £625.70 + £38.26 overpaid tax + £73.27 (stationery) + mileage £18.53	£755.76	12,21	Local Gov't Act 1972 S112
0106	A H Contracts	Emptying of Dog and Litter Bins	£322.80	53.80	Litter Act 1983 Ss 5,6
0107	Browne Jacobson	Interim account for legal work relating to acquisition of land at Glebe Field (£4,216 less £250 paid in Jan)	£3,966	£700.00	Local Gov't Act 1972 ss 124,126 and 127
0108	Falcon Copiers	May – July 2013 equipment rental	£176.86	£29.48	Local Gov't Act 1972 S112
0109	Falcon Copiers	Usage 17.1.13 – 4.4.13.	£87.962	£14.66	Local Gov't Act 1972 S112
0110	NCALC	Annual subscription and Internal Audit fees	£706.82		Local Gov't Act 1972 S112
0111	Mr P Wilkins	Work carried out on behalf of the parish Council - April	£57.00		Local Gov't Act 1972 S112
0112	Mr P Warden	April Mowing	£304.80	£50.80	Highways Act 19890 S96
0113	BSACC	Parish Office Rent and Room Hire	£330.00		Local Gov't Act 1972 S112

0114	CPPE	Annual Membership	£29.00		Local Gov't Act 1972 S111
0115	E.on	Street Lighting Maintenance for January to March 2013	£731.77	£121.96	Parish Councils Act 1957 s3 Highways ACT 1980 S301
0116	Mr J Curtis	Purchase of piping connections and weed killer	£82.23	£13.71	Smallholdings and Allotments Act 1908 s23
0100	Mrs K Iqbal	Ratification of cheque paid in April – cleaning of bus shelters in March	£30.00		Parish Councils Act 1957 s1
0101	J.R.B. Enterprises	Ratification of cheque paid in April – replacement dog bin	£220.90	£36.80	Litter Act 1983 ss 5, 6
0103	E.on	Ratification of cheque paid in April – unmetered supply March	£455.10	£75.85	Parish Councils Act 1957 s3 Highways ACT 1980 S301
		<b>RESOLVED:</b>	That these invoices be paid		
		<b>ACTION:</b>	Clerk		
PC/13/5/101		<b>DATE OF NEXT MEETING –Monday 10<sup>th</sup> June 2013 at 7.30 p.m.</b> <b>Please note the Clerk will be on holiday for this meeting – the locum clerk will be Mrs Ann Gilbert</b>			

*There being no further business the Vice-Chairman closed the meeting at 8.55 p.m.*

**\*End of Minutes\***

**CHAIRMAN:**.....

**DATE:**.....