

BUGBROOKE PARISH COUNCIL

Minutes of the Annual Meeting and Monthly Meeting of the Full Council held on Monday 12th May 2014 at 7.30 p.m, at the Community Centre, Bugbrooke.

PRESENT:

Chairman – Mr John Curtis

Councillor Phil Bignell		Councillor Alan Kent
Councillor John Bignell		Councillor Brian King
Councillor Robb Collett		Councillor Mrs Kate Meech
Councillor Brian Curtis		Councillor Paul Phillips
Councillor Ken Gardner		Councillor Mrs Linda Pope
Councillor David Harries		Councillor Terry Ward
Councillor Paul Henson		
	<u>IN ATTENDANCE</u>	
Mrs Sally Bramley-Brown - Clerk	4 parishioner	
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	<u>Reason:</u>	
Councillor David Jeffery	Holiday	
County Councillor Joan Kirkbride	Attendance elsewhere	
PC14/5/282	<u>ELECTION OF CHAIRMAN AND VICE –CHAIRMAN AND ACCEPTANCE OF OFFICE</u>	
	<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. Councillor Terry Ward then proposed the re-election of Councillor Paul Phillips as Vice-Chairman and this was seconded by Councillor Linda Pope. There were no other nominations, all were in favour and Councillor Paul Phillips was duly elected as Vice Chairman. The Chairman and Vice Chairman signed the declarations of acceptance of office.</p> <p>The Chairman took the chair for the remainder of the meeting.</p>	
PC/14/5/283	<u>APPOINTMENT/RE-APPOINTMENT OF THE RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR</u>	
	<p>It was unanimously agreed to re-appoint the Clerk as the Responsible Financial Officer and Councillor David Harries as internal control councillor.</p>	
PC14/5/284	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u>	
	<p>Apologies were received and accepted as above.</p>	
PC/14/5/285	<u>REVIEW AND RE-ADOPTION OF POLICY DOCUMENTS</u>	
	<p>The following policy documents were reviewed and re-adopted (having been circulated prior to the meeting):</p> <ul style="list-style-type: none"> ➤ The standing orders ➤ Financial regulations ➤ Risk assessment policy and log ➤ Complaints procedure ➤ Freedom of Information Act scheme . ➤ Grant Application Policy ➤ Asset Register ➤ Audit Plan ➤ Representatives of committees, working parties and other organisations. The list of committee memberships was amended to delete Councillor Phillips from the Vohl Twinning Committee and add Councillor Mrs Pope in his place. Mr Roy Smith was also deleted as the co-opted member on the Canal Parish Partnership. No new representative was appointed. 	

PC/14/5/286	<u>APPOINTMENT OF INTERNAL AUDITOR AND HIS TERMS OF REFERENCE</u>
	John Marshall was re-appointed as internal auditor. His terms of reference, as circulated prior to the meeting, were agreed.
PC/14/5/287	<u>REVIEW OF INTERNAL AUDIT</u>
	This was reviewed, and it was resolved as follows. <u>RESOLVED</u> 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/14/5/288	<u>REVIEW OF INTERNAL CONTROL SYSTEM AND REVIEW OF MAINTENANCE OF COUNCIL'S SYSTEM OF INTERNAL AUDIT.</u>
	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.
	The Parish Council meeting continued with the regular monthly business.
PC/14/5/289	<u>DECLARATIONS OF INTEREST</u>
	No declarations of interest
PC14/5/290	<u>REGISTER OF INTERESTS UPDATE</u>
	There were no changes to the register.
PC14/5/291	<u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 8TH APRIL 2014</u>
	The minutes of the meeting held on 8 th April were approved as a correct record of that meeting and were duly signed and initialled by the Chairman.
PC/14/5/292	<u>REPORT OF ISSUES PREVIOUSLY RAISED.</u>
	The Clerk reported that she had received a response from NCC Highways in relation to the Parish Council's expression of concern over the proposed junction improvement schemes for John's Road/Kislingbury Road and Pilgrim's Lane/Camp Hill. The Clerk read the letter to the meeting. Councillors agreed that a number of the points raised were factually incorrect and that the response did not address any of the concerns raised. The Clerk was requested to write again to press for a meeting with Highway Engineers.
	<u>ACTION</u> The Clerk to write to NCC Highways.
PC/14/5/293	<u>PUBLIC QUESTION TIME (7.50 p.m. – 7.55 p.m.)</u>
	Mrs Catherine Parry, on behalf of the Community Café, invited the Parish Council to consider hosting an afternoon tea party for the new residents at Peace Hill. It was agreed that the Clerk be requested to add this to the agenda for the next meeting for discussion. The Clerk will add this to the Agenda for June. Mr Roy Smith advised that the hedge from 32 Pound Lane was becoming a hazard on the path between Pound Lane and Pilgrims Lane.
PC/14/5/294	<u>DISTRICT COUNCILLORS REPORT AND UPDATE.</u>
	It was reported that an application had been submitted for an additional 99mdwellings at Nether Heyford at the rear of the current development and adjacent to the canal. This was to be considered by SNC at its July Planning meeting.

PC/14/5/295	PLANNING				
A	<p>New Homes Bonus. Councillor Harries advised that was a risk of “claw back” and that applications should be submitted before the elections in May 2015. Applications to be submitted by village organisations, SNC would then contact the Parish Council to ascertain if they supported the application. Councillor Harries advised that this was currently being reviewed, so that future applications would be submitted with the Parish Council having already been consulted. Councillors Mrs Meech advised that the Bugbrooke Skate Park Fund was ready to submit an application for £6,000. The Chairman advised that drainage works were required to the playing fields at the Community Centre, the predicted cost being £9,000. After discussion it was agreed that there should be a joint application from both organisations with the support of the Parish Council, and that they should also apply for a further amount from the Community New Homes Bonus fund.</p>				
	ACTION	The Clerk, Councillors Mrs Meech and Councillor Brian Curtis agreed to meeting on 15 th May to complete a joint application.			
B	<p>Library Facilities. The Clerk read a response from NCC Library Service. They were now offering to change the day of the mobile library visit. Councillor Kent reported that he had visited Towcester Library to ascertain information about the mobile library visits to Bugbrooke. This was not easily available for the library staff. The library visits once a month on a Saturday for 1 hour. The computer on the vehicle is very slow; there is a limited number of books; it would be too small for school classes to visit and would not enhance the facilities already available at the school. After discussion it was agreed that the library service should be requested to leave the visits as at present, but they should be asked to explain why smaller villages (Nether Heyford and Flore) have longer visits than Bugbrooke.</p> <p>Councillor Phil Bignell was requested to submit costings for the provision of a laptop and wireless printer for the Community Café.</p>				
C	The Clerk had received notification of an appeal against refusal to grant planning permission relating to The Old Rectory Church Lane. The Clerk was requested to re-iterate the Parish Council’s objections in writing to the appeal inspector.				
	ACTION	The Clerk to write to Planning Inspector			
D	<p>Erection of Wind Turbines. Notification of a proposal to erect up to 3 wind turbines on land between Kislingbury and Bugbrooke. No application has yet been submitted. A public consultation was to be held at Kislingbury Village Hall on Tuesday 20th May. Several councillors indicated that they would attend</p>				
E	Planning applications and decisions for report				
	STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
	New	S/2014/0539/FUL Giles	8 Meadway	First floor extension to side and single storey extension to rear	No comment
	New	S2014/0504/FUL	Campion School	Installation of new mobile unit at front of school	Object on planning grounds but if granted request that there be a directive that locating the classroom must follow the advice of the tree report.
PC/14/5/296	POLICE MATTERS AND NEIGHBOURHOOD WATCH				
A	Community Speed Watch Programme – Councillor Kent advised that the equipment would be available for the village to use from 28 th June.				
B	Councillor Collett agreed to attend the Policy Community Support Team Parish Co-ordination Group meeting to be held on 23 rd May.				
	ACTION	Councillor Collett to attend			
C	Mr Dungate, the local Neighbourhood Watch Co-ordinator had requested the Parish Council for assistance with the erection of new Neighbourhood Watch signs. It was agreed that the Clerk be requested to ask Mr Wilkins to assist, any associated costs to be met by the Parish Council.				
	ACTION	The Clerk to contact Mr Wilkins.			
PC14/5/297	YOUTH MATTERS				
	Councillor Mrs Meech confirmed that a meeting had been held with BSACA				

	representatives and that an area of land adjacent to the MUGA had been identified and measured. This was to be confirmed in writing by BSACA. Quotations were being obtained from several suppliers, the first had been received and was costed at £126,000. A number of funding raising events had been arranged including a giant sleep over at the community centre on 18 th July, a village garage sale on 20 th July, a fun run, absailing down the lift tower in Northampton and a New Year's Eve party at the Community Centre. The Chairman congratulated Councillor Mrs Meech on the progress made so far.
PC/14/5/298	<u>PLAYING FIELD</u>
	Nothing to report.
PC/14/5/299	<u>NEW CHURCHYARD EXTENSION</u>
	The Clerk reported that matters were progressing well and that a date had been set for the signing of all the documents – 3 rd June. It was agreed that Councillors Phillips and either Mrs Pope or Phil Bignell would act as signatories on behalf of the Parish Council. The Clerk had prepared an application for a Change of Use on the area which was to become burial ground. This was to be submitted after the meeting.
PC/14/5/300	<u>ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT.</u>
	The Annual Return and Annual Governance Statement had been circulated with the agenda..
	<u>RESOLVED</u> That the Annual Return be approved and that the Chairman and the Clerk be authorised to sign it.
PC/14/5/301	<u>PARISH MATTERS</u>
A	<u>Monthly Inspection Sheets</u> Monthly inspections sheets were received for all 5 areas. The Clerk was not aware of any outstanding issues.
B	<u>Hedges/Trees.</u> The Clerk was requested to write to the owners of 32 Pound Lane. The overgrown hedge leading to the cricket club past The Ashes had not been dealt with. This matter had been discussed at the preceding footpaths meetings and the Chairman of the Footpaths Committee had undertaken to address the issue. A number of potholes were reported – Smither Way; Junction of Meadway/Pilgrims Lane Litchborough Road Railway Bridge; Cornhill Road Railway Bridge
C	<u>Footpaths:</u> The Chairman advised at the meeting of the Footpaths Committee which had preceded the Parish Council meeting, there had been discussions regarding a number of issues, but that there was little to report back to the Parish Council.
D	<u>Allotments.</u> Nothing to report.
	<u>Emergency Planning.</u> Nothing to report. Councillor Collett reserved the right to make application to the New Homes Bonus fund if it was found necessary.
E	<u>Noticeboards</u> It was agreed that the Noticeboard on Camp Hill, at its junction with Pound Land, should be replaced. The Clerk was authorised to order a new man-made timber noticeboard.
	<u>ACTION</u> The Clerk
F	<u>Community Centre.</u> Nothing to report.
G	<u>Millennium Green.</u> Nothing to report.
H	<u>Dog Waste Bin.</u> The Clerk reported that she was liaising with NCC Highways to obtain the necessary licence. As soon as this was available, she would order the bin and arrange its installation.
I	<u>Primary school.</u> The Clerk had received a report that there had been an incident where unauthorised access to the school grounds had been achieved by climbing over the play area fencing, as this was reported as being lower than the remainder of the school fencing. When the play area had been first set up, the fencing had been changed to match the remainder of the boundary fencing, except that it had a rounded top. The Clerk was requested to contact the school to ascertain exactly what the problem was.
	<u>ACTION</u> The Clerk to contact the school
PC/14/5/302	<u>REPORTS</u>
	<u>Highways and Transport</u>
	The Clerk reported that she was liaising with NCC Highways to obtain the necessary licence for the erection of the dragon's teeth.

PC/14/5/303	FINANCIAL MATTERS		
A	A financial statement was circulated. The clerk reported that the bank balances were as follows:		
	Current Account as at 30.4.14 Includes 1 st tranche precept payment (£32,000)		£128,898.57
	Less May payment and uncleared item	£1,548.62	
	Total funds at 30.4.14		£127,349.95
B	RESOLVED	<p>It was proposed by Councillor Phillips and seconded by Councillor Mrs Pope that the following proposals be adopted. This was agreed unanimously.</p> <ol style="list-style-type: none"> 1 That the Parish Council resolves to approve internet banking when appropriate. 2 The Clerk to submit a list of payments to each meeting, indicating the method of payment for each transaction. 3 The list to be checked by a nominated signatory at the meeting. 4 To nominate a signatory and deputy in case of absence 5. To nominate a second signatory and deputy in case of absence, who <p style="margin-left: 40px;">Is to access the Parish Council bank account via the internet, within</p> <p style="margin-left: 40px;">2 days of the meeting, to confirm that the transfers as approved at the meeting and payment made by the Clerk are the same.</p> <p>Councillor Alan Kent was elected to check the payment list at meetings, with Councillor Mrs Meech as his deputy. Councillor Phillips was elected to check the payments made on line with Councillor Bignell as his deputy.</p>	
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
0247	Mrs S Bramley-Brown	Clerk's salary– April 2014 (70 hours @ £11.67 = £816.90 less tax - £761.30 + expenses and + mileage.	£841.53	£9.97	Local Gov't Act 1972 S112
0248	HM Revenue & Customs	Tax - SBB April	£55.60		HM Revenue and Customs requirement
0249	Anglian Water	Water supply of allotment site	£50.28		Smallholdings and Allotments Act 1908 S23
0250	South Northants Council	Planning application for change of use for part of the Millennium Green	£192.50		General Power of Competence

RESOLVED: That these invoices be paid

ACTION: Clerk

PC/14/5/304

DATE OF NEXT MEETING –Monday 9th June 2014 at 7.30 p.m.

There being no further business the Vice-Chairman closed the meeting at 9.02 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....