

BUGBROOKE PARISH COUNCIL

Minutes of the Annual Meeting and Monthly Meeting of the Full Council held on Monday 9th May 2016 at 7.30 p.m, at the Community Centre, Bugbrooke.

PRESENT:

Councillor John Bignell		Councillor David Harries
Councillor Robb Collett		Councillor Alan Kent
Councillor Brian Curtis		Councillor Brian King
Councillor John Curtis, BEM		Councillor Mrs Catherine Parry
Councillor Ken Gardner		Councillor Mrs Linda Pope
Councillor Mrs Teresa Garlick		Councillor Terry Ward
	<u>IN ATTENDANCE</u>	
Sally Bramley-Brown - Clerk County Councillor Joan Kirkbride		2 members of the public
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	Reason: Excluded from 6 month rule	
	Personal Yes	Councillor David Jeffery
Councillor Mrs Julia Richardson		
Councillor Phil Bignell	“	
PC16/5/085	<u>ELECTION OF CHAIRMAN AND VICE-CHAIRMAN AND ACCEPTANCE OF OFFICE</u>	
	<p>Councillors were invited to nominate a new Chairman, as Councillor John Curtis had indicated that he wished to stand down from the role. The Clerk advised that the Parish Council could not be properly constituted without the appointment of a Chairman and the meeting could not proceed. Finally Councillor Curtis agreed to take on the role for one more year and it was proposed by Councillor King and seconded by Councillor Mrs Pope, that Councillor John Curtis be re-appointed as Chairman. As there were no other nominations the proposal was accepted by a show of hands. The Chairman took the chair for the rest of the meeting.</p> <p>Councillor Ward proposed the election of Councillor Mrs Pope as Vice-Chairman and this was seconded by Councillor Gardner. There were no other nominations and the proposal was accepted by a show of hands. The duly elected Chairman and Vice-Chairman signed the Declaration of Acceptance of Office.</p>	
PC16/5/086	<u>TO APPOINT OR RE-APPOINT THE RESPONSIBLE FINANCIAL OFFICER AND INTERNAL CONTROL COUNCILLOR</u>	
	It was unanimously agreed to re-appoint the Clerk as the Responsible Financial Officer and Councillor David Harries as the Internal Control Councillor.	
PC/16/5/087	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.</u>	
	Apologies were received and accepted as above. The apology from Councillor Phil Bignell was to be excluded from the six month rule.	

	<p>The Clerk advised that in addition to the apology from Councillors Mrs Richardson, she had also received and accepted Mrs Richardson's resignation from the Parish Council. The Clerk had notified SNC and once the appropriate notice had been issued and the time period expired, the Parish Council would, unless requested to hold a by-election, be able to fill the vacancy by co-option. The Clerk was requested to write and thank Councillors Mrs Richardson for her work on behalf of the Parish over the last year.</p>
PC/16/5/088	<p><u>TO REVIEW AND RE-ADOPT THE FOLLOWING POLICY DOCUMENTS</u></p> <p>The following policy documents had been circulated with the Agenda for review by Councillors and they were re-adopted and signed by the Chairman and the Clerk.</p> <ul style="list-style-type: none"> ➤ Standing Order ➤ Financial Regulations ➤ Risk Assessment Policy and Log ➤ Complaints Procedure ➤ Freedom of Information Act scheme as published on the Link website ➤ Asset Register ➤ Grants Policy ➤ Audit Plan <p>The representatives for committees, working parties and other organisations was reviewed, following Mrs Richardson's resignation. It was agreed that Councillor Collett would join the Finance Committee and the Development Working Party and Councillor Mrs Parry would act as substitute:</p> <p>Mrs Richardson had been designated as a signatory on the Parish Council's bank mandate, and had been appointed to check internet payment which forms part of the Council's internal financial control regime. It was agreed that Councillor Mrs Parry should be added to the bank mandate and have internet access to the bank account to take over the payment checking role.</p>
PC/16/5/089	<p><u>TO REVIEW THE APPOINTMENT OF THE INTERNAL AUDITOR AND HIS TERMS OF REFERENCE</u></p> <p>It was unanimously agreed to re-appoint Mr John Marshall as internal auditor. His terms of reference, as circulated prior to the meeting, were agreed.</p>
PC/16/5/090	<p><u>REVIEW OF INTERNAL AUDIT</u></p> <p>This was reviewed, and it was resolved as follows.</p> <p><u>RESOLVED</u> That the review of the internal audit had been considered as follows (BDO stipulations):</p> <p>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.</p> <p>Independence The independent auditor was independent, unbiased and objective.</p> <p>Competence: The internal auditor had sufficient knowledge to be able to carry out the audit.</p> <p>Relationships The relevant responsibilities of the councillors, Clerk/RFO and internal auditor were defined.</p> <p>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.</p>

PC/16/5/091	<u>REVIEW OF INTERNAL CONTROL SYSTEM AND REVIEW OF MAINTENANCE OF COUNCIL'S SYSTEM OF INTERNAL AUDIT</u>	
	The Council also has 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 and the audit plan circulated with the Agenda was agreed.	
PC/16/5/092	<u>ADOPTION OF DISCIPLINARY AND GRIEVANCE PROCEDURE POLICY</u>	
	The Clerk had prepared and circulated the new policy with the Agenda. The Clerk advised that whilst no specific one event had prompted the need for such a policy, it was one of a suite of policies which Parish Councils' seeking to adopt best practice should have in place. It was proposed by Councillor Mrs Pope and seconded by Councillor Gardner that the Parish Council should adopted such a policy and this was unanimously agreed.	
PC/16/5/093	<u>RE-ADOPTION OF THE GENERAL POWER OF COMPETENCE</u>	
	<u>RESOLUTION</u>	It was proposed by Councillor harries and seconded by Councillor Kent that Bugbrooke Parish Council should re-adopt the General Power of Competence as provided by S1 Localism Act 2011 being an eligible parish council which fulfils the criteria as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It was agreed unanimously
	The Parish Council meeting continued with the regular monthly business.	
PC/16/5/094	<u>DECLARATIONS OF INTEREST</u>	
	Councillor Ward declared an interest in respect of Item 4 E – Planning - 3 The Paddocks and Councillor Collett declared an interest in respect of Item 11 – Parish Council Website	
PC/16/5/095	<u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11TH APRIL 2016</u>	
	The minutes of the meeting held on 11 th April were approved s a correct record of that meeting and were duly signed and initialled by the Chairman.	
PC/16/5/096	<u>REPORTS OF ISSUES PREVIOUSLY RAISED.</u>	
	There were none	
PC/16/5/097	<u>PUBLIC QUESTION TIME</u>	
	County Councillor Kirkbride advised that it was expected that the new County Hall would be ready for occupation in October.	
	Neither of the members of the public who were present wished to raise any issues. Councillor Collet reported that he had received a complaint from a resident about a bonfire that had been lit in the garden of a house in Pilgrims Lane. Whilst there is no prohibition against lighting a bonfire, there are laws covering the nuisance they can cause. Households cannot burn domestic waste if it causes pollution or could harm people's health. Householder can be fined if they light a fire and the smoke drifts to become a danger to traffic. Frequent bonfires can give rise to an Abatement Notice being issues which could result in a fine of up to £5,000. Residents were to be asked to be considerate of neighbours when intending to have a bonfire.	

PC/16/5/098		PLANNING		
		<p>a. SNC Local Plan Consultation. The Development Working Party had met on 6th May and prepared draft responses, which were circulated to Councillors at the meeting. The closing date for the consultation was 9th June and therefore the Parish Council would not have any further opportunity to consider any recommendations, the next meeting not being until 13th June. The Chairman discussed the draft responses and it was agreed that these covered all the relevant main points. The DWP was to meet again on 13th May to finalise the response.</p>		
		RESOLUTION	<p>It was proposed by Councillor King, and seconded by Councillor Ward that the Parish Council supports the draft view of the DWP and further authorised the DWP to submit responses in accordance with those discussed, to SNC before the consultation closing date. The resolution was passed unanimously.</p>	
		<p>b. Councillor Harries reported on the Parking Consultation which had been undertaken by SNC. Included in the report were finding regarding parking around schools, which found that there were no problems. Councillors requested that the Clerk write to SNC to record their disagreement with the findings in relation to parking around the primary ad Campion school. This was not so pronounced in the mornings but at the end of school, became a real issue.</p>		
		<p>c. Proposed Rail Freight Terminate between Blisworth and Milton Malsor. Councillors were appraised of the proposal by Rail Central and notified of the dates of the public exhibitions in the area. It was noted that this would have an impact on surrounding villages which would require protection from excessive use by HGVs</p>		
		<p>d. Fence at 8 West End. The Clerk reported that she had been notified that SNC had written to the own to require the removal of the close boarded fence within 2 months (by end of June), failing which an Enforcement Notice would be issued. The Owner had been advised that a retrospective application for planning permission was highly unlikely to be approved due to its location within the conservation area and the intrusive nature of the visual impact of the fence.</p>		
		<p>e. Planning Applications and Decision</p>		
STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2016/0845/FUL	Land adjacent to 3 The Paddocks	One detached dwelling	Concerned about the dominating size of the dwelling, which did not sit comfortably between the adjoining properties; its effect on the street scene and the surrounding area.
New	S/2016/0777/FUL	Three Corner Field, Eastcote Road	Extension to building and use of mobile shepherds hut	Materials for the extended building should match those of the existing building – i.e. dark green which blends into the surroundings. Councillors queried the need for a shepherds hut, when the applicant already has a caravan on the site which is apparently for use when

				sheep are lambing. Councillors have requested that if this application is granted, that it requires the applicant to cease all agricultural activities at 47A Camp Hill, where it is creating significant issues for surrounding properties.																																	
	S/2016/0959/FUL	Bugbrooke Cricket Club, Camp Farm	Erection of a storage shed/garage and disabled toilet	Approved																																	
	S/2016/0955/FUL	Hoarstone House, 9 Church Lane	First floor front and side extensions. Front boundary wall and gates	Approved																																	
	S/2015/2053/FUL	63 Pilgrims Lane	Replacement dwelling	Appeal allowed 11.4.16																																	
PC/16/5/099	ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN																																				
	<p>The Annual Governance Statement and the Annual Return had been circulated with the Agenda. Each of the Governance Statement questions were put to the Parish Council and answered in the affirmative.</p> <p>The Clerk had completed the Annual Return as follows:-</p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: center;">YEAR 31ST March 2015</th> <th style="text-align: center;">ENDING 31ST March 2016</th> </tr> </thead> <tbody> <tr> <td>Balances brought forward</td> <td style="text-align: right;">£102,125</td> <td style="text-align: right;">£ 97,649</td> </tr> <tr> <td>Annual Precept</td> <td style="text-align: right;">£ 64,000</td> <td style="text-align: right;">£ 64,000</td> </tr> <tr> <td>Total Other Receipts</td> <td style="text-align: right;">£ 16,571</td> <td style="text-align: right;">£ 16,685</td> </tr> <tr> <td>Staff costs</td> <td style="text-align: right;">£ 9,962</td> <td style="text-align: right;">£ 10,806</td> </tr> <tr> <td>Loan Interest repayments</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>All other payments</td> <td style="text-align: right;">£ 75,085</td> <td style="text-align: right;">£ 78,070</td> </tr> <tr> <td>Balances carried forward</td> <td style="text-align: right;">£ 97,649</td> <td style="text-align: right;">£ 89,458</td> </tr> <tr> <td>Total cash and short term investments</td> <td style="text-align: right;">£ 97,649</td> <td style="text-align: right;">£ 89,458</td> </tr> <tr> <td>Total fixed assets</td> <td style="text-align: right;">£304,701</td> <td style="text-align: right;">£318,727</td> </tr> <tr> <td>Total Borrowings</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> </tbody> </table> <p>IT WAS RESOLVED that the Annual Governance Statement and the Annual Return be approved and that the Chairman and the Clerk be authorised to sign it. This was duly done.</p>					YEAR 31 ST March 2015	ENDING 31 ST March 2016	Balances brought forward	£102,125	£ 97,649	Annual Precept	£ 64,000	£ 64,000	Total Other Receipts	£ 16,571	£ 16,685	Staff costs	£ 9,962	£ 10,806	Loan Interest repayments	0	0	All other payments	£ 75,085	£ 78,070	Balances carried forward	£ 97,649	£ 89,458	Total cash and short term investments	£ 97,649	£ 89,458	Total fixed assets	£304,701	£318,727	Total Borrowings	0	0
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PC/16/5/100	POLICE AND NEIGHBOURHOOD WATCH MATTERS. Various notices had been circulated as appropriate.																																				
PC/16/5/101	PLAYING FIELDS AND COMMUNITY CENTRE An article relating to the possible installation of a Fitness Trail on the playing fields has																																				

	been submitted for inclusion in the next edition of the Link. A copy of the article had been circulated with the Agenda.
PC/16/5/102	<u>MILLENNIUM GREEN AND CAR PARK</u>
	The path and car park works had commenced and the contractors were making good progress. The Clerk has ordered two new noticeboards for the Millennium Green and will order two seats when a decision is made about the type of seats required. The Clerk had ascertained that the cost of meadow grass with wild flower seed was £41 per kilo and was duly authorised to order 1 kilo for the MG.
PC/16/5/103	<u>PARISH ENVIRONMENT WARDEN REPORT</u> A copy of the PEW report had been circulated with the Agenda. The Clerk was requested to ask the PEW if he would be willing to plant daffodils along the grass verges leading into the village. If he agreed the Clerk would order bulbs at the appropriate time. The PEW hi viz waistcoats had arrived.
PC/16/5/104	<u>PARISH MATTERS</u>
A	<u>Monthly Inspection Sheets</u> Monthly inspections sheets were received for 3 areas.
B	<u>Hedges/Trees.</u> Hedge at 32 Pound Lane. The Clerk was awaiting a response.
C	<u>Footpaths.</u> A meeting of the Footpaths Committee had taken place prior to the Parish Council meeting. No problems were reported. The Adams family had installed a kissing gate on the footpath leading from the end of Laddermaker's Yard. The property at 31 West End, which has a footpath running through the garden, had recently changed hands. The Clerk had been requested to write to the new owner to remind them of the presence of the public footpath, but also to say that if they could obtain Heygates consent to a diversion, the Parish Council would support an application to NCC.
D	<u>Emergency Planning.</u> Nothing to report.
E	<u>Street Lighting.</u> 1. The consultation period had ended on 30 th April. The responses had been collated and circulated with the agenda.
	RESOLUTION It was proposed by Councillor Mrs Pope and seconded by Councillor Brian Curtis that the Parish Council should proceed with the proposal to change all the remaining street lighting in the village to PLLs as soon as possible. The resolution was approved unanimously.
	2. As yet the Clerk has only received one quotation for the works. The other two will be pursued as a matter of urgency.
	3. The Clerk had proposed that the Parish Council should apply to SNC for the balance of the New Homes Bonus fund available for Bugbrooke (£15,997) to be used against the cost of the project.
	RESOLUTION It was proposed by Councillor Harries and seconded by Councillor Mrs Pope that the Clerk be requested to complete a grant application form for submission to SNC for the balance of the New Homes Bonus fund to be used for the street lighting project. The resolution was passed unanimously
F	<u>Highways and Transport.</u> 1. The Clerk had received information that Smitherway had been included in the programme of works for 2016-2017. 2. It was agreed that the Parish Council would support the NCC Highways suggestion of removing the old "playground" sign from Pilgrims Lane and installing a new sign warning that the road narrows and that there are

	<p>oncoming vehicles in the middle of the road.</p> <p>3. The Clerk advised that she had received notification of road works to be carried out on Friday 17th June to the railway bridge on Gayton Road. The road would be closed between Banbury Lane and Eastcote Road (Birds Hill)</p>		
H	<p>Millennium Green. Councillor Harries had been requested to explain the figures presented by the Millennium Green Trustees to the Annual Parish Meeting. Councillor Harries advised that £2,600 was earmarked for essential tree maintenance work. The increased size of the MG meant increased mowing and insurance costs and the Lime Trees were now at a stage where they were costly to maintain. It was agreed to review the amount of the grant to the MGT at the Finance Meeting in the Autumn.</p>		
I	<p>Parish Council Noticeboard at West End. The Clerk had expressed her thanks to Mr Wilkins and Mr Dunn for erecting the new noticeboard.</p>		
J	<p>Transfer of Services /Patient Participation Group. Nothing to report.</p>		
K	<p>Seat on Elm Tree Bank. The Clerk reported that the base was to be constructed later that week and that the seat would be delivered the week after.</p>		
L	<p>West End Bus Shelter. The Clerk advised that the replacement glass panel was to be fitted the following day. It was agreed that the Parish Council should purchase a new litter bin to be located closed to the bus shelter and the noticeboard.</p>		
M	<p>Bus Service. The Head of Campion School was to contact Stagecoach with a view to securing a change in bus timings to accommodate changes in the school day end time. It was agreed that the Parish Council would support such a request.</p>		
PC/16/5/105	<p>PARISH COUNCIL WEBSITE</p>		
	<p>The Clerk had circulated a briefing note containing a recommendation together with copies of the two quotations she had received. Option 1 was an "off the shelf" product at £1,200 and Option 2 was a bespoke site at a cost of £984. There were also differences in the year on costs.</p>		
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PC/16/5/106	<p>PROVISION OF A DEFIBRILLATOR</p>		
	<p>The Clerk had received the defibrillator and this was being stored at the Parish Office. EMAS had advised that the best location for the defibrillator would be in the vicinity of the surgery, and the Clerk was requested to contact the Practice Manager and the Pharmacy to ascertain if the device could be located on an outside wall.</p>		
PC/16/5/107	<p>TWINNING.</p> <p>Two residents had indicated that they would be willing to represent the village at the celebrations to be held in September. The current budget has provision for £100 to be spent on twinning events.</p>		
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PC/16/5/108	<p>FINANCIAL MATTERS</p>		
A	<p>A financial statement for month ending 30th April had been circulated with the Agenda, and the figures were as follows:-</p>		

	Current Account as at 31.3.16		£59,458.29		
	CCLA Deposit Fund as at 31.3.16		£30,000.00		
	Total available.		£ 89,458.29		
	Less April Payments	£3,475.09			
	Plus deposits and payments		£ 4,211.38		
	Total funds at 30.4.16		£90,194.58		
PC/16/5/109	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
D.D.	Southern Electric	Unmetered Supply for April 2016	543.22	88.60	Parish Councils Act 1957 s3 Highways Act 1980 s301
D.D.	Southern Electric	Ratification of payment made in April for March street lighting supply	526.20	85.81	Parish Councils Act 1957 s3 Highways Act 1980 s301
353	Mr Peter Wilkins	Erection of new noticeboard	56.48		Local Gov't Act 1972
354	Peter Warden Environmental	April Mowing	609.60	101.60	Highways Act 1980 S96
355	CPRE	Annual membership	36.00		Local Gov't Act 1972
(I.B.)	HM Revenue & Customs	Tax - SBB April + NIC (32.15)	265.55		HMRC requirement
(I.B.)	A.H,Contracts	April dog and litter Bins	419.64	69.94	Litter Act 1983 s5,6
(I.B.)	Mrs S Bramley-Brown	Clerk's salary– April 2016 less tax - + mileage and expenses and overtime	951.29	16.63	Local Gov't Act 1972 S112
(I.B.)	Physio-control UK Sales Ltd	Defibrillator	780.00	130.00	General Power of Competence
(I.B.)	NCALC	Annual membership and internal audit fees	1060.18		Local Gov't Act 1972 S112
(I.B.)	BSACCA	Room hire and Parish Office rent	260.00		Local Gov't Act 1972 S112
	RESOLVED:	That these invoices be paid			
	ACTION:	Clerk			
PC/16/5/110	DATE OF NEXT MEETING –Monday 13th June at 7.30 p.m.				

There being no further business the Chairman closed the meeting at 9.44 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....