

BUGBROOKE PARISH COUNCIL

Minutes of the Annual Meeting and Monthly Meeting of the Full Council held on
Monday 18th May 2015 at 7.30 p.m, at the Community Centre, Bugbrooke.

PRESENT:

Councillor Phil Bignell		Councillor Alan Kent
Councillor John Bignell		Councillor Brian King
Councillor Robb Collett		Councillor Mrs Catherine Parry
Councillor Brian Curtis		Councillor Mrs Linda Pope
Councillor John Curtis		Councillors Ms Julia Richardson
Councillor Ken Gardner		Councillor Terry Ward
Councillor Mrs Teresa Garlick		
	<u>IN ATTENDANCE</u>	
Mrs Sally Bramley-Brown - Clerk	5 parishioner	
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	Reason:	
Councillor David Harries	Personal	
County Councillor Joan Kirkbride	Attendance elsewhere	
PC15/5/069	<u>ELECTION OF CHAIRMAN AND VICE –CHAIRMAN AND ACCEPTANCE OF OFFICE</u> The Clerk welcomed all members of the newly elected Parish Council, having completed Declarations of Acceptance of Office for all those present. Councillors were invited to nominate a new chairman. It was proposed by Councillor Ken Gardner that Councillor John Curtis be re-elected as Chairman. This was seconded by Councillor Terry Ward and, as there were no other nominations, the nomination was accepted by a show of hands. The Chairman took the chair for the remainder of the meeting. The Chairman proposed the election of Councillor Mrs Linda Pope as Vice-Chairman and this was seconded by Councillor Terry Ward. There were no other nominations, all were in favour and Councillor Mrs Linda Pope was duly elected as Vice Chairman. The Chairman and Vice Chairman signed the declarations of acceptance of office.	
PC/15/5/070	<u>TO RECEIVE COMPLETED REGISTER OF MEMBERS’ INTEREST FORMS AND ELECTRONIC SUMMONS CONSENT FORMS.</u> Completed Register of Members’ Interests forms were received from all Councillors present and Summons Consent forms from those wishing to receive future communications via email	
PC/15/5/071	<u>APPOINTMENT/RE-APPOINTMENT OF 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 internal control councillor.	
PC15/5/072	<u>TO RECEIVE, ACCEPT AND APPROVE APOLOGIES FOR ABSENCE</u> Apologies were received and accepted as above. Councillor Harries had requested that approval be given for him to complete his Declaration of Acceptance of Office before or at the next meeting of the Parish Council. This was agreed unanimously	
PC/15/5/073	<u>REVIEW AND RE-ADOPTION OF POLICY DOCUMENTS</u> The following policy documents were reviewed and re-adopted (having been circulated prior to	

	<p>the meeting):</p> <ul style="list-style-type: none"> ➤ The standing orders - Councillor Phil Bignell requested that item 1 under the heading of Meetings Generally, be deleted as the legislation relating to recording, filming and transmitting the proceedings of a meeting had been amended. The item was duly deleted. All Councillors had been provided with a copy of the Parish Council's adopted Code of Conduct and were reminded that this formed part of 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 had been circulated. The Chairman suggested various amendments to committee representatives, to engage with the newly elected Councillors. All Councillors were requested to consider the roles currently or proposed to be allocated to them and the list to be finalised at the next meeting. ➤ Two representatives were appointed to work jointly with the WI in arranging the new residents tea party as part of the WI Centenary celebrations in July – these were Councillors Mrs Catherine Parry and Councillor Mrs Linda Pope.
PC/15/5/074	<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/15/5/075	<u>REVIEW OF INTERNAL AUDIT</u>
	<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/15/5/076	<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/15/5/077	<u>DECLARATIONS OF INTEREST</u>				
	Declarations of interest were made by Councillors John Curtis and Brian Curtis in respect of item 4A – Planning – Bugbrooke Football Club.				
PC/15/5/078	<u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13^H APRIL 2015</u>				
	The minutes of the meeting held on 13 th April were approved as a correct record of that meeting and were duly signed and initialled by the Chairman. As the monthly meeting was shorter than usual, the Chairman went through the minutes item by item. It was reported that the works necessary to reinstate the Millennium Green following the archaeological survey, had been carried out by Mr Shay Adams and that the area was now much improved and the grass beginning to regrow. Mr Adams had not charged for carrying out the works, only for the cost of the grass seed. The Chairman proposed that the Clerk be requested to write a letter of thanks to Mr Adams, and this was unanimously agreed. It was also reported that the Election flyer delivered by the scouts and beavers to all homes in the village had been very well received by residents and it was agreed that the Parish Council would donate the sum of £100 to the scout group as a contribution towards their camping costs.				
PC/15/5/079	<u>PUBLIC QUESTION TIME (7.55 p.m. – 7.55 p.m.)</u>				
	The Chairman of the Allotment Association raised an issue in relation to the payment for water usage, made by the Parish Council in April. The Clerk arranged to meet with the Allotment Chairman to discuss the issue. It was again reported that the Primary School Play Area had been locked without authority of the Parish Council. The Clerk had visited on two occasions – both times the area had been open but there was a locked padlock on the gate. The Clerk agreed to have the padlock removed and will erect a sign to advise that no one may lock the gate without the authority of the Parish Council.				
PC/15/5/080	<u>PLANNING</u>				
A	Bugbrooke Football Club. Councillor Brian Curtis advised that the football club were intending to apply for planning permission for floodlight of a new training pitch. Plans of the proposal had been circulated with the agenda. The football club were seeking the permission of the Parish Council to make the application in the name of Bugbrooke Parish Council to enable them to take advantage of a reduction in fees available to parish councils. The Parish Council has previously agreed this one a number of occasions for community groups in the village. It was agreed to support the application, subject to a time limit on the use of the lighting if approved, and to permit the club to make the application in the name of the parish council.				
B	Planning applications and decisions for report				
	STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
	New	S/2015/0801/FUL Giles	3 Moores Close	Part single storey, part two storey front and side extension and single storey rear extension	Matching material
	New	S2015/0788/FUL	41 Johns Road	Front porch and two storey rear extension	Matching materials
	New	S/2015/0992/PA	Unusual Rigging	Determination as to whether prior approval is required for the installation of solar PV equipment	Support the application as no one would be adversely affected by the proposal
	FIO	S/2015/0983/TCA	Wakeham	Reduce Leylandii confer in rear garden by 30%	
	New	S/2015/0964/FUL	Heygates	Land at junction of Pound	No objections –

			Lane and Camp Hill	matching materials
New	S/2015/1012/FUL	Wakeman	Two storey rear extension	Objection to design and affect on neighbouring properties
C	New Homes Bonus			
	The Chairman undated Councillors on the continuing problem with dogs fouling the playing fields, and the need to fence the new rugby pitches. It had been proposed that BSACCA would apply to SNC for a proportion of the New Homes Bonus fund for Bugbrooke, to meet the costs of the purchase of the fencing. To date the Clerk had not received notification of such an application, but closing date for application was the end of May, and if such an application were to be made it would require the support of the Parish Council. It was agreed that the Parish Council would support such an application and authorised the Clerk to communicate that support to the Grants Officer at SNC should notification of an application be received.			
PC/15/5/081	<u>ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT.</u>			
	The Annual Return and Annual Governance Statement had been completed by the Clerk and circulated prior to the meeting showing the following:-			
		YEAR	ENDING	
		31ST March 2014	31st March 2015	
	Balances brought forward	£100,711	£102,125	
	Annual Precept	£ 66,500	£ 64,000	
	Total Other Receipts	£ 11,361	£ 16,571	
	Staff Costs	£ 9,208	£ 9,962	
	Loan Interest/capital repayments	0	0	
	All other payments	£67,239	£75,085	
	Balances carried forward	£102,125	£97,649	
	Total cash and short term investments	£102,125	£97,649	
	Total fixed assets	£302,701	£304,966	
	Total borrowings	0	0	
	IT WAS RESOLVED that the Annual Return and Annual Governance Statement be approved and that the Chairman and the Clerk be authorised to sign it. This was duly done. ..			
	<u>RESOLVED</u>	It was proposed by Councillor Ward and seconded by Councillor Mrs Pope that the Annual Return be approved and that the Chairman and the Clerk be authorised to sign it.		
PC/15/5/082	<u>READOPTON OF THE GENERAL POWER OF COMPETENCE.</u>			
	The Parish Council had previously adopted the power in February 2014, upon the Clerk achieving CiLCA qualification. It is a requirement of the provisions of the Localism Act 2011 that the power be re-adopted following an election of the Council.			
	<u>RESOLVED</u>	It was proposed by Councillor Ward and seconded by Councillor King 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. The proposal was unanimously agreed.		
PC/15/5/083	<u>FINANCIAL MATTERS</u>			
A	A financial statement was circulated. The clerk reported that the bank balances were as follows:			
	Current Account as at 30.3.15		£97,649.50	
	1 st tranche precept payment (£32,000)		£32,000.00	
	Less April payments	£3,286.88		
	Total funds at 30.4.15		£126,362.62	
B	Changes to NAT WEST Bank Mandate. Following the election, it was necessary to remove two names from the bank mandate and appoint two new signatories. It was agreed that Councillors Ward and Richardson would become the new signatories and arrangements would be made for			

	them to complete the necessary papers. In addition Councillor Richardson would now become the Councillor charged with checking the internet payments following approval at Parish Council meetings.				
	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:				
	The Clerk reported that she had received notification from the Parish Council solicitors that the Diocesan solicitors required an undertaking for an additional £3,000 + £600 VAT and £41 disbursements in order to complete the land transfers. It was agreed that this should be paid.				
Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
0310	Anglian Water	Ratification of cheque paid in April for Water supply to allotment site 8.1.15 – 7.4.15	£58.14		Smallholdings and Allotment Acts 1908 S3
Int Trans	NCALC	Ratification of cheque paid in April for annual membership and internal audit service	£1,030		Local Govt Act 1972 S111
Direct Debit	E.On	Street lighting electricity supply - March	£442.69	£73.78	Parish Councils Act 1957 S3
311	Bugbrooke and Harpole Scouts	Contribution towards their camp costs	£100		Local Govt Act 1972 S137
312	Peter Warden Environmental	April Mowing	£627.60	£104.60	Highways Act 1980 S96
313	Mr P Wilkins	Village Repairs	£60.00		Local Govt Act 1972 S111
Int Trans	Mrs S Bramley-Brown	April salary + mileage and Expenses	£814.53		Local Govt Act 1972 S111
Int Trans	HMRC	April PAYE	£132.00		HMRC
Int Trans	A.H. Contracts	Litter and Dog Bins - April	£335.71	£55.95	Litter Act 1983 Ss5,6
Int Trans	Shelter Solutions	Bus shelters at Kislingbury Road and West End	£7,645.20	£1,274.20	Parish Councils Act 1957 S3
Int Trans	Toner Giant	Supplies for office copier	£306.51	£51.08	Local Govt Act 1972 S111
Int Trans	JRB Enterprise Ltd	New dog bin for Johns Road footpath	£254.40	£42.40	Litter Act 1983 Ss5,6
Int Trans	Glasdon Ltd	New Litter Bin for Elm Tree Bank	£309.18	£51.53	Litter Act 1983 Ss5,6
Int Trans	Browne Jacobson	Legal fee for BMGT for land transfers	£5,427.60	£903.60	General Power of Competence
Int Tran	Browne Jacobson	Legal fee for BPC for land transfers	£2,400.00	£400.00	General Power of Competence
Int Tran	Northants ACRE	Annual membership fee	£35.00		Local Govt Act 1972 S111
Int Trans	R and G Grounds Maintenance	Maintenance of playing fields	£1,710.33	£285.05	Open Spaces Act 1906 S6
Int Tran	NCALC	Openness and Accountability Training	£34.00		Local Govt Act 1972 S111
	RESOLVED:	That these invoices be paid			
	ACTION:	Clerk			
PC/15/5/	DATE OF NEXT MEETING –Monday 8th June 2015 at 7.30 p.m. TO BE PRECEDED BY THE DEFERRED FOOTPATH MEETING AT 7.00 P.M.				

There being no further business the Chairman closed the meeting at 8.50 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....