

## Church with Chapel Brampton Parish Council

The Parish Councillors are summoned to the Ordinary Meeting of the above Parish Council on:  
Thursday 16<sup>th</sup> April 2020 commencing at 7.00PM

Due to restrictions resulting from the COVID-19 outbreak, the meeting will take place using Zoom video conferencing. Members of the public will not be allowed to take part. However, this agenda will be displayed on the village website and MOPs may submit questions to the clerk by email.

Apologies to the Clerk, Sarah Stock; email [theclerk@churchwithchapelbrampton-pc.gov.uk](mailto:theclerk@churchwithchapelbrampton-pc.gov.uk)

10<sup>th</sup> April 2020

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Apologies received:

- 21/001**      Declarations of Interest
- 21/002**      Meeting conducted using Zoom Video conferencing. No MOP in attendance.
- 20/003**      Minutes from the meeting held 19<sup>th</sup> March 2020 having been circulated separately to be approved. The minutes will be signed by the chairman at the earliest convenience.

### Outstanding Issues/Updates

- Gigaclear 'snagging' (minute ref: 19/110 & 19/122): Re-seeding to take place in Spring 2020. Gigaclear are unable to provide a date for this work at the moment.
- Village Design Statement (minute ref: 19/158): Work on the VDS is deferred until further notice.
- Annual Parish Meeting (minute ref: 19/161): see item 20/004
- Request for path clearance through villages – request sent to DDC. Martin Wilson (DDC) has confirmed the request is with the contractor. DDC have not confirmed when this work will take place.
- Dog Fouling (minute ref: 71): Signs ordered from DDC and delivered to the Clerk 8<sup>th</sup> April.
- Playing Field Trees (minute ref: 19/121) School have cut leylandii trees.
- Playing Field Hedge: Guy Ravine has completed the hedge laying

### 20/004      COVID-19 Arrangements

- Meetings: Notice of meetings can be given on a web site, there is no requirement to put notices in noticeboards. Minutes can be signed electronically, either with an image of a signature or by simply typing a name, by the person presiding at the meeting at which they are approved for signature.
- The Annual Meeting: The requirement to hold an annual meeting of the council is suspended, but the council can hold one if it wants to. Councils are advised to hold an annual meeting in May 2020

as normal, unless there is an extremely good reason not to. Any decision to not hold an annual meeting must be made by the council, not by the clerk or chairman unilaterally.

- External Audits & AGAR: The government has extended the audit timetable by two months, so the Annual Governance and Accountability Return (AGAR) must now be completed by 31 August 2020 at the latest. This provides additional flexibility; although most councils won't need it because they can hold virtual meetings as required. Further details about the timetable and the AGAR forms for the year ending 31 March 2020 will be circulated next week.
- Internal Audit: Fiona Young has made arrangements for Clerks to present figures to her and for her to do spot checks on transactions. The accounts have been finalised. I am reviewing the asset register and have asked to Fiona to review it before submission as I believe there may be a few issues.
- Planning: Although DDC are operating below capacity, planning applications are still being submitted and processed as usual. Parish council will receive notifications regarding the planning application and will be given the usual 21 day statutory time to consider and respond to the application.
- Annual Village/Parish Meeting: Council have not been formally advised of any legislative changes regarding this statutory meeting. It is likely that the obligation to hold this meeting before 1<sup>st</sup> June will be lifted for 2020.

## **20/005      Playing field and Pocket park**

- Playing field equipment upgrade/refurb (Cllrs RGt & RGn)

## **20/006      Environment (verges/paths/trees)**

- Crowan Bank Shrubbery:  
The council will consider removing the shrubbery on Crowan Bank which has become overgrown and unsightly. Maurice Fitch asked to provide quote for removal and reseed/replant.
- Spencer Close (minute ref: 19/107, 119 & 139):  
BPHA have completed the consultation and the residents are in favour of the Parish Council taking on the grass cutting, hedge and shrubbery maintenance as per the maps and email sent detailing the extent of the maintenance.
- Pavement widening (Cllr SC)  
NCC have been advised of all the works which the parish council would like undertaken. The COVID-19 restrictions means that NCC are only undertaking urgent works at the moment and will review this project later in the year.

## **20/007      Brampton Hill Track Access**

- All signage regarding access to the track was removed. However, MOPs have been challenged by the tenant farmer when using the tack. Nigel Shields has been asked to clarify the position.

**20/008 Neighbourhood Watch/PCSO (Cllr RGt)**

- The PCSO has been advised of several instances of anti-social behaviour occurring at the Spenser Arms. The report comes from a nearby resident. Should other members of the public wish to make a report they should contact the police by ringing 111.

**20/009 Applications for Consideration:**

The council is asked to review the plans and discuss the merits of each application.

- No householder applications received.
- The council has been notified that one Scots Pine on Pitsford Road and three Black Pines in the village are in poor condition and will be felled in the coming months. The Althorp Estate will undertake the work and DDC have given the go ahead.
- The council is aware of the complaints regarding the development at Little Close. DDC enforcement team have received comments from members of the public and are checking that the development is in accordance with the permission granted. Rebecca Hambridge (DDC Case Officer) has been asked for a comment.

**20/010 Consultations & Meetings**

The council is asked to review and respond to the following consultations:

- N/A

**20/011 Bank Reconciliation & YTD Budget vs Expenditure review**

The council is asked to review and accept the bank reconciliation and to review the detailed budget analysis at the end of this agenda.

Current Account (Unity 20415701)	£1,021	
Reserve Account (Unity 20415714)	£43,740	
<b>2019/20 Opening balance:</b>	<b>£44,761</b>	
YTD Income	£0	
YTD expenditure (Inc. VAT & Unauthorised payments)		£3,619
Online Balance as at 10th April		
Current Account (Unity 20415701)		£1,021
Reserve Account (Unity 20415714)		£43,740
Balance b/f		£44,761
<b>YTD Closing balance (less unauthorised expenditure)</b>		<b>£41,142</b>
2020/21 Unclaimed VAT YTD	£318	

Receipts

Apr-20

£0

DDC will transfer the precept on 23<sup>rd</sup> April.

**20/012 Accounts for Payment & Receipts**

The council is asked to approve the accounts for payment - all payments are inclusive of VAT

Clerk's Salary	Sarah Stock	April	28.4.20	£396.00
Litter Wardens	J Hawkins	April	28.4.20	£27.50
Litter Wardens	D J Flemington	April	28.4.20	£27.50
Litter Wardens	Z A Finney (Noah & Grace)	April	28.4.20	£27.50
Playing Field	Althorp Estate	12727	6.4.20	£960.00
Office Expenses	Datacenta	29683	25.3.20	£300.00
Street Lighting	E-on Energy Solutions	CHU002 098070	23.3.20	£155.81
Grass Cutting	PW Warden	6886	30.3.20	£492.00
Insurance	BHIB	LCO01362-362423	5.4.20	£630.52
Audit & Legal	NCALC	354	3.4.20	£602.63
Street Lighting	E-on	H18534E05E	2.4.20	£204.42
Playing Field	Guy Robins (Hedge Laying)	19/15	4.4.20	£1,732.50

**Correspondence:****Next Meeting May 21<sup>st</sup>, 2020**

Future dates for 2020

June 18<sup>th</sup>, 2020      July 30<sup>th</sup>, 2020 (meeting at County Golf Club)

## Budget Vs YTD Expenditure

	2019/20 Budget (as Precept)	YTD Expenditure (exc. VAT)	Balance
<u>Allocated Precept</u>			
Clerk's salary (Inc. PAYE & pension)	£5,500	£396	£5,104
Litter Wardens	£1,000	£83	£918
Insurance	£700	£631	£69
Audit, Legal & NCALC	£900	£603	£297
Office expenses * inc Room Hire	£800	£250	£550
Training	£200	£0	£200
Streetlight maintenance & supply	£2,000	£325	£1,675
Grass/verge cutting *	£5,000	£410	£4,590
Tree surgery	£2,000	£0	£2,000
Playing Field (Inc. rental)	£1,500	£2,533	(£1,033)
Pocket Park (Inc. rental)	£600	£0	£600
Donations *	£1,000	£0	£1,000
Election Costs	£300	£0	£300
Traffic Calming	£1,500	£0	£1,500
Contingency	£3,000	£0	£3,000
Total precepted budget & expenditure	<b>£26,000</b>	<b>£5,229</b>	<b>£20,771</b>
<u>2019/20 Allocated reserves</u>			
Zebra Crossing	£5,000	£0	£5,000
PCSO	£6,500	£0	£6,500
Tree Works	£1,000	£0	£1,000
Playing field equipment refurb'	£15,000	£0	£15,000
Total allocated reserves	£27,500	£0	£27,500
Unallocated reserves (Inc. YTD receipts)	£17,261	£0	£17,261
Total allocated & unallocated reserves	<b>£44,761</b>	<b>£0</b>	<b>£44,761</b>