

### Church with Chapel Brampton Parish Council

The Parish Councillors are summoned to the Ordinary Meeting of the above Parish Council on:

Thursday 18<sup>th</sup> June 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 can join the meeting virtually or may submit questions to the clerk by email.

**Meeting Details: Meeting ID: 972 659 9267 Password: 820973**

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

12<sup>th</sup> June 2020

Apologies received:

- 2020/034**      Declarations of Interest
- 2020/035**      Meeting adjourned for members of the public to address the council on matters related to this agenda.
- 2020/036**      Minutes from the planning meeting held 28<sup>th</sup> May 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 works at the moment.
- Village Design Statement (minute ref: 19/158): Work on the VDS is deferred until further notice.
- 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.
- Pavement widening (minute ref: 20/006): Request has been passed to Ian Smith, NCC Highways (12<sup>th</sup> May)
- Verge maintenance nr Farmdale House (minute ref: 19/124): NCC have issued a private licence to Mr Cutler allowing him to establish a wild flower area. The parish council will not be allowed to view a copy of the licence owing to GDPR restrictions. CC Judith Shephard has been informed.
- Spencer Close (minute ref: 20/006): Mowing agreement has been signed and returned.
- Brampton Hill Track: email from Nigel Shields on 12<sup>th</sup> May stated that due to COVID he has not been able to progress this.
- Brampton Valley Caravans: DDC Planning Enforcement Officer has been notified. Awaiting response.
- Boughton Mill footpath diversion: NCC are aware that the path has been diverted without authorisation. CCB PC will establish what signage has been erected and confirm that a footpath is accessible.
- Crowan Bank shrubbery: MF will undertake this work after the nesting season.
- Uno Bus Service: John Hunt has been advised of the council resolution to support this scheme. We await confirmation that the service will be supported by all other parish councils.

**2020/037      Playing field and Pocket park**

- Playing field equipment upgrade/refurb (Cllrs RGt & RGn)  
Grant application has been submitted to DDC. Deadline for applications is 1<sup>st</sup> July and the decision date is in August.

**2020/038      Environment (verges/paths/trees)**

**2020/039      Neighbourhood Watch/PCSO (Cllr RGt)**

**2020/040      Highways**

- Update from Cllr MM regarding zebra crossing

**2020/041      Defibrillator replacement**

The council has been donated a replacement defib and heated box. The council is asked to approve expenditure to connect the box in the telephone kiosk and to buy the appropriate signage. It estimated costs will be under £300.

**2020/042      Applications for Consideration:**

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

- No new householder applications received.

DA/2019/0358 (10 Little Close). The development has gone beyond the specifications of the original application. Specifically, the detached double garage has been fitted with a staircase and first floor. DDC enforcement officers have been informed.

DA/2020/0095 (Breeze) – comments submitted and acknowledged by case officer (email 29/5 A Lee)

**2020/043      Consultations & Meetings**

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

- Northamptonshire County Council, Children First Northamptonshire consultations on:
  - Residential Short Breaks for Carers of Disabled Children
  - Services to support young people are at risk of not being in education, training or employment (NEET)
  - Targeted Safeguarding Intervention Services

See: <https://northamptonshire.citizenspace.com/cfn-commissioning/cfn-residential-short-breaks-2020/>

Deadline 3rd July

- The Local Government Association (LGA) consultation on a new model member code of conduct. See <https://bit.ly/2AYLOU6> Deadline 17<sup>th</sup> August.

**2020/044      2019/2020 Audit**

The council is asked to review and accept the following 2019/20 Audit Documents:

- Signed Annual Internal Audit Report

- Internal Auditors letter. The that the council has resolved all issues resulting from last year's audit and that the new protocols are satisfactory.
- AGAR statement
- Covering letter for the external auditor which explains financial variances between YE 2019 and YE 2020, an updated asset register and copies of the YE bank statements.

The council is asked to accept Mrs Young's recommendation that the council follow the advice of the payroll clerk that the annual payment to the clerk in lieu of pension be renamed "home working allowance".

#### 2020/045 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)	£43,790	
<b>2019/20 Opening balance:</b>	<b>£44,811</b>	
YTD Income	£13,831	
YTD expenditure (Inc. VAT & Unauthorised payments)		£12,711
Online Balance as at 14th May		
Current Account (Unity 20415701)		£1,994
Reserve Account (Unity 20415714)		£44,916
Balance b/f		£46,910
<b>YTD Closing balance (less pending expenditure)</b>		<b>£46,910</b>
2020/21 Unclaimed VAT YTD	£576	
<u>Receipts for May/June</u>		NIL

#### 2020/046 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	June	28.5.20	£369.95
Litter Wardens	J Hawkins	June	28.5.20	£27.50
Litter Wardens	D J Flemington	June	28.5.20	£27.50
Litter Wardens	Z A Finney (Noah & Grace)	June	28.5.20	£27.50
Office Expenses	Sarah Stock (Zoom Subscription)	INV22042110	25.5.20	£14.39
Grass Cutting	PW Warden Environmental Services	6896	30.5.20	£492.00

#### Correspondence:

All correspondence are covered elsewhere in the agenda

#### Next Meeting July 30<sup>th</sup>, 2020

Future dates for 2020

September 16<sup>th</sup> 2020

October 15<sup>th</sup> 2020

November 19<sup>th</sup> 2020

## 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	£1,110	£4,390
Litter Wardens	£1,000	£248	£753
Insurance	£700	£631	£69
Audit, Legal & NCALC	£900	£603	£297
Office expenses * inc Room Hire	£800	£329	£471
Training	£200	£0	£200
Streetlight maintenance & supply	£2,000	£325	£1,675
Grass/verge cutting *	£5,000	£1,500	£3,500
Tree surgery	£2,000	£0	£2,000
Playing Field (Inc. rental)	£1,500	£875	£625
Pocket Park (Inc. rental)	£600	£0	£600
Donations *	£1,000	£534	£466
Election Costs	£300	£0	£300
Traffic Calming	£1,500	£0	£1,500
Contingency	£3,000	£0	£3,000
<b>Total precepted budget &amp; expenditure</b>	<b>£26,000</b>	<b>£6,153</b>	<b>£19,847</b>
<u>2019/20 Allocated reserves</u>			
Zebra Crossing	£5,000	£0	£5,000
PCSO	£6,500	£3,305	£3,195
Tree Works	£1,000	£0	£1,000
Playing field equipment refurb <sup>1</sup>	£15,000	£0	£15,000
Playing field Hedge laying	£2,678	£2,678	£0
<b>Total allocated reserves</b>	<b>£30,178</b>	<b>£5,982</b>	<b>£24,195</b>
Unallocated reserves (Inc. YTD receipts)	£14,634	£0	£20,616
<b>Total allocated &amp; unallocated reserves</b>	<b>£44,811</b>	<b>£5,982</b>	<b>£38,829</b>