

Church with Chapel Brampton Parish Council

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

Thursday 19th November 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

<https://us02web.zoom.us/j/9726599267?pwd=cjVITFA5THkzYVJqTkdkbWZlL1F3UT09>

Meeting ID: 972 659 9267 Passcode: 820973

Apologies to the Clerk, Sarah Stock; email theclerk@churchwithchapelbrampton-pc.gov.uk

9th November 2020

Apologies received:

- 2020/091** Declarations of Interest.
- 2020/092** Meeting adjourned for members of the public to address the council on matters related to this agenda.
- 2020/093** Council is asked to approve minutes from the meeting held 15th October 2020 (circulated separately).

Outstanding Issues/Updates

- Village Design Statement (minute ref: 19/158): Review responses from FB for volunteers.
- Brampton Valley Caravans: DDC Planning Enforcement has been notified. CCB-PC will monitor the situation and continue to put pressure on DDC to resolve the issues.
- Boughton Mill unauthorised footpath diversion: Access to the footpath remains restricted because of the lack of signage and because the landowner's rather aggressive Alsatian dogs are allowed to roam loose. Clerk notified Nick Wedgebrow, NCC Footpaths. CC Judy & John Shephard (21/9). Awaiting response.
- "Althorp" Oak Tree. Cllr SC will supply the replacement tree and will plant in the Autumn.
- Tree on A5199 has been rather brutally pruned. MF asked to make a report and quote for necessary works. Cllr SC will report back to the council in November.
- Hedge overhanging from 22 Cedar Hythe is obstructing the pathway on Pitsford Road. The council will send a request to clear the obstruction.
- Conservation Area Article 4 Directive: Council has requested inclusion of legislation to preserve the open plan character of Cedar Hythe and prevent residents establishing boundaries. Email sent to R Booth 21/10; awaiting response.
- Spencer Club Christmas Lunch. Mr Rose confirmed that the 2020 Christmas lunch is cancelled. Pending the easing of COVID restrictions, the club will hold a social event in February to celebrate the club's birthday. The club would very much appreciate a donation from the parish council either towards the lunch or to provide an appropriate alternative.
- Council to review traffic calming measures for Chapel and Church Brampton. Meeting has been requested with Ian Boyes. It will take place after the current COVID restriction are lifted.

- Change of electricity supply. Following review by Cllr RGn confirming that Yu Energy provide 100% green energy, unmetered electricity supply will be provided by Yu (via Clear Utility).

2020/094 Environment (verges/paths/trees)

- Village Pavements: Path clearance and siding out through villages. Quote received from LGG (Simon Letts) £900. Council accepted the quote in principle. Cllr SC to update the council on the outcome of the meeting with Mr Letts.

2020/095 Playing Field & Pocket Park

- Play equipment installation update (Cllr RGn). Play Ship installed.
- Repairs have been made to the rotator swing
- Cllrs RGn & SC have planted bulbs and wild flower area.

Council is asked to consider and approve the purchase of two memorial benches for the Playing field (please see link for design: <https://www.davidogilvie.com/ww1-seat>) at a cost of £896 each + £105 deliver. A&A would be asked to install the benches. The DDC grant includes to provision of two benches, 50% of cost would be met from the grant.

2020/096 Defibrillator connection

The council has been provided with a second quote to establish an electricity supply to the telephone kiosk from Western Power of nearly £2000. The council is asked to consider the following less costly options:

Purchase spare set pads which are affected by the cold (cost £95 or less). Get a maximum and minimum thermometer to record temperature in the Kiosk and if it falls below 5° for a period relocate the defibrillator to Cllr RGn front porch temporarily and supply notice regarding the new location. Set up a maintenance contract which is just over £100 annually to inspect and maintain the equipment.

Unfortunately, the church porch is not an option as it is locked each day at 16.00 hours

2020/097 Highways

2020/098 Neighbourhood Watch/PCSO (Cllr RGt)

October crime report recorded 1 crime in CCB Parish, one tree stolen.

2020/099 Benefice Newsletter

Derek Bland has announced that the final issue of the newsletter under his editorship will be published in April. Cllrs JS & MM to update the council regarding future production of the newsletter.

2020/0100 Applications for Consideration:

The council is asked to review the following application:

Application No: DA/2020/0687

Description: Demolition of existing shed and construction of larger replacement shed and pergola (part retrospective).

Location: The Old Alms House, Harlestone Road, Church Brampton, Northamptonshire, NN6 8AU

Application No: DA/2020/0942

Description: Work to trees subject of Tree Preservation Order DA 478 and DA 481.

Location: Ophir House, Sandy Lane, Church Brampton, Northamptonshire, NN6 8AX

Decision Notices Received & Pending

DA/2020/0557 (The Stables barn conversion, Chapel Brampton). Pending

DA/2020/0662 (Old Alms House, Church Brampton) Withdrawn.

DA/2020/0716 (Holly House, tree works) Approved.

Rosebank: Construction of a garden room may breach permitted development right. DDC enforcement have been notified.

Caravans on A5199. A number of caravans have been situated in the field adjacent to the road. DDC have been informed to establish ownership and possible breaches permission.

2020/0101 Consultations & Meetings

- Public consultation on proposed changes to Local Council Tax Reduction Schemes in West Northamptonshire beginning on Monday 2nd November, until midnight on Sunday 13th December 2020. Please see attached link: <https://futurenorthants.citizenspace.com/lctrs-west/2021-22>

2020/0102 Completion of the 2019/20 Audit

The council has received notice of the completion of the limited assurance review for the year ended 31 March 2020.

- Conclusion notice along with the certified AGAR have been published on the website and notice boards
- Noted that sections 1, assertion 4 relating to the proper provision during the year 2018/19 should have been answered 'no' as the council failed to do this. For this reason the council should have replied 'no' to assertion 7 which confirms the council took action on all matters raised in reports from the 2018/19 internal and external audit.
- The report notes that the provision for the public rights period did not commence until 3rd August and was for less than 30 consecutive working days (clerk failed to take account of the bank holiday). The period was amended but the council will need to answer 'no' to assertion 4 on the 2020/21 AGAR.

2020/0103 2021/2022 Budget and Precept Setting

The council is asked to review the YE forecast provided by the clerk and set a budget for 2021/22. The council is asked to determine the amount of precept to request.

Council is likely to start 2021/22 with an estimated opening balance of £37,000.

PCSO costs will increase by 2.75%

Cost of UNO Bus service (Harborough to Northampton) is likely to be the same or higher. John Hunt has outlined that WNUA has yet to make a decision regarding funding of the service, it seems that they will either match the existing funding (NCC provide 50% of cost, Parish Councils share 50% - 2020/21 cost to BPC £2132)

2020/0104 Bank Reconciliation & YTD Budget vs Expenditure review

Council to review and accept the bank reconciliation and the budget analysis provided with the agenda.

Current Account (Unity 20415701)	£1,021
Reserve Account (Unity 20415714)	£43,790

2019/20 Opening balance:	£44,811	
YTD Income	£39,975	
YTD expenditure (Inc. VAT & Unauthorised payments)		£49,059
Online Balance as at 28th September		
Current Account (Unity 20415701)		£15,275
Reserve Account (Unity 20415714)		£34,962
Balance b/f		£50,237
YTD Closing balance (less pending expenditure)		£35,727

2020/21 Unclaimed VAT YTD £5,226

Receipts

	HMRC 126		
06-Nov	Claim	£	3,677.72
09-Nov	DDC Grant	£	5,566.92

The council is asked to note that the unallocated reserve and budget for the playing field equipment have been updated to take account of the receipt if the DDC grant and early receipt of the HMRC 126 VAT reclaim.

2020/0105 Accounts for Payment & Receipts

The council approved the accounts for payment – all payments are inclusive of VAT

Clerk's Salary	Sarah Stock	November	28.11.20	£420.00
Litter Wardens	J Hawkins	November	28.11.20	£27.50
Litter Wardens	Z A Finney (Noah & Grace)	November	28.11.20	£55.00
Office Expenses	Sarah Stock (Zoom Subscription)	INV47952479	22.10.20	£14.39
Grass Cutting	PW Warden Environmental Services	6927	22.10.20	£408.00
Audit, Legal & NCALC	PKF Littlejohn LLP	SB20202009	21.10.20	£240.00
PCSO	Police & Crime Commiss' Northamptonshire	11342002119	30.10.20	£3,304.60
Playing Field	Pentagon Sport Ltd	INV-3491	3.11.20	£8,154.00
playing Field	A&A Landscapes	9245	31.10.20	£62.40
Grass Cutting	PW Warden Environmental Services	6933	30.10.20	£408.00

Correspondence:

- Notice has been received from Daisy Flemington (litter picker, Church Brampton). Council will offer the job to Noah Finney.
- Email from Matthew O'Connell: Update on the Community Speed Watch programme. Sadly with the continued uncertainty that we face due to COVID, we will be postponing invites and planning of the 2021 programme pending a review of restrictions early in the new year.

Next Meeting November 19th 2020

Meeting dates for 2021: January 21st; February 25th (avoids half term); March 18th; April 15th; May 20th; June 17th; July 15th
Meeting Closed 8pm

RE: **Agenda item 2020/0103.** Forecast for 2020/21 YE

2020/21 Opening Balance	£	44,811	
2020/21 Income (estimated)	£	41,000	(£26K precept, £11K grant, £4K VAT)
2020/21 YE forecast:			
Total expenditure from precept	£	22,864	
Total expenditure from reserves	£	30,000	
2020/21 YE balance (estimated)	£	32,947	
Unclaimed 2020/21 VAT	£	4,088	

2021/22 Opening Balance (estimated) £ 37,035

		0% Uplift	3% Uplift
2021/22 Expenditure from precept	£	26,000	£ 26,780
2021/22 Expenditure from reserves	£	9,663	£ 6,395
2021/22 Income	£	26,000	£ 26,780
2021/22 Closing Balance	£	27,373	£ 30,640

RE: **Agenda item 2020/0103.** Proposed budgets for 2021/22

	2020/21 Budget (as Precept)	2020/21 YE expenditure forecast	2021/22 Budget (as Precept) 0% uplift	2021/22 Budget (as Precept) 3% Uplift
<u>Allocated Precept</u>				
Clerk's salary (Inc. PAYE & pension)	£5,500	£5,540	£5,700	£5,700
Litter Wardens	£1,000	£990	£1,000	£1,000
Insurance	£700	£631	£650	£700
Audit, Legal & NCALC	£900	£803	£850	£850
Office expenses * inc Room Hire	£800	£800	£800	£800
Training	£200	£0	£100	£200
Streetlight maintenance & supply	£2,000	£1,600	£2,000	£1,500
Grass/verge cutting *	£5,000	£5,000	£5,000	£5,000
Tree surgery	£2,000	£2,000	£2,000	£2,000
Playing Field (Inc. rental)	£1,500	£2,000	£1,500	£1,500
Pocket Park (Inc. rental)	£600	£500	£600	£600
Donations *	£2,500	£2,500	£2,500	£750
Election Costs	£300	£0	£300	£300
PCSO			£0	£3,380
Traffic Calming	£1,500	£0	£1,500	£1,500
Contingency	£1,500	£500	£1,500	£1,000
Total precepted budget & expenditure	£26,000	£22,864	£26,000	£26,780
<u>2019/20 Allocated reserves</u>				
Zebra Crossing	£5,000	£0	£0	£0
PCSO	£6,500	£6,500	£6,663	£3,395
Tree Works	£1,000	£0	£1,000	£1,000
Playing field equipment refurb'	£15,000	£20,000	£2,000	£2,000
Playing field hedge laying	£2,678	£3,500	£0	£0

Total allocated reserves	£30,178	£30,000	£9,663	£6,395
Unallocated reserves	£14,634	£0	£22,285	£25,552
Total allocated & unallocated reserves	£44,811	£30,000	£31,947	£31,947

Re: Agenda Item 2020/104. Bank reconciliation and budget review

	2020/21 Budget (as Precept)	YTD Expenditure (exc. VAT)	Balance
<u>Allocated Precept</u>			
Clerk's salary (Inc. PAYE & pension)	£5,500	£3,360	£2,140
Litter Wardens	£1,000	£669	£331
Insurance	£700	£631	£69
Audit, Legal & NCALC	£900	£803	£97
Office expenses * inc Room Hire	£800	£699	£101
Training	£200	£0	£200
Streetlight maintenance & supply	£2,000	£1,054	£946
Grass/verge cutting *	£5,000	£4,080	£920
Tree surgery	£2,000	£1,540	£460
Playing Field (Inc. rental)	£1,500	£1,196	£304
Pocket Park (Inc. rental)	£600	£252	£348
Donations *	£2,500	£2,211	£289
Election Costs	£300	£0	£300
PCSO			
Traffic Calming	£1,500	£0	£1,500
Contingency	£1,500	£70	£1,430
Total precepted budget & expenditure	£26,000	£16,564	£9,436
<u>2019/20 Allocated reserves</u>			
Zebra Crossing	£5,000	£0	£5,000
PCSO	£6,500	£6,609	(£109)
Tree Works	£1,000	£0	£1,000
Playing field equipment refurb'	£20,567	£17,929	£2,638
Playing field Hedgelaying	£2,678	£2,678	£0
Total allocated reserves	£35,744	£27,216	£8,529
Unallocated reserves (Inc. YTD receipts)	£12,744	£0	£36,282
Total allocated & unallocated reserves	£48,489	£27,216	£21,273