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The Parish Councillors are summoned to the Annual Council Meeting on: Thursday 16th May 2024 commencing at 7.30pm. The meeting will take place at the Brampton Primary School.

Members of the public are welcome to attend.

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

9th May 2024

Apologies received:

2024/011 To elect a Chairman.

2024/012 To elect a vice-Chairman.

2024/013 Declarations of Interest.

Councillors to make declarations of interest on matters relating to this agenda.

2024/014 Public Session

Meeting adjourned for members of the public to address the council on matters related to this agenda.

Verbal Updates (no decisions will be made on items in this section of the agenda)

- Tracsis traffic survey is finished on Back Lane and on Harlestone Road near school. Results will be sent to us forthwith.

2024/015 Minutes

Council to approve the minutes of the ordinary meeting held on 18th April 2024. Minutes are available from <http://www.churchwithchapelbrampton-pc.gov.uk/agendas-minutes/>

2024/016 2023/24 Internal Audit, Annual Governance Statements & External Audit Submission

Internal Audit: Council to receive and review internal auditor's report. There are no concerns raised.

Annual Governance Statements: Council to confirm the accounts have been prepared with a sound system of internal control and accord with the Annual Governance Statement presented to the council.

External Audit: Council to review the covering letter and documentation which will be submitted to the external auditor. This includes a bank reconciliation supported by statements, signed accounting statements with an explanation of variances and a copy of the asset register. External audit report is received in September.

All documents were circulated to councillors by email and are available on the website.

2024/017 Bank reconciliation and YTD budget vs Expenditure review.

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

2023/24 Opening balance:	£32,615	
YTD Income	£19,067	
YTD expenditure (Inc. VAT & Unauthorised payments)		£7,150

Contact: The Clerk, 9 Lower Harlestone, Northamptonshire, NN7 4EW.

Tel.: 07804 360594 email: theclerk@churchwithchapelbrampton-pc.gov.uk

Online Balance	
Current Account (Unity 20415701)	£6,506
Reserve Account (Unity 20415714)	£43,500
Payments Pending	£2,726
Balance (less pending payments)	£47,281

2023/24 Unclaimed VAT YTD

£584

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
2024/25 PRECEPT	INCOME	26.4.24	(£15,500.00)	
HMRC	VAT-126 Reclaim	17.4.24	(£3,567.37)	
Althorp Estate	INV-1754	1.4.24	£247.20	£41.20
(SO) J Hawkins	May	28.5.24	£27.50	
(SO) Z A Finney (Noah & Grace)	May	28.5.24	£55.00	
(SO) Sarah Stock	May	28.5.24	£523.25	
(DD) Yu Energy	1663229	3.5.24	£309.07	£14.72
(DD) Yu Energy	1663230	3.5.24	£37.00	£1.76
(DD) E-on Next	KI-7FD9A6C2-0004	2.5.24	£9.14	£0.44
Clear Councils	LCO01362 2024	17.4.24	£769.56	
Cllr Stephen Crane	Petrol	22.4.24	£8.31	£1.39
PW Warden Environmental	7118	3.5.24	£516.00	£86.00
West Northants Norse Ltd	52IN-000972	7.5.24	£402.96	£67.16
A&A Landscapes Ltd	10255	30.4.24	£414.00	£69.00

2024/018 Accounts for Payment. Council to approve the accounts for payment.

2024/019 Policy Review

All adopted council policies are published on the website. The council updates policies in accordance with NCALC guidance.

Standing Orders

Financial Risk Assessment

Brampton Code of Conduct

Financial Regulations (NB Updated financial regulations will be issued in 2024)

2024 Biodiversity Policy

Social Media Policy

New model financial regulations were published by NCALC at the beginning of May. NCALC recommend clerks review the regulations, and amend as required, before asking the council to adopt the regulations.

Council insurance runs from the 1st June. New policy schedule will be published in due course.

2024/020 Councillor Roles & Responsibilities

Councillor to confirm the appointment of representatives for the following roles:

- Playing Field: Cllr Mick Macmain
- Streetlights (Chapel B’): Cllr Mick Macmain
- Pocket Park: Cllr Stephen Crane
- Streetlights (Church B’): Cllr Robin Green

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|--------------------------|--------------------|-------------------------------|----------------------|
| - Snow warden: | Cllr Richard Gent | - Trees (Church B') | Cllr Robin Green |
| - Media/Newsletter: | Cllr Richard Gent | - Internal Financial Control: | Cllr William Shearer |
| - Defibrillator monitor: | Cllr Robin Green | - Speed Watch: | Cllrs R Green & M |
| - Footpath Warden: | Cllr Jill Slinn | Green | |
| - Trees (Chapel B'): | Cllr Stephen Crane | | |

2024/021 Training & Professional Development

All councillors to confirm they have completed the NCALC "Off to a Flying Start" course.

Additional training needs to be identified.

2024/022 Playing Field & Pocket Park

Playing Field: Council to allocate funds for new nets on the football goals.

Council notes some of the play equipment needs a small amount of paint to repair. Council to agree action.

2024/023 Northwest Sandy Lane Relief Road

A5199 closures commenced 8th April for approximately 12 weeks.

Council to review the 40mph speed limit proposal for Chapel Brampton and Darlington Grange - Reference: P1964. The restrictions apply to the lead roads onto the new roundabouts and for the roundabouts themselves. Plans emailed to councillors on 8 May 2024.

Following request from councillors to address the ongoing problem of HGVs ignoring the diversion route, Balfour Beatty have declined to change the signage.

2024/024 Environment (verges, path, trees, and village maintenance)

Cedar Hythe: Council asked to consider the removal of the dis-used grit bin.

Council to agree expenditure for replacement tree. Approximate cost £120. Cllr SC to advise.

2024/025 Planning matters Council to consider and resolve response to planning applications.

(Applications received after the publication of this agenda may be included)

No new applications received.

Date of next meetings: 20th June. 18th July. No August Meeting.