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Minutes of the Ordinary Parish Council Meeting held on:
Thursday 15th April 2021 commencing at 7.00PM. Meeting conducted using Zoom video conferencing.

Minutes taken by Sarah Stock, Clerk to the Parish Council

Record of attendance and apologies

Apologies: Cllr Stephen Crane - received and accepted

Attendees: Cllr Jill Slinn (Chairman) Cllr William Shearer
 Cllr Mick Macmain Cllr Robin Green
 Cllr Jason Stather-Lodge Cllr Richard Gent
 Angharad Garner

2021/1 Declarations of Interest. Cllr JS – item 2021/14, Chartwell Planning Application.

2021/2 Meeting adjourned for members of the public to address the council on matters related to this agenda.

None in attendance.

2021/3 Council approved minutes from the meeting held 18th March 2021 (circulated separately). These will be signed by the chairman at the earliest convenience.

2021/4 Councillor Co-opt
 Council resolved to co-opt Angharad Garner, resident at Railway Cottages, Church Brampton.
 Mrs Garner will sign the declaration of acceptance of office, the councillors code of conduct and fill in the register of pecuniary interests at the earliest convenience.

Outstanding Issues/Updates

- Brampton Plains Caravans: DDC Planning Enforcement has been notified. DDC Planning Enforcement are aware and D-Cllr Sarah Peck will update us as and when.
- 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. Awaiting response from Jason Smithers, NCC (25th March) requesting a resolution to the footpath dispute and signage. Cllr JS has walked the lane and confirmed that some signage has been installed, and the path is away from the house and dogs. Clerk to refer this to Ramblers association.
- Defibrillator connection. Council continues to funds raise through "crowd funding" website. The resolved that any donation would be kept anonymous.
- Village Traffic calming measures: Council has been advised to wait until WNC is vested before applying for funding. To action after April 1st. WS & JSL to summarise the financial background and extent of the issue. The Clerk will forward these comments to WNC with a request for funds.

2021/5 Annual Parish Meeting

Meeting is set for 20th May at 6.30pm. (Parish council meeting at 6.30pm, Annual Parish Meeting 7pm)

Council resolved to hold the meeting using Zoom video conferencing rather than to breach the government 'rule of six' guideline.

Face-to-face meetings will resume in June.

2021/6 Chapel Brampton Chapel/Meeting Room

Cllr MM's assessment suggests that the cost and extent of repairs would be considerable. The building is 9mx6m and is therefore of limited use for meetings and there is no obvious space for loos.

Council resolved to ask the NCS volunteer services and community sponsorship to carry out the repairs. It is intended that the building does not degrade further. Cllr JSL will obtain quotes for the roof. Clerk to liaise with Althorp regarding the repairs.

2021/7 Gigaclear Cabling

Cllr RGn to provide update.

Gigaclear have completed some of the works to bury the cabling. Council reviewed and accepted the email from Stuart Haynes, Gigaclear.

I can confirm contractors returned to Chapel Brampton on Friday 9 April to rectify the cabling we discussed, on Harlestone Road. The team have provided us with photographs of the cabling, and these have now been positioned at a more suitable depth. We found that the reason the cables were so shallow in this patch was due to a large tree stump causing an obstruction. We always try to install the cabling at recommended depths, but this is subject to the situation on the ground which can sometimes present obstructions, as in this case.

In terms of our processes, when building on private land we set up a wayleave with the landowner. Included in the wayleave is an indemnity which protects the landowner against any damages which may occur. However, there is a different process for public land, where a line search and permit are needed before any activity can take place. Once all the necessary checks have been completed and permission is granted by the Highways Authorities, the contractors will then do their own due diligence and follow necessary steps to ensure work is carried out safely. Naturally, any cables that appear to be too shallow will be flagged as part of this process, therefore if these steps are followed and the cables appear to be too close to the surface, Gigaclear will be informed and will arrange for the team to return for an assessment.

Gigaclear would not be able to offer an indemnity to the whole village, as any alterations/installations in public land will need to follow these set steps. Once the steps are followed, risks would be identified and mitigated against before any of the work takes place – this removes the need for an indemnity. In addition, all our work is signed off by the Highways Authority and, at this point, any risks or defects will be reported for us to provide a solution.

2021/8 Environment (verges/paths/trees)

- 1 Cedar Hythe. Tree has become overgrown and is damaging the pavement. NCC have notified the resident.
- Cllr JSL asked council to investigate measures residents can take to prevent vehicles driving on the verges. Councillors advised that any mitigating measure (such as bollards or barriers) may open the resident to liability if a vehicle were damaged.

2021/9 Tree Planting

Paige Peck, owner of the Boughton Mill Farm & Stables has contacted the council with a suggested location. Cllr SC is due to meet Ms Peck w/b 19th April.

Request sent to Althorp for trees on land between Church & Chapel Brampton villages (Awaiting response).

2021/10 Playing Field & Pocket Park

- Playing Field: Sign ordered and paid for. Awaiting delivery.
- Playing Field: Council considered a request to allow dogs on the playing field. Council resolved not to remove the restriction.
- Playing Field: Inspection report received from Wicksteed 22nd March. Report identifies 3 items in need of immediate repair and provide quotes:
 1. Four Way Springer: number of fixings loose. Repair cost: £0
 2. See Saw: Gaps in the surfacing large enough for small foot to enter. Repair cost: £434

3. See Saw: Damaged surfacing and ground trimmings visible. Repair cost: £310

Labour costs for above: £540. Total cost of repairs: £1,284

Council accepted the quote.

- Playing Field: Vandalism reported, damage includes smashed bottles and evidence of a fire. The PCSO has been informed and will make regular visits. Nearby residents have requested that the gate be shut dusk 'til dawn. Council considered instructing and paying Ian Brown to open and close the field. Mr Brown charges £3 per visit. The council resolved not to take this cause of action at this time.

Council resolved to install a dummy camera on the school lighting pole (adjacent to the gate) for a one-month trial. Cllr JSL will arrange installation.

- Pitsford Road Bin: Cllr SC been confirmed location and Norse will install the bin.

2021/11 Bench refurbishment

Council approved works for the refurbishment of the benches on crossroads and one opposite the school. Clerk to obtain quote. Cllr JSL to contact Hope Centre

2021/12 PCSO

- Updates on HGV Amenity Weight Limit enforcement. PCSO advised that Parish Council could write direct to transport managers reminding divers to avoid weight restricted routes. Residents asked to report via FB. Cllr AG will ask residents at Railway Cottages to report breaches of the restriction.
- Spratton Ward crime report circulated to councillors by email 8th Apr. No actions.
- Speed enforcement locations. Response from Matthew Mumford circulated to councillors. PCSO has used the hand-held enforcement camera in the villages this week. Council resolved to share Tracsis traffic survey results with MM. Clerk to request enforcement outside Shandy Pines on Sandy Lane.
- Cllr MM reported parked vehicles are restricting access to the pavement on the Pitsford Road. Cllr SC to speak to the offending resident. The PCSO has been notified and has confirmed to the council that enforcement would only be undertaken if consistently applied throughout the village to all breaches of parking law.

2021/13 Service recognition

The council extended thanks to Derek Bland's for his work producing the village newsletter over the last 50 years.

2021/14 Planning Applications

The council is asked to review the following applications:

Application No: DA/2021/0271

Description: Replacement garage with office/storage above. Demolition of existing single storey link and two barns and replace with part single/part two storey extension.

Location: Brownstones, Harlestone Road, Chapel Brampton, Northamptonshire, NN6 8AW
(Case Officer Rebecca Hambridge, deadline for responses 28th April). Council resolved to object on the grounds that extension comes in front of the existing building line.

Application No: C/2019/1077/2

Description: Railway embankment stabilisation works - Condition 7 - reinstatement of temporary access, access track, compound and all other works within the red line.

Location: Northampton To Rugby Line, Harlestone Road, Chapel Brampton (Harlestone Parish), Northamptonshire

(Case Officer Michael Venton, deadline for comments 27th April) Reinstatement works to the hedge line have been completed satisfactorily. A large amount of aggregate has been left behind the hedge and obscures the view for residents.

Application No: DA/2021/0203

Description: Construction of new front porch, new vehicular and pedestrian accesses and front boundary treatment.

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

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

Tel.: 01604 820635 email: theclerk@churchwithchapelbrampton-pc.gov.uk

(Case Officer Oliver Billing, deadline for comments extended to 19th April). Cllr JS did not take part in the discussion. Council objected to the application on the grounds that visibility for vehicles leaving the property is insufficient and because two large trees are to be removed which detrimentally impact the character of the area.

Application No: DA/2021/0317

Description: Renovation of existing hedgerow. Erection of timber close board fence and timber post and rail fence and 2 no. gates.

Location: The Old Alms House, Harlestone Road, Church Brampton, Northamptonshire, NN6 8AU
(Case Officer Oliver Billing, deadline for comments 5th May). Observation to be sent to the clerk by email.

Decision notices received since date of last meeting & pending

DA/2020/1077 Rydal House, Golf Lane – replacement dwelling. Refused.

DA/2020/1138 Boxmoor, Golf Lane – rear extension. Approved.

DA/2021/0031 Salar, Church Brampton – replace conservatory. Approved.

DA/2020/1089 Field House, two storey side extension. Approved.

2021/15 Bank Reconciliation & YTD Budget vs Expenditure review

Council reviewed and accepted the bank reconciliation and the budget analysis provided with the agenda.

Current Account (Unity 20415701)	£5,155	
Reserve Account (Unity 20415714)	£22,612	
2021/22 Opening balance:	£27,768	
YTD Income	£0	
YTD expenditure (Inc. VAT & Unauthorised payments)		£6,389
Online Balance as at 9th April		
Current Account (Unity 20415701)		£5,155
Reserve Account (Unity 20415714)		£22,612
Balance b/f		£27,768
YTD Closing balance (less pending expenditure)		£21,379
2021/22 Unclaimed VAT YTD	£777	
<u>Receipts</u>		nil

2021/16 Accounts for Payment & Receipts

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

Clerk's Salary	Sarah Stock	April	28.4.21	£xxx
Litter Wardens	J Hawkins	April	28.4.21	£27.50
Litter Wardens	Z A Finney (Noah & Grace)	April	28.4.21	£55.00
Office Expenses	Sarah Stock (Zoom Subscription)	INV70080977	22.3.21	£14.39
Office Expenses	Sarah Stock (2020/21 HWA)	n/a	28.3.21	£504.00
Street Lighting	E-on Energy Solutions	104367	22.3.21	£155.81
Noticeboards	Greenbarnes Ltd	15878	26.3.21	£3,430.23
Playing Field	Abbott Signs Ltd	INV37560	26.3.21	£344.93
Office Expenses	Datacenta	INV30416	25.3.21	£60.00
Office Expenses	Barbara Osborne	6589	31.3.21	£66.00
Audit & Legal	NCALC	1027	1.4.21	£607.47
Playing Field	Wicksteed Leisure Ltd	813338	26.3.21	£72.00
Street Lighting	YU Energy	461159	2.4.21	£46.83
Street Lighting	YU Energy	461160	2.4.21	£20.95
Grass Cutting	PW Warden Environmental	6940	23.2.21	£408.00
Grass Cutting	PW Warden Environmental	6934	23.2.21	£156.00
Tree Works	Maurice Fitch	10588	9.4.21	£300.00

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

Tel.: 01604 820635 email: theclerk@churchwithchapelbrampton-pc.gov.uk

2021/17 Audit for YE March 2021

Council reviewed and accepted the following in anticipation of the external audit:

- Annual Governance Statement (circulated separately) *
- Accounting Statements (circulated separately)
- Asset register (circulated with agenda)

*Statement 4: "We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations." The council will answer 'No' to this statement as the initial period was too short (it should have omitted the bank holiday). Although it was amended, we are required to explain the failing in this procedure. The period for this year will start on 28th June 2021 and end 10th August.

Correspondence:

- Email 18th March: John Cutler. Update on wildflower project. Circulated to councillors 8th April. Clerk to respond including review of the hedge laying.
- Request received from Margaret Green to join the parish council.

Meeting closed 8.50pm

Next Meeting May 20th, 2021 (APM and ACM, to start at 6.30pm)

Meeting dates for 2021: June 17th; July 15th. The council hope to be back to face-face meetings in June.

BRAMPTON	2021/22 Budget (as Precept)	YTD Expenditure (exc. VAT)	Balance
<u>Allocated Precept</u>			
Clerk's salary (Inc. PAYE & HWA)	£5,700	£924	£4,776
Litter Wardens	£1,000	£83	£918
Insurance	£700	£0	£700
Audit, Legal & NCALC	£850	£607	£243
Office expenses * inc Room Hire & training	£1,000	£128	£872
Streetlight maintenance & supply	£1,500	£194	£1,306
Grass/verge cutting *	£4,000	£470	£3,530
Tree surgery	£1,500	£0	£1,500
Playing Field (Inc. rental)	£1,300	£347	£953
Pocket Park (Inc. rental)	£600	£0	£600
Donations *	£500	£0	£500
Election Costs	£300	£0	£300
PCSO	£3,300	£0	£0
Notice Boards	£2,900	£2,859	£41
Contingency	£1,600	£0	£1,600
Total precepted budget & expenditure	£26,750	£5,612	£21,138
<u>2021/22 Allocated reserves</u>			
Pavement siding out	£3,000	£0	£3,000
PCSO	£3,300	£0	£3,300
Tree Works	£1,000	£0	£1,000
Playing Field equipment refurb'	£2,000	£0	£2,000
Total allocated reserves	£9,300	£0	£9,300

Unallocated reserves (Inc. YTD receipts)	£17,968	£0	£17,968
Total allocated & unallocated reserves	£27,268	£0	£27,268

Church with Chapel Brampton Parish Council
Asset Register

Item	Date of Purchase	Cost Price	Notes
Items Removed from 2019/20 register:			
*Wooden seat, Church B, Crossroads	Donation	£ 585	Duplicate item
*Wood/concrete seat Harlestone Rd	Donation	£ 486	replaced
1 x Column streetlight		£ 1,263	replaced due to damage
		<u>£ 2,334</u>	
No change to valuation			
Memorial seat in Chapel B bus shelter	01-Apr-14	£ 900	
43 folding chairs	Not Known	£ 245	
6 x card tables	Not Known	£ 159	
6 x small folding tables	Not Known	£ 391	
9 x large folding tables	Not Known	£ 745	
Crockery & cutlery	Not Known	£ 265	
Lantern at entrance to Church yard	Not Known	£ 500	
War Memorial	Not Known	£ 1	
Laptop	01-Jun-19	£ 400	
Mobile VAS Laptop	15-Jan-18	£ 236	
*Wooden seat, Church B, The Green	Donation	£ 584	
*Wooden Jubilee seat Harlestone Rd	Not Known	£ 625	
*Wooden Wayside bench, Harlestone Rd	Donation	£ 90	
*Wooden seat, Chapel B, Crossroads	Donation	£ 584	
*Wood and metal bench Playing field	Not Known	£ 363	
2 x Toddler swings with frame	Not Known	£ 605	
3 stage set of balance beams	Not Known	£ 658	
3 x Child swing with frame	Not Known	£ 726	
Basketball stand & net	Not Known	£ 1,500	
Climbing Frame	Not Known	£ 543	
Litter bin, Playing field	Not Known	£ 250	
Metal bench, playing field	01-Apr-09	£ 383	
Picnic table, Playing field	01-Apr-09	£ 946	
Pig ball game	Not Known	£ 658	
Playing field entrance gate/carpark	12-Apr-17	£ 503	
Playing field notice board	Not Known	£ 120	
Roundabout	01-Apr-09	£ 4,537	
Slide	Not Known	£ 908	
Spring mobile	Not Known	£ 1,170	
Toddler seesaw	Not Known	£ 726	
*3 x wooden benches, Pocket Park	Donation	£ 370	
Pocket park field gate & pedestrian gate	Not Known	£ 665	
Pocket park stone wall & solid entrance gate	Not Known	£ 6,632	
Wooden bridge in pocket park	01-Apr-01	£ 750	
*Wooden seat Chapel B, Spencer Close	Donation	£ 584	
4 x Column Street Lights with PLL lanterns	18-Oct-13	£ 4,736	

1 x Column Street Light with PLL lanterns (Cedar Hythe)	02-May-18	£ 1,882
LLP Street Light Lanterns x 32 (upgraded lanterns)	18-Oct-18	£ 4,249
12 x Bracket streetlights on wooden poles (Chap)	Not Known	£ 18,756
31 Column Street lights with PLL lanterns (@ £1262.5 each)	Not Known	£ 39,138
*Wooden seat, Crawan Bank	Donation	£ 584
4 x Merlin litter bins	Not Known	£ 837
Mobile VAS units	15-Jan-18	£ 2,663
Mobile VAS units	01-Feb-20	£ 2,558
NHW & ANPR Signs	19-Apr-18	£ 178
Stone bus shelter Chapel B	01-Apr-08	£ 8,650
Wooden Notice Board Chapel B	Not Known	£ 181
Wooden Notice Board Church B	Not Known	£ 181
		<u>£ 113,915</u>

Items added during 20/21:

Defibrillator & Heated box (Items donated)	06-Jun-20	£ 1,125
Trio Rotator Swing	25-Aug-20	£ 4,913
Vesuvius Basket Swing	25-Aug-20	£ 1,934
Grass tiles surrounding play equipment	25-Aug-20	£ 2,465
Pentagon Play ship	03-Nov-20	£ 6,795
Metal WWI memorial bench Harlestone Rd (opposite PF)	16-Feb-21	£ 896
Metal WWI memorial bench Playing Field	16-Feb-21	£ 896
Wood park bench Playing Field	18-Mar-21	£ 545
"Eddie the Truck" bench/table Playing Field	16-Feb-21	£ 1,430
		<u>£ 19,024</u>

Total Value of Assets as at 31st March 2021 **£ 132,939**