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Minutes of the Annual Parish Council Meeting held on:

Thursday 20<sup>th</sup> May 2021 commencing at 6.30PM. Meeting conducted using Zoom video conferencing.

Minutes taken by Sarah Stock, Clerk to the Parish Council

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Record of attendance and apologies

Apologies: Cllr Richard Gent - received and accepted

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

**2021/18** Council to elect a chairman for 2021/22

Council elected Cllr Jill Slinn. Declaration of acceptance to be signed at earliest convenience.

**2021/19** Council to elect a Vice-Chairman for 2021/22

Council elected Cllr Robin Green.

Council resolved to appoint councillors to the following responsibilities:

Playing Field	Cllr Mick Macmain
Pocket Park	Cllr Stephen Crane
Street Light	Cllr Mick Macmain (Chapel), Cllr Robin Green (Church)
Traffic/Speed Watch	Cllr Jason Slather-Lodge, Cllr Margaret Green
Snow warden	Cllr Richard Gent
PCSO SPOC/PLR	Cllr Richard Gent
Media Coordinator	Cllr Angharad Garner
Newsletter Contributions	Cllr Angharad Garner
Defibrillator monitor	Cllr Robin Green
Footpath Warden	Cllr Jill Slinn
Trees	Cllr Stephen Crane (Chapel), Cllr Robin Green (Church)
Internal Financial Control	Cllr William Shearer

**2021/20 Declarations of Interest.**

All councillors confirmed they will or have completed and returned to the revised register of interests.

No declarations of interest made pertaining this agenda

**2021/21 Public Session** - No members of the public attending.

**2021/22 Approval of minutes**

Council resolved to approve minutes from the meeting held 15<sup>th</sup> April 2021. These will be signed by the chairman at the earliest convenience.

**2021/23 Councillor Co-opt**

Council resolved to co-opt Margaret Green.

Mrs Green will sign the declaration of acceptance of office, the councillors code of conduct and fill in the register of pecuniary interests.

#### 2021/24 Policy Review

The council resolved to adopt the following policy documents

- Code of Conduct
- Financial regulations
- Standing Orders
- Financial Risk Assessment
- Facebook Policy
- Social Media Policy
- GDPR Security Compliance Check List
- Data Protection Policy

The council resolved to appoint NCALC as the GDPR Officer

#### 2021/25 Appointment of Auditors

Council resolved to appoint NCLAC as Internal Auditor (likely to be Fiona Young) and PKF Littlejohn as External Auditor.

#### 2021/26 Bank Reconciliation & YTD Budget vs Expenditure review

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

Unity trust account stands at £37,312

Income received since last meeting:

10-Apr	Defib donation	£50.00
04-May	Precept	£13,375.00
11-May	HMRC VAT 126 Reclaim	£2,927.31

#### 2021/27 Accounts for Payment & Receipts

The council resolved to approve the accounts for payment – all payments are inclusive of VAT

Clerk's Salary	Sarah Stock	May	28.4.21	£xxx
Litter Wardens	J Hawkins	May	28.4.21	£27.50
Litter Wardens	Z A Finney (Noah & Grace)	May	28.4.21	£55.00
Office Expenses	Sarah Stock (Zoom & Microsoft)	April	22.4.21	£97.58
Street Lighting	YU Energy	481028	2.5.21	£41.51
Street Lighting	YU Energy	481029	2.5.21	£19.14
Grass Cutting	PW Warden Environmental	6948	1.5.21	£816.00
Playing Field	Cllr M Macmain	n/a	12.5.21	£28.97
Office Expenses	Sarah Stock (2020/21 HWA)	n/a	28.3.21	£504.00
Office Expenses	Sarah Stock (Zoom Subscription)	INV70080977	22.3.21	£14.39
Playing Field	The Althorp Estate	14426	6.4.21	£960.00

#### 2021/28 Audit for YE March 2021

Council resolved to accept the internal auditors report. No concerns raised. The annual accounting and Governance statement will be submitted to the external auditor.

#### 2021/29 Tree Planting

Paige Peck, owner of Boughton Mill Farm & Stables and Cllr SC reviewed possible locations for tree planting. However, the location suggested is not accessible to the public and therefore the council will not be able to use it for planting. Request sent to Althorp for trees on land between Church & Chapel Brampton villages (Awaiting response).

Playing Field: Cllr MM noted that canes used to support the hedges are being removed. Children from the school have been seen removing the canes. Cllr AH to approach school. Cllr JS to produce laminated sign requesting that the canes are left.

**2021/30 Bench refurbishment**

Council resolved to approve works and associated costs for the refurbishment of the benches around the village. Total cost will be £185

LGG reported that both benches are in ok condition but need the moss removing and sanding down. Then two coats of brown stain. Works would be carried out on site. The benches need some time to dry out before work can commence.

**2021/31 Planning Applications**

**Applications Received:** Council resolved to respond to each planning application as follows:

Application No: DA/2021/0357

Description: Demolition of conservatory and store. Construction of two storey rear extension.

Location: 14, Little Close, Chapel Brampton, Northamptonshire, NN6 8AL

(Deadline for comments 25<sup>th</sup> May, Case Officer T Cantwell)

Council reviewed the application which preserves the neighbour's privacy. The residents seem to have made adequate provision for parking. No objections.

Application No: WND/2021/0008

Description: Listed Building Consent for construction of en-suite shower room to main bedroom and installation of wood burning stove.

Location: 4, Welford Road, Chapel Brampton, Northamptonshire, NN6 8AF

(Deadline for comments 3<sup>rd</sup> June, Case Officer Elisabeth Warden)

Council reviewed the application. These are internal alterations only. No objections.

Application No: DA/2021/0358

Description: Construction of detached house, associated driveway and parking areas, new dwelling to be accessed from existing southwest vehicular entrance (resubmission of DA/2020/0095)

Location: Land to rear of Breeze, Golf Lane, Church Brampton, Northamptonshire, NN6 8AY

(Deadline for comments 9<sup>th</sup> June, Case Officer Samantha Hammonds)

This application was received after the publication of the agenda. Council resolved to defer the discussion regarding this application to allow the proper notice period which allows members of the public to attend. Meeting scheduled for 7.30pm Wednesday in the Church Brampton bus shelter.

**Decision notices** received since date of last meeting & pending

DA/2021/0271: Brownstones, Chapel Brampton. Replacement garage. PENDING

DA/2021/0203: Chartwell House, Church Brampton. New front porch & accesses. PENDING

DA/2021/0317: The Old Alms House, Church Brampton. Renovation of hedgerow & erection of fences. PENDING

**Next Meeting June 17<sup>th</sup>, 2021 return to in-person meeting at Brampton's Primary School**

Meeting dates for 2021: July 15<sup>th</sup>, No August meeting, September 16<sup>th</sup>, October 21<sup>st</sup>, November 18<sup>th</sup>, No December meeting.

Meeting closed 19.05pm

**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

Contact: The Clerk, 9 Lower Harlestone, Northamptonshire, NN7 4EW.  
Tel.: 01604 820635 email: [theclerk@churchwithchapelbrampton-pc.gov.uk](mailto:theclerk@churchwithchapelbrampton-pc.gov.uk)

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
<b>Total precepted budget &amp; expenditure</b>	<b>£26,750</b>	<b>£5,612</b>	<b>£21,138</b>
<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
<b>Total allocated &amp; unallocated reserves</b>	<b>£27,268</b>	<b>£0</b>	<b>£27,268</b>