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Minutes of the Annual Council Meeting: Thursday 18<sup>th</sup> May 2023 commencing at 7.30PM

Minutes taken by Sarah Stock, Clerk to the Council.

Apologies received and accepted: Cllr RGt, SC

Attending: Cllrs JS, WS, MM, MG, RGn

Note: Council has two casual vacancies. Anyone wishing to fill a vacancy should contact the clerk.

**2023/12 Election of Chairman for 2023/24.** Cllr JS was unanimously elected.

**2023/13 Election of Vice-Chairman for 2023/24.** Cllr RGn was unanimously elected.

**2023/14 Declarations of Interest.** No declarations of interest made on matters relating to this agenda.

**2023/15 Public Session**

John Cutler: Council was asked to review the mowing schedules, reducing the frequency of grass cutting to encourage biodiversity. JC suggested the council dedicate some small areas of land for wildflowers, for example cutting a strip of grass around Crawan Bank and only mowing the rest two or three times per year, or the edge of the playing field adjacent to the road could be allowed to go wild, top of Pitsford Road could also be left with visibility strip only mowed.

Councillors noted wildflower schemes at the pocket park and in the playing field. Council agreed to review mowing schedule in October noting that they appreciated a need to maintain the balance between allowing nature to flourish and maintaining a tidy village.

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

- Electricity charges. Yu Energy have place CCB accounts on hold pending an investigation into increased consumption. No resolution yet.
- PCSO – Cllr John Shephard has invited councillors to attend a presentation by Northants Policing on 24<sup>th</sup> May 2023, 5.30pm in Boughton Village Hall
- Chapel Meeting Room power supply: Electricity providers will only accept a register of interest and won't commit to installing a meter. Investigation ongoing.
- Golf Lane Oak. Andrew Leighton (WNC) confirmed work will commence in Autumn.
- Neighbourhood Plan – WNC Officer Mags Howe has offered to attend a meeting for members of the community interested in progressing the NDP. Cllr JS to contact Yvonne Rose, Mrs Rose may be willing to lead the project.
- Althorp (email from Stuart Coleman, 10/5) confirming action will be taken to clear Ash tree, clear ROW CE6, and trim hedges at Ten Cottages, Harlestone Road.

**2023/16 Minutes**

Council accepted the minutes of the ordinary meeting held on 20<sup>th</sup> April 2023.

**2023/17 Bank reconciliation and YTD budget vs Expenditure review**

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

Current Account (Unity 20415701)	£5,258	
Reserve Account (Unity 20415714)	£27,127	
<b>2023/24 Opening balance:</b>	<b>£32,385</b>	
YTD Income	£17,229	
YTD expenditure (Inc. VAT & Unauthorised payments)		£9,001
Online Balance		
Current Account (Unity 20415701)		£14,496
Reserve Account (Unity 20415714)		£32,627
Balance b/f		£47,123
<b>YTD Closing balance (less pending expenditure)</b>		<b>£40,613</b>
2023/24 Unclaimed VAT YTD	£1,008	

### 2023/18 Accounts for Payment

Council approved the accounts for payment – payments are inclusive of VAT.

J Hawkins (SO)	May	28.5.23	£27.50	
Z A Finney (Noah & Grace) (SO)	May	28.5.23	£55.00	
Sarah Stock (SO)	May	28.5.23	£488.60	
BHIB Council Insurance	LCO01362	5.5.23	£727.89	
PW Warden Environmental	April	30.4.23	£816.00	£136.00
Sarah Stock	Software Licences	28.4.23	£90.79	
E-on Energy Solutions Ltd	118142	27.4.23	£69.32	£11.55
Cllr Mick Macmain	Jones	21.4.23	£26.05	£4.34
WNC Norse	52IN-000764	12.5.23	£380.16	£63.36

### 2023/19 Policy Review

The council adopted policy documents as follows:

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

Facebook Policy – Removed as management of the FB page transferred to the community in 2022.

The council will continue to appoint NCALC as the GDPR Officer

### 2023/20 Appointment Auditors

Council approved the appointment of: Internal Auditor NCALC (likely to be Fiona Young) External Auditor PKF Littlejohn

### 2023/21 Audit for YE March 2023

Council accepted the following in anticipation of the external audit:

- Annual Governance Statement (circulated separately) \*1 – signed by the Chairman.
- Accounting Statements (circulated separately) – signed by the Chairman.
- Asset register (circulated with agenda)
- Report from the Internal Auditor

The exercise of public rights during the year 2023/24 will start on 30<sup>th</sup> June 2023 and end 11<sup>th</sup> August.

### 2023/22 Councillor Responsibilities

Councillor confirmed representatives for the following roles:

- |                        |                    |                               |                                     |
|------------------------|--------------------|-------------------------------|-------------------------------------|
| - Playing Field:       | Cllr Mick Macmain  | - Newsletter Contributions    | Cllr Richard Gent                   |
| - Pocket Park:         | Cllr Stephen Crane | - Defibrillator monitor:      | Cllr RGN & SS                       |
| - Traffic/Speed Watch: | Cllr MG, Cllr MM   | - Footpath Warden:            | Cllr Jill Slinn                     |
| - Snow warden:         | Cllr RGT & Cllr SC | - Trees:                      | Cllr SC (Chapel), Cllr Rgn (Church) |
| - PCSO SPOC/PLR        | Cllr Robin Green   | - Internal Financial Control: | Cllr William Shearer                |
| - Media Coordinator:   | Cllr Richard Gent  |                               |                                     |

### 2023/23 Traffic Calming

Clerk has made application to Northamptonshire Safer Roads Alliance for a grant to fund a solar powered Speed Indicator Sign on Sandy Lane. Cllr John Shephard has been approached to act as the independent referee for the application.

Harlestone Road Pole – Clerk confirmed that location was agreed and acknowledged on 27<sup>th</sup> May 2022 following a site visit from WNC Officer Steve Barber. No reason has been offered for the error. WNC have offered to relocate the pole. Council directed the clerk to establish how long it might take to move the pole, and if the timeframe seemed unacceptable to direct WNC to remove the pole and offer a refund.

Sandy Lane Pole – Cllr WS was concerned that the pole on Sandy Lane was very close to the adjacent hedge and with equipment on it could prevent the farmer from cutting it safely and/or hitting the equipment. The clerk agreed to seek Mr Peabody's comments.

### 2023/24 Playing Field & Pocket Park

Cllr MM reported on ongoing maintenance works.

Classic Car Rally scheduled to take place on 10<sup>th</sup> September 2023 and 28<sup>th</sup> April 2024.

Age UK will be placing a collections van on the PF car park on Monday 31<sup>st</sup> July 10am – 1pm

### 2023/25 Environment (verges, path, trees, and village maintenance)

Verge at the bottom of Sandy Lane is encroaching into the road. Cllr WS will report to FMS.

### 2023/26 Planning matters. No applications received.

**Date of next meetings:** 15<sup>th</sup> June. 20<sup>th</sup> July. No August meeting. 21<sup>st</sup> September. 19<sup>th</sup> October. 16<sup>th</sup> November. No December meeting.

Meeting Closed: 21:00