

Church with Chapel Brampton Parish Council

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

Thursday 18th July 2019 commencing at 7.30PM

The meeting will take place at Brampton Primary School

Members of the public and the Press are invited to attend.

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

Clerk to the Parish Council

13th July 2019

Record of Attendance and Apologies

Apologies received: none

19/092 Declarations of Interest

19/093 Meeting adjourned for comments/questions from parishioners

The council invite Ross Noonan from Gigaclear to address the council.

19/094 Minutes from the meeting held 20th June 2019 having been circulated separately to be approved

19/095 Outstanding Issues/Updates

- Cedar Hythe lamppost: All details with Aviva. Aviva have confirmed that the council will be able to claim the cost of repairs, £969 less the £125 excess. Aviva will pursue the driver to reclaim the full costs, if successful the excess will not be applied. Councillors are asked to forward any pictures or driver details to the clerk.
- Classic Car Show: emails sent (24/6) to the school requesting insurance details and risk assessment. Once obtained permission from Althorp will be sought. Awaiting response.
- Caravan nr Nene Valley Way: email, photographs and location map sent to DDC. Awaiting response.
- Branch on Harlestone Road. Brian Rice farms have been notified.
- Footpath: Following Keith Archbold's request arrangements have now been made to cut back hedging on the footpath from Harlestone Rd to the Church.
- Traffic Survey: Tracsis have released the April 2019 traffic survey data. The data was circulated to councillors on 2nd July.
- Unity Banking: As per minute 19/088 the transfer to online banking is being progressed. All councillors will need to provide photo ID and address confirmation; the clerk is sending the council's regulatory documents to Unity.
- Planning Meetings: Cllr Macmain raised concern about changes to the arrangements for planning meeting (minute 19/091). Keith Thursfield (DDC Planning) has been asked to confirm that where case officer deadline extensions are granted, the PC's comments will still be considered.

19/096 Playing field and Pocket park

- Playing Field: Hedge Cutting (Cllr Macmain) adjacent to school still to be actioned.
- Pocket Park:
- Playing Field equipment upgrade (Cllr Gent)
The council is asked to review quotes for refurbishing works to the existing play equipment. Quote from Wicksteed: £7,351 (exc. VAT)

19/097 Highways

- Zebra Crossing:
- Improvement to A5199/Pitsford Road Junction: Update from Ian Boyes (10/7) (Map circulated separately)

A safety audit has been carried out on the proposals and the turning movements checked to ensure that larger vehicles i.e. refuse vehicles can still make the turn into Harlestone Road. The audit raised concerns that if we moved the existing direction sign assembly to the new buildout would result in the sign being obscured for all northbound travelling vehicles. The slight left bend to the junction approach and the residential building on the nearside, results in lack of advance warning of the upcoming junction so the direction sign will be retained in its original position. A revised drawing of the proposal is attached for your reference. The scheme consists alterations to the existing road layout include the following which are shown on the revised drawing attached.

- Installation of domed deflection island on the Pitsford Road approach to junction.
- Installation of buff coloured anti-skid surfacing on Pitsford Road approach.
- Build-out of kerb line and footway on the Harlestone Road arm of the junction.
- Installation of new hatch line markings on Harlestone Road arm of the junction.
- Installation of additional Give Way sign on the north verge of Pitsford Road.

Please can you confirm that the proposals are acceptable to the Parish Council, we will then carry out a formal consultation with affected residents. Subject to support by the Parish Council, and satisfactory consultation with the residents, we are expecting that the coloured surfacing will be undertaken in August and with the buildout works following in September.

The council is asked to endorse the proposal from Highways.

- Church Parking/Lay-Bys: (follow up from agenda item 19/083 June) email sent to Ian Smith outlining the issue and proposal (24/6). Response received from Ian Boyes:

The County Council does not fund the provision of parking bays. If alternative funding could be found it may be possible to introduce a scheme but unfortunately this does not come cheap as the bays have to be constructed to proper standards and any drainage implications would have to be addressed. The other big issue is what underground utilities (i.e. water, electricity etc.) are in the verge as these may need diverting or at least further protecting.

The last query for costings for a bay we had was about three years ago and the ballpark" figure for a 40m long bay was likely to be circa £25,000 - £30,000 in addition to which would be the cost of the protection / diversion of the services. Although this would need trial holes to determine the exact depth of the services a guestimate would be around a further £10 - 15,000 for this work.

The only way to determine the exact location and depth of underground utility services is to undertake trial holes which would initially cost in the region of £1,000, in addition design fees would be about a further £1,500.

The council is asked to decide whether to pursue the installation of lay-bys.

19/098 Highways – Proposed development

The council is asked to consider and review the proposed construction of the Northampton North Relief Road on land south of the A5199 Northampton between the Brampton Heath Golf Course and River Nene, including two new roundabouts and links bridging over the River Nene. Full plans can be viewed at: www.northamptonshire.gov.uk/planningapplications

Comments must be submitted to NCC by 2nd August 2019.

19/099 Verges / Footpaths / Village Matters

- Neighbourhood Watch/PCSO (Cllr Gent)

- Trees: Maurice Fitch will complete annual tree inspection and report to the council in time for the September meeting.

Mr Fitch has identified a Tulip Tree on Cedar Hythe that would benefit from a decay detection inspection and associated specialist works. The tree is covered by a TPO. Mr Fitch recommends the council use Bruce Hatton at an expected cost of £250. The council is asked to approve the works and allow Mr Fitch to act as liaison for the council.

- Footpath: Northamptonshire Highways consultation regarding the DRAFT Rights of Way Improvement Plan (2018 – 2028). It can be viewed:

<https://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/rights-of-way/Pages/rights-of-way-improvement-plan-page.aspx>

Comments must be submitted by 9th September.

The council is asked to confirm who the Footpath wardens are and notify NCC.

19/100 VE day celebrations

Councillors are asked to consider arrangements for VE day celebrations and submit ideas for discussion at the meeting.

19/101 Applications for Consideration:

Application No: DA/2019/0358 – responses required by 16th July (Extension granted to 20st July)

Description: Two story rear extension and detached double garage

Location: 10, Little Close, Chapel Brampton, Northamptonshire, NN6 8AL

Public Path Diversion Order – footpath HW44 (part)

The council is asked to review the map circulated with this agenda. The HW44 runs between Harlestone Firs and the Nene Valley Way and needs to be re-routed to make way for the Northampton orbital road. Any observation the council would like to make must be submitted to NCC by 26th July.

19/102 Bank Reconciliation & YTD Budget vs Expenditure review

Bank Statements as at end June 2019

Current Account	£17,558.39
Reserve Account	£47,025.56
Balance b/f	£64,583.95

Bank Reconciliation

2019/20 Opening balance:	£	56,935.42
YTD Income	£	13,005.86
YTD expenditure (inc. VAT & Uncleared cheques)		£ 7,942.86
Uncleared cheques		-£ 2,585.53
YTD Closing balance		£64,583.95

Budget review for councillors can be found at the end of this agenda.

Description	Payee	Invoice number	Inv. Date	Amount (inc. Vat)	Chq #
Clerk's Salary	Sarah Stock	June/July	30.6.19	£ 592.30	2051
Clerk's Salary	HMRC	June/July/Aug	30.6.19	£ 221.40	2052
Office Expenses	Repayable to Sarah Stock - See voucher	June/July	10.7.19	£ 263.32	2053
Litter Wardens	S Hawkins	July	30.6.19	£ 27.50	2054
Litter Wardens	D J Fleming	July	30.6.19	£ 27.50	2055
Litter Wardens	Z A Finney	July	30.6.19	£ 13.75	2056
Litter Wardens	D C Davey	July	30.6.19	£ 13.75	2057
Streetlighting	Eon	89796	26.6.19	£ 155.81	2058
Grass/verge cutting	P. W. Warden	6853	30.5.19	£ 710.40	2059
Grass/verge cutting	P. W. Warden	6858	30.6.19	£ 433.20	2059
Office Expenses	Barbara Osborne	5821	31.3.19	£ 64.50	2060
Traffic Calming	Tracsis Data Ltd	119-70118T	3.7.19	£ 1,530.00	2061
Clerk's Salary	Sarah Stock	August	30.8.19	£ 296.15	2062
Litter Wardens	S Hawkins	August	30.8.19	£ 27.50	2063
Litter Wardens	D J Fleming	August	30.8.19	£ 27.50	2064
Litter Wardens	Z A Finney	August	30.8.19	£ 13.75	2065
Litter Wardens	D C Davey	August	30.8.19	£ 13.75	2066
		Total Payment for July		£4,432.08	

Payments relating to August will be signed but post dated to allow for prompt payment.

The council is asked to sign an additional cheque for Eon – Cheque 2030 & 2031 for £216.12 & £72.00 have not been received. Cheque 2067 for £288.12 replaces these. Cheques 2030 & 2031 will be cancelled.

The council is asked to approve the above accounts for payment – all payments are shown inclusive of VAT

Notes:

The invoice for the PCSO paid last month was incorrectly calculated by the Police & Crime Commissioners accounting office. The payment will be credited, and an invoice re-issued.

The council is asked to accept the auditor's report (circulated by email 25/6). Following the report, the council will/has made the following changes to its financial processing:

1. The move to online bank will help with the yearend bank reconciliation and accurate reporting of the council's financial position.
2. By increasing the clerk's notice period and ensuring that all email and files are located on the council's own computer, the council has addressed the risks associated with the clerk leaving.
3. An up-to-date asset register was located after the preparation of the accounting statement. This register will be reviewed during the year.
4. The audit trail will be improved. Online banking should help address this alongside a more navigable filing system.

The council has been selected as part of the random 5% sample of council's which is subject to intermediate review. The clerk has been asked to provide documents to assist with this review – not all these documents were available, therefore an explanatory note was sent to the external auditor. The missing documents were the Financial Risk Assessment and the Exercise of Public Rights notification. We had not published the AGAR (Annual Governance & Accounting Statement) for the 2018/19 YE.

The exercise of public rights notice has now been displayed on the parish notice boards and on the website. The AGAR has also been published on the website. The public are entitled to view the accounts between 5th July and 5th August. However, the late display of the notice and AGAR means that the council has not included the statutory common period of the first 10 working days of July. This will be noted in the external audit report.

The council will review and adopt a financial risk assessment see agenda item 19/105.

19/105 Review of internal policy documents

The council is asked to review and adopt the internal policy document circulated with this agenda.

Financial Risk Assessment – written by SS

Records Retention Policy – NCALC

GDPR Security Compliance Policy – NCALC

Data Protection Policy – NCALC

Data Breach Policy – NCALC

Correspondence:

- Email from James Osborn: Mr Osborn alerted the council to work taking place at the top of Pitsford Lane. A Drainline vehicle was working on the junction, forcing traffic on to the wrong side of the road. Highways have been informed and responded. They will liaise with the contractor to ensure future works are safely carried out and accord with their guidelines.
- Email from Marion Peel: Mrs Peel asked the council to tackle an impassable foot path near the gate on Church Lane. This has been reported to NCC who should deal with it in due course.
- DDC Planning Decision Notice – DA/2019/0264 Oaklands, Harlestone Road: permission granted
- DDC Planning Decision Notice – DA/2019/01168, Hamilton Court: permission granted
- DDC Planning Decision Notice – DA/2019/0266 Thornlie, golf Lane: permission granted
- Email from Adam Kite: re Timber Fence (Back Lane/Hamilton Court). Following comments from a resident regarding the removal of a hedge and replacement timber fence. Adam Kite (DDC Planning Investigator) notes that there is now planting along the strip of land in front of the fence. Therefore, in order to see if the planting sufficiently mitigates the impact of the fence no enforcement action will be taken for a period of 12 months.
- Planning Inspectorate: Appeal Decision Notice – DA/2019/0206 Hill Crest, Pitsford Road: Appeal denied

Next Meeting 19th September 2019

	2019/20 Budget (as Precept)		YTD Actual (exc VAT)		Balance
Clerk's salary (inc PAYE & pension)	£	5,300.00	£	1,532.21	£ 3,767.79
Litter Wardens	£	850.00	£	247.50	£ 602.50
Insurance	£	800.00	£	620.58	£ 179.42
Room hire	£	450.00	£	205.00	£ 245.00
Audit, Legal & NCALC	£	850.00	£	588.71	£ 261.29
Office expenses	£	650.00	£	766.65	-£ 116.65
Training	£	200.00	£	-	£ 200.00
Street-light maintenance & supply	£	2,000.00	£	433.73	£ 1,566.27
Grass/verge cutting	£	2,500.00	£	716.20	£ 1,783.80
Tree surgery	£	1,500.00	£	390.00	£ 1,110.00
Playing Field (inc rental)	£	2,500.00	£	6.11	£ 2,493.89
Pocket Park (inc rental)	£	1,000.00	£	-	£ 1,000.00
Donations	£	500.00	£	520.00	-£ 20.00
Election Costs	£	250.00	£	-	£ 250.00
Traffic Calming	£	3,850.00	£	-	£ 3,850.00
Contingency	£	1,750.00			£ 95.38
	£	24,950.00	£	6,026.69	£ 17,268.69
2019/20 Allocated reserves					
Zebra Crossing	£	5,000.00			£ 5,000.00
PCSO	£	2,139.22	£	1,654.62	£ 484.60
Election Costs	£	300.00			£ 300.00
Car Park Extension	£	6,080.00			£ 6,080.00
Pocket Park	£	600.00			£ 600.00
Unallocated reserves	£	32,906.34	£	-	£ 32,906.34
Total reserves	£	47,025.56	£	1,654.62	£ 45,370.94