

Church with Chapel Brampton Parish Council

Minutes of the Ordinary Parish Council Meeting held on:
Thursday 18th July 2019 commencing at 7.30PM at Brampton Primary School

Minutes taken by Sarah Stock, Clerk to the Parish Council

Record of attendance and apologies

Apologies: Cllr Richard Gent - apology were received and accepted by the council

Attendees: Cllr Jill Slinn (Chairman) Cllr Robin Green
 Cllr Mick Macmain Cllr William Shearer
 Cllr David Shawyer Cllr Stephen Crane
 Cllr Steve Walsh

Parishioners: None in attendance

19/092 Declarations of Interest

Cllr MM declared interest in 10 Little Close.

19/093 Meeting adjourned for comments/questions from parishioners

Cllr Gent updated the council in Ross Noonan's (Gigaclear) absence: There has been no take-up for Gigaclear broadband service in Golf Lane, therefore Gigaclear are removing this area from build schedule. Gigaclear still plan to install caballing in Golf House Lane and Stables Lane.

19/094 Minutes

The minutes from the meeting held on 20th June 2019 having been circulated prior to the meeting were approved and signed by the chairman.

19/095 Outstanding Issues/Updates

- Cedar Hythe lamppost: Aviva are now processing the claim for repairs to the lamp post and will pursue the driver to reclaim the full costs on the council's behalf.
- Classic Car Show: No further action required until the organisers contact the PC.
- Caravan nr Nene Valley Way: email, photographs and location map sent to DDC. Awaiting response. The clerk was instructed to follow up.
- Branch on Harlestone Road. Brian Rice farms were notified. The clerk was instructed to follow up.
- Footpath: Following Keith Archbold's request arrangements have now been made to cut back hedging on the footpath from Harlestone Rd to the Church. No further action required.
- Traffic Survey: Tracsis have released the April 2019 traffic survey data. The data was circulated to councillors on 2nd July. No further action required.
- Unity Banking: Councillors will provide photo and address ID to the clerk. Cllr WS access will be restricted as he does the internal audit, all other councillors will become authorised signatories.

- Planning Meetings: The council discussed the merits of ad-hoc planning meetings in order to adhere to the deadline. It was agreed that the council would prefer to deal with planning applications at scheduled council meetings, provided the DDC case officer gave written permission to the council. However, if the planning application is considered contentious the council will hold extra ordinary meetings.

19/096 Playing field and Pocket park

- Playing Field: Hedge Cutting - Cllr MM briefed the council on the quotes received for repairs to the western boundary hedge adjacent to school.
Quote 1 Guy Robins: £1,732.50 (includes replanting the gaps) plus £945 to clear the brash
Quote 2 Ian Drage: £1,650 plus £600 to clear the brash (estimated 3 days' work)

The council accepted the quote from Guy Robins as it includes replanting the gaps. The work will take place Jan/Feb 2020. Hedge laying will end before the house adjacent to the park's boundary. The clerk was instructed to write to Brian Rice Farms seeking permission to access the hedge via their land.

- Pocket Park: Cllr SC informed the council that repair work is nearly completed. The council approved the repayment of £24. The council is awaiting a response from Althorp to formalise the new leases. The council discussed security at the park as some illegal fishing has taken place. PCSO Paul Miller has been notified and will add this to his route.
- Playing Field equipment upgrade
The council considered that there was limited value in replacing the equipment at this time, however there was merit in refurbishing the equipment.
Following a discussed about the quote provided by Wicksteed for refurbishment works, the council resolved not to accept the quote. Cllr RGn will liaise with the Hope Centre who may be able to quote for the rubbing down and repainting work.

19/097 Highways

- Zebra Crossing: No action will be taken until the Pitsford Road junction improvement has completed.
- Improvement to A5199/Pitsford Road Junction: The council reviewed the map and briefing from Ian Boyes and approved the scheme. Cllr WS will liaise with Ian Boyes to confirm details.
- Church Parking/Lay-Bys: (follow up from agenda item 19/083 June) Having reviewed the information provided by Ian Boyes the council resolved not to pursue this project on the grounds it would be too expensive and it seemed that the road would be too narrow to allow for the lay-bys.

19/098 Highways – Proposed development

The council discussed 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.

The council instructed the clerk to make the following submission to the consultation:

Church with Chapel Brampton Parish Council (CwCBPC) object to the new road and make the following observations:

1. The council dispute the robustness of the projected traffic volume figures. Having reviewed the figures from a recent traffic survey on the A5199 the council do not believe that the figures provided by the NCC model are valid. CwCBPC believe that Chapel Brampton will be more adversely affected by the new road than is currently anticipated. The council would happily provide the data from the Church with

Chapel Brampton traffic survey to support this. Given this doubt over the projected traffic volumes, the council believe that the impact on journey times will be negligible and some traffic will continue to use the country/village roads as a 'rat-run' to escape congestion.

2. The council is concerned that construction is being overseen by more than one set of contractors, employed separately by NCC and new home developers. The council would like assurance that the finished road will be of a quality consistent with a relief road along all the different sections.
3. The projected traffic volumes suggest that Chapel Brampton will experience increased traffic at peak time and the council would like assurance that NCC will be addressing any traffic related issues with appropriate traffic calming measures.
4. If the project is approved, CwCBPC seek assurance that all sections of the proposal are completed, including the changes to the existing bridge which will become the cycle lane and footpath. It is important to the council that access to this 'lane' is restricted to cycles and pedestrians with no access for cars or caravans.

19/099 Verges / Footpaths / Village Matters

- Neighbourhood Watch/PCSO: Cllr RGn will attend the PCSO performance review meeting. The council discussed positive and negative responses to the PCSO, Cllr MM commented that Chapel Brampton residents perhaps feel less served than Church Brampton. The Councillors gave PCSO Paul Millar credit for his and the Chief Constable's response to recent burglary in Church Brampton.
- Trees: The council agreed to instruct Maurice Fitch to oversee/arrange the specialist works to the Tulip Tree on Cedar Hythe, engaging Bruce Hatton at an expected cost of £250. The clerk instructed to give MF approval to arrange this work.
- Footpath: Northamptonshire Highways consultation regarding the draft Rights of Way Improvement Plan (2018–2028). The council nominated Cllr JS to review the plan and respond to the consultation.

It was confirmed that the footpath wardens are Cllrs JS & DS. The Clerk will update NCC.

19/100 VE day celebrations

The council will not be making its own arrangements for VE day celebrations; however, councillors are keen to support any village organisation wishing to arrange an event. They welcome applications for financial support from the community and will consider the merit of any application. The clerk was instructed to put a notice in the white magazine inviting applications.

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

Cllr MM, having declared an interest in this application, withdrew from the discussion.

Having reviewed the plan the Council made the following observations:

The council considers that the increased garage size and mass of the extension will result in over development of the site. In addition, the council determined that the impact of the garage would be detrimental to the neighbouring property. The additional accommodation created by the extension increases the pressure on the already strained parking situation.

Conclusion: The council object to this application on the grounds that the development is over dominant.

Public Path Diversion Order – footpath HW44 (part)

The council reviewed the map and raised no objection to this diversion. No comment to be submitted.

The following application was received after the publication of the agenda:

Application No; DA/2019/0170 (amended)

Description: First floor extension and single-story extension to the rear

Location: 21 Cedar Hythe.

The council having responded to this application previously, stand by original comments and raise no objection. No comment to be submitted.

The council discussed/reviewed the Special Planning Guideline. The council acknowledge the weakness of this guideline is its age and inconsistent application. The council agreed to review and, ultimately, submit the VDS prepared in 2011 to DDC for adoption. A further discussion about the VDS will take place in September.

Spencer Close: The large oak tree located on the left-hand side of Spencer Close needs some work/pruning to ensure it is safe. Clerk was instructed to establish who has responsibility for the tree and send a notification regarding the required works.

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

The council reviewed and accepted the bank reconciliation and YTD budget analysis.

19/103 Accounts for Payment

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	2051
Litter Wardens	S Hawkins	July	30.6.19	£ 27.50	2053
Litter Wardens	D J Flemington	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	

The council approved the payments. The chairman and Cllr MM signed all cheques including cheque for E-on – Cheque 2067 which replaces lost cheques 2030 & 2032.

19/104 Auditors Report

The council accepted the auditor's report (circulated by email 25/6) and agreed to make the following changes to its financial processing:

1. The move to online bank will help with the year-end 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. All files will be backed-up to online storage (Onedrive).
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.

19/105 Review of internal policy documents

The council reviewed and accepted the internal policies. Review date May 2020.

Financial Risk Assessment

Records Retention Policy

GDPR Security Compliance Policy

Data Protection Policy

Data Breach Policy

Correspondence:

The council reviewed the correspondences noted on the agenda ; no action required.

Meeting Closed: 9pm

Next Meeting 12th September 2019