

Church with Chapel Brampton Parish Council

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

Thursday 17th October 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

10th October 2019

Record of attendance & apologies received: none

Mr Jason Stather Lodge will join the meeting with a view to council co-opting him as a councillor.

19/118 Declarations of Interest

19/119 Meeting adjourned for comments/questions from parishioners

19/120 Minutes from the meeting held 18th July 2019 having been circulated separately to be approved

Outstanding Issues/Updates

- Classic Car Show (minute ref 19/082): emails sent (24/6) to the school requesting insurance details and risk assessment. Once obtained permission from Althorp will be sought. Awaiting response.
- Unity Banking (minute ref 19/088) Transfer to online banking is complete. Councillors should have received instructions and temporary password to access the account.
- Reduced Air Quality at Chapel Brampton (minute ref: 19/107): An email (drafted by Cllr WS) was sent to Althorp and copied to DDC Environmental Health. Awaiting Response from Althorp – chased 8/10. Email received 10/10 from Nick Ravine, DDC Environmental Health (circulated to councillors separately)
- Signs at Pitsford Road/A5199 Junction: (minute ref: 19/107) Highways/KIER have confirmed that they will mount the sign on a bracket to ensure the sign is not obscured by the tree foliage.
- Brian Rice Farms: Branch on Harlestone Road (minute ref 19/084 & 19/112); Access to playing field hedge (minute ref 19/096) – Access to hedge granted; Guy Robins (hedge laying contractor) has been informed and advised of the restrictions. Awaiting action regarding removal of branch.
- Email from Dist Cllr Alan Chantler (minute ref: 19/112): Young Farmers Clubs in Northamptonshire are interested in planting trees in publicly available open spaces. Cllr SC to update the council.
- Litter Warden (minute ref: 19/113): Cllr JS has notified Noah Finney of his appointment. He will start on 1st November.
- Village Design Statement

19/121 Playing field and Pocket park

- Playing field equipment upgrade (Cllrs RGt & RGn) (minute ref 19/096): Quote from Wicksteed rejected by the council. Cllr RGn to update.

- Playing Field: (Cllr MM) The council is asked to approve the quote for strimming around field and tidy up of car park (see detail below). Quote received from A&A Landscapes for £1,775.00 (exc. VAT)

Quotation for cutting back grass edges to the kerb line around the playing field equipment and strimming grass around the support posts and other play equipment which has no safety matting. Carry out repairs to the log-roll edging which surrounds the car park and replacing any rotten or damaged half-rounds and rotten posts. All grass inside the car park area, including up to the boundary hedge, to be cut to short cover. Scrape back the kerb edges in the car park and the entrance. Once clear, fill in potholes with MOT Type 1 stone which will be compacted in, top dress the areas and kerb edges, with granite fines/dust. The price includes removing rotten timbers and old goal posts. The cost of this work will be £2130.00 - inclusive of VAT at 20%.

- Pocket Park: (Cllr WS) The new lease has been drawn up and will be signed once received.

19/122 Highways/Zebra Crossing:

- Zebra crossing feasibility to be reviewed in November.
- Gigaclear 'snagging' (minute ref: 19/110) Glyn Richards has confirmed works will be finished at the end of the month. Chris Miller (Delivery Manager) will complete a walk round with Cllrs JS & MM. Date to be arranged.

19/123 Community Speed Watch/Traffic Calming

- The Community Speed Watch is underway. Gary Wright has been notified that Cllr JS is the coordinator. The council is asked to consider future arrangement for the Speedwatch.
- Purchase of mobile VAS: The council is asked to review the quote and approve expenditure on an additional sign.

Coeval Intelligent Illumination:

Vehicle Activated Speed Indicator - Quote ref - ENO-1019-1744 Sell Qty Total

MOBILE- Showing actual speed sign £2,675.93

Kestrel Detector/Datalogger -Additional cost (optional if required) £250.00

Delivery SIDS £132.22

Total £3,058.15 + VAT (Delivery in 6 – 8 weeks)

19/124 Environment (verges/paths/trees)

- Tree Inspection (minute ref 19/099): Maurice Fitch (MF) instructed to complete tree inspection and to engage Bruce Hatton for specialist works. Bruce Hatton has surveyed the Tulip tree in Cedar Hythe. MF will report back. Awaiting report.
- Tree at Spencer Close (minute ref 19/101): Neither Highways nor BPHA are responsible for this tree. Investigation ongoing. Cllr MM to advise council on further action.
- Tree at 19 Great Close (minute ref 19/084): MF has inspected the tree and will arrange works.
- Pitsford Road/Welford Road overgrown footpath (minute ref: 19/107): These have been reported to NCC and Althorp respectively. Awaiting response.

- Verge on Northampton Road, adjacent to Farmdale House (?). Cllr MM to brief the council. Resident has placed 'pegs' to prevent the grass being cut back

19/125 Neighbourhood Watch/PCSO (Cllr Gent)

19/126 Village Design Statement

- Following advert in newsletter, no responses via the clerk received (minute ref: 19/115): Council is asked to consider next steps.

19/127 Spencer Club Donation

- The council is asked to consider donating funds to the Spencer Club to cover the cost of the Christmas Lunch.

19/128 Applications for Consideration:

The council is asked to review the plans and submit a response to DDC.

Application ref: 19/00045/CCDFUL (NCC)

Description: The construction of new road on land south of the A5199 Northampton Road and between the Brampton Heath Golf Centre and River Nene, including two new roundabouts and links bridging over the River Nene to Brampton Land and over the Northampton loop of the West Coast mainline to connect with the Dallington Grange development.

Location: Land off A5199 Northampton Road, Northampton
(closing date for comments, 26th October)

Application No: DA/2019/0826

Description: Work to tree within a conservation area

Location: 6, Cedar Hythe, Chapel Brampton, Northamptonshire, NN6 8BG
(closing date for comments, 23rd October)

Application No: DA/2019/0790

Description: Single storey side extension

Location: 25, Northampton Road, Chapel Brampton, Northamptonshire, NN6 8AE
(closing date for comments, 23rd October)

Following application for 10 Little Close, granted in September the clerk raised concern with the case officer (Rebecca Hambridge). The council's report was sent on 19th July and again on 30th July (following request from RH) (email trail sent to RH). RH denies receiving either report; our recent email to and fro took place without 'cyber' issue (including a resend of the report). I have advised RH that in future all reports from the council will be sent with a 'read-receipt' attached.

The council is invited to respond to the following consultations:

- NCC consultation regarding transfer to Unitary Authority. "Help us understand your priorities" consultation, closes 20th October. Follow link: <https://northamptonshire.citizenspace.com/bipm/help-us-understand-your-priorities2019/>
- Chapel Brampton Conservation Area Appraisal - Second Consultation - Draft Cedar Hythe Design Guidance. It has been suggested that design guidance for Cedar Hythe be included and we will therefore be holding a focused consultation on the draft Cedar Hythe design guidance only.

The consultation will run for six weeks from 10am Monday 7th October - 5pm Monday 18th November, during which time representations must be made in writing to the District Council, either by post, email (heritage@daventrydc.gov.uk) or online survey (<https://www.daventrydc.gov.uk/living/planning-policy/conservation-areas/>).

19/129 Audit

Notice of Conclusion has been received and published on the website and notice board in accordance with regulation. Following the intermediate level audit inspection, the external auditors made the following comments:

The smaller authority has disclosed that it made proper provision during the year 2018/19 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Section 1, Assertions 1 and 5 have been incorrectly completed. In the completion of the Annual Internal Audit Report and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to the accounting records, risk assessment and the fixed asset register. The Council has acknowledged these weaknesses and has been working to rectify the situation since the year end but should have answered "No" to these assertions.

The AGAR was not accurately completed before submission for review: • Section 2, Box 9 for the current year has been incorrectly completed using figures from an asset register dated 2016. The smaller authority has confirmed that it has subsequently located a more up to date asset register and is working to bring this up to date. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the smaller authority.

The 2019/20 Audit submission will have to demonstrate that the council have taken action to either change protocol (which we have done), provide explanations where we answer 'no' regarding the exercise of public rights, update the asset register and ensure that the council justifies the level of reserves held when considering future precept requests.

19/130 Bank Reconciliation & YTD Budget vs Expenditure review

A/c Lloyds 00414219	£47,019.70	
A/c Lloyds 00089768	£14,665.06	
2018/19 Accrual	(£4,749.34)	
2019/20 Opening balance:	£56,935.42	
YTD Income	£28,276.04	
YTD expenditure (inc VAT & Uncleared cheques)		£20,421.29
Uncleared cheques/Unauthorised Payments		(£5,808.89)
Current Account		£21,303.32
Reserve Account		£49,295.74
Balance b/f		£70,599.06
YTD Closing balance		£70,599.06

Unity Bank Trust account officially opened on 27th September – nil balance. As at 10/10 Lloyds yet to transfer funds across to the new account.

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

The Budget for 2020/2021 will be discussed by the council in November before being finalised and submitted to DDC in January. Councillors are asked to consider the likely expenditure for the new financial year and submit items for consideration to the clerk for inclusion on the next agenda.

19/131 Accounts for Payment & Receipts

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

Clerk's Salary	Sarah Stock	October	30.10.19	xxx
Clerk's Salary	HMRC	October	30.10.19	xxx
Litter Wardens	S Hawkins	October	30.10.19	£27.50
Litter Wardens	D J Flemington	October	30.10.19	£27.50
Litter Wardens	Z A Finney	October	30.10.19	£13.75
Grass/verge cutting	P. W. Warden	6875	30.9.19	£433.20
PCSO	Police & Crime Commissioner	113420001271	8.8.19	£3,216.11
Office Expenses	PKF Littlejohn LLP	SB20193522	24.9.19	£240.00
Office Expenses	Barbara Osborne	6041	30.9.19	£64.50
Street Lighting	E-on (maintenance)	93884	25.9.19	£155.81
Street Lighting	E-on (supply)	H17A8C3B8A	2.10.19	£206.66
Grass/verge cutting	P. W. Warden	6875	30.9.19	£433.20

Receipts

YTD	£ 11.87	Interest
24-Jul	£ 2,264.17	VAT Refund
09-Sep	£ 2.09	Interest
26-Sep	£13,000.00	Precept (2nd payment)

Correspondence:

- Email from John Hunt 2/10 (Spratton PC): re Bus service: Contract with Centrebus ends on 28th October 2019. The No.60/59 bus service will continue with another bus company under the same terms of the Centrebus contract until 31st March 2020. It is hoped that this company will be able to continue after 1st April 2020. The proposed new operator is currently going through procedural approval at NCC and once this is finalised details of the new operator will be able to be made public.

Next Meeting 21st November 2019

Meeting dates for 2020 (The school will not allow the council to use the room during school holidays, the meeting dates have been adjusted accordingly. Should any planning issues arise outside of this meeting schedule, the council will call an extra-ordinary meeting which will be held in Church Brampton Bus shelter)

December – no meeting

January 19th

February 13th

March 18th

April 23rd

May 21st

June 18th

July – no meeting

August – no meeting

	2019/20 Budget (as Precept)	YTD Expenditure (exc. VAT)	Balance
<u>Allocated Precept</u>			
Clerk's salary (inc PAYE & pension)	£5,300.00	£3,700.82	£1,599.18
Litter Wardens	£850.00	£561.84	£288.16
Insurance	£800.00	£620.58	£179.42
Room hire	£450.00	£205.00	£245.00
Audit, Legal & NCALC	£850.00	£788.71	£61.29
Office expenses *	£1,150.00	£1,143.96	£6.04
Training	£200.00	£0.00	£200.00
Streetlight maintenance & supply	£2,000.00	£1,032.96	£967.04
Grass/verge cutting *	£3,000.00	£4,790.83	(£1,790.83)
Tree surgery	£1,500.00	£390.00	£1,110.00
Playing Field (inc rental)	£2,500.00	£806.11	£1,693.89
Pocket Park (inc rental)	£1,000.00	£924.00	£76.00
Donations *	£550.00	£520.00	£30.00
Election Costs	£250.00	£0.00	£250.00
Traffic Calming	£3,850.00	£0.00	£3,850.00
Contingency	£1,750.00		£1,750.00
Total precepted budget & expenditure	£26,000.00	£15,484.81	£10,515.19
<u>2019/20 Allocated reserves</u>			
Zebra Crossing	£5,000.00		£5,000.00
PCSO	£2,139.22	£3,216.11	(£1,076.89)
Election Costs	£300.00		£300.00
Car Park Extension	£6,080.00		£6,080.00
Pocket Park (additional works)	£600.00		£600.00
Unallocated reserves	£35,176.52	£0.00	£35,176.52
Total allocated & unallocated reserves	£49,295.74	£18,700.92	£46,079.63

Note: Budget reviewed to reflect precept receipt of £26,000 rather than £24,950 previously indicated. Items with * have been increased accordingly.