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Minutes of the Ordinary Parish Council Meeting held on:

Thursday 19<sup>th</sup> May 2022 commencing at 7.30PM. Meeting took place at Brampton Primary School.

Minutes taken by Sarah Stock, Clerk to the Parish Council

Apologies received and accepted from: Cllrs Richard Gent, Jason Stather-Lodge

Attendees: Cllrs Jill Slinn Cllr Robin Green  
 Cllr Mick Macmain Cllr William Shearer  
 Cllr Stephen Crane Cllr Margaret Green  
 Cllr Angharad Garner

- 2022/15 Election of Chairman for 2022/23** Council unanimously elected Cllr JS. Cllr JS signed acceptance of office.
- 2022/16 Election of Vice-Chairman for 2022/23** Council unanimously elected Cllr RGn.
- 2022/17 Declaration of Interest** No declarations of interest on matters relating to this agenda
- 2022/18 Public Session** None in attendance.

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

- Harlestone Road, Black Pines. Request sent to Althorp regarding replanting trees lost to the storm. Matter has been referred to Althorp's conservation officer.
- Traffic calming: Council accepted the quotes for poles for the VAS signs, WNC officer Steve Barber needs to make a site visit to confirm that the location on the Harlestone Rd is acceptable.
- Tree at Golf Lane: WNC Tree Officer Michael Venton has inspected the tree and met with Cllr RGn. MV has determined that the tree should not be felled. Ownership of the tree is disputed; land registry records show that no registration has been applied.
- Defibrillator: Ordered and paid for, awaiting delivery. Cllr RG to arrange installation.
- Facebook Policy: Group has now been handed over to villagers to administer and the PC no longer holds responsibility for the content.
- Cadent: Area Manager to review the site and put right anything outstanding.
- War memorial works ongoing. Completion of the work will require the road to be closed for a short period.

**2022/19 Minutes** Council approved the minutes of the ordinary meeting held on 21<sup>st</sup> April.

**2022/20 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)

£3,467

Reserve Account (Unity 20415714)	£25,177	
<b>2022/23 Opening balance:</b>	<b>£28,644</b>	
YTD Income	£17,564	
YTD expenditure (Inc. VAT & Unauthorised payments)		£5,538
Online Balance 11th May		
Current Account (Unity 20415701)		£14,692
Reserve Account (Unity 20415714)		£28,042
Balance b/f		£42,735
<b>YTD Closing balance (less pending expenditure)</b>		<b>£40,671</b>

## Receipts:

28-Apr	Precept	£	14,500.00
27-Apr	Western Power refund	£	364.77
03-May	HMRC VAT126	£	2,699.32

**2022/21 Accounts for Payment**

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

Sarah Stock	May	28.5.22	£441.00
J Hawkins	May	28.5.22	£27.50
Z A Finney (Noah & Grace)	May	28.5.22	£55.00
S Stock (Norton anti-virus)	n/a	30.4.22	£42.50
YU Energy	793639	1.5.22	£18.78
YU Energy	793638	1.5.22	£40.50
PW Warden Environmental	7007	30.4.22	£816.00
Eon Energy Solutions	111559	29.3.22	£155.81
KPCM Display Ltd	23561	24.3.22	£41.35
Cllr Mick Macmain	n/a	30.4.22	£65.40
West Northants Norse	521544	13.5.22	£360.00

Invoice received for the PCSO; amount is incorrect, council will withhold payment until the invoice is reissued. Council agreed to pay Cllr SC fuel expenses for collection of the trees at 45p per mile. Cllr SC will source a plaque for the memorial trees.

**2022/22 Policy Review & Allocation of Roles/Responsibilities**

The council adopted the following policy documents (all are available on the website at

<http://www.churchwithchapelbrampton-pc.gov.uk/news/>) and allocated Roles/Responsibilities as shown

- Code of Conduct
- Financial regulations
- Standing Orders
- Financial Risk Assessment
- Facebook Policy – Policy will be updated to reflect that the council has a FB Page and not FB Group.
- Social Media Policy
- GDPR Security Compliance Check List
- Data Protection Policy

The council will continue to appoint NCALC as the GDPR Officer

## Roles and responsibilities

Footpath warden – Cllr JS	Snow Warden – Cllr JSL	Highways – Cllrs MM & WS
Pocket Park/Playing Field – Cllrs MM & SC	Speed Watch – Cllrs MG & JS	SPOC/PLR – Cllrs RGn & MM
	Street Lighting – Cllr RGn	

**2022/23 Appointment Auditors**

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

**2022/24 Audit for YE March 2022**

Council approved the following documents which were signed by the Chairman:

- Annual Governance Statement
- Accounting Statements
- Asset register
- Report from the Internal Auditor
- The exercise of public rights during the year 2022/23 will start on 27th June 2021 and end 8th August

**2022/25 Insurance**

Council accepted the quote for the annual insurance from BHIB at cost of £679.65 and opted for a three-year deal.

**2022/26 Traffic Calming**

Council is waiting to receive an update from Highways, this should be available for the May or June agenda. Clerk to ask for HH report for the June meeting.

Clerk to contact Mr Osborne to trim back the tree.

**2022/27 Jubilee Celebrations**

Council has received notice of a street parties on Sunday 5<sup>th</sup> June at Cedar Hythe & in Great Close on Sunday 5<sup>th</sup>.

Due to the number of other events on throughout the village, the PC felt it was not appropriate to hold an additional party.

**2022/28 Playing Field & Pocket Park**

Council is asked to give permission for Brampton Stars Friends Association to use the playing field for the school fete on 9th July. Copy of PL insurance has been requested. Organised need to understand that dogs are allowed on the playing field.

Clerk to write to the school to request parents not bring dogs to the playing field.

Council resolved to buy an additional “No Dogs” sign for the playing field to be mounted on the gate. Clerk to order signs.

**2022/29 Environment (verges, path, trees, and village maintenance)**

Councillors completed a litter pick, collecting 20 bags and five tyres. WNC removed all bags.

LGG have cleared some sections of the path. However, Mr Letts has contacted the council to notify council that the work will not be completed in the next few weeks. Council resolved to allow LGG complete works as and when.

Council agreed to request additional poo bin to service footpath CE6, bin to go on field boundary near Brampton Hill Track or near to the seat.

Ash tree needs attention, located at corner of Welford Road/Back Lane towards bend (in hedgerow).

Hedges at Ten Cottages need trimming back.

Chapel meeting room renovations – Althorp have agreed renovations and council are waiting for confirmation that the works will begin.

Council observed that trees at the bottom of Sandy Lane were removed without netting or consideration given to nesting season. Council resolved to communicate their displeasure to WNC and request that any further removal of trees/hedgerows is dealt with more sensitively.

Overhanging branches at Church Lane. Brampton Stables (Derek Ward)

Pines on Harlestone Road/Holdenby Road junction have dropped limbs which have not been cleared.

#### **2022/30 Planning matters**

No applications received.

DECISION NOTICES (received/pending since the date of the last meeting)

- WND/2022/0028 The Old Bakehouse 14, Welford Road, Chapel Brampton. Pending

Council noted that extensive works at Green Close, Golf Lane has planning permission dated 2011.

**Date of next meetings:** Thursday 16<sup>th</sup> June. Tuesday 19<sup>th</sup> July. September 15<sup>th</sup>, October 13<sup>th</sup> (avoid half term), November 17<sup>th</sup>.