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

Thursday 18<sup>th</sup> May 2023 commencing at 7.30PM

The meeting will take place at the Brampton Primary School. Members of the public are welcome to attend.

Apologies to the Clerk, Sarah Stock; email [theclerk@churchwithchapelbrampton-pc.gov.uk](mailto:theclerk@churchwithchapelbrampton-pc.gov.uk)

12<sup>th</sup> May 2023

Apologies received:

Note: Council has two casual vacancies arising as members leave the council. Anyone wishing to fill a vacancy should contact the clerk.

**2023/12 Election of Chairman for 2023/24**

**2023/13 Election of Vice-Chairman for 2023/24**

**2023/14 Declarations of Interest.**

Councillors are asked to make declarations of interest on matters relating to this agenda.

**2023/15 Public Session**

Meeting adjourned for members of the public to address the council on matters related to this agenda.

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

- Electricity charges. Yu Energy have placed 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. Cllr RG suggested asking local electrician to connect the Defib and arrange the supply.
- Golf Lane Oak. Andrew Leighton (WNC) has confirmed by email that WNC will commence works to the tree after the summer.
- Neighbourhood Plan – WNC Officer Mags Howe has offered to attend a meeting for members of the community interested in progressing a NDP.
- 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 to approve the minutes of the ordinary meeting held on 20<sup>th</sup> April. Minutes of past meetings are available from <http://www.churchwithchapelbrampton-pc.gov.uk/agendas-minutes/>

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

Contact: The Clerk, 9 Lower Harlestone, Northamptonshire, NN7 4EW.  
Tel.: 01604 820635 email: [theclerk@churchwithchapelbrampton-pc.gov.uk](mailto:theclerk@churchwithchapelbrampton-pc.gov.uk)

Council to review and accept the bank reconciliation and the budget analysis provided with this 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 to approve the accounts for payment – all 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 Wardent 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 to adopt policy documents (available at <http://www.churchwithchapelbrampton-pc.gov.uk/news/>)

- Code of Conduct
- Financial Risk Assessment
- Financial regulations (new regulations due 2024)
- Social Media Policy
- Standing Orders
- GDPR Security Compliance Check List
- Data Protection Policy

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

The council will continue to appoint NCALC as the GDPR Officer

**2023/20 Appointment Auditors**

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

**2023/21 Audit for YE March 2023**

Council to review and accept the following in anticipation of the external audit:

- Annual Governance Statement (circulated separately) \*1 – to be signed by the Chairman
- Accounting Statements (circulated separately) – to be 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 to confirm the appointment of representatives for the following roles:

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

**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. Helen Howard will report to the council regarding repositioning of the pole.

**2023/24 Playing Field & Pocket Park**

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

**2023/26 Planning matters**

Council to consider and resolve response to planning applications. Applications received after the publication of this agenda may also be included.

No applications received.

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

**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

<b>BRAMPTON</b>	2022/23 Budget (as Precept)	YTD Expenditure (exc. VAT)	Balance
<u>Allocated Precept</u>			
Clerks Salary	£6,600	£1,564	£5,037
Litter Wardens	£1,000	£165	£835
Insurance	£700	£728	(£28)
Audit, Legal & NCALC	£900	£664	£236
Office Expenses	£500	£141	£359
Street Lighting	£2,250	£58	£2,192
Grass Cutting	£3,500	£680	£2,820
Village Maintenance	£1,500	£599	£901
Playing Field	£2,000	£1,000	£1,000
Pocket Park	£500	£206	£294
Chapel Meeting Room	£1,000	£0	£1,000
Coronation Related Expenditure	£500	£0	£500
Election Costs	£300	£0	£300
PCSO	£6,000	£0	£6,000
Traffic Calming/VAS	£750	£0	£750
Contingency	£1,000	£0	£1,000
<b>Total precepted budget &amp; expenditure</b>	<b>£29,000</b>	<b>£5,803</b>	<b>£23,197</b>
<u>2021/22 Allocated reserves</u>			
Chapel Brampton Defib	£500	£0	£500
Traffic Calming/VAS	£750	£0	£750
Replacement Street Light (Back Lane)	£2,190	£2,190	£0
Allocated Reserves	£3,440	£2,190	£1,250
Unspecified Reserves	£28,945	£0	£28,945
<b>Total allocated &amp; unallocated reserves</b>	<b>£32,385</b>	<b>£2,190</b>	<b>£30,195</b>