

Brampton Ash Parish Council
Minutes of Parish Council Meeting Held 17 September 2015, 7.30pm
At St Mary's Church, Brampton Ash

Present

Cllr Steve Power (Chair) Cllr Nick Bevan Cllr Wendy Brooks Cllr Teresa Hilliard
 Cllr Heather Shuttleworth Liz Evans (Clerk)

	Action
<p>1. Chair's Announcements No announcements were made.</p>	
<p>2. Declarations of Interest: <i>To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting</i> No declarations of interest were made.</p>	
<p>3. Apologies for Absence Apologies were received from C Cllr Allan Matthews due to a clash with the Desborough Town Council meeting and from B Cllr David Howes due to a clash with the Rural Forum meeting.</p>	
<p>4. Minutes of the Meeting Held Thursday 21 May 2015 Minutes of the above meeting were accepted as a correct record and signed by the Chair.</p>	
<p>5. Matters Arising From the Above</p> <p>5.1: item 5.3 (traffic calming) This item is still pending</p> <p>5.2: item 5.4 (notice board) The work had been completed. The Parish Council thanked Cllr Bevan for providing materials and voluntarily making and installing the new notice board.</p> <p>5.3: item 6.1 (balance transfer) This item had been completed</p> <p>5.4: item 7 (Standing Orders) The document had not yet been published on the parish council's website. For further information please see item 7 of these minutes.</p> <p>5.5: item 10.2 (map of Brampton Ash parish boundaries) The Clerk had requested this from Kettering Borough Council</p> <p>5.6: item 10.3 (overgrown pond, Hermitage Road) The pond had now been cleared. The Parish Council would monitor the situation.</p>	
<p>6. Financial Matters</p> <p>.1 Current Financial Position The Clerk issued a financial statement, showing an overall balance of £1685.93. This was unanimously approved by the Parish Council and signed by the Chair. A copy is attached.</p> <p>.2 Annual Accounts and Intermediate Review Questionnaire: Update This had been completed and returned to the external auditor within the required timescale. It had not yet been signed off by the auditor (BDO).</p> <p>.3 Application for a Pre-Paid Credit Card, Including Risk Assessment & Financial Regulations Due to fewer retailers accepting cheques as payment for goods and services, the Clerk asked the Parish Council for permission to obtain a pre-paid credit card from its bankers. The initial set-up fee would be £6.00 with a 50p fee every time funds are loaded onto it. A draft risk assessment was accepted and approved, subject to some minor amendments and is attached to these minutes. Cllr Power moved that the proposal be accepted, Cllr Hilliard seconded and it was unanimously</p>	

approved. Wording of the Parish Council's Financial Standards, item 6.17 would be amended to reflect this and would read:

'A pre-paid credit card may be issued to the Clerk/RFO with varying limits as agreed by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.'

It was agreed that the initial amount to be loaded onto the card would be £350.00

.4 Purchase of Grit Bin and Grit Mix + Installation Costs

Cllr Bevan advised that materials for installation would cost in the region of £25.00. It was agreed that the Clerk would order 6 bags of grit mix at £4.00 per 25kg bag from Northants County Council (NCC). See item 10.3.

.5 Purchase of External Hard Drive

The Parish Council's documentation is currently held on the Clerk's personal computer. It was agreed that the Clerk could purchase an external hard drive to back up these documents: this would ensure that they would remain in the ownership of the Parish Council and they could easily be handed over to the Parish Council in the event that the Clerk's services were curtailed. The Clerk would seek best value for money, up to a maximum of £40.00. See also item 7.2.

.6 Transfer of Funds Between Accounts

It was agreed that the Clerk would set up a £1,000 transfer of funds from the deposit account to the current account to cover payments due in the coming months.

.7 Statutory Insurance

As the Parish Council's statutory insurance would become due prior to the next meeting it was agreed that the Clerk should seek best value for money and then make the necessary payment. This would be reported to the next meeting.

7. Website

.1 Upgrade Required Due to New Regulations (Hosting Charge Applies)

The Chair explained that, under the Transparency Code for Smaller Authorities (2014), the Parish Council has a duty to publish certain documents on a web-site. The Parish Council's current, free-of-charge, website does not have sufficient capacity for this. The Clerk had investigated alternative provision and costs and suggested that parish-council.com could provide a suitable site for an annual hosting fee of £24.95. Spratton Parish Council uses this web-hosting service and their Clerk had been asked for his views: he advised that he finds the site relatively simple to set up and maintain. The Chair circulated example copies of some of the pages from the Spratton website. It was agreed that the Clerk would proceed to obtain a website from parish-council.com. See also item 7.2.

.2 Application to Transparency Fund for a Grant for the Above

Government funding had been made available to assist smaller authorities with the expenses incurred in setting up an appropriate website. It was agreed that the Clerk would make an application for funding as follows:

Web-hosting charge (annually)	£24.95
Portable hard drive (one-off)	£40.00 (approx.)
Clerk's extra hours (20) for setting up and loading data (one-off)	£170.00

8. Planning Matters

To Consider Matters Relating to Planning Applications in and Adjacent to the Parish

No planning applications had been notified to the Parish Council since the last meeting. The following approvals had been received:

KET/2015/0452 (2 Shires) Approved 21 August 2015

KET/2014/0655 (Eckland Lodge Solar Park) Approved 29 July 2015

9. Footpath DMMO Case No 151: Update

A written calendar of events relating to this application had previously been circulated to councillors.

Whilst this application had been instigated by parishioners, including Cllr Hilliard in a declared independent capacity, the Parish Council had become involved when NCC had officially requested its views. The outcome is still awaited: it is understood that the delay in concluding the application is due to staffing shortages at NCC.

10 Highway Matters

.1 Road Safety A427: Update

This matter was being dealt with by Mr Steve Barber at NCC. The situation would be monitored and the Clerk would chase a response in late September if none had been received by then.

.2 Road Safety Hermitage Road

The Parish Council had received a complaint regarding the high volume of traffic which had apparently been diverted through the village (along Hermitage Road) when roadworks took place on the A6. Cllr Bevan, as Parish Highways Warden, had reported this to Ian Boyes at NCC Highways.

The Clerk had received information from Northants Police regarding the Community Speedwatch scheme and she was asked to obtain further details. The Chair advised, however, that the Parish Council had previously been advised that this scheme was not viable as there was not a relevant or sufficient stretch of Hermitage Road on which to run it. Councillors considered that the road safety scheme which Cllr Matthews was currently putting into place would be a more suitable option.

.3 Replacement of Grit Bin: Installation Arrangements

It was agreed that the grit bin, and the grit mix, would be ordered for delivery to Cllr Shuttleworth and she would store it pending its installation.

11 Any Other Business

.1 Police & Crime Commissioner's Visit

It had been confirmed that the Police & Crime Commissioner, Adam Simmonds, would pay a short visit to meet with councillors on Tuesday 27 October 2015, 2.30pm. The agreed venue would be the bus shelter on the corner of Hermitage Road and the A427. Councillors were asked to advise the Clerk of their availability for the meeting. It was agreed that those councillors who were unable to attend due to work commitments could send others to represent their views. The Clerk would confirm the venue to the Police & Crime Commissioner's office.

.2 Safety of Walkers

Cllr Hilliard reported that a villager had expressed her concerns that a large number of tractors had been travelling through the village recently and they could endanger walkers at the exit point of the Jurassic Way. Councillors agreed that they had no grounds for action because:

- 1/ In a rural area it is normal for tractor activity to increase at harvest time
- 2/ Members of the public are entitled to use the Jurassic Way as they wish

12 Date and Venue of Next Meeting

Wednesday 9 December, 7.30pm at the Parish Church.

The meeting closed at 9.15pm

Liz Evans, Clerk to Brampton Ash Parish Council tel: 01536 771470 email:

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COPY

17 September 2015, minute no. 6.1

Brampton Ash Parish Council: Income and Expenditure 1 Apl 2015 – 17 Sep 2015

Date	On-line transaction	Chq no.	Item	Income £	Expenditure £	Salary £	Balance
01/04/2015			Balance brought forward current account				£722.82
01/04/2015			Balance brought forward deposit account				£290.11
01/04/2015			Total balances brought forward				£1,012.93
							Bank reconciliation
16/04/2015			KBC Precept payment	£500.00			£1,512.93
			Signed				Date: 21 May 2015

Brampton Ash Parish Council: Income and Expenditure 1 Apl 2015 - Sep 2015

30/06/2015			Interest	£0.35			£1,513.28
06/07/2015			Councillors' Empowerment Fund (Grit Bin)	£172.65			£172.65
							Bank reconciliation
			Signed				Date: 17 Sep 2015

- An increasing number of businesses have ceased to accept cheques as a form of payment.
- Best value for money is frequently to be found in on-line sales outlets.

Proposal:

To obtain a pre-loaded credit card for use in circumstances where payments by cheque or bank transfer are not accepted

Risk(s) Identified:	Risk Level High/Med/Low	Management of Risk	Review/Assess/Revise
Accidental loss of card Theft of card Misuse of card	L L L	Card to be retained by the Clerk and held securely in a locked file. Use of the card to be restricted solely to the Clerk. In accordance with the Parish Council’s Financial Regulations, all purchases are to be approved by the Parish Council prior to purchase except in case of an emergency, when purchases may be made to the value of £200.00 per item and then reported to the next meeting of the Parish Council. All documentation pertaining to card purchases is to be attached to the card statement, which will be paid in full each month by bank transfer. The statement and attachments will be presented to the next meeting of the parish council and it will be checked and signed off by two councillors.	Parish Council’s Financial Regulations to be reviewed and revised as appropriate.

Approved by Brampton Ash Parish Council 17 September 2015, minute no. 6.3