

**Brampton Ash Parish Council**  
**Minutes of the Annual Parish Council Meeting Held**  
**Monday 8 May 2017, 7.30pm, At St Mary's Church, Brampton Ash**

**Present (Parish Councillors)**

Cllr Steve Power (Chair)

Cllr N Bevan

Cllr Terry Hilliard

**Also Present**

County Councillor Allan Matthews

Borough Councillor David Howes

**In Attendance:** Liz Evans (Clerk)

**Public Attendees:** None

Action By:

**1. Apologies for Absence**

Apologies for absence were received, and accepted, from Cllr Wendy Brooks for personal reasons and from Cllr Heather Shuttleworth for health reasons.

**2. Election of Chair of the Parish Council & Declaration of Acceptance of Office**

The clerk called for nominations for the role of Chair. Cllr Steve Power was proposed by Cllr Terry Hilliard and seconded by Cllr Nick Bevan. Cllr Power was duly elected to serve as Chair. The Declaration of Acceptance of Office was signed.

**3. Election of Deputy Chair of the Parish Council & Declaration of Acceptance of Office**

The Chair called for nominations for the role of Deputy Chair. Cllr Nick Bevan was proposed by Cllr Steve Power and seconded by Cllr Terry Hilliard. Cllr Nick Bevan was duly elected to serve as Chair. The Declaration of Acceptance of Office was signed.

**4. Chair's Announcements**

*Cllr Wendy Brooks: Extended absence*

Cllrs unanimously agreed and approved the extended absence of Cllr Wendy Brooks as she had been unable to attend a parish council meeting for a 6-month period.

**5. Declarations of Interest: To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting**

No Declarations of Interest were received.

The Chair reminded councillors that they should check their Register of Interests forms and update them, if necessary. The clerk should be informed of any changes.

**6. Annual Governance Review: the following documents were reviewed: they can be viewed on the parish council's website <http://www.parish-council.com/bramptonash> or on request from the clerk**

1. Financial Regulations
2. Internal Control Procedures
3. Financial Risk Assessment
4. Asset Register

The above documents 1, 2 and 3 were approved without amendments and duly signed off by the Chair. Document 4 was amended to correct an error in recording the purchase value of the phone box and was signed off by the Chair. The clerk would post the approved documents on the parish council's website.

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**7. Minutes of the Meeting Held 23 February 2017**

*To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur. Minutes of the above meeting have been circulated to councillors and it is assumed that they have been read prior to this meeting.*

The minutes of the meeting held 23 February 2017 were agreed as being a correct record and signed by the Chair.

**8. Matters Arising From the Above (except where they are agenda items for this meeting)**

**6.2 – Church lighting payment:** the clerk reported that this had been completed

**7 – KBC Planning Training 22 March 2017:** related documents had been circulated to councillors. Following on from this training session, Cllr Bevan queried whether the parish council should consider constructing a parish plan. From discussions it emerged that:

- Although not strictly necessary, it could be advantageous as it carries some weight with the local planning authority
- It is a very time-consuming process, particularly for the clerk
- It is very important to consult with the local public
- Kettering Borough Council (KBC) should be able to offer some support in devising it
- The Council for the Preservation of Rural England (CPRE) and Northants Association of Local Councils (NALC) could both be a source of information

It was agreed that the clerk would contact KBC in the first instance for information and would pass this on to councillors.

**8.4 – Community Enhancement Gang:** an application had been submitted for the Community Enhancement Gang to carry out minor environmental works in the parish: the clerk is awaiting a response.

**11.3 – Litter pick update:** this had been delayed until 2 April 2017 due to adverse weather. 10 volunteers had, between them, collected 40 bags of litter for disposal by KBC. The parish council wished to extend its thanks to all of the volunteers who took part. Cllr Bevan had found that there is a large amount of littering along the parish boundary at Brampton Wood Lane: a collection would be arranged in that area. The parish council wishes to obtain three 'Litter Watch Area' signs: AM will investigate the provision of these with Ian Boyce, Northants County Council (NCC) Highways officer.

**11.4 – The Highways survey:** this had been completed and returned to Kier WSP by the clerk.

**9. Minutes of the Extra Meeting Held 21 April 2017**

*To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur. Minutes of the above meeting have been circulated to councillors and it is assumed that they have been read prior to this meeting.*

The minutes of the extra meeting held 21 April 2017 were approved as a correct record and signed by the Chair.

**10 Matters Arising From the Above (except where they are agenda items for this meeting)**

It was reported that some trees had already been felled on the site in question, prior to planning consent being approved. The Chair would check the situation and take action as necessary.

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## 11 Financial Matters

1. *Current financial position:* The clerk presented financial statements for the period 24 February 2017 – 31 March 2017 (end of financial year) and for the period 1 April 2017 – 8 May 2017. These were reconciled to the bank statements and signed off by Cllrs Hilliard and Bevan. Copies are appended.
2. *Annual audit: approval:* The clerk presented the audit documents which were approved by councillors and passed to the Chair who would pass them on to the internal auditor. The Chair would return them to the clerk by May 17 at the latest and they would then be forwarded to the auditing body for external audit.
3. *NCALC Membership:* Councillors approved the clerk's request to apply for NCALC membership at a cost of £59.00 (based on electorate number), plus £3.97 joining fee.
4. *KBC Grants Scheme:* Details had been forwarded to councillors and this source of revenue would be borne in mind for possible future schemes. Closing date for the current year is 26 May 2017.
5. *Additional item:* Since the agenda was published the clerk had received application forms for funding from the Transparency Fund. Councillors agreed that the clerk should apply on the same basis as 2016-17, ie, £30 for annual web hosting fee and £120 for time spent managing the website, making a total of £150.

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## 12 Planning Matters:

*To Consider Matters Relating to Planning Applications in and Adjacent to the Parish*  
None received

## 13 Highway Matters

1. *Traffic Calming Measures: VAS Cameras:* Cllr Matthews advised that, for technical reasons, the dates previously advised would need to change. Councillors requested that Brampton Ash's turn to use them be deferred until after the cameras had been used at Sutton Bassett as this would be a more practical arrangement. This was agreed and Cllr Matthews would update councillors with further information when known.
2. *Road Safety A427: Update:* Councillors were pleased that the agreed works had been satisfactorily completed but it was noted that some of the reflecting bollards have moved due to being knocked by farm vehicles. Councillors agreed that the situation would need to be monitored.
3. *Pond Inspection, Hermitage Road A6 end:* It was reported that although the pond was overgrown with bulrushes, it was not believed to be unsafe. It was suggested that councillors consider obtaining a grant at a future date (such as detailed at item 11.4) towards the cost of hiring contractors to clear the pond.
4. *Parish Boundary Plans:* Parish boundary plans had been received from NCC, together with a questionnaire regarding the use of footpaths within the parish. These documents were passed to the Chair and councillors would complete them and return them to the clerk, to be forwarded to NCC Highways by 1 July 2017.

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#### 14 Parish Crime Report

*The following reports had been received since the parish council meeting held on 23 February 2017:*

*February 2017: 2 crimes reported:-*

23<sup>rd</sup>-24<sup>th</sup> An outbuilding in Hermitage Road was broken into.

22<sup>nd</sup>-25<sup>th</sup> A garage was broken into in Hermitage Road and 2 lawnmowers were stolen.

Enquiries have been made at local car-boot sales but nothing has been recovered.

*March 2017: No crimes were recorded in Brampton Ash*

*April 2017: report awaited*

#### 15 Rural Forum

*Minutes of the meeting held on 2 February 2017: The minutes of the above meeting had been circulated to councillors for information. There were no points for discussion.*

*Next Meeting of the Rural Forum: 29 June 2017*

#### 16 Any Other Business

1. *Gigaclear:* Cllr Hilliard reported that approximately 200 daffodil bulbs planted at the entrance to the village (A427 end) had been dug up by Gigaclear contractors when they were laying cables. Cllr Howes would forward contact details for Gigaclear to the clerk, who would then contact Gigaclear with a request that the bulbs be reinstated.
2. *Dog Fouling:* Cllr Howes advised that he had a batch of coloured sprays to be used for highlighting areas of dog fouling, available from him on request. Councillors requested 1 can of spray.

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#### 17 Date and Venue of Next Meeting:

Monday 18 September 2017, 7.30pm at the Parish Church

**The meeting closed at 8.50pm**

**Signed:** Liz Evans, Clerk to Brampton Ash Parish Council

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**Brampton Ash Parish Council Income and Expenditure 1 April 2016 – 31 March 2017**

**Brampton Ash Parish Council: Income and Expenditure 1 Apl 2016 - 27 Apl 2016**

Date	On-line transaction	Chq no.	Item	Income £	Expenditure £	Salary £	Balance	Pre-pay card £ amount credited	Pre-pay card £ transaction
01/04/16			Balance brought forward current account				£166.52		
01/04/16			Balance brought forward deposit account				£463.52		
01/04/16			Balance brought forward pre-payment card					103.26	
01/04/16			Total balances brought forward				<u>£733.30</u>	*Pre-pay account discontinued by provider, balance t/f to current a/c 19/08/2016	
17/04/16			KBC Precept payment	£1,000.00			<u>£1,733.30</u>		
<b>Signed S Power (Chair)</b>									
							Bank reconciliation 31/04/15		
							<b>Date: 27 April 2016</b>		

**Brampton Ash Parish Council: Income and Expenditure 28 Apl - 25 May 2016**

No transactions in this period							£1,733.30		
<b>Signed: N Bevan (Member)</b>									
<b>Signed: W Brooks (Member)</b>									
							Bank reconciliation		
							<b>Date: 25 May 2016</b>		

**Brampton Ash Parish Council: Income and Expenditure 26 May - 4 October 2016**

19/05/16			Councillors' Empowerment Fund (Section 50)	£260.00			£1,993.30		*The provider has ceased paying interest on deposit accounts. Deposit a/c balance has, therefore, been t/f to the current a/c for easier management
04/06/16			Interest	£0.16			£1,993.46		
30/06/16			Interest	£0.15			£1,993.61		
19/08/16			Prepaid card account closed		£103.26		£1,890.35		
19/08/16			Prepaid card balance transfer to current account	£103.26			£1,993.61		
14/09/16			Pre-pay ALTO card fee refund	£6.00			£1,999.61		
30/09/16			Unity Bank Service Charge		£18.00		£1,981.61		
30/09/16			Interest	£0.02			£1,981.63		
<b>Signed: N Bevan (Member) Signed: T Hilliard (Member)</b>									
							Bank reconciliation		
							<b>Date: 04 Oct 2016</b>		

**Brampton Ash Parish Council: Income and Expenditure 5 October - 14 December 2016**

11/10/16		Spanglefish web-hosting charge		£29.95	£1,951.68	
03/11/16		Northants County Council Transparency Fund	£150.00		£2,101.68	
04/11/16	300101	Northants County Council Section 5 Licence		£260.00	£1,841.68	
16/11/16		Zurich Insurance		£253.00	£1,588.68	Bank reconcilliation
<b>Signed: W Brooks (Member)</b>		<b>Signed: T Hilliard (Member)</b>				<b>Date: 14 Dec 2016</b>

**Brampton Ash Parish Council: Income and Expenditure 15 December - 23 February 2017**

14/12/16		Balance transferred out, Unity bank account closed		£1,588.68	£0.00	
31/12/16		Unity bank charges		£18.00	-£18.00	
03/01/17		Unity bank charges refund	£18.00		£0.00	
19/12/16		Balance transferred in, Cooperative bank account opened		£1,588.68	£1,588.68	
01/12/16		Credit from Cooperative Bank for poor service	£50.00		£1,638.68	Bank reconciliation
09/02/17	500001	Clerk salary Dec 2016-Mar 2017 (4 months)		£107.20	£1,531.48	
13/02/17		HMRC PAYE		£26.80	£1,504.68	Bank reconciliation
<b>Signed: N Bevan (Member)</b>		<b>Signed: T Hilliard (Member)</b>				<b>Date: 23 Feb 2017</b>

**Brampton Ash Parish Council: Income and Expenditure 24 February 2017 - 31 March 2017**

13/03/17	500002	Donation for Church Lighting		£250.00	£1,254.68	Bank reconciliation
<b>Signed: N Bevan (Member)</b>		<b>Signed: T Hilliard (Member)</b>				<b>Date: 08 May 2017</b>

**Brampton Ash Parish Council Income and Expenditure 1 April 2017 – 31 March 2018**

**Brampton Ash Parish Council: Income and Expenditure 1 Apl 2017 - 8 May 2017**

Date	On-line transaction	Chq no.	Item	Income £	Expenditure £	Salary £	Balance
01/04/17			Balance brought forward current account				£1,254.68
20/04/17			Precept	£1,000.00			£2,254.68
<b>Signed: N Bevan (Member)</b>		<b>Signed: T Hilliard (Member)</b>					<b>Date 08 May 2017</b>