

Brampton Ash Parish Council
Minutes of the Parish Council Meeting Held
Thursday 12 April 2018, 7.30pm At St Mary's Church, Brampton Ash
This meeting was open to members of the public, subject to prescribed regulations where applicable.

Present (Parish Councillors)

Cllr Steve Power (Chair) Cllr N Bevan Cllr Terry Hilliard Cllr John Lillie

In Attendance: Liz Evans (Clerk)

Public Attendee(s): Alan Garratt

Action by:

1. **Apologies for Absence & Acceptance of Apologies for Absence**
County Cllr A Matthews and Borough Councillor D Howes sent apologies due to other commitments. Cllr W Brooks' apologies due to another commitment were tendered and accepted.
2. **Chair's Announcements**
The Chair explained that, as the accounts cannot be signed off until after the internal audit has taken place, this will now be done at the next meeting to be held on May 1 and not at this meeting, as previously minuted 8 March 2018.
3. **Declarations of Interest: To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting.**
There were no declarations of interest to record.
4. **Minutes of the meeting held 8 March 2018**
To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur.
Item 16 was amended to remove the wording ... 'for the purpose of finalising the parish council's accounts for annual audit'. See item 2 (above). The minutes were approved as a correct record and signed by the Chair.
5. **Matters arising from the minutes of the meeting held 8 March 2018 (except where they are agenda items for this meeting)**
Item 13: In hand. The clerk will update the website News Section after both the annual audit and the policies commitments have been completed. Due regard will be given to the requirements of the General Data Protection Regulations (GDPR) when posting items relating to individuals.
6. **Declaration of Exemption from External Audit**
It was resolved that Brampton Ash Parish Council would declare itself exempt from external audit as it meets the necessary criteria to do so. The proposer was Cllr Bevan and the seconder was Cllr Lillie. The clerk will forward the signed certificate of exemption to PKF Littlejohn, external auditors.
7. **Asset Monitoring for Risk**
Cllrs N Bevan and J Lillie confirmed that all of the parish council's registered assets remain in situ and are fit for purpose. The new grit bin is in storage awaiting installation.
8. **General Data Protection Regulations (GDPR)**
a) Northamptonshire County Association for Local Councils (NCALC) had offered to

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<p>undertake the Data Protection Officer role, in accordance with the GDPR, free of charge for the year 2018-19. It was resolved that Brampton Ash Parish Council would take up this offer. The clerk will contact NCALC to confirm.</p>	LE
<p>b) The parish council's data audit was reviewed and amended where necessary: the clerk will update the document, which will be subject to ongoing review. Cllr Power explained the purpose of the data audit and the parish council's responsibilities in relation to GDPR.</p>	LE
<p>c) Councillors' Data Protection compliance forms were handed to Cllrs Bevan, Hilliard, Lillie and Power for completion and return to the clerk at May 1 meeting. The clerk will forward a form to Cllr Brooks for completion.</p>	All LE WB
<p>9. Policies Review: Governance</p>	
<p>a) <u>Financial Risk Assessment</u>: this document was reviewed and unanimously approved without amendment and signed off by the Chair.</p>	
<p>b) <u>Financial Regulations</u>: the clerk had updated the regulations to more accurately reflect the parish council's financial position. The updated document was unanimously approved and signed off by the Chair.</p>	
<p>c) <u>Standing Orders</u>: this document was reviewed and unanimously approved without amendment and signed off by the Chair.</p>	
<p>d) <u>Internal Control Procedures</u>: this document was reviewed and unanimously approved without amendment and signed off by the Chair.</p>	
<p>e) The above documents will be posted on the parish council's website.</p>	LE
<p>10 Financial Matters</p>	
<p>a) <u>Review of Banking Arrangements</u>: The parish council's banking arrangements were reviewed and approved without change.</p>	
<p>b) <u>Current financial position and end of year financial position</u>: The clerk issued a financial statement showing a balance of £1,533.33 at the end of the financial year. This was unanimously approved and signed off by Cllrs Bevan and Lillie. The statement is attached to these minutes.</p>	
<p>c) <u>Internal Audit</u>: The clerk advised that the internal audit would take place on Friday 13 April.</p>	LE
<p>11 Planning Matters:</p>	
<p><i>To Consider Matters Relating to Planning Applications in and Adjacent to the Parish</i> There were no planning matters to consider.</p>	
<p>12 Highway Matters</p>	
<p>a) <u>Village Summer Litter-Pick Arrangements</u>: It was agreed that this would be discussed further at the meeting to be held 1 May 2018.</p>	LE
<p>b) <u>Road Conditions – Hermitage Road: Update</u>: Cllr Bevan had reported the pot-holed condition of Hermitage Road to Northants County Council (NCC) Highways department. They had taken no action as yet and Cllr Bevan would contact Ian Smith at NCC Highways to discuss further.</p>	NB
<p>c) <u>Automatic Number Plate Recognition cameras: Update</u>: The clerk had contacted Police Sergeant Rob Offord to register the parish council's interest in the scheme. His response had intimated that this was currently at the ideas stage and it would be some time before it was progressed.</p>	
<p>d) <u>Grit Bin</u>: It was noted that the NCC-owned grit bin at the A427 end of the village, opposite the telephone box, was empty. The clerk would report this via Street Doctor.</p>	LE

- e) 'Bends' Sign: Cllr Hilliard reported that the 'Bends' sign on Hermitage Road is missing but the upright posts are still in situ. The clerk would report this via Street Doctor.
- f) Single Track Signage: Cllr Bevan reported that he had been in discussion with Ian Boyes of NCC Highways regarding the provision of Single Track signage at each end of Hermitage Road. Ian Boyes advised that NCC would fund the signs and councillors agreed to the suggested siting of them. The clerk would confirm this to Ian Boyes.

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13 Parish Crime Report & Police Matters

The police crime report received 7 April for the Welland villages, 11 March – 6 April showed 6 reported crimes, none of which had occurred in Brampton Ash.

14 Village Communications: Update

This item would be discussed further at the meeting on 1 May 2018, pending the update of the website News Section.

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15 Rural Forum: Minutes of the meeting held on 1 February 2018

The minutes of the above meeting have been circulated to councillors for information.

- a) 2 items from the above minutes were noted as follows:
 - i. Unitary Authority Proposal: Following on from the inspection report into NCC it had been proposed that the county should fall into two unitary authorities. Further developments were awaited: it was currently thought that changes would be made in 2020.
 - ii. Police and Crime Statistics: These are now available on-line.
- b) Rural Forum Representative: This would be an agenda item for the next meeting, 1 May 2018.
- c) Parishioner Alan Garratt is a Dingley parish councillor: he attends the Rural Forum and he provides a precis of the meetings which he will forward to Brampton Ash parish council.

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16 Any Other Business

To report matters of a minor nature only.

- a) Termination of Number 67 Bus Service: The clerk had been advised that the above service would cease after operation on Friday 25th May. It would not be replaced due to the NCC decision to cease providing subsidies for bus services during 2018-19.
- b) Cllr Heather Shuttleworth Memorial Plaque: Cllr Bevan requested that consideration be given to the provision of a memorial plaque and this would be an agenda item for the next meeting.
- c) Defibrillator: Alan Garratt, Parishioner and Dingley Parish Councillor, wished to advise Brampton Ash villagers that a defibrillator machine has now been installed at Dingley Village Hall in Church Lane, Dingley.

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17 Date and Venue of Next Meeting:

Annual Meeting of the Parish Council 1 May 2018, 7.30pm at the Parish Church

The meeting finished at 9pm

Signed: Liz Evans, Clerk to Brampton Ash Parish Council

tel: 01536 771470 email: bramptonashparishcouncil@outlook.com web: www.parish-council.com/bramptonash

Date	On-line transaction	Chq no.	Item	Income £	Expenditure £	Expenditure £ section 137	Salary £	Balance	
Brampton Ash Parish Council: Income and Expenditure 1 Apl 2017 - 8 May 2017									
01/04/17			Balance brought forward current account					£1,254.68	
20/04/17	Y		Precept	£1,000.00				£2,254.68	Bank reconciliation
Signed: N Bevan (Member)			Signed: T Hilliard (Member)						8 May 2017
Brampton Ash Parish Council: Income and Expenditure 9 May 2017 - 18 Sep 2017									
14/06/17	Y		Transparency Fund	£150.00				£2,404.68	
20/06/17	Y		NCALC Membership fee		£62.97			£2,341.71	
30/06/17	Y		Clerk Salary 3 months (Apl, May, Jun)				100.00	£2,241.71	Bank reconciliation
Signed: N Bevan (Member)			Signed: W Brooks (Member)						18 September 2017
Brampton Ash Parish Council: Income and Expenditure 19 Sep 2017 - 14 Dec 2017									
30/09/17	Y		Clerk Salary 3 months (Jul, Aug, Sep)				100.00	£2,141.71	
18/11/17		500003	Spanglefish web-hosting fee		29.95			£2,111.76	
28/11/17	Y		Zurich Insurance		257.60			£1,854.16	Bank reconciliation
Signed: N Bevan (Member)			Signed: W Brooks (Member)						14 December 2017
Brampton Ash Parish Council: Income and Expenditure 15 Dec 2017 - 8 Mar 2018									
31/12/2017	Y		Clerk Salary (Oct, Nov, Dec)				100.00	£1,754.16	
23/01/2018	Y		NCC Councillors Empowerment Fund	£400.00				£2,154.16	
31/01/2018	Y		Glasdon UK grit bin		177.83			£1,976.33	
31/01/2018	Y		NCALC Internal Audit Service		93.00			£1,883.33	
12/02/2018	Y		Brampton Ash PCC - church external lighting			250.00		£1,633.33	Bank reconciliation
Signed: T Hilliard (Member)			Signed: J Lillie (Member)						08 March 2018
Brampton Ash Parish Council: Income and Expenditure 8 Mar 2018 - 31 Mar 2018									
23/03/2018	Y		Clerk Salary (Jan, Feb, Mar)				£100.00	£1,533.33	Bank reconciliation
Signed: J Lillie (Member)			Signed: N Bevan (Member)						12 Apl 2018
Totals (income - expenditure) 2017-18				Income 2017-8 + carry forward 2016-7	Less Purchase expenditure	Less S137 expenditure	Less Clerk salary	End-of-year balance/carry forward	
				£2,804.68	£621.35	£250.00	£400.00	£1,533.33	