

**Brampton Ash Parish Council**  
**Minutes of the Parish Council Meeting Held**  
**Thursday 8 March 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 Wendy Brooks    Cllr John Lillie

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

**Public Attendee(s):** None

**Action by:**

- 1. Apologies for Absence**  
 Apologies for absence were received from County Councillor Allan Matthews and Borough Councillor David Howes, in each case due to a clash of meetings.
  
- 2. Chair's Announcements**  
 Elections 2019 –The Chair reminded parishioners and councillors that elections for the parish council are due to take place in May 2019.
  
- 3. 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.
  
- 4. Minutes of the meeting held 14 December 2017**  
*To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur.*  
 The minutes of the above meeting were approved as being a correct record and signed by the Chair.
  
- 5. Matters arising from the minutes of the meeting held 14 December 2017 (except where they are agenda items for this meeting)**  
**Item 8.3:** The grit bin has been purchased and will be installed in due course.  
**Item 8.3:** A grant of £450.00 has been received from County Cllr Allan Matthews *Councillors' Empowering Communities* Fund. The parish councillors wished to record their thanks to County Cllr Matthews.  
**Item 9:** The Precept application forms have been submitted to Kettering Borough Council.
  
- 6. Asset Register Update: New Grit Bin**  
 The Asset Register was updated to include the purchase of the new grit bin. The register was approved by councillors and signed off by the Chair. It will be published on the parish council website.
  
- 7. General Data Protection Regulations (GDPR)**  
  - 1. Key requirements of the new regulations; the Parish Council's responsibilities and actions to be taken (Cllr S Power)*
 Cllr Power explained that GDPR, which is due to come into effect on 25<sup>th</sup> May 2018, represents an extension to the current Data Protection Act and it specifically relates to the storage and use of personal data, including electronically held data. In view of this, the parish council would need to produce an audit/risk assessment of the data currently held.

LE

Additionally, the parish council is obliged to provide a copy of any data held on individuals within 1 month of such a request being received (formally known as a Subject Access Request).

SP/LE

The parish council's Data Protection policy would be updated to reflect the changes brought about by GDPR, together with the inclusion of a Privacy Notice, and it would be posted on the parish council's website.

SP/LE

*2. Appointment of Data Protection Controller*

In view of his professional expertise on the subject of GDPR it was agreed that Cllr Power would be appointed as Data Protection Controller.

SP

*3. Appointment of Data Protection Processor*

It was agreed that the Clerk was the appropriate person to be appointed as Data Protection Processor.

LE

**13. Village Communications**

**It was agreed that item 13 would be dealt with at this point, in tandem with item 7 (above)**

In order to widen the scope of the parish council's interaction with parishioners, councillors planned to leaflet homes throughout the parish, drawing attention to the information that can be found on the parish council's website. The leaflet would specifically take account of the GDPR requirements. A suggested draft copy was circulated: it was discussed by councillors and some minor amendments were suggested. It will be finalised and distributed to parishioners at a date within the near future.

All

**8. Financial Matters**

*1. Current financial position & outstanding budget items in 2017-18*

The clerk issued a financial statement showing a current balance of £1633-33. This was approved by councillors and signed off by Cllr Bevan and Cllr Lillie.

Councillors approved the payment of the clerk's wages of £100.00, due 31 March 2018. This will leave a projected carry-over of £1533-33 for the period 2018-19.

*2. Budget 2017-18: Additional Item – Report the Payment of an Audit Fee*

It was noted that a payment of £93.00 had been made on 31 January 2018 to the National Association of Local Councils (NALC) for an Internal Audit Fee relating to 2017-18 accounts. It was explained that, as information on the new statutory audit arrangements for local councils had been rolled out, it had become apparent that the parish council could undergo an internal audit by NALC at a cost of £93.00 (payment due in advance) rather than an external audit at a cost of £200.00, as previously reported and budgeted for in 2018-19.

*3. Budget 2018-19: Approve an Amendment to the Audit Fee*

Councillors approved the following amendment to the budget for 2018-19:

NALC Internal Audit Fee for 2018-19 will be £96.00, and not £200.00 as previously budgeted.

**9. Planning Matters:**

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

**Application KET/2018/0112:** 12 Hermitage Road, Brampton Ash, LE16 8PE. It was reported that a non-material amendment to application no KET/2017/0344, had been submitted to

Kettering Borough Council (KBC): planning permission for this scheme was granted on 13 July 2017.

**Application KET/2017/0798:** 14 Hermitage Road, Brampton Ash, LE16 8PE. The clerk had received notification that the application had been withdrawn on 19 December 2017.

**10. Parish Plan: Further Discussion**

*Documents which give a general outline of the procedure and possible benefits of adopting a Parish Plan have been forwarded to councillors for information and consideration.*

It had been hoped to discuss this with C Cllr Matthews: he had sent apologies for the meeting but had offered to send some information to the parish council.

Councillors discussed the matter and, having researched the feasibility of pursuing a Parish Plan, they had concluded that it was probably not currently appropriate and not relevant to Brampton Ash, which is designated in planning terms as a scattered rural community in the open countryside. This, in itself, places restrictions on development.

This matter will no longer feature as an agenda item.

**11. Highway Matters**

*1. Traffic Calming Measures: VAS Cameras Update*

The camera has been removed to another village and it would return at a later date in accordance with the schedule.

*2. Village Summer Litter-Pick Arrangements*

Following on from the successful village litter-pick that the parish council organised in spring 2017, a further litter-pick will be organised to take place in late spring 2018. As well as Brampton Ash village, it is planned to also include the parish boundary area along Brampton Wood Lane. Arrangements will be finalised at the next meeting of the parish council and details will be made available to those parishioners who would like to volunteer to join in.

All

*3. Thanks to Jose Kirby*

The parish council conveyed their thanks to Jose Kirby who voluntarily picks litter from the verges and hedgerows in the vicinity of Hermitage Road.

*4. Road Conditions, Hermitage Road*

The Chair circulated photographs of the single-track length of Hermitage Road showing it to be in a particularly poor state of repair, with verges crumbling and potholes deepening. Cllr Bevan would report this to Northamptonshire County Council Highways department.

NB

*5. Fly-tipping, Hermitage Road*

Councillors discussed at length the problem of fly-tipping along the single-track section of Hermitage Road but concluded that, unfortunately, there was little that they could legitimately do to prevent it. They would continue to monitor the situation and report accumulations of dumped litter to KBC, who, it was noted, are usually very quick to respond.

All

**12. Parish Crime Report & Police Matters**

*1. Changes to Northamptonshire Police Local Crime Reporting System*

Northamptonshire police have ceased sending out individual monthly reports to parishes as these reports were being sent retrospectively and, by the time they were received by parish clerks, the details were already known in their locality. Brampton Ash is now included in the reports that are sent generically to Welland and the surrounding villages. No crimes have currently been reported that are deemed by police to affect the Brampton Ash area.

2. *New Northamptonshire Neighbourhood Alert website details & actions taken*  
<https://www.northamptonshireneighbourhoodalert.co.uk/>

The clerk has signed-up the parish council to receive alerts and information from the above website which has been set up by Northamptonshire police. A link is provided in the News section of the parish council website.

**13. Village Communications**

This item was dealt with after Item 7. See above.

Additionally, news and details of parish council initiatives such as litter-picking, for example, will feature on the parish council website.

**14. Rural Forum: Minutes of the meeting held on 30 November 2017**

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

a) Items of Interest

Item 17.RF.36: The clerk was requested to contact Sgt Offord for further details of Automatic Number Plate Recognition cameras which may be available to the community.

LE

b) Minutes of the meeting held 1 February 2018 will be circulated when they are available.

LE

**15. Any Other Business**

To report matters of a minor nature only.  
There was no other business to report.

**16. Date and Venue of Next Meeting:**

The next meeting of the parish council is due to take place on Thursday 12 April 2018, 7.30pm at the parish church, for the purpose of finalising the parish council's accounts for annual audit.

The Annual meeting of the parish council is due to take place on Tuesday 1 May 2018, 7.30pm at the parish church.

**The meeting closed at 8.50pm**

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

tel: 01536 771470 email: [bramptonashparishcouncil@outlook.com](mailto:bramptonashparishcouncil@outlook.com) web: [www.parish-council.com/bramptonash](http://www.parish-council.com/bramptonash)

Date	On-line transaction	Chq no.	Item	Income £	Expenditure £	Expenditure £ section 137	Salary £	Balance	
<b>Brampton Ash Parish Council: Income and Expenditure 1 Apl 2017 - 8 May 2017</b>									
01/04/17			Balance brought forward current account					£1,254.68	
20/04/17	Y		Precept	£1,000.00				£2,254.68	<b>Bank reconciliation</b>
<b>Signed: N Bevan</b>		<b>(Member)</b>		<b>Signed: T Hilliard</b>		<b>(Member)</b>			<b>8 May 2017</b>
<b>Brampton Ash Parish Council: Income and Expenditure 9 May 2017 - 18 Sep 2017</b>									
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	<b>Bank reconciliation</b>
<b>Signed: N Bevan</b>		<b>(Member)</b>		<b>Signed: W Brooks</b>		<b>(Member)</b>			<b>18 September 2017</b>
<b>Brampton Ash Parish Council: Income and Expenditure 19 Sep 2017 - 14 Dec 2017</b>									
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	<b>Bank reconciliation</b>
<b>Signed: N Bevan</b>		<b>(Member)</b>		<b>W Brooks</b>		<b>(Member)</b>			<b>14 December 2017</b>
<b>Brampton Ash Parish Council: Income and Expenditure 15 Dec 2017 - 8 Mar 2018</b>									
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	<b>Bank reconciliation</b>
<b>Signed: T Hilliard</b>		<b>(Member)</b>		<b>J Lillie</b>		<b>(Member)</b>			<b>08 March 2018</b>

Signed:.....S Power (Chair) Date: 12 April 2018