

# Minutes of Brampton Ash Parish Council meeting held Thursday 20 September 2018, 7.30pm at the Parish Church

This meeting was open to members of the public, subject to prescribed regulations where applicable.

## Present (Parish Councillors)

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

**Also Present:** County Councillor Allan Matthews and Borough Councillor David Howes

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

**Public Attendee(s):** None

|                  |   | Action by: |
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| 22/<br>18-<br>19 | <p><b>Chair's Announcements</b></p> <p><i>a) Donated Pictures</i></p> <p>The Chair had received a photograph and a painting of St Mary's Church, Brampton Ash, from the daughter of a local photographer. Councillors agreed that it would be appropriate to gift them to the parochial church council.</p> <p><i>b) Parish Council Elections 2019</i></p> <p>It is likely that parish council elections, normally due to be held in May 2019, will be postponed until 2020 due to Local Government Reorganisation (LGR). Further information is awaited.</p> | NB         |
| 23/<br>18-<br>19 | <p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted from Cllr Wendy Brooks, due to a clash of commitments.</p>  |            |
| 24/<br>18-<br>19 | <p><b>Declarations of Interest:</b> <i>To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting.</i></p> <p>No declarations of interest were received.</p>  |            |
| 25/<br>18-<br>19 | <p><b>Minutes of the meeting held 1 May 2018</b></p> <p><i>To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur.</i></p> <p>The minutes were agreed as being a correct record and signed by the Chair.</p>  |            |
| 26/<br>18-<br>19 | <p><b>Matters arising from the minutes of the meeting held 1 May 2018 (except where they are agenda items for this meeting)</b></p> <p><i>Item 7c</i> – General Data Protection (GDPR) policies have been posted on the website as required.</p> <p><i>Item 8e</i> - Details of the annual audit have been posted on the website as required.</p>   |            |
| 27/<br>18-<br>19 | <p><b>Minutes of the extra meeting held 28 July 2018</b></p> <p>The minutes were agreed as being a correct record and signed by the Chair.</p>  |            |
| 28/<br>18-<br>19 | <p><b>Matters arising from the minutes of the meeting held 28 July 2018 (except where they are agenda items for this meeting)</b></p> <p>Councillors were advised that the target decision date for planning application no KET/2018/0569 is 4 October 2018.</p>  |            |

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| 29/<br>18-<br>19 | <p><b>General Data Protection Regulations (GDPR)</b></p> <p><i>Approval of GDPR policy document:</i></p> <p>Northants Association of Local Councils (NALC) had issued a revised version of the GDPR Records Retention policy which supersedes the parish council's existing policy. It was unanimously approved by councillors and would be posted on the parish council website.</p>  | LE                               |
| 30/<br>18-<br>19 | <p><b>Financial Matters</b></p> <p><i>a) Quarterly internal control checklist:</i></p> <p>Cllr Bevan checked the quarterly internal control checklist and signed it off as a correct record.</p> <p><i>b) Councillors' check of invoices against payments /reconcile to bank statement:</i></p> <p>Cllr Bevan checked invoices against payments: they were reconciled to the bank statement and then signed off as being a correct record.</p> <p><i>c) Approval of payments to be made:</i></p> <p>i. Clerk's salary, due 30 Sep (budgeted for) £100.00<br/>Approved for payment</p> <p>ii. Parish council's insurance policy, due 1 December 2018 (budgeted for) approx. £250.00<br/>It was agreed that the clerk would seek best value for money for an insurance policy to cover the parish council's assets, currently valued at £6843, and its legal liabilities. The Asset Register was formally approved in March 2018 and is unchanged since then.</p> <p>iii. Web-hosting fee, due 2 Nov (budgeted for) £29.95<br/>Approved for payment</p> <p>iv. Remembrance plaque, Cllr Heather Shuttleworth (from reserves) (S.137)<br/>It was resolved that approval be given under Section 137 of the Local Government Act 1972 for the purchase of a plaque to the value of up to £50.00 from parish council reserves to commemorate the late Cllr Heather Shuttleworth's lengthy service to the parish council. In the opinion of the parish council this is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure. Cllr Bevan would proceed with the purchase arrangements, subject to approval from Mr Stuart Shuttleworth.</p> <p><i>d) Budget Statement:</i></p> <p>The budget statement for the 2<sup>nd</sup> financial quarter was approved and signed off by the Chair.</p> <p><i>e) Current financial position statement:</i></p> <p>The statement was issued to councillors and a copy is appended to these minutes.</p> <p><i>f) Internal Auditor's report re clerk's remuneration (for budget 2019-20):</i></p> <p>Following on from the internal auditor's report it was agreed that, with effect from 1 April 2019, the clerk's salary would accord with Local Council (LC) Grade 1 – Grade 2 (part), which covers Spinal Column Points (SCP) 15 – 27. This currently equates to a range of £9.341 - £12.185 per hour, with an increase being due on 1 April 2019. The clerk would be remunerated for 50 hours to be worked annually, at SCP 17, the rate for 2018-19 being £9.705 per hour: the rate for 2019-20 has yet to be announced. Payment will be made quarterly, as at present. This will be an item for the budget meeting in December 2018.</p> <p><i>g) Grit mix for grit bins (from reserves)</i></p> <p>NCC will no longer sell and deliver grit mix for parish council owned grit bins from NCC. As the grit bins will need to be re-filled for the winter the clerk will seek an alternative supplier.</p> | LE<br>LE<br>LE<br>NB<br>LE<br>LE |



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| <p><b>35/18-19</b></p> | <p><b>Local Government Reorganisation</b></p> <p>Cllr Matthews reported that, although it had been suggested that 2 Unitary authorities would be formed with 80 members each, there were many issues to be addressed. For example, there are some areas of responsibility where it would be advisable for one single team to manage the whole county. Also, it should be noted that the Government have stated that they will not write off the massive NCC debt so this is very likely to devolve to the proposed unitary authorities.</p> <p>KBC will be issuing bulletins to parish councils as the situation evolves and NALC will also update parish councils.</p> |  |
| <p><b>36/18-19</b></p> | <p><b>Any Other Business</b></p> <p>To report matters of a minor nature only.</p> <p><i>a) Kettering Borough Council community energy supply deal</i><br/>A poster and details of sign-up arrangements for further information had been posted on the village notice-board by Cllr Power.</p> <p><i>b) Dog Mess Signs</i><br/>The clerk would contact Brendan Coleman at KBC to obtain 2 signs for public display</p> <p><i>c) Speed Awareness Signs</i><br/>Cllr Bevan would contact NCC Highways department to obtain the signs.</p> <p><i>d) Royal Mail Scam Poster</i><br/>A scam mail poster received from Royal Mail would be put on the notice-board.</p>        | <p><b>LE</b></p> <p><b>NB</b></p> <p><b>SP</b></p> |
| <p><b>37/18-19</b></p> | <p><b>Date and Venue of Next Meeting:</b></p> <p>The next meeting of the parish council will take place on Thursday 13<sup>th</sup> December, 7.30pm at the parish church.</p>  |  |

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

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The meeting closed at 8.50pm

