

Brampton Ash Parish Council

Minutes of the Annual Parish Council Meeting Held

Tuesday 1 May 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 W Brooks Cllr Terry Hilliard Cllr John Lillie

Borough Councillor D Howes

County Councillor A Matthews

In Attendance: Liz Evans (Clerk)

Action by:

<p>1/ 18- 19</p>	<p>Election of Officers & Acceptance of Office</p> <p><i>a) Chair</i> Cllr S Power was nominated and unanimously elected as Chair: he signed the Acceptance of Office form.</p> <p><i>b) Vice Chair</i> Cllr N Bevan, who had sent apologies for absence, had agreed to be nominated as Vice-Chair and he was unanimously elected: the clerk will arrange for him to sign the Acceptance of Office form.</p> <p><i>c) Highways Warden</i> Cllr N Bevan, who had sent apologies for absence, had agreed to be nominated as Highways Warden and he was unanimously elected: the clerk will arrange for him to sign the Acceptance of Office form.</p> <p><i>d) Rural Forum Representative</i> Cllr J Lillie was nominated and unanimously elected as Rural Forum Representative: he signed the Acceptance of Office form.</p>	<p>LE NB</p> <p>LE NB</p>
<p>2/ 18- 19</p>	<p>Chair's Announcements There were no announcements.</p>	
<p>3/ 18- 19</p>	<p>Apologies for Absence Apologies for absence were received and accepted from Cllr Bevan due to a clash of commitments.</p>	
<p>4/ 18- 19</p>	<p>Declarations of Interest: To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting. Members are reminded to update their register of interests if necessary. No declarations of interest were received.</p>	
<p>5/ 18- 19</p>	<p>Minutes of the meeting held 12 April 2018 <i>To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur.</i> Minutes of the above meeting were agreed as a correct record and signed by the Chair.</p>	
<p>6/ 18- 19</p>	<p>Matters arising from the minutes of the meeting held 12 April 2018 (except where they are agenda items for this meeting) All matters were listed as agenda items.</p>	

<p>7/ 18- 19</p>	<p>General Data Protection Regulations (GDPR)</p> <p><i>a) Northants County Association of Local Councils (NCALC) Service Level Agreement (SLA) for the provision of a Data Protection Officer Service</i> Acceptance of the SLA was unanimously agreed. The contract was signed by the Chair and the clerk would forward the signed copy to NCALC.</p> <p><i>b) Receipt of Councillors' GDPR security compliance forms</i> Completed GDPR security compliance forms were received from Cllrs Bevan, Brooks, Hilliard, Lillie and Power.</p> <p><i>c) Approval of GDPR policy documents:</i> The GDPR documents listed below had been customised from a template provided by NCALC. Councillors resolved to adopt the documents with effect from 25 May 2018, which is when GDPR regulations come into force.</p> <ul style="list-style-type: none"> i. Data Protection policy ii. Records Retention policy iii. Data Breach policy iv. Subject Access Request v. GDPR Security Compliance vi. Privacy Policy <p>The documents would be published on the Parish Council website.</p>	<p>LE</p> <p>LE</p> <p>LE</p>
<p>8/ 18- 19</p>	<p>Annual Governance and Accountability Return 2017/18</p> <p><i>a) Members to consider the review of internal controls:</i></p> <ul style="list-style-type: none"> <i>i. Present Internal Auditor's Report, accept and adopt recommendations</i> Councillors unanimously accepted the Internal Auditor's report and it was resolved to adopt the recommendations contained in it. The clerk presented an action plan for the recommendations and advised councillors that all such items were either complete or in progress. <i>b) Members to approve the Annual Governance Statement by resolution</i> Councillors completed the Annual Governance Statement: it was unanimously approved by resolution and signed by the Chairman and by the clerk. <i>c) Members to consider the Accounting Statements</i> Councillors reviewed the Accounting Statements which were presented to them by the clerk. <i>d) Members to Approve the Accounting Statements</i> Councillors approved the Accounting Statements by resolution: these were signed and dated by the Chair, as required by regulations. <i>e) Members to approve the date for electors' rights to inspect the accounts</i> Councillors approved the dates for electors' rights to inspect the accounts for the period Monday 4 June 2018-Friday 13 July 2018 inclusive of both dates. The form was signed by the Chair. Details will be published on the notice-board and the website on Friday 1st June. 	<p>LE</p> <p>NB</p>
<p>9/ 18- 19</p>	<p>Financial Matters</p> <p><i>a) Quarterly Internal Control: councillor checklist to be adopted</i> Councillors approved and adopted the quarterly Internal Control councillor checklist, as detailed in the Internal Auditor's report, item 1.</p> <p><i>b) Councillors' check of invoices against payments /reconcile to bank statement</i> Cllr Brooks carried out a check of invoices against payments, agreed the bank reconciliation figures and completed the Internal Control checklist.</p>	

	<p><i>c) Approval of payments to be made</i></p> <ul style="list-style-type: none"> i. NCALC subscription and audit fee 2018-19: £157.98 Councillors approved this item for payment ii. Clerk's salary, due 30 June: £100.00 Councillors approved this item for payment iii. Remembrance plaque, Cllr Heather Shuttleworth Councillors deferred this item to the next meeting, pending an update from Cllr Bevan <p><i>d) Budget Statement</i> The clerk presented a 3-year budget statement as detailed in the Internal Auditor's report, item 6. This was signed off by the Chair and it will be updated, reviewed and minuted quarterly.</p> <p><i>e) Approval of amount to come from reserves</i> Budgeted expenditure for 2018-19 totalled £1120.00, against precept income of £1000.00. Councillors agreed that the shortfall of £120.00 would come from reserves: this would reduce the reserve figure for 2018-19 to £1410 which is approximately equivalent to the parish council's running costs for 12 months. This reserve figure was deemed to be allowable, given that the parish council has no means of funding other than the precept.</p> <p><i>f) Current financial position statement</i> This was dealt with at item 9b): see above. A current financial statement is appended to these minutes.</p>	<p>LE SP</p> <p>NB</p> <p>LE</p>
<p>10/ 18- 19</p>	<p>Planning Matters: <i>To Consider Matters Relating to Planning Applications in and Adjacent to the Parish</i> No planning applications had been notified since the last meeting.</p>	
<p>11/ 18- 19</p>	<p>Highway Matters</p> <p><i>a) Village Summer Litter-Pick Arrangements</i> As Kettering Borough Council (KBC) had very recently carried out an extensive litter-pick in the village it was decided that the Brampton Ash community litter-pick would be deferred until the autumn. This would be an agenda item for the next meeting.</p> <p><i>b) Road Conditions – Hermitage Road: Update</i> Northants County Council (NCC) Highways had made repairs to potholes, white lines, etc., and road conditions in the village were much improved. Councillors would continue to monitor the situation.</p> <p><i>c) Grit bin refill</i> NCC Street Doctor service reported that they would refill the grit bin as part of their winter programme 2018-19.</p> <p><i>d) 'Bends' sign Hermitage Road</i> NCC Street Doctor service reported that the Highways department had been advised of the missing 'Bends' sign for action as appropriate.</p> <p><i>e) Signage – Hermitage Road: Update</i> Ian Boyes of NCC Highways has the matter of providing 'Single Track' signage for each end of Hermitage Road in hand and is liaising with Cllr Bevan. It was considered that an additional 'Cattle Crossing' sign might be helpful in Hermitage Road A6 side, to pair with the sign on the A427 side of Hermitage Road. Cllr Lillie would investigate and inform the clerk of his findings.</p>	<p>LE</p> <p>All</p> <p>JL</p>

12/18-19	Parish Crime Report & Police Matters No further reports had been received since the last meeting.	
13/18-19	Village Communications: Update Councillors will undertake the distribution of the Village Communications flyer. The clerk will obtain the latest list of electors from KBC in order to check addresses for delivery.	All LE
14/18-19	Rural Forum: Minutes of the meeting held on 1 February 2018 <i>The minutes of the above meeting have been circulated to councillors for information.</i> Items of Interest: The clerk will obtain the date and venue details for the next meeting, to be held in June, and pass them on to Cllr Lillie, Rural Forum representative. Cllr Matthews expected the future role of the Rural Forum to become more prominent as a result of the proposed changes to the council structure at County and Borough levels.	LE JL
15/18-19	Any Other Business <i>To report matters of a minor nature only.</i> Cllr Matthews advised that discussions regarding the rural bus service were still ongoing. The no 67 service operated by Carters Travel will cease on 22 May and the County Connect service will cease on the third Friday in July. Village communities could, possibly, run a service themselves but nothing further was known at present. He will give feedback as and when it becomes available.	AM
16/18-19	Date and Venue of Next Meeting: The next meeting of the parish council is scheduled to take place on Thursday 20 September 2018, 7.30pm at the parish church.	

The meeting closed at 8.45pm

Signed: Liz Evans, Clerk to Brampton Ash Parish Council

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