

Brampton Ash Parish Council
Minutes of the Meeting of the Parish Council
Monday 13 May 2019, 7.30pm At St Mary's Church, Brampton Ash

This meeting was open to members of the public, subject to prescribed regulations where applicable.
This meeting was recorded in accordance with the parish council's protocol.

Present: Parish Councillors

Cllr S Power (Chair) Cllr N Bevan Cllr W Brooks Cllr T Hilliard Cllr J Lillie

County Cllr A Matthews**In Attendance:** Liz Evans (Clerk)**Public Attendee(s)** None

		Action by:
1 19/20	Election of Chair & Acceptance of Office <i>Nominations were invited for the role of Chair to the Parish Council</i> Cllr Steve Power was proposed by Cllr Bevan, seconded by Cllr Brooks and unanimously elected to serve as Chair. The Acceptance of Office form was duly signed.	
2 19/20	Chair's Announcements There were no announcements.	
3 19/20	Apologies for Absence Received from Borough Councillor David Howes due to a clash of meetings.	
4 19/20	Appointment of Officers & Acceptance of Office Officers were appointed as follows: a) Vice Chair: Cllr Teresa Hilliard b) Highways Warden: Cllr Nick Bevan c) Rural Forum Representative: Cllr John Lillie d) Acceptance of Office Forms were duly signed	
5 19/20	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. There were no declarations of interest.	
6 19/20	Minutes of the meeting held 19 March 2019 (meeting 7: 18/19) <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.	
7 19/20	Matters arising from the minutes of the meeting held 19 March 2019 (except where they are agenda items for this meeting) <u>Planning application Item 81/18-19 and Item 41/18-19:</u> Cllr Lillie advised councillors that he had now seen the minutes of the Kettering Borough Council (KBC) Planning Committee in relation to this planning application and he considered them to be factually correct, notwithstanding the incorrect spelling of some attendees' names.	
8 19/20	Declaration of Exemption From External Audit It was unanimously resolved that Brampton Ash Parish Council declares itself exempt from external audit as it meets the necessary criteria to do so. The proposer was Cllr Lillie and the seconder was Cllr. Power. The clerk will forward the signed Certificate of Exemption to PKF Littlejohn, external auditors.	LE

<p>9 19/20</p>	<p>Annual Governance and Accountability Return 2018/19</p> <p>a) <i>Members to consider the review of internal controls:</i></p> <p>i. Present Internal Auditor's Report, accept and adopt recommendations (if any)</p> <p>Councillors unanimously accepted the Internal Auditor's report: there were no issues or recommendations arising from the report.</p> <p>b) <i>Members to approve the Annual Governance Statement by resolution</i></p> <p>Councillors completed the Annual Governance Statement: it was unanimously approved by resolution and signed by the Chair and by the clerk. Proposer was Cllr Power, seconded by Cllr Brooks.</p> <p>c) <i>Members to consider the Accounting Statements</i></p> <p>Councillors reviewed the Accounting Statements: there were no issues arising.</p> <p>d) <i>Members to Approve the Accounting Statements by resolution and ensure the person presiding signs and dates the Accounting Statements at the same meeting at which the approval is given</i></p> <p>Councillors unanimously approved the Accounting Statements by resolution: these were signed and dated by the Chair, as required by regulations. Proposed by Cllr Power, seconder Cllr Bevan.</p> <p>e) <i>Members to approve the date for electors' rights to inspect the accounts</i></p> <p>Councillors unanimously approved the dates for electors' rights to inspect the accounts for the period Monday 17 June 2019 - Friday 26 July 2019 inclusive of both dates. Proposed by Cllr Power, seconder Cllr Bevan. The form was signed by the Chair. Details will be published on the notice-board and the website on Friday 14 June 2019.</p>	<p>LE</p>
<p>10 19/20</p>	<p>Policies Review</p> <p>a) <u>Financial Risk Assessment</u>: the document was reviewed and unanimously approved without amendment and signed off by the Chair.</p> <p>b) <u>Financial Regulations</u>: the document was reviewed and approved without amendment and signed off by the Chair.</p> <p>c) <u>Standing Orders</u>: this document was reviewed and approved without amendment and signed off by the Chair.</p> <p>d) <u>Internal Control Procedures</u>: this document was reviewed and 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>	<p>LE</p>
<p>11 19/20</p> <p>12 19/20</p>	<p>Financial Matters</p> <p>a) <u>Quarterly internal control: councillor checklist(s) for the final period in the previous financial year 2018-19 and the first period of the current financial year 2019-20</u></p> <p>Cllr Bevan checked the internal control measures and signed them off as being correct.</p> <p>b) <u>Councillor check of invoices against payments /reconcile to bank statement</u></p> <p>Cllr Bevan checked these items and signed them off as being correct.</p> <p>c) <u>Approval of payments to be made: (see also item g)</u></p> <p>i. NCALC subscription, audit fee, data protection fee 2019-20: £171.12</p> <p>ii. Clerk's salary, due 30 June: £124.50</p> <p>The above items were approved for payment.</p> <p>d) <u>Budget Statement (s)</u></p> <p>The Chair checked the final budget statement for the financial year 2018-19 and signed it off. It was noted that there were no appreciable differences between the budgeted expenditure and the actual expenditure for that period. The chair checked the budget statement for period 1 of the current financial year 2019-20 and signed it off.</p>	<p>LE</p>

	<p>e) <u>Current financial position statement</u> The clerk issued a statement showing a current balance of £2,341.11. A copy is attached to these minutes.</p> <p>f) <u>Review of banking arrangements</u> The parish council's banking arrangements were reviewed and approved without change.</p> <p>g) <u>Additional payment approved</u> In accordance with minute no 74/18-19 a) ii, Cllr Bevan had ordered replacement glass from Harry Chapman Window Systems Limited of Market Harborough for the repair of the telephone box at a cost of £12.46: councillors approved the payment.</p>	NB
13 19/20	<p>Planning Matters: <i>To Consider Matters Relating to Planning Applications in and Adjacent to the Parish</i></p> <p>a) <i>KET/2019/0240 St Mary's Church, Brampton Ash: Erection of handrail to footpath</i> Reported here for information only.</p> <p>b) <i>North Northants Joint Planning Unit: Revised Draft North Northamptonshire Statement of Community Involvement Consultation 2019</i> Councillors noted the contents of the document.</p>	
14 19/20	<p>Kettering Borough Council Conservation Policy: Brampton Ash Cllr Lillie had examined various documentation relating to the Kettering Borough Council (KBC) Conservation Policy: this appeared to have been largely driven by Historic England. The conservation area documentation for Brampton Ash originated in 1992 and comprised four pages of data. He was concerned that Brampton Ash and other smaller parishes in the borough were under-represented as the data on them had largely been collated decades ago (between 1977 and 1992) and, in the vast majority of cases, the individual reports on the smaller parishes run to only four pages. By comparison, the larger villages have far greater representation. Data on them has been collected more recently (between 2007 and 2014) and their individual reports run to dozens of pages. It was acknowledged that the rationale for this could be that the larger parishes are likely to be at greater risk of (possibly) inappropriate development than the smaller parishes such as Brampton Ash. Nonetheless, it was felt that village conservation should receive greater attention from the local planning authority.</p> <p>C Cllr Matthews suggested that parish councillors contact James Wilson, Acting Head of Planning, with a view to setting up a meeting to discuss their concerns. Cllr Lillie will contact James Wilson in the first instance and report back to parish councillors.</p>	JL
15 19/20	<p>Highway Matters</p> <p>a) <i>Village Spring Litter-Pick</i> 18 villagers and councillors took part in the community litter pick: between them they collected in excess of 20 bags of general litter, together with a car seat, car tyres, other car parts and a suitcase. Cllr Bevan has arranged for this haul to be collected by KBC. The Chair expressed thanks on behalf of the parish council to all those who had kindly given their time to help with the litter pick.</p> <p>b) <i>Signage – Hermitage Road: Update</i> Cllr Bevan will contact Ian Boyes, Northants County Council (NCC), for an update on the situation. Provision of the signage is dependent on NCC finances and priorities so there is no guarantee that it will be forthcoming.</p>	NB
16 19/20	<p>Parish Crime Report & Police Matters None received relating to Brampton Ash</p>	

