

## Minutes of A Meeting of Brampton Ash Parish Council

Wednesday 29<sup>th</sup> July 2020, 7.30pm.

**In accordance with current legislation relating to public meetings during the Covid-19 (Coronavirus) pandemic, this meeting was held on-line, via the Zoom Application.**

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

**Log-in details for this meeting were as follows:**

<https://us02web.zoom.us/j/84921667361?pwd=Um9sQ1F2NnhJSkFoMGhoWDFrbnNXUT09>

Meeting ID: 849 2166 7361 Password: 1mkhm9

**Present: Parish Councillors**

CLlr S Power (Chair) CLlr N Bevan CLlr T Hilliard CLlr J Lillie

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

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

**Public Attendee(s):** None

Action by:

<b>06 20/21</b>	<b>Election of Chair &amp; Acceptance of Office</b> Nominations were invited for the role of Chair to the Parish Council. CLlr Power was nominated by CLlr Bevan, seconded by CLlr Hilliard and was unanimously elected as Chair. The clerk will forward an Acceptance of Office form by email.	LE
<b>7/ 20-21</b>	<b>Chair's Announcements</b> None	
<b>8/ 20-21</b>	<b>Apologies for Absence</b> None	
<b>9/ 20-21</b>	<b>Appointment of Officers &amp; Acceptance of Office</b> a) Vice Chair: CLlr Hilliard b) Highways Warden: CLlr Bevan c) Rural Forum Representative: CLlr Lillie The clerk will forward Acceptance of Office forms by email.	
<b>10/ 20-21</b>	<b>Declarations of Interest: To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting.</b> <b>Members are reminded to update their register of interests if necessary.</b> No Declarations of Interest were made.	
<b>11/ 20-21</b>	<b>Minutes of the Meeting held 16 March 2020 (meeting 8:19/20) To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur.</b> The minutes were accepted as a true record and signed by the Chair. They will be published on the parish council's website.	LE
<b>12/ 20-21</b>	<b>Matters Arising from the Above Minutes (except where they are agenda items for this meeting)</b> i. Item 94ii:19/20 Covid-19 leaflet production and distribution by councillors was completed. ii. Item 86:19/20 Revised national salary scales for clerks have not yet been agreed. This will be an agenda item for the next meeting.	LE
<b>13/ 20-21</b>	<b>The Extra Meeting scheduled for 20 April 2020 (meeting 9:19/20) was cancelled in accordance with Covid-19 legislation.</b>	

Signed:

Chair

Date:05 October 2020

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14/ 20-21	<p><b>Minutes of the Extra Meeting Held 12 May 2020 (meeting 1: 20/21)</b> <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 accepted as a true record and signed by the Chair. They will be published on the parish council's website.</p>	LE
15/ 20-21	<p><b>Matters Arising from the Above Minutes (except where they are agenda items for this meeting)</b></p> <p>None</p>	
16/ 20-21	<p><b>Declaration of Exemption From External Audit 2019-20</b></p> <p>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 clerk will forward the signed Certificate of Exemption to PKF Littlejohn, external auditors.</p>	LE
17/ 20-21	<p><b>Annual Governance and Accountability Return 2019/20</b></p> <p>a) Members to consider the review of internal controls:</p> <ol style="list-style-type: none"> <li>i. Present Internal Auditor's Report, accept and adopt recommendations (if any):</li> </ol> <p>The Internal Auditor's Report was accepted. There were no recommendations.</p> <p>b) Members to approve the Annual Governance Statement by resolution:</p> <p>It was unanimously resolved that the Annual Governance Statement be accepted and it was duly signed by the Chair.</p> <p>c) Members to consider the Accounting Statements:</p> <p>The Accounting Statements were considered by the members.</p> <p>d) Members to Approve the Accounting Statements by resolution <b>and</b> ensure the person presiding signs and dates the Accounting Statements at the same meeting at which the approval is given:</p> <p>It was unanimously resolved that the Accounting Statements be approved by the members. They were duly signed and dated by the Chair.</p> <p>e) Members to approve the date for electors' rights to inspect the accounts: 1<sup>st</sup> September 2020 – 12 October 2020:</p> <p>The dates were unanimously approved. The documents will be posted on the parish council's website.</p>	LE
18/ 20-21	<p><b>Policies Review : to be deferred to the next meeting</b></p> <p>This item was deferred due to the time constraints of the on-line meeting.</p>	LE
19/ 20-21	<p><b>Financial Matters</b></p> <p>a) Quarterly internal control - councillor checklist:</p> <p>This was completed prior to the meeting by Cllr Bevan</p> <p>b) Councillor check of invoices against payments /reconcile to bank statement:</p> <p>This was completed prior to the meeting by Cllr Bevan</p> <p>c) Approval of payments:</p> <p>The following payments were reported as having been made: they were approved retrospectively.</p> <ol style="list-style-type: none"> <li>i. <i>National Association of Local Councils 2 June £178.46 (member services £66.46, audit fee £102.00 and data protection services fee £10.00)</i></li> <li>ii. <i>Wilbarston Parish Council 1 July £10.00 VAS cameras</i></li> <li>iii. <i>Clerk's salary 30 June £124.50</i></li> </ol> <p>d) Budget Statement:</p> <p>The current budget statement was examined and signed by the Chair.</p> <p>e) Current financial position statement:</p> <p>The statement had been circulated to councillors prior the meeting. A copy is attached</p>	

	<p>to these minutes.</p> <p>f) Approval of updated assets register: The Assets Register was updated to include the brass plaque for the late Cllr Heather Shuttleworth: it was signed by the Chair and will be published on the parish council's website.</p> <p>g) Review of banking arrangements: Banking arrangements were reviewed and remain unchanged.</p> <p>h) Clerk's request for the approval of a debit card for on-line and in-store purchases where account facilities are not available. This will require the Financial Standards to be updated. The request was approved. The Financial Standards will be updated and presented for approval at the next meeting.</p> <p>i) Clerk's request for approval to purchase a new 500gb external hard drive to back up parish council files. The existing one is 5 years old and has reached the end of its' reliable life, which is usually 3-5 years. The likely cost would be in the region of £50.00 - £60.00. The request was approved. The Clerk will seek best value for money.</p>	LE LE LE LE LE
<b>20/20-21</b>	<p><b>Planning Matters:</b> <i>To Consider Matters Relating to the following Planning Application:</i></p> <p>i. KET/2020/0106(amended): Crabtree Farm – Kettering Borough Council (KBC) planners have received an objection to the application so they have referred it to the KBC Planning Committee, in line with their policy.</p> <p>ii. KET/2020/0194: 7 Hermitage Rd approved by Kettering Borough Council</p> <p>iii. KET/2020/0308: 6 Hermitage Rd approved by Kettering Borough Council</p>	LE
<b>21/20-21</b>	<p><b>Kettering Borough Council Conservation Policy: Brampton Ash: to be deferred to the next meeting</b></p> <p>This item was deferred due to the time constraints of the on-line meeting.</p>	LE
<b>22/20-21</b>	<p><b>Highway Matters</b></p> <p>a) Village Spring Litter-Pick This was cancelled due to Covid 19 regulations. An autumn litter pick will be arranged if the regulations permit. This will be an agenda item for the next meeting.</p> <p>b) Updates on the following, where applicable:</p> <p>i. Signage The damaged 'Give Way' sign at the junction of Hermitage Road and the A427 has been repaired.</p> <p>ii. Potholes The potholes at the sides of Hermitage Road have been filled with large stones: they have not been tarmacked in order to avoid widening the road, as it is a designated single-track road. Cllr Bevan will report a new pothole that has appeared.</p> <p>iii. Lighting The broken lamp standard and light outside no 22 Hermitage Road had been damaged when a van collided with it. KBC very promptly repaired it and it is now in working order.</p> <p>iv. VAS Cameras The camera had been installed in early July for a 1-month period and it would be requested again later in the year. Cllr Bevan noted that the lamp turned orange to give a warning signal to speeding drivers but it did not turn red. C Cllr Matthews explained</p>	LE NB

	<p>that the model in use does not turn red and it does not store data. Cllr Power would enquire whether the camera could be updated to turn the light to red.</p> <p>v. Satnav Software &amp; Google Maps</p> <p>Satnav software and Google Maps currently directs traffic to Hermitage Road, which is a single-track road. Ian Boyes, Northants County Council (NCC) Highways had contacted TomTom and Garmin to request a revision to their software. The Clerk had also contacted them, and Google Maps, with the same request. Response from all 3 has been that it will take 3 to 4 months for this to be done. It was noted that, whilst Apps would be automatically updated, Satnavs would need to be updated by their owners for the changes to be effective.</p>	SP
<b>23/20-21</b>	<p><b>Parish Crime Report &amp; Police Matters:</b></p> <p>No recent reports received.</p>	
<b>24/20-21</b>	<p><b>Rural Forum: Minutes of the meeting held on 30 Jan 2020</b></p> <p>Items of interest arising from the above meeting. Further meetings are currently on hold due to Covid-19 regulations.</p> <p>Broughton parish council had sent parish councils a copy of their email to the Shadow Unitary Authority, in which they expressed concern that there appeared to be no proposal for a Rural Portfolio Holder in the new Unitary Authority. B Cllr David Howes explained that the situation regarding Portfolio Holders in the forthcoming Unitary Authority was, as yet, unknown. He considered that there would be rural representation in some form but advised that this could not be determined until the outcome of the local elections in May 2021 was known, when the new Unitary Authority would be in place.</p>	
<b>25/20-21</b>	<p><b>Local Government Reorganisation: to be deferred to the next meeting</b></p> <p>This item was deferred due to the time constraints of the on-line meeting.</p>	LE
<b>26/20-21</b>	<p><b>Any Other Business:</b> <i>To report any matters of a minor nature not requiring formal approval.</i></p> <p>None</p>	
<b>27/20-21</b>	<p><b>Date and Venue of Next Meeting:</b></p> <p>Date: Monday 5 October 2020, 7.30pm</p> <p>Venue: Details will be announced in due course.</p>	

The meeting closed at 8.30pm

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

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