Minutes of Meeting of Brampton Ash Parish Council Thursday 5th May 2022, 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 S Power (Chair)Cllr W BrooksCllr J LillieCllr T PentlowPresent: North Northants CouncilCllr David HowesPublic Attendee(s): George Normand, see item 03In Attendance: Liz Evans (Clerk)Public Attendee(s): George Normand, see item 03

		Action b						
1/22- 3	Election of Chair & Acceptance of Office							
,	Nominations were invited for the role of Chair to the Parish Council. Cllr Power accepted							
	the nomination and was duly elected. Proposer and seconder were Cllr Lillie and Cllr							
	Pentlow respectively. The acceptance of office form was signed.							
2/22- 3	Apologies for Absence							
	Apologies were received and accepted from Cllr Bevan for health reasons							
3/22- 3	George Normand, Chair Braybrooke Parish Council							
•	Neighbourhood Planning							
	George Normand gave councillors an insight into Braybrooke Parish Council's experiences							
	of formulating a Neighbourhood Plan (NP): he also answered parish councillors' queries.							
	The main points to emerge were:							
	• The chief advantage of the NP is that it can carry a lot of weight with local planning. It							
	was, initially, difficult to obtain the support of local planning bodies in the process so							
	the parish council decided that it needed to engage a consultant to guide them							
	through the process, the available options and the actions required.							
	• Formulating the NP necessarily involves a great deal of input from villagers. The							
	community was not immediately responsive – the preferred option was 'no change'.							
	The consultant addressed parishioners at an 'open forum' and this helped to persuade them of the advantages of a NP. A steering group of local parishioners and							
	parish councillors was subsequently formed.							
	• There must be solid evidence that all parishioners have been engaged throughout the							
	process, through meetings, leaflets, newsletters, questionnaires and any other means							
	available. The engagement of parishioners must be evidence-based and data must be clearly and accurately analysed.							
	• All aspects of the parish must be considered in depth, eg demography, housing,							
	employment, education, transport and the many other issues that are unique to each							
	parish. All land-owners in the parish of Braybrooke were consulted, including those							
	who did not reside in the village. Again, this information was evidence-based.							
	• The process is a lengthy one, generally taking in the region of 18 – 24 months.							
	Unforeseen circumstances can arise, however, and in Braybrooke the process was							
	delayed by the Covid pandemic.							

	It was noted that, whilst North Northants Council (NNC) were due to review Conservation Areas, these, in fact, come under different legislation and do not form part of the NP.						
	It was agreed that the issue of Neighbourhood Planning in Brampton Ash will be further investigated and it will be an agenda item for the next meeting.	LE					
04/22-	Chair's Announcements						
23							
05/22-	None						
23	Election of Officers & Acceptance of Office						
	Officers were appointed as follows:						
	a) Vice Chair: Cllr Lillie						
	b) Parish Paths & Highways Wardens x 2: Cllrs Bevan and Pentlow						
	c) Strategic Town & Parish Forum Representative (formerly Rural Forum): Cllr Lillie						
	d) Acceptance of Office Forms were duly signed.						
06/22- 23	Declarations of Interest: To Receive Disclosures of Personal and Prejudicial Interests from						
23	Councillors On Matters to Be Considered at the Meeting.						
	Members were reminded to update their register of interests if necessary.						
	No declarations received.						
07/22-	Minutes of the Meeting held 10th March 2022 (meeting 5): To approve the minutes of						
23	the above meeting as an accurate record or to amend factual inaccuracies if they occur.						
	The minutes were approved and signed by the Chair as being a correct record.						
08/22-	Matters Arising from the above minutes except where they are agenda items for this						
23	meeting						
	74/21-22: the clerk's revised contract was signed off						
	80/21-22 a): Christian Pentlow-Darling was confirmed as Police Liaison Representative						
		SP/LE					
	81/21-22 b): the Spring litter-pickers collected 27 bags of litter, 12 tyres and a car bonnet.						
09/22-	A further litter-pick will be arranged in the Autumn.						
23	Policies Review						
10/22-	Deferred to next meeting	LE					
23	Asset Mapping Project – North Northants Council (NNC)						
	Update						
	Cllrs provided data relating to NNC-owned assets within the parish and it is believed that						
	all relevant data was collected. The clerk recorded and annotated the data on the						
	parishonline website. Northamptonshire County Association of Local Councils (NCALC)						
	refused various parish councils' requests to extend the deadline beyond 26 th April.						
	Listening Event 24 th May 2022 at Thrapston: Cllr Howes will attend the event and update	DH					
	parish councils on progress of the project, and next steps.						
11/22- 23	Financial Matters:						
25	1/ Declaration of Exemption from External Audit: As the parish council's income and						
	expenditure falls below the threshold of £25,000.00 the parish council declares itself						
	exempt from external (but not internal) audit.						
	As the higher of gross income or gross expenditure did not exceed £25,000.00 in the year						
	of account ended 31 March 2022 the parish council declared itself exempt from external						
	audit, under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.						
	The Chair and the clerk signed the Declaration of Exemption. The clerk will forward the	LE					
	signed form to the external auditors, PKF Littlejohn.						
	2/ Annual Governance and Accountability Return 2021/22						
	a) Members to consider the review of internal controls						

	The Chair presented the Internal Auditor's report which was unanimously approved by							
	councillors. The following recommendations were accepted:							
	i. For reasons of security and confidentiality, members should have email accounts							
	exclusively for their own use in connection with their parish council duties. The	LE						
	clerk will set these up where required.							
	ii. Finances currently stand at more than 2 x annual precept due to the recent							
	insurance settlement. As the settlement relates to a destroyed village asset, the							
	insurance money must be used in accordance with Local Government Act 1972,							
	Section 137, for the benefit of parishioners, eg, by providing new assets or by	LE						
	reducing the precept. This will be an agenda item for future consideration.							
	b) Members to approve the Annual Governance Statement by resolution							
	Councillors unanimously resolved to approve the Annual Governance Statement.							
	Proposer was Cllr Lillie, seconder was Cllr Brooks.							
	c) Members to consider the Accounting Statements							
	The Chair presented the Accounting Statements to councillors for scrutiny.							
	d) 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							
	Councillors unanimously resolved to approve the Accounting Statements. Proposer was							
	Cllr Lillie, seconder was Cllr Pentlow. The Chair signed and dated the document.							
	e) Members to approve the date for electors' rights to inspect the accounts: Monday 13 th							
	June 2022-Friday 22 nd July 2022							
	Approved unanimously.							
	A notice will be placed on the notice-board and the clerk will publish the documents on	NB/LE						
	the parish council's website.							
	3/ Parish Council Finance							
	a) Quarterly internal control: councillor checklist							
	b) Councillor check of invoices against payments/reconcile to bank statement							
	c) Final financial position statement no. 5/21-22							
	d) Current financial position statement no. 1/22-23							
	Items a) b) and d) were checked by Cllr Bevan and signed as being correct.							
	Item c) was approved by the auditor as part of the audit process							
	e) Reporting of payments made since the last meeting:							
	i. VAS cameras payment (1st) £30.00							
	f) Payments pending for approval:							
	i. VAS cameras payment (2nd) £30.00							
	Payment approved							
	g) Budget Statement no. 1/22-23							
	The Chair signed the budget statement as being a correct record.							
	<i>h)</i> Grant funding NNC, Jubilee tree and fencing The clerk will forward details of the application to Cllr Howes to expedite.							
	4/ Queen's Jubilee Event June 2022 It was unanimously agreed that the parish council will purchase flags and lamppost signs							
	for decoration in the village at an approximate total cost of £93, as allowed under the							
	Local Government Act 1972, Section 137. Proposer was Cllr Lillie, seconder was Cllr	LE						
	Pentlow.	LL						
12/22-	Planning Matters:							
23	To Consider Matters Relating to the following Planning Applications:							
	To consider matters relating to the jonowing Flamming Applications.							

	It is understood that North Northants Council is currently unable to meet their 8-week						
	deadline for deciding planning applications due to a shortage of planning officers.						
	No recent applications have currently been notified.						
13/22- 23	North Northants Council/Kettering Borough Council Conservation Policy – Brampton						
23	Ash:						
	Update: Cllr Lillie						
	a) North Northamptonshire Draft Corporate Plan 2021-25 Consultation (update if						
	available). No updates are currently anticipated. This will remain an agenda item.						
	b) Parish Plan/Neighbourhood Planning						
	This will be an agenda item for the next meeting.	LE					
14/22-	Strategic Town and Parish Forum (formerly Rural Forum):						
23	Update if available: Cllr Lillie						
	None						
15/22-	Local Government Reorganisation May 2021:						
23	Update if available						
	Reorganisation is now well under way. The item will remain on the agenda, retitled as						
	North Northants Council						
16/22-	Highway Matters:						
23	Updates on the following, where applicable:						
	a) Signage b) Potholes						
	c) Lighting d) Litter						
	e) Other						
	Cllr Lillie raised the issue of spring water pooling on Hermitage Road: he suggested that a						
	gully was needed to carry the water away. Cllr Lillie and Cllr Bevan will investigate	NB/JL					
	further.						
17/22- 23	Parish Crime Report & Police Matters:						
25	No formal crime reports received.						
18/22-	Any Other Business: To report any matters of a minor nature not requiring formal						
22	approval.						
23	approval.						
23	<i>approval.</i> VAS cameras: the analysis of speed camera data obtained in April 2022 will be an agenda	SP/LE					
23		SP/LE					
19/22-	VAS cameras: the analysis of speed camera data obtained in April 2022 will be an agenda	SP/LE					
	VAS cameras: the analysis of speed camera data obtained in April 2022 will be an agenda item for the next meeting.	SP/LE					

Signed: Liz Evans, Clerk to Brampton Ash Parish Council

tel: 01536 771470 email: <u>bramptonashparishcouncil@outlook.com</u> web: <u>www.parish-council.com/bramptonash</u>

Date	On-line Transaction	Cheque no.	Item	Income £	Clerk's Salary	Expenditure £ inc VAT	(VAT Paid £)	Expenditure £ Section 137 inc VAT	Balance	Reconciled to bank	Reserves 1 LGA72 S137	Reserves 2 Election Costs	Legal Power	
Brampton	Ash	Paris	h Council: Income & Expenditu	re 1 Apl 202	22 - 31 Mar	2023: Rep	ort 1							
01/04/22			Balance brought forward	£6,244.61					£6,244.61					
01/04/22			(Reserves)								£6,020.00			
06/04/22			HMRC PAYE E Evans		£20.40				£6,224.21				LGA 72 s.112	
07/04/22	Y		HMRC PAYE Contra E Evans	£20.40					£6,244.61					
07/04/22	Y		NCALC Asset Mapping Project	£205.58					£6,450.19					
13/04/22	Y		Wilbarston PC, road safety			£30.00	£0.00	1	£6,420.19				H/ways 1980 s41	
26/04/22	Y		HMRC VAT refund	£42.31				21	£6,462.50					
28/04/22	Y		HMRC VAT refund	£4.99			6		£6,467.49					
29/04/22	Y		North Northants Precept	£1,500.00					£7,967.49					
29/04/22	Y		(Reserves)			$(\bigcirc$	v v					£100.00		
Signed			N Bevan	Member						05/05/22				
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