

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 Brooks Cllr J Lillie Cllr T Pentlow

Present: North Northants Council

Cllr David Howes

In Attendance: Liz Evans (Clerk)

Public Attendee(s): George Normand, see item 03

Action by:

01/22-23	<p>Election of Chair & Acceptance of Office</p> <p>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.</p>	
02/22-23	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Cllr Bevan for health reasons</p>	
03/22-23	<p>George Normand, Chair Braybrooke Parish Council</p> <p>Neighbourhood Planning</p> <p>George Normand gave councillors an insight into Braybrooke Parish Council's experiences of formulating a Neighbourhood Plan (NP): he also answered parish councillors' queries.</p> <p>The main points to emerge were:</p> <ul style="list-style-type: none"> • 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. 	

Signed.....Chair

Date: 18th July 2022

	<p>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.</p> <p>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.</p>	LE
04/22-23	<p>Chair's Announcements</p> <p>None</p>	
05/22-23	<p>Election of Officers & Acceptance of Office</p> <p>Officers were appointed as follows:</p> <p>a) Vice Chair: Cllr Lillie</p> <p>b) Parish Paths & Highways Wardens x 2: Cllrs Bevan and Pentlow</p> <p>c) Strategic Town & Parish Forum Representative (formerly Rural Forum): Cllr Lillie</p> <p>d) Acceptance of Office Forms were duly signed.</p>	
06/22-23	<p>Declarations of Interest: <i>To Receive Disclosures of Personal and Prejudicial Interests from Councillors On Matters to Be Considered at the Meeting.</i></p> <p>Members were reminded to update their register of interests if necessary.</p> <p>No declarations received.</p>	
07/22-23	<p>Minutes of the Meeting held 10th March 2022 (meeting 5): <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 approved and signed by the Chair as being a correct record.</p>	
08/22-23	<p>Matters Arising from the above minutes <i>except where they are agenda items for this meeting</i></p> <p>74/21-22: the clerk's revised contract was signed off</p> <p>80/21-22 a): Christian Pentlow-Darling was confirmed as Police Liaison Representative</p> <p>81/21-22 b): the Spring litter-pickers collected 27 bags of litter, 12 tyres and a car bonnet.</p> <p>A further litter-pick will be arranged in the Autumn.</p>	SP/LE
09/22-23	<p>Policies Review</p> <p>Deferred to next meeting</p>	LE
10/22-23	<p>Asset Mapping Project – North Northants Council (NNC)</p> <p>Update</p> <p>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 26th April.</p> <p>Listening Event 24th May 2022 at Thrapston: Cllr Howes will attend the event and update parish councils on progress of the project, and next steps.</p>	DH
11/22-23	<p>Financial Matters:</p> <p>1/ Declaration of Exemption from External Audit: <i>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.</i></p> <p>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.</p> <p>The Chair and the clerk signed the Declaration of Exemption. The clerk will forward the signed form to the external auditors, PKF Littlejohn.</p> <p>2/ Annual Governance and Accountability Return 2021/22</p> <p>a) <i>Members to consider the review of internal controls</i></p>	LE

	<p>The Chair presented the Internal Auditor's report which was unanimously approved by councillors. The following recommendations were accepted:</p> <ul style="list-style-type: none"> 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 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 reducing the precept. This will be an agenda item for future consideration. <p><i>b) Members to approve the Annual Governance Statement by resolution</i> Councillors unanimously resolved to approve the Annual Governance Statement. Proposer was Cllr Lillie, seconder was Cllr Brooks.</p> <p><i>c) Members to consider the Accounting Statements</i> The Chair presented the Accounting Statements to councillors for scrutiny.</p> <p><i>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</i> Councillors unanimously resolved to approve the Accounting Statements. Proposer was Cllr Lillie, seconder was Cllr Pentlow. The Chair signed and dated the document.</p> <p><i>e) Members to approve the date for electors' rights to inspect the accounts: Monday 13th June 2022-Friday 22nd July 2022</i> Approved unanimously. A notice will be placed on the notice-board and the clerk will publish the documents on the parish council's website.</p> <p>3/ Parish Council Finance</p> <ul style="list-style-type: none"> <i>a) Quarterly internal control: councillor checklist</i> <i>b) Councillor check of invoices against payments/reconcile to bank statement</i> <i>c) Final financial position statement no. 5/21-22</i> <i>d) Current financial position statement no. 1/22-23</i> <p>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</p> <p><i>e) Reporting of payments made since the last meeting:</i></p> <ul style="list-style-type: none"> i. VAS cameras payment (1st) £30.00 <p><i>f) Payments pending for approval:</i></p> <ul style="list-style-type: none"> i. VAS cameras payment (2nd) £30.00 <p>Payment approved</p> <p><i>g) Budget Statement no. 1/22-23</i> The Chair signed the budget statement as being a correct record.</p> <p><i>h) Grant funding NNC, Jubilee tree and fencing</i> The clerk will forward details of the application to Cllr Howes to expedite.</p> <p>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 Pentlow.</p>	<p>LE</p> <p>LE</p> <p>NB/LE</p> <p>LE</p> <p>LE</p>
12/22-23	<p>Planning Matters: <i>To Consider Matters Relating to the following Planning Applications:</i></p>	

