

Minutes of Meeting of Brampton Ash Parish Council

Monday 11th December 2023, 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 N Bevan, Cllr J Lillie**North Northants Council:** Cllr D Howes**In Attendance:** Liz Evans (Clerk)**Public Attendee(s):** None

Item	Action by:
62/23-24	Apologies for Absence Cllr Wendy Brooks Cllr Tom Pentlow
63/23-24	Chair's Announcements None
64/23-24	Declarations of Interest: <i>To Receive Disclosures of Personal and Prejudicial Interests from Councillors on Matters to Be Considered at the Meeting.</i> Members were reminded to update their register of interests if necessary. No declarations of interest were made.
65/23-24	Minutes of the Meeting held 9th October 2023 (meeting 4): <i>To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur. It is assumed that minutes have been read prior to the meeting.</i> The minutes of meeting 4 were agreed as being a correct record and signed by the Chair.
66/23-24	Matters Arising from the above minutes <i>except where they are agenda items for this meeting</i> There were no matters arising.
67/23-24	Policies Review: Policy reviews are up to date. Policies can be found at: https://bramptonash.parish-council.com/policies-and-procedures
68/23-24	Financial Matters: Parish Council Finance a) Quarterly internal control: councillor checklist b) Councillor check of invoices against payments/reconcile to bank statement c) Current financial position statement no. 3/23-24 (attached) Documents a) b) and c) were checked by Cllr Bevan and signed as being correct. The balance to date stands at a total of £5127.15. This is made up of: General account £901.58 Reserve 1 LGA72 Section 137 £4025.57 Reserve 2 Election expenses £200.00 d) The following payments were reported as being made since the last meeting: Clerk's salary Q2 £167.85 HMRC PAYE £32.00 Zurich Insurance £283.36 e) The following payment was received since the last meeting: North Northants Council (NNC) Community Funding £1093.00 (Grant for King Charles' Tree Guard) f) The following 3 forthcoming payments were unanimously approved for payment: Clerk's salary Q3. New salary scales approved and backdated to April 2023.

	<p>Spinal point 6 = £12.42 per hour. New quarterly payment = £217.35 + backdated pay 2xQ @ £17.50 = £35.00. Payment this Q = £252.35</p> <p>Fencing for King Charles tree = £1093.00 (\$137 payment)</p> <p>King Charles' Tree = £200.00 (\$137 payment)</p> <p>It was agreed that the King Charles Tree would be purchased immediately, for delivery to Cllr Lillie.</p> <p>It was agreed that the fencing for the King Charles Tree would be purchased for installation in late January/early February, depending upon the weather conditions. Cllr Bevan would check the prices before the order is placed. A price would also be required for new stakes for the late Queen's celebratory tree (see minutes 53f/ii 9th October 2023)</p> <p>g) Budget Statement no. 3/23-24 The budget statement was checked by Cllr Power and signed as being correct.</p> <p>h) Budget & Precept 2024-25: See attached summary. It was unanimously agreed that the parish council precept for 2024-25 would remain at its current level of £1500.00. Proposer was Cllr Lillie and it was seconded by Cllr Bevan. The clerk would submit the necessary form to NNC.</p> <p>i) Additional Item Cllr Bevan had investigated the cost of levelling and slabbing the area around the defibrillator / telephone box in order to make it more safely accessible. This was likely to be in the region of £1200.00 with the possible additional cost of a licence which might be required for working on NNC highways land. Cllr Bevan would investigate whether such a licence would be needed and he would obtain costs. Cllr Howes may be able to help with funding from the Councillors' Ward Initiative Fund. The clerk would make a formal request to him when actual costings are finalised.</p>	<p>LE JL LE JL NB NB</p> <p>LE</p> <p>NB DH LE</p>
69/23-24	<p>Defibrillator: Monitoring Report (verbal): (Cllr Pentlow) This item was deferred, due to Cllr Pentlow's absence.</p>	
70/23-24	<p>Planning Matters: <i>To Consider Matters Relating to the following Planning Applications:</i> No recent applications received. Apparent breach of planning permission (Brampton Ash / Stoke Albany boundary) flagged up to North Northants Council: As at 26th October, Dean Biddle (NNC / Kettering Planning) reported that he would seek a meeting with the Building Control department. An update from NNC is awaited. Cllr Howes would be informed.</p>	DH
71/23-24	<p>North Northants Council/Kettering Borough Council Conservation Policy - Brampton Ash: <i>Update: Cllr Lillie</i> NNC Draft Corporate Plan 2021-25 Consultation (update if available). No updates are currently anticipated. This will remain an agenda item.</p>	
72/23-24	<p>Strategic Town and Parish Forum (formerly Rural Forum) Meeting 29th November 2023: <i>Update if available: Cllr Lillie</i> Cllr Lillie attended the above meeting. When they become available, PowerPoint slides of the presentation that was given at the meeting will be forwarded to the parish council and distributed to councillors. Northamptonshire Action for Communities in Rural England (NACRE) urged parish councils to subscribe to the organisation: the current cost is £42.00 per annum. Cllr Howes considered that the organisation is beneficial to parish councils and advised parish councillors to consider joining. It was agreed that the clerk</p>	

	<p>Communication with Parishioners:</p> <p>It was suggested that the parish council should seek to communicate with parishioners in a way that is less formal than parish council meetings. This could update villagers on work undertaken by the parish council on their behalf, such as the outcome of the recent litter-pick (item 73d, above).</p> <p>Consideration was given to:</p> <ul style="list-style-type: none"> • Newsletters: the disadvantage of newsletters is that they take time to produce; they require delivery by volunteers and their content can very quickly become outdated. • WhatsApp: this is an 'open to all group members' tool which can be easily hi-jacked by other people's agendas, rather than being in the ownership of the parish council. • A dedicated Facebook page: Cllr Howes suggested that this method is preferable because, not only can it be swiftly updated, but it is in the ownership of the parish council, who can then monitor its content. This option would be investigated. 	SP
76/23/24	<p>Date and Venue of Next Meeting:</p> <p>Monday 26th February 2024</p>	

The meeting closed at 9pm.

Signed: Liz Evans, Clerk to Brampton Ash Parish Council

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Budget and Precept 2024-25 (Item 68h)

2023/24 Current balance at the bank is (at 04/12/2023) in total = £5127 made up of:

General account	£902 which is for statutory expenditure & associated expenses only.
Reserve 1 S137	£4025 which is for non-statutory expenditure to benefit the parish only.
Reserve 2 Elections	£200 which is put aside to pay for election costs that will be due in 2025

General account:

2023/24 Current balance (at 04/12/2023) in the general account is = £902

Less clerk's salary (including back pay) to be paid in December 2023 and March 2024 = £470

Approximate carry-over from 2023-24 in the general account will be = **£432**

Reserve account 1 (S137 expenditure):

Current balance (at 04/12/23) in the reserve account 1 (S137) is £4025.00 of which forthcoming

Budgeted S137 expenditure in 2023-24 is £1603.00:

Church lighting grant	£250
King Charles' tree	£200
King Charles' tree fencing	£1093
VAS camera	£60

Approximate carry-over balance from 2023-24 in the S137 reserve account will be **£2422.00**.

Reserve account 2 (Election costs):

Current balance (at 11/12/2023) in the reserve account 2 (Elections) is **£200**

Items to be budgeted for in 2024-25 from the general account (precept):

Clerk's Wages	£870.00
Clerk's Expenses (stationery)	£20.00
Statutory Insurance	£290.00 approx
NCALC Membership	£80.00 approx
NCALC Audit Fee	£120.00
NCALC Data Protection Services Fee	£10.00
Web-hosting fee	£80.00
Parish Council Election Costs	£100.00

Total projected precept expenditure from precept 2024-25=£1570.00

Items to be budgeted for in 2024-25 from the S137 reserve account:

Contribution to Church External Lighting	£250.00
VAS camera	£60.00

Total projected precept expenditure from S137 reserve account in 2024-25: =£310.00

Therefore total expenditure in 2024-25 is anticipated to be in the region of £1,880 - £2,000

(all of the above figures are rounded)

Date	On-line Transaction	Cheque no.	Item	Income £	Clerk's Salary	Expenditure £ inc VAT	(VAT Paid £)	Expenditure £ Section 137 inc VAT	Balance Excluding Reserves LGA72 S137	Balance Including Reserves	Reconciled to bank	Reserves 1 Running total LGA72 S137	Reserves 2 Running total Election Costs S137	Legal Power
Brampton Ash Parish Council: Income & Expenditure 1 Apl 2023 - 31 Mar 2024: Report 1														
01/04/23			Balance brought forward	£2,683.11					£450.02	£2,683.11		£2,133.09	£100.00	
01/04/23			t/f to reserve 2			£100.00			£350.02	£2,683.11			£200.00	
13/04/23	Y		Wilbarston pc VAS paid from reserve			£60.00				£2,623.11		£2,073.09		LGA72 S137 payment H/ways 1980 s41
27/04/23	Y		NNC Precept	£1,500.00					£1,850.02	£4,123.11	27/04/23			
27/04/23	Y		NCALC			£226.01	£26.00		£1,624.01	£3,897.10				LGA 72 s.143(1)(b) Local Audit & Accountability Act 2014
23/05/23	Y		HMRC VAT+	£59.62					£1,683.63	£3,956.72				
23/05/23	Y		HMRC VAT+ paid to reserve	£859.48							23/05/23	£2,932.57		LGA72 S137 receipt
01/07/23	Y		HMRC PAYE			£32.00			£1,651.63	£4,784.20				LGA 72 s.112
01/07/23	Y		Clerk's salary Q1		£167.85				£1,483.78	£4,616.35	19/07/23			LGA72 s.112
Signed			N Bevan						Member		24/07/23			
Brampton Ash Parish Council: Income & Expenditure 1 Apl 2023 - 31 Mar 2024: Report 2														
28/07/23			Printer ink			£13.00	£2.17		£1,470.78					LGA72 s111
03/08/23			Website			£78.00	£13.00		£1,392.78					LGA72 s111
18/09/23			Flash drive			£10.99			£1,381.79					LGA72 s111
18/09/23			Flash drive refund	£10.99					£1,392.78					LGA72 s111
18/09/23			Flash drive			£7.99	£1.33		£1,384.79	£4,517.36	20/09/2023			LGA72 s111
Signed:			N Bevan						Member		09/10/2023			
Brampton Ash Parish Council: Income & Expenditure 1 Apl 2023 - 31 Mar 2024: Report 3														
03/10/23	Y		HMRC PAYE			£32.00			£1,352.79					LGA 72 s.112
03/10/23	Y		Clerk's salary Q2		£167.85				£1,184.94	£4,317.51				LGA 72 s.112
21/11/23	Y		NNC Grant	£1,093.00								£4,025.57		
30/11/23	Y		Zurich Insce.			£283.36			£901.58	£5,127.15				LGA 72 s.112
Signed:			N Bevan						Member		11/12/2023			
Note: Reserves 1 + reserves 2 + balance exc reserves = balance inc reserves = bank balance														