

# Minutes of Meeting of Brampton Ash Parish Council

## Monday 15<sup>th</sup> April 2024, 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, Cllr T Pentlow

**North Northants Council (NNC):** Cllr David Howes, Cllr Bill McElhinney

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

**Public Attendee(s):** None

Item	Action By:
1/24-25 <b>Election of Chair &amp; Acceptance of Office</b> <i>Chair to call for nominations for the role of Chair to the Parish Council</i> Item deferred to the next meeting.	LE
2/24-25 <b>Apologies for Absence</b> Apologies received from Cllr Wendy Brooks for family reasons	
3/24-25 <b>Chair's Announcements</b> David Howes and Bill McElhinney were welcomed to the meeting.	
4/24-25 <b>Election of Officers &amp; Acceptance of Office</b> a) Vice Chair b) Highways & Parish Paths Wardens x 2 c) Strategic Town & Parish Forum Representative (formerly Rural Forum) d) Sign Acceptance of Office Forms e) Appoint / Reappoint Police Liaison Representative  Item deferred to the next meeting	LE
5/24-25 <b>Declarations of Interest:</b> <i>To Receive Disclosures of Personal and Prejudicial Interests from Councillors on Matters to Be Considered at the Meeting.</i> Members are reminded to update their register of interests if necessary. No declarations were made	
6/24-25 <b>Minutes of the Meeting held 26<sup>th</sup> February 2024 (meeting 6):</b> <i>To approve the minutes of the above meeting as an accurate record or to amend factual inaccuracies if they occur.</i> The minutes of the above meeting were agreed as a true record and signed by the Chair. They will be posted on the Parish Council's website.	LE
7/24-25 <b>Matters Arising from the above minutes</b> <i>except where they are agenda items for this meeting</i> 83/23-24 Slabbing around the phone box: This is now in hand with Brett Spencer. The second applicant has been thanked for his quote. <i>The matter is weather-dependant and is in hand with Brett Spencer.</i> 88/23-24 Membership of NACRE is now in place.	

Signed.....Chair.....Date: 20<sup>th</sup> May 2024

	<p>93/23-24 Item b): installation of tree guard and planting of the King Charles tree – update <i>The matter is weather dependant and is in hand with Cllrs Bevan and Lillie.</i></p> <p>93/23-24 Item d): tree safety inspection <i>Cllr Howes will request an update.</i></p> <p>93/23-24 Item e): copse clearing: <i>Cllr Howes will request an update.</i></p>	<p>JL / NB</p> <p>DH</p> <p>DH</p>														
8/24-25	<p><b>Policies Review – Biodiversity Policy to be signed by the Chair</b> The Biodiversity Policy was signed by the Chair and will be posted on the Parish Council website</p> <p><b>Notes and action points for the above policy:</b></p> <ul style="list-style-type: none"> <li>• Brampton Ash Parish Council does not own any land.</li> <li>• The Parish Council may liaise with the Parochial Church Council regarding bird boxes and the like being placed on PCC land, ie, the churchyard and surrounding area.</li> <li>• The policy may be referenced in a newsletter to parishioners and on the BAPC website.</li> <li>• The policy would be referenced when planning applications were considered.</li> </ul> <p>The Biodiversity Policy was signed by the Chair and will be posted on the Parish Council website</p> <p>Other policies were deferred to the next meeting</p>	<p>LE</p> <p>LE</p> <p>LE</p>														
9/24-25	<p><b>Financial Matters:</b></p> <p><b>1/ Declaration of Exemption from External Audit:</b> As the parish council’s income and expenditure falls below the threshold of £25,000.00 the parish council declared itself exempt from external (but not internal) audit. Proposer was Cllr Lillie, seconder was Cllr Bevan. The Chair signed the declaration which will be forwarded to the external auditor</p> <p><b>2/ Parish Council Finance</b></p> <p>a) Final quarterly internal control 2023-24: councillor checklist</p> <p>b) Councillor check of invoices against payments/reconcile to bank statement</p> <p>c) Final financial position statement no. 2023-24</p> <p>Items a) b) and c) were checked and signed by Cllr Bevan as being correct.</p> <p>d) Reporting of payments made since the last meeting:</p> <table> <tr> <td>Wilbarston VAS Camera</td> <td>£45.00</td> </tr> <tr> <td>PCC Church lighting grant</td> <td>£250.00</td> </tr> <tr> <td>Northants ACRE membership</td> <td>£42.00</td> </tr> <tr> <td>Harry Chapman (glass for phone box)</td> <td>£13.77</td> </tr> <tr> <td>Community Heartbeat (defibrillator)</td> <td>£198.00</td> </tr> <tr> <td>HMRC PAYE</td> <td>£35.40</td> </tr> <tr> <td>Clerk’s Salary Q4</td> <td>£181.95</td> </tr> </table> <p>The Chair reported the above payments.</p> <p>e) Budget Statement (final) 2023-24 The Chair checked and signed the Budget Statement.</p>	Wilbarston VAS Camera	£45.00	PCC Church lighting grant	£250.00	Northants ACRE membership	£42.00	Harry Chapman (glass for phone box)	£13.77	Community Heartbeat (defibrillator)	£198.00	HMRC PAYE	£35.40	Clerk’s Salary Q4	£181.95	<p>LE</p>
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10/24-25	<p><b>Defibrillator:</b> <i>Update: Cllr Pentlow</i> Cllr Pentlow had checked the Defibrillator and reported that he had found no issues with it.</p>	
11/24-25	<p><b>Planning Matters:</b> <i>To Consider Matters Relating to the following Planning Applications:</i> None to consider</p>	
12/24-25	<p><b>North Northants Council/Kettering Borough Council Conservation Policy - Brampton Ash:</b> <i>Update: Cllr Lillie</i> North Northamptonshire Draft Corporate Plan 2021-25 Consultation (update if available). No updates are currently anticipated. This will remain an agenda item.</p>	
13/24-25	<p><b>Strategic Town and Parish Forum (formerly Rural Forum):</b> <i>Update if available: Cllr Lillie</i> The next meeting is due in May 2024.</p>	
14/24-25	<p><b>Highway Matters:</b> <i>Updates on the following, where applicable:</i></p> <p>a) Signage No issues to report</p> <p>b) Potholes</p> <ul style="list-style-type: none"> <li>• Some repairs had been made: Cllrs will monitor and report as necessary.</li> <li>• Cllr Bevan will contact Darren Lake, NNC, to arrange a meeting about flooding on Hermitage Road as this causes the road surface to collapse, resulting in more potholes developing.</li> </ul> <p>c) Lighting No issues to report</p> <p>d) Litter-pick: 14<sup>th</sup> April 2024 The Chair reported that a group of 10 volunteers had collected 14 bags of rubbish, 3 tyres and 4 hub-caps from the Hermitage Road area and this had been swiftly picked up by NNC (Kettering) waste collectors. Arrangements will be made for a litter-pick on Brampton Wood Lane in the future.</p> <p>e) Road Safety A427 Water run-off from gullies on the A427 had been reported to NNC by Cllr Bevan. This presents an aqua-plane hazard to motorists and, in icy conditions, a motorist had spun out of control and his car had become embedded in the embankment outside the church. Cllr Bevan will follow this up.</p> <p>f) VAS camera February data analysis if available (Chair) Data is awaited from Wilbarston Paris Council (camera owners) for analysis by the Chair.</p>	<p><b>All NB</b></p> <p><b>SP</b></p> <p><b>NB</b></p> <p><b>SP</b></p>

	<p>g) Hermitage Road spring-water, monitored by Cllr Lillie: Cllr Lillie reported that work to alleviate the problem of spring water on the road is due to be carried out in the summer months.</p> <p>h) Parking on verge outside the church: ongoing, Parochial Church Council This issue had been instigated by the PCC with the written support of the Parish Council. Outcome is awaited.</p> <p>i) Other Sarah Barnwell, North Northants Council, has been appointed to replace Ian Boyes, who has now retired.</p>	
15/24-25	<p><b>Parish Crime Report &amp; Police Matters:</b> No formal crime reports received.</p>	
16/24-25	<p><b>Any Other Business:</b> <i>To report any matters of a minor nature not requiring formal approval.</i> The Chair had produced a draft Parish Newsletter for circulation to Parish Councillors for their comments prior to distribution. Parish Councillors names will be added to the leaflet. It was suggested that a link to North Northants Highways website should also added for the benefit of parishioners wishing to report highways matters. <a href="https://www.northnorthants.gov.uk/parking-roads-and-transport/report-potholes-or-highway-problem">https://www.northnorthants.gov.uk/parking-roads-and-transport/report-potholes-or-highway-problem</a></p>	SP All
17/24-25	<p><b>Date and Venue of Next Meeting:</b> Monday 20<sup>th</sup> May 2024 at the Parish Church</p>	

**Meeting closed at 8.30pm**

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

tel: 01536 771470 email: [bramptonashparishcouncil@outlook.com](mailto:bramptonashparishcouncil@outlook.com) web: [www.parish-council.com/bramptonash](http://www.parish-council.com/bramptonash)

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	Election Costs LGA72 S137	Legal Power
<b>Brampton Ash Parish Council: Income &amp; Expenditure 1 Apl 2023 - 31 Mar 2024: Report 1</b>														
01/04/23			Balance brought forward	£2,683.11					£450.02	£2,683.11		£2,133.09	£100.00	
01/04/23			t/f from reserve 1 to reserve 2						£450.02	£2,683.11		£2,033.09	£100.00	
13/04/23	Y		Wilbarston pc VAS paid from reserve					£60.00		£2,113.11		£1,973.09		LGA72 S137 payment H/ways 1980
27/04/23	Y		NNC Precept	£1,500.00					£1,950.00	£23.11	27/04/2023			
27/04/23	Y		NCALC			£226.01	£26.00		£1,724.01	£3,897.10				LGA 72 s.143(1)(b) Local Audit & Accountability Act 2014
23/05/23	Y		HMRC VAT+	£59.62					£1,783.63	£3,956.72				
23/05/23	Y		HMRC VAT+ paid to reserve	£859.48							23/05/2023	£2,832.57		LGA72 S137 receipt
01/07/23	Y		HMRC PAYE		£32.00				£1,751.63	£4,784.20				LGA 72 s.112
01/07/23	Y		Clerk's salary Q1		£167.85				£1,583.78	£4,616.35	19/07/2023			LGA72 s.112
Signed			N Bevan						Member		24/07/2023			
<b>Brampton Ash Parish Council: Income &amp; Expenditure 1 Apl 2023 - 31 Mar 2024: Report 2</b>														
28/07/23			Printer ink			£13.00	£2.17		£1,570.78					LGA72 s111
03/08/23			Website			£78.00	£13.00		£1,492.78					LGA72 s111
18/09/23			Flash drive			£10.99			£1,481.79					LGA72 s111
18/09/23			Flash drive refund	£10.99					£1,492.78					LGA72 s111
18/09/23			Flash drive			£7.99	£1.33		£1,484.79	£4,517.36	20/09/2023			LGA72 s111
Signed:			N Bevan						Member		09/10/2023			
<b>Brampton Ash Parish Council: Income &amp; Expenditure 1 Apl 2023 - 31 Mar 2024: Report 3</b>														
03/10/23	Y		HMRC PAYE		£32.00				£1,452.79					LGA 72 s.112
03/10/23	Y		Clerk's salary Q2		£167.85				£1,284.94	£4,317.51				LGA 72 s.112
21/11/23	Y		NNC Grant	£1,093.00								£3,925.57		
30/11/23	Y		Zurich Inscse.			£283.36			£1,001.58	£5,127.15				LGA 72 s.112
Signed:			N Bevan						Member		11/12/2023			
<b>Brampton Ash Parish Council: Income &amp; Expenditure 1 Apl 2023 - 31 Mar 2024: Report 4</b>														
12/12/23	Y		Coles Nurseries				£21.00	£126.00		£5,001.15		£3,799.57		LGA72 s 137
27/12/23	Y		HMRC PAYE		£42.50					£4,958.65				LGA 72 s.112
27/12/23	Y		Clerk's salary Q3		£209.95				£749.13	£4,748.70				LGA72 s.112
18/01/23	Y		Designer Metal				£142.00	£852.00		£3,896.70		£2,947.57		LGA72 s 137
13/02/24	Y		Clirs Grant InitFund	£300.00						£4,196.70		£3,247.57		
Signed:			N Bevan						Member		26/02/2024			
<b>Brampton Ash Parish Council: Income &amp; Expenditure 1 Apl 2023 - 31 Mar 2024: Report 5</b>														
01/03/24	Y		t/f from reserve 1 to reserve 2									£2,947.57	£300.00	
04/03/24	Y		Wilbarston pc VAS paid from reserve					£45.00		£4,151.70		£2,902.57		LGA72 S137 payment H/ways 1980 s41
04/03/23	Y		PCC Church lighting					£250.00		£3,901.70		£2,652.57		LGA 72 s137
18/03/24	Y		N'hants Acre				£7.00	£42.00		£3,859.70		£2,610.57		LGA 72 s137
20/03/24	debit card		Harry Chapman				£2.29	£13.77		£3,845.93		£2,596.80		LGA 72 s137
25/03/24	Y		Comm Heartbeat				£33.00	£198.00		£3,647.93		£2,398.80		LGA 72 s137
25/03/24	Y		HMRC PAYE		£35.40				£713.73	£3,612.53				LGA 72 s.112
25/03/24	Y		Clerk's salary Q4		£181.95				£531.78	£3,430.58				LGA 72 s.112
<b>Totals</b>				<b>£6,506.20</b>	<b>£869.50</b>	<b>£619.35</b>		<b>£1,586.77</b>	<b>£531.78</b>	<b>£3,430.58</b>		<b>£2,398.80</b>	<b>£500.00</b>	
<b>VAT to Reclaim</b>							<b>£247.79</b>							
Note: Reserves 1 + reserves 2 + balance exc reserves = balance inc reserves = bank balance														