

# Minutes of Meeting of Brampton Ash Parish Council

## Monday 18<sup>th</sup> August 2025, 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 W Brooks, Cllr J Lillie, Cllr T Pentlow  
**North Northants Council (NNC)**

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

**Public Attendee(s):** None

| Item:    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action by: |
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| 19/25-26 | <b>Apologies for Absence</b><br>NNC Cllr Harry Howes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
| 20/25-26 | <b>Chair's Announcements</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
| 21/25-26 | <p><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></p> <p><b>All Members (including returning members) must complete their register of interest. This can be done prior to the meeting. Please follow this link to the North Northamptonshire Council electronic form:</b> <a href="https://northantscalc.gov.uk/councillor-forms-and-documents">https://northantscalc.gov.uk/councillor-forms-and-documents</a></p> <p>Members are reminded to check their register of interests throughout their term of office and update it whenever necessary.</p> <p>No personal or pecuniary interests were declared regarding matters to be discussed at the meeting.</p> |            |
| 22/25-26 | <p><b>Minutes of the Meeting held 12<sup>th</sup> May 2025 (meeting 1):</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 of the above meeting were signed by the Chair as being a correct record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
| 23/25-26 | <p><b>Matters Arising from the above minutes</b> <i>except where they are agenda items for this meeting</i></p> <p>There were no matters arising.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| 24/25-26 | <p><b>Minutes of the Special Meeting held 28<sup>th</sup> July 2025 (meeting 2):</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 of the above meeting were signed by the Chair as being a correct record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
| 25/25-26 | <p><b>Matters Arising from the above minutes</b> <i>except where they are agenda items for this meeting</i></p> <p><b>Item 21/25-26 The Future of the Parish Council and Financial Implications. Update.</b></p> <p>The Chair circulated a draft Parish Newsletter for councillor's consideration. It set out details of the parish council's increased financial commitments in recent years which will result in an increase to the precept in 2026-27. Amendments were suggested and agreed. The Chair will make the agreed amendments to the document and arrange for it to be delivered to parishioners.</p>                                                                                                                                                                   | SP         |

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| 26/25-26             | <p><b>Policies Review</b></p> <p>The following policies were reviewed and signed by the Chair. They can be found on the parish council website<br/> <a href="https://bramptonash.parish-council.com/policies-and-procedures">https://bramptonash.parish-council.com/policies-and-procedures</a></p> <ol style="list-style-type: none"> <li>1. Standing Orders</li> <li>2. Financial Regulations</li> <li>3. Code of Conduct</li> <li>4. Publication Scheme Freedom of Information</li> <li>5. Risk Assessment Register (Financial)</li> <li>6. Subject Access Request Procedure</li> </ol> <p>The above documents were reviewed. They were signed by the Chair. The clerk will post them on the parish council website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LE                                |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| 27/25-26             | <p><b>Financial Matters:</b></p> <p><b>Annual Audit</b></p> <p><b>Parish Council Finance</b></p> <ol style="list-style-type: none"> <li>a) Councillor check of invoices against payments/reconcile to bank statement</li> <li>b) Current financial position statement no. 2 2025-26</li> <li>c) Reporting of <b>payments</b> made since the last meeting: <table data-bbox="263 913 1244 1146"> <tr> <td>Glass for Phone box</td> <td>£15.12</td> <td>LGA72 S137</td> </tr> <tr> <td>HAMS VAS fixings</td> <td>£12.24</td> <td>LGA72 S137</td> </tr> <tr> <td>Clerk's Salary</td> <td>£182.77</td> <td>LGA72 S112</td> </tr> <tr> <td>HMRC PAYE</td> <td>£45.60</td> <td></td> </tr> <tr> <td>HMRC PAYE + card fee</td> <td>£45.63</td> <td>(paid twice in error, refund due)</td> </tr> </table> <p>The above payments were checked and signed by Cllr Bevan as being a correct record.</p> <p>Reporting of <b>receipts</b> since last meeting:<br/>None</p> </li> <li>d) Budget Statement no. 2 2025-26<br/>The budget statement was checked as being correct and signed by the Chair.</li> </ol> <p>Items a) b) and c) were checked by Cllr Bevan and signed by him as being a correct record.</p> <p>Item d) was checked by the Chair and signed by him as being a correct record.</p> | Glass for Phone box               | £15.12 | LGA72 S137 | HAMS VAS fixings | £12.24 | LGA72 S137 | Clerk's Salary | £182.77 | LGA72 S112 | HMRC PAYE | £45.60 |  | HMRC PAYE + card fee | £45.63 | (paid twice in error, refund due) |  |
| Glass for Phone box  | £15.12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | LGA72 S137                        |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| HAMS VAS fixings     | £12.24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | LGA72 S137                        |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| Clerk's Salary       | £182.77                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | LGA72 S112                        |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| HMRC PAYE            | £45.60                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                   |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| HMRC PAYE + card fee | £45.63                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | (paid twice in error, refund due) |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| 28/25-26             | <p><b>Defibrillator: Update: Cllr Pentlow</b></p> <p>Inspected and reported 24<sup>th</sup> July 2025 by Cllr Pentlow. All in order.</p> <p>A further inspection had been carried out by Cllr Pentlow on 18<sup>th</sup> August and all was in order.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                   |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| 29/25-26             | <p><b>Planning Matters:</b></p> <p><i>To Consider Matters Relating to the following Planning Applications:</i></p> <p>None received</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |
| 30/25-26             | <p><b>North Northants Council/Kettering Borough Council Conservation Policy - Brampton Ash:</b></p> <p><i>Update: Cllr Lillie</i></p> <p>North Northamptonshire Draft Corporate Plan 2021-25 Consultation (update if available). It is now expected that the draft plan will be published in 2026 at the earliest. This will remain an agenda item.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |        |            |                  |        |            |                |         |            |           |        |  |                      |        |                                   |  |

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| 31/25-26 | <b>Town and Parish Forum</b><br><i>Update if available: Cllr Lillie</i><br>No update was available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 32/25-26 | <b>Highway Matters:</b><br><i>Updates on the following, where applicable:</i> <ul style="list-style-type: none"> <li>a) Signage<br/>Signage at the A427 entrance to the village had been damaged by a car. This had been reported by Cllr Bevan to NNC. The matter is in hand.</li> <li>b) Potholes<br/>No report</li> <li>c) Lighting<br/>No report</li> <li>d) Litter-pick<br/>Cllr Bevan had recently done a litter-pick in the village. He reported that more litter had been dumped since then. He has reported this to NNC and it is awaiting collection.</li> <li>e) VAS camera<br/>No report</li> <li>f) Hermitage Road spring-water, monitored by Cllr Lillie: update if available<br/>No report</li> <li>g) Parking on verge outside the church: ongoing, Parochial Church Council<br/>No further update received from the PCC.</li> <li>h) CCTV Camera coverage, Hermitage Road: update Cllr Brooks<br/>Item completed</li> <li>i) Other: painting the telephone box<br/>Item completed</li> </ul> |  |
| 33/25-26 | <b>Parish Crime Report &amp; Police Matters:</b><br>2 crimes of burglary were recorded in March 2025. No recent crime reports have been received. Crime reports for Brampton Ash can be found at this link:<br><a href="https://www.northants.police.uk/area/your-area/northamptonshire/kettering/desborough/about-us/crime-map">https://www.northants.police.uk/area/your-area/northamptonshire/kettering/desborough/about-us/crime-map</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 34/25-26 | <b>Any Other Business:</b> <i>To report any matters of a minor nature not requiring formal approval.</i><br>There was no other business to consider.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 35/25-26 | <b>Date and Venue of Next Meeting:</b><br>Monday 1 <sup>st</sup> December 2025, 7.30pm at the parish church.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**Meeting closed at: 8.20pm**

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

| Date                                                                                                 |  | On-line Transaction or Debit Card | Cheque no. | Item                      | Income £  | Clerk's Salary | Expenditure (non s137)£ inc VAT | (VAT Paid £) | Expenditure £ Section 137 inc VAT | Balance Excluding Reserves | Balance Including Reserves | Reconciled to bank | Reserves 1 Running total LGA72 s137 | Reserves 2 running total Election Costs LGA72 s137 | Legal Power                                              |
|------------------------------------------------------------------------------------------------------|--|-----------------------------------|------------|---------------------------|-----------|----------------|---------------------------------|--------------|-----------------------------------|----------------------------|----------------------------|--------------------|-------------------------------------|----------------------------------------------------|----------------------------------------------------------|
| Brampton Ash Parish Council: Income & Expenditure 1 Apl 2025 - 31 Mar 2026: Report 1                 |  |                                   |            |                           |           |                |                                 |              |                                   |                            |                            |                    |                                     |                                                    |                                                          |
| 01/04/25                                                                                             |  |                                   |            | Balance brought forward   | £1,268.16 |                |                                 |              |                                   | £468.19                    | £1,268.16                  |                    | £299.97                             | £500.00                                            |                                                          |
| 04/04/25                                                                                             |  | Y                                 |            | Wilbarston PC             |           |                |                                 |              | £15.00                            |                            | £1,253.16                  |                    | £284.97                             |                                                    | LGA72 s137                                               |
| 09/04/25                                                                                             |  |                                   |            | HMRC VAT refund           | £800.35   |                |                                 |              |                                   |                            | £2,053.51                  |                    | £1,085.32                           |                                                    |                                                          |
| 09/04/25                                                                                             |  |                                   |            | HMRC VAT refund           | £69.04    |                |                                 |              |                                   | £537.23                    | £2,122.55                  | 09/04/2025         |                                     |                                                    |                                                          |
| 16/04/25                                                                                             |  |                                   |            | NNC Precept               | £1,750.00 |                |                                 |              |                                   | £2,287.23                  | £3,872.55                  |                    |                                     |                                                    |                                                          |
| 07/05/25                                                                                             |  |                                   |            | NCALC                     |           |                | £243.20                         | £29.70       |                                   | £2,044.03                  | £3,629.35                  |                    |                                     |                                                    | LGA 72 s.143(1)(b) Local Audit & Accountability Act 2014 |
| 07/05/25                                                                                             |  |                                   |            | Zurich Insce              |           |                | £238.13                         |              |                                   | £1,805.90                  | £3,391.22                  |                    |                                     |                                                    | LGA72 s112                                               |
| Signed:                                                                                              |  |                                   |            |                           | N Bevan   |                |                                 | Member       |                                   | Date:                      |                            | 12/05/2025         |                                     |                                                    |                                                          |
| Brampton Ash Parish Council: Income & Expenditure 1 Apl 2025 - 31 Mar 2026: Report 2                 |  |                                   |            |                           |           |                |                                 |              |                                   |                            |                            |                    |                                     |                                                    |                                                          |
| 23/05/25                                                                                             |  | DC                                |            | Glass for phone box       |           |                |                                 |              | £15.12                            |                            | £3,376.10                  |                    | £1,070.20                           |                                                    | LGA72 s137                                               |
| 23/05/25                                                                                             |  |                                   |            | t/f from election reserve | £400.00   |                |                                 |              |                                   | £2,205.90                  |                            |                    |                                     | £100.00                                            |                                                          |
| 10/06/25                                                                                             |  | DC                                |            | VAS fixings HAMS          |           |                |                                 |              | £12.24                            |                            | £3,363.86                  | Agreed to bank     | £1,057.96                           |                                                    | LGA72 s137                                               |
| 28/06/25                                                                                             |  |                                   |            | Clerk's Salary Q1         |           | £182.77        |                                 |              |                                   | £2,023.13                  | £3,181.09                  |                    |                                     |                                                    | LGA72 s112                                               |
| 28/06/25                                                                                             |  |                                   |            | HMRC PAYE                 |           | £45.60         |                                 |              |                                   | £1,977.53                  | £3,135.49                  |                    |                                     |                                                    |                                                          |
| 08/07/25                                                                                             |  | DC                                |            | HMRC PAYE+card fee*       |           | £45.63         |                                 |              |                                   | £1,931.90                  | £3,089.86                  | Agreed to bank     |                                     |                                                    | LGA72 s112                                               |
| Signed:                                                                                              |  |                                   |            |                           | N Bevan   |                |                                 | Member       |                                   | Date:                      |                            | 18/08/2025         |                                     |                                                    |                                                          |
| Totals:                                                                                              |  |                                   |            |                           |           |                |                                 |              |                                   |                            |                            |                    |                                     |                                                    |                                                          |
| Total VAT to be reclaimed                                                                            |  |                                   |            |                           |           |                |                                 |              |                                   |                            |                            |                    |                                     |                                                    |                                                          |
| Income - Clerk's Salary - non s137 Exp - s137 Exp = Balance inc. reserves = agreed to bank statement |  |                                   |            |                           |           |                |                                 |              |                                   |                            |                            |                    |                                     |                                                    |                                                          |
| Balance exc. Reserves + Reserves 1 + Reserves 2 = Balance inc. reserves = agreed to bank statement   |  |                                   |            |                           |           |                |                                 |              |                                   |                            |                            |                    |                                     |                                                    |                                                          |
| * VAT paid twice in error, refund awaited                                                            |  |                                   |            |                           |           |                |                                 |              |                                   |                            |                            |                    |                                     |                                                    |                                                          |