

Minutes of Annual Parish Meeting of Brampton Ash Parish Council
And
Ordinary Parish Council Meeting
Thursday 16th April 2026, 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)

In Attendance: Liz Evans (Clerk)

Public Attendee(s): 1

Item:		Action by:
1- 26/27	Apologies for Absence: NNC Cllr David Howes; NNC Cllr Harry Howes; NNC Cllr Bill McElhinney	
2- 26/27	Chair's Announcements: * Note: No parishioners or members of the public attended for the Annual Parish Meeting and councillors therefore commenced the ordinary meeting of the parish council.	
3- 26/27	Declarations of Interest: <i>To Receive Disclosures of Personal and Prejudicial Interests from Councillors on Matters to Be Considered at the Meeting.</i> Members are reminded to check their register of interests throughout their term of office and update it whenever necessary at the following link: https://northantscal.gov.uk/councillor-forms-and-documents There were no declarations of interest to record.	
4- 26/27	Vacancy for Parish Council Clerk: Update 5 applications had been received from candidates with a variety of experience. The Chair had formally written to acknowledge all applicants. Their CVs had been circulated to all councillors. 3 councillors and the clerk were available for an on-line Microsoft Teams meeting to discuss the applications. Candidates were scored against the following criteria: 1/ each candidate's stated prior or current experience of the parish council clerk's role 2/ each candidate's stated knowledge of parish council legislative administration 3/ each candidate's stated administration and IT experience It was agreed that the role would be offered to the candidate who scored most highly across all three criteria. If the highest-scoring candidate agrees to accept the role, the Chair would contact the remaining candidates to inform them of the outcome and to thank them for their interest.	Chair
5- 26/27	Minutes of the Meeting held 9th March 2026 (meeting 6/25-26): https://web-cdn.org/s/1329/file/Minutes-and-Agendas/2025-26/Meeting-6-09-03-26-minutes-subject-to-approval.pdf?r=441403 <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 being a true record and signed by the Chair. The clerk will post them on the parish council's website.	Clerk
6- 26/27	Matters Arising from the above minutes <i>except where they are agenda items for this meeting.</i> There were no matters arising from the above minutes.	

Signed.....Chair.....Date: 11th May 2026

7- 26/27	Policies Review: <i>Biodiversity Policy:</i> It was agreed that the clerk would produce a suitably abridged version of the current policy. It will be presented for approval by parish councillors at the next meeting. <i>Asset Management Policy:</i> Assets valuation and insurance was queried. The parish council's procedure for valuation and insurance of assets is in accordance with the policy, section 3 items 3.1-3.5, which can be found on the parish council's website or on request from the clerk: https://web-cdn.org/s/1329/file/Policies-and-Procedures/bapc-asset-management-policy-may-2025.pdf?r=112464	Clerk
8- 26/27	Financial Matters: Annual Audit 1/ Formal approval by Brampton Ash Parish Council of the appointment of Northants County Association of Local Councils (NCALC) to carry out the annual audit 2025-26 by auditor Julia Tuffnail. Proposed by Cllr John Lillie, seconded by Cllr Tom Pentlow, unanimously approved. 2/ Minute no. 83/24-25 (i) incorrectly records the parish council's agreed precept figure for 2025-26 as being £1,575. The correct precept figure for 2025-26 is £1,750 as shown in the accounts and precept records for 2025-26. Councillors to agree the amendment. Proposed by Cllr Nick Bevan, seconded by Cllr Steve Power, unanimously approved. 3/ Certificate of Exemption from external audit for approval and signature <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> Proposed by Cllr Nick Bevan, seconded by Cllr John Lillie, unanimously approved and signed by the Chair, Cllr Steve Power. The clerk will forward the signed Certificate of Exemption to the external auditor, PKF Littlejohn. 4/ Members to formally accept the Auditors Report 2025-26. Proposed by Cllr Tom Pentlow, seconded by Cllr John Lillie, unanimously approved. 5/ Annual Governance Statement 2025-26 for approval and signature. Proposed by Cllr Nick Bevan, seconded by Cllr John Lillie, unanimously approved and signed by the Chair, Cllr Steve Power. 6/ Accounting Statements for approval and signature. Proposed by Cllr Tom Pentlow, seconded by Cllr Nick Bevan, unanimously approved and signed by the Chair, Cllr Steve Power. The relevant audit documents will be posted on the parish council's website. 7/ Confirmation of Notice for the exercise of public rights to inspect accounts: Wednesday 3rd June 2026 – Tuesday 14th July 2026.	Clerk

	The above dates, as suggested by the auditors, was unanimously agreed. The notice will be posted on the parish council’s website and a copy will be placed on the village noticeboard. 8/ Review of Banking Mandate to be carried forward to the next meeting. 9/ Parish Council Finance a) Councillor check of invoices against payments/reconcile to bank statement b) Final financial position statement no. 5/ 2025-26 c) Reporting of payments made since the last meeting: <table><tr><td>17/03/26</td><td>NNC Elections</td><td>£25.00</td><td>Representation of the People Act 1983</td></tr><tr><td>17/03/26</td><td>Zurich Insurance</td><td>£420.87</td><td>LGA72 s 112</td></tr><tr><td>20/03/26</td><td>St Mary’s Church</td><td>£250.00</td><td>LGA72 s.137</td></tr><tr><td>25/03/26</td><td>Clerk’s salary Q4</td><td>£188.73</td><td>LGA72 s 112</td></tr><tr><td>25/03/26</td><td>HMRC PAYE</td><td>£47.00</td><td>LGA72 s 112</td></tr></table> Items a) b) and c) were checked by Cllr Bevan and signed by him as being a correct record. Approval of payments to be agreed at this meeting: <table><tr><td>01/04/26</td><td>NCALC services</td><td>£363.51</td><td>LGA72 s 143 (1)(b) Local Audit & Accountability Act 2014</td></tr><tr><td>02/04/26</td><td>Community H/beat</td><td>£198.00</td><td>LGA72 s.137</td></tr></table> The above items were unanimously approved by councillors for payment. d) Budget statement (final) 2025-26 Item d) was checked by the Chair and signed by him as being a correct record. e) Motion to move £100 from LGA72 section 137 to Election Costs reserve Proposed by Cllr Tom Pentlow, seconded by Cllr Nick Bevan and unanimously approved.	17/03/26	NNC Elections	£25.00	Representation of the People Act 1983	17/03/26	Zurich Insurance	£420.87	LGA72 s 112	20/03/26	St Mary’s Church	£250.00	LGA72 s.137	25/03/26	Clerk’s salary Q4	£188.73	LGA72 s 112	25/03/26	HMRC PAYE	£47.00	LGA72 s 112	01/04/26	NCALC services	£363.51	LGA72 s 143 (1)(b) Local Audit & Accountability Act 2014	02/04/26	Community H/beat	£198.00	LGA72 s.137	Clerk NB Clerk Clerk
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9-26/27	Defibrillator: Update: Cllr Pentlow Checked by Cllr Tom Pentlow 16/04/2026 and all found to be in order. The current 4-year insurance programme for the defibrillator expires 1st April 2027. This covers the parish council for a replacement if, in the event of a cardiac incident, the emergency services need to take the defibrillator away with them when conveying a patient to hospital. The parish council will need to investigate ongoing cover, if required, post April 2027.	TP Clerk																												
10-26/27	Planning Matters: <i>To Consider Matters Relating to the following Planning Applications:</i> None received Apparent Breach of Planning: Brodie’s Farmhouse, Brampton Ash / Stoke Albany Parish Boundary. This is an ongoing issue. An update from NNC Planning/Building Control is awaited.																													
11-26/27	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). It is now expected that the draft plan will be published in late 2026. This will remain an agenda item.	
12-26/27	Town and Parish Forum <i>Update if available: Cllr Lillie</i> There were no relevant matters to report.	
13-26/27	Highway Matters: <i>Updates on the following, where applicable:</i> a) Signage No action required. b) Potholes Cllr Nick Bevan has reported potholes in need of remedial works to Kier/NNC Highways. Action is awaited. c) Lighting No current issues d) Litter-pick Next village litter-pick is to take place on Sunday 10th May 2026, meeting outside 3 Hermitage Road at 11.00am., subject to weather conditions. e) VAS camera Cllr Tom Pentlow had downloaded data and circulated it to the clerk and councillors. It was generally considered that the VAS camera is effective in reducing speeding on Hermitage Road, with only a very few incidences of excessive speed. f) Hermitage Road spring-water, monitored by Cllr Lillie: update if available No further report. g) Grass cutting No report. h) Other No report.	NB Cllrs.
14-26/27	Parish Crime Report & Police Matters: Police crime data was updated in February 2026 and no recent crime reports have been recorded for Brampton Ash. Crime reports for Brampton Ash can be found at this link: https://www.northants.police.uk/area/your-area/northamptonshire/kettering/desborough/about-us/crime-map Police Liaison Representative (PLR) Police Liaison representative for Brampton Ash is Parish Cllr Nick Bevan The clerk has once again completed the on-line form to advise the PLR co-ordinator that Cllr Nick Bevan is the contact for Brampton Ash. The clerk will forward communications that she receives from the PLR office to Cllr Bevan.	Clerk
15-26/27	Any Other Business: <i>To report any matters of a minor nature not requiring formal approval.</i> Correct use of Parish Council email addresses: all councillors are reminded to use their parish council email addresses for all parish council communications. Biodiversity: Cllr Steve Power will include an item on biodiversity in Brampton Ash in the next parish newsletter	SP
16-26/27	Date and Venue of Next Meeting: Monday 11th May 2026, 7.30pm at the parish church.	

Meeting closed at 9pm

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	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	Y		NALC			£243.20	£29.70		£2,044.03	£3,629.35				LGA 72 s.143(1)(b) Local Audit & Accountability Act 2014
07/05/25	Y		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				£2.52	£15.12	£1,805.90	£3,376.10		£1,070.20		LGA72 s137
23/05/25			£400.00 t/f from election reserve						£2,205.90				£100.00	
10/06/25	DC		VAS fixings HAMS				£2.04	£12.24		£3,363.86	Agreed to bank	£1,057.96		LGA72 s137
28/06/25	Y		Clerk's Salary Q1		£182.77				£2,023.13	£3,181.09				LGA72 s112
28/06/25	Y		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			
Signed:				N Bevan				Member	Date:		18/08/2025			
Brampton Ash Parish Council: Income & Expenditure 1 Apl 2025 - 31 Mar 2026: Report 3														
24/09/25	Y		Spanglefish website			£78.00	£13.00			£3,011.86				LGA72 s111
27/09/25	Y		Clerk's salary Q2		£194.48					£2,817.38				LGA72 s112
27/09/25	Y		HMRC PAYE		£48.60				£1,610.82	£2,768.78				
20/11/25	DC		Tesco ink paper			£36.45	£6.07		£1,574.37	£2,732.33	Agreed to bank			LGA72 s111
Signed:				N Bevan				Member	Date:		01/12/2025			
Brampton Ash Parish Council: Income & Expenditure 1 Apl 2025 - 31 Mar 2026: Report 4														
22/12/25	Y		Clerks Salary Q3		£188.73				£1,385.64					LGA72 s112
22/12/25	Y		HMRC PAYE		£47.00				£1,338.64	£2,496.60	Agreed to bank			
Signed:				N Bevan				Member	Date:		09/03/2026			
Brampton Ash Parish Council: Income & Expenditure 1 Apl 2025 - 31 Mar 2026: Report 5 (final)														
17/03/26	Y		NNC elections			£25.00			£1,313.64					Representation of the People Act 1983
17/03/26	Y		Zurich Insurance			£420.87			£892.77	£2,050.73				LGA72 s112
20/03/26	Y		St Mary's church					£250.00		£1,800.73		£807.96		LGA72 s137
25/03/26	Y		Clerk's salary Q4		£188.73				£704.04	£1,612.00				LGA72 s112
25/03/26	Y		HMRC PAYE		£47.00				£657.04	£1,565.00	Agreed to bank			LGA72 s112
Signed:				N Bevan				Member	Date:		16/04/2026			
Totals:				£3,887.55	£988.54	£1,041.65		£292.36	£657.04	£1,565.00		£807.96	100.00	

Total VAT to be reclaimed after 9th April 2026 (12 mo. Rule)

£53.33

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

* PAYE tax paid twice in error. Refund request made & acknowledged by HMRC. Reimbursement to be made by 7th May 2026. Query if not received by then.