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Minutes of the Annual Council Meeting held on: Thursday 16th May 2024 commencing at 7.30pm at the Brampton Primary School.

Minutes taken by the Clerk, Sarah Stock

Apologies received: Cllr Jill Slinn & Mark Vernon

Attending: Cllrs Robin Green, Richard Gent, Stephen Crane, Mick Macmain, Margaret Green, William Shearer

- 2024/011 To elect a Chairman.** Cllr Stephen Crane was unanimously elected to serve for 2024/25.
- 2024/012 To elect a vice-Chairman.** Cllr Mike Macmain was unanimously elected to serve for 2024/25.
- 2024/013 Declarations of Interest.** No declarations of interest on matters relating to this agenda.
- 2024/014 Public Session (No MOP)**

Verbal Updates (no decisions will be made on items in this section of the agenda)

- Tracsis traffic survey completed. Data received 10 May.

2024/015 Minutes Council approved the minutes of the ordinary meeting held on 18th April 2024.

2024/016 Internal Audit, Annual Governance Statements & External Audit Submission

Council accepted the following in anticipation of the external audit:

- Annual Governance Statement (circulated separately) Section 1 –signed by the Chairman.
- Accounting Statements (circulated separately) Section 2 – signed by the Chairman.
- Asset register (circulated separately)
- Report from the Internal Auditor: No concerns raised.

The exercise of public rights during the year 2024/25 will start on 3 June and end 12 July 2024.

External Audit: Council reviewed the covering letter and documentation which will be submitted to the external auditor. This includes a bank reconciliation supported by statements, signed accounting statements with an explanation of variances and a copy of the asset register and internal auditor's report

2024/017 Appointment of Auditors

Council approved the appointment of:

- Internal Auditor NCALC (Fiona Young)
- External Auditor PKF Littlejohn
- To reappoint the clerk as Responsible Financial Officer

2024/018 Bank reconciliation. Council accepted the bank reconciliation.

Current Account (Unity 20415701)	£6,506
Reserve Account (Unity 20415714)	£43,500
Payments Pending	£2,726
Balance (less pending payments)	£47,281

Contact: The Clerk, 9 Lower Harlestone, Northamptonshire, NN7 4EW.

Tel.: 07804 360594 email: theclerk@churchwithchapelbrampton-pc.gov.uk

2023/24 Unclaimed VAT YTD

£584

2024/019 Accounts for Payment. Council to approve the accounts for payment.

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
2024/25 PRECEPT	INCOME	26.4.24	(£15,500.00)	
HMRC	VAT-126 Reclaim	17.4.24	(£3,567.37)	
Althorp Estate	INV-1754	1.4.24	£247.20	£41.20
(SO) J Hawkins	May	28.5.24	£27.50	
(SO) Z A Finney (Noah & Grace)	May	28.5.24	£55.00	
(SO) Sarah Stock	May	28.5.24	£523.25	
(DD) Yu Energy	1663229	3.5.24	£309.07	£14.72
(DD) Yu Energy	1663230	3.5.24	£37.00	£1.76
(DD) E-on Next	KI-7FD9A6C2-0004	2.5.24	£9.14	£0.44
Clear Councils	LCO01362 2024	17.4.24	£769.56	
Cllr Stephen Crane	Petrol	22.4.24	£8.31	£1.39
PW Warden Environmental	7118	3.5.24	£516.00	£86.00
West Northants Norse Ltd	52IN-000972	7.5.24	£402.96	£67.16
A&A Landscapes Ltd	10255	30.4.24	£414.00	£69.00
Tracsis	A1158T	16.5.24	£834.00	£139.00

2024/020 Policy Review

All adopted council policies are published on the website. The council updates policies in accordance with NCALC guidance.

Standing Orders

Financial Risk Assessment

Brampton Code of Conduct

Financial Regulations (NB Updated financial regulations will be issued in 2024)

2024 Biodiversity Policy

Social Media Policy

New model financial regulations were published by NCALC at the beginning of May. Council accepted NCALC recommendation to review the regulations, and amend as required, before adopting the regulations.

Council insurance runs from the 1st June. New policy schedule will be published in due course.

Council resolved to insert a clause into the standing orders to restrict the tenure of chairmanship to three years. Role of Chairman will pass to another councillor at the end of the tenure.

Clarification sought regarding the number of statutory minimum number of meetings. Council has legal obligation to hold three meetings per year. However, CWC PC hold a minimum of five and will reflect this in the Standing Orders.

Clerk to review the social media policy.

2024/021 Councillor Roles & Responsibilities

Councillor confirmed the appointment of representatives for the following roles:

- | | | | |
|------------------------------|--------------------|--|---------------------------------|
| - Playing Field: | Cllr Mick Macmain | - Defibrillator (Chapel B'): | Cllr Mark Vernon |
| - Pocket Park: | Cllr Stephen Crane | - Footpath Warden: | Cllr Jill Slinn |
| - Streetlights (Chapel B'): | Cllr Mick Macmain | - Trees (Chapel B'): | Cllr Stephen Crane |
| - Streetlights (Church B'): | Cllr Robin Green | - Trees (Church B'): | Cllr Robin Green |
| - Snow warden (Chapel B'): | Cllr Mark Vernon | Internal Financial Control: | Cllr William Shearer |
| - Snow warden (Church B'): | Cllr Jill Slinn | - Speed Watch: | Cllr Margaret Green |
| - Media/Newsletter: | Cllr Richard Gent | - Planning advisor: | Cllr William Shearer |
| - Defibrillator (Church B'): | Cllr Robin Green | - Neighbourhood Watch: | Cllr Richard Gent |

Council resolved not to appoint an internal financial controller. Invoices are checked by the Chairman against the Unity Trust payment schedule at every meeting, before online authorisation by two signatories is completed. This provides a robust system of internal financial control and negates the need for an additional internal control.

Clerk to enquire about Community Speed Watch, camera availability for 2024 or 2025

2024/022 Training & Professional Development

Councillors reviewed the current training requirements. Cllr MV is yet to complete "off to a flying start" and Cllr SC indicated a wish to attend Chairmanship training. Clerk to circulate councillor training dates for councillors to review.

2024/023 Playing Field & Pocket Park

Playing Field:

- Council noted that the range of plants, trees and bushes which are flourishing in the PF are providing a great biodiversity asset.
- Dead Elm adjacent to Dean House. Council noted that the tree poses a safety risk to Dene House and the PF. Council resolved to instruct Maurice Fitch to fell the tree. Clerk to notify owners of Dene House.
- Council noted the land between Dene House and PF boundary belongs to Dene House, garage is not on the boundary although fencing placed nearby may indicate otherwise. Clerk will notify Dene House.
- Council resolved to purchase new nets on the football goals. Approx. cost £100. Standard size.
- Council notes some play equipment needs a small amount of paint to repair. Cllr RGN has paint and will liaise with Cllr MM to make repairs.

Pocket Park:

- Pond created at the top area has become silted. Cllr RGN has arranged with Tom Kemp (WNC/Keir NWRR project manager) that Kier will assist with a drainage system and clearing silt. Rotary Club volunteers have agreed to assist with works. Cllr RGN & SC to oversee works.
- Gate: Council resolved to ask Jamie Thompson (local carpenter) to assess the gate and lock. Cllr RGN to obtain quotes.

2024/024 Northwest Sandy Lane Relief Road

A5199 closures commenced 8th April for approximately 12 weeks.

Council reviewed the 40mph speed limit proposal for Chapel Brampton and Dallington Grange - Reference: P1964. The restrictions apply to the lead roads onto the new roundabouts and for the roundabouts themselves. NO OBSERVATIONS. Propose extend 40mph all the way up to the village.

Council noted it would be desirable to seek a 40mph restriction on Pitsford Road leading up to the Pitsford/A5199 Crossroad to slow traffic on the approach to the junction. Council continues to press for 20mph in front of school and round Back Lane.

Following request from councillors to address the ongoing problem of HGVs ignoring the diversion route, Balfour Beatty have declined to change the signage.

2024/025 Environment (verges, path, trees, and village maintenance)

Cedar Hythe: Council agreed to the removal of the unused grit bin providing no objections from Cedar Hythe residents.

Council agreed expenditure for replacement tree. Approximate cost £120. Cllr SC to purchase.

Fly tipping: Fly tipping reported with evidence suitable to pursue a prosecution by WNC.

Black Pines: Following a request to Althorp for replacement Black Pines, new Estate Manager (Garth Clark) explained that trees are not planted nearer than 30m from road due to the safety risks and associated liability.

Ten Cottages, Chapel Brampton. Hedges are overgrown and falling into the pavement. Scrub land at number 6 is unacceptably untidy. Clerk to email Sam Williams at the estate.

Spencer Close: Council noted comments from residents that the area which needs reseeding is perhaps too hard for the seed to establish. Cllr SC & MM will inspect and recommend course of action.

2024/026 Planning matters Council to consider and resolve response to planning applications.

No new applications received.

Council noted the Cedar Hythe Residents Association's correspondence to move the drop-off point for the school bus. This is to prevent parents collecting their children from the bus, parking in Cedar Hythe and avoid congestion on the A5199.

Date of next meetings: 20th June. 18th July. No August Meeting.

Meeting closed: 21:10