

BRAFIELD ON THE GREEN PARISH COUNCIL

Mrs V. Hartley, Clerk to the Council, Beech House, 17 Dean's Row, Gayton,
Northampton NN7 3HA [01604 858360]
Gill Morgan, Chair to the Council, 2 Furze Road, Brafield on the Green, Northampton
NN7 1BG Tel: 01604 890628 Email: gillmorgan121@aol.com

Minutes of the Annual Parish Meeting and Parish Council Meeting Sargeant Memorial Hall 20th May 2019 at 7:20pm

Present: Mrs G Morgan Chairman
Mrs F Copsey
Mrs D Allingham Vice Chairman
Mrs S Dorey

5 members of the public

1. **Election of Chairman – Cllr Morgan Proposed by Cllr Dorey
Seconded by Cllr Copsey
There being no further nominations for Chairman, Mrs Gill Morgan was
duly elected as Chairman for the forthcoming year.**
2. **APOLOGIES FOR ABSENCE – TO RECEIVE APOLOGIES AND APPROVE
REASONS FOR ABSENCE – Received from Cllrs Ward, Barnell, Cllr
Hollowell, SNC, Cllr M Clarke, NCC**
3. **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY
CHAIRMAN – Chairman and Clerk signed the document.**
4. **DECLARATIONS OF INTERESTS – members were asked to declare any
interest and the nature of that interest which they may have had in any items
under consideration at this meeting – none was declared**
5. **ELECTION OF VICE CHAIRMAN – Cllr Allingham Proposed by Cllr Dorey ,
Seconded by Cllr Copsey.**
6. **REVIEW OF FINANCES – TO AGREE AND REVIEW FINANCES, RISK
ASSESSMENT, INCLUDING USE OF NCALC AS INTERNAL AUDITOR
AND APPOINT A COUNCILLOR TO ACT AS INTERNAL CONTROL
OFFICER.**

The following documents were adopted:

- RISK ASSESSMENT (previously circulated) WAS AGREED and adopted.
- USE OF NCALC AS INTERNAL AUDITOR – it was agreed that the council would continue to use of NCALC as Internal Auditor.
- COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER – it was agreed that Cllr Allingham would continue to act as ICO.
Fidelity Insurance at £250,000 – this was reviewed by the Council as

Signed-----

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adequate.

- Insurance – the Council agreed to continue with BHIB LTD Insurance as the Insurance provider (BHIB).
- Cheques to be used for payments, signed by 2 signatories. To explore Internet banking.

7. ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS
(previously circulated)

This document had previously been circulated it was proposed by Cllr Allingham and seconded by Cllr Dorey and agreed by the Council that it was duly adopted by the council.

8. ADOPTION OF CODE OF CONDUCT

This document had previously been circulated it was proposed by Cllr Allingham and seconded by Cllr Dorey and agreed by the Council that it was duly adopted by the council.

9. PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS –

- 10. Arrangements for dealing with PLANNING Applications** - It was agreed that Cllr Morgan would receive the initial notification by email from SNC and would alert the councillors. She would obtain an extension if necessary and call a meeting if comments would have to be submitted before the next PC meeting. This would ensure all comments were ratified in a public meeting prior to submission to SNC. All comments will be sent to Clerk for her to collate and send off to SNC.

11. ELECTION OF STREET LIGHTING OFFICER, TREE AND FOOTPATH, AND HIGHWAY WARDENS

Cllr Dorey agreed to continue the role of Street Lighting Officer. It was agreed that Colin Gautrey would continue as Tree Warden. It was agreed that Richard Sheward and Jeff Marlow would wish to continue as Footpath wardens. Cllr Copsey happy to continue as Highways Warden.

- 12. DATES FOR MEETINGS FOR NEXT YEAR –** It was confirmed that the Parish Council Meetings for the year 2019 to 2020 will take place in the months of Jan, Mar, May, July, Sept, Nov on different days of the month. Extraordinary meetings will be held as necessary. Dates to be set in November.

- 13. RESOLUTION TO SIGN & APPROVE THE MINUTES OF THE PREVIOUS PC MEETING DATED 18th MARCH 2019** - These previously having been circulated, the Council duly adopted them as a true record. They were then signed by the Chairman.

14. MATTERS ARISING AND CLERK'S REPORT – None

15. PUBLIC QUESTIONS, COMMENTS AND REPRESENTATIONS:

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In this item on the agenda of meeting residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

Parking in Grove Road – resident requested that grass verge should be removed to allow parking. Ground belongs to Grand Union Housing. Risk that emergency service vehicles could not access. Elm Close has the same issue. **Clerk** to write to GU Housing to request that verge could be used for parking or parking bays are installed. Request from Cllr Clarke to support Parish Council and he agreed to do so. Photos to be emailed to Clerk for inclusion. Clerk to copy Cllr Clarke into correspondence. Other residents should be encouraged to make same request.

16. DISTRICT AND COUNTY COUNCIL REPORTS

Cllr Clarke, NCC reported: (Report appended to these minutes)

Report from Cllr Hollowell (Report appended to these minutes) read to meeting by Chairman, previously circulated to PC.

17. GDPR COMPLIANCE

- a) the Northants CALC DPO Service as the council's Data Protection Officer - agreed
- b) The Data Map was adopted (circulated)
- c) The Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy (circulated) - adopted
- d) To adopt the Privacy Notices (circulated) Clerk to check this document
- e) To receive completed Security Compliance Checklists from all Councillors – **Clerk** to print out copies for next meeting
- f) To resolve that the council registers with the ICO and pays the relevant Data Protection Fee – this was agreed.
- g) GDPR Councillor Resignation Checklist – to be in force from now on.

18. PLANNING

A) LOCAL – See Planning Register for other information on local planning applications etc, below

S/2019/0924/ FUL – plans examined at meeting, no objections, comment - ensure vehicles do not encroach village green when accessing site.

B) STRATEGIC – Confirmation received that SNC is about to do Village Survey but nothing happened as yet. Midland Rural will be in touch shortly.

19. ESTATE MATTERS

A) **FOOTPATHS –**

B) **LIGHTING –** report of lights out – none, cost savings work on-going.

C) **GREEN & POND –** nothing to report

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D) PLAY AREA – cllr Allingham reported that the new Seat is to be cemented into play area, awaiting to hear on New Homes Bonus grant.

E) GENERAL ESTATE MATTERS - none

20. SOCIAL & COMMUNITY MATTERS

A) POLICE MATTERS – a few crime reports had been circulated

B) CHILDREN & YOUNG PEOPLE – Cllr Copsey pleased to report that children and youngsters using the swings nearly every day.

C) GENERAL COMMUNITY ISSUES – War Memorial remedial work – clerk had checked with Church Warden - any work to be agreed by Parochial Church Council before any work carried out by the PC can go ahead.

Cllr Copsey agreed to meet with 2 Monumental Stone Masons – 2 quotes for any remedial works required. **Clerk** to arrange.

21. HIGHWAY ISSUES – some issues to be reported by Cllr Copsey.

22. COMMUNICATIONS

OUTGOING

i) Hollowells Funeral Directors – offer to assist with Defibrillator Maintenance costs, response that they were happy to continue with their arrangement for the community.

ii) Wicksteed – request for Annual Inspection

iii) Call to PCC regarding War Memorial remedial works.

INCOMING

Notable correspondence circulated to Councillors

i. Northants CALC eUpdate - March/April 2019

ii. NCALC - Northants CALC Training Courses

iii. SNVB - Voluntary and Community groups Funding Fair, 26.6.19, The Forum

iv. SNC April Update for Towns and Parishes

23. WEBSITE – Chairman reported that the new website complied with Transparency Code including setting up of new email address for Clerk which had been carried out in September.

24. AGREEMENT AND ADOPTION of:

- SECTION ONE, The Annual Governance Statement 2018/19
 - SECTION TWO The Accounting Statements 2018/19
 - THE ANNUAL INTERNAL AUDIT REPORT 2018/19 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN for year-end 31.3.19.
- The above documents which had been circulated were adopted and signed separately, the Chairman read out the Governance Statements

25. FINANCE

A) PAYMENTS TO BE AGREED

PCC Northants	newsletter print	£41.98	Chq 031
BHIB LTD Insurance	Annual Premium	£ 1004.71	Chq 037
Brown and Barden	March & April cut	£432.00	Chq 038

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NCALC	Sub and Audit	£559.50	Chq 039
V Hartley	Expenses18-19	£236.29	Chq 040
E-on	Supplies Jan-Mar	£1004.50	Chq 041
Bus shelter cleaning	April May pay	£156.00	Chq 043
Netwise	Website	£315.00	Chq 044
Litter Picker	April May pay	£78.00	Chq 045
V Hartley	April May sal	£465.90	Chq 046
Green Leaf Garden Services	grass May 1436	£120.00	Chq 043
Green Leaf Garden Services	grass Apr 1394	£80.00	Chq 044

B) OTHER FINANCIAL MATTERS

Bank Balances - COMBINED Deposit and current A/C at 17.4.19 - £11093

NCALC Internal Audit 21st May 2019

26. SUMMARY OF ACTION POINTS FOR COUNCILLORS ARISING FROM THIS MEETING

DA

- Supplies cost
- New Homes Bonus
- Sign security check list for GDPR

SD

- Newsletter
- Supplies Cost
- GDPR check list

FP

- GDPR check list
- Meet with stone masons
- Report Highway issues

GM

- Blair Wallace
- GDPR check list

27. FUTURE AGENDA ITEMS AND COUNCILLORS' COMMENTS

- West Northants Local Council Forum – 19.6.19
- Litter pick to be arranged
- Mr Matt Reed has volunteered to become Neighbourhood Watch Co-ordinator. Street co-ordinators now needed.

28. ITEMS FOR NEWSLETTER


Cllr Dorey listed items for newsletter

29. DATE AND TIME OF FUTURE MEETINGS - 15.7.19, 16.9.19,18.11.19 all at 7.30pm

Meeting Closed at 8.55 pm

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Date-----

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Received</u> 	<u>Status</u>
<u>S/2019/0924/FUL</u>	The Cottage 9 The Green Brafield On The Green NN7 1BB	Enlarge existing dormer window and install two conservation rooflights.	10/05/2019	4 - Consults Despatched
<u>S/2019/0865/NMA</u>	8 Green Road Brafield On The Green NN7 1BE	Non-material amendment to replace the hipped roof of the garage with a gable- ended roof and replace the roof lights with a window on the north elevation. To planning permission S/2018/1835/FUL Two storey side extension, single storey rear extension and detached garage	01/05/2019	3 - Case Officer Allocated
<u>S/2019/0863/NMA</u>	5 Bedford Road Brafield On The Green NN7 1BD	Non-material amendment S/2018/0729/FUL (Erection of a single dwelling) to remove brick banding detail as per drawings - 017-055-002C and 017-055-009 on.	01/05/2019	3 - Case Officer Allocated

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REPORT from Cllr.Michael Clarke (Northamptonshire County Councillor for Hackleton & Grange Park division)

The 2018/19 year has been something of a roller coaster at the County Council. I think it would be easiest to summarise events chronologically to gain an understanding of where we are at the end of the 2018/19 financial year:

- The year began with the publication of the Caller report. Mr.Caller is an experienced local Government inspector appointed by the Secretary of State to examine the reasons for the financial difficulties experienced at NCC. The report was critical of the way the Council had been managed and run. It recommended that the Minister appoint Government Commissioners to oversee a recovery programme. Part of the report dealt with the Inspector's recommendation that local government in the County should be overhauled and two new unitary Councils be set up to replace the current two tier system.
- A new Chief Executive – Theresa Grant – was appointed in July 2018. As well as steering the recovery programme, she will oversee the County Council as it merges its services into the new unitary structure.
- A new Cabinet, led by Cllr.Matthew Golby, took over the reins in April pledged to enacting the recommendations contained in the Caller report.
- The full extent of the financial difficulties became clear later in 2018 when a brought forward loss for the 2017/18 year of £41m was agreed with auditors.
- The two Commissioners lobbied Government to allow NCC a special dispensation to access receipts from the sale of One Angel square. This major step allowed the brought forward loss to be eliminated and the Council's exhausted reserves to be replenished.
- The results of the new financial realism shown by officers and Councillors were seen in the balanced budget achieved for the immediate past financial year, with a small surplus.
- The challenge for the current year is not to be underestimated. Savings of £41m are contained in the budget.
- The overall Council Tax for 2019/20 shows an average increase of approximately 5%. Contained in the overall figure is a 10% increase in the precept for the Police & Crime Commissioner.
- Children's services remain under pressure. The Council was given an unsatisfactory OFSTED report in November 2018. That was followed by the Secretary of State's decision to appoint a third Commissioner – Mr.Newsom – to oversee the running of the Children's directorate.
- The County Council is resolved to spend the final year of its existence working to deliver services in the most efficient and cost effective way it as it works towards merging its services into the two new unitary authorities. The South Northants district will join Daventry and Northampton Borough to form the new West Northamptonshire Unitary Council. While it was intended to have the new authority going live in May 2020, with fresh elections preceding it, the secretary of State has put the vesting back to May 2021

Kind regards

Cllr.Michael Clarke (Northamptonshire County Councillor for Hackleton & Grange Park divisio

Signed-----

Date-----



South Northamptonshire Council

The Forum, Moat Ln, Towcester NN12 6AD
Telephone: 01327 322322

6 Nene Rise,
Cogenhoe,
Northampton.
NN7 1NT

Dear Viv,

District Council Report: Brafield on the Green Parish Council

1. Dissolution of Joint Working with Cherwell District Council

The work of separating SNC from Cherwell District Council is almost complete with Planning being the most recent department to be split between the two councils. As a result, SNC has lost the services of a number of talented planning officers as well as the interim Section 151 officer (who was ultimately responsible for the issuing of defective Council Tax demands earlier this year). At present, the policy seems to be to award only interim contracts to new senior staff as, when unitary government finally arrives, there will be expensive HR issues to resolve.

2. Local Government Re-Organisation (LGR) Northamptonshire

In past reports, I have expressed the view that it would no longer be possible to create the new unitary authorities in time for elections in May 2020 as planned. This has now been recognised by all. The Secretary of State has, however, accepted the plans for the changeover as submitted by most of the Northamptonshire Councils. At present, the plan is to allow elections next year for Parish Councils and for 'Shadow Unitary Authorities'. South Northamptonshire Council will continue until 2021. Thereafter, the parish council and unitary council elections will be held every 4 years.

3. Local Plan

The South Northants Local Plan Part 2 was submitted to the Planning Inspectorate at the end of 2018 and the Examination in Public (public inquiry) begins its open sessions in the Council Chamber, The Forum, Towcester on 11th June with an expectancy that it will last all of that week and the following week.

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Date-----

Anyone is welcome to attend the public sessions but it is almost certainly too late to submit further evidence

4. Parish Council Liaison

As well as the occasional sessions for parish councils organised by SNC at the Forum, Towcester, myself and Cllr Carole Clarke are representatives for the Brafield and Yardley ward. I am surprised to learn that some members of your Council feel that they do not receive enough assistance from myself and Cllr Clarke. Although I am now unable to attend as many parish council meetings across the ward as I would prefer, I always submit a written report like this one in order to pass on relevant news. Neither myself nor Cllr Clarke have any record of outstanding requests from your Council for help. Perhaps you could let one of us know by telephone or email what, if anything, we can do to assist.

As usual, if there are any other questions or issues concerning Brafield, please do not hesitate to contact me.

Regards,



Cllr Steven Hollowell

Signed-----

Date-----