

## BRAFIELD ON THE GREEN PARISH COUNCIL

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### Minutes of the Parish Council Meeting 20<sup>th</sup> July 2020 at 7:00pm

**Present:**

- Cllr G Morgan (GM)
- Cllr F Copsey (FC)
- Cllr S Dorey (SD)
- Cllr D Allingham (DA)
- Cllr G Couldrake (GC)
- Cllr C Turner (CT)
- Cllr C Nelson (CN)
  
- Cllr M Clarke (NCC)
- Cllr C Clarke (SNC)

1 member of the public

The chair opened the virtual meeting by stating that due to the current Covid-19 situation the meeting was taking this form. Some agenda items at this meeting may be postponed to a future meeting.

- 1. APOLOGIES FOR ABSENCE - Cllr Hollowell (see report in addendum)**
- 2. MINUTES OF THE PREVIOUS MEETING** – 18.5.20, These were corrected and signed as a true record of the meeting.
- 3. DECLARATIONS OF INTERESTS** – To receive declarations made under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business).  
None was declared.
- 4. MATTERS FOR REPORT/CLERKS REPORT– NOT COVERED BY AGENDA**  
Clerk to send Cllr Nelson Acceptance of Office forms
- 5. DISTRICT AND COUNTY COUNCIL REPORTS**

**Cllr Hollowell** had sent a report to the Clerk which was circulated – see addendum.

Signed-----

Date-----

**Cllr Michael Clarke NCC: –**

NCC is still managing Covid 19 services, Councillors have been asked to thank volunteers. Implications from Covid on finances.

Transfer to new unitary council – in the process of working with district to ensure the services continue throughout transition and are appointing officers to carry this through. Ian McCord is the new leader .

Childrens' Trust – body to look after children is being formed.

**Cllr Carole Clarke SNC:-**

Change in Local government and Covid are both huge issues to co-incide.

3 councils which are joining are in the process of merging services.

Elections deferred until 2021.

**6. PLANNING**

A) LOCAL – See Planning Register for other information on local planning applications and comments, below. No objections were raised by Council for either application. **Clerk** to submit comments to SNC.

B) STRATEGIC – Local Plan Part 2

The inspector's final report on the Examination in Public regarding the SNC Local Plan Part 2 has been published and the Plan as amended is due for adoption by full Council on Wednesday 22nd July.

Cllr Hollowell had reported that Local Plan due for adoption on 22<sup>nd</sup> July.

**7. ESTATE MATTERS**

A) **FOOTPATHS – Clerk to receive any reports on footpaths requiring attention** – Bridleway from Billing Road has been cut back.

**Clerk** to report footpath going up behind church from Billing Road, section near orchard has roots coming through tarmac. Has been reported due to safety hazards. Well used path and a severe trip hazard.

B) **LIGHTING** – Clerk to receive reports of any faults with lights - none

Cllr Dorey had reported 2 in Furze Road – one was leaning and one had a broken casing and received bill.

**Clerk** to request bills are sent to her.

C) **GREEN & POND – Council to confirm dredging arrangement.**

The Chairman reported that essential maintenance work had had to be taken to dredge the pond due to the dry spell which had been coming to an end when work took place. It would have cost £8-12000 if it had been allowed to fill with water again. Having lost the previous opportunity some years ago it was agreed that work should go ahead. Initially quotes were obtained from Raybells for £2500 and £800 for the digger driver to remove waste. Grange Groundworks Limited had carried out the work for a total of £1500. The Parish Council were very grateful for the tremendous contribution from Mark Arrowsmith and Steven Pittams who provided 2 tractors and trailers. Fisher German may be willing to pay some of bill and will ask the Trustees of the Estate. 140 tonnes of silt removed which was a health and safety risk to children going into pond.

Cllr Turner has contacted TCV to say their services will not be required this

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Date-----

year as this work has been done. Steven Pittams is also volunteering to help with on-going maintenance.

The Chairman reported that funds have been raised by the village to finance a duck house for £900 to the tune of about £1500. Some benches may be made by Steven and a small lectern type sign about its history and natural history information may be installed. Costs will be circulated by Chairman. This will be part funded by collection but would like PC to consider the deficit. Cllr Couldrake suggested that one of the benches that Steve Pittams is installing, be inscribed 'Freddie' either by a carving into the wood or by a plaque being put onto the bench, to acknowledge that Freddie was a great favourite dog in the village. It was agreed this was a nice idea.

D) PLAY AREA – opening arrangements further to lifting of Covid 19 restrictions.

Play area re-opened on 4<sup>th</sup> July. Sign up in conjunction with government guidelines, initially removed to be replaced by **Cllr Allingham**. Applications for Grants will be opening soon.

TC Landscapes, (via Steven Pittams) has donated a piece of equipment , free of charge. No safety surfacing required as its height is below 35cm. Will be checked by Annual check. There may be more pieces of equipment available from TC Landscapes.

**Clerk** to check with Wicksteed to arrange Annual Inspection

#### 8. HIGHWAY ISSUES – reports to Clerk for logging with 'Fix my Street' Footpath –

**Clerk** to report footpath going up behind church from Billing Road , section near orchard has roots coming through tarmac. Has been reported due to safety hazards. Well used path and a severe trip hazard.

9. **CYCLING ON BRIDLE PATH** – this is not designated as a no cycling path and there have been problem of groups of cyclists coming through quite fast. This has increase through Covid. No cycling signs are on path and PC has safety concerns. Council agreed **Clerk** contact Helen Howard to find out contact from Traffic Management what criteria are for designating a no cycle route.

#### 10. COMMUNICATIONS – not covered elsewhere in agenda

##### INCOMING

- Notable correspondence circulated to Councillors
- i. Northants CALC eUpdates
- ii. NCALC - Northants CALC Training Courses
- iii. SNFEA – South Northants Food and Education Alliance – updates during coronavirus crisis
- iv. FW: Northants OPFCC Youth Commission – recruiting for next year – to add to newsletter

#### 11. COUNCIL TO AGREE AND ADOPT (THESE ALREADY CIRCUALATED):

Signed-----

Date-----

- SECTION TWO The Accounting Statements 2019/20 further to amendment from Internal Audit. This was agreed and signed by the Chairman, to be returned to NCALC Auditor via Clerk, proposed by Cllr Turner and seconded by Cllr Copsey.
- Certificate of Exemption

## 12. COUNCIL AGREED:

- **Dates for Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority) as Monday 27 July – Friday 4 September 2020.** Clerk to post on website and notice board, with accompanying notes.
- **Clerk to display Certificate of Exemption** after this meeting and send to External Auditors – PKF.

## 13. MEMBERS INTERESTS FORMS – SNC HAVE REQUESTED UPDATED FORMS TO BE COMPLETED AS THERE WAS NO ELECTION IN MAY 2020.

Forms to be sent to SNC and will be on their website.

**Clerk** to resend this request to Councillors.

## 14. FINANCE

### A) PAYMENTS AGREED

Netwise	website Support & maintenance	£300.00	Chq 110
Grange Groundworks	Dredge of pond	£1500.00	Chq 111
Brown and Barden	4729 + 4746	£360.00	Chq 112
V Hartley	Sal Ap - Jun	£722.48	Chq 113
S Gautrey	Litter Ap – Jun	£93.60	Chq 114
R Aldridge	Bus Shelters	£156.00	Chq 115
B Osborne	Pay roll to 31.3.20	£66.00	Chq 116
Green Leaf Garden Sers	Play area grass + hedge	£580.00	Chq 117
SNAST	Annual subscription	£20.00	Chq 118
HMRC	Tax Ap – Jun	£203.80	Chq 119
Aylesbury Mains	Repairs	£141.72	Chq 120

### B) OTHER FINANCIAL MATTERS

Bank Balances - current A/C at 18.6.20 – 19148.70

VAT received - £764.56

#### Bank Reconciliation

Balance at 18.6.20 –	19148.70
Less o/s chq	158.45
Less today's payments	4001.88
Actual balance	£14988.48

Agreed Finance Actions:

- **Clerk** to obtain mandate so that new councillors can be added as signatories. It was agreed Cllrs Turner, Couldrake, Nelson and Copsey should be added.

Signed-----

Date-----

- **Clerk** to request bank statements are sent on the first of the month of the meetings.
- Repairs to Billing Road bus shelter roof – Cllr Copsey had prices from 2 suppliers - £75 ex VAT and £112 ex VAT for cedar shingles. It was proposed by Cllr Allingham and seconded by Cllr Turner that the lower price be taken.  
**Cllr Copsey** to send information to **Clerk** to order.

**15. NCALC Internal Audit** – Report will be on next meeting’s agenda - audit carried out remotely. Some issues mentioned and need to be addressed:

- Policy for Internal Control
- Tendering process when forming contracts
- Agenda items to be more specific
- War Memorial – a question had been raised about the maintenance expenditure during year end 31.3.2020. There is a statutory power (War Memorials Act 1923 )which enables a parish council to incur expenditure in the maintenance of any war memorial in the parish
- **Clerk** to check with NCALC whether names of employees should be included in the Minutes.

**16. SUMMARY OF ACTION POINTS FOR COUNCILLORS ARISING FROM THIS MEETING**

**GC – none**

**CT – none**

**CN – Newsletter**

**DA – Notice for Play area to go to Newsletter**

**SD – none**

**FC – Send Cedar shingle information to Clerk**

**GM - none**

**17. FUTURE AGENDA ITEMS AND COUNCILLORS’ COMMENTS**

**GM –**

- Action log for individual councillors. Clerk to email the list 1 month after the meeting and request items for agenda 2 weeks prior to meeting
- **Clerk** to produce diary of Parish Council year including correct wording for various items and also record when councillors were co-opted/elected onto council.
- **Clerk** to update Freedom of Information records further to resignation of Kevin Ward. Cllr Nelson will take on this role. Kevin Ward and Chairman will meet when possible due to Covid Restrictions and arrange for some paperwork to archived with NCC. Some items to be scanned and stored for future reference.

GC – none

CT – none

CN – Newsletter

DA – Notice for Play area to go to Newsletter

Signed-----

Date-----

SD – none  
 FC – Send Cedar shingle information to Clerk

18. **ITEMS FOR NEWSLETTER** – Cllr Nelson listed the items which she will include in the newsletter.

19. **DATE AND TIME OF FUTURE MEETINGS** - 21.9.20,16.11.20 at 7.30 pm

Signed----- Date-----

### Planning Register at 13.7.20

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Received</u>	<u>Status</u>
<u>S/2020/1025/FUL</u>	63 Bedford Road Brafield On The Green NN7 1BD	Two storey front extension, first floor side extensions, raise roof to create additional living space, rear dormer, roof lights and change lean to roof to pitch over existing ground floor study; (re-submission S/2019/1595/FUL)	17/06/2020	5 - Site Visit Complete (1-10)
<u>S/2020/0961/FUL</u>	Appletree Cottage 64 Billing Road Brafield On The Green NN7 1BL	Two storey, part first floor front extension, double doors to north elevation and new window to west elevation	15/06/2020	4 - Consultations Despatched (1-10)

Signed-----

Date-----

**Report from Cllr Holowell, SNC**

## South Northamptonshire Council

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Date: 17th July 2020

Brafield on the Green Parish Council

Dear Viv,

Please find below a report for circulation

### **District Council Report: Brafield on the Green**

#### **1. Covid-19 and South Northamptonshire Council**

I continue to admire all those in our rural communities who have pulled together and helped and protected the elderly and the vulnerable. Well done to you all.

Regarding SNC staff and services, I have been very impressed by the continuing high standard of service provided to us by the 'bin-men' who have continued their essential work at the run as if there was nothing unusual about the times we live in.

As to the rest of the staff, those in the normally invisible Revenues and Benefits have had to work in very difficult circumstances because of the rise in the number of claimants and the administration of the Government's various business grant schemes and this on top of their normal work load. Inevitably there have been mistakes and problems but as far as I am aware, these have all been sorted out.

#### **2. Local Plan Part 2**

The inspector's final report on the Examination in Public regarding the SNC Local Plan Part 2 has been published and the Plan as amended is due for adoption by full Council on Wednesday 22nd July.

Work on the Plan started nearly 7 years ago and its completion brings South Northamptonshire up to date with the 1997 Saved Policies being retired. The Development Plan for South Northamptonshire including Local Plan Part 1 (Core

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Date-----

Strategy) will go forward into the new West Northamptonshire Council in respect of this area.

**3. Local Government Re-Organisation (LGR) Northamptonshire**

As you know, all of the members of SNC, Daventry District Council, Northampton Borough Council and parts of NCC were declared to be members of the WNC Shadow authority with the responsibility for organising the new council in time for WNC and parish elections next year.

There is still an enormous amount of preparation to be done and this is on top of the normal duties of the individual councils and councillors. I am increasingly of the opinion that the new organisation will not be in place on time and West Northamptonshire Council will still be administering their services in the same pattern as at present for some time to come.

As you know, central government sees the role of the building industry as fundamental to the economic recovery caused by the Covid-19 outbreak. There are already a number of building projects in this ward at various stages so a brief list of those with 5 or more homes is given in the appendix overleaf.

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

Regards,



Signed-----

Date-----