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**Minutes of the Parish Council Meeting  
15<sup>th</sup> March 2021 at 7:30pm**

**Present:** Cllr G Morgan (GM)  
Cllr F Copsey (FC)  
Cllr S Dorey (SD)  
Cllr D Allingham (DA)  
Cllr G Couldrake (GC)  
Cllr C Nelson (CN)

Cllr M Clarke (NCC)  
Cllr S Hollowell (SNC)  
Cllr C Clarke (SNC)

2 members of the public

**1. APOLOGIES FOR ABSENCE -**

Cllr C Clarke, SNC

**2. MINUTES OF THE PREVIOUS MEETING** – 18.1.21, 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).

Cllr Couldrake – planning item related to 14 The Green

Cllrs Copsey and Allingham – Item 8, Poors Land Trust

**4. MATTERS ARISING AND CLERK'S REPORT**

- Clerk attended Clerk's Forum meeting on 26.2.21, main topics covered were Local Government Re-organisation, Census and Pandemic issues.

- The Parish Council is being grateful to receive £500 for a memorial seat to replace one of the flat benches on the Green.

**5. PUBLIC QUESTIONS, COMMENTS AND REPRESENTATIONS: 893**

Signed-----

Date-----

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.  
No comments were made.

## 6. DISTRICT AND COUNTY COUNCIL REPORTS – if available

Cllr Clarke, NCC gave a report mainly concerning the Local Government Re-organisation and the formation of West Northants Council which comes into effect on 1<sup>st</sup> April 2021. He also reported on the forthcoming Census and the Pandemic. He is not standing for election this year and thanked the Council for all their support over the years in the various issues which have faced both Brafield and surrounding villages.

Steve Hollowell, SNC also gave a report and stated that he was not standing again.

Carole Clarke SNC is also not standing. Cllr Morgan requested that thanks was passed on to the Recycling Services/staff for their exemplary service to the village.

Cllr Couldrake on behalf of the Parish Council, thanked all three councillors for all their help and support and attendance at meetings over the past 15 years and wished them well.

Fiona Cole who was in attendance is standing for election in this ward and is keen to develop an understanding of the issues facing Brafield.

## 7. PLANNING

A) LOCAL – Planning Register at 9.3.21 – Planning applications for consultation.

S/2021/0150/FUL, Land to East of 24 Church Lane – Cllr Nelson read her comments on this application. It was agreed by the Council that the measurements must be maintained so opening matches the original width. Also that two 2-bay parking spaces would be preferable to one 4 bay. Any further comments must be submitted by 12 noon on 16<sup>th</sup> March for submission to the SNC by the Clerk in the afternoon to comply with the terms for the extension (before 5 pm.)

S/2020/1902/FUL – No Issues raised.

B) STRATEGIC – none

## 8. ESTATE MATTERS

Cllr Copsey was nominated member for Parish Council for Poors Land Trust, proposed by Cllr Dorey and seconded by Cllr Couldrake.

**A) FOOTPATHS** – Clerk to receive any reports on footpaths requiring attention

**B) LIGHTING** – Clerk to receive reports of any faults with lights.

- Cllr Dorey reported that she had contacted Aylesbury Mains and the concrete column in Horton Road requires replacement steel pole costing £1058 ex VAT. Re-connection would be an extra cost. It was agreed that Cllr Dorey order the replacement from Aylesbury Mains, proposed by Cllr Copsey and seconded by Cllr

894

Signed-----

Date-----

Allingham. She will also ask about safety checks of the lamp stands.

- She stated that the work outside 2a Furze Road to straighten column is still to take place.
- The Council also agreed not to replace the light at the junction of Bedford road and Church Lane despite request from resident as this had been the only request in 10 years.

**C) BUS SHELTER ROOFING** – Cllr Copsey reported that the work was done for now and will do more in the future.

#### **9. GROVE ROAD BENCH – email 12.2.21**

Council to agree Conditions of Licence Highway Authority which gives this council approval in accordance with Section 14 of the Public Health Act 1925, subject to:-

- i) *The contractor shall comply with the requirements for the New Roads and Street Works Act 1991.*
- ii) *The contractor must be approved and have a minimum amount of public liability insurance of £5 million in respect of any one incident.*
- iii) *Brafield on the Green Parish Council shall have a minimum amount of public liability insurance of £5 million for the seat.*
- iv) *The written agreement of the owner of the adjoining land to the section of public highway where the proposed seat is to be erected.*
- v) *Planning permission may be needed. Please consult with your local district council and provide their response – Clerk to check.*

**10. PLAY AREA** – Clerk has ordered TWO flat seats at £146.25 each from Wicksteed.

Cllr Allingham is researching a grant for the purchase of 2 cradle swings or a log swing and is in liaison with Wicksteed.

**11. HIGHWAY ISSUES** – reports to Clerk for logging with ‘Fix my Street’

Cllr Copsey reported that some of the potholes had been filled in.

There is a problem with cars parking on the pavements and it was agreed that a request not to park on pavements should go in the newsletter. Clerk also to ask for Michaela Simons from the Policing Team to carry out visits checking on parking during the day and early evening.

#### **12. FLOODING AROUND POND AND GREEN**

Council considered Issues caused by recent flooding, possibly due to blocked out flow from the Pond. Correspondence from affected residents and between Council and Estate had been received, now awaiting report from Fisher German. Clerk to arrange a site meeting with Fisher German, Chairman of PC and Cllr Couldrake.

**13. COMMUNICATIONS** – to note, not covered elsewhere in agenda  
INCOMING

- i. Notable correspondence circulated to Councillors  
Northants CALC eUpdates

895

Signed-----

Date-----

ii. NCALC - Northants CALC Training Courses

14. **LOCAL ELECTIONS** – 6.5.21 – Nomination papers to be posted to Clerk for delivery to councillors. To be returned to SNC by 4 pm on 8<sup>th</sup> April by Clerk. Information still being circulated. Clerk to put information on Website.

15. PAYMENTS AGREED

| Payee                         | Detail                             | Chq No | Total  | Net   | Vat   |
|-------------------------------|------------------------------------|--------|--------|-------|-------|
| Aylesbury Mains               | Inv 20293 – Owen Ct (outside no.1) | 155    | 87.48  | 72.90 | 14.58 |
| Church and Poors Land Charity | Rent for Play Area                 | 156    | 60.00  | -     | -     |
| CPRE                          | Annual membership                  | 157    | 36.00  | -     | -     |
| V Hartley                     | Salary Jan-Mar                     | 158    | 814.81 |       |       |
| R Aldridge                    | Salary Feb and Mar                 | 159    | 156.00 |       |       |
| HMRC                          | Tax Jan - Mar                      | 160    | 227.20 |       |       |
| S Gautrey                     | Salary Jan - Mar                   | 161    | 93.60  |       |       |
| B Osborne                     | Payroll services                   | 162    | 66.00  | -     | -     |

Total £1541.09

16. OTHER FINANCIAL MATTERS

- Bank Balances - current A/C at 26.2.21 - £14908.79  
Less above payments - £13367.70
- Bank has confirmed that signatory access to account has been changed.
- Cllr Allingham reported on Internal Control checks and had found everything to be in order.
- The Council reviewed Internal Control procedures – Cllr Allingham acts as Internal Control Officer and checks the accounts regularly. Fidelity insurance at £250,000 and Public Liability £10m. The procedures were agreed as adequate, proposed by Cllr Couldrake and seconded by Cllr Dorey.
- It was agreed that Clerk should look into Internet banking – 2 to sign, with one authority.

17. **SUMMARY OF ACTION POINTS FOR COUNCILLORS ARISING FROM THIS MEETING** – these were listed by the councillors.

18. **FUTURE AGENDA ITEMS AND COUNCILLORS' COMMENTS** – none 896

Signed-----

Date-----

## 19. ITEMS FOR NEWSLETTER

Cllr Nelson reported that the Police are not offering printing services for the Newsletter any more. She had looked at Able Print for £44.00 and Shire Lumsden for £40. It was agreed that the Council should use Shire Lumsden.

## 20. DATE AND TIME OF FUTURE MEETINGS – Annual Parish Assembly at 7 pm and Annual Meeting at 7.30 , 17<sup>th</sup> May 2021

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

Planning Register of new applications at 9.3.21

| <a href="#">Application Number</a> | <a href="#">Location</a>                                      | <a href="#">Proposal</a>  | <a href="#">Received</a> <input type="checkbox"/> | <a href="#">Status</a>          |
|------------------------------------|---|---|---|---------------------------------|
| <a href="#">S/2021/0150/FUL</a>    | Land East Of<br>24 Church<br>Lane Brafield<br>On The<br>Green | Variation of condition 2 (plans) of<br>S/2018/2416/FUL (One detached<br>dwelling (bungalow)) Revised<br>layout/house type for bungalow  | 28/01/2021  | 4 - Consultations Despatched    |
| <a href="#">S/2021/0255/COND</a>   | 14 The Green<br>Brafield On<br>The Green<br>NN7 1BB           | Condition 3 [Slate Sample]<br>Application for approval of details<br>submitted pursuant to condition 3 of<br>planning permission<br>S/2019/2516/FUL [Conversion of<br>outbuilding into self contained<br>annexe]            | 26/01/2021  | 3 - Case Officer Allocated (1-1 |
| <a href="#">S/2021/0256/COND</a>   | 14 The Green<br>Brafield On<br>The Green<br>NN7 1BB           | Condition 4 [Brick Sample]<br>Application for approval of details<br>submitted pursuant to condition 4 of<br>planning permission<br>S/2019/2516/FUL [Conversion of<br>outbuilding into self contained<br>annexe]            | 26/01/2021  | 3 - Case Officer Allocated (1-1 |
| <a href="#">S/2021/0257/COND</a>   | 14 The Green<br>Brafield On<br>The Green<br>NN7 1BB           | Condition 5 [Architectural Detailing]<br>Application for approval of details<br>submitted pursuant to condition 5 of<br>planning permission<br>S/2019/2516/FUL [Conversion of<br>outbuilding into self contained<br>annexe] | 26/01/2021  | 3 - Case Officer Allocated (1-1 |

Signed-----

Date-----

Condition 6 [Window & Door Details]  
Application for approval of details  
submitted pursuant to condition 6 of  
planning permission  
S/2019/2516/FUL [Ce]

[S/2021/0258/COND](#)

14 The Green  
Brafield On  
The Green  
NN7 1BB

26/01/2021

3 - Case Officer Allocated (1-1



## South Northamptonshire Council

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

6 Nene Rise,  
Cogenhoe,  
Northampton.  
NN7 1NT

Brafield Parish Council

Dear Viv,

Please see my final report from SNC below.

### District Council Report: Brafield

#### 1. Covid 19: Update

I have received no further local data since last week's message.

#### 2. Reorganisation of Local Government in Northamptonshire

South Northamptonshire Council, along with all of the other councils in Northamptonshire ceases to exist on 31st March. On the 1st April, all local government duties and powers currently being provided by them will be vested in the two, new district councils with county council powers – North Northamptonshire Council and West Northamptonshire Council. This is the first major local government re-organisation in the county since 1974 and heralds the fourth generation of district councils since their inception in 1894.

Signed-----

Date-----

From Day 1 of the new councils, existing front-line staff will initially continue as before in their present posts with senior staff already having been appointed. Contact numbers remain the same for now. Some existing contracts due to expire this year (such as the highways contract with Keir and WSP) will be extended for one year. Following elections to the new councils on the 6th May, they will develop their own, longer term strategic plans including establishments (offices and depots). There will be 3 new councillors serving Brafield.

Most of the current SNC senior staff including Richard Ellis, the CEO will complete their service on 31st March and head out for pastures new. A few have been appointed to senior posts in the new West Northamptonshire Council and they will help to carry the SNC ethos forward into the new organisation. Myself and the other Members will cease to be SNC councillors at the same time.

One problem has arisen concerning planning matters. The SNC Planning Committee ceases to exist along with the rest of the Council at the end of March and it was originally thought that any major applications could be dealt with after the new WNC area planning committees meet at some point after the elections on 6th May. It now appears that some applications have to be determined before then and it is being suggested that the existing SNC Planning Committee be re-badged as the WNC South Northamptonshire Area Planning Committee for one meeting only – date in April to be fixed. Delegated planning decisions are unaffected. A press release has been issued but I have not appended it as there are several errors and omissions. In essence, though, all matters concerning Part III planning applications (including house-holder applications) – where already submitted or currently in the process, will continue as normal with former SNC staff based at The Forum dealing with them.

**3. Home Farm: Planning Application S/2020/1935/FUL**

The Home Farm planning application is still being processed. Most of the statutory consultees have now submitted comments as have a number of local residents. As a result of the comments raised, a number of issues are being looked at. These include discussions between the local planning authority (SNC), the local highway authority (NCC) and the applicant's agent concerning visibility splays, the relationship between the development access and the existing agricultural access. Also, revised layouts have been requested showing the number and location of re-cycling bins – including the commercial collection points. Several new drawings have already been placed on the SNC web-site.

Great crested newts and bats are also under consideration as both are included in Schedule 2 of the Conservation of Habitats and Species Regulations 2017 and it is an offence to disturb them unless an appropriate license has been issued. One consultee has raised the question of the (mainly) white pigeons that inhabit the site. These are not protected by this legislation but I understand that the applicant is intending to erect a number of bird boxes on the site. The case officer is aware of this matter and there may be further talks on this and other issues beyond the life of South Northamptonshire Council. Almost certainly, determination of this application is some weeks/months away. As yet, there seem to be no grounds for objecting to the principle of development but this will be dealt with in the officers' report, the decision being delegated to them.

Signed-----

Date-----

**4. Parish Council Elections**

As you will know by now, the parish council elections are to be held on 6th May along with the district council elections. After a 6 year term, I expect there to be a larger number of members stepping down than usual and, across the district, there will be many parish councils with vacancies in May.

The usual election rules apply and anyone standing for parish council is advised to consult the SNC (WNC) web-site --

<https://www.southnorthants.gov.uk/info/11/elections/156/elections-in-progress>

Candidates are advised to submit their forms in good time to allow election staff to carry out an informal check.

Finally, my own interest in Brafield began long before I became a district councillor and it will continue long after I have retired. I would like to pass on all my best wishes to the new Council, and if I can be of service to the village in any way, do not hesitate to get in touch.

Regards,



**Clr Steven Hollowell**

Brafield and Yardley ward  
South Northamptonshire Council  
Home tel: 01604 890346

Signed-----

Date-----