

BRAFIELD ON THE GREEN PARISH COUNCIL

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Minutes of the Annual Parish Meeting and Parish Council Meeting Sargeant Memorial Hall 23rd May 2022 at 7:16pm

Present: Mrs G Morgan
 Mrs F Copsey
 Mrs D Allingham
 Mrs S Dorey
 Mr G Couldrake
 Mrs C Nelson

Mr S Clarke – SNC Cllr
 2 members of the public

1. **ELECTION OF CHAIRMAN – Cllr G Couldrake Proposed by Cllr Morgan, Seconded by Cllr Dorey**
 There being no further nominations for Chairman, Mr Gerald Couldrake was duly elected as Chairman for the forthcoming year.
The newly elected Chairman stated his sincere thanks to Gill Morgan for her work for the past 16 years as Chairman of the Parish Council and the village.
2. **APOLOGIES FOR ABSENCE – TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE – Cllr Turner**
3. **DECLARATION OF ACCEPTANCE OF OFFICE FORMS WERE SIGNED BY CHAIRMAN AND CLERK.**
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 was Proposed by Cllr Couldrake, Seconded by Cllr Nelson.
6. **REVIEW OF FINANCES – TO AGREE AND REVIEW FINANCES, RISK ASSESSMENT, INSURANCE INCLUDING FIDELITY INSURANCE (set at £250,000) 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) to be reviewed for

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Date-----

adoption at next meeting

- 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 adequate. This was proposed by Cllr Allingham, seconded by Cllr Copsey.
- Insurance – the Council agreed to continue with BHIB LTD Insurance as the Insurance provider (BHIB).
- On line payments to be made authorised by 2 signatories as soon as authorisation is set up after this meeting.

7. **ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

This document had previously been circulated and updated. It was proposed by Cllr Dorey and seconded by Cllr Couldrake 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. **CONFIRMATION OF PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 – The document titled *Information available from Brafield on the Green Parish Council under the Model Publication Scheme* was adopted, proposed Cllr Copsey, seconded by Cllr Morgan**

10. **CONFIRMATION OF Arrangements for dealing with PLANNING**

Applications - It was agreed that Clerk receive the initial notification by email from WNC and would alert the councillors. She would obtain an extension if necessary for up to 2 days 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.

AGREED - Proposed Cllr Morgan, Seconded Cllr Couldrake

11. **APPOINTMENT 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 Richard Sheward and Jeff Marlow would wish to continue as Footpath wardens – still reporting to Katie Angel. Cllr Copsey happy to continue as Highways Warden and Cllr Turner happy to continue the monitoring of the grit bins.

12. **DATES FOR MEETINGS FOR NEXT YEAR** - To confirm that the Parish Council Meetings for the year 2022 to 2023 will take place in the months of Jan, Mar, May, July, Sept, Nov on different days of the month. Extraordinary

Signed-----

Date-----

meetings will be held as necessary.

- 13. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 21st MARCH 2022** – the minutes were corrected, and signed by the previous Chairman – Cllr Morgan.

14. MATTERS ARISING AND CLERK'S REPORT – None

15. PUBLIC QUESTIONS, COMMENTS AND REPRESENTATIONS (a maximum of 15 minutes):

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, for a maximum of 3 minutes, and at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself - none

16. WEST NORTHANTS COUNCIL – Cllr Clarke

- Following from walk about with Helen Howard a speed reduction to 50 mph on A428 at Denton had been approved and confirmed by Speed Review Panel. It may extend to Milton Keynes. Thanks expressed from the Chairman.
Cllr Clarke had replied to Highways asking if there were any further proposals for improvements to enhance safety on the A428. Also whether 30 mph zone through Brafield will remain.
The Chairman responded to Cllr Clarke that the Council was fully in support of anything to mitigate the speed. The public present were also in support.
- 250 Ukrainians have taken up offers of sponsors in the County. Contact WNC if willing to offer. This item to go in newsletter.
- Knife Angel been on display at All Saints to highlight and hopefully reduce the incidence of knife crime.
- Council Tax rebate for energy costs.
- Information on Jubilee celebrations

17. GDPR COMPLIANCE – The Council agreed:

- a) To appoint the Northants CALC DPO Service as the council's Data Protection Officer and confirm compliance with documents below which are on website:
Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.
- b) To agree Security Compliance Checklists to be completed by new Councillors –
- c) To confirm arrangement that the council is registered with the ICO and pays the relevant Data Protection Fee (currently £35 per annum)
- d) GDPR Councillor Resignation Checklist

18. PLANNING

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Date-----

A) LOCAL – See Planning Register for other information on local planning applications etc, below. Council had no objections to this request for Certificate of Lawfulness.

B) STRATEGIC

19. ESTATE MATTERS

A) FOOTPATHS –

- Cllr Nelson reported that on Fix my Street – Bridlepath flooding outside 42. Cllr Copsey will have a look.
- There have been numerous fly tips recently and it was felt some could be due to the withdrawal of the green bins. Cllr Dorey had received reports from local residents. A phone app can be downloaded from Clearwaste.com. CCTV cameras could be explored. Cllr Morgan asked if WNC was monitoring of cost of fly tipping versus savings on withdrawal of green bins.

Cllr Clarke agreed to report issues back to WNC.

B) LIGHTING – nothing to report

C) GREEN & POND – UPDATE ON TREE WORKS, Clerk awaiting response from Colin Ellis as to when work will be carried out.

D) PLAY AREA – Cllr Copsey reported up to 3 Rowan and 3 Silver birch trees to be planted in Play Area. Church and Poors Land had agreed so long as play area is not obstructed.

E) GENERAL ESTATE MATTERS – nothing to report.

20. **COUNCIL TO CONSIDER PURCHASE OF LITTER BINS** – Council agreed that Chairman will ask Cllr Turner to choose suitable bins.

22. SOCIAL & COMMUNITY MATTERS

A) POLICE MATTERS– nothing to report.

B) CHILDREN & YOUNG PEOPLE– nothing to report.

C) GENERAL COMMUNITY ISSUES – Cllr Nelson had received request for a memorial plaque to be put on one of the new seats purchased by the Council. She will forward request to Chairman who may respond.

D) JUBILLE PREPARATIONS – Cllr Couldrake had made notices informing residents of road closure on the Sunday for Village party. Local farmer will supply a barrier.

Coffee van also present. Cake competition, childrens' races, Hog roast organised. Quiz getting teams. Beacon – PC is to supply the metal brazier. Beacon will be sited in front of the Red Lion which will sell refreshments.

Tea party to be held on Thursday aimed at 102 senior citizens. Infirm residents will get a box of tea delivered. Jubilee committee has discussed with the Brafield Club. Junior litter pick for Acorn Nursery and Brafield Wombles will also be out to clean verges in readiness for weekend.

23. **HIGHWAY ISSUES** – Cllr Nelson suggested a lorry watch was conducted soon in view of permission for 2 new warehouses in Crowe Lane. Chairman

Signed-----

Date-----

suggested if Council had evidence of lorries disregarding the weight restriction it would be much easier to resolve the problem. Chairman suggested residents of Billing Road got together and carry out a lorry watch and compile the necessary information. **Clerk** to contact Safer Roads Team to see if 'Lorry Watch' projects are still carried out. **To go on next agenda.**

24. COMMUNICATIONS – not covered elsewhere in agenda

INCOMING

Notable correspondence circulated to Councillors

- i. Northants CALC eUpdates
- ii. NCALC - Northants CALC Training Courses
- iii. Village Hopper – new bus and being used well.

25. **ASSET MAPPING REGISTER**– completed and submitted by Cllr Nelson and Clerk.

26. **WEBSITE** – to be updated after this meeting with amended policies where necessary. Clerk to send Cllr Nelson passwords etc for her to add newsletters.

27. ANNUAL ACCOUNTS - COUNCIL AGREED, ADOPTED and CHAIRMAN SIGNED (THESE ALREADY CIRCULATED):

- SECTION ONE, The Annual Governance Statement 2021/22
 - SECTION TWO The Accounting Statements 2021/22
 - DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS as 10th June – 19th July
 - Council to agreed and Chairman signed CERTIFICATE OF EXEMPTION
 - COUNCIL REVIEWED INTERNAL AUDIT REPORT FOR YEAR END 2022 and agreed to ensure website is up to date by adding this report and updating payments agreed at meetings after each meeting.
- Also authorisation for online payments to be revised so that 2 authorisations are made. **Clerk** to visit Lloyds bank and arrange immediately.

28. FINANCE

A) PAYMENTS AGREED:

BHIB LTD Insurance	Annual Premium	£1137.45
Brown and Barden	March & April cut inv 5037&5047	£384.00
Cllrrgan	Bench treatment	£25.50
Green Leaf Garden Sers	Play area grass Invs 1690&1721	£320.00
Npower - Jan - Mar	Elec Supplies,inv 3158069	£818.73
V Hartley	Exps and Broadband May 21-22	£359.14
Netwise	V2 upgrade premium for website	£238.80
Shire Lumsden	Print n/l invs 22161,22162	£84.00
Volunteer Patient Transport - Donation		£100.00

B) OTHER FINANCIAL MATTERS

Bank Balances - current A/C at 28.4.22 - £24868.51 (includes £8500, 50% precept for 2022/23)

NCALC Internal Audit – completed

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ICO Check - carried out by Cllr Allingham – everything in order.
Cllrs Couldrake and Morgan to authorise payments which have been created by Clerk.

29. COUNCIL TO CONSIDER REQUEST FROM : Denton Village Surgery - Volunteer Patient Transport Scheme Update – DONATION OF £100 – The Council agreed to this request and the payment added to above.

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

CN - Planning Action points

GC and GM – Lloyds authorisation of payments

GM – book hall for meetings

CN – Billing Road lorry watch

GC - Memorial plaque on bench Billing road

DA – Consider Grants applications for swings as monies coming in from Jubilee

31. FUTURE AGENDA ITEMS AND COUNCILLORS' COMMENTS - none

32. ITEMS FOR NEWSLETTER – Comments and suggestions for the new Newsletter were listed. Council agreed to pay for colour supplement on Jubilee. Chairman will sign off the Newsletter.

33. DATE AND TIME OF FUTURE MEETINGS – 13th July, 14th September, 16th November – 7.30 pm in the Sargeant Memorial Hall.

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

Planning Register at 16.5.22

<u>Reference No.</u>	<u>Location</u>	<u>Proposal / Description</u>	<u>Valid Date</u>	<u>Determined</u>	<u>Decision</u>
<u>WNS/2022/0873/LDP</u>	6 Cares Orchard Brafield On The Green NN7 1AR	Certificate of Lawfulness for Proposed Development comprising of Attic conversion/rear dormer	09/05/2022	N/A	Pending

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Date-----