

BRAFIELD ON THE GREEN PARISH COUNCIL

Mrs V. Hartley, Clerk to the Council, Tel: [01604 858360]
 Email brafieldonthegreenpc@gmail.com
 Gerald Couldrake, Chair to the Council

Minutes of the Parish Council Meeting Sargeant Memorial Hall 17th May 2023 at 7:30pm

Mr G Couldrake
 Mrs D Allingham
 Mrs C Nelson
 Mrs S Dorey
 Mrs G Morgan
 Mrs F Copsey
 Mr M Andrews

Chairman

Mr A Grant WNC Cllr , 1 members of the public

1. **ELECTION OF CHAIRMAN** – Mr Gerald Couldrake was elected chairman for the next 12 months, proposed Cllr Morgan, seconded Cllr Copsey
2. **CO-OPTION OF NEW COUNCILLOR - MARTIN ANDREWS WAS CO-OPTED AND SIGNED THE ACCEPTANCE OF OFFICE, proposed by Cllr Couldrake, seconded Cllr Copsey**
3. **APOLOGIES FOR ABSENCE** – none
4. **DECLARATION OF ACCEPTANCE OF OFFICE – SIGNED BY CHAIRMAN**
5. **DECLARATIONS OF INTERESTS – none**
6. **ELECTION OF VICE-CHAIRMAN** – Dawn Allingham was elected for the next 12 months, proposed by Cllr Morgan, seconded by Cllr Dorey
7. **THE FOLLOWING FINANCE PROCEDURES WERE REVIEWED:**
 - RISK ASSESSMENT
 - INSURANCE INCLUDING FIDELITY INSURANCE (set at £250,000)
 - USE OF NCALC AS INTERNAL AUDITOR
 - COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER – Cllr Allingham was appointed again as ICO.
 - REVIEW OF INTERNAL CONTROL PROCEDURES
8. **STANDING ORDERS AND FINANCIAL REGULATIONS WERE ADOPTED**(previously circulated and to be added to website)
9. **CODE OF CONDUCT CONFIRMED AND ADOPTED** (on website)
10. **THE PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS** ((previously circulated and to be added to website) WAS CONFIRMED

Signed-----

Date-----

11. GDPR COMPLIANCE

- a) Northants CALC DPO Service - confirmed as the council's Data Protection Officer and confirmed compliance with documents below which are on website: Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy, Security Compliance Checklists and Councillor Resignation Checklist.
- b) Confirmed arrangement that the council is registered with the ICO and pays the relevant Data Protection Fee (currently £35 per annum)

12. CONFIRMATION OF ARRANGEMENTS FOR DEALING WITH PLANNING APPLICATIONS.

Clerk to receive notification of an application and circulate it as soon as possible. An extension to be obtained if necessary and response from consultation to be made immediately after next meeting.

13. APPOINTMENT OF :

- **STREET LIGHTING WARDEN** - Cllr Dorey agreed to continue with the roll.
- **TREE AND FOOTPATH, AND HIGHWAY WARDENS** – Richard Shewood and Jeff Marlow have resigned as Footpath Officers. Cllr Andrews was appointed to take the role for both areas.
- **HIGHWAYS** - Cllr Copsey agreed to continue.
- **Police Liaison officer** - Cllr Morgan to continue

14. CHURCH AND POORS LAND TRUST – Council to note representatives appointed : Franscoise Copsey, Dawn Allingham and Shelley Gautrey**15. DATES FOR MEETINGS FOR NEXT YEAR** - Confirmed that the Parish Council Meetings for the year 2023 to 2024 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.**16. MINUTES OF THE PREVIOUS MEETING DATED 15th MARCH 2023** – agreed and signed**17. MATTERS ARISING AND CLERK'S REPORT** - none**18. PUBLIC QUESTIONS, COMMENTS AND REPRESENTATIONS (a maximum of 15 minutes):**

The resident raised a query with the accounts section from the last meeting – a discrepancy of approximately £21 in the carried forward balance. Subsequently the Clerk has clarified that it was interest on the deposit account of £8.38 which had not been noted and an outstanding cheque for £29.80.

19. West Northamptonshire Council Report

Cllr Grant thanked the councillors for their contribution to the local community. The WNC budget is on target
6700 potholes have recently been filled!

Signed-----

Date-----

Cllr Morgan requested that temporary traffic lights could be erected to avoid closing the bridge on Billing Aquadrome as the local businesses are very badly affected when it is closed. Cllr Grant will speak to Helen Howard and report back at the next meeting.

20. **Planning Applications** for comment - none

21. **Estate Matters:**

- Footpaths – any issues for report, none
- Street lighting – any issues for report, none

22. **Play Area – update** - Any health and safety concerns, none

23. **Highways**

- Updates on Fix my Street reports –
 - Cllr Morgan had reported 2 fly tipping issues but it would appear someone is collecting it.
 - The No Cycling sign where Bridlepath meets Church lane has not been replace. **Clerk** to report again
 - Speed limit on Bedford Road is being reduced from 50 to 40 mph. Cllr Allingham will obtain costs of bin stickers.
- Billing Road – traffic calming – Cllr Allingham about to submit application form for VAS funding.

24. **FINANCE**

- The Payments and Bank Reconciliation were approved (see annexed list) –

25. **ANNUAL ACCOUNTS - COUNCIL AGREED AND ADOPTED IN THIS ORDER (THESE ALREADY CIRCULATED):**

- SECTION ONE, The Annual Governance Statement 2022/23
- SECTION TWO The Accounting Statements 2022/23
- CERTIFICATE OF EXEMPTION - SIGNED
- DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS as 5th June – 14th July
- COUNCIL REVIEWED INTERNAL AUDIT REPORT FOR YEAR END 2023. The Clerk and Cllr Allingham will review the Asset Register which requires more detail.

26. Website Enhancement – Council to review, the Chairman will look into this, and may contact Netwise.

27. Items for Village Newsletter – Cllr Nelson apologized for not circulating a newsletter for the Coronation. After discussion it was agreed that the Chairman will approach the person who runs the Parish Magazine for Little Houghton and Brafield to see if the Parish Council Newsletter could be included. Photos of Councillors would be useful.

28. Any other items for future meetings and Councillors' comments.

Cllr Morgan advised the meeting that she had hard copies of all planning applications and documentation while she was Chairman. It was agreed that

Signed-----

Date-----

they should be shredded. The Clerk will check the position of keeping hard copies of minutes with NCALC.

29. Summary of Action points for each councillor.

GC – Review of website and Newsletter production

SD – Street lights

GM – Contractors' list, Reports on Fly Tipping

DA - Contractors' list, Asset Register and Grant Application for VAS

CN Newsletter

30. Date and time of next meeting -19th July at 7.30 pm

Payments agreed at meeting on 17th May 2023

| Payee | Detail | Total | Net | Vat | Ref |
|------------------------|--------------------------|--------------|------------|------------|------------|
| BHIB Ltd | Annual Insurance Premium | 1142.19 | | | 59 |
| N Power | Supplies ¼ to 31.3.23 | 513.71 | 489.25 | 24.46 | 60 |
| Signs of the Times Ltd | Coronation Sign | 515.40 | 412.00 | 85.90 | 61 |
| NCALC | Sub and IAS (£207) | 625.96 | 582.56 | 43.40 | 62 |
| Brown and Barden | March and April grass | 432.00 | 72.00 | 360.00 | 63 |
| V Hartley | Exps including Internet | 341.26 | | | 64 |
| Green Leaf Gardening | Grass cut of Play Area | 80.00 | | | 65 |

Total £3650.52

£

Bank Reconciliation

Current Account Balance at 10.5.23 - £10768.60 - £3650.52 = £7118.08

Deposit Account Balance at 10.5.23 - £10070.47

Signed-----

Date-----