

## BRAFIELD ON THE GREEN PARISH COUNCIL

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### Minutes of the Annual Parish Meeting and Parish Council Meeting Sargeant Memorial Hall 17th May 2021 at 7:20pm

**Present:**

Mrs G Morgan	Chairman
Mrs F Copsey	
Mrs D Allingham	Vice Chairman
Mrs S Dorey	
Mr G Couldrake	
Mrs C Turner	
Mrs C Nelson	
Mr A Grant – SNC Cllr	
2 members of the public	

1. **ELECTION OF CHAIRMAN – Cllr G Morgan    Proposed by Cllr Copsey  
 Seconded by Cllr Couldrake**  
 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 – None**
  
3. **DECLARATION OF ACCEPTANCE OF OFFICE FORMS WERE SIGNED BY COUNCILLORS 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    Proposed by Cllr Turner,  
 Seconded by Cllr Copsey.**
  
6. **REVIEW OF FINANCES – TO AGREE AND REVIEW FINANCES, RISK ASSESSMENT, 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) WAS AGREED and adopted. PROPOSED BY Cllr Dorey seconded by Cllr Turner
  - USE OF NCALC AS INTERNAL AUDITOR – it was agreed that the council would continue to use of NCALC as Internal Auditor.

Signed-----

Date-----

- 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.
- 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.

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

This document had previously been circulated. 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 Turner 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 Couldrake**

**10. CONFIRMATION OF 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.

AGREED - Proposed Cllr Turner, 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 – venue to be arranged.** It was confirmed that the Parish Council Meetings for the year 2021 to 2022 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**

Signed-----

Date-----

PC MEETING DATED 15<sup>th</sup> MARCH 2021 - 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:**

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 meeting itself.

A resident raised the issue of drivers parking and causing damage to the Green. The Chairman responded that the Council had considered various options over many years to resolve this problem. It is difficult because Highways will not allow anything to be placed up to 1 m in from the edge and so drivers would then park up to the 'barrier'.

The Council agreed to put a request in the newsletter and website for considerate parking. Residents should also be encouraged to politely request visitors to park their vehicles with consideration for gateways, verges etc. The problem of parking on verges, blocking pedestrians, at the football club was also raised. A suggestion was made to request that the Club man the gate.

#### **16. DISTRICT AND COUNTY COUNCIL REPORTS**

**Mr Andrew Grant**, recently elected West Northants Councillor was in attendance. He introduced himself and reported that he will share the area with Stephen Clarke and Fiona Cole.

The main issue the Parish Council brought to his attention was the Home Farm Planning Application and the issue of inadequate parking provision. The application is presently awaiting more information. Cllr Grant agreed to look into the matter using the Parish Council input on the Website. He will get back to the Clerk. He was hopeful that Highways and the Planning Committee will work more closely in future when considering planning applications.

#### **17. GDPR COMPLIANCE – the Council agreed the following:**

- 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:
- b) Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.
- c) To receive completed Security Compliance Checklists from all Councillors – **Clerk** to email copies for signing.
- d) To confirm arrangement that the council is registered with the ICO and pays the relevant Data Protection Fee (currently £35 per annum)
- e) GDPR Councillor Resignation Checklist

Signed-----

Date-----

## 18. PLANNING

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

[WNS/2021/0294/TCA](#)

St  
Laurences  
Church

**T1 Cherry: Reduce crown by approximately 30%; T2 Cherry: Reduce height by approx. 6 feet and shape ; T3 Yew: Trim and shape.**

06/05/2021

The Council had no objections to this application. **Clerk** to submit response.

B) STRATEGIC

## 19. ESTATE MATTERS

A) **FOOTPATHS** – No Issues, all paths clear.

**B) LIGHTING** – Cllr Dorey reported that the Horton Road light has been installed but not yet wired in. The Elm Close light repair was a different fault. The light at the Red Lion and Horton Road are not working but reported.

### C) GREEN & POND

- **Update on flooding issue** further to site visit with Fisher German  
A site meeting had taken place in March. Clerk to email Matthew Trembath to request camera results which should determine the location and hence whose responsibility the blocked culvert is. Also to ask what the outcome of the 'co-ordination' meeting about the estate

- **Update on Registration** - Steve Hollowell had emailed . Mrs Usher who represents half the estate is very much in favour of the dedication. She will bring this to the attention of the Trust at the next meeting. He is happy to continue to assist with the registration.

D) PLAY AREA –

E) GENERAL ESTATE MATTERS - Plaque now arrived, to go on Village Sign – Thank you to Essential Workers during the Pandemic. To be fixed on day of unveiling by Jubilee Committee - 5<sup>th</sup> July – National NHS Day. Ceremony is at 6.30 pm. Advertised on FB, newsletter. Radio Northampton is invited. Cobblers may be asked to do unveiling.

## 20. PLANTING OF WILD FLOWER VERGES FOR HM PLATINUM JUBILEE

(Billing Rd/Bedford Rd and Horton Road) – Clerk has written to WNC re requirements for licence – waiting to hear.

21. **COUNCIL TO CONSIDER COSTS FOR 3 NEW LITTER BINS** – Council agreed - on the Village Green, near the bench on Billing Rd/Bedford Rd junction and grassed area on Horton Road.

**Clerk** to contact Environmental Services to request monitoring with a view to installation. These bins would be emptied by SNC.

Signed-----

Date-----

## 22. SOCIAL & COMMUNITY MATTERS

A) POLICE MATTERS – Antisocial behaviour issues to be reported by ringing 101 – they are not a PC matter.

B) CHILDREN & YOUNG PEOPLE

C) GENERAL COMMUNITY ISSUES – Football parking and village sign discussed.

Broadband – Open Reach are commencing installation.

## 23. HIGHWAY ISSUES -

### Cllr Copsey

- reported that a resident has nearly been runover on Bedford Road pelican crossing. Requires police to monitor.  
**Clerk** to contact Matt O’Connell, Safer Roads Manager requesting a visit at off peak times to monitor speeding traffic.
- Other potholes to be reported

## 24. COMMUNICATIONS – not covered elsewhere in agenda

### INCOMING

Notable correspondence circulated to Councillors

- Northants CALC eUpdates and Bulletins during Coronavirus crisis
- NCALC - Northants CALC Training Courses
- Village Hopper - planning to resume the full timetable from Tuesday 4th May
- Car mounting path along Church Lane – **Clerk** to mention to Matt O’Connell and Cllr Copsey will ask Nursery to bring it to the attention to parents

**25. WEBSITE** – to be updated after this meeting with amended policies where necessary.

## 26. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/21 Part 2 – THE COUNCIL AGREED AND ADOPTED : (THESE ALREADY CIRCULATED):

- SECTION ONE, The Annual Governance Statement 2020/21
- SECTION TWO The Accounting Statements 2020/21
- DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS AS 14<sup>TH</sup> JUNE – 23<sup>RD</sup> JULY

## 27. FINANCE

### A) PAYMENTS AGREED BY COUNCIL

BHIB LTD Insurance	Annual Premium	£ 1028.69	Chq 163
Brown and Barden	March & April cut inv 4875	£360.00	Chq 164
NCALC	Sub and Audit	£531.71	Chq 165
Green Leaf Garden Sers	Play area grass	£125.00	Chq 166
Netwise	Domain Renewal	£16.50	Chq 167
Wicksteed	2 timber swings	£476.40	Chq 168
PCC Northants .;	Newsletters Mar – Dec 20	£204.00	Chq 169
E-on	Supplies Jan – Mar	£482.12	Chq 170
V Hartley	Exps and Broadband May 20-21	£274.23	Chq 171

Signed-----

Date-----

Shire Lumsden	Newsletter printing	£40.00	Chq 172
Aylesbury Mains	Inv 20394 – rprs 23 Elm Cls	£134.76	Chq 173

**B) OTHER FINANCIAL MATTERS**

Bank Balances - current A/C at 28.4.21 - £ (includes £7125, 50% precept for 2020/21)

NCALC Internal Audit – TBA

Internal Control Check - carried out electronically by Cllr Allingham.

**28. SUMMARY OF ACTION POINTS FOR COUNCILLORS ARISING FROM THIS MEETING – Councillors listed their action points.**

**29. FUTURE AGENDA ITEMS AND COUNCILLORS' COMMENTS**

DA – requested a retrospective minute - that Cllr Allingham has from January 2019 is Council representative on the Church and Poors Land Trust

**30. ITEMS FOR NEWSLETTER** – to be listed by Cllr Nelson. Comments and suggestions for the new Newsletter format were discussed.

**31. DATE AND TIME OF FUTURE MEETING** – Monday 19<sup>th</sup> July at the Working Men's Club – (large hall)

**Signed**----- **Date**-----

**Planning Register at 11.5.21**

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Received</u> <input type="checkbox"/>	<u>Status</u>
<a href="#">WNS/2021/0294/TCA</a>	St Laurences Church Church Lane Brafield On The Green NN7 1BA	T1 Cherry: Reduce crown by approximately 30%; T2 Cherry: Reduce height by approximately 6 feet and shape sides as necessary; T3 Yew: Trim and shape.	06/05/2021	3 - Case Officer Allocated (1-10)

**No objections from Council**

Signed-----

Date-----