

BRAFIELD ON THE GREEN PARISH COUNCIL

Mrs V. Hartley, Clerk to the Council, Tel: [01604 858360]
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 Gerald Couldrake, Chair to the Council

Minutes of the Parish Council Meeting Sargeant Memorial Hall 22nd May 2024 at 7:15 pm

Mr G Couldrake	Chairman
Mrs D Allingham	
Mrs C Nelson	
Mrs S Dorey	
Mrs G Morgan	
Mrs F Copsey	
Mr M Andrews	Mr A Grant WNC Cllr , 1 member 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. **APOLOGIES FOR ABSENCE** – none
3. **DECLARATION OF ACCEPTANCE OF OFFICE – SIGNED BY CHAIRMAN**
4. **DECLARATIONS OF INTERESTS** – none
5. **ELECTION OF VICE-CHAIRMAN** – Dawn Allingham was elected for the next 12 months, proposed by Cllr Morgan, seconded by Cllr Dorey
6. **THE FOLLOWING FINANCE PROCEDURES WERE REVIEWED AND AGREED:**
 - RISK ASSESSMENT
 - SPECIFICALLY THE COUNCIL AGREED THE LEVEL OF 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.
 - INTERNAL CONTROL PROCEDURES – AGREED
7. **STANDING ORDERS AND FINANCIAL REGULATIONS WERE ADOPTED**(previously circulated and to be added to website)
8. **CODE OF CONDUCT CONFIRMED AND ADOPTED** (on website)
9. **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
10. **GDPR COMPLIANCE**
 - a) Northants CALC DPO Service - confirmed as the council's Data Protection

Signed-----

Date-----

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)

11. 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.

12. APPOINTMENT OF :

- **STREET LIGHTING WARDEN** - Cllr Dorey agreed to continue with the role.
- **TREE AND FOOTPATH, AND HIGHWAY WARDENS** – Cllr Andrews was appointed to continue the role for both areas.
- **HIGHWAYS** - Cllr Copsey agreed to continue.
- **Police Liaison officer** - Cllr Morgan to continue

13. DATES FOR MEETINGS FOR NEXT YEAR - Confirmed that the Parish Council Meetings for the year 2024 to 2025 will take place in the months of Jan, Mar, May, July, Sept, Nov on Wednesdays (usually the second or third of the month. **Chairman** will book hall. Extraordinary meetings will be held as necessary.

14. MINUTES OF THE PREVIOUS MEETING DATED 17th MARCH 2024 – agreed and signed

15. MATTERS ARISING AND CLERK'S REPORT - none

16. PUBLIC QUESTIONS, COMMENTS AND REPRESENTATIONS (a maximum of 15 minutes): none

17. West Northamptonshire Council Report

Cllr Grant thanked the councillors for their contribution to the local community.

He gave a brief report. Cllr Steve Clark's report had been circulated.

18. Planning Applications for comment - none

19. Estate Matters:

- Footpaths – any issues for report, none
- Street lighting – any issues for report, 2 lights had been reported – one on the Green and one by Monk's House.
- Pond – Chairman had completed document for applying for consent for works. The estate is meeting again concerning ownership of the land so issue currently on hold.

Signed-----

Date-----

20. **Play Area – update** - Any health and safety concerns, Cllr Andrews noted one of the (non-cradle) swings was rocking slightly. Not reported in Wicksteed Inspection report.

21. **Highways**

- Updates on Fix my Street reports – none outstanding
- Village Name plates and gateways ordered. Agreed VAS ordered now. **Cllr Allingham and Clerk** will arrange. Volunteers are need to relocate it periodically and charge the battery.
- Cllr Copsey still to check width of road on Green – to liaise with Cllr Grant who will contact Helen Howard from WNC Highways.

22. **FINANCE**

- The Payments and Bank Reconciliation were approved (see annexed list) –
- The grant for the Village gateways and Dragons teeth has been received.

23. **ANNUAL ACCOUNTS - COUNCIL AGREED ADOPTED AND THE CHAIRMAN SIGNED IN THIS ORDER (ALREADY CIRCULATED):**

- **SECTION ONE, The Annual Governance Statement 2023/24**
- **SECTION TWO The Accounting Statements 2023/24**
- **DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS as 3rd June – 12th July**
- **COUNCIL REVIEWED INTERNAL AUDIT REPORT FOR YEAR END 2024.**

24. **Items for Village Newsletter** – Cllr Copsey listed items for inclusion in the Newsletter

25. **Any other items for future meetings and Councillors' comments - None**

26. **Summary of Action points for each councillor.**

GC – Liaise over flooding of pond

SD – Street lights

GM – Police report

DA – order VAS, liaise with Clerk

FC - Newsletter

CN – Local Plan consultation

27. **Date and time of next meeting - 17th July at 7.30 pm**

Signed-----

Date-----

Payments agreed at meeting on 22nd May 2024

Payee	Detail	Total	Net	Vat	Ref
Clear Councils(formally BHIB Ltd)	Annual Insurance Premium	1293.11			1
WNC	Village Nameplates&gates	5592.65	4660.54	932.11	2
N Power	Supplies ¼ to 31.3.24	1212.57	1154.83	57.74	3
NCALC	Sub and IAS (£207)	662.64	616.24	46.40	4
Brown and Barden	April grass 5391	216.00	180.00	36.00	5
V Hartley	Exps including Broadband May 23 – May 24	308.48			6
V Hartley	Microsoft Licence (Family)	79.99			7
Green Leaf Gardening	Grass and hedge cut of Play Area – invs 2325&2290	500.00			8
*V Hartley	Salary Apr - June	1057.32			9
*R Aldridge	Salary Apr - June	307.20			10
*S Gautrey	Salary Apr - June	153.40			11
*B Osborne	Payroll services	70.50			12
WNC	Deposit for VAS device	740.00			Chq 208/13
Signs of the Times	D Day plaque (to be refunded less VAT	89.88	74.90	14.98	14
Sargeant Mem Hall	Hall hire	214.50			15

*To be paid after 30.6.24

Bank Reconciliation

Current Account Balance at 22.5.24 - £24797.51

Deposit Account Balance at 22.5.24 - £10186.87

Signed-----

Date-----