

BRAFIELD ON THE GREEN PARISH COUNCIL

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Mr Gerald Couldrake, Chair to the Council

PLEASE BE ADVISED THAT PARISH COUNCILLORS ARE SUMMONED AND THE PUBLIC INVITED TO ATTEND THE MEETING OF THE PARISH COUNCIL AT THE SARGEANT MEMORIAL HALL ON WEDNESDAY 21st MAY 2025 AT 7.30PM.

1. **ELECTION OF CHAIRMAN** – To elect a chairman for the next 12 months
2. **APOLOGIES FOR ABSENCE** – TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE
3. **TO RECEIVE COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE AND FOR ANY NOT RECEIVED, DETERMINE WHEN THEY SHALL BE RECEIVED. NEW COUNCILLORS ALSO TO COMPLETE MEMBERS INTERESTS FORMS, SUPPLIED BY THE CLERK TO BE RETURNED TO WNC.**
4. **DECLARATIONS OF INTERESTS** – members are asked to declare any interest and the nature of that interest which they may have in any items under consideration at this meeting.
5. **ELECTION OF VICE-CHAIRMAN** – To elect a Vice Chairman for the next 12 months.
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 OF COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER.
7. **ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS** ('New' documents previously circulated and to be added to website)
8. **CONFIRMATION OF ADOPTION OF CODE OF CONDUCT** (on website)
9. **CONFIRMATION OF PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS AND COMPLAINTS PROCEDURE POLICY.** (both previously circulated and to be added to website)
10. **GDPR COMPLIANCE**
 - 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.
 - d) To agree Security Compliance Checklists to be completed by new Councillors and Councillor Resignation Checklist.
 - f) To confirm arrangement that the council is registered with the ICO and pays the relevant Data Protection Fee (currently £47 per annum)
11. **CONFIRMATION OF ARRANGEMENTS FOR DEALING WITH PLANNING APPLICATIONS.**
12. **APPOINTMENT OF STREET LIGHTING WARDEN, TREE AND FOOTPATH, AND HIGHWAY WARDENS.**

13. **DATES FOR MEETINGS FOR NEXT YEAR** - To confirm that the Parish Council Meetings for the year 2025 to 2026 will take place in the months of Jan, Mar, May, July, Sept, Nov on the third Wednesday of the month. Extraordinary meetings will be held as necessary.
14. **RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 19th MARCH 2025.**
15. **MATTERS ARISING AND CLERK'S REPORT**
16. **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.
17. **West Northamptonshire Council Report** if available
18. **Planning Applications** for comment – no entries in register
19. **Estate Matters:**
- Footpaths – any issues for report
 - Street lighting – any issues for report
 - Pond –**Play Area – update** - Any health and safety concerns.
 - Approval of costing - £70 per cut -to cut grass around Village Sign from Brown and Barden
20. **Highways**
- Updates on Fix my Street reports
 - Village Name plates and gateways ordered.
21. **Finance**
- Approval of Payments and Bank Reconciliation (see annexed list) –
22. **ANNUAL ACCOUNTS - COUNCIL TO AGREE AND ADOPT (THESE ALREADY CIRCULATED):**
- COUNCIL TO REVIEW INTERNAL AUDIT REPORT FOR YEAR END 2025
 - SECTION ONE, The Annual Governance Statement 2024/25
 - SECTION TWO The Accounting Statements 2024/25
 - DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS as June 3rd – July 14th.
23. Items for Village Newsletter
24. Any other items for future meetings
25. Summary of Action points for each councillor.
26. Date and time of next meetings

VM Hartley 14.5.25

Payments to be agreed at meeting on May 21st 2025

Payee	Detail	Total	Net	Vat	Ref
Ecclesiastical Insurance	Annual Insurance Premium	1458.32			1
N Power	Supplies ¼ to 31.3.25				3
NCALC	Sub and (IAS £231, Data protection £12)	687.41	638.81	48.60	4
Brown and Barden	Grass (+round v sign) invs 5558,5574,5575	648.00	540.00	108.00	5
V Hartley	Exps including Broadband May 23 – May 24	330.22			6
Green Leaf Gardening	Grass cutting of Play Area	200.00			7
Gayton PC	Shared cost of mobile (33.34%)	58.66			8
*V Hartley	Salary Apr - June	Tbc 1089.50			9
*R Aldridge	Salary Apr - June	Tbc 319.40			10
*S Gautrey	Salary Apr - June	Tbc 37.40			11
*B Osborne	Payroll services	Tbc 70.50			12
Bank chgs	Service of account	4.25			dd
CPRE membership	Annual Sub	36.00			13

Total £4939.66 £

*To be paid after 30.6.25

Bank Reconciliation

Current Account Balance at 21.5.25 - £21025.03 (prior to above payments)

Deposit Account Balance at 21.5.25 - £10294.40

Monies received –

50% of precept - £11000, From WNS - £2048.16 CIL payment