

BRAFIELD ON THE GREEN PARISH COUNCIL

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Gerald Couldrake, Chair to the Council

Minutes of the Parish Council Meeting

Sargeant Memorial Hall 21st May 2025 at 7:15 pm

Mr G Couldrake

Mrs D Allingham

Mrs C Nelson

Mrs S Dorey

Mrs G Morgan

Mr S Clarke

WNC Cllr , member of the public

1. **ELECTION OF CHAIRMAN** – Mr Gerald Couldrake was elected chairman for the next 12 months, proposed Cllr Morgan, seconded Cllr Allingham
2. **APOLOGIES FOR ABSENCE** – APOLOGIES WERE RECEIVED AND APPROVED FROM CLLR COPSEY.
3. **DECLARATIONS OF ACCEPTANCE OF OFFICE RECEIVED FROM:**
ANY NOT RECEIVED, to be received at next meeting. NEW COUNCILLORS ALSO TO COMPLETE MEMBERS INTERESTS FORMS, SUPPLIED BY THE CLERK TO BE RETURNED TO WNC. Clerk to write to Martin Andrews, previous councillor requesting him to complete Resignation check list.
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
5. **ELECTION OF VICE-CHAIRMAN** – Dawn Allingham was elected for the next 12 months, proposed by Cllr Morgan, seconded by Cllr Nelson
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 (updated) 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

Signed-----

Date-----

circulated and to be added to website) WAS CONFIRMED

10. **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 £47 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. A draft Planning Policy document was read out. Alterations were made then it was adopted and will go on website.

12. **APPOINTMENT OF :**

- **STREET LIGHTING WARDEN** - Cllr Dorey agreed to continue with the role.
- **TREE AND FOOTPATH, AND HIGHWAY WARDENS** – to be 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 2025 to 2026 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. Meetings at 7.45 on a trial basis and 7.15 pm for APM.

14. **MINUTES OF THE PREVIOUS MEETING DATED 19th MARCH 2025** – agreed and signed

15. **MATTERS ARISING AND CLERK'S REPORT** - none

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

Cllr Dorey reported the safety issues posed by parking on the A428 by the Working Mens Club and the junction. The Chairman agreed to speak to the WMC.

17. **West Northamptonshire Council Report**

Cllr Steve Clark's report had been circulated.

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

19. **Estate Matters:**

- Footpaths – any issues for report

Signed-----

Date-----

- Street lighting – any issues for report- Cllr Dorey reported that the Billing Road light which was out has been fixed.
- Pond – **Play Area – update** - Any health and safety concerns Cllr Copsey has agreed to replace one of the missing trees planted for Queen Elizabeth. **Clerk** to ask Green Leaf Gardening Services if they mend the picnic table and also request not to cut the hedges in the pegged area as this is sold.
- The costing - £70 per cut - to cut grass around Village Sign from Brown and Barden was approved.
- Litter bins – it was agreed that further to its review the new bins are working well.

20. Highways

- Updates on Fix my Street reports. Cllr Clark will take up the issue of the pavement to Denton. It is extremely rutted and not suitable for cyclist, mobility scooters or pedestrians. Highways have said when reported that it was OK.

21. Finance

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

22. ANNUAL ACCOUNTS – COUNCIL AGREED AND ADOPTED: (THESE ALREADY CIRCULATED):

- COUNCIL REVIEWED INTERNAL AUDIT REPORT FOR YEAR END 2025
- SECTION ONE, The Annual Governance Statement 2024/25 WAS SIGNED
- SECTION TWO The Accounting Statements 2024/25 WAS SIGNED
- 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 – NOTICE TO BE DISPLAYED AND GO ON WEBSITE

23. Items for Village Newsletter – Cllr Dorey listed the items

24. Any other items for future meetings – the Chairman reported that there had been a request from a parishioner for the Parish Council to consider the Village pumps. It was agreed that the one at the WMC was on private land and there was no interest in maintaining the other one at the Green.

25. Summary of Action points for each councillor – agreed

26. Date and time of next meetings - 16.7.25, 17.9.25 19.11.25 – **now at 7.45pm**

Signed-----

Date-----

Payments to be agreed at meeting on May 21st 2025

Payee	Detail	Total	Net	Vat	Ref
Clear Insurance	Annual Insurance Premium	1508.32			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	1051.70			9
*R Aldridge	Salary Apr - June	262.20			10
*S Gautrey	Salary Apr - June	163.00			11
*B Osborne	Payroll services	77.50			12
HMRC	Tax on Salaries	113.40			16
Bank chgs	Service of account	4.25			dd
CPRE membership	Annual Sub	36.00			13
S Dorey	Printing newsletter	24.69			14
James O Dell	Installation of litter bins	330.00			15

Total £5495.35

£

*Paid after 30.6.25

Signed-----

Date-----

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

Signed-----

Date-----