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## BRAYBROOKE PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL  
Tuesday 16 May 2017  
in The Village Hall, Braybrooke at 7.00 pm

1 **ATTENDANCE, APOLOGIES and DISPENSATIONS**

Present: Councillors: Mrs. A. Ayton, Mrs. D. Berry (Chairman), Mrs. A. Beardsmore, N, Glazebrook, M. Kingston, G. Normand, Frances Allbury (Clerk)

Apologies: Cllr D. Howes

In Attendance: PCSO Margaret Lawson, Cllr A. Matthews and 4 parishioners

Declarations of Interest and Dispensations:

Cllr Glazebrook declared an interest in item 10, parking around The Swan, public house

Cllr Kingston declared an interest in item 11, 'bus shelter

### **ELECTION OF CHAIRMAN, VICE-CHAIRMAN, OFFICE BEARERS AND CO-OPTION OF A NEW COUNCILLOR**

Cllr. Berry confirmed that she was standing down as Chairman and a Councillor with immediate effect. She thanked Councillors for their help and support and the Clerk presented her with a bouquet of flowers as a gesture of their appreciation for her leadership during her term in office.

Cllr. George Normand was elected as Chairman: proposed Cllr D. Berry, seconded Cllr Beardsmore

Cllr Nikki Glazebrook was elected as Vice-Chairman: proposed Cllr Normand, seconded Cllr Ayton

Upon the expiration of the Public Notice period advertising the vacancy for a new Councillor when Marie Jessop stood down at the previous meeting, an application to join the Council was received from Fiona Kinnear. In the absence of any other applications and therefore there being no need for an election, the Parish Council duly co-opted Fiona onto the Parish Council. Proposed: Cllr. Normand, seconded Cllr. Beardsmore. The motion was carried unanimously. The Clerk would provide Fiona with all the necessary paperwork. Cllr Normand welcomed her as a new member of the Parish Council.

The Chairman said that the Public Notice advertising the vacancy created by the resignation of Dinah Berry would be published today on the website and notice board.

All other Councillors agreed to act as follows:

Rural Forum	Cllr Beardsmore/Cllr Ayton as reserve
Village Hall Representative	Cllr Ayrton
Website/Tree Warden	Cllr Kingston
River Warden/Emergencies	Cllr Glazebrook
Footpaths	Mr. Frank Taylor
School site	Cllr Glazebrook
X Border Group	Cllr Beardsmore/Cllr Normand
The post of Highways Warden would be left vacant for the present time	

3 **MINUTES**

Minutes of the Parish Council Meeting 21 March 2017 were approved and signed.

4 **MATTERS** arising from the Minutes

4.1 Rights of Way issues

The Footpaths Warden Frank Taylor said that he was still working hard on this project but with little success. The Chairman said that he would be happy to look at the site in question to try to assist in making progress.

4.2 Crossways, 16 School Lane

No further correspondence has been received from KBC Planning since an email on the 22<sup>nd</sup> March. The Case Officer has now returned from holiday and the Clerk will ask for an urgent update.

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**PUBLIC PARTICIPATION**

- 5.1 Marie Jessop said that there was still cause for concern regarding the boundary at the front of the properties at Crossways, 16 School Lane. This matter is in hand with the Clerk – see item 4.2.
- 5.2 Marie said that Western Power had dug a trench to carry out works across School Lane at the entrance to Scholar’s Row but had failed to fully repair the ground afterwards with small edging blocks missing at either end. The Clerk would contact them to have it remedied.
- 5.3 A parishioner said that some residents were concerned at the amount of signage in the village, particularly dog waste signage provided by the Dog Warden which had been erected around the village. It was generally felt that the signs did have the desired effect of encouraging owners to pick up dog waste when first erected but probable not now. It was agreed that Cllr Beardsmore would write an article for the next edition of The Gossip highlighting the problem of dog waste. It would be an item for the agenda of the next meeting.
- 5.4 Frank Taylor made the following comments:
  - he was concerned that some of the seats installed around the village were being maintained and some were not.
  - he was disappointed in the way that the Annual Parish Meeting had been conducted and that he had not been given time to read out and discuss his footpaths report fully. Cllr Normand said that all reports would be published on the website along with the minutes and the format of future Annual Parish Meetings would be discussed.
  - The Clerk was asked to contact NCC to confirm whether or not as Footpaths Warden he was covered by their insurance.
- 5.5 A report by the PCSO said that there had been one burglary recently in Newton Way and that the police were still looking for the culprits. The information had been forwarded to the Neighbourhood Watch Co-ordinator. The Chairman thanked her for attending the meeting.

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**FINANCE**

- 6.1 The Clerk circulated up to date accounts showing a true balance of £6,456.60.
 

Items for payment:	Online Bank payment F.R. Allbury, salary and expenses	£336.91
	HMRC, Clerk’s PAYE	£77.80
	NCALC annual subscription and audit fee	£339.94
	AON UK annual insurance	£230.26
- 6.2 The Clerk presented completed accounts 1 April 2016 – 31 March 2017 which show an opening balance of £2138.01 and a closing balance of £2941.61 which had been circulated with the agenda together with the satisfactory NcALC Internal Audit Report.
- 6.3 Update of Budget against Expenditure: circulated with the agenda.
- 6.4 BDO External audit papers for signature: The Chairman and Clerk signed off the BDO External Audit document, closing accounts and Significant Variances.
- 6.5 Bank Mandate: it was agreed to add Cllr Glazebrook to the bank mandate for authorised signatories, following the resignation of Dinah Berry who has been removed. Councillors authorised to sign are now: Cllrs. Normand, Beardsmore, Glazebrook and the Clerk.

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**PLANNING**

- 7.1 KET/2017/0002  
10 Newton Way, Braybrooke  
Two storey side and rear extension, conversion of loft to habitable room and detached garage.  
Application withdrawn.
- 7.2 KET/2017/0104  
Yew Tree Cottage, 23 School Lane, Braybrooke  
Two storey side and single storey rear extensions, creation of vehicular access and rendering of external elevations of existing building  
The Clerk sent the agreed response to KBC but the application has now been withdrawn.
- 7.3 KET/2017/0224  
Black Paddock, Braybrooke  
Full application for replacement outbuilding  
The Chairman said that this project related to adapting an existing building to suit a disabled person and therefore the Parish Council did not feel they could object. They would however examine details of any planning decision made with interest.  
The Clerk was asked to ensure that all Parish Council response letters are sent to Cllr Kingston for publication on the website.
- 7.4 Greenfields Appeal  
The Chairman said that he had obtained a copy of the Appeal Decisions via the X Border Group. Of the 9 individual appeals two were dismissed the appellants having disappeared following a police incident. All other appeals were allowed subject to numerous conditions.

Conditions specified in particular a three year temporary period. Continuing occupancy should be dependant on a piped water supply/foul drainage plus temporary surfacing of access track and hard surfacing within plots. Within two months from the decision date a scheme to provide in particular pipe water, foul drainage and external lighting with a specific timetable must be prepared with all work completed within an agreed timetable.

Cllr Matthews commented that KBC have not provided a five year plan for the provision of sites. It was agreed that the Clerk should contact Cllr Howes to arrange a meeting with KBC Planning and all interested parties as a matter of urgency to discuss this matter further.

## 8 HIGHWAYS

### 8.1 Speed recognition cameras

Kiki Everard prepared a report on this project which was read out by the Chairman. Her report commented that the A6 closure has greatly improved traffic flow through the village particularly HGV's and felt that the provision of permanent signage would be helpful. Cllr Matthews commented that there had been problems with the equipment malfunctioning. New dates for the scheme to be repeated would be published. The Chairman said that an analysis of the report produced by the camera would be interesting and useful. It was agreed that the Clerk would contact Highways with a view to obtaining permanent 'unsuitable for HGV' signage for the future (noting however that one end would have to be in Little Bowden) and Cllr Matthews would keep the council informed on progress with the A6 bridge repairs.

## 9 ANNUAL REVIEW OF POLICY DOCUMENTS

It was agreed that the following amendments to wording would be prepared by the Clerk and the edited documents would be signed off at the next meeting:

- Financial Management:
  - a) The Parish Council must offer all Clerks the opportunity to join a pension scheme under the provision of The Pensions Act 2008. The current monthly salary minimum threshold is £675 to qualify with an age limit of between 22 years and pensionable age. The Parish Council has been registered as an employer for this purpose.
  - b) The clause covering the need to provide three competitive quotations for small items of work has been amended to show that the Parish Council can now undertake work below the value of £300 by endeavouring to obtain the best value for money. It was considered unrealistic to expect suppliers to provide written quotations for work below this value.
- Standing Orders: no amendments required
- Financial and Risk Management Policy: no amendments required
- Asset Register: no amendment required.
- Clerks Contract of Employment: the Clerk falls outside the scope of the Pensions Act 2008 and is not eligible to join the government pension scheme.

## 10 PARKING AROUND THE SWAN PUBLIC HOUSE

Parishioners and Councillors said despite some signage the parking situation has not improved. Cllr Hakewill had confirmed that the covenant on the land which had been sold to the brewery precluded its use for parking and this would not be easy to overturn. Regarding other options, it would be difficult to convince NCC to paint yellow lines around the affected area and the police will only intervene if a vehicle is actually causing an obstruction even if the vehicle is parked across the kerb. The Chairman said that there was a general problem with parking in the village and that it may be an option to take a wider view perhaps through a Neighbourhood Plan setting out the aspirations of the village. He understood that Great Bowden has recently prepared a Plan in a very short space of time and he would endeavour to speak to the author for advice. A Neighbourhood Plan would be an item on the next agenda. A parishioner commented that The Swan had a skip on its land and the contents were being blown around creating a mess. The Clerk would contact Everards regarding this.

## 11 'BUS SHELTER

Discussion took place regarding either patching it up or a rebuild. In the first instance however it was agreed that the Clerk should write to the 'bus company Stagecoach who installed the shelter to see if they would carry out repairs.

## 12 X BORDER PARISHES LIAISON GROUP

Cllr Beardsmore attended the meeting on the 26<sup>th</sup> April in Harrington, Notes of the meeting were taken by the Harrington Parish Clerk but not circulated. Particular items of interest were: Golden Stables where there appeared to be more vehicles than there should be: the Greenfields Appeal Decisions (already

discussed): fly tipping which the Group felt should be reported as a crime rather than KBC Cleansing Department just being asked to clean up: NNRAid has been temporarily suspended but not disbanded. All future meeting will be held in Harrington on fixed dates with their Clerk taking notes. The next scheduled meeting is 26<sup>th</sup> July chaired by Oxendon. Cllr Beardsmore felt that wherever possible the Chairman should attend to represent the Parish Council and Cllr Normand said that he would endeavour to make himself available on 26<sup>th</sup> July.

13 **SCHOOL SITE**

Cllr Glazebrook reported that he had attended a recent site meeting. Work on the roads and verges will be completed by the developers in 2 weeks and the play area in 6/8weeks. The play area will be maintained by the developer for 12 months and then KBC will adopt it. With regard to The Jitty NCC will inspect this and subsequently adopt it. Some conifers running alongside The Jitty have now been cut down. The site must be finished to an agreed standard before adoption can take place. At present no one has taken responsibility and claimed ownership of The Jitty. Cllr Matthews will give Cllr Glazebrook a contact at NCC to pursue this.

14 **CORRESPONDENCE**

None

15 **ANY OTHER BUSINESS**

Pathfinder II

Cllr Glazebrook said that this project will be launched at the Village fete in the summer giving parishioners the opportunity see how it will help possible village flooding in the future and encourage volunteers.

16 **DATE OF FUTURE MEETINGS**

20 June 2017: Provisional Planning Meeting

18 July 2017: Parish Council Meeting both in the Village Hall commencing at **7.30 pm**.

There being no further business the meeting closed at 8.45 pm

Signed:

Date: