

BRAYBROOKE PARISH COUNCIL

MINUTES of the ANNUAL MEETING of the PARISH COUNCIL
Tuesday 19 May 2015
at The Village Hall, Braybrooke at 7.00 pm.

1 ATTENDANCE, APOLOGIES AND DECLARATIONS OF INTEREST

Present: Councillors: Mrs. D. Berry (Chair), Mrs. K. Stanley (Vice-Chair) Mrs. A. Beardsmore,
Mr. N. Glazebrook, Mrs. M. Jessop, Mr. G. Normand

Apologies: Cllr. Ayton, KBC Cllr D. Howes, Frances Allbury (Clerk)

Declarations of Interest: None received

Parishioners and visitors: 2

New Councillors were welcomed to their first meeting of the Parish Council.

2 ELECTION OF CHAIR, VICE-CHAIR AND OFFICE BEARERS

Cllr. Dinah Berry was re-elected as Chair: proposed Cllr Normand, seconded Cllr Stanley
Cllr Karen Stanley was re-elected as Vice-Chair: proposed Cllr Berry, seconded Cllr Normand.

All other Councillors agreed to stand as follows:

Rural Forum	Cllr Jessop and Cllr Beardsmore
Highways	Cllr Stanley
Tree Warden	Cllr Jessop
Village Hall Representative	Cllr Jessop
Website	Cllr Normand
Planning	Cllr Stanley
River Warden	Cllr Glazebrook
Footpaths	Mr. Frank Taylor
Emergencies	Cllr Stanley would ask Mr. Mark Williams to take on this role.
Neighbourhood Plan	Cllr Normand and Cllr Glazebrook
School site representative	Cllr Glazebrook

It was decided to share the role of Rural Forum representative between Cllr Jessop and Cllr Beardsmore with the intention of Cllr Beardsmore taking over in the future.

3 MINUTES

3.1 Minutes of the Parish Council Meeting held 17 March 2015 were approved and signed.

3.2 Minutes of a Planning Meeting held 21 April 2015 were approved and signed.

4 MATTERS ARISING from the MINUTES of the meeting held 17 March 2015

4.1 Response from Stagecoach

The Chairman had received a placatory but ineffectual letter from Mr. B. Hadden at Stagecoach, Nothing much will change regarding bus timeliness.

4.2 School sign pillars

The school sign pillars have now been removed.

4.3 Work on railway line/footpath closure until December 2015

The footpath warden has established that the footpath over the railway line is open.

4.4 Fly tipping and litter bins

KBC have agreed to empty the litter bin and pick-up the bags outside the kennels at the top of Griffin Road more frequently in future.

5 PUBLIC PARTICIPATION

5.1 It was reported that dog waste bags were still being deposited in the black bin outside the village hall. The previous notice intended for The Gossip had not been printed so a second notice will be requested for inclusion in the next edition.

5.2 An overflowing drain in Griffin Road near the chapel had been quickly dealt with by Anglian water.

6 **ELECTION OF NEW COUNCILLORS**

All Councillors signed the required documentation following the election process. The Chair would scan all Declarations of Members' Interests and forward them onto Kettering Borough Council. Other paperwork would be filed by the Clerk.

7 **FINANCE**

7.1 Balances at Bank

The Clerk provided accounts for the new financial year from 1 April 2015 showing a true balance of £4,567.82. The precept of £4,000 and VAT reclaim of £51.99 have been received into the bank. It was agreed to transfer the sum of £1,262.51 from current to reserve account in order to bring the balance up to £2,000.

7.2 Items for Payment

F.R. Allbury:	Salary and expenses April/May 2015	£326.27
HMRC:	Clerk's PAYE	£77.00
Northants CALC:	Annual subscription	£329.36
AON:	Insurance renewal	£217.93*

Proposed to make payments: Cllr Normand, seconded Cllr Jessop Carried unanimously.

*The Clerk did make enquiries of other insurers to see if a more competitive premium could be obtained, but was unable to secure more competitive rate.

It was agreed that wherever possible all items for payment would be dealt with by online payments via the bank, with invoices being initialled by two Councillors in meeting to approve the payments. The Chair would undertake this task until the Clerk was registered as a signatory on the bank account.

7.3 End of Year Accounts

The Clerk provided the end of year accounts to 31 March 2015, showing a surplus to carry forward of £1,390.99 against a brought forward figure of £1,507.46. The accounts would be internally audited by John Marshall on 26 May 2015. It was unanimously agreed to reappoint John as the Council's internal auditor for the coming year.

7.4 BDO external audit papers

Completed BDO documents were signed by the Chair and Clerk

7.5 Revised Banking arrangements with HSBC

A new bank mandate form was completed and signed off reflecting the new Council and Clerk. It was agreed that the Clerk would become a signatory on the account for administration purposes only and this would be written into the Financial and Risk Management Policy.

7.6 Enrolment of Parish Council as an employer with HMRC

The Chair confirmed that the Parish Council has been registered with HMRC and all tax payable by the Clerk will be paid through the HMRC RTI system online.

7.7 Enrolment with The Pensions Regulator

Registration of the Parish Council will be triggered when the first PAYE payment has been made.

7.8 Clerk's Contract of Employment

The Chair and Clerk were in the process of preparing a Contract of Employment.

8 **PLANNING**

8.1 Planning Application KET/2015/0317:

C.E. & J. Mongan, Plot 10 Greenfields, Braybrooke Road, Braybrooke

Full application for siting of caravans for residential occupation with associated hard standing, shed and septic tank.

Plot 10 has been divided into three plots by the installation of wooden fences. It was agreed that Cllr Stanley would arrange a meeting with Kettering Borough Council officers. Letters written opposing plots 4-9 will be carried forward to this application.

- 9 **HIGHWAYS**
9.1 Traffic calming and road painting
Cllr Normand will contact Ian Boyes to discuss the installation of sleeping policemen on the main road through the village.
9.2 Update on speed recognition camera
Cllr Matthews will be asked to give an update on the speed recognition camera at the next Council meeting.
- 10 **CORRESPONDENCE**
10.1 Meeting with Gigaclear
The meeting has been deferred. 30% of village residents need to sign up.
10.2 CPRE Planning Road show 24 June 2015 at 6.30pm. One additional Councillor to volunteer.
Cllr Normand volunteered to attend this event with Cllr Stanley.
- 11 **WEBSITE**
11.1 An item regarding the history of the village hall is work in progress for inclusion on the website.
- 12 **ANY OTHER BUSINESS**
Cllr Berry will contact Kettering Borough Council concerning village grass cutting.
- 13 **DATES OF FUTURE MEETINGS**
16 June 2015: provisional Planning Meeting
21 July 2015: Parish Council Meeting

There being no further business the meeting closed at 8.05 pm

Signed:

Date: