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BRAYBROOKE PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL

Tuesday 17 May 2016

in The Village Hall, Braybrooke

1 **ATTENDANCE, APOLOGIES and DISPENSATIONS**

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

Apologies: None

In Attendance: PCSO Margaret Lawson, and one parishioner Barbara Lynch

Declarations of Interest and Dispensations: None

ELECTION OF CHAIRMAN, VICE-CHAIRMAN AND OFFICE BEARERS

Cllr. Dinah Berry was re-elected as Chairman: proposed Cllr Beardsmore, seconded Cllr Jessop
Cllr George Normand was elected as Vice-Chairman: proposed Cllr D. Berry, seconded Cllr Jessop

All other Councillors agreed to stand as follows:

Rural Forum	Cllr Beardsmore
Tree Warden	Cllr Jessop
Village Hall Representative	Cllr Jessop
Website	Cllr Normand
River Warden	Cllr Glazebrook
Footpaths	Mr. Frank Taylor
Emergencies	Mr. Mark Williams
School site representative	Cllr Glazebrook

3 **MINUTES**

3.1 Minutes of the Parish Council Meeting 15 March 2016 were approved and signed.

3.2 Minutes of the Planning Meeting 19 April 2016 were approved and signed.

4 **MATTERS** arising from the Minutes

4.1 Sapling outside Springfields: the sapling has now been removed.

4.2 Fallen tree at the top of Green Lane: the fall tree was quickly removed by NCC.

4.3 Blocked drains in Griffin Road: this has been attended to but not the flooding caused by rainwater run off from the fields at the top of Griffin Hill. Cllr Beardsmore will give Cllr Glazebrook contact details so that he can liaise with the farmer to carry out work to alleviate the problem.

4.4 Repair to bench outside the Chapel: although some remedial work has been done the bench is still a bit unsteady. Barbara Lynch will take another look at it and report to Cllr Berry.

5 **PUBLIC PARTICIPATION**

5.1. The Parish Council were advised that the mobile library would no longer be visiting the village.

5.2 It has been suggested that the welcome letter to new residents to the village be re-instated. A sample letter has been prepared and it will cost £40 to print copies for all residents. Cllr Jessop took the document to read through and provide feedback to Cllr Berry.

6 **FINANCE**

6.1 The Clerk circulated up to date accounts showing a true balance of £4664.96 on current account and £2,001.22 on deposit account.

Items for payment:	Online Bank payment F.R. Allbury, salary and expenses	£329.36
	HMRC, Clerk's PAYE	£77.00
	NCALC annual subscription and audit fee	£333.12
	AON UK annual insurance	£225.12

6.2 The Clerk presented the accounts 1 April 2015 – 31 March 2016 which show an opening balance of £1391 and a closing balance of £2138.01. However this figure includes £260 in respect of the Councillor's Empowering Grant which was awarded to cover the Licence fee for speed cameras which remains unspent. During the year £1262.51 was transferred from Current to Reserve Account. The Clerk would ensure that there were sufficient funds held on Current Account to meet expenses during the year.

- 6.3 Update of Budget against Expenditure: circulated with the agenda. The Clerk said that a refund of £6.97 has been received from AON in respect of the Council's decision to agree a three year fixed premium contract, after the original invoice had been paid.
- 6.4 BDO External audit papers for signature: The Chairman and Clerk signed off the BDO External Audit document, closing accounts and the Significant Variances document ready for the internal audit due to take place on the 23rd May 2016. John Marshall who carried out the internal audit last year has now stepped down and the work will be carried out by a new auditor.

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PLANNING

7.1 Planning Application KET/2016/0064

The Old Rectory, Griffin Road, Braybrooke: Mr. Kinnear

Application for Listed Building Consent: internal alterations to existing hallway to provide new lobby and WC area. Planning permission approved.

7.2 Planning Application KET/2016/0158:

S73 Application to vary condition 12 of KET/2014/0261 in respect of the yard area land at Firs Farm, Griffin Road, Braybrooke. Planning permission approved.

7.3 Planning Application KET/2016/0205:

Moore Field Stables, Moore Lane, Braybrooke: Miss Z Hulbert

Part 3 Class Q Determination – agricultural building to dwelling: conversion of agricultural building to 1 no. dwelling.

The Clerk had obtained a copy of the relevant plans from KBC despite the application being covered by permitted development that did not require comment from the Parish Council. The Chairman said that as the conversion related to a building used for equestrian purposes, then the permitted development rule did not apply. It was agreed that the Clerk would write to KBC making this point and also adding that the site is situated outside the village envelope and is in a rural setting.

7.4 Town & Country Planning Acts – Appeal

KET/2014/0774 - Ms M Creaney, Plot 4A Greenfields, Braybrooke	Appeal ref: 3144399
KET/2014/0776 - Mr M McDonagh, Plot 4B Greenfields, Braybrooke	Appeal ref: 3144401
KET/2014/0777 - Mr J & M Cash, Plot 4C Greenfields, Braybrooke	Appeal ref: 3144403
KET/2014/0778 - Mr M McDonagh Jnr, Plot 4D Greenfields, Braybrooke	Appeal ref: 3144405
KET/2014/0784 - Mr P Doran, Plot 9 Greenfields, Braybrooke	Appeal ref: 3144414
KET/2014/0786 - Mrs M Doran, Plot 8 Greenfields, Braybrooke	Appeal ref: 3144410
KET/2015/0079 - Mr C Julian, Plot 8A Greenfields, Braybrooke	Appeal ref: 3144411
KET/2015/0317 - Mr C, E & J Mongan, Plot 10 Greenfields, Braybrooke	Appeal ref: 3144415
KET/2015/0910 - Mr P Doran, Plot 7 Greenfields, Braybrook	Appeal ref: 3144408

Although the definition of travellers has now changed in that travellers must travel or be planning to travel, all salient points have already been covered by the Parish Council in previous correspondence. However, if anyone else had new comments to make they should write to the Planning Directorate in Bristol by the 23rd May. Other important dates to note were the informal hearing for these planning appeals on the 31st August and the appeal by Mr. Gavin on the 23rd August. It was agreed that Rob Harbour, Russell Roberts and Cllr David Howes be invited to an open meeting late September/October so that the Parish Council and parishioners can here their intentions firsthand. The Clerk would obtain available dates for use of the Village Hall for this purpose.

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HIGHWAYS

8.1 Speed recognition cameras

Nothing to report at present and it will be included in the next meeting agenda.

8.2 Road closure: TTPO 15-16-005 Griffin Road, Braybrooke

Notification has been received that this road will be closed on 9th July 2016 between 1200-1800 to enable the safety of all who attend the celebrations for the Queens 90th birthday. Cllr Normand will circulate this via the email network and on the website.

8.3 Pot Holes: it was reported that there were a number of extremely large and dangerous pot holes appearing around the village: outside 51 Griffin Road, 6 and 29 Newland Street and the Chapel. The Clerk would write directly to Ben Wright as NCC Highways rather than going down the Street Doctor route. Cllr Beardsmore said that in the past Cllr Matthews and parish councillors had walked the village to identify any items that required attention, and said it would be beneficial to reinstate this in the future. The Clerk would action this.

8.4 Cllr Jessop that said there had been further damaged caused by Snowgold Developments to the bottom of The Green opposite Castle Bank. The Clerk would write to the developer accordingly.

- 9 **ANNUAL UPDATE OF POLICY DOCUMENTS**
 Financial Regulations: An updated document has been received from NCALC and the amendments have been incorporated into the existing policy document.
 Asset Register: No changes recorded since last year.
 Standing Orders: No changes recorded since last year.
 Financial and Management Risk Management Policy: No changes required following significant upgrading last year.
- 10 **CHURCH CLOSE, BRAYBROOKE**
 No further progress has been made with regard to the street lights at the side of the footpath nor whether KBC would adopt the play area. The Clerk would contact Lodge Park and also KBC for an update.
- 11 **CPRE ROADSHOW MAY 2016**
 Unfortunately this event had been cancelled at the last moment but would be re-arranged for the Autumn.
- 12 **X BORDER PARISHES LIAISON GROUP**
 Cllr Normand referred to the brief paragraph in the minutes from the 13th April stating that in future NNRAID would be included within the group. He was uneasy about this. It was not now the Parish Council group we had agreed to join. Its discussions were inevitably a forum to influence each others' views. But as Parish Councillors we are publicly identified, must declare our personal interests, and may not, on pain of criminal sanction, discuss in council meetings issues in which we have a personal interest without formal dispensation. The purpose of that is to prevent individuals exerting influence for their personal benefit. NNRAID does not identify its representatives publicly let alone declare their interests, does not provide an address for contact, and does not reveal its source of funding. Cllr Normand therefore considered there was a risk, if not of actual improper influence, at least of allegations of such. The Chairman advised that the minutes did not make sufficiently clear that NNRAID was intended to be included only by invitation as a source of information on specific subjects.
- 13 **CORRESPONDENCE**
 13.1 The Chairman read a letter from Jim Harker, Leader of Northamptonshire County Council following the Clerk's letter wishing him well on his retirement.
 13.2 An email has been received from NCC Community Enhancement Gangs who will be visiting the village in June to do some siding out work. The Chairman would be the point of contact.
 13.3 It was reported that the footpath along Oxenden Lane is now in better condition. The Footpath Warden has been asked to prepare a report for the July meeting on the status of the Rights of Way around the village.
- 14 **ANY OTHER BUSINESS**
 14.1 Crime Reports
 PCSO Margaret Lawson attended the meeting as the village PCSO. She said that Braybrooke would shortly be receiving monthly crime reports but only when there were crimes to report. During the current month two crimes had been reported one in Green Lane and one at Riches Lodge Farm. The Clerk would let PCSO Lawson had the dates of future meetings to the end of the year.
 14.2 The Aviva Women's Cycling Tour would be going through the village on the 19th June. Alan Freeman was in possession of the bunting from last year. A route map and press release have been published on the website.
 14.3 It was agreed that the Clerk should write to Rob Harbour, copying in KBC, Russell Roberts and Cllr David Howes asking their intentions regarding the provision of further sites for travellers and gypsies, and what funds would be made available for this purpose.
- 15 **DATE OF FUTURE MEETINGS**
 21 June 2016: Provisional Planning Meeting
 19 July 2016: Parish Council Meeting both in the Village Hall commencing at 7.00 pm.

There being no further business the meeting closed at 8.20 pm

Signed:

Date: