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BRAYBROOKE PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL
Tuesday 15 May 2018
in The Village Hall, Braybrooke at 7.30 pm

1 **ATTENDANCE, APOLOGIES and DISPENSATIONS**

Present: Councillors: F. Kinnear, N. Glazebrook, G. Normand (Chairman), Frances Allbury (Clerk)

Apologies: Cllr A. Ayton

In Attendance: 5 parishioners

Declarations of Interest and Dispensations: None

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

Cllr. George Normand was re-elected as Chairman: proposed Cllr Glazebrook, seconded Cllr Kinnear.
Cllr Nikki Glazebrook was re-elected as Vice-Chairman: proposed Cllr Kinnear, seconded Cllr Normand.

It was agreed to defer the election of office bearers until a later date.

The Chairman said that he had received letters of resignation from Cllr. Beardsmore and Cllr Kingston resulting in the need to recruit two further Councillors.

Upon the expiration of the Public Notice period advertising the vacancy for a new Councillor when Dinah Berry stood down last year with the vacancy still unfilled, an application has been received from Vicky Cleland to fill the post. In the absence of any other applications and therefore there being no need for an election, the Parish Council duly co-opted Vicky Cleland onto the Parish Council. Proposed: Cllr. Normand, seconded Cllr. Kinnear. The motion was carried unanimously. The Clerk has provided Vicky with all the necessary paperwork and the Chairman welcomed her as a new member of the Parish Council.

Public Notices advertising the vacancies to replace Cllrs Beardsmore and Kingston have been prepared and would be published on the website and notice board.

3 **MINUTES**

Minutes of the Parish Council Meeting 20 March 2018 and Planning Meeting held on 17 April 2018 were approved and signed.

4 **MATTERS** arising from the Minutes

4.1 Condition of The Jitty

The Clerk posted the condition of The Jitty on the NCC Street Doctor website. Highways reported that upon inspection they saw no highway defects and closed the case. Cllr Matthews also indicated that there was no official job description for a Footpaths Warden. It was agreed to consult Cllr Matthews and Ian Boyes, Northamptonshire Highways on the way forward. It was also pointed out that the Oxendon Road running south up to the hill from Newlands Road required attention.

4.2 The Chairman reported on a constructive meeting with Cllr Roberts, leader of KBC, and Cllr Jelley to discuss recent appeals against planning decision by travellers. Cllr Roberts expressed his regret that they were unable to enforce decisions on the traveller community. There were problems with the law in this area. However he agreed to have regular meetings starting, on 30th May with Rob Harbour to discuss progress. It was also agreed that Cllr Jelley would attend a X Border Meeting.

PUBLIC PARTICIPATION

- A parishioner commented that she had been unable to ascertain the outcome of recent police investigations into shootings and slavery issues relating to traveller sites in the vicinity. Another parishioner commented that he thought some of the perpetrators had received prison sentences.
- Comment was made on the poor condition of Park Hill and in particular the gravel infilling along the sides which was being washed away. Cllr Normand asked the parishioner to send him the evidence and he would take the matter up with Cllr Matthews.
- A parishioner raised concern about green screening being planted to obscure the new building development in Market Harborough. Cllr Normand asked the parishioner to raise the matter again as building progressed.
- The Footpaths Warden showed the Council photographs of manhole covers with sharp edges located within the new children's play area. Cllr Glazebrook will contact the developer. It was also pointed out that a broken grit bin was still located within the play area. Cllr Normand said that the Council were aware of the grit bin but understood KBC intended to remove it because it was damaged.
- Frank Taylor reported that he had dealt with a number of blocked drains with the assistance of NCC during recent weeks. The drains had not been cleaned for many years which is why they became blocked causing flooding. It was agreed that the annual village walkabout should be organised for the early spring rather than later in the year so that any damage caused by winter weather could be assessed. Mr. Taylor said that he would be stepping down as the Parish Council Footpath Warden, but would continue his work on the footpaths in a private capacity.
- The Chairman asked Cllr Glazebrook if he had any further news on the Pathfinder II Report. Cllr Glazebrook said that he had contacted NCC on a number of occasions to be advised that the report was still not ready for publication.
- It was suggested that an article be written for The Gossip asking residents to try and keep the area such as footpaths and hedging adjacent to their homes in a tidy condition.

FINANCE

- 6.1 The Clerk circulated up to date accounts showing a true balance of £7,602.25
- 6.2 Up to date budget/expenditure circulated with the agenda.
- 6.3 Items for payment:
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| Online Bank payment F.R. Allbury, salary and expenses | £353.73 |
| HMRC, Clerk's PAYE | £79.40 |
| NcALC annual subscription and audit fee | £353.73 |
- 6.4 Insurance Renewal: BHIB Insurance Brokers. Aon the previous insurer no longer provides Parish Council insurance and they passed our quotation enquiry to a firm of Insurance Brokers. A competitive premium of £152.39 LTA has been quoted with cover the same as the previous policy. It was unanimously agreed to accept this quotation and the Clerk would arrange payment.
- 6.5 It was unanimously agreed to the proposal to pay £10 pa to Harrington Village Hall to cover room hire for X Border meetings. The Clerk would contact them to arrange payment.
- 6.6 The Clerk presented completed accounts 1 April 2017 – 31 March 2018 which show an opening balance of £2941.61 and a closing balance of £3881.02 which had been circulated with the agenda together with the NcALC Internal Audit Report.
- 6.7 External audit papers for signature: The Chairman and Clerk signed off the relevant documents for publication on the website.
- 6.8 Minutes 18 July 2017: the following payments were shown in the accounts but omitted from the minutes: £8.39 G. Normand – annual domain fee, and £100 – Village Hall, annual room hire.

PLANNING

- 7.1 Wormslade Farm: to note approval of application
- 7.2 2018/0309: Change of use from redundant roadway to site for 5 no. traveller caravans. Braybrooke Road and A6 (land between)
This planning application was considered by Councillors who raised no objection to planning permission approval being given.
- 7.3 DA/2017/0442: Golden Stables, Braybrooke Road, Great Oxendon (Arthingworth Parish) Stationing of three additional residential mobile homes and re-siting of existing residential mobile homes. Planning Permission refused by DDC.
- 7.4 KET/2018/0224: 36 Griffin Road, Braybrooke
Two storey rear extension and detached single garage. Planning permission approved by KBC.
- 7.5 KET/20170791: Lower Lodge Bungalow, Harborough Road, Braybrooke
National Grid substation and associated works. Planning permission approved by KBC.
- 7.6 KET/2018/0318: 13 School Lane, Braybrooke
Notification of works to trees in conservation area: T1 ash – fell.
No action required by the Parish Council.

8 **HIGHWAYS**
Speed recognition cameras
The Clerk has received notification from Cllr Matthews of the dates the equipment would be in Braybrooke. Kiki Everard has once again offered to operate the system for the village.

9 **ANNUAL REVIEW OF POLICY DOCUMENTS**

- Financial Management: no amendments required
- Standing Orders: a new updated document prepared by NALC was adopted.
- Financial and Risk Management Policy: no amendments required
- Asset Register: no change to overall value, but the number of benches has been reduced from 6 to 5.

10 **GENERAL DATA PROTECTION REGULATIONS**
The following documents were adopted having been circulated to all Councillors:
Record Retention Policy, Data Breach Policy, General Private Notices, Data Map and Subject Access Request Procedure. The Clerk was handed a number of completed Security Compliance Checklists from Councillors.

It was agreed to appoint the Northants CALC DPO as the Council's Data Protection Officer for one year at no cost. It was noted that the Government may change its mind about Parish Councils having to retain the services of a DPO and if this was the case then the Agreement with NcALC would be allowed to lapse. The Clerk would also register the Parish Council with the Office of the Information Commissioner.

11 **DEFIBRILLATOR**
A quotation for the provision of a defibrillator and associated equipment has been received from Community Heartbeat following a recent meeting with their representative Martin Fagan, Jack Hartley, Tremaine Ake-Jones, Fiona Kinnear, Rob Jeacock and the Chairman. A suitable package had been agreed in principle with a costing of around £4,000. The Chairman said that the whole amount including 10 years maintenance could be covered by a National Lottery Grant. It was agreed to proceed with an application for a lottery grant. A parishioner mentioned that they thought Brookside Care Home within the village already had a defibrillator. This would be investigated as it may prejudice the Parish Council's request for lottery fund.

12 **CORRESPONDENCE**
The Chairman reported that he had received a communication from Marc Hesford regarding the dangerous sharp bend in Griffin Road adjacent to the Village Hall. After discussion it was agreed that there was very little that could be done apart from reflective strips on the fencing which could be organised with the Village Hall. This was another matter that would be referred to Cllr Matthews along with the other highway issues.

13 **ANY OTHER BUSINESS**
None

14 **DATE OF FUTURE MEETINGS**
19 June 2018: Provisional Planning Meeting
17 July 2018: Parish Council Meeting both in the Village Hall commencing at 7.30 pm.

There being no further business the meeting closed at 9.05 pm

Signed:

Date: