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## BRAYBROOKE PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL  
Tuesday 21 May 2019  
in The Village Hall, Braybrooke at 7.30 pm

1     **ATTENDANCE, APOLOGIES and DISPENSATIONS**

Present: Councillors: P. Cleland, V. Cleland G. Hague, F. Kinnear. G. Normand (Chairman), Frances Allbury (Clerk)

Apologies: None received

In Attendance: Cllr A. Matthews and 2 parishioners

Declarations of Interest and Dispensations: None

2     **ELECTION OF CHAIRMAN, VICE-CHAIRMAN, OFFICE BEARERS**

Cllr Hague took the chair for the election of Chairman

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

All other Councillors agreed to act as follows:

X Border Liaison Group/Rural Forum	Cllr Normand
River and Flood Warden	Cllr Hague
Footpaths and Trees Warden	Cllr Kinnear

Cllrs P and V Cleland were unable to commit to undertaking any specific roles at the present time due to other commitments.

3     **MINUTES**

Minutes of the Parish Council Meeting 19 March 2019 and Planning Meeting 30 April 2019 were approved and signed.

4     **MATTERS** arising from the Minutes

4.1 Adoption of Play Area

Councillors had no further comment to make in respect of the report received from David Lane, Senior Community Officer, KBC Grounds Services when he inspected the site and it was agreed to leave the matter in the hands of KBC until it can adopt. It is understood that KBC will pay compensation to the developer caused by the delay in implementing the adoption process.

4.2 Defibrillator

The Clerk said that she was still awaiting a delivery date from Martin Fagan.

4.3 Braybrooke Guide.

Cllr Kinnear said that she had rewritten and updated the guide which will be available for new residents of the village. The walk and map are now a separate document and will be published on the website.

4.4 Vehicle Activated Sign

The equipment is now stored with Cllr Kinnear and Cllr Normand confirmed that the equipment and its use is covered under the Parish Council insurance policy. Cllr Matthews said that he was working with Wilbarston Parish Council with a view to them taking over running the scheme and organising the rota. In the meantime, the Clerk will contact Cllr Ayton to see if she has made any progress in speaking to Kiki Everard who originally offered to operate the equipment in the village.

5     **PUBLIC PARTICIPATION**

Responding to a query from a parishioner the Chairman confirmed that KBC will take responsibility for the play area by adoption which will include maintenance and that the Parish Council has not agreed to take ownership.

6 **FINANCE**

6.1 The Clerk circulated up to date accounts for the current financial year showing balances of £9,335.16 in Current Account and £2,506.04 in Reserve Account. After payment of the invoices below there is a true balance of £10,661.21.

6.2 Up to date budget/expenditure circulated with the agenda: £1,384 has been spent out of a budget estimate of £7,323 of which £1,725 is the balance due for the defibrillator.

6.3 Items for payment:	Online Bank payment F.R. Allbury, salary and expenses	£542.15
	Including ICO registration fee 2019/20 of £40.00	
	HMRC, Clerk's PAYE	£107.00
	NCALC annual subscription audit fee and data protection officer fee	£374.01
	BHIB Annual insurance renewal (year 2 of a 3-year LTA)	£157.73
	M. Kingston: repair and renovation of 'bus shelter	£208.38

All invoices and requests for payment have been verified and checked by Cllr Normand and Cllr Hague. It was agreed that the Clerk would investigate the option of paying the ICO annual registration fee by direct debit in future.

6.4 The Clerk presented completed accounts 1 April 2018 – 31 March 2019 which show an opening balance of £3,881.02 and a closing balance of £5,851.48 which had been circulated with the agenda. The Clerk commented that included in this figure is the balance of £1,725 due for the defibrillator.

6.5 External audit papers for signature: The Chairman and Clerk signed off the relevant documents for publication on the website. A satisfactory Internal Audit Report had been received with no issues raised.

7 **PLANNING**

7.1 KET/2018/0975: 54 Griffin Road, Braybrooke

Full Application two storey extension

For information: awaiting decision by KBC

7.2 KET/2019/0205: 2 Latymer Close, Braybrooke

For information: planning permission approved

7.3 Appeal No. APP/Y2810/W/18/3211823 4 April 2019

Golden Stables, Braybrooke Road, Great Oxendon

Appeal against refusal of retrospective permission to increase caravans on site

For information: awaiting result of the Planning Inspectorate Hearing

8 **HIGHWAYS/TREES/FOOTPATHS/STREET FURNITURE**

8.1 Highways

Various issues were raised in relation to highways including blocked drains which ultimately cause flooding and verge erosion along Park Hill caused by traffic using the alternative route when the A6 was closed for bridge repairs. Cllr Normand would take a tour round the parish in order to identify any other issues that requires attention. Cllr Matthews said that he would speak to Ian Boyes, Northamptonshire Highways about these ongoing issues which would be incorporated into a village walkabout.

8.2 Footpaths

All OK at present.

8.3 Trees

Cllr Kinnear said there were still discrepancies between information on the interactive map and other sources and without a full survey which will not now take place, the situation could not be resolved. Cllr Matthews suggested that Cllr Howes may be able to offer help in obtaining information from KBC.

8.4 Street furniture

The Clerk would write a letter of appreciation to Matt Kingston and Russell Evans for their work on repairing and renovating the 'bus shelter. He will also repaint the shelter when he has the time. Benches situated around the village were in reasonable condition. Comment was made that some of the litter bins were in poor condition. The Clerk confirmed that none of them belonged to the Parish Council and they were not listed on the Asset Register. The Chairman would inspect them, and the Clerk would ask KBC to repair/replace as necessary. The lighting recently reported to KBC has been dealt with.

Cllr Normand raised the question of the Parish Council withdrawing from the current grass cutting scheme and organising its own work schedule underpinned with a grant from NCC. It was agreed that the Clerk would write to NCC in general terms so that the Parish Council could debate the alternative option.

9 **ANNUAL REVIEW OF POLICY DOCUMENTS**

Standing Orders, Asset Register and all GDPR documents were signed off unamended.

Financial Regulations were amended as suggested by the Internal Auditor to reflect her recommendation that all payments made in meeting should be approved by two names Councillors.

## PATHFINDER/FLOOD PRECAUTIONS

Councillor Hague reported that work had begun to implement the recommendations of the Pathfinder 11 Flood Protection report on Braybrooke commissioned by the County Council.

The Environment Agency had hosted a site visit to view the River Jordan Flood Storage Reservoir which had taken place on the afternoon of 21<sup>st</sup> May. Three Councillors attended plus one parishioner.

It was noted that the reservoir provided storage by the utilisation of the fishponds at the Castle site and the river channel. At times of spate, the river water is culverted through a dam and excess water escapes into the fishponds through a 300mm pipe fitted with a flap valve rather than continue its flow through the river. The reservoir was constructed in 1985 and has been successful in mitigating flooding in the village to date.

It was noted that the reservoir was designed to give the village a one in fifty-year standard of protection when it was constructed in 1985. However, as the UK's climate had changed since that date the Council expressed interest in knowing the current level of protection it would offer. The Agency indicated that they were currently undertaking modelling of this and agreed that they would provide some information when this became available. The Agency also agreed to consider the installation of cameras or other monitoring devices so that they could view the performance of the river adjacent to the reservoir in spate conditions.

Turning to the river generally, in discussion it was clear that the ultimate responsibility for the good maintenance of the river flow was the riparian landowners. However, as a designated "main river", the Environmental Agency inspected it annually and from time to time undertook clearance work themselves as well as regular grass cutting around the dam area. The Agency agreed to give the Council information from the last inspection.

It was noted that the planting of appropriate trees would reduce the growth of vegetation which would help water flow generally. A suitable site would be near the historic bridge on the south side of the riverbank adjacent to Newton Way, though the planting of trees within eight meters of a main river requires a permit from the Agency. It was also noted that the field was in private ownership and they may be implications for the views from properties on Newton Way.

The Council discussed with the agency the flooding of that part of Griffin Road in the flood plain which occurred in March 2016. It was not known for certain whether this was due to the river overflowing its bank at that point or due to excess surface water and blocked drains.

The conclusion from the visit was that the flood protection to the village offered by the reservoir was good and the Agency inspected the river annually. However, if for any reason, the reservoir was to fail in a period of intense rainfall there would be implications for houses near the river. The Agency indicated that the warning time period of intense localised rainfall was typically two hours and the warning would be sent to the County Council and then be passed on to parish councils. The Council noted that householders located near the river would have their own contingency plans for such circumstances in any event.

It was agreed that the Chair would write to the Agency to thank them for the site visit.

The second area of work identified to be taken forward was the issue of buried pipe work in the parish which was a key recommendation of the report. Currently there were no plans of underground pipe work and no knowledge of its condition. The report identified seven areas which should be subject to CCTV analysis to identify the condition of the pipe work and any remedial work required. The seven areas are:-

1. Pipe from 65 Griffin Road to 39a Griffin Road
2. Network of various pipes at on Green Lane, and at School Lane/Green Lane junction, and north at no. 15 School Lane.
3. Pipe work beneath Railway Bridge on Thorpe Underwood Road.
4. Pipe work under Desborough Road/Thorpe Underwood Road junction
5. Various road crossings under Desborough Road southeast of Cricket Ground.
6. Pipe work under Desborough Road southwest of Castle site.
7. Pipe work crossing Griffin Road south of the village.

It was noted that most of the land was adjacent to highways though the Green Lane/ School Lane area was private land and permission to enter the land would be required.

The Council had made a grant application to the County Council for the maximum sum of £3,000 allowed but no response has been received. In the meantime, a draft invitation to tender has been prepared for the CCTV work. It was thought that this should be an open invitation and placed on the Village Hall notice board/website but also sent to relevant contractors direct. The County Council indicated that they did not hold a list of approved contractors and the Parish Council had been directed to the internet as the source of information and four potential contractors had been identified. Councillor Peter Cleland indicated that he knew of two further contractors that could be added to the list.

In response to concerns about contractual matters in the contractor appointment, it was noted that however diligent the Parish Council was, it could not be as good as professional local authority officers in this work which was one of the contradictions in the devolution of such activity to parish councils. However, Councillor Cleland thought that the risks were low if a high-quality contractor was appointed.

It was agreed that the Clerk should issue the invitation to tender following minor modifications to it. The next meeting would then consider the responses in the light of the budget available.

Regarding the project to identify parish landowners, Councillor Hague reported that he had had meetings with two notable parishioners and had a detailed map. The Chair suggested that the Parish Historian be asked to review the map as he may be able to fill in any gaps. It was still considered worth writing a letter to landowners to ask them to continue to clear debris and excess vegetation from ditches and water courses to improve water flow. However, the meeting with the Environment Agency had resulted in the Council having fewer concerns about the river than hitherto, which was pleasing.

11 X BORDER LIAISON GROUP  
Minutes of the last meeting 24 April 2019 circulated.

12 RURAL FORUM  
Minutes of 4<sup>th</sup> April 2019 meeting awaited.

13 **CORRESPONDENCE**

13.1 West Northamptonshire Statement of Community Involvement  
Circulated

13.2 KBC Standards Advisory Committee. Refers to Report on Local Government Ethical Standards which recommends inter alia that councillors should not need to make their home addresses public.

13.3 North Northamptonshire Statement Community Involvement

The Chairman received a copy of this document but not the Clerk. He will forward it onto the Clerk for circulation to all Councillors.

13.4 Review of polling places: no comments to report.

13.5 North Northamptonshire Local Council Forum: 12 June 2019 in Raunds.

Cllr Normand said that he would attend on behalf of the Parish Council.

14 **DATE OF FUTURE MEETINGS**

18 June 2019: Provisional Planning Meeting

16 July 2019: Parish Council Meeting both in the Village Hall commencing at 7.30 pm.

There being no further business the meeting closed at 9.15 pm

Signed:

Date: