



BRAYBROOKE PARISH COUNCIL

clerk@braybrooke-pc.uk
chairman@braybrooke-pc.uk
www.braybrooke-pc.uk

Minutes of the Braybrooke Parish Council Meeting held at the Village Hall Tuesday 21st March 2023 at 7.30 pm

Present:

Councillors: G Normand, G Hague, P Hitchcock, C Bradley, M Glasscock, J McLaughlin,
B Templeton, North Northamptonshire Councillor D Howes

Clerk: Becky Jones

Minute No.		ACTION
23/313	TO RECEIVE AND APPROVE:	
23/313.1	Apologies – Desborough Ward councillor Cllr Tebbutt RESOLVED: The apologies were ACCEPTED	
23/313.2	Declarations of interest/Dispensations – none	
23/314	MINUTES: Resolution to approve and sign minutes of the meeting of the Parish Council held on 17th & 31st January 2023 – RESOLVED: The minutes were signed by the chairman as a correct record of the meeting	
23/315	REPRESENTATIONS FROM MEMBERS OF THE PUBLIC – A member of the public spoke concerning agenda items 23/325.1 and 325.3 verges at School Lane	
23/316	NNC DESBOROUGH WARD REPRESENTATIVES - To receive an update and consider any action proposed Update received	
23/317	MATTERS FROM PREVIOUS MEETINGS - to receive updates and determine future actions on the following;	
23/317.1	Clock winding contract (22/299.1) Update received. GN and BT to meet with the PCC on 2 nd April to discuss a way forward. Clerk to make arrangements with the PCC	Clerk
23/317.2	Arrangements for Annual Parish Meeting (22/284) Update received – community reports made available online for parishioners to read if they so wish	
23/317.3	Bench installation (22/288) Update received, installation is due by the end of the week	PH
23/317.4	Speed Indicator Device (299.4) Grant received, device ordered	PH/Clerk
23/317.5	Speeding concerns and possible traffic calming measures (299.5) Ongoing, no commitment given over timescales	
23/317.6	The Swan Public House as an Asset of Community Value – (172.2)	

Chairman's signature:

Date:

	Clerk established that NNC had lost the application that had been sent by KW back in July '22. Clerk resubmitted the application on 13 th March, NNC acknowledged receipt and reported that the process normally takes 8 weeks	Clerk
23/318	XBORDERS – meeting of 25 Jan, to receive a report and determine future actions (GN) – Update received	
23/319	GYPSY & TRAVELLER ISSUES – meeting with Middleton, Broughton and Loddington of 27 Feb, to receive a report and determine future actions (GN) Update received	
23/320	NNC PLANNING SERVICE BRIEF – meeting of 2 Mar, to receive a report and determine future actions (BT) – Update received	
23/321	FINANCE:	
23/321.1	To receive the finance report, bank statements & reconciliation Reports including the bi-monthly budget to date was received, see appendix A	
23/321.2	To approve the receipts and payments to date against the budget The above was APPROVED , see appendix B	
23/321.3	To resolve the cost of the clerk's training be split between BPC & WPC if of mutual benefit to both The above was RESOLVED	
23/321.4	To consider and approve the accounts for payment RESOLVED: The payments were AGREED , see appendix A	
23/321.5	To update and agree the asset register for 2022/23 RESOLVED: The asset register was AGREED Note, the Village Hall and its contents was removed from the asset register because the responsibility of the Village Hall and contents is with the VH charity trustees. The PC is the custodian trustee. The VH charity trustees have sole responsibility for and control over the charity's leasehold land and property. See appendix C	Clerk MG
23/321.6	To review the annual insurance cover The insurance cover was reviewed. Cllr Glasscock to contact the insurers enquiring about the contents cover, adding personal accident cover and possibly data breach protection	
23/322	PLANNING	
23/322.1	Consider response to any planning consultations received: none	
23/322.2	To receive and note the Planning Report for February/March Report received – appendix D	
23/322.3	To receive an update and consider any action regarding Griffin Road unauthorised fence	Clerk

Chairman's signature:

Date:

	Awaiting further update from North Northants Council. Potential remedial works to be carried out by the home owner, options are to be discussed with planning	
23/323	NEIGHBOURHOOD PLAN – To receive an update and consider any action on Neighbourhood Planning Update received – The referendum is on Thursday 27 th April between the hours of 7am and 10pm, venue tbc DH to contact NNC to confirm if it is to be held at Braybrooke Village Hall	GN DH
23/324 23/324.1	EMERGENCY PRECAUTIONS To receive an update and consider any action regarding the VETS/ Defibrillator project Update received. Training to take place on Tuesday 28 th March	JMcL
23/305.2	To receive an update and consider any action regarding the Emergency Plan Update received It was AGREED that stickers be purchased instead of fridge magnets to advertise the VETS/emergency plan contact number with residents	PH
23/325 23/325.1 23/325.2 23/325.3	HIGHWAYS/TREES/FOOTPATHS/TRAFFIC/SIGNAGE/STREET LIGHTING – To receive an update and consider any action – School Lane encroachments onto the Highway (22/289) NNC Highways to write to householders. Clerk awaiting further update To note the target response times for highways works Noted. Council to assess the state of the roads in Braybrooke to report for repair on Street Doctor/Fix My Street. DH noted that residents are urged to report street problem (like potholes, blocked drains, or obstructions) on fixmystreet.northamptonshire.gov.uk A report on this matter to go in the gossip urging people to report street issues To consider possible action with regards to the parking on the verge at School Lane/Desborough Road and the lack of sufficient parking in the village The issue had been examined at length by Northamptonshire Highways. Northamptonshire Highways to inform housing/head of service to make them aware of the situation and take up with tenants	Clerk/DH Council GN
23/326 23/326.1 23/326.2	CORRESPONDENCE – Consider response to the following consultations. Modifications to Part 2 of the East Northamptonshire Local Plan Noted Extension of the PSPO Public Spaces Protection Order (relating to dog control) to November 2023 For individual response	
23/327	DATE, TIME, AND VENUE OF THE NEXT MEETING: The meeting will be held on Tuesday 16th May 2023 at the Village Hall at 7.30pm	
23/328	Meeting Closed: 21.27pm	

Chairman's signature:

Date:

Appendix A

FINANCE REPORT - 21st March 2023

To note the routine annually agreed payments made after the January meeting:

Amount	Payee	Reason for Payment	Statutory Power Local Government Act
£59.99	Clerk	Expenses – Office 365	s.111 LGA 1972
£349.70	Clerk	Payroll – February 2023	s.112 LGA 1972

Accounts for Payment:

Amount	Payee	Reason for Payment	Statutory Power Local Government Act
£349.70	CVS	Payroll - March 2023	s.112 LGA 1972
£66.40	Clerk	Expenses	s.111 LGA 1972
£9.60	CVS	Payroll – February 2023	s.112 LGA 1972
£45.60	CVS	Payroll – March 2023 & Year End filing online	s.112 LGA 1972
£36.00	Northants CALC	Training (BT – Finance)	s.111 LGA 1972
£45.60	Northants CALC	Training (JMCL – Planning)	s.111 LGA 1972
£19.00	Wilbarston Parish Council	Clerk training 50% split between WPC & BPC	s.111 LGA 1972
£5280.00	Westcotec Ltd	Solar speed Indicator Device, data collection	Local Government and Rating Act 1997, s 31
£100.00	Village Hall	Hall Hire for bi-monthly PC meetings	s.111 LGA 1972

Receipts:

Date	Amount	Received from	Reason for Payment
10/3/23	£4400.00	Northants Police	Grant to purchase a speed indicator device

VAT recorded for this month's payments:

Invoice Date	VAT Reg No	VAT Paid	Reason
18/1/23	639237322	10.00	Microsoft 365 for clerk
18/1/23	414891094	£6.00	Training – Northants CALC
2/2/23	414891094	£7.60	Training – Northants CALC
20/2/23	2902472	£1.60	CSV Payroll
15/3/23	2902472	£7.60	CSV Payroll

Continued overleaf...

Chairman's signature:

Date:

Bank Statement & Bank Reconciliation to 10th March 2023

	Unity Trust Current
<u>Bank Account</u>	
Balance 1 Apr 22 per statement	£8,011.44
Outstanding Receipt	
Reconciled balance 1 Apr 22	£8,011.44
Receipts	£18,302.20
Payments	£10,707.02
Closing Balance	£15,606.62

<u>Bank Rec</u>	10-Mar-23	
Bal per Statement	£15,606.62	
U/p Cheques		
Reconciled Balance	£15,606.62	

Chairman's signature:

Date:

Appendix B

BRAYBROOKE PARISH COUNCIL

Budget Monitoring Year to 10th March 2023

		Inc/Exp 2021-22	Budget 2022-23	Inc/Exp to 10th Mar 23	Predicted Outcome	Variance (+/- spend)	Notes (See below)
Income							
Precept		8,000.00	8,200.00	8,200.00	8,200.00	-	
VAT recovery		1,652.32	2,007.20	2,007.20	2,007.20	-	
Other income		232.28		4,400.00	4,400.00	4,400.00	1
	bench contributions			695.00	695.00	695.00	
Grants	Neighbourhood Plan	10,000.00	3,000.00	3,000.00	3,000.00	-	
	Defibrillator/VETS		-	-	-	-	2
Total		19,884.60	13,207.20	18,302.20	18,302.20	5,095.00	
Expenditure							
Clerk	Salary	3,732.36	4,245.00	3,872.82	4,222.52	- 136.52	
	Payroll costs	161.60		113.00	159.00	-	
	Expenses	313.20	350.00	326.44	392.84	- 42.84	3
	Training/SLCC membership	133.00	350.00	128.00	147.00	203.00	4
	Equipment			49.99	49.99	- 49.99	5
Meetings	Hall Hire	100.00	150.00		-		
	Zoom					150.00	
	APM expenses			-	-		
	Election exp	38.60	200.00			200.00	
Councillors	Expenses/Training		200.00	126.00	194.00	6.00	6
Insurance		159.69	165.00	159.83	159.83	5.17	
Subs/fees	Bank charges	72.00	72.00	54.00	72.00	-	
	NCALC/NALC	277.64	300.00	278.60	278.60	21.40	
	CPRE		36.00	35.64	35.64	0.36	
	ICO	35.00	35.00	35.00	35.00	-	
	Data Protection Officer	10.00	10.00	10.00	10.00	-	
	Website/domain	499.00	150.00	150.00	150.00	-	
	Audit	185.00	185.00	190.00	190.00	- 5.00	
Assets	Purchase		300.00	-	4,400.00	- 4,100.00	
	Maintenance and repair			-	-		
Projects & services	Emergency/benches		380.00	25.80	25.80		7
	Clock winding	60.00		155.00	310.00	14.20	8
	VAS use	25.00		30.00	30.00		
	Community support		450.00	200.00	200.00	250.00	9
	Jubilee Bench			666.51	666.51	- 666.51	10
Grant-aided projects	Neighbourhood Plan	9,942.82	3,000.00	3,069.17	3,069.17	- 69.17	11
	Defibrillator/VETS	100.00	100.00	100.00	100.00	-	12
VAT		2,007.20		931.22	1,834.02	- 1,834.02	13
Total Expenditure		17,852.11	10,678.00	10,707.02	16,731.92	238.73	
Excess Income over Expenditure			2,529.20	7,595.18	1,570.28	4,856.27	

Current Account Balance as at 1 April 2022	£8,011.44
Add: Receipts Current Account until 10 Mar 2023	18,302.20
	£26,313.64
Less: Payments until 10 Mar 2023	10,707.02
	£15,606.62
Balance as per statement 10 Mar 2023	£15,606.62
Reconciled balance as at 10 Mar 2023	£15,606.62

Notes by line

- 1 - SID Grant
- 2 - received previously
- 3 - mileage/working from home allowance plus increase
- 4 - KC housing course £30, £98 KC SLCC membership, £19 50% share of training with WPC
- 5 - Office 365
- 6 - 1 x PH, 2 x off to flying start, 1 x planning nuts & bolts, 1 x finance
- 7 - emergency plan supplies
- 8 - 21/22 & 22/23 invoice
- 9 - All Saints Church grant
- 10 - Balance of donation £28.49 to be given back
- 11 - £57.18 repaid to grant funders, £11.99 zoom
- 12 - plus £20 VAT
- 13 - SID, Training, CVS - VAT due

Chairman's signature:

Date:

Surplus/(deficit)	General account	2,075.31	2,629.20	7,764.35	1,739.45
	Neighbourhood Plan	57.18	-	- 69.17	- 69.17
	Defibrillators/VETS	- 100.00	- 100.00	- 100.00	- 100.00
	Total	2,032.49	2,529.20	7,595.18	1,570.28
Reserves b/f	General account	4,661.07	6,736.38	6,736.38	6,736.38
	Neighbourhood Plan	-	57.18	57.18	57.18
	Defibrillators/VETS	1,317.88	1,217.88	1,117.88	1,117.88
	Total	5,978.95	8,011.44	8,011.44	8,011.44
Reserves c/f	General account	6,736.38	9,365.58	14,500.73	8,475.83
	Neighbourhood Plan	57.18	57.18	- 11.99	- 11.99
	Defibrillators/VETS	1,217.88	1,117.88	1,017.88	1,017.88
	Total	8,011.44	10,540.64	15,606.62	9,581.72

Chairman's signature:

Date:

Appendix C



BRAYBROOKE PARISH COUNCIL: ASSET REGISTER

Item	Location	Date Purchased	Purchase Price	Value	Revalued 2023
Bus Shelter	Harborough Road	Gift	Gift	£3,946	£3,946
Bridge Plaque	Desborough Road	Gift	Historic Monument	£385	£385
Roadside benches x 5	Newlands Street outside church Top of Griffin Road Oxendon Lane U71065 Newland/Griffin junction On the green	Gift/ Green - donations from villagers	Unknown Green £666	Total value: £2256	Total value: £2256
Millennium Brickwork and Plaque	The Green	2000	£4,000	£4,000	£4,000
Spare Plaque	Held in Church	2000	£500	£500	£500
Waste Bins x 4:	1 x Bus shelter, Harborough Road 1 x Outside All Saints Church, Newlands Street	Not known	Not known	(£250 each) Total value: £1000	(£250 each) Total value: £1000
	1 x Top of Griffin Road 1x on The Green				
Grit bin	Green Lane	Transferred to Parish Council by NCC	Unknown	£120	£200
Trees	Whitebeam x2 Latymer Close/Griffin Road Scarlet King Maple, on the Green	NA	NA	NA	NA
Acer Laptop	Parish Clerk	Bought from budget (2019/20)	£659	£659	£659
Canon printer/scanner	Parish clerk	Bought from budget (2020/21)	£75	£75	£75

Total Value £ 13,021

Updated March 2023

Chairman's signature:

Date:

Appendix D



BRAYBROOKE PARISH COUNCIL

clerk@braybrooke-pc.uk
chairman@braybrooke-pc.uk
www.braybrooke-pc.uk

PLANNING REPORT BRAYBROOKE PARISH COUNCIL – 21st March 2023

Planning Applications to be considered at this meeting:

Decisions received:

NK/2022/0105: (Wooden House Kennels) **GRANTS PERMISSION**
NK/2022/0742: (9 Harborough Road) **GRANTS PERMISSION**
NK/2022/0807: (12 Newton Way) **GRANTS PERMISSION**
NK/2023/0011: (1a Church Close) **GRANTS PERMISSION**
NK/2022/0570: (Wantage Farm Buildings) **GRANTS PERMISSION**

Appeals and Enforcements:

ENFO/2020/00013: Plot 24b Greenfields **APPEAL**

Chairman's signature:

Date: