

BRAMPTON PARISH COUNCIL

CHAIRMAN: Alan Mellor



**Minutes of the meeting
held at the Memorial Centre, Thrapston Road,
at 7.30pm on Wednesday 28th of June 2023.**

Present: Alan Mellor, Chair (AM), Nigel Mellor, Vice Chair (NM), Mike Shellens, Vice Chair (MS), Mike Bainbridge (JMB), John Childs (JRC), Jon Chitty (JC), Natasha Pope (NP).

In attendance: 2 members of the public, Patricia Jordan and Dave Shaw, District Councillors, Ken Billington, County Councillor, Tess Rogers, Clerk.

109/06/23 Chairman's Opening Remarks

AM welcomed attendees to the meeting and commented that there were some changes to the internal audit this year. In addition, he said that going forward it will be assumed that the minutes have been read and considered accurate unless the Clerk has been informed of any inaccuracies prior to the meeting at which they will be accepted and signed off.

110/06/23 To Receive Apologies for Absence

Margaret Footner, due to a recent operation. Liz Ruston attending a concert.

111/06/23 To Receive Declarations of Interests

All dispensation requests must be made to the Clerk prior to the meeting. You must comply with the statutory and the Authority's requirements to disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest.

None

112/06/23 To Agree to hold a Public Forum Maximum time allotted for the Public Forum 15 minutes.

It was proposed by NM, seconded by JC and unanimously resolved to close the meeting for a period of time to hold a public forum.

The meeting was closed at 7.32pm and reconvened at 7.40pm.

2 residents spoke requesting the Parish Council to allow, free of charge, a meeting place for parents of children struggling to attend school for various reasons. There is little support for these parents who need a listening ear. It was suggested that contact be made with the Village Hub. NP suggested that the Leonard Cheshire Home may be able to help.

The residents were asked to report back to the Parish Council. They left the meeting at 7.40pm.

113/06/23 District Councillors Report

Cllr Shaw encouraged the completion of the District Council's Vehicle Charge Points survey. He mentioned the District Council's recycling poster competition open to children between the ages of 3 and 11.

With effect from the 1st of April 2024 the District Council will be charging a fee of £57.50 per year to empty the green bins. There is to be a meeting to discuss this, which will be covered on youtube on the 6th of July. If anyone has any questions to be raised at this meeting, please contact Cllr Shaw.

Cllr Shaw's report is attached to these minutes.

114/06/23 County Councillor Report to include:

114/06/23.1 Communication forwarded by Mr Billington – various issues with parking along the High Street.

This is a constant problem. A discussion was held. MS said that a number of white lines need remarking, and the Clerk was asked to find detail of which these were from when a previous discussion regarding this was held.

Action: Clerk

114/06/23.2 Communication forwarded by Cllr Billington – proposed upgrade to existing radio base station at CTIL 11155424 Meadow View Farm, PE28 4NL.

This was previously brought before the Parish Council in October 2021 where no comments were made other than could the mast be disguised as a tree. The date for comments has now passed.

114/06/23.3 The cycling path between Buckden and the roundabout into Huntingdon is due to be completed In July in preparation for the new school year.

114/06/23.4 The road between the Shell Garage and Great Stukeley is due to be resurfaced.

114/06/23.5 Parking in the High Street continues to be a problem. To cut back the pavement at the shops to widen the road would involve utility services to be removed for which the Parish Council can't afford. Huntingdon District Council (HDC) had been approached regarding the yellow lines near the butcher's shop being stopped at the wrong point. However, HDC didn't see an issue.

Cllrs Shaw, Jordan and Billington left the meeting at 8.00pm.

115/06/23 To Approve the Minutes of the Meeting held on the 25th of May 2023.

The minutes were proposed by MS, seconded by JC and unanimously resolved by all councillors present, to be approved. AM duly signed the minutes as a true record of events.

116/06/23 To Receive an Update about the Progress of Resolutions from the last meeting.

116/06/23.1 99/05/23.1 JMB to liaise with Laura Hampshire at HE re outstanding issues relating to new bridleways and footpaths.

JMB waiting for response to his email. JMB reported that he had had distractions of a family nature but will follow this matter up on his return from annual leave.

Action: JMB

116/06/23.2 99/05/23.2 JMB to write to Highways England regarding the unfinished footpath from West End to the A14.

JMB waiting for response to his email. As per 116/06/23.1 above.

Action: JMB

116/06/23.3 99/05/23.3 JRC awaiting response to liaise with AV regarding the many defects within The Lady Olivia Centre and training on the new sound desk. Information to be sent to AM. AV have labelled up the panels and local help has been sourced to advise on the purchase of a simpler sound desk, its' set up and training in its' use. JC proposed a figure of £500.00, seconded by MS, to action these points. This was unanimously resolved to be approved.

116/06/23.4 99/05/23.4 Process and costings will be sought for the introduction of double yellow lines at Manor Close and the Grange. Clerk to send detail to Sharon at CCC.

The Clerk has been advised by Sharon Middleton that this project would need to be completed under the Privately Funded Highway Initiative programme. It was agreed to progress with this. NP suggested putting in 2 separate applications rather than 1 covering both areas.

Action: Clerk

116/06/23.5 101/05/23.1 Bus stops at Buckden Road. Royal Haskoning to be asked to attend next Parish Council meeting. The Clerk has liaised with Sandra Holmes of Royal

Haskoning who was unable to attend this meeting. She had been informed of the Parish Council's comments that it would not be inclined to maintain the bus stops. Ms Holmes said that there is no longer to be a bus shelter rather 3 poles with flags. Ms Holmes has asked that the Parish Council email Cambridgeshire County Council to make it clear why it would not be prepared to maintain the poles. The Clerk will prepare a letter.

Action: Clerk

117/06/23 To Note the Minutes of the Following Meetings and to Consider the Approval of the Recommendations being made within them.

117/06/23.1 Greens & Footpaths held on the 12th of June.

6.1 Common Land at 32 Buckden Road. NM and JC met with the solicitor on the 26th of June. There is still some confusion over the conveyance/deeds to the land to be resolved.

6.7.2. The Parish Council agreed the recommendation to call footpath 24 Kings Walk. A sign to this effect will be placed at the Thrapston Road entrance to the footpath.

7.1. Cambridgeshire County Council will be asked for permission to place a key clamp barrier at the Thrapston end of the footpath which will ensure pedestrians and cyclists will be unable to exit straight on to the road.

Action: Clerk

9.2 Following a resident requesting funds for tree planting in individual's garden she has made a further request as to how many houses there are in the village. The Clerk will contact Huntingdon District Council for the information.

Action: Clerk

The minutes were noted.

117/06/23.2 Finance held on the 13th of June.

The minutes were noted. Recommendations regarding the signing of the Annual Governance Audit Report will be taken at agenda items 118/06/23.2 and 118/06/23.3.

JMB proposed the signing over of the anonymous payment of £1000 into the bank account to the Village Hub, seconded by JC and resolved unanimously by all present.

Action: Clerk

117/06/23.3 Planning held on the 19th of June.

The minutes were noted.

117/06/23.4 Village Facilities held on the 19th of June.

4.3 It was resolved unanimously to make available up to £500.00 towards equipment and specialist help to enable the lighting and sound equipment to be made available to hirers of the hall.

4.4.2 It was resolved unanimously to purchase a defibrillator plus heated cabinet for the Lady Olivia Centre to the value of £1,235.00.

5.1 It was resolved unanimously to agree to a figure of up to £20,000 to be made available for the renovation of the kitchen and storage area at the Community Centre.

The minutes were noted.

118/06/23 Parish Council Matters

118/06/23.1 To accept the internal auditor's report.

AM proposed acceptance of the report with comments, seconded by MS and resolved unanimously. An action plan to comply with recommendations made within the report will be prepared.

118/06/23.2 To approve and sign section one of the Annual Governance and Accountability Return 2022/23, the Annual Governance Statement.

MS proposed approval of section one, seconded by JRB and resolved unanimously. AM and the Clerk signed the statement.

118/06/23.3 To approve and sign section two of the Annual Governance and Accountability Return 2022/23, the accounting statements.

MS proposed approval of section two, seconded by JRB and resolved. AM signed the statements which had been signed by the Clerk on the 22nd of June 2023.

118/06/23.4 To appoint members of the Finance, Planning, Churchyard & Cemetery, Allotments, Greens & Footpaths, Village Facilities and Sports & Recreations committees. The committee memberships will remain as they are currently.

118/06/23.5. To appoint members to the Personnel and Project Spend Working Groups. These will remain as they are currently.

118/06/23.6 Members to sign the privacy policy.

This agenda item should read 'to sign the consent form'. All councillors present did so and returned these to the Clerk. Absent councillors will be asked to sign at a later date.

118/06/23.7 Parish Council signatories to sign the Internal Controls document.

AM, JMB, JRC, MS and JC all signed. Liz Rusden and Maxwell Roberts will be asked to sign at a later date.

118/06/23.8 To agree on what constitutes a 'fixed asset' and minimum value of an item to be placed on the fixed asset register.

JC proposed that items above the value of £5000 be placed on the register, seconded by NM and resolved unanimously.

118/06/23.9 Local Plan Update (MS attended the meeting held on the 5th of June).

MS reported that once the plan is finalised it will be in force until 2028. He said there are a lot of planning applications made for 9 dwellings. Once over this number payment of Community Infrastructure Levy is required.

118/06/23.10 To review the Retention & Disposal Policy (GDPR)

JMB proposed that data relating to the General Data Protection Regulation. should be kept for a minimum of 5 years (para 1.4) seconded by NM and resolved unanimously. With this insertion it was resolved to accept the document as it stands.

118/06/23.11 To review the Data Protection Policy.

It was resolved to accept the document as reviewed with no changes, a further review to be carried out in June 2025.

119/06/23 The Lady Olivia Centre

This agenda item will only appear if there are any matters to be discussed.

120/06/23.1 Planning – monthly report 27.04.23 to 24.05.23.

The report had been circulated prior to the meeting. NM guided the meeting through the report page by page. There were 14 applications in progress, 4 pending decision, 2 withheld, 4 approved and 1 disposed. There were no questions.

120/06/23.2 Decision regarding Parish Council Consultation – Application Ref: 23/01044/CLED, Willow Caravan Park, Bromholme Lane. The application was received too late to be added to the planning meeting agenda 19.06.23 therefore decided to be taken at full Parish Council.

It was resolved to recommend approval subject to the District Council's licensing laws being upheld.

121/06/23 Parish Communications

121/06/23.1 Brampton Magazine – to note that the colour pages of the magazine have not (for the July issue) paid for themselves. If this continues 4 pages of the magazine will need to be removed.

This will be monitored up to and including the September issue and the pages withdrawn if they continue not to pay for themselves.

121/06/23.2 Website

The Assistant Clerk has updated this with all the meeting minutes.

121/06/23.3 Facebook page.

JMB reported as working well.

122/06/23 Representatives Reports

None.

123/06/23 Correspondence Received

123/06/23.1 A14 Development Consent Order - Amendments to the Public Rights of Way Network.

Noted.

124/06/23 To Accept Notices and Matters for The Next Agenda

Please note that no decisions can lawfully be made under this item, LGA 1972 s12 10(2)(b) state therefore the Council cannot lawfully raise matters for discussion.

None mentioned at this time.

The meeting closed at 9.15pm.

Signed:
Chair

Dated: