

# BRAMPTON PARISH COUNCIL

Chairman - Alan Mellor



## **Draft Minutes of the meeting of Brampton Parish Council held at The Memorial Centre at 7.30pm on Wednesday 24<sup>th</sup> July 2024.**

**Present:** Alan Mellor Chair (AM), Mike Bainbridge (JMB), Jon Chitty (JC), Margaret Footner (MF), Brian Hodgson (BH), Jacqui Long (JL), Nigel Maggs Vice Chair (NM), Max Roberts (MR), Liz Rushton (LR) and Mike Shellens Vice Chair (MS).

**In attendance:** Dave Shaw District Councillor, Patricia Jordan District Councillor, Pete Digby RBL Chair, Tess Rogers Deputy Clerk, Susie Caney Clerk and five members of the public.

**117/07/24 Chair's opening remarks**

*AM welcomed members and visitors to the meeting and advised there was a lot to get through on the agenda, but he would do his best to get through items quickly. JMB also recorded welcome to the new Clerk on her first council meeting.*

**118/07/24 To receive Apologies for Absence**

*Apologies received from Natasha Pope (NP) and John Childs (JRC).*

**119/07/24 To receive Declarations of Interests**

*None received.*

**120/07/24 To agree to hold a Public Forum maximum time allotted for the Public Forum 15 minutes.**

*The Chair closed the meeting at 7.25pm to allow the public to take the floor. Pete Digby introduced himself as the new chair for the Brampton and District branch of the Royal British Legion. He requested clear commitment from BPC to take named responsibility for the Remembrance Day Parade 10 Nov 24 (as advised by the Local Government Association). This would include the Temporary Traffic Management Order, public liability insurance cover and to organise marshals (10 volunteers) for the event. Pete will carry out the administrative requirements, but BPC would need to sign off the event for it to go ahead. AM advised that a separate meeting would be scheduled to discuss the event.*

*A resident reported that HGV vehicles are using Thrapston Road due to dodging road diversions. He counted 22 articulated lorries the previous night. He has tried to seek help via Highways but was advised to contact police. He completed forms for the police but is seeking advice from BPC.*

*District Councillor Patricia Jordan said that she would send an email to Highways England to add weight and support to the issue, but there's not much more that can be done. BPC will also send an email to Highways England.*

*The meeting recommenced at 7.40pm.*

**121/07/24 Village Hub**

*No report.*

**122/07/24 Youth Matters & Funding**

*No report.*

- 123/07/24 District Council report**  
*The report was circulated prior to the meeting. Dave Shaw reported on the main points, which were; The Shop Front Grant Scheme, HDC's drop-in session on Civil Parking Enforcement, HDC's community green scheme and the offer of discounted compost bins for residents' use at home. In terms of the Shop Front Grant Scheme, MR advised that he had spoken to the shop owners to make them aware of the opportunity. They were keen to receive grant funding, but full grants are only awarded in exceptional circumstances. Dave Shaw advised there may be an expectation for a contribution towards match funding. Patricia Jordan updated members on the Health and Wealth Building Strategy and had hoped for an update on Hinchingbrooke Hospital, but was unable to provide this pending a government review of hospitals within East Anglia. A contractor has been engaged to clear weeds along the kerbs. It will take time to get around them all, but Patricia advised to keep reporting them via the HDC portal as they are working on the worst cases first. Another spray is due in October.*
- 124/07/24 County Councillor report**  
*No report.*
- 125/07/24 To consider applications received for the two vacant Parish Councillor positions.**  
*Three applications were received for the two parish councillor vacancies. The applicants Malcolm Ryman, Kimberly Lavery and Karl Brockett presented themselves at the meeting. Members voted using ballot papers, with Malcolm and Kimberly receiving the majority votes. Malcolm and Kimberly joined the councillors at the table having completed their Acceptance of Office forms. Karl was thanked for his application and asked to keep checking the website for future vacancies.*
- 126/07/24 To approve the Minutes of the meeting held on the 26<sup>th</sup> June 2024.**  
*JMB proposed acceptance of the Minutes as being a true record of the meeting, seconded by JC, agreed by all and duly signed by AM. MS referred to item 109/06/24.3 and asked that no additional disabled bays are marked up in the car park. Two bays were recommended for approval at the last VF committee, but as MS was not present at that meeting, he would like to further discuss the matter at the next Village Facilities committee meeting. AM agreed with the request.*
- 127/07/24 To receive an update about the progress of Resolutions from the last meeting.**
- 127/07/24.1 *101/06/24 Diamond Hampers are putting together a submission to request funding from BPC.*
- 127/07/24.2 *107/06/24.1 The Safeguarding Children and Vulnerable Adults Policy has been reviewed by the Personnel Committee and recommended for approval by BPC. MS identified a typo, therefore the clerk will amend the document and re-circulate to all members.*
- 127/07/24.3 *107/06/24.3 A date to visit Huntingdon's CCTV control room is pending.*  
**Action - Clerk**
- 127/07/24.4 *107/06/24.4 To consider extending the MC car park, plans and costings. No update.*  
**Action - Clerk**
- 127/07/24.5 *107/06/24.5 The layby at the shops on High Street, if this was removed and the provision of new planters were to be considered. Village Facilities to liaise with the Garden Group for design and to outline costs.*  
**Action – MS & Clerk**  
**Action – Village Facilities**

- 127/07/24.6 107/06/24.6 Resurface the MUGA – update on verbal quote. The written quote has not been received.  
**Action – Clerk**
- 127/07/24.7 107/06/24.7 Professional signwriter to graffiti skatepark. Sports & Recreation committee are happy with the style of designs. Costs are pending.  
**Action – Clerk/Sports & Recreation Committee**
- 127/07/24.8 108/06/24.1 Faculty to be applied for from the Diocese of Ely ahead of rebuilding part of church wall.  
**Action – Assistant Clerk/Churchyard & Cemetery Committee**
- 127/07/24.9 108/06/24.2 Contact a visit to the LOC to demo hearing loop. Date to be scheduled for JRC to meet the consultant on site.  
**Action – JRC**
- 127/07/24.10 108/06/24.4 Following the Village Walkabout and visit to investigate the boundary line under question near the Hare on the Green, LR suggested instructing a Land Agent such as Brown & Co to survey the area and all agreed. The clerk will draft a letter to the resident to get this under way.  
**Action – Clerk/Greens & Footpaths Committee**
- 127/07/24.11 109/06/24.3 Additional disabled parking spaces to be discussed at the next Village Facilities Committee as the location agreed at committee is under review.  
**Action – Village Facilities Committee**
- 127/07/24.12 109/06/24.5 To agree the way forward regarding street naming. To be discussed at the next planning committee.  
**Action – Planning Committee**
- 127/07/24.13 109/06/24.7 To contact Magpas with a view to running a defib/first aid course. NM will provide the clerk with contact information to investigate.  
**Action – NM/Clerk**
- 127/07/24.14 109/06/24.8 The Worknest proposal was accepted and now needs to be set up. A site visit is taking place on 26<sup>th</sup> July to get the process started.  
**Action – Deputy Clerk**
- 128/07/24 To receive the minutes of the following meetings and to consider any recommendations made within these.**
- 128/07/24.1 Personnel held on 2<sup>nd</sup> July.  
*The minutes were noted as read. Main recommendations were as follows; for the clerk to attend CiLCA training and the SLCC annual conference. First aid training for the clerk and defibrillator training for all staff on site. The adoption of the Safeguarding Policy with all members reading and signing the document (outside of the meeting). DBS checks for all staff as a matter of course. The adoption of the WhatsApp Policy. LR proposed acceptance of all the recommendations within the minutes, seconded by JMB and agreed by all.*
- 128/07/24.2 Finance held on 9<sup>th</sup> July.  
*The minutes were noted as read. JC reported that the Parish Council has a healthy bank balance, and committees should look at projects to ensure CIL is spent by March 2029. There are suggested projects noted on the CIL projected spend spreadsheet. A suggestion from the committee meeting was to extend the Memorial Centre to create a space for a sports pavilion to serve cricket/football/other events. This will be taken to the Sports and Recreation committee.  
AM suggested that the renovation work to the Community Centre could be taken from CIL rather than the allocation in earmarked reserves.  
NM proposed acceptance of all recommendations, seconded by JMB and agreed by all.*

- 128/07/24.3 Churchyard and Cemetery held on 13<sup>th</sup> July.  
*The minutes were noted as read. MF updated Pete Digby on a proposal to improve the area around the war memorial. It was agreed that Pete would attend the next committee meeting to discuss the plans. Richardsons Tree Surgeons carried out a survey and identified 24 trees that require attention and have submitted a quote for £4,080 (inc VAT). Today an additional quote from Richardsons has been received due to concerns with a horse chestnut which will require the removal of two very low boughs and at an additional cost of £360 on top of the previous quote. MS asked what amount was in the budget for trees. JC advised that he would check the budget but was happy to proceed with scheduling the work on the grounds of safety. A planning application is due to be collated for the change of use of the gifted land for use as a cemetery. A consultant will need to be engaged to get the process started. JMB proposed acceptance of all recommendations, seconded by LR and agreed by all.*
- 129/07/24 Parish Council Matters**
- 129/07/24.1 To accept the Internal Controls document as reviewed by the Finance Committee on 20<sup>th</sup> May.  
*MS proposed acceptance of the document, seconded by NM and all agreed.*
- 129/07/24.2 To reconsider signing up to the Civility and Respect Pledge.  
*It was agreed that the clerk would check the wording around training requirements for members and bring the information to the next meeting.*  
**Action – Clerk**
- 130/07/24 To Review Parish Council Documentation.**
- 130/07/24.1 To accept the reviewed Standing Orders.  
*SC proposed acceptance of the document, seconded by JL and agreed by all.*
- 130/07/24.2 To accept the updated Safeguarding policy.  
*Under item 128/7/24.1 LR proposed acceptance of the document, seconded by JMB and agreed by all.*
- 131/07/24 Planning**
- 131/07/24.1 Review monthly report.  
*NM summarised the report and noted that there were ten applications received since the June parish council meeting. No questions were raised relating to the report.*
- 132/07/24 Parish Communications**  
*It was noted that the website is looking good following updates by the Deputy Clerk and JC. JMB reported that Facebook is also running well.*
- 133/07/24 Representatives Reports**  
*Following a recent meeting with The Great Collaboration, the Deputy Clerk reported that they are seeking interested parties to support their aims and assist with securing a £1.5m lottery grant. JC suggested keeping a watching brief on TGC, whilst investigating involvement with HDC's climate action plans.*  
**Action – Deputy Clerk**
- 134/07/24 Correspondence Received**
- 134/07/24.1 The War Memorial Grant Scheme.  
*The information has been shared with the RBL.*
- 134/07/24.2 CCC Community Energy Action Plan Stakeholder Engagement Exercise.  
*Members of the Parish Council will meet on 21<sup>st</sup> August to draft a response to the consultation. The VF committee will also investigate the energy supply generated through solar panels at the LOC.*  
**Action - Clerk**

134/07/24.3 Proposed safety bill – disposal of lithium batteries, e-bikes and scooters.  
*The clerk will check whether lithium batteries are identified within the parish council's electrical bin if disposed of in error. The parish council would support the campaign for the safety of lithium batteries and their disposal.*

**Action – Clerk**

134/07/24.4 Brampton Cross – development scoping exercise.  
*It was noted that the proposed distribution employment hub would be located north of Brampton Hut and not within Brampton Parish.*

134/07/24.5 Hunts forum of voluntary organisations – notice of potential merger. *Noted.*

134/07/24.6 Four Huntingdon Parks awarded Green Flag Status. *Noted.*

134/07/24.7 Parking on West End. *After discussing the concerns raised within the letter, it was suggested the school extend their car park and use the existing parking area as a drop off zone. It was agreed that JMB would draft a letter to the school on behalf of the Chairman.*

**Action – JMB/AM**

**135/07/24 To accept Notices and Matters for the next Agenda**

135/07/24.1 *To consider arrangements for the 80<sup>th</sup> anniversary of VE Day.*

135/07/24.2 *An update on the change of use for the gifted cemetery land.*

*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.*

**EXCLUSION OF THE PUBLIC AND PRESS**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

**136/07/24 Confidential Matters.**

*No items received.*

Meeting closed at 9.20pm.