

BRAMPTON PARISH COUNCIL
CHAIRMAN: Alan Mellor



**Minutes of the meeting held at The Memorial Centre, Thrapston Road,
at 7.30pm on Wednesday 26th June 2024.**

Present: Alan Mellor Chair (AM), Mike Bainbridge (MB), John Childs (JRC), Jon Chitty (JC), Margaret Footner (MF), Brian Hodgson (BH), Jacqui Long (JL), Nigel Maggs Vice Chair (NM), Natasha Pope (NP), Max Roberts (MR), Liz Ruston (LR), Mike Shellens Vice Chair (MS).

In attendance: Dave Shaw District Councillor, Ken Billington District Councillor, Peter Menczer. Tess Rogers Clerk.

97/06/24 Chair's opening remarks

AM said that the agenda for the meeting was quite extensive and depending on the time some items may have to be deferred to the July meeting.

98/06/24 To Receive Apologies for Absence

Received from Sue Clarke and Patricia Jordan.

99/06/24 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.

LR regarding the district councillor account and potential available sites for future building.

100/06/24 To agree to hold a Public Forum maximum time allotted for the Public Forum 15 minutes.

If no members of the public are present the meeting will continue. At the close of this agenda item members of the public will no longer be permitted to address the Council.

No members of the public were present.

101/06/24 Village Hub

Peter Menczer briefly spoke in support of his recent written request to the Parish Council for a budget amount of £7,500. He appreciates that his request will need to be considered by the Finance committee before being brought to the full Parish Council.

**Action: Finance
Committee**

102/06/24 Youth Matters & Funding

Peter Menczer said that recently, numbers attending the club were down, this could be due to this being exam time. However, meetings are being held with STEP who arrange the club, with a view to increasing the number of attendees.

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103/06/24 District Council report
 The report was circulated prior to the meeting. Dave Shaw said there wasn't much to report. The two items on the report were:

- i) Call for site reminder – regarding potential sites for future developments. A basic map of sites was included in the report. DS explained that those marked in red are potential residential sites, brown are commercial sites and blue are mixed use.
- ii) Information regarding the Active for Health programme.
 In addition to his written report DS mentioned that he was receiving complaints about motorbikes being ridden, around Brampton Park but also in Brampton Wood and other areas of the village.

104/06/24 County Councillor report

- 104/06/24.1 Ken Billington reported that a working party was currently meeting to discuss the problematic parking that takes place around the school at the start and end of each school day. The Parish Council might well receive a request for match funding towards implementing a possible solution.
- 104/06/24.1 The rumored closure of the road between Brampton and Grafham is currently on hold.
- 104/06/24.2 There are still many potholes to be filled and there appears to be a strange method when filling these as some get done whilst others close by are left.
- 104/06/24.3 Although the County Council have rescinded their previous policy not to weed spray, weeds are only being sprayed if reported.
 MF said that much of the grass around the village is uncut, making the village appear untidy. KB could only agree.

105/06/24 To approve the Minutes of the meeting held on the 24th April 2024.
 LR pointed out an error in the date of the March meeting mentioned for approval in the minutes. The wording read the 27th of April and should have been the 27th of March. The error was amended by hand following which JC proposed acceptance of the minutes as being a true record of the meeting, seconded by LR and agreed by all.

106/06/24 To approve the Minutes of the meeting held on the 22nd May 2024.
 LR proposed acceptance of the minutes as being a true record of the meeting, seconded by JMB and agreed by all.

107/06/24 To receive an update about the progress of Resolutions from the last meeting.

107/06/24.1 88/05/24 Safeguarding Children & Vulnerable Adults Policy to be reviewed by the Personnel Committee, meeting 2nd July.

107/06/24.2 88/05/24.2 Media Policy to be updated. Policy to be reviewed by the Personnel Committee, meeting 2nd July.

107/06/24.3 Public space CCTV – invitation to visit the CCTC control room at Huntingdon – JC, NM, MR and JRC will accept the invitation. Awaiting a date from the control room.

Action: Clerk

107/06/24.4 89/05/24.1.i To consider extending the car park at the Memorial Centre – to ask if planning permission is required. Draw up plans and obtain costings. Included in the report provided by MS, see item 109/06/24.2, the extension to the car park is still being considered, MS to be consulted regarding the drawing up of these plans and the clerk will investigate if planning permission would be required.

Action: MS/Clerk

- 107/06/24.5 89/05/24.2 ii To consider improving the area in front of the shops on the High Street by replacing the old concrete planters with new planters – Village Facilities to prepare a design and outline costs.
Action: Village Facilities
- 107/06/24.6 89/05/24.2 iv Resurface the MUGA - recommendation to approach Curtis to re tarmac. A verbal quote of £20K has been offered plus circa £1k to remove and then replace the fencing following the work. This will be considered by the Sports & Recreations committee once a written quotation has been received.
Action: Clerk/Sports & Recreations
- 107/06/24.7 89/05/24.2 v Professional signwriter to graffiti the skatepark – Illustrations of designs used at other sites have been received. The matter will be discussed by the Sports & Recreations committee before any pricings will be provided.
Action: Sports & Recreations
- 108/06/24 To receive the minutes of the following meetings and to consider any recommendations made within these.**
- 108/06/24.1 Churchyard and Cemetery held on 17th April.
The minutes were noted as read. Regarding item 14.1 to plant a red robin hedge, this would be done in the autumn prior to Remembrance Sunday. Item 18.1, a quote of £6000 had been received from Derek Dorks to rebuild part of the wall at the church. However, he was unable to quote for any new bricks required being unaware, until he commences the work, if any more would be required. It was agreed to accept the price of £6000 but if any further finance was required this would need to be agreed to by the Parish Council via email. A faculty will be applied for via the Diocese of Ely to enable the work to take place.
Action: Assistant Clerk
- 108/06/24.2 Village Facilities held on the 29th of May.
The minutes were noted as read. Regarding item 3.4 to install a hearing loop at the Lady Olivia Centre, it was agreed to finance the sum of £100 for the company, Contacta, to attend site to demonstrate their preferred model. This is to ensure it will operate within the building before the Parish Council agree to its' final purchase. Item 4.6 It was agreed to finance the purchase of a laser printer for the office at the Lady Olivia Centre to the sum of £400.00. Item 6i, Hazel Flooring had visited regarding the lifting floor planks in the youth room at the Memorial Centre. They are unable to offer a repair as the flooring is glued down. A recommendation of the use of laminate glue was made. At present the safety tape is holding the flooring in place very safely. 6ii it was agreed to finance the purchase of a new dishwasher for the Memorial Centre to the sum of £400.00. 6iii, the changing room door at the Memorial Centre has now been replaced.
In addition to the above a discussion took place regarding the shop front improvements grant scheme being run by the District Council to encourage local businesses to revitalise their shop fronts. Shop owners can apply for a grant of £5000 to this end. Application forms are available from the 1st of July and the scheme will run until the 1st of September 2024.
(note: initially the grant was only offered to businesses that operate within market towns. However, notification of this being offered district wise was received on the 28th of June. It was agreed that application forms will be printed and MR will personally deliver these to the 2 shops to which the scheme could apply).
Action: Clerk

- 108/06/24.3 Planning held on 12th June.
The minutes were noted as read.
- 108/06/24.4 Greens and Footpaths 12th June.
The minutes were noted as read. Much of the content of the minutes will be addressed during the Village Walkabout to be held on the 23rd of July. The residents, who have planted whips along the boundary line currently under question near the Hare on the Green, will be invited to meet with the committee during the walkabout to discuss the boundary line and whether they have trespassed onto Parish council land.
- Action; Greens & Footpaths**
- 108/06/24.5 Sports and Recreation held on 24th June (if available).
The meeting did not take place as it was inquorate. A new date is to be set.
- 109/06/24 Parish Council Matters**
- 109/06/24.1 To propose a review of Committee Group members.
Jon Chitty will be removed from the Sports & Receptions committee and Mike Bainbridge added. Max Roberts will be added to the Village Facilities committee, Billy Blissett will be removed from the Finance and Greens & Footpaths committees. All other committees will remain as present.
- Action: Clerk**
- 109/06/24.2 To agree a strategy to manage use of the Memorial Centre car park.
MS had submitted a report to the Parish Council following his having attended the car park on six separate occasions, staying for some hours each time to experience its' usage. At no time did he find the car park to be overloaded. Following a conversation, NM proposed the following of the suggestions made within the report for a period of six months, MS seconded the proposal, a vote was taken, there were 3 against, therefore the motion was carried. The activity within the car park will be monitored on a weekly basis. Following the six months the issue will be revisited and any further action required will be discussed.
JMB thanked MS for the time he has spent in tackling this situation, this was reinforced by NM.
- Action: MS**
- 109/06/24.3 Another matter mentioned in the report was the addition of a disabled parking space to be marked out immediately to the right upon entry to the car park. This is to be discussed by the Village Facilities committee, along with the suggestion that a drop-off zone be marked immediately outside of the entrance into the Memorial Centre.
- Action: Village Facilities**
- 109/06/24.3 To discuss the move to.gov.uk email addresses.
This move was not approved, it was agreed to continue with the .co.uk address until such a time when the .gov.uk address is legally required.
- 109/06/24.4 To agree a date for next bike marking session.
This will be on the 19th of October 2024.
- 109/06/24.5 To agree the way forward for street naming.
Passed to the Planning committee for consideration.
- Action: Planning**
- 109/06/24.6 Update on The Great Collaboration regional pilot.
Initial meetings are currently being held to agree the best way forward following the results of a recently circulated survey.
- 109/06/24.7 To consider a community first aid/defib training course.
A similar course held a couple of years ago had been received favourably by residents. NM reported that he had recently attended a similar course organised by the local medical charity Magpas. He said the course was

excellent. MS proposed that the Parish Council contact Magpas with a view to their running this course for residents from one of the Parish Council's centres. LR seconded this and all agreed.

Action: Clerk

- 109/06/24.8 To accept the Worknest proposal regarding risk assessment and health and safety.
The Clerk remarked that she had received encouraging references from two parish councils that use these services and further recommendations for Worknest at a recently attended meeting of County Clerks. JC proposed acceptance of the proposal, seconded by MR. There were three abstentions and one against, therefore the proposal was carried.

Action: Deputy Clerk

- 109/06/24.9 To accept, in principle, the estimate from Derek Dorks to repair the churchyard wall, ahead of the next Churchyard committee meeting. See 108/06/24.

110/06/24 To Review Parish Council Documentation.

- 110/06/24.1 To review the Social Media policy.
This will be reviewed by the Personnel committee on the 2nd of July.

Action: Personnel

111/06/24 Planning

- 111/06/24.1 Review monthly report.
NM summarised the report, there had been two new applications received since the May Parish Council meeting. There were no questions relating to the report.

112/06/24 Parish Communications

- 112/06/24.1 To consider seeking volunteers for various projects via the Brampton Magazine.
In particular with a view to entering into the Anglia In Bloom competition. It was agreed to seek volunteers via the magazine.

Action: Assistant Clerk

113/06/24 Representatives Reports

There were none.

At this point, with the time being 9.27pm AM asked for an extension to the meeting to 9.45pm, all agreed.

114/06/24 Correspondence Received

- 114/06/24.1 Cambs CC, Cambridgeshire water course mapping tool – to discuss any additions required within the Brampton boundary.
Noted but no additions mentioned.
- 114/06/24.2 Cambs CC, Regenerative farm walk invitation to attend on 10.7.24.
Noted. No one was available to join the walk.

115/06/24 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.

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.

116/06/24 Confidential Matters.

Staffing issues.

- 116/06/24.1 Sue Clarke was offering her apologies because, for a temporary period, she would be unable to join committee meetings due to an unexpected change in her current working arrangements. However, she will continue with her HR and Health and Safety responsibilities. She requested that the Parish Council support her membership to the Chartered Institute of Personnel Development at a cost of £184.00 which stands to benefit the Parish Council ensuring continued, updated personnel advice. This was agreed unanimously.
- 116/06/24.2 Following the April meeting where the matter of Tess Rogers' hours dropping from 37 to 15 a week, with annual leave and salary pro rata'd accordingly, was discussed and approved but not minuted. The matter was returned to this meeting to ensure written confirmation of the arrangement was recorded. From the 1st of July Tess's position will be deputy following the successful recruitment of a full-time Parish Clerk.
- 116/06/24.3 Billy Blissett has not attended any meeting since December 2023. Therefore, as per legislation, unfortunately he is no longer considered a member of the Parish Council.

Action: Clerk

The meeting was closed at 9.45pm.

Signed:
Chair



Date: 26th July 24