

## **BROUGHTON PARISH COUNCIL**

Minutes of the Meeting of the Parish Council, held at Broughton Village Hall on Wednesday, 19 July 2017, commencing at 7.00pm.

Present: Cllrs Mrs PA Scouse (in the Chair), R Baxter, Mrs HJ Bull, Mrs JC Chester, A Parker, M Rose, R Shrive, N White, O Wyeth and Clerk to the Parish Council, Mr GA Duthie.  
Borough Cllr J Hakewill  
County Cllr C Smith-Haynes  
PCSO C Duggan  
Four members of the public

**17/7643**      **APOLOGIES.** Apologies were received from Cllr S West (away).

**17/7644**      **DECLARATIONS OF INTEREST.** None were made.

**17/7645**      **MINUTES.** The draft minutes of the Parish Council meeting held on 21 June 2017, copies having been circulated, were approved by members and authorised for signature by the Chair after it was clarified and noted that 17/7630 should reflect County Cllr Smith-Haynes' induction being an ongoing process; all elements offered having been completed, and that the councillor's email address required names to be capitalised: [CSmith-Haynes@northamptonshire.gov.uk](mailto:CSmith-Haynes@northamptonshire.gov.uk)

**17/7646**      **RIGHT TO SPEAK.** The meeting heard from Mr Peter Horrix and Mr Les Manning, who provided councillors with an update on the project established to improve facilities at the Church.

It was noted that focus of the project had changed recently, from seeking to extend the building, which is Grade II\*, to enhancing the internal layout and accommodation for users. It was described that an exhibition to explain current proposal was on display in the Church, and these included especially measures to improve the safety of the environment by eliminating potential 'trip and fall' hazards. A key element was the intended provision of under-floor heating, whilst raising and levelling the floor.

The meeting was informed that another proposal was the replacement of existing fixed pews with a modern portable seating solution that would enable the space to become far more flexible for alternative uses. Accordingly, it was likely the redundant pews would be sold and services displaced (to Cransley) for 3 or 4 months whilst work was completed. Given consecrated fabric of the Church was affected, a faculty from the Bishop would be needed.

Mr Horrix and Mr Manning then answered related questions from councillors on these matters.

Members then heard from Ms Hampton, who had come along as a newcomer to the village, to introduce herself and observe. Ms Hampton was welcomed to the meeting and village.

**17/7647**

**REPORTS OF COUNTY AND BOROUGH COUNCILLORS.** County Cllr Smith-Haynes provided a report that included attendance at a Kettering General Hospital members' meeting that had revealed morale was suffering at the hospital due to the level and pace of change recently; including to personnel. More positively, the parking improvement scheme continued and an additional 240 spaces would soon be available, which should relieve current space pressures.

The meeting heard that Cllr Smith-Haynes had attended the last meeting of the Rural Forum and was gradually meeting key contacts but had yet to catch up with Ian Boyes.

Communications were improving but some difficulty remained with electronic functionality due to County Council IT problems.

It was confirmed that involvement with the Corporate Parenting Board had included considering an incident with a freight container being intercepted at Corby recently, with approximately 35 refugees aboard; including 25 youngsters who had to be cared for.

Other issues alive currently included activity by the Police and Crime panel to investigate and progress shared working between police and fire services, the realisation of capital assets, and continuing induction events.

**17/7648**

**POLICE REPORT.** PCSO Duggan provided a report that described a theft from a motor vehicle having occurred, a reduced amount of anti-social behaviour, and attendance at a school fate that had been beneficial.

Cllr Baxter reported that speeding vehicles remained a problem in Kettering Road. Members noted, also, that the Street watch initiative continued to develop; high visibility clothing having now been ordered for volunteers.

**17/7649**

**MATTERS ARISING.** Arising in respect of the recent matters raised with the owner of 18 High Street, councillors heard a response had been received that asserted the overhanging vegetation complained of was actually rooted in number 10, and that the retaining wall near the bus stop was regularly inspected and considered to be stable. In respect of the latter, it had been stated that the section of wall concerned was thought to be part of the fabric of the bus shelter; the Clerk confirmed this part was not within the demise of the lease however.

Arising in respect of planning matters at the caravan site, members noted an email from Cllr Mrs Bull to relevant KBC officers and members taking issue with advice that had been provided to a recent planning committee, which had been informed that enforcement notice ENFO/2011/00027 had been fully complied with. Cllr Mrs Bull had pointed out this was not the case, and although there had been some reduction in the height of a fence addressed by the notice, other requirements of it relating to the works behind it had not been performed. It had been confirmed to recipients that the Parish Council still wished for compliance to be secured.

In respect of the Neighbourhood Plan project, Cllr Mrs Bull had reported that the grant application made to Locality, for assistance with referendum costs, had been successful.

Arising in respect of planning permission KET/2016/0462, the meeting noted the Chair had made representations to the Borough Council concerning the manner in which works to form a new access for 20 High Street had been undertaken that seemed not to be in accord with the permission for the adjacent plot. This had resulted in upset for a neighbouring resident who had been surprised by the works appearing. Investigation had resulted in it becoming apparent that revised plans had been agreed, apparently without consultation occurring, and an explanation was sought as to how this could happen given the impact of the changes. Members noted the case officer seemed no longer to be in post, which had impeded communication on the matter.

In respect of additional grass cutting and spraying, members noted a price had now been supplied by the Borough Council for the work they could offer to supplement regular programmed cuts. Strimming could be performed around street furniture and wall lines at a cost of £368 per visit, and street gullies and paths could also be weed sprayed at a cost of £690. After some discussion, it was agreed this be commissioned in April/May for high prominence areas to maximise impact.

#### **17/7650**

**CORRESPONDENCE.** The following items of correspondence were reported:

- a) A communication received from Cllr Van de Water on 17 July, tendering his resignation as a parish councillor. Members noted that Mr Van de Water was in the process of moving house and would likely be leaving the village; which, coupled with professional time constraints, conspired against the role continuing to be performed. Councillors noted this with regret and recorded their gratitude for the former councillor's contributions whilst in office, particularly on planning matters where his professional insight had been invaluable. The Clerk confirmed steps would be taken to notify the resulting vacancy to the Returning Officer and, coincidentally, an expression of interest had been received from a former parish councillor, who wished to be considered for co-option should no by-election be claimed.
- b) A communication received in respect of a consultation relating to the provision of public health nursing services focused on those aged 0 to 19 years. It was noted this was open until 8 September 2017.

#### **17/7651**

**REPORTS OF MEMBERS ATTENDING MEETINGS OF OTHER BODIES.**

Cllr Mrs Bull reported on the meeting of the Borough Council Planning Committee the evening before, which had considered the latest planning application relating to the Old Willows part of the Northampton Road caravan site. Members noted that, after a long debate, informed by much detail, the application had been resolved to be refused; a key concern being the density of the development proposed and the resulting lack of amenity and sustainability.

Given the present level of over-crowding as against the extant permission that relates, the parish council had pressed for enforcement action to be taken if necessary to in order to regularise matters. As described earlier, the previous enforcement notice relating to the fence and surfacing adjacent to the caravan site had been raised, with its asserted compliance being challenged as this was misrepresented to the committee.

**17/7652**

**DEVELOPMENT CONTROL.**

**Planning applications submitted for comment:-**

The following application was considered and it was resolved that the ability to make further comment should be reserved if necessary, but initial indications seemed to be that the application was out of time:

Old Cransley Ironworks          Reserved matters for mixed scheme    St Francis Group

The following application was considered and it was agreed that no observations need be made:

41 Northampton Road          Single storey rear extension          Mr Murray

**Planning decisions notified:**

None were reported at this meeting.

**17/7653**

**FINANCE.** The following items of income and expenditure were noted/agreed:-

<b>Income</b>			<b>£</b>
Locality	Grant - neighbourhood plan (direct debit )		1,490.00
 <b>Expenditure</b>			 <b>£</b>
Zen Internet	Web hosting charge (direct debit )		4.79
Barclays Bank PLC	Commission (direct debit )		2.00
Barclays Bank PLC	Store fee (direct debit )		1.00
GA Duthie	Salary and WP (101769 )		528.30
HMRC	Income tax (101770 )		284.86
GA Duthie	Telephone and electricity (101771 )		23.81
Mark Baines	Pocket park maintenance (101772 )		300.00
Ways 2 Display	Grange Road notice board (101773 )		1,906.80

Members then received the annual statement of accounts for year 2016/17, prepared in accordance with the resolution at minute 17/17/7636, copies herewith; and noted the same had now been submitted for audit.

**17/7654**

**HIGH STREET RECREATION GROUND.** Councillors noted that progress with accessing potential funding sources was being steadily made after much background research work, with applications having been made and one pledge having been received. One particular scheme required further information to be sought as the application and accounting mechanisms being suggested did not seem, initially, to be a good fit with parish council requirements. Quotations had now been received from two possible suppliers, which were under consideration.

**17/7655**

**NEIGHBOURHOOD PLAN UPDATE.** The meeting was advised that the plan remained on track, and would be submitted to KBC around mid-August for progression toward the referendum

**17/7656**

**GENERAL INTEREST ITEMS.**

In respect of the pocket park, Cllr Shrive reported that programmed work on path clearing was proving effective in keeping way through the spinney open but a problem was now becoming apparent in that invasive growth of species such as bramble was quickly establishing in the understorey of the woodland. It seemed the level of off-track activity in the spinney was probably lower than it previously has been with the result that such growth was not being knocked back. Cllr Shrive agreed to liaise with the maintenance contractor to ascertain whether anything could easily be done.

Cllr Shrive then mentioned that wheelchair access toward the village hall was becoming difficult due to the level of grass encroachment over the footways on Gate Lane. This had been raised with Ian Boyes.

Borough Cllr Hakewill contributed a short report, having joined the meeting late following a Borough Council meeting; members receiving a brief update on Rural Forum matters and an endorsement of the value of the neighbourhood plan.

Cllr Baxter mentioned that the Kettering Road footway (Little Cransley side) was, once again, becoming very overgrown.

Cllr Baxter reminded the meeting that ivy growth on the wall to the High Street recreation ground was in need of removal.

Cllr Mrs Bull reported that Wellingborough Road was suffering from a spate of excavations associated with works to the gas supply and this was resulting in a very patchwork appearance in that area.

Cllr Mrs Bull then mentioned that it was time to place the usual order for bulbs in support of Operation Springbloom; this year, Wellingborough Road, Kettering Road, and Northampton Road approaches should be focused on with a mini-digger being used to make proper planting trenches to secure a good display.

The meeting heard that Reverend Brian Withington was to leave his post in the village in September to move onto a new parish. Members agreed to pass on their very best wishes in this regard.

The Chair reported that incidences of fly tipping had again occurred at Kettering Road and the location of the gates was being looked at in case preventative improvement was possible.

**17/7657**

**DATE OF NEXT MEETING.** It was reported that the next scheduled meeting of the Parish Council, would be on Wednesday 20 September 2017, at 7:00pm in the Village Hall.

**17/7658**

**URGENT ITEMS ADMITTED BY THE CHAIR.** None were raised and the meeting was duly closed at 9:20pm.

20 September 2017

Signed.....

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

BROUGHTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

21 JUNE 2017

and recorded as minute reference:

17/7636

Signed by Chair at meeting where approval is given:

A. Bevan

Clerk

J. Smith

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

BROUGHTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	14226	19494	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	13000	13000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	514	4978	Total Income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4859	5087	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	3387	<del>5092</del>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). <span style="float: right;">5092</span>
7. (=) Balances carried forward	19494	23293	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	19494	23293	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1650	1650	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*[Signature]*

Date: 21 June 2017

I confirm that these accounting statements were approved by this smaller authority on:

21 June 2017

and recorded as minute reference:

17/7636

Signed by Chair at meeting where approval is given:

*[Signature]*