



**DRAFT Minutes of the Annual Parish Meeting of BRINGTON PARISH COUNCIL**  
**held on Wednesday 21 May 2025, Reading Room, Great Brington**  
[www.bringtons-pc.gov.uk](http://www.bringtons-pc.gov.uk) email:clerk@bringtons-pc.gov.uk

**Present:** Cllrs K White (Chair, J Milne (Vice Chair), S Beeusaert, J James, D Kennedy, R Gardner, M Roach N Tompkins and R Welsford.

**Also Present:** Clerk and circa 12 members of the public.

**Apologies:** Ward Cllrs, Lister and Morton

**Meeting Started at 7.45pm**

34/2025	Acceptance of Office Declarations	Action
	The Clerk witnessed the signing and received the Acceptance of Office Declarations forms from all Councillors.	
35/2025	<b>To receive and approve apologies for absence</b> It was noted that apologies had been received from the 2 new Ward Councillors.	
36/2025	<b>Welcome</b> The Chair welcomed all to the Annual Parish Meeting.	Clerk
37/2025	<b>To receive nominations and elect a Parish Council Chair for the Council Year 2025/26</b> Nominations were sought. Cllr White was nominated and agreed to the nomination, proposed by Cllr Beeusaert and seconded by Cllr Roach and the vote was unanimous. Councillor White was duly elected to the post of Chair until the May 2026 Annual Meeting. Cllr White then signed the Declaration of Acceptance for the Role of Chair which was witnessed by the Clerk.	Clerk
38/2025	<b>To receive nominations and elect a Parish Council Vice Chair for the Council Year 2025/26</b> Nominations were sought. Cllr Kennedy was nominated by Cllr James; Cllr Kennedy declined the nomination. Cllr Tompkins was nominated and agreed to the nomination. Proposed by Cllr Roach and seconded by Cllr Kennedy and the vote was unanimous. Cllr Tompkins was duly elected to the post of Vice-Chair until the May 2026 Annual Meeting. Cllr Tompkins then signed the Declaration of Acceptance for the Role of Vice-Chair which was witnessed by the Clerk.	Clerk
39/2025	<b>To receive Disclosures of disclosable pecuniary interests declaration forms from Councillors and Declarations of Interest on items on the Agenda.</b> It was noted that returning Councillors were not required to submit declaration forms unless any details had changed from their previous declarations. It was also noted that the new Councillors had submitted declaration forms direct to the Monitoring Officer at West Northamptonshire Council. No Declarations of Interest in items on the Agenda were received.	Clerk
40/2025	<b>To approve and sign the minutes of the meetings held on 19 March 2025 and 16 April 2025</b> The Minutes of the 19 March 2025 meeting were approved subject to amendments to advised at Minute 07/2025 Reading Room Lease Update and Minute 14/2025 Play Area. The Minutes of the Meeting of 16 April 2025 were approved by acclamation and signed by the Chair.	Clerk

41/2025	<p><b>Public Participation</b></p> <ul style="list-style-type: none"> <li>• A resident advised that a public footpath across Althorp land had been distorted due to ploughing of a field. Cllrs Tompkins indicated that she would advise the Parish Footpath's Warden however the Althorp representative indicated she would investigate.</li> <li>• Cllr Roach indicated that a resident had advised him that the Cenotaph was in need of maintenance and repair. Cllr Roach had investigated this and agreed with the resident. As it was considered to be on Althorp land, the Althorp representative agreed to investigate and ensure the work was carried out before Remembrance Sunday in November 2025.</li> <li>• Cllr Roach indicated he was still awaiting the instructions for reading the EON Meter in the Cricket Pavilion from former Cllr Milne. The Chair offered to remind Mr Milne.</li> <li>• Cllr Tompkins indicated that she had not received photos of the damaged items at the Outdoor Gym and Cllr Gardner agreed to investigate this and advise Council. The Council noted that the apparatus would also be added to the annual Health and Safety Inspections carried out by a registered contractor.</li> </ul>	<p>Althorp Rep.</p> <p>Althorp Rep.</p> <p>Chair</p> <p>Cllr Gardner &amp; Clerk</p>
42/2025	<p><b>To Receive Introductory Resumes from new Councillors of the Skills they could bring to the Parish Council</b></p> <p>Introductory resumes from new Councillors of the Skills they could bring to the Parish Council were received.</p> <p>With Council's agreement, returning Councillors and the Clerk also gave resumes of their skills.</p>	
43/2025	<p><b>To Note Reports</b></p> <p>The Councillors noted Reports from:</p> <ol style="list-style-type: none"> <li>1. Chair – <ul style="list-style-type: none"> <li>• Indicated that the Council would be considering projects for the Council Year at the June Meeting. Funding would be available for Community Groups in the Parish to apply and the Application Form is at <a href="#">Grant-Application-Policy-Adopted-June-2024.pdf</a></li> <li>• He had been approached by a resident for advice about a possible Planning Application on a piece of land the resident had purchased and declared that he had declined the invitation to advise or comment as this would be a conflict of interest.</li> <li>• Advised that the Parish Council had a spare ticket for the WNC Annual Parish Conference – Parishes In Partnership at The Rodber Bar Saints Ground, United Kingdom, Weedon Rd on Thursday 12th June 2025 at 9:00AM till 2:30PM which he would attend. If Councillors were unable to join him, the Clerk confirmed her availability.</li> </ul> </li> <li>2. The Parish Clerk (at annex). Item 2 - It was noted that Cllr Roach would investigate prices of contracts and costs of a new mobile phone.</li> <li>3. West Northamptonshire Council Long Buckby Ward – No Report Received</li> <li>4. Northamptonshire Police <ul style="list-style-type: none"> <li>• Cllr Beeusaert indicated that a report had not been received.</li> <li>• Cllr Tompkins advised that the Evergreens Club would contact Northamptonshire Police direct for a representative to give residents 1:1 advice on on-line Fraud and general fraud issues.</li> <li>• Cllr Tompkins advised that she had spoken to the Police Beat Bus during a recent visit and a resident had also reported a car that was perceived to be abandoned, however it had since been removed without any intervention.</li> </ul> </li> </ol>	
44/2025	<p><b>To consider the following Planning Applications and Decisions and any additional application(s) presented after the publication of the agenda):</b></p> <p>a.<a href="#">2025/1838/TCA</a> at 2 Hamilton Lane Great Brington NN7 4JJ for Works to Trees T1: Horse Chestnut - Reduce the crown by approx 2-3 m. Reason, to reduce weight on</p>	

	<p>week. T2: Twin stemmed Cherry - Remove deadwood, crossing, rubbing and duplicated secondary branches. Reasons, to reduce weight and wind resistance and allow more light to pass through the canopy. T3: Silver Birch x 3 - Remove deadwood, crossing and rubbing. Reasons, to reduce weight and wind resistance and allow more light to pass through the canopy. T4: Cherry - Fell to ground level. Reasons, to allow the canopies of the adjacent trees to develop. T5: Yew - Reduce on the house side by approx. 1.5-2 metres. Not reducing the height. T6: Oak - Remove epicormic growth from the trunk and clean out the crown by removing deadwood broken spurs and one of any air of crossing branches where damage occurring. Cllr Gardenr commented that no work should not be carried out during the bird nesting season. No objections were recorded.</p> <p>b.<a href="#">2025/1638/LBC</a> at 8 Nobottle Road Little Brington NN7 4HJ for Listed building consent for fibre broadband wiring to be run to the property. The Gigaclear plot is on an external verge and wiring located on external wall (part retrospective). No objections were recorded.</p>	
<b>45/2025</b>	<p><b>1. Reading Room Update</b></p> <p>i. The Chair advised he had received the electronic signed version of the new Lease and the hard copy was received at the meeting.</p> <p>ii. To receive an update to the Electrical Work A quote had been received from Rich Faulkner (RF) for Replacement lighting to LED 7x 4ft battens to main hall, 1x batten to kitchen and 3x emergency lights to main hall at £941 inc. VAT. Cllr Roach (PC Rep on Reading Room Committee) clarified that he had met with RF and agreed the items that needed repair/replacement. It was proposed and agreed that this work would be carried out. The Clerk reported that a report confirming that previous work that had taken place had been supplied to the Reading Room Trustees and the Parish Council from Althorp.</p> <p>iii. Cllr Roach had added bolts to an internal door.</p> <p>iv. The Reading Room had received a donation of equipment for which the Council asked their thanks to be recorded.</p> <p>v. There was a discussion about the level of Contents Insurance.</p> <p>vi. The Chair indicated the that the level of maintenance needed to be considered.</p> <p>vii. Cllr Kennedy asked if there should be a sub committee to work with the Reading Room Trustees to consist of himself, Cllr Roach and Cllr James. This was proposed and agreed and they would report to Council as a standing Agenda item.</p>	
<b>46/2025</b>	<p><b>a. To receive updates from Althorp Estate;</b></p> <p>i) A Wildlife Update was received (attached at Annex).</p> <p>ii) The House would be open as usual in the summer 31 July - 3 August.</p> <p>iii) Recent events had been successful.</p> <p>iv) It was noted that the Kissing Gate required repairs.</p> <p>v) The hedge at Back Lane which was overgrown would be inspected and any cutting back would be done after the bird nesting season.</p> <p><b>b. To receive Updates from the Parish Council</b></p> <p>i) The Chantry Trust Chair advised that the appointment of a representative to the Trust had taken place.</p> <p>ii) The Clerk was receiving quotes for repairs works to the Medieval Cross with a deadline of 30/05/2025. They would be brought to the next Parish Council meeting.</p>	

47/2025	<p><b>Parish Councillor Roles and Responsibilities for 2025-26</b></p> <p>The Parish Councillor Roles were discussed (at Annex).</p> <p>The Chair advised that Cllr Milne had been the 3<sup>rd</sup> signatory on the Barclays Bank statement but as he did not stand in the election this role was now vacant.</p> <p>It was proposed that Cllr James be added to the Bank Mandate and this was agreed.</p> <p>The Clerk handed Cllr James a copy of the details she required in order to complete the Bank Mandate application form.</p> <p>The Chair indicated that the roles of Traffic Calming and Community engagement were also vacant as there previously had previously not been a sufficient of Councillors to take on these responsibilities.</p> <p>Cllr Beeausart indicated that Cllr Welsford, as an ex Police Officer, would be better placed to be the Council's Northants Police contact and Cllr Welsford agreed.</p> <p>Cllr Kennedy agreed to take on the roles of community engagement.</p> <p>Cllr Gardner agreed to continue monitoring the Play Equipment and also the Outdoor Gym for damage.</p> <p>It was noted that now that there were more Councillors this list could be widened and suggestions should be sent to the Clerk.</p>	<p>Clerk/Cllr James</p> <p>All</p>
48/2025	<p><b>To Approve and Sign Sections 1 and 2 of the AGAR Audit Annual Return</b></p> <p>i. To approve Section 1 of the Annual Return – Governance Statement</p> <p>The Governance Statement was approved unanimously and following this, the Chair and Clerk signed the Governance Statement.</p> <p>ii. To approve Section 2 of the Annual Return – Financial Statement</p> <p>The Financial Statement was approved unanimously and following this, the Chair and Clerk signed the Financial Statement.</p>	<p>Clerk</p> <p>Clerk</p>
49/2025	<p><b>To Note the Bank Reconciliation and Expenditure to Date and Approve Payments made in March 2025</b></p> <p>i. The Council noted the receipt of the April – Sept 2025 Precept of £11895.50 and the CIL Payment of £4543.71 Ref WND/20223/0062 and that the CIL Receipt could only be used to fund capital projects that improved local infrastructure. Details would be put on the Council's website.</p> <p>ii. The Payments and Receipts and Bank reconciliation for 31 March 2025 were noted and approved unanimously. (At Annex).</p>	<p>Clerk</p>
50/2025	<p><b>Play Area Project</b></p> <p>i. Opening Event 25 April – The Chair and Cllr Tompkins advised that Earl Spencer and his partner had attended along with circa 95 young people and members of the public. The weather was good and many positive comments had been received.</p> <p>The refreshments provided by the parish council were also very successful.</p> <p>The Chair and Cllr Tompkins had submitted expense claims that would be attributed to the project.</p> <p>ii. The Clerk required a copy of the invoice from Cllr Gardner for repairing the area that had been damaged by the contractor/sub contractor when their skip was removed.</p> <p>iii. Cllr Tompkins indicated that ideas for Phase II would be discussed with the older children in the village</p> <p>iv. It was proposed and agreed that Cllrs Tomkins, Gardener and Kennedy would form a sub-committee/ working group to take this forward.</p>	<p>Cllr Gardner</p>
51/2025	<p><b>Second World War 80th Anniversary Act of Remembrance at the War Memorial November 2025</b></p> <p>i) The Council considered and approved a proposal that the Parish Council marked this by organising and leading the conduct of an Act of Remembrance at the War Memorial in November including the laying of a wreath on behalf of the Parish, and support other commemorative activities in the Parish;</p>	

	<p>ii) It was proposed and agreed that Cllrs Kennedy, Welsford and Gardner form a sub committee to meet with representatives of the PCC, the History Society, the Reading Room Committee, the School, and other interested parishioners and parties to explore options for associated commemorative activities. Before the next Parish Council meeting</p> <p>iii) a budget for these activities to be advised to the Parish Council when the Council budget is next reviewed.</p> <p>iv) The Clerk indicated that she would prepare draft Terms of Reference for all Sub Committee/ Steering /Working Groups that had been agreed to provide a structured framework of the purpose, and timeline of the projects.</p>	<p>Sub - Commit</p> <p>Clerk</p>
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Meeting closed: 21.20pm

1. **Councillor Training Requirements**  
NCALC has a new suite of Training Courses for Councillors to consider and advise availability on three alternative dates – details at:  
<https://northantscal.gov.uk/councillor-development-framework>. As these are very popular in Election year, if you would like to take part in any, please advise the Clerk of three alternative dates and times.
2. **Council Mobile Phone** – due to staff annual leave and the extra work that the Parish Election and Audit have required, this is work in progress.
3. **Review of Council Policies** – These will be reviewed at the next 2-3 meetings and include Standing orders, Financial Regulations, Risk Assessment and other policies where required.
4. **Memorial Cross** – In addition to Boden & Ward, the Clerk has contacted Mark Staffordshire Workshops and Jacob at I Ward giving a deadline of 30 May
5. **Planning Application** 2025/0958/FULL at The Manse, Chapel View, Little Brington comments about access and parking were recorded from the Principal Engineer – Highways Development Management
6. **NCALC Advice - New Councillors Voting on Items from previous Council year**  
NCALC advised on 9 May that brand new councillors (i.e. ones that weren't councillors in the previous term) can vote to sign off the minutes of the last meeting and the Annual Governance & Accountability Return (AGAR).
7. **NCALC Local Plan Briefing with WNC** NCALC thanked everyone that attended the Local Plan Briefing held on 3 April 2025. Slides from that event are at  
<https://northantscal.gov.uk/wnc-planning-briefings>.
8. **Road Works - WME000406 Highways Railtrack Works – Gt Brington Rd and A428 towards East Haddon**  
Former Ward Councillor Bignell has passed a message from Kier / WNC Highways to advise that all reinstatement was completed on 12/05/2025 and the last of the traffic management will be removed on 13/05/2025, the 4-way lights have already been removed. They thanked us for our support over the last 6 months or so.

The creation of the wetlands at Church Brampton has increased our biodiversity, resulting in many new species of wildlife.

Some species are present for the first time across the estate; others are being seen in greater numbers.

Here is a list of the most significant of those species and sightings:

- White Tailed Eagle, this was one of four released on the Isle of White and is being monitored 24\7. Known as the flying barn door due to its eight foot wingspan. The bird was reported to us and found at night with Adey's thermal equipment. It stayed for a couple of days before flying to Oxfordshire.
- Other birds of note seen at the wetlands: Snipe, Dunlin, Green Plover, Great Egret, Little Egret, Little Grebe, Kingfisher, Yellow Wagtail, Teal, Tufted Duck, Egyptian Goose, Sand Piper and many of the more common birds.
- Mammals recorded at the wetlands: Otters, field voles, Fox, Badger, Roe deer, Muntjac, Chinese Water Deer, Polecat and Mink. We are planning to reintroduce Water Voles in 2026\27 after a programme to remove the mink.
- Many invertebrate species have been recorded including rare beetles and moths.

Across the wider estate we are seeing different species of birds and invertebrate numbers increasing due to thoughtful management. This includes, leaving the in-field hedges, wildlife conservation strips being planted and woodland management.

We have opened up old field ponds or Dew ponds, created new ponds and dammed some woodland ditches to create a space of water to encourage wildlife and especially amphibians. Great Crested Newts are abundant on the estate and an Adder was spotted this year. Bullfinches are on the increase in the woodland edges where we have left the Hawthorn and Blackthorn to grow.

Summer visitors recorded last year include, Hoopoe, Red Backed Shrike and Redstart.

Role	Responsibilities
Chair Cllr K White	2 <sup>nd</sup> Bank Account Signatory, Representative of Parish Council, Liaison with Althorp Estate Liaison with the Parish Clerk HR Matters
Vice Chair Cllr N Tompkins	Notice Board Updating, Play Area & Outdoor Gym Issues Sub Committee Member Events Liaison with the Parish Clerk HR Matters
Cllr S Beeusaert	Parish Council IT Lead
Cllr R Gardner	Play Area & Outdoor Gym Issues Sub Committee / Working Group Member Remembrance Day Activities Sub Committee / Working Group Member Sundry small landscape issues (clearing logs, Signs etc.)
Cllr M Roach	Reading Room Lead – Reading Room Sub Committee / Working Group Member. Sundry small landscape issues, (Dog Bins, Signs) Kimbell's Field Pavilion Electricity Meter
Cllr J James	3 <sup>rd</sup> Bank Account Signatory Reading Room Sub Committee / Working Group Member
Cllr W Welsford	Northamptonshire Police Contact Road Safety Issues Lead Remembrance Day Activities Sub Committee / Working Group Member
Cllr D Kennedy	Community Engagement Lead Remembrance Day Activities Sub Committee / Working Group Member Reading Room Sub Committee / Working Group Member



a) Payments for Approval April 2025

Supplier	code	Detail	Invoice No	Invoice Total	VAT
S Muir	BT	Salary May	0	470.56	0
S Muir	BT	S Muir HMRC June	0	117.80	0
Althorp Estates	BT	Uplift in Rent for The Reading Room GTB from 25/12/2022 to 23/06/2025	3970	457.08	76.18
NCALC	BT	30/4/24 NCALC Training Course – Misuse of Social Media as a Tool to Intimidate & Harass Employees – S Muir & Cllr N Tompkins	4598	84.00	14.00
Compete 366	DD	365 data backed up via Microsoft Syntex	24087	4.85	0.81
Third Avenue	BT	Website Support (1 Month)	2347	62.40	10.40
R & G Invoice Date 30/4/25	BT	Kimbell's Field Gang Mow 3/4 & 15/4 Triple Mow 16/4 & 30/4 Village Greens 16/4	121671	301.20	50.20
Reading Room Trustees	BT	Annual Invoice- Hire of Reading Room for PC Meetings to March 2026	PFI 25051	160.00	0
Tomato Energy	DD	Street Lighting 30/1-31/3/2025	7282985276	659.34	31.40
Gt Brington Store/Cllr K White	BT	Play Area Opening Event - Refreshments	BPC001	29.17	5.83
DACT Transport	BT	TRANSPORT PROVISION MX 18 Shuttle bus for open gardens 18/05/25	20823	158.40	0
DACT Transport	BT	Transport Affiliation fees now due for 1 year from 29 <sup>th</sup> May 2025	20787	30.00	0
Parish Online	BT	Annual Mapping Software 25-26	34UC008-0007	50.00	0

(b) Receipts to Note Total

	Date	Detail	Bank Credit Total
West Northamptonshire Council	29/04/2025	Precept 1 <sup>st</sup> Payment April -September.	£11895.50
“ “	19/04/2025	CIL Payment-WND/2023/0062 refers	£4543.71

(c) Bank Reconciliation at 30 April 2025

Nett balances as at 30/04/2025				
Bank Reconciliation				
Bank Balance		Cash Book		
Balance in Current Account YTD	28,538.79	Opening Balance	33,197.88	
Value of payments yet to clear		Expenditure to date	-2753.783	
Reserve Account Bank Balance YTD	13,800.31	Income to date	11,895.00	
	42,339.10		42,339.10	