

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 27th February 2020****Community Centre & Library, Spratton Road, Brixworth****In Attendance:**

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock (from 730pm)

Apologies: Councillor James Collyer

Absent: Councillor Stuart Coe

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 2

Apologies also received from District Councillor Jonathan Harris.

20/ 4891 Welcome

Councillor James welcomed everyone to the meeting of the Parish Council. He notified every one of the evacuation procedures. Councillors were also reminded that the meeting was being recorded.

20/ 4892 Apologies for Absence

Apologies for absence had been received from Councillor Collyer. It was agreed to accept the apologies. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

20/ 4893 Declarations of Interest

None declared.

20/ 4894 Minutes of Previous Meeting (30th January 2020)

The minutes of the Parish Council meeting of 30th January 2020 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor Bird Unanimous.

20/ 4895 Public Open Forum

A resident had complained about the behaviour of a local football Team who had played its games on St David's Recreation Ground. The Bye Laws were not applicable in this instance. The Football Association was unable to act in this matter. The Parish Council asked the Clerk to prepare a 'Conditions of Hire' for consideration by the Parish Council which would then address the issue.

20/ 4896 Parish Council Surgery – 1st February 2020

The Parish Council had held a Surgery on Saturday 1st February 2020. Councillor Bird and Councillor Parker had attended this, and a written report had been submitted.

20/ 4897 Parish Council Surgery – 7th March 2020

The Parish Council's next planned Surgery was to be held on Saturday 7th March 2020. Councillor Mitchell and Councillor Lovell would be attending this. A report would be submitted to the next Parish Council meeting.

20/ 4898 Finance - Transactions including Payments for Approval- February 2020

The list of financial transactions and payments for February 2020 was approved by the Parish Council. All invoices for payment had been examined, verified and certified by the Parish Clerk in accordance with the Financial Regulation 5.3. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	E. ON	Elec monthly - Ashway Changing Rooms (3rd)	110.48	5.52	116.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
03	EE Limited	Mobile Phone (17th)	18.50	3.70	22.20	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
04	Ratcliff Land Surveys	Pocket Park Drawings	1,500.00	300.00	1,800.00	PHA 1875 s164
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
05	Daventry DC	Planning Advice - Village Hall Car Park	25.83	5.17	31.00	LGA1972 s111
11	DVLA	Road Tax - 6 months - Van	143.00	0.00	143.00	LGA1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
06	Staff	Net Salaries and Wages (4-week month)	3,383.81	0.00	3,383.81	LGA 1972 s112
07	HMRC	PAYE	1,014.79	0.00	1,014.79	LGA 1972 s112
08	LGSS	Pension Scheme	696.70	0.00	696.70	LGA 1972 s112
09	WG Law	Conference Call and Advocates Fee	505.72	101.14	606.86	LGA 1972 s222
10	MSE	Electrical Work - Meeting Room Comm Centre	158.60	31.72	190.32	LGA1972 s111
12	ESPO	Recycled A4 paper	19.95	3.99	23.94	LGA1972 s111
13	Brampton Valley Training	Work to Trees following survey	2,230.00	446.00	2,676.00	LGA1972 s111

14	Brixworth Music Festival	Sponsorship of Music Evening	200.00	0.00	200.00	LGA 1972 s145
15	R&G	Grounds Maintenance	182.00	36.40	218.40	PHA 1875 s164
16	NCALC	Training - Year End Audit	36.00	0.00	36.00	LGA 1972 s 111
17	Amey Enterprise MS	Trade Waste - St David's Bin Rental	14.90	2.98	17.88	PHA 1875 s164
18	WAVE Utilities	Water Charges at The Ashway	92.15	0.00	92.15	PHA 1875 s164
19	Peter Rowbotham	Employment related expenses	189.23	0.00	189.23	LGA 1972 s112
20	Peter Rowbotham	Work related expenses	10.82	2.17	12.99	LGA 1972 s112
21	Blason & Sons	Fuel for van	38.33	7.67	46.00	LGA 1972 s 111
Cheque Payments						
	Nil					
Total Expenditure this month to date			10,621.76	956.65	11,578.41	
Receipts						
22	Nat West	Interest on Capital Account - 31st Jan 2020	20.76	0.00	20.76	LGA 1972 s 111
Total Income this month			20.76	0.00	20.76	
Bank Transfer - Capital to Revenue						
23	Nat West	Synch the accounts with the budget	6,395.01	0.00	6,395.01	LGA 1972 s 111
Total transferred to revenue this month			6,395.01	0.00	6,395.01	
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	
Total transferred to capital this month			0.00	0.00	0.00	

20/ 4899 Finance – Rolling Budget

The Rolling Budget for January 2020 was received by the Parish Council.

20/ 4900 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 31st January 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £90,262.51. The Capital (Reserve) account indicated a balance of £122,212.12.

20/ 4901 Finance - Parish Council's Reserves

The Statement of Reserves was received by the Parish Council. There was £42,566.22 held within Restricted Funds and £73,250.89 within Earmarked Reserves. General Reserves was in the region of £72,857.52. The s106 money held by Daventry District Council was approximately £254,425.

20/ 4902 Finance – Q3 Report of the Verification Officer

The Parish Council considered the report of the Verification Officer. The report recommended –

1. Risk reduction procedures to be in place to reduce the likelihood of duplicate payments.

2. The payment for a playground gate replacement be accepted as an extreme risk under the present paragraph 4.5 making the payment legitimate.
3. Schedule a regular check of review dates for policies and documents and ensure that all the latest documents are online.
4. Any payments made by the Clerk under 4.5 of the Financial Regulations to be reported to full council as soon as possible.
5. Attention is paid to Financial Regulation 5.5 to ensure that delegated authority is required before authorising a retrospective payment.

The recommendations contained within the report were agreed by the Parish Council. This was proposed by Councillor Barratt and seconded by Councillor Peacock. Unanimous.

20/ 4903 Finance Working Group

The Finance Working Group had met on 17th February 2020 and had submitted a report to the Parish Council.

The Parish Council agreed –

1. The £15,000 allocated for Legal Fees from General Reserves be categorised as an 'ear marked reserve'
2. Fees and Charges be increased by 2.7% from 1st April 2020.

This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4904 Personnel Working Group

The Personnel Working Group had met on 27th February 2020 and had submitted a report to the Parish Council. The report was received by the Parish Council.

20/4905 Procurement

The Personnel Working Group at its meeting on 27th February 2020 had recommend the use of a specialist company to provide support for both HR and Health & Safety. This support would ensure that the Parish Council would meet its legal obligations and therefore reduce the risk of any possible litigation.

The Parish Council considered the submitted proposal. The Parish Council had preferred the option of a break clause within any 5-year agreement. The Clerk was asked to benchmark the proposal and also to address the issue of contract termination within the 5-year period. An opt out would only be pursued because of under performance by the supplier.

The Parish Council agreed to delegate the negotiation and to conclude an agreement with an opt out clause to the Parish Clerk. An alternative proposal would also be sought. This was proposed by Councillor Parker and seconded by Councillor Compton.

20/ 4906 Community Safety – Reported Crime Data

The crime figures for January 2020 was not available to review at the time of the meeting.

20/ 4907 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device based on Holcote Road (Outbound) was noted by the Parish Council. The data errors identified within the report would be taken up with the supplier.

20/ 4908 Media and Communications Committee – Minutes

The Parish Council received the minutes of the Media & Communications Committee which was held on 15th January 2020.

20/ 4909 Planning – Decisions for January 2020

The Parish Council noted the list of planning decisions issued during January 2020.

20/ 4910 Planning – Minutes for 27th January 2020

The Parish Committee received the minutes of the Planning Committee of 27th January 2020.

20/ 4911 Planning – Settlements and Countryside Local Plan (Part 2) for Daventry District 2011- 2029

Daventry District Council had adopted the Settlements and Countryside Local Plan (Part 2) at its meeting of Full Council on the 20th February 2020. The Part 2 Local Plan replaced all of the remaining saved policies of the 1997 Daventry District Local Plan and superseded policy H6 of the West Northamptonshire Joint Core Strategy. It now forms part of the development plan for Daventry District.

The Neighbourhood Plan Working Group had agreed that it would now wait for further guidance from the District Council before considering the position and status of its adopted plan. It was believed that a DDC workshop for Parish Council was currently being organised and details were awaited.

20/ 4912 Article 4 Direction for the Brixworth Conservation Area

Daventry District Council at its meeting on Thursday 20th February 2020 confirmed an Article 4(1) Direction relating to the Brixworth Conservation Areas. The Article 4(1) Directions served to remove permitted development rights, so that certain forms of development require a planning application to be submitted. This was to better manage development within the conservation area. The report was noted.

20/ 4913 Highways – Adoption of Farbrook, Brixworth

The Parish Council noted that Farbrook (Off The Ashway) had now been adopted by the Highway Authority.

20/ 4914 Highways – Relocation of Brixworth Sign, Northampton Road, Brixworth

The Parish Council agreed to relocate the Brixworth sign towards the 30-mph entry point. The County Highways Team had provided a quote for £450 plus VAT to relocate this sign. The work could be carried out under the Road Traffic Regulation Act 1984 s72 (1). There is adequate budget provision. This was proposed by Councillor Mitchell and seconded by Councillor Elaine Coe. Unanimous.

20/ 4915 Highways – Car Parking

The Parish Council had noted that a meeting had been organised between Partners to discuss the ongoing issues and concerns with car parking particularly with regard to the Village Centre.

20/ 4916 Consultations

The Parish Council noted the following consultations.

1. South Northamptonshire Part 2 Local Plan Modifications
2. West Northamptonshire - Strategic Land Availability Assessment Methodology - Technical Consultation

20/ 4917 Grants

An application had been received from the Community First Responders who serve Brixworth and surrounding areas. It was agreed that a grant of £541.36 be awarded towards the cost of equipment and Uniforms. This was proposed by Councillor Parker and seconded by Councillor Peacock. Unanimous.

20/ 4918 Meeting Diary

The draft meeting diary for the 2020/ 2021 Municipal Year had been circulated for comment. There was no issues or concerns raised with the proposed dates.

20/ 4919 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/ 4920 Correspondence

The list of Correspondence was noted by the Parish Council.

Subject	From
Annual Report	Daventry Citizens Advice
Litter	CPRE
Litter	Keep Britain Tidy Group
Minutes Parish Councils Meeting	DDC
Pitsford User Group Minutes	Anglian Water

20/ 4921 Exclusion of the press and public

The Parish Council agreed to exclude the press and public from the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This was in accordance with the Public Bodies (Admission to meetings) Act 1960. This was proposed by Councillor James and seconded by Councillor Mitchell.

The meeting was in closed session from 8:25pm

20/ 4922 Legal Matters – County Court

The Parish Council received an update on current matters. The current case was ongoing.

20/ 4923 Wages and Salaries

The Parish Council agreed the wages and salaries for 2020/ 2020. These were in line with either the pay agreement with the National Joint Council for Local Government Service or in line with the current UK 'Real' Living Wage. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

The meeting was in open session from 8:31pm

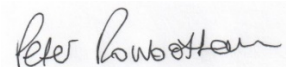
19/ 4924 Dates of Future Meetings

- Planning Committee – Monday 9th March 2020
- Media & Communications Committee – Wednesday 18th March 2020
- Council - Thursday 26th March 2020

19/ 4925 Urgent Matters

No urgent business was raised.

The meeting finished at 8.33pm
Signed as a true and accurate record



Councillor Stephen James
Chairman
Brixworth Parish Council
26th March 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
12th March 2020

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