



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 30th April 2020 starting at 715pm**

This will be a 'virtual meeting' using Video Conferencing

(In accordance with the Coronavirus Act 2020)

The press and public are able to attend and participate (by prior arrangement)

Please email your attendance notification to parish.clerk@brixworthparishcouncil.gov.uk

AGENDA

*Supporting
Papers*

1. **Welcome**
2. **Apologies for absence and acceptance of any apologies for absence**
 - 2.1 Consider any received apologies.
3. **Declarations of Interest**
 - 3.1 Members' declarations of interests on agenda items only
4. **Agree and sign the minutes of the previous meeting**
 - 4.1 Parish Council meeting of 31st March 2020
5. **Public Open Forum Session**
 - 5.1 This is an opportunity for Parish Residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 20 minutes.
 - 5.2 Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.
 - 5.3 Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.

A

PART ONE - FOR DECISION

6. **Finance -Monthly Transactions**
 - 6.1 Consider the financial transactions and authorise the payments for April 2020
7. **Finance – Report of the Working Group**
 - 7.1 Consider the recommendations of the Finance Working Group

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| 8. | Finance – Verification for Quarter 4 | |
| | 8.1 Consider the options for verification meeting Q4 contained within the attached report | D |
| 9. | Grant Application | |
| | 9.1 Consider an application from the Brixworth Centre for a grant of £5000. | E |
| 10. | Grants Policy | |
| | 8.1 Consider a revised Grants Policy following Parish Council feedback. | F |

PART TWO - FOR INFORMATION

- | | | |
|-----|---|---|
| 11. | Finance | |
| | 11.1 Receive the latest rolling budget | G |
| | 11.2 Receive the Bank Reconciliation Report | H |
| | 11.3 Receive the statement of the Parish Council's Reserves | I |
| 12. | Community Safety | |
| | 12.1 Note that the reported crime data is not available until further notice. | |
| | 12.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | J |
| 13. | Planning | |
| | 13.1 Receive the planning decisions for March 2020 | K |
| | 13.2 Receive the minutes of the Planning Committee of 9 th March 2020 | L |
| 14. | Media & Communications | |
| | 14.1 Receive the minutes of the Media & Communications Committee of 12 th February 2020. | M |
| 15. | Parish Clerks Report | |
| | 15.1 Receive the Parish Clerk's Report | N |
| 16. | General Correspondence | |
| | 16.1 Note the Correspondence listed at Appendix O | O |
| 17. | Dates of Future Meetings | |
| | 17.1 To note the dates of the next cycle of meetings. | |
| | <ul style="list-style-type: none"> • Planning – 18th May 2020 • Media & Communications – 20th May 2020 • Council Annual Meeting 21st May 2020 • Council – 28th May 2020 | |

PART THREE – CONFIDENTIAL

- | | | |
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| 18. | To consider the exclusion of the press and public | |
| | 18.1 Consider the exclusion of 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 is in accordance with the Public Bodies (Admission to meetings) Act 1960 | |

The Press & Public will be requested to leave the meeting (subject to 18.1)

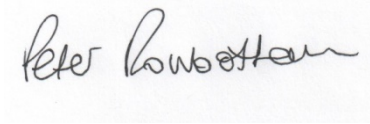
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| 19. | Legal Matters | |
| | 19.1 Receive any updates and consider any actions to be taken. | |

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

20. Urgent matters for report only

Business must be urgent and must be notified to the Chairman before the meeting



Mr Peter Rowbotham
Clerk to the Council
25th April 2020

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When we do need to print we only use 100% recycled paper

Members of the Parish Council

Councillor Stephen James (Chairman) Councillor Sandra Moxon (Vice Chairman)
Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe,
Councillor Stuart Coe, Councillor James Collyer, Councillor Lynne Compton,
Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell,
Councillor Kevin Parker and Councillor Frances Maria Peacock.

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 31st March 2020****Video Conferencing****In Attendance:**

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

Apologies: Councillor Lina Howarth

Absent:

Also Present: Peter Rowbotham (Clerk), District Councillor Jonathan Harris and James Averill (Press)

**Members of
the Public:** 1

20/ 4926 Welcome

Councillor James welcomed everyone to the Parish Councils first virtual meeting. This meeting was utilising Microsoft Teams Video Conferencing in order to overcome the current Coronavirus restrictions. He reminded everyone that the meeting was being recorded.

20/ 4927 Apologies for Absence

Apologies for absence had been received from Councillor Howarth. These were accepted by the meeting.

20/ 4928 Declarations of Interest

None declared.

20/ 4929 Minutes of Previous Meeting (30th February 2020)

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

20/ 4930 Public Open Forum

District Councillor Harris together with a representative of the Covid 19 Volunteer Group updated the Parish Council of the local community response. Councillor Harris thanked the Parish Council for funding the printing of the flyers which had been distributed throughout the Parish. 102 volunteers had been identified to assist in the response. The Facebook page currently had 412 members. The Parish Council would be adding links to the Brixworth Covid19 web page and Facebook page. The current arrangements were working well, and all of the work had complied with GDPR. It was hoped that the current work may assist in the setting up of a sustainable Good Neighbour Scheme for Brixworth.

It was noted that the responsibility for Emergency Planning was with the County and District Councils, delivered through the Northants Local Resilience Forum. The Parish Council was developing its own Community Plan which was a template-based document.

20/ 4931 Finance - Transactions including Payments for Approval- March 2020

The list of financial transactions and payments for March 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 Compton 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 (2nd)	110.48	5.52	116.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (10th)	51.10	10.22	61.32	LGA 1972 s111
03	EE Limited	Mobile Phone (16th)	19.59	3.92	23.51	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
04	Staff	Net Salaries and Wages (4-week month)	3,359.61	0.00	3,359.61	LGA 1972 s112
05	HMRC	PAYE	1,038.99	0.00	1,038.99	LGA 1972 s112
06	LGSS	Pension Scheme	696.70	0.00	696.70	LGA 1972 s112
07	R&G	Grounds Maintenance	824.58	164.91	989.49	PHA 1875 s164
08	AH Blason & Son	Fuel for Van and Mower	89.17	17.83	107.00	LGA 1972 s111
09	Loft Promotions	Leaflet for Brixworth Covid19 Response	80.00	0.00	80.00	LGA 1972 s137
10	Trade Point	Goods	50.41	10.08	60.49	PHA 1987 s164
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
11	Pitchcare Online	Weed killer	45.20	9.04	54.24	PHA 1987 s164
12	Next Directory	Flowers for Staff Member	20.83	4.17	25.00	LGA 1972 s111
13	Contribution to Salvation Army	In memory of Staff Member (Family request)	50.00	0.00	50.00	LGA 1972 s137
14	Amazon Market Place	Computer Cable for Meeting Room	11.11	2.23	13.34	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						

15	Brixworth First Responders	Grant Award for equipment	541.36	0.00	541.36	PHA 1936 s234
Payments for approval - Financial Regulation 5.2 (via BACS)						
16	Berry's	Annual payment for The Pound	0.05	0.00	0.05	PHA 1875 s164
17	NCALC	Training - Planning for Elections	44.00	0.00	44.00	LGA1972 s111
18	Matt Cox	Replacing Slabs at The Ashway Changing Rooms	250.00	0.00	250.00	LGMP Act 1976 s19
19	On Demand Printers	A Board Posters - Monthly Surgery	50.00	10.00	60.00	LGA1972 s111
20	Northants Acre	Annual Subscription	35.00	0.00	35.00	LGA1972 s111
21	Peter Rowbotham	Employment related expenses	168.43	0.00	168.43	LGA 1972 s111
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			7,536.61	237.92	7,774.53	
Receipts						
22	Elite Fitness	Use of St David's Recreation Ground	200.00	0.00	200.00	LGMP Act 1976 s19
23	Brixworth Music Festival	Grant Repayment	1,500.00	0.00	1,500.00	LGA 1972 s 144
24	Brixworth Music Festival	Sponsorship Refund	200.00	0.00	200.00	LGA 1972 s 144
25	Community Centre	Cleaning Recharge for 2020 2021	4,000.00	0.00	4,000.00	LGA 1972 s133
26	Nat West	Interest on Capital Account - 28 Feb 2020	18.75	0.00	18.75	LGA 1972 s 111
Total Income this month			5,918.75	0.00	5,918.75	
Bank Transfer - Capital to Revenue						
27	Nat West	Transfer unallocated money to revenue	816.51	0.00	816.51	LGA 1972 s111
Total transferred to revenue this month			816.51	0.00	816.51	
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	
Total transferred to capital this month			0.00	0.00	0.00	

20/4932 Business Continuity

The Parish Council considered the Business Continuity Report. The Parish Clerk had made a series of recommendations which the Parish Council had considered. The Parish Council agreed to several actions had been proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

Meetings

- 1 The Parish Council noted that it was no longer practical to hold face to face meetings and the use of video conferencing would be used for virtual meetings until further notice.

2 Such meetings would only take place if new legislation was introduced to permit video conferencing. (Coronavirus Act 2020 received Royal Assent on 25th March 2020)

3 Meetings would only take place where necessary and if essential business decisions are required. Non-essential business will to be deferred until later in the year.

Statutory Obligations

4 The Parish Council postponed the Annual Meeting of the Parish until further notice.

5 If legislation permits, the Annual Parish Council Meeting would be held via Video Conferencing.

6 The Annual Governance and Accountability Return (AGAR) would be dealt with via a meeting held via Video Conferencing.

Local Elections

7 The Parish Council noted that the 2020 local elections had been postponed.

8 The one existing Parish Councillor vacancy would be filled via co-option later in the year.

Provision of Services

9 The Parish Council agreed to the closure of the Brixworth Information Point, the Community Centre and also its play areas. This is in accordance with the latest Government advice.

10 Grass cutting, litter/ dog bin collection and grounds maintenance would continue to be provided, subject to risk assessment.

11 The Finance Working Group was asked to look at pro rata refunds to the Sports Clubs with a view to reporting back with a recommendation to the Parish Council

Staffing

12 The Parish Council notes the staffing position during the current Coronavirus Emergency

Events

13 The Parish Council cancelled the planned VE Day and the Big Lunch commitments for 2020

14 The possibility of holding a community street party later in the year would be investigated.

Delegation

15 In the event that it is not possible to convene a meeting of the council in a reasonable time, the Parish Clerk shall have delegated authority to make decisions on behalf of the council where such a decision cannot reasonably be deferred and must be made in order to comply with a deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council following closure of the current emergency.

Financial Regulation

16 The Parish Council agreed to update the Financial Regulations as follows -

Paragraph 4.1 -Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £2,500.
- a duly delegated committee of the council for items under £1000; or

- the Clerk, in liaison with the Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk (or email evidence), and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulation

Paragraph 4.5- In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work including addressing any safeguarding issues. This is whether or not there is any budgetary provision for the expenditure, subject to a limit of up to £2500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Paragraph 6.18 - Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.

Paragraph 7.9 – The Parish Clerk has delegated authority to ensure the prompt payment of monthly salaries and wages. These payments are to be made to the timescale specified within the Contract of Employment and at the rates agreed annually by the Parish Council. All such payments to be made by BACS and reported to the Parish Council as soon as practical.

Paragraph 11h - When it is to enter into a contract of less than £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is above £1,000 but below £2,500 then the Clerk/ RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Monitoring

17. The Parish Council noted the valuable support it had received from NCALC in this emergency situation.

20/4933 Risk Register

The Risk Register was discussed and agreed by the Parish Council. This had been reviewed using the updated Risk Analysis software. This document would now be monitored on a regular basis by the Finance Working Group. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

20/4934 Parish Council Surgery – 7th March 2020

The Parish Council had held a surgery on 7th March 2020. Councillor Lovell and Councillor Mitchell had attended and had submitted a written report for information.

20/4935 Finance – Rolling Budget

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

20/ 4936 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 28th February 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £78,684.10. The Capital (Reserve) account indicated a balance of £122,251.63

20/ 4937 Finance - Parish Council's Reserves

The Statement of Reserves was received by the Parish Council. There was £40,316.22 held within Restricted Funds and £74,723.89 within Earmarked Reserves. General Reserves was in the region of £84,395.62. The s106 money held by Daventry District Council was approximately £254,425.

20/ 4938 Finance Working Group

The Finance Working Group had met on the 9th March 2020. It had considered the Grants Policy, Financial Regulations and Risk Register. All of these matters would be agenda items for decision for the Council to consider.

20/ 4939 Community Safety – Reported Crime Data

The crime figures for February 2020 was noted by the Parish Council. There had been 22 reported crimes in February 2020 compared to 24 in 2019.

20/ 4940 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device based on Holcote Road (Inbound) was noted by the Parish Council.

20/ 4941 Planning – Decisions for February 2020

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

20/ 4942 Planning – Minutes for 17th February 2020

The Parish Committee received the minutes of the Planning Committee of 17th February 2020.

20/ 4943 Highways – Village Car Parking

A meeting had taken place with both Daventry District Council and Northants County Council. The Parish Council had noted the action points that had arisen from the meeting.

20/ 4944 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/ 4945 Correspondence

The list of Correspondence was noted by the Parish Council.

	Subject	From
01	Planning Enforcement	Daventry DC
02	Covid19 Statement	Northants CC

19/ 4946 Dates of Future Meetings

- Planning Committee – Monday 20th April 2020
- Media & Communications Committee – Wednesday 22nd April 2020
- Council - 30th April 2020

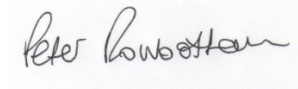
19/ 4947 Urgent Matters

The following items had been raised under urgent matters:

1. The Ashway Changing Rooms had been the subject to extensive graffiti. This had been cleaned off by the Groundsman. The building already had the benefit of anti-graffiti paint several years ago. A further coat would now be applied.

2. A litter problem was raised as an issue on the Scaldwell Road. Additional bins could be installed at extra cost for both the supply of the bins plus the regular emptying by Daventry DC. This would be investigated.
3. The proposals for improvement works near the Village Hall on Holcote Road would be progressed. This included bench refurbishment, planting and bollards. (if practical)

The meeting finished at 8.05pm
Signed as a true and accurate record



Councillor Stephen James
Chairman
Brixworth Parish Council
30th April 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
8th April 2020

Telephone: 079 8314 1786

E Mail: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council - Financial Transactions

B

April 2020

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	E.ON	Elec monthly - Ashway Changing Rooms (1st)	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 (15th)	18.86	3.77	22.63	LGA 1972 s111
04	Information Commissioner	Annual Data Registration Licence	35.00	0.00	35.00	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
05	Ascomi	Web Site Hosting	156.00	0.00	156.00	LGA 1972 s142
06	William Graham Law	Professional Services	477.50	95.50	573.00	LGA 1972 s222
07	William Graham Law	Professional Services - Skeleton Argument	600.00	120.00	720.00	LGA 1972 s222
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19						
08	O2	Mobile Telephone Top Up	16.67	3.33	20.00	LGA 1972 s111
09	Microsoft	Annual 365 Licence	122.80	0.00	122.80	LGA 1972 s111
10	Curry's	Printer Cartridges	68.32	13.67	81.99	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
Payments for approval - Financial Regulation 5.2 (via BACS)						
11	Staff	Net Salaries and Wages (5 week month)	3,681.73	0.00	3,681.73	LGA 1972 s112
12	HMRC	PAYE	1,137.49	0.00	1,137.49	LGA 1972 s112
13	LGSS	Pension Scheme	638.64	0.00	638.64	LGA 1972 s112
14	EON	Electricity for Footpath Lighting	151.09	7.55	158.64	PCA 1957 s3
15	EON	Footpath Lighting Maintenance (Q4)	24.69	4.94	29.63	PCA 1957 s3
16	Euromec	100 hour service - Mower	265.00	53.00	318.00	HA 1980 s96
17	BHIB	Annual Insurance - Year 2 of 3 year agreement	1,360.41	0.00	1,360.41	LGA 1972 s111
18	Blasons	Fuel for Van and Mower	78.29	15.66	93.95	LGA 1972 s111
19	R&G	Grounds Maintenance	446.83	89.36	536.19	PHA 1936 s87
20	Peter Rowbotham	Office Expenses	17.33	0.00	17.33	LGA 1972 s111
21	NCC	Village Gateway and Roundel	525.00	105.00	630.00	HA 1980 s274a
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			9,983.08	527.49	10,510.57	
Receipts						
22	DDC	Half Year Precept	83,224.50	0.00	83,224.50	LGFA 1992 s41
23	DDC	CIL Payment	13,240.88	0.00	13,240.88	PA 2008
24	Nat West	Interest at 31 March 2020	21.24	0.00	21.24	LGA 1972 s111
Total Income this month			96,486.62	0.00	96,486.62	
Bank Transfer - Capital to Revenue						
			0.00	0.00	0.00	
Total transferred to revenue this month			0.00	0.00	0.00	
Bank Transfer - Revenue to Capital						
25	Nat West	Transfer budget allocation / CIL to capital	40,518.64	0.00	40,518.64	LGA 1972 s111
Total transferred to capital this month			40,518.64	0.00	40,518.64	

All invoices for payment have been examined, verified and certified by the Parish Clerk (Financial Reg 5.3)

Signed
Signed
Date



C

Brixworth Parish Council

Report to the Council Meeting – 30th April 2020

Finance Working Group – 20th April 2020

Video Conferencing

Present

Councillor James, Councillor Parker, Councillor Lovell and Peter Rowbotham (Clerk)

	Discussion Points	Actions
1	Spending Review 2019 2020 Rolling budget reviewed General Reserves reviewed	Revenue budget was 80% spent but with some amounts to be added as commitments. The s106 funds for The Ashway existed for hedge maintenance. This would be clarified by referral to the legal document and also to the planning conditions. Clerk to email DDC re conditions. Clerk also to check legal document. The Grounds Maintenance Contract had expired. It was agreed that the Parish Council extend the contract to 31 st July 2020 as it was bad timing to be receiving competitive tenders. The current supplier was still providing a satisfactory and reliable service at reasonable cost.
2	Risk Assessments Action Plan reviewed	The Parish Clerk would review the highest scoring risks and report back to the next meeting. The Risk Assessment Report would remain a standing item on the agenda. The Clerk would provide a revised list of ICT passwords to the Chairman (sealed envelope) to assist in business continuity.

		<p>A maintenance plan for the Community Centre would be prepared after reference to the requirements contained within the NCC legal documents.</p> <p>The system summary sheet did not tally with the detailed risk reports. This would be taken up with the supplier.</p>
3	Covid 19 – Service User Charges	<p>The Parish Council had been approached regarding possible cost reductions for using Council facilities. It was thought that any reductions would need to be applied consistently across the various users.</p> <p>It was agreed that the Parish Council would be asked to reduce the rates 'pro rata' according to the reduction in actual use of the facilities.</p> <ul style="list-style-type: none"> • Football – Assuming a loss of 6 out of the last 34 weeks – (Assuming September to April season) – reduction of 17.5% • Cricket – to be reduced pro rata based upon actual usage – to be determined in September. • Cleaning recharge to the Community Centre – to be charged on a pro rata basis based upon the actual number of weeks work carried out. <p>The maximum financial impact based upon the above would be in the region of £2,500 which could be met from reserves.</p> <p>The Parish Council, as the Community Centre Trust, would be asked to consider –</p> <ul style="list-style-type: none"> • Olive Branch Café –£180 be deducted from the next half year invoice. This could be reviewed if the existing restrictions continue beyond June 2020. • NCC annual recharge for cleaning services. remaining at the current level as this is specified in a legal agreement. • Community Hall hirers – existing hirers (March 2020) would receive four weeks free hire after the restrictions are lifted to assist in the return to normality. This is to mitigate the risk of losing established business after the enforced lockdown.

		The maximum financial impact based upon the above would be in the region of £2,000. There is sufficient funds within the Community Centre budget to meet these costs. It should be noted that the business rates had been waived this year (£800) and there will be additional savings in the general running costs such as reduced cleaning materials, energy costs etc.
4.	Budget Sheets for 2020 2021	The sheets had been prepared for the new financial year. The transfer of revenue funds across to capital would take place for the April Parish Council meeting.
5.	Van Update – Financial Implications	The van had broken down and was now classified as a write off. The new van which was ordered several months ago would be chased up again. (Estimated delivery was mid March) The Groundsman would use the mower as transport in the meanwhile. Van hire may also be a possibility. (if essential)
6.	S106 Funding	One external bid for the outdoor sport funding had been received for football, this to be considered alongside an alternative scheme for wider community use. Two bids had been submitted for the indoor sports funding. The Parish Council also had two s106 projects to be considered. The question of VAT payment on projects was raised and this would be clarified with DDC.
7.	Next Meeting	To be arranged for May 2020

Recommendations to the Parish Council	
1.	Pitch hire rates be reduced 'pro rata' at an estimated maximum cost of £2,500, to be met from General Reserves.
2.	The amounts identified for earmarked reserves in the approved 2020 2021 Budget be transferred from the Revenue Account to the Capital Account.
3.	The Grounds Maintenance contract be extended to 31 st July 2020 in accordance with Financial Regulation 11 (a) iv.

**D**

Brixworth Parish Council

Verification of Accounts Quarter 4

Purpose of Report

To determine if the Parish Council should carry out a verification of the accounts for quarter 4.

Background

The Parish Councils Financial Regulations states that -

2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed as Verification Officer to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

Because of the current restrictions with regard 'Covid 19 lockdown' the usual meeting and verification discussions cannot take place. The Verification Officer for the Parish Council is Councillor Barratt.

The options are -

1. The Parish Council could waive this process on a 'one off' basis because of the special circumstances this year.
2. There could be a more limited approach to verification.eg view a small number of requested transactions and scanned images be provided. This could be followed up by a Video Conferencing Meeting.
3. Have a full verification process when the restrictions are lifted.

Recommendations to Council

1. The Parish Council consider and chooses an option from those listed above.



Brixworth Parish Council

Grant Application Form

All questions on the Application Form must be fully answered. Additional information in support of an application may be provided, where appropriate

1. Organisation Details

Name: BRIXWORTH CENTRE MANAGEMENT COMMITTEE	
Is it a registered charity: yes	Charity no.: 1966075
How many people use/attend your organisation?: 300	
How many are Brixworth residents?: 90%	
Brief description of objectives of the organisation and activities in the parish: To establish and maintain a Centre for the use of the inhabitants of all ages and backgrounds in the Parish of Brixworth and surrounding area of Daventry District Council and the County of Northamptonshire without distinction of religion, political and other options; for meetings, lectures and classes and for other forms of leisure time and business occupation with the object of maintaining and improving the conditions of life for the said inhabitants.	

2. Contact Details

Name of contact:	Mike Baker
Address:	61 Stonehill Way, Brixworth, Northampton
Postcode:	NN6 9LW
Telephone no.:	01604 880737
Email address:	baker.stonehill@btinternet.com
Position of contact:	Trustee

3. Project / Activity Details

Briefly describe the project or purpose for which you require a grant (you must demonstrate a clear need):

To part fund the replacement of existing windows facing the playground. This is the main elevation that can be seen when approaching All Saints Church.

The building is within the conservation area and Pre-Application discussions are being held with Daventry District Council to confirm type and style of window acceptable. (There are differing styles where windows have been repaired over the years by Northamptonshire County Council)

The existing windows have been repaired repeatedly over the years and now in need of replacement. By replacing existing with double glazed windows will also reduce the carbon footprint of the building.

How will the funding benefit residents of Brixworth (include the number of beneficiaries living in the Parish)?

As a vast majority of the 300 or so users are residents of Brixworth, replacing the windows will provide a more welcoming facility, free from draughts and water ingress.

4. Financial Details

What is the total cost of the project?: **£23,440.00**

What is the total amount of grant requested?: **£5,000.00**

Details of how the remaining balance will be funded: Balance from existing funds and possible grant from Daventry District Council.

Details of any fundraising events held / planned or funding received: None at present

Details of previous grants from the Parish Council: None in last ten years

Estimated annual income and expenditure of organisation:

Typical year: Income £20,000

Expenditure £18,000

5. Declaration

I declare that I am authorised to make the application on behalf of the above organisation, that I have read and fully understood the Brixworth Parish Council Grant Application Policy and certify that the information contained in this application is correct.

Signed:



Date:

20th March 2020

Please return this form to the Clerk of Brixworth Parish Council at www.brixworthpc.org.uk

You must include:



Your constitution



Your previous year's accounts

Or

A detailed budget and business plan (for new initiatives)

Model Constitution for a Charitable Unincorporated Association

An unincorporated association is appropriate where:

- the people who will control the organisation are democratically elected from time to time; or
- the organisation will have a membership; or
- the organisation's original objects and policies may need to be modified from time to time.

Please first read the Commissioners' leaflet "Starting a Charity" (CC21). The checklist of questions contained in the leaflet will help you to decide how best to set up the charity. If you then propose to use this model constitution, please read it through carefully, including the guidance notes on the facing pages, before you prepare the draft.

The model constitution provides a number of alternative clauses. Which clauses you choose will depend on how you wish the charity to be structured and to work. The model is not comprehensive, however, and if you want to include any special or complex provisions which are not contained in the model you should consider asking a solicitor to help you.

When you have completed **this** document in **draft** please check that you have filled in all the gaps, deleted any clauses which are not appropriate and numbered all the remaining clauses in sequence.

The next steps will be to photocopy this document which will be the **draft** governing document and to complete the questionnaire (RE96A). You should then send to the Commissioners:

- two copies of the **draft** governing document (ie. this form completed in manuscript/typescript but **not a retyped version** of the model);
- the completed questionnaire; and
- as many of the other documents referred to in the questionnaire as may be available.

The Commissioners will be pleased to offer advice on the **draft** governing document. The registration procedure is explained in more detail in the leaflet "Starting a Charity".

The Commissioners cannot guarantee that a proposed organisation which uses a model as its governing document will be accepted as charitable. Every case has to be considered separately.

Charity Commission
St Alban's House
57-60 Haymarket
London
SW1Y 4QX
Tel: 0171-210 4477

Charity Commission
2nd Floor
20 Kings Parade
Queens Dock
Liverpool L3 4DQ
Tel: 0151-703 1500

Charity Commission
Woodfield House
Tungier
Taunton
Somerset TA1 4BL
Tel: 01823-345000

Constitution

adopted on the day of 19

A Name.

The name of the Association is.....
BRIXWORTH CENTRE MANAGEMENT
COMMITTEE ("the Charity")

B Administration.

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause of this constitution ("the Executive Committee").

C Objects.

The Charity's objects ("the objects") are..... TO ESTABLISH AND MAINTAIN A CENTRE FOR THE USE OF THE INHABITANTS OF THE PARISH OF BRIXWORTH AND SURROUNDING AREAS IN THE COUNTY OF NORTHAMPTONSHIRE WITHOUT DISTINCTION OF RELIGIOUS, POLITICAL AND OTHER OPIONS FOR MEETINGS, LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

D Powers.

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- (i) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

- (iii) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity;
- (iv) power subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed;
- (v) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- (vi) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (vii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (viii) power to appoint and constitute such advisory committees as the Executive Committee may think fit;
- (ix) power to do all such other lawful things as are necessary for the achievement of the objects.

E Membership.

- (1) Membership of the Charity shall be open to any person over the age of 18 years interested in furthering the objects and who has paid the annual subscription laid down from time to time by the Executive Committee.
- (2) Every member shall have one vote.
- (3) The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F Membership.

- (1) Membership of the Charity shall be open to:
 - (i) individuals (over the age of 18 years) who are interested in furthering the work of the Charity and who have paid any annual subscription laid down from time to time by the Executive Committee, and
 - (ii) any body corporate or unincorporated association which is interested in furthering the Charity's work and has paid any annual subscription (any such body being called in this constitution a "member organisation")

- (2) Every member shall have one vote.
- (3) Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Charity; and may appoint an alternate to replace its appointed representative at any meeting of the Charity if the appointed representative is unable to attend.
- (4) Each member organisation shall notify the name of the representative appointed by it and of any alternate to the secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
- (5) The Executive Committee may unanimously and for good reason terminate the membership of any individual or member organisation: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

G Honorary Officers.

At the annual general meeting of the Charity the members shall elect from amongst themselves a chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

H Executive Committee.

- (1) The Executive Committee shall consist of not less than 6 members nor more than 20 members being:

- (a) the honorary officers specified in the preceding clause;
- (b) ~~not less than and not more than members elected at the annual general meeting who shall hold office from the conclusion of that meeting;~~

- (c) ~~one~~ ^{may be} ~~nominated member~~ ^{from} ~~appointed as follows the~~ ^{following organisations:}

..... Northamptonshire County Council (Youth Department).
 Brixworth Parish Council
 1st Scaldwell Guides
 Brixworth Cubs
 Brixworth Scouts
 Brixworth Brownies
 Brixworth Pre-School
 Brixworth Youth Club
 Brixworth 4-Teen Playscheme
 Girls Brigade
 Badgers
 Brixworth PCC

and any further organisations that may be regarded as permanent members ~~to be~~ ^{added} by the Executive Committee so long as the number referred to in clause H(1) is not exceeded.

- (2) The Executive Committee may in addition appoint not more than ⁴ co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under clause and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
- (3) All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (4) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (5) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (6) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.

I Determination of Membership of Executive Committee.

A member of the Executive Committee shall cease to hold office if he or she:

- (1) is disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (3) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- (4) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

J Executive Committee Members not to be personally interested.

- (1) [Subject to the provisions of sub-clause (2) of this clause] no member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by Executive Committee.

- (12) Any member of the Executive Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Executive Committee to act in a professional capacity on behalf of the Charity: Provided that at no time shall a majority of the members of the Executive Committee benefit under this provision and that a member of the Executive Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.]

K Meetings and proceedings of the Executive Committee.

- (1) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
- (2) The chairman shall act as chairman at meetings of the Executive Committee. If the chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (3) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.
- (4) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- (5) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
- (6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (7) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

L Receipts and expenditure.

- (1) The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- (2) The funds belonging to the Charity shall be applied only in furthering the objects.

M Property.

- (1) Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause the title to:

- (a) all land held by or in trust for the charity which is not vested in the Official Custodian for Charities; and
- (b) all investments held by or on behalf of the charity;

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

- (2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the charity, the Executive Committee may permit any investments held by or in trust for the charity to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

N Accounts.

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual statements of account for the charity;
- (3) the auditing or independent examination of the statements of account of the Charity; and
- (4) the transmission of the statements of account of the Charity to the Commissioners.

O Annual Report.

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

P Annual Return.

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

Q Annual General Meeting.

- (1) There shall be an annual general meeting of the Charity which shall be held in the month of June in each year or as soon as practicable thereafter.
- (2) Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- (3) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of ^{the} subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (4) The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- (5) Nominations for election to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

R Special General Meetings.

The Executive Committee may call a special general meeting of the Charity at any time. If at least ~~one~~ ^{half of the} members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

S Procedure at General Meetings.

- (1) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
- (2) There shall be a quorum when at least one tenth of the number of members of the Charity for the time being or ^{five}~~ten~~ members of the Charity, whichever is the greater, are present at any general meeting.

T Notices.

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

U Alterations to the Constitution.

- (1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (2) No amendment may be made to clause (the name of charity clause), clause (the objects clause), clause (Executive Committee members not to be personally interested clause), clause (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.
- (3) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
- (4) The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

V Dissolution.

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commissioners.

W Arrangements until first Annual General Meeting.

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed

.....

.....

.....

The Brixworth Centre

End of Year Finance Summary - 2018/2019

Income	2018/2019	2017/2018	Difference
Hall Hire - Regular Users	£19,871.03	£19,375.75	£495.28
Hall Hire - Ad Hoc Users	£1,062.61	£616.00	£446.61
Donations, Grants & Fundraising	£7,053.97	£600.18	£6,453.79
Miscellaneous Income	£0.00	£0.00	£0.00
Bank Interest Received	£0.00	£3.25	-£3.25
Total Income	£27,987.61	£20,595.18	£7,392.43

Opening Bank Balance £13,008.11

Closing Bank Balance £9,709.50

Difference -£3,298.61

Income from 2017-2018 (Paid after 31-5-18) £3,459.00

Unpaid Invoices 2018-2019 (Issued 3-6-19) £3,914.88

Total Assets 31st May 2019 £13,624.38

Expenditure	2018/2019	2017/2018	Difference
Cleaning Costs	£4,440.00	£4,554.00	-£114.00
Cleaning & User Supplies	£509.20	£450.23	£58.97
Insurance	£501.17	£487.92	£13.25
Maintenance & Repairs	£17,298.79	£14,688.80	£2,609.99
Miscellaneous Costs	£1,432.48	£250.67	£1,181.81
Utilities - Electricity	£3,126.65	£2,107.45	£1,019.20
Utilities - Gas	£1,569.16	£1,603.50	-£34.34
Utilities - Water	£470.45	£2,473.36	-£2,002.91
Waste Collection - General	£906.74	£1,724.95	-£818.21
Waste Collection - Sanitary	£375.80	£355.20	£20.60
Web Site	£200.00	£50.00	£150.00
Total Expenditure	£30,830.44	£28,746.08	£2,084.36

Income vs Expenditure

-£2,842.83

Prepared by:

Terry Woodley

Treasurer



Approved by:



Trustee

BRIXWORTH CENTRE

WINDOW QUOTATION SUMMARY

Note: As each quotation is approximately 26 pages, a summary

<u>Company</u>	<u>Quote</u>
T&K	23,440.00
Clayson Windows and Doors	41,480.00
Benson & Saunders	34,229.00
Arden	34,069.92

Subject to agreement from DDC it is proposed to proceed with

y only is provided

Comments

Residential 9 upvc flush fit; double glazed

Timber; double glazed

Mixture of new and repairs; single glazed

Timber; double glazed

h T&K



Grants Policy

OUR AIM

'Encourage and support voluntary organisations with community activities and viable projects through the provision of small grants'.

ELIGIBILITY

The Parish Council will award Grants at its sole discretion to Organisations within the Parish who demonstrate a clear need for financial support to benefit the Parish by providing a service, enhancing the quality of life of Brixworth Residents by improving recreational facilities or the environment or through positive promotion of the Parish of Brixworth.

All applications will be considered on their merit. Grant applications are particularly welcome from those smaller organisations who may have little access to other grant schemes. Applications from larger organisations will be looked upon more favourably where efforts have made to match fund.

The amount of any Grant awarded will be at the sole discretion of the Parish Council and there will be no right of appeal.

Grants awarded will be for the benefit of Brixworth Parish residents.

Grants will not be made retrospectively, and an Applicant may make only one Grant Application per financial year. The Parish Council will not commit to award Grants for future years.

The Parish Council reserves the right to offer part funding of a project.

The Parish Council reserves the right to refuse any Grant Application which it considers to be inappropriate or in conflict with the objectives of the Parish Council.

GRANTS WILL NOT BE AVAILABLE TO

- Commercial organisations or Private Organisations operating as a business to make a profit.
- Projects that are the responsibility of Statutory Bodies
- National Charities (unless the Project is for the benefit of Parish residents)
- Political parties or political lobbying
- Religious bodies where the monies will be used for religious purposes or religious buildings
- Individuals
- Organisations with reserves in excess of two years' running costs
- Organisations who use grants to fund other organisations
- General running and maintenance costs of Community Interest Groups and Social Enterprises (i.e. staff costs, consumables, etc.).
- Establishments and Organisations for which the Parish Council determines that Central Government, a Health Authority, a District or County Council, or other similar Public Body are the appropriate funder.
- Organisations intending to support, or oppose, any Political Party, or which discriminate on the grounds of race, gender, age, sexual orientation, religion or disability.
- National Organisations, or local groups with access to funds from National "umbrella" or "parent" organisations.

CONDITIONS OF FUNDING

1. Grants will not be paid until the entire cost relating to the application have been secured. In cases where other sources of funding are also being applied for, a Conditional Offer, in writing from the Parish Council may be provided to be used to secure additional funding.
2. Organisations need to show evidence that they are seeking funding for the project from other sources.
3. All conditions under which a Grant may be awarded must be met, including any additional conditions stipulated by Brixworth Parish Council at the time the Award is granted i.e. a deadline or timeframe for the whole Grant to be used by.
4. Brixworth Parish Council reserves the right to require the repayment of the Grant where an Applicant does not comply with the imposed Conditions.
5. All projected costs must be evidenced.
6. For Grants over £500 then three written quotes should be submitted whenever possible.
7. The administration of and accounting for any Grant will be the responsibility of the recipient.
8. Awards must be properly accounted for and evidence of expenditure must be supplied to the Parish Council. (Copy invoice and photograph will suffice)
9. Where a grant has previously been awarded no further application will be considered until the spending of the previous funding has been evidenced in-line with the Brixworth Parish Council monitoring procedure.
10. The Parish Council reserves the right to offer part funding of a project.
11. The Applicant has 12 months to incur the expenditure from receipt of the funds.

GRANT APPROVAL PROCESS

Applicants will be required to complete an Application Form, available from the Parish Council Clerk, or from the Parish Council Website (www.brixworthparishcouncil.gov.uk).

All questions on the Application Form must be fully answered. The Clerk to the Parish Council will receive all Applications in the first instance and will then collate all information provided by the Applicant for presentation at a scheduled Parish Council Meeting.

Applicants should attend the Parish Council Meeting at which their Application will be considered and should be prepared to answer questions that may be raised in debate. Dates of the Parish Council meetings are displayed on the Parish Council's Website.

The Decision of the Parish Council on whether to award a Grant is final and the Applicant will be advised in writing, following the Parish Council's decision.

CHANGE OF CIRCUMSTANCES

Grants may only be used for the purpose for which they are awarded.

Any change to the detail of the original Application must be advised to and agreed by the Parish Council. The Applicant must also notify the Parish Council in writing, immediately, should there be any change of circumstances which affects or is likely to affect its financial position. If the purpose for which the Application is made is cancelled or only partially completed, Grant funding must be immediately returned to the Parish Council.

Grants may only be used by the original Applicant and cannot be assigned or distributed to another party. Where an Applicant Organisation is wound up, any unused Grant monies must be immediately returned to the Parish Council and any equipment acquired with Grant funding may be claimed by the Parish Council.

If the Applicant ceases to exist within 2 years of a grant being awarded then all monies need to be paid back in full to the Parish Council.

MONITORING

The Parish Council reserves the right to ensure that a Grant is being used as intended.

Applicants should provide copy receipts/ invoices as proof of expenditure and also submit a photograph of the positive outcomes.

Successful Applicants will be required to provide a report on how the Grant was used to the Parish Council at the Annual Parish Meeting. This will include the project achievements and outcomes, detail on who benefited as a result of the Grant funding and any outstanding issues. As part of its formal audit process the Parish Council may require additional monitoring.

PUBLICITY

Successful Applicants are expected to acknowledge the support of the Parish Council, including, for example, in the Applicant's Annual Reports, Posters and Advertising.

All acknowledgements must be in accordance with the Parish Council's branding guidelines and a copy of any such promotional material must be approved by the Parish Council Clerk, in advance.

The Parish Council may publicise Grant awards and details of resulting achievements in Parish Council publications, including but not limited to the Local Press and Social Media.



Bank Reconciliation - 31 March 2020

G

-

SUMMARY

28-Feb-19	Revenue (Current) Account	£	78,684.10
28-Feb-19	Capital (Reserve) Account	£	122,251.63

bank balance £200,935.73

RECEIPTS

Precept Income from DDC	£	-
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income	£	200.00
Heritage Grant	£	-
Interest from Capital (Reserve) Account		
Community Centre Recharged cleaning	£	-
Other -Grant refund	£	1,500.00
Other - bank reject	£	44.00
Other - sponsorship returned	£	200.00
Community Infrastructure Levy		

Total cash in £ 1,944.00

EXPENDITURE

Employment Expenses (Wages/ Salaries plus mileage)	£	5,095.30
Value of all other transactions this month	£	2,121.75

Total cash out £ 7,217.05

Total: £ 195,662.68

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

31-Mar-20	Revenue (Current) Account	£	80,622.57
31-Mar-20	Capital (Reserve) Account	£	115,040.11

bank balance £ 195,662.68

UNPRESENTED CHEQUES

No unrepresented cheques £ -

Total unrepresented cheques £ -

£ 195,662.68

Checked and Authorised

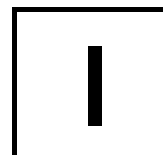
*Bank Statement Seen

*Bank Statement Seen



BRIXWORTH PARISH COUNCIL

Statement of Reserves



April 2020

Restricted Funds

	Balance as at 31 March 2020	2020/ 2021 Budget Allocation	Spend	Balance
Pocket Park Maintenance	2,290.60	0.00	0.00	2,290.60
Crime Prevention Security	2,298.94	0.00	0.00	2,298.94
Ashway POS	1,734.00	0.00	0.00	1,734.00
Ashway/Ridings POS	23,712.30	0.00	0.00	23,712.30
Community Infrastructure Levy	10,280.38	13,240.88	0.00	23,521.26
	40,316.22	13,240.88	0.00	53,557.10

Earmarked Reserves

Kubota Grass Mower	2,782.00	3,500.00	0.00	6,282.00
Van Branding & end of lease costs	1,000.00	400.00	0.00	1,400.00
Small Mower Replacement Fund	1,200.00	0.00	0.00	1,200.00
Strimmer Replacement Fund	600.00	0.00	0.00	600.00
Projects	8,819.55	2,500.00	0.00	11,319.55
Community Grants	9,180.01	5,000.00	0.00	14,180.01
Legal Costs - other	1,500.00	0.00	0.00	1,500.00
Legal Costs- County Court	10,429.28	0.00	1,077.50	9,351.78
Election Costs	3,745.00	400.00	0.00	4,145.00
Lighting on Parish Footpaths	6,620.00	1,500.00	0.00	8,120.00
Heritage Projects	343.50	0.00	0.00	343.50
St David's Car Park	4,500.00	1,500.00	0.00	6,000.00
Litter Bins	1,500.00	1,000.00	0.00	2,500.00
Play Equipment	6,000.00	3,000.00	0.00	9,000.00
Ashway Car Park	6,000.00	1,500.00	0.00	7,500.00
Pre Neighbourhood Plan	0.00	0.00	0.00	0.00
Post Neighbourhood Plan / Local Plan	5,983.19	2,500.00	0.00	8,483.19
Calendar	0.00	1,000.00	0.00	1,000.00
Bus Shelter Replacement	3,980.00	2,000	0.00	5,980.00
	74,182.53	25,800.00	1,077.50	98,905.03

£	114,498.75	£	39,040.88	£	1,077.50	£	152,462.13
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Section 106 (Held by Daventry DC)

Indoor Sports - Youth (Feb 2022)	72,634.00	0.00	0.00	72,634.00
Outdoor Sports - Youth (Feb 2022)	116,528.00	0.00	0.00	116,528.00
Parks and Gardens (Sept 2022)	65,263.00	0.00	0.00	65,263.00
	£ 254,425.00	£ -	£ -	£ 254,425.00
Toucan Crossing NCC (Sept 2027)	32,500	0.00	0.00	£ 32,500.00

Monthly Summary

Revenue Account	£	141,187.13	
Capital Account	£	152,462.13	
Total Cash in Bank	£	293,649.26	
Less Earmarked & Restricted	£	152,462.13	
Less forecast commitments	£	180,000.00	
Add forecast Income	£	110,000.00	
Identified as General Reserves	£	71,187.13	43% of precept

Section 106 held by Daventry DC	£	254,425.00
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Section 106 for use by NCC	£	32,500.00
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SID Average Speeds by time – Harborough Road Outbound 1st April 2020 to 28th April 2020

J

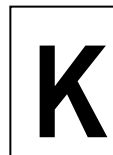
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	26	30.3	0	25.8	27	24.1	32	27	25.9
1 - 2	27	18	26.4	24.5	12	28.3	32	23.1	30.3
2 - 3	28.7	12	21	18.3	28.3	33.7	23.7	23.2	27
3 - 4	26.3	23.4	27.3	27.4	28.3	26.1	29.5	26.4	26.6
4 - 5	27.9	29.2	30	29.6	28.5	28.3	24.5	29.1	27.6
5 - 6	27.2	27.2	28	27.1	27.7	27.7	27.7	27.5	27.7
6 - 7	27.3	26.3	26.8	27	27	27.5	26.9	26.8	27.2
7 - 8	27.1	26.9	27.6	27.1	27.3	27.1	27.4	27.2	27.2
8 - 9	26.4	26	27	27	26.5	26.7	27.5	26.6	27
9 - 10	27	25.3	25.9	26.1	26.2	26.1	26.6	26.1	26.3
10 - 11	26.1	26.3	26.6	26.8	26.5	27.1	26.9	26.4	27
11 - 12	27.3	26.8	26.3	27.2	26.6	26.4	26.6	26.9	26.5
12 - 13	26.7	26.8	28.1	27.5	26.9	27.1	27.1	27.1	27.1
13 - 14	26.8	26.7	26.7	27.3	27	27.7	26.4	26.9	27.1
14 - 15	27.6	26.6	27.3	26.6	26.8	27.2	27.4	27	27.3
15 - 16	27.5	27.9	27.5	26.9	27.4	27.5	26.5	27.4	27.1
16 - 17	27.7	27.3	27.8	27.2	27.3	27.5	27.8	27.5	27.6
17 - 18	25.4	27.1	27.8	22.7	26.6	27.7	27.7	25.8	27.7
18 - 19	27.3	17.4	26.1	18.4	26.2	26.8	28.6	21.5	27.5
19 - 20	26.8	27.3	27.6	27.5	27.1	26.8	26.6	27.3	26.8
20 - 21	26.6	27	26.8	26.6	26.6	26.6	27.8	26.7	27.2
21 - 22	28.4	27.9	27.9	26.6	26.3	27.7	28.3	27.4	28
22 - 23	27.7	26.3	31.2	26.4	24.8	27.3	29.5	27.2	27.6
23 - 24	29.2	20.3	24.5	26.4	28	29.6	32	26	30.6



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SID-Number of Vehicles this month by time
Harborough Road Outbound
1st April 2020 to 27th April 2020

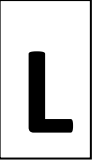
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	5	3	0	4	4	14	4	3.2	9
1 - 2	1	5	8	4	1	4	5	3.8	4.5
2 - 3	6	2	5	4	4	3	6	4.2	4.5
3 - 4	15	19	21	12	16	11	2	16.6	6.5
4 - 5	77	99	92	80	59	29	6	81.4	17.5
5 - 6	227	285	285	210	167	64	37	234.8	50.5
6 - 7	661	890	865	595	501	136	94	702.4	115
7 - 8	653	740	816	568	423	281	125	640	203
8 - 9	509	549	439	461	246	345	251	440.8	298
9 - 10	522	446	346	436	403	439	367	430.6	403
10 - 11	571	406	370	403	418	429	350	433.6	389.5
11 - 12	531	528	422	481	456	406	370	483.6	388
12 - 13	697	676	461	564	499	357	314	579.4	335.5
13 - 14	460	423	319	372	340	352	275	382.8	313.5
14 - 15	501	496	378	340	397	296	232	422.4	264
15 - 16	471	581	402	436	356	294	233	449.2	263.5
16 - 17	508	504	425	444	351	252	202	446.4	227
17 - 18	371	374	301	365	334	263	203	349	233
18 - 19	237	492	244	486	227	196	136	337.2	166
19 - 20	133	158	115	177	121	132	108	140.8	120
20 - 21	89	92	105	104	81	74	72	94.2	73
21 - 22	41	77	58	66	53	45	36	59	40.5
22 - 23	7	35	29	22	29	26	4	24.4	15
23 - 24	5	6	12	9	16	10	7	9.6	8.5
Totals	7298	7886	6518	6643	5502	4458	3439		
% of Total	17.5%	18.9%	15.6%	15.9%	13.2%	10.7%	8.2%		



Brixworth Parish Council

Planning Decisions – March 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2020/0081	Work to tree subject of Tree Preservation Order TPO 121	61, Broadlands, Brixworth, Northamptonshire, NN6 9BH	Objected	Approval TPO
DA/2020/0037	Demolition of existing garage and construction of one pair of semi-detached dwellings (two dwellings) and replacement double garage	Land At Paddock Lodge, Tantree Way, Brixworth, Northamptonshire, NN6 9UQ	Supports	Refusal Full.
DA/2020/0034	Two storey rear extension	103, Froxhill Crescent, Brixworth, Northamptonshire, NN6 9LN	Supports	Approval Householder App
DA/2019/1100	Single storey rear and side extension (resubmission)	36, Knightons Way, Brixworth, Northamptonshire, NN6 9UE	Objects	Approval Householder App



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 9th March 2020

Councillors:	Councillor Frances Peacock, Councillor Ian Barratt, Councillor Elaine Coe, Councillor James Collyer, Councillor Stephen James, Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker.
In Attendance:	Peter Rowbotham (Parish Clerk)
Apologies for Absence:	Councillor Lynne Compton
Absent:	Councillor Stuart Coe
Members of the Public	17

20/940P Welcome

The Chairman of the meeting welcomed everyone to Planning Committee. Councillor Peacock reminded all those present that the meeting was being recorded and of the evacuation procedure in the event of a fire alarm

20/941P Apologies for Absence

Apologies for absence had been received from Councillor Compton. These were accepted by the meeting.

20/942P Members' Declaration of Interests

None declared.

20/943P Minutes of the last meeting – 17th February 2020

The minutes of 17th February 2020 were agreed as a true and accurate record of the meeting. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous. The minutes were signed by the Chairman.

20/944P

DA/2020/0054

Demolition of public house and construction of new A1 retail unit (revised scheme) The Red Lion Hotel, Harborough Road, Brixworth, Northamptonshire

The Parish Council **objected** to the proposal on the following grounds –

Initialled.....

1. **Contrary to Policies**

The design, scale, massing and appearance of the proposed new retail building was not in keeping with the sensitive locality and would not promote or enhance local distinctiveness or preserve or enhance the character and appearance of the Brixworth Conservation Area. The proposed development would therefore be contrary to –

- West Northamptonshire Joint Core Strategy Policy BN5
- Daventry District Settlements and Countryside Local Plan (Part 2) Policies SP1, ENV7 and ENV 10.
- Brixworth Neighbourhood Plan Policies 8 & 9
- Brixworth Design Statement Policies SG1, BG1, BG21
- NPPF Paragraph 192

There was little indication within the submitted plans of the use of the corporate signage/ window clutter on this important site. (Or whether it is illuminated) The Parish Council wished to highlight that all outdoor advertisements should be controlled to prevent any unacceptable proliferation of signage which would undermine the visual amenity of the area. (Brixworth Neighbourhood Plan Policy 10)

2. **Lack of Parking & Impact on the Highway**

The parking provision for the proposed development, for customers and for staff, fell far short of the requirements as recommended by the Local Highways Authority (Northamptonshire County Council) and was likely to lead to staff and customers' vehicles being parked within the public highway, including on highway verges and footpaths in a locality where traffic is generally already busy, particularly during morning and evening peak periods. The Planning Inspector in his decision letter (point 21) acknowledged that the number of proposed car spaces would fall short of the guideline figure in the County's standards but he failed to correctly estimate the negative impact that it would have on the locality. In reality, and based upon the Brixworth residents experience of this area, this would cause inevitable obstruction and a danger to both highway and pedestrian safety. The Parish Council disagreed with the Planning Inspectors report with regard to Highway matters.

Furthermore, the applicant was proposing that servicing for the new retail unit would take place within the live carriageway which would lead to large delivery vehicles causing an obstruction to passing traffic and constituting a danger to highway safety. The proposed development would therefore be contrary to Daventry District Settlements and Countryside Local Plan (Part 2) Policy ENV10.

It was noted that the supporting Transport Statement was using data from May 2018. As there had been further housing development within Brixworth since that time the Parish Council considered that the data should be refreshed, and the conclusions revisited.

The Parish Council was also that the traffic flow baseline was based on non-comparable premises. E.g. Beefeaters and Premier Inns. Whilst the Red Lion could offer accommodation on a very small scale any increase in traffic produced by the Store would be very small if these other examples are used as a comparator.

It was also noted that the number of parking spaces provided in this scheme fell far short of parking spaces provided at other smaller stores as shown at Table 5.3 in the Transport Statement.

There appears to be ongoing confusion and contradictions regarding the level of consumer use of the proposed store which impacts on the conclusions of the Transport Statement. Whilst the Planning Inspector

Initialled.....

suggests that the new store 'would reduce trips to large stores' the Transport Statement suggests that it is a convenience store. Consumers carrying out larger shops will require car parking spaces longer than the durations quoted within the Transport Statement. The report does not therefore present an accurate statement of the likely activity and outcomes on the site.

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

20/945P

DA/2020/0104

Remove existing field gate and replace with stone wall and coping detail to match existing
The George Inn, Northampton Road, Brixworth, Northamptonshire, NN6 9BU

The Parish Council supported this proposal. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/946P

DA/2020/0105

Listed Building Consent for removal of existing field gate and replace with stone wall and coping detail to match existing.
The George Inn, Northampton Road, Brixworth, Northamptonshire, NN6 9BU

The Parish Council supported this proposal. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/947P

DA/2020/0103

Change of use of land to residential garden
Land To Rear Of Hydrangea Cottage 2, Newlands, Brixworth, Northamptonshire, NN6 9DN

The Parish Council supported this proposal. This was proposed by Councillor Mitchell and seconded by Councillor Lovell. Unanimous.

20/948P

DA/2020/0102

Change of use of land to residential garden
Land To Rear Of 14, Newlands, Brixworth, Northamptonshire, NN6 9DN

The Parish Council supported this proposal. This was proposed by Councillor Parker and seconded by Councillor James. Unanimous.

20/949P Any Other Business

There was no other business.

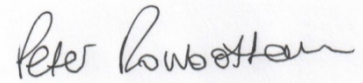
20/ 950P Date of Next Meetings

Monday 30th March 2020.

The meeting finished at 9.00pm

Initialed.....

Signed as a true and accurate record



**Councillor Frances Peacock
Chairman of the Planning Committee
Brixworth Parish Council
30th March 2020**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
10th March 2020**

Telephone: 079 8314 1786
Email parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 12th February 2020

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird and Councillor Sandra Moxon

Apologies:

Absent - Councillor Alan Lovell.

Also, Present: Peter Rowbotham (Parish Clerk)

**Members of
the Public:** 0

20/ 342 MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting and reminded Councillors of the arrangements in the event of any required emergency exit. The meeting was being recorded.

20/ 343 MC Apologies for Absence

None received.

20/ 345 MC Declarations of Interest

None declared.

20/ 346 MC Minutes of the last meeting (15th January 2020)

The minutes of the last meeting held on 15th January 2020 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Moxon. Unanimous.

20/ 347 MC Brixworth Bulletin

The contents for the next edition was discussed. Councillor James would need to complete the article for Chairman's Chat. The Clerk would contact him. Other articles include -

- Q4 Crime Stats – side bar (PR)
- Q4 Grants Awarded (PR)
- Chairman's Chat – (EC)
- Grants - Calendars – local photo needed for this (already in Bulletin)

- Sponsoring a music evening
- Inconsiderate parking (PR)
- Becoming a new Councillor
- Councillor page to include Councillor Howarth and Councillor Compton

20/ 348 MC Posting Plan

- Chairman's Chat – EC
- Crime Prevention - PR
- Fix my street On-line Reporting – PR
- New Photos
- Builders use of the highway and footpaths
- Grant Awards – Sands United / Brixworth Park Run/ Brixworth Cricket Club/ Brixworth Seniors FC
- FAQ – JB
- Tidy Footpaths -PR
- New Van and Mower – naming competition – Facebook only- EC
- New Councillor(s) - EC
- Gritting update– Facebook item only
- Blocking Pavements
- Annual Meeting

20/ 349 MC Community Safety

No items raised. Regular quarterly

20/ 350 Matters Referred from Parish Council

No further items had been identified. The Councillor recruitment You Tube clip would be used on Social Media. Other supplied media information would also be used.

20/ 351 Performance Data

The latest Google Analytics data had been circulated.

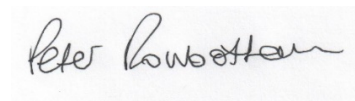
19/ 352 MC Any Other Business

None

19/ 353 MC Date of Next Meeting

Wednesday 18th March 2020 starting at 645pm

The Meeting finished at 7.07pm



**Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
18th March 2020**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
10th March 2020**

Telephone: 079 8314 1786

Email: parish.clerk@brixworthparishcouncil.gov.uk

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Brixworth Parish Council

Report of the Parish Clerk

April 2020

1. Overview

Covid 19 continues to dominate the correspondence. The initial lack of information for the first few weeks has now turned into information overload. I now tend to focus on four sources of information – Government, Northants Together/ LRF and NCALC.

I am continuing to homework and this has not created any issues. The video conferencing seems to be working well and we had positive press about our meeting in the Northants Chronicle and Echo.

I am spending much of my time on accounts as the financial year ended on 31st March. There is considerable work for the external audit exercise. Preparations are also in hand for the next Brixworth Bulletin which on this occasion is online only,

2. Updates

The Council's van has unfortunately been written off after a major mechanical failure. It was worth in the region of £500 and was 14 years old. The new van has now been chased up. We are now waiting for Ford to respond. The Groundsman is using the mower at the moment for transport. The mowing is being carried out on a two-week cycle.

Legal work continues with the Village Hall Car Park and preparing for the County Court Hearing.

3. Assets

I am not aware of any issues this month with Council assets. The playgrounds, although closed, continue to be inspected weekly. The annual ROSPA inspection will take place as normal within the next few months.

4. Service Requests

- Dog bin overflowing – Spratton Road – reported to DDC to empty
- Right of Way blocked off Holcot Road – reported to NCC Footpaths Team
- Overgrown bushes – Froxhill Walk – responded to complaint – need to refer to NCC
- Odour complaint – Northampton Road – referred to DDC Environmental Services Team
- Covid 19 – request for assistance – referred to DDC/ NCC and local volunteer group

5. Meetings Attended this Month

5.1 Finance Working Group

Peter Rowbotham
Parish Clerk

- 5.2 Parish Council
- 5.3 Planning Committee
- 5.4 Media & Communications Committee

6. Training & Development

- None

7. Community Engagement

Only activity through social media.

Posts remain varied linked to partner activities – mainly Covid 19.

8. Actions from the previous Council Meetings

Minute	Item	Action	Status
19/4509	Bus Shelters – Mercedes	Clerk to meet Mercedes	To be organised
19/4582	Road Safety Data	Obtain from Road Safety Team	Requested
19/4600	Village Hall	Appoint Solicitor	Land Registry
19/4603	Manor Farm	Consult public	Progressing
19/4664	The Ashway Crime Reduction	Look at feasibility of reducing hedge	To start – check legal docs
19/ 4731	Big Lunch	Look at feasibility	Postponed
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	Sports Council	Review	
19/4735	S106	Receive Bids	Progressing April
19/4754	CCTV	Install at St David's	First quote in
19/4832	Shift Brixworth Sign	E Mail to NCC	With NCC to progress
19/4833	ANPR	Letter to PFCC	Awaiting feasibility
19/4839	Parking	Apply for TRO	Awaiting assessment
20/4862	Holcot Road	Range of improvements	
20/4871	Tree Work	Actions from Survey	Awaiting Report
20/4880	Wildflowers	Progress Schemes	Need to set up group
20/4890	Emails	Set up .gov addresses	With IT Support
20/4895	Sports Hire Conditions	Write up and agree for new season	To be progressed
20/4896	Fees and Charges	Increase by 2.7%	
20/4905	Procurement	Appoint Personnel Specialist	Underway. Proposals in
20/4932	Business Continuity	Financial Regs and Standing Orders	Update for Annual Meeting
20/ 4933	Risk Register	Monitor and Update	Finance Working Group Standing Item

9. Tasks to be undertaken

PRIORITY 1. Statutory

Agenda & Minutes
Accounts
Address any dangerous trees – from survey outcomes (H&S)

Health & Safety Inspection Risk Assessments Risk Register

PRIORITY 2. Financial

VAT return

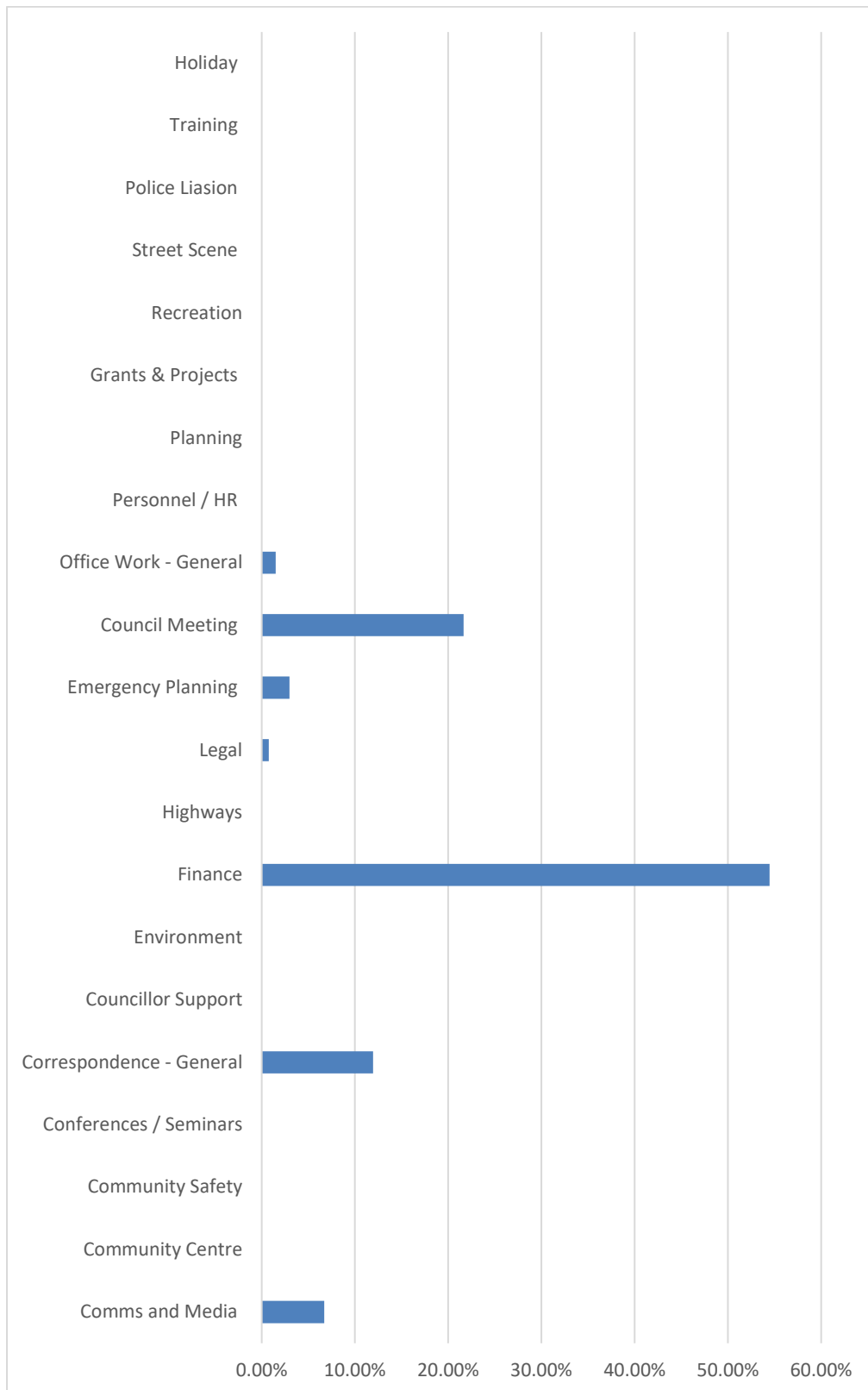
PRIORITY 3. Tasks with Deadlines

Staff Appraisals Van Purchase S106 projects – end date 28 February 2019 Funding bid – Toucan Crossing Village Hall Car Park (Target - end September) Grounds Maintenance Contract Bus Shelter partnership with Mercedes

PRIORITY 4. Tasks without deadline

Litter Bin Audit Web Site & Email Emergency Planning – review document with Mike Nice Protective clothing for staff Staffing Structure Progress my CILCA Review Policies Develop a new budget monitoring report for the Council meeting Check deeds for Spratton Road regarding any restrictive covenant. Village Centre Car Parking – identify scale of the problem – check enforcement levels Dog fouling at St David's Wildflowers on Parish Land or Highways – next Council meeting Clean Up Spratton Road Shops Clear out the meeting room – ongoing
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9. Breakdown of my time – March 2020



Peter Rowbotham
Parish Clerk




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Brixworth Parish Council

General Correspondence

Correspondence not already included within the agenda

	Subject	From
01	CEO Update	NALC
02	CEO Update	NALC
03	CEO Update	NALC

From: National Association of Local Councils <newsletter@nalc.gov.uk>
Sent: 03 April 2020 16:28
To: brixworthpc@gmail.com
Subject:  CHIEF EXECUTIVE'S BULLETIN



Chief executive's bulletin

NALC website

Due to the high volume of traffic on the NALC website (our dedicated coronavirus page continues to be updated regularly and has around 70,000 hits), this week we moved to a new web hosting with greater capacity. As a result, you may have experienced problems accessing the website over the last few days, this is now resolved so thank you for bearing with us!

Coronavirus examples and impact

More and more local (parish and town) councils have been sharing with us what they are doing to support their community at this time. We've updated and republished our [Coronavirus case studies](#) publication to include over 150 examples, but please do keep sharing with us what you are doing through our [simple survey](#). And next week we really do need your help by telling us the financial impact on your council, so please keep an eye out for that survey and respond as quickly as you can.

Accounts and audit deadlines

One of the (many!) issues we have been raising with the government in recent weeks has been statutory accounts and audit deadlines. This week we responded on behalf of the sector to a rapid consultation – working closely with a range of bodies including the Society of Local Council Clerks – on proposed regulations which would extend the deadline for the

inspection/publication requirements in the Accounts and Audit Regulations 2015. You can [read our response](#) and be rest assured we are continuing to press the government on this issue.

Local authority meetings regulations

There has also been quite a lot of activity this week on the regulations regarding local authority meetings. We provided feedback to the government on draft regulations which you can [read here](#). Charlotte Eisenhart, head of member services and Jane Moore, senior solicitor and legal services manager have been involved in a number of calls with a group of local government bodies including the Local Government Association, Association of Democratic Support Officer, Lawyers in Local Government and Centre for Public Scrutiny, about support to councils on holding remote meetings. And yesterday the regulations were laid and made and will come into force on 4 April. We have already published on the Coronavirus page a [legal briefing](#) on our interpretation of the regulations, as well as practical guidance on how to hold effective council meetings.

County officers weekly meeting

NALC was pleased to coordinate a Zoom call with over 30 county associations on 1 April. These weekly calls were set up in response to the pandemic so that all of us can coordinate our support to members as swiftly and seamlessly as possible. This week we discussed a wide range of issues including the new remote meetings regulations, government furloughing scheme, the financial impact of the pandemic on local councils and other issues of relevance to our members.

NALC Policy Committee

NALC's Policy Committee held its first-ever remote meeting via Zoom on 1 April, here are a few highlights:

- The committee thanked NALC staff for their work under difficult conditions and endorsed the approach agreed by the Management Board to prioritise Coronavirus and focus on support to councils and county associations and engaging with the government; they also commended our work so far and noted that work on other projects and campaigns would be impacted
- Councillors noted feedback received so far on the draft report on the experience of parish elections in May 2019, and progress on the climate change project including recent telecon of the task and finish group

- The committee considered a number of policy motions from county associations, with a motion from Cheshire on sustainable development not supported; two motions from the Kent regarding elections supported; and motion from Suffolk on major infrastructure projects, also supported
- Other issues covered included Lobby Day which the Committee praised and said was quite an achievement in the circumstances, and a reintroduction to Parliament of the Toilet Tax legislation but that second reading date had been affected by events and early Easter recess.

And finally...

I wanted to express some birthday wishes to some new local councils for whom the 1 April is now worth marking, including Weymouth Town Council and other councils set up last year who celebrate their first birthday, and Northampton Town Council, Shipley Town Council and others who were born this week - congratulations to you all!

Jonathan Owen



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Chief executive's bulletin

Clapping for you too

Like me, I'm sure many of you are standing on your doorstep Thursday evenings clapping not just for carers but all those working in public services during this difficult time. My applause very much has you in mind too, and I want to again extend the thanks and appreciation from myself, our chairman, Cllr Sue Baxter, and all at NALC, for everything you are doing to play your part in supporting your community. Thank you!

NALC Coronavirus page and newsletters

Our dedicated [coronavirus page](#) on the NALC website is the main source of information and guidance for local (parish and town) councils and county associations and has now received nearly 80,000 hits. Updates this week (and highlighted in two dedicated newsletters) covered holding remote meetings and the great discount NALC has secured on a Zoom subscription, new regulations to extend audit deadlines, neighbourhood planning, and local council meetings. Please do continue to make use of this resource, and can I ask county association colleagues to let local councils know about it too.

Local audit and update to practitioners guide

While I'm pleased the government listened and acted on our call for the need to extend audit deadlines, I'm disappointed they didn't accept our proposal for this to be at least three months, rather than the two months extension contained in the regulations. But

coupled with our pressure on the government to allow remote meetings, I hope this flexibility will help councils. The Joint Panel on Accountability and Governance published the new *Practitioners Guide 2020/21* at the end of March and this will now be supplemented shortly by an addendum setting out information on the new timescales.

MHCLG briefing for local government

I was pleased that on 8 April Sue took part in the Ministry of Housing, Communities and Local Government's (MHCLG) weekly Coronavirus briefing teleconference for local government by the secretary of state, Robert Jenrick. This followed our successful representations for our inclusion in the calls involving principal councils. On this occasion, local government minister, Simon Clarke MP, hosted the call and gave an update on shielding, burials and local government finance, with the health minister, Jo Churchill, covering Personal Protective Equipment. One point made by the minister was he intends all parts of the council family to receive support from the government's financial response. Sue welcomed his comment in a written question submitted during the Question and Answer session, stating it was important local councils weren't overlooked, and that our councils were playing their part in the national effort but were experiencing an impact on cash flow, costs and reduced income. We are following this up with the department and next week we will be publishing a short survey which I hope clerk colleagues will be able to share with us the financial impact on their council; this will be crucial in supporting our case for financial support from the government.

Alzheimer's Society support line

The coronavirus is affecting the most vulnerable in our society, including people living with dementia. Our colleagues at The Alzheimer's Society are continuing to provide up-to-date support for anyone affected by dementia, and during the outbreak, their Dementia Connect support line will remain open every day. If you or anyone you know needs advice or support, please call The Alzheimer's Society on 0333 150 3456. More information, advice and resources on supporting people living with dementia are on their [dedicated web page](#).

NALC Management Board

Our Management Board held a videoconference via Zoom on 7 April, here's a summary:

- The board noted it had been given delegated powers to take urgent decisions and agreed on the following accordingly

- Reaffirming NALC's current priority of responding to Coronavirus with a focus on business continuity, supporting councils and county associations, and engaging with the government, noting other projects and activities would be impacted in the short-term
- The July meeting of National Assembly will be cancelled but a number of usual reports such as the quarterly activity report would still be circulated for comment and any issues of concern discussed at the board's next meeting in June
- Agreed the Finance and Scrutiny Committee would have delegated authority to finalise the end of year accounts
- We're acutely aware of the financial impact of the crisis on councils as well as the county and national associations, stating at this time it has never been more important to have a network of support across the country. Councillors welcomed work underway which includes an assessment of this financial impact through a survey to be circulated shortly, lobbying government, and keeping a close eye on the collection of affiliation fees and timescales to support that network, with councils urged to assist this support network by paying subscriptions promptly where they could.

County officer video conference

This week's video conference with NALC and county officers focussed mainly on supporting councils to hold council meetings remotely following the launch of our guidance on holding remote meetings which are on our [dedicated coronavirus webpage](#). We agreed that county associations would get in touch with each other to share ideas and insights into offering training for councils on remote meetings, and also assess if there are any areas not be able to support members on this issue. Where gaps are identified in the first instance county associations in the region will try to support others that might find it hard or impossible to deliver training and/or guidance for remote meetings. If any region feels that they need support from NALC then we will work together to get something in place. The aim of this is to ensure all councils do get some support, to allow county associations to support one another and to focus NALC's time and resource in the areas that need it most.

New legal briefing

Today we published legal briefing L02-20 on employment law changes which summarises the new changes to employment rights that came in on 6 April including new rights to a written statement of terms, holiday pay reference period adjustment, new parental bereavement law and agency workers. You can find the briefing in the member's area of

the [NALC website](#) (login required).

Tree Charter newsletter and Tree Charter Day

Be sure to have a look at March's [Tree Charter newsletter](#)! It outlines the work of two councils – [Dorchester Town Council, Dorset](#) and [Thorpe St. Andrews Town Council, Norfolk](#) – who are doing excellent work around climate change, sustainability and planting trees. And a reminder Tree Charter Day is planned for the 28 November 2020 – this is a great opportunity for councils to order free trees from the [Woodland Trust Community Tree Packs website](#) to arrive nearer to the time. Tree Packs are given on a first come first serve basis, but typically the Tree Nurseries run out of trees in May! Each Charter Branch is allocated a maximum of 420 trees, so do write 'Charter Branch' next to your name to ensure your application is accepted. For more information about how to get involved in the tree charter please email claire.goldfinch@nalc.gov.uk.

Keeping you informed

Just a reminder that you can keep informed and stay up-to-date on our work supporting councils and county associations through the NALC website and our social media channels [Twitter](#), [Facebook](#) and [Instagram](#), or [sign up to receive our newsletters](#).

And finally...

I hope you all have a Happy Easter – at home. Stay safe.



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Chief executive's bulletin

Leading the way on virtual meetings

I wanted to start this week by praising the how I've seen the local (parish and town) council sector embrace virtual/remote meetings, with so many of you holding your first-ever meetings using a range of platforms over the last week – a huge well done. And also to say I'm delighted NALC has been leading from the front using videoconferencing for some time (okay we didn't have rules stopping us!), but we've accelerated this over the last month to meetings of our teams, all staff, Committees, county officers, chairman and vice-chairmen, and more.

Our head of policy and communications, Justin Griggs, hosted this week's county officer meeting via Zoom with around 30 colleagues and NALC staff to stay in touch, provide an update on our work and answer questions, and share information.

NALC's senior management team met the chairman and vice chairman via Zoom on 16 April to discuss our current priorities of business continuity, supporting councils and county associations, and engaging with government, as well as them providing an update on what is happening on the ground in their areas. I was struck by the concluding remarks by our chairman, Cllr Sue Baxter, which I wanted to share: "Thank you to everyone at NALC and our county associations for stepping up and responding to the challenge of new ways of working, and adapting to change so quickly". This applies to our councils too so a huge thank you from all of us.

NALC coronavirus page and mailout

Updates to our dedicated [coronavirus page](#) this week (and highlighted in two dedicated newsletters) covered Zoom discount, demonstration video of a virtual meeting, guidance on hosting public meetings, a legal briefing note, advice on cybersecurity and playgrounds. Please do continue to make use of this resource and let other local councils know about it too. I want to make a special mention of an update to the [Coronavirus case studies](#), this latest version now includes around 150 brilliant examples of local councils supporting their communities; this will be updated again next week with new examples sent into us.

Financial impact survey

We need your help to gather evidence on the financial impact of the coronavirus on local councils. This information is vital to our representations to the government on the loss of income to local councils during these difficult times, and the need for a tailored financial support package for the sector. Earlier this week we published a short survey which includes questions on precept, staffing and income, so clerk colleagues it would be helpful to have this data to hand when [completing the survey](#). Please help us to help you by taking a few minutes to complete the survey as soon as possible or by 24 April at the latest. NALC's Super Councils Network has already completed a separate survey and does not need to complete this survey. We are also working with county officers on a separate survey on the financial impact on county associations.

New legal guidance

This week we published a [legal briefing](#) which gives guidance on the implications for local councils of the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020. This includes commentary on the prohibition on holding elections to fill casual vacancies until 6 May 2021.

Select Committee calls Robert Jenrick MP to give evidence

The chairman of the Housing, Communities and Local Government Committee, Clive Betts MP, has written to the secretary of state, Robert Jenrick MP, asking to him to attend and give evidence on the work of his department during the current situation. Sue has written to Clive to welcome and support this move, highlighting the role local councils playing and

including the link to the case studies publication, and urging him not to overlook our councils in this session, and offering to brief him and committee further.

New local government minister...

Yesterday it was confirmed that Simon Clarke MP had extended his existing responsibilities for regional growth by taking over as local government minister from Luke Hall MP (who remains a junior minister for rough sleeping and housing). Our chairman, Cllr Sue Baxter, has already written to congratulate him, calling for urgent dialogue with him about the impact of Coronavirus on the local council sector and the need for support including financial assistance.

... and new shadow secretary of state

Last week the new leader of the Labour Party, Keir Starmer MP, named his new **shadow cabinet**. The shadow secretary of state for communities and local government, Andrew Gwynne MP – who many of you will know from attending and speaking at NALC events and also his interview in **LCR magazine** – stood down from the role. He has been replaced by Steve Reed MP, the former leader of Lambeth Council who previously held the shadow ministerial briefs for local government and more recently civil society. We have already been in touch to congratulate him to organise an early briefing, in particular on the impact of Coronavirus on the local council sector.

Update on pay negotiations

A quick update on the trade union response to the National Employers for local government final pay offers for the four negotiating groups for which they have the responsibility: the main local government workforce, local authority Craftworkers, chief executives and chief officers. The main local government workforce has been **offered improved pay increase of 2.75 per cent from 1 April 2020**, plus an additional one day's leave which would increase the minimum entitlement from 21 to 22 days per year (plus public holidays). This offer would affect over 1 million employees. The unions have responded asking for further consideration, and National Employers will be reviewing the union's response before replying. The circular setting out the employer offers, forwarded yesterday can now be found **here**.

And finally...

On the [NALC blog](#), colleagues and I reflect on the last month of homeworking and swapping 109 Great Russell Street for our home office.

Jonathan Owen



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