

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 31<sup>st</sup> 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 (30<sup>th</sup> February 2020)**

The minutes of the Parish Council meeting of 30<sup>th</sup> 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
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
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
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
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
<b>Debit Card Payments (Online purchase) - Financial Regs 6.10 &amp; 6.19</b>						
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
<b>Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)</b>						

15	Brixworth First Responders	Grant Award for equipment	541.36	0.00	541.36	PHA 1936 s234
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
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
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>7,536.61</b>	<b>237.92</b>	<b>7,774.53</b>	
<b>Receipts</b>						
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
<b>Total Income this month</b>			<b>5,918.75</b>	<b>0.00</b>	<b>5,918.75</b>	
<b>Bank Transfer - Capital to Revenue</b>						
27	Nat West	Transfer unallocated money to revenue	816.51	0.00	816.51	LGA 1972 s111
<b>Total transferred to revenue this month</b>			<b>816.51</b>	<b>0.00</b>	<b>816.51</b>	
<b>Bank Transfer - Revenue to Capital</b>						
			0.00	0.00	0.00	
<b>Total transferred to capital this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

### 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 25<sup>th</sup> 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 – 7<sup>th</sup> March 2020**

The Parish Council had held a surgery on 7<sup>th</sup> 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 28<sup>th</sup> 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 9<sup>th</sup> 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 17<sup>th</sup> February 2020**

The Parish Committee received the minutes of the Planning Committee of 17<sup>th</sup> 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 20<sup>th</sup> April 2020
- Media & Communications Committee – Wednesday 22<sup>nd</sup> April 2020
- Council - 30<sup>th</sup> April 2020

**19/ 4947 Urgent Matters**

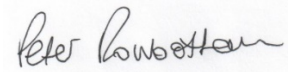
The following items had been raised under urgent matters:

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**  
**30<sup>th</sup> April 2020**



**Peter Rowbotham**  
**Parish Clerk**  
**Brixworth Parish Council**  
**8<sup>th</sup> April 2020**  
Telephone: 079 8314 1786  
E Mail: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)

DRAFT