



Brixworth Parish Council

Minutes of the meeting held on Thursday 21st May 2020

Video Conferencing

In Attendance:

Councillors: Councillor Stephen James, Councillor Ian Barrett, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Parker (From 8pm)

Apologies: Councillor Alan Lovell and Councillor Frances Peacock.

Apologies also received from District Councillor Jonathan Harris and County Councillor Cecille Irvine Swift

Absent Councillor James Collyer

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 0

20/ 4971 Welcome

Councillor James welcomed everyone to the Annual Meeting of the Parish Council. He reminded the Councillors that the meeting was being recorded.

20/ 4972 Election of Parish Council Chairman

Councillor James was elected as Parish Chairman for 2020/2021. This was proposed by Councillor Parker and seconded by Councillor Stuart Coe. The Acceptance Form was signed by Councillor James and would be passed onto the Clerk as soon as possible.

20/ 4973 Apologies for Absence

Apologies for absence had been received from Councillor Lovell and Councillor Peacock. Councillor Parker would join the meeting later as he had another scheduled video meeting with the District Council.

The apologies were accepted by the meeting.

20/ 4974 Declarations of Interest

None declared.

20/ 4975 Minutes of the Previous Meetings (30th April 2020)

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

20/ 4976 Election of Vice Chairman of the Parish Council

Councillor Moxon was elected as Vice Chairman of the Parish Council for 2020/2021. This was proposed by Councillor James and seconded by Councillor Elaine Coe.

20/ 4977 Planning Committee

The continuation, terms of reference and membership of the Planning Committee was agreed. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4978 Election of Chair and Vice Chairman of Planning Committee

Councillor Mitchell was elected Chairman of the Planning Committee. This was proposed by Councillor Moxon and seconded by Councillor Compton Unanimous.

Councillor Peacock was elected as Vice Chairman of the Planning Committee. This was proposed by Councillor Moxon and seconded by Councillor Mitchell. Unanimous.

20/ 4979 Media & Communications Committee

The continuation, terms of reference and membership of the Media & Communications Committee was agreed. This was proposed by Councillor James and seconded by Councillor Bird. The membership would consist of Councillor Elaine Coe, Councillor Bird, Councillor Howarth and Councillor Moxon. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4980 Election of Chair and Vice Chairman of the Media & Communications Committee

Councillor Elaine Coe was elected Chair of the Media & Communications Committee. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Councillor Bird was elected Vice Chairman of the Media & Communications Committee. This was proposed by Councillor Moxon and seconded by Councillor Elaine Coe. Unanimous.

20/ 4981 Finance Working Group

The continuation and terms of reference of the Finance Working Group was agreed. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

The Finance Working Group would consist of Councillor Compton, Councillor James, Councillor Lovell, and Councillor Parker. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4982 Personnel Working Group

The continuation and terms of reference of the Personnel Working Group was agreed. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

The Personnel Working Group would consist of Councillor Bird, Councillor Stuart Coe, Councillor Collyer, Councillor Compton, and Councillor Moxon. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/ 4983 Calendar of Meetings

The meeting date schedule for 2020/2021 was agreed by the Parish Council. This was proposed Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/ 4984 Election of Parish Council Representatives

The representatives for 2020/2021 were agreed as follows:

- Village Hall – Councillor Moxon
- Thomas Roe (2) – Councillor Parker & Councillor Lovell
- NCALC – Councillor James
- Newsletter & Press – Delegated to the Media & Communications Committee
- Highways, Footpaths including Rights of Ways and Trees – Councillor Moxon
- Police Liaison – Councillor Mitchell-
- Verification Officer (Finance) – Councillor Barratt
- Brixworth Sports Council – Councillor Stuart Coe, Councillor Collyer and Councillor Moxon
- Armed Forces – Councillor James and Councillor Moxon (New post – proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

The representatives named above for 2020/2021 were proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4985 Banking Arrangements

The banking arrangements for 2020/2021 were agreed. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/ 4986 Annual Review of Documents

Code of Conduct – The Members Code of Conduct document was adopted. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Standing Orders – The Standing Orders document was adopted. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Financial Regulations- It was agreed that the Financial Regulations document be adopted. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Asset and Land Register – It was agreed that the Asset and Land Register be adopted. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Risk Register – It was agreed that the Risk Register document be adopted. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

Complaints Procedure – It was agreed that the Complaints Procedure be adopted. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Freedom of Information Publications Scheme- This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

The Data Protection Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Howarth. Unanimous.

Data Breach Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

Records Retention Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

Privacy Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

20/ 4987 Councils Annual Subscriptions

NCALC – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Society of Local Clerks – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Campaign for the Protection of Rural England -The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

Northants ACRE – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

The Living Wage Foundation – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4988 Internal Audit Report

The system of internal control document was agreed by the Parish Council. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4989 Annual Governance Statement 2019 /2020

The Parish Council reviewed the Annual Governance Statement for 2019/2020. The form was subsequently completed and agreed by the Parish Council. The Chairman of the Parish Council signed the completed document. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4990 Accounting Statement 2019/ 2020

The Accounting Statement for 2019/ 2020 had been circulated. The Parish Council approved the submitted Statement. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

20/ 4991 Any Other Urgent Business

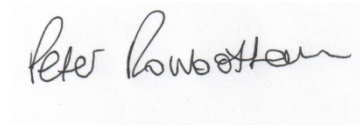
There was no urgent business.

20/ 4992 Dates of Future Meetings

- Full Council – Thursday 28th May 2020
- Planning Committee –Monday 1st June 2020
- Media & Communications – Wednesday 10th June 2020
- Full Council – Thursday 25th June 2020

The meeting finished at 8.45pm

Signed as a true and accurate record



Councillor Stephen James
Chairman
Brixworth Parish Council
28th May 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
24th May 2020
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