



Brixworth Parish Council

Minutes of the meeting held on

Thursday 30th April 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 Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock

Apologies: None

Absent: None

Also Present: Peter Rowbotham (Clerk) and District Councillor Jonathan Harris

Members of the Public: None

20/ 4948 Welcome

Councillor James welcomed everyone to a virtual meeting of the Parish Council which was being held in accordance with the Coronavirus Act 2020. He reminded everyone that the meeting was being recorded.

20/ 4949 Apologies for Absence

No apologies for absence had been received.

20/ 4950 Declarations of Interest

Councillor James declared a non-pecuniary interest in the grant application received for the Brixworth Centre. Councillor James, as a Brixworth Centre Trustee, stated that whilst he would be able to answer any questions regarding the application he would not be participating in the discussion or voting.

20/ 4951 Minutes of Previous Meeting (31st March 2020)

The minutes of the Parish Council meeting of 31st March 2020 were agreed as a true and accurate record. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4952 Public Open Forum

District Councillor Harris, as a representative of the Covid 19 Volunteer Group updated the Parish Council of the local community response. Local support included collecting and delivering prescriptions and shopping. There were plans for the Volunteer Group to distribute the latest NCC leaflet providing contact details for further support.

An email from a member of the public had asked the Parish Council to take care when cutting back the daffodil leaves within the Parish. The Parish confirmed that the daffodil leaves would not be cut back until after they had turned yellow to ensure good flowering rates next year.

20/ 4953 Finance - Transactions including Payments for Approval- April 2020

The list of financial transactions and payments for April 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. The payment terms on the legal invoices would be clarified by the Parish Clerk. This was proposed by Councillor Moxon and seconded by Councillor Stuart Coe. Unanimous.

			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	37,400.78	0.00	37,400.78	LGA 1972 s111
Total transferred to capital this month			37,400.78	0.00	37,400.78	

20/4955 Finance - Report of the Finance Working Group

The Finance Working Group had met on 20th April 2020. The notes and recommendations were shared with the Parish Council. The Parish Council agreed that –

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 31st July 2020 in accordance with Financial Regulation 11 (a) iv.

This was proposed by Councillor Moxon and seconded by Councillor Elaine Coe. Unanimous.

20/4956 Verification for Quarter 4

The Parish Council's Financial Regulation 2.2 states that at least once in each quarter, a member other than a cheque signatory shall act as a Verification Officer to verify bank reconciliations. This would prove more difficult to carry out in Q4 with the current lockdown restrictions. It was agreed that on this occasion there could be a more limited approach to verification. A smaller number of requested transactions could be highlighted and scanned images be provided via email. This could then be followed up by a Video Conferencing Meeting to discuss findings. A report to the Parish Council would then be submitted as normal. This approach was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/4957 Grant Application – The Brixworth Centre

The Parish Council agreed in principle the award of a maximum grant of up to £5,000 to the Brixworth Centre. This is subject to the applicant meeting the requirements of the Parish Council Grants Policy. The Parish Council has the power to contribute towards public buildings in accordance with the Local Government Act 1972 s133. This was proposed by Councillor Stuart Coe and seconded by Councillor Mitchell. Unanimous.

Councillor James did not participate or vote in the above item.

20/4958 Grants Policy

The revised Grants Policy was considered by the Parish Council. It was agreed that the Grants Policy be adopted. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

20/4959 Finance – Rolling Budget

The Rolling Budget for April 2020 was received by the Parish Council. There were no issues or concerns.

20/ 4960 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 31st March 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £80,622.57. The Capital (Reserve) account indicated a balance of £115, 040.11.

20/ 4961 Finance - Parish Council's Reserves

The Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and £100, 946.39 within Earmarked Reserves. General Reserves was in the region of £68,068.27. The s106 money held by Daventry District Council was approximately £254,425.

20/ 4962 Community Safety – Reported Crime Data

The crime figures for March 2020 were not available. The Parish Council noted that the crime reported data would not be available until further notice.

20/ 4963 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Harborough Road outbound) was noted by the Parish Council.

20/ 4964 Planning – Decisions for March 2020

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

20/ 4965 Planning – Minutes for 9th March 2020

The Parish Committee received the minutes of the Planning Committee of 9th March 2020.

20/ 4966 Media & Communications Committee – Minutes for 12th February 2020

The Parish Committee received the minutes of the Media and Communications Committee of 12th February 2020.

20/ 4967 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/ 4968 Correspondence

The list of Correspondence was noted by the Parish Council.

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

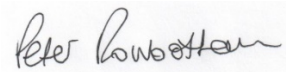
19/ 4969 Dates of Future Meetings

- Planning – 18th May 2020
- Media & Communications – 20th May 2020
- Council Annual Meeting 21st May 2020
- Council – 28th May 2020

19/ 4970 Urgent Matters

There were no urgent matters raised.

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



Councillor Stephen James
Chairman
Brixworth Parish Council
21st May 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
1st May 2020

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DRAFT