



## **Brixworth Parish Council**

**Councillors are hereby summoned to attend the Parish Council extra ordinary meeting to be held on  
Thursday 2<sup>nd</sup> July 2020 starting at 730pm**

**This will be a 'virtual meeting' using Video Conferencing in accordance with the  
Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020**

***Press and public can attend and participate***

Please email your interest to [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)  
or join the meeting direct by using this link to [Microsoft Teams](#)  
(No installation required – Just use the Browser option to join on the web)

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## **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 meetings**
  - 4.1 The Parish Council meeting of 25<sup>th</sup> June 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 15 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**
  - 6.1 Consider the financial transactions and authorise the payments for June 2020

**B**

## 7. Business Continuity - Covid 19

7.1 Consider any actions following the latest Government advice –

- Play equipment
- Community Centre
- Communal Areas of the Community Centre and Library
- Impact on Staffing

## PART TWO - FOR INFORMATION

## 8. Dates of Future Meetings

8.1 To agree the dates of the next cycle of meetings.

- Media & Communications – Wednesday 8<sup>th</sup> July 2020
- Planning Committee – Thursday 9<sup>th</sup> July 2020 (Changed from the 13<sup>th</sup>)
- Council – Thursday 30<sup>th</sup> July 2020

## PART THREE – CONFIDENTIAL

## 9. To consider the exclusion of the press and public

9.1 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 9.1)***

## 10. Legal Matters

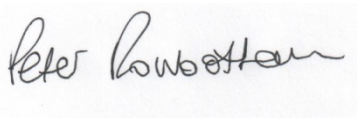
10.1 Receive any updates and consider any actions to be taken.

***The Press & Public to be invited back into the meeting***

## PART FOUR – URGENT MATTERS

## 11. 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  
28<sup>th</sup> June 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 Tom Mitchell,  
Councillor Kevin Parker and Councillor Frances Maria Peacock.

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 25<sup>th</sup> June 2020****Video Conferencing****In Attendance:**

**Councillors:** Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe (from 750pm) Councillor James Collyer, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock

**Apologies:** Councillor Lina Howarth  
Apologies also received from District Councillor Jonathan Harris.

**Absent:**

**Also Present:** Peter Rowbotham (Clerk)

**Members of  
the Public:** 2

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**20/5036 Welcome**

Councillor James welcomed everyone to a virtual meeting of the Parish Council which was being held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020. He reminded everyone that the meeting was being recorded.

**20/5037 Apologies for Absence**

Apologies for absence had been recorded from Councillor Howarth. The Parish Council accepted the apologies. This was proposed by Councillor Compton and seconded by Councillor Mitchell. Unanimous.

District Councillor Harris had also offered his apologies as he had another meeting to attend.

**20/5038 Declarations of Interest**

Councillor Bird declared a non-pecuniary interest regarding agenda item 7 – St David's Recreation Ground - Central Sports.

**20/5039 Minutes of Previous Meeting (28<sup>th</sup> May 2020)**

The minutes of the Parish Council meeting of 28<sup>th</sup> May 2020 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Mitchell. Unanimous.

**20/5040 Minutes of Previous Meeting (18<sup>th</sup> June 2020)**

The minutes of the Parish Council meeting of 18<sup>th</sup> June 2020 were agreed as a true and accurate record subject to a spelling correction from 'Francis' to 'Frances'. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird. Unanimous.

**20/5041 Public Open Forum**

A member of the public had raised the matter of the goalposts being stored in the hedgerow at The Ashway. The contractor had left these in the hedge in error and would be returning to move and store within the Changing Rooms.

The latest online edition of the Brixworth Bulletin had also been printed off. Two hundred copies would be made available within the Community.

**20/5042 Finance - Report of the Finance Working Group**

The Finance Working Group had met on 15<sup>th</sup> June 2020 to discuss s106 financial matters. The report of the Working Group was noted by the Parish Council.

**20/5043 Finance – Procurement of a Financial Management System**

The Parish Council considered the procurement of a replacement Financial Management System. Revised prices had been obtained to ensure best value. The Parish Council agreed to procure the web-based system from Scribe at an annual cost of £385. This new system would run alongside the existing system for the remainder of the financial year. The Parish Council had the power for this expenditure as it is in accordance with the Local Government Act 1972 s111. This was proposed by Councillor James and seconded by Councillor Frances Peacock. Unanimous.

**20/5044 Internal Audit Report 2019/2020**

The report of the Internal Auditor had been received for the financial year 2019/2020. Having tested all of the objectives of internal controls as set out in the Internal Audit section of the AGAR (Annual Governance & Accountability Return), through the examination of the evidence and discussions with the Parish Clerk, the Auditor was satisfied that the Council had met the requirements. The AGAR had therefore been signed off and was now ready to be sent to PJF Littlejohn LLP. The Parish Council noted this report.

**20/5045 AGAR – Exercise of Public Rights**

The AGAR had been completed and signed off by the Internal Auditor. It was now necessary to make the documentation available for view, comment or objection. The period for the exercise of public rights would commence on Monday 6 July 2020 and would end on Friday 14<sup>th</sup> August 2020. This was noted by the Parish Council.

**20/5046 St David's Recreation Ground – Central Sports – Request for Temporary Outdoor Space**

A request had been received from the Central Sports Club to use an area of grass around the existing patio area once the Club House had been allowed to reopen following the lifting of the Covid 19 restrictions. No children would be allowed within the defined area. It was agreed that the club should be allowed to extend for tables & chairs and the consumption of drinks for a temporary period. (Area to be agreed) This was proposed by Councillor Moxon and seconded by Councillor Compton. (Councillor Bird abstained because of her non-pecuniary interest)

**20/5047 St David's Recreation Ground – Central Sports Lease**

The Parish Council noted that the lease to the Central Sports Club was due for renewal on 4<sup>th</sup> November 2022. A 'task and finish' Working Group was set up and the Terms of Reference had been agreed. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

The membership of the Group was agreed as Councillor James, Councillor Compton and Councillor Elaine Coe. The Clerk would support the Group. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

**20/5048 Highways – Consultation on Waiting Restrictions 2020/ 2021 – Brampton Way**

The Parish Council agreed to support the proposal for waiting restrictions at the junction of Brampton Way and Spratton Road. The Parish Council also agreed to request that an enhanced level of enforcement be considered. The Parish Council welcomed discussions with the Highway Authority on this matter. This was proposed by Councillor James and seconded by Councillor Mitchell.

**20/5049 Village Projects – Restoration of Former Railway Benches**

It was agreed that the former railway benches at the Millenium Gardens, Station Road and Holcot Road should be restored. A plaque could also be placed on each bench outlining the historical links to the local railway. It was agreed that Councillor Peacock and Councillor Barratt work together on this and prepare a proposal for the Parish Council to consider. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

**20/5050 Village Projects – Wildflowers**

The Parish Council had previously considered the provision of wildflowers within the Village. It was noted that wildflowers could be sown during March and April or in September, depending on soil conditions. Two sites were identified – Holcot Road and Northampton Road. It was agreed that these two sites be investigated, and a wildflower scheme be progressed during September 2020. This was proposed by Councillor James and seconded by Councillor Barratt. Unanimous.

**20/5051 Finance – Rolling Budget**

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

**20/5052 Finance – Bank Reconciliation Report**

The Bank Reconciliation report as at 29<sup>th</sup> May 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £116,633.06. The Capital (Reserve) account indicated a balance of £157,525.36.

**20/5053 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 £100,127.03 within Earmarked Reserves. General Reserves was indicated at £79,079.79. The s106 money held by Daventry District Council was £254,425.

**20/5054 Community Safety – Reported Crime Data**

The crime figures for April 2020 indicated 24 local crimes had been reported. This compared with 23 in 2019 and 28 in 2018.

**20/5055 Community Safety – Speed Indicator Device (SID)**

The data from the Speed Indicator Device (Northampton Road/ Froxhill Crescent outbound) Harborough Road inbound) was noted by the Parish Council.

**20/5056 Planning – Decisions for May 2020**

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

**20/5057 Planning – Minutes for 11<sup>th</sup> May 2020**

The Parish Committee received the minutes of the Planning Committee of 11<sup>th</sup> May 2020.

**20/5058 Media & Communications Committee – Minutes for 20<sup>th</sup> May 2020**

The Parish Committee received the minutes of the Media and Communications Committee of 20<sup>th</sup> May 2020.

**20/5059 Parish Clerks Report**

The Parish Council received the report of the Parish Clerk.

**20/5060 Correspondence**

The Correspondence was noted by the Parish Council.

	Subject	From
01	Revised Speed Limits within Brixworth	NCC

**20/5061 Exclusion of the Press and Public**

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

**20/5062 Legal Matters**

The Parish Council noted that the County Court may be utilising video conferencing to deal with the outstanding legal case.

**50/5063 Planning Matters**

Councillor James reported on the pressures to increase the retail capacity within the Village. This follows a recent Daventry District Council planning application refusal to redevelop the Red Lion site on Harborough Road. At the DDC Planning Committee a District Councillor had suggested that 'there was a real opportunity to be creative and urged the agent to engage with the Parish Council and residents to come up with an improved proposal'. As a response to this the Parish Council agreed to set up a Working Group to explore possible opportunities. This was proposed by Councillor Compton and seconded by Councillor Moxon. This Working Group would involve all Parish Councillors plus support from the Community as and when required. This was proposed by Councillor Compton and seconded by Councillor Elaine Coe. Unanimous.

**20/5064 Dates of Future Meetings**

- Media & Communications – 8<sup>th</sup> July 2020
- Planning Committee – 13<sup>th</sup> July 2020
- Council – 30<sup>th</sup> July 2020

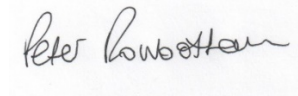
**20/5065 Urgent Matters**

The Parish Clerk reported that Councillor Alan Lovell had resigned from his role as Parish Councillor. The Parish Clerk was asked to send an email conveying the Parish Council's best wishes and also thanking him for his service to the local community.

***The meeting finished at 9.20pm***

**Signed as a true and accurate record**

**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
2<sup>nd</sup> July 2020**



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



# Brixworth Parish Council - Financial Transactions

# B

**June 2020**

			Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (9th)	50.95	10.19	61.14	LGA 1972 s111
03	EE Limited	Mobile Phone (15th)	19.82	3.96	23.78	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
04	JW Signs	New Van Branding (50%)	264.00	52.80	316.80	LGA 1972 s111
05	Westaway Motors	Roof Rack for van	277.37	55.47	332.84	LGA 1972 s111
<b>Retrospective Payment of Wages &amp; Salaries - Financial Reg 7.9 (via BACS)</b>						
06	Staff	Net Salaries and Wages (4 week month)	3,550.84	0.00	3,550.84	LGA 1972 s112
07	HMRC	PAYE	1,122.37	0.00	1,122.37	LGA 1972 s112
08	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
09	Peter Rowbotham	Employment Related Expenses	38.93	0.00	38.93	LGA 1972 s111
10	Blasons	Fuel for Van and Mower	123.13	24.63	147.76	LGA 1972 s111
11	R&G	Grounds Maintenance	1,209.36	241.86	1,451.22	PHA 1875 s164
12	Blasons	Recover van and diagnostic test	90.00	18.00	108.00	LGA 1972 s111
13	NCALC	Chair Training - Video Conferencing	38.00	0.00	38.00	LGA 1972 s175
14	Chubb	Service at The Ashway Changing Rooms	171.11	34.22	205.33	RTA 1984 s57 (1) (b)
<b>Debit Card Payments (On line purchase) - Financial Regs 6.10, 6.18 &amp; 6.19</b>						
15	Royal Mail	Postage x4	3.04	0.00	3.04	LGA 1972 s111
16	Amazon Market Place	Stationery	22.21	4.45	26.66	LGA 1972 s111
<b>Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)</b>						
	Nil					
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
	Nil					
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>7,755.99</b>	<b>451.44</b>	<b>8,207.43</b>	
<b>Receipts</b>						
17	Interest	Capital Account 29 May 2020	24.33	0.00	24.33	LGA 1972 s111
18	Redcorn Limited	Scrap Value of van EU05KKW non runner	120.00	0.00	120.00	LGA 1972 s111
<b>Total Income this month</b>			<b>144.33</b>	<b>0.00</b>	<b>144.33</b>	
<b>Bank Transfer - Capital to Revenue</b>						
19	Balance Account		24.33	0.00	24.33	LGA 1972 s111
<b>Total transferred to revenue this month</b>			<b>24.33</b>	<b>0.00</b>	<b>24.33</b>	
<b>Bank Transfer - Revenue to Capital</b>						
			0.00	0.00	0.00	LGA 1972 s111
<b>Total transferred to capital this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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

Signed

Signed

Date