



## Brixworth Parish Council

Councillors are hereby summoned to attend the Parish Council meeting to be held on  
**Thursday 14<sup>th</sup> January 2021 starting at 715pm**

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***

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)

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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. **To receive a report from the Finance Working Group**
  - 4.1 Note the report and recommendations from the Finance Working Group
  - 4.2 Discuss the Brixworth Parish Council 2021/2022 Budget proposals
  - 4.2 Discuss the Brixworth Parish Council 2021/2022 Precept proposals
5. **To consider the exclusion of the press and public**
  - 5.1 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

**A  
B**

***The Press & Public will be requested to leave the meeting (subject to 5.1)***

6. **Staffing Matters**
  - 6.1 Discuss any staffing related issues that may have financial implications.
7. **Legal Matters**
  - 7.1 Receive any updates and consider any actions to be taken.

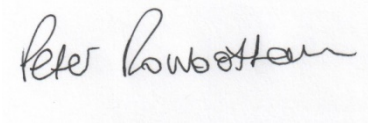
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### Members of the Parish Council

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 Tom Mitchell, Councillor Kevin Parker and Frances Maria Peacock.

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

8. **To note the dates of future meetings**  
8.1 Planning Committee – Monday 25<sup>th</sup> January 2021  
8.2 Full Council – Thursday 28<sup>th</sup> January 2021
8. **Urgent matters for report only**  
(Notified to the Chairman before the meeting)



**Mr Peter Rowbotham**  
**Clerk to the Council**  
8<sup>th</sup> January 2021

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**Finance Working Group – 4<sup>th</sup> January 2021**

**Video Conferencing**

<b>Present</b>	
Councillor James, Councillor Parker and Peter Rowbotham (Clerk)	
<b>1.</b>	<b>Apologies for Absence</b>
1.1	Councillor Compton.
<b>2.</b>	<b>Parish Precept 2021 2022</b>
2.1	<p>A letter had been received from the Daventry District Council regarding the setting of the annual precept. This was a legal requirement and the written response was required by 22<sup>nd</sup> January 2021. The tax base for Brixworth was indicated at 2094.35.</p> <p>The Brixworth Precept was planned to be set at its meeting on 28<sup>th</sup> January 2021. There was no issue with a later submission although it was pointed out that DDC were now being led by the new West Northants Unitary Council and a new Chief Financial Officer.</p>
<b>3.</b>	<b>Fees &amp; Charges</b>
3.1	<p>The sports invoices would be sent out soon with reasonable adjustments applied because of COVID 19.</p> <p>The fees and charges for 2021/2022 are currently been set. The latest position is that the clubs need to provide pitch use information in a consistent format. (and a copy of the accounts if hardship is claimed) This will be discussed at the Sports Liaison Meeting at the meeting on 11<sup>th</sup> January 2021. The Fees and Charges will be agreed at the Council meeting on 28<sup>th</sup> January 2021. It was thought that the overall level of sports income would have minimal impact on the precept.</p>
<b>4.</b>	<b>Draft Budget Proposals</b>
4.1	<p>The Working Group had worked towards a balanced budget with no increase in the precept. This was thought appropriate in the current climate. The predicted outturn for 20/21 and the budget for 21/22 was considered and discussed in detail. The latest spreadsheet (version 10) was revised for later circulation to the Parish Council. The draft precept was £166,460 with planned expenditure of £187,725.</p>
<b>5.</b>	<b>Statement of Reserves</b>
5.1	<p>The Working Group had reviewed and noted the Statement of Reserves.</p> <p>The Ashway s106 budget would be checked out regarding its possible uses. This could be used for cutting back the shrubs near to the Changing Rooms as advised by the Police for community safety purposes. R&amp;G would be asked for advice on this.</p>

<b>6</b>	<b>General Reserves</b>
6.1	The predicted end of financial year General Reserves stood at approx. £120,698.14. The permissible limits within the Reserves Policy was between £41k and £83k. The Working Group agreed to recommend to the Parish Council that £50,000 be vired from General Reserved to the unrestricted Projects budget which would bring General Reserves back into the permitted range. The Parish Council would determine its aspirations regarding its chosen projects.
<b>7.</b>	<b>Rolling Budget</b>
7.1	The Rolling Budget for December (Q3) had been circulated. There were no areas of concern. Upcoming expenditure included the annual tree survey and a laptop for the new Assistant Parish Clerk. As a result of the Covid 19 discounts the income budget would be 'under'.
<b>8.</b>	<b>Next Meeting</b>
8.1	Monday 18 <sup>th</sup> January 2021at 10am
<b>9</b>	<b>Recommendations to the Parish Council</b>
	<ol style="list-style-type: none"> <li>1. The Parish Council notes the report of the Finance Working Group.</li> <li>2. The Parish Council discusses the proposed Budget for 2021/2022</li> <li>3. The Parish Council discusses the proposed precept for 2021/2022</li> <li>4. The Parish Council discusses the proposed virement of £50,000 from General Reserves to the unrestricted Projects budget.</li> <li>5. The budget, precept and virement be further considered at the Parish Council meeting on 28<sup>th</sup> January 2021.</li> </ol>

*The meeting finished at 12.12pm*



## 2021-2022 BUDGET PROPOSALS

		2020 -2021 Budget £	Projected 2020- 2021 Costs/Income £	Proposed 2021 -2022 Budget £	Increase on 2020-2021 Budget £	Notes	% increase on 2020- 2021 Budget	% of total spend
<b>1.00</b>	<b>Staff Costs</b>							
1.01	Clerk's Salary							
1.02	Clerks Assistant							
1.03	Employers NI							
1.04	Groundsman Salary							
1.05	PT Groundsman Salary							
1.06	Litter Picker							
1.07	Cleaner							
1.08	Local Gov. Pension Scheme							
1.09	Additional pensions							
1.10	Staffing Review (funding outcome)							
	<b>Sub Total</b>	<b>86,959</b>	<b>68,025</b>	<b>90,090</b>	<b>3,131</b>		3.60%	47.99%
<b>2.00</b>	<b>Subscriptions and Fees</b>							
2.01	NALC Subscription	1,510	1,554	1,510	-	As NCALC fee schedule		
2.02	NALC Planning Helpline		-	600	600	New item		
2.03	CPRE Subscription	50	36	60	10			
2.04	ACRE Subscription	150	150	180	30			
2.05	SLCC Subscription	250	250	275	25			
2.06	ROSPA	250	285	275	25			
2.07	Living Wage	100	60	100	-			
2.08	SAGE Payroll Support	250	195	250	-			
2.09	SAGE Instant Accounts Support	550	480		(550)			
2.10	Scribe (New finance package)	385	385	385	-	New System		
2.11	Parish on-line mapping	100	100	100	-			
2.12	Web site, hosting and emails	1,000	576	500	(500)			
2.13	Peninsular (HR Consultants)	-	2,500	3,300	3,300	New Item		
2.14	IT Support	500	157	500	-			
2.15	Microsoft license	150	123	300	150	Office 365 x 2		
	<b>Sub Total</b>	<b>5,250</b>	<b>6,851</b>	<b>8,335</b>	<b>3,090</b>		58.76%	4.44%
<b>3.00</b>	<b>Expenses &amp; Allowances</b>							
3.01	Clerk's Allowance	2,750	501	2,750	-	To accommodate additional staff		
3.02	Community Allowance	200	200	200	-			
3.03	Clerk's and Assistants Telephone	240	227	480	240	Fixed contract		
3.04	Chairman's Telephone	200	200	200	-			
3.05	Parish Councillors Expenses	200	200	200	-			
	<b>Sub Total</b>	<b>3,590</b>	<b>1,328</b>	<b>3,830</b>	<b>240</b>		6.69%	2.04%
<b>4.00</b>	<b>Administration</b>							
4.01	Audit Costs - Internal	500	345	600	100			
4.02	- External	700	400	800	100			
4.03	Print Annual Report/Parish Newsletter	1,600	1,200	1,600	-			
4.04	Insurance - Parish	1,500	1,360	1,500	-			
4.05	- Vehicles	750	900	950	200			
4.06	Stationery & Postage	350	393	350	-			
4.07	Office Equipment	1,900	1,750	1,000	(900)			
4.08	Training Budget	1,500	235	1,500	-			
4.09	Legal Expenses (Assets)	3,000	330	3,000	-			
4.10	Hall Hire	1,500	1,500	1,500	-			
4.11	Telephone costs - Information point	500	611	650	150			
4.12	General Data Protection Regulations (GDPR)	250	77	100	(150)			
4.13	LGR Costs	-	-	-	-	Deferred to 2021/22		
4.14		-	-	-	-			
	<b>Sub Total</b>	<b>14,050</b>	<b>9,101</b>	<b>13,550</b>	<b>(500)</b>		-3.56%	7.22%
<b>5.00</b>	<b>Projects &amp; Grants</b>							
5.01	Community Grants	5,000	5,000	5,000	-			
5.02	Projects	2,500	2,500	2,500	-			
5.03	Neighbourhood Plan	2,500	2,500	2,500	-			
5.04	Calendar	750	750	750	-	Annual grant		
5.05	Community Centre	4,000	4,000	4,000	-			
5.06	Events	2,500	2,500	2,500	-			
5.07	Brixworth Kitchen	-	500	1,000	1,000	New Item		
	<b>Sub Total</b>	<b>17,250</b>	<b>17,750</b>	<b>18,250</b>	<b>1,000</b>		5.80%	9.72%
<b>6.00</b>	<b>Legal Costs</b>							
6.01	Barrister Fees	-		-	-			
6.02	Solicitor Fees	-		-	-			
6.03	Solicitor Disbursements¹	-		-	-			
6.04	Court Costs	-		-	-			
6.05	Travel Expenses	-		-	-			
	<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		#DIV/0!	0.00%
<b>7.00</b>	<b>Ear Marked Reserves</b>							
7.01	Election Costs	400	400	400	-			
7.02	Street Lighting	1,500	1,500	1,500	-			
7.03	Mower Replacement	3,500	3,500	3,500	-	Replacement costs		
7.04	Van Replacement	400	400	400	-	End of lease costs		
7.05	Small Mower Replacement	-	-	-	-	Reserve has sufficient fund for replacement		
7.06	CIL Contribution	-	-	-	-			
7.07	Strimmer replacement	-	-	-	-	Reserve has sufficient fund for replacement		
7.08	St Davids Car Park	1,500	1,500	1,500	-			
7.09	Ashway Car Park	1,500	1,500	1,500	-			
7.10	Buildings/Bus shelters	2,000	2,000	2,000	-			
7.11	Litter bins ( moved from Highways & Environment)	1,500	1,500	1,500	-	Replace all bins with larger and branded, contribution to DDC		
7.12	Play Equipment	3,000	3,000	3,000	-			
7.13	County Court Case			-	-			
	<b>Sub Total</b>	<b>15,300</b>	<b>15,300</b>	<b>15,300</b>	<b>-</b>		0.00%	8.15%
<b>8.00</b>	<b>Highways</b>							
8.01	Street Lighting	1,000	907	1,000	-	Running cost		
8.02	Signs	500	900	500	-			
8.03	Footpaths/Highways	2,000	-	2,000	-			
	<b>Sub Total</b>	<b>3,500</b>	<b>1,807</b>	<b>3,500</b>	<b>-</b>		0.00%	1.86%

2021-2022 BUDGET PROPOSALS		2020 -2021	Projected 2020-	Proposed	Increase on	Notes	% increase	% of total
		Budget	2021	2021 -2022	2020-2021		on 2020-	
		£	Costs/Income	Budget	Budget		2021	spend
		£	£	£	£		Budget	
9.00	Environment							
9.01	Trees - Survey	1,000	1,000	500	(500)	Yearly requirement		
9.02	Trees - General	1,500	1,500	500	(1,000)			
9.03	- Ashway	1,500	1,500	500	(1,000)			
9.04	- Pocket Park	1,500	1,500	500	(1,000)			
9.05	Hedge/Fencing New/Repair - St Davids	1,000	596	350	(650)			
9.06	- Ashway	1,000	768	820	(180)			
9.07	- Spratton Road	500	500	300				
9.08	Library Shrub Bed	200	200	200	-			
9.09	Flower boxes / Wild Flowers	1,500	1,000	1,000	(500)	summer/ winter bulbs		
	Sub Total	9,700	8,564	4,670	(4,830)		-51.86%	116.75%
10.00	Maintenance							
10.01	Village Enhancement /Maintenance	1,000	1,015	1,000	-			
10.02	Sundry purchases	1,000	1,103	1,000				
10.03	Xmas lighting	1,000	1,000	1,000				
10.04	Ground Maintenance - Ashway	6,500	3,780	3,200	(3,300)	check against tender		
10.05	- St Davids	8,000	4,484	5,000	(3,000)	check against tender		
10.06	- Spratton Rd.	1,500	240	-	(1,500)	check against tender		
10.07	Plant Maintenance & Replacement	-	-	-	-			
10.08	Tennis Court Maintenance	-	-	-	-			
10.09	Mower, Van Running Costs	1,000	1,988	1,000	-			
10.10	Van leases cost	2,500	2,053	2,500	-			
10.11	Fuel - Van and Mowers	1,250	914	1,250	-			
10.12	Safety Surfaces Maint/Renewal	1,000	172	1,000	-			
10.13	Millennium Garden Maintenance	1,100	656	1,100	-			
10.14	Community Centre Maintenance	-	2,000	2,000	2,000			
10.15	Difbulators	-	300	300	300	New Item		
10.16	Pocket park maintenance	1,000	1,000	1,000	-			
	Sub Total	26,850	20,706	21,350	(5,500)		-20.48%	11.37%
11.00	Recreation							
11.01	Vandalism	500	500	500	-			
11.02	Grass Cutting - St Davids	5,000	2,806	2,800	(2,200)			
11.03	- Ashway	5,000	1,936	1,800	(3,200)			
11.04	Plant Hire & other equipment / Trade waste	750	364	750	-			
11.05	Changing Rooms Running Costs	2,500	2,481	2,500	-			
11.06	Changing room maintenance	-	-	500	500	New Item		
	Sub Total	13,750	8,088	8,850	(4,900)		-35.64%	4.71%
12.00	Aspirations							
12.01		-		-	-			
12.02		-		-	-			
12.03		-		-	-			
12.04		-		-	-			
12.05		-		-	-			
12.06		-		-	-			
12.07		-		-	-			
12.08		-		-	-			
12.09		-		-	-			
12.10		-		-	-			
12.11		-		-	-			
12.12		-		-	-			
	Sub Total	-	-	-	-		#DIV/0!	0.00%
13.00	Virements							
13.01					-			
13.02					-			
13.03					-			
13.04					-			
13.05					-			
13.06					-			
13.07					-			
13.08					-			
13.09					-			
13.10					-			
	Sub Total	-	-	-	-		#DIV/0!	0.00%
	Total Expenditure	196,199	157,520	187,725	(8,269)		-4.32%	100.00%

## 2021-2022 BUDGET PROPOSALS

2021-2022 BUDGET PROPOSALS		2020 -2021 Budget £	Projected 2020- 2021 Costs/Income £	Proposed 2021 -2022 Budget £	Increase on 2020-2021 Budget £	Notes	% increase on 2020- 2021 Budget	% of total spend
14.00	Income							
14.01	Precept	166,449	166,449	166,460	11	Balancing figure	0.01%	100.00%
14.02	Bank Interest	200		50	(150)			
14.03	Sports Club - Cricket	950		1,100	150	Dependent on new fees being agreed		
	- Sands	210		1,440		Dependent on new fees being agreed		
	- Senior football	950		1,800	850	Dependent on new fees being agreed		
	- Junior football	1,550		1,630	80	Dependent on new fees being agreed		
	- Others			-	-			
14.04	Community Hall (Cleaners money)	4,000		4,000	-	Contribution towards Community Centre running cost		
14.05	Pocket Park Grass Cutting	250		250	-			
14.06	106 Income (The Ashway)	10,000		9,645	(355)	To match budget from S106 funds - check balance		
14.07	Miscellaneous	-		-	-			
14.08	NCC Grasscutting - verges	1,350		1,350	-	Index related increas		
14.09	CIL Contribution	-		-	-			
14.10	Contribution from General Reserves	9,900		-	(9,900)			
	Total Income	195,809	166,449	187,725	(9,314)		-4.13%	100.00%
	Budget Balance	390	8,929	-	(1,045)	Increase on 2019/20 Budget	-4.13%	

**Notes:**

- 1 - Figures include Aspirations from Business Plan  
2 - Living Wages include increase from April 2021  
3 - Tax base figure - as advised by DDC

Tax Base (number of properties)	2094	see Note 3
Precept per property 2021/2022 (Band D)		£79.49
Precept per property 2020/2021 (Band D)		£80.00
Percentage increase from 2020/2021		-0.63%
Increase per week		-£0.01