

Brixworth Parish Council

Minutes of the meeting held on

Thursday 29th April 2021

Video Conferencing

In Attendance:

Councillors: Councillor Stephen James, Councillor Ian Barratt (from 728pm), Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker.

Apologies: None

Absent: Councillor Frances Peacock

Also Present: Peter Rowbotham (Clerk) and Ciara Wanstall (Assistant Clerk)
District Councillor Harris.

**Members of
the Public:** 2

21/5391 Welcome

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

21/5392 Apologies for Absence

No apologies for absence had been received.

21/5393 Declarations of Interest

Councillor Compton declared a non-pecuniary interest in the item regarding the proposed extension to the football season. (Minute 21/5404)

21/5394 Minutes of Previous Meeting (25th March 2021)

The minutes of the meeting held on 25th March 2021 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird.

21/5395 Public Open Forum

There were no issues raised in the public session. Members of the public would participate in later items relating to the Neighbourhood Plan and the extended use of the football pitches.

21/5396 Finance - Transactions including Payments for Approval – April 2021

The list of financial transactions and payments for April 2021 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 James and seconded by Councillor Bird. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (29th March)	271.62	54.32	325.94	LGA 1972 s111
02	Information Commissioner	Annual ICO Fee (Data Protection)	35.00	0.00	35.00	LGA 1972 s111
03	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	PHA 1875 s164
04	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49	LGA 1972 s111
05	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
06	EE Limited	Mobile Phone (15th)	19.49	3.90	23.39	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
07	Bakers Waste	Trade Waste at St David's	8.57	1.72	10.29	LGA 1972 s111
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
08	Microsoft	365 Licences for laptops	225.60	0.00	225.60	LGA 1972 s111
09	Land Registry	Property Search - Farro Fields - 3 props	18.00	0.00	18.00	LGA 1972 s137
10	Land Registry	Property Search - Tantree Way Open Space	3.00	0.00	3.00	PHA1875 s164
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
11	Royal British Legion	Tommy's - Community Centre Frontage	141.78	0.00	141.78	LGA 1972 s137
Payments for approval - Financial Regulation 5.2 (via BACS)						
12	Staff	Net Salaries and Wages (5-week month)	4,178.49	0.00	4,178.49	LGA 1972 s112
13	HMRC	PAYE	1,226.07	0.00	1,226.07	LGA 1972 s112
14	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
15	Peter Rowbotham	Employment Related Expenses	84.15	0.00	84.15	LG(FP)A 1963 s5
16	R&G	Wildflowers (DDC Grant aided)	950.00	190.00	1,140.00	PHA 1875 s164
17	R&G	Grounds Maintenance Contract	1,687.11	337.42	2,024.53	PHA 1875 s165
18	AH Blason & Son	Fuel	47.50	9.50	57.00	LGA 1972 s111
19	Bakers Waste	Trade Waste at St David's	68.89	13.78	82.67	PHA 1875 s164
20	Tradepoint Screwfix	Groundsman's materials - Ashway Changing Rm	10.31	2.06	12.37	LG(MP)A 1976 s19

21	NCALC	Annual Subs - inc Audit & Data Protection	1,914.21	0.00	1,914.21	LGA 1972 s111
22	Parish Council Web Sites	Domain Name renewal - up to June 2023	88.00	17.60	105.60	LGA 1972 s111
23	EON	Street Lighting Maintenance	24.69	4.94	29.63	PCA1957 s3
24	EON	Street Lighting Electricity	149.42	7.47	156.89	PCA1957 s3
25	CPRE	Annual Membership	36.00	0.00	36.00	LGA 1972 s111
26	GE Locksmiths	Broken Lock Ashway Changing Rooms	95.00	0.00	95.00	PHA 1875 s164
27	GE Locksmiths	Spare Lock for Ashway Changing Rooms	20.00	0.00	20.00	PHA 1875 s164
28	Tradepoint B&Q	Materials for fence repairs	77.90	15.58	93.48	LG(MP)A 1976 s19
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			12,483.24	722.25	13,205.49	
Receipts						
29	Nat West	Interest (March 31st)	1.69	0.00	1.69	LGA 1972 s111
30	HMRC	VAT Repayment	10,800.28	0.00	10,800.28	LGA 1972 s111
Total Income this month			10,801.97	0.00	10,801.97	
Bank Transfer - Capital to Revenue						
31	Realign Account with budget		0.00	0.00	0.00	LGA 1972 s111
Total transferred to revenue this month			0.00	0.00	0.00	
Bank Transfer - Revenue to Capital						
	Realign Account with budget		0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

21/5397 Finance – Finance Working Group of 19th April 2021.

The Parish Council noted the report of the Finance Working Group. It agreed that the budget be updated to include the Capital budget figures for 2021/2022. VAT monitoring would be introduced in the monthly reports to Council. The Working Group also recommended to the Parish Council that it seeks specialist advice regarding the VAT implications of the capital projects. This was proposed by Councillor Compton and seconded by Councillor Mitchell. Unanimous.

21/5398 Finance – Report of the Verification Officer

The Parish Council considered the report of the Verification Officer. The report was not accepted. The Parish Council had concerns regarding the accuracy of the report. It requested that an amended report be presented to a future meeting of the Parish Council. The Parish Council requested that the amended report should focus on financial matters only. This was proposed by Councillor James and seconded by Councillor Compton.

21/5399 Finance – Review of Direct Debit Payments

In accordance with Financial Regulation 6.7 the Parish Council agreed the revised list of bank payments.

(Current nett amounts in brackets)

- EON – Electricity – (£117.14 monthly)
- Anglian/ Wave – Water (Not required at present)

- DVLA – van road tax (Not required at present)
- Information Commissioner – Data Protection (£60 annually)
- DM Wood – Annual legal agreement fee for The Pound (5p annually)
- EE & T Mobile – Mobile telephone (£19.49 monthly)
- Talk Talk – Broadband & telephone services (£50.95 monthly)
- Microsoft – Annual Software Licences (£225.60 annually)
- Lex Autolease – Van (£239.58 monthly)
- Peninsula – Business Services (£271.62 monthly)
- Land Registry – Property Searches – (Variable – as and when used)
- Clear Utility Solutions – (to be confirmed)

The above list of regular automated bank payments was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

21/5400 Finance – VAT Specialist Advice

The Parish Council's Finance Working Group had recommended to the Parish Council that specialist VAT advice be sought on capital projects and the subsequent implications on fees and charges. Operating without specialist advice could be costly to the Parish Council. This advice would be obtained from Parkinson Partnership LLP (Experienced in Parish Council financial matters) at a fixed cost of £600. This cost would be met from General Reserves. This expenditure was in accordance with the Local Government Act 1972 s111. The Parish Council agreed to seek specialist VAT advice from the Parkinson Partnership LLP. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

21/5401 Planning – Brixworth Neighbourhood Plan

The Parish Council had noted that the Planning Authority has confirmed acceptance of all of the proposed minor changes to the Brixworth Neighbourhood Plan. With this acceptance in place the current Neighbourhood Planning Steering Group was now able to be stood down.

21/5402 Planning – Neighbourhood Plan – Printing

The Parish Council agreed to print 50 copies of the latest Brixworth Neighbourhood Plan at a cost of up to £500. This expenditure was in accordance with the Town & Country Planning Act 1990 s61 f (1), (2) There was sufficient funding within the existing Neighbourhood Plan budget. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

21/5403 Planning – Strategic Planning Working Group

The Parish Council agreed to form a Strategic Planning Working Group. This Working Group would monitor changes in national and local planning policy and future development proposals and assess their impact in relation to the Brixworth Neighbourhood Plan, the surrounding landscape, sustainability, and the local community. The terms of reference were agreed by the Parish Council. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous. The existing Neighbourhood Planning budget would now be maintained for strategic planning matters. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

21/5404 Recreation Grounds – Extending the Football Season

The Parish Council agreed to extend the football season to 21st June 2021 for the Brixworth Juniors Football Club as outlined in the document already discussed at the Sports Liaison Working Group meeting. The additional cost to the club would be £119.22. This was proposed by Councillor James and seconded by Councillor Moxon.

Councillor Compton did not participate in this item.

21/5405 Parks & Open Spaces – Millennium Gardens

The stone wall at the Millennium Gardens had shown signs of damage and needed repair. Under the terms of the lease with the Peterborough Diocese the Parish Council was liable for the maintenance and repair of the boundary walls. It was agreed to seek the expert advice of a specialist stonemason. This was proposed by Councillor James and seconded by Councillor Elaine Coe.

21/5406 Parks & Open Spaces – Tantree Way

There had been reports of signs of possible subsidence at the open space between Tantree Way and Holcot Road. It was agreed that a Surveyor be asked to look at the Parish Council land and report back on findings. The Parish Council has the power to maintain its open spaces in accordance with the Public Health Act 1875 s164. There is financial provision for this expenditure.

21/5407 Environment – Litter Bins

The Parish Council asked for a further report on the litter bins with the option of separating the general and recyclable waste. A feasibility report would be presented to a future meeting.

21/5408 Environment - Holcot Road Bollards

The Parish Council asked that informal discussions take place with the Highway Authority to discuss the options to both manage the parking and introduce environmental improvements. A further report would be submitted to a future meeting of the Parish Council.

21/5409 Annual Meeting of the Parish

The Parish Council had been informed that a Parish Meeting must be held during May 2021 to comply with the legislation. It was agreed that minute 21/5373 be rescinded and that a short meeting be held prior to the May meeting of the Parish Council. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

21/5410 Finance -Rolling Budget

The end of financial year rolling budget for March 2021 had been circulated for information. The April 2021 rolling budget was also circulated. The reports were received by the Parish Council. There were no issues or concerns.

21/5411 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 31st March 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £69,051.18. The Capital (Reserve) account indicated a balance of £187,141.79.

21/5412 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 £168,704.13 within Earmarked Reserves. General Reserves was indicated at £92,988.84 (56% of the precept) The s106 money agreed and held by Daventry District Council for the St David's projects was £171,250. The s106 funding for indoor sport identified for the Community Centre and held by the Daventry District Council was £72,634.

21/5413 Community Safety – Crime Data

The Parish Council noted the crime data for February 2021. There had been 21 reported crimes compared to 22 in 2019 and 24 in 2018.

21/5414 Community Safety – Speed Indicator Device (SID)

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

21/5415 Planning – Decisions for March 2021

The Parish Council noted the list of planning decisions issued by the Local Planning Authority during March 2021.

21/5416 Planning – Committee Minutes for 8th March 2021

The Parish Council received the minutes of the Planning Committee of 8th March 2021.

21/5417 Planning – Committee Minutes for 29th March 2021

The Parish Council received the minutes of the Planning Committee of 29th March 2021.

20/5418 Media & Communications – Minutes for 10th March 2021

The Parish Council received the minutes of the Media & Communications Committee of 10th March 2021.

21/5419 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5420 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	E Bulletin	ACRE
02	Newsletter	Civic Voice
03	Funding Fair	WNC
04	Chief Executives Email	NALC
05	Chief Executives Email	NALC
06	Chief Executives Email	NALC
07	Chief Executives Email	NALC
08	Star Council	NALC

21/5421 Dates of Future Meetings

Note - These meeting dates may be subject to change – subject to Government advice, outcome of legal challenges and the availability of COVID secure meeting premises.

- Planning - 4th May 2021
- Annual Meeting of the Parish Council – 20th May 2021
- Planning – 24th May 2021
- Media & Communications – 26th May 2021
- Council – 27th May 2021

21/5422 Exclusion of 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 Parker.

The meeting was in closed session from 9.26pm

21/5423 Suspension of Standing Order 2 (x)

Paragraph 2 (x) of the Standing Orders stated that a meeting should not exceed a period of 2.5 hours. In the circumstances it was agreed to suspend Standing Order 2 (x) to enable the meeting to extend beyond 945pm should this be needed. This was proposed by Councillor James and seconded by Councillor Parker.

21/5424 Legal Matters

The Parish Council received a further update regarding the County Court case. It was agreed that the Parish Council

reject the submitted offer dated 6th April 2021 and it would now ascertain further details, including costs, from WG Law on its options to conclude this matter. A further report would be submitted in due course. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

The meeting was back in open session from 9:40pm

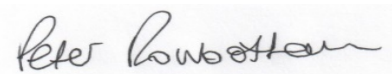
21/5425 Urgent Matters

The Chairman announced that he would be standing down as a Parish Councillor at the forthcoming election. Councillor James recorded his thanks to all Councillors and to the Clerk for their continued support. He wished everyone well for the future. Councillor Parker thanked Councillor James for his commitment to the role.

The meeting finished at 9:47pm

Signed as a true and accurate record.

**Chairman
Brixworth Parish Council
19th May 2021**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
14th May 2021**

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