



## **Brixworth Parish Council**

### **Minutes of the meeting held on**

**Thursday 27<sup>th</sup> August 2020**

### **Video Conferencing**

#### **In Attendance:**

**Councillors:** Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker.

**Apologies:** Councillor James Collyer, Councillor Lina Howarth and Councillor Frances Peacock.

#### **Absent:**

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

**Members of  
the Public:** 3

---

#### **20/5106 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.

#### **20/5107 Apologies for Absence**

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

#### **20/5108 Declarations of Interest**

Councillor Elaine Coe declared an interest in the grant application for funding towards the Brixworth Community Food Share Group. (See Minute 20/5115)

#### **20/5109 Minutes of Previous Meeting (30<sup>nd</sup> July 2020)**

Minute 20/5082 did not clarify the length or total costs of the Grounds Maintenance contract. The following sentence would be inserted – 'The contract will run from 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2023 at a cost of £40,932 over the contract period'. Subject to this amendment the minutes of 30<sup>th</sup> July 2020 were agreed as a true and accurate record. This was proposed by Councillor Compton and seconded by Councillor James.

Unanimous.

### **20/5110 Public Open Forum**

District Councillor Harris reported that he had continued to work with the Retail Working Group. He also advised that the process for pavement licences for serving refreshments had been changed by Daventry District Council.

A member of the public raised the issue of overuse of the grass at The Ashway Recreation Ground by the Football Club. Concern was expressed that the grass would not be sustainable with the existing level of use. Concern was also expressed regarding the cost to the precept payer on maintaining the grounds compared to the income received from the Football Club. The Parish Council would look into the matters raised.

### **20/5111 Finance - Transactions including Payments for Approval- August 2020**

The list of financial transactions and payments for August 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. This was proposed by Councillor Compton and seconded by Councillor Elaine Coe. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	Peninsula Business Systems	Support Services (29th July)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (3rd)	117.14	5.86	123.00	LGA MP 1976 s19
03	Lex Autolease	Lease Van (3rd)	239.56	47.91	287.47	LGA 1972 s111
04	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited	Mobile Phone (17th)	18.73	3.75	22.48	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
	None					
<b>Debit Card Payments (Online purchase) - Financial Regs 6.10 &amp; 6.19</b>						
06	Royal Mail	Pre-paid postage	2.28	0.00	2.28	LGA 1972 s111
07	O2	Prepay top up Mobile Phone	20.00	0.00	20.00	LGA 1972 s111
08	Land Registry Deedflow	Spratton Road Title Deeds	107.76	0.00	107.76	LGA 1972 s111
09	Lockstation	Face Shields - Community Centre	15.55	0.00	15.55	LGA 1972 s133
10	Solopress	Hand Sanitiser Dispensers - Community Centre	147.90	29.58	177.48	LGA 1972 s133
11	Value Products	Hi Viz Waist Coats	43.39	0.00	43.39	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>						
12	Staff	Net Salaries and Wages (4-week month)	3,630.64	0.00	3,630.64	LGA 1972 s112
13	HMRC	PAYE	1,142.17	0.00	1,142.17	LGA 1972 s112
14	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112

15	Peter Rowbotham	Employment Related Expenses	28.43	0.00	28.43	LGA 1972 s111
16	Peter Rowbotham	Office Related Expenses	91.66	18.33	109.99	LGA 1972 s111
17	Blasons	Fuel for Van and Mower	118.42	23.68	142.10	LGA 1972 s111
18	R&G	Grounds Maintenance	1,068.00	213.60	1,281.60	PHA 1875 s164
19	Scribe	Accountancy System Software Licence	385.00	77.00	462.00	LGA 1972 s111
20	Ratcliffe	Updated Survey at St David's Recreation Ground	193.00	38.60	231.60	PHA 1875 s164
21	Berry's	The Pound Annual Fee (Legal Agreement)	0.05	0.00	0.05	PHA 1875 s164
22	Bakers Waste	Trade Waste St David's Recreation Ground	56.39	12.41	68.80	PHA 1875 s164
23	Trade UK Screwfix	Swarfega and a door closer	33.30	6.66	39.96	LGA 1972 s111
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>8,439.66</b>	<b>541.89</b>	<b>8,981.55</b>	
<b>Receipts</b>						
24	Playsafety/ ROSPA	Over payment - refund	90.00	0.00	90.00	LGA 1972 s111
25	Nat West	Interest (31 July 2020)	1.34	0.00	1.34	LGA 1972 s111
<b>Total Income this month</b>			<b>91.34</b>	<b>0.00</b>	<b>1.34</b>	
<b>Bank Transfer - Capital to Revenue</b>						
26	Nat West	Budget alignment (when required)	423.78	0.00	423.78	LGA 1972 s111
<b>Total transferred to revenue this month</b>			<b>423.78</b>	<b>0.00</b>	<b>423.78</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>	

### **20/5112 Terms and Conditions for Sports Teams**

The Parish Council considered the revised terms and conditions for immediate implementation. Subject to minor amendments the terms and conditions were agreed by the Parish Council. This was proposed by Councillor James and seconded by Councillor Parker.

### **20/5113 Retail Working Group**

The Parish Council noted the ongoing work of the Retail Working Group. The public consultation did not provide a clear mandate for the Group. The meeting with the Coop was planned and a report would come back to the Parish Council in due course.

### **20/5114 Specialist Services**

The Parish Council at its meeting on 18<sup>th</sup> May 2020 had agreed to progress with two bids for s106 funding. Both schemes would need resourcing with the right skills to mitigate any risks. The Parish Council had the powers to appoint a specialist company to enable sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s19.

The Parish Council considered that competitive further quotes be sought for this work to ensure best value.

(Minute 20/5033)

At the meeting on 30<sup>th</sup> July 2020 (Minute Number 20/5086) it was agreed that revised quotes be submitted for the technical and specialist support. The revised quotes had been based upon concept design, developed design (including planning if required), technical design (including building regulations approval), the tender and procurement process including assisting the Parish Council with the selection/ decision making process, contract administration and final inspection/handover. No site visits would be required during the construction phase.

In accordance with Minute 20/5086 revised quotes had been submitted and Councillors had been informed of the financial outcomes contained within the submitted quotes. The Parish Council asked that all of the detailed quotation responses be circulated, and this matter be deferred until the next meeting.

#### **20/5115 Grant Application – Community Food Share**

*Councillor Elaine Coe did not participate in this item. (Non-pecuniary interest)*

The Parish Council supported the pilot scheme for the Brixworth Community Food Share Group. The Parish Council agreed a grant of up to £560 towards this project. The first payment would be £280, as requested by the Group. The balance could be called upon as required. This would be funded from the Community Grants budget and the payment would in accordance with the Local Government Act 1972 s137. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

#### **20/5116 Village Projects – Wildflower Seeds**

It was agreed that the wildflower project be progressed. This project would be implemented by the Council's grounds maintenance contractor. There was an allocation of £2,500 within the revenue budget. The Parish Council had the powers to carry out this work in accordance with the Highways Act 1980 s96. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

#### **20/5117 Village Projects – Holcot Road**

This matter was deferred to the next meeting so that an environmental improvement scheme could be devised for this area. The objectives were to enhance the area, protect the village green and to deter parking.

#### **20/5118 Finance – Rolling Budget**

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

#### **20/5119 Finance – Bank Reconciliation Report**

The Bank Reconciliation report as of 31<sup>st</sup> July 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £99,325.36. The Capital (Reserve) account indicated a balance of £157,079.97.

#### **20/5120 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 £99,326.70. The s106 money held by Daventry District Council was £254,425.

#### **20/5121 Community Safety – Reported Crime Data**

The crime figures for July 2020 indicated 28 local crimes had been reported. This compared with 24 in 2019 and 25 in 2018.

#### **20/5122 Community Safety – Speed Indicator Device (SID)**

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

### **20/5123 Planning – Decisions for July 2020**

The Parish Council noted the list of planning decisions issued by the Local Planning Authority during July 2020.

### **20/5124 Planning – Minutes for 22<sup>nd</sup> June 2020**

The Parish Committee received the minutes of the Planning Committee of 22<sup>nd</sup> June 2020.

### **20/5125 Planning – Minutes for 20<sup>th</sup> July 2020**

The Parish Committee received the minutes of the Planning Committee of 20<sup>th</sup> July 2020.

### **20/5126 Parish Clerks Report**

The Parish Council received the report of the Parish Clerk. The recruitment process for the Assistant Clerk would commence in September 2020 as indicated in the report of the Personnel Working Group of 23<sup>rd</sup> June 2020. (Subject to no COVID restrictions)

### **20/5127 Correspondence**

The Correspondence was noted by the Parish Council.

	Subject	From
01	Bulletin	ACRE
02	Training Bulletin	NCALC
03	ANPR	Police & Fire Commissioner

### **20/5128 Dates of Future Meetings**

- Media & Communications – 9<sup>th</sup> September 2020
- Planning Committee 14<sup>th</sup> September 2020
- Council – 24<sup>th</sup> September 2020

### **20/5129 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 Elaine Coe.

*The meeting was in closed session from 9:18pm*

### **20/5130 Legal Matters**

The Parish Council received a verbal update regarding the ongoing County Court case. It would await correspondence from the Court on this matter.

*The meeting was back in open session at 9:27pm*

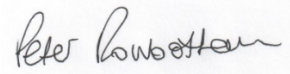
**20/5131 Urgent Matters**

None raised.

*The meeting finished at 9.28pm*

**Signed as a true and accurate record**

**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
24<sup>th</sup> September 2020**



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