



Brixworth Parish Council

Minutes of the meeting held on Thursday 25th February 2021

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 Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker (from 730pm)

Apologies: Councillor Frances Peacock.

District Councillor Bunting was unable to attend the meeting.

Absent:

Also Present: Peter Rowbotham (Clerk) and Ciara Wanstall (Assistant Clerk)

District Councillor Harris.

**Members of
the Public:** 21

21/5324 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.

21/5325 Apologies for Absence

Apologies for absence had been recorded from Councillor Peacock. The submitted apology had been accepted by the meeting.

21/5326 Declarations of Interest

None declared.

21/5327 Minutes of Previous Meeting (28th January 2021)

The minutes of the meeting held on 28th January 2021 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor James and seconded by Councillor

Bird. Unanimous.

21/5328 Public Open Forum

A member of the public promoted the current proposal for the mixed-use 'gateway' development comprising commercial, business and service uses on land north of the Cricket Club at Northampton Road. The view was expressed that this application had public support and small local businesses would benefit from working within a 'hub' which could improve the health and wellbeing of local business people.

A contrary view was expressed by a member of the public that this development was not appropriate for Brixworth and raising the profile of this planning application at this stage was a marketing exercise.

The planning application (DA/2020/0747) was currently with the Daventry District Council for determination. The Parish Council had objected to this proposal as it had contravened a range of planning policies. The land was outside the village confines, on land denoted as highly sensitive to change and in a local green space. It was not known when the decision would be taken by the local planning authority.

District Councillor Harris reported that the new West Northants Unitary Council was considering its budget for 21/22. The increase in Council Tax for the new authority had been set at 4.99%.

21/5329 Finance - Transactions including Payments for Approval – February 2021

The list of financial transactions and payments for February 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 Parker 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 Jan)	271.62	54.32	325.94	LGA 1972 s111
02	E. ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	PHA 1875 s164
03	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (9th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited	Mobile Phone (15th Feb)	20.43	4.09	24.52	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
			0.00	0.00	0.00	LGA 1972 s111
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
06	Royal Mail	Postage (25th Jan)	0.85	0.00	0.85	LGA 1972 s111
07	Royal Mail	Postage (29th Jan)	3.40	0.00	3.40	LGA 1972 s111
08	SLCC Enterprises	Arnold Baker Local Council Admin Book	123.80	0.00	123.80	LGA 1972 s111
09	Microsoft	Second 365 Licence for Assistant Clerk	19.47	0.00	19.47	LGA 1972 s111
10	O2	Prepay mobile phone top up	16.67	3.33	20.00	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
			0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
11	Staff	Net Salaries and Wages (4-week month)	4,016.59	0.00	4,016.59	LGA 1972 s112

12	HMRC	PAYE	957.37	0.00	957.37	LGA 1972 s112
13	LGSS	Pension Scheme	675.63	0.00	675.63	LGA 1972 s112
14	Peter Rowbotham	Employment Related Expenses	68.75	0.00	68.75	LG(FP)A 1963 s5
15	R&G	Grounds Maintenance Contract	362.79	72.56	435.35	PHA 1875 s164
16	AH Blason & Son	Fuel	50.00	10.00	60.00	LGA 1972 s111
17	Parish Council Web Sites	Web Site Training	45.00	9.00	54.00	LGA 1972 s111
18	Bakers Waste	Trade Waste at St David's	42.87	8.57	51.44	PHA 1875 s164
19	Tradepoint B&Q	Groundsman's materials	29.95	6.00	35.95	PHA 1875 s164
20	Wave	Water Charges The Ashway Changing Room	38.59	0.00	38.59	PHA 1875 s164
21	LPC	Professional Services County Court	1,000.00	200.00	1,200.00	LGA 1972 s222
22	Indigo Computers	IT Support - Outlook and New PC Set Up	60.00	12.00	72.00	LGA 1972 s111
23	Vohkus (Crown Procurement)	Lap Top Assistant Clerk	757.96	151.59	909.55	LGA 1972 s111
24	Brixworth Comm Centre	Annual Cleaning Grant	1,209.00	0.00	1,209.00	LGA 1972 s133
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			10,178.41	595.42	10,773.83	
Receipts						
25	Brixworth Cricket Club	Annual Fee for Cricket Square (pro rata)	380.00	0.00	380.00	PHA 1875 s164
26	Brixworth Juniors FC	Annual Fee for Football Pitches (pro rata)	419.45	0.00	419.45	PHA 1875 s164
27	Nat West	Interest (January 29th)	1.26	0.00	1.26	LGA 1972 s111
Total Income this month			800.71	0.00	800.71	
Bank Transfer - Capital to Revenue						
28	Realign Account with budget		4,419.26	0.00	4,419.26	LGA 1972 s111
Total transferred to revenue this month			4,419.26	0.00	4,419.26	
Bank Transfer - Revenue to Capital						
29	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	

21/5330 Finance – Verification Report

The Verification Officer had completed his report for quarter 1 of the financial year 2020/2021. The Parish Council agreed to accept the recommendations of the Verification Officer –

1. There should be increased care and awareness in specifying what is being purchased.
2. Financial Regulations should be followed at all times with any limits being adhered to.

3. Quotations be obtained and evidenced where stipulated within the Financial Regulations.
4. Any additional items purchased for the lease can be retained upon expiration of the lease.
5. All payments be submitted to the Parish Council in accordance with the Financial Regulations.

Additional items raised included the use of the Living Wage logo and the safety issues regarding the storage of fuel.

21/5331 Planning – Brixworth Design Statement

The Parish Council agreed that the Neighbourhood Plan Steering Group be requested to revise the Brixworth Design Guide to bring this document in line with the latest government guidance. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

21/5332 Highways – Reinstatements

The Parish Council agreed that the Parish Clerk would contact the County Council Highways team and express concern regarding the quality of the reinstatements carried out by the public utilities within the village. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

21/5333 Legal - Assets

The Parish Council agreed that Tollers be instructed to register the third parcel of land at St David's Recreation Ground. The fees will be a minimum of £600 plus any additional charges. There is budget provision for this work. Upon registration of St David's and the Village Car Park, the remaining land identified on the asset list will be registered as soon as practical and as the finances permit. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

21/5334 Recreation Grounds – Litter

Litter Picking was identified as a priority. Volunteers had collected a significant number of bags from around the village. The Personnel Working Group would look at the level of Council resources spent on litter picking. The Media & Communications would look at an anti-litter campaign with support from the Keep Britain Tidy Group. A further report would be submitted to a future meeting.

21/5335 Recreation Grounds – Procurement of Electricity

Eon currently provided the electricity supply to The Ashway changing rooms. The annual usage was estimated to be 5,101 kWh. The Council has the power to provide and equip buildings for the use of clubs having athletic, social, or educational objectives in accordance with s.19 of the Local Government Miscellaneous Provisions Act 1976.

The Parish Council agreed to accept the quote provided by Clear Utility Solutions (partners with Northants CALC) for a 3-year term which had been in the region of £73.68 per month.

This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

21/5336 Training & Development

The Parish Council agreed to the funding for the CILCA training for the Parish Clerk. The cost of the CILCA fees was £410 and there was budget provision for this. The Parish Council has the power to allocate funds towards training and development of staff and councillors, under S111 of the Local Government Act 1972. This was proposed by Councillor Barratt and seconded by Councillor Compton. Unanimous.

21/5337 Environment – Sakura Project

The Parish Council has been gifted 10 cherry trees to be planted within the Parish. These trees were given to the UK by Japan, and planted across the country in parks, gardens and schools to celebrate Japan's relationship with the UK. It was agreed that these trees be planted on the Spratton Road Recreation Ground by the Grounds Maintenance contractor. The Parish Council has the power to provide and maintain recreation

grounds in accordance with the Public Health Act 1875 s164. This was proposed by Councillor Collyer and seconded by Councillor Compton.

21/5338 Environment - Wildflowers

The Parish Council had been successful in obtaining a £1,000 grant from Daventry District Council towards wildflowers. It is agreed that the wildflowers be sowed on the Holcot Road (near the Village Hall as previously agreed) and on the grass verge at the Northampton Road (West – within 30mph area). The Parish Councils Grounds Maintenance contractor would carry out the work. The Parish Council has the power to plant adjacent to the highway verge in accordance with the Highways Act 1980 s96. This was proposed by Councillor James and seconded by Councillor Barratt. Unanimous.

21/5339 Environment – Planters

The Parish Council agreed to the purchase of 2 Barrier Baskets for Spratton Road complete with brackets for use in the Summer of 2021 and beyond. The Parish Council has the power to plant adjacent to the highway in accordance with the Highways Act 1980 s96. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

21/5340 Environment – Annual Tree Survey

The Parish Council noted the annual tree survey and agreed to delegate to the Parish Clerk, in consultation with the Chairman, to accept the lowest quotation to enable the highlighted work to be carried out as soon as practical. (This would waive Financial Regulation 4.1 if necessary) The Parish Council has the power to maintain open spaces and its recreation land in accordance with the Open Spaces Act 1906 s15 and the Public Health Act 1875 s164. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

21/5341 Street Scene – BT Box

The Parish Council noted the report which outlined the implications, including the removal of the pay phone service, together with the conditions, to enable the transfer of the traditional BT 'red' box on Church Street. The Parish Council had the power to accept this asset transfer in accordance with The Local Government Act 1972 s139.

The Parish Council agreed that BT be asked to bring the call box up to an acceptable standard before consideration could be given to taking on the responsibility. The Parish Council also asked for an assessment to be undertaken of the potential costs relating to a future repairs and maintenance programme. A report would be presented to a future meeting of the Parish Council. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

21/5342 British Legion Centenary

The Parish Council received a report on the proposed local initiatives to mark the centenary of the British Legion and its Poppy Appeal. This could possibly be an application for a grant with a potential project cost of up to £5,500. Any expenditure would be incurred in accordance with the s137 of the Local Government Act. The Parish Council asked that this matter be deferred to the next meeting to receive further information on the proposals.

21/5343 Meeting Diary for 2021/2022

The Parish Council agreed to the meeting diary for 2021/2022. The meeting dates would be posted on the Parish Council web site. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

21/5344 Finance -Rolling Budget

The rolling budget for February 2021 was received by the Parish Council. There were no issues or concerns.

21/5345 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 29th January 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £84,551.87. The Capital (Reserve) account indicated a balance of £191,557.89.

21/5345 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 £142,847.03 within Earmarked Reserves. General Reserves was indicated at £91,661.13 (55% 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.

21/5346 Community Safety – Crime Data

The Parish Council noted the crime data for December 2020. There had been 28 reported crimes compared to 19 in 2019 and 17 in 2018.

21/5347 Community Safety – Speed Indicator Device (SID)

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

21/5348 Planning – Decisions for January 2021

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

21/5349 Planning – Committee Minutes for 25th January 2021

The Parish Council received the minutes of the Planning Committee of 25th January 2021.

20/5350 Media & Communications – Minutes for 13th January 2021

The Parish Council received the minutes of the Media & Communications Committee of 13th January 2021.

21/5351 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/5352 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	E Bulletin	ACRE
02	Flood Maintenance Update	EA
03	Good Food Network Event	ACRE
04	Voluntary Sector News	DDC
06	Chief Executives Bulletin	NALC

21/5352 Dates of Future Meetings

- Planning – 8th March 2021
- Media & Communications Committee – 10th March 2021

- Council – 25th March 2021

21/5353 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 Moxon.

The meeting was in closed session from 9.20pm

21/5354 Legal Matters

The Parish Council received an update regarding the ongoing County Court case.

The meeting was back in open session from 9:21pm

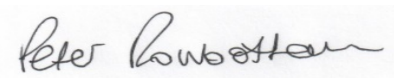
21/5355 Urgent Matters

None.

The meeting finished at 9:22pm

Signed as a true and accurate record.

**Councillor Stephen James
Chairman
Brixworth Parish Council
25th March 2021**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
12th March 2021
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