



Brixworth Parish Council

Minutes of the meeting held on

Thursday 28th January 2021

Video Conferencing

In Attendance:

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

Apologies: Councillor Frances Peacock.

Absent: Councillor Stuart Coe

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

Members of the Public: 9 (including 6 members of the Neighbourhood Planning Group)

21/5266 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.

21/5267 Apologies for Absence

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

21/5268 Declarations of Interest

Councillor Compton declared a non-pecuniary interest relating to the Sports Fees & Charges (Minute Number 21/5272)

21/5269 Minutes of Previous Meeting (17th December 2020)

The minutes of the meeting held on 17th December 2020 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Mitchell and seconded by Councillor Parker. Unanimous.

21/5270 Minutes of Previous Meeting (14th January 2021)

The minutes of the meeting held on 14th January 2021 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Mitchell and seconded by Councillor Elaine Coe. Unanimous.

21/5271 Public Open Forum

A representative from the Football Club requested that any discount for the white lining of the pitches be shared on an equal basis between the Junior and the Senior teams. The Parish Council noted this requested and this would be considered as part of the Sports fees and charges review item. (Minute 21/5272)

21/5272 Finance - Sports Fees and Charges 2021/2022

The Parish Council agreed to the Sports Fees for 2021/ 2022. This was proposed by Councillor Parker and seconded by Councillor Moxon.

Brixworth Juniors	St David's	£1215 per annum
Sands United	St David's	£336 per annum year 1
Brixworth All Saints FC	St David's	£168 per annum
Brixworth Cricket Club	St David's	£990 per annum
Brixworth Juniors	The Ashway	£675 per annum

Discounts had been agreed as follows –

- The discount arrangement had been continued for Sands United – 80% in year one but diminishing 10% per year thereafter.
- Brixworth Juniors to be discounted for £1500 per ground per season for white lining costs. The St David's discount would be split equally between the Juniors and the Senior teams.
- Brixworth Juniors would pay less than the Seniors because of the age groups discount (Youth sport)
- Brixworth Seniors benefit from a 10% discount (one year only) because of the club's current financial position.

The Parish Council provided recreation facilities in accordance with the Local Government Miscellaneous Provisions) Act 1976 s19. The anticipated sports income for 2021/2022 would be £3,384.

Councillor Compton did not participate in the above item.

21/5273 Finance – Budget for 2021/2022

The Parish Council agreed that the 2021/ 2022 budget be set at £187,725. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

21/5274 Finance – Precept for 2021/2022

The Parish Council agreed that the 2021/ 2022 precept be set at £166,460. The precept for a Band D property would be £79.49 based upon a tax base of 2094 properties. This was proposed by Councillor Parker and seconded by Councillor Elaine Coe. Unanimous

21/5275 Finance - Transactions including Payments for Approval – January 2021

The list of financial transactions and payments for January 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 Bird and seconded by Councillor Parker. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (29th)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (4th)	117.14	5.86	123.00	LGA MP 1976 s19
03	Lex Autolease	Lease Van (4th)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited	Mobile Phone (15th Dec)	18.73	3.75	22.48	LGA 1972 s112
06	EE Limited	Mobile Phone (15th Jan)	18.73	3.75	22.48	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
	None		0.00	0.00	0.00	LGA 1972 s111
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
07	Royal Mail	Postage	0.76	0.00	0.76	LGA 1972 s111
08	Deedflow	Land Register Title Deeds	84.80	16.96	101.76	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)						
09	Staff	Net Salaries and Wages (4-week month)	3,957.59	0.00	3,957.59	LGA 1972 s112
10	HMRC	PAYE	1,016.37	0.00	1,016.37	LGA 1972 s112
11	LGSS	Pension Scheme	675.63	0.00	675.63	LGA 1972 s112
12	Peter Rowbotham	Employment Related Expenses	36.80	0.00	36.80	LG(FP)A 1963 s5
13	R&G	Grounds Maintenance Contract	570.00	114.00	684.00	PHA 1875 s164
14	AH Blason & Son	Fuel	45.83	9.17	55.00	LGA 1972 s111
15	ESPO	Office Chair - New Assistant Clerk	113.00	22.60	135.60	LGA 1972 s111
16	ESPO	Mouse/ Mouse Mat & Notebook	29.50	5.90	35.40	LGA 1972 s111
17	Bakers Waste	Trade Waste at St David's	51.71	10.34	62.05	PHA 1875 s164
18	EON	Street Lighting Maintenance	24.69	4.94	29.63	PCA 1957s3
19	EON	Street Lighting Electricity	152.75	7.64	160.39	PCA 1957s3
20	SLCC	Annual Membership	234.00	0.00	234.00	LGA 1972 s111

21	Northants ACRE	Annual Membership - up to 31 March 22	35.00	0.00	35.00	LGA 1972 s111
22	Lovells Hardware	Misc. Materials	84.53	16.91	101.44	LGA 1972 s111
23	Bakers Waste	Trade Waste at St David's	48.20	9.64	57.84	PHA 1875 s164
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			7,877.91	343.88	8,221.79	
Receipts						
24	Nat West	Interest (December 31)	1.30	0.00	1.30	LGA 1972 s111
Total Income this month			1.30	0.00	1.30	
Bank Transfer - Capital to Revenue						
	Realign Account with budget	Transfer of Funds	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						
25	Realign Account with budget	From General Reserves as agreed	38,945.45	0.00	38,945.45	LGA 1972 s111
Total transferred to capital this month			38,945.45	0.00	38,945.45	

21/5276 Finance – Verification Report

The Verification Officer advised the Parish Council that he had carried out the first of the verification checks for this financial year and would be reporting on his findings at the next meeting on 25th February 2021.

21/5277 Planning – Revised Brixworth Neighbourhood Plan

A representative of the Neighbourhood Planning Group outlined the minor changes contained within the reviewed Neighbourhood Planning document. The final version of the document had been circulated together with a separate list of the changes. The Parish Council approved the final version of the revised Brixworth Neighbourhood Plan and agreed that this, together with the tracked changes, should now be submitted to the District Council for formal consideration. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous. The Parish Council recorded its thanks to the Neighbourhood Planning Group for its work on the revised plan.

21/5288 Recreation – Sports Liaison Group

The Parish Council received the report of the Sports Liaison Working Group which had met on 11th January 2021. There had been an ongoing issue with Sands United Football Club which had not been resolved. It was agreed that a letter be sent to both the Northants Football Association and the Sands Charity to address concerns originally raised by a member of the public. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

21/5299 Projects – St David's Play Park & MUGA (s106)

The Parish Council noted the report and ongoing work of the St David's Play Park & MUGA Working Group. The Working Group had considered the comments received from the Parish Councillors and the residents' comments received from the consultation exercise. The revised completed ESPO framework tender document had been circulated. The Parish Council agreed that –

1. The St David's Play Park have replacement play equipment delivered as part of the project.
2. The surface for the MUGA be an open textured porous macadam area.

3. The MUGA fencing to be noise compliant meeting the EN15312:2007 standard.
4. Floodlighting of 400 lux to be installed at the MUGA.
5. £45,000 to be vired from the Capital projects budget for the provision of replacement play equipment.
6. The ESPO contract be based upon a non-price/ fixed budget basis.
7. The Working Party evaluate the submitted bids and interview the companies before recommending a supplier to an extra ordinary Parish Council meeting to be held on 18th March 2021.
8. The ESPO Invitation to Tender documentation be approved and issued for procurement purposes.
9. The Clerk have delegated authority to complete and issue the ESPO Contract documentation. This work would be carried out in conjunction with the Chairman.
10. A JCT Contract would not be appropriate in this instance.

The Parish Council noted –

1. The timescales for the procurement – with the Contracts being signed on or before 31st March 2021.
2. That the ESPO suppliers were not accredited to the 'Real Living Wage'. The Parish Council asked for a statement from each tenderer regarding their level of commitment to the ethos of the 'Real Living Wage'.

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

21/5300 Projects – Brixworth Community Centre (s106)

The Parish Council agreed to the Terms of Reference of the Community Centre (Indoor Sport) Project Working Group. The Parish Council further agreed to the specification for the proposed works and asked that the project be progressed to the next stage. This included the work programme complete with timescales and formal consultation with the Northants County Council as landlord. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

21/5301 Legal – Appointment of Solicitor

The Parish Council agreed to appoint Tollers as its solicitor to progress the Cricket Club wicket lease, this being based upon a 25-year term. The appointed Solicitor would also act in all other future property related matters and hold all the of the Council's Deeds and legal paperwork. The Parish Council noted that legal work was not on a fixed fee basis but merely an estimate of the time it could take to complete each item of work. The Parish Council had an annual budget for legal work regarding its assets. The appointment of the Solicitor was made in accordance with its Financial Regulations. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

21/5302 Consultations

The Parish Council noted the consultations regarding the West Northamptonshire Council (WNC) Draft Budget and the Health & Wellbeing Board Pharmaceutical Needs Assessments. Links had been provided to enable Parish Councillors to participate in these consultation exercises.

21/5304 Community Safety – Police Representative

The Parish Council agreed to appoint Councillor Mitchell as its single point of contact with Northamptonshire Police. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

21/5305 Highways – Urban Grass Cutting

The Parish Council agreed to carry out the cutting of the highway verges for 2021 in accordance with the terms and conditions stipulated within the NCC agreement. The income would be £1371.23 which would be processed in accordance with s136 of the Local Government Act 1972.

21/5306 Allotments

The Parish Council had been approached by local allotment holders requesting assistance in acquiring the allotment site at Northampton Road. The Parish Council agreed that tentative discussions, without commitment, continue to take place with the allotment holders and the owner. A detailed report would be provided by the Legal (Assets) Working Group later. The Parish Council has the power to provide allotments in accordance with the Small Holding and Allotments Act 1908 ss23,25. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

21/5307 Finance -Rolling Budget

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

21/5308 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th December 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £130,632.91. The Capital (Reserve) account indicated a balance of £152,611.18.

21/5309 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 £144,056.03 within Earmarked Reserves. General Reserves was indicated at £75,454.80. (45% 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.

21/5310 Community Safety – Crime Data

The Parish Council noted the crime data for November 2020. There had been 60 reported crimes compared to 23 in 2019 and 27 in 2018.

21/5311 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Northampton Road Inbound/ Merry Tom Lane) was noted by the Parish Council.

21/5312 Planning – Decisions for November 2020

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

21/5313 Planning – Committee Minutes for 7th December 2020

The Parish Council received the minutes of the Planning Committee of 7th December 2020.

21/5314 Planning – Committee Minutes for 4th January 2021

The Parish Council received the minutes of the Planning Committee of 4th January 2021

20/5315 Media & Communications – Minutes for 9th December 2021

The Parish Council received the minutes of the Media & Communications Committee of 9th December 2021.

21/5316 Parish Clerks Report

The Parish Council received the report of the Parish Clerk. The Parish Council asked that a letter of thanks be sent to Brixworth Engineering thanking them for fixing the broken 'Tommy' at the Millenium Gardens.

20/5317 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	ANPR	Crime and Fire Commissioner
02	Brixworth Amenity Site – change of operator	NCC
03	Country Park Access	NCC

21/5318 Dates of Future Meetings

- Media & Communications Committee – 10th February 2021
- Planning Committee – 15th February 2021
- Council – 25th February 2021

21/5319 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 9.10pm

21/5320 Legal Matters

The Parish Council noted the update regarding the County Court case. No actions were required.

The meeting was back in open session from 9:39pm

21/5321 Complaint

Two recent complaints had been received from one complainant. The Parish Council agreed that the complaints should not be upheld. This was proposed by Councillor James and seconded by Councillor Compton. This was a recorded vote:

For the motion (that the complaint is not upheld): Councillor Bird, Councillor Elaine Coe, Councillor Collyer, Councillor Compton, Councillor James, Councillor Mitchell and Councillor Moxon,

Against the motion: None

Abstentions: Councillor Barratt and Councillor Parker.

21/5322 Village Hall Car Park

The Parish Council was updated on discussions that had taken place regarding the Village Hall Car Park and the retail development at the Red Lion. The Parish Council was aware of the easement allowing access to the

Red Lion property through the Village Hall car park. Further updates would be provided.

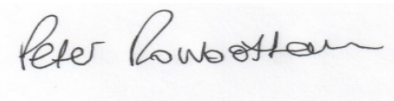
20/5323 Urgent Matters

The Parish Council discussed the offer of several Cherry Trees which could be planted within Brixworth. The planting of the trees would become a legacy from the 2020 Japanese season of culture. The Parish Council welcomed this initiative.

The meeting finished at 9:43pm

Signed as a true and accurate record.

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



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
8th February 2021
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk**