

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 2<sup>nd</sup> July 2020****Video Conferencing****In Attendance:**

**Councillors:** Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe (from 755pm), Councillor Stuart Coe (from 755pm) Councillor James Collyer, Councillor Lina Howarth, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock (from 737pm)

**Apologies:** None

Apologies also received from District Councillor Jonathan Harris.

**Absent:** Councillor Lynne Compton

**Also Present:** Peter Rowbotham (Clerk) and District Councillor Bunting

**Members of  
the Public:** 0

---

**20/5066 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.

**20/5067 Apologies for Absence**

No apologies for absence had been received from Parish Councillors. However, District Councillor Harris had offered his apologies as he had another commitment.

**20/5068 Declarations of Interest**

There had been no declarations of interest.

**20/5069 Minutes of Previous Meeting (25<sup>th</sup> June 2020)**

The minutes of the Parish Council meeting of 25<sup>th</sup> June 2020 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Mitchell. Unanimous.

**20/5070 Public Open Forum**

There were no issues raised in the open session.

**20/5071 Finance - Transactions including Payments for Approval- June 2020**

The list of financial transactions and payments for June 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 Barratt and seconded by Councillor Collyer. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (9th)	50.95	10.19	61.14	LGA 1972 s111
03	EE Limited	Mobile Phone (15th)	19.82	3.96	23.78	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
04	JW Signs	New Van Branding (50%)	264.00	52.80	316.80	LGA 1972 s111
05	Westaway Motors	Roof Rack for van	277.37	55.47	332.84	LGA 1972 s111
<b>Retrospective Payment of Wages &amp; Salaries - Financial Reg 7.9 (via BACS)</b>						
06	Staff	Net Salaries and Wages (4-week month)	3,550.84	0.00	3,550.84	LGA 1972 s112
07	HMRC	PAYE	1,122.37	0.00	1,122.37	LGA 1972 s112
08	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
09	Peter Rowbotham	Employment Related Expenses	38.93	0.00	38.93	LGA 1972 s111
10	Blasons	Fuel for Van and Mower	123.13	24.63	147.76	LGA 1972 s111
11	R&G	Grounds Maintenance	1,209.36	241.86	1,451.22	PHA 1875 s164
12	Blasons	Recover van and diagnostic test	90.00	18.00	108.00	LGA 1972 s111
13	NCALC	Chair Training - Video Conferencing	38.00	0.00	38.00	LGA 1972 s175
14	Chubb	Service at The Ashway Changing Rooms	171.11	34.22	205.33	RTA 1984 s57 (1) (b)
<b>Debit Card Payments (Online purchase) - Financial Regs 6.10, 6.18 &amp; 6.19</b>						
15	Royal Mail	Postage x4	3.04	0.00	3.04	LGA 1972 s111
16	Amazon Market Place	Stationery	22.21	4.45	26.66	LGA 1972 s111
<b>Payments Processed this month &amp; agreed last month - Financial Regulation 5.2 (via BACS)</b>						
	Nil					
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
	Nil					
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>7,755.99</b>	<b>451.44</b>	<b>8,207.43</b>	

Receipts						
17	Interest	Capital Account 29 May 2020	24.33	0.00	24.33	LGA 1972 s111
18	Redcorn Limited	Scrap Value of van EU05KKW non-runner	120.00	0.00	120.00	LGA 1972 s111
<b>Total Income this month</b>			<b>144.33</b>	<b>0.00</b>	<b>144.33</b>	
Bank Transfer - Capital to Revenue						
19	Nat West	Balance the Accounts	24.33	0.00	24.33	LGA 1972 s111
<b>Total transferred to revenue this month</b>			<b>24.33</b>	<b>0.00</b>	<b>24.33</b>	
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	
<b>Total transferred to capital this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

### **20/5072 Business Continuity – Covid 19 Issues**

The Parish Council considered the latest guidance from the Government and the practicalities of reopening local facilities.

**Play Equipment** – A Risk Assessment had been undertaken. Equipment would be cleaned and inspected on a weekly basis. It was agreed to reopen the play equipment upon the installation of signage advising users of the conditions of use. This was proposed by Councillor James and seconded by Councillor Howarth.

**Olive Branch Café, Community Centre** – A Risk Assessment had been undertaken by the Café operator. The Parish Council agreed that the Olive Branch Café could re-open on Monday 6<sup>th</sup> July 2020 subject to the approval of the Daventry District Council Environmental Health Officer. This was proposed by Councillor James and seconded by Councillor Parker.

**Community Centre** – A Risk Assessment had been undertaken. The current guidance on permissible uses, together with the restrictive number of attendees allowed, meant that it was not yet practical to reopen the Community Centre. It was agreed that the Community Centre remain closed until further notice. A letter, based upon the ACRE template letter, would be sent to all existing users of the Hall. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

**Staffing** – The Community Centre Cleaner continued to be on furlough. Working practices and PPE would be reviewed as part of the return to work Risk Assessment. In the meanwhile a deep clean of the Community Centre would be undertaken by a contractor. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

### **20/5073 Dates of Future Meetings**

- Media & Communications – 8<sup>th</sup> July 2020
- Planning Committee – 9<sup>th</sup> July 2020
- Council – 30<sup>th</sup> July 2020

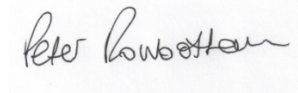
### **20/5074 Urgent Matters**

There were no urgent matters.

***The meeting finished at 8.30pm***

**Signed as a true and accurate record**

**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
30<sup>th</sup> July 2020**



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