

## **Brixworth Parish Council**

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

**Thursday 25<sup>th</sup> March 2021**

### **Video Conferencing**

#### **In Attendance:**

**Councillors:** Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe (from 720pm), Councillor Stuart Coe (from 733pm) Councillor James Collyer, Councillor Lynne Compton, Councillor Tom Mitchell (until 835pm) Councillor Sandra Moxon and Councillor Kevin Parker and Councillor Frances Peacock

**Apologies:** None

District Councillor Jonathan Harris was unable to attend the meeting.

#### **Absent:**

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

District Councillor Harris.

**Members of  
the Public:** 5

---

#### **21/5356 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.

#### **21/5357 Apologies for Absence**

No apologies for absence had been received.

#### **21/5358 Declarations of Interest**

None declared.

#### **21/5359 Minutes of Previous Meeting (25<sup>th</sup> February 2021)**

The minutes of the meeting held on 25<sup>th</sup> 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 Moxon.

**21/5360 Minutes of Previous Meeting (18<sup>th</sup> March 2021)**

The minutes of the meeting held on 18<sup>th</sup> March 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 Mitchell. Unanimous.

**21/5361 Public Open Forum**

A member of the public had promoted the rerouted 59/60 bus service which would soon be serving Brixworth and other parishes. It was noted that this had progressed because of a partnership of Parish Council's being led by both Creaton and Spratton.

Dialogue had been continuing with the Coop regarding the new store at the Red Lion site.

The progress on the wildflowers had been welcomed.

**21/5362 Finance - Transactions including Payments for Approval – March 2021**

The list of financial transactions and payments for March 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 Compton. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	Peninsula Business Systems	Support Services (1st March)	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)	19.83	3.96	23.79	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
			0.00	0.00	0.00	LGA 1972 s111
<b>Debit Card Payments (On line purchase) - Financial Regs 6.10 &amp; 6.19</b>						
06	Land Registry	Property Search - tree ownership	6.00	0.00	6.00	LGA 1972 s111
<b>Payments Processed this month but agreed last month - Financial Reg 5.2 (via BACS)</b>						
07	Peter Rowbotham	CILCA Entry Fee	410.00	0.00	410.00	LGA 1972 s111
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
08	Staff	Net Salaries and Wages (4 week month )	3,982.99	0.00	3,982.99	LGA 1972 s112
09	HMRC	PAYE	990.97	0.00	990.97	LGA 1972 s112
10	LGSS	Pension Scheme	675.63	0.00	675.63	LGA 1972 s112
11	Peter Rowbotham	Employment Related Expenses	46.20	0.00	46.20	LG(FP)A 1963 s5
12	R&G	Grounds Maintenance Contract	1,237.23	247.44	1,484.67	PHA 1875 s164
13	AH Blason & Son	Fuel	30.34	6.07	36.41	LGA 1972 s111

14	Bakers Waste	Trade Waste at St David's	51.08	10.23	61.31	PHA 1875 s164
15	Tradepoint B&Q	Groundsman's materials - Ashway Changing Rm	59.63	11.93	71.56	LG(MP)A 1976 s19
16	Tradepoint B&Q	Groundsman's materials - ROSPA Work	53.49	9.41	62.90	PHA 1936 s164
17	Tradepoint Screwfix	Groundsman's materials - stock	33.34	6.66	40.00	PHA 1875 s164
18	BHA Trees	Site visits, inspections and tree reports	550.00	110.00	660.00	PHA 1875 s164
19	Tollers	Legal Work - Cricket Club	956.00	191.20	1,147.20	LG(MP)A 1976 s19
20	NALC	Training - Staff Emergency Planning Training	38.00	0.00	38.00	LGA 1972 s111
21	Brixworth Bulletin	Parish Council Pages	350.00	0.00	350.00	LGA 1972 s142
22	Euromec	200 hour service - Kubota mower	265.00	53.00	318.00	LGA 1972 s111
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>10,435.02</b>	<b>768.18</b>	<b>11,203.20</b>	
<b>Receipts</b>						
23	Brixworth All Saints FC	Annual Fee for Football Pitch (Discounted)	105.55	0.00	105.55	PHA 1875 s164
24	Brixworth Comm Centre	Cleaning Recharge	1,209.00	0.00	1,209.00	LGA 1972 s133
25	NCC	Grass Cutting Contribution	1,371.23	0.00	1,371.23	LGA 1972 s136
26	Nat West	Interest (February 26th)	1.47	0.00	1.47	LGA 1972 s111
<b>Total Income this month</b>			<b>2,687.25</b>	<b>0.00</b>	<b>2,687.25</b>	
<b>Bank Transfer - Capital to Revenue</b>						
27	Realign Account with budget		0.00	0.00	0.00	LGA 1972 s111
<b>Total transferred to revenue this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Bank Transfer - Revenue to Capital</b>						
	Realign Account with budget		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>	

### **21/5363 Planning – Brixworth Neighbourhood Plan**

The Parish Council agreed to accept the Daventry District Council recommended changes to the submitted draft Neighbourhood Plan. This would be formally confirmed in writing with DDC as soon as possible. This was proposed by Councillor Barratt and seconded by Councillor James. Unanimous.

### **21/5364 Planning – Neighbourhood Planning Steering Group**

The Parish Council agreed in principle that the remit of the Neighbourhood Planning Steering Group be revised as its focus changes following the recent Plan review. A new term of reference would be drawn up for

consideration by the Parish Council. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

#### **21/5365 Highways**

The Parish Council agreed to express an early interest in the participation of any 20mph advisory limit scheme – subject to the scheme being rolled out following the outcome of the pilot at West Haddon. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

#### **21/5366 Recreation Grounds – Extending the Football Season**

A request had been received from the Brixworth Juniors to extend the football season beyond 31<sup>st</sup> May 2021. The Parish Council agreed that a schedule of football activity be requested from Brixworth Juniors Football Club. Additional charges for the extended season was also requested. A further report would be submitted to the next meeting on April 29<sup>th</sup> 2021. This was proposed by Councillor James and seconded by Councillor Moxon.

#### **21/5367 Recreation Grounds – Ball Stop Fence at St David's**

The ball stop fence at St David's Recreation Ground required urgent attention. Three support posts required replacing and the netting was no longer fit for purpose. The Parish Council agreed that this work should be completed as soon as practical and authorised the required expenditure to make the fence safe. The Parish Council maintains recreation grounds in accordance with the Public Health Act 1875 s164. A further quote from a local company would be obtained in addition to one submitted by the Grounds Maintenance Contractor. This was proposed by Councillor James and seconded by Councillor Compton.

#### **21/5368 Recreation Grounds – Fitness Class at St David's**

A request had been received to host a fitness class at St David's Recreation Ground. Subject to the Fitness Class operating within the current guidance regarding COVID 19, and the production of public liability insurance, the Parish Council agreed that a fitness class could be held at a cost of £10 per session. This was proposed by Councillor James and seconded by Councillor Bird.

#### **21/5369 Litter Bins**

The Parish Council considered its Litter Bin replacement plan for its Recreation Grounds and The Pound. The Parish Council maintains its recreation grounds in accordance with the Public Health Act 1875 s164. There was an existing earmarked budget of £3,000 for bin replacement. This matter was deferred to the next meeting.

#### **21/5370 BT Box Church Street Brixworth**

A list of repairs had been identified for BT to attend to. A Land Registry search for the ownership of the land was currently underway and a further report would be submitted in due course. The Parish Council noted the update.

#### **21/5371 Events – British Legion Centenary**

This matter was deferred until a firm proposal had been drawn up and presented to the Parish Council by the local branch of the British Legion.

#### **21/5372 Events – VE Day Celebrations**

It was agreed to purchase two wall mounted 'Tommy's' for the Community Centre and Library. This is subject to landlord's consent. This expenditure is in accordance with the Local Government Act 1973 s137. This was proposed by Councillor Bird and seconded by Councillor Elaine Coe. Unanimous.

#### **21/5373 Annual Meeting of the Parish**

It was agreed that the Annual Parish Meeting would not take place this year. This was because of the lack of community activity throughout the COVID period. This was proposed by Councillor James and seconded by Councillor Peacock.

#### **21/5374 Public Transport – Bus Service 59/60**

The Parish Council expressed an interest in making a financial contribution towards the rerouted 59/60 bus service. It was hoped that some user statistics would be available by October when the budget process for 22/23

would be underway. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

#### **21/5375 Finance -Rolling Budget**

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

#### **21/5376 Finance – Bank Reconciliation Report**

The Bank Reconciliation report as of 26th February 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £78,809.38. The Capital (Reserve) account indicated a balance of £187,140.10.

#### **21/5377 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 £80,297.65 (48% 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.

#### **21/5378 Community Safety – Crime Data**

The Parish Council noted the crime data for January 2021. There had been 36 reported crimes compared to 35 in 2019 and 24 in 2018.

#### **21/5379 Community Safety – Speed Indicator Device (SID)**

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

#### **21/5380 Planning – Decisions for February 2021**

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

#### **21/5381 Planning – Committee Minutes for 15<sup>th</sup> February 2021**

The Parish Council received the minutes of the Planning Committee of 15<sup>th</sup> February 2021.

#### **20/5382 Media & Communications – Minutes for 10<sup>th</sup> February 2021**

The Parish Council received the minutes of the Media & Communications Committee of 10<sup>th</sup> February 2021.

#### **21/5383 Parish Clerks Report**

The Parish Council received the report of the Parish Clerk.

#### **21/5384 Correspondence**

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	March E Bulletin	ACRE
02	Cyber Security	NALC
03	Voluntary & Community Sector Forum Meeting	Daventry Volunteer Centre

#### **21/5385 Dates of Future Meetings**

- Planning - 29<sup>th</sup> March 2021
- Media & Communications – 14<sup>th</sup> April 2021
- Planning – 19<sup>th</sup> April 2021
- Council – 29<sup>th</sup> April 2021

**21/5386 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*

**21/5387 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 Moxon.

**21/5388 Legal Matters**

The Parish Council received an update outlining the conclusion of the County Court case.

**21/5389 Trees on Verges**

It was agreed that the Parish Council carry out a survey to confirm the number of trees on its existing schedule for annual survey and maintenance. Trees would also be highlighted for protection by TPO if considered appropriate. This was proposed by Councillor Barratt and seconded by Councillor James.

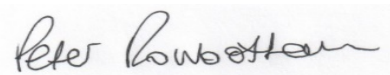
*The meeting was back in open session from 9:44pm*

**21/5390 Urgent Matters**

None.

***The meeting finished at 9:45pm***

**Signed as a true and accurate record.**



**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
29<sup>th</sup> April 2021**

**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
21<sup>st</sup> April 2021**

Telephone: 079 8314 1786  
E Mail: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)