**Brixworth Parish Council****Minutes of the Annual meeting held on****Wednesday 19th May 2021****Community Centre & Library, Spratton Road, Brixworth NN6 9DS****In Attendance:**

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

Apologies: Councillor Ian Barratt

Councillor Harris (NWC) was also unable to attend the meeting.

Absent:

Also Present: Peter Rowbotham (Clerk)

District Councillor Harris.

**Members of
the Public:** 2

21/5426 Welcome

Councillor Moxon, as Vice Chairman, welcomed everyone to the meeting of the Parish Council. Councillor Moxon reminded everyone that the meeting was being recorded.

21/5427 Election of Parish Council Chairman

The Parish Council agreed to elect Councillor Moxon as chair to the Parish Council for 2021/2022. The Acceptance of Office was duly signed by Councillor Moxon. This was proposed by Councillor Bird and seconded by Councillor Mitchell. Unanimous.

21/5428 Apologies for Absence

Apologies for absence had been received from Councillor Barrett. (Illness) The apologies were accepted by the meeting.

21/5429 Declarations of Interest

None declared.

21/5430 Minutes of Previous Meeting (29th April 2021)

The minutes of the meeting held on 29th April 2021 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Parker.

21/5431 Election of Vice Chairman

The Parish Council agreed to elect Councillor Bird as Vice Chair for the Parish Council for 2021/2022. This was proposed by Councillor Parker and seconded by Councillor Compton. Unanimous.

21/5432 - Continuation, terms of reference and membership of the Planning Committee

The Parish Council agreed to the continuation, terms of reference and membership of the Planning Committee. All members of the Parish Council would have membership of the Planning Committee. This was proposed by Councillor Mitchell and seconded by Councillor Parker. Unanimous.

21/5433 Election of Chairman and Vice Chairman of the Planning Committee

The Parish Council agreed to elect Councillor Mitchell as Chair of the Planning Committee. It was agreed to defer the Vice Chair vacancy until the meeting on 24th June 2021. This was proposed by Councillor Bird and seconded by Councillor Compton. Unanimous.

21/5434 - Continuation, terms of reference and membership of the Media and Communications Committee.

The Parish Council agreed to the continuation, terms of reference and membership of the Media & Communications Committee. The membership of the Media and Communications Committee would be Councillor Coe, Councillor Bird and Councillor Moxon. The remaining two vacancies and the post of Vice Chair would be deferred until the meeting on 24th June 2021. This was proposed by Councillor Coe and seconded by Councillor Bird. Unanimous.

21/5435 Election of a Chairman and Vice Chairman of the Media & Communications Committee

The Parish Council agreed to elect Councillor Coe as Chair of the Media & Communications Committee. It was agreed to defer the Vice Chair vacancy until the meeting on 24th June 2021. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

21/5436 Continuation, terms of reference and membership of the Finance Working Group

The Parish Council agreed to the continuation and terms of reference of the Finance Working Group. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous. The Parish Council also agreed to the membership of the Finance Working Group. The membership of the Finance Working Group would be Councillor Parker, Councillor Compton and Councillor Moxon. The remaining two vacancies would be deferred until the meeting on 24th June 2021. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

21/5437 Continuation, terms of reference and membership of the Personnel Working Group

The Parish Council agreed to the continuation and terms of reference of the Personnel Working Group. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous. The Parish Council also agreed to the membership of the Personnel Working Group. The membership of the Personnel Working Group would be Councillor Moxon, Councillor Bird and Councillor Compton. The remaining two vacancies would be deferred until the meeting on 24th June 2021. This was proposed by Councillor Moxon and seconded by Councillor Mitchell. Unanimous.

21/5438 Continuation, terms of reference and membership of the Sports Liaison Working Group

The Parish Council agreed to the continuation and terms of reference of the Sports Liaison Working Group. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous. The Parish Council also agreed to the membership of the Sports Liaison Group. The membership of the Sports Liaison Working Group would be

Councillor Moxon, Councillor Brown and Councillor Coe. This was proposed by Councillor Moxon and seconded by Councillor Parker. Unanimous.

21/5439 Continuation, terms of reference and membership of the St David's Play Park & MUGA Working Group

The Parish Council agreed to the continuation and terms of reference of the St David's Play Park & MUGA Working Group. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous. The Parish Council also agreed to the membership of the St David's Play Park & MUGA Working Group. The membership of the St David's Play Park & MUGA Working Group would be Councillor Moxon, Councillor Bird and Councillor Compton. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

21/5440 Continuation, terms of reference and membership of the Community Centre (Indoor Sports) Working Group

The Parish Council agreed to the continuation and terms of reference of the Community Centre (Indoor Sports) Working Group. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous. The Parish Council also agreed to the membership of the Community Centre (Indoor Sports) Working Group. The membership of the Community Centre (Indoor Sports) Working Group would be Councillor Mitchell, Councillor Bird and Councillor Brown. The remaining vacancy would be deferred until the meeting on 24th June 2021. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

21/5441 Continuation, terms of reference and membership of the Legal (Assets) Working Group

The Parish Council agreed to the continuation and terms of reference of the Legal (Assets) Working Group. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous. The Parish Council also agreed to the membership of the Legal (Assets) Working Group. The membership of the Legal (Assets) Working Group would be Councillor Compton and Councillor Coe. The remaining vacancy would be deferred until the meeting on 24th June 2021. This was proposed by Councillor Moxon and seconded by Councillor Mitchell. Unanimous.

21/5441 Continuation, terms of reference and membership of the Strategic Planning Working Group

The Parish Council agreed to the continuation and terms of reference of the Strategic Planning Working Group. This was proposed by Councillor Moxon and seconded by Councillor Mitchell. Unanimous. The Parish Council also agreed to the membership of the Strategic Planning Working Group. The membership of the Strategic Planning Working Group would be Councillor Mitchell and Councillor Brown. The remaining vacancy would be deferred until the meeting on 24th June 2021. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

21/5442 Calendar of Meetings 2021/ 2022

The Parish Council agreed to the calendar of meetings for 2021/2022. This was proposed by Councillor Mitchell and seconded by Councillor Collyer. Unanimous.

21/5443 Election of Parish Council Representatives

The Parish Council agreed to the following appointments:

- Village Hall Representative - deferred until the meeting on 24th June 2021.
- Thomas Roe Charity – Councillor Mitchell and Councillor Parker
- NCALC – Councillor Moxon
- Highways, Footpaths including Rights of Way & Trees- deferred until the meeting on 24th June 2021.
- Police Liaison – Councillor Mitchell
- Armed Forces -deferred until the meeting on 24th June 2021.
- Verification Officer for Finance – Councillor Brown

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

21/4444 General Power of Competence

The Parish Council noted that that it did not meet the criteria for the General Power of Competence. This would have given the Parish Council the power to do anything an individual can do provided it was not prohibited by other legislation. However, the Parish Council would continue to have the powers contained with s137 of the Local Government Act 1972 which enabled the Parish Council to spend a limited amount of money (based upon size of electorate) for purposes for which it had no other specific statutory power.

21/5445 Annual Review of Documents

The Parish Council agreed to adopt the documents, but all would be subject to a short-term review.

- Members Code of Conduct – All Councillors to review the latest version (new release)
- Standing Orders - All Councillors to review
- Financial Regulations – Finance Working Group to review
- Risk Register - Finance Working Group to review
- Asset & Land Register – Legal (Assets) Working Group to review
- Councils Complaints Procedure – Personnel Working Group to review
- Freedom of Information Publication Scheme - Media & Communications Committee to review
- Data Protection Policy - Media & Communications Committee to review
- Data Breach Policy - Media & Communications Committee to review
- Privacy Policy - Media & Communications Committee to review
- Records Retention Policy – Parish Clerk to review

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

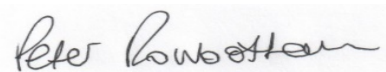
21/5446 Dates of Future Meetings

Note - These meeting dates may be subject to change – subject to Government advice, outcome of legal challenges and the availability of COVID secure meeting premises.

- Planning - 24th May 2021
- Council – 26th May 2021
- Planning – 7th June 2021
- Media & Communications – 9th June 2021
- Council – 24th June 2021

The meeting finished at 8:24pm

Signed as a true and accurate record.



Councillor Sandra Moxon
Chairman
Brixworth Parish Council
26th May 2021

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
20th May 2021
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk

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