

**A**

Brixworth Parish Council
Minutes of the meeting held on
Thursday 30th July 2020
Video Conferencing

In Attendance:

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock

Apologies: Councillor Jackie Bird and Councillor Lina Howarth

Absent: Councillor James Collyer

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 3

20/5075 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.

20/5076 Apologies for Absence

Apologies for absence had been recorded from Councillor Bird and Councillor Howarth. The Parish Council accepted the apologies. This was proposed by Councillor Bird and seconded by Councillor Mitchell. Unanimous.

20/5077 Declarations of Interest

None declared.

20/5078 Minutes of Previous Meeting (2nd July 2020)

The minutes of the Parish Council meeting of 2nd July 2020 were agreed as a true and accurate record subject to Councillor Compton being inserted within 'apologies for absence'. This was proposed by Councillor Elaine Coe and seconded by Councillor Mitchell. Unanimous.

20/5079 Public Open Forum

A member of the local football team asked about the possibility of setting up a Working Group to look at the challenges that had arisen because of the growth in playing numbers across the ages including ladies' football. There had been additional pressure on pitches, changing rooms and storage. The Parish Council considered this request within minute 20/5083.

20/5080 Finance - Transactions including Payments for Approval- July 2020

The list of financial transactions and payments for July 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 Compton and seconded by Councillor Peacock. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (8th)	50.95	10.19	61.14	LGA 1972 s111
03	Peninsula Business Systems	Support Services (10th)	271.62	54.32	325.94	LGA 1972 s111
04	Lex Autolease	Lease Van (14th)	479.15	95.83	574.98	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.73	3.75	22.48	LGA 1972 s111
06	Sage Software	Accountancy System Annual Charge	480.01	96.01	576.02	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
07	Trade UK	Groundsman's materials	141.83	28.33	170.16	LGA 1972 s111
08	Bakers Waste	St David's Trade Waste	24.09	4.82	28.91	LGA MP 1976 s19
09	Bakers Waste	St David's Trade Waste - Bin Delivery	20.00	4.00	24.00	LGA MP 1976 s19
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
10	Royal Mail	Pre-paid postage	4.21	0.00	4.21	LGA 1972 s111
11	Instantprint	Covid Playground Signs	31.66	6.33	37.99	LGA MP 1976 s19
12	Amazon Market Place	Memory Card for voice recorder	20.00	0.00	20.00	LGA 1972 s111
13	Amazon Market Place	Stationery	14.56	2.92	17.48	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil					
Payments for approval - Financial Regulation 5.2 (via BACS)						
14	Staff	Net Salaries and Wages (5-week month)	3,640.04	0.00	3,640.04	LGA 1972 s112
15	HMRC	PAYE	1,144.77	0.00	1,144.77	LGA 1972 s112
16	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
17	Peter Rowbotham	Employment Related Expenses	61.53	0.00	61.53	LGA 1972 s111
18	Blasons	Fuel for Van and Mower	87.18	17.44	104.62	LGA 1972 s111

19	R&G	Grounds Maintenance	556.21	111.24	667.45	PHA 1875 s164
20	CPRE	Annual Membership	36.00	0.00	36.00	LGA 1972 s111
21	EON	Electricity for Street Lighting	151.09	7.55	158.64	PCA 1957 s3
22	EON	Street Lighting Maintenance	24.69	4.94	29.63	PCA 1957 s3
23	Euromec	Kubota Mower Service	230.22	46.27	276.49	LGA 1972 s111
24	ROSPA	Annual Play Equipment Inspection	284.50	56.90	341.40	LGA MP 1976 s19
25	SCS Tyres	Puncture to Mower - new tyre	123.20	24.64	147.84	LGA 1972 s111
26	Parish Council Web sites	Web Hosting	180.00	36.00	216.00	LGA 1972 s111
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			8,851.10	617.34	9,468.44	

Receipts						
27	Nat West	Interest (30th June)	1.38	0.00	1.38	LGA 1972 s111
Total Income this month			1.38	0.00	1.38	

Bank Transfer - Capital to Revenue						
28	Nat West	Budget alignment (when required)	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						
			0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

20/5081 Finance – Q4 Report of the Verification Officer

The Parish Council's Financial Regulation 2.2 states that at least once in each quarter, a member other than a cheque signatory shall act as a Verification Officer to verify bank reconciliations. Councillor Barratt was thanked for his written report. As a result of the submitted report the Parish Council agreed that the Financial Regulations be updated to read -

1. The Clerk may incur expenditure for any items below £250 for the purpose of day to day operational items only. Such spending should be reported to the next available Parish Council meeting.
2. The Clerk may incur expenditure on items between £250 and £1000 in liaison with the Chairman of the Council. (The Council therefore approves expenditure in excess of £1,000) The agreement to spend should be evidenced for audit purposes. Such spending should be reported to the next available Parish Council meeting.
3. In cases of extreme risk (In the Clerk's judgement this would be classified as an emergency) the clerk may authorise revenue expenditure on behalf of the council up to £2000. If possible, this spending should be in liaison with the Chairman of the Council. The agreement to spend should be evidenced for audit purposes. Such spending should be reported to the next available Parish Council meeting.

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

20/5082 Grounds Maintenance

The Grounds Maintenance tenders had been sent out to ten companies to respond. These include companies recommended by other Parish Councils and those who had responded via the Contracts Finder system. Three tenders had been received.

The Parish Council had a sufficient budget to meet the ongoing costs of grounds maintenance. The Parish Council maintained its sports and recreational facilities in accordance with the Local Government (Miscellaneous Provisions) Act 1976 s19. It was agreed that the tender submitted by R&G Grounds Maintenance be accepted in the sum of £13,644.00 per annum. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

20/5083 Recreation Grounds – Sports Liaison Working Group

The Parish Council agreed that a Sports Liaison Working Group be set up to deal with all matters (except Legal Agreements) relating to the Parish Council's Recreation Grounds. Terms of Reference would be developed for approval by the Parish Council. As a Working Group it would not have the authority to make decisions and its role would be to advise the Parish Council. This is in accordance with Standing Orders. Members of the Group would be Councillor Barratt, Councillor Elaine Coe and Councillor Moxon. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5084 Recreation Grounds – Draft Conditions for Terms of Use

Following reports of behavioural issues with players during the 2019/2020 football season the Parish Council had asked that the terms and conditions be introduced for all clubs which could then be enforced should such issues re occur in future seasons. An existing document had been modified and this was agreed by the Parish Council for consultation with the users. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

20/5085 Personnel Working Group

The Parish Council noted the submitted report of the Personnel Working Group. The Parish Council agreed to the progression with the recruitment of an Assistant Parish Clerk with an initial working week of 8 hours. The salary would be £19,945 (pro rata) per annum being the current salary point SCP 19 within the LC1 range as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. (£10.37 per hour). The 'on costs' (approx. £1000) including office chair, stationery, laptop and Microsoft licence would be met from the Parish Councils existing revenue budget. There was sufficient funding within the staffing budget to fund this planned post. The Parish Council had the authority to appoint staff in accordance with the Local Government Act 1972 s112. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/5086 Procurement – Specialist Services to support s106 Projects

The Parish Council had agreed to progress with two bids for s106 funding. Both schemes would need resourcing with the right skills to mitigate any risks. The Parish Council had the powers to appoint a specialist company to enable sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s19. With regards to the St David's scheme the Parish Council agreed that revised quotes be submitted for the technical and specialist support. The revised quotes would now be based upon concept design, developed design (including planning if required), technical design (including building regulations approval), the tender and procurement process including assisting the Parish Council with the selection/ decision making process, contract administration and final inspection/handover. No site visits would be required during the construction phase. This was proposed by Councillor James and seconded by Councillor Compton.

20/5087 Adoption of BT Box, Church Street/ High Street.

It was agreed that the Parish Council approach BT regarding the possible adoption of the telephone box on Church Street/ High Street. This could then have alternative uses for the benefit of the local community. This was proposed by Councillor Barratt and seconded by Councillor James. Unanimous.

20/5088 Police Survey on Local Priorities

The Parish Council noted the recent release of an online Police survey to assist in the identification of local priorities. This would now be promoted from the Councils web and social media sites.

20/5089 ROSPA Report

The ROSPA report was an independent specialist annual inspection to ensure the long-term safety of the playground sites, equipment and ancillary items. The full reports had been presented to the Parish Council and several actions had been identified. The Parish Council had the power to provide and manage pleasure grounds in accordance with the Public Health Act 1875 s164. The Parish Council noted the report and agreed that the actions should be carried out as soon as practical. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5090 Village Projects – Former Railway Station Benches

The Parish Council agreed that quotes be sought for the restoration of the former Railway Station benches. Councillor Barratt and Councillor Frances Peacock had carried out research on the history and possible restoration options. It was agreed that quotes be obtained for the work to be carried out creating the same appearance and colour scheme but with carved wooden lettering. The Parish Council has the power to provide seats at roadside areas in accordance with the Parish Council's Act 1957s1. It also has the power to maintain its own open spaces in accordance with the Public Health Act 1875 s164. This was proposed by Councillor James and seconded by Councillor Peacock. Unanimous.

20/5091 Village Projects – Wildflowers

The Parish Council had previously considered the provision of wildflowers within the Village. It was noted that wildflowers could be sown during September, depending on soil conditions. Two sites had been identified – Holcot Road and Northampton Road. It was agreed that highway licences be sought for these two sites and a wildflower scheme be progressed, if practical, during September 2020. The Parish Council had the power to plant on the highway grass verges in accordance with the Highways Act 1980 s96. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5092 Legal Documents for Parish Council Assets

The Parish Clerk reported that it would be useful for record purposes to hold electronic versions of its legal ownership documents. These would then be used for the handling of any enquiries or to readily assist in any site research. The Parish Council agreed to authorise the Parish Clerk to obtain copies of the legal documents. This would be funded from the existing revenue budget. The Parish Council has the power to do anything to facilitate the discharge of its functions in accordance with the Local Government Act 1972 s111. This was proposed by Councillor James and seconded by Councillor Barratt. Unanimous.

20/5093 Finance – Rolling Budget

The Rolling Budget for July 2020 was received by the Parish Council. There were no issues or concerns.

20/5094 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 30th June 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £112,446.30. The Capital (Reserve) account indicated a balance of £157,502.41.

20/5095 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 £100,127.03 within Earmarked Reserves. General Reserves was indicated at £82,870.08. The s106 money held by Daventry District Council was £254,425.

20/5096 Community Safety – Reported Crime Data

The crime figures for May 2020 indicated 42 local crimes had been reported. This compared with 18 in 2019 and 33 in 2018.

20/5097 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Northampton Road/ Froxhill Crescent inbound) Harborough Road inbound) was noted by the Parish Council.

20/5098 Planning – Decisions for June 2020

The Parish Council noted the list of planning decisions issued during June 2020.

20/5099 Planning – Minutes for 1st June 2020

The Parish Committee received the minutes of the Planning Committee of 1st June 2020.

20/5100 Retail Working Group – Notes for 15th June 2020

The Parish Committee received the notes of the Retail Working Group of 15th June 2020. The Parish Council agreed the Groups Terms of Reference. This was proposed by Councillor Barratt and seconded by Councillor James. Unanimous.

20/5101 Media and Communications Committee of 10th June 2020.

The Parish Committee received the minutes of the Media and Communications Committee of 10th June 2020.

20/5102 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/5103 Correspondence

The Correspondence was noted by the Parish Council.

	Subject	From
01	CEO Bulletin	NALC
02	South Northants Local Plan	South Northants DC

20/5104 Dates of Future Meetings

- Planning Committee – 3rd August 2020
- Media & Communications – 12th August 2020
- Planning Committee 24th August 2020
- Council – 27th August 2020

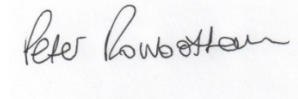
20/5105 Urgent Matters

None raised.

The meeting finished at 9.21pm

Signed as a true and accurate record

**Councillor Stephen James
Chairman
Brixworth Parish Council
27th August 2020**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
14th August 2020**

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