

**A**

Brixworth Parish Council
Minutes of the meeting held on
Thursday 26th November 2020
Video Conferencing

In Attendance:

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Francis Peacock. (left at 8:00pm)

Apologies: Councillor James Collyer

Absent:

Also Present: Peter Rowbotham (Clerk)
District Councillor Harris

**Members of
the Public:** 2

20/5201 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.

20/5202 Apologies for Absence

Apologies for absence had been recorded from Councillor James Collyer. The submitted apologies had been accepted by the meeting.

20/5203 Declarations of Interest

Councillor James declared a non-pecuniary interest in the item relating to the release of the grant funding to the Brixworth Centre.

20/5204 Minutes of Previous Meeting (29th October 2020)

The minutes of 29th October 2020 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Peacock and seconded by Councillor Mitchell.

20/5205 Public Open Forum

No issues were raised in the public open forum.

20/5206 s106 Project – Community Centre Indoor Sport

Written observations from Councillor Mitchell and Councillor Peacock had been circulated to all Councillors. The Parish Council thanked both Councillors for their work on this. The Parish Council agreed that a Working Group be appointed to develop a draft brief outlining proposals for the provision of indoor sports at the Community Centre. Members of the Working Group included Councillors Bird, Mitchell, Moxon and Peacock together with Mike Nice who was the Community Centre Manager. This was proposed by Councillor Moxon and seconded by Councillor Bird.

Councillor Peacock left the meeting

20/5207 s106 Project – St David's Play Park & MUGA Working Group

The Parish Council noted the report and ongoing work of the St David's Play Park & MUGA Working Group. The Group had three recommendations to the Parish Council, all with financial implications. The Parish Council asked for clarification on the need for an extended/ heightened ball stop fence. The recommendations were deferred to the next meeting of the Parish Council. At this meeting the Working Group would be in a position to present its draft brief and financial implications for consideration by the Parish Council.

20/5208 Sports Liaison Working Group

The fees and charges for 2021/ 2022 had been discussed at the meeting of the Sports Liaison Working Group. In the interests of fairness to all of the pitch users, the fees and charges had been reviewed. The revised draft proposals had been based generally on those charged within Northampton Borough and had been used as a basis of consultation. Sports Clubs had been requested to provide information on the number and frequency of training sessions, matches and teams to assist in this process. This information would be presented and further considered by the Sports Liaison Working Group at its meeting on 11th January 2021. The decision on setting the fees and charges would be taken at the Parish Council meeting on 28th January 2021 as part of the budget/ precept process.

20/5209 Personnel Working Group

The Parish Council noted the report of the Personnel Working Group.

20/5210 Finance - Transactions including Payments for Approval - November 2020

The list of financial transactions and payments for November 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 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 (1st)	117.14	5.86	123.00	LGA MP 1976 s19
03	Lex Autolease	Lease Van (2nd)	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 (16th)	18.73	3.75	22.48	LGA 1972 s111

Retrospective Payments - Financial Reg 5.5. (via BACS)						
06	ACRE	Councillor Training - Trust Responsibilities	25.00	0.00	25.00	LGA1972 s175
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
07	Amazon	Power Cable for Recorder	12.06	2.42	14.48	LGA 1972 s111
08	Royal Mail	Postage - 3 x 76p	2.28	0.00	2.28	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
09	Royal British Legion	Poppy Wreath donation	35.00	0.00	35.00	LGA s137
Payments for approval - Financial Regulation 5.2 (via BACS)						
10	Staff	Net Salaries and Wages (4-week month)	3,461.08	0.00	3,461.08	LGA 1972 s112
11	HMRC	PAYE	1,128.77	0.00	1,128.77	LGA 1972 s112
12	LGSS	Pension Scheme	675.63	0.00	675.63	LGA 1972 s112
13	Peter Rowbotham	Employment Related Expenses	47.60	0.00	47.60	LG(FP)A 1963 s5
14	Blasons	Fuel for Van and Mower	77.50	15.50	93.00	LGA 1972 s111
15	R&G	Grounds Maintenance & Mowing	778.00	155.60	933.60	PHA 1875 s164
16	Bakers Waste	Trade Waste St David's Recreation Ground	52.16	10.45	62.61	PHA 1875 s164
17	Trade UK Screwfix	Cable ties, bin liners, boots	46.32	1.67	47.99	LGA 1972 s111
18	Wicksteed	Repairs to Rocker at St David's	821.60	164.32	985.92	PHA 1875 s164
19	Brixworth Responders	New pads for defib at The Ashway	40.38	8.07	48.45	PHA 1936 s234
20	On Demand Printers	2021 Calendars	526.00	0.00	526.00	LGA s137
21	ESPO	Batteries for Christmas Trees	102.85	20.57	123.42	LGA 1972 s144
22	Troops	Winter Planted Tubs	291.67	58.33	350.00	HA 1980 s96
23	Troops	Summer Planted Tubs	291.67	58.33	350.00	HA 1980 s96
24	Troops	Daffodil Bulbs	41.67	8.33	50.00	HA 1980 s96
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			9,155.26	625.62	9,780.88	
Receipts						
25	Brixworth Community Centre	Recharge for COVID 19 items	19.63	0.00	19.63	LGA 1972 s 133
26	Nat West	Interest (30 October 2020)	1.29	0.00	1.29	LGA 1972 s111
27	Amazon	Refund - returned power cable	12.06	2.42	14.48	LGA 1972 c111
Total Income this Month			32.98	0.00	35.40	
Bank Transfer - Capital to Revenue						
			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						

28	Realign Account with budget		5,674.74	0.00	5,674.74	LGA 1972 s111
Total transferred to capital this month			5,674.74	0.00	5,674.74	

20/5211 - Finance – Joint Meeting between the Finance Working Group and Councillors from the Sports Liaison Group

The Parish Council noted the report of the joint meeting of the Finance Working Group and the Councillors from the Sports Liaison Group. The Fees and Charges would be agreed at the Parish Council meeting on 28th January 2020 following the receipt of further information from the clubs.

20/5212 - Finance – Report of the Finance Working Group – Budget Proposals 2021/2022

The Working Group was working towards a balanced budget with a recommendation for no planned increase in the precept for 21/22. This was thought appropriate in the current climate. The predicted outturn for 20/21 and the budget for 21/22 had been considered and had been discussed in detail by the Working Group. The latest spreadsheet information had been circulated to the Parish Councillors. The Parish Council did not submit any further comments on the draft budget proposals.

20/5213 Motor Insurance

The motor insurance policy for the Council was due for renewal. The Parish Council had two vehicles on the policy – The Ford Connect van and the Kubota mower. This policy covered any licensed driver, over the age of 25.

In line with good practise the Parish Council had obtained best value with quotations sought from prominent insurance companies within the Parish Council sector. The Parish Council agreed to accept the lowest quotation submitted by WPS for £740.99. This was proposed Councillor Compton and seconded by Councillor Mitchell. Unanimous.

The Parish Council had the power within the Local Government Act 1972 s111 to do anything which was calculated to facilitate or is conducive or incidental to the discharge of its functions. There was adequate financial provision within the Insurance budget for motor insurance.

20/5214 Consultation – West Northants Council – Local Council Tax Reduction Scheme

Parish Councillors had been asked to respond as individuals on this consultation.

20/5215 Community Safety – Reported Crime Data

The Parish Council received the latest crime data for Brixworth. There had recently been an increase in local crime although the increase was related mainly in offences of violence. As a result of the latest spike, local volunteers had expressed an interest in forming a community 'Street Watch' service. There was a formal process and protocol for this to operate which would need to be progressed by those involved.

20/5216 Grants – Release of Funding

The Parish Council agreed to the release of the £5,000 grant for the provision of new windows at the Brixworth Centre. This had already been agreed in principle at an earlier meeting. (Minute 20/4957) The Parish Council had the power to incur expenditure on public buildings in accordance with the Local Government Act 1972 s133. This was proposed by Councillor Bird and seconded by Councillor Barratt.

Councillor James did not participate in this item. Councillor Moxon had chaired the meeting for this item only.

20/5217 Highways – Use of Bollards

The County Council reported that it did not generally permit the installation of bollards on grass verges in order to stop parking except on safety grounds. The Parish Council agreed that the Parish Clerk meet up with the County Council representative to discuss options for the sites on Harborough Road and Holcot Road. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

20/ 5218 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 to 10pm. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

20/5219 Finance -Rolling Budget

The rolling budget for November 2020 was received by the Parish Council. There were no issues or concerns.

20/5220 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th October 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £146,933.89. The Capital (Reserve) account indicated a balance of £160,415.17.

20/5220 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 £94,056.03 within Earmarked Reserves. General Reserves was indicated at £114,906.90. The s106 money held by Daventry District Council was £254,425.

20/5221 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Station Cottages Outbound) was noted by the Parish Council.

20/5222 Planning – Decisions for October 2020

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

20/5223 Planning – Committee Minutes for 26th October 2020

The Planning Committee received the minutes of the Planning Committee of 26th October 2020.

20/5224 Media & Communications – Minutes for 14th October 2020

The Parish Council received the minutes of the Media & Communications Committee of 14th October 2020.

20/5225 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/5226 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	Survey on proposed Armed Forces Community Hubs across Northamptonshire	NCC
02	New real Living Wage rates announced	Citizens UK
03	Parish and Town Councils' Liaison Meeting Notes	DCC

04	Press Release	English Regional Transport Association
05	Consultation on Admission Arrangements for Northamptonshire Schools for 2022 Intake	NCC

20/5227 Dates of Future Meetings

- Planning – 7th December 2020
- Media & Communications – 9th December 2020
- Council – 17th December 2020

20/5228 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 Elaine Coe.

The meeting was in closed session from 9:54pm

20/5229 Finance – Budget Proposals – 2021/ 2022

The latest spreadsheet information had been circulated to the Parish Councillors. The Parish Council did not submit any further comments on the budget proposals relating to the wages & Salaries budget.

20/5230 Legal Matters

The Parish Council received a verbal update on legal matters.

The meeting was back in open session from 10:04pm


20/5231 Urgent Matters

None raised.

The meeting finished at 10:05pm

Signed as a true and accurate record

**Councillor Stephen James
Chairman
Brixworth Parish Council
17th November 2020**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
13th December 2020
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