

**A**

Brixworth Parish Council
Minutes of the meeting held on
Thursday 24th September 2020

Video Conferencing

In Attendance:

Councillors: Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Lina Howarth and Councillor Kevin Parker (from 7:32pm).

Apologies: Councillor Stephen James, Councillor Tom Mitchell and Councillor Frances Peacock.
District Councillor Bunting & District Councillor Harris had also offered apologies for absence.

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 3

20/5132 Welcome

Councillor Moxon 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. She reminded everyone that the meeting was being recorded.

20/5133 Apologies for Absence

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

20/5134 Declarations of Interest

None declared.

20/5135 Minutes of Previous Meeting (27th August 2020)

The minutes of 27th August 2020 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Bird and seconded by Councillor Compton. Unanimous.

20/5136 Public Open Forum

It was reported that the Remembrance Day gathering would be considerably downsized this year because of Covid 19. There would be small gathering of organisations around the war memorial but with social distancing in place at all times.

The annual community bulb planting was planned to take place again.

The Food Share project was progressing.

20/5137 Finance - Transactions including Payments for Approval- September 2020

The list of financial transactions and payments for September 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 Jackie Bird. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (1st)	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 (1st)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (8th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.73	3.75	22.48	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
06	Brixworth Bulletin	Issue 64 - 4 pages	350.00	0.00	350.00	LGA 1972 s142
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
07	Print2 Logistics	Hand Sanitisers Sign*	3.64	0.74	4.38	LGA 1972 s133
08	Vix Pro	Frames for Covid Cleaning signs*	40.71	8.14	48.85	LGA 1972 s133
09	AB Yours Limited	Covid Signage *	3.99	0.00	3.99	LGA 1972 s133
10	Amazon	Books - Legal & Finance	54.99	0.00	54.99	LGA 1972 s111
11	Amazon	Charger Cable for Recorder	12.06	2.42	14.48	LGA 1972 s133
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil					
Payments for approval - Financial Regulation 5.2 (via BACS)						
12	Staff	Net Salaries and Wages (4-week month)	3,550.84	0.00	3,550.84	LGA 1972 s112
13	HMRC	PAYE	1,122.37	0.00	1,122.37	LGA 1972 s112
14	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
15	Peter Rowbotham	Employment Related Expenses	82.13	0.00	82.13	LGA 1972 s111
16	Peter Rowbotham	Office Related Expenses	6.20	0.00	6.20	LGA 1972 s111
17	Blasons	Fuel for Van and Mower	50.17	10.03	60.20	LGA 1972 s111

18	R&G	Grounds Maintenance	1,617.11	323.42	1,940.53	PHA 1875 s164
19	Bakers Waste	Trade Waste St David's Recreation Ground	47.48	9.48	56.96	PHA 1875 s164
20	Trade UK B&Q	Materials - St David's Fence Repairs	71.16	14.23	85.39	PHA 1875 s164
21	Hassett Fencing	Materials - St David's Fence Repairs	84.48	16.90	101.38	PHA 1875 s164
22	Brixworth Bulletin	Edition 66 - 4 pages	350.00	0.00	350.00	LGA 1972 s142
23	Chubb Fire and Security	Fire Equipment - Ashway Changing Rooms	70.02	13.99	84.01	PHA 1875 s164
24	Matt Cox Brixworth Landscaping	Replacement slab - Ashway Changing Rooms	60.00	0.00	60.00	PHA 1875 s164
25	ESPO	Stationary - Paper (2 boxes)	38.50	7.70	46.20	LGA 1972 s111
26	Chubb Fire and Security	Fire Service Contract - The Ashway lighting	171.11	34.22	205.33	PHA 1875 s164
27	Eon	Street Lighting Maintenance	24.69	4.94	29.63	PCA 1957 s3
28	Trade UK B&Q	Groundsman's Equipment	46.80	9.36	56.16	LGA 1972 s111
29	NCALC	Flying Start Training Session	44.00	0.00	44.00	LGA 1972 s175
30	Cartas Jones	Rent Millenium Gardens	120.00	0.00	120.00	PHA 1875 s164
31	Mower Shop	Blade	57.76	11.55	69.31	LGA 1972 s111
32	Mower Shop	LED Beacon	64.51	12.90	77.41	LGA 1972 s111
33	BCF Action Limited	Grant for food scheme	280.00	0.00	280.00	LGA 1972 s137
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			9,780.46	602.05	10,382.51	
Receipts						
34	Amazon	Refund - Cable for Voice Recorder returned	14.48	0.00	14.48	LGA 1972 s111
35	Nat West	Interest (28 August 2020)	1.21	0.00	1.21	LGA 1972 s111
Total Income this month			15.69	0.00	1.21	
Bank Transfer - Capital to Revenue						
	Nil		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						
	Nil		0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

20/5138 Finance Working Group

The Parish Council received the minutes of the Finance Working Group of 7th September 2020.

The Parish Council agreed to the virement of £2,500 from General Reserves to fund the specialist services provided by Peninsula during 2020/2021. (As agreed by the Parish Council on 27th February 2020, Minute

Number 20/4905) This spending was in accordance with the Local Government Act 1972 Section 111. This was proposed by Councillor Barratt and seconded by Councillor Elaine Coe. Unanimous.

20/5139 Personnel Working Group

The Parish Council received the minutes of the Personnel Working Group of 15th September 2020. It noted the ongoing support received from Peninsula for both HR and health & safety.

The Parish Council:

1. agreed the revised contracts which would now be used for consultation purposes
2. agreed the staff handbook and the policies contained within
3. agreed to the recruitment of the Assistant Clerk on a salary within the SCP 8 to 12. (Subject to experience)
4. agreed to the person specification and Job Description for the Assistant Clerk post.

The recruitment of the Assistant Clerk was in accordance with powers contained within the Local Government Act 1972 s112. This was proposed by Councillor Bird and seconded by Councillor Moxon.

20/5140 Personnel – 2020 Salary Award

The Parish Council noted that the unions had accepted a 2.75% pay offer from the employers' side. This negotiated award was backdated to 1st April 2020. The pay increase also came with an extra day of annual leave for those with less than five years' service. The basic annual entitlement was now 22 days There was budget provision for the revised wages & salaries. The Parish Council agreed to implement the award with effect from 1st April 2020. This was proposed by Councillor Compton and seconded by Councillor Elaine Coe. Unanimous.

20/5141 Personnel – Revised Homeworking Allowance

The Parish Council agreed to pay £6 a week allowance (£26 a month) to the Parish Clerk to contribute towards the additional costs because of working from home. This covers, for example, the extra cost of gas and electricity for the work area. There was provision within the budget to meet these costs. This was in accordance with the Local Government (Financial Provisions) Act 1963 s5. This was proposed by Councillor Compton and seconded by Councillor Elaine Coe. Unanimous.

20/5142 Planning – Retail Working Group

The Parish Council received the minutes of the Retail Working Group of 14th September 2020. The Working Group had worked with District Councillor Harris looking at alternative sites, transformational options for the current site and addressing the concerns with the current Red Lion proposal. It had also met with a representative of the Coop. The Parish Council noted the report and would now await the decision of the Planning Inspector before identifying any further actions.

20/5143 Sports Liaison Working Group

The Parish Council received the minutes of the Sports Liaison Working Group of 25th August 2020. It agreed the Terms of Reference for the Working Group. This was proposed by Councillor Compton and seconded by Councillor Howarth. Unanimous.

20/5144 Highways – On street Charging for Electric Vehicles

The Parish Council welcomed the provision of vehicle charging points within the village. It supported the proposed two spaces on Northampton Road. However it did not support the use of the busy lay by on Spratton Road and suggested that these charging points would be better placed 'off street' within the County Council's Library and Community Centre car park. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

20/5145 Projects- s106 Update

The Parish Council received an update on the proposed s106 projects. The application forms for funding had been submitted to the Daventry District Council.

The Cricket Club application for equipment was in abeyance because of the lack of a long-term agreement for the use of the land at St David's. The Parish Council agreed that the existing Legal (Assets) Working Group deal with this matter and report back to the Parish Council with its recommendations. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

The Parish Council noted that both the St David's and Community Centre projects needed fully costed up schemes before the District Council could consider the funding bids. It was now necessary for the Parish Council to progress its specification and procurement work in order to meet the DDC requirements.

20/5146 Projects – s106 Specialist Support

The Parish Council agreed that this matter should not be deferred any further. This was proposed by Councillor Bird and seconded by Councillor Compton.

The Parish Council agreed to progress the St David's MUGA & Play Park project by utilising ESPO Framework Agreement 115. There was no requirement for specialist support.

The Parish Council agreed to set up a Working Group to enable the delivery of the St David's MUGA & Play Park project. Members of the Group included Councillor Barratt, Councillor Bird, Councillor Compton, Councillor Howarth and Councillor Moxon. The Working Group had no decision-making powers and was advisory only.

The Community Centre project would be presented to a future meeting of the Parish Council.

20/5147 Projects – Holcot Road

The Parish Council received a plan for an environmental improvement scheme on open space/ green at Holcot Road near to the Village Hall. A report would be presented to a future meeting of the Parish Council which would include the implementation costs. A Highways Licence would also be required.

20/5148 Emergency Planning

The Parish Council had been asked to participate in the Community Flood Resilience Scheme. This work was being coordinated by the Council Council's Emergency Planning Team. It was agreed to ask the wider community for Flood Warden volunteers. This would be referred to the Media & Communications Committee for action. This was proposed by Councillor Moxon and seconded by Councillor Howarth. Unanimous.

20/5149 The Ashway Recreation Ground – Complaint

A complaint had been submitted regarding the inaction of the Parish Council in considering the income v expenditure issues at the Ashway Recreation Ground. The complainant expressed concern that the fees and charges were not proportionate to the high level of use of the football pitches which was to the detriment to the precept payers across the wider community. The Complainant was assured that these matters would be raised at the next Sports Liaison meeting. A report would be presented to the next Parish Council meeting on 29th October 2020.

20/5150 The Ashway Recreation Ground – Defibrillator

The Parish Council had a defibrillator which had been donated by the Football Club following funding by the Football Association together with a Parish Council grant. This was a key item of community equipment and its ongoing maintenance was essential. It would be desirable to have this checked by a competent person at least monthly and someone to tell the Parish Council when to reorder the battery and pads. It was agreed that the Brixworth Responders carry out this work on an ongoing basis in return for a £120 per annum donation. This expenditure was incurred in accordance with the Public Health Act 1936, Section 234. This was proposed by Councillor Bird and seconded by Councillor Compton. Councillor Collyer abstained.

20/5151 Highways – Gully Cleaning Programme

The Parish Council agreed to write a letter to the County Council pointing out the dangerous aspects of the drains at both Station Road and Holcot Road which could cause potential flooding. The Parish Council asked that these drains be cleared as a matter of urgency as freezing conditions will exacerbate the problem. This was proposed by Councillor Barratt and seconded by Councillor Compton. Unanimous.

20/5152 Litter – Saxon Rise

Saxon Rise was a housing estate with its open spaces being managed by a private company on behalf of its residents. The residents funded this from a 'management fee'. There had been ongoing dissatisfaction with the management of the open space.

The Parish Council agreed to express its concern regarding the amount of litter and detritus on the Saxon Rise play area. The Parish Council considered that the Management Company was failing its duty under the Environmental Protection Act 1990 s89(g). Under this act it was the duty of the occupier of the land to ensure that the land is, so far as is practicable, is kept clear of litter and refuse. This was proposed by Councillor Compton and seconded by Councillor Bird. Unanimous.

20/5153 Web Site – Accessibility Statement

The Parish Council agreed the Accessibility Statement for its web site. This was proposed by Councillor Compton and seconded by Councillor Bird. Unanimous.

20/5154 Finance -Rolling Budget

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

20/5155 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 28th August 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £94,924.15. The Capital (Reserve) account indicated a balance of £157,079.97.

20/5156 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 £99,567.03 within Earmarked Reserves. General Reserves was indicated at £109,366.70. The s106 money held by Daventry District Council was £254,425.

20/5157 Community Safety – Reported Crime Data

The crime figures for August 2020 indicated 34 local crimes had been reported. This compared with 32 in 2019 and 42 in 2018.

20/5158 Community Safety – Speed Indicator Device (SID)

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

20/5159 Planning – Decisions for August 2020

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

20/5160 Planning – Minutes for 3rd August 2020

The Parish Committee received the minutes of the Planning Committee of 3rd August 2020.

20/5161 Planning – Minutes for 24th August 2020

The Parish Committee received the minutes of the Planning Committee of 24th August 2020.

20/5162 Media & Communications – Minutes for 8th July 2020

The Parish Council received the minutes of the Media & Communications Committee of 8th July 2020.

20/5163 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/5164 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	Road Safety Survey	Neighbourhood Watch
02	Local Cycling and Walking Consultation	Northants County Council
03	COVID Survey	Northants County Council

20/5165 Dates of Future Meetings

- Planning Committee – 5th October 2020
- Media & Communications – 14th October 2020
- Planning Committee - 26th October 2020
- Council – 29th October 2020

20/5166 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 Moxon and seconded by Councillor Compton.

The meeting was in closed session from 9:42pm

20/5167 Legal Matters – Village Hall Car Park

The Parish Council received an update regarding the Village Hall car park legal agreement. This would be referred to the Legal (Assets) Working Group for consideration. A further report would be submitted to the Parish Council.

20/5168 Legal Matters – County Court

The Parish Council received an update on matters relating to the ongoing County Court case.

The meeting was back in open session at 9:45pm

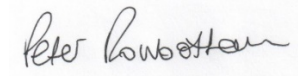
20/5169 Urgent Matters

None raised.

The meeting finished at 9.45pm

Signed as a true and accurate record

**Councillor Stephen James
Chairman
Brixworth Parish Council
8th October 2020**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
8th October 2020**

Telephone: 079 8314 1786

E Mail: parish.clerk@brixworthparishcouncil.gov.uk