



## **Brixworth Parish Council**

### **Minutes of the meeting held on Tuesday 29<sup>th</sup> June 2021 at 730pm**

**Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS**

#### **In Attendance:**

**Councillors:** Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell and Councillor Frances Peacock.

**Apologies:** Councillor Kevin Parker.

#### **Absent:**

**Also Present:** Peter Rowbotham (Clerk)

**Members of  
the Public:** 1

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#### **21/5470 Welcome**

Councillor Moxon welcomed everyone to the meeting of the Parish Council. She advised attendees of the evacuation procedures and that the meeting was being recorded.

#### **21/5471 Apologies for Absence**

Apologies for absence had been received from Councillor Parker. These were received by the meeting. Proposed by Councillor Bird and seconded by Councillor Barratt.

#### **21/5472 Declarations of Interest**

Councillor Brown declared a non-pecuniary interest in the item approving the monthly payments (Minute number 21/5475)

#### **21/5473 Minutes of Previous Meeting (26<sup>th</sup> May 2021)**

The minutes of the meeting held on 26<sup>th</sup> May 2021 were agreed as a true and accurate record. This was proposed by Councillor Brown and seconded by Councillor Coe.

#### **21/5474 Public Open Forum**

A matter was raised and discussed later in the meeting regarding the proposed Cricket Club lease. (Minute number 21/5481)

**21/5475 Finance - Transactions including Payments for Approval – June 2021**

The list of financial transactions and payments for June 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 Compton and seconded by Councillor Coe. Councillor Brown abstained (Non pecuniary interest).

			Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	Peninsula Business Systems	Support Services (1st June)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (1st)	136.19	6.81	143.00	PHA 1875 s164
03	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (10th)	52.95	10.59	63.54	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	19.51	3.90	23.41	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (Via BACS)</b>						
06	Staff	Net Salaries and Wages (4-week month)	3,667.18	0.00	3,667.18	LGA 1972 s111
<b>Debit Card Payments (Online purchase) - Financial Regs 6.10 &amp; 6.19</b>						
07	Amazon	Projector Cable	10.62	2.12	12.74	LGA 1972 s111
08	Fenland Play Equipment	Gate stop - playground	20.50	4.10	24.60	PHA 1875 s164
09	Amazon	Projector Cable	12.40	2.48	14.88	LGA 1972 s111
10	Zephyr	Replacement Union Flag	117.70	23.54	141.24	LGA 1972 s133
11	Royal Mail	Postage	0.85	0.00	0.85	LGA 1972 s111
12	O2	Top up mobile phone	16.67	3.33	20.00	LGA 1972 s111
<b>Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)</b>						
	Nil		0.00	0.00	0.00	
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
13	HMRC	PAYE	1,190.47	0.00	1,190.47	LGA 1972 s112
14	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
15	Peter Rowbotham	Employment Related Expenses	80.00	0.00	80.00	LG(FP)A 1963 s5
16	R&G	Grounds Maintenance Contract	516.00	103.20	619.20	PHA 1875 s165
17	AH Blason & Son	Fuel	77.17	15.43	92.60	LGA 1972 s111
18	Bakers Waste	Trade Waste at St David's	51.76	1.34	53.10	PHA 1875 s164
19	Tradeport B&Q	Combination Lock - The Ashway Rec Gate	5.83	1.17	7.00	PHA 1875 s164
20	Tradeport Screwfix	Groundman's Materials	35.33	7.07	42.40	LGA 1972 s111
21	Parish Council Websites	Web Site Hosting	180.00	36.00	216.00	LGA 1972 s111

22	Brampton Valley Group	Annual Tree Maintenance	815.00	163.00	978.00	PHA 1875 s164
23	Brixworth Bulletin	Four Page Advertisement	350.00	0.00	350.00	LGA 1972 s142
24	Chubb	The Ashway Changing Rooms Emergency Lights	175.39	35.08	210.47	PHA 1875 s164
25	ESPO	Office Stationery	23.30	4.66	27.96	LGA 1972 s111
26	EON	Footway Lighting - Maintenance	28.28	5.66	33.94	PCA 1957 s3
27	ROSPA	Play Equipment Inspections	274.00	54.80	328.80	PHA 1875 s164
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>9,063.07</b>	<b>586.51</b>	<b>9,649.58</b>	
<b>Receipts</b>						
28	Nat West	Interest (28th May)	1.46	0.00	1.46	LGA 1972 s111
29	Amazon	Credit - returned cable	10.62	2.12	12.74	LGA 1972 s111
30	HMRC	VAT Repayment	5,926.56	0.00	5,926.56	VAT Act 1994 s33
<b>Total Income this month</b>			<b>5,938.64</b>	<b>2.12</b>	<b>5,940.76</b>	
<b>Bank Transfer - Capital to Revenue</b>						
	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>						
31	Realign Account with budget		35,167.04	0.00	35,167.04	LGA 1972 s111
<b>Total transferred to capital this month</b>			<b>35,167.04</b>	<b>0.00</b>	<b>35,167.04</b>	

### **21/5476 Co-option of Parish Councillors**

The Parish Council agreed to the co-option of Barbara Lunnon, Anthony John Nixon, Frances Maria Peacock and Christine Sarah Ware. This was proposed by Councillor Barratt and seconded by Councillor Compton.

#### **Recorded Vote**

For: Councillor Barratt, Councillor Bird, Councillor Coe, Councillor Collyer, Councillor Compton, Councillor Mitchell and Councillor Moxon.

Against: Councillor Brown

### **21/5477 Dispensation – Community Centre Business**

Dispensation requests had been received from Councillor Lunnon, Councillor Nixon and Councillor Peacock to enable them to speak and vote at Parish Council meetings on Community Centre business. This was considered and agreed. This was proposed by Councillor Brown and seconded by Councillor Mitchell. Unanimous.

### **21/5478 Appointments**

The following appointments were discussed and agreed –

- Vice Chair of Planning Committee – Councillor Peacock. Proposed by Councillor Mitchell and seconded by Councillor Compton.

- Media & Communications Committee – Councillor Lunnon. Proposed by Councillor Compton and seconded by Councillor Coe.
- Vice Chair of the Media & Communications Committee – Councillor Lunnon. Proposed by Councillor Moxon and seconded by Councillor Coe.
- Finance Working Group - Councillor Lunnon. Proposed by Councillor Moxon and seconded by Councillor Compton. One vacancy remains.
- Personnel Working Group – Two vacancies remain.
- Community Centre (Indoor Sports) Councillor Lunnon. Proposed by Councillor Moxon and seconded by Councillor Bird.
- Legal (Assets) Working Group – One vacancy remains.
- Strategic Planning Working Group – One vacancy remains.
- Village Hall Representative – One vacancy remains.
- Highways & Transport – including Rights of Way, Verges and Trees – One vacancy remains.
- Armed Services Liaison – Councillor Collyer. Proposed by Councillor Moxon and seconded by Councillor Bird.

#### **21/5479 Queens Platinum Jubilee – Tree Planting**

To mark and celebrate the Queen's Platinum Jubilee in 2022 every Town and Parish Council in Northamptonshire had been invited to "Plant a Tree for the Jubilee" as part of a nationwide celebration. The Parish Council agreed to participate in this project. It was agreed that a further report be submitted including types of trees, suitable locations and costs. Proposed by Councillor Moxon and seconded by Councillor Compton.

#### **21/5480 Queens Platinum Jubilee – Celebration Activities**

The Parish Council agreed to participate in the nationwide Jubilee celebrations which would take place between 3<sup>rd</sup> to 6<sup>th</sup> June 2022. The local celebration event on Sunday 5<sup>th</sup> June would be in partnership with other organisations within the village. Further details would be submitted to enable financial provision to be made within the 2022/2023 budget. Proposed by Councillor Bird and seconded by Councillor Barratt.

#### **21/5481 Recreation - Brixworth Cricket Club Lease**

Following comments received from a representative of the Brixworth Juniors Football Club it was agreed to refer this matter to the Sports Liaison Working Group for further discussion. This was proposed by Councillor Moxon and seconded by Councillor Bird.

#### **21/5482 Ground Floor Office – Community Centre, Spratton Road, Brixworth**

The Community Centre had a ground floor office which was let via a licence from the Northants County Council – now West Northants Council. It was agreed that the Parish Council use the existing the Information Point as a workplace and registered office for the Parish Council. The Information Point service would continue to be provided with this information service being supplemented using volunteers. Proposed by Councillor Brown and seconded by Councillor Mitchell.

#### **21/5483 Annual Review of Documents**

**Members Code of Conduct.** The Parish Council adopted this document. Proposed by Councillor Compton and seconded by Councillor Brown.

#### **Standing Orders.**

Paragraph 2c would be amended to read:

The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. When the formal notice of

meeting (agenda) is issued to Councillors it should include, whenever possible, a set of all available supporting papers.

Paragraph 8b would be amended to read:

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording, *in the form of a briefing note*, to the Proper Officer at least 5 clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Parish Council adopted this document with the above amendments to paragraphs 2c and 8b. Proposed by Councillor Moxon and seconded by Councillor Brown.

**Financial Regulations.** The Parish Council adopted this document. Proposed by Councillor Brown and seconded by Councillor Compton.

#### **21/5483 Energy Contract – The Ashway**

E.on had provided the electricity supply to The Ashway which was now out of contract. This was previously considered at the meeting on 25<sup>th</sup> February 2021. This had not progressed because of administrative complications relating to the requirement of financial references. In the circumstances it was agreed to renew the Contract with E.on for a further one-year period. The Council provide recreational facilities in accordance with the Public Health Act 1875 s164. There is financial provision for the energy supply at the Ashway Changing Rooms. This was proposed by Councillor Coe and seconded by Councillor Brown.

#### **21/5484 Litter Bins**

The trade waste contractor had confirmed that all waste collected from the Council's litter bins was recycled. The proposed design of a new standard litter bin to replace the dilapidated litter bins would now be circulated to all Councillors for comment. This would be on the agenda for the next meeting.

#### **21/5485 Summer Play Sessions**

It was agreed that Milton Keynes Play Association should be requested to run five play sessions on Parish Council land. The Parish Council would utilise its funding powers under s137 of the Local Government Act 1972 and the cost would be £1815. There is provision within the 'events' budget. Should the pilot scheme be successful then financial provision would be made within the 2022/2023 budget. Proposed by Councillor Mitchell and seconded by Councillor Brown.

#### **21/ 5486 Play Equipment – ROSPA Inspection Report**

All of the Parish Councils playground sites had recently been inspected and the full reports had been circulated. Short term work had been identified and the costs would be met from existing budgets. Longer term, the play areas in need of a refresh would benefit from both s106 and CIL funds. The Parish Council had the power to provide and manage pleasure grounds in accordance with the Public Health Act 1875 s164. The Parish Council agreed that the report be noted and that necessary actions be carried out as soon as practical. This was proposed by Councillor Mitchell and seconded by Councillor Brown.

*Councillor Brown left the meeting at 9.13pm*

#### **21/5487 Footway Lighting**

The Parish Council was advised of the need to upgrade its lights to meet current standards and because of the lack of availability of replacement parts. The low-pressure sodium lamps used by the Parish Council were being phased out. The replacement lanterns would be LED. The Parish Council provides lighting in accordance with the Parish Councils Act 1957 s3. There is budget provision for the work which would cost £2470. Proposed by Councillor Moxon and seconded by Councillor Mitchell.

**21/5488 Parish Council Surgeries**

The Parish Council agreed that its Saturday morning surgeries recommence on the first Saturday in September 2021. (4<sup>th</sup>) Proposed by Councillor Moxon and seconded by Councillor Bird.

**21/5489 Finance – Rolling Budget**

The rolling budget for June 2021 had been circulated for information. The report was received by the Parish Council. There were no issues or concerns.

**21/5490 Finance – Bank Reconciliation Report**

The Bank Reconciliation report as of 28<sup>th</sup> May 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £102,204.75. The Capital (Reserve) account indicated a balance of £222,311.83.

**21/5491 Finance – Statement of Reserves**

Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and £171,793.37 within Earmarked Reserves. General Reserves was indicated at £102,204.75(61% 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.

**21/5492 Community Safety – Crime Data**

The Parish Council noted the latest available crime data which had been released for April 2021. There had been 13 reported crimes compared to 24 in 2019 and 23 in 2018.

**21/5493 Community Safety – Speed Indicator Device (SID)**

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

**21/5494 Planning – Decisions for May 2021**

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

**21/5495 Planning – Committee Minutes for 4<sup>th</sup> May 2021**

The Parish Council received the minutes of the Planning Committee of 4<sup>th</sup> May 2021.

**21/5496 Planning – Committee Minutes for 24<sup>th</sup> May 2021**

The Parish Council received the minutes of the Planning Committee of 24<sup>th</sup> May 2021.

**21/5497 Parish Clerks Report**

The Parish Council received the report of the Parish Clerk.

**21/5498 Correspondence**

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	Press Release – Relief Road Funding	WNC
02	NALC Newsletter	NALC
03	Trees	Local Resident
04	NALC Newsletter	NALC
05	Press Release – Corporate Plan	WNC
06	NALC CEO Bulletin	NALC
07	NALC CEO Bulletin	NALC
08	NALC CEO Bulletin	NALC

**21/5499 Dates of Future Meetings**

Note - These meeting dates may be subject to change because of Government advice and the availability of COVID secure premises.

- Media & Communications Committee – 14<sup>th</sup> July 2021
- Planning Committee – 26<sup>th</sup> July 2021
- Council – 29<sup>th</sup> July 2021

The Chair and Vice Chair would both be unavailable for the Council meeting of 29<sup>th</sup> July 2021. The Parish Council agreed that Councillor Compton should chair this meeting. Proposed by Councillor Bird and seconded by Councillor Moxon.

**21/5500 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 Coe and seconded by Councillor Compton.

*The meeting was in closed session from 9:24pm*

**21/5501 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. As the meeting was likely to run beyond 9:45pm the Parish Council agreed to suspend Standing Order 2 (x). Proposed by Councillor Coe and seconded by Councillor Bird.

**21/5502 Legal Matters**

The Parish Council received a further update regarding the County Court case. The Parish Council agreed that its Solicitor be instructed to write to the Claimant making a generous offer of writing-off the sum of £4,455 providing that he agreed to pay the remaining sum of £5,800 which represented 56% of the total owed. This was the Council's final offer. This was proposed by Councillor Bird and seconded by Councillor Compton.

*The meeting was back in open session from 9:55pm*

**21/5503 Staffing Matters**

The Parish Council agreed to advertise the post of Parish Clerk & Responsible Finance Officer as a full-time post (37 hours per week) on the grade LC2/ LC3, SCP 24 to 36. (£28,672 to £39,880) The weekly hours of the Assistant Clerk would be increased to 15 hours. The grade of the Assistant Clerk would remain at SCP 8 to 12. (£8,307 to £8,993) There was unlikely to be any major financial implications this accounting year, depending on starting salaries. However this position would need reassessing as part of the budget setting process for 2022/2023. Proposed by Councillor Moxon and seconded by Councillor Bird.

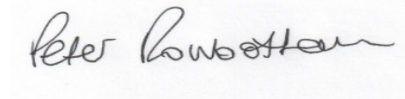
**21/5504 Urgent Matters**

None

***The meeting finished at 9:57pm***

Signed as a true and accurate record.

**Councillor Sandra Moxon**  
**Chairman**  
**Brixworth Parish Council**  
**29<sup>th</sup> July 2021**

A handwritten signature in black ink, reading "Peter Rowbotham". The signature is written in a cursive style with a large initial 'P'.

**Peter Rowbotham**  
**Parish Clerk**  
**Brixworth Parish Council**  
**8<sup>th</sup> July 2021**  
Telephone: 079 8314 1786  
E Mail: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)