



Brixworth Parish Council

Minutes of the meeting held on Thursday 28th October 2021 at 7:15pm

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

In Attendance:

Councillors: Councillor Sandra Moxon, Councillor Jackie Bird, Councillor James Collyer, Councillor Tony Nixon, Councillor Kevin Parker and Councillor Christine Ware.

Apologies: Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Frances Peacock and Councillor Gary Spratt.

Councillor Jonathan Harris (WNC) had also offered his apologies.

Absent: 0

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 0

21/5595 Welcome

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

21/5596 Apologies for Absence

Apologies for absence had been received from Councillor Barratt, Councillor Brown, Councillor Coe, Councillor Compton, Councillor Lunnon, Councillor Mitchell, Councillor Peacock and Councillor Spratt. The apologies were received by the meeting. This was proposed by Councillor Collyer and seconded by Councillor Nixon. Unanimous.

21/5597 Declarations of Interest

Councillor Ware declared a non-pecuniary interest regarding the item relating to the BT Box on Church Street, Brixworth.

21/5598 Minutes of Previous Meeting (30th September 2021)

The minutes of the meeting held on 30th September 2021 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Nixon.

21/5599 Public Open Forum

It was reported that the Food Share Project was ongoing. This was supported by Troops and the Coop. The additional funding supplied by the Parish Council will ensure its continuance until Christmas.

The Annual Remembrance Day Parade would take place on Sunday 14th October 2021. A rolling road closure would be in place.

The Gigaclear broadband infrastructure work on Froxhill Crescent had displaced some daffodil bulbs. These would be restored by the volunteers in 2022.

21/5600 Finance - Transactions including Payments for Approval – October 2021

The list of financial transactions and payments for October 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 Nixon 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 September)	271.62	54.32	325.94	LGA 1972 s111
02	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49	LGA 1972 s111
03	TalkTalk Business	Broadband (7th)	52.95	10.59	63.54	LGA 1972 s111
04	EE Limited	Mobile Phone (15th)	19.51	3.90	23.41	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (Via BACS)						
05	Nil		0.00	0.00	0.00	
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
06	Royal Mail	Postage	2.55	0.00	2.55	LGA 1972 s111
07	West Northants Council	Tree Officer Visit	50.00	10.00	60.00	PHA 1875 s164
Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS)						
08			0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
09	Staff	Net Salaries and Wages (5 week month)	3,631.58	0.00	3,631.58	LGA 1972 s111
10	HMRC	PAYE	1,184.07	0.00	1,184.07	LGA 1972 s112
11	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
12	Peter Rowbotham	Employment Related Expenses	80.00	0.00	80.00	LG(FP)A 1963 s5
13	R&G	Grounds Maintenance Contract	5,127.00	1,025.40	6,152.40	PHA 1875 s165
14	AH Blason & Son	Fuel	101.96	20.39	122.35	LGA 1972 s111
15	Bakers Waste	Trade Waste at St David's	60.28	12.06	72.34	PHA 1875 s164
16	EON	Street Lighting unmetered supply	160.18	8.01	168.19	PCA 1957 s3
17	NALC	Planning training course	38.00	0.00	38.00	LGA 1972 s175
18	NALC	Flying Start Training x 3	132.00	0.00	132.00	LGA 1972 s175
19	Tradepoint B&Q	Posts and support - S	58.50	11.70	70.20	LGA 1972

		David's				s111
Cheque Payments						
20	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			11,904.55	1,204.28	13,108.83	
Receipts						
21	Nat West	Interest (31st August)	1.83	0.00	1.83	LGA 1972 s111
22	Gigaclear	Comms Box Froxhill Crescent	1,872.80	0.00	1,872.80	PHA 1875 s164
23	West Northants Council	Precept - second payment	83,230.00	0.00	83,230.00	LGFA 1992 s41
24	West Northants Council	s106 - St David's Pay Park & MUGA	171,250.00	0.00	171,250.00	TCPA 1970 s106
Total Income this month			256,354.63	0.00	256,354.63	
Bank Transfer - Capital to Revenue						
25	Realign Account with budget		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						
26	Realign Account with budget	s106 funds into Capital (Reserve Account)	145,285.52	0.00	145,285.52	TCPA 1970 s106
Total transferred to capital this month			145,285.52	0.00	145,285.52	

21/5601 s106 Play Park & MUGA Working Group

The Play Park & MUGA Working Group had met on 14th October 2021 and had submitted its written report. The Parish Council agreed to the updated 'Further Competition to Tender' document which would now be sent out to ESPO approved Tenderers on 1st November 2021. The Parish Council noted that it would receive a report on the tender process at its meeting on 16th December 2021.

The Parish Council noted that the floodlight element of the scheme would be subject to a separate project to be progressed at a later date. This was proposed by Councillor Nixon and seconded by Councillor Collyer. Unanimous.

21/5602 s106 Community Centre (Indoor Sports) Working Group

The Working Group had provided an update on the s106 project. The Parish Council agreed that a 'face to face' meeting be held with the appointed Contractor to ascertain more details regarding costs and deliverables. This was proposed by Councillor Moxon and seconded by Councillor Ware. It was also agreed that Councillor Nixon become a member of the s106 Community Centre (Indoor Sports) Working Group. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

21/5603 Business Planning 2021 to 2025

The Parish Council agreed that a Business Planning Working Group be set up to develop a new Business Plan for the Parish Council. A draft terms of reference would be submitted to the meeting of the Parish Council on 25th November 2021. This was proposed by Councillor Moxon and seconded by Councillor Ware. Unanimous.

21/5604 Environment

The progress report submitted by Councillor Ware was noted. The Parish Council agreed that an application be submitted to the Community Fund for projects up to £10,000. The Council also agreed to investigate further the

feasibility of having living roof bus shelters within the Parish. This was proposed by Councillor Ware and seconded by Councillor Nixon.

21/5605 Memorial Bench – Stannard Way

A resident had approached the Parish Council asking to site a memorial bench on Stannard Way on a recharge basis. The Parish Council agreed to the procurement of a 'municipal standard' bench subject to satisfactory residents' consultation and obtaining the necessary highways agreement. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous

21/5606 Parish Council Surgery

There had been no visitors to the Surgery on 2nd October 2021. The Parish Council noted that the monthly surgery on 6th November 2021 would be attended by Councillor Coe and Councillor Nixon. The surgery to be held on 4th December would be attended by Councillor Collyer and Councillor Parker. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

21/5607 Finance Working Group

The Parish Council noted the report of the Finance Working Group of 21st October 2021. The Parish Council agreed that the Terms of Reference for the Group be amended and that the revised Reserves Policy be adopted. The following funding was also agreed for projects -

1. £25,000 be vired from General Reserves for floodlights for the MUGA
2. £2,800 be vired from General Reserves for additional funding for CCTV at the St David's Recreation Ground.

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

21/5608 Sports Liaison Working Group

The Parish Council noted the report of the Sports Liaison Working Group of 6th October 2021. The need for an external defibrillator had been raised by the Clubs as an issue to address. It was understood that the Central Sports Club would adopt ownership of the defibrillator to fit this to its building and also to take on the maintenance responsibility and associated running costs.

21/5609 Funding Requests – Section 137

The Parish Council agreed to release the £500 contribution to the Brixworth Food Share Scheme. This was proposed by Councillor Moxon and seconded by Councillor Ware. Unanimous. The Parish Council also agreed to the purchase of a Poppy Wreath for Remembrance Day. This was a £35 donation. This was proposed by Councillor Moxon and seconded by Councillor Parker. Unanimous. Both of these payments were in accordance with Section 137 of the Local Government Act 1972.

21/5610 BT Box Church Street

The Parish Council received an update report regarding the BT Box. The Parish Council agreed that it proceeds with adopting the BT box. The Parish Council will agreed to contact the Highway Authority regarding any required licences as the property is situated on Highway Land. This was proposed by Councillor Moxon and second by Councillor Nixon. (Councillor Ware did not participate in this item)

21/ 5611 Finance – Rolling Budget

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

21/5612 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th September 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £151,556.39. The Capital (Reserve) account indicated a balance of £222,319.45.

21/5613 Finance – Statement of Reserves

Statement of Reserves was received by the Parish Council. There was £220,172.40 held within Restricted Funds and £163,450.37 within Earmarked Reserves. General Reserves was indicated at £62,886.03 representing 38% of the precept.

21/5614 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for August 2021. There had been 21 reported crimes compared to 22 in 2019 and 28 in 2018.

21/5615 Community Safety – Speed Indicator Device (SID)

The Parish Council received that the Speed Indicator Device data for October. This related to Station Road (Inbound).

21/5616 Planning – Decisions for September 2021

The Parish Council noted the list of planning decisions issued by the West Northants Council, as Local Planning Authority, during September 2021.

21/5617 Planning – Committee Minutes for 6th September 2021

The Parish Council received the minutes of the Planning Committee of 6th September 2021.

21/5618 Media & Communications Committee for 14th July 2021.

The Parish Council received the minutes of the Media & Communications Committee of 14th July 2021.

21/5619 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5620 Dates of Future Meetings

These meeting dates may be subject to change because of Government advice.

- Planning Committee – 8th November 2021
- Media & Communications Committee – 10th November 2021
- Council – 25th November 2021

21/5621 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 Parker and seconded by Councillor Ware. Unanimous.

The meeting was in closed session from 8.40pm

21/5622 Parish Clerk & Responsible Financial Officer – Handover

The Parish Council agreed that a handover period be in place for the new Parish Clerk & Responsible Financial Officer. The existing Parish Clerk would assist and support, based upon a 20-hour week, until 30th November 2021. This was proposed by Councillor Moxon and seconded by Councillor Ware. Unanimous

21/5623 Land Rear of the Village Hall

The Parish Council noted the current position regarding the transfer of the surplus land adjoining the village hall, and resolved to confirm that the Parish will in principle accept the transfer of the land as custodian trustee on behalf of the Brixworth Village Hall Charity subject to:

- a. A further report to Council at a later date.
- b. The satisfactory conclusion of negotiations with the Co-op.
- c. The Village Hall Management Committee resolving to support the transfer.
- d. The provision of a business case in accordance with the Parish's financial regulations.

In addition, the Parish Council resolved to endorse the additional proposal to encourage the use of the land to the rear of the Village Hall for maximum environmental benefit.

This was proposed by Councillor Nixon and seconded by Councillor Ware. Unanimous.

21/5624 Legal Matters

There were no further legal matters to report.

The meeting returned into open session from 9.00pm

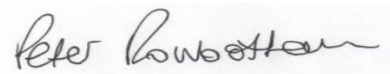
21/5625 Urgent Matters

There was no urgent business to report.

The meeting finished at 9:03pm

Signed as a true and accurate record.

**Councillor Sandra Moxon
Chairman
Brixworth Parish Council
25th November 2021**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
18th November 2021
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk**