



Brixworth Parish Council

Minutes of the meeting held on Thursday 25th November 2021 at 7:15pm

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

In Attendance:

Councillors: Councillor Ian Barratt, Councillor Jackie Bird, Councillor Neal Brown, Councillor Elaine Coe (arrived at 7.36pm), Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Tony Nixon, Councillor Kevin Parker, Councillor Gary Spratt and Councillor Christine Ware.

Apologies: Councillor James Collyer and Councillor Sandra Moxon
Councillor Jonathan Harris (WNC) had also offered his apologies.

Absent: Councillor Frances Peacock

Also Present: Katrina Jones (Parish Clerk) and Peter Rowbotham (Outgoing Clerk)

**Members of
the Public:** 1

21/5626 Welcome

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

21/5627 Apologies for Absence

Apologies for absence had been received from Councillor Collyer and Councillor Moxon. Councillor Coe had given apologies for being late. It was **RESOLVED** to accept the apologies. Prop. Cllr Parker, Sec. Cllr Brown.

21/5628 Declarations of Interest

None.

21/5629 Minutes of Previous Meetings (28th October 2021 and 10th November 2021)

It was **RESOLVED** to approve the minutes of the meeting held on 10th November 2021. Prop. Cllr Nixon, Sec. Cllr Ware.

It was **RESOLVED** to approve the minutes of the meeting held on 28th October 2021 subject to the following amendment to item 21/5623 to read as follows:

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.

Prop. Cllr Nixon, Sec. Cllr Ware.

21/5630 Public Open Forum

No members of the public wished to speak.

21/5631 Finance - Transactions including Payments for Approval – November 2021

It was **RESOLVED** to approve the list of financial transactions and payments for November 2021. All invoices for payment had been examined, verified, and certified by the Parish Clerk in accordance with the Financial Regulation 5.3. Councillors were made aware of an overpayment of the previous clerk during the payroll process which will be corrected. Prop. Cllr Brown, Sec. Cllr Parker. Unan.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (1st November)	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	EON	Electricity (Q) The Ashway Changing Rooms (24th)	283.36	14.17	297.53	PHA 1875 s164
04	TalkTalk Business	Broadband (9th)	57.12	11.42	68.54	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.95	3.79	22.74	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
06	Greener Grave Care	Cleaning of War Memorial	750.00	0.00	750.00	WMA 1923 s1
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19						
07	O2	Pre Pay Top Up - Groundsmans Phone	25.00	5.00	30.00	LGA 1972 s111
Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS)						
08	British Legion	Poppy Wreath	35.00	0.00	35.00	LGA 1972 s137
09	BCF	Food Bank Grant	500.0	0.00	500.0	LGA 1972 s137

Initialed.....

			0		0	
Payments for approval - Financial Regulation 5.2 (via BACS)						
10	Staff *	Net Salaries and Wages (4 week month)	5,742.21	0.00	5,742.21	LGA 1972 s111
11	HMRC	PAYE	1,184.07	0.00	2,275.45	LGA 1972 s112
12	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
13	Peter Rowbotham	Employment Related Expenses	198.00	0.00	198.00	LG(FP)A 1963 s5
14	R&G	Grounds Maintenance Contract	753.00	150.60	903.60	PHA 1875 s165
15	AH Blason & Son	Fuel	56.67	11.33	68.00	LGA 1972 s111
16	Bakers Waste	Trade Waste at St David's	88.09	17.62	105.71	PHA 1875 s164
17	Tradepoint B&Q	Tarmac/Postcrete	27.62	5.53	33.15	PHA 1875 s165
18	Tradepoint Screwfix	Misc Items for stores	55.33	11.06	66.39	LGA 1972 s111
19	Tradepoint Screwfix	Safety Boots	29.99	0.00	29.99	LGA 1972 s111
20	Brixworth Bulletin	Advertising	350.00	0.00	350.00	LGA 1972 s142
21	KF Troop	Daffodil Bulbs - annual planting	60.00	12.00	72.00	HA 1980 s96
22	Oaktree Limited	Christmas Tree Lights - replacements	90.70	18.14	108.84	LGA 1972 s144
23	Brixworth Comm Centre	Meeting Hire	1,000.00	0.00	1,000.00	LG(MP)A 1976 s19
24	Brixworth Comm Centre	Annual Cleaning Grant	4,000.00	0.00	4,000.00	LG(MP)A 1976 s19
Cheque Payments						
25	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			16,511.08	362.89	17,965.35	
Receipts						
26	Nat West	Interest (29th October)	2.64	0.00	2.64	LGA 1972 s111
Total Income this month			2.64	0.00	2.64	
Bank Transfer - Capital to Revenue						
27	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						
28	Realign Account with budget		0.00	0.00	0.00	TCPA 1970 s106
Total transferred to capital this month			0.00	0.00	0.00	

* gross figure of £7526.22 was agreed - the net figure is shown above

Initialed.....

* over payment of salary to outgoing Clerk - to be reimbursed to BPC

21/5632 S106 Community Centre (Indoor Sports) Working Group

It was noted that the s106 money had been applied for and a decision was awaited from West Northamptonshire Council before an order could be placed.

21/5633 Finance Working Group – Draft Budget

The draft budget prepared by the Finance Working Group was noted. It was **RESOLVED** to change the heading 'Community Allowance' to 'Chairman's Allowance' and combine this with the Chairman's Telephone Allowance. Prop. Cllr Barratt, Sec. Cllr Compton. Councillor Lunnon also suggested considering an increase in the amount provided for insurance in the budget.

21/5634 Climate Change Working Group

A report was received from the Brixworth Climate Action Working Group the contents of which were noted and the recommendations were agreed as follows:

It was **RESOLVED** to consult with residents listed in the tree walk report. Prop. Cllr Ware, Sec, Cllr Lunnon.

It was **RESOLVED** to get quotes for the works to trees identified with Michael Venton on the tree walk on 10th November 2021. Prop. Cllr Ware, Sec, Cllr Brown.

It was **RESOLVED** to apply to the Woodland Trust for trees identified on the walk. Prop. Cllr Ware, Sec, Cllr Brown.

It was **RESOLVED** to check locations of identified sites for services/ any permissions from Highways. Prop. Cllr Ware, Sec, Cllr Lunnon.

It was **RESOLVED** to approve further investigation of possible sites not investigated on 11th November 2021.

- New Street
- Parklands Avenue
- St David's Road
- (Old) Harborough Road
- Saxon Rise roads

Prop. Cllr Ware, Sec, Cllr Spratt.

It was **RESOLVED** to ask The Green Infrastructure Company for a more detailed idea on costing for living roofs on bus shelters. Prop. Cllr Ware, Sec, Cllr Lunnon. Unan.

It was **RESOLVED** that where known the original suppliers of the bus shelters would be asked for details on load bearing and suitability of the shelters for living roofs. Prop. Cllr Ware, Sec. Cllr Lunnon. Unan.

It was **RESOLVED** to approve the lottery grant application submitted for funding for the bus shelter living roofs project. Prop. Cllr Ware, Sec. Cllr Nixon. Unan.

Initialed.....

21/5635 Business Plan up to 2025

It was **RESOLVED** to agree the terms of reference as circulated and agree the membership should consist as recommended in terms of reference. Prop. Cllr Ware, Sec. Cllr Lunnon.

1/5636 Media and Communications Committee

was **RESOLVED** to appoint Councillor Ware to fill the vacancy on the Media and Communications Committee. Prop. Cllr Coe, Sec. Cllr Lunnon. Unan.

21/5637 Parish Council Surgery

The report of the Surgery held on Saturday 6th November 2021 was noted. It was noted that Councillor Parker would be attending the Surgery on 4th December 2021 and it was **RESOLVED** to nominate Councillor Bird to attend in place of Councillor Collyer. It was **RESOLVED** to nominate Councillor Ware and Councillor Compton to attend the Surgery on Saturday 8th January 2022 (10am until 12pm).

21/5638 Floodlights

It was **RESOLVED** to obtain tenders through Contract Finder (as required by Standing Orders) for floodlights for the MUGA using the same specification as previously agreed when it was part of the tender for the MUGA. Prop. Cllr Brown, Sec. Cllr Compton.

21/5639 Motor Insurance

A report was received from the Clerk containing three quotes for insurance. It was **RESOLVED** to accept the quotation provided by the existing insurer for van and mower insurance. Prop. Cllr Brown, Sec. Cllr Compton.

21/5640 Safeguarding

It was agreed to defer this item to the next meeting and agreed that Councillor Spratt would look at the draft policy. It was also agreed that the Clerk would inform NCALC that the Parish Council felt a model Safeguarding policy should be formulated by NALC or NCALC.

21/5641 Finance – Rolling Budget

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

21/5642 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th October 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £172,005.70. The Capital (Reserve) account indicated a balance of £367,607.61.

21/5643 Finance – Statement of Reserves

Statement of Reserves was received by the Parish Council. There was £220,515.90 held within Restricted Funds and £163,106.87 within Earmarked Reserves. General Reserves was indicated at £81,008.34 representing 49% of the precept.

21/5644 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for September 2021. There had been 21 reported crimes compared to 48 in 2020 and 19 in 2019.

Initialed.....

21/5645 Community Safety – Speed Indicator Device (SID)

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

21/5646 Planning – Decisions for October 2021

The Parish Council noted the list of planning decisions issued by the West Northants Council, as Local Planning Authority, during October 2021. These are regularly updated on the West Northants Council website.

21/5647 Planning – Committee Minutes for 6th September 2021

The Parish Council received the minutes of the Planning Committee of 25th October 2021.

21/5648 Media & Communications Committee for 14th July 2021.

The Parish Council received the minutes of the Media & Communications Committee of 8th September 2021.

21/5649 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5650 Dates of Future Meetings

The future meeting dates were noted. These meeting dates may be subject to change because of Government advice.

- Planning Committee – 29th November 2021
- Media & Communications – 8th December 2021
- Parish Council – 16th December 2021

21/5651 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. Prop. Cllr Coe, Sec. Cllr Compton.

The meeting was in closed session from 8.28pm

21/5652 Finance – Draft Budget and Fees and Charges

A verbal report was received from Councillor Nixon explaining the basis for calculating the proposed fees and charges. It was noted that the Sports Clubs would be consulted on the fees and charges at the Sports Liaison Working Group Meeting ahead of the next Parish Council meeting. It was **RESOLVED** to consult the on the fees with the football club. Prop. Cllr Bird, Sec. Cllr Compton.

21/5653 Legal Asset Working Group

A report was received from the Councillor Nixon on behalf of the Legal Assets Working Group. It was noted that a full report will be provided to the Parish Council once the possibility of taking ownership of an area of land for allotments has been explored further. It was noted that a quote from a District Valuer would be obtained to assist in the council in renewing the lease with Central Sports Club.

21/5654 Legal Matters

Initialled.....

Peter Rowbotham reported on the legal advice received from the Parish Council's solicitor. It was **RESOLVED** to follow the advice and agree to enter into an IVA. Prop. Cllr Bird, Sec, Cllr Parker.

The meeting returned into open session from 8.56pm

21/5655 Urgent Matters

Councillor Bird read out a statement on the role of the Clerk and the role of Councillors which she advised she had been asked to read.

The meeting finished at 9:00pm

**Signed as a true and
accurate record by**

**Chairman
Brixworth Parish
Council
16th December 2021**

**Minutes prepared by Katrina Jones
Parish Clerk
Brixworth Parish Council
30th November 2021
Telephone: 079 8314 1786
E Mail:
parish.clerk@brixworthparishcouncil.gov.uk**

Initialed.....