



Brixworth Parish Council

Draft Minutes of the meeting held on Thursday 16th December 2021 at 7:15pm

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

In Attendance:

Councillors: Councillor Sandra Moxon (Chairman), Councillor Jackie Bird (Vice Chairman), Councillor Elaine Coe, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tony Nixon, Councillor Gary Spratt and Councillor Christine Ware.

Apologies: Councillor Ian Barratt, Councillor Neal Brown, Councillor James Collyer, Councillor Tom Mitchell and Councillor Kevin Parker

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

Absent: Councillor Frances Peacock

Also Present: Katrina Jones (Parish Clerk).

Members of the Public: 1 (until 7.28pm)

21/5656 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.

21/5657 Apologies for Absence

Apologies for absence had been received from Councillor Ian Barratt, Councillor Neal Brown, Councillor James Collyer, Councillor Tom Mitchell and Councillor Kevin Parker. It was **RESOLVED** to accept all apologies. Prop. Cllr Coe, Sec. Cllr Bird.

21/5658 Declarations of Interest

None.

21/5659 Minutes of Previous Meetings (25th November 2021)

It was **RESOLVED** to approve the minutes of the meeting held on 25th November 2021. Prop. Cllr Spratt, Sec. Cllr Ware.

21/5660 Public Open Forum

A member of the public who was also a member of the Climate Action Working Group, gave a presentation and answered questions on a proposal for community orchards in the Parish.

21/5661 Finance - Transactions including Payments for Approval – December 2021

It was **RESOLVED** to approve the list of financial transactions and payments for December 2021. All invoices for payment had been examined, verified, and certified by the Parish Clerk in accordance with the Financial Regulation 5.3. Prop. Cllr Compton, Sec. Cllr Nixon. Unan.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services	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 (8th)	50.83	12.71	63.54	LGA 1972 s111
04	EE Limited	Mobile Phone	19.80	4.95	24.75	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
	Nil					
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19						
05	Amazon	Office supplies	165.42	41.36	206.78	LGA 1972 s111
Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS)						
	Nil					
Payments for approval - Financial Regulation 5.2 (via BACS)						
06	Staff	Net Salaries and Wages (4 week month)	4,264.13	0.00	4,264.13	LGA 1972 s111
07	HMRC	PAYE and NIC liability	1,451.07	0.00	1,451.07	LGA 1972 s112
08	WPS Hallam	Van and Mower Insurance	821.32	0.00	821.32	LGA 1972 s111
09	Chubb Fire & Security Ltd	Emergency Lighting System Service (Ashway Changing Rooms)	175.39	35.08	210.47	PHA 1875, s.164
10	R&G	Grounds Maintenance Contract	1,212.00	242.40	1,454.40	PHA 1875 s165
11	NCALC	Off to a Flying Start	44.00	0.00	44.00	LGA 1972 s175
12	AH Blason & Son	Fuel	58.33	11.67	70.00	LGA 1972 s111
13	Bakers Waste	Trade Waste at St David's	6.00	1.20	7.20	PHA 1875 s164
Cheque Payments						
14	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			8,779.49	451.60	9,231.09	
Receipts						
15	Nat West	Interest (30th November)	3.30	0.00	3.30	LGA 1972 s111
16	Brixworth Community Centre	Cleaning	4,940.00	0.00	4,940.00	
17	Brixworth All Saints	Fees	168.00	0.00	168.00	
18	Brixworth Cricket	Fees	990.00	0.00	990.00	
19	Brixworth Juniors	Fees	1,890.00	0.00	1,890.00	
20	HMRC	VAT Reclaim (10th December)	10,699.67	0.00	10,699.67	VAT Act 1994
Total Income this month			18,690.97	0.00	18,690.97	
Bank Transfer - Capital to Revenue						
21	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						
22	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	

21/5662 Climate Change Working Group

Cllr Ware provided a report and it was **RESOLVED** that the Parish Council would submit an application to CPRE for funding for the hedgerow planting in line with the areas identified on the tree walk. Prop. Cllr Ware, Sec. Cllr Bird. Unan.

21/5663 Personnel Working Group

It was **RESOLVED** to close the meeting to members of the public and press to discuss this item. The meeting was closed between 7.42pm and 8pm. The following resolutions were agreed:

It was **RESOLVED** to instruct the former Clerk on a consultant basis for a fixed hourly rate to provide cover and support to the new Clerk, to be reviewed after an administrative assistant is employed. Prop. Cllr Ware, Sec. Cllr Coe.

It was **RESOLVED** to advertise for an administrative assistant for 15 hours a month, increasing to 20 hours a month at the start of the next financial year. Prop. Cllr Ware, Sec. Cllr Coe.

It was **RESOLVED** to re-open the meeting to members of the public and press.

21/5664 Payroll Provider

A report was provided by the Clerk which gave details of three quotes received for the provision of payroll services. It was **RESOLVED** to appoint DM Payroll Services to carry out monthly payroll services for all employees. Prop. Cllr Coe, Sec. Cllr Compton.

21/5665 Parish Council Surgery

The report of the Surgery held on Saturday 4th December 2021 was noted. It was noted that Cllr Ware and Cllr Compton would be attending the Surgery on Saturday 8th January 2022 (10am until 12pm). It was agreed that the Surgery would continue but whether it continued in the current format would be reviewed. Cllr Coe agreed to carry out a review. It was **RESOLVED** that a spreadsheet be used to agree who attends future Surgery dates. Prop. Cllr Coe, Sec. Cllr Compton.

21/5665 Safeguarding Policy

It was **RESOLVED** to adopt the proposed safeguarding policy which had been circulated, with two minor amendments to the wording which had been suggested, and to appoint Cllr Spratt as the safeguarding officer. Prop. Cllr Moxon, Cllr Bird. Unan.

21/5666 MUGA Project

A report was received from the MUGA Project Working Group with their recommendations. It was **RESOLVED** to award the contract for the installation of the MUGA to Kompan at a cost of £102,374.58 and to request a minor alteration to replace one of the single gates with a double gate. It was also **RESOLVED** that West Northamptonshire Council would be contacted to ascertain if planning permission was required and an application for planning permission would be submitted if required. Prop. Cllr Moxon, Sec. Cllr Compton.

21/5667 Venue of Parish Council Meetings

It was **RESOLVED** to agree to hold Parish Council meetings in Brixworth Library from January 2022. It was **RESOLVED** to agree the Service Level Agreement with the Library, to use Brixworth Library as the venue for future meetings, with an amendment to ensure that it applies to all Parish Council Meetings, including Planning Committee Meetings and Community Centre Meetings, and an amendment to the start time to state 7pm in the agreement. Prop. Cllr Moxon, Sec. Cllr Spratt. Unan.

21/5668 Training

Details of upcoming training courses with Northants CALC had been circulated and Councillors were asked to advise of any courses they would like to attend. It was **RESOLVED** to develop a training policy. Cllr Compton agreed to share a training strategy. Prop. Cllr Moxon. Sec. Cllr Bird.

21/5669 Budget

It was **RESOLVED** to agree the proposed budget for 2022/3 subject to amendments agreed to line 2.08, 2.09 and 2.17. Prop. Cllr Lunnan, Sec. Cllr Lunnan. Unan. Based on consideration of the budget, it was **RESOLVED** to agree to request a precept of £170,000 for the financial year 2022/23. Prop. Cllr Moxon, Sec. Cllr Lunnan. Unan. The precept request form was to be duly signed by the Chairman Cllr Moxon and returned to West Northants Council. It was agreed that the Parish Council meeting on 13th January 2022 was no longer necessary.

21/5670 Finance – Rolling Budget

The rolling budget circulated for November 2021 was noted.

21/5671 Finance – Bank Reconciliation Report

The Bank Reconciliation as of 30th October 2021 was noted by the Council.

21/5672 Finance – Statement of Reserves

Statement of Reserves which was received by the Parish Council at the previous meeting was noted.

21/5673 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for November 2021. There had been 19 reported crimes compared to 31 in 2020 and 28 in 2019. It was agreed that Councillors would like the PCSO to attend a future meeting to provide a report.

21/5674 Community Safety – Speed Indicator Device (SID)

The Parish Council received the Speed Indicator Device data for November to December. This related to Northampton Road (Outbound). It was agreed that Speed Display Sign data could be shared with members of the public using the website and social media instead of in the current format as an agenda item. The possibility of a Councillor assisting with this was suggested and was to be explored further.

21/5675 Planning – Decisions for November 2021

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

21/5676 Planning – Committee Minutes for 25th October 2021

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

21/5677 Media & Communications Committee for 10th November 2021.

The Parish Council received the minutes of the Media & Communications Committee of 10th November 2021.

21/5678 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5679 Dates of Future Meetings

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

- Planning Committee – 20th December 2021
- Parish Council (To agree budget and precept) – 13th January 2021 – CANCELLED.

21/5680 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 Moxon, Sec. Cllr Lunnon.

The meeting was in closed session from 9.22pm

21/5681 Information Point Licence

A report was received from the Assets Working Group. It was **RESOLVED** that a renewal of the licence would be sought for the Information Point Office in Brixworth Library & Community Centre Building on the best possible terms and that Cllr Nixon would assist the Clerk in negotiating the terms of the renewal.

The meeting returned into open session from 9.28pm.

21/5682 Urgent Matters

West Northants Councillor Jonathan Harris had requested feedback on a highways issue which was discussed and Cllr Ware agreed to report the comments back to WNC Cllr Harris.

The meeting finished at 9:33pm

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

**Chairman
Brixworth Parish
Council**

**Minutes prepared by Katrina Jones
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