



Brixworth Parish Council

Minutes of the meeting held on Tuesday 24th August 2021 at 7:15pm

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

In Attendance:

Councillors: Councillor Jackie Bird, Councillor Ian Barratt, Councillor James Collyer, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Tony Nixon, Councillor Kevin Parker, Councillor Frances Peacock, Councillor Gary Spratt, and Councillor Christine Ware

Apologies: Councillor Neal Brown, Councillor Sandra Moxon, Councillor Elaine Coe, Councillor Lynne Compton.

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

Absent: 0

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 3

21/5536 Welcome

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

21/5537 Apologies for Absence

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

21/5538 Declarations of Interest

None declared.

21/5539 Minutes of Previous Meeting (29th July 2021)

The minutes of the meeting held on 29th July 2021 were agreed as a true and accurate record. This was proposed by Councillor Nixon and seconded by Councillor Parker.

21/5540 Public Open Forum

A representative from the local Cooperative Store outlined her role as a 'Member Pioneer.' Member Pioneers brought together local causes to make communities a better place to work, play, live and learn. For every pound spent at the store, one penny would be donated to a local cause. The Parish Council welcomed the initiative which could benefit several clubs and assist addressing issues such as mental health and inclusivity.

21/5541 Finance - Transactions including Payments for Approval – August 2021

The list of financial transactions and payments for August 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 Peacock 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 July)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (2nd)	136.19	6.81	143.00	PHA 1875 s164
03	Lex Autolease	Lease Van (2nd)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (9th)	52.95	10.59	63.54	LGA 1972 s111
05	EE Limited	Mobile Phone (16th)	18.95	3.79	22.74	LGA 1972 s111
06	Wave	Water/Sewerage, The Ashway Changing Rooms	45.98	0.00	45.98	PHA 1875 s164
Retrospective Payments - Financial Reg 5.5. (Via BACS)						
07	Nil		0.00	0.00	0.00	
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
08	Postage	Royal Mail Group	2.55	0.00	2.55	LGA 1972 s111
09	Postage	Royal Mail Group	1.29	0.00	1.29	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	None		0	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
10	Staff	Net Salaries and Wages (5-week month)	3,664.78	0.00	3,664.78	LGA 1972 s111
11	HMRC	PAYE	1,192.87	0.00	1,192.87	LGA 1972 s112
12	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
13	Peter Rowbotham	Employment Related Expenses	69.20	0.00	69.20	LG(FP)A 1963 s5
14	R&G	Grounds Maintenance Contract	1,451.00	290.20	1,741.20	PHA 1875 s165
15	AH Blason & Son	Fuel	131.08	26.22	157.30	LGA 1972 s111
16	Bakers Waste	Trade Waste at St David's	96.48	19.30	115.78	PHA 1875 s164
18	PKF	Annual Audit Fee	400.00	80.00	480.00	LAAA 2014 s20
19	Berry's	Annual Rent for The Pound	0.05	0.00	0.05	PHA 1875 s164
20	EON	LED Lanterns to existing footway lights	1,820.00	364.00	2,184.00	PCA 1936 s234
21	EON	LED Lanterns to existing footway lights	780.00	156.00	936.00	PCA 1936 s234

22	West Northants Council	Elections Fee	90.00	0.00	90.00	RofPA 1983
Cheque Payments						
23	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			11,159.34	1,059.14	12,218.48	
Receipts						
24	Nat West	Interest (30th July)	1.83	0.00	1.83	LGA 1972 s111
25	TradePoint	Refund	35.33	7.07	42.40	LGA 1972 s111
Total Income this month			37.16	7.07	44.23	
Bank Transfer - Capital to Revenue						
26	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						
27	Realign Account with budget		0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

21/5542 Appointments

The following appointments were discussed and agreed by the Parish Council:

- Media & Communications Committee – One vacancy remains
- Personnel Working Group – Councillor Spratt. Proposed by Councillor Ware and seconded by Councillor Barratt. Unanimous.
- s106 Play Park & MUGA Working Group – Councillor Barratt and Councillor Spratt. Proposed by Councillor Ware and seconded by Councillor Lunnon. Unanimous.
- Thomas Roe Charity – Councillor Lunnon. Proposed by Councillor Ware and seconded by Councillor Nixon. Unanimous.

21/5543 Highways – Request to Review Speed Limit – A508 By-pass

The Parish Council agreed to support a review of the speed limit on the A508 Brixworth By-pass. This was in interests of road safety. This was proposed by Councillor Mitchell and seconded by Councillor Lunnon. Unanimous.

21/5544 Environment – Climate Change

The Parish Council considered climate change and its response to the challenges that it had identified. Collectively, across local councils, actions could be put into place to create more climate-friendly communities. The Parish Council agreed to the following –

1. Councillor Ware be appointed 'Climate Change Champion'. Proposed by Councillor Lunnon and seconded by Councillor Peacock.
2. A climate emergency be declared. Proposed by Councillor Lunnon and seconded by Councillor Nixon.
3. A Climate Action Working Group comprising of Parish Councillors and residents be appointed to develop a green agenda and action plan for long term climate support, with actions identified for consideration by the Parish Council. Parish Council members to be Councillor Ware, Councillor Lunnon and Councillor Nixon. The

Terms of Reference of the Working Group would be agreed at a future meeting. This was proposed by Councillor Ware and seconded by Councillor Spratt.

The model Environment Policy would also be reviewed at a future meeting of the Parish Council. The Media & Communications Committee would look at incorporating the climate issues into its communications plans.

21/5545 Environment – Queens Green Canopy

The Parish Council considered actions to plant trees to mark the Queen's Platinum Jubilee. The Tree planting season would run between November and March, and this would be the first item for the newly formed Environment (Climate Action) Working Group to progress. Planting sites and species would be identified during a walk around the village. The Parish Council's Grounds Maintenance contractor would be present together with the Tree Officer from the West Northants Council. A further report would be submitted to a future meeting of the Parish Council.

21/5546 Pop Up Shops on Parish Council Land

The Parish Council noted that 'pop up' stalls had operated on Parish Council land which had very often sold food. The Parish Council agreed to contact the Environmental Services Team at West Northants Council to ascertain the operational requirements of operating a stall. A further report would be submitted to update the Parish Council. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

21/5547 BT Phone Box, Church Street

The active BT telephone box on Church Street had recently been refurbished. The Parish Council agreed that the land ownership be confirmed before the possibility of adoption could be discussed. The Parish Clerk would use the online Land Registry facility to locate this information. West Northants Council would also be contacted regarding this land. A further report would be submitted to update the Parish Council.

21/5548 s106 Community Centre (Indoor Sports)

The Parish Council agreed to the appointment of 'Formfive' of Northampton to deliver the required building services from design detail to build completion. The budget was fixed at the s106 contribution of £66,835. This was proposed by Councillor Lunnon and seconded by Councillor Nixon. Unanimous.

Should other enhancements be required then funding from the Parish Council's own budget would be considered. It was noted that the project had not yet received funding approval from the West Northants Council and there was no agreed s106 budget in place at this stage. The current priority was to create a design to support the capital bid.

21/5549 Proposed Communications Cabinet- Froxhill Crescent

Gigaclear had requested a site meeting to discuss the proposal for a new communications cabinet at Froxhill Crescent. It was agreed that Councillor Mitchell and Councillor Ware meet the representatives of Gigaclear and report back to a future meeting of the Parish Council. This was proposed by Councillor Barratt and seconded by Councillor Lunnon. Unanimous.

21/ 5550 Finance – Rolling Budget

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

21/5551 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th July 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £86,231.33. The Capital (Reserve) account indicated a balance of £222,315.67.

21/5552 Finance – Statement of Reserves

Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and

£171,157.37 within Earmarked Reserves. General Reserves was indicated at £96,708.63 representing 58% of the precept. The s106 money agreed and held by West Northants 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 West Northants Council was £72,634.

21/5553 – Annual Governance & Accountability Return 2020/ 2021

The External Auditor Report and Certificate for 2020/21 had been issued. Based on the review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) the outcome of the process had been satisfactory and had met the requirements. The Notice of Audit Conclusion would now be issued.

21/5554 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for June 2021. There had been 24 reported crimes compared to 26 in 2019 and 24 in 2018.

21/5555 Community Safety – Speed Indicator Device (SID)

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

21/5556 Planning – Decisions for July 2021

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

21/5557 Planning – Committee Minutes for 7th June 2021

The Parish Council received the minutes of the Planning Committee of 7th June 2021.

21/5558 Sports Liaison Working Group – 28th July 2021

The Parish Council received the notes of the Sports Liaison Group of 28th July 2021.

21/5559 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5560 Dates of Future Meetings

Note - These meeting dates may be subject to change because of Government advice and the availability of COVID secure premises. Best efforts would be made to find premises that offer more space.

- Planning – 6th September 2021
- Media & Communications Committee – 8th September 2021
- Planning Committee – 27th September 2021
- Council – 30th September 2021

21/5561 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 Bird and seconded by Councillor Peacock.

The meeting was in closed session from 8.30pm

21/5562 Legal Matters

The Parish Clerk provided an update on legal matters which was noted by the Parish Council. The Parish Council agreed that the Parish Clerk seek independent advice on the Subject Access Request but without cost. This was proposed by Councillor Lunnon and seconded by Councillor Mitchell.

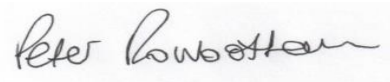
21/5563 Sports Club - Arrears

The Parish Council agreed that the Club be requested to clear the outstanding balance within 21 days otherwise it would be assumed that the Club no longer wished to hire the facilities. Payment arrangements for 21/22 should also be put into place. This was proposed by Councillor Collyer and seconded by Councillor Spratt. Unanimous.

21/5564 Urgent Matters**None**

The meeting finished at 8:50pm

Signed as a true and accurate record.



**Councillor Sandra Moxon
Chairman
Brixworth Parish Council
30th September 2021**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
13th September 2021
Telephone: 079 8314 1786
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