



Brixworth Parish Council

Minutes of the Full Council meeting held on

Thursday 28th April 2022 at 7:16pm

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

In Attendance:

Councillors: Councillor Sandra Moxon (Chairman), Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Tony Nixon, Councillor Frances Peacock and Councillor Christine Ware.

Councillor Gary Spratt attended via Teams link but did not partake in any voting.

Apologies: Councillor Jackie Bird (Vice Chairman), Councillor Ian Barratt, Councillor Barbara Lunnon, Councillor Tom Mitchell and Councillor Kevin Parker.

Absent: None

Also Present: Ruth Gasson (Parish Clerk) Gavin Kirkup (Admin Assistant)

Members of the Public: Mike Nice

22/5791 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.

22/5792 Apologies for Absence

Apologies for absence had been received from: Councillor Jackie Bird (Vice Chairman), Councillor Ian Barratt, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Kevin Parker. The Parish Council **RESOLVED** to accept these apologies.

Prop. Cllr. Peacock, Sec. Cllr. Coe. Unanimous.

22/5793 Declarations of Interest

None were raised.

22/5794 Minutes of Previous Meeting (31st March 2022)

It was **RESOLVED** approve the minutes of the meeting held on 31st March 2022.

Prop. Cllr. Brown, Sec Cllr Ware. Abstentions Cllr. Collyer and Cllr Peacock.

22/5795 Public Open Forum

Mike Nice gave an update on the Jubilee preparations and discussions followed around promotion of events. Apologies were received from Councillor Jonathan Harris (WNC)

Cllr. Elaine Coe left 19.20

22/5796 Finance - Transactions including Payments for Approval – April 2022

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26 April 2022 (2022-2023)

Brixworth Parish Council**Transactions for 01 Nat West Revenue**

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			114,225.21	
28	01/04/2022		Van Lease Costs	Lex Autolease	-267.49	113,937.72	24/04/2022
27	01/04/2022		s106 St David's Recreation Ground	Verve	-999.00	112,938.72	24/04/2022
1	04/04/2022		Annual Fee for Use of Sports Facilities	Sands United Foo	336.00	113,274.72	24/04/2022
5	04/04/2022		ICT Services	Adobe	-12.64	113,262.08	24/04/2022
3	05/04/2022		s106 receipt	West Northants Cr	4,634.70	117,896.78	24/04/2022
4	05/04/2022		VAT Repayment	HMRC	4,317.16	122,213.94	24/04/2022
26	05/04/2022		Data Protection	Information Comrr	-35.00	122,178.94	24/04/2022
34	05/04/2022		Mobile Telephone	O2 - Telefónica UK	-30.00	122,148.94	24/04/2022
37	05/04/2022		Expenses	Staff - Ruth Gasc	-17.55	122,131.39	24/04/2022
2	06/04/2022		Trade Waste	Bakers Waste	38.68	122,170.07	24/04/2022
11	06/04/2022		Materials	Amazon Services	-83.99	122,086.08	24/04/2022
12	06/04/2022		Materials	Amazon Services	-83.99	122,002.09	24/04/2022
32	07/04/2022		Broadband & Landline Telephone	Talk Talk Business	-63.54	121,938.55	24/04/2022
8	11/04/2022		Stationery	Amazon Services	-27.99	121,910.56	24/04/2022
9	11/04/2022		Stationery	Amazon Services	-25.98	121,884.58	24/04/2022
10	11/04/2022		Stationery	Amazon Services	-23.98	121,860.60	24/04/2022
22	19/04/2022		ICT Services	Microsoft	-225.60	121,635.00	24/04/2022
33	19/04/2022		Mobile Telephone	EE Limited	-31.11	121,603.89	24/04/2022
35	19/04/2022		Stationery	Amazon Services	-2.29	121,601.60	24/04/2022
36	19/04/2022		Stationery	Amazon Services	-28.70	121,572.90	24/04/2022
1	20/04/2022		Payroll System	DCK Payroll Solut	-105.84	121,467.06	24/04/2022
2	20/04/2022		Salaries and Wages	DCK Payroll Solut	-5,395.19	116,071.87	24/04/2022
3	20/04/2022		PAYE and NI	DCK Payroll Solut	-1,807.60	114,264.27	24/04/2022
4	20/04/2022		Salaries and Wages	DCK Payroll Solut	-1,085.65	113,178.62	24/04/2022
13	25/04/2022		VAT Repayment	HMRC	-3,251.00	109,927.62	
6	29/04/2022		Maintenance	Trade UK - B&Q/ £	-12.88	109,914.74	
14	29/04/2022		Trade Waste	Bakers Waste	-91.79	109,822.95	
7	29/04/2022		Maintenance	Trade UK - B&Q/ £	-29.98	109,792.97	
15	29/04/2022		Trade Waste	Bakers Waste	-7.44	109,785.53	
18	29/04/2022		Grounds Maintenance	R&G Grounds Mai	-484.80	109,300.73	
19	29/04/2022		Grounds Maintenance	R&G Grounds Mai	-48.00	109,252.73	
20	29/04/2022		Grounds Maintenance	R&G Grounds Mai	-237.60	109,015.13	
21	29/04/2022		Grounds Maintenance	R&G Grounds Mai	-48.00	108,967.13	
23	29/04/2022		Fuel	AH Blason	-138.52	108,828.61	
29	29/04/2022		Electricity	EON UK Limited (:	-33.94	108,794.67	
24	29/04/2022		Interest	Nat West Bank	-12.25	108,782.42	
25	29/04/2022		Expenses	Staff - Ruth Gasc	-46.99	108,735.43	
16	29/04/2022		Maintenance	Paulerspury Parisi	-300.00	108,435.43	
17	29/04/2022		Maintenance	Paulerspury Parisi	-30.00	108,405.43	
39	29/04/2022		Maintenance	Trade UK - B&Q/ £	-15.66	108,389.77	
38	29/04/2022		Contribution	Spratton Parish Cr	-1,000.00	107,389.77	
			CLOSING BALANCE			107,389.77	
			Value of uncashed entries	£-5,788.85	Bank statement should show	£ 113,178.62	

Brixworth Parish Council**Transactions for 02 Nat West Capital**

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			296,153.53	
31	04/04/2022		Community Centre Design	Form Five Group I	-32,916.15	263,237.38	24/04/2022
30	29/04/2022		s106 St David's Recreation Ground	Kompan Limited	-58,844.90	204,392.48	
			CLOSING BALANCE			204,392.48	
			Value of uncashed entries	£-58,844.90	Bank statement should show	£ 263,237.38	

It was **RESOLVED** to approve the list of financial transactions and payments for April 2022. All invoices for payment had been examined, verified, and certified by the Parish Clerk, Ruth Gasson, in accordance with the Financial Regulation 5.3.

Prop. Cllr. Peacock, Sec. Cllr. Brown. Unanimous.

22/5797 IT Working Group Update

The report was received from Cllr. Brown & Cllr. Nixon around IT Support and internet provision.

It was **RESOLVED** to appoint Cloudy IT in line with the recommendation of the IT Working Group and try to negotiate to see if we can obtain any further discounts.

Prop Cllr. Moxon, Sec Cllr. Ware. Unanimous.

It was **RESOLVED** to approve the locations identified and approve the IT Working group making an application to Gigaclear to install the hubs.

Prop. Cllr. Moxon, Sec. Cllr. Ware. Unanimous.

22/5798 Legal (Assets) Update

The report was received from Cllr Nixon. **Action:** Clerk (or legal rep) needs to sign the legal document for Gigaclear.

22/5799 Parish Council Surgery

The report was received from Cllr. Nixon & Cllr. Lunnon 2nd April 2022.

Cllr. Elaine Coe – returned 19.45

22/5800 Planning

The minutes of the 4th April 2022 were received.

22/5801 Media Committee

The minutes of the 20th April 2022 were received.

22/5802 Finance - Rolling Budget

The Rolling Budget for the end March 2022 was received.

22/5803 Finance – Bank Reconciliation Report

The Bank Reconciliation Report was received.

22/5804 Finance – Statement of Reserves

The Statement of Reserves were received.

22/5805 Community Safety - Crime Data

The Crime Data report was received.

22/5806 Parish Council Representative Updates

The following reports were received verbally:

- Village Hall – Cllr. Nixon
- NCALC – Cllr. Moxon
- Armed Forces – Cllr. Collyer
- Verification Officer for Finance – Cllr. Brown

22/5807 Parish Clerk's Report

The Parish Clerk's report was received.

22/5808 Dates of Future Meetings

To Note the Date of the Next Meetings:

Personnel WG	4 th May 2022
Jubilee WG	4 th May 2022
Full Council Training	5 th May 2022
Surgery	7 th May 2022
Annual Meeting of the Parish	12 th May 2022
Planning Committee	16 th May 2022
Media and Comms Committee	18 th May 2022
Annual Parish Meeting	19 th May 2022
Finance WG	25 th May 2022
Full Council Meeting	26 th May 2022

22/5809 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 Cllr. Coe. Sec. Cllr. Collyer. Unanimous.

The meeting was in closed session from 20.02

Cllr. Lynne Compton arrived 20.09

22/5810 Use of St David's Recreation Ground

A report from Cllr. Nixon was received.

Action: Assets WG to add bylaw signage to the May Agenda.

22/5811 Personnel Matters

The minutes of the Personnel Working Group held on the 12th April were received.

Cllr Brown left the meeting 20.27

22/5812 Legal Matters

The Clerk gave an update.

22/5813 Financial Matters

The minutes of the Finance Working Group on the 20th April 2022 were received.

Cllr. Gary Spratt left the meeting 20.45

22/5814 Complaints

The Clerk gave an update.

The meeting was in open session from 20.55

22/5815 Use of St David's Recreation Ground

It was **RESOLVED** that all users will agree to observe the Parish's reasonable terms and conditions for the use of Parish open spaces and shall in particular: enter into a written licence recording these terms and conditions and provide their insurance and health and safety documentation to the Parish immediately and before any activity will start.

That all users will pay a fee, as recommended by the Assets WG, to use BPC's Public Open Spaces.
That in the event that any person declines to agree to observe the above requirements, they will be asked to vacate the Parish's open spaces.

Prop. Cllr. Nixon. Sec. Cllr. Collyer. Unanimous.

22/5816 Personnel Matters

22/5817 It was **RESOLVED** to contract a Consultant in the short-term as recommended by the Clerk. In line with costs agreed by the Finance Working Group @ £32.50 an hour (this includes all employee contributions) on a rolling contract, to be reviewed at the 8-week stage, notwithstanding any inappropriate contractual terms which should be checked.

Prop. Cllr. Compton, Sec. Cllr. Ware. Unanimous.

22/5818 It was **RESOLVED** that a retention and disposal document is prepared, to come back to full council, and historical planning documents are disposed with immediate effect.

Prop. Cllr. Compton, Sec. Cllr. Ware. Unanimous.

22/2519 It was **RESOLVED** to send out a letter to Councillors to be considerate of the Clerk and Admin Assistant workload.

Prop. Cllr. Moxon, Sec Cllr. Compton. Unanimous

22/5820 Urgent Matters

None

The meeting ended 21.00

Signed as a true and accurate record:

Minutes prepared by

**Chairman
Brixworth Parish Council**

**Ruth Gasson
Parish Clerk
Brixworth Parish Council**
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk