



## **Brixworth Parish Council**

### **Minutes of the Full Council meeting held on**

**Thursday 31<sup>st</sup> March 2022 at 7:26pm**

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

#### **In Attendance:**

**Councillors:** Councillor Sandra Moxon (Chairman), Councillor Neal Brown, Councillor Elaine Coe, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Tony Nixon, and Councillor Christine Ware.

**Apologies:** Councillor Jackie Bird (Vice Chairman), Councillor Ian Barratt, Councillor James Collyer, Councillor Lynne Compton, Councillor Kevin Parker, Councillor Frances Peacock and Councillor Gary Spratt.

**Absent:** None

**Also Present:** Ruth Gasson (Parish Clerk)

**Members of the Public:** Councillor Jonathan Harris (WNC), Roisin McGettigan, Gigaclear Community Engagement Executive, Mr Bob Cotter.

*Cllr. Nixon left the room 19.26*

#### **22/5743 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.

#### **22/5744 Apologies for Absence**

Apologies for absence had been received from: Councillor Jackie Bird (Vice Chairman), Councillor Ian Barratt, Councillor James Collyer, Councillor Lynne Compton, Councillor Kevin Parker, Councillor Frances Peacock and Councillor Gary Spratt. The Parish Council **RESOLVED** to accept these apologies. Prop. Cllr. Brown, Sec. Cllr. Coe. Unanimous.

#### **22/5745 Declarations of Interest**

Cllr. Brown declared a non-pecuniary interest in one of the payments for the Brixworth Bulletin.

*Cllr. Nixon returned 19.28*

**22/5746 Minutes of Previous Meeting (24 February 2022)**

It was **RESOLVED** approve the minutes of the meeting held on 24<sup>th</sup> February 2022. Prop. Cllr. Brown. Sec. Cllr. Ware. Abstentions Cllr. Mitchell.

**22/5747 Public Open Forum**

Roisin McGettigan from Gigaclear handed out leaflets and spoke to Cllrs about the Community Hub initiative which is initially being offered to the Parish Council and includes a free 12 months business contact. After 12 months it would cost approx. £200.00 a month however, if we can evidence community engagement Gigaclear could offer it for free for another twelve months.

It was **RESOLVED** to create a Broadband Working Group of two Councillors, Cllr. Brown & Cllr Nixon, to investigate the best options, drawbacks, and potential for the village to use this service. Prop Cllr. Brown, Sec Cllr Ware. Unanimous.

Cllr. Harris provided an update from WNC covering:

- Tree policy.
- The Big Conversation.
- Sustainably Pathway - Net 0 for the council by 2030.
- Covid rates.
- Community Bus Service, trial – Shopper Hopper.

And gave information regarding:

- A meeting being held in Spratton Village Hall on Monday 4<sup>th</sup> April 2022 to discuss support for Ukrainian refugees and generate volunteers for supporting with English lessons/drive them to the job centre etc.

Cllr. Brown inquired about the visibility of all the district Cllrs elected to Brixworth Ward, which extends to the Leicestershire boarder and contains 21 parishes and who you should approach regarding this. Cllr Harris advised that any concerns should be raised with the Monitoring Officer at WNC.

**22/5748 Finance - Transactions including Payments for Approval – March 2022**

		March 2022	Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	Peninsula Business Systems	Support Services (28th February)	271.62	54.32	325.94	LGA 1972 s111
02	Lex Autolease	Lease Van (1st March)	239.58	47.91	287.49	LGA 1972 s111
03	TalkTalk Business	Broadband (10th March)	50.83	12.71	63.54	LGA 1972 s111
04	EE Limited	Mobile Phone (15th March)	22.74		22.74	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
05	NCALC	Training	258.00	0.00	258.00	LGA 1972 s111
06	Brixworth Bulletin	Advert issue 72	350.00	0.00	350.00	LGA 1972 s142
07	Bakers Waste	Trade Waste - Community Trust Inv See Receipts	45.64	9.13	54.77	PHA 1875 s165
08	Bakers Waste	St David's waste removal	59.52	11.90	71.42	PHA 1875 s164
09	Trade Point - Screwfix	Bin Liners/wipes/hinges	55.06	11.01	66.07	LGA 1972 s111
10	Trade Point - Screwfix	Wood Filler/Door Closer	53.75	10.75	64.50	LGA 1972 s111
11	Trade Point - B&Q	Timber / Undercoat	88.77	17.75	106.52	LGA 1972 s111
12	Trade Point - B&Q	Post and Nails	44.07	8.81	52.88	LGA 1972 s111
13	Peter Rowbotham	Support Services	400.00	0.00	400.00	LGA 1972 s111
14	William Graham Law	Legal Fees	750.00	150.00	900.00	LGA 1972 s111
15	Hassett Fencing	Fence Posts -St David's	175.14	35.02	210.16	LGA 1972 s111
16	Verve Security	CCTV Installation at St Davids Deposit	999.00		999.00	PHA 1875 s164
17	Wickstead	Paint	123.50	24.70	148.20	LGA 1972 s111
<b>Debit Card Payments (On line purchase) - Financial Regs 6.10 &amp; 6.19</b>						
18	Amazon Business	Phone Case	6.57	1.31	7.88	LGA 1972 s111
19	Amazon Business	phone charger/	7.41	1.48	8.89	LGA 1972 s111
20	Amazon Business	Equipment	24.99	5.00	29.99	LGA 1972 s111
21	Amazon Business	Printer Ink	24.17	4.83	29.00	LGA 1972 s111
22	Amazon Business	Pink Paper	6.42	1.29	7.71	LGA 1972 s111
23	Amazon Business	Folders/stationary	24.71	4.94	29.65	LGA 1972 s111
24	Pitch Care	Weedkiller	96.15	19.23	115.38	LGA 1972 s111
<b>Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS)</b>						
25	Councillor Moxon	Office Stationery for temp Admin Assistant	24.96	0.83	25.79	LGA 1972 s111
26	SLCC	Membership for new Parish Clerk	270.00	0.00	270.00	LGA 1972 s111
27	Kompan	St Davids Play Area - supply and install	82,913.78	16,582.76	99,496.53	PHA 1875 s164
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
28	Staff	Net Salaries and Wages	4,975.24	0.00	4,975.24	LGA 1972 s112
29	HMRC	PAYE and NIC liability	2,127.04	0.00	2,127.04	LGA 1972 s112
30	HMRC	PAYE and NIC liability from historic underpayment	979.35	0.00	979.35	LGA 1972 s112
31	LGSS	Pension	1,249.42	0.00	1,249.42	LGA 1972 s112
32	R & G	Grounds Maintenance Contract	723.00	144.60	867.60	PHA 1875 s165
33	Blasons	Petrol for van	41.67	8.33	50.00	LGA 1972 s111
34	Chubb	Service of Emergency Lighting Ashway	182.76	36.55	219.31	LGA 1972 s111
36	Verve Security	CCTV Installation at St Davids	1,521.00		1,521.00	PHA 1875 s164
37	Ruth Gasson	Employment Expenses Trip to Paulerspury 39@0.45	17.55	0.00	17.55	LG(FP)A 1963 s5
<b>Cheque Payments</b>						
38	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>99,203.41</b>	<b>17,205.16</b>	<b>116,408.56</b>	
<b>Receipts</b>						
39	Nat West	Interest	-2.89	0.00	-2.89	LGA 1972 s111
40	NCALC	Asset Mapping Payment	-592.04	0.00	-592.04	
41	Community Trust Transfer	Bakers Waste 07 Payment	-54.77	0.00	-54.77	
42	Bakers Waste	Historic Credit Balance CF			-33.64	
<b>Total Income this month</b>			<b>-649.70</b>	<b>0.00</b>	<b>-683.34</b>	
<b>Bank Transfer - Capital to Revenue</b>						
43	Realign Account with budget		0.00	0.00	0.00	
<b>Total transferred to revenue this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Bank Transfer - Revenue to Capital</b>						
44	Realign Account with budget		0.00	0.00	0.00	
<b>Total transferred to capital this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Cllr. Moxon asked for the hard work of the Clerk in preparing these documents to be noted.

It was **RESOLVED** to approve the list of financial transactions and payments for March 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. Lunnon, Sec. Cllr. Nixon. Abstention Cllr. Brown due to previously declared non-pecuniary interest.

#### **22/5749 Outsourcing Payroll**

A report was presented by the Clerk.

**22/5750** It was **RESOLVED** to overturn the previous **Resolution: 21/5664** due to the new NCALC partnership with a DCK Payroll Solutions this new information was not available when the initial resolution was passed. Prop. Cllr. Lunnon. Sec. Brown. Unanimous.

**22/5751** It was **RESOLVED** to appoint DCK Payroll Solutions as Brixworth Parish Councils payroll Provider from April 2022. Prop. Cllr. Lunnon. Sec. Brown. Unanimous.

#### **22/5752 Outsourcing IT**

Following on from a report presented by the Clerk.

It was **RESOLVED** to create IT Working Group of two Councillors, Cllr. Brown & Cllr Nixon, utilising the knowledge of Cllr. Compton and the Clerk to investigate the best outsourcing IT packages. Prop. Cllr. Brown. Sec. Cllr. Coe. Unanimous. Will prioritize this over Broadband investigations and will endeavour to present recommendations to the next full council meeting on the 28<sup>th</sup> April, 2022.

#### **22/5753 S St David's Play Park Report**

The report was received, and it was **RESOLVED** to obtain hedging, exploring viburnum as the preferred option, to go alongside the fencing at St David's Play area to be planted in Nov 2022. Prop. Cllr. Moxon Sec. Cllr. Ware. Unanimous.

#### **22/5754 Legal (Assets) Working Group**

The report was received from Cllr Nixon.

It was **RESOLVED** to accept the three resolutions put forward by the Legal (Assets) Working Group:

1. Enter into a wayleave with Gigaclear Ltd in respect of a piece of open land in Pytchley Close.
2. Accept £100 donation toward a new tree on site.
3. Amend the Assets Working Group Terms of Reference to include responsibility for a two-year cycle of asset review.

Prop. Cllr. Nixon, Sec. Cllr Ware. Unanimous.

#### **22/5755 Jubilee Working Group**

It was **RESOLVED** to create a Jubilee Working Group with Cllrs. Coe and the Admin Assistant, sitting on the working group with volunteers. Prop. Cllr. Moxon, Sec. Cllr. Ware. Unanimous.

#### **22/5756 Climate Action Working Group**

The BCAG Presentation and Draft Outline Green Plan – was received from Bob Cotter.

It was **RESOLVED** to approve the direction of travel for the working group and approve the Green Plan for Brixworth. Prop. Cllr. Ware, Sec. Cllr. Nixon. Unanimous. Any costs involved moving forward will be presented to the full council for additional approval.

**22/5757 Environment and Highways including Trees, Footpaths & Rights of Way**

The report was received from Cllr Ware.

It was **RESOLVED** to accept the BCAG recommendation to replace the 14 parish owned bins across all Brixworth Parish Council parks and open spaces with Sherwood bins, in line with the budget available and recycle bins if appropriate, consulting with the Groundman. Prop. Cllr. Ware, Sec. Cllr. Brown. Unanimous. The following reports were noted:

- Bus Stop Green Roof.
- Pytchley Way Hedge.
- Sakura Project Cherry Tree.
- Highways.

**22/5758 Environment and Highways – Tree Walk**

It was **RESOLVED** for the Clerk to seek clarification around the tree quotes submitted by three companies for the tree walk.

Prop. Cllr. Moxon, Sec. Cllr. Brown. Opposed. Cllr. Ware. Abstention Cllr. Nixon.

**22/5759 Environment and Highways – Queen's Jubilee Tree**

It was **RESOLVED** to purchase and plant by the 9<sup>th</sup> April, 2022 the Jubilee legacy tree for £280. Prop. Cllr. Ware, Sec. Cllr. Lunnion. Opposed. Cllr. Moxon.

**22/5760 The Parish Beacon in the Church Car Park**

Following the report presented it was **RESOLVED** that the Beacon is not the responsibility of the Parish Council. Prop. Cllr. Moxon, Sec. Cllr. Nixon. Unanimous.

**22/5761 Floodlights**

Following the report presented it was **RESOLVED** to overturn the previous **Resolution: 21/5638** to use Contracts Finder to source MUGA floodlights due to new information coming to hand which was not available when the initial resolution was passed. Prop. Cllr. Brown, Sec. Mitchell. Unanimous.

**22/5762** It was **RESOLVED** for the Clerk to obtain three independent quotes for approval Prop. Cllr. Moxon, Sec. Brown. Unanimous.

**22/5763 WNC Grass Cutting Renewal**

It was **RESOLVED** to agree retrospective approval for WNC Grass Cutting Renewal. Prop. Cllr. Coe, Sec. Cllr. Brown. Unanimous.

**22/5764 Parish Council Surgery**

The report was received from Cllr. Coe.

Cllr. Nixon & Cllr. Lunnion have volunteered for the Surgery on the 2<sup>nd</sup> April, 2022. Prop. Cllr. Moxon, Sec. Cllr. Brown. Unanimous.

Cllr. Moxon & Cllr. Coe volunteered for the 7<sup>th</sup> May, 2022.

**22/5766 Planning**

It was noted that there were no minutes from the Planning Committee for 14<sup>th</sup> March 2022 as the meeting was cancelled.

**22/5767 Media Committee**

The Parish Council received the minutes of the 9<sup>th</sup> March 2022.

**22/5768 Finance - Rolling Budget**

The Rolling Budget was not available at the meeting.

**22/5769 Finance – Bank Reconciliation Report**

Received the Bank Reconciliation Report.

**22/5770 Finance – Statement of Reserves**

The Statement of the Parish Council's Reserves was not available at the meeting.

**22/5771 Sports Liaison Working Group**

Received the minutes of 21<sup>st</sup> March 2022.

**22/5772 CCTV Update**

Cllr. Moxon provided an update.

**22/5773 MUGA Update**

Cllr. Moxon provided an update.

**22/5774 St David's Playpark Update**

Cllr. Moxon provided an update.

**22/5775 Community Centre Update**

Cllr. Mitchell provided an update.

**22/5776 Community Safety - Crime Data**

Received the Crime Data report.

**22/5777 Community Safety - Speed Data**

Received the speed data report. As previously agreed, this will now be done quarterly (next due June 2022).

**22/5778 Parish Council Representative Updates**

The following reports were received verbally:

- Village Hall – Cllr. Nixon
- Thomas Roe Charity – Cllr. Lunnon / Cllr. Mitchell
- NCALC – Cllr. Moxon
- Police Liaison – Cllr. Mitchell – Paper Z
- Armed Forces – Cllr. Collyer – not available
- Verification Officer for Finance – Cllr. Brown

**22/5779 Parish Clerk's Report**

Received the Parish Clerk's report.

**22/5780 Dates of Future Meetings**

To Note the Date of the Next Meetings:

- Planning 4th April 2022
- Finance WG 11th April 2022
- Media and Comms WG 20th April 2022
- Personnel WG TBC
- Full Council Meeting 28th April 2022
- Annual Parish Meeting 12th May 2022

**22/5781 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. Moxon. Sec. Cllr. Brown. Unanimous.

*The meeting was in closed session from 21.22pm*

A member of the public left.

**22/5782 Suspension of Standing Order 2(x)**

Paragraph 2 (x) of the Standing Orders stated that a meeting should not exceed a period of 2.5 hours. As the meeting was likely to run beyond 9:45pm the Parish Council agreed to suspend Standing Order 2 (x). Proposed by Councillor Moxon and seconded by Councillor Brown.

*The meeting was in open session from 21.49pm*

**22/5783 Legal Matters**

It was **RESOLVED** to proceed with suggestions made via the Clerk regarding legal investigations. Prop. Cllr. Brown. Sec. Cllr Mitchell. Unanimous.

**22/5784 Financial Matters**

It was **RESOLVED** to pay retrospective overtime hours and any additional hours to the Clerk up until 30<sup>th</sup> June, 2022. Prop. Cllr. Brown. Cllr. Ware. Unanimous.

**22/5785** It was **RESOLVED** to approve the living wage increase and the retrospective NALC Pay Award for staff. Prop. Cllr. Brown, Sec. Cllr. Ware. Unanimous.

**22/5786** It was **RESOLVED** to approve the use of Scribe as outlined in the confidential report EE. Cllr. Brown, Sec. Cllr. Ware. Unanimous.

**2/5787 Personnel Matters**

It was **RESOLVED** to go forward with the Full Council Training to be delivered by NCALC as recommended by the Personnel Working group. Clerk to send out the proposed dates of the for the Cllrs. to check their availability. Prop. Cllr. Moxon. Cllr. Brown Unanimous.

**25/5788 Paper FF**

Noted

**22/5789 Complaints**

None

**22/5790 Urgent Matters**

It was noted the date of the Football Funday to Sunday the 26<sup>th</sup> June, 2022.

*The meeting ended 21.57pm*

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

**Minutes prepared by**

**Chairman  
Brixworth Parish Council**

**Ruth Gasson  
Parish Clerk  
Brixworth Parish Council  
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