



Brixworth Parish Council

Minutes of the meeting held on Thursday 28th September 2017

Village Hall, Holcot Road, Brixworth

In Attendance:

Councillors: Councillor Alex Coles (Chairman), Councillor Ian Barratt, Councillor Bird, Councillor Neal Brown, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Stephen James, Councillor Sandra Moxon, Councillor Braham-Nicholl, Councillor Justyna Pittam and Councillor Neal Brown.

Also Present: Peter Rowbotham (Clerk)

Members of the Public: – 3

Apologies: Councillor Peter Saxton and Councillor Kevin Parker .

Absent:

17/3894 Welcome

The Chairman welcomed everyone to the Village Hall meeting and notified attendees of the fire procedures. He also reminded Councillors that the meeting was being recorded.

17/3895 Apologies for Absence

Apologies for absence had been received from Councillor Parker and Councillor Saxton. These apologies were accepted by the Parish Council.

District Councillor Bunting and District & County Councillor Irvine Swift had advised the meeting that they were unable to attend due to other commitments.

17/3896 Declarations of Interest

None

17/3897 Minutes of the Previous Meeting of 29th August 2017

Subject to the spelling correction regarding Councillor Braham-Nicoll, the minutes of the Parish Council of 29th August 2017 were signed as a true and accurate record of the meeting.

This was proposed by Councillor Coles and seconded by Councillor Brown.

17/3898 Public Open Forum

Mr Parsons, representing the Neighbourhood Planning Group, had been in correspondence with Savills regarding footpaths in various areas. Savills had queried the role and remit of the Neighbourhood Planning Group. The Parish Council unanimously agreed to reinforce the role of this Group and the Parish Clerk was asked to write to Savills confirming this.

It was reported that a planning application had been submitted for 28 residential units at Victors Barn, Northampton Road. It was noted that this was contrary to the Neighbourhood Plan.

The sod cutting ceremony for the new Doctors' Surgery was taking place on Friday 6th October 2017.

17/3899 Co-option of Parish Councillor

Two electors had declared an interest in becoming a Parish Councillor. Frances Maria Peacock and Peter Finch both met the criteria to be elected.

Following a secret ballot Frances Maria Peacock was elected by 8 votes to 3. Frances Maria Peacock was invited to join the meeting but not in a voting capacity. The Declaration of Acceptance of Office was signed and a dispensation application was completed.

The Parish Council agreed to co-opt Frances Maria Peacock. It also agreed to the necessary dispensation to enable participation in Community Centre business. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous.

17/3900 Community Safety – ASB and Crime Summary

The Brixworth ASB and Crime report had been circulated for September 2017. The activity report was received by the Parish Council.

17/3901 Police Representative

The Parish Council considered a request from the Northants Police to elect a Police Representative to act as a one point of contact. There was uncertainty regarding the impact on workload and level of required commitment from the Parish Council.

It was agreed that the Parish Clerk act as the Police Representative and any activity be reported in his monthly report to Council. The role would be reviewed in three months. This was proposed by Councillor Stuart Coe and seconded by Councillor Moxon.

17/3902 Car Parking

The car parking congestion within Brixworth was causing concern. There were cases of dangerous parking and a higher level of enforcement would alleviate this.

It was agreed to contact the Parking Enforcement Authority to identify existing enforcement levels and enquire on the cost of increasing the frequency of enforcement visits. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous.

17/3903 Meetings with the Police and Crime Commissioner

The Parish Council noted the planned programme of meetings with the Police and Crime Commissioner.

17/3904 Proposed Changes to Speed Limits

The Parish Council noted the proposed changes to speed limits on Scaldwell Road, including the A508 roundabout and Mercedes Avenue. This would be subject to formal consultation with the Parish Council at a later date.

17/3905 Parish Council Surgery

The Parish Council received the written report of the Surgery held on Saturday 2nd September 2017.

17/3906 Next Parish Council Surgery

The next Parish Council surgery would take place on Saturday 7th October 2017. Councillor Elaine Coe and Councillor Collyer would be hosting this Surgery.

17/3907 Planning

The list of decisions for the Brixworth planning applications for August 2017 was received by the Council.

The minutes of the Planning Committees held on 17th July, 7th August 2017 and 4th September were received by the Council.

17/3908 New Planning Approach

The Parish Council noted the Government's intention to adopt a new planning approach to speed up the delivery of new homes. This information would be shared with the Neighbourhood Planning Group.

17/3909 New Doctors' Surgery - Sod Cutting Ceremony

The sod cutting ceremony at the new Doctors Surgery would take place on Friday 6th October 2017. A press release had been prepared.

Councillor Barratt would be representing the Parish Council.

17/3910 Councillors' Photographs

The Parish Council noted the planned photography session to update Parish Councillor photographs would take place on Thursday 26th October 2017 starting at 6.30pm.

17/3911 Personal Addresses on Web Sites

It was agreed that the personnel addresses of Parish Councillors be removed from the web site.

Parish Councillors can still be contacted via e mail and the Parish Clerk would remain available through a variety of contact channels.

This was proposed by Councillor Coles and seconded by Councillor Pittam.

17/3912 Sports Council

The Parish Council considered the next stages for the proposed Brixworth Sports Council.

It was agreed that

1. The third place on the Sports Council Working Party remains vacant. The Neighbourhood Planning Group to liaise with the Sports Council Working Group on this matter.
2. The draft constitution of the Sports Council be released for consultation purposes with the local Sports Clubs. The planned live date for the Sports Council is provisionally set for 1st April 2018. Proposed by Councillor Brown and seconded by Councillor Barratt. Unanimous.
3. All those Groups who have expressed an interest are asked to nominate people who may be suitable for the potential posts within the Sports Council Management Committee. Proposed by Councillor Brown and seconded by Councillor James. Unanimous.
4. The potential transfer of assets to the Sports Council be deferred. This was proposed by Councillor Brown and seconded by Councillor James.
5. The Finance Working Group, when preparing the 18/19 budget, consider the resource requirements of the Sports Council. This was proposed by Councillor Brown and seconded by Councillor James.
6. The Community Members be appointed to the Brixworth Sports Council at a later date.

17/3913 Financial Transactions including payments for approval – September 2017

The financial transactions and invoices were approved for September 2017.

Direct Debit Payments (August)		£	£	£
EE	Parish Clerks telephone - 15th monthly	15.79	3.16	18.95
EON	Electricity -monthly - 1st	55.24	2.76	58.00
DM Wood	Annual rent for The Pound - 31st	0.05	0.00	0.05
Talk Talk	Broadband and Telephone -22nd	86.21	17.24	103.45
Retrospective Payments		Net Amount	VAT	Total
Nil				

BACS Payments (Sept)				
Staff	Salaries and Wages (4 week month)	3,459.35	0.00	3,459.35
HMRC	PAYE	988.55	0.00	988.55
LGSS	Pension Scheme	570.59	0.00	570.59
Peter Rowbotham	Employment related Expenses	154.83	0.00	154.83
Peter Rowbotham	Office Related Expenses	54.52	0.00	54.52
AH Blason & Sons	Derv/ Petrol	87.25	17.45	104.70
R&G	Grass Cutting St David's and The Ashway	1,353.18	270.63	1,623.81
Amey	Trade Waste St David's Rec Ground	235.69	47.14	282.83
Screwfix	Hand wipes	17.48	3.49	20.97
Euromec	Rodend for Kubota	41.22	8.24	49.46
Northants Acre	Social Media Training	35.00	0.00	35.00
B&Q	Top soil and grass seed	20.13	3.24	23.37
Brixworth Bulletin	Parish Council Insert	350.00	0.00	350.00
Cheque Payment (Sept)				
KF Troop	Summer flowers for entrance signs	88.50	17.70	106.20
Total Expenditure this month		7,613.58	391.05	8,004.63
Receipts (August)				
Interest	Capital Account	0.69	0.00	0.69
Total Income this month		0.69	0.00	0.69
Bank Transfer				
Nil		0.00	0.00	0.00
Total transferred this month				0.00

The payments were proposed by Councillor James and seconded by Councillor Pittam. Councillor Brown declared a non-pecuniary interest in this item and did not vote.

17/3914 Rolling Budget for September 2017

The Rolling Budget report for September 2017 was received by the Council.

17/3915 Bank Reconciliation as at 31st August 2017

The Bank Reconciliation report was received by the Parish Council. This indicated £36,917.77 within the Revenue Account and £81,596.25 within the Capital Account.

17/3916 Reserves as at 31st August 2017

The Statement of Reserves report was received by the Parish Council. Earmarked and restricted funds amounted to £81,594.87. The bank balance stood at £118,514.02 and the uncommitted balance was £36,919.15.

17/3917 Review of Banking Arrangements

The Council had reviewed its banking arrangements. The Council agreed :

1. To continue its existing banking arrangement with the National Westminster Bank plc.
2. To confirm the authorised signatories for the Councils Bank accounts to be Councillor Coles, Councillor

Parker, Councillor James and the Parish Clerk (Responsible Financial Officer).

3. That the bank accounts are to be 'one to sign' with any one signature for unlimited amounts.
4. The Bank Mandate will continue until the Parish Council provides the Bank with a replacement Mandate.
5. Direct Debits and Standing Orders were confirmed for EON, Anglian Water, DVLA, The Information Commissioner, EE & T Mobile, Talk Talk and DM Wood.

The Council noted that systems of internal control were in place to ensure that activities were conducted in a secure and well-ordered manner.

This was proposed by Councillor Coles and seconded by Councillor James. Unanimous.

17/3918 External Auditor

The Parish Council noted that an objection/ query had been raised with the Auditor in relation to the 2016/2017 accounts. As a result of this issue additional audit fees would be incurred.

The Council agreed that the Clerk be asked to contact the Auditor to ask the nature of the outstanding issues and also the possible additional costs incurred. This was proposed by Councillor Brown and seconded by Councillor Braham-Nicholl.

17/3919 Leasing a Van – Feasibility

The Parish Council noted the report and asked that the report be held for future reference when procurement of the van was imminent.

17/ 3920 Portable Speed sign

The portable speed sign project for the village had been progressed. A full project appraisal was being prepared and this would be submitted to a future meeting.

17/3921 Christmas Tree Lights – 2017

The Parish Council asked for a further report, to include costs for the additional 8 trees and lights, as requested by the local business community. The revised budget would be presented to the Council meeting on 26th October 2017.

17/3922 Winter Flowers in Entrance Troughs - 2017

A Project Appraisal Form had been completed for consideration. In the absence of a proposal the scheme was not to be progressed any further.

17/3923 Community Bulb Planting Day -

The Parish Council agreed to a £50 donation to the Community Bulb Planting Scheme. This would be funded in accordance with the Local Government Act s137.

This was proposed by Councillor Brown and seconded by Councillor James. Unanimous.

17/3924 Clerks Report

The report of the Parish Clerk was noted by the Parish Council

17/3925 Meeting Diary for 2017/2018

The revised meeting dates, to take into account the change of Council meeting day, was noted by the Parish Council.

17/3926 Grant Application

A Grant application had been submitted by the University of the Third Age (U3A) The Parish Council agree to offer the requested grant of £300 which will used towards the cost of a table tennis table. This Grant approval is subject to the Clerk receiving a copy of the constitution and bank accounts for the U3A. This would be funded in

accordance with the Local Government Act s137.

This was proposed by Councillor Brown and seconded by Councillor Coe.

17/3927 Suspension of Standing Orders

To allow the meeting to exceed the allocated 2.5 hours the Parish Council agreed to suspend Standing Orders.

This was proposed by Councillor Coles and seconded by Councillor Brown.

Councillor Barratt left the meeting at 9.45pm

17/3928 Clerk's Training

It was agreed that the Parish Clerk be able to attend Sage Training at a cost of £208. There was budget provision for the Training and the expenditure was in accordance with the Local Government Act s111.

This was proposed by Councillor Brown and seconded by Councillor Braham- Nicholl.

17/3929 Consultations

The Parish Council noted the following consultations:

1. Annual Waiting Restriction Review – Northampton Road Brixworth
2. Northamptonshire pharmaceutical needs assessment
3. South Northants Pre Submission Draft Local Plan Part 2

17/3930 General Correspondence

The list of general correspondence was noted by the Council.

17/3931 Exclusion of Press and Public

The press and public were excluded 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 is in accordance with the Public Bodies (Admission to meetings) Act 1960

This was proposed by Councillor Coles and seconded by Councillor Brown.

The public were excluded from the meeting from 9.50pm until 10.10pm

17/ 3932 Legal Updates

The Parish Council agreed that the recent correspondence from a member of the public would be acknowledged. This was proposed by Councillor Coles and seconded by Councillor Braham- Nicholl.

The Parish Council would not be appealing the recent Employment Tribunal judgement on costs and it now considers that the matter to be closed. This was proposed by Councillor Coles and seconded by Councillor Brown. Unanimous.

Councillor Elaine Coe left the meeting at 10.07pm

17/3933 Dates of Future Meetings

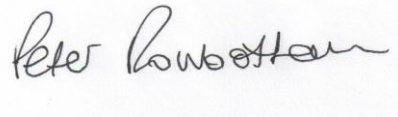
- Planning –Monday 9th October 2017
- Media and Communications – Wednesday 18th October 2017
- Full Council –Thursday 26th October 2017 at the Village Hall

17/3934 Urgent Matters for Report Only

No urgent matters had been raised.

The meeting closed at 10.15pm

Signed as a true and accurate record

A handwritten signature in black ink that reads "Peter Rowbotham". The signature is written in a cursive style with a large initial 'P'.

Councillor Alex Coles
Chairman
Brixworth Parish Council
26th October 2017

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
20th October 2017

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