



## Brixworth Parish Council

**Minutes of the meeting held on Tuesday 27<sup>th</sup> June 2017**

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

**Councillors:** Councillor Alex Coles (Chairman), Councillor Elaine Coe, Councillor Stuart Coe  
Councillor James Collyer, Councillor Stephen James, Councillor Anthony Jennings, Councillor  
Sandra Moxon and Councillor Kevin Parker.

**Apologies:** Councillor Jackie Bird, Councillor Neal Brown, Councillor Justyna Pittam and Councillor Peter  
Saxton.

**Absent:** Councillor Ian Barratt

**In Attendance:** Peter Rowbotham (Parish Clerk) and County Councillor Cecille Irvine Swift

**Members of the Public – 8**

### **17/3805 Welcome**

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

### **17/3806 Apologies for Absence**

Apologies had been received from Councillor Bird (Away), Councillor Brown (Work Commitments) Councillor Pittam (unwell) and Councillor Saxton (away). These apologies were accepted by the Parish Council.

### **17/3807 Declarations of Interest**

None declared.

### **17/3808 Minutes of the Previous Meeting of 23<sup>rd</sup> May 2017**

The minutes of the Parish Council of 23<sup>rd</sup> May were signed as true and accurate record of the meeting.

### **17/3809 Public Open Forum**

Simon Compton from Brixworth Juniors Football Club updated the Parish Council on the growth of the club and the sport. A report had been prepared providing information about the club and its pitch usage which he hoped would address the comments and issues raised at previous meetings. He thanked the Parish Council for its effort and commitment in maintaining the playing fields.

It was hoped that all the local clubs would work together developing local sport and facilities by engaging with the emerging Brixworth Sports Council

**17/3810 Co-option of Councillor**

Caitlin Braham-Nichol had expressed an interest in becoming a Parish Councillor. A brief biography had been circulated to Parish Councillors prior to the meeting.

It was proposed by Councillor Coles that Caitlin Braham-Nichol be co-opted as a Parish Councillor. This was seconded by Councillor Elaine Coe. Unanimous.

**17/3811 Police Representative Report**

The Brixworth ASB and Crime report had been circulated for May 2017. Concern was expressed regarding the level of activity at the local Coop Store. The report was received by the Parish Council.

**17/3812 Portable Speed Sign**

A portable road sign for the village had been included within the 17/18 budget for implementation. It was possible to complement the budget with a County Council community grant. Speeding was a community concern and had also been raised as an issue at a recent Parish Council surgery.

It was agreed that Councillor Parker and Councillor James investigate the issues, in consultation with Ian Boyes of NCC/ Kier and advise on the best way forward. This was proposed by Councillor Coles and seconded by Councillor Jennings. Unanimous

**17/3813 Parish Council Surgery of 3<sup>rd</sup> June 2017**

A written report had been submitted for the surgery of 3<sup>rd</sup> June. Speeding traffic was raised as a concern, particularly through Newlands leading to Frog Hall and Church Street. The Media and Communications Committee would follow this up with an article in the Brixworth Bulletin.

**17/3814 Next Parish Council Surgery**

The next Parish Council surgery would take place on Saturday 1<sup>st</sup> July 2017. Councillors Kevin Parker and Councillor Elaine Coe would be hosting this Surgery.

**17/3815 Planning**

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

Councillors Elaine and Stuart Coe expressed their concerns that the community led Neighbourhood Plan had been over ridden for a second time. Councillor Parker would to ask the Planning Officer at Daventry District Council for his observations on this.

The minutes of the Planning Committees of 5<sup>th</sup> June 2017 were received by the Council.

**17/3816 Media and Communications**

The planned meetings of the Media and Communications Committee had not taken place as they had been inquorate.

The Terms of Reference of the Committee would need reviewing to increase membership numbers. The next meeting of the Committee would address this.

**17/3817 Recreation - Sports Council**

The documentation prepared by the Task Panel had been circulated. This was an early draft and was now subject to consultation with the Community. It was important that the document was community led.

The report of the Task Panel was noted.

It was agreed that the Task Panel be asked to carry out a consultation exercise with stakeholders on the mission statement, aims and objectives, constitution and asset transfer. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous

The Parish Council asked the Task Panel to scope the required legal work in terms of potential asset transfer through long term lease. This further report to include both legal and financial implications. This was proposed by Councillor Jennings and seconded by Councillor Stuart Coe. Unanimous

A progress report would be submitted to the Parish Council at its meeting on September 26<sup>th</sup> 2017.

**17/3818 Special Event Application**

A Special Events application form had been submitted to hold a companion dog show. The preferred date was 10<sup>th</sup> September 2017.

The event was approved subject to the show area being fenced off and there being no conflicts with the football club activities. The precise date and venue to be confirmed later by the organiser.

This was proposed by Councillor Jennings and seconded by Councillor Stuart Coe. Unanimous

**17/3819 Brixworth Juniors FC Report**

At the request of the Council, the Brixworth Juniors Football Club had produced a report on pitch usage. Councillor Coles thanked the Football Club for presenting this comprehensive report. The report was received by the Parish Council.

On behalf of the Parish Council, Councillor Jennings congratulated Brixworth Juniors FC on becoming the FA Chartered Club Team of the Year.

**17/3820 Village Hall Representative**

Councillor Moxon, as the Village Hall representative, had submitted a written report to the Parish Council. The Parish Council received this report.

**17/3821 Annual Governance Statement 2016/2017**

The Annual Governance Statement for 2016/2017 was approved by the Parish Council. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous.

**17/8322 Accounting Statements 2016/2017**

The Accounting Statements for 2016/2017 was approved by the Parish Council. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous

**17/3823 Financial Transactions including payments for approval – June 2017**

The financial transactions for June 2017 were noted by the Council.

<b>Direct Debit Payments (May)</b>		<b>£</b>	<b>£</b>	<b>£</b>
EE	Parish Clerks telephone - 15th monthly	18.89	3.78	22.67
EON	Electricity -monthly - 1st	55.24	2.76	58.00
Information Commissioner	Annual Fee	35.00	0.00	35.00
<b>Retrospective Approval</b>		<b>Net Amount</b>	<b>VAT</b>	<b>Total</b>
William Graham Law	Counsel's Fee	1,000.00	200.00	1,200.00
Aon	Annual Insurance	1,535.00	0.00	1,535.00
<b>BACS Payments</b>				
Staff	Salaries and Wages (5 week month)	3,713.35	0.00	3,713.35
HMRC	PAYE	1,004.95	0.00	1,004.95
LGSS	Pension Scheme	570.59	0.00	570.59
Peter Rowbotham	Employment related Expenses	257.13	0.00	257.13
Peter Rowbotham	Office related expenses	70.14	0.00	70.14
Sage	Instant Payroll	180.00	36.00	216.00
Sage	Accounts Essentials	336.00	67.20	403.20
R&G	St David's & The Ashway - Maintenance	8,357.17	1,671.40	10,028.57

Maxwell Amenity Ltd	Goal Post Sockets	48.90	9.78	58.68
Julia Tuffnail	Year End Training	68.00	0.00	68.00
Brixworth Bulletin	4 Page insert	350.00	0.00	350.00
Lovell Hardware	Misc. Items	257.93	51.59	309.52
Lovell Hardware	Misc. Items	46.29	9.26	55.55
Espo	Files/ Binders	22.25	4.45	26.70
Helen Holier	Finance Training & Support	46.20	0.00	46.20
AH Blason	Diesel/ petrol and tyre repair	81.42	16.28	97.70
Screwfix	Riveter/ Rivets and handles (Ashway)	47.39	9.47	56.86
Screwfix	Handles (Ashway)	24.65	4.93	29.58
Screwfix	Ear Plugs (Grass cutting)	9.97	1.99	11.96
The Mower Shop	Fan housing with rewind	35.05	7.01	42.06
Julia Tuffnail	Training and support	58.00	0.00	58.00
Maxwell Amenity Ltd	Weed killer	42.85	8.57	51.42
Chubb	Ashway Fire Equipment	168.36	33.66	202.02
<b>Total Expenditure this month</b>		<b>17,600.36</b>	<b>2,138.13</b>	<b>20,578.85</b>
<b>Receipts</b>				
Brixworth Cricket Club	Use of St David's	443.34	0.00	443.34
HMRC	VAT repayments	2,227.09	0.00	2,227.09
Brixworth Juniors	Use of St David's	435.34	0.00	435.34
Brixworth Juniors	Use of The Ashway	266.09	0.00	266.09
Brixworth All Saints	Use of St David's	435.34	0.00	435.34
Interest	Capital Account	0.73	0.00	0.73
<b>Total Income this month</b>		<b>3,807.93</b>	<b>0.00</b>	<b>3,807.93</b>
<b>Bank Transfer</b>				
Nil	Nil	0.00	0.00	0.00
<b>Total from Capital this month</b>				<b>0.00</b>

The Parish Council resolved to pay the bills for June 2017. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous

#### **17/3824 Rolling Budget for June 2017**

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

#### **17/3825 Bank Reconciliation as at 31<sup>st</sup> May 2017**

The Bank Reconciliation report was received by the Parish Council.

Revenue Account (current)	£60,978.48
Capital Account	£80,230.28
Total bank balance at 31 May 2017	£ 141,208.76

#### **17/3826 Reserves as at 31<sup>st</sup> May 2017**

The Statement of Reserves report was received by the Parish Council. The earmarked reserves and restricted funds were stated as £81,594.87.

#### **17/3827 Audit of Accounts – Report of the Verification Officer**

The Parish Council received the report of the Verification Officer. The Parish Clerk confirmed that payments would only be made by the Parish Council upon receipt of a valid invoice.

#### **17/3828 Clerks Report**

The Parish Clerk's Report was noted by the Council.

#### **17/3829 Cover for the Parish Clerk**

The Parish Council noted the leave arrangements for the Clerk during August. It was requested that the Clerk arrange for alternative cover for the two meetings in August he could not cover. This was proposed by Councillor Coles and seconded by Councillor Colyer.

#### **17/3830 Wireless Router – Community Centre**

There had been ongoing issues with the existing broadband service in terms of reliability and coverage within the Community Centre. The Parish Clerk had obtained three quotes from market leaders in broadband provision. It was agreed that a 24-month contract be entered into with TalkTalk at a cost of £31.95 per month in year one and £46.95 in year two. The cost of the delivery of the router would be an additional £7.99. This procurement is in accordance with the Local Government Act 1972, s 111.

This was proposed by Councillor Jennings and seconded by Councillor James.

#### **17/3831 Village of the Year**

The Village of the Year awards night was on 18<sup>th</sup> July 2017. The invitation was accepted with Mr Nice, Councillor Moxon, Councillor James and the Parish Clerk representing the village. This was proposed by Councillor Jennings and seconded by Councillor Coles. Unanimous.

#### **17/3832 Review of the Members Code of Conduct**

The Members Code of Conduct was reviewed and accepted by the Parish Council. This was proposed by Councillor Stuart Coe and seconded by Councillor James. Unanimous.

#### **17/3833 Review of the Standing Orders**

Subject to minor changes to improve the consistency of gender and a reference to the Chairman of the Council at 20(a) it was agreed to accept this model document. This was proposed by Councillor Coles and seconded by Councillor Jennings. Unanimous.

#### **17/3834 Review of the Financial Regulations**

Local decisions had been highlighted within this model document. It was agreed to accept the document and this was proposed by Councillor Coles and seconded by Councillor Jennings. Unanimous.

#### **17/3835 Asset and Land Register**

The Asset and Land Register was reviewed. The heritage plaques and noticeboard together with the entrance planters would need adding to the list. The insurance value of the list was £760,698.69. The Register was approved by the Council. This was proposed by Councillor Coles and seconded by Councillor Moxon.

#### **17/3836 Risk Register**

The Risk Register was reviewed and accepted by the meeting. This was proposed by Councillor Jennings and seconded by Councillor Elaine Coe. Unanimous.

#### **17/3837 Consultations**

There had been no consultations to consider.

**17/3838 General Correspondence**

The list of general correspondence was noted by the Council.

**17/3839 Exclusion of Press and Public**

It was resolved to exclude the press and public from the meeting as it would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies Act (admission to meetings) Act 1960. This was proposed by Councillor Coles and seconded by Councillor Jennings. Unanimous.

**3840 Legal Updates**

It was agreed to pay an additional £600 (excluding VAT) for legal services received connected with the recent Employment Tribunal hearing. This was proposed by Councillor Coles and seconded by Councillor Stuart Coe.

**17/3841 Dates of Future Meetings**

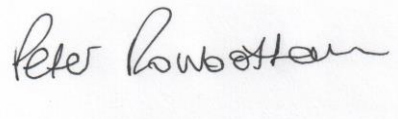
- Planning – 17<sup>th</sup> July 2017
- Media and Communications – 19<sup>th</sup> July 2017
- Full Council – 25<sup>th</sup> July

**17/3842 Urgent Matters for Report Only**

No urgent matters had been raised.

**The meeting closed at 945 pm**

*Signed as a true and accurate record*



**Councillor Alex Coles  
Chairman  
Brixworth Parish Council  
27<sup>th</sup> July 2017**

**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
18<sup>th</sup> July 2017**

Telephone: 079 8314 1786  
E Mail: [clerk@brixworthpc.org.uk](mailto:clerk@brixworthpc.org.uk)