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## **Brixworth Parish Council**

**Minutes of the Annual Meeting held on Tuesday 16<sup>th</sup> May 2017**  
**The Community Centre & Library, Spratton Road, Brixworth**

**Councillors:** Councillor Alex Coles (Chairman), Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer, Councillor Stephen James, Councillor Anthony Jennings, Councillor Sandra Moxon, Councillor Kevin Parker, Councillor Justyna Pittam and Councillor Peter Saxton

**In Attendance:** Peter Rowbotham (Parish Clerk)

**Members of the Public – One**

### **17/3761 Welcome**

The Chairman welcomed everyone to the Annual meeting of the Parish Council and reminded Councillors of the fire procedures.

### **17/3762 Election of the Parish Council Chairman**

Councillor Coles was proposed by Councillor Brown and seconded by Councillor Parker. Councillor Coles was duly elected as Chairman and he signed the Declaration of Office.

### **17/3763 Apologies for Absence**

Apologies had been received from Councillor Stuart Coe, who had another meeting to attend. Apologies were also received from Councillor Bird who was currently abroad.

The Parish Council accepted the apologies.

### **17/3764 Declaration of Interest**

No declarations of interest were declared.

### **17/3765 Election of Parish Council Vice Chair**

Councillor Stephen James was proposed by Sandra Moxon and seconded by Councillor Parker. Councillor James was duly elected Vice Chairman.

### **17/3766 Agree to the Continuation of the Planning Committee**

It was agreed that the Planning Committee continue as a Committee with its existing whole Council membership.

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

### **17/3767 Election of Chairman and Vice Chairman of the Planning Committee**

Councillor Jennings was proposed as Chairman by Councillor James and seconded by Councillor Moxon. Councillor Jennings was duly elected Chairman of the Planning Committee.

Councillor James was proposed as Vice Chairman by Councillor Brown and seconded by Councillor Coles.

Councillor James was duly elected Vice Chairman of the Planning Committee.

### **17/3768 Continuation and membership of the Media and Communications Committee**

It was agreed that the Media and Communications Committee continue as a Committee.

Councillor Elaine Coe, Councillor Moxon, Councillor Bird and Councillor Brown were duly appointed members of the Committee.

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

### **17/3769 Media & Communications Committee Terms of Reference**

It was agreed that section 1a of the Terms of Reference shall read:

*Membership shall consist of four nominated members of the Parish Council plus the Clerk and the Vice Chairman of the Parish Council, or the Chairman if there is no Vice Chairman.*

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

### **17/3770 Election of Chairman and Vice Chairman of the Media and Communications Committee**

Councillor Brown was proposed as Chairman by Councillor Pittam and seconded by Councillor Moxon  
Councillor Elaine Coe was proposed as Vice Chair by Councillor Brown and seconded by Sandra Moxon

Councillor Brown was duly elected Chairman of the Media and Communications Committee.

Councillor Elaine Coe was duly elected as Vice Chair of the Media and Communications Committee.

### **17/3771 Continuation of the Working Groups**

**Finance** - It was agreed that Finance continue as a Working Group. This was proposed by Councillor James and seconded by Councillor Brown.

Councillor James, Councillor Pittam and Councillor Kevin Parker were duly appointed members of the Finance Working Group.

This was proposed by Councillor Coles and seconded by Councillor Brown

**Personnel** - It was agreed that the Personnel Working Group continue as a Working Group. Councillor Bird, Councillor Moxon and Councillor Collyer were duly appointed members of the Personnel Working Group.

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

### **17/3772 Calendar of Meetings for the Municipal Year 2017/ 2018**

The calendar of meetings for 2017/2018 was agreed by the Council.

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

### **17/3773 Parish Council Representatives**

The following Councillors were elected as representatives:

Village Hall Committee– Councillor Moxon

Thomas Roe Charity – Councillor Parker and Councillor Pittam

NCALC – Councillor Coles

Press Officer -The Media & Communications Committee

Newsletter Editor – The Media & Communications Committee

Highways – Councillor Moxon. It was agreed that the additional responsibilities of footpaths and trees should be allocated to this role. This was proposed by Councillor Moxon and seconded by Councillor Coles.

Verification Officer for Finance – Councillor Saxton

The Parish Councils representatives for 2017/2018 were proposed by Councillor Coles and seconded by Councillor Brown.

### **17/3774 Signatories for the Parish Council Mandate**

The signatories for the bank mandate were agreed as Councillor Coles, Councillor Parker and Councillor James. This was proposed by Councillor Coles and seconded by Councillor Brown.

### **17/3775 Annual Review of Documents**

#### **Members Code of Conduct**

Councillor Barratt noted the inconsistencies within the document when referring to gender. The Clerk would go through the document and amend subject to confirmation that the Council is able to change a model document.

#### **Standing Orders**

Page 20 (Paragraph 20b) required clarity. It was agreed that 'Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Parish Council'

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

#### **Financial Regulations**

Page 9 (Paragraph 4.8) Councillor Barratt suggested the material variances be highlighted in excess £100 or 15% of the budget. These are the figures used in the model document.

The Parish Council asked the Clerk to contact NALC to seek clarity of the 'regularly' definition as outlined on page 21 of the document.

Councillor Barratt was asked to prepare a list of his comments which the Clerk could pass onto the NCALC and also circulate to all Councillors.

This item was deferred until the following month once advice had been received.

### **17/3776 Project Management Paperwork**

The project management documentation was welcomed by the Council. This was adopted for use for all future projects.

This was proposed by Councillor Barratt and seconded by Councillor Elaine Coe. Unanimous.

### **17/3777 Alternative Date for Brixworth Juniors Football Club – Special Agreement**

Councillor Jennings declared a non-pecuniary interest.

The Football Club wanted to play a football tournament on Sunday 28<sup>th</sup> May 2017 as part of its presentation day. The Parish Council agreed that the Football Club could use the pitches as requested. However, the Football Club should note that the pitches will have an enforced resting period during 2018 which will be stipulated by the Parish Council and/or the Brixworth Sports Council.

This was proposed by Councillor Stuart Coe and seconded by Councillor James. Councillor Jennings abstained.

### **17/3778 Trough / Hanging Basket Scheme**

A paper had been circulated outlining the proposed scheme and costs. The local Scouts had been involved in the development of the scheme. The proposal included the provision of seven troughs of flowers fixed on each of the 'Brixworth' welcome signs.

It was agreed that a budget of £1,600 be allocated for this project. This will be funded from the £2,500 held within the projects and grants budget.

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

### **17/3779 Any Other Urgent Business**

There was no urgent business.

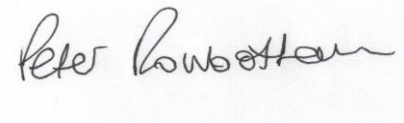
### **17/3780 Dates of Future Meetings**

Media and Communications 17<sup>th</sup> May  
Council -23<sup>rd</sup> May 2017  
Planning 5<sup>th</sup> June

**The meeting closed at 8.55 pm**

*Signed as a true and accurate record*

**Councillor Alex Coles**  
**Chairman**  
**Brixworth Parish Council**  
23<sup>rd</sup> May 2017



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

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