

Brixworth Parish Council

Minutes of the meeting held on Thursday 30th November 2017

Village Hall, Holcot Road, Brixworth

In Attendance:

Councillors: Councillor Alex Coles (Chairman), Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Neal Brown, Councillor Braham Nicoll, Councillor Elaine Coe, Councillor James Collyer, Councillor Sandra Moxon, Councillor Kevin Parker, Councillor Frances Maria Peacock, and Councillor Peter Saxton

Apologies: Councillor Stuart Coe

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public: – 6**

17/3932 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.

17/3933 Apologies for Absence

Apologies for absence had been received from Councillor Stuart Coe. Councillor Parker had indicated that he would be arriving late for the meeting.

17/3934 Declarations of Interest

Councillor Elaine Coe declared a non-pecuniary interest in the review of Northamptonshire Libraries.

17/3935 Minutes of the Previous Meetings

Minor changes in Councillor names were identified for correction. Minute 17/3906 should read 'the Sports Council Working Group would now consist of Councillor Moxon and Councillor Collyer'.

Subject to these changes the minutes of 26th October 2017 were agreed as a true and accurate record. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous.

The minutes of 16th November 2017 were agreed as a true and accurate record. This was proposed by Councillor Coles and seconded by Councillor James.

17/3936 Public Open Forum

Mr Parsons (Neighbourhood Plan Steering Group) outlined the consultation exercise taking place regarding the Daventry District Settlements and Countryside (Part 2) Local Plan. This is a significant planning policy document. Mr Parsons highlighted the possible impact of this Plan upon Brixworth and its surrounding area. The Steering Group are unhappy with the proposals which include the removal of the Special Landscape Area (SLA) from the existing Plan. To challenge the proposed change to the SLA the Group are now looking at appoint a Consultant for independent advice. This would require the Parish Council to support and fund this work.

With the limited timescales the Parish Clerk would arrange for this request to be formally considered as soon as practical. The deadline for comments on the draft proposals is 26th January 2018.

17/3937 Community Safety – ASB and Crime Summary

The Brixworth ASB and Crime report had been circulated for September 2017. This activity report was received by the Council. This information is no longer supplied directly by the Police. As this information is available on the public web site it would no longer be a standing agenda item.

The Council asked the Media & Communications Committee to prepare an item on seasonal crime prevention.

17/3938 Parish Council Surgery

The Parish Council received the report from Councillor Parker and Councillor Braham Nicoll on the Surgery held on Saturday 4th November 2017.

17/3939 Next Parish Council Surgery – 2nd December 2017

The next Parish Council surgery would take place on Saturday 2nd December 2017. Councillor Bird and Councillor Collyer would be attending.

17/3940 Planning

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

The minutes of the Planning Committee held on 9th and 30th October was received by the Council.

17/3941 Media and Communications

The minutes of the Media and Communications Committee held on 18th October 2017 was received by the Council..

17/3942 Financial Transactions including Payments for Approval – November 2017

The financial transactions and payments for November 2017 were considered by the Parish Council.

Councillor Barratt challenged the two payments listed regarding the procurement of the Christmas trees and lights. He referred to Charles Arnold-Baker (Local Council Administration) and suggested that the power quoted should read s137 of the Local Government Act 1972. The Clerk had recommended s144 of the Local Government Act 1972. The Clerk was asked to seek advice on this matter to ensure that the payments were legal.

Subject to the payments being legal and within the Council's powers, the list was approved. This was proposed by Councillor Coles and seconded by Councillor Braham Nicoll.

Direct Debit Payments		£	£	£
EON	Elec monthly - Ashway Changing Rooms	43.81	2.19	46.00
Talk Talk	Broadband and Telephone monthly	38.95	7.79	46.74
EE & T Mobile	Parish Clerks telephone monthly	15.79	3.16	18.95
Retrospective Payments		Net Amount	VAT	Total
On Demand Print	Order Pads Printing	66.00	13.20	79.20
Xmas Direct	Christmas Trees	254.94	50.96	305.90

Oaktree UK	Christmas Tree Lights	118.60	23.72	142.32
BACS Payments				
Staff	Net Salaries and Wages (5 week month)	3,526.90	0.00	3,526.90
HMRC	PAYE	980.15	0.00	980.15
LGSS	Pension Scheme	570.59	0.00	570.59
Peter Rowbotham	Employment related Expenses	225.63	0.00	225.63
Peter Rowbotham	Office Related Expenses	208.00	0.00	208.00
AH Blason & Sons	Derv/ Petrol	40.00	8.00	48.00
AH Blason & Sons	Van service	308.23	61.24	369.47
R&G	Grass Cutting St David's and The Ashway	332.84	66.57	399.41
Anglian Water	Water & Sewerage- Ashway Changing Rooms	47.88	0.00	47.88
ESPO	Office Supplies - Binders	12.09	2.42	14.51
NALC	Publication - Local Councils	19.99	0.00	19.99
Hassett Fencing	Timber for bus shelter	14.75	2.95	17.70
Brixworth Village Hall	Hall Hire - Sept, Oct, Nov, Dec	120.00	0.00	120.00
Screwfix	Padlock and Wipes	19.16	3.82	22.98
Get Mapping	Parish On Ilne	84.00	16.80	100.80
Proband	Toner Cartridge	63.36	12.67	76.03
William Graham Law	Professional Services	700.00	140.00	840.00
Cheque Payments				
Nil		0.00	0.00	0.00
Total Expenditure this month		7,811.66	415.49	8,227.15
Receipts				
Northants County Council	Speed sign contribution	500.00		500.00
Daventry DC	CIL payment	6,000.00	0.00	6,000.00
Interest	Capital Account	0.72	0.00	0.72
Total Income this month		6,500.72	0.00	6,500.72
Bank Transfer				
Nil		0.00	0.00	0.00
Total transferred this month				

17/3943 Rolling Budget for November 2017

The Rolling Budget for November 2017 was received by the Council.

17/3944 Bank Reconciliation at 31st October 2017

The Bank Reconciliation report as at 31st October 2017 was received by the Parish Council. The actual cash in the Bank stood at £166,373.63.

17/3945 Reserves as at 31st October 2017

The Statement of Reserves was received by the Council. There was £81,594.97 identified within earmarked and restricted funds. The balance in reserves stood at £84,778.76

17/3946 Appointment of the External Auditors 2017 - 2022

The Parish Council noted the appointment of JFK Littlejohn LLP as the new external auditor.

17/3947 Brixworth Calendar 2018

It was agreed that the proceeds from the 2018 Calendar be donated to the Brixworth First Responders.

This was proposed by Councillor Coles and seconded by Councillor Bird. (Councillor Collyer declared a non-pecuniary interest in this item).

Councillor Parker arrived at 7.58pm

17/3948 Grant Application for a Defibrillator Cabinet – Brixworth Juniors Football Club

It was agreed to award a grant of £610 (inclusive of VAT and fitting) to the Brixworth Juniors Football Club for the provision of a Defibrillator cabinet. Permission was granted for this to be located at the Ashway Playing Fields.

This expenditure is in accordance with the Public Health Act 1936, Section 234.

This was proposed by Councillor Coles and seconded by Councillor Brown

17/3949 Renewal of Motor Insurance

The Parish Council agreed to renew the insurance for the Councils Van and Mower with Zurich Insurance. The cost would be £509.10 and this expenditure is in accordance with the Local Government Act 1972 Section 111. This was proposed by Councillor Brown and seconded by Councillor James. Unanimous.

17/3950 Purchase of a Laptop Computer

The Parish Council's desktop PC was due for renewal and provision had been in the budget. A quote had been obtained for a business laptop. It was agreed to purchase a Dell business laptop at a cost of £694.32 and to subscribe to Microsoft Office for business (including One Drive) at an ongoing cost of £94.20 per annum. This was proposed by Councillor Brown and seconded by Councillor Bird. Unanimous.

17/3951 Clerks Annual Leave

It was agreed to approve the Parish Clerks annual leave. This was proposed by Councillor Coles and seconded by Councillor James.

17/3952 Parish & Town Councils Meeting

The Parish and Town Councils Liaison meeting would take place at Daventry District Council on 14th December 2017. Councillor Parker would represent the Parish Council. This was proposed by Councillor Coles and seconded by Councillor Brown. Unanimous.

17/3953 Emergency Planning Training

NCALC were providing emergency planning training at the Litchborough Village Hall on 16th January 2018 at a cost of £36. This expenditure is in accordance with the Local Government Act 1972 Section 111. Councillor Elaine Coe would attend this course. (Subject to availability). Councillor James also expressed an interest in attending and would attend if Councillor Coe was not available. This was proposed by Councillor Coles and seconded by Councillor Brown. Unanimous.

17/3954 Brixworth Music Festival 2018

It was agreed to send a letter of support to the organiser of the Brixworth Music Festival. This letter was to accompany a grant application to the Daventry District Council. This was proposed by Councillor Barratt and seconded by Councillor Brown.

17/3955 Grants Policy – Review

The Grants Policy was adopted by the Council. This was proposed by Councillor Coles and seconded by Councillor Saxton. Unanimous.

17/3956- Document Retention Policy – Review

The Document Retention Policy was adopted by the Parish Council. This was proposed by Councillor Coles and seconded by Councillor Saxton. Unanimous.

17/3957 Consultation – County Council Medium Term Financial Strategy (including a review of Libraries)

The community was responding to the County Council consultation exercise. The response to the petition suggested strong support for the Library to be maintained. It was agreed to defer this item to allow time for the Media & Communications Committee to prepare a formal response letter to the consultation.

17/3958 Consultation – Waiting Restriction – Silver Street, Brixworth

The Parish Council confirmed its support for the provision of waiting restrictions in Silver Street, Brixworth. The Council also asked for the misplaced lines at Froxhill Crescent to be corrected. It was agreed that this matter be taken up with the Highway Authority. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous.

17/3959 Consultation - Settlements and Countryside Local Plan Part 2

A formal response was required by 26th January 2018. It was agreed to defer this matter until further information and advice was supplied on the proposed changes to the existing adopted plan.

17/3960 Consultation – Neighbourhood Planning and the Historic Environment

This matter would be better dealt with by the Neighbourhood Planning Group. This was proposed by Councillor Coles and seconded by Councillor James.

17/3961 General Correspondence

The list of correspondence was noted by the Parish Council.

17/3962 Legal Updates

Nothing to report

17/3963 Dates of Future Meetings

- Planning Committee –Monday 11th December 2017
- Media and Communications Committee – Wednesday 17th January 2017
- Full Council – Thursday 21st December 2017

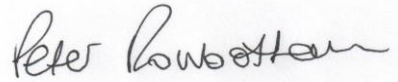
17/3964 Urgent Matters for Report

Parish Councillors were reminded that the completed Appraisal Forms were required by 1st December 2017.

Councillor Coles reported that Justyna Pittam had resigned as a Parish Councillor. The Chairman recorded thanks for her work, particularly on the Finance Working Group. The vacancy would now be advertised by the Clerk.

The meeting closed at 8.38pm

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
21st December 2017

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
16th December 2017
Telephone: 079 8314 1786
E Mail: clerk@brixworthpc.org.uk