



Brixworth Parish Council

Minutes of the meeting held on Thursday 22nd February 2018

Village Hall, Holcot Road, Brixworth

In Attendance:

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

Apologies: Councillor Caitlin Braham-Nicholl and Councillor Kevin Parker

Absent:

Also Present: Peter Rowbotham (Clerk)

Members of the Public: – 4

17/ 4037 Welcome

The Chairman welcomed everyone to the Village Hall for the Parish Council meeting. Councillor Coles notified attendees of the fire procedures and also reminded Councillors that the meeting was being recorded.

17/ 4038 Apologies for Absence

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

17/ 4039 Declarations of Interest

None

17/ 4040 Minutes of the Previous Meetings (25th January 2018)

Minute 17/4017. Paragraph 5, should read Mr Ozier. Subject to this amendment the minutes were agreed as a true and accurate record. This was proposed by Councillor Coles and seconded by Councillor Brown. Unanimous.

17/ 4041 Public Open Forum

A resident notified the Chairman that he would like to speak at item 18 – The written report of the Village Hall representative.

17/ 4042 Co-option of Parish Councillor

The vacancy for a Parish Councillor had been progressed in accordance with the agreed procedures and timescales. A written application form had been received from a resident and details had been circulated. It was agreed by the Parish Council to co-opt Alan Lovell as a Councillor. This was proposed by Councillor Barratt and seconded by Councillor Stuart Coe.

17/ 4043 Speed Activated Sign

The Parish Council had agreed to the procurement of a Speed Activated Sign at its meeting on 25th January 2018. (Minute 17/ 4026) The Parish Council considered the type of sign required.

It was agreed that a sign be procured that shows the speed in green with 'thank you' when the vehicle is travelling less 30mph. The sign would show current speed and 'slow down' for 31 - 35mph, current speed and flashing 'slow down' for speeds 36 – 40mph and slow down with no speed indicated for over 40mph. This sign is purchased in accordance with Section 72 of the Road Traffic Regulation Act 1974 and there was budget provision. This was proposed by Councillor James and seconded by Councillor Stuart Coe.

17/ 4044 Community Safety Information

The Parish Council noted the information contained within the community safety web sites.

17/ 4045 Councillors Surgery

The Parish Council received the report from Councillor Collyer and Councillor Stuart Coe on the surgery held on Saturday 6th January 2018.

It also received a report from Councillor Coles and Councillor Bird for the Surgery held on Saturday 3rd February 2018.

17/ 4046 Next Councillors Surgery – 5th March 2018

The next Parish Council surgery was to take place on Saturday 5th March 2018. Councillor Brown and Councillor James would be attending.

17/ 4047 Planning Decisions – January 2018

The list of decisions for the Brixworth planning applications for January 2018 was received by the Council.

17/ 4048 Planning Committee

The minutes of the Planning Committee of 11th December 2017 were received by the Council.

17/ 4049 Appointment to the Media and Communications Committee

In the absence of any nominations for the Committee vacancy this matter was deferred to a future meeting.

17/ 4050 Financial Transactions including Payments for Approval – February 2018

The list of financial transactions and payments for February 2018 was approved by the Parish Council. This was proposed by Councillor Brown and seconded by Councillor Saxton. Unanimous.

		Net Amount	VAT	Total
		£	£	£
Direct Debit Payments				
EON	Elec monthly - Ashway Changing Rooms (1st)	43.81	2.19	46.00
Talk Talk	Broadband and Telephone monthly (7th)	38.95	7.79	46.74
EE & T Mobile	Parish Clerks telephone monthly (15th)	15.79	3.16	18.95
Retrospective Payments				
Nil		0.00	0.00	0.00

BACS Payments		Net Amount	VAT	Total
Staff	Net Salaries and Wages (4 week month)	3,324.15	0.00	3,324.15
HMRC	PAYE	954.75	0.00	954.75
LGSS	Pension Scheme	570.59	0.00	570.59
Peter Rowbotham	Employment related Expenses	133.83	0.00	133.83
Brixworth Village Hall	Hire of Premises for meeting	90.00	0.00	90.00
Huskinson Brown Assoc	Report on proposed Brixworth SLA changes	3,000.00	600.00	3,600.00
Euromec	Kubota Service	450.97	90.20	541.17
Anglian Water (t/a Wave)	Water & sewerage, Ashway Changing Rooms	42.80	0.00	42.80
Dell	Clerks Laptop	757.56	151.51	909.07
ESPO	Refuse Stacks & Date Stamp	16.91	3.38	20.29
Screwfix	Safety Boots for Grounds staff	79.88	0.00	79.88
AH Blaston	Fuel	44.17	8.83	53.00
Lovell Hardware	Groundsman's Materials	50.08	10.02	60.10
Hassett Fencing	The Ashway Replacement Fencing	8.16	1.63	9.79
Screwfix	Groundsman's Materials	32.71	6.53	39.24
Cheque Payment				
Northants County Council	Licence for Speed Activated Sign	260.00	0.00	260.00
Total Expenditure this month		9,915.11	885.24	10,800.35
Receipt				
Interest	Capital Account	3.96	0.00	3.96
Total Income this month		3.96	0.00	3.96
Bank Transfer to revenue				
Capital to Revenue	Pocket Park	250.00	0.00	250.00
Capital to Revenue	Ashway Maintenance	3,646.00	0.00	3,646.00
Capital to Revenue	Pre Neighbourhood Plan Funds	6,144.87	0.00	6,144.87
Capital to Revenue	Post Neighbourhood Plan Report	3,000.00	0.00	3,000.00
Total transferred to revenue this month		13,040.87	0.00	13,040.87
Bank Transfer to capital				
Revenue to Capital	Realign funds with approved capital budget	9,153.62	0.00	9,153.62
Total transferred to capital this month		9,153.62	0.00	9,153.62

17/ 4051 Rolling Budget for February 2018

The Rolling Budget for February 2018 (Period 11) was received by the Parish Council.

17/ 4052 Bank Reconciliation as at 31st January 2018

The Bank Reconciliation report at 31st January 2018 was received by the Parish Council. The actual cash in the bank stood at £142,349.54

17/ 4053 Reserves as at 31st January 2018

The Statement of Reserves was received by the Parish Council. There was £80,845.60 in earmarked and restricted funds. The balance in General Reserves was £61,504.24.

17/ 4054 Debit Card for on line Transactions

The Parish Council agreed that the Parish Clerk be authorised to obtain a Debit Card for the use of on line purchases only. This is subject to compliance with the Parish Council's Standing Orders and the banks standard terms & conditions. This was proposed by Councillor Brown and seconded by Councillor Barratt. Unanimous.

17/ 4055 Training and Development - RoSPA

The Parish Council agreed that the Parish Council's Groundsman attend RoSPA playground inspection training at a cost of £235. This is in accordance with section 111 of the Local Government Act 1972. This was proposed by Councillor Brown and seconded by Councillor Stuart Coe. Unanimous.

17/ 4056 Training and Development – Emergency Planning

Councillor Elaine Coe provided feedback from a recent emergency planning course. It was recognised that this could be an ongoing work stream. It was agreed that an Emergency Planning Working Group be set up to progress the required actions. Councillor Elaine Coe and Councillor Brown would lead on this. This was proposed by Councillor Coles and seconded by Councillor Stuart Coe. Unanimous.

17/ 4057 Grant Application

A grant application had been submitted by the Brixworth Music Festival for a contribution towards a new piano. The piano would be in the ownership of the Music Festival Committee who would facilitate wider use by the community including schools.

It was agreed in principle to provide a grant of up to £1,500 towards the cost of the piano. This is accordance with Section 145 of the Local Government Act 1972. However, this would be subject to a joint community plan. This plan would ensure ongoing community access to the piano. Councillor Brown would attend the Brixworth Music Festival Committee meeting to develop this. This was proposed by Councillor Brown and seconded by Councillor Stuart Coe.

17/ 4058 Personnel – Appraisal Policy

The Appraisal Policy was adopted by the Parish Council. This was proposed by Councillor Coles and seconded by Councillor James. Unanimous.

17/ 4059 The Great British Spring Clean

Daventry District Council had provided details of a national community based campaign with the objective of cleaning up communities. Litter remained a concern to the Parish Council and a further report on resourcing an improved service was requested. Councillor Elaine Coe would speak to the DDC Green Coordinator for support and the Media & Communications Committee will promote community engagement opportunities. It was hoped that Spring and Autumn community clean ups could be organised.

17/ 4060 Northamptonshire Best Village Competition

The best village entry for 2017 was well received and a positive outcome had been achieved. However, the areas for improvement included developing links across the community and further work was required in this area. In the circumstances no further action would be required for the 2018 competition.

17/ 4061 Special Events Application

Brixworth Junior Football Club had applied to hold a special event at St David's Recreation Ground for 13th May 2018. It was agreed that the event could go ahead. This was proposed by Councillor Brown and seconded by Councillor James. Unanimous.

17/ 4062 Parish Clerks Report

The Parish Clerk's report was received by the Council.

17/ 4063 Brixworth Village Hall

The report of the Village Hall Representative was received by the Parish Council. The Chairman of the Village Hall Committee, who was present at the meeting, commended the report and highlighted the positive contribution of the Parish Council's representative.

17/ 4064 Post Employment Tribunal – Review of Policies and Procedures

The submitted report on post-Employment Tribunal improvements had highlighted four actions areas. There was general support for entering into a local council award scheme which would ensure external validation of its quality of service. The Clerk was asked to review and check the current status of each recommendation and then identify the specific action areas to address. A further report was requested by April 2018.

17/ 4065 Correspondence

The list of correspondence for February 2018 was noted by the Parish Council.

17/ 4066 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 James.

17/ 4067 Staffing Matters

The Parish Council agreed revised terms and conditions for post holders BPC02 and BPC03. These are in accordance with the National Joint Council agreement for local government. Post holder BPC02 would be placed at point 16 of the Salary Column Point on an annualised contract based upon 37 hours per week. Post holder BPC03 would be placed upon an hourly rate based upon the Salary Column Point 16. There was budget provision and this was in accordance with Section 111 of the Local Government Act 1972. This was proposed by Councillor Stuart Coe and seconded by Councillor Brown. Unanimous.

17/4068 Dates of Future Meetings

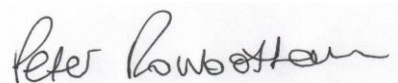
- Planning Committee- Monday 12th March 2018
- Media & Communications Committee – Wednesday 21st March 2018
- Full Council – Thursday 22nd March 2018

17/4069 Urgent Matters for Report Only

No urgent matters had been raised.

The meeting closed at 9.09pm

Signed as a true and accurate record



Councillor Alexander Coles
Chairman
Brixworth Parish Council
22nd March 2018

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
13th March 2018
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