

Brixworth Parish Council

Minutes of the meeting held on Thursday 22nd March 2018

Village Hall, Holcot Road, Brixworth

In Attendance:

Councillors: Councillor Stephen James (Chairman), Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Alan Lovell, Councillor Sandra Moxon, Councillor Frances Maria Peacock and Councillor Kevin Parker.

Apologies: Councillor Neal Brown, Councillor Alex Coles and Councillor Peter Saxton.

Absent: Councillor Ian Barratt.

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public: – 3**

18/ 4070 Welcome

Councillor James, Vice Chairman of the Parish Council, opened the meeting in the absence of Councillor Coles. He welcomed everyone to the Village Hall for the Parish Council meeting. Councillor James notified attendees of the fire procedures and also reminded Councillors that the meeting was being recorded.

18/ 4071 Apologies for Absence

Apologies for absence had been received from Councillor Brown, Councillor Coles and Councillor Saxton. The apologies were accepted by the meeting.

The Clerk reported that Caitlin Braham-Nicoll had resigned from the Council and the recruitment process for a replacement was underway.

18/ 4072 Declarations of Interest

Councillor Lovell declared a non-pecuniary interest in Agenda Item 21 – Litter Picking.

18/ 4073 Minutes of the Previous Meeting (22nd February 2018)

The minutes of 22nd February 2018 were agreed as a true and accurate record of the meeting. This was proposed by Councillor Peacock and seconded by Councillor Bird.

18/ 4074 Public Open Forum

There was concern that the Sports Council had not progressed as quickly as it was originally intended. The Parish Council had met with the Officer of Daventry District Council responsible for Recreation Strategy who was now

providing useful advice on the best way forward. Dates for the Sports Council are being organised and an update meeting with Clubs would be held as soon as practical.

The Chairman of the Village Hall Committee advised that he would speak at item 17 – Brixworth Village Hall.

18/ 4075 Request for Dispensation

The dispensation request from Councillor Lovell to allow him to speak and vote at Parish Council meetings relating to the Community Centre was considered and agreed. This was proposed by Councillor Parker and seconded by Councillor Bird. Unanimous.

18/ 4076 Community Safety Information

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

18/ 4077 Parish Council Surgery – 3rd March 2018

The Parish Council received the report from Councillor Brown and Councillor James on the surgery held on Saturday 3rd March 2018 Highway land – e mail

18/ 4078 Parish Council Surgery – 5th April 2018

The next Parish Council surgery would take place on Saturday 5th April 2018. Councillor Parker and Councillor Bird would be attending.

18/ 4079 Planning Decisions – February 2018

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

18/ 4080 Planning Committee

The minutes of the Planning Committee of 29th January 2018 were received by the Council.

18/4081 Personnel Working Group

The Parish Council noted the report on the impact of any change from 'Working Group' to a 'Committee' status. It was agreed that the Personnel Working Group continues in its current format. The Parish Council welcomed regular written reports on the business of the Personnel Working Group.

18/ 4082 Financial Transactions including Payments for Approval – March 2018

The list of financial transactions and payments for March 2018 was approved by the Parish Council. This was proposed by Councillor Peacock and seconded by Councillor Parker. Unanimous.

		Net	VAT	Total
		£	£	£
Direct Debit Payments				
EON	Elec monthly - Ashway Changing Rooms (1st)	43.81	2.19	46.00
Talk Talk	Broadband and Telephone monthly (12th)	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				
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	162.22	0.00	162.22
NCALC	Year End Audit Training	36.00	0.00	36.00
NCALC	Flying Start Training	42.00	0.00	42.00
Hassett Fencing	Ashway Rec Fencing	170.80	34.16	204.96
Brixworth Bulletin	Parish Council Pages	350.00	0.00	350.00
EON	Street Lighting Repair - Swedish Houses	23.47	4.69	28.16

Screwfix	Groundsman's materials	27.48	5.49	32.97
CPRE	Annual Membership	36.00	0.00	36.00
Blasons	Fuel	41.67	8.33	50.00
R&G	Weed Spraying	132.82	26.56	159.38
Cheque Payments				
Nil		0.00	0.00	0.00
Total Expenditure this month		5,970.50	92.37	6,062.87
Receipts				
Interest	Capital Account	3.21	0.00	3.21
Total Income this month		3.21	0.00	3.21
Bank Transfer - Capital to Revenue				
Capital to Revenue	Realign Capital budget with commitments		0.00	2,857.23
Total transferred to revenue this month		2,857.23	0.00	2,857.23
Bank Transfer - Revenue to Capital				
Nil		0.00	0.00	0.00
Total transferred to capital this month		0.00	0.00	0.00

18/ 4083 Rolling Budget for February 2018

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

18/ 4084 Bank Reconciliation as at 28th February 2018

The Bank Reconciliation report at 28th February 2018 was received by the Parish Council. The actual cash in the bank stood at £131,612.60

18/ 4085 Reserves as at 28th February 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 £50,967.00.

18/ 4086 Proposed Parking Restrictions - Highfield Close & Froxhill Crescent

The Parish Council agreed to support the proposed parking restrictions at Highfield Close and Froxhill Crescent on the grounds of improving visibility and safety. This was proposed by Councillor Parker and seconded by Councillor Peacock.

18/ 4087 Grant Application

A grant application had been submitted by the Saxon Spires Patients Participation Group. This was for the provision of medical equipment for the new Doctors Surgery. The NHS would not financially support the move to the new Surgery which had been funded by a section106 developer contribution.

The Parish Council agreed to award a grant of £4,000 towards the purchase of examination couches. This was subject to the Patients Group also seeking funds from other Parish Councils within the Surgery catchment area and confirmation that the Parish Council had the legal power to offer a grant. This was proposed by Councillor Moxon and seconded by Councillor Bird.

18/ 4088 Community Right to bid for Assets of Capital Value

The Localism Act provided communities the opportunity to identify assets of community value and then have them formally listed. Nominated assets may be owned by anybody, including the local authority and the Crown. The Parish Council requested to see an earlier prepared provisional list of community assets. This would be located by the Clerk and be presented back to the Council at the next meeting on 26th April 2018.

18/ 4089 Community Defibrillator at The Ashway

The Parish Council agreed to accept the gift of the defibrillator and cabinet from the Brixworth Juniors Football Club. The Parish Council has the power to receive gifts. (Section 139 Local Government Act 1972) This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous. .

18/ 4090 Parish Clerks Report

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

18/ 4091 Brixworth Village Hall Car Park

The Chairman of Brixworth Village Hall highlighted a paragraph from the First Schedule legal document which in his opinion would not allow the Management Trustee's to take over, or insure, the car park.

The Car Park, incorporating a fenced off play area, is in Parish Council ownership and is provided for the exclusive use of the Village Hall. The likely solution would be to transfer ownership of the car park or provide the Village Hall Management Committee with a long term lease.

The Council was keen to resolve this matter as soon as practical.

The Council asked for a further report on this matter which had been ongoing for several years without resolution. The Insurance liabilities also needed addressing. It was noted that both parties would incur legal costs. This was proposed by Councillor Moxon and seconded by Councillor Elaine Coe.

18/ 4092 Post Employment Tribunal – Review of Policies and Procedures

The Working Group had outlined action areas to address areas for improvement that had been highlighted during the Employment Tribunal process. The Parish Council accepted the recommendations contained within the written report and agreed that:

1. The Council registers its interest in pursuing the Local Council Award Scheme (at a cost of £50) and work on achieving the Foundation Stage be progressed during 2018/2019. The Council should aim for 'Quality Standard' during 2019 and 'Quality Gold' beyond then.
2. All of the HR policies (Including the Dignity at Work/Bullying and Harassment Policy) be reviewed as a priority by the Personnel Working Group. These are to be adopted by the Parish Council as soon as practical.
3. The Councils Standing Orders to be reviewed to ensure that they are robust and fit for purpose following the ET outcomes and lessons learnt.
4. Clarity be sought on the suitability of the existing insurance policy against the Council's existing business needs.
5. The Finance Working Group be requested to prepare a formal Reserves Policy for adoption by the Parish Council.
6. The Personnel Working Group be requested to look at developing a Whistle Blowing Policy for adoption by the Parish Council.

This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

18/ 4093 Correspondence

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

18/ 4094 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 was in accordance with the Public Bodies (Admission to meetings) Act 1960.

The recording machine was turned off and the room was cleared at 8.48pm. The meeting reopened to the press and public and the recording resumed at 9.08pm.

18/ 4095 Litter Picking Review

The Parish Council considered the implications of taking on additional litter picking duties within the village. At present the Parish Council was only responsible for litter on its own land. It was agreed that this matter be referred to the Personnel Working Group for a further report on the staffing implications. This was proposed by Councillor James and seconded by Councillor Moxon. Councillor Lovell, who had declared a non-pecuniary interest, abstained.

18/ 4096 Dates of Future Meetings

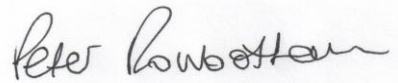
- Planning Committee- Monday 26th March 2018
- Media & Communications Committee – Wednesday 28th March 2018
- Media & Communications Committee – Wednesday 18th April 2018
- Annual Meeting of the Parish – Thursday 19th April 2018
- Full Council – Thursday 26th April 2018

18/ 4097 Urgent Matters for Report Only

No urgent matters had been raised.

The meeting closed at 9.10pm

Signed as a true and accurate record



Councillor Alexander Coles
Chairman
Brixworth Parish Council
26th April 2018

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
13th April 2018
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