



A

## Brixworth Parish Council

### Minutes of the meeting held on Thursday 24<sup>th</sup> May Village Hall, Holcot Road, Brixworth

#### In Attendance:

**Councillors:** Councillor Stephen James, Councillor Ian Barrett, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Alan Lovell and Councillor Kevin Parker.

**Apologies:** Councillor Sandra Moxon and Councillor Frances Peacock.

#### **Absent:**

**Also Present:** Peter Rowbotham (Clerk)

**Members of the Public:** –

#### 18/ 4123 Welcome

Councillor James welcomed everyone to the Annual Meeting of the Parish Council. He notified attendees of the fire procedures and reminded Councillors that the meeting was being recorded.

Councillor James reported that Alex Coles had stood down as both Chairman and Parish Councillor because of family commitments. He recorded his thanks for his dedication and commitment with the Parish Council. Councillor Saxton had resigned because of work commitments. Councillor James also recorded thanks for his work with the Parish Council.

#### 18/ 4124 Election of Parish Council Chairman

Councillor James was elected as Parish Chairman for 2018/2019. This was proposed by Councillor Parker and seconded by Councillor Stuart Coe.

#### 18/ 4125 Apologies for Absence

Apologies for absence had been received from Councillor Moxon (Family Commitments) and Councillor Peacock (Family Commitments). The apologies were accepted by the meeting.

#### 18/ 4126 Declarations of Interest

None declared.

#### 18/ 4127 Minutes of the Previous Meetings (26<sup>th</sup> April 2018)

The minutes of the meeting of 26<sup>th</sup> April 2018 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Stuart Coe.

**18/ 4128 Election of Vice Chairman of the Parish Council**

Councillor Moxon was elected as Vice Chairman of the Parish Council for 2018/2019. This was proposed by Councillor James and seconded by Councillor Parker.

**18/ 4129 Planning Committee**

The continuation, terms of reference and membership of the Planning Committee was agreed. This was proposed by Councillor Parker and seconded by Councillor Bird. Unanimous.

**18/ 4130 Election of Chair and Vice Chairman of Planning Committee**

Councillor Peacock was elected Chairman of the Planning Committee. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous. The Vice Chairman post of the Planning Committee would remain vacant.

**18/ 4131 Media & Communications Committee**

The continuation, terms of reference and membership of the Media & Communications Committee was agreed. This was proposed by Councillor Elaine Coe and seconded by Councillor Collyer. The Clerk confirmed that this Committee could legally make decisions on articles as this was a practical way of doing business and this power is specified within the Terms of Reference.

**18/ 4132 Election of Chair and Vice Chairman of the Media & Communications Committee**

Councillor Elaine Coe was elected Chair of the Media & Communications Committee. This was proposed by Councillor Stuart Coe and seconded by Councillor Bird. Unanimous. The Vice Chairman post of the Media & Communications Committee would remain vacant.

**18/ 4133 Working Groups**

The continuation and terms of reference of the Working Groups were agreed subject to 'policy review' being added. This was proposed by Councillor Parker and seconded by Councillor Bird. Unanimous.

**18/ 4134 Calendar of Meetings**

The meeting dates for 2018/2019 were noted by the Parish Council.

**18/ 4135 Election of Parish Council Representatives**

The representatives for 2018/2019 were agreed as follows:

- Village Hall – Councillor Moxon (subject to agreement)
- Thomas Roe – Councillor Parker & Councillor Lovell
- NCALC – Councillor James
- Newsletter & Press – Media & Communications Committee
- Highways, Footpaths and Trees – Councillor Moxon (Subject to agreement)
- Verification Officer (Finance) – Councillor Barratt
- Brixworth Sports Council – Councillor Moxon and Councillor Collyer

The representatives for 2018/2019 were proposed by Councillor Bird and seconded by Councillor Stuart Coe.

**18/ 4136 Banking Arrangements**

The banking arrangements for 2018/2019 were agreed. The document would be amended to clarify that the Parish Clerk is only person with the capability to use the 'one to sign' account with unlimited amounts. This was proposed by Councillor Bird and seconded by Councillor Elaine Coe.

Councillor Moxon, as Vice Chairman of the Council, was added as a third signatory on the bank mandate. This was proposed by Councillor James and seconded by Councillor Lovell. Unanimous.

### **18/ 4137 Annual Review of Documents**

**Code of Conduct** – This document was agreed subject to minor change within the schedule of this document. This was proposed by Councillor Parker and seconded by Councillor Bird.

**Standing Orders** – This document was agreed subject to '3 days' being inserted at 4.d (v) and terminology being non-gender specific within this document. The Parish Clerk would highlight any local changes to this model document in blue. This was proposed by Councillor Elaine Coe and seconded by Councillor Parker.

**Financial Regulations**- This document was agreed subject to changes to reflect the handling of Grants and linkages being inserted to the relevant paragraphs within Standing Orders. Proposed by Councillor Parker and seconded by Councillor Bird.

**Asset and Land Register** – This document was agreed subject to checking of the ownership of seats at the Millennium Gardens (2), Northampton Road/ Spratton Road and Brampton Valley Way/ Spratton Road. This was proposed by Councillor Bird and seconded by Councillor James Unanimous.

**Risk Register** -This document was agreed by the Council. This was proposed by Councillor Barratt and seconded by Councillor James.

**Complaints Procedure** – This document was agreed by the Council. This was proposed by Councillor Stuart Coe and seconded by Councillor Elaine Coe. Unanimous.

**Freedom of Information Publications Scheme**- This document was approved by the Council. This was proposed by Councillor Parker and seconded by Councillor Elaine Coe. Unanimous.

### **18/ 4138 Councils Annual Subscriptions**

**NCALC** – Agreed to renew the annual subscription. Proposed by Councillor Parker and seconded by Councillor Stuart Coe.

**Society of Local Clerks** – Agreed to renew subscription. Proposed by Councillor James and seconded by Councillor Parker. Unanimous.

**Campaign for the Protection of Rural England**. - Agreed not to renew this subscription. This was proposed by Councillor Parker and seconded by Councillor James. Unanimous.

**Northants ACRE** – Agreed to renew this subscription. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

**The Living Wage Foundation** – It was agreed to renew this subscription. This was proposed by Councillor Stuart Coe and seconded by Councillor Parker.

### **18/ 4139 General Data Protection Regulations (GDPR)**

The Parish Council considered the GDPR documentation and agreed the following:

1. Northants Association of Local Councils be appointed Data Protection Officer for one year
2. The Data Map be agreed.
3. The Data Protection Policy be agreed
4. The Subject Access Request Procedure be agreed
5. The Data Breach Policy be agreed.
6. The Policy and Records Retention Policy be agreed
7. The Privacy Notices be agreed

Parish Councillors had received a Security Compliance Checklist to complete. Assistance/ training would be offered to those unable to comply with the current IT standards.

The Parish Council noted that it was already registered as a Data Controller with the Information Commissioners Office.

The above was proposed by Councillor Parker and seconded by Councillor Stuart Coe.

**18/ 4140 Local Government Pay Scales**

Details of the 2018/2019 pay award had been circulated to Parish Councillors. It was agreed that the Parish Council pay the revised rates from 1<sup>st</sup> April 2018. This was proposed by Councillor Parker and seconded by Councillor Bird. Unanimous.

**18/ 4141 Insurance Arrangements**

It was agreed to renew the Council's insurance policy with BHIB Limited (Who had acquired the local council business from AON UK Limited) at a cost of £1,381.51. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

**18/ 4142 Report of the Internal Auditor 2017/2018**

The signed Annual Internal Audit Report for 2017/2018 had been circulated. This included the report for the Annual Governance and Accountability Return and the NCALC Audit Report. The report was adopted by the Parish Council. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

**18/ 4143 System of Internal Control**

The system of internal control document was agreed by the Parish Council. This was proposed by Councillor Stuart Coe and seconded by Councillor James Collyer

**18/ 4144 Annual Governance Statement 2017 /2018**

The Parish Council reviewed the Annual Governance Statement for 2017/2018. The form was subsequently completed and agreed by the Parish Council. The Chairman of the Parish Council signed the completed document. This was proposed by Councillor Lovell and seconded by Councillor Bird.

**18/ 4145 Accounting Statement 2017/ 2018**

The Accounting Statement for 2017/ 2018 had been circulated. The Parish Council approved the submitted Statement. This was proposed by Councillor Stuart Coe and seconded by Councillor Elaine Coe. Unanimous.

**18/ 4146 Dates of Exercise of Public Rights**

The Parish Council noted the dates for the exercise of public rights. (4<sup>th</sup> June to 13<sup>th</sup> July 2018)

**18/ 4147 Any Other Urgent Business**

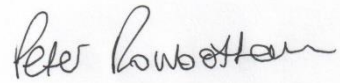
There was no urgent business.

**18/ 4148 Dates of Future Meetings**

- Full Council – 31<sup>st</sup> May 2018
- Planning Committee – 4<sup>th</sup> June 2018
- Media & Communications – 28<sup>th</sup> June 2018
- Full Council – 28<sup>th</sup> June 2018

***The meeting finished at 8.49pm***

**Signed as a true and accurate record**



**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
31<sup>st</sup> May 2018**

**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
27<sup>th</sup> May 2018  
Telephone: 079 8314 1786  
E Mail: [clerk@brixworthpc.org.uk](mailto:clerk@brixworthpc.org.uk)**