

Brixworth Parish Council

Minutes of the meeting held on Thursday 26th April 2018

Village Hall, Holcot Road, Brixworth

In Attendance:

Councillors: Councillor Alex Coles, Councillor Ian Barrett, Councillor Jackie Bird, Councillor Stuart Coe, Councillor James Collyer, Councillor Stephen James, Councillor Alan Lovell and Councillor Sandra Moxon

Apologies: Councillor Elaine Coe, Councillor Kevin Parker and Councillor Peter Saxton.

Absent:

Also Present: Peter Rowbotham (Clerk)

Members of the Public: – 3

18/ 4098 Welcome

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

18/ 4099 Apologies for Absence

Apologies for absence had been received from Councillor Elaine Coe, Councillor Peacock and Councillor Saxton (all work commitments) and Councillor Parker (away)

The Clerk reported that a resignation had been received from Neil Brown due to his ongoing work commitments. Councillor Coles formally recorded his personal thanks for his service to the Parish Council.

18/ 4100 Declarations of Interest

Councillor Coles declared a Non Pecuniary interest in agenda item 17, Brixworth Village Hall.

18/ 4101 Minutes of the Previous Meetings (22nd March 2018)

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

18/ 4102 Public Open Forum

Mr Parsons stated that he would like to speak at agenda item 10 – letter of support for the Cricket Club. He also stated that he thought that Sports Council should be in a position to progress to the next stage. With regard to the

recent Saxon Spires Grant he stated that he would ensure that any equipment purchased would be for the sole use of the Brixworth surgery and could not be relocated elsewhere. The new Brixworth Surgery was scheduled to open on 18th June 2018.

18/ 4103 Community Safety Information

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

18/ 4104 Councillors Surgery

The Parish Council received the report from Councillor Parker and Councillor Bird on the surgery held on Saturday 7th April 2018

18/ 4105 Next Councillors Surgery – 5th May 2018

The next Parish Council surgery was to take place on Saturday 5th May 2018. Councillor Bird and Councillor Lovell would be attending.

18/ 4106 Planning Decisions – March 2018

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

18/ 4107 Planning Committee

The minutes of the Planning Committee of 19th February 2018 were received by the Council.

18/ 4108 Financial Transactions including Payments for Approval – April 2018

The list of transaction and payments for April 2018 was approved by the Parish Council. The list was proposed by Councillor Bird and seconded by Councillor James. Unanimous.

| | | Net Amount | VAT | Total |
|-------------------------------|--|------------|--------|----------|
| | | £ | £ | £ |
| Direct Debit Payments | | | | |
| EON | Elec monthly - Ashway Changing Rooms (3rd) | 43.81 | 2.19 | 46.00 |
| Talk Talk | Broadband and Telephone monthly (9th) | 39.45 | 7.89 | 47.34 |
| EE & T Mobile | Parish Clerks telephone monthly (16th) | 16.43 | 3.29 | 19.72 |
| ICO | Data Protection Fee | 35.00 | 0.00 | 35.00 |
| Retrospective Payments | | | | |
| Nil | | 0.00 | 0.00 | 0.00 |
| Debit Card Payments | | | | |
| Microsoft | Microsoft 365 Annual Subscription | 112.80 | 0.00 | 112.80 |
| BACS Payments | | | | |
| Staff | Net Salaries and Wages (5 week month) | 3,767.85 | 0.00 | 3,767.85 |
| HMRC | PAYE | 981.31 | 0.00 | 981.31 |
| LGSS | Pension Scheme | 567.59 | 0.00 | 567.59 |
| Peter Rowbotham | Employment related Expenses | 133.83 | 0.00 | 133.83 |
| R&G | Grounds Maintenance | 666.75 | 133.34 | 800.09 |
| Blasons | Fuel | 79.58 | 15.92 | 95.50 |
| EON | Street Lights - Maintenance | 24.69 | 4.94 | 29.63 |
| NCLAC | Annual Subscription | 1,766.05 | 0.00 | 1,766.05 |

| | | | | |
|--|-------------------------------------|------------------|---------------|------------------|
| EON | Street Lighting - Electricity | 106.49 | 5.32 | 111.81 |
| Saxon Spires Patients Group | Grant - Minute 4087 refers** | 4,000.00 | 0.00 | 4,000.00 |
| Brixworth Music Festival | Grant - Minute 4057 refers | 1,500.00 | 0.00 | 1,500.00 |
| Amey | Trade Waste St David's - April 2018 | 90.65 | 18.13 | 108.78 |
| Amey | Trade Waste St David's - May 2018 | 72.52 | 14.50 | 87.02 |
| Olive Branch BCF | Refreshments at Annual Meeting | 6.00 | 0.00 | 6.00 |
| Village Hall | Hall hire for meetings | 90.00 | 0.00 | 90.00 |
| Cheque Payments | | | | |
| Nil | | 0.00 | 0.00 | 0.00 |
| Total Expenditure this month | | 14,100.80 | 205.52 | 14,306.32 |
| Receipts | | | | |
| Interest | Capital Account | 3.22 | 0.00 | 3.22 |
| Total Income this month | | 3.22 | 0.00 | 3.22 |
| Bank Transfer - Capital to Revenue | | | | |
| Nil | | 0.00 | 0.00 | 0.00 |
| Total transferred to revenue this month | | 0.00 | 0.00 | 0.00 |
| Bank Transfer - Revenue to Capital | | | | |
| Nil | | 0.00 | 0.00 | 0.00 |
| Total transferred to capital this month | | 0.00 | 0.00 | 0.00 |

**The Clerk pointed out that the Grant payable to the Saxon Spires Patients Group was a Section 137 payment (Local Government Act 1972)

The approved Grant for the Brixworth Music Festival would be held until the piano had been purchased.

18/4109 Community Centre

The Clerk highlighted the need for the Parish Council to comply with the charity accounting requirements. If the Parish Council uses its money in order to meet the expenditure by the charity then this should be shown in both the council and charity's accounts as a grant to the charity. The Parish Council asked that any cleaning contribution of up to £4,600 be classified as a Section 137 payment. (Local Government Act 1972) The Finance Working Group would advise on how this arrangement would be presented within the budget documentation.

18/ 4110 Rolling Budget for March 2018

The Rolling Budget for March 2018 (Period 12) was received by the Parish Council.

18/4111 Bank Reconciliation as at 31st March 2018

The Bank Reconciliation report at 31st March 2018 was received by the Parish Council. The actual cash in the bank stood at £125,492.95.

18/4112 Reserves as at 31st March 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 £44,647.35

18/4113 Letters of Support- Grants

The Brixworth Cricket Club had asked for a letter of support to claim a community grant from Daventry District Council. The grant is needed to host a community cricket event. This was agreed. This was proposed by Councillor Stuart Coe and seconded by Councillor Moxon. Unanimous.

The Brixworth based Sailing Club also required a letter of support to claim a community grant from Daventry District Council. The grant is needed to host an open day. This was agreed. This was proposed by Councillor Moxon and seconded by Councillor Stuart Coe. Unanimous.

18/4114 Exercising the Community Right to bid for Assets of Community Value

The Parish Council noted the complex process to successfully list assets of community value. Councillor James, Councillor Bird and the Parish Clerk would meet to discuss the assets that could be categorised as a priority for listing. The criteria for selection and risk would be considered to enable an informed decision by the Parish Council. This was proposed by Councillor Coles and seconded by Councillor Stuart Coe. Unanimous.

18/4115 Parish Clerks Report

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

18/4116 General Data Protection Regulations (GDPR)

The Clerk submitted an update report to the Parish Council providing background information on the new legislation. The Council noted the report and would receive further documentation at its meeting on 24th May 2018.

18/4117 Policy Review

The Parish Council noted the revised schedule of policies and revised review dates.

18/4118 General Correspondence

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

18/ 4119 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.

This was proposed by Councillor Moxon and seconded by Councillor Lovell.

18/4120 Brixworth Village Hall Car Park

The Parish Council received a written report on the car park issues. It was agreed that Councillor Stuart Coe should write to the Village Hall Management Committee to set up a liaison meeting. The Parish Council's representatives at the meeting would be Councillor Stuart Coe and Councillor Moxon. A further report would be submitted back to the Parish Council in due course.

This was proposed by Councillor Stuart Coe and seconded by Councillor Moxon. Unanimous

18/4121 Personnel Working Group

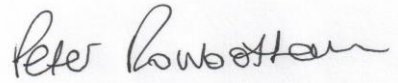
The Parish Council received a written report from the Personnel Committee. It was agreed that the Parish Council does not commit to taking on the District Council litter picking services at this time. A further report would be submitted on a wider service review of services. This was proposed by Councillor Coles and seconded by Councillor James.

18/4122 Dates of Future Meetings

- Planning Committee – Monday 14th May 2018
- Media and Communications Committee – 23rd May 2018
- Annual Meeting of the Parish Council – Thursday 24th May 2018
- Full Council – Thursday 31st May 2018

The meeting closed at 8.38pm

Signed as a true and accurate record



**Councillor Stephen James
Vice Chairman
Brixworth Parish Council
24th May 2018**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
18th May 2018
Telephone: 079 8314 1786
E Mail: clerk@brixworthpc.org.uk**