



## Brixworth Parish Council

### Minutes of the meeting held on Thursday 31<sup>st</sup> May 2018

#### Village Hall, Holcot Road, Brixworth

#### In Attendance:

**Councillors:** Councillor Stephen James, Councillor Elaine Coe, Councillor James Collyer, Councillor Alan Lovell

**Apologies:** Councillor Jackie Bird, Councillor Stuart Coe, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Peacock.

**Absent:** Councillor Ian Barratt

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

**Members of the Public:** – 1

#### 18/ 4149 Welcome

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

#### 18/ 4150 Apologies for Absence

Apologies had been received from Councillor Bird, Councillor Stuart Coe, Councillor Moxon and Councillor Parker. These were accepted by the Parish Council.

#### 18/ 4151 Declarations of Interest

None declared.

#### 18/ 4152 Minutes of the Previous Meeting (24<sup>th</sup> May 2018)

The minutes of the annual meeting of 24<sup>th</sup> May 2018 were agreed as a true and accurate record. This was proposed by James Collyer and seconded by Councillor Elaine Coe. Unanimous. .

#### 18/ 4153 Public Open Forum Session

No items were raised within the Public Forum. Session.

#### 18/ 4154 Co-option of Parish Councillor

Mr Robert Campbell provided an overview of his background. He had also submitted an application form which had been circulated to all Parish Councillors. The Parish Council agreed to co-opt Robert Campbell as a Parish Councillor. Mr Campbell then joined the meeting in a non-voting capacity. The Declaration of Acceptance of Office was signed and a dispensation application form was completed. The co-option was proposed by Councillor James

and seconded by Councillor Elaine Coe. Unanimous.

#### **18/ 4155 Dispensation – Community Centre**

It was agreed that dispensation be granted to enable Councillor Campbell to participate in matters relating to the Community Centre. This was proposed by Councillor James and seconded by Councillor Peacock. Unanimous.

#### **18/ 4156 Community Safety Data**

The Parish Council noted the on line Community Safety data. It also noted the contents of the Daventry Neighbourhood Policing Newsletter which had been circulated.

#### **18/ 4157 Parish Council Surgery 5<sup>th</sup> May 2018**

There was nothing to report from the latest surgery attended by Councillor Bird and Councillor Elaine Coe

#### **18/ 4158 Next Parish Council Surgery – 2<sup>nd</sup> June 2018**

Councillor Lovell would be hosting the next Parish Council Surgery on Saturday 2<sup>nd</sup> June (plus one other Parish Councillor. This would be decided later)

#### **18 /4159 Planning Decisions – April 2018**

The list of planning decisions for April 2018 was received by the Parish Council.

#### **18/ 4160 Planning Committee**

The minutes of the Planning Committee of 26<sup>th</sup> March and 23<sup>rd</sup> April 2018 was received by the Parish Council.

#### **18/ 4161 Media & Communications Committee**

The minutes of the Media & Communications Committee of 21<sup>st</sup> February 2018 was received by the Parish Council.

#### **18/ 4162 Financial Transactions including Payments for Approval – May 2018**

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

		<b>Net Amount</b>	<b>VAT</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Direct Debit Payments</b>				
EON	Elec monthly - Ashway Changing Rooms (1st)	100.00	5.00	105.00
Talk Talk	Broadband and Telephone monthly (10th)	39.45	7.89	47.34
EE & T Mobile	Parish Clerks telephone monthly (15th)	16.43	3.29	19.72
<b>Retrospective Payments</b>				
Nil		0.00	0.00	0.00
<b>Debit Card Payments</b>				
O2	O2 Top up Groundsmans Mobile	16.66	3.34	20.00
Redbus Cartridges	Toner for HP Laserjet Printer	64.13	12.83	76.96
RS Components	Jubilee Clips for Entrance Planters	18.48	3.70	22.18
<b>BACS Payments</b>				
Staff	Net Salaries and Wages (5 week month)	3,687.10	0.00	3,687.10
HMRC	PAYE	1,140.04	0.00	1,140.04

LGSS	Pension Scheme	642.17	0.00	642.17
Peter Rowbotham	Employment related Expenses	171.63	0.00	171.63
R&G	Grounds Maintenance	2,047.35	409.46	2,456.81
Blasons	Fuel	115.75	23.15	138.90
Brixworth Community Centre	Grant for cleaning	3,285.49	0.00	3,285.49
NALC	GDPR Course	49.00	0.00	49.00
Plantscape	Entrance Planters	313.70	62.74	376.44
Chubb	Emergency Lighting - The Ashway	157.45	31.49	188.94
Sage	Instant Payroll	189.00	37.80	226.80
BHIB	Annual Insurance - Agreed Min 18/4141	1,381.51	0.00	1,381.51
Wave / Anglian	The Ashway Water Charges - 3 months	43.97	0.00	43.97
Screwfix	Groundsman's Materials	34.14	6.81	40.95
<b>Cheque Payments</b>				
Nil		0.00	0.00	0.00
<b>Total Expenditure this month</b>		<b>13,513.45</b>	<b>607.50</b>	<b>14,120.95</b>
<b>Receipts</b>				
Brixworth Juniors	Fees for sports pitches	709.43	0.00	709.43
Brixworth Cricket Club	Fees for cricket square/ St Davids	443.44	0.00	443.44
Interest	Capital Account	3.54	0.00	3.54
<b>Total Income this month</b>		<b>1,156.41</b>	<b>0.00</b>	<b>1,156.41</b>
<b>Bank Transfer - Capital to Revenue</b>				
Transfer	Realign budgets	40.73	0.00	40.73
<b>Total transferred to revenue this month</b>		<b>40.73</b>	<b>0.00</b>	<b>40.73</b>
<b>Bank Transfer - Revenue to Capital</b>				
Transfer	Approved Budget	21,800.00	0.00	21,800.00
<b>Total transferred to capital this month</b>		<b>21,800.00</b>	<b>0.00</b>	<b>21,800.00</b>

### **18/ 4163 Rolling Budget for May 2018**

The Rolling Budget for May 2018 (Period 2) was received by the Parish Council.

### **18/ 4164 Reserves as at 31<sup>st</sup> May 2018**

The Statement of Reserves was received by the Parish Council. There was £41,035.84 in restricted funds and £63,109.in earmarked funds. The balance in General Reserves was £88,112.83.

### **18/ 4165 Membership of Working Groups**

The Parish Council considered membership of its Committees' and Working Groups.

The following was agreed by the Parish Council:

- Planning Committee – All Councillors
- Media & Communications Committee – Councillor Bird, Councillor Campbell, Councillor Coe and Councillor Moxon. ( One vacancy)
- Finance Working Group – Councillor James, Councillor Lovell and Councillor Parker.
- Personnel Working Group – Councillor Bird, Councillor Collyer and Councillor Moxon

This was proposed by Councillor James and seconded by Councillor Elaine Coe.

#### **18/ 4166 Consultations**

It was agreed that Councillor Parker be asked to attend the session at Daventry DC on Community Governance and a further report be presented at the next meeting. This was proposed by Councillor James and seconded by Councillor Peacock. Unanimous.

#### **18/ 4167 Parish Clerks Report**

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

#### **18/ 4168 Personnel Working Group**

The report of the Personnel Working Group was noted.

#### **18/ 4169 Brixworth Sports Council**

The report of the Sports Council was noted.

#### **18/ 4170 Brixworth Village Hall**

Councillor Coe had provided a written report on the Village Hall Car Park. The Parish Clerk would provide further information at the next meeting of the Parish Council.

#### **18/ 4171 Emergency Plan**

A small working group would be formed to develop a local Emergency Plan. This will consist of Councillor Elaine Coe, Councillor Collyer and the Parish Clerk. The completed document would be presented to a future meeting

#### **18/ 4172 General Correspondence**

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

#### **18/ 4173 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 James and seconded by Councillor Peacock. Unanimous.

#### **18/ 4174 Post Employment Tribunal Issues**

The Parish Council agreed that, subject to legal advice, it offers a meeting to facilitate a complaint with an independent third party note taker to articulate and fully evidence the complaint in an accurate and precise manner. Representatives would be invited from both sides. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

#### **18/ 4175 Dates of Future Meetings**

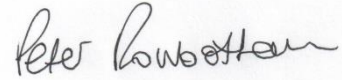
- Planning Committee – 4<sup>th</sup> June 2018
- Media & Communications – 13<sup>th</sup> June
- Planning – 25<sup>th</sup> June 2018
- Full Council – 28<sup>th</sup> June 2018

**18/ 4176 Any Other Urgent Business**

There was no urgent business

***The meeting finished at 8.39pm***

**Signed as a true and accurate record**



**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
28<sup>th</sup> June 2018**

**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
16<sup>h</sup> June 2018  
Telephone: 079 8314 1786  
E Mail: clerk@brixworthpc.org.uk**