

## Brixworth Parish Council

### Minutes of the meeting held on Thursday 28<sup>th</sup> June 2018

#### Village Hall, Holcot Road, Brixworth

#### In Attendance:

**Councillors:** Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Bob Campbell, Councillor Alan Lovell, Councillor Sandra Moxon (from 7:54pm) and Councillor Kevin Parker.

**Apologies:** Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer and Councillor Frances Maria Peacock

**Absent:** None

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

**Members of the Public:** 2

#### 18/ 4183 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.

He welcomed Councillor Campbell to his first formal meeting.

#### 18/ 4183 Apologies for Absence

Apologies for absence had been recorded from Councillor Stuart Coe, Councillor Elaine Coe, Councillor James Collyer and Councillor Peacock. These were received by the Parish Council. Proposed by Councillor Parker and seconded by Councillor Bird.

#### 18/ 4184 Declarations of Interest

None declared.

#### 18/ 4185 Minutes of the Previous Meeting (31<sup>st</sup> May 2018)

The minutes of the 31<sup>st</sup> May 2018 were agreed as a true and accurate record. This was proposed by Councillor Lovell and seconded by Councillor Bird. Unanimous.

#### 18/ 4186 Public Open Forum Session

Councillor Parker addressed the Parish Council in his capacity as a Daventry District Councillor. He outlined the possibility of additional funding being made available for Community Grants. The proposed Toucan pedestrian crossing at the bottom of Northampton Road currently had £25,000 allocated but this was insufficient to deliver the

project. This was a scheme that would qualify for funding from DDC and there was a reasonable chance of project delivery. This would be discussed at the next Parish Council meeting.

Mr Parsons updated the Parish Council on the new Doctors' Surgery. An additional £16,000 had been raised for surgery equipment. There was no open date for the new surgery yet as there was ongoing BT / Contractor issues to address. The transfer to the new premises could take place at the end of July.

#### **18/ 4187 Community Safety Data**

The Parish Council noted the on line Community Safety data.

#### **18/ 4188 Parish Council Surgery – 2<sup>nd</sup> June 2018**

Councillor Lovell and Councillor Moxon had attended the Parish Council Surgery held on Saturday 2<sup>nd</sup> June 2018. A written report had been submitted and the points raised had been noted.

#### **18/ 4189 Next Parish Council Surgery- 7<sup>th</sup> July 2018**

Councillor Campbell and Councillor Parker would attend the next Parish Council Surgery to be held on Saturday 7<sup>th</sup> July 2018.

#### **18/ 4190 Planning Decisions – May 2018**

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

#### **18/ 4191 Planning Committee Minutes**

The minutes of the Planning Committee of 14<sup>th</sup> May 2018 was received by the Parish Council.

#### **18/ 4192 Neighbourhood Planning**

The Parish Council had submitted its views on the draft Settlements and Countryside Local Plan (Part 2) for the Daventry District. The Parish Council had funded its own Consultant to challenge the District Council's report which had recommended the removal of the Special Landscape Area (SLA) status from the western part of the parish. The view of the Parish Council and its Neighbourhood Planning Group was that there was insufficient evidence to justify this action and that the assessment was flawed. The representations submitted to the Daventry District Council on this matter had been rebutted and it was considered that the Neighbourhood Plan had now been compromised.

As the evidence continues to be disputed it was suggested that the Parish Council appointed consultant could be asked to go through the rebuttal on a line by line basis. The financial implication of this action was that a budget of £1250 would be required. The approved Neighbourhood Plan budget for 2018/2019 was £1000. The alternative was to challenge the document at the public enquiry stage of the plan which could prove to be more costly.

It was agreed to use the Planning Consultant, if required, and that £1250 be allocated to the Neighbourhood Planning budget. The shortfall of £250 would be met following a virement from General Reserves. This expenditure will be incurred in accordance with the powers contained within s61 of the Town and Country Planning Act 1990. This was proposed by Councillor Barratt and seconded by Councillor James. Unanimous.

#### **18/ 4193 Media & Communications Committee**

The minutes of the Media & Communications Committee of 28<sup>th</sup> March was received by the Parish Council.

**18/ 4194 Financial Transactions including Payments for Approval – June 2018**

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

		Net Amount	VAT	Total
		£	£	£
<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)	35.54	7.11	42.65
EE & T Mobile	Parish Clerks telephone monthly (15th)	16.43	3.29	19.72
<b>Retrospective Payments (via BACS)</b>				
Nil				
<b>Debit Card Payments</b>				
Nil				
<b>Payments for approval (via BACS)</b>				
Staff	Net Salaries and Wages (4 week month)	3,663.84	0.00	3,663.84
HMRC	PAYE	988.50	0.00	988.50
LGSS	Pension Scheme	606.37	0.00	606.37
Peter Rowbotham	Employment related Expenses	133.83	0.00	133.83
Peter Rowbotham	Office Related Expenses	18.35	0.00	18.35
R&G	Grounds Maintenance	669.37	133.88	803.25
Blasons	Fuel	171.07	34.21	205.28
EON	Street Lighting Maintenance	24.69	4.94	29.63
NCALC	Training - Flying Start	42.00	0.00	42.00
Euromec	Parts for the Kubota mower	51.54	10.30	61.84
Brixworth Bulletin	Advert including art work	400.00	0.00	400.00
Joe Hodgson Gardens	Planting and weeding of roundabout	98.50	0.00	98.50
ROSPA	Play Inspections	210.00	42.00	252.00
Mower Shop	Part for strimmer	26.27	5.25	31.52
ESPO	Refuse Sacks	28.50	5.70	34.20
BDO	Audit Fee (£400) plus electors questions	1,394.50	278.90	1,673.40
Euromec	Kubota Repair	120.64	24.13	144.77
Screwfix	Trolley Jack, Helmet & Hi Vis waistcoat	49.15	4.82	53.97
<b>Cheque Payments</b>				
Nil		0.00	0.00	0.00
<b>Total Expenditure this month</b>		<b>8,849.09</b>	<b>559.53</b>	<b>9,408.62</b>
<b>Receipts</b>				
Interest	Capital Account (31st May)	3.49	0.00	3.49
<b>Total Income this month</b>		<b>3.49</b>	<b>0.00</b>	<b>3.49</b>
<b>Bank Transfer - Capital to Revenue</b>				
Nil				

<b>Total transferred to revenue this month</b>		0.00	0.00	0.00
<b>Bank Transfer - Revenue to Capital</b>				
Nil				
<b>Total transferred to capital this month</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### **18/ 4195 Rolling Budget for June 2018**

The Rolling Budget for June 2018 (Period 3) was received by the Parish Council.

### **18/ 4196 Bank Reconciliation – 31<sup>st</sup> May 2018**

The Bank Reconciliation report as at 31<sup>st</sup> May 2018 was noted by the Parish Council. The Revenue (Current) Account indicated a balance of £76,262.98. The Capital (Reserve) Account indicated a balance of £102,618.33.

### **18/ 4197 Council Reserves – 31<sup>st</sup> May 2018**

The Statement of Reserves was received by the Parish Council. There was £41,035.84 within Restricted Funds and £55,823.51 held within Earmarked Reserves. The balance was shown as £82,404.63.

### **18/ 4198 Audit Report for 2016/ 2017**

The Parish Council received an update regarding the external audit undertaken by BDO. The report had been signed off by the Auditors and attention was drawn to a number of matters which had arisen as a result of electors' questions and the subsequent review of the annual return. The matters listed included internal audit checks, payments approval, s137 payments, VAT and budgets.

The Auditor highlighted that the 2016/2017 budget for legal fees had been exceeded and payments had not been vired from other budget headings. Payments were made during the year which had been retrospectively approved. A payment had been made during the year which had not been approved by the Council. As a result of these issues the annual return had been qualified by the Auditor. Other issues raised included governance arrangements and several recommended improvements were highlighted within the report.

The cost for the additional audit work was £994.50.

The Parish Council agreed to approve and accept the External Audit Report for 2016/2017 including the External Audit Certificate. The Parish Clerk would ensure that the Auditors recommendations were implemented. This was proposed by Councillor Parker and seconded by Councillor Bird.

The vote was recorded as follows –

For the proposal: Councillor James, Councillor Bird, Councillor Campbell, Councillor Lovell, Councillor Moxon, and Councillor Parker.

Against the proposal: None

Abstention: Councillor Barratt

**18/4199 Finance Working Group**

The Finance Working Group had met on 25<sup>th</sup> June 2018 and had made recommendations to the Parish Council in order to manage its budget effectively.

The £994.50 incurred for the additional audit work was not in the original budget. It was agreed that £700 be transferred from General Reserves so that the BDO invoice could be paid. This was proposed by Councillor Parker and seconded by Councillor Bird

A sum of £670 was required from General Reserves to complement the existing accrued budget of £2,850 to ensure delivery of the Speed Activated Sign. This was proposed by Councillor Bird and seconded by Councillor Parker.

The Parish Council noted that a draft Reserves Policy would be presented to a future meeting.

**18/ 4200 Personnel Working Group**

The Parish Council adopted the following policies:

- Whistleblowing Policy. Proposed by Councillor James and seconded by Councillor Parker. Unanimous.
- Equalities Policy. Proposed by Councillor James and seconded by Councillor Parker. Unanimous.
- Disciplinary Policy. Proposed by Councillor Bird and seconded by Councillor James. Unanimous.
- Grievance Procedure. Proposed by Councillor James and seconded by Councillor Parker. Unanimous.
- Health & Safety Policy. Proposed by Councillor James and seconded by Councillor Parker. Unanimous.
- Lone Worker Policy. Proposed by Councillor James and seconded by Councillor Parker. Unanimous.

**18/ 4201 Procurement of Speed Activated Sign**

As part of the business planning process the Parish Council had agreed to the installation of a mobile Speed Activated Sign. The project management paperwork had been completed and the appropriate licence had been obtained. It was recommended that a Speed Activated Sign be purchased from Westcotec Traffic Control Systems at a cost of £2,800 together with a Data Collection Unit of £250 and brackets at a cost of £450. The Council had the power to install traffic signs on roads in accordance with the Road Traffic Regulations Act 1984 s72. This was proposed by Councillor James and seconded by Councillor Lovell.

**18/ 4202 Procurement of Memorial Bench & Sill**

Memorial benches marking 100 years since the end of the First World War had been offered half price to parish councils across Daventry District. Daventry District Council (DDC) had invited applications for the steel benches, which featured a design incorporating images of soldiers, crosses and poppies. Town/parish councils and community groups who receive one would only have to pay £300 towards the total, plus any installation costs, with DDC covering the remaining 50%. It was agreed to locate the seat within the Millennium Gardens. The Parish Council had the power to provide seats within open spaces in accordance with the Public Health Act 1875 s164. This was proposed by Councillor Moxon and seconded by Councillor Lovell.

An opportunity had arisen to receive a fully funded commemorative silhouette. The Clerk was asked to investigate

and report back to the Parish Council.

#### **18/ 4203 Consultation – Community Governance Review**

Daventry District Council had resolved to carry out a Community Governance Review which would take 12 months to complete. The Parish Council had been asked for its views. The Parish Council commented as follows:

- The number of Councillors should remain at 14
- The Electoral Area and the Parish Boundary should align
- The western Parish Boundary would be better following the line of the Brampton Valley Way rather than the historic field lines.

It was agreed that these comments be submitted to Daventry District Council. This was proposed by Councillor Lovell and seconded by Councillor Campbell. Councillor Parker abstained.

#### **18/ 4204 Consultation - Northants Local Government Review**

It was agreed that Parish Councillors submit their comments as individuals rather than adopting one view for the Parish Council. The Parish Council would not be attending the consultation event at Towcester on 3<sup>rd</sup> July 2018. This was proposed by Councillor Parker and seconded by Councillor James. Unanimous.

#### **18/ 4205 Consultation - Public Spaces Protection Order**

It was agreed that Parish Councillors submit their comments as individuals rather than adopting one view for the Parish Council. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

#### **18/4206 Consultation – Moulton Heights Environmental Impact Assessment Scoping Report**

A substantial planning document had been received for comment regarding the Moulton Heights development. This would be referred to the Neighbourhood Planning Group.

#### **18/ 4207 Parish Clerk's Report**

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

#### **18/ 4208 Brixworth Village Hall**

The Parish Clerk had submitted a report outlining the issues with the current arrangements for the Village Hall Car Park. The Council asked that a meeting be held with the representatives of the Village Hall Committee to discuss this matter in detail and agree the best way forward.

#### **18/ 4209 Bus Service 60**

Daventry District Council had contacted the Parish Council requesting written confirmation that it would consider a motion to financially support the Service 60. The District Council also asked how the Parish Council would fund the service and how the subsidy could be reduced. Although this matter was not a current priority it was agreed that the Parish Council indicates that it wishes to be kept informed of the decision making process. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

#### **18/ 4210 Village Enhancements**

A report was submitted outlining the successful entrance planter scheme and the 2018 Christmas Tree scheme. It was intended to extend the planter scheme to winter planting with a proposed budget of £600. The Christmas Tree Scheme could be extended to 39 trees with an allocated budget of £730. A further report was requested.

#### **18/ 4211 Play Equipment Inspections**

The ROSPA report on The Ashway Recreation Ground, St David's Recreation Ground and Spratton Road Recreation Ground had been received. It had highlighted areas for action including new swing seat, better cleaning and replacing some safety surfacing. It was agreed that the report be accepted by the Council and the Clerk ensure that the necessary improvements were put into place. This was proposed by Councillor Parker and

seconded by Councillor Bird. Unanimous.

**18/ 4212 General Correspondence**

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

**18/ 4213 Date of the Next Meeting**

All three of the Councils signatories were unable to attend the planned meeting on 26<sup>th</sup> July 2018. It was therefore agreed to move the date of the next meeting to Thursday 2<sup>nd</sup> August 2018 starting at 7.15pm. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

It was agreed that the Parish Clerk make any required payments to avoid late payments, meet contractual obligations and to ensure that all salaries, NI, Tax and Pensions were paid on time. This was in accordance with Financial Regulation 5.5. All such payments would be reported to the next available meeting. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

**18/ 4214 Dates of Future Meetings**

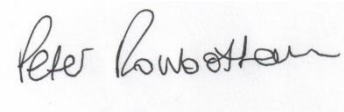
- Planning Committee – Monday 9<sup>th</sup> July 2018
- Media & Communications Committee – Wednesday 11<sup>th</sup> July 2018
- Planning Committee – Monday 30<sup>th</sup> July 2018
- Full Council – Thursday 9 July 2018

**18/ 4145 Any Other Urgent Business**

There was no urgent business

***The meeting finished at 21.29***

**Signed as a true and accurate record**



**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
2<sup>nd</sup> August 2018**

**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
26<sup>th</sup> July 2018  
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