



Brixworth Parish Council

Minutes of the meeting held on Thursday 27th September 2018

Village Hall, Holcot Road, Brixworth

In Attendance:

Councillors: Councillor Stephen James (Chairman), Councillor Ian Barratt, Councillor Jackie Bird, Councillor Bob Campbell, Councillor Elaine Coe (From 7:45pm) , Councillor Stuart Coe, Councillor James Collyer, Councillor Alan Lovell, Councillor Sandra Moxon and Councillor Kevin Parker (from 8:31pm).

Apologies: Councillor Mitchell and Councillor Peacock.
Councillor Parker was expected to arrive late as he had another meeting to attend.

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public: – 3**

18/ 4266 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/ 4267 Apologies for Absence

Apologies for absence had been recorded from Councillor Mitchell and Councillor Peacock. Councillor Parker would be joining the meeting at a later stage as he had another meeting to attend. The apologies were accepted by the meeting .Unanimous.

18/ 4268 Declarations of Interest

None declared.

18/ 4269 Minutes of the Previous Meeting (30th August 2018)

The minutes of the meeting of 30th August 2018 was approved as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Campbell Unanimous.

18/ 4270 Public Open Forum Session

No items were raised in the Open Forum.

18/ 4271 Community Safety Data

The Parish Council noted the on-line Community Safety data. The on line data had not been updated since July 2018.

18/ 4272 Social Media & Child Safety in Brixworth

The Parish Council noted the letter dated 20th September 2018 from the Daventry Neighbourhood Policing Unit.

18/ 4273 Parish Council Surgery -1st September 2018

Councillor Collyer and Councillor Parker had attended the Parish Council Surgery held on Saturday 1st September 2018. A written report had been submitted and the points raised had been noted/ actioned.

18/ 4274 Next Parish Council Surgery 6th October 2018

Councillor Stuart Coe and Councillor Bird would attend the next Parish Council Surgery to be held on Saturday 6th October 2018.

18/ 4275 Planning Decisions

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

18/ 4276 Planning Committee Minutes

The minutes of the Planning Committee of 13th August and 3rd September were received by the meeting.

18/ 4277 Daventry Settlements and Countryside Local Plan Consultation

It was reported that the deadline for comments on the Settlements and Countryside Plan (Part 2) was approaching. The Parish Council had commissioned Huskisson Brown to prepare an independent report on the proposal to revise the Special Landscape Area. (SLA) This report had been received in a draft format and was being assessed by the Neighbourhood Planning Group.

The evidence relied upon by Daventry District Council continues to be disputed. It was agreed that it remains important to maintain the highest level of protection to the Brixworth SLA. There was also a risk that the adopted Brixworth Neighbourhood Plan would be out of synch with the proposed Daventry Local Plan. This would lead to a required revision of the Brixworth document.

The Parish Council agreed that the Neighbourhood Planning Group be authorised to submit a response on its behalf to Daventry District Council regarding its opposition to any change to the Special Landscape Area. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

18/ 4278 Media & Communications Committee Minutes

The minutes of the Media & Communications Committee of 22nd August 2018 were received by the Parish Council.

18/ 4279 Working Groups

The Personnel Working had submitted a written report which was noted by the Parish Council.

The Finance Working Group had reviewed the Parish Council's current financial position. The Group had also confirmed the meeting dates to form the budget for 19/20.

The Sports Council was due to meet on 2nd October and a report would be submitted to the next Parish Council meeting.

18/ 4280 Financial Transactions including Payments for Approval – September 2018

The list of financial transactions and payments for August 2018 was approved by the Parish Council. All invoices for payment had been examined, verified and certified by the Parish Clerk in accordance with Financial Regulation 5.3.

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

		Net Amount	VAT	Total
		£	£	£
Direct Debit Payments - Financial Reg 6.7				
EON	Elec monthly - Ashway Changing Rooms (3rd)	100.00	5.00	105.00
Talk Talk Business	Broadband and Telephone monthly (7th)	50.95	10.19	61.14
EE & T Mobile	Parish Clerks telephone monthly (15th)	16.43	3.29	19.72
DVLA	Van Tax - 12 months	250.00	0.00	250.00
Retrospective Payments - Financial Reg 5.5. (via BACS)				
		0.00	0.00	0.00
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19				
There But Not There	Tommy Silhouette WW1 - Millennium Garden	646.92	129.38	776.30
Payments for approval - Financial Regulation 5.2 (via BACS)				
Staff	Net Salaries and Wages (5 week month)	3,725.32	0.00	3,725.32
HMRC	PAYE	1,014.10	0.00	1,014.10
LGSS	Pension Scheme	606.35	0.00	606.35
Peter Rowbotham	Employment related Expenses	177.03	0.00	177.03
R&G	Grounds Maintenance	1,773.45	354.68	2,128.13
Blasons	Fuel	55.00	11.00	66.00
Brixworth Bulletin	Parish Council pages	350.00	0.00	350.00
William Graham Law	Professional Services re Complaint	500.00	100.00	600.00
Amey	Trade Waste St David's Recreation Ground	234.20	46.84	281.04
ROSPA	Training for groundsman	235.00	47.00	282.00
PKF Littlejohn LLP	Annual Audit	400.00	80.00	480.00
Mower Shop	Inner tube for mower	16.45	3.29	19.74
William Graham Law	Professional Services re Complaint	966.00	193.20	1,159.20
Community Centre	Use of meeting facilities	500.00	0.00	500.00
Cheque Payments				
Nil		0.00	0.00	0.00
Total Expenditure this month		11,617.20	983.87	12,601.07
Receipts				
Interest	Capital Account (31st August 2018)	4.36	0.00	4.36
Total Income this month		4.36	0.00	4.36
Bank Transfer - Capital to Revenue				
Total transferred to revenue		0.00	0.00	0.00

this month				
Bank Transfer - Revenue to Capital				
Total transferred to capital this month		0.00	0.00	0.00

18/ 4281 Rolling Budget for September 2018

The Rolling Budget for September 2018 (Period 6) was received by the Parish Council.

18/ 4282 Bank Reconciliation

The Bank Reconciliation report as at 31st August 2018 was noted by the Parish Council. The Revenue (Current) Account indicated a balance of £53,980.82. The Capital (Reserve) Account indicated a balance of £102,631.27.

18/ 4283 Council Reserves

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 shown, after virements, was shown as £53,132.74.

18/ 4284 Conclusion of the 17/18 Annual Audit

The annual audit for 17/18 carried out by PKF Littlejohn had reached a satisfactory conclusion. Statutory notices had been placed on the noticeboards and web site. The Parish Council noted the conclusion and subsequent actions.

18/ 4285 Scouts & Guides Annual Daffodil Planting

The Parish Council agreed to fund the annual planting scheme at a cost of £50. This was proposed by Councillor Stuart Coe and seconded by Councillor Campbell. Unanimous. This expenditure is in accordance with the Highway Act 1980 section 96.

18/ 4286 Annual Brixworth Calendar

It was agreed that the Parish Council commit £650 towards the printing costs for the 2019 Brixworth calendar. The Parish Council noted the Mighty Magnus fund as the chosen charity. This expenditure is in accordance with Local Government Act 1972 section 137.

The Parish Council requested that the artwork for future calendars and local charity selection should be processed through the Media & Communications Committee.

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

18/ 4287 Parish Council Car Parks

The Council considered the maintenance of its three car parks.

The Parish Clerk had carried out a risk assessment. With the current pot holes the assessment indicated a medium/ amber risk. The risk would be reduced by carrying out work to remove the pot holes. The Council has the power to spend on its car parks in accordance with the Road Traffic Act 1984, Section 57 (1) (b).

The Parish Council agreed that::

1. The Council's Groundsman repair the pot holes in the Parish Council Car Parks as soon as practical.
2. Quotes be obtained to repair the worn areas of car park at St David's Recreation Ground, The Ashway and to the rear of the Village Hall.
3. The Village Hall Committee be asked if it wishes to take on the maintenance and management of the car park after the entrance is re surfaced. This transfer would be clarified by the exchange of a legal agreement.
4. The Village Hall Committee be encouraged to join Northants ACRE to access the Village Hall legal advice

services.

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

18/ 4288 Highways – Toucan Crossing

The Parish Council agreed to fund the cost of the design work for the proposed 'Toucan Crossing' on the A508 Brixworth By Pass. The overall project cost is expected to be in the region of £150,000 and approximately £30,000 could be contributed through an existing s106 agreement being held by the County Council. The expenditure would be incurred in accordance with Road Traffic Regulations 1984 Section 72.

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

18/ 4289 Highways – Brampton Way/ Spratton Road

A resident had raised the issue of parking which was causing problems at the junction of Brampton Way / Spratton Road. He had suggested the introduction of a Traffic Regulation to restrict parking via the introduction of double yellow lines.

It was agreed to defer this matter until the annual review of parking issues was underway.

18/ 4290 Highways – Broad Street / Eastfield Street & Leeson Road

The Parish Council was made aware of the parking problems at Broad Street, Eastfield Street and Leeson Road. The Parish Council agreed that a costed scheme, in the region of £25,000, be the subject of a consultation exercise with the residents. A leaflet would be prepared with linkages to a Parish Council web page.

Any expenditure on a traffic scheme would be in accordance with the Highways Act 1980 Section 274A.

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

18/ 4291 Community Projects – Funding for Capital Schemes

The District Council had approved an additional £250,000 for capital grants. Parish Councils were now eligible to apply for funding. Applications for more than £15,000 would be considered in exceptional circumstances. It was agreed that bids be submitted for the Parish Council Car Park, Village Hall, Holcot Road (Total Cost £25,000), Toucan Crossing (Total Cost £150,000) and New Play Equipment (Total Cost £25,000)

This was proposed by Councillor James and Councillor Stuart Coe. Unanimous.

18/ 4292 Parish Clerks Report

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

18/ 4293 Purchase of a new Printer/ Scanner

The Parish Council had very limited printing facilities. The proposed printer was capable of double sided printing and scanning and also capable of printing colour on A3 sized paper. The scanning and double sided facilities would enable the Parish Council to work towards a 'paper light' working environment.

It was agreed to purchase the Brother MFC Wireless ink jet printer at a cost of up to £162.80. There was budget provision within the fund for new Office Equipment. The expenditure would be incurred in accordance with the Local Government Act 1972 Section 111.

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

18/ 4294 General Correspondence

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

18/ 4295 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 is in accordance with the Public Bodies (Admission to meetings) Act 1960. This was proposed by Councillor James and seconded by Councillor Stuart Coe.

18/ 4296 Post Employment Tribunal – Ongoing Issues

It was agreed that £3000 be vired from General Reserves to the legal budget and this then be earmarked for any ongoing legal costs.

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

18/ 4297 Date of Future Meetings

The dates of future meetings were

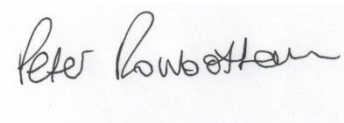
- Planning Committee – Monday 15th October 2018
- Media and Communications Committee – Wednesday 17th October 2018
- Full Council – Thursday 25th October 2018

18/ 4298 Any Other Urgent Business

There was no urgent business

The meeting finished at 9.33pm

Signed as a true and accurate record



Councillor Stephen James
Chairman
Brixworth Parish Council
30th August 2018

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