



## Brixworth Parish Council

### Minutes of the meeting held on Thursday 29<sup>th</sup> November 2018

#### Village Hall, Holcot Road, Brixworth

#### In Attendance:

**Councillors:** Councillor Stephen James (Chairman), Councillor Ian Barratt (from 8.10pm), Councillor Elaine Coe (from 8:30pm), Councillor James Collyer, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Parker and Councillor Frances Maria Peacock.

**Apologies:** Councillor Jackie Bird, Councillor Stuart Coe and Councillor Alan Lovell.

#### **Absent:**

**Also Present:** Peter Rowbotham (Clerk) and County Councillor Cécile Irvine Swift

**Members of the Public: –** 1

#### 18/ 4340 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/ 4341 Apologies for Absence

Apologies for absence had been recorded from Councillor Bird, Councillor Stuart Coe and Councillor Lovell. The apologies were accepted by the meeting. Unanimous.

#### 18/ 4342 Declarations of Interest

None declared.

#### 18/ 4343 Minutes of the Previous Meeting (25<sup>th</sup> October 2018)

Subject to adding Councillor Barratt to the attendance list the minutes of the meeting of 25<sup>th</sup> October 2018 was approved as a true and accurate record. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

#### 18/ 4344 Public Open Forum Session

There was a perception that there had been an increase in local crime. This included both burglaries and vehicle crimes. It was thought that this could be an opportunity for the local Neighbourhood Watch Group to be more active although the restricted number of volunteers was noted. The use and effectiveness of 'Smart Water' (or equivalent) was discussed and there was an option to widen the use of this across the village but to the cost of the resident. This matter would be discussed at the next meeting. The Media & Communications Committee would look at promoting crime prevention advice.

County Councillor Irvine Swift outlined the budget issues being faced by the Northants County Council. Gritting services had been restricted to match the available resources. It was pointed out that gritting was not always effective and that the favoured option in adverse weather was for the drivers to stay off the roads. There was always a preserved route for emergency vehicles. The budget priority for the County Council was to maintain and finance the adult and social care services within its balanced budget.. County Councillor Irvine Swift was thanked by the Chairman for her report.

#### **18/ 4345 Co-option of Parish Councillor**

Alexa Dunkley was co-opted to the Parish Council. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous. Councillor Parker would act as mentor.

#### **18/ 4346 Request for Dispensation**

The dispensation request received from Councillor Dunkley to enable her to speak and vote at Parish Council meetings on Community Centre business was considered and agreed. This was proposed by Councillor Parker and seconded by Councillor Peacock. Unanimous

#### **18/ 4347 Community Safety Data**

The September 2018 crime figures had indicated a total of 20 reported crimes. This had been an increase of 3 crimes when compared to the August 2018 data.

#### **18/ 4348 Speed Indicator Device**

The data from the Speed Indicator Device for Northampton Road (southbound) had been circulated to the Parish Council. The graph indicated a 41% driver compliance rate with the 30mph speed limit.

#### **18/ 4349 Parish Council Surgery -3<sup>rd</sup> November 2018**

Councillor James and Councillor Mitchell had attended the Parish Council Surgery held on Saturday 3<sup>rd</sup> November 2018. A written report had been submitted and the points raised had been noted/ actioned.

#### **18/ 4350 Next Parish Council Surgery 1<sup>st</sup> December 2018**

Councillor Parker and Councillor Campbell would attend the next Parish Council Surgery to be held on Saturday 1<sup>st</sup> December 2018.

#### **18/ 4351 Planning Decisions**

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

#### **18/ 4352 Planning Committee Minutes**

The minutes of the Planning Committee of 15<sup>th</sup> October and 5<sup>th</sup> November 2018 were received by the meeting.

#### **18/ 4353 Media & Communications Committee Minutes**

The minutes of the Media & Communications Committee of 17<sup>th</sup> October 2018 were received by the Parish Council.

#### **18/ 4354 Vehicle Insurance**

The Parish Council agreed to accept the lowest quote for vehicle insurance. Four quotes had been invited and the quote submitted by Zurich Municipal at a cost of £524.36 was accepted. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

#### **18/ 4355 Financial Transactions including Payments for Approval – November 2018**

The list of financial transactions and payments for November 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 Parker and seconded by Councillor Peacock. Unanimous.

		Net Amount	VAT	Total	Powers
		£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>					
EON	Elec monthly - Ashway Changing Rooms (1st)	100.00	5.00	105.00	LGA MP 1976 s19
Talk Talk Business	Broadband and Telephone monthly (6th)	50.95	10.19	61.14	LGA 1972 s111
EE & T Mobile	Parish Clerks telephone monthly (15th)	16.43	3.29	19.72	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>					
Stanair	Security Door (18/4319)	436.20	87.24	523.44	LGA 1972 s111
<b>Debit Card Payments (On line purchase) - Financial Regs 6.10 &amp; 6.19</b>					
Xmas Direct	Tree Brackets (18/4332)	19.97	4.00	23.97	LGA 1972 s144
O2	Prepay top up for Groundsman	20.00	0.00	20.00	LGA 1972 s111
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>					
Staff	Net Salaries and Wages (4 week month)	3,790.82	0.00	3,790.82	LGA 1972 s112
HMRC	PAYE	998.30	0.00	998.30	LGA 1972 s112
LGSS	Pension Scheme	606.35	0.00	606.35	LGA 1972 s112
Peter Rowbotham	Expenses	207.19	3.88	211.07	LGA 1972 s112
R&G	Grounds Maintenance Contracted Services	288.95	57.79	346.74	LGA MP 1976 s19
Blasons	Diesel and Petrol	85.83	17.17	103.00	LGA 1972 s111
ESPO	Shredder for document disposal	216.00	43.20	259.20	LGA 1972 s111
ESPO	Envelopes, Sacks and Storage Boxes	44.65	8.93	53.58	LGA 1972 s111
Trade Point - Screw Fix	Washers, Nuts, Bolt, Drill Bit	30.79	6.13	36.92	OSA 1906 s9.10
Trade Point - B&Q	Cold Lay Macadam	11.84	2.36	14.20	LGA MP 1976 s19
Trade Point - Screw Fix	Swarfega	17.48	3.49	20.97	LGA 1972 s111
Trade Point	Replacement Drill (Insurance)	104.98	21.00	125.98	LGA 1972 s111
Lovell Hardware	Misc. Groundsman's Materials	39.44	7.89	47.33	LGA 1972 s111
Wave (Anglian Water)	Ashway Changing Rooms	48.49	0.00	48.49	PHA 1875 s164
GeoXphere	Parish On Line Mapping System	90.00	18.00	108.00	TCPA 1990 s61
On Demand Printing	Calendars - Brixworth Photographic	640.00	0.00	640.00	LGA 1972 s137
Northants County Council	A508 Toucan Crossing Feasibility Study	4,000.00	0.00	4,000.00	TRA 1984 s72
<b>Cheque Payments</b>					
Nil		0.00	0.00	0.00	
<b>Total Expenditure this month</b>		<b>11,864.66</b>	<b>299.56</b>	<b>12,164.22</b>	
<b>Receipts</b>					
Interest	Capital Account (31st October 2018)	17.29	0.00	17.29	LGA 1972 s111
<b>Total Income this month</b>		<b>17.29</b>	<b>0.00</b>	<b>17.29</b>	

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

### **18/ 4356 Rolling Budget for November 2018**

The Rolling Budget for November 2018 (Period 8) was received by the Parish Council. No issues were raised.

### **18/ 4357 Bank Reconciliation**

The Bank Reconciliation report as at 31<sup>st</sup> October 2018 was noted by the Parish Council. The Revenue (Current) Account indicated a balance of £112,590.70. The Capital (Reserve) Account indicated a balance of £102,652.50.

### **18/ 4358 Council Reserves**

The Statement of Reserves was received by the Parish Council. There was £41,035.84 within Restricted Funds and £61,553.51 held within Earmarked Reserves. The balance shown, after virements and commitments, was shown as £56,365.85.

### **18/ 4359 Verification of Accounts Quarter 2**

The report of the Verification Officer was noted by the Parish Council. The Chairman recorded thanks to Councillor Barratt for his written report.

### **18/ 4360 Proposed Traffic Regulations, Mercedes Avenue**

Mercedes had indicated that it intended to submit an application to Northants Highways to add double yellow lines on both sides of Mercedes Avenue. Mercedes did not believe that the parking restriction would hinder anyone. The Parish Council had no objections to the proposal. This was proposed by Councillor James and seconded by Councillor Campbell. Unanimous.

### **18/ 4361 Proposed Relocation of Bus Stop, Northampton Road**

A suggestion had been made to relocate or place a new bus stop(s) near to the new Doctors Surgery. It was agreed to seek the views of the Highway Authority. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

### **18/ 4362 Planned Changes to the X7 Bus Service**

Northamptonshire County Council had been advised of changes to Stagecoach Midland's bus network with effect from Sunday 6th January 2019. This was a commercial decision and local Council's did not have any powers to prevent these changes. The Parish Council noted the change to the local X7 bus service.

### **18/ 4363 Request for Financial Support – CAB**

Daventry and District CAB had requested financial support and had requested a contribution of £500. The service provides both a drop in service and telephone advice service. This covers debt and welfare casework and serves 25 Brixworth clients out of its total of 3,732 clients. It was agreed that for the request to be considered a grant application should be fully completed and that the success criteria must be met. This was proposed by Councillor Moxon and seconded by Councillor Mitchell. Unanimous.

**18/ 4364 Brixworth Music Festival - Letter of Support**

The Brixworth Music Festival had requested a letter of support from the Parish Council in order to successfully apply for a grant from Daventry District Council. The next Festival was scheduled for May 2019. The Parish Council agreed to send a letter of support as requested. This was proposed by Councillor James and seconded by Councillor Campbell. Unanimous.

**18/ 4365 Parish Clerks Report**

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

**18/ 4366 General Correspondence**

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

<b>Subject</b>	<b>From</b>
Carol Singing	CPRE
Christmas Highways Embargo	NCC
Community Grants for Events	DDC
Meeting with Parishes 13 December 2018	DDC
Budget Setting	Police and Crime Commissioner
Meeting with the PCC – 3rd December 2018	Police and Crime Commissioner
Local Plan Responses Published	DDC
Spratton Road Closure – 16th December 2018	NCC
Training Opportunities for Councillors	NCALC

**18/ 4367 Budget for 2019/ 2020**

Parish Councils have the right to raise money from their parishioners via the Council Tax process. This is done by 'precepting' on the principal council (Daventry District Council) who levy the tax payers within Brixworth Parish as part of the Council Tax billing. The Finance Working Group had worked on a draft budget which was for discussion only. The working papers had been circulated.

Issues raised in the meeting included:

- There were concerns with regard to the indicated % precept increase shown on the working paper. This was an initial figure only and had included all options. The final proposal was likely to be a lesser amount.
- The street lighting budget was to cover the expenses for up to 8 Parish Council lights.
- There was an allowance to ensure the ongoing maintenance and lighting of the Millennium Gardens.
- There was an allowance made for a tree survey and any subsequent horticultural work.
- The graffiti budget was a general allowance for the cleaning of any paint damaged Council assets.
- There was provision for a traffic scheme at Leeson Road which is subject to resident consultation.
- The grounds maintenance contract was to be renewed. Prices and budget would be likely to change.
- There was a possibility of funds being required to address parking issues on Spratton Road.

The final budget and precept would be agreed by the Parish Council at its meeting on 31<sup>st</sup> January 2019.

**18/ 4368 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 Parker.

**18/ 4369 Budget for 2019/ 2020**

The Parish Council discussed the staffing budget for 2019/2020. There was provision to improve the level of grounds maintenance with the village. There was also provision for the Parish Council to resource its progression through the Local Council Award Scheme.

Parish Councillors were asked to submit any further comments on the draft budget proposals direct to the Parish Clerk.

**18/ 4370 Date of Future Meetings**

The dates of future meetings were

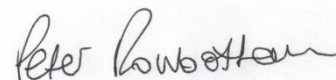
- Planning Committee – Monday 17<sup>th</sup> December 2018
- Media and Communications Committee – Wednesday 19<sup>th</sup> December 2018
- Full Council – Thursday 20<sup>th</sup> December 2018

**18/ 4371 Any Other Urgent Business**

There was no urgent business.

*The meeting finished at 8.53pm*

**Signed as a true and accurate record**



**Councillor Stephen James**  
Chairman  
Brixworth Parish Council  
20<sup>th</sup> December 2018

**Peter Rowbotham**  
Parish Clerk  
Brixworth Parish Council  
13<sup>th</sup> December 2018  
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