

Brixworth Parish Council

Minutes of the meeting held on Thursday 20th December 2018

Village Hall, Holcot Road, Brixworth

In Attendance:

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Bob Campbell, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Alexa Dunkley, Councillor Alan Lovell, Councillor Tom Mitchell, Councillor Kevin Parker and Councillor Frances Peacock.

Apologies: Councillor Jackie Bird and Councillor Sandra Moxon

Absent:

Also Present: Peter Rowbotham (Clerk)

Members of the Public: – 0

18/ 4372 Welcome

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

18/ 4373 Apologies for Absence

Apologies for absence had been recorded from Councillor Bird and Councillor Moxon. The apologies were accepted by the meeting. Unanimous.

18/ 4374 Declarations of Interest

None declared.

18/ 4375 Minutes of the Previous Meeting (29th November 2018)

Subject to adding Councillor Campbell to the list of attendees, the minutes were approved as a true and accurate record. This was proposed by Councillor Peacock and seconded by Councillor Collyer.

18/ 4376 Public Open Forum Session

No members of the public were present.

18/ 4377 Community Safety Data

The October 2018 crime figures had indicated a total of 25 reported crimes. The Parish Council noted the available on line data.

18/ 4378 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. The Parish Council noted the SID data. A breakdown on the data by time was requested for future reports.

18/ 4379 Crime Levels

The perception was that there had been a notable increase in reported crime. A meeting had been organised with a representative of the Police and feedback from this would be provided to the next Parish Council meeting.

The Parish Council would be looking to promote crime prevention messages and also working closely with the local Neighbourhood Watch team.

18/ 4380 Parish Council Surgery - 3rd November 2018

Councillor James and Councillor Mitchell had attended the Parish Council Surgery held on Saturday 3rd November 2018. A written report had been submitted and the points raised had been actioned via the NCC Street Doctor system.

18/ 4381 Next Parish Council Surgery - 5th January 2019

Councillor Parker and Councillor Stuart Coe would be hosting the next Parish Council Surgery which is to be held on Saturday 5th January 2019.

18/ 4382 Planning Decisions

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

18/ 4383 Planning Committee Minutes

The minutes of the Planning Committee of 26th November 2018 were received by the Parish Council meeting.

18/ 4384 Part 2 of the Daventry District Settlements and Countryside (Part 2) Local Plan

A summary of representations to the Plan and suggested responses had been published in a recent report to the Daventry District Council. The Parish Council noted that the District Council had continued with its proposal to remove the Special Landscape Area from Part 2 of the Daventry Local Plan.

18/ 4385 Media & Communications Committee Minutes

The minutes of the Media & Communications Committee of 21st November 2018 were received by the Parish Council.

18/ 4386 Social Media Policy

The Social Media policy was adopted subject to an additional sentence being inserted. This insertion will read 'All official statements can only be processed by following the Parish Council's Media & Communications Committee approval process.' This was proposed by Councillor Elaine Coe and seconded by Councillor Barratt. Unanimous.

18/ 4387 Government Domain Name (.gov.uk)

The Parish Council considered the use of a Government domain name which would add credibility to the Parish Council's day to day business and made it clear that the organisation was official and could be trusted. Councillors would have .gov email addresses which could then be accessed through a web mail account. The ongoing expenditure would be incurred in accordance with Section 111 of the Local Government Act 1972. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

18/ 4388 Web Site Enhancements

The Parish Council operated a 'WordPress' web site which was a free and open-source content management system. It had proven to be reliable but the existing 'free' licence version did have its limitations. It was agreed that the Parish Council upgrade to a WordPress business licence which would be more appropriate. The Council has the authority to meet this expenditure as powers were contained within Section 111 of the Local Government Act 1972. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

18/ 4389 Financial Transactions including Payments for Approval – December 2018

The list of financial transactions and payments for December 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 Barratt. Unanimous.

		Net Amount	VAT	Total	Powers
		£	£	£	
Direct Debit Payments - Financial Reg 6.7					
EON	Elec monthly - Ashway Changing Rooms (1st)	100.00	5.00	105.00	LGA MP 1976 s19
Talk Talk Business	Broadband and Telephone monthly (5th)	50.95	10.19	61.14	LGA 1972 s111
EE & T Mobile	Parish Clerks telephone monthly (17th)	16.43	3.29	19.72	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
None		0.00	0.00	0.00	
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19					
None		0.00	0.00	0.00	LGA 1972 s144
Payments for approval - Financial Regulation 5.2 (via BACS)					
Staff	Net Salaries and Wages (4 week month)	3,564.12	0.00	3,564.12	LGA 1972 s112
HMRC	PAYE	984.90	0.00	984.90	LGA 1972 s112
LGSS	Pension Scheme	606.35	0.00	606.35	LGA 1972 s112
Peter Rowbotham	Expenses	123.08	0.00	123.03	LGA 1972 s112
Zurich Municipal	Vehicle Insurance (18/4354)	524.36	0.00	524.36	LGA 1972 s111
R&G	Grounds Maintenance Contracted Services	1,506.48	301.29	1,807.77	LGA MP 1976 s19
Blasons	Diesel and Petrol	53.53	10.71	64.24	LGA 1972 s111
ESPO	Batteries for Christmas Trees	67.95	13.59	81.54	LGA 1972 s144
ESPO	Lamps for Brixworth Office	38.88	7.77	46.65	LGA 1972 s111
Trade Point - B&Q	Cement and Ballast - Ashway Seat	54.75	10.95	65.70	OSA 1906 s9.10
TradePoint - Screwfix	Cable ties and barrier fencing	21.90	4.38	26.28	LGA 1972 s144
Plantscape	Entrance Box liners	261.65	52.33	313.98	LGA 1972 s144
MSE	Electrical Work to Garage Door-St David's	92.46	18.49	110.95	LGA 1972 s111
Hassett Fencing	Postcrete - Millennium Gardens Seat	22.50	4.50	27.00	OSA 1906 s9.10
Brixworth Bulletin	Parish Newsletter	350.00	0.00	350.00	LGA 1972 s142

Hamsons	Gas for the Brixworth Beacon	73.35	3.67	77.02	LGA 1972 s137
EON	Street Lighting Maintenance	24.69	4.94	29.63	PCA 1957 s3
Brixworth Village Hall	July August September Hire Charges	90.00	0.00	90.00	LGA 1972 s111
Cheque Payments					
British Legion	005530 Poppy Wreath	25.00	0.00	25.00	LGA 1972 s137
Total Expenditure this month		8,653.33	451.10	9,104.38	
Receipts					
Interest	Capital Account (30th November 2018)	16.87	0.00	16.87	LGA 1972 s111
Total Income this month		16.87	0.00	16.87	
Bank Transfer - Capital to Revenue					
Total transferred to revenue this month		0.00	0.00	0.00	
Bank Transfer - Revenue to Capital					
Total transferred to capital this month		0.00	0.00	0.00	

18/ 4390 Rolling Budget for December 2018

The Rolling Budget for December 2018 (Period 9) was received by the Parish Council. No issues were highlighted.

18/ 4391 Bank Reconciliation

The Bank Reconciliation report as at 30th November 2018 was noted by the Parish Council. The Revenue (Current) Account indicated a balance of £103,877.12. The Capital (Reserve) Account indicated a balance of £102,699.37.

18/ 4392 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 estimated at £47,529.14. The Parish Council noted the report.

18/ 4393 Finance Working Group

The Parish Council received the report of the Finance Working Group which had met on 10th December 2018.

18/ 4394 Highways – Northampton Road Southbound Bus Stop

Further information had been received from the County Council regarding the Parish Council's wish to explore the possibility of bus stop relocation. The relocated stop would be nearer to the new Doctors' Surgery. The Parish Council asked that the matter be taken up with the Highway Authority to identify any barriers which prevented this request from being implemented.

18/ 4395 Parish Council Street Lights

The Parish Council owned and maintained street lights at St David's Road, Swedish Houses at Froghall and near the Church. The Council has the power to light public places under the Parish Councils Act 1957 Section 3. The Parish Council agreed the authorisation for the updating of its footway lanterns to LED at a cost of £2470. This

work would be carried out by EON. Quotes would be obtained for a lighting scheme for the Millennium Gardens. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

18/ 4396 Consultations

Consultations had been received regarding the County Council 19/20 budget, the County Council Libraries service and the Ministry of Housing & Local Government's proposal to reorganise local government in Northamptonshire. The Parish Council noted the consultations and asked that Councillors respond on an individual basis.

18/ 4397 St David's Recreation Ground – Use by Sands FC

Sands United Football Club was an amateur team based within Brixworth playing its football home games at St David's Recreation Ground. The Sands Football Club aimed to help its members cope with grief and also raise the awareness of parental loss and provide a support network. The team had been coordinating its fixtures with the Seniors. There has been no approach from Sand United FC to use the Parish Council pitch and the Parish Council was keen to regularise the position. The Football Club had not responded to any correspondence. The Clerk was asked to contact the Club again. If the Club could illustrate that it was a charity operation then the Parish Council would consider making a grant payment towards the pitch hire costs.

18/ 4398 Data Protection Officer

The appointment of a Data Protection Officer is a requirement under the General Data Protection Regulations (GDPR). The Parish Council agreed to continue with the DPO service offered by NCALC at a cost of £10. This payment will be in accordance with Section 111 of the Local Government Act 1972. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous. .

18/ 4399 Parish Clerks Report

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

18/ 4400 General Correspondence

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

Subject	From
Local Government Reorganisation	Daventry District Council
Pension Briefing Session	Northants County Association of Local Councils.
Parish Mowing	Northants County Council
Pensions On Line Training	Northants County Council
Newsletter	Police & Crime Commissioner

18/ 4401 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 Elaine Coe.

18/ 4402 Car Park to the rear of the Brixworth Village Hall

There had been a commitment made by the Brixworth Village Hall Committee to enter into a legal agreement with the Brixworth Parish Council regarding the transfer of the repairs & maintenance responsibility of the car park. The

Parish Council owned the adjoining car park which was purchased with the intention of it becoming part of the Village Hall operation. Council Minutes confirm this but no formal legal agreement had ever been completed.

The Parish Council confirmed its wish to transfer the responsibility of the car park (including all costs). This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

The Parish Council was happy to complete the legal matters with the Village Hall Committee and any agreement would have break clauses inserted into it. This matter would be handled by a Solicitor on behalf of the Parish Council who would be able to offer specialist advice. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

The Parish Council considered the request for an annual £700 contribution towards the maintenance costs of the car park. On reflection it was thought that this expenditure could not be justified by the Parish Council. It was noted that the Village Hall would continue to have access to the Council's own Grants system and there was also the ongoing revenue stream from the day nursery play area. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

The Parish Council agreed that Councillor Stuart Coe & Councillor Sandra Moxon be authorised to negotiate the detail on its behalf with the Village Hall representatives. A further written report would be submitted to a future meeting for approval by the Parish Council. This was proposed by Councillor Parker and seconded by Councillor Mitchell.

Should the agreement be completed the Parish Council had indicated that it would be willing to pay for the resurfacing of the entrance area which is likely to cost approximately £3,000. This expenditure would be in accordance with the Local Government Act Section 133.

18/ 4403 Staffing Matters

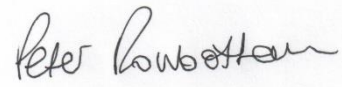
The Parish Council had requested the Parish Clerk to arrange additional support to manage the existing workload and to provide additional resource to deliver one off tasks. The Parish Council made provision of £7,400 in the 18/19 budget to appoint someone into the role of Assistant Clerk. The Parish Council is able to appoint staff in accordance with the Local Government Act 1972 Section 112. The Parish Council agreed that the Parish Clerk appoint an Assistant Clerk for a three month period, for 10 hours per week. A suitable short term contract would be drawn up in conjunction with NCALC with the rate of pay set at SCP 19 (£10.10 per hour) This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

18/ 4405 Any Other Urgent Business

There was no urgent business.

The meeting finished at 8.40pm

Signed as a true and accurate record



**Councillor Stephen James
Chairman
Brixworth Parish Council
31st January 2019**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
24th January 2019
Telephone: 079 8314 1786
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