

## **Brixworth Parish Council**

**Minutes of the meeting held on Thursday 31<sup>st</sup> January 2019**

**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 Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock

### **Apologies:**

**Absent:** Councillor Jackie Bird

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

**Members of the Public:** – 5

### **19/ 4413 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.

### **19/ 4414 Apologies for Absence**

No apologies for absence had been recorded.

### **19/ 4415 Declarations of Interest**

None declared.

### **19/ 4416 Minutes of the Previous Meetings (20<sup>th</sup> December 2018 and 17<sup>th</sup> January 2019)**

The minutes of 20<sup>th</sup> December 2018 were approved as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor Campbell. Unanimous.

The minutes of 17<sup>th</sup> January 2019 were approved as a true and accurate record. This was proposed by Councillor Parker and seconded by Councillor Lovell.

### **19/ 4417 Public Open Forum Session**

Mr Nice from the Brixworth Heritage Group provided a progress report on the proposed display of artefacts which had been recovered from the Barratts Housing Site. Finances were now in place for a display cabinet to be used at the new Doctors Surgery. Longer term the display will be accommodated at the Brixworth Heritage

Centre. The Chairman thanked Mr Nice for the report.

A resident raised the issue of the traffic problems on Spratton Road. With the impending local government reorganisation and potential new planning policy the resident thought that the issue should be addressed early. This matter would be discussed later in the meeting. (Minute 19/4437)

Two members of the Neighbourhood Planning Group referred to the submitted report on the proposed Settlements and Countryside Local Plan. They hoped that the report assisted the Council in the decision-making process.

#### **19/ 4418 Community Safety Data**

The November 2018 crime figures had indicated a total of 28 reported crimes. The Parish Council noted the available on line data.

#### **19/ 4419 Speed Indicator Device**

The data from the Speed Indicator Device had been presented. This provided information for Holcot Road (Outward bound) which had been collected by the device. This had indicated 79% of drivers being within the legal limit of 30mph whilst 5% of drivers had exceeded 35mph. This was noted by the Parish Council.

#### **19/ 4420 Police Liaison Meeting**

A written report had been prepared outlining the outcomes of a liaison meeting with the Daventry District Council Community Safety Manager and a Local Neighbourhood Police Officer. Areas highlighted for Parish Council involvement included encouraging the reporting of crime, working with Neighbourhood Watch, promoting crime prevention (including seasonal issues), hosting events and utilising police resources including the Crime Prevention Officer.

An open meeting for the community had also been held at the Community Centre.

The Communications and Media Committee would be relay the key messages, and these would be included within its posting plan. The report was noted by the Parish Council.

#### **19/ 4421 Neighbourhood Watch Signs**

The recent spike in vehicle crime had led to more interest in the local Neighbourhood Watch scheme. The Neighbourhood Watch Group had convened and wished to restore the Neighbourhood Watch signage around the village to increase awareness. Any new signage would be subject to the approval of the Highway Authority. It was agreed to the provision of the signs at a cost of £197.50. This was to be met from the 'restricted funds' specifically allocated for crime prevention. This spending was in accordance with the Local Government and Rating Act 1997 Section 31. This was proposed by Councillor Parker and seconded by Councillor Stuart Coe. Unanimous.

#### **19/ 4422 Parish Council Surgery – 5<sup>th</sup> January 2019**

Councillor Coe and Councillor Parker had attended the Parish Council Surgery held on Saturday 5<sup>th</sup> January 2019. A written report had been submitted and the points raised for action had been dealt with by the Clerk via the NCC Street Doctor system.

#### **19/ 4423 Next Parish Council Surgery – 2<sup>nd</sup> February 2019**

Councillor Parker and Councillor Campbell would be hosting the next Parish Council Surgery which was to be held on Saturday 2<sup>nd</sup> February 2019.

#### **19/ 4424 Community Centre 20<sup>th</sup> Anniversary Event – 6<sup>th</sup> April 2019**

The 20<sup>th</sup> Anniversary of the opening of the Brixworth Community Centre & Library would take place in April 2019. To mark the occasion there would be an event for local groups and organisations to depict what they offer

to the community. It was agreed that the Parish Council participate in this event on 6<sup>th</sup> April 2019. This was proposed by Councillor Parker and seconded by Councillor Elaine Coe. Unanimous.

### **19/ 4425 Planning Decisions – December 2018**

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

### **19/ 4426 Planning Committee Minutes**

The minutes of the Planning Committee of 17<sup>th</sup> December 2018 and 17<sup>th</sup> January 2019 were received by the Parish Council meeting.

### **19/ 4427 Part 2 of the Daventry District Settlements and Countryside (Part 2) Local Plan**

Representations had been made to the Daventry District Council on the proposed Settlements and Countryside Local Plan. The Parish Council maintained its view that there was insufficient evidence to justify the reduction of the Special Landscape Area. Its view was that it was important that the open countryside remained protected.

The Parish Council agreed that it expresses to Daventry District Council that it supports the stance that it has taken in responding to those developers' representations and would like the opportunity to be present when these matters are being considered by the Planning Inspector.

The Parish Council agreed to authorise any necessary expenditure to ensure that its views are presented by professional specialist consultants. This expenditure will be met from the Post Neighbourhood Plan budget of £4,750.00 which had been provisionally earmarked for this specific purpose. The Council has the power to spend as outlined in the Town & Country Planning Act 1990 Section 61 F (1) (2).

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

### **19/ 4428 Financial Transactions including Payments for Approval – January 2019**

The list of financial transactions and payments for January 2019 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 James and seconded by Councillor Parker. Unanimous.

		Net Amount	VAT	Total	Powers
		£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>					
EON	Elec monthly - Ashway Changing Rooms (2nd)	100.00	5.00	105.00	LGA MP 1976 s19
Talk Talk Business	Broadband and Telephone monthly (8th)	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>					
Fenland Leisure	Matting to meet ROSPA advice	356.00	71.20	427.20	PHA 1875 s164
<b>Debit Card Payments (On line purchase) - Financial Regs 6.10 &amp; 6.19</b>					
None		0.00	0.00	0.00	LGA 1972 s144
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>					
Staff	Net Salaries and Wages	3,586.82	0.00	3,586.82	LGA 1972 s112

	(5-week month)				
HMRC	PAYE	964.30	0.00	964.30	LGA 1972 s112
LGSS	Pension Scheme	606.35	0.00	606.35	LGA 1972 s112
Peter Rowbotham	Expenses	243.47	0.00	243.47	LGA 1972 s112
R&G	Grounds Maintenance Contracted Services	43.89	8.78	52.67	LGA MP 1976 s19
Blasons	Diesel	59.17	11.83	71.00	LGA 1972 s111
Hassett Fencing	Gravel Boards & Ballast	25.70	5.14	30.84	PHA 1875 s164
Brixworth Village Hall	Grant for Defibrillator Minute 18/4318	1,000.00	0.00	1,000.00	PHA 1936 s234
Brixworth Music Festival	Grant for a Grand Piano	1,500.00	0.00	1,500.00	LGA 1972 s145
Amey EMS Limited	Trade Waste	199.68	39.94	239.62	LGA MP 1976 s19
Amey EMS Limited	Trade Waste	14.90	2.98	17.88	LGA MP 1976 s19
Amey EMS Limited	Trade Waste	7.45	1.49	8.94	LGA MP 1976 s19
Tradepoint B&Q	Diall Sub base	18.20	3.64	21.84	LGA MP 1976 s19
Lovell Hardware	Groundsman's Tools	77.02	15.40	92.42	LGA 1972 s111
Society of Local Clerks	SLC Membership	196.00	0.00	196.00	LGA 1972 s111
EON	Street Lighting Electricity	123.72	6.19	129.91	PCA 1957 s3
Tradepoint B&Q	Materials for Millennium Bench	19.72	3.94	23.66	PHA 1875 s164
Lovell Hardware	Groundsman's Materials	70.00	14.00	84.00	LGA 1972 s111
<b>Cheque Payments</b>					
Nil					
<b>Total Expenditure this month</b>		<b>9,279.77</b>	<b>203.01</b>	<b>9,482.78</b>	
<b>Receipts</b>					
Interest	Capital Account (31st December 2018)	17.44	0.00	17.44	LGA 1972 s111
<b>Total Income this month</b>		<b>17.44</b>	<b>0.00</b>	<b>17.44</b>	
<b>Bank Transfer - Capital to Revenue</b>					
	s106 contribution for grass cutting	2,500.00	0.00	2,500.00	LGA MP 1976 s19
<b>Total transferred to revenue this month</b>		<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	
<b>Bank Transfer - Revenue to Capital</b>					
<b>Total transferred to capital this month</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**19/ 4429 Rolling Budget for January 2019**

The Rolling Budget for January 2019 was received by the Parish Council. No issues were highlighted.

**19/ 4430 Bank Reconciliation**

The Bank Reconciliation report as at 31<sup>st</sup> December 2018 was noted by the Parish Council. The Revenue (Current) Account indicated a balance of £91,322.10. The Capital (Reserve) Account indicated a balance of £102,686.81.

**19/ 4431 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 £32,500. The Parish Council noted the report.

**19/ 4432 Finance Working Group**

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

The Parish Council agreed to the movement of £2,500 from the restricted Section 106 across to offset the grass cutting costs of The Ashway Recreation Ground. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

**19/ 4433 Brixworth Parish Budget for 2019/ 2020**

The Finance Working Group had prepared its Budget Report for consideration by the Parish Council. The draft budget had been discussed at the full Parish Council meeting of 17<sup>th</sup> January 2019. The Parish Council agreed the 2019/2020 budget as outlined in the detailed report. (£183,680). This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

**19/ 4434 Brixworth Parish Precept for 2019/2020**

The Parish Council agreed the level of Precept for 2019/2020. This was set at £163,620. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

**19/ 4435 Urban Highway Grass Cutting**

The County Council had again offered the opportunity for the Parish Council to cut the grass within the Highway. The sum offered to do this work is £1,371.23. This sum is based on the rates that a service provider (contractor) would charge. To undertake this work in 2019 the Parish Council will require a new mower and there is budget provision for this. The Parish Council agreed to undertake the urban highway grass cutting for 2019 with an income from NCC of £1,371.23. The Parish Council has the power to provide this service in accordance with the Highways Act 1980 Section 96. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

**19/ 4436 Highways – Lesson Road/ Broad Street/ Eastfield Road Consultation**

The Parish Council noted the feedback from the consultation which was predominantly against having a one-way traffic system. The Parish Council would share these findings from the consultation with the Highway Authority. The Clerk would write to the residents informing them of the outcome of the consultation.

**19/ 4437 Village Centre Car Parking**

There have been a considerable number of comments, many on social media or direct to Parish Councillors regarding the ongoing car parking problems within the Village. There are several residential streets with ongoing problems and the Village Centre is also frequently congested.

The Parish Council has previously considered financing a 'Warden/ Enforcement Officer' to visit Brixworth more

frequently and issue penalty notices to parking offenders. However, a Warden can only enforce cars on 'yellow lines' – those subject to a Traffic Regulation Order. It was agreed that the impact of this initiative would be minimal.

The Parish Council asked for further information on the scale of the problem to be collated before contacting the key stakeholders to discuss the matter further. The meeting would involve representatives from the enforcing authorities.

#### **19/ 4438 Recreation – St David's Recreation Ground, Report of the CAA**

As a result of a para glider using St David's Recreation Ground it had been necessary to seek the assistance of the Civil Aviation Authority to ensure that the area remained safe for the users of the sports and playing facilities. The matter was fully investigated by the Civil Aviation Authority and interviews had taken place with key individuals. The final legal assessment indicated that no further action would be taken as there was insufficient reliable evidence to proceed. The Parish Council noted the CAA investigation outcome.

Parish Councillors also noted that advice on byelaws and authorising and agreeing permissions was not within their remit. Matters like this should be directed to the Parish Clerk who can then advise on the best course of action.

#### **19/ 4439 Consultation - Local Government Reorganisation**

The Parish Council noted the consultation email from a group of Councillors within Northamptonshire.

#### **19/ 4440 Parish Clerks Report**

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

#### **19/ 4441 Council Meetings – Meeting Day & Venue**

The Parish Council considered a written report. It considered the advantages of using the Community Centre which included improving its sustainability. On reflection it was thought better to have all of its the meetings at one venue (Community Centre) and the preference was to continue with a Thursday evening for Full Council meetings. This was proposed by Councillor Parker and seconded by Councillor James. Unanimous.

#### **19/ 4442 Draft Meeting Diary 2019/ 2020**

The Parish Council asked the meeting schedule to be brought back to a future meeting of the Council following confirmation of the room arrangements at the Community Centre.

#### **19/ 4443 General Correspondence**

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

Ref	Subject	From
01	Open Letter to Councillors	National Association of Local Councils
02	Litter Heroes	Campaign for the Protection of Rural England
03	Pension Scheme Consultation	Northants County Council
04	Parish & Town Council Liaison	Daventry District Council
05	Pitsford User Group Minutes	Anglian Water

**19/ 4444 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.

**19/ 4445 Wages & Salaries 2019/ 2020**

The Parish Council was asked to consider the wages and salaries which were scheduled to change on 1<sup>st</sup> April 2019. There had been budget provision to meet the revised costs. The revised wages and salaries would be in line with the national agreement and the Living Wage. The Parish Council subscribes to the Living Wage Foundation.

The revised salaries and wages for 2019/2020 were agreed by the Parish Council. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

**19/ 4446 Legal Matters**

Councillors were updated with the latest position regarding the submitted formal complaints. The Parish Council wanted to consider the complaints using the agreed process.

The Parish Council agreed to consider all the matters raised by the complainant at the formal complaints hearing which had been set for Thursday 7<sup>th</sup> February 2019. Specialist support to be provided, if possible, by NCALC. For the sake of clarity this closed session hearing would be recorded but only if mutually agreed with the complainant. This was proposed by Councillor Stuart Coe and seconded by Councillor James. Unanimous.

**19/ 4447 Asset Management**

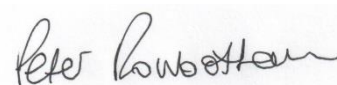
The Parish Council discussed options of utilising its own assets to alleviate the village congestion issues. This matter was deferred until further notice.

**19/4448 Any Other Urgent Business**

There was no urgent business.

*The meeting finished at 936pm*

**Signed as a true and accurate record**



**Councillor Stephen James**  
Chairman  
Brixworth Parish Council  
28<sup>th</sup> February 2019

**Peter Rowbotham**  
Parish Clerk  
Brixworth Parish Council  
24<sup>th</sup> February 2019  
Telephone: 079 8314 1786  
E Mail: clerk@brixworthpc.org.uk