



A

Brixworth Parish Council

Minutes of the meeting held on Thursday 22nd May 2019

Community Centre & Library, Spratton Road, Brixworth

In Attendance:

Councillors: Councillor Stephen James, Councillor Ian Barrett, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker.

Apologies: Councillor Bob Campbell, Councillor Alexa Dunkley, Councillor Alan Lovell and Councillor Frances Peacock.

Absent:

Also Present: Peter Rowbotham (Clerk)

Members of the Public: – 0

19/ 4551 Welcome

Councillor James welcomed everyone to the Annual Meeting of the Parish Council. He notified attendees of the fire procedures and reminded Councillors that the meeting was being recorded.

19/ 4552 Election of Parish Council Chairman

Councillor James was elected as Parish Chairman for 2019/2020. This was proposed by Councillor Parker and seconded by Councillor Mitchell. The Acceptance Form was signed by Councillor James.

19/ 4553 Apologies for Absence

Apologies for absence had been received from Councillor Campbell, Councillor Dunkley, Councillor Lovell and Councillor Peacock. The apologies were accepted by the meeting.

19/ 4554 Declarations of Interest

None declared.

19/ 4555 Minutes of the Previous Meetings (15th April 2019 and 25th April 2019)

The minutes of the meeting of 15th April 2019 were agreed as a true and accurate record. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

The minutes of the meeting of 25th April 2019 were agreed as a true and accurate record subject to Minute 19/4536 reading 'Sunday 19th May 2019'. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

19/ 4556 Election of Vice Chairman of the Parish Council

Councillor Moxon was elected as Vice Chairman of the Parish Council for 2019/2020. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

19/ 4557 Planning Committee

The continuation, terms of reference and membership of the Planning Committee was agreed. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

19/ 4558 Election of Chair and Vice Chairman of Planning Committee

Councillor Peacock was elected Chairman of the Planning Committee. This was proposed by Councillor Parker and seconded by Councillor Stuart Coe.

Councillor Mitchell was elected as Vice Chairman of the Planning Committee. This was proposed by Councillor Moxon and seconded by Councillor Parker. Unanimous.

19/ 4559 Media & Communications Committee

The continuation, terms of reference and membership of the Media & Communications Committee was agreed. This was proposed by Councillor James and seconded by Councillor Moxon. The membership would consist of Councillor Campbell, Councillor Elaine Coe, Councillor Moxon and Councillor Lovell. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

19/ 4560 Election of Chair and Vice Chairman of the Media & Communications Committee

Councillor Elaine Coe was elected Chair of the Media & Communications Committee. This was proposed by Councillor Moxon and seconded by Councillor James. Unanimous.

The Vice Chairman post of the Media & Communications Committee would remain vacant. Stephen and Sandra. Unanimous.

19/ 4561 Finance Working Group

The continuation and terms of reference of the Finance Working Group was agreed. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

The Finance Working Group would consist of Councillor James, Councillor Lovell and Councillor Parker. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

19/ 4562 Personnel Working Group

The continuation and terms of reference of the Personnel Working Group was agreed. This was proposed by Councillor James and seconded by Councillor Collyer. Unanimous.

The Personnel Working Group would consist of Councillor Stuart Coe, Councillor Collyer and Councillor Moxon. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

19/ 4563 Calendar of Meetings

The meeting date schedule for 2019/2020 was agreed by the Parish Council. This was proposed Councillor Moxon and seconded by Elaine Coe. Unanimous.

19/ 4564 Election of Parish Council Representatives

The representatives for 2019/2020 were agreed as follows:

- Village Hall – Councillor Moxon
- Thomas Roe (2) – Councillor Parker & Councillor Lovell
- NCALC – Councillor James
- Newsletter & Press – Delegated to the Media & Communications Committee
- Highways, Footpaths and Trees – Councillor Moxon
- Police Liaison – Councillor Campbell -
- Verification Officer (Finance) – Councillor Barratt
- Brixworth Sports Council (3)– Councillor Moxon and Councillor Collyer plus the Clerk

The representatives above for 2019/2020 were proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

19/ 4565 Banking Arrangements

The banking arrangements for 2019/2020 were agreed.

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

19/ 4566 Annual Review of Documents

Code of Conduct – Subject to a correction to a typing error the Standing Orders was adopted. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

Standing Orders – The Standing Orders was adopted. This was proposed by Councillor James and seconded by Councillor Stuart Coe Unanimous..

Financial Regulations- In cases of extreme risk (In the Clerks judgement this would be classified as an emergency) it was agreed that the clerk may authorise revenue expenditure on behalf of the council up to £2000. Subject to this change it was agreed that the Financial Regulations be adopted. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

Asset and Land Register – As some information was omitted from the agenda the Clerk was asked to present this item to the meeting on 30th May 2019. The Clerk was asked to estimate the financial implications of registering all its land.

Risk Register -The Clerk advised that the Financial Working Group had discussed the current system (Access Database) of scoring risk. Although the system content was fine, the presentation and the highlighting of mitigation required improvement. The Clerk was already looking at alternative systems. This item was therefore deferred pending this further work. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

Complaints Procedure – It was agreed to adopt the Complaints Procedure subject to two changes. All complaints received must be related to a dissatisfaction of service experienced by the Complainant within the last 6 months. The Parish Council would actively look to resolve all complaints within a 12-month timescale. The document, with these changes incorporated, was proposed by Councillor James and seconded by Councillor Moxon.

A recorded vote was requested.

For: Councillor James, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Collyer, Councillor Mitchell, Councillor Moxon and Councillor Parker.

Against – Councillor Barratt

Freedom of Information Publications Scheme- This document was approved by the Council. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

The Data Protection Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Data Breach Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

Records Retention Policy

Subject to one change, this document was approved by the Council. Paid invoices would be retained for 6 years. This was proposed by Councillor James and seconded by Councillor Barratt. Unanimous.

Privacy Policy

This document was approved by the Council. This was proposed by Councillor Parker and seconded by Councillor Stuart Coe. Unanimous.

19/ 4567 Councils Annual Subscriptions

NCALC – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

Society of Local Clerks – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor Parker and seconded by Councillor Elaine Coe. Unanimous.

Campaign for the Protection of Rural England -The Parish Council agreed to renew the annual subscription. This was proposed by Councillor Mitchell and seconded by Councillor Moxon. Unanimous.

Northants ACRE – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

The Living Wage Foundation – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Barratt. Unanimous.

19/ 4568 Insurance Arrangements

It was agreed to renew the Council's insurance policy with BHIB Limited at a cost of £1,338.98 for a three-year fixed deal This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

18/ 4569 Report of the Internal Auditor 2018/2019

The signed Annual Internal Audit Report for 2018/2019 had been circulated. This included the report for the Annual Governance and Accountability Return and the NCALC Audit Report. The report was adopted by the Parish Council. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

19/ 4570 Internal Audit Report

The system of internal control document was agreed by the Parish Council. This was proposed by Councillor Parker and seconded by Councillor Moxon. Unanimous.

19/ 4571 Annual Governance Statement 2018 /2019

The Parish Council reviewed the Annual Governance Statement for 2018/2019. The form was subsequently completed and agreed by the Parish Council. The Chairman of the Parish Council signed the completed document. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

19/ 4572 Accounting Statement 2018/ 2019

The Accounting Statement for 2018/ 2019 had been circulated. The Parish Council approved the submitted Statement. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

19/ 4573 Dates of Exercise of Public Rights

The Parish Council noted the dates for the exercise of public rights. (17th June to 16th July 2019)

19/ 4574 Any Other Urgent Business

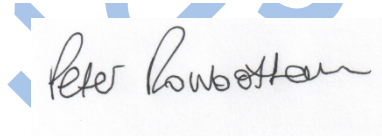
There was no urgent business.

19/ 4575 Dates of Future Meetings

- Full Council – 30th May 2019
- Planning Committee – 10th June 2019
- Media & Communications – 19th June 2019
- Full Council – 27th June 2019

The meeting finished at 9.05pm

Signed as a true and accurate record



**Councillor Stephen James
Chairman
Brixworth Parish Council
31st May 2018**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
27th May 2018
Telephone: 079 8314 1786
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Draft minutes