

Brixworth Parish Council

Minutes of the meeting held on Tuesday, 20 August 2013 at 7.15p.m. in the Library/Community Centre, Spratton Road, Brixworth

Present: Councillors: I Barratt, Ms J Bird , R Chattaway, A Hockenhull, J Hodgson, M Lacey (Chairman), Mrs S Moxon, K Parker, D Parnaby, M Rous, Mrs E Wiig and P Williamson

In Attendance: Mrs J Macken – Parish Clerk
PCSO Taylor - Northants Police
Two members of the public

The Chairman welcomed everyone to the August meeting and reminded members of the public as to when they were able to address the council.

13/2226 Apologies for absence –

Apologies were accepted from Cllr Pointer

Apologies were received from County Cllr C Boardman and PCSO Hillery

Declaration of Interest

13/2227 To Consider request by Members for a Dispensation - None

13/2228 Members Declaration of Interest on Agenda Items only

Cllr E Wiig declared a Personal interest: - Member of another Local Authority and Member of the District Council Planning Committee

Cllr J Bird declared a Personal interest: - Member of Central Sports committee

13/2229 Signing of the Minutes of the Last Meeting 16 July and Extraordinary Meeting 7 August 2013

The minutes of the last Full Council meeting held on 16 July and extraordinary meeting on 7 August 2013 were signed by the Chairman as a true and correct record of these meetings.

13/2230 Public Open Forum

A member of the Bulletin wished to address the council when item 13/2234 (to exclude members of the public and press) was to be considered at the meeting.

13/2231 Police Representative Report

PCSO Taylor apologised for not being able to provide a report, PCSO Hillery was not able to attend and she had asked him to attend at short notice. It was noted that the council will be emailed with details of recent crimes reported as normal.

PCSO Taylor stated that he was looking into the possibility of creating a skatepark for the young people in or near to the village. It was noted that a suitable location and funding would be required.

13/2232 District Councillors Report

Cllr Wiig reported that on the 21 August 2013, the District Planning Committee are to consider planning applications for the Brixworth Nursery Farm and the development at Station Road Yard (which include light industrial units and 9 dwellings).

It was noted that Cllr Parnaby will be attending this planning meeting on behalf of the Parish Council, to object to the Station Road Yard application.

13/2233 County Councillors Report

Apologies had been received from Cllr Boardman.

13/2234 Resolution that members of the public and press be excluded for the agenda items 10 and 11 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The member of the Bulletin asked why members of the public and press are to be excluded when the county court claim is to be discussed. It was stated that the discussion would involve legal proceedings and confidential information and that it would not be in the public's best interest for the details to be made public at this time.

Due to the sensitive nature of the business to be transacted it was **Resolved** that members of the public and press were excluded from the meeting, under the Local Government Act 1972 s100 for items 13/2235 and 13/2236.

The Chairman stated that any members with a known association with Cllr Stephen Pointer should also leave the room, because the discussion relates to legal proceedings.

Cllr Wiig left the meeting.

The Chairman asked for it to be minuted that Cllr Wiig made comments as she left the meeting.

13/2235 Claim made in the county court, claim no. 3Y002040. Defendant: Brixworth Parish Council. Claimant: Mr Stephen Pointer.

The Parish Council has received a county court claim from Cllr Stephen Pointer.

It was **Resolved** that the Parish Council would defend the county court claim and also seek mediation to try to resolve this matter. It was noted that the Council's insurance would cover the legal costs to defend the claim and also select a solicitor to do so.

13/2236 Report on the outcome of the complaint panel meeting 14 August 2013

The complaint panel met on 14 August 2013 to consider the formal complaint. The outcome of the meeting had been sent to the claimant and Chairman. The panel's recommendations and concerns raised, with regards to the recommendations, by the claimant were reported.

Members of the public and Cllr Wiig were invited to return back to the meeting and the Chairman advised them of the Council's decision.

Cllr Wiig asked for it to be minuted that 'she was thrown out of the meeting', and then left the meeting.

13/2237 To Receive email from Daventry District Council relating to decision made minute reference 13/2193 (Request from Parish Councillor for Specialist Reading Equipment) and to Consider further action required

The Chairman reminded members of the decision the council had made at the previous meeting, which was to accept the District Council's proposal for Daventry District Council to purchase an iPad, which they would expect Access to work funding for and would retain ownership and make available to Cllr Pointer under their ICT Usage Practices which would negate the need for any other agreement. Daventry District Council would provide 'reasonable usage' for Brixworth Parish Council purposes on the understanding that the Parish Council made a contribution to the cost of the purchase. This was considered by the council to be a sensible solution and a reasonable adjustment in order for Cllr Pointer to carry out his duty as a Parish Councillor and would be in the public's best interest.

It was reported that an email had been received from Daventry District Council, stating that 'all of the options proposed [to share the costs of an iPad] are nullified as Cllr Pointer has made arrangements directly with Access to Work for provision of an iPad. The agreement, is that Cllr Pointer will purchase and Access to work will half fund as part of their assessment of his District Council work need. The iPad will be owned by Cllr Pointer and Daventry District Council will make a contribution to on-going internet connectivity costs'.

It was considered that Cllr Pointer had rejected the Councils' agreement, to make a reasonable adjustment, by his actions to purchase an iPad himself and make arrangements directly with Access to work.

It was noted that Cllr Pointer had been asked whether he would be able to use the iPad for his work with the Parish Council, which he had replied that should Access to work contribute to the cost of the iPad, he would only be able to use it for his District Councillor work.

It was noted that the Parish Council had already made a decision to seek mediation to resolve this matter as soon as possible.

13/2238 To Receive update on the Clerk to the Council / Responsible Financial Officer Vacancy

It was **Resolved** for the appointment panel, which were currently appointing a locum clerk, to have the authority to appoint the permanent Clerk. The closing date for applications is the 31 August 2013, several applications had already been received.

It was noted that a locum clerk is to be appointed for three months, who will handover to a permanent clerk.

Planning

13/2239 Minutes of Meetings 29 July 2013

The Minutes of the Committee Meeting held on the 29 July 2013 having been previously distributed, were accepted.

13/2240 Report on Meeting with Barratt's working party

Nothing to report

13/2241 Report on consideration to adopt Public Open Space in the Eaglehurst Development

It was noted that the planning committee had **Resolved** not to adopt the public open space. The Clerk was asked to advise the developers.

Finance

13/2242 Income Received for July 2013

Received from	Detail s	£
HMR & C	VAT Refund 1.4.13 - 30.6.13	572.75
		572.75

13/2243 Bank Reconciliation as at 31 July 2013

The bank reconciliation as at the 31 July 2013 was reported and accepted as follows:

Current Account	£6,427.63
Reserve Account	£140,023.41
Less Cheques outstanding	£34.77
Balance Carried forward as at 1.08.13	£146,416.27

13/2244 Income and Expenditure & Reserves Report for July 2013

The Council accepted the Income and Expenditure and reserves report for July 2013.

13/2245 Bills for Payment for August 2013

A schedule of payments, to be made in August 2013 was available to each member at the meeting.

Chq. No.	Min. Ref.	Payment To	Reason for Payment	£
5162		Groundsman	Groundman's Salary August 2013	1,164.54
5163		Clerk	Clerk's Salary August 2013	1,178.36
5164		Part Time Groundsman	P/T Groundsmans wages August 2013	275.70
5165		Litter Picker	Litter Picker wages August 2013	247.70
5166		Community Centre Cleaner	Cleaner Comm. Centre wages August 2013	340.45
5167		HM Revenue & Customs	PAYE Tax & NI August 2013	720.03
5168		NCC	Pension Contribution August 2013	426.19
5169		Mrs J Macken	Clerk allowance (July/Aug) & Postage	73.30
5170		Anglian Water	Water Chgs. Mill Gdn - April - July 13	63.00
5171		Playsafety Ltd	Annual Rospa Inspection Play Grounds	248.40
5172		Post office Ltd	Annual Road Tax - Van	220.00
5173		BT	Clerks Tel. & broadband - Qtrly chg	146.73
5174		Trade UK	Materials for groundsman	77.34
5175		ESPO	Stationery	81.18
5176		Shaping communities	N/Plan support - travel expenses for advisor	25.20
5177		BDO Llp	External Audit 2013	480.00
5178		Lovell Hardware	Materials for groundsmen	54.46
5179		Avenue Agriculture	Roundup	117.30
5180		D G Salisbury	Removal of cricket wicket & fit new sockets	960.00
5181		BPC Comm. Ctr A/C	Refund of VAT - 1.4.13 - 30.6.13	121.18
5182		AH Blason & Son	Fuel & van parts	193.01
				7,214.07

13/2246 NALC's Model Complaints Procedure

This was deferred to the Finance committee.

13/2247 Report on External Audit for Year Ending 31 March 2013*

The Clerk reported that she had received the notification of the conclusion of the Audit for the year ending 31 March 2013, from BDO the External Auditors. There were no matters arising from the Annual Return.

The Notice of Conclusion of Audit is to be displayed for fourteen days on the notice board.

The Council thanked and congratulated the Clerk for her work throughout the year, which has resulted in the auditors having no matters arising in the annual return.

13/2248 Report on Local Government Pay Settlement for 2013/2014*

The National Joint Council for Local Government Services has confirmed that a pay increase of 1% has been agreed with effect from 1 April 2013.

It was **Resolved** to increase the Cleaners and Litter pickers wages by 1%. It was noted that the groundsman and part time groundsman already had a 1% pay increase in April 2013.

13/2249 Amendment of Bank Mandates

It was noted that the bank mandate needs to be amended when the new clerk is appointed. Currently Cllr Lacey, Cllr Barratt, Cllr Wiig and Cllr Pointer are authorised signatures. The Clerk as the Responsible Financial Officer, is also an authorised signature, but does not sign cheques or bank transfer requests, this allows her to ask the bank any questions regarding the accounts.

Recreation and Amenities Development

13/2250 To Accept Minutes of Meeting 23 July 2013

The Minutes of the Committee Meeting held on the 23 July 2013 having been previously distributed, were accepted.

13/2251 New Footpath on Spratton Road Recreation Ground (£490)

It was **Resolved** to accept the quotation from Hodson and Hall to create a new footpath at a cost of £490.

13/2252 Erection of a storage unit for the Junior Football Club

It was reported that at the Recreation committee meeting, the junior football club presented a plan of the proposed location for a storage shed to be located at the rear of the current shed (8m x 3m). The junior football club would pay for the shed to be built, which would be in keeping with the current building. It was suggested for the Parish Council to take ownership of the shed, to avoid the necessity for a lease. The junior football club would use it exclusively for the storage of goal posts etc.

It was **Resolved** to support this proposal subject to planning permission.

Highways and Environment

13/2253 To Accept Minutes of Meeting 6 August 2013

The Minutes of the Committee Meeting held on the 6 August 2013 having been previously distributed, were accepted.

Brixworth Central Sports Lease

A meeting with members of the Parish Council and Central Sports needs be arranged by Cllr Bird.

13/2254 Sports pavilion survey

The Chairman referred to an email received by the solicitors, which showed an ordnance survey map of the playing field.

It was **Resolved** that a site survey, by the surveyor, would be required at a cost of £440, compared to the initial cost of £250.

13/2255 Parish Councillor Surgeries Update

Cllr Williamson and Cllr Parker agreed to attend the surgery on Saturday, 7 September 2013.

General Correspondence for Discussion

13/2256 Email from Resident – Traffic

This was referred to the Highways committee.

13/2257 DDC Housing Summit – 11 September 2013

The District Council housing summit is to be held on 11 September 2013. Cllr Barratt stated that he would be attending as a District Councillor.

13/2258 DDC – Street names for New Development on Northampton Road

This was referred to the Highways committee.

13/2259 DDC – Re-location of Spratton Road Bus Shelter

This was referred to the Highways committee.

13/2260 Weedon Bec Parish Council – Neighbourhood Plan

This was referred to the Neighbourhood plan steering group.

13/2261 NCALC AGM – 19 October 2013

Cllr Lacey and Cllr Parnaby agreed to attend the NCALC AGM on the 19 October 2013.

13/2262 Northamptonshire Highways / Library Service – Highway Surgeries in Brixworth Library

It was noted that NCC Highways have arranged surgeries at Brixworth Library every month until December, as a trial. These are to be held on a Thursdays at 10.00am – 12pm. It was suggested that Parish Councillors may also attend.

13/2263 Correspondence for information only

The Chairman reported that the correspondence file was available for circulation to members.

13/2264 Date of Next Meetings

The next meetings were noted as follows:-

Full Council Meeting – Tuesday, 17 September 2013

Urgent Matters For Report Only

13/2265 Parish Council Newsletter in Bulletin

It was **Resolved** to amend the newsletter to include an article regarding the Clerk leaving.

13/2266 Thank you

The Chairman reported that this was the last Council meeting the Clerk would attend and on behalf of the council, thanked her for all her work over the years and wished her well for the future.

There were no further matters reported.

There being no other business the meeting closed at 10.10pm

..... Chairman

Signed as a true record of the above meeting.

Dated: 17 September 2013