



Brixworth Parish Council

Minutes of the Full Council meeting held on

Thursday 23rd June 2022 at 7:15pm

Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS

In Attendance:

Councillors: Councillor Sandra Moxon (Chairman), Councillor Jackie Bird (Vice Chairman), Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Tony Nixon, Councillor Kevin Parker, Councillor Frances Peacock, and Councillor Christine Ware.

Apologies: Councillor Barbara Lunnon and Councillor Gary Spratt.

Absent: None

Also Present: Ruth Gasson (Parish Clerk), Kate Houlihan (Locum Clerk), Gavin Kirkup (Admin Assistant) WNC Councillor Jonathan Harris

Members of the Public: Two

22/5872 Welcome

Councillor Moxon welcomed everyone to the meeting of the Parish Council. She advised attendees of the evacuation procedures and that the meeting was being recorded.

22/5873 Apologies for Absence

Apologies for absence had been received from Councillor Barbara Lunnon and Councillor Gary Spratt. The Parish Council **RESOLVED** to accept these apologies.

Prop. Cllr Ware, Sec. Cllr. Bird. Unanimous.

22/5874 Declarations of Interest

Cllr Bird declared her interest with Central Sports which will be discussed within 22/5885.

22/5875 Minutes of Previous Meeting (26th May 2022)

It was **RESOLVED** approve the minutes, of the meeting held on 26th May 2022.

Prop. Cllr. Coe, Sec. Cllr. Bird. One abstention.

22/5876 Public Open Forum

Simon Compton talked about the Juniors Football Club agreement for 11 x 11 pitch at St David's Paper E. He explained the reasoning behind this request and discussed. The junior pitches will stipulate only junior use. He also advised that if it was agreed they would like to apply for the 75% Football Foundation funding for the ball stop fence and would look to the Council to pay the remaining 25%.

Cllr. Peacock entered the meeting 19.18

22/5877 Cllr. Compton proposed that the agenda item regarding the new layout for the St David's football pitches is brought forward. Seconded. Cllr. Coe. Three abstentions.

Discussions followed regarding the proposed usage, the fences and charges and fees.

It was agreed to take this forward at the Sports Liaison WG to work on in more detail and return to full Council in July.

Simon Compton left the meeting 19.37

22/5878 Finance - Transactions including Payments for Approval – June 2022

16 June 2022 (2022-2023)

| Brixworth Parish Council | | | | | | | | | | |
|----------------------------------|------------|---------|---------------------|-----------|-------------------------------|------------------------------|----------|------------------|-----------------|------------------|
| PAYMENTS LIST | | | | | | | | | | |
| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
| 72 4.04 Insurance - General | 20/05/2022 | | 01 Nat West Revenue | | General Insurance | BHB Limited Insurance | X | | | |
| 73 10.09 Van Lease Costs | 01/06/2022 | | 01 Nat West Revenue | | Van Lease Costs | Lex Autolease | S | 239.58 | 47.91 | 287.49 |
| 74 5.15 Events | 31/05/2022 | | 01 Nat West Revenue | | Jubilee Plaque | SignCast | S | 235.00 | 47.00 | 282.00 |
| 75 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 45.00 | 9.00 | 54.00 |
| 76 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 112.50 | 22.50 | 135.00 |
| 77 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 112.50 | 22.50 | 135.00 |
| 78 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 112.50 | 22.50 | 135.00 |
| 79 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 56.25 | 11.25 | 67.50 |
| 80 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 97.50 | 19.50 | 117.00 |
| 81 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 112.50 | 22.50 | 135.00 |
| 82 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 225.00 | 45.00 | 270.00 |
| 83 2.14 ICT | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 45.00 | 9.00 | 54.00 |
| 84 4.07 Office Equipment | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 297.50 | 59.50 | 357.00 |
| 85 4.07 Office Equipment | 31/05/2022 | 22/5797 | 01 Nat West Revenue | | ICT Services | Cloudy IT | S | 13.00 | 2.60 | 15.60 |
| 86 5.15 Events | 20/05/2022 | | 01 Nat West Revenue | | Jubilee Flags | Amazon Services Europe Sarl | S | 18.32 | 3.67 | 21.99 |
| 87 8.01 Lighting of Parish Footp | 01/06/2022 | | 01 Nat West Revenue | | Street Lights | NPOWER | L | 93.02 | 4.65 | 97.67 |
| 88 5.15 Events | 06/06/2022 | | 01 Nat West Revenue | | Gift Cards | Amazon Services Europe Sarl | E | 100.00 | | 100.00 |
| 89 5.15 Events | 13/06/2022 | | 01 Nat West Revenue | | Jubilee Piper | Bagpipier | X | 160.00 | | 160.00 |
| 90 5.15 Events | 24/06/2022 | | 01 Nat West Revenue | | Jubilee Pencils | Barbara Lunnon | X | 114.99 | | 114.99 |
| 91 Community Grants | 24/06/2022 | 22/5843 | 01 Nat West Revenue | | Grant | Friends of Brampton Valley V | X | 1,500.00 | | 1,500.00 |
| 92 Community Grants | 24/06/2022 | 22/5843 | 01 Nat West Revenue | | Grant | Northampton Steam Railway | X | 500.00 | | 500.00 |
| 93 10.08 Running Costs Mowers | 13/06/2022 | | 01 Nat West Revenue | | Mower Maintenance | The Mower Shop | S | 102.62 | 20.51 | 123.13 |
| 94 10.08 Running Costs Mowers | 13/06/2022 | | 01 Nat West Revenue | | Mower Maintenance | The Mower Shop | S | 27.92 | 5.38 | 33.50 |
| 95 11.04 St David's Trade Wash | 24/06/2022 | | 01 Nat West Revenue | | Trade Waste | Bakers Waste | S | | | |
| 96 11.04 St David's Trade Wash | 24/06/2022 | | 01 Nat West Revenue | | Trade Waste | Bakers Waste | S | 74.96 | 14.99 | 89.95 |
| 97 Adobe License | 06/06/2022 | | 01 Nat West Revenue | | ICT Services | Adobe | F | 12.64 | | 12.64 |
| 98 10.02 Sundry Purchases - M | 24/06/2022 | | 01 Nat West Revenue | | Cleaning Sundry | ESPO - Eastern Shires Purch | S | | | |
| 99 4.03 Newsletters | 24/06/2022 | | 01 Nat West Revenue | | Brixworth Bulletin | Brixworth Bulletin | X | 350.00 | | 350.00 |
| 100 10.05 St David's Grounds Ma | 24/06/2022 | | 01 Nat West Revenue | | Playground Maintenance - St C | Online Playgrounds | S | 112.00 | 22.40 | 134.40 |
| 101 10.10 Fuel - Van & Mowers | 24/06/2022 | | 01 Nat West Revenue | | Fuel | AH Blason | S | 136.67 | 27.33 | 164.00 |
| 102 1.01 Salaries | 16/06/2022 | 22/5751 | 01 Nat West Revenue | | Salaries and Wages | DCX Payroll Solutions | X | 5,225.29 | | 5,225.29 |
| 103 2.12 Payroll Services | 16/06/2022 | 22/5751 | 01 Nat West Revenue | | Payroll System | DCX Payroll Solutions | S | 76.00 | 15.20 | 91.20 |
| 104 2.12 Web Site & Emails | 24/06/2022 | | 01 Nat West Revenue | | Website Hosting | Parish Council Web Sites | S | 180.00 | 36.00 | 216.00 |
| 105 Bank Charges | 30/06/2022 | | 01 Nat West Revenue | | Bank Service Charge | Nat West Bank | E | 9.10 | | 9.10 |
| 106 10.05 St David's Grounds Ma | 24/06/2022 | | 01 Nat West Revenue | | Grounds Maintenance | R&G Grounds Maintenance | S | 2,708.00 | 541.60 | 3,249.60 |
| 107 10.04 Ashway Grounds Main | 24/06/2022 | | 01 Nat West Revenue | | Grounds Maintenance | R&G Grounds Maintenance | S | 280.00 | 56.00 | 336.00 |
| 108 1.03 TAX & NI Combined | 16/06/2022 | 22/5751 | 01 Nat West Revenue | | Salaries and Wages | DCX Payroll Solutions | X | 1,411.62 | | 1,411.62 |
| 109 1.08 Pension - LGPS | 16/06/2022 | 22/5751 | 01 Nat West Revenue | | Salaries and Wages | DCX Payroll Solutions | X | 823.66 | | 823.66 |
| 110 4.11 Telephone & Broadband | 07/06/2022 | | 01 Nat West Revenue | | Broadband & Landline Teleph | Talk Talk Business | S | 55.45 | 11.09 | 66.54 |
| 111 5.02 Projects | 10/06/2022 | | 01 Nat West Revenue | | Planning Application | West Northants Council | X | 58.00 | | 58.00 |
| 112 3.01 Clerk's Expenses | 24/06/2022 | | 01 Nat West Revenue | | Expenses | Staff - Ruth Gasson | X | 12.10 | | 12.10 |
| 113 10.08 Running Costs Mower | 24/06/2022 | | 01 Nat West Revenue | | Mower Maintenance | The Mower Shop | S | 178.26 | 35.65 | 213.91 |
| 114 4.11 Telephone & Broadband | 15/06/2022 | | 01 Nat West Revenue | | Mobile Telephone | O2 - Telefonía UK Limited | S | 25.00 | 5.00 | 30.00 |
| 115 4.11 Telephone & Broadband | 15/06/2022 | | 01 Nat West Revenue | | Mobile Telephone | EE Limited | S | 19.86 | 3.97 | 23.83 |
| 116 2.06 ROSPA | 24/06/2022 | | 01 Nat West Revenue | | ROSPA Inspections | Play Safety Limited (ROSPA) | S | 287.00 | 57.40 | 344.40 |
| Total | | | | | | | | 16,386.31 | 1,201.80 | 17,588.11 |

It was **RESOLVED** to approve the list of financial transactions and payments for June 2022. All invoices for payment had been examined, verified, and certified by the Parish Clerk, Ruth Gasson, in accordance with the Financial Regulation 5.3.

Prop. Cllr. Coe, Sec. Cllr. Compton. One abstention.

22/5879 Sign off the End of Year Accounts 2021/22

22/5879A The Council reviewed the Internal Auditor Report, and it was noted figures was incorrect, the Clerk has requested an amended version, which was received during the meeting. Following a lengthy debate.

22/5879B & 22/5879C It was **RESOLVED** to sign the Annual Governance Statement and Accounting Statement noting the internal auditor's typographical error, asking for it to be amended ASAP. Cllr. Barratt requested a recorded vote.

Prop. Cllr. Compton, Sec. Cllr. Parker. In favour: Councillor Moxon (Chairman), Councillor Bird (Vice Chairman), Councillor Brown, Councillor Coe, Councillor Collyer, Councillor Mitchell. Abstentions: Councillor Ware and Councillor Nixon. Against: Councillor Barratt and Councillor Peacock.

22/5880 Buildings

It was **RESOLVED** to accept the quote provided by the WNC approved supplier for heating in the offices.

Prop. Cllr. Nixon, Sec. Cllr. Coe. Unanimous.

22/5881 Sports Liaison Table Tennis Tables

It was **RESOLVED** to delegate to the Clerk or other officer, the purchase 2x option three, subject to ensuring best value and ascertaining the criteria discussed, such as the weight of the table on the floor and the specification required to play.

Prop. Cllr. Coe, Sec. Cllr. Peacock. Unanimous.

22/5882 Policy Review

It was **RESOLVED** to accept the following polices and templates:

- Financial Regulations – Prop. Cllr. Compton, Sec. Cllr. Brown. One abstention, One against.
- Standing Orders – Agreed revisions - three clear days & gender-neutral terms. Prop. Cllr. Moxon, Sec. Cllr. Compton. Unanimous.
- Code of Conduct – Prop. Cllr. Bird, Sec. Cllr. Coe. Unanimous.
- CCTV – Deferred
- Document Retention Schedule Policy – Prop. Cllr. Compton, Sec. Cllr. Bird. Unanimous.
- Social Media Policy & Use –

22/5883 It was **RESOLVED** that only Officers have access to Social Media: Cllr. Compton, Sec. Cllr. Bird. One abstention.

22/5884 It was **RESOLVED** to accept with an amendment, to remove the line 'Three or more members of the Media and Comms Committee will be required to authorise posts that do not originate from an authorised source.' to add the line 'the nominated Officer responsible for Social Media will seek approval or advice on posts when necessary'. Prop. Cllr. Coe, Sec. Cllr. Compton. One abstention.

- Report Template – Prop. Cllr. Brown, Sec. Cllr. Ware. Unanimous.

22/5885 Legal (Assets) Update

The report was received and noted.

22/5886 Parish Council Surgery

The report was received and noted from Cllr. Bird. & Cllr. Parker from 11th June 2022.
The next surgery will take place on the 19th July 2022, Cllr Nixon and Cllr Ware to attend.

22/5887 Planning

The decisions of the Planning Meeting of the 6th June 2022 were received.

22/5888 Media Committee

The minutes of the 15th June 2022 were received.

22/5889 Finance WG

The minutes and notes of the 21st June 2022 meeting were received.

22/5890 Finance - Rolling Budget

The Rolling Budget for the end May 2022 was received.

22/5891 Finance – Bank Reconciliation Report

The Bank Reconciliation Report was received.

22/5892 Finance – Statement of Reserves

The Statement of Reserves were unavailable.

22/5893 Sports Liaison WG

The minutes of the 8th June 2022 were received.

22/5894 Community Safety - Crime Data

The Crime Data report was received.

22/5895 Parish Council Representative Updates

The following reports and verbal updates were received:

- Village Hall – Cllr Nixon noted a potential conflict of interest as he was asked to be a Trustee of the Village Hall.
- Thomas Roe Charity
- NCALC – Electric Charging points were discussed, and it was suggested that this is taken forward by the Finance Working Group and to be included in the Business Plan.
- Police Liaison - Cllr Coe has liaised with the police and has arranged to meet them.
- Armed Forces
- Verification Officer for Finance – Cllr Compton confirmed she had met with the Clerk and carried out verification work.
- IT Working Group – Cllr Brown reported that they an application had been submitted to Gigaclear to install a system in the Village Hall and the Community Centre.

22/5896 Parish Clerk's Report

The Parish Clerk's report was received.

22/5897 Admin Assistants 's Report

The Admin Assistants report was received.

Cllr. Jonathan Harris left the meeting 21.11

22/5898 Locum's Report

The Locum's report was noted.

22/5899 Dates of Future Meetings

To note the dates of the next meetings:

| | |
|---------------------------|----------------|
| Planning Committee | 27th June 2022 |
| Surgery | 9th July 2022 |
| Media and Comms Committee | 13th July 2022 |
| Planning Committee | 18th July 2022 |
| Full Council Meeting | 28th July 2022 |

22/5900 Exclusion of Press and Public

The Parish Council agreed to exclude the press and public 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 was in accordance with the Public Bodies (Admission to meetings) Act 1960.

This was proposed by Cllr. Brown. Sec. Cllr. Coe. Unanimous.

The meeting was in closed session from 21.36.

21.36 Ruth Gasson and Gavin Kirkup left the meeting.

22/5901 Suspension of Standing Order 2(x)

Paragraph 2 (x) of the Standing Orders stated that a meeting should not exceed a period of 2.5 hours. As the meeting was likely to run beyond 9:45pm the Parish Council agreed to suspend Standing Order 2 (x). Prop. Cllr. Moxon and Sec. Cllr. Compton. Unanimous.

22/5902 Personnel Matters

To receive a reports and recommendations from the Personnel WG.

22/5903 Legal Matters

No update was received.

22/5904 Complaints

No update was received.

21.43 Ruth Gasson and Gavin Kirkup returned to the meeting.

22/5905 Confidential

To receive a report and make recommendations regarding OLB. This was deferred until all stakeholders have been consulted.

The meeting was in open session from 21:46.

22/5906 It was **RESOLVED** to recruit a new RFO and Clerk with a salary commensurate with their experience as decided by the Personnel WG. Prop. Cllr. Bird, Sec. Cllr. Compton. Unanimous.

22/5907 It was **RESOLVED** to that following completion of a successful probationary period to increase the Amin Assistants salary by two spinal points to from SCP8 to SCP10 from 4th July 2022. Prop. Cllr. Bird. Sec. Cllr. Compton. Unanimous.

22/5908 It was **RESOLVED** to for the Personnel WG to review whether the pay increment detailed above was suitable by the end of July, 2022. Prop. Cllr. Brown, Sec. Cllr. Bird.

22/5909 Urgent Matters

None

The meeting ended 21.49.

Signed as a true and accurate record:

Minutes prepared by

**Chairman
Brixworth Parish Council**

**Ruth Gasson
Parish Clerk
Brixworth Parish Council
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