

BRIXWORTH PARISH COUNCIL

Minutes of the meeting held on Tuesday, 29 May 2012 at 7.15p.m. in the Library/Community Centre, Spratton Road, Brixworth

Present: Councillors: I Barratt, C Bament, M Lacey (Chairman), R Monk, Mrs S Moxon, D Parnaby, S Pointer and Mrs E Wiig.

In Attendance: Mrs J Macken – Parish Clerk
Mr M Nice – Centre Manager
County Cllr Millar

12/1681 Apologies for absence

Apologies were accepted from Cllr R Chattaway, Cllr K Parker and Cllr F Wiig
Apologies were noted from PCSO Hillery.

12/1682 Declaration of Interest on Agenda Items

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

12/1683 Signing of the Minutes of the Last Meeting 20 March and Annual General Meeting 15 May 2012

The minutes of the last Full Council meeting held on 24 April 2012 and the Annual General meeting held on 15 May 2012 were signed by the Chairman as a true and correct record of these meetings.

12/1684 Public Open Forum

No members of the public present.

12/1685 Police Representative Report

Apologies had been received. The latest crime report had been previously circulated to members, which were noted.

- 04/05/2012 Criminal Damage – Car Park Spratton Road – Unknown person damages drivers side door using unknown instrument.
- 04/05/2012 Theft In A Dwelling – Parkfield Road – Known person uses IP bank card to remove funds.
- 04/05/12 Criminal Damage – The George Public House Car Park – Known person scratches along driver's side of vehicle.
- 06/05/2012 Theft In A Dwelling – Known person removes mobile phone.
- 14/05/2012 Theft Of Motor Vehicle – Lone Pine Court – Unknown person removes secure motorcycle.
- 14/05/2012 Shoplifting – Co-op Unknown males enters store and selects large amount of fresh meat and leave without attempting to pay.
- 15/05/2012 Shoplifting – Co-op Same unknown males selects razors and meat and leave without attempting to pay.
- 16/05/2012 Criminal Damage – The Riding's – Unknown person scratches along side motor vehicle.
- 20/05/2012 Theft From Vehicle – Car Park Brixworth Country Park – Unknown person smashes rear window and reaches in and takes bag.
- 24/05/2012 Burglary Non Dwelling – Northampton Road – Unknown person forces garage door to gain access nothing taken.

- 27/05/2012 Criminal Damage – Hunters Way Car Park – Unknown person has used unknown instrument to scratch and dent passenger side of car.
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12/ Report on Sgt Grady Retiring

The council noted that Sgt Grady would be retiring in June 2012 and agreed to send a letter of appreciation.

12/1686 County Councillors Report

County Cllr Millar reported the following: -

- Core strategy scheduled for adoption Summer 2013.
- Brixworth Parish Council to advise Cllr Millar and DDC , what natural growth it would consider for the village for the next fifteen years, in the next 3-4 months. No growth is not an option. (This was deferred to the planning committee)
- Neighbourhood planning – instead of producing a neighbourhood plan, parish councils may chose to include their plans in one of DDC’s supplementary planning documents as a cheaper option.
- DDC needs to provide 950 houses over 15 years within the district.
- The planning inspectorate is undertaking a consultation on wind farms. The parish council is urged to respond.
- Cllr Millar will be standing down as a County Cllr in May next year.

Planning

12/1687 Minutes of Meetings 21 May 2012

The Minutes of the Committee Meeting held on the 21 May 2012 having been previously distributed were accepted.

12/1688 Carter Jonas – Appeal

The planning appeal hearing is scheduled for 26 June 2012. It was agreed for Cllr I Barratt to speak at the meeting on behalf of the council.

12/1689 Planning Training

Details of training available from Navigus, NCALC and DDC were discussed. It was agreed to establish what and when the planning training was available free from DDC.

Finance

12/1690 Income Received for April 2012

12/1691 Bank Reconciliation as at 30 April 2012

The bank reconciliation as at the 30 April 2012 was reported and accepted as follows:

Current Account	£15,576.53
Reserve Account	£168,954.12
Less Cheques outstanding	£10,467.14
Balance Carried forward as at 1.05.12	£174,063.51

12/1692 Income and Expenditure & Reserves Report for April 2012

Receipts for April 2012

		£
Received from	Details	
DDC	First Instalment of Precept	48,502.50
		<u>48,502.50</u>

12/1693 Report on New Parish Council Website

It was agreed to implement the new website as it is currently, without the 'classifieds ads'. Members to look at the website before it goes live.

12/1694 Agreement with County Council with regards to the Information Office

The parish council agreed for the Chairman and Vice Chairman to sign the agreement. The agreement is from 1 April 2012 until March 2022.

12/1695 Report on Internal Audit for Year Ending 31 March 2012

The internal auditor has carried out the audit on 16 May 2012. The clerk has not yet received a formal letter. Matter deferred to next council meeting.

12/1696 Renewal of the Annual Insurance with Came & Co

After a discussion it was agreed to renew the annual insurance with Came and Co at a cost of £2631.57, for a 16-month period (renewal being in October 2013.)

12/1697 Bills for Payment for May 2012

A schedule of payments, to be made in May 2012 was available to each member at the meeting.

It was resolved for the following accounts to be passed for payment;

Chq No. Retrospective Approval

4825 BT	New Tel. Line - Com Ctr	145.24
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<u>Minute No.</u>	<u>Payment To</u>	<u>Reason for Payment</u>	<u>£</u>
4826	Groundsman	Groundman's Salary May 2012	1,122.54
4827	Clerk	Clerk's Salary May 2012	1,154.96
4828	Part Time Groundsman	P/T Groundsmans wages May 2012	321.60
4829	Cleaner	Cleaner Comm. Centre wages May 2012	401.28
4830	Litter Picker	Litter Picker wages May 2012	291.80
4831	HM R & C	PAYE Tax & NI May 2012	781.27
4832	NCC	Pension Contribution - May 2012	411.39
4833	Mrs J Macken	Postage	28.80
4834	Signs and Designs	Neighbourhood Watch	180.00
4835	ESPO	Stationery & Cleaning materials	86.69
4836	DDC	Emptying bin Apr - Jun 12	276.43
4837	BT	Clerks telephone & broadband - Feb - May 12	152.52
4838	Sage UK Ltd	Renewal of Payroll Software	144.00
4839	Anglian Water	Water chgs Jan - Apr 12	14.23
4844	Came and Company	Annual insurance	2,631.57
4841	NCALC	Training courses. GPC & Data protection	44.00
4842	AH Blason & Son	Fuel	218.25
4843	D G Salisbury	Annual Grounds maintenance of sports pitches	5,284.80
			<u>13,691.37</u>

12/1698 Update on Insurance Claim

The Clerk reported that the matter was ongoing.

12/1699 Approval of the Annual Accounts For the Year Ending 31 March 2012

It was resolved that the Annual Accounts for the Financial Year ending 31 March 2012, copy of which had been previously circulated to members, were adopted and signed by the Chairman and Clerk/Responsible Financial Officer.

12/1700 Approve Section 1 & 2 of The Annual Return For the Year Ending 31 March 2012

A copy of section 1 and 2 had been previously circulated to members. The Council agreed to Section 1 and considered the answer 'yes' to all the questions on section 2 – Statement of assurance for the Annual Return for the Financial Year ending 31 March 2012.

12/1701 Discuss Parish Councillor Expenses/Allowances

The council discussed the matter of councillor expenses and allowances. This matter was deferred to the next meeting for further discussion.

Cllr Monk and Cllr Wiig left the meeting.

12/1702 Letter from Audit Commission

It was noted that BDO LLP have been appointed as the external auditors for the next five years from 2012/13.

12/1703 Purchase of New Display Stand and Case

It was agreed to purchase a display stand and case at a cost of £154.00.

12/1704 Report on Clerk's General Power of Competence (GPC) Training

The clerk provided the following details with regards to the GPC.

- Council passes a resolution stating that it meets the criteria.
- A council is eligible when it has a qualified clerk and 10 (two thirds) councillors elected, at the time of passing the resolution.
- If a council is no longer eligible it loses the GPC.
- An eligible council uses the GPC as first resource.
- If an activity is already restricted by a specific power then the restriction applies.
- In order to qualify the clerk needs to complete CILCA training on GPC, by submitting 200 words to SLCC.

Recreation and Amenities Development

12/1705 To Accept Minutes of Meeting 22 May 2012

The Minutes of the Committee Meeting held on the 22 May 2012 having been previously distributed were accepted.

12/1706 Report on St David's Working Group Meeting 22 May 2012

Cllr Pointer reported the following: -

- BASFC are keen to utilise the tennis courts for a 5 aside and training area. It was agreed for the club to put together a feasibility study, including the cost, financing, management, security and lighting to the next working group meeting.
- Play area – ongoing consultation, Cllr Pointer to attend the school fete on 23 June 2012. He will require additional support on the day.

- The parish council had a site meeting with NCC Highways, with regards to the suggested one-way system, on Thursday 24 May 2012. It was stressed that this is only a suggestion; full consultation with residents would be carried out and would be subject to funding

12/1707 Report on Site Meeting with NCC Highways 24 May 2012

Cllr Pointer, Cllr Chattaway, Cllr Bament and the Clerk attended a site meeting with two representatives from NCC Highways to discuss creating a one way system (by using the entrance via St David's Close to the car park and exiting via Froxhill Crescent).

NCC Highways advised the following: -

- There is an existing access, in St David's Close, with a drop kerb; therefore there is technically already an access to the playing field. Which means that the parish council may do with it whatever it wishes and does not need any permission from NCC Highways.
- The existing entrance in St David's Close is close to the main road.
- The existing entrance on Froxhill Crescent is not a good access. (Only wide enough for one vehicle)
- NCC Highways would not subscribe to a one-way system in St David's Close (would speed traffic up). Would consider it only if PC and residents (after consultation) requested it. Cost would be in the region of £4000.
- Yellow lines in St David's Close. NCC Highways would have no reason for putting down yellow lines. Again cost would be approximately £4000 and consultation with residents would be required.

12/1708 Removal and Make Good of Cricket Bowling Strip on St David's Recreation Ground

It was resolved to approve the quotation from D Salisbury for £680.00 for the removal and making good of the bowling strip. (Standing orders were suspended in order to accept the quotation. D Salisbury currently has the contract for the annual grounds maintenance of the playing fields and has just carried out the annual remedial work).

Highways and Environment

12/1709 Name for development at 75 Northampton Road

The developer of 75 Northampton Road has proposed the name of Orchard Mews. DDC has asked the parish council to consider this name. It was agreed to ask for the name to be changed to Harpers Yard.

12/1710 Report on Vehicles Parking on Pytchley Close Green

It was noted that the Police have now spoken to the owners of the vehicles, which were parking, on the green in Pytchley Close.

12/1711 Two Additional Cuts of Grass Verges

It was resolved to approve for Banners Contracting to undertake an additional two cuts of the grass verges within the parish, at a cost in the region of £800.00.

12/1712 Parish Councillor Surgeries Update

Cllr Pointer and (possibly) Cllr Barratt agreed to attend the next surgery on 2 June 2012.

12/1713 Public Relations / Media Representative

Deferred to next meeting. PR policy to be circulated to members.

13/1714 Co-Option of New Councillors

It was noted that the council has three vacancies, which can be filled by co-option.

Correspondence

12/1715 First Responder – Replacement Green Bag

The first responder backpack is showing signs of wear, more than would be expected. (This was donated to the group from the council). It was agreed for the Clerk to refer this to the suppliers.

12/1716 Brixworth Beacon Jubilee Committee – Programme

A copy of the programme for the Jubilee celebrations had been circulated to members.

12/1717 NCALC – Code of Conduct

Parish Councils are being advised to consider adopting either NALC's or Daventry District Councils Code of Conduct. The NALC Code of Conduct template had been previously circulated.

12/1718 DDC – Housing Needs Survey

DDC will be undertaking a housing needs survey in the Autumn. This was deferred to the planning committee.

12/1719 Correspondence for information only

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

12/1720 Date of Next Meetings

The next Full Council Meeting is to be held on 19 June 2012 in the Library/Community Centre.

Urgent Matters For Report Only

12/1721 Training Course

It was noted that NALC have arranged training events on Localism and Neighbourhood Planning in July. Several members are interested in attending. To be discussed at the next meeting.

There being no other business the meeting closed at 9.45 pm

..... Chairman

Signed as a true record of the above meeting.

Dated: 19 June 2012