

## BRIXWORTH PARISH COUNCIL

### *Minutes of the meeting held on Tuesday, 19 May 2009 at 7.15p.m. in the Library/Community Centre, Spratton Road, Brixworth*

**Present:** Councillors: I Barratt (Chairman), C Bament, R Chattaway, T Everard, S Gilkes, Mrs A Gunnet, M Lacey, R Low, Mrs E Nunn, S Whiffen, Mrs E Wiig and F Wiig.

**In Attendance:** Mrs J Macken – Parish Clerk  
PC John McQuaid – Organiser Community Speed Watch  
Beth Caswell – Northants ACRE  
Helen Sephton Pyke – Wicksteed Playscapes  
Cllr Millar – County Councillor  
Four Young Members of the Public

#### **09/554 Apologies for absence**

Members apologies for absence were received and accepted from Cllr R Monk, Cllr S Pointer.

Apologies were also received from District Councillor N Bunting and Sgt J Harris.

#### **09/555 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

Cllr F Wiig declared a personal interest - Member of another Local Authority and Chairman of District Council Planning Committee

#### **09/556 Signing of the Minutes of the Last Meeting 28 April 2009**

The minutes of the meeting held on 28 April 2009 were agreed and signed by the Chairman as a true and correct record of this meeting.

#### **09/557 Signing of the Minutes of the Annual Council Meeting 13 May 2009**

The minutes of the Annual Council meeting held on 13 May 2009 were agreed and signed by the Chairman as a true and correct record of this meeting.

*There were no members of the public present wishing to address the Council.*

#### **09/558 Police Representative's Report**

Beth Caswell, Northants ACRE and PC John McQuaid, Organiser of Community Speed Watch gave a presentation on the Community Speed Watch Scheme.

The following points were raised: -

- Aim is to raise the awareness of speeding in the area
- Educate people of the dangers of speeding in the village
- 20% or 500 pledges from electorate required
- Minimum of ten volunteers required
- Scheme is free
- Scheme includes 6 groups, 12 parishes per group. Two parishes paired up and shares the equipment for 6 weeks (3 weeks each).
- Training given – 2-5 hours Saturday. Learn how to deal with conflict and how to use the equipment
- Signs and Hi Viz jackets provided

- Introduce a program of signs (vehicle activated and educational)
- Group works with local Safer Community Team
- Letters sent to speeding offenders. Persisting offenders receive fines and points on licence
- Acre to email a pledge form to the Clerk

The Council resolved to go ahead with the scheme and work towards getting 500 signatures. Cllr F Wiig offered to be the Community Speed Watch Co-ordinator for the village. It was agreed for this to be discussed further at the next Highways and Environment committee.

#### **09/559 County Councillors Report**

Cllr Millar gave a short presentation and his observations on the WNJPU Affordable Housing Consultation document.

The new Yellow Lines in the village have raised concerns with certain residents. It was confirmed that the lines at the Spratton Road / Northampton Road junction were in line with the statutory requirements. The Police to confirm whether or not signs were needed in order for the lines to be enforced.

The Library/Community Centre has received a rates bill in the region of £3,500 from the District Council. Cllr Millar has discussed this with officers and it seems that the Parish Council is the ratepayer and as a precepting authority will have to pay the bill. For the past ten years the Parish Council has received 100% discretionary relief. (This is to be discussed further once more information has been provided at the next meeting).

Cllr Millar briefly discussed that the District Council is facing Financial Challenges at this present time, like many organisations, due to the decrease in interest rates and return on investments.

#### **09/560 Presentation from Wicksteed Play Scapes – BMX/Skate Facility – Harborough Road**

Helen Sephton-Pyke from Wicksteed Play Scapes and Dave Wicksteed's BMX contractor gave a short presentation to the Council on the proposed BMX/Skate facility. They then answered questions from the young people present and members.

The following points were raised: -

- The proposed BMX track was in one continuous line and was built up with soil in between the jumps, tapered at edges.
- The jumps are made up of 300mm layers of compacted soil with a 75mm lime stone top, 1.5m wide.
- The users would be involved at the time of the construction
- The track would wear over time and general maintenance would be required, which could be done by the users and/or the Groundsman
- The skate equipment is made from steel, with a paint finish (sample circulated) May need re coating in a number of years
- Wicksteed did not quote for a fence as it was considered more of a risk to the riders to have one
- Youth Shelter available in a variety of colours

Helen and Dave were thanked for attending and left the meeting together with the young people.



- Any housing development in the village must have a S106 agreement, again to give priority to Brixworth residents, as well as an agreed sustainable infrastructure either installed before or at the same time as the development.

## ***Finance***

### ***09/564 Income Received for April 2009***

The Clerk reported the Income received for April 2009, which was as follows: -

<b>Received from</b>	<b>Details</b>	<b>£</b>
Community Centre	Hall Bookings	529.38
NCC	Empowerment Fund - Legal Costs	2,000.00
Allianz	Insurance Claim - Spratton Rd Rec. Fire	2,469.00
BCF Action Ltd	Electricity Chgs - Olive Branch	432.07
		<b>5,430.45</b>

### ***09/565 Bank Reconciliation as at 30 April 2009***

The bank reconciliation as at the 30 April 2009 was reported and accepted as follows:

Current Account	£27,571.64
Reserve Account	£101,391.17
Less Cheques outstanding	£18,090.10
Plus Receipts not banked	£353.13
Balance Carried forward as at 1.04.09	£111,225.84

### ***09/566 Income and Expenditure & Reserves Report for April 2009***

The Council accepted the Income and Expenditure and reserves report for April 2009.

### ***09/567 To Approve the Bills for Payment for May 2009***

A schedule of payments, to be made in May 2009 was available to each member at the meeting.

It was resolved for the following accounts to be passed for payment; therefore the Chairman signed the schedule of payments.

<b>Chq No.</b>	<b>Minute No.</b>	<b>Payment To</b>	<b>Reason for Payment</b>	<b>£</b>
4016		Groundsman	Groundman's Salary May 2009	1,070.50
4017		Clerk	Clerk's Salary May 2009	1,057.09
4018		Part Time Groundsman	P/T Groundsmans wages May 2009	211.60
4019		Litter Picker	Litter Picker wages May 2009	183.40
4020		Cleaner	Cleaner Comm. Centre wages May 2009	229.20
4021		HM R & C	PAYE Tax & NI May 2009	671.29
4022		NCC	Pension Contribution - May 09	347.97
4023		Mrs J Macken	Postage	11.18
4024	09/546	Came & Company	Annual Insurance	2,594.20
4025	09/524	George Browns	Kubota G21 (less trade in)	7,624.50
4026		BCF Action	Refreshments for Annual Parish Meeting	10.00
4027		Lovell Hardware	Materials for groundsman	36.54
4028		ESPO	Stationary and materials for cleaner	125.53
4029		BT	Clerks telephone & broadband - May - July 09	191.57
4030		DDC	Additional Cost for Planning Application - BMX	82.50
4031		NCC	Comm. Ctr. Elec Chgs 29.1.09-14.4.09	248.35
4032		Sage UK Ltd	Renewal of Payroll Software & Payee slips	135.70
4033		B & Q Financial	Materials for groundsman	45.40
4034		Eurooffice Ltd	Printer cartridge	62.89
4035		Cannon	Comm. Ctr. Sanitary Unit May - July 09	12.25
4036		DDC	Emptying Bin 1.4.09-14.9.09	413.92

The Clerk made the following points: -

- The Council received £500.00 for trading in the old Kubota, this had been deducted from the bill.
- The new Kubota is to be insured on a vehicle policy and therefore had been deducted from the general insurance policy
- The District Council required an additional £82.50 for the planning application for the BMX/Skate facility, as it was considered to be a change of use.

***09/568 Annual Accounts For the Year Ending 31 March 2009***

It was resolved that the Annual Accounts for the Financial Year ending 31 March 2009, copy of which had been previously circulated, were adopted and signed by the Chairman and Clerk.

It was noted that Cllr R Low had been omitted from the list of Councillors. This was corrected.

***09/569 To Approve Section 1 & 2 of The Annual Return For the Year Ending 31 March 2009***

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 2009.

The Internal Auditor had no comments to make on the accounts. The Council congratulated the Clerk and thanked her for all her hard work.

***09/570 Parish Council Website***

*Cllr Everard declared a personal interest, his wife has offered to assist with the setting up of a website.*

The Council had a very lengthy discussion regarding a Parish Council website.

The three types of websites, samples of which had been emailed to members before the meeting to look at, were discussed as follows: -

1. A CMS (Content Management System) is rented, not owned by the Council. Templates are filled in by the Council. £500 set up charge and £1200 p.a. maintenance. Would require ongoing management and maintenance, either by Council or other.
2. Bespoke system would be owned by the Council. Offers greater security and is managed and maintained by the developer, but can be moved on if required. £1000 set up and £600 p.a. to run.
3. [www.parishcouncil.com](http://www.parishcouncil.com) - Various options available. Free website with no control on the adverts, £25.00 a year with no adverts or alternatively £25.00 a year and the Council charges local businesses to advertise and recoup the costs.

It was suggested that members could get together in the Community Room to look at the different types of websites available. To be discussed further at the next meeting.

***09/571 Costs for Well Being Training Course***

It was resolved to arrange a Well Being Training Course, in Brixworth, for members at a cost of £18.00 per person. It was noted that NCALC would refund the £58.00 paid for the Well Being training already received. The Clerk to establish a date with NCALC.

### **Recreation and Amenities Development**

#### ***09/572 Minutes of Meeting 12 May 2009***

The Minutes of the Committee Meeting held on the 12 May 2009 having been previously distributed were accepted.

#### ***09/573 Tenders for BMX Facility/Skate Park Project***

The Council considered the tenders received together with the two presentations received by Playsafe at the Recreation Committee and Wicksteed that evening.

<b><u>Supplier</u></b>	<b>BMX Track Skateboard Equipment</b>		<b>Youth Shelter</b>	<b>Fencing</b>	<b>TOTAL</b>
<b>Wicksteed Leisure</b>	16,687.00	15,024.78	5,926.24	n/a	<b>37,638.02</b>
<b>BMX Track Building</b>	DID NOT TENDER				
<b>Playsafe Playgrounds</b>	8,290.00	8,765.00	2,250.00	3,881.00	<b>23,186.00</b>
<b>SMP Playgrounds</b>	n/a	DID NOT TENDER			
<b>Miracle</b>	n/a	DID NOT TENDER			
<b>Mark Baker</b>	n/a	n/a	n/a	994.63	
<b>Brixworth Landscaping</b>	n/a	n/a	n/a	1,110.00	

It was resolved to accept Wicksteeds proposal for the BMX Track and skate equipment (currently £31,711.78) if a better price, below £30,000 could be negotiated with them. To avoid time this was delegated to the Clerk. This is subject to planning permission and funding.

The Council considered Wicksteed to be a more professional and established company, they are well known and based locally.

The Youth Shelter could be supplied at a later date, by a different supplier. The Council will look at the fencing issue once the track has been installed.

#### ***09/574 Funding of BMX Facility/Skate Park Project***

It was resolved to fund the project with £10,000 from the General Reserves. It was noted that the Council transferred £5,000 to the General Reserves at the year end, from unspent money for a project it had budgeted for. The Council would need a further £20,000 in funding. It would also contact a local supplier of soil, which could reduce the cost by £5,000.

### **Highways and Environment**

***09/575 Waste Bin Outside the Doctors Surgery***

The Clerk was asked to write to the Doctors Surgery following complaints received by residents regarding the commercial waste bin located outside their premises. Residents are concerned that the bin is an obstruction on the grass verge/footpath outside the Practice's car park, and could easily be moved into the road and cause an accident. The Clerk to ask whether the bin could be located within the car park area on the days when it is not being emptied.

***Correspondence for discussion***

***09/576 Information Commission – Freedom of Information Act***

A letter from the Information Commission had been received (previously circulated to members), regarding the Freedom of Information Act. A DVD with clear and practical advice had also been received and is available for staff and members to see.

***09/577 DDC – Hate Crime and Incident Policy and Procedures***

The District Council's Hate Crime and Incident Policy and Procedures had been emailed/copied to members.

***09/578 PC Logo for Parish Council Vehicles***

It was agreed for the Clerk to obtain artwork and costs for a Parish Council logo for the Council's vehicles.

***09/579 Correspondence for information only***

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

It was noted that thank you letters had been received from Brixworth Youth Foundation and Brixworth Cricket Club for their Grants which they had recently received from the Parish Council.

***09/580 Date of Next Meetings***

The next Full Council Meeting is to be held on 19 May 2009 in the Brixworth Village Hall.

***Urgent Matters For Report Only***

***09/581 Library/Community Centre Ten Year Anniversary***

The Chairman had received a letter from Sue Verallo thanking him for accompanying Julie Davenport and herself on the 25 April at the Ten Year Library/Community Centre Anniversary Celebration.

***09/582 Active Ageing Event – 15 September 2009***

The District Council is looking for volunteers for the Active Ageing event scheduled for the 15 September 2009.

There being no other business the meeting closed at 10.25pm

Signed as a true record of the above meeting.  
Dated 23 June 2009