

## BRIXWORTH PARISH COUNCIL

### *Minutes of the meeting held on Tuesday, 23 June 2009 at 7.15p.m. in the Village Hall, Holcot Road, Brixworth*

**Present:** Councillors: R Monk (Vice -Chairman), C Bament, R Chattaway, T Everard, Mrs A Gunnet, M Lacey, S Whiffen, Mrs E Wiig and F Wiig.

**In Attendance:** Mrs J Macken – Parish Clerk  
Mr M Nice - Library/Community Centre Manager

#### **09/583 Apologies for absence**

Members apologies for absence were received and accepted from Cllr I Barratt, Cllr S Pointer, Cllr E Nunn, Cllr S Gilkes and Cllr R Low.

Apologies were also received from County Councillor C Millar and Sgt J Harris.

#### **09/584 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

#### **09/585 Signing of the Minutes of the Last Meeting 19 May 2009**

The minutes of the meeting held on 19 May 2009 were agreed and signed by the Chairman as a true and correct record of this meeting.

*The meeting adjourned to allow members of the public to address the Council. A separate minute is attached for reference.*

*The meeting reconvened at 7.25pm.*

#### **09/586 Police Representative's Report**

The Council was disappointed that a Police Representative was not available again to attend the Council meeting. The Clerk was asked to write to the Inspector at Daventry Police Station, regarding the non-attendance of a Police representative.

Sgt Harris had sent the following report: -

- Attempt Distraction Burglary - unknown male knocks on door and changes IP's light bulbs - nothing stolen
- Criminal Damage - Basketball hoop
- Burglary Non-Dwelling - factory/office
- Car Key Burglary - (known Offender)
- Arson - items in factory yard
- Criminal Damage - fence panels and posts
- Burglary Dwelling - items stolen including car keys
- Attempt Theft of Motor Vehicle
- Burglary Non-Dwelling - Motocross bike taken
- Criminal Damage - fence damaged and campfires made in hay field
- Theft from Motor vehicle - van break items taken from glove compartment
- Burglary non-dwelling - building site items stolen

- Theft from Motor Vehicle - items stolen from insecure van
- Vehicle Nuisance - Church Car Park
- Anti Social Behaviour reports are low across the Daventry Rural North area we are down by half!

***09/587 County Councillors Report***

Apologies had been received from Cllr Millar.

*The next two agenda items referring to the Community Centre were brought forward.*

***09/588 To Approve the Payment for the Non Domestic Rate Bill 2009/10 for the Community Centre***

The Parish Council has received a bill for £3,492 for the Business Rates for the Community Centre. For the past ten years the Council has received 100% discretionary rate relief. However it has come to light that as a precepting authority the Parish Council can not claim discretionary rate relief. The District Council accepts that the ‘original and subsequent continuance applications were genuine, therefore it would not seek to recover any prior relief granted erroneously’.

Following a discussion and a vote it was resolved that the Parish Council should pay the Business Rates (monthly), as it is financially responsible for the Community Centre and that legislation states that a precepting authority can not claim discretionary relief.

However, the Council has not budgeted or precepted for this amount this financial year and therefore it was agreed to enquire whether the District Council would waive the charge for this year.

***09/589 To Discuss the Future Management of the Community Centre***

During a further discussion and a vote it was resolved to set up a working group, consisting of members from the Parish Council, District Council, County Council, BCF and to invite the ACRE Village Hall Advisor to explore the possibility of setting up of a Community Centre Management Committee with financial responsibilities.

**Planning**

***09/590 Minutes of Meetings 1 & 22 June 2009***

The Minutes of the Committee Meeting held on the 1 and 22 June 2009 having been previously distributed were accepted.

***09/591 Approvals and Refusals June 2009***

**Approvals**

**DA/2009/0262 Mr B Waine, Shoosmiths, The Lakes, Northants, NN  
4 7SH - Land to north of visitors centre, Brixworth Country Park ,  
Northampton Road, Brixworth, Northamptonshire**

*Change of use of agricultural land to camp site. Erection of camp site office*

11.05.09 PC No objection

20.5.09 DDC Approved

**DA/2009/0298 Mr Laurie, 15 Pytchley Way, Brixworth**

*Two storey side extension and porch*

11.05.09 PC No objection                      10.6.09 DDC Approved

**DA/2009/0289 Mr D Parnaby, 10 Stone Court, Church Street, Brixworth**

*Work to tree within Conservation Area*

11.05.09 PC No objection                      19.5.09 DDC Approved

**Refusals**

**DA/2009/0260 Mr P Granger, 10 Tantree Way, Brixworth, Northamptonshire, NN6 9UQ**

*Take down existing conservatory and build new single storey*

11.05.09 PC No objection                      21.5.09 DDC Refused

***09/592 WNDC Manual of Design Codes Consultation***

Cllr Chattaway had attended the WNDC presentation at their Head Office in Northampton. The Planning Committee had discussed this and it was agreed that there are no observations at the present time, as Brixworth is not involved.

**Finance**

***09/593 Income Received for May 2009***

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

Received from	Details	£
Community centre	Hall Bookings	640.20
Earls Barton FC United	Hire of C/Rooms and pitch - AWP	40.00
DDC	First instalment of Precept	48,720.00
		<hr/>
		<b>49,400.20</b>

***09/594 Bank Reconciliation as at 31 May 2009***

The bank reconciliation as at the 31 May 2009 was reported and accepted as follows:

Current Account	£10,998.46
Reserve Account	£135,111.17
Less Cheques outstanding	£1,428.07
Plus Receipts not banked	£353.13
Balance Carried forward as at 1.05.09	£145,034.69

***09/595 Income and Expenditure & Reserves Report for May 2009***

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

***09/596 To Approve the Bills for Payment for June 2009***

A schedule of payments, to be made in June 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.

**Direct Debit Payments**

British Gas	Gas Chgs. Comm. Ctr. Feb 09 - May 09	287.76
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<b><u>Chq. No.</u></b>	<b><u>Payment To</u></b>	<b><u>Reason for Payment</u></b>	<b>£</b>
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4038	Groundsman	Groundman's Salary June 2009	1,063.10
4039	Clerk	Clerk's Salary June 2009	1,049.69
4040	Part Time Groundsman	P/T Groundsmans wages June 2009	211.40
4041	Comm. Ctr Cleaner	Cleaner Comm. Centre wages June 2009	229.20
4042	Litter Picker	Litter Picker wages June 2009	183.40
4043	HM Revenue & Customs	PAYE & NI June 2009	761.29
4044	NCC	Pension Contribution - June 09	347.97
4045	Clerk	Postage & Clerks Allowance Apr - Jun 09	82.88
4046	Mr M Sugden	Tax Disc Holder	2.95
4047	Mr I Barratt	Chairmans Tel. Allowance Apr - Jun 09	37.50
4048	Mr C Bament	Cllr expenses - mileage	12.00
4049	Chubb Fire Ltd	Service of Fire Extinguishers - C/Rooms	92.86
4050	Towergate Risk Solutions	Insurance of Kubota G21	184.61
4051	DDC	Emptying of bin - 1.4.09-14.9.09 Olive Branch	413.92
4052	ESPO	Cleaning & stationery materials	119.73
4053	The Mower Shop	Parts for mowers	21.41
4054	HFS Timber	Timber for Village Hall & Woodsfield bench	30.64
4055	Lovell Hardware	Groundsman materials	48.82
4056	E-on	Street Light maintenance Apr - Jun 09	27.16
4057	Sage UK Ltd	Renewal Support Sage Instant Accounts	115.00
4058	Avenue Agriculture	Banding and tool for signs	171.93
4059	Dave Shurville Signs	Newighbourhood Watch Signs	166.75
4060	Brixworth Bulletin	Printing & circulation - Annual Report & newsletter	400.00
4061	Multesign Systems	Dog Fouling Signs	120.18
4062	D G Salisbury	Annual Grounds Maintenance of Sports Pitches	4,347.00
4063	Earth Anchors Ltd	Litter Bin - Ashway PF	534.00
4065	AH Blason & Son	Fuel for tractor, mower & pick up	231.85
			<u>11,295.00</u>

The Clerk reported that the bank is unable to set up a standing order from Reserve accounts, therefore the Clerk will write a letter each month signed by two councillors requesting for money to be transferred from the Reserve account to the Current Account as required. Cllr F Wiig offered to accompany the Clerk to the Bank, to sort out any problems.

***09/597 To Receive Report from Internal Auditor for year Ending 31 March 2009***

The NCALC Internal Auditor carried out his Audit of the Accounts for the Year Ending 31 March 2009 on the 13 and 14 May 2009. The audit was satisfactory and the only issue raised was the necessity to incorporate into the Risk Assessment a Business Continuity Plan. This had been raised at the last Finance Meeting. The Clerk was congratulated for achieving a satisfactory audit.

***09/598 To Report on VAT Inspection 8 June 2009***

The Clerk reported that a VAT Inspector had come to review the Council's activities and VAT claims for each quarter from November 2006 (when the Council registered for VAT and opted to tax the changing rooms) to March 2009. The Clerk presented all the VAT claims together with the associated reports and VAT Invoices as requested. The Inspector was satisfied with what she saw. Again the Clerk was thanked and congratulated for a good inspection.

***09/599 Parish Council Website***

Following a vote it was resolved to set up a Spanglefish website, at a cost of £250.00 for initially one year. The cost includes a domain name brixworthpc.org.uk and the setting up of the website. It was agreed to set up a working group to consider what would go on the website. It was suggested that Cllr Gilkes is the Chairman of the working group. Once the website was up and running the Clerk would only need to upload minutes and agendas, in a PDF format.

#### ***09/600 Dates for Well Being Training Course***

NCALC Training Officer had provided a list of dates in July for the Well Being Training Course. The Clerk was asked to email the dates again to all the members so that a date could be agreed.

#### ***09/601 8th Edition of Charles Arnold Baker – Local Council Administration***

It was resolved to purchase the latest edition of the Charles Arnold Baker – Local Council Administration for the Clerk at a cost of £53.60.

### **Recreation and Amenities Development**

#### ***09/602 Update on BMX Facility/Skate Park Project***

The Clerk reported the following: -

- A revised quote had been received from Wicksteed Playscapes for £29,994.00 for the BMX Track and Skate equipment.
- Grant Applications had been sent out to Northants ACRE, Daventry District Council and Daventry and District Housing. The Council would know the outcome of the bids by the end of July 2009.
- Ray Bell has offered to supply and deliver 400 tonnes of subsoil for free.
- The Planning Application is to be considered by the District Council on 1 July 2009 and the officer's recommendation is for Approval.
- Concerns have been raised as part on the planning consultation by the Crime Prevention Design Advisor and Community Safety Officer. The concerns are with regards to the remoteness of the site being on an Industrial Estate, existing street lights, the Skate equipment not being specified to British Standards, who would be responsible/liable for the site, maintain it, would there be any litter bins, who owned the land and whether there would be any toilets or emergency telephone? Suggestions included looking at an alternative site, such as the Ashway Playing Field and St David's Recreation Ground. Managing and supervising the facility, fencing and gating out of hours.
- The Parish Council has confirmed to the District Council that it would be responsible/liable for the facility. It would have a licence to use the road for recreational use from the County Council. It does not provide toilets or emergency telephone at any of it play areas. There will be a litter bin. The facility will be inspected weekly by the Groundsman and annually by ROSPA. The Parish Council will maintain and litter pick the site. Wicksteed Playscapes skate equipment is manufactured to B S EN 14974. It was noted that the Local Safer Community Team had not been consulted, who are in support of this project and are based adjacent to the proposed site.
- The Road Traffic Order is completed, the signs are yet to be installed. The licence is to be sent to the Parish Council to be signed next month.
- Daventry Express have recently written an article about the planning application.

As concerns had been raised the Parish Council resolved to appoint a ROSPA inspector to assess the safety and suitability of the site for a BMX / Skate facility at a cost of £150.00. The report to be sent to the District Council Planning Department as late representation before the application is considered on 1 July 2009.

***09/603 New Fixed Senior Goal Posts for the Ashway Playing Field***

It was resolved to purchase new fixed senior goal posts, including ground sockets and net supports at a cost of £404.00 plus VAT from ESPO. The current freestanding goal posts had been welded together last year but have been recently vandalised.

**Highways and Environment**

***09/604 Minutes of Meeting 2 June 2009***

The Minutes of the Committee Meeting held on the 2 June 2009 having been previously distributed were accepted.

***09/605 To Receive Final Report on Yellow Lines***

Cllr Bament reported that he had spoken to NCC Highways and that the lines are as required legally and that no further action can be done.

***09/606 To Consider Long Term Maintenance of the Millennium Garden***

A letter had been received, which had been previously circulated to members, from the Founders of the Brixworth Millennium Garden. The number of volunteers who maintain the garden has dwindled over the 11 years and the founders suggest that the Parish Council, who has the lease with the Diocese of Peterborough, employ a part time gardener.

Following a discussion it was agreed that the Parish Council would appeal for volunteers first, by displaying a notice and mentioning it in the next Newsletter, before considering paying for the work to be done.

***09/607 To Report on Library/Community Centre Open Day 15 October 2009***

The next Library / Community Centre Open Day is to be held on 15 October 2009. It was agreed for the Parish Council to have a stand. Cllr Bament agreed to man the stand on the day.

***09/608 Speeding Northampton Road***

Cllr Bament had received concerns regarding speeding on the Northampton Road from a resident. Sgt Harris had confirmed that, following a recent speed survey conducted on Northampton Road, there was not an issue.

**Correspondence for discussion**

***09/609 East Midlands Regional Assembly – Regional Plan Partial Review: Options Consultation Launch***

It was agreed that Cllr Chattaway would attend this launch in Northampton on 17 July 2009.

***09/610 Letter from Resident – Request to Erect Marquee on St David’s Recreation Ground adjacent the Pavilion for Wedding Reception on 25 July 2009***

The Parish Council agreed for a marquee to be erected adjacent to the Sports Pavilion on 25 July 2009, as long as the marquee is covered with the appropriate insurance.

***09/611 NCALC – Code of Conduct Training 8 & 10 July 2009***

It was agreed for Cllr Elaine Nunn, Cllr Steve Whiffen, Cllr Colin Bament and Cllr Mike Lacey to attend the courses at £29.00 each.

***09/612 Energy Saving Trust – Events in Northamptonshire***

Details of the Energy Saving Trust advice centre in East Midlands had been received, copies previously circulated to members. There are a non for profit Government organisation set up to give free impartial energy efficiency advice. Cllr Whiffen confirmed that he had been in contact with the Trust, with regards to the Village Green group. The group was hoping to have a stand at the School Fete.

***09/613 Report on Town and Parish Council Meeting 17 June 2009***

Cllr Bament reported that he had attended the Town and Parish Council meeting at Daventry District Council. It was noted that the District Council would no longer provide support for Parish Council computers. The Parish Council would need to budget/precept for ongoing maintenance or renewal in next years budget.

***09/614 Correspondence for information only***

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

It was noted that a thank you letter had been received from Brixworth Travel Club for the Community Grant, which it had recently received from the Parish Council.

***09/615 Date of Next Meetings***

The next Full Council Meeting is to be held on 28 July 2009 in the Brixworth Village Hall.

***Urgent Matters For Report Only***

***09/616 Highway Representative***

It was noted that any urgent complaints or problems regarding Highways should be reported to Cllr Bament as the Parish Council Highway Representative. This will be passed on to MGWSP, the County Council Highway Contractors, which would receive priority.

***09/617 Twinning***

The Vice Chairman reported that the Chairman had received a letter from the Mayor and that they have invited members of the Council to visit their village. It was agreed to discuss this formally at the next Council meeting, in particular with regards to the expenditure of the visit. It was suggested that an article in the next Newsletter asked for volunteers to help set up and join a Twinning Committee.

There being no other business the meeting closed at 9.00 pm

Signed as a true record of the above meeting.

Dated 28 July 2009

### **Notes of matters raised by members of the public**

1. Mr Mike Nice the Centre Manager for the Library/Community Centre raised his concerns regarding the New Business Rates Bill the Parish Council had received for £3,492. He referred to a copy of a letter received from Daventry District Council, which had also been copied and circulated to members. The Community Centre has received 100% discretionary relief on the business rates, for the past ten years. He suggested for the Council to look into setting up a Management Committee with charitable status, with financial responsibility.