

BRIXWORTH PARISH COUNCIL

*Minutes of the meeting held on Tuesday 27 July 2004 at 7.15p.m. in the coffee shop,
Brixworth Library, Spratton Road, Brixworth*

Present: Councillor E Wiig (Chairman)
Councillors: R Chattaway (Vice Chairman), S Mabbutt and F Wiig
and after Co-option Councillors A Charlton, P Fox and D Kennedy.

In Attendance: Mrs J Macken – Parish Clerk
PC J Stubbley – Community Beat Officer
Mrs Battison – Member of the public
Mr M Nice – Member of the public

Questions from the Public:-

The Chairman welcomed the members of the public and PC Stubbley to the meeting. There were no specific questions raised by members of the public.

04/232 Apologies for absence

Apologies were received from Cllrs I Barratt, R Monk, F Peacock, K Redley, County Cllr C Millar and District Cllr N Bunting.

04/233 Co-option of Parish Councillors

The Chairman reported that the Parish Council had received three applications for co-option as members of the Parish Council. The applicants were asked to briefly introduce themselves to the meeting.

It was unanimously agreed that Mrs Audrey Charlton, Mrs Paddy Fox and Mr Duncan Kennedy be co-opted as Parish Councillors and were asked to participate in the remainder of the meeting.

It was noted that the Parish Council still have three vacancies to fill. The Clerk was asked to write to the District Council to advise them of the co-option and ask whether a formal notice for Parish Councillor vacancies could now be displayed.

04/234 Declaration of Interest

Declarations of Interest were received from: -

Cllr E Wiig – Planning Applications – District Councillor on DDC Planning Committee.

Cllr F Wiig - Planning Applications – District Councillor on DDC Planning Committee.

Cllr R Chattaway – Planning Applications – Personal Reasons

04/235 Signing of the Minutes of the Last Meeting 29 June 2004

The minutes of the meetings held on Tuesday 29 June 2004 were agreed and signed by the Chairman as a true and correct record of this meeting.

04/236 County Councillor's Report

In the absence of the County Councillor no report could be given.

04/237 Police Representative Report

PC Stublely reported the crime figures for July 2004, which showed no significant change compared to previous months. PC Stublely stated that she was concerned with the anti social behaviour, which was occurring at the weekends on the Ashway Playing Field. To put across the message that the Police will not tolerate such behaviour, PC Stublely hoped to mount an operation at the weekends, in the near future, this was to be discussed with Northants Police later on in the week.

PC Stublely reported that with regard to the Youth Issue, she had a meeting next week, to discuss the possibility of an eighteen month Youth Project for Brixworth, however this project may need to cover other areas. Details to be announced later.

PC Stublely advised the meeting that she was hoping to update the Dispersal Order for the Library/Community Centre, which expired in September 2004.

Cllr Chattaway reported that the situation, this year on St David's Recreation Ground, regarding anti social behaviour and litter had improved enormously compared to last year and thanked the Police for their assistance.

Planning

04/238 To Accept the Minutes of Meeting 14 July 2004

The Minutes of the Planning Meeting held on the 14 July 2004 having been previously distributed were accepted.

Cllr Mabbutt reported that planning application DA/2004/0483 Former Texaco Garage, Northampton Road was to be discussed at the next DDC planning committee meeting on 28 July 2004. Cllr E Wiig explained that the application had been deferred at the previous DDC meeting, to decide whether the developers by submitting one and then another possible application, in the same location, would avoid including social housing. However it had been decided that the developers would need to include social housing on further developments in that location.

Following a discussion it was agreed that the planning approval would need to include a condition that the re-location of the bus stop was dealt with first, before the development of the houses.

04/239 DDC Planning Approvals and Refusals – July 2004 Report

The planning approvals and refusals for July 2004 were noted as follows: -

Approvals

DA/2004/0615 Bambino Mio, U12 Staveley Way, Brixworth.

Removal of existing roller shutter loading doors – block up and insert new window

2.6.04 PC No Objection 28.6.04 DDC Approved

DA/2004/0620 – T. Mabbutt, Stoneleigh, Saneco Lane, Brixworth

Work to tree subject to a TPO

2.6.04 PC No Objection 22.6.04 DDC Approved

DA/2004/0657 Brixworth Parish Council, Bus Shelter, Scaldwell Road, Brixworth

Erect bus shelter at existing stop.

5.7.04 DDC Approved

Refusals

None

Finance

04/240 To Report the Income Received for June 2004

The Clerk reported the Income received for June 2004 was as follows:-

<u>Received from</u>	<u>Details</u>	£
Community Centre	May 2004 - Bookings	297.25
BCF Action Ltd	Olive Branch - 1st Install rent	257.50
BCF Action Ltd	Elec. Chgs 27.1.04-16.4.04	139.06
HM Customs & Excise	Refund VAT 1.1.04 - 31.3.04	1,700.60
Natwest Bank	Bank Interest - Capital Reserve Ac	660.91
	TOTAL	<u>£ 3,055.32</u>

04/241 To Approve the Bills for Payment for July 2004

The list of payments to be made in July 2004 was circulated and signed by all members present. It was resolved that the following accounts should be passed for payment.

Chq No. Retrospective Payment

2681 DDC

Building Regulations (minute 04/103)

£ 252.62

<u>Chq No. Payment To</u>	<u>Reason for Payment</u>	<u>£</u>
2721-26 Employess & I.R.	Salaries, PAYE Tax & NI July 04	3,107.87
2727 Mrs J Macken	Postage & stationery	27.94
2728 D G Salisbury	Flail Mow - Ashway Playing Field	305.50
2729 Mancraft Fencing Ltd	Repairs to fence - St Davids Rec.	88.13
2730 Lovell Hardware	Materials for Groundsman	38.93
2731 BACA	Materials for Community Centre	133.56
2732 ABB Ltd	Street Lighting - Qtr Maintenance	25.04
2733 Garden Machines Ltd	Repairs to Kubota mower	529.14
2734 GH Playground Services	Annual Playground Inspection /Repairs	166.26
2735 Garden Machines Ltd	Spare parts for mower	33.84
2736 RBS Accounting Solutions	Year End Accounts Preparation	340.75
2737 Brixworth Farming Co.	Removing grass from Ashway Playing Fld	293.75
2738 Powergen Energy PLC	Street Lights - Electricity Qtr	39.36
2739 DDC	Hire & empty wheelie bins -1.7.04-30.9.04	247.70
2740 Mrs E Wiig	Chairman's Tel. Allowance - Apr - June 04	27.50
2741 A H Blason & Son	Fuel - Tractor, P-up, Kubota. Punc. repair	177.92
2742 NCC	Bin bags & stationery	31.84
2743 NALC	Parish Councillor's Guide	11.00
2744 HSE Books	Health & Safety Law Leaflets	5.00
	TOTAL	<u>£ 5,631.03</u>

04/242 To Accept the Income and Expenditure Statement for June 2004

The Parish Council accepted the Income and Expenditure Statement for June 2004, which had been previously circulated.

04/243 To Report and Accept the Bank Reconciliation as at 30 June 2004

The bank reconciliation as at the 30 June 2004 was reported and accepted as follows:

Current Account	£14,850.78
Capital Reserve Account	£145,025.79
Less Cheques outstanding	£4,517.44
Balance Carried forward as at 1.7.04	£155,359.13

04/244 To Consider the Parish Council's Annual Accounts for the Financial Year Ending 31 March 2004

On proposal by Cllr F Wiig and seconded by Cllr Mabbutt it was resolved that the Annual Accounts for the Financial Year ending 31 March 2004, copy of which had been previously circulated, were adopted.

Section 1 and section 2 of the Annual Return for the year ended 31 March 2004 was agreed and signed by the Chairman.

04/245 To Receive the Internal Auditor's Report for the Annual Return for 2003/2004

The Clerk reported that the Internal Auditor's Report had been received, a copy of which had been previously circulated, and that the internal auditor required the following retrospective minutes to be noted.

1. Minute 03/352 Payments – The following payments were authorised as retrospective payments: -

Cheque No. 2522 payable to Inland Revenue for £641.72

Cheque No. 2521 payable to Mr D Smith for £225.42

Cheque No. 2528 payable to A H Blason & Son for £109.02

5. Budgetary Provisions and Precept –

It was resolved that the Council do precept upon Daventry District Council in the sum of £87,052.72, to be paid in two instalments in April and September 2004. The budget for the year 2004/05 was signed by the Chairman.

The Clerk reported that the other comments made by the Internal Auditor had either been actioned or were being looked into.

Cllr F Wiig congratulated the Clerk and her predecessor for an excellent audit.

04/246 To Adopt Standing Orders

It was resolved that the Standing Orders, which had been previously circulated to elected members, were adopted.

04/247 To Adopt Financial Regulations

It was resolved that the Financial Regulations, which had been previously circulated to elected members, were adopted.

04/248 To Adopt Aims & Objectives

It was resolved that the Aims and Objectives, which had been previously circulated to elected members, after amendment were adopted.

Cllr F Wiig confirmed that the Standing Orders and Financial Regulations are based on model documents supplied by NALC and that they can be reviewed in the future. The Clerk was asked to circulate the adopted Standing Orders, Financial Regulations and Aims and Objectives to all members.

04/249 To Consider the Current Fidelity Guarantee Insurance Cover of £50,000

Cllr F Wiig reported that at the Annual Parish Meeting a resident had queried the current amount of the Parish Council's Fidelity Guarantee Insurance Cover, which Cllr F Wiig thought was sufficient. On proposal by Cllr F Wiig and seconded by Cllr Mabbutt it was resolved that the current Fidelity Guarantee Insurance Cover of £50,000 remain unchanged.

Recreation and Amenities Development

04/250 To Accept the Minutes of Meeting 19 July 2004

The Minutes of the Recreation and Amenities Meeting held on the 19 July 2004 having been previously distributed were accepted.

Cllr Chattaway reported that following the meeting on the 19 July 2004, he had requested firmer quotes, from Thurston Building Systems, for the supply and installation of a modular Changing Rooms near to the road. Two quotes have been requested one for four changing rooms and two official's rooms and one for two changing rooms and one official's room.

Cllr Chattaway stated that he had spoken to the Football Foundation and had updated them on the Parish Council's current situation, with regards to the Changing Rooms. New Planning permission would be required from the District Council and residents would need to be consulted should the changing rooms be located near to the road.

04/251 To Consider the QMP Tender Report

Cllr Chattaway reported that the full Tender Report had been received from QMP and that it had been discussed at the Recreation and Amenities Development Committee meeting on the 19 July 2004, at which it had been recommended that QMP services would no longer be required.

Following a discussion Cllr Chattaway proposed and Cllr Mabbutt seconded and it was resolved that the Clerk would write to QMP to inform them that the Parish Council would no longer require their services and that the Parish Council would like to settle any amounts due.

04/252 New Playground Equipment Display at the Library / Community Centre

The Clerk reported that a display showing the proposals from three suppliers for new playground equipment for St David's Recreation Ground, had been situated in the foyer of the Library/Community Centre, together with a book for resident's comments.

04/253 Letter – Brixworth Cricket Club – Use of St Davids Recreation Ground 2004/5

A letter from the Brixworth Cricket Club had been received, copies of which had been previously circulated, with regard to the use of St David's Recreation Ground for 2005 season. Following a discussion it was agreed for this matter to be discussed at the next Recreation and Amenities meeting with the sports clubs.

04/254 Ashway – Removal of mound of earth

Cllr Chattaway reported that next to the public access onto the Ashway Playing Field, which had been carved through the bank, there is a small mound of earth, which is a potential hazard, in particular to children on bicycles. Cllr Chattaway requested that this mound of earth be removed this was agreed.

04/255 Ashway – Grounds Maintenance required for Rugby Pitch

Cllr Chattaway reported that the Rugby pitch on the Ashway needed fertilising. The Clerk was asked to obtain a quotation for the work to be carried out.

Highway and Environment

04/256 To Accept the Minutes of Meeting 12 July 2004

The Minutes of the Highway and Environment Meeting held on the 12 July 2004 having been previously distributed were accepted.

04/257 Reply from DDC – Snack Shack Wagon

A reply from the District Council had been received, copies of which had been previously circulated, stating that the DDC ‘will be writing to the company advising them of their responsibilities under the Duty of Care Regulations and to make arrangements for the proper disposal of any waste generated from their business’.

04/258 Appointment of Parish Path Warden

The Chairman reported that Mr Peter Fletcher had retired, as Parish Path Warden, last year and proposed that Mr Shaun Macken be appointed as the new Parish Path Warden. This was agreed.

04/259 Bus Shelter Update Report

The Clerk reported that the planning application, for the Bus Shelter on Scaldwell Road, had been approved. The bus shelter has been ordered (as per minute number 03/032e) and the expected installation date will be the end of September – early October 2004. The Highways and Environment committee need to ascertain the exact location of the shelter for the contractors.

04/260 DDC - Parish Council Highways Representative

The Chairman reported that the Parish Council does not currently have a Parish Council Highways Representative, and following a letter received from the District Council, copies of which had been previously circulated, it was agreed that the Parish Council would not appoint a Highways Representative.

04/261 NCC – Adoption of Tantree Way, Brixworth

It was noted that the final 60m of Tantree Way had been adopted by NCC Highways.

04/262 NCC/Atkins – Proposed 7.5 Tonnes Weight Restriction

It was noted that a letter from NCC Highways/Atkins had been received, copies of which had been previously circulated, regarding the proposal for a 7.5 tonnes weight restriction in the Brixworth and Rothwell Area.

04/263 Ashway – Provision of Dog Litter Bins

Cllr Chattaway enquired whether additional dog litterbins could be supplied on the Ashway Playing Field. Following a discussion it was agreed that an additional two dog litterbins could be required, this matter is to be referred to the Highways and Environment Committee. The Clerk was asked to find out the cost of purchasing the dog litter bins.

General Purposes

04/264 To Accept the Minutes of Meeting 13 July 2004

The Minutes of the General Purposes Meeting held on the 13 July 2004 having been previously distributed were accepted.

04/265 To consider New Parish Council Notice Board

A comparison of costs, for a new Notice Board, from at least three suppliers is to be reported at the next meeting.

04/266 Health and Safety/Risk Assessment Update

This matter was deferred to the next meeting.

04/267 Report on Village Hall – Parking

Cllr Mabbutt reported that during an Antiques Fair, held at the Village Hall, many residents had complained about cars parking on the grass verges and causing congestion in Holcot Road. A number of white posts have been removed from the grass verges, allowing cars to park.

The Clerk was asked to write to the Village Hall Committee suggesting that they contact the police for ‘no parking’ cones, which could be placed along the Holcot Road, for such events. The Parish Council wish to ensure that the Holcot Road is kept clear for the emergency vehicles.

The Parish Council require a representative for the Village Hall Committee.

04/268 Appointment of NALC Representative – NALC AGM 23 October 2004

The NALC (Northamptonshire Association of Local Councils) Annual General Meeting is to be held on 23 October 2004. The Parish Council needs to appoint a NALC representative.

04/269 Review of Grounds Maintenance Activities

Following a discussion it was agreed for Cllr Chattaway to be appointed as a line manager for the grounds staff, to monitor and review all Grounds Maintenance activities undertaken by the Council until further notice.

This would include carrying out a review of the work undertaken by the grounds men, to monitor the work and to report back, with any recommendations, to the Parish Council.

Correspondence for discussion

04/270 NHS Daventry & South Northants – Planning for the future

The Chairman reported that a letter from NHS Daventry & South Northants had been received, copies of which had been previously circulated, regarding the options to be considered by the Parish Council for the Planning for the future of the Primary Care Trust. It was agreed for the Chairman to reply, on behalf of the Parish Council, to the Director of Nursing at Danetree Hospital.

04/271 Correspondence

The Chairman reported that correspondence received through the month that required no action was available for viewing. This was agreed.

04/272 Urgent Matters For Report Only

There were no urgent matters to report.

There being no other business the meeting closed at 9.13pm

Signed as a true record of the above meeting.....

Dated 31 August 2004