

BRIXWORTH PARISH COUNCIL

Minutes of the meeting held on Tuesday, 26 April 2005 at 7.15p.m. in the coffee shop, Brixworth Library, Spratton Road, Brixworth

Present: Councillor E Wiig (Chairman)
Councillors: I Barratt, A Charlton, R Chattaway, P Fox, D Kennedy, S Killick, R Monk, K Redley, P Savage and F Wiig.

In Attendance: Mrs J Macken – Parish Clerk
Mr M Nice - Community Centre Manager
CBO Jackie Stubley – Northants Police
PC Ian Wills – Northants Police
Mrs M Battison – Member of the public
Mr H Fox – Member of the public

05/092 Apologies for absence

Apologies for absence were received from County Cllr C Millar, District Cllr N Bunting, Cllr P Savage, Cllr S Mabbutt and Cllr F Peacock.

05/093 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 Redley – Library/Community Centre – Employee at the Olive Branch Coffee Shop, Library/Community Centre.

05/094 Signing of the Minutes of the Last Meeting 29 March 2005

The minutes of the meetings held on Tuesday, 29 March 2005 were agreed and signed by the Chairman as a true and correct record of this meeting.

Cllr Fox requested that the following words were added to minute 05/065. Cllr Fox requested a secret vote.

05/095 Questions from the Public

A separate minute for the matters raised by the member of the public is attached.

05/96 Letter from Cllr F Wiig

The Clerk reported that she had received a letter from Cllr F Wiig, (copy of which had been circulated to all the members), stating that Cllr F Wiig withdrew his offer of resignation.

On proposal by Cllr Charlton and seconded by Cllr Fox it was resolved for a separate item to be added on the general purposes committee agenda with regards to clarification of procedures for Parish Councillors. This was agreed.

05/097 Police Representative Report

CBO Jackie Stublely confirmed that she had addressed the issue of the movement of lorries at the former Texaco site development with the developer, in particular at the bus stop area when school children are waiting for and getting off the bus. The developer had agreed to make provision to make the area safe whilst the building works are being carried out, however CBO Stublely agreed to take this issue up again with the developer. It was noted that the bus stop is to be relocated nearer to the roundabout.

It was reported that measures will be in place to tackle the anticipated anti social behaviour, associated with pupils leaving Moulton School on the May 13 and during the following weeks.

CBO Stublely reported that overall things had improved. However on the night of Saturday 23 April, there had been seventeen offences of criminal damage in Brixworth and surrounding villages resulting in smashed windows, by someone in a car, using a catapult and ball bearings.

The parents of juveniles caught throwing eggs at resident's properties had been made aware of their child's behaviour and had apologised. CBO Stublely confirmed that there is generally a better attitude towards the police by the juveniles, compared to a year ago.

Cllr Kennedy raised his concerns regarding a large number of cars, in convoy, driving quickly around the Ashway and Northampton Road area. The police were not aware, but asked to be informed of any further occurrences.

Planning

05/098 To Accept the Minutes of Meetings 23 March and 13 April 2005

The Minutes of the Planning Meetings held on the 23 March and 13 April 2005 having been previously distributed were accepted.

05/099 DDC Planning Approvals and Refusals – April 2005 Report

The planning approvals and refusals for April 2005 were noted as follows: -

DDC	Grass Cutting - Saxon House	826.00
Community Centre	Hall Hire	223.50
BCF Action Ltd	Quarterley Electricity charges	121.67
DDC	Contribution to Community Ctr. utility bills	69.52
		<u>1,240.69</u>

05/102 Bank Reconciliation as at 31 March 2005

The bank reconciliation as at the 31 March 2005 was reported and accepted as follows:

Current Account	£18,314.43
Capital Reserve Account	£132,825.80
Less Cheques outstanding	£6,953.37
Balance Carried forward as at 1.4.05	£144,186.86

05/103 Income and Expenditure Statement for February 2005

The Parish Council accepted the Income and Expenditure Statement for March 2005, which had been previously circulated.

05/104 Report on Year End 31 March 2005

Cllr Barratt reported that the Clerk had completed the year-end figures for the accountant and had filed, the year-end payroll, online to the Inland Revenue. He also thanked the Clerk for the presentation of the budget compared to actual year-end figures, which were as follows: -

	<u>Income</u>	<u>Expenditure</u>
Budget	£98,129	£98,129
Actual	<u>£102,428</u>	<u>£75,007</u>
Difference	£4,299	£23,122

Cllr Barratt reported that over half of the surplus of the expenditure was due to the Ashway development budget not being spent within the year, but will be carried forward and spent within the next year. This included sums of £4000.00 for a loan repayment and £1000.00 for insurance, which was not required. The total balance remaining shall be transferred to the general reserves, except the balance of the Community Centre, which shall be transferred to the Community Centre's ear marked reserves for the future redecoration of the Community Centre.

Further savings were made on grass cutting, due to good health of the employees £1000.00 sick pay was not required and from good fortune, the unspent sum from the vandalism budget was £1500.00. A new computer had been budgeted for, however the Council had received a computer free from the District Council.

The Council also bought accounts, payroll and risk assessment software to modernise the administrative systems. More dog-waste bins than budgeted were bought in response to requests from the public.

The remaining amount saved after the allowances for Ashway development mentioned earlier is around 10% of the budgeted expenditure.

Income was higher than expected, due to an increase in interest rates and from capital not spent on the Ashway development and the income from the Community hall hire was also higher than expected.

The cost of running the Parish Council and providing all the facilities amounted to less than £1 a week per average D band household.

05/105 Annual renewal of Insurance

Cllr Barratt reported that the Clerk had updated the Parish Council's inventory, which now included the re-valued sums insured; the current total sum insured is £139,635.00. Copies of the inventory are available from the Clerk.

The annual renewal of the insurance policy with Allianz Cornhill, had increased by approximately £500.00 compared to last year. However, during the past year items have been added to the policy including, bus shelters, irrigation system, litter bins and play equipment.

It was resolved to approve the payment of £2,065.18 to Allianz Cornhill Insurance.

05/106 Bills for Payment for April 2005

The list of payments to be made in April 2005 was circulated and signed by all members present. It was resolved for the following accounts to be passed for payment.

<u>Chq No.</u>	<u>Payment To</u>	<u>Reason for Payment</u>	<u>£</u>
2929	Brixworth Cricket Club	Community Grant	250.00
2930-2935	Employees & Inland Revenue	Salaries, wages, PAYE & NI April 05	3,246.15
2936	Mrs J Macken	Postage	11.93
2937	NCC	Stationery & litter picker	26.20
2938	Powergen	St Light - electricity July - March 05	113.89
2939	DDC	Emptying two wheelie bins 1.4.05-30.6.05	247.70
2940	HFS Timber	Posts for village hall	27.60
2941	Lovell Hardware	Grounds tools & materials	18.34
2942	L Mitford Barberton	Community Ctr - admin. Expenses	17.97
2943	IGF Invoice Finance Ltd	Print cartridge - Clerks printer	41.68
2944	GH Playground Svs	G H Playground Services	58.75
2945	Gardenstall Ltd	Install cover - irrigation system control	108.92
2946	Teacherboards	Display boards - Community Ctr	323.13
2947	Allianz Cornhill Ins Plc	Annual Renewal	2,065.18
2948	A H Blason & Son	Fuel, puncture repair, new tyre for tractor	243.39
			<u>6,800.83</u>

It was noted that the payment to the District Council for £247.70 was for the weekly emptying of the two commercial bins, on St David's Recreation ground and at the Community Centre, for the period 1 April 2005 – 30 June 2005.

05/107 NCC Service Level Agreement for Capital Funding of £5,000.00

The Chairman informed the meeting that the Service Level Agreement, from the Council Council, regarding the Capital Funding of £5000 towards the Changing Rooms had been received. It was resolved for the Chairman and Cllr Barratt to sign both copies of the agreement, (both had previously received a copy). It was noted that the Council would not be assuming any additional risks by signing the document.

A copy of the signed agreement together with a copy of the Junior Football Club's Equal Opportunities Policy, which the Clerk had received, is to be returned to the County Council.

05/108 Reply from the Charity Commission - Management of the Bedford Charity Brixworth

Cllr Barratt reported that the Clerk had received a reply from the Charity Commission stating that the Parish Council is unable to manage **Relief in Need** charities. Under Section 139 of the Local Government Act 1972, a local authority cannot be the trustee of an ecclesiastical charity or a charity for the **relief of poverty**. The Charity Commission had also advised the Council that the Vicar and churchwardens are ex-officio members of the Bedford Charity.

The Clerk was asked to write to the trustees to inform them of the Charity Commission's comments and to the Parochial Church Council to advise them of the situation and to see if they could assist the charity.

Recreation and Amenities Development

05/109 To Accept the Minutes of Meeting 18 April 2005

The Minutes of the Recreation and Amenities Meeting held on the 18 April 2005 having been previously distributed was accepted.

05/110 New Shed Doors on St David's Recreation Ground

The Clerk reported that she had received three quotes for the supply and fitting of new doors for the storage shed at St David's Recreation Ground.

Quote One – For supplying and fitting two sectional steel 'garage' style doors £1,594.00 (These had been considered to be inappropriate)

Quote Two – For supplying and fitting two double wooden painted doors £2,043.00

Quote Three – For supplying and fitting two double wooden painted doors and one single door £1,568.00

On proposal by Cllr Timm and seconded by Cllr Chattaway it was resolved to accept quote three, S Wainwright at a cost of £1,568.00 for the supply and fit of three new doors. It was noted that these doors should be fitted by the end of June 2005.

05/111 Spratton Road Recreation Ground Redevelopment

Cllr Timm reported that at the Recreation and Amenities meeting the usage of the Spratton Road Recreation Ground had been discussed. The ground was no longer used for football matches and therefore the whole area could be utilised.

The Chairman stated that she had received confirmation from the District Council that the Section 106 agreement for £10,000 from Bryants specified that the sum was to be used for play equipment on the Ashway Playing Field and would therefore not be available for use elsewhere. It was noted that the current budget did not include a sum for the redevelopment of the Spratton Road Recreation Ground this year, however provision can be made for the next financial year, when the budget is set later this year. It was also suggested that the Council could apply for grants or hold fundraising activities.

During a discussion many suggestions for the area were made, however it was agreed that a public consultation would be required. It was suggested for an article to be included in the next edition of the Brixworth Bulletin.

It was suggested that the Council should look at the existing hedge bordering the properties in New Street, to provide screening and a barrier as well as look into the legal aspects of residents currently having gates, which enter onto the recreation ground.

05/112 Report on the Ashway Playing Field Development

The Chairman reported that Hewitsons had sent the draft transfer to Shoosmiths (David Wilson's solicitors). Hewitsons were waiting for confirmation from Shoosmiths for the undertaking that David Wilson is responsible for all the legal costs. The Chairman informed the meeting that she had written to David Wilson to ask them to forward the funds to their solicitor to enable them to complete the transfer.

The Clerk advised the meeting that she had spoken to Thurstons, should the order for the changing rooms be placed by the end of May, then the changing rooms should be ready for use by the end of September 2005.

Highway and Environment

05/113 To Accept the Minutes of Meeting 5 April 2005

The Minutes of the Highways & Environment Meeting held on the 5 April 2005 having been previously distributed was accepted.

05/114 Reply from Atkins/NCC Highways – Requested Highway Maintenance

The Chairman reported that a reply from Atkins/NCC Highways had been received (copy of which had been previously circulated to members), regarding the request for resurfacing of the footpath from the Red Lion to the Coach and Horses. The letter stated 'the area will be inspected over the next seven days and arrangements for

potholes will be programmed for repair. The Chairman stated that County Cllr C Millar was chasing this issue up with Atkins.

The letter also stated that ‘ Newland and Froghall had been selected for schemes, but not this year, they will be monitored and kept safe until next year when hopefully they will be selected’.

05/115 Letter from DDC – Grounds Maintenance at Saxon House

The Chairman reported that a letter from the District Council had been received (copy of which had been previously circulated to members), informing the Council that the District Council ‘will be carrying out the landscape maintenance at Saxon House’. Last year the Parish Council’s grounds man cut the grass and the council received a contribution of £826.00 for carrying out this work.

05/116 Letter from DDC – Naming ‘Old Hilltop Garage’ Development

The Chairman reported that another letter had been received from the District Council (copy of which had been previously circulated to members), asking the Council to suggest suitable names for the Old Hilltop Garage development.

The Clerk was asked to write to the Primary School and Evergreens asking whether they would like to suggest suitable names for the new development.

05/117 NCC Health & Safety Guidance Notes for Pocket Parks

The Chairman informed the meeting that the County Council’s Health and Safety guidance notes for pocket parks had been received. The Clerk was asked to pass on a copy of the document to Cllr Barratt.

General Purposes

05/118 To Consider Using Brixworth Primary School for Council Meetings

Cllr Monk reported that he had contacted the primary school to enquire about holding Council meetings at the school. The school would charge £29.00 for the first hour and £16.50 per hour there after. The first hour includes the cost for the caretaker to unlock and lock the building.

Following a discussion it was agreed that the cost was expensive considering the use of the Olive Branch was for free. However, it was discussed that perhaps the school could be used on an ad hoc basis for larger meetings, when the Community Hall was unavailable.

05/119 Annual Parish Meeting and Annual Report

The Chairman stated that she was in the process of putting together the Annual Report. In previous years the annual report has been distributed with the Brixworth Bugle before the meeting, however this year the bulletin would not be sent out until after the Annual Parish Meeting.

It was agreed for the Annual Report to be sent out with the Bulletin and for copies to be made available at the meeting and in the Library and Information Service.

The items for the agenda are to include Apologies, Introduction of Parish Councillors, Signing of the minutes of the last meeting, Parish Council report, Northants Police report and Charity accounts. It was also agreed for all the organisations to which the council had awarded grants to, to be invited to give a short report.

Correspondence for discussion

05/120 Letter from Resident – Grass Cuttings on St David’s Recreation Ground

A letter had been received from a resident (copy of which had been previously circulated), regarding the large amount of grass cuttings left on St David’s Recreation Ground, which were ‘becoming an eye-sore and beginning to smell’.

The Chairman stated that the Council had in the past looked into the possibility of recycling the grass cuttings, but no solution was found. The grounds man had suggested building a wooden purpose built storage area, in the corner of the car park, which could be cleared annually. However the current problem of the large piles of grass needs to be addressed first. The Clerk was asked to contact a local farmer to obtain a quote for the removal of the grass. The Clerk was asked to send a reply to the resident.

05/121 The East Midlands Regional Plan: Consultation on Proposals for a Review

The Council has been asked to comment on the Draft Review Project Plan, including proposals for public participation and Draft Sustainability Appraisal Scoping Report.

The Clerk was asked to email the councillors with the details of the website where these documents can be viewed. The Clerk requires all comments by the 8 July 2005, which is the closing date. A hard copy is available from the Clerk.

05/122 Brixworth Village Hall Quiz – 18 May 2005

Members of the Parish Council are invited to attend the Brixworth Village Quiz to be held at the Village Hall on 18 May 2005. Teams should consist of a minimum of four and a maximum of eight people, there will be a charge of £3.00 per person.

05/123 Correspondence for information only

The Chairman reported that the correspondence file would be circulated for all members to read at home.

05/124 Date of Next Meeting

The Chairman reminded the members that the next Full Council meeting is to be held on Tuesday, 24 May 2005 and not on the 31 May 2005, which was in the Spring Bank Holiday week.

Urgent Matters For Report Only

05/125 Age Concern Village Contact Scheme

The Chairman informed the meeting that a letter had been received from Age Concern, asking whether there were any known Age Concern volunteers working in the village, as they were updating their village contact scheme database.

It was suggested that the Clerk should contact Saxon House for further information.

05/126 Brixworth Youth Club

Cllrs E & F Wiig declared an interest.

Cllr Fox reported that she had visited the village youth club and commented on how superb the building was, but was concerned with regards to the cost of the rent for the building which is £14,000 a year. The Parish Council had donated £5,465.00 last year and has £5,000.00 budgeted as a grant this year, however there is still a considerable amount to be raised for the rent and running costs. Cllr F Wiig stated that the cost of running the Youth Club was ongoing; it had just opened and will be continually growing. Members pay a £5.00 annual subscription and a £1.00 every time they visit. The Brixworth Youth Foundation will be a registered charity and is intended to provide facilities for the youth of Brixworth for many years to come. The charity will need to apply for grants and hold fundraising activities.

There being no other business the meeting closed at 9.15pm

Signed as a true record of the above meeting.....
Dated 24 May 2005

Minute of matters raised by the member of the public

1. A resident referred to a letter she had sent to the Parish Council regarding the large amount of grass cuttings left on St Davids Recreation Ground. It was noted that this matter was on the agenda for discussion later.
2. The resident raised her concerns regarding the lorries 'comings and goings' at the new development at the former Texaco garage site, in particular at the bus stop area when school children were waiting for and getting off the bus. The Police addressed this point in their report at the meeting.
3. The resident raised the matter again regarding the parking of cars in St Davids Close by sports clubs, using the recreation ground. It was suggested for the signage of the recreation ground car park to be looked at.