

BRIXWORTH PARISH COUNCIL

Minutes of the meeting held on Tuesday, 31 July 2007 at 7.15p.m. in the Olive Branch, Library/Community Centre, Brixworth

Present: Councillors: I Barratt (Chairman), C Bament, R Chattaway, T Everard, D Kennedy, J McFadyen, R Monk, Mrs E Wiig and M Lacey (following co-option)

In Attendance: Mrs J Macken – Parish Clerk
Jenny Osborne – South Northants Volunteer Bureau
Barron Walton – South Northants Volunteer Bureau

07/228 Apologies for absence

Apologies for absence were received from Cllr S Dobson, Cllr F Peacock, Cllr P Fox and Cllr S Verallo.

07/229 Declaration of Interest on Agenda Items

Cllr Wiig declared a personal interest – Member of another Local Authority
Cllr McFadyen declared a personal interest in items 07/248 and 07/249

07/230 Signing of the Minutes of the Last Meeting 26 June 2007

The minutes of the meeting held on 26 June 2007 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 note of the matters raised is attached to the minutes.

The meeting reconvened at 7.30pm

07/231 Co-Option of Parish Councillor

The Chairman reported that Mr Michael Lacey had applied to be co-opted on to the Parish Council (a copy of the letter had been previously circulated to members).

On proposal by Cllr McFadyen and seconded by Cllr Wiig, with all agreed, it was resolved to co-opt Mr Lacey on to the Parish Council.

It was noted that there is still one vacancy to be filled by co-option.

07/232 Parish Council Pension Scheme

The Clerk left the room whilst this item was discussed.

On proposal by Cllr Monk and seconded by Cllr Kennedy with all agreed, it was resolved for the Council to offer the Local Government Pension Scheme to its employees as from the 1 April 2008.

The Clerk was asked to return back to the room and was advised of the outcome by the Chairman.

07/239 West Northants Development Corporation's 'Planning Principles 2007 – A Consultation Guide'

This document was referred to the planning committee.

**07/240 DA/2007/0600 Mr Sercombe, 87 The Ashway, Brixworth
Construction of wind turbine**

The Parish Council had objected to this planning application. The Chairman had attended the District Council's planning committee meeting to give representation, however the District Council approved the application. The wind turbine would be on a six-month trial and if there were any complaints then it would have to be removed.

Finance

07/241 Income Received for June 2007

The Clerk reported the Income received for June 2007, which was as follows: -

Received from	Details	£
BCF Action Ltd	First installment of rent for Olive branch	280.04
Community Centre	Hall Hire	349.10
NatWest Bank	Interest Mar - June 2007	620.19
Brixworth History Society	Return of Community Grant	925.00
		<u><u>2,174.33</u></u>

07/242 Bank Reconciliation as at 30 June 2007

The bank reconciliation as at the 30 June 2007 was reported and accepted as follows:

Current Account	£10,343.61
Capital Reserve Account	£101,099.19
Less Cheques outstanding	£8,689.90
Balance Carried forward as at 1.7.07	£102,752.90

07/243 Income and Expenditure & Reserves Report for June 2007

The Council accepted the Income and Expenditure and reserves report for June 2007. It was noted that the following expenditure costs were greater than expected against the budget for the first quarter 52.5% vandalism, 61% Millennium Garden and 71.5% Community Centre Running Costs. The remaining costs were as expected at 25% or are seasonal.

07/244 Six Monthly Internal Check of the Accounts

Cllr Monk reported that he had carried out the six monthly internal check of the accounts (September 2006 – March 2007). The files and the controlled system had been checked. The statement of the report is attached to the minutes as Appendix A.

07/245 To Approve the Bills for Payment for July 2007

A schedule of payments, to be made in July 2007 was copied to each member. It was resolved for the following accounts to be passed for payment; therefore the Chairman signed the schedule of payments.

<u>Chq. No.</u>	<u>Minute No.</u>	<u>Payment To</u>	<u>Reason for Payment</u>	<u>£</u>
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3500	Groundsman	Groundman's Salary July 2007	1,025.09
3501	Clerk	Clerk's Salary July 2007	1,053.74
3502	P/T Groundsman	P/T Groundsmans wages July 2007	248.82
3503	Litter Picker	Litter Picker wages July 2007	215.56
3504	Cleaner	Cleaner Comm. Centre wages July 2007	237.79
3505	Revenue & Customs	PAYE Tax & NI July 2007	881.14
3506	Mrs J Macken	Postage & Mileage	32.76
3507	Powergen	Electricity for Street lights - 1.4.07 - 30.6.07	39.68
3508	Eurooffice Ltd	Cartridge for Clerks printer	36.90
3509	Friends of All Saints	Hire of Heritage Centre 26.6.07	10.50
3510	ESPO	Stationery, anti graffiti coating, signs	269.16
3511	Lovell Hardware	Materials for groundsman	91.19
3512	Geo Browns Imp. Ltd	Repairs to Kubota	172.30
3513	Soles & Heels Ltd	Keys for Changing Rooms	60.00
3514	DDC	Emptying of bins - 1.7.07 - 30.9.07	267.88
3515	OCS Group Uk Ltd	Qtrly Charge Sanitary Unit - Community Ctr	12.23
3516	NCC	Local Access Only Street Signs	441.93
3517	The Mower Shop	Replacement blades for Honda mower	47.38
3518	British Gas Business	Elec. Chgs - C/Rooms 1.6.07 - 30.6.07	26.86
3519	07/039r Playsafety Ltd	ROSPA Playground Inspections	148.05
3520	07/049r Kidde Fire Prot. Svs.	Extinguishers for C/Rooms	242.05
3521	07/223 Northants ACRE	Annual Support	33.00
3522	07/222 NALC	Training Courses	78.00
3523	British Gas Business	Gas Chg - Community Centre 8.6.07 - 30.6.07	66.59
3524	A H Blason & Son	Fuel - Tractor, pick up, kubota	259.58
			5,998.18

07/246 Are You Acting Legally Training Course 17 July 2007

The Clerk had attended a training course, which had included information regarding the new Code of Conduct. She referred to the new Code of Conduct booklet, which all members had received a copy of.

The Clerk highlighted significant points as follows: -

1. 12.2 – Prejudicial Interest – A member declaring a prejudicial and personal interest is allowed to speak as a member of public, at the time the members of public can address the Council. The member must sit with the public, so that there is no confusion. The member must withdraw from the room when the Council/committee consider the agenda item.

Members may make representation, give evidence or answer questions on a matter and must not try to improperly influence the decision.

Note public open time at Council meetings are not part of the meeting, therefore minutes are not taken only notes of matters raised.

Members with a Prejudicial and Personal interest may: -

- make a written representations in their private capacity
- use a professional representative to act on their behalf
- get another councillor to represent the views of their constituents

2. Gifts and Hospitality - Members must register gifts and hospitality worth over £25, within 28 days of receiving it. Clerk has a register. After 3 years obligation ceases to disclose the interest at meetings.

Recreation and Amenities Development

07/247 To Accept the Minutes of Meeting 16 July 2007

The Minutes of the Recreation & Amenities Meeting held on the 16 July 2007 having been previously distributed were accepted.

07/248 Charges for the Ashway Changing Rooms and Pitches for the Junior Football Club

The Junior Football Club had raised concerns at the Recreation meeting regarding the charges for the use of the changing rooms and pitches at the Ashway Playing Fields. After a lengthy discussion it was agreed that members of the Council needed to meet with the Clubs to discuss this matter. Cllr Kennedy, Cllr McFadyen and Cllr Chattaway agreed to meet with the Junior and Red Lion Football Club and report back to the next Full Council meeting.

07/249 Report on Ashway Playing Fields

The Clerk reported on the following: -

Changing Rooms

- DDC Certificate of Completion Dated 9 July 2007 Received
- Thurstons completed outstanding work and final payment sent.
- Anti graffiti coating applied to external brick surface
- Doors have been repainted
- Fire extinguishers fitted, no smoking and safety signs fitted
- Legionella Risk Assessment to be carried out 6 August 2007

Senior Pitch

- Dave Salisbury has carried out remedial work, levelled the pitch and reseeded, which has been paid for by Transco
- Pitch needs marking out at a cost of £95.00. This was agreed.
- Concerned that it may not be fit for play at the start of the season

Car Park

- This has not flooded the new soakaway and drainage is working well

Official Opening of Changing Rooms – 1 September 2007

- District Chairman Cllr Alan Hills to open the changing rooms
- Friendly match arranged by BJFC on 1 September 2007 at 10.00am
- Cllr Wiig agreed to provide light refreshments
- County Cllr Chris Millar to be invited
- Local media to be invited

Highways and Environment

07/250 Report on Meeting with NCC Highways 6 July 2007

Cllr Fox and Cllr Chattaway had met with Nick Gore, Community Engineer from NCC Highways to discuss various matters in the parish. A copy of the notes of the meeting had been previously circulated.

07/251 Gas Meter for Community Centre

The Clerk reported that the gas meters are to be inspected on 2 August 2007 by Parsons Heating, who are the County Councils contractor for the Community Centre's heating system.

07/252 Village of Year Competition

The Clerk reported that Brixworth were joint runners up with Crick for the Large Village of the Year award. A report from the judges was circulated to members present. The Council wished to pass on its thanks to all those involved.

Correspondence for discussion

07/253 Reply from Thomas Roe Foundation – Land at Station Road, Brixworth

A reply from the Foundation had been received (copy of which had been previously circulated to all members), stating 'it was felt that further dividing this area of land was not really feasible'. The Council agreed that the area of land offered was larger than required and too big to manage. A thank you letter is to be sent to the Foundation to this effect.

07/254 Letter from resident – Locking of St David's Rec. Grd. Car Park Gate

A letter had been received from a resident (copy of which had been circulated to all members) concerned that the gate to St Davids Recreation Ground Car Park is still being left open. The Clerk and Groundsman has spoken to the Central Sports Secretary to see what action could be taken to prevent this from happening. The users of the pavilion are concerned about locking the gate when cars are still left in the car park, some members collect their car in the morning. Therefore it has been suggested that a notice is displayed stating that the 'car park gate will be locked after the pavilion is closed'.

07/255 Email from Resident – Fencing to Rear of Property at the Paddocks

An email from a resident had been received (copy of which had been circulated to all members) concerned regarding the condition of the fencing at the rear of their property. It was noted that this fence is the responsibility of the County Council. Therefore a letter is to be sent to the County Council asking them to inspect the fence and to carry out any necessary repairs.

07/256 DDC – Ilmor Avenue Street Name

A letter from the District Council had been received confirming the change of the street name of Ilmor Avenue to Mercedes Avenue. The District Council has suggested that the Parish Council puts forward the street name 'Ilmor Avenue for any future development within the area'.

07/257 Correspondence for information only

The Chairman reported that the correspondence file was available for circulation. Members wishing to receive the file should put their name on the sheet; the file will only be circulated to the members on the sheet.

07/258 Date of Next Meeting

The next meeting is to be held on Tuesday, 28 August 2007 at 7.15pm at the Olive Branch Coffee Shop, Library/Community Centre.

07/259 Security procedures during Council meetings

Cllr Wiig raised the concerns regarding the security of the community centre building during Council meetings. Unfortunately Mr Mike Nice Centre Manager will no longer be able to care take the building during the meetings. Options included hiring someone to stop the youths from entering the building or looking at alternative venues. It was agreed to consider the use of the Village Hall for six months and review again in March 2008. The Council could either pay for hiring the hall or provide a grant in lieu of use of the room. The Clerk to contact the Village Hall and report to the next Full Council meeting, which is to be held in the Community Centre.

Urgent Matters For Report Only

Cllr McFadyen declared a prejudicial interest and left the room.

07/260 Brixworth Youth Foundation – Palisade Fencing

A letter had been received from the Youth Club (copy of which was circulated to members present) requesting the use of the unused palisade fencing for the outside play area. This item was referred to the Highways and Environment committee with delegated powers to make a decision.

07/261 Neighbourhood Watch (NHW) Meeting 11 September 2007

Mr Noden had sent an email inviting all Parish Councillors to attend the next NHW meeting on the 11 September at 7.30pm in the Olive Branch. Mr P Hollobone MP will be a guest speaker, talking on any subject that is raised.

There being no other business the meeting closed at 9.55pm

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

Dated 28 August 2007

Notes of matters raised by members of the public.

1. Mr Barron Walton from South Northants Volunteer Bureau (SNVB) advised the meeting that there will be a Funding Fare held at the Community Centre on 5 September 2007. Another major Funding Fare is to be held at Towcester Racecourse on 17 October 2007. Flyers were made available.
2. Jenny Osborne from SNVB offers pension advice to the volunteer sector. Following the request by the Councils Internal Auditor, regarding pensions for staff, the Clerk had contacted Jenny for advice. An employer with five employees (regardless of the number of hours worked) should provide a pension scheme. The Council could either offer the Local Government scheme to all staff under the age of 75. Employees would contribute 6% and Council 17.84% of basic salary. Alternatively the Council could offer a stakeholder pension scheme, where only those earning over the National Insurance threshold and of current working age, would be eligible. Employees would contribute 6% and the Council could decide the percentage if any to contribute. Best practice would be to opt for the Local Government Scheme.

Brixworth Parish Council: Accounts 2006/07- Internal Controls Assurance

1 Introduction

Cllr Monk as Chair of the Parish Council Finance Committee has reviewed the internal controls in respect of the Parish Council's finances during the year ending 31 March 2007.

2 Risk management

The Parish Council has in place a risk management procedure. This includes processes to identify, evaluate and manage key risks.

The Parish Council, through its Committees and has undertaken risk assessments of its key risks, including financial risks, and these risk assessments have been approved by the Parish Council.

These risk assessments are reviewed annually.

3 Culture of control

The Council operates within a culture of control and procedures that act to protect the Parish Council and maintain probity. The Members and Committees are encouraged to identify risks and suggest how controls can be enhanced.

4 Internal controls

The key controls within the Parish Council are:

- Rules and standing orders of the Parish Council;
- Delegated authority framework with assigned responsibilities for expenditure and authorisation of payments;
- Risk management processes;
- External audit reports;
- Monitoring of implementation of agreed audit recommendations at Parish Council meetings;
- Annual budgets agreed before the beginning of each financial year;
- Monitoring of financial accounts at each Parish Council meeting; and
- Reports to the Parish Council and Committees on key aspects of performance.

5 Conclusion

The Chair of the Finance Committee has reviewed the effectiveness of the internal controls. He is satisfied that there is sufficient evidence to confirm that adequate systems of internal control existed and operated throughout the year.

No weaknesses were identified which could have resulted in a material misstatement or loss.