

BRIXWORTH PARISH COUNCIL

Minutes of the meeting held on Tuesday, 27 November 2007 at 7.15p.m. in the Village Hall, Holcot Road, Brixworth

Present: Councillors: I Barratt (Chairman), C Bament, R Chattaway, T Everard, Mrs P Fox, D Kennedy, M Lacey, J McFadyen, R Monk, Mrs F Peacock, Mrs S Verallo & Mrs E Wiig

In Attendance: Mrs J Macken – Parish Clerk
Joanne Richardson – NRHA

07/364 Apologies for absence

Apologies for absence were received from Cllr S Whiffen, County Cllr C Millar and Sgt Grady

07/365 Declaration of Interest on Agenda Items

Cllr Wiig declared a personal interest – Member of another Local Authority, Committee member of Brixworth Village Hall and an interest in item reference number 07/369 as a member of the District Council Planning Committee.

Cllr S Verallo declared a personal interest – Member of the Brixworth Bulletin Team and School Governor

Cllr Fox declared a personal interest – Member of the Brixworth Bulletin Team and Millennium Garden.

Cllr Monk declared an interest in the agenda item Northants Rural Housing Association

Cllr McFadyen declared an interest – Trustee and Chairman of the Brixworth Youth Foundation

Cllr Chattaway declared an interest in the payments for approval as a Relative is employed by Towergate

07/366 Signing of the Minutes of the Last Meeting 30 October 2007

The minutes of the meeting held on 30 October 2007 were agreed and signed by the Chairman as a true and correct record of this meeting.

There were no members of the public present.

Cllr M Lacey arrived.

07/367 Police Representative's Report

Seargent Grady had sent his apologies, he was unable to attend the meeting as he was off duty. However a copy of a report he had sent to the Clerk was circulated to all members present. The Council noted the comments in the report. Cllr Everard reported that members of the Joint Action Group (JAG) had agreed to post the top three priority cards through resident's letterboxes.

07/368 Full Council Meetings

Cllr Verallo raised her concerns with regards to the noise and disruption from the step aerobics class being held in the hall next door, at the same time as the Council meeting. It was noted that the Council had resolved and had paid to meet in the Village Hall for six months, up until February 2008. Following a discussion it was agreed to look at alternative venues, perhaps on a different night in the School, Brixworth Centre and Village Hall. The Clerk reported that the Community Centre was not available until 8.20pm on a Tuesday and 7.45pm on a Thursday.

07/369 Northants Rural Housing Association (NRHA) – Housing Needs Survey

Miss Joanne Richardson from NRHA had been asked to attend the meeting to answer member's questions regarding the Association and the Housing Needs Survey.

The following points were raised: -

- NRHA is different to other Housing Associations because it is a registered charity and a non-for profit organisation.
- The Association sends out tenders for the development.
- All properties are built to a S106 agreement, which states who has the right to reside in them. The occupants must have a connection with the village (i.e work in the village or have family in the village). The Parish Council can interview applicants.
- There is a standard S106 agreement template, but anything can be changed to suit the village's needs by a solicitor.
- An exception site available for an affordable housing scheme is not available on the open market.
- If the results from a housing need survey shows that there is an affordable housing need in the village, then the development can only be built to take into account that need.
- If there were a need then the Parish Council and NRHA could look for possible sites. This would not be infill, usually exception sites.
- Having had a housing needs survey carried out does not necessary lead to a development and the survey cannot be used by anyone else.
- The properties may be a mix of shared ownership and rental. There is a National register of Shared Ownership properties.
- The housing scheme fits into the land available.
- Any further developments would be subject to the same process (ie. consultation with Parish Council, survey).

The Planning Committee, as delegated by the Council, had considered the Housing Needs Survey at its last meeting and had deleted several questions from the survey. However NRHA could not use the amended survey as it would not receive the information it required and that all the questions needed to be included to enable NRHA to receive its funding. This was unknown to the Council and particularly to the Planning Committee members when it considered it. Therefore the matter had been brought back to Full Council. At its meeting in September the Council agreed for a Housing Need Survey to be sent out. As the Council is unable to proceed with the amended survey and in light of the information provided by Miss Richardson at the meeting, on proposal by Cllr Verallo and seconded by Cllr McFadyen and following a vote it was resolved to accept the full survey prepared by NRHA. This survey is to be hand delivered by NRHA early next year.

Planning

07/370 To Accept the Minutes of Meeting 5 & 26 November 2007

The Minutes of the Committee Meeting held on the 5 & 26 November 2007 having been previously distributed were accepted.

The Council had a site meeting on the 27 November 2007 to consider the following application: -

DA/2006/07/1260p Mr Patel, Golf Lane, Church Lane, 7 Froxhill Walk, Brixworth, two storey dwelling with new vehicular access.

The Parish Council objects to this application.

The new building will not be in line with the front properties in Oathill Close which is the nearer of the two adjacent roads. It will deprive the area of the undeveloped space provided by the existing garden needed in this vicinity and which would have been a consideration when planning permission was approved for this estate. It is essential that any existing rear access to any other properties in Froxhill Walk be retained.

07/ DDC Planning Approvals and Refusals – November 2007 Report

The planning approvals and refusals for November 2007 were noted as follows: -

APPROVED

DA/2007/0979 Mrs J Phillips, 46 Stonehill Way, Brixworth

Rear extension and first floor side extension over garage

24.9.07 No Observations 18.10.07 DDC Approved

DA/2007/0986 Lavanta Ltd, Hanging Houghton. Land to rear of 20 Northampton Road, Brixworth

Minor alterations to previously approved application DA/2007/0264 for detached dwelling

24.9.07 No Observations 22.10.07 DDC Approved

DA/2007/1035 Mr & Mrs James, 25 The Ashway, Brixworth

Conservatory at rear

24.9.07 No Observations 29.10.07 DDC Approved

DA/2007/1061 Mr A Cooper, 4 Barneswell Close, Brixworth

Extension over garage and utility

15.10.07 PC No observations 9.11.07 DDC Approved

DA/2007/1068 Mr & Mrs Burwood, 91 The Ashway, Brixworth

Extension to side of dwelling

15.10.07 PC Objected 14.11.07 DDC Approved

DA/2007/1071 Mr Chandler, Highclere, Moulton Road, Boughton 77 Northampton Road, Brixworth

Four new terraced houses. Demolition of existing bungalows.

15.10.07 PC raised concerns

14.11.07 DDC Approved

REFUSED

None

07/371 NCC – Minerals & Waste Development Framework. Preferred Options Consultation

The planning committee had made the following observations, which was approved by the Parish Council.

The Parish Council is pleased to see that the Brixworth Landfill site is not a preferred option for a general waste management facility but wishes to re-iterate its concerns over the use of the Boughton Quarry in this respect. The strains being imposed on the infrastructure to the north of Northampton must soon become intolerable. For example it is noted that this facility alone will increase the traffic movements on the extremely busy surrounding roads by 20-40 per hour. Combined with the increase in traffic that would result from the latest proposal to build 500 houses on Buckton Fields East routes from Brixworth and the A14 to Moulton Park and Kingsthorpe would become impassable at peak times. To make matters even worse a further 1000 houses may be built close by eventually.

Finance

07/372 Income Received for October 2007

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

Received from	Details	£
Community Centre	Hall Hire	468.45
HM Revenue & Customs	Reclaim VAT 1.07.07 - 30.09.07	784.57
BCF	Contribution to electricity	160.66
BJFC	First instalment ground and c/rooms rent	641.00
		<u>2,054.68</u>

07/373 Bank Reconciliation as at 31 October 2007

The bank reconciliation as at the 31 October 2007 was reported and accepted as follows:

Current Account	£11,502.28
Capital Reserve Account	£132,184.09
Less Cheques outstanding	£6,484.19
Balance Carried forward as at 1.11.07	£137,202.18

07/374 Income and Expenditure & Reserves Report for November 2007

The Council accepted the Income and Expenditure and reserves report for October 2007.

07/375 To Approve the Bills for Payment for November 2007

A schedule of payments, to be made in November 2007 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.

Chq No.	Minute	Payment To	Reason for Payment	£
3581		Groundsman	Groundman's Salary Nov 2007	1,077.14
3582		Clerk	Clerk's Salary Nov 2007	1,121.39
3583		PT Groundsman	P/T Groundsmans wages Nov 2007	116.17
3584		Litter Picker	Litter Picker wages Nov 2007	242.08
3585		Cleaner	Cleaner Comm. Centre wages Nov 2007	186.12
3586		HM Revenue & Customs	PAYE Tax & NI Nov 2007	918.29
3587		Mr M Hall	Compost for Mill. Gdn.	6.75
3588		Mrs J Macken	Postage	13.05
3589		The Mower Shop	Servicing parts for mowers	64.37
3590		Towergate Risk Solutions	Renewal Insurance - Toyota Pick Up	326.29
3590		Towergate Risk Solutions	Renewal insurance - Tractor	152.22
3591		Lovell Hardware	Materials for groundsman	166.17
3592		DDC	August 06 Bye Election Charges	141.27
3593		BT PLC	Clerks Telephone Aug - Oct 07	157.95
3594		Eurooffice Ltd	Cartridge for Clerks printer	38.35
3595		Anglain Water	Comm. Ctr. Water charges May - Nov 07	489.85
3596		Anglian Water	Mill Gdn Water charges May - Nov 07	347.31
3597		British Gas Business	Electricity Chgs - Oct 07 C/Rooms	34.20
3598		ESPO	Cleaning materials & H & S	24.82
3599		AH Blason & Son	Fuel -	121.14
3600/07/074		Banner Contracting	Two additional Grass Cuts to verges	871.85
3601/07/087r		Maintenance Services	Connection of electricity - St Davids Shed	68.44
3602/07/082r		Playsafety Ltd	Rospa Post Installation Inspection	464.13
3603/07/073r		BACA	Sign - St Davids Car Park Gate	43.95
3604/07/072r		E M Pell & Partners	Trimming of St Davids Rec. Grd. hedge	540.50
3605/07/349		Hearing Products Int. Ltd	Hearing Loop System - Comm. Ctr.	215.61
3606/07/310		Park Leisure Ltd	Play Equipment - Spratton Road Rec. Grd	26,211.90
3607/07/362		Brixworth Cricket Club	Community Grant	590.00
3608/07/359		Red Lion FC	Community Grant	250.00
3609/07/361		Dav. C.A.B.	Community Grant	250.00
3610/07/360		Brixworth U3A	Community Grant	500.00
				<u>35,751.31</u>

Cllr Bament queried the water charges for the Millennium Garden. It was noted that the Millennium Garden has an irrigation system, which is used throughout the summer months. Cllr Fox stated that this is to be discussed at the next Highways and Environment meeting.

07/376 Minutes of Meeting 13 November 2007

The Minutes of the Committee Meeting held on the 13 November 2007 having been previously distributed were accepted.

07/377 Local Council Review

The Council decided not to subscribe to the NALC magazine Local Council Review, which would cost £13.50 per year for six copies.

07/378 Budget and Precept for the Financial Year 2008/09

On proposal by Cllr Verallo and seconded by Cllr Monk, with the majority in favour, it was resolved to accept and approve the budget and precept for 2008/09 recommended by the Finance Committee.

The Budget for 2008/09

Expenditure

Salaries, Wages and Employers National Ins	£52,000
Finance / Admin	£21,060
Highways and Environment	£10,550
Recreation & Amenities Development	£22,000
Projects	£ 5,000
Police Support	£ 3,000
Total Expenditure	£113,610

Income

Bank Interest	£2,500.00
Sports Clubs	£3,500.00
BCF Coffee Shop	£1,500.00
Community Centre	£6,400.00
DDC Cleaning Office	£ 428.00
Pocket Park Grass Cutting	£ 250.00
Total Income	£14,578.00

The Precept for 2008/09

Total Expenditure	£113,610
Less Total Income	<u>£ 14,578</u>
Precept Request	£ 99,032

It was resolved that the Parish Council do precept upon Daventry District Council in the sum of £99,032, to be paid in two instalments in April and September 2008.

This is an increase of 3.22% compared to an increase of 9.754% this year. This means that the Council Tax for parish purposes for next year will be approximately £54.21 for a band "D" property, compared to £52.52 this year.

It was noted that in the budget the Community Grant sum of £10,000 is to be split into two. £5000 for General Grants and £5000 for a Grant to the Brixworth Youth Club. However the Youth Club would still need to follow the grants policy of completing a grant applications form.

07/379 New Terms and Conditions for Employees

New terms and conditions had been drawn up for all the employees, to include the changes to the statutory holidays following recent legislation, holiday entitlement increasing to 25 working days after five years service, Local Government Pension, Councils Grievance and Disciplinary policies and job descriptions. The Clerk to issue new contracts to all staff.

07/380 Sick Pay for Employees

Cllr Monk reported that the Clerk and Groundsman are covered by NJC contract with regards to sick pay. However the remaining staff would not be currently entitled to Statutory Sick Pay due to them earning below the National Insurance threshold. Due to the commitment received by these members of staff the Council considered paying them any sick pay.

On proposal by Cllr Monk and seconded by Cllr Chattaway, with all members in favour, it was resolved to accept the Finance Committees recommendation to pay the litter picker, cleaner and part time groundsman up to two weeks full pay in any one year for any sick leave.

07/381 Equal Opportunities Policy

On proposal by Cllr Monk and seconded by Cllr Chattaway, with all in favour, it was resolved to adopt the Equal Opportunities Policy, a copy of which had been previously circulated to all members. It was noted that this was the model policy from the Society of Local Council Clerks (SLCC).

It was reported that the Council should have a Health and Safety Policy, as it employs five staff. The Clerk confirmed that she has started to draft a policy.

07/382 New Councillors Induction Programme

On proposal by Cllr Monk and seconded by Cllr Verallo, with all in favour, it was resolved to adopt the new councillors induction programme, as recommended by the Finance Committee.

07/383 External Auditor's Report For Year End 31 March 2007

The Clerk reported that she had received the notification of the conclusion of the Audit for the year ending 31 March 2007, from BDO Stoy Hayward the External Auditors. There were no matters arising from the Annual Return. However there was one issue raised which needs to be addressed, which was the current level of the Council's Fidelity Guarantee Insurance.

The Council approved and accepted the Annual Return, which will now be displayed for fourteen days together with the Notice of Conclusion of Audit on the notice board.

The Council thanked the Clerk for her work throughout the year, which has resulted in the auditors having no matters arising in the annual return.

07/384 To Review Council's Fidelity Guarantee Insurance

The Clerk reported that the external auditor has raised the issue on the level of the Council's Fidelity Guarantee Insurance, which is currently at £50,000. The auditor has asked the Council to review this sum annually and had issued guidelines for the Council to consider. 'It is recommended that the amount is sufficient to cover the maximum amount of money the Council holds at any one time during the year'. The Clerk pointed out that the Council would have approximately £150,000 in the bank in April 2008 (£100,000 at year end and £50,00 for half the precept). The Council's insurance company had advised her that the insurance cost would be £136.00 per £50,000 insured. The auditor also stated that 'The Council may decide that insurance is not sufficient for them, but in order to come to this opinion they must have

reviewed the requirement annually and they must have objective grounds for such a conclusion’.

The Parish Council considered the advice of the auditors, a risk assessment is undertaken each year by the Council and has considered it to be a low risk and that the current level is sufficient. If there are any changes in the Council’s circumstances then the level will be reviewed.

07/385 Six Month Check of The Accounts

Cllr Monk reported that he has checked the accounts for the period March – September 2007 and found that all the controls are being complied with.

Recreation and Amenities Development

07/386 Minutes of Meeting 19 November 2007

The Minutes of the Committee Meeting held on the 19 November 2007 having been previously distributed were accepted.

07/387 Rospa’s Post Installation Report – Spratton Road Rec. Ground

The Clerk reported that Rospa had carried out a post installation inspection on the new equipment. The inspector had raised minor issues and the contractor had agreed to rectify these by the end of the week. Other matters in the report are already in hand and will be carried out in the future (ie. new footpath, litterbin, signage).

The Council thanked the Clerk for project managing the installation of the new equipment.

Highways and Environment

07/388 Report on Meeting with NCC Highways 19 November 2007

A report of the site meeting with NCC Highways, County Councillor, District Councillor, Parish Councillors and the Clerk, had been previously circulated to all the members. The proposed areas in the village and details of the parking restrictions are as follows: -

Northampton Road / Kennel Terrace / Holcot Road Crossroads

All four corners of the crossroads should have yellow lines. At least 10 metres from each corner would be required. This would improve the visibility when exiting Kennel Terrace and Holcot Road and stop cars parking on drop kerbs.

It was noted that during the past three years there had been one injury accident recorded, which involved a cyclist riding into a car at the junction.

Spratton Road / Northampton Road Corner

A continual yellow line 10 metres in each direction from the corner. This starts from the end of the wall at 79 Northampton Road (house located on the corner) round to the Spratton Road street sign.

Spratton Road – Opposite the Shops in Hunters Way

To install a restricted parking sign for the lay by. Apparently it had been reported that people park all day in the lay-by. A suggestion for the restriction was half an hour or one hour allowed Monday – Friday between the hours of 8am - 6pm or 9am – 5pm.

Spratton Road / Pytchley Way T Junction

Yellow lines from the end of the lay-by on Spratton Road, passed Hunters Way entrance to stop opposite the first semi detached houses in Pytchley Way. On the other side of the road, from approximately by the bollard on Spratton Road down to between the first semi-detached houses in Pytchley Way.

Froxhill Crescent – Primary School

NCC Highways would not discuss parking restriction near schools at this time.

07/389 Request for Yellow Lines in Parish

On proposal by Cllr Wiig and seconded by Cllr Lacey and following a vote it was resolved that the Council is in favour and would support the proposed parking restrictions as outlined in the site meeting held on the 19 November 2007.

At the October meeting the Council had agreed to hold a public meeting to discuss the proposed yellow lines. Following a debate it was agreed to hold the discussion before the Full Council meeting in January 2008 at 7pm.

Cllr E Wiig asked for it to be minuted that she disagreed with having a public meeting to discuss this matter.

It was hoped that this meeting would coincide with the County Councils consultation period of four weeks. It was suggested that affected residents and businesses are sent a notice of the meeting, as well as displaying on the Council's notice boards and in local shops.

07/390 Parish Emergency Plan

Cllr Monk reported that he had looked at the County Council's sample Emergency Plan pack and that there were two options, one easy and the other more difficult. It was agreed to go for the simpler option, which was a list of telephone numbers and details of equipment available from different sources in the parish. The idea of the Parish Emergency Plan is to provide the basic information to enable the Parish Council to respond to a civil emergency as support to the County Council and / or other statutory agencies. Cllr Monk agreed to draft an emergency response plan for consideration.

07/391 Mercedes Benz – lights to footpath

It was reported that some of the lights to the footpath which leads from the pocket park to the industrial estate are not working. As this footpath is the responsibility of Mercedes Benz the Clerk was asked to send a letter, for this matter to be rectified.

Correspondence for discussion

07/392 Letter from Maidwell resident – Brixworth Recycling Centre

A letter had been received from a resident (a copy of which had been previously circulated to members), concerned about recent changes at the Brixworth Recycling Centre. Due to changes in the County Council policy members of the public are no longer able to purchase second-hand clothes, shoes or toys. Cllr Wiig was waiting for a reply from the County Council for reasons for this change. It was agreed that once the reasons had been received to forward them on to the resident.

07/393 Letter to Resident – Tidiest Village Competition

It was reported that an offensive hand written letter had been sent to a resident, which had been addressed from the 'Tidiest Village Competition' and addressed 'Temporary address, heritage Centre'. The letter refers to the appearance of the property and garden. The Parish Council confirmed that this is nothing to do with the Council and does not know anything about the Tidy Village Competition.

07/394 DDC – Homelessness Services Review

It was noted that the District Council has started a consultation for a new Homelessness Strategy, which is to be completed by July 2008.

07/395 DDC – Review of Polling Districts and Polling Places

The District Council is reviewing all the Polling Stations in the parishes. It was agreed that the Village Hall is the ideal location.

07/396 NCC – Adult Learning Community Project

The Adult Learning Service wishes to work in partnership with Parish Councils in order to develop courses for adults across Daventry. It was suggested to recommend contacting the newly formed group Brixworth and District University of the third Age. This new group is a National Organisation, which provides education and leisure activities on an informal basis for person's aged 50 and over.

07/397 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.

07/398 Date of Next Meeting

The next meeting is to be held on Tuesday, 18 December 2007 at 7.15pm in the Village Hall.

Urgent Matters For Report Only

07/399 Christmas Tree for Community Centre

It was noted that the Christmas Tree for the Community Centre will be located in the foyer this year. Mr Nice had asked councillors to consider tree sitting whilst the building is in use during the evenings.

07/400 West Northants Core Strategy Meeting

A letter had been received from the West Northants Joint Planning Unit inviting members to attend a workshop as part of the process for the preferred options. This meeting is to be held on Thursday, 24 January 2008, 6.30pm – 9.00pm in Daventry District Council Chamber. Members to contact the Clerk should they wish to attend.

07/401 Saxon Heights Bus Shelter

It was noted that Cllr Wiig had not received a reply from Haddonstone with regards to sponsoring a new bus shelter and that this item is to be discussed at the Highways and Environment meeting to be held on 4 December 2008.

There being no other business the meeting closed at 10.10pm

Signed as a true record of the above meeting.

Dated 18 December 2007