

**BRINKLOW PARISH COUNCIL**  
**Minutes of the Meeting of the Council**  
**Held in the Community Hall on 8<sup>th</sup> June 2023**

**Present:** Councillor J Reid (Chairman)  
Councillor T Heenan  
Councillor I Currington  
Councillor S Brown  
Councillor K Keene  
Councillor Tony Gillias  
J Boonham (Cemetery Agent)  
6 Members of the public

**1. Apologies.**

Apologies received and accepted from D Lloyd (Clerk to the Council), Councillor D. Forman, Councillor Heather Timms and Councillor Adrian Warwick.

**2. Declarations of Interest.**

There were no declarations of interest made.

- 3. Minutes of the last meeting.      RESOLVED      That the minutes of the meeting held 11<sup>th</sup> May 2023 were approved, signed and initialled by the Chairman as a correct record of the proceedings.**

**4. Comments, Questions or Suggestions made by Members of the Public.**

Outdoor Gym Equipment: The village questionnaire had a return rate of 7%. There were 66 people who would use the gym. Revel Surgery were very supportive of the project. Possible suppliers were HAGS and Freshair. £3,500 available from Scarecrow funds. A rough estimate for two pieces of equipment was £6,500. The playing field is a protected green space so the best site would be on the tarmac at the end of the tennis court. **Denise to get detailed quotes for two pieces of equipment including installation and enquire if soft pour tarmac was needed under the equipment.** It was thought that the increased insurance cost to the Parish Council would be about £18 a year. **Tony Gillias would see if it was possible for Brinklow to liaise with Pailton as they are also involved with an adult outdoor Gym. Councillor Karen Keene to enquire about grants.** Any grant would be non-retrospective, that is the grant must be agreed before any work starts.

**Proposed by Chairman John Reid, seconded by Councillor Ian Currington, that we move to the next stage and get more details of the costs. Approved unanimously.**

**5. District and County Councillor Reports for Information.**

Tony Gillias reported on a meeting of the Magna Park Liaison Group. Concern about traffic at the A5 Gibbet Hill roundabout. A flyover scheme was possible but would take four or five years. There would be an enquiry into the proposed building of 124 houses on the Brandon Speedway site in September. **All encouraged to comment on planning permission request R18/0186.**

**6. Report by Cemetery Agent.**

Jennie read out her report to all present.

**Cemetery report – 8 June 2023**

Since the last Parish Council meeting, there has been one burial and an ashes interment remains pending.

The Lengthsmen continue to do fantastic work in the cemetery, concentrating recently on removal of brambles and overgrown bushes and trees near the south-facing wall. It is a complete trans-formation, and once again I'd like to thank them for their wonderful work. Similarly, Sue and I have re-started working on verification of the paper records for the cemetery, we are making progress, but it's a complex job – but thank you to Sue for her continued help with this.

Several members of the Parish Council will know that there have been problems with the grass-cutting at the cemetery, along with concerns in other areas of the village. The grass was cut yesterday, when I visited, and looked much better, but there are areas which seem to have been left, but which need to be tackled, most probably with a strimmer. Thanks to Karen for communicating on this. Finally, I have had enquiries about another memorial installation and an enquiry about another plot reservation.

**7. Cemetery rear wall reconstruction**

The rear wall had been damaged some years ago when a tree fell on it. The Lengthsmen could repair it over a few weeks. Materials cost, delivered to site, would be £175 from Melbros.

**Purchase proposed by Chairman John Reid and seconded by Councillor Ian Currington.**

**Approved unanimously.**

**8. Employment Contracts for the Clerk and the Cemetery Agent**

These had been written and checked. The Chairman and the Cemetery Agent signed both copies at the meeting. As the Clerk was not present, signature was deferred until the next meeting.

**9. Internal Audit of Accounts**

The internal audit had been carried out on Friday 12<sup>th</sup> of May 2023 and the report has been issued. A few minor matters had been raised, for example the Chairman must initial all the pages of the minutes as well as signing them. Furthermore, when any asset is inspected an asset inspection record needs to be set up and updated.

**10. To formally sign the AGAR forms**

These are the Annual Governance and Accountability Return forms and the Chairman was required to sign the AGAR forms. The Chairman, John Reid signed them in two places, as required.

**11. To Approve the Accounts for Payment:**

The expenditures by Electronic Funds Transfer and cheque were read out, approved and initialled by Councillor Sue Brown and Councillor Karen Keene.

Date	Chq no / EFT	Payee	Total Payments	Payment Particulars	Person making Elect Tfr	Checked & Authorised for Payment	Checked & Authorised for Payment
08/06/23	EFT	PAYE	406.00	PAYE	D Lloyd		
08/06/23	EFT	J Boonham	329.23	salary & expenses	D Lloyd		
08/06/23	2385	D Lloyd	376.55	salary	D Lloyd		
08/06/23	EFT	Anifeed Ltd	408.00	internal audit fee M Nov22/8	D Lloyd		
08/06/23	EFT	Soldo	20.90	soldo card expenses to top up	D Lloyd		
08/06/23	EFT	Redshoes	63.00	payroll services	D Lloyd		

**APPROVED FOR PAYMENT**

**Proposed by Councillor S Brown,  
seconded by Councillor K Keene.**

**12. To record the response to planning application R23/0383 in Heath Lane.**

The concerns expressed by a neighbour had been addressed by Sophie Clark, a Graduate Planning Officer at Rugby Borough Council. The matter of a proposed garage, thought to be in front of the building line, was resolved as it had been removed from the planning application. A query from a next door but one neighbour about why they had not received written notice about the planning application was also resolved. With a development of this nature, it was only necessary to consult adjoining neighbours and the neighbours located opposite the application site. This planning application has the full support of Brinklow Parish Council.

**13. To check items covered by Parish Council Insurance and approve renewal in July.**

Currently our insurers Zurich charge £850 a year. Renewal cost quoted at £1283, plus lamp posts would be £1802. Another supplier, BHIB, recommended by NALC quoted £795 which includes all street furniture, that is phone boxes and lamp posts. **Councillor Sue Brown to check everything on our asset list before our next meeting.**

**Move to new supplier BHIV proposed by Chairman John Reid, seconded by Councillor Ian Currington and carried unanimously.**

**14. An update on the grass cutting**

Tom from Leicestershire Gardens had been asked to improve things but was struggling to recruit staff. A mowing schedule had been requested but had not been provided. If Pocket Park knew when the mowing was, the benches could be moved out of the way the day before. The cemetery needs some more work. Within Heath Lane one resident says he cannot cut the grass on his frontage. Although these frontages are council land, it has been custom and practice for at least 25 years for these residents to cut their own grass, and our contractor had been told to exclude this area from the schedule.

**Chairman John Reid proposed, and Councillor Ian Currington seconded that the Parish Council will not pay for these frontages to be cut. Also, the mowing contract will be reviewed when it has been working for a few months and has settled down. Carried unanimously.**

**15. Purchasing a Bike Rack**

A safety review had asked for a bike rack near the Skateboard Park. The cost for a five-bike metal rack was £60. To be set in concrete by the Lengthsmen. **Ian Currington to ask Alan Diamond why we need this.**

**16. An update on the Armco Barrier installation.**

Our current contractor had promised to install by the end of June, but on further contact has now said that they cannot do it. The second bidder, HTC, who are in Market Harborough but have an agent in Rugby, had quoted £5877 plus VAT.

**Chairman John Reid proposed, and Councillor Karen Keene seconded transferring the business to HTC. Carried unanimously.**

**John Reid to arrange a site meeting, request an installation date and if satisfactory transfer the business to HTC.**

**17. An update on the Neighbourhood Plan.**

Neil Gilliver of Midlands Rural Housing, who was the agent working to develop our preferred site for affordable housing on the Lutterworth Road, had previously asked Brinklow Parish Council to join them with the developer in a meeting to discuss the site with Rugby Borough Council Planning Department. We had agreed to this at a previous meeting. However, Neil had had a phone conversation with the Planning Policy Officer at Rugby Borough Council, and it seems that the principle of what they want to achieve is broadly acceptable. Midlands Rural Housing were waiting for some formal housing register information from Rugby Borough Council to inform the house types for the rented element of the affordable homes before proceeding.

**18. Round the Revel Entry**

Brinklow was entering the Rugby in Bloom competition again, the closing date was July 3<sup>rd</sup>. Preparations were underway at the Memorial, the Community Hall, the Church and Pocket Park.

**19. Progress Reports for Information –**

- **Playing Field:** The Football Club had carried out extra mowing on the field prior to their weekend tournament. There was concern that the cuttings had been left on the field. To be raised at the next liaison meeting between the Football Club and Brinklow Parish Council. It was noted that the field had been left in good condition after the event.
- **Brinklow Castle:** Fire beaters were to be placed on the Tump.
- **Grant funding:** This was raised under item 4, relating to Outdoor Gym Equipment.

**20. To confirm the date of the next meeting.**

The next meeting will be held on Thursday 13<sup>th</sup> July 2023 at 7.15 pm in the Village Hall.

The Meeting Closed at 8.30 pm

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CHAIRMAN