



## Brixworth Parish Council

### Minutes of the Ordinary Parish Council Meeting

Thursday 27<sup>th</sup> April 2023 at 7.15pm

Community Centre & Library, Spratton Road, Brixworth NN6 9DS

<b>In attendance:</b>	Cllr Sandra Moxon (Chairman), Cllr Peacock, Cllr Ian Barratt, Cllr Neal Brown, Cllr Elaine Coe, Cllr James Collyer, Cllr Tony Nixon, Cllr Tom Mitchell, Cllr Lunnon and Cllr Christine Ware
<b>Absent:</b>	Cllr Spratt, Cllr Bird, Cllr Parker and Cllr Compton
<b>Parish Clerk:</b>	Josie Flavell
<b>Members of the public:</b>	None

## MINUTES

### PART ONE – OPENING PROCEDURES

23/6173	<b>Welcome by Chairman</b> Cllr Moxon welcomed everyone to the meeting of the parish council and advised attendees of the evacuation procedures and that the meeting is recorded.	-
23/6174	<b>Apologies for absence and acceptance of apologies for absence</b> The following Councillors reported apologies, which were accepted: <ul style="list-style-type: none"> <li>▪ Cllr Spratt, Cllr Bird, Cllr. Parker and Cllr Compton</li> </ul> Prop. Cllr Nixon / Sec. Cllr Lunnon. All in favour.	Accepted
23/6175	<b>Declarations of Interest</b> a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider.	-
23/6176	<b>Agree and Sign the Minutes of Previous Meeting</b> Council RESOLVED to Chairman Moxon approving the Ordinary Meeting Minutes for the meeting held on 30 <sup>th</sup> March 2023, as true and accurate record. Prop. Cllr Coe / Sec. Cllr Collyer / 2 Abstentions	-
23/6177	<b>Public Open Forum Session</b> There were no members of public in attendance.	

#### Members of Brixworth Parish Council

Councillor Sandra Moxon (Chair), Councillor Jackie Bird (Vice Chair), Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Tony Nixon, Councillor Kevin Parker, Councillor Frances Peacock, Councillor Gary Spratt and Councillor Christine Ware.



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**PART TWO – FOR DECISION**

23/6178	<p><b>Finance</b></p> <p>a) Council RESOLVED to consider and approve the payments list for March 2023. Prop. Cllr Nixon / Sec. Cllr Coe / 1 Abstention.</p> <p>b) Council RESOLVED to approve the payments list for April 2023. Prop. Cllr Nixon / Sec. Cllr Mitchell / All in favour.</p>	-
23/6179	<p><b>Council Meeting Dates</b></p> <p>Council RESOLVED to approve the list of meeting dates diary for the 2023-24 year, as circulated to Council prior to the meeting. Prop. Cllr. Peacock / Sec. Cllr. Lunnon / 1 Abstention</p>	-
23/6180	<p><b>Host A Councillor Session – May</b></p> <p>Council RESOLVED to approve the change of location and date for the May Surgery, from the Community Centre on Saturday 6th of May to Wednesday 10th of May, at the Community Larder. Cllr’s Bird and Cllr Lunnon to host. Prop. Cllr. Ware / Sec Cllr. Nixon / All in favour.</p>	-
23/6181	<p><b>Brixworth Green Framework</b></p> <p>a) Council considered the Meeting Report Paper (Paper E) and RESOLVED to adopt this paper. Prop. Cllr Ware / Sec. Cllr. Barratt / 5 in favour, 4 against and 1 Abstention.</p> <p>b). Council considered and RESOLVED to <u>not</u> adopt the amended policy document version 4 (Paper F) with the tracked changes. Prop. Cllr Coe / Sec. Cllr Nixon. 4 Favour and 5 Against. This motion not moved.</p> <p>c) Appendices – due to the aforementioned motions, this agenda item is null and void. Due to the aforementioned decisions, Council unanimously agreed to hold an Extra Ordinary meeting to review and adopt the Green Framework plan. The Clerk is to set a date for this as soon as is practicably possible.</p>	JF
<p align="center">Cllr Coe left the meeting at 19:50pm and returned at 19:53pm.</p>		
<p align="center">Cllr Brown left the meeting at 19:51pm and announced his resignation.</p>		
23/6182	<p><b>MUGA Opening Event</b></p> <p>Council RESOLVED to approve and agree a budget amount of £75.00 for the MUGA opening event, to allow for refreshments etc to be purchased. Prop Cllr Mitchell / Sec. Cllr Lunnon. All in favour.</p> <p>Cllr Moxon asked the Clerk to ascertain if a fee is to be paid for the Basketball player who will be attending the MUGA opening event.</p>	JF
23/6183	<p><b>MUGA Ball Stop Fence</b></p> <p>Council RESOLVED to delegate authority to the Clerk to arrange for the best value purchase and installation of a Ball Stop Fence at the MUGA between full Council meetings and RESOLVED to approve a budget of up to £3500. Prop. Cllr Mitchell / Prop. Cllr Collyer. All in favour.</p>	JF

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**PART THREE – FOR INFORMATION**

<b>23/6184</b>	<b>Planning Committee</b> Council received and NOTED the Minutes of the Planning Committee Meeting held on 17th April 2023	-
<b>23/6185</b>	<b>Personnel Committee</b> Council received and NOTED the minutes of the Personnel Committee Meeting held on 26th April 2023	-
<b>23/6186</b>	<b>Finance Committee</b> Council received and NOTED the minutes of the Finance Committee meeting held on 26th April 2023.	-
<b>23/6187</b>	<b>Parish Council Surgery</b> Council received and NOTED the Saturday Surgery Report held on Saturday, 1st April 2023.	-
<b>23/6188</b>	<b>Community Safety Reports</b> Council received and NOTED the following reports: a) To receive and the Community Safety report b) To receive and the Speed Data Analysis Report	-
<b>23/6189</b>	<b>Finance Reports - Year End 2022/2023</b> Council received and NOTED the following reports: a) Cost Centre Summary Report b) Monthly Breakdown Receipts and Payments Report c) Net Position by Cost Centre Report d) Committed Spend Report e) Expenditure from Reserves Report f) March Bank Reconciliation Report g) Statement of Accounts for 2022/2023 h) Rolling Budget Report for 2022/2023	-
<b>23/6190</b>	<b>Finance Reports - April</b> Council received and NOTED the following reports: a) Cost Centre Summary Report b) Monthly Breakdown Receipts and Payments Report c) Net Position by Cost Centre Report d) Committed Spend Report e) Expenditure from Reserves Report f) Rolling Budget Report	-
<b>23/6191</b>	<b>Media Working Group</b> Council received and NOTED Media Working Group meeting notes of 13th April 2023.	-

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23/6192	<b>Clerk's Report</b> Council received and NOTED the report.	-
23/6193	<b>Administration Assistant's Report</b> Council received and NOTED the report	-
23/6194	<b>Accounting Statement Year Ending 31st March 2023</b> Council received the Section 2 Accounting Statement of the Annual Governance & Accountability Return for year ending 31st March 2023, and duly noted the authorisation by the Clerk/RFO.	-
23/6195	<b>Parish Councillor Representatives Updates</b> a) Village Hall – Cllr Lunnon reported that the Chairman is retiring. Major financial issue Octopus failed to bill them for a considerable time and they now have to pay off the debt over the next year and half. Anti-social behaviour experienced from the VH car park with neighbouring properties, which has been reported to the Police. Cllr Lunnon also reported that a meeting is being held with the Clerk and Cllr Nixon to discuss the village hall car park. b) Thomas Roe Charity - Cllr Mitchell reported that there are no further items until the 13 <sup>th</sup> and 14 <sup>th</sup> of September. c) NCALC – There were no reports to be considered. d) Police Liaison – Cllr Coe reported that another Police Commissioners meeting was attended but unsure of the role to undertake. e) Armed Forces – due to Cllr Bird not being in attendance, there was no report to consider. f) Verification Officer – due to Cllr Compton not being in attendance, there was no report to consider. Verification of the accounts took place on Tuesday g) IT – due to Cllr Brown leaving the meeting early, there was no report to consider. h) Climate Change Champion – Cllr Ware reported that the next BCAG meeting is on the 2 <sup>nd</sup> of May.	-
23/6196	<b>To Note the Dates of the Next Meetings:</b> Council NOTED all meeting dates. <ul style="list-style-type: none"> <li>▪ Host A Councillor - 10<sup>th</sup> May 2023</li> <li>▪ Annual Parish Meeting - 11<sup>th</sup> May 2023 (7pm)</li> <li>▪ Planning Meeting - 15<sup>th</sup> May 2023</li> <li>▪ Annual Meeting of the Parish Council - 25<sup>th</sup> May 2023</li> <li>▪ Planning Meeting - 5<sup>th</sup> June 2023</li> </ul>	-

**PART FOUR – CONFIDENTIAL MATTERS**

23/6197	<b>Exclusion of the Press and Public</b>  The were no Press and Public to request to leave the meeting.	
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### PART FIVE – CONFIDENTIAL MATTERS

23/6198	<b>Peninsula HR Contract Termination</b> Council received an update concerning the termination of the Peninsula contract.	JF
23/6199	<b>Personnel Committee Recommendations</b> Council received a report concerning Personnel updates and RESOLVED to approve all proposed recommendations. Prop. Cllr. Ware/ Sec. Cllr. Lunnon. All in favour. Public forum: Cllr Ware / Sec. Cllr Lunnon. All in favour.	JF

**There were no Press and Public to be invited back into the meeting 20:56pm**

### PART SIX – URGENT MATTERS

23/6200	<b>Urgent Matters for Report Only</b> There were no reports to consider.	
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### PART SEVEN – CLOSING PROCEDURES

23/6201	<b>Next Ordinary Meeting</b> a. Council NOTED the date for the Annual Meeting of the Parish Council and Ordinary Meeting being held on 25 <sup>th</sup> May 2023.	-
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In the absence of further business, the meeting was closed in full at 21:01pm

Signed as a true and accurate record:

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- Chairman

**Brixworth Parish Council**

**Date:** 25<sup>th</sup> May 2023

**Minutes Prepared by:**

Josie Flavell

Clerk & RFO

**Brixworth Parish Council**

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