




Brixworth Parish Council

Councillors are hereby summoned to attend the Ordinary Parish Council meeting to be held on Thursday 29th June 2023 at 7.15pm

The Meeting will be held in the Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Please inform the Clerk of your apologies in writing, should you be unable to attend.

Email: parish.clerk@brixworthparishcouncil.gov.uk

Signed:

Josie Flavell - Proper Officer/Clerk

The press and public are also invited to attend

Please note that this is a public meeting and you may be filmed, recorded and/or published.

AGENDA

PART ONE – OPENING PROCEDURES

23/6235	Chairman Pursuant to Local Government Act 1972 s11(3) and due to the absence of both the Chairman and Vice Chairman, RESOLVE to agree to Cllr Bird acting as Chairman and presiding over the June Ordinary Parish Council Meeting.	ALL
23/6236	Councillor Sabbatical Request RESOLVE to approve the request from Cllr Moxon (Chairman) to take a sabbatical from Council for up to 3 months.	ALL
23/6237	Apologies for absence and acceptance of apologies for absence To consider and accept any apologies reported.	ALL
23/6238	Declarations of Interest a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	ALL
23/6239	Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chairman approving the Annual Parish Council Meeting Minutes for the meeting held on 25 th of May 2023.	Paper A
23/6240	Public Open Forum Session a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council via the Chairman. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 15 minutes. b) Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course. c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.	-

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

23/6241	MUGA Opening Donation RESOLVE to agree an amount to donate to the 'Carry a Basketball and not a Blade' charity in exchange for Andre Arissol opening the MUGA and carrying out basketball games with the school children.	ALL
23/6242	Ball Stop Net – St David's MUGA Due to the original budget of £3.5k being insufficient for the works needed, RESOLVE to approve the quote received from A to Z Contracts and Consultancy Ltd for the installation of the ball stop net to be installed in front of the MUGA at a cost of £7,834.63 exc. VAT.	Paper B
23/6243	Ball Stop Fence - St David's Play Park RESOLVE to approve the extra cost to install anti rattle foam to the current ball stop fence to stop/reduce noise pollution, as per the quote circulated prior to the meeting.	Paper C
23/6244	Insurance – Parish Council RESOLVE to ratify the renewal of the annual insurance policy for the Parish Council with BHIB Insurance Brokers on 1 st June 2023, at a cost of £1553.77 (inc. IPT tax) for the long term agreement ending May 2025.	Paper D
23/6245	New and Replacement Litter Bins RESOLVE to the Clerk and Admin Assistant ordering 12 new litter bins for the parish at a cost of up to £6500. The actual cost is being negotiated and Council will be updated in due course.	Paper E
23/6246	Community Events Working Group a) RESOLVE to create a new working group to manage all community events. b) RESOLVE to agree which Council members and Officers will make up the 3 group members. c) RESOLVE to approve the draft Terms of Reference.	Paper F
23/6247	BT Kiosk Adoption a) RESOLVE to approve the adoption fee of £1.00 to be paid to British Telecommunications. b) RESOLVE to approve the application of a Highways Section 50 licence at a cost of £321.00. c) RESOLVE to authorise the Clerk to approve the licence agreement between BT and Brixworth Parish Council. d) To consider the need for the creation of a working group made up of council members and residents to propose ideas for the future use of the kiosk and manage it once the adoption is complete.	Paper G
23/6248	Green Framework Plan RESOLVE to adopt the Green Framework Plan document (version 5 circulated prior to the meeting), which includes all amendments as a result of feedback received from council between meetings.	Paper H
23/6249	MUGA Hire – Brixworth Tennis Club RESOLVE to approve - in principle and subject to MUGA hire fees being approved – Brixworth Tennis Club hiring this facility every Wednesday evening from October through to March inclusive, commencing October 2023.	-

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23/6250	Policies and Procedures PHASE 3 RESOLVE to adopt all policies and procedures under Phase 3 of the review process.	Paper I
23/6251	CCTV Policy and Data Impact Assessment – St David's RESOLVE to approve the CCTV policy and Data Impact Assessment for the St David's CCTV system.	Paper J
23/6252	Finance RESOLVE to consider and approve the payments list for June 2023. RESOLVE for Councillor Bird to be authorised to countersign payment invoices in Cllr Moxon's absence.	Paper K
23/6253	Housing Needs Survey To consider allowing WNC to complete a new Housing Needs Survey in relation to a potential rural exception site for affordable housing outside of the village boundary.	Paper L TM
23/2654	Saturday Surgery To RESOLVE which Councillors will attend the Saturday Surgery on 1st July.	-
23/2655	Co-op Planters To consider and select appropriate planters for the Co-op site. The Co-Op have agreed to finance the cost of the planters. RESOLVE for the planters to be maintained by the Parish Council.	Paper M

PART THREE – FOR INFORMATION

23/6256	Saturday Surgery a) To receive a verbal report from the Saturday Surgery Session held on the 3 rd June 2023.	BL CW
23/6257	Planning Committee To receive and NOTE the Minutes of the Planning Committee Meeting held on 5th June 2023. To receive and NOTE the Minutes of the Planning Committee Meeting held on 26 th June 2023	Paper N Paper O
23/6258	Community Safety Reports a) To receive and NOTE the Community Safety Report. b) To receive and NOTE the Speed Data Analysis Report.	Paper P Paper Q
23/6259	Finance Reports - June a) To receive the Cost Centre Summary Report b) To receive the Monthly Breakdown Receipts and Payments Report c) To receive the Net Position by Cost Centre Report d) To receive the Committed Spend Report e) To receive the Expenditure from Reserves Report f) To receive the Rolling Budget Report g) To receive April Bank Rec Report	Paper R Paper S Paper T Paper U Paper V Paper W Paper X
23/6260	MUGA Hire Fees and Online Booking Tool To receive a report from Cllr Nixon.	Paper Y
23/6261	Wooden Bollards – St David's POS/St David's Close To receive a verbal update pending further enquiries and quotes	

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23/6262	Clerk's Report To receive and NOTE the report.	Paper Z
23/6263	Administration Assistant's Report To receive and NOTE the report.	Paper AA
23/6264	Parish Councillor Representatives Updates a) Village Hall – Cllr Lunnon b) Thomas Roe Charity - Cllr Mitchell c) NCALC – Parish Clerk d) Police Liaison – Cllr Coe e) Armed Forces- Cllr Bird f) Verification Officer – Cllr Compton g) Environment & Highways - Cllr Ware h) Climate Change Champion – Cllr Ware i) Central Sports Rep – Cllr Nixon	-
23/6265	To Note the Dates of the Next Meetings: <ul style="list-style-type: none"> ▪ Saturday Surgery – 1st July 2023 - TBC. ▪ BCAG Meeting – 4th July 2023 ▪ Buildings Working Group Meeting – 11th July 2023 ▪ Personnel Committee Meeting - 13th July 2023 ▪ Finance Committee Meeting - 13th July 2023 ▪ Planning Committee Meeting – 17th July 2023 ▪ Full Council Meeting 27th July 2023 	-

PART FOUR – CONFIDENTIAL MATTERS

23/6166	Exclusion of the Press and Public RESOLVE to consider the exclusion of the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted. The Press and Public will be requested to leave the meeting (subject to 23/6166)	
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PART FIVE – CONFIDENTIAL MATTERS

23/6267	NALC Star Awards RESOLVE to agree to apply to the NALC Star Awards Clerk of the Year Award, as per information circulated prior to the meeting.	-
23/6268	Recruitment of Admin Assistant To receive an update from the Clerk with regards to progress in recruiting a new Admin Assistant.	JF

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23/6269	Eaglehurst Transfer of Land RESOLVE to approve the legal documentation with regards to the land transfer, as circulated prior to the meeting.	Paper C1
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PART SIX – URGENT MATTERS

23/6270	Urgent Matters for Report Only <u>Business must be urgent and the Chairman notified by no later than 5pm on the day of the meeting. Business discussed will be noted by Council ONLY, as no decisions can be legally made under this agenda item.</u>	-
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PART SEVEN – CLOSING PROCEDURES

23/6271	Next Ordinary Meeting a. To consider any items for inclusion on the July Ordinary meeting agenda. b. To NOTE the next meeting date for the Ordinary Council Meeting as 27 th July 2023.	-
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