



Brixworth Parish Council

Minutes of the Annual Parish Council Meeting

Thursday 25th May 2023 at 7.15pm

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

In attendance: Cllr Sandra Moxon (Chairman), Cllr Frances Peacock, Cllr Ian Barratt, Cllr Neal Brown, Cllr Elaine Coe, Cllr James Collyer, Cllr Tom Mitchell, Cllr Jackie Bird, Cllr Kevin Parker, Cllr Christine Ware and Cllr Lynne Compton

Absent: Cllr Spratt, Cllr Nixon and Cllr Lunnon

Parish Clerk: Josie Flavell

Members of the public: 3

MINUTES

PART ONE – OPENING PROCEDURES

23/6202	<p>Election of Chairman</p> <p>There were 2 nominations for the position of Chairman and voting took place as follows:</p> <ul style="list-style-type: none"> ▪ Cllr Moxon proposed herself, which was seconded by Cllr Compton with 5 in favour and 1 abstention. ▪ Cllr Bird proposed themselves, which was seconded by Cllr Ware with 3 in favour. <p>The motion was carried and Council RESOLVED to elect Cllr Moxon to remain as Chairman for the 2023-24 council year. The Declaration of Acceptance of Office was duly signed.</p>	-
23/6203	<p>Election of Vice Chairman</p> <p>There were 2 nominations for the position of Vice Chairman as follows:</p> <ul style="list-style-type: none"> ▪ Cllr Compton was proposed by Cllr Moxon and seconded by Cllr Mitchell, with 6 in favour. ▪ Cllr Ware proposed herself which was seconded by Cllr Bird, with 4 in favour. <p>The motion was carried and Council RESOLVED to elect Cllr Compton to the position of Vice Chairman for the 2023-24 council year.</p>	-
23/6204	<p>Apologies for absence and acceptance of apologies for absence</p> <p>The following apologies were received and accepted:</p> <ul style="list-style-type: none"> ▪ Cllr Nixon ▪ Cllr Lunnon ▪ Cllr Spratt <p>Prop. Cllr Parker / Sec. Cllr Coe with 2 Abstentions.</p>	-

Members of Brixworth Parish Council

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23/6205	Declarations of Interest 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.	-
23/6206	Agree and Sign the Minutes of Previous Meeting Council RESOLVED to the Chairman approving the Confidential Meeting Minutes for the meeting held on 30 th of March 2023, and the Ordinary Meeting Minutes for the meeting held on 27 th April 2023, as true and accurate records. Prop. Cllr Mitchell /Sec. Cllr Compton with 3 Abstentions.	-
<i>Cllr Peacock arrived late to the meeting at 19:20pm</i>		
23/6207	Public Open Forum Session a) Party in the Park – local villagers and business owners ‘Pop Up Party Planners’ gave Council a brief outline of their business, which holds mobile pop up events involving food, drink and live music entertainment, and how they would like to hold a summer pop up event in Brixworth on either the Ashway or St David’s POS to bring the community together. Pop Up Party Planners are a well-established business who work locally running annual events at various Northamptonshire locations, where stall holders are invited to attend selling locally made produce. Where licence are required for live music and a bar, these are all obtained prior any event being held. Should council agree to an event being held in Brixworth, there would be no charge to council and they would be happy to either pay a hire fee for the use of the POS or give Council a percentage of the profits made from the event. The preferred location is the Ashway with the stalls being situated on the hard surfaces only and members of the public using the green space to hold their picnics. Council discussed antisocial behaviour concerns, the need to set up a working group for local events such as these, and requested that it be promoted as a family event. It was agreed that all local groups should be invited to attend and hold a stall such as the Brownies etc., and that a trial, smaller event be held on August bank holiday weekend to gauge interest etc., with a view to holding a bigger event next year. No decision was made at this point due to it being an agenda item for consideration and approval. b) West Northants Cllr Harris reported that the Planning Department is changing its committee structures and Brixworth will now sit under the North Planning Control with meetings taking place at Northampton. Call in procedures will not change.	

PART TWO – FOR DECISION

23/6208	Committees / Working Groups and Terms of Reference a) Council RESOLVED to approve the updated committees and working group list including members as per meeting Paper C, which was circulated to Council prior to the meeting. Prop. Cllr Bird /Sec. Cllr Compton with 1 Abstention	-
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PART TWO – FOR DECISION

23/6208	<p>b) Council RESOLVED to re-adopt the current Terms of Reference for all committees and working groups. Prop. Cllr Bird /Sec. Cllr Compton with 1 Abstention</p> <p>c) Council NOTED the disbandment of the following committees and working groups, due to there ceasing to be a requirement for these groups to continue:</p> <ul style="list-style-type: none"> ▪ Social Media and Communications Working Group ▪ S106 St David’s Play Park and Muga Working Group ▪ S106 Community Centre (Indoor Sport) Working Group ▪ I.T. Working Group ▪ Legal (Assets) Working Group <p>Council RESOLVED to approve delegated authority to the Clerk and Admin Assistant for all future management of the MUGA and all play areas / POS.</p>	-
23/6209	<p>Election of Parish Council Representatives</p> <p>Council RESOLVED to agree the list of Parish Council representatives as follows:</p> <ol style="list-style-type: none"> a) Village Hall – Cllr Lunnon b) Thomas Roe Charity - Cllr Lunnon & Cllr Mitchell c) NCALC – Cllr Moxon 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 – Cllr Nixon <p>Prop. Cllr Compton / Sec. Cllr Peacock with 1 Abstention</p>	-
23/6210	<p>Review Members Interests</p> <p>The Clerk reported that any changes need to be sent via email to allow for the Register of Interests to be updated and submitted to West Northants Council.</p>	-
23/6211	<p>Bank Mandate / Signatories and Council Debit Card</p> <p>a) Council RESOLVED to approve the list of current bank signatories and to the Clerk adding herself (Josie Flavell) and the below bulleted council members to the bank mandate who were not added after approval at last year’s annual council meeting, and for all banking forms to be completed online and authorised by the Clerk/RFO. Prop. Cllr Mitchell /Sec. Cllr Peacock with 1 Abstention.</p> <ul style="list-style-type: none"> ▪ Cllr Barbara Lunnon ▪ Cllr Tony Nixon ▪ Cllr Jackie Bird <p>b) Council RESOLVED to the Clerk changing the name on the current account debit card to her own and for all banking forms to be completed online and authorised by the Clerk/RFO. Prop. Cllr Coe /Sec. Cllr Compton with 1 Abstention</p>	JF

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23/6212	<p>Council Governance Council RESOLVED to re-adopt the following governance documents:</p> <ul style="list-style-type: none"> a) Standing Orders b) Financial Regulations c) Risk Assessments d) Asset Register <p>Prop. Cllr Compton / Sec. Cllr Barratt with 1 Abstention and 1 Against</p>	-
PART TWO – FOR DECISION		
23/6213	<p>Policies and Procedures</p> <ul style="list-style-type: none"> a) Council RESOLVED to re-adopt all policies and procedures. Prop. Cllr Bird / Sec. Cllr Compton with 2 Abstentions b) Council RESOLVED to re-adopt the Social Media policy subject to the changes made, due to the disbandment of the Social Media and Communications Working Group. Prop. Cllr Coe / Sec. Cllr Ware with 1 Abstention. 	-
23/6214	<p>Review and Agree the list of the Council's Annual Subscriptions Council RESOLVED to approve the list of annual subscriptions as follows:</p> <ul style="list-style-type: none"> a) Northamptonshire County Association of Local Councils b) Society of Local Council Clerks c) Campaign for the Protection of Rural England d) Northants ACRE (Action with Communities in Rural England) e) The Living Wage Foundation f) ICO Data Protection <p>Prop. Cllr Coe / Sec. Cllr Compton with 1 Abstention.</p>	-
23/6215	<p>General Power of Competence (GPC)</p> <ul style="list-style-type: none"> a) Due to receiving an update from Northants CALC that the calculation of 9.3 (which equates to a third of Brixworth Parish Council's elected members) needs to be rounded up to 10 to meet the criteria, it was agreed to defer this item until after the next elections have taken place in May 2025. b) Due to the aforementioned, this agenda item was null and void. 	-
23/6216	<p>AGAR Section 1 Governance Statement Year Ending 31st March 2023 Council RESOLVED to the Clerk and Chairman approving Section 1 Governance Statement of the Annual Governance & Accountability Return for year ending 31st March 2023. The form was duly signed. Prop. Cllr Compton / Sec. Cllr Mitchell with 1 Abstention.</p>	-
23/6217	<p>AGAR Section 2 Accounting Statement Year Ending 31st March 2023 Council RESOLVED to the Chairman approving Section 2 Accounting Statement of the Annual Governance & Accountability Return for year ending 31st March 2023. The form was duly signed. Prop. Cllr Compton / Sec. Cllr Parker with 1 Abstention.</p>	-
23/6218	<p>Party in the Park This item was initially discussed under the Public Open Session minute reference 23/6207(a) but Council RESOLVED to agree to let the event go ahead, requesting that no single use plastics be used, and also suggested a smaller scale event be organised for this year to gauge attendance and interest. Once a proposed date has been agreed, all sporting clubs will need to be liaised with to ensure it does not clash with any fixtures.</p>	JF/GK

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	It was also proposed and agreed that the management of the event be delegated to the Clerk and Admin Assistant, and for the Clerk/RFO to negotiate the hire fee. Prop. Cllr Compton / Sec. Cllr Barratt with 1 Abstention.	
23/6219	NALC Star Council Awards It was RESOLVED to defer to this item to the next meeting to allow for further information to be obtained. Prop. Cllr Moxon / Sec. Cllr Compton with 1 Abstention.	JF
23/6220	Finance Council RESOLVED to approve the payments list for May 2023 Prop. Cllr LC /Sec. Cllr. JB 1 Abstention	GK
23/6221	Police Commissioner Visits Council considered the letter request for the Northamptonshire Police Commissioner to visit Brixworth to review crime issues over the course of 6 separate visits, and agreed for Cllr Coe to respond asking for Brixworth to be considered for this initiative. It was also agreed that a relationship needs to be rebuilt with the local PCSO and a request put in to ask them to attend a future Parish Council meeting. Prop. Cllr Coe / Sec. Bird with 1 Abstention and 3 Against	EC

PART THREE – FOR INFORMATION

23/6222	Internal Audit Report – year ending 31st March 2023 (Paper J) Council received and NOTED the contents of the Internal Auditor's Report for year ending 31 st March 2023.	-
23/6223	Host A Councillor (Paper K) a) Council received and NOTED the report from the Host a Councillor Session held on the 10 th May 2023 at the Community Larder, which was very popular and more successful than Saturday Surgeries. It was agreed that a social media campaign highlighting the results from Council Surgeries be created and posted. b) It was agreed that future Council Surgeries be moved around the village, by attending various groups/clubs such as the pensioners lunch, toddler groups, as well as at the St David's Pavilion/MUGA to capture the views of the village demographic, and to still include Saturday's for those who work during the week. Contact is to be made with all local groups to ask who would like a councillor to attend one of their meetings. Council also agreed the date of the 3 rd of June at the Community Centre, for the next Host a Councillor Session and NOTED that Cllr Lunnon and Cllr Ware will be hosting this session. Cllr Compton and Cllr Moxon will also be holding a session for the sports clubs at Central Sports on a Sunday afternoon in July, with a date to be confirmed. NB: The Admin Assistant is to promote this via social media.	GK JF/GK GK
23/6224	Planning Committee (Paper L) Council received and NOTED the Minutes of the Planning Committee Meeting held on 15 th May 2023.	-
23/6225	Buildings Working Group (Paper M) Council received and NOTED the minutes of the Buildings Working Group held on 9 th May 2023.	-

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23/6226	<p>Sports Liaison Working Group (Paper N) Council received and NOTED the minutes of the Sports Liaison Working Group meeting held on 15th May 2023.</p>	-
23/6227	<p>Community Safety Reports (Paper O and Paper P) a) Council received and NOTED the Community Safety Report. b) Council received and NOTED the Speed Data Analysis Report. Cllr Barratt requested the figures concerning the volume of traffic be checked as he did not feel it was correct. The Admin Assistant agreed to do so.</p>	GK
23/6228	<p>Finance Reports – May (Papers Q to W) 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 g) April Bank Rec Report</p>	- -
23/6229	<p>Clerk’s Report (Paper X) Council received and NOTED the report.</p>	-
23/6230	<p>Administration Assistant’s Report (Paper Y) Council received and NOTED the report.</p>	-
23/6231	<p>Parish Councillor Representatives Updates a) Village Hall – the Clerk reported that the AGM had recently taken place and the original Chairman had decided to remain for another year. Legal advice has been obtained via Northants ACRE concerning Trustees and it was ascertained that all committee members are classed as Trustees and therefore, have the same responsibility towards the management of the Village Hall. The Clerk/RFO also reported that they will be reviewing the Village Hall accounts and giving guidance on how to best manage them going forward. b) Thomas Roe Charity – there were no new reports to consider. c) NCALC – there were no new reports to consider. d) Police Liaison – Cllr Coe reported under minute reference 23/6221. e) Armed Forces- Cllr Bird reported that on the 14th of May the dedication and blessing of the standard took place with the Acting Bishop of Peterborough conducting the blessing. f) Verification Officer – Cllr Compton reported that the last verification has been completed. g) Environment & Highways - Cllr Ware reported that she had attended the WNC Emergency Planning Exercise along with Cllr Lunnon, on the 10th of May and will propose an emergency plan as part of the green framework plan for council to consider at a future meeting. The WNC team have 165 parishes to cover but will help BPC with this. Cllr Ware also reported that she, along with Cllr Lunnon, had also attended a NALC Seminar for Fighting Climate Change with a view of how to put together action plans. h) Climate Change Champion – Cllr Ware reported as above.</p>	-

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	i) Central Sports Rep – due to Cllr Nixon being absent from the meeting, there was no report to be received. However, Cllr Bird reported that Cllr Nixon attended the Central Sports AGM and reviewed the accounts. Cllr Bird is to ask Martin Jones if the accounts have been forward on to the Clerk and if not, ask them to be forward on.	
23/6232	To Note the Dates of the Next Meetings: Council NOTED all future meeting dates. <ul style="list-style-type: none">▪ Host A Councillor - 3rd June 2023▪ Planning Meeting - 5th June 2023 – the Admin Assistant asked if this meeting should go ahead as there are currently no applications to review. Cllr Mitchell asked the Admin Assistant to check if this is correct.▪ Planning Meeting - 26th June 2023▪ Full Council Meeting - 29th June 2023▪ Brixworth Climate Action Group Meeting - 4th July 2023▪ Buildings WG Meeting - 11th July 2023▪ Personnel Committee Meeting - 13th July 2023▪ Finance Committee Meeting - 13th July 2023	GK

PART FOUR & FIVE – CONFIDENTIAL MATTERS

There were no reports or agenda items to consider within Part 4 and 5 of the meeting agenda.

PART SIX – URGENT MATTERS

23/6233	Urgent Matters for Report Only The Clerk reported that Mercedes AMG want to hold a Yoga event on St David's POS on International Yoga Day on 11th of June, which will be free of charge and open to any members of the public who wish to attend. Council agreed to this event taking place.	-
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PART SEVEN – CLOSING PROCEDURES

23/6234	Next Ordinary Meeting a. There were no items reported. b. Council NOTED the date for the next Ordinary Council Meeting as 29 th June 2023 at 7:15pm	-
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In the absence of further business, the meeting closed at 20:36pm

Signed as a true and accurate record:

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Cllr Sandra Moxon - Chairman
Brixworth Parish Council
Date: 29th June 2023

Minutes Prepared by:

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