



Brixworth Parish Council

DRAFT 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

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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23/6205	<p>Declarations of Interest</p> <p>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.</p>	-
23/6206	<p>Agree and Sign the Minutes of Previous Meeting</p> <p>Council RESOLVED to the Chairman approving the Confidential Meeting Minutes for the meeting held on 30th of March 2023, and the Ordinary Meeting Minutes for the meeting held on 27th April 2023, as true and accurate records. Prop. Cllr Mitchell /Sec. Cllr Compton with 3 Abstentions.</p>	-
<i>Cllr Peacock arrived late to the meeting at 19:20pm</i>		
23/6207	<p>Public Open Forum Session</p> <p>a) Party in the Park – local villagers and business owners ‘Pop Up Party Planners’ gave Council a brief outline of their business, which is a 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. Their events include live music and a bar selling alcohol, where all relevant licences are obtained prior any event being held. to the event and no 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 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.</p> <p>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.</p>	

PART TWO – FOR DECISION

23/6208	<p>Committees / Working Groups and Terms of Reference</p> <p>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</p>	-
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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 agreement 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: a) Standing Orders b) Financial Regulations c) Risk Assessments d) Asset Register Prop. Cllr Compton / Sec. Cllr Barratt with 1 Abstention and 1 Against</p>	-
PART TWO – FOR DECISION		
23/6213	<p>Policies and Procedures 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.</p>	-
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: 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 Prop. Cllr Coe / Sec. Cllr Compton with 1 Abstention.</p>	-
23/6215	<p>General Power of Competence (GPC) 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 set of elections have taken place in May 2025. b) Due to the aforementioned, this agenda item was null and void.</p>	-
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 but requested 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 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	Sports Liaison Working Group (Paper N) Council received and NOTED the minutes of the Sports Liaison Working Group meeting held on 15th May 2023.	-
23/6227	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.	GK
23/6228	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	- -
23/6229	Clerk’s Report (Paper X) Council received and NOTED the report.	-
23/6230	Administration Assistant’s Report (Paper Y) Council received and NOTED the report.	-
23/6231	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 14 th 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 attended the WNC Emergency Planning Exercise 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 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.	-

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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:

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

Minutes Prepared by:

Josie Flavell
Clerk & RFO
Brixworth Parish Council
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A 2 Z Contracts & Consultancy Ltd

Phone: 0115 8777067

Mobile: 07712 447849

Email: roger@a2zcontracts.com



QUOTATION

The Quote is valid for 5 days from date below.

CUSTOMER DETAILS

Brixworth Parish Council

The Parish Office, Brixworth Library & Community Centre
 Spratton Road, Brixworth, NN6 9DS
 01604 347985 07983 141786
 parish.clerk@brixworthparishcouncil.gov.uk
 Josie Flavell CiLCA

CUSTOMER Ref:

4m High x 17m Ball stop netting system

Quote Ref

Q 23-075

DATE

05/06/2023

ACCOUNT ID

A2ZC&C - 028

LEAD TIME

20-25 working days
(4-5 Weeks)

ACCOUNT TERMS

Due Upon Receipt

DELIVERY / COLLECTION ADDRESS

Sport field Froxhill Crescent NN6 9EA

DESCRIPTION	Lm/QTY	UNIT PRICE	TOTAL
4m, High Posts manufactured from 76mm square x 3mm thick galvanised steel. Ball stop posts feature a pulley, cleat and hauling rope system, allowing the netting to be raised and lowered.	5	583.33	2,916.67
Pulley feature makes net installation easy to carry out and can prolong the netting's lifespan.		-	-
Posts go 1m deep into 90mm square galvanised steelsockets.		-	-
200-040-06 BLACK 2.3MM TWINE X 40MM MESH CRICKET BALL STOP NETTING 16M LONG X 4.2M HIGH OVERLOCKED WITH 1100KG BRAID	1	282.25	282.25
Supply & install over 3 days , 2 workers	1	4,285.71	4,285.71
Finish: Galv & PPC Ral 9005 Black			-
Delivery: Flat back Wagon: "Off load by others."	1	350.00	350.00

Terms and conditions of sale are available upon request.

All materials are the property of A 2 Z Contracts & Consultancy Ltd until payment has been received in full.

Company Reg No. 14307515 | VAT No. 423 7244 12

Registered Address: 14 Holmewood Drive, Nottingham, NG16 2UG

If you have any questions about this Quote, please contact the above.

SUBTOTAL	7,834.63
VAT RATE	20%
VAT	1,566.93
TOTAL	£ 9,401.56

Thank you for your enquiry.

Brixworth Parish Council
Brixworth Information Point
Brixworth Library & Community Centre , Spratton Road
Brixworth
Northamptonshire
NN6 9DS

27 April 2023

Policy Number: 100723637BDN/LCO01422

Dear Ms Ruth Gasson ,

LOCAL COUNCIL RENEWAL INVITE

We have pleasure in enclosing your renewal invite and terms for your Local Councils Insurance policy, together with a Schedule of Insurance and Statement of Fact. It is important that you review all the documentation, ensuring the information is correct and cover meets your requirements. If any of the information is incorrect, or you would like to make a change to your cover level(s) please contact our team.

Policy Type:	Local Councils
Insurer:	Aviva Insurance Ltd
Renewal Date:	01 June 2023
Premium:	£1,528.77
Arrangement Fee:	£25.00 non-refundable in the event of cancellation

TOTAL PREMIUM £1,553.77

Please note the premium above is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

IMPORTANT DOCUMENTS: Please read the following documents carefully.

- **Policy Schedule:** This is an outline of the cover provided under the policy including cover levels, and relevant sums insured, excesses and exclusions.
- **Statement of Fact:** This is an outline of the information you have provided to BHIB and the insurer.
- **Summary of Cover:** This provides a summary of the risk information held and levels of cover provided
- **Policy Summary:** This provides an overview of the key aspects of the insurance policy.
- **Policy Wording:** This sets out the cover provided and the terms, conditions and exclusions which apply.
- **Important Notices & Information Document:** A summary of any important information regarding a Local Councils insurance policy.
- **BHIB Cyber Policy Information:** A summary of an additional Cyber Insurance policy BHIB can arrange for you.
- **Terms of Business** BHIB's Terms and Conditions, which explain how we will manage your policy.
- **Notice to Policyholders:** Details of any important changes to your policy.

Renewal details for any other insurance policies arranged through BHIB alongside your Local Councils Insurance will be issued under a separate communication.

Policy Documents

Your documents will be emailed, however if you would prefer to receive a copy by post, please let a member of our team know.

Please note if you receive your documents by post a Policy Wording will not be enclosed, the version (v02.10.2019) you have been provided with previously is still valid, however if you would like another copy please contact us on 0330 013 0036

BHIB Leicester

AGM House,
3 Barton Close,
Grove Park, Enderby,
Leicester
LE19 1SJ

T.0330 013 0036
E.enquiries@bhibaffinities.co.uk
www.bhivecouncils.co.uk

or email enquiries@bhibaffinities.co.uk

Is This Policy Suitable for You?

This policy is designed for Local Town and Parish Councils domiciled in the UK who require insurance cover:

- as an employer against damages and legal costs made against them by employees for injury or disease arising out of their employment
- for claims made against them by third parties for injury, disease or damage to property during the policy term
- for claims made against them by third parties for injury, disease or damage to property caused by or in connection with products sold during the policy term.
- against theft of the council's own money, securities or property by an employee, partner, contractor or volunteer.
- for money which is lost or stolen.
- against the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.
- against libel and slander for certain events.
- for assistance with legal expenses incurred for certain events.

We do not give advice or make a personal recommendation in relation to this policy regarding its suitability for your needs. It's important that you review the cover levels and sums insured and read and understand all documentation and policy terms to ensure it meets your requirements.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils Team on 0330 013 0036.

What is Underinsurance?

This refers to inadequate insurance coverage which could leave you unable to claim for your full loss, and making you susceptible to the average rule, reducing your claim further. We recommend you obtain professional valuations for the reinstatement of your Buildings, every three years, to ensure your sum insured is set at the right level, avoiding the potentially damaging effects of underinsurance.

Index Linking

Certain Sums Insured on this policy are Index Linked, which means they will be adjusted annually according to recognised UK price indices. These indices measure the effect of inflation on such things as the price of raw materials and goods and the cost of labour. Each year, the relevant sums insured are automatically uplifted by your insurers. The revised values will be shown on your policy schedule at each renewal and the appropriate revised proportional premiums are charged accordingly. If your policy is subject to a Long-Term Agreement (see below), index linking will continue to be applied annually, and your premiums will therefore fluctuate proportionally, according to the revised values noted in your renewal invitation schedules. These rates fluctuate monthly, according to the most recent recommendations from the selected indices. Typically, different index linked rates may be applied to Buildings, Contents, Machinery, Plant and Equipment. These annual fluctuations are designed to help your sums insured to keep pace with the effects of inflation, however, you remain responsible for ensuring that your declared values and sums insured represent the correct replacement and/or reinstatement values of the items insured, at all times. Further information and explanation on this subject is available on request from the BHIB.

Market Selection

We have approached a Single Insurer. You should also be aware that in sourcing and placing business with Aviva Insurance that we have acted as your agent. We will also act as your agent in the event of a claim.

Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities

Please refer to the enclosed Policy Schedule, Policy Summary and Policy Wording which outline all conditions and exclusions applicable to your policy.

Additional endorsements applied to your policy are listed below:

- [3] - Clerk Absence Cover
- [30] - Tree Felling and Lopping Cover
-

BHIB Leicester

AGM House,
3 Barton Close,
Grove Park, Enderby,
Leicester
LE19 1SJ

T.0330 013 0036
E.enquiries@bhibaffinities.co.uk
www.bhivecouncils.co.uk

- [31] - Fly Tipping Cover
- [AMENDED] - Amended Policy Introduction
- [COVEX] - General Exclusions - Coronavirus
- [GDPRCLP] - Data Protection Act wording amendment (CLP)
- [GDPRELPL] - Data Protection Act wording amendment (EL/PL)
- [IL001] - Index Linking
- [SKATE] - Skate Park Endorsement

Full details of these endorsements can be found on the enclosed Policy Schedule. It is important that you read and understand these endorsements, exclusions, limitations and other conditions and warranties. Please contact the BHIB Councils Team if you require any further explanation or assistance.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The **Policy Wording** will include conditions that you must meet so cover applies if a claim is made. The insurer can refuse to pay out if all the policy's conditions are not met.

The policy may also include warranties. A **warranty** is a condition you must comply with precisely; if a warranty is not fulfilled, the insurer can suspend cover or cancel it.

Your insurer can refuse to pay out if you don't meet all its conditions. The proposal from the insurer can contain conditions called subjectivities. A **subjectivity** is something the insurer will want you to carry out within a standard timescale. For example, you could be asked to fill in a proposal form, provide details of your claims history, or undertake risk improvement measures.

Excesses

All excesses are detailed in your Policy Schedule, please ensure you familiarise yourself with these.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The insurer may also add an excess or exclusions. An excess is the amount paid, or the insurer holds back in the event of a claim (excess details are noted below). An exclusion is a clause in the policy that states which risks the insurance won't cover.

Important Changes to the Current Policy from Renewal

Details of any changes will be shown on any enclosed 'Notice to Policyholders' or 'Important Information' documents.

Important Information

Please refer to the enclosed ***BHIB Councils Insurance Important Notices & Information*** document.

Duty of Fair Presentation

It is your responsibility to provide a fair presentation of the insurance risk by carrying out a reasonable search for information, including obtaining information from senior managers or other parties within your organisation or anybody who your business outsources any tasks to.

You must disclose every material circumstance which you know or ought to know or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

To ensure that your business is adequately covered, you have an ongoing responsibility to share all material circumstances about your business are accurate and in good faith. Details about your business, its activities and how it is managed must be reported to your insurers. This means you must disclose:

- All known material circumstances which may influence your insurers' assessment of the risk, for example:
 - Changes to your address, premises, or security
 - Contractual obligations to customers and suppliers
 - Changes to processes or your customer base
 - New products and services
 - Importing/Exporting to or from foreign markets
 - Opening offices or employing staff overseas
 - Past Convictions, County Court Judgements, Bankruptcies, or company/individual voluntary arrangements
 - Been the subject of recovery action by HM revenue and customs
 - Been prosecuted, served prohibition, or served an important order or notice under health and safety legislation or environmental protection legislation
 - Been disqualified from being a company director
- The knowledge of your senior management team, as well as directors, middle management and staff who may have knowledge of information material to the nature of your business now or any changes which might affect the profile of your risk in the future.
- You are obliged to undertake a reasonable search of any information relating to your business held by external parties employed to advise the business, such as consultants, managing agents, accountants, solicitors, or risk managers.

Cancellation Rights

You have the right to cancel this insurance after the inception or renewal date, as described in the Insurance Product Information Document (IPID) or in your Policy Wording.

Claims

Insurers require you to notify details of claims or circumstances that may give rise to a claim against you. This Condition sets out the insurer's requirements for notifying claims and the procedures to be adopted and complied with. For example, you must not admit liability or prejudice the insurer's position and if you do, insurers could repudiate claims.

BHIB Leicester

AGM House,
3 Barton Close,
Grove Park, Enderby,
Leicester
LE19 1SJ

T.0330 013 0036
E.enquiries@bhibaffinities.co.uk
www.bhibcouncils.co.uk

Additional Benefits

Local Council Awards Scheme (LCAS)

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a premium discount, in addition to any discounts already applied to this quotation. Simply contact the Local Councils Insurance Team on the contact number noted below, confirming your LCAS status for us to provide an amended quotation.

Long Term Undertaking (LTU)

This quotation includes a Long-Term Undertaking (LTU) discount. An LTU gives you the benefit of ensuring that your policy will renew based on the same underlying rates as those used for the first year's quotation. Please be aware that premiums are adjusted proportionally, according to any revised sums insured you declare to us, for example, during the policy period, or in advance of a renewal. Premiums are also adjusted proportionally, according to fluctuations in the value of annual index linking applied at each renewal by your insurers (as explained above). Your insurers reserve the right to adjust the underlying rates and terms, where there have been claims made during the period preceding a renewal. Any changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions, will also apply at each renewal. As you have chosen to enter a Long-Term Undertaking, you are agreeing to maintain this insurance policy until point of renewal three years from the commencement of this agreement. This LTU relates solely to this product and cannot be transferred to another policy or insurer.

Other Insurance Products

BHIB Cyber for Councils

Working with Talbot Underwriting Ltd we can arrange additional cover which will help you in the event of a cyber-attack, and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- Limit of Indemnity: £250,000
- E-Theft Extension (Social Engineering/Funds Transfer): £25,000
- 10 free device licences for award-winning endpoint protection AVAST Antivirus Pro Plus and cloud data backups (RRP £400 per annum) which satisfies policy conditions.

The policy also offers a range of benefits which are exclusive to the BHIB Cyber for Councils policy, including:

- Small councils can work in partnership and have a joint policy with up to 3 other councils, enabling you to split the cost and share the 10 free AVAST Antivirus Pro Plus device licences
- Free 1 hour Cyber/GDPR consultation with a Compliance specialist who has experience as a councillor, to offer information and guidance. Further consultancy is available at an extra cost.

Please find further details enclosed.

Your Parish Online Subscription

Your free Parish Online subscription from BHIB Councils Insurance will end at this renewal (date as above). To continue to benefit from using Parish Online, your mapping software renewal subscription will include a 20% discount, courtesy of BHIB Councils Insurance. If you wish to renew your subscription or require support please contact support@parish-online.co.uk or visit www.pparish-online.co.uk.

What To Do Next

Please read through the enclosed documents carefully, ensuring the cover details accurately reflect your requirements.

If you would like to go ahead and renew cover, please contact us by phone or email. It is essential that we receive instructions to proceed with cover and payment prior to the renewal date.

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Paying for Your Policy

Credit/Debit Card:	Please access our online BHIB Self Service Portal* or call BHIB on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
BACS/Automatic Transfer:	Account Name: BHIB Ltd Account No.: 01100742 Sort Code: 56-00-60 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to BHIB Ltd and send to, BHIB Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note BHIB is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Close Brothers Premium Finance (CBPF). BHIB Ltd is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Close Brothers Premium Finance (CBPF)
Loan Amount	£1,553.77
Interest Amount (6.75%)	£104.88
10 Monthly Instalments of	£165.86
Total Payable	£1,658.65
APR	17.48%
Instalment Term	10 Months
Policy Term	12 Months

The above table shows the premium which would be financed by Close Brothers Premium Finance, at a charge of 6.75% (Typical 17.48% APR variable).

The policy term is 2 months longer than the instalment plan. Financing the premium at £1,658.65 means the overall cost will be more expensive than making a single payment of £1,553.77), the additional cost amounts to £104.88

Please refer to the enclosed Premium Finance Information Sheet for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours Sincerely

BHIB Councils Team
Email: enquiries@bhibcouncils.co.uk
Telephone: 0330 013 0036
Website: www.bhibcouncils.co.uk
Twitter: @bhibcouncils

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Brixworth Parish Council
Report to: Council 29/06/2023

Summary: Resolve to proceed with historic resolution to replace PC owned Litter Bins considering revised increased costs associated with the project.		
Attachments: Quotation - Glasdon		
1.0	BACKGROUND - A resolution was made to replace BPC Bins in March 2022 (22/5757) However, due to the challenges Council faced at the time, the action to carry out the resolution was not completed. The costs for this project have increased due to the rise in cost from the manufacturer. (approx. £124 per bin).	
2.0	PROPOSAL - To replace the 12 current bins in line with Resolution 22/5757, to replace parish owned bins with Sherwood bins in line with the budget available. The groundsman has been consulted and is able to install these bins.	
3.0	OPTIONS CONSIDERED - BCAG had made a recommendation to Council regarding the choice of Bin that was subsequently agreed in March 2022. No alternate options have been considered since this resolution was passed.	
4.0	FINANCIAL INFORMATION - The cost to replace 12 bins is £5,685.60 (ex VAT) This price includes a £300 discount provided by the chosen supplier, Glasdon. There is a budget of £2000 and a further £4500 in reserves for litter bin replacement. (£6,500).	
5.0	CONCLUSION / RECOMMENDATION It is recommended to proceed with resolution 22/5757 with Sherwood Bins as previously agreed in the historic resolution, at a cost of £5,685.60. The cost will be covered by a combination of budget and reserve funding.	
Implications:		
Council Objectives:	Provision of litter bins.	
Resource Requirements:	Committee / Cllrs / Working Group / Officers / External / Other / None Hours / Days / Weeks / Months	
Do we have the resource available?		Y
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	Y
Biodiversity	Are there any bio-diversity implications?	N
Financial	Are there financial implications at this stage?	Y
	Will there be financial implications?	Y
	Is there provision within the budget?	Y
	Could there be additional expenditure?	N
	Is there potential for income generation?	N
Legal	Do we have power, to act?	Y
	If Y which act: Litter Act 1983, 5 and 6	
Risk Management	Are there any risks? If so, how will these be mitigated?	N
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	N
Person originating this report: Gavin Kirkup		
Date: 23/06/2023		

Gavin Kirkup
 Brixworth Parish Council
 Brixworth Library & Community Ctr
 Spratton Road
 Brixworth
 Northampton
 NN6 9DS






22/06/2023
 EQ70088120

Email: nichola.pope@glasdon-uk.co.uk

 WhatsApp: 01253 600410

 Request a callback

Account Code: 590134973

	Qty	Unit Price	Total Price
 Sherwood™ Litter Bin with Hooded Top supplied in Dark Oak with metal liner and Ground-Lock fixing system. *Special price based on a quantity of 12 units* <ul style="list-style-type: none">  Product Information  Product News  Product Videos  Product Warranty 	12	£473.80	£5,685.60
Ground Lock Fixing Tool for Ground Lock fixing system.	2	£0.00	£0.00

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 22/07/2023

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to NORTHAMPTONSHIRE	£0.00
Total (excluding VAT)	£5,685.60

Click here to proceed with this quote using a credit card or by paying on account

Brochures



We'll plant a tree for every Quote request we receive.

You can also keep track of our tree-planting initiatives via our virtual forest at <https://ecologi.com/glasdonuk>



Company Reviews

As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.

[Please read some of our reviews here...](#)

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Brixworth Parish Council
Community Events Working Group
Draft Terms of Reference

The Parish Council at its meeting of 29th June 2023 agreed that the Parish Council would appoint a Working Group to focus on engaging and delivering community events in Brixworth.

The Community Events Working Group is 'advisory' only and has no authority to make decisions or to incur expenditure.

1. Objective
Engage the local community by promoting Community Events in the village. Assisting in organising events
2. Aims
The Working Group will consider events to be facilitated, managed, or promoted by the Parish Council in line with the Council's vision. The Working group will engage with event organisers, participants and relevant parties and assist in the facilitating, organisation and planning of events for the benefit of the community.
3. Composition
Membership shall comprise of a minimum of 3 nominated members of the Parish Council and the Parish Clerk/Officers. One member will be elected as Chairman to preside at its future meetings. Relevant and interested parties may be invited to the meeting, including event organisers, participants and community group representatives.
4. Quorum
The Quorum for the Community Events Working Group shall be two Councillors.
5. Meeting Frequency
The Community Events Committee will meet at a minimum of once per quarter, or as required.

Items for the agenda should be submitted to the Clerk a minimum of one week prior to the meeting.

Working party meetings are not required to be held in public.

6. Responsibilities

- To consider events for the community which will be facilitated, organised and/or run by the Parish Council on an annual basis for the benefit of all aspects / areas of community residents, paying particular attention to the council's vision.
- To engage with commercial and community organisations in the running and organisation of events for the benefit of the community;
- To ensure all events comply with relevant legislation and health & safety policies;
- To promote community events in Council publications / Social Media and on the website;
- To be innovative with events and put together an inclusive events programme.

7. Notes

The Community Events Working Group reports to the Full Council.

If expenditure of any kind is expected as a consequence of the working party discussions, it must be agreed by the Full Council.

The Community Events Working Group will be permitted to meet remotely or face to face if deemed necessary. Copies of the draft notes shall be circulated to all members at the following Full Council meeting.

As and when necessary, pertaining to any public event, members of the public will be permitted to attend the working group meetings and given the opportunity to give input and feedback to the discussion. However, members of the public will have no voting rights.



Climate Emergency Statement of Intent The Green Framework

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NB. Appendixes for information in separate document 1



Climate Emergency Statement of Intent The Green Framework

1. INTRODUCTION

Brixworth Parish Council followed the lead from West Northants Council (WNC) and declared a Climate Emergency in July 2021(21/5544). WNC is formulating a 'Sustainability and Climate Plan' in line with the UN 17 Sustainability Goals, and Brixworth Parish Council is committed to actions that will support the aims of WNC action plan.

As part of the action resulting from declaring a climate emergency, Brixworth has established a climate action group (BCAG). BCAG membership includes residents and councillors to develop a plan to help the parish address the emergency locally.

This framework explains Parish commitments and aspirations in greater detail with the aim of becoming a net zero carbon parish council by 2030. This is in line with West Northants Council UK 100 pledge and its wider pledge to achieve net zero status for the whole of the West Northants area by 2045. It should be noted that the UK government has a 2050 pledge which is built into law.

This framework is a statement of intent for the Parish which is to be used as a guide to inform the reader of council's intentions to help fight climate change, and also as a resource, to aid the implementation of actions council will formally consider in the future.

The Green Framework Plan will be reviewed at least annually by BCAG, and in line with climate change and legislation, and any amendments approved by council.

Any climate action projects which require financing, will be considered by council when necessary, with a view to adding a Green Framework fund into the 2024/25 budget.



Climate Emergency Statement of Intent The Green Framework

2. HOW CAN THE PARISH TACKLE THE CLIMATE EMERGENCY?

Brixworth Parish Council can:

- Support and engage with West Northants Council and central government on initiatives to tackle the climate emergency
- Ensure that parish decisions taken have considered their climate impact, environment and biodiversity impacts
- Work with the Brixworth community on climate and environmental initiatives
- Provide climate and environment information received from BCAG, WNC and the government via the Parish Council website, social media, public meetings and events.
- Lead by example – by demonstrating the climate and environmental impacts of projects are assessed and reviewed.
- Encourage use of The Cycle to Work Scheme by promoting local WNC safe cycling routes
- Promote safer cycling and walking opportunities within the village.

HOW DOES THE PARISH ACHIEVE NET ZERO CARBON?

Firstly, Brixworth Parish Council, in conjunction with WNC, will look to review its carbon footprint and encourage residents to do the same.

West Northants Council has recently appointed an officer who can advise on how to calculate a household's carbon footprint, and the council plans to engage with this officer to achieve an understanding of our current carbon footprint as a council. If there are any associated costs for using this officer, they will be approved by council beforehand.

A net zero community would achieve sustainability by:

- utilising power with maximum efficiency and getting it from renewable sources such as wind and solar
- reducing the number of petrol and diesel vehicles on the road
- Encouraging the changeover to electric/hybrid/green fuel (such as hydrogen) vehicles, reducing waste and plastic consumption
- Encourage buying food from local sources
- Consider installing renewable energy sources locally, saving tonnes of carbon emissions every year

The government is offering grants for improved window glazing, home insulation, and heat pumps, and plan to phase out gas boilers. There is also an initiative to introduce hydrogen into gas to reduce nitrogen oxide and reduce pollutants, as well as initiatives to install home charging points for electric / PHEV vehicles. Brixworth Parish Council will endeavour to promote these offerings via its website and social media to inform residents of what is available to combat climate change.

Our goal with the Green Framework is to inform Brixworth residents, support them in changing their behaviours to reduce carbon emissions, and to help build resilience against the adverse impact of climate change. The Framework clearly sets out council's intent of how it will aid the parish/community to work towards net zero and proposed actions of how to achieve this.



Climate Emergency Statement of Intent The Green Framework

3. WHAT **THE PARISH** HAS ACHIEVED SO FAR (as at April 2023)

Brixworth Parish Council has:

- Acknowledged that we are in a state of climate emergency and supported the creation of the Green Framework
- Supported the planting of trees, hedgerows and wildflowers around the village of Brixworth
- Initiated a liaison with WNC and other parishes and similar groups to share information on tackling climate change
- Agreed a liaison with BCAG to pool resources
- **Agreed to endeavour** that all BPC facilities should become net zero carbon as soon as possible or when they are upgraded
- Applied for a CPRE grant to plant new hedgerows
- Through BCAG, engaged with local schools and youth group to undertake projects through **assemblies and Scouts meetings**.

4. HOW **THE PARISH** INTENDS TO IMPLEMENT THE FRAMEWORK

4.1 WHAT **THE PARISH** AIMS TO DO SHORT TERM (By March 2024)

- Establish the Parish Council's own carbon footprint (properties, grass cutting, mileage etc.)
- Encourage parishioners to identify their own carbon footprints
- Look for suitable **parish land** for tree, hedgerow and wildflower planting, and maintain existing mature trees that are sited away from housing **on parish land**
- Set up a survey to gain local opinion, and to raise awareness
- Encourage buying local produce
- Establish more wildflower verges
- Work with the community and local environmental groups
- Liaise with the gardening and allotment group
- **Explore** the Carbon Literacy Project's Parish Council training programme with the aim of gaining a Bronze level or higher Carbon Literacy Certificate for the council.

4.2 WHAT THE PARISH AIMS TO DO MEDIUM TERM (By December 2027)

- **As consultees**, support any building of 'green' homes in Brixworth
- Support a community car sharing scheme
- Reduce paper consumption further
- Develop further tree, hedgerow planting and wildflower conservation areas
- Work with West Northants Council to establish proper joined-up cycle routes from Brixworth to surrounding communities.
- Support the provision of better bus routes and more frequent services
- Encourage the installation of EV charging stations
- Ensure any parish facilities have climate change technology at the heart of any proposals for upgrading, maintenance or replacement.



Climate Emergency Statement of Intent The Green Framework

- **Explore** the Carbon Literacy Project's Parish Council training programme with the aim of gaining a Gold level or higher Carbon Literacy Certificate for the council.

4.3 WHAT **THE PARISH** AIMS TO DO LONG TERM (By December 2030)

To reach the aim of becoming net zero, **the council** will need to strive towards:

- That local homes and businesses are made dramatically more energy efficient, with carbon-free heating sources, by promoting knowledge of Government Incentive schemes for insulation, boiler replacement with heat pumps, replacement double glazing etc.
- The **parish** has 100% clean electricity and renewable energy generation
- The **parish** is much less reliant on fossil fuel driven transport, with more transport sharing and improved public transport infrastructure
- **Encouraging adoption** of electric vehicles by providing charging points on Council properties, in line with West Northants Council Grant Funding opportunities.
- Promoting healthier lifestyles based on locally grown food, more walking and cycling, and sustainable local farming economy
- Exploring possibilities for locally owned solar and wind turbines
- Becoming a net zero council
- **Encouraging** the Carbon Literacy Project's Parish Council training programme with the aim of gaining a Platinum level or higher Carbon Literacy Certificate for the council.

5. EMERGENCY CONTINGENCY PLANNING

Brixworth Parish Council will support West Northants Council, public utilities and other relevant authorities to put in place 'Planning for Emergencies' such as severe flooding and other climate-driven risks to Brixworth.

Like many other areas of the UK, Brixworth is also threatened by extreme weather events. As storms intensify, the village **may** be at risk of flooding from both excessive sudden precipitation and extreme temperatures.

The council will support the development of mitigation plans:

- For rainfall that exceeds storm-drain capacity, **the council** will work with WNC and other local councils.
- That identify areas at risk of flash flooding
- That enable Brixworth Parish Council to suggest and support schemes for residents to receive some financial help to buy water butts
- That support any initiatives for new housing to include planned rainwater harvesting. This will take water out of the drain system and save it for food growing in drought seasons.
- That allow for consultation with the local sewage works which may help to show where the dangers lie locally
- That support activity where, in case of extreme temperatures and sudden storm surges, the parish council has to flag up warnings to residents, local/national infrastructure and to county planners.
- Where **the council** needs to, work with West Northants and other councils and, using realistic scientific forecasts for timing, plan evacuation centres for Brixworth residents who need to move to places of safety.



Climate Emergency Statement of Intent The Green Framework

- In order to support WNC as they consider planning for evacuees from other parts of the area that may be needed.

6. CONCLUSION

The world will not fall apart tomorrow but gradually over time, and not in our lifetimes, however the long-term damage to the planet can only be reversed if action is taken now. Even small steps by individuals and groups will make a difference, the more that is done now and the more people that do it, the greater the difference will be. Implementing this framework will benefit **the parish**. Everyone can make their own small contribution in their own garden or in areas where they work as a community. Schools, sports clubs, and village organisations can all adopt elements of this and can help bring this framework to life.

Brixworth Parish Council is committed to **this Green Framework and strives towards achieving all the above. The council will endeavour to inform our residents and work towards the required infrastructure being in place.** The Brixworth Community needs to mobilise in response to the climate emergency, and it is the Parish Council's responsibility to support and lead by example.

9. ABOUT US

About Brixworth Parish Council

Parish Population: 5766 (2021 census) Households: 2000+

Land Area: 3896 km²

Contact: Brixworth Parish Council

Telephone:

Email: parish.clerk@brixworthparishcouncil.gov.uk

Brixworth Climate Action Group and Brixworth Parish Council would like to thank Burwell Parish Council for sharing with us their own Climate Action pledge to use as a template.

We would also like to thank the local people of Brixworth who have started an avalanche with their own efforts to combat what may seem like an insurmountable threat to our future, and who have inspired and contributed to this framework.

N.B. This is a DRAFT document for BCAG and PC comment / approval.

Phase 3

Policy	Changes Made	Recommendation	Created	Current Review	Next Review	Future Review
Appraisal Policy	Minor factual changes to council Committee structure.	Adopt updated policy	2017	2023	2026	Tri-Annual
Capability Policy	NEW Policy (No current policy in place). Policy from Peninsula mirrors staff handbook.	Adopt New Policy	2023	2023	2026	Tri-Annual
Dignity at Work	Updated to SLCC Dignity & Respect, Civility Pledge Council Policy which the council signed this year.	Adopt New Dignity at Work Civility Pledge Policy	2023	2023	2026	Tri-Annual
Diciplinary Policy	Changes from NCALC Revisions (2019). Current version based on NCALC 2015 policy.	Adopt updated policy	2015	2023	2026	Tri-Annual
Compassionate Leave	Updated to Bereavement, Compassionate and Special Leave Policy. Good examples researched.	Adopted updated Bereavement, Compassionate and Special Leave Policy	Unknown	2023	2026	Tri-Annual
Grievance Policy	Updated to NALC 2019 policy.	Adopt updated policy.	2018	2023	2026	Tri-Annual
Health & Safety Policy	Minor Changes reflecting changes to staffing structure	Adopt Minor Changes	2018	2023	2023	Bi-Annual
Lone Worker Policy	Updated to mirror Peninsula Policy as detailed in the Current Staff Handbook.	Adopt Updated policy	2016	2023	2026	Tri-Annual
Recruitment Policy	NEW Policy - Good example adapted from Stony Town Council	Adopt New Policy	2023	2023	2026	Tri-Annual

Brixworth Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
64 08.03 Ashway Changing Roo	24/05/2023		01 Nat West Revenue		Electricity Supply Ashway	EON Next Energy Limited (As	L	363.64	18.18	381.82
65 03.03 Telephone -Mobile Str	24/05/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	E	5.00		5.00
66 07.02 Sundry Purchases - M	23/05/2023		01 Nat West Revenue		Wire Nozels - Karcher	Amazon Services Europe Sarl	S	12.63	2.53	15.16
67 06.02 Signs	25/05/2023		01 Nat West Revenue		CCTV Signage for St David's	Amazon Services Europe Sarl	S	16.36	3.27	19.63
68 03.03 Telephone -Mobile Str	30/05/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	E	5.00		5.00
69 04.12 Bank Charges	31/05/2023		01 Nat West Revenue		Bank Service Charge	Nat West Bank	E	12.60		12.60
70 02.10 Human Resources/ He	31/05/2023		01 Nat West Revenue		Management Services	Peninsula Business Systems	S	271.62	54.32	325.94
71 07.06 Van Lease Costs	01/06/2023		01 Nat West Revenue		Van Lease Costs	Lex Autolease	S	239.58	47.91	287.49
72 03.03 Telephone -Mobile Str	05/06/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	E	5.00		5.00
73 02.15 Adobe License	05/06/2023		01 Nat West Revenue		ICT Services	Adobe	E	16.64		16.64
74 04.11 Telephone & Broadbar	07/06/2023		01 Nat West Revenue		Broadband & Landline Telephc	Talk Talk Business	S	67.72	13.54	81.26
75 04.04 Insurance - General	09/06/2023		01 Nat West Revenue		General Insurance	BHIB Limited Insurance	E	1,553.77		1,553.77
76 03.01 Clerk's Expenses	30/06/2023		01 Nat West Revenue		Refreshments for meeting	Clerk - Josie Flavell	E	7.00		7.00
77 07.02 Sundry Purchases - M	14/06/2023		01 Nat West Revenue		Bin Bags	Amazon Services Europe Sarl	S	9.99	2.00	11.99
78 07.02 Sundry Purchases - M	30/06/2023		01 Nat West Revenue		Sundry Items	Trade UK - B&Q/ Screwfix	S	8.66	1.74	10.40
79 04.03 Newsletters	30/06/2023		01 Nat West Revenue		Brixworth Bulletin	Brixworth Bulletin	E	350.00		350.00
80 02.09 Web Site & Emails	30/06/2023		01 Nat West Revenue		Website Hosting	Parish Council Web Sites	S	207.00	41.40	248.40
81 09.05 St David's Trade Wast	30/06/2023		01 Nat West Revenue		Trade Waste	Bakers Waste	S	83.00	16.60	99.60
82 04.08 Training	30/06/2023		01 Nat West Revenue		Ncalc Training	Northants CALC	S	122.00	24.40	146.40
83 02.14 Payroll Services	30/06/2023	22/5751	01 Nat West Revenue		Payroll System	DCK Payroll Solutions	S	76.00	15.20	91.20
84 02.11 ICT	30/06/2023		01 Nat West Revenue		Cloudy IT Monthly Charges	Cloudy IT	S	170.10	34.02	204.12
85 07.07 Fuel - Van & Mowers	30/06/2023		01 Nat West Revenue		Fuel	AH Blason	S	97.50	19.50	117.00
86 08.02 Ashway Grass Cutting	30/06/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	276.00	55.20	331.20
86 09.02 St David's Grass Cuttir	30/06/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	338.00	67.60	405.60
86 09.01 St David's Grounds Ma	30/06/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	100.00	20.00	120.00
86 08.01 Ashway Grounds Mainl	30/06/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	125.00	25.00	150.00
87 02.02 CPRE	30/06/2023		01 Nat West Revenue		CPRE Membership	CPRE	E	36.00		36.00
88 01.01 Salaries	15/06/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	7,388.54		7,388.54
88 01.02 Employer NI	15/06/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	594.04		594.04
88 01.03 Pension - LGPS	15/06/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	1,105.08		1,105.08
89 07.09 Vandalism	30/06/2023		01 Nat West Revenue		Post Replacement St David's	Trade UK - B&Q/ Screwfix	S	31.70	6.34	38.04
90 04.11 Telephone & Broadbar	15/06/2023		01 Nat West Revenue		Mobile Telephone	EE Limited	S	16.21	3.24	19.45
91 02.14 Payroll Services	30/06/2023	22/5751	01 Nat West Revenue		Payroll System	DCK Payroll Solutions	S	76.00	15.20	91.20

Brixworth Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
92	04.07 Office Equipment	21/06/2023		01 Nat West Revenue		Orthopedic Chair Cushion	Amazon Services Europe Sarl	S	17.48	3.50	20.98
93	06.02 Signs	21/06/2023		01 Nat West Revenue		Car Park liability signage	Amazon Services Europe Sarl	S	36.35	7.28	43.63
94	04.12 Bank Charges	30/06/2023		01 Nat West Revenue		Bank Service Charge	Nat West Bank	E	11.55		11.55
Total									13,852.76	497.97	14,350.73



Brixworth Parish Council
Report to: Council 23/06/2023

Summary: Housing Needs Survey & Rural Exception Site	
Attachments: Site Plan – Land Scaldwell Road	
1.0	BACKGROUND <p>West Northants Council contacted Brixworth Parish Council a while ago asking if Council would consider a small development as part of the Rural Exception Sites initiative. The Planning Committee have already met and discussed this site and the Clerk is to arrange for a meeting with all relevant parties in due course. However, the Clerk felt the need to bring this matter to the attention of Council first, to garner views on the matter and to also ask Council if they would be prepared to allow West Northants Council to prepare a new Housing Needs Survey as the last one was completed in 2013 (some near 10 years ago). Cllr Mitchell is to give a verbal update at the June meeting but this paper affords Council members the opportunity to review background information ahead of this meeting.</p> <p>Should any council member wish to gain further information on a Housing Needs Survey please use the following weblink: https://www.daventrydc.gov.uk/living/housing-strategy/affordable-housing/rural-exception-sites/</p>
2.0	PROPOSAL <ul style="list-style-type: none">▪ To agree to the small development▪ To agree to West Northants Council conducting a new Housing Needs Survey.
3.0	CONSIDERATIONS <p>Council can comment on the potential development site but the following information from the WNC Affordable Housing Officer Samantha Bosworth, does need to be taken into consideration.</p> <p><i>The site is currently owned by a developer who will seek to get planning permission with or without my or the parish council's involvement. The Daventry Local Plan allows for development outside of village confines in certain circumstances. The Plan says:</i></p> <p><i>A. Development at the Primary Service Villages will be located within the confines of the village as defined on the Inset map.</i></p> <p><i>B. Development outside the defined confines will be acceptable only in the following circumstances;</i></p> <p><i>i. Where the housing land supply is less than five years (three years where a neighbourhood development plan that is less than two years old is in place that allocates sites for housing); or</i></p> <p><i>ii. Where the development provided would clearly meet an identified local need, for housing this would be need identified through an up-to-date Housing Needs Survey or Housing Needs Assessment where it is demonstrated that this could not otherwise be met within the defined village confines; or</i></p> <p><i>iii. Where it is demonstrated that a scheme is required to support an essential local service that may be under threat, especially a primary school or primary health service; or</i></p> <p><i>iv. Economic development that will enhance or maintain the vitality or sustainability of the Primary Service Village or would contribute towards and improve the local economy; or</i></p> <p><i>v. Development which otherwise accords with policy EC4</i></p> <p><i>Without the parish council's support, I wouldn't want to undertake a housing need survey, but this doesn't stop the developer undertaking his own survey. The site would then be developed as a market led scheme and we would probably get less affordable housing on the site. The advantage of being involved is that we can shape and have more influence over what the planning application will look like in terms of mix of dwellings, tenure and layout. This should be weighed against the parish</i></p>



council being seen to be supporting the development and the fact that the PC doesn't want to see this site developed.

Initial planning advice for this site is favourable.

4.0 FINANCIAL INFORMATION

Not applicable at this stage.

5.0 CONCLUSION / RECOMMENDATION

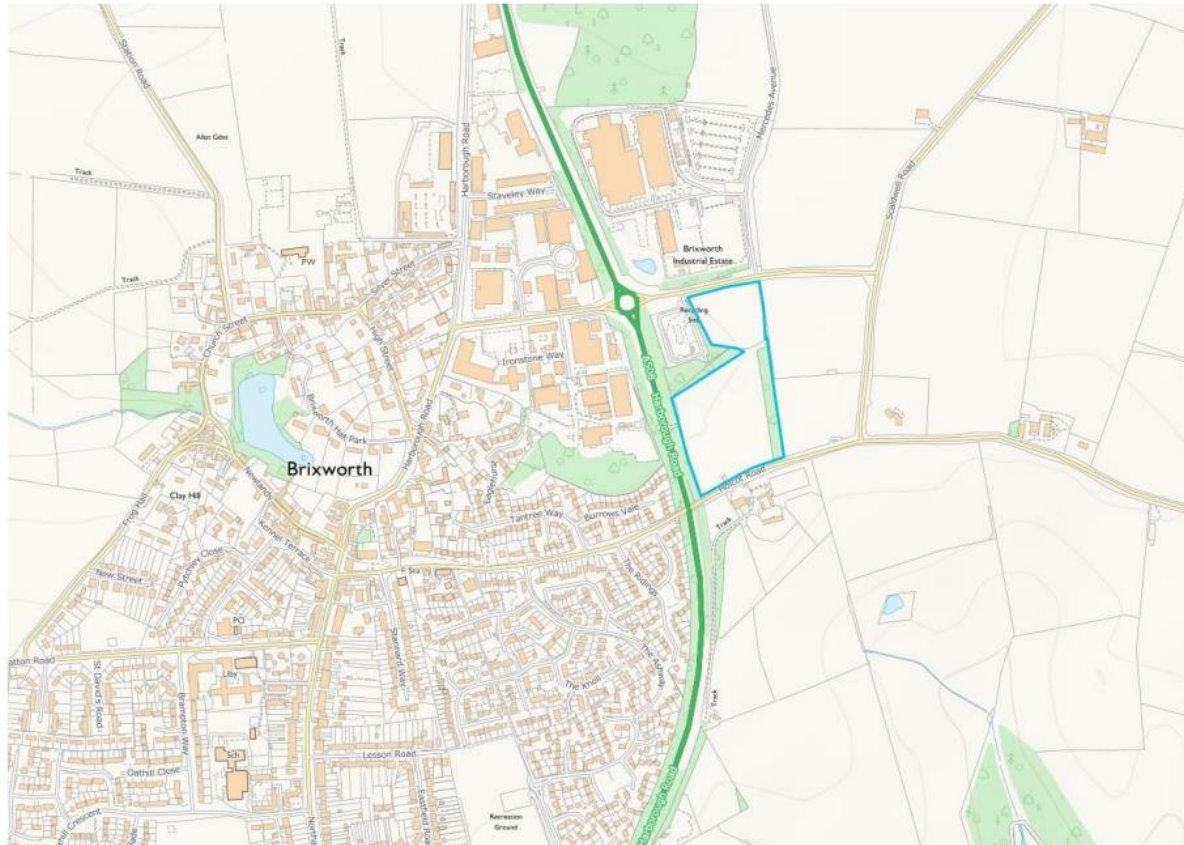
- To consider and agree to West Northants Council creating a new Housing Needs Survey.
- To consider all information given concerning the potential development site and to give an opinion to allow the Planning Committee to respond in full on behalf of Council.

Implications:		
Council Objectives:	To consider the Rural Exception Site as per the information contained with this report.	-
Resource Requirements:	N/A	N/A
Do we have the resource available?	N/A	N/A
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N/A
Crime and Disorder	Has crime and disorder have been considered?	Y
Biodiversity	Are there any bio-diversity implications?	Y
Financial	Are there financial implications at this stage?	N
	Will there be financial implications?	N/A
	Is there provision within the budget?	N/A
	Could there be additional expenditure? -Possible Repair/Maintenance	N
	Is there potential for income generation?	N
Legal	Do we have power, to act?	N/A
	If Y which act: For example Local Government and Rating Act 1997, s. 31	-
Risk Management	Are there any risks?	-
Risk Assessment	Is a risk assessment required?	N/A
Project Management	-	N/A
Person originating this report: Josie Flavell – Clerk and RFO		
Date: 23/06/2023		



Brixworth Parish Council

Land Scaldwell Road, Brixworth – Site Plan





Brixworth Parish Council
Report to: Council 23/06/2023

Summary: Co-op Store Planters		
Attachments: Appendix A		
1.0	BACKGROUND The new Co-op store is due to open in July and just outside of the store is a grass verge which needs protecting from highway use, such as vehicles mounting it or parking on it. To that end, Cllr Jonathan Harris petitioned the Co-op to allow for planters to be installed onto the verge to prohibit highways access, which will also beautify the area. The Co-op have agreed to this initiative and to purchase the planters on behalf of Council, on the condition council agree to take ownership of the planters and maintain them going forward, as well as apply for all necessary highways licences. Cllr Mitchell has agreed to create a plan to aid the highways application so that we are aware of how many planters are required. The planters will need to be in-keeping with the area due to it being a conservation area, so please see Appendix A for the types and choices of planters available for this purpose.	
2.0	PROPOSAL <ul style="list-style-type: none"> ▪ RESOLVE to approve which planters to have installed from the 3 options shown in Appendix A. ▪ RESOLVE to take ownership of the planters and maintain them going forward, including planting new plants once they've been installed. ▪ RESOLVE to the Clerk applying for the Highways Licence from West Northants Council. 	
3.0	CONSIDERATIONS There are cost implications due to the maintenance and planting of these planters but the costs can be met using the Community Infrastructure Levy fund currently in earmarked reserves.	
4.0	FINANCIAL INFORMATION There is no cost to Council for the purchase of the planters, only the cost of compost and plants once they are installed. These costs should not amount to more than £150.00. Exact costing can be given at a later date.	
5.0	CONCLUSION / RECOMMENDATION Resolve to approve all the actions as highlighted under section 2.0 of this paper.	
Implications:		
Council Objectives:	To prohibit vehicular access to the grass verge outside of the new Co-op store.	-
Resource Requirements:	Financial – initial costs for filling all planters with compost and plants and then minimal maintenance costs going forward. Resources – Groundsman to install the plant all planters.	Y
Do we have the resource available?	Groundsman	Y
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	Y
Biodiversity	Are there any bio-diversity implications?	Y
Financial	Are there financial implications at this stage?	N
	Will there be financial implications?	Y
	Is there provision within the budget?	Y
	Could there be additional expenditure? -Possible Repair/Maintenance	Y
	Is there potential for income generation?	N
Legal	Do we have power, to act?	Y
	If Y which act: For example Local Government and Rating Act 1997, s. 31	Open Spaces Act 1906 S10
Risk Management	A utility check will be conducted.	-
Risk Assessment	Is a risk assessment required?	N/A
Project Management	Parish Clerk will project manage.	Y
Person originating this report: Josie Flavell – Clerk and RFO		Date: 23/06/2023



Brixworth Parish Council

APPENDIX A

www.worm.co.uk

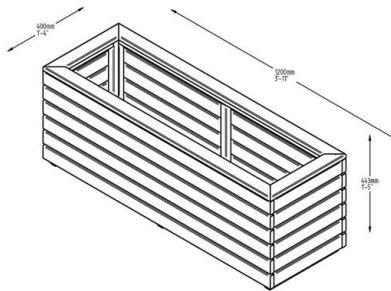
These contemporary style Linear planters are the perfect size for a variety of different plants from box balls through to flowering shrubs such as azaleas or roses.

Made using pressure treated wood the planter is kept off the ground with pressure treated battens and come with a porous lining to keep in soil and moisture and ensure your plants are cared for.

Dimensions: Medium Trough

Height: 44cm
Width: 120cm
Depth: 40cm

Cost: £149.49 each



www.nisbets.co.uk

These contemporary style Linear planters are the perfect size for a variety of different plants from box balls through to flowering shrubs such as azaleas or roses.

Made using pressure treated wood the planter is kept off the ground with pressure treated battens and come with a porous lining to keep in soil and moisture and ensure your plants are cared for.

Dimensions:

Height: 39cm
Width: 100cm
Depth: 50cm

Cost: £151.18 each



www.taylormadeplanters.co.uk

- Hand Selected Grade 1 Cedar
- Drainage to Prevent Water Log
- Handmade in the UK / Fully Lined & Ready to Plant

The Western Red Cedar Planter is a unique addition to our wooden planters range crafted with Grade 1 timber. We love the warm rich tones of Western Red Cedar and its ability to blend in or stand out in a planting display. The design is classic and elegant, and features a capping rail around the top for a smart finish.

Liner – 300 micron Eco Dpm liner with a permeable matting that covers the base to allow drainage.

Materials – Internal framework made of 46mm x 46mm pressure treated pine , vertical bars made of 20mm x 92mm Grade 1 Western Red Cedar . All endgrain treated with Ronseal endgrain treatment.

FINISHES – Our Western Red Cedar planters come in a Natural Finish.

Cost: £544.99 each





Brixworth Parish Council

DRAFT Minutes of the Brixworth Planning Committee Meeting

Monday 5th June 2023 at 7.30pm

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

In attendance:	Councillor Tom Mitchell (Chair), Councillor Ian Barratt, Councillor James Collyer, Councillor Barbara Lunnon & Councillor Christine Ware.
Absent:	-
Apologies:	Councillor Sandra Moxon & Councillor Frances Peacock
Clerical Support:	Gavin Kirkup (Admin)
Members of Public:	Two

PART ONE – OPENING PROCEDURES

23/2378	Councillor Mitchell welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
23/2379	Apologies for absence Apologies were received and accepted from the following Councillors: <ul style="list-style-type: none"> ▪ Cllr Sandra Moxon ▪ Cllr Frances Peacock 	-
23/2380	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.	-
23/2381	Agree and Sign the Minutes of Previous Meeting The Planning Committee RESOLVED to Cllr Mitchell, approving the Planning Committee Meeting Minutes of 15th May 2023, as a true and accurate record. Prop. Cllr Mitchell, Sec. Cllr. Collyer. One abstention.	Paper A
23/2382	Public Open Forum Session One of the residents present explained she was new to the village and expressed an interest in what was happening in the village.	-

PART TWO – FOR DECISION

Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Sandra Moxon and Councillor Christine Ware.

Initialed



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	Ref Number	Description	Location
23/2383	2023/5161/FULL	Erection of 2No. chalet bungalows – subject to an age occupancy condition	Victors Barn Northampton Road Brixworth West Northamptonshire NN6 9DQ
<p>The Planning Committee RESOLVED to NOT SUPPORT this application.</p> <p>Prop. Cllr. Mitchell, Sec. Cllr. Ware. Unanimous.</p> <p>The application is not significantly different from the application in 2020. The same refusal items are likely to apply. ENV1, ENV10 and our Neighbourhood Policies 1 & 2. There is no additional evidence in this application that overturns the original feelings. In addition, the Village Design Statement states that it will allow building outside of the village boundary when there is an up to date housing need survey. There is currently no proven demand for this type of property. This is a speculative application outside of the village boundary, both additional grounds for this to application to be refused.</p>			
23/2384	2023/5173/FULL	Replacement windows and doors to various locations in the property	Orchard Lodge Silver Street Brixworth West Northamptonshire NN6 9BY
<p>The Planning Committee RESOLVED to SUPPORT this application.</p> <p>Prop. Cllr Mitchell, Sec. Cllr. Lunnon. Unanimous.</p>			
23/2385	2023/5310/LDP	Lawful Development Certificate for Proposed Use of land for the siting of touring caravans for residential purposes without limitation as to length of stay	Campsite, Land At Hill Farm, Northampton Road, Brixworth, Northamptonshire
<p>The Planning Committee RESOLVED to NOT SUPPORT this application.</p> <p>Prop. Cllr Mitchell, Sec. Cllr Ware. Unanimous.</p> <p>Councillor Mitchel explained that in his opinion, this proposal changes the proposed use of the land from tourism and leisure industry to a residential caravan site. In addition it suggests all the conditions have been met, which is not true. Condition No. 2 (approval of materials) there is no evidence to suggest it has been fully discharged. The 2009 approval was based on the site being a time barred, tourist caravan site.</p> <p>Councillor Barratt identified that the very definition of a Touring Caravan describes the use of the vehicle, as well as how it looks. A touring caravan tours and cannot remain in situ without limitation. This is a material difference to the original application and should be subject to a new application.</p> <p>Cllr Ware identified the definition of touring as the act of visiting several places in an area for pleasure, not staying in one location forever. Cllr Ware also highlighted that the Mobile Homes Act of 1983 regulates that you can only live in a static caravan all year (if static caravans were permitted) if it is situated in a park with a permanent residential licence, which this site does not have.</p>			

Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Sandra Moxon and Councillor Christine Ware.

Initialed



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23/2386	<p>Regarding a housing needs survey in relation to the development of a rural exception site in the village, the following comments were made.</p> <p>Cllr Mitchell reminded the committee that the previous SLAA suggested sites 78(280 units), 112(445 units), 113(70 units) and 171(74 units) had been identified as potential areas of residential development, all of which are outside of the village envelope. In addition the Daventry Part 2 Plan, section 6.4 outlines the criteria under which Rural Exception Sites should be considered, in addition to Policy H3.</p> <p>It was a collective view of the committee that the current Brixworth Housing needs Survey (current edition dated February 2013) would need to be updated and in line with Cllr Jonathan Harris's email of 26/05/2023 and therefore suggested an initial Teams Meeting be arranged with the Strategic Planning Group and Cllr Harris to discuss how and by what means the Housing Needs Survey can be updated, by whom and under what timescale, in order to progress and justify any housing future 'needs' as suggested." Cllr Barrett requested that the Planning Committee be involved where necessary.</p>	-
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PART THREE – FOR INFORMATION

23/2387	<p>Any Other Business - The was no additional business to discuss.</p>	-
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PART FOUR – CLOSING PROCEDURES

23/2388	<p>Next Ordinary Meeting</p> <p>a. There were no considered items discussed for inclusion on the next meeting agenda. b. To note the date of the next Planning Committee Meeting on Monday 17th July 2023.</p>	-
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In the absence of further business, the meeting was closed in full at 8:18pm.

Signed as a true and accurate record:

.....
Cllr Tom Mitchell - Chairman
Brixworth Parish Council

Date: 26th June 2023

Minutes Prepared By:

Gavin Kirkup
Administrative Assistant
Brixworth Parish Council

Telephone: 01604 347993

Email: parish.clerk@brixworthparishcouncil.gov.uk

Web: www.brixworthparishcouncil.gov.uk

Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Sandra Moxon and Councillor Christine Ware.

Initialled



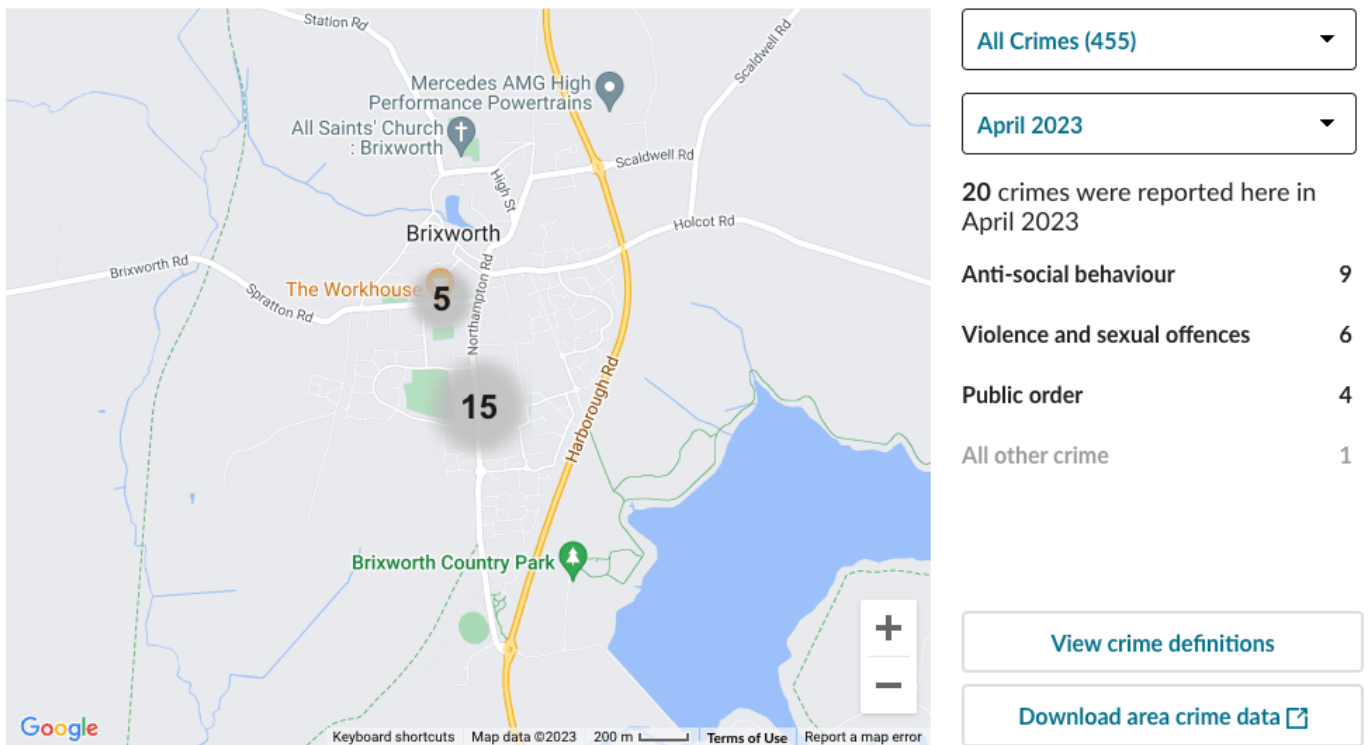
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Crime Statistics Report for the Brixworth Parish Council of 29th June 2023



Reported Crime for April 2023

[Daventry Rural | Police.uk \(www.police.uk\)](https://www.police.uk)



Trend

2021	2022	2023
13	16	20

***This is a broad category of types not covered in other categories. They range from weapon-related crimes to hate crimes and robbery.*

Activity Hotspots

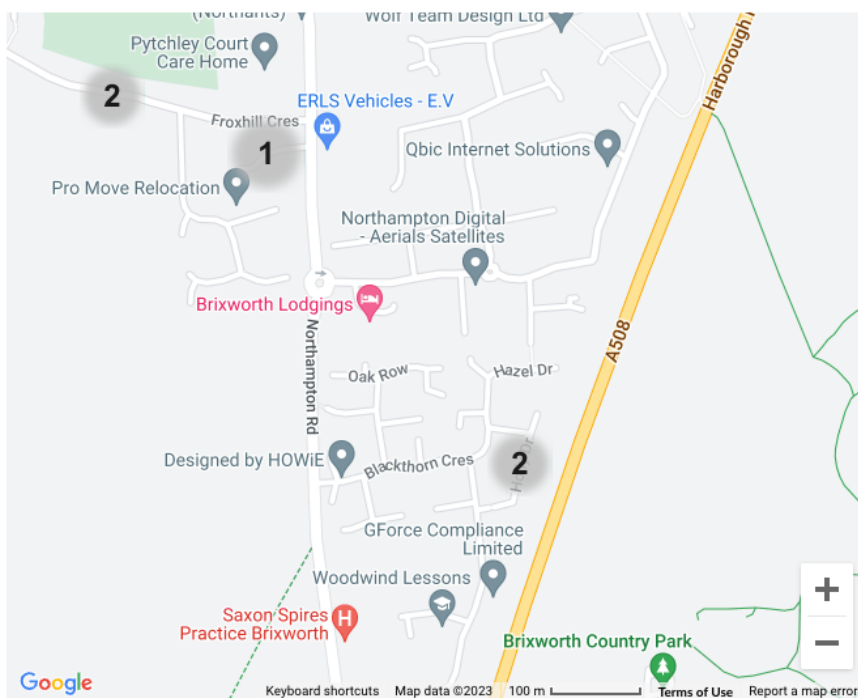


All Crimes (455) ▾

April 2023 ▾

[View crime definitions](#)

[Download area crime data](#)



All Crimes (455) ▾

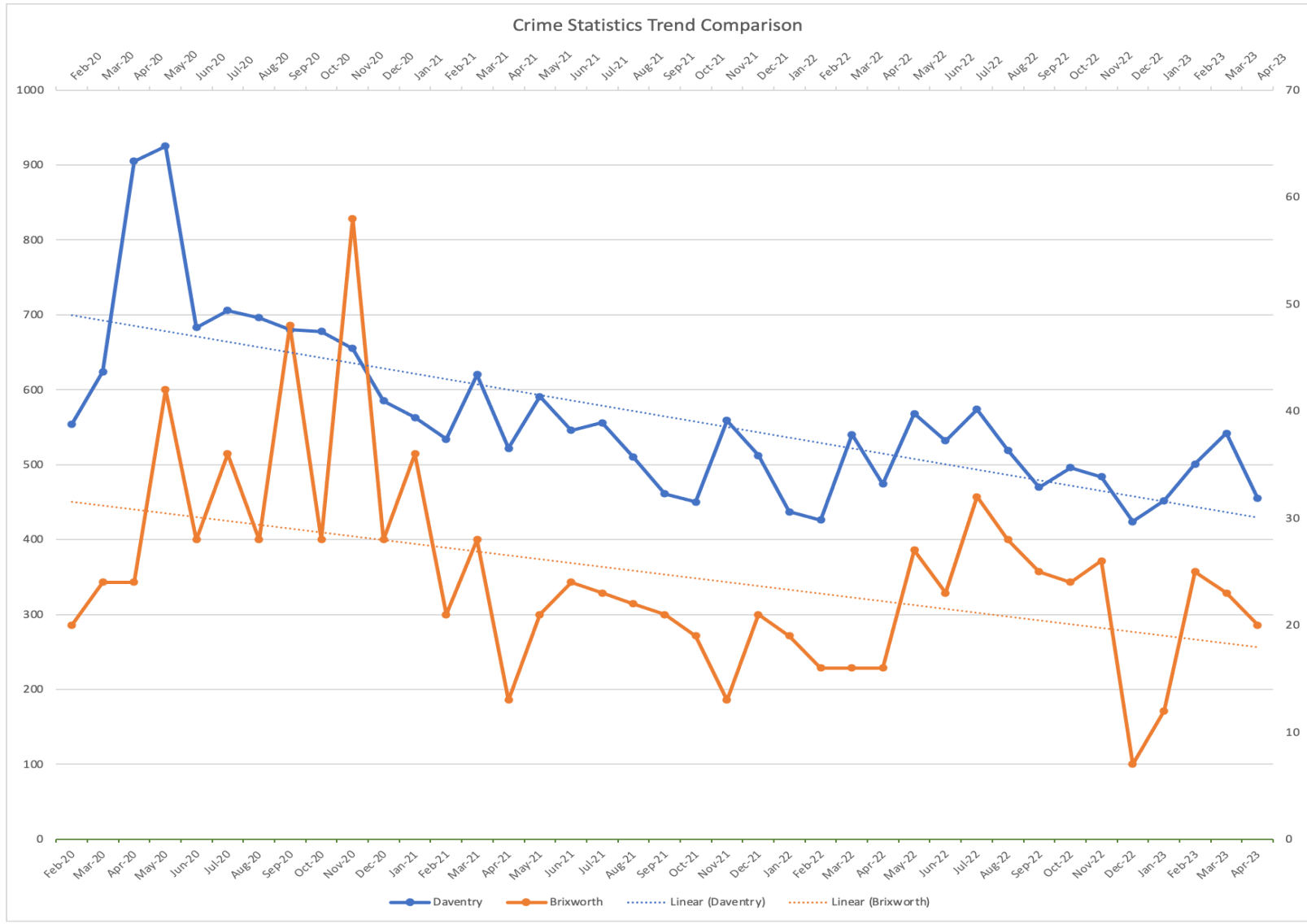
April 2023 ▾

[View crime definitions](#)

[Download area crime data](#)

Crime Trend Analysis - Daventry vs Brixworth

	Daventry	Brixworth
Feb-20	554	20
Mar-20	624	24
Apr-20	905	24
May-20	925	42
Jun-20	683	28
Jul-20	706	36
Aug-20	696	28
Sep-20	680	48
Oct-20	678	28
Nov-20	655	58
Dec-20	585	28
Jan-21	563	36
Feb-21	534	21
Mar-21	620	28
Apr-21	522	13
May-21	591	21
Jun-21	546	24
Jul-21	556	23
Aug-21	510	22
Sep-21	461	21
Oct-21	450	19
Nov-21	559	13
Dec-21	512	21
Jan-22	437	19
Feb-22	426	16
Mar-22	540	16
Apr-22	474	16
May-22	568	27
Jun-22	532	23
Jul-22	574	32
Aug-22	519	28
Sep-22	470	25
Oct-22	496	24
Nov-22	484	26
Dec-22	424	7
Jan-23	452	12
Feb-23	501	25
Mar-23	542	23
Apr-23	455	20



Prepared by: Gavin Kirkup
Administrative Assistant



Traffic Analysis Report – 15/05/23 - 19/06/23

TRAFFIC ANALYSIS REPORT

For Project: June 23
Project Notes/Address:
Location/Name: Incoming
Report Generated: 19/06/2023 10:16:05
Speed Intervals = 5 MPH
Time Intervals = 5 minutes

Traffic Report From 15/05/2023 09:00:00 through 19/06/2023 09:59:59

85th Percentile Speed = 32.8 MPH
85th Percentile Vehicles = 87,019 counts
Max Speed = 70.0 MPH on 18/05/2023 22:45:00
Total Vehicles = 102,375 counts
AADT: 2921.5

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		3,079	2,859
AM peak	7:00 to 8:00	253	206
PM peak	4:00 to 5:00	298	261

Speed

Speed limit: 35 MPH
85th Percentile Speed: 32.8 MPH
Average Speed: 27.4 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	681	784	775	776	796	761	706
% over limit	5.0	4.9	4.7	4.7	4.8	5.9	6.9
Avg speeder	38.4	38.5	38.3	38.6	38.6	38.4	38.5

Summary:

- Location: Northampton Road – Inbound.
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph).
- 85% (85th percentile) of all vehicles during this period was **32.8 mph**, or below.
- Average speed of all vehicles checked was **27.4 mph**.
- Total number of vehicles tracked: **102,375**. There were **5,279** vehicles tracked over the speed limit. **(5.59%)**
- Average Speeder was tracked between **38.3 – 38.6 mph**.
- Maximum speed recorded was **70mph** at **22:45pm** on **18/05/2023**.
- **94.41%** of vehicles tracked were at or below the speed limit (35mph). **97,096** vehicles.
- Next Location: Spratton Road - Inbound.

Brixworth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
00.00 Section 137			0.00 (N/A)	500.00		500.00 (100%)	500.00
01.00 Staff			0.00 (N/A)	117,051.00	27,357.43	89,693.57 (76%)	89,693.57
02.00 Subscriptions & Licences			0.00 (N/A)	11,230.00	4,248.19	6,981.81 (62%)	6,981.81
03.00 Expenses & Allowances			0.00 (N/A)	1,850.00	62.18	1,787.82 (96%)	1,787.82
04.00 Administration			0.00 (N/A)	14,440.00	2,451.98	11,988.02 (83%)	11,988.02
05.00 Projects			0.00 (N/A)	10,300.00	96.25	10,203.75 (99%)	10,203.75
06.00 Highways & Street Lighting			0.00 (N/A)	3,000.00	240.59	2,759.41 (91%)	2,759.41
07.00 Greens & Maintenance		1,500.00	1,500.00 (150000)	30,600.00	1,885.19	28,714.81 (93%)	30,214.81
08.00 The Ashway			0.00 (N/A)	11,300.00	1,399.98	9,900.02 (87%)	9,900.02
09.00 St David's			0.00 (N/A)	16,800.00	950.28	15,849.72 (94%)	15,849.72
10.00 Millenium Garden			0.00 (N/A)	1,100.00		1,100.00 (100%)	1,100.00
11.00 Pocket Park			0.00 (N/A)	1,250.00		1,250.00 (100%)	1,250.00
12.00 Spratton Road			0.00 (N/A)	140.00		140.00 (100%)	140.00
13.00 Income	185,868.00	87,910.71	-97,957.29 (-52%)			0.00 (N/A)	-97,957.29
14.00 Reserves			0.00 (N/A)	119,470.01	119,954.96	-484.95 (-0%)	-484.95
NET TOTAL	185,868.00	89,410.71	-96,457.29 (-51%)	339,031.01	158,647.03	180,383.98 (53%)	83,926.69

Total for ALL Cost Centres		89,410.71			158,647.03	
V.A.T.		2,406.29			25,104.87	
GROSS TOTAL		91,817.00			183,751.90	

Brixworth Parish Council
Summary of Receipts and Payments

21 June 2023 (2023-2024)

All Cost Centres and Codes

00.00 Section 137

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
162	00.00 Section 137				500.00		500.00	500.00 (100%)
SUB TOTAL					500.00		500.00	500.00 (100%)

01.00 Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
136	01.01 Salaries				90,000.00	22,263.79	67,736.21	67,736.21 (75%)
143	01.02 Employer NI				6,000.00	1,778.40	4,221.60	4,221.60 (70%)
137	01.03 Pension - LGPS				21,051.00	3,315.24	17,735.76	17,735.76 (84%)
140	01.04 Staffing Review							(N/A)
159	01.05 Locum Clerk							(N/A)
SUB TOTAL					117,051.00	27,357.43	89,693.57	89,693.57 (76%)

02.00 Subscriptions & Licence

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	02.01 NALC				1,600.00	2,174.17	-574.17	-574.17 (-35%)
29	02.02 CPRE				40.00	36.00	4.00	4.00 (10%)
28	02.03 ACRE				40.00	35.00	5.00	5.00 (12%)
37	02.04 Society Local Clerks (SLC)				280.00	563.00	-283.00	-283.00 (-101%)
142	02.05 ROSPA				300.00		300.00	300.00 (100%)
31	02.06 Living Wage				70.00	66.00	4.00	4.00 (5%)
36	02.07 Scribe Finance				1,000.00		1,000.00	1,000.00 (100%)
34	02.08 Parish On Line Mapping				150.00		150.00	150.00 (100%)
38	02.09 Web Site & Emails				500.00	295.00	205.00	205.00 (41%)
23	02.10 Human Resources/ Health				3,300.00	217.30	3,082.70	3,082.70 (93%)
24	02.11 ICT				2,750.00	510.30	2,239.70	2,239.70 (81%)
32	02.12 Microsoft							(N/A)
30	02.13 Information Commissioner				40.00	35.00	5.00	5.00 (12%)
141	02.14 Payroll Services				1,000.00	266.50	733.50	733.50 (73%)
138	02.15 Adobe License				160.00	49.92	110.08	110.08 (68%)
SUB TOTAL					11,230.00	4,248.19	6,981.81	6,981.81 (62%)

03.00 Expenses & Allowances

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	03.01 Clerk's Expenses				750.00	7.00	743.00	743.00 (99%)
19	03.02 Chairman's Allowance				400.00		400.00	400.00 (100%)
18	03.03 Telephone -Mobile Staff				500.00	55.18	444.82	444.82 (88%)
20	03.04 Parish Councillors Expens				200.00		200.00	200.00 (100%)

Brixworth Parish Council
Summary of Receipts and Payments

21 June 2023 (2023-2024)

All Cost Centres and Codes

SUB TOTAL					1,850.00	62.18	1,787.82	1,787.82 (96%)
04.00 Administration								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	04.01 Audit - Internal				400.00		400.00	400.00 (100%)
21	04.02 Audit - External				1,000.00		1,000.00	1,000.00 (100%)
43	04.03 Newsletters				1,500.00	350.00	1,150.00	1,150.00 (76%)
41	04.04 Insurance - General				2,000.00	1,553.77	446.23	446.23 (22%)
42	04.05 Insurance - Vehicles				900.00		900.00	900.00 (100%)
47	04.06 Stationery & Postage				600.00	6.65	593.35	593.35 (98%)
46	04.07 Office Equipment				400.00	17.48	382.52	382.52 (95%)
45	04.08 Training				2,000.00	268.68	1,731.32	1,731.32 (86%)
25	04.09 Legal Costs (Asset Manag				2,500.00		2,500.00	2,500.00 (100%)
40	04.10 Hall Hire (Meetings)				1,500.00		1,500.00	1,500.00 (100%)
44	04.11 Telephone & Broadband				1,500.00	222.50	1,277.50	1,277.50 (85%)
139	04.12 Bank Charges				140.00	32.90	107.10	107.10 (76%)
112	04.13 VAT Payments							(N/A)
SUB TOTAL					14,440.00	2,451.98	11,988.02	11,988.02 (83%)
05.00 Projects								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	05.01 Planning Applications							(N/A)
145	05.02 Bus Subsidiary				1,000.00		1,000.00	1,000.00 (100%)
146	05.03 Heritage Projects				2,900.00		2,900.00	2,900.00 (100%)
69	05.04 Defibrillators				1,500.00	96.25	1,403.75	1,403.75 (93%)
148	05.05 Community First Aid Traini				500.00		500.00	500.00 (100%)
100	05.06 Community Calendar				400.00		400.00	400.00 (100%)
155	05.07 Community Centre Cleani				4,000.00		4,000.00	4,000.00 (100%)
101	05.08 Events							(N/A)
SUB TOTAL					10,300.00	96.25	10,203.75	10,203.75 (99%)
06.00 Highways & Street Light								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
123	06.01 Lighting of Parish Footpat				2,000.00	187.88	1,812.12	1,812.12 (90%)
144	06.02 Signs				500.00	52.71	447.29	447.29 (89%)
73	06.03 Footways				500.00		500.00	500.00 (100%)
SUB TOTAL					3,000.00	240.59	2,759.41	2,759.41 (91%)
07.00 Greens & Maintenance								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Brixworth Parish Council
Summary of Receipts and Payments

21 June 2023 (2023-2024)

All Cost Centres and Codes

81	07.01 Enhancements & Mainten:			1,000.00		1,000.00	1,000.00 (100%)		
48	07.02 Sundry Purchases - Maint			1,000.00	88.53	911.47	911.47 (91%)		
67	07.03 Christmas Lights			4,000.00		4,000.00	4,000.00 (100%)		
50	07.04 Running Costs Mowers			700.00	594.05	105.95	105.95 (15%)		
161	07.05 Litter Bins			2,000.00		2,000.00	2,000.00 (100%)		
51	07.06 Van Lease Costs			3,000.00	718.74	2,281.26	2,281.26 (76%)		
49	07.07 Fuel - Van & Mowers			2,200.00	379.17	1,820.83	1,820.83 (82%)		
74	07.08 Defibrillator Maintenance			2,000.00		2,000.00	2,000.00 (100%)		
80	07.09 Vandalism			1,000.00	31.70	968.30	968.30 (96%)		
160	07.10 - Planting Grants	1,500.00	1,500.00		73.00	-73.00	1,427.00 (N/A)		
79	07.11 Trees - Annual Survey			1,500.00		1,500.00	1,500.00 (100%)		
78	07.12 Trees - Surgery			5,000.00		5,000.00	5,000.00 (100%)		
149	07.13 Hedge/Fencing			4,000.00		4,000.00	4,000.00 (100%)		
70	07.14 Flowers			1,000.00		1,000.00	1,000.00 (100%)		
150	07.15 Climate Change / Environr			2,000.00		2,000.00	2,000.00 (100%)		
71	07.16 Library Shrub Bed			200.00		200.00	200.00 (100%)		
SUB TOTAL				1,500.00	1,500.00	30,600.00	1,885.19	28,714.81	30,214.81 (98%)

08.00 The Ashway

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	08.01 Ashway Grounds Mainten:				6,000.00	125.00	5,875.00	5,875.00 (97%)
56	08.02 Ashway Grass Cutting				1,800.00	641.00	1,159.00	1,159.00 (64%)
53	08.03 Ashway Changing Rooms				3,000.00	623.16	2,376.84	2,376.84 (79%)
54	08.04 Ashway Changing Rooms				500.00	10.82	489.18	489.18 (97%)
SUB TOTAL					11,300.00	1,399.98	9,900.02	9,900.02 (87%)

09.00 St David's

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
64	09.01 St David's Grounds Maint:				7,000.00	100.00	6,900.00	6,900.00 (98%)
63	09.02 St David's Grass Cutting				2,800.00	617.00	2,183.00	2,183.00 (77%)
151	09.03 MUGA Maintenance				2,000.00		2,000.00	2,000.00 (100%)
152	09.04 Safety Surfaces Maintena				4,000.00		4,000.00	4,000.00 (100%)
52	09.05 St David's Trade Waste				1,000.00	233.28	766.72	766.72 (76%)
SUB TOTAL					16,800.00	950.28	15,849.72	15,849.72 (94%)

10.00 Millenium Garden

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72	10.01 Millennium Garden				1,100.00		1,100.00	1,100.00 (100%)
SUB TOTAL					1,100.00		1,100.00	1,100.00 (100%)

Brixworth Parish Council
Summary of Receipts and Payments

21 June 2023 (2023-2024)

All Cost Centres and Codes

11.00 Pocket Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	11.01 Pocket Park				1,250.00		1,250.00	1,250.00 (100%)
SUB TOTAL					1,250.00		1,250.00	1,250.00 (100%)

12.00 Spratton Road

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	12.01 Spratton Road Grounds M				140.00		140.00	140.00 (100%)
SUB TOTAL					140.00		140.00	140.00 (100%)

13.00 Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	13.01 Precept	175,000.00	87,500.00	-87,500.00				-87,500.00 (-50%)
82	13.02 Bank Interest	310.00	347.71	37.71				37.71 (12%)
158	13.03 CIL Payment							(N/A)
91	13.04 Sports - Cricket Club	1,120.00		-1,120.00				-1,120.00 (-100%)
94	13.05 Sports - Sands United	399.00	63.00	-336.00				-336.00 (-84%)
111	13.06 Sports - Brixworth Seniors	399.00		-399.00				-399.00 (-100%)
92	13.07 Sports - Brixworth Juniors	2,329.00		-2,329.00				-2,329.00 (-100%)
93	13.08 Sports - Other							(N/A)
84	13.09 Community Centre Cleani	4,940.00		-4,940.00				-4,940.00 (-100%)
163	13.10 Section 106							(N/A)
86	13.11 WNC Grass Cutting	1,371.00		-1,371.00				-1,371.00 (-100%)
102	13.12 S106 Community Centre							(N/A)
85	13.13 Miscellaneous							(N/A)
95	13.14 VAT Q1							(N/A)
96	13.15 VAT Q2							(N/A)
97	13.16 VAT Q3							(N/A)
98	13.17 VAT Q4							(N/A)
SUB TOTAL		185,868.00	87,910.71	-97,957.29				-97,957.29 (-52%)

14.00 Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
164	14.01 - General Reserves							(N/A)
103	14.02 Pocket Park Maintenance							(N/A)
154	14.03 Crime Prevention							(N/A)
105	14.04 Ashway Public Open Spac							(N/A)
106	14.05 Ashway and The Ridings f							(N/A)
109	14.06 S106 St David's MUGA				100,155.50	100,155.50		(0%)
165	14.07 Kubota Grass Mower							(N/A)
166	14.08 Van Branding & End of Le							(N/A)

Brixworth Parish Council
Summary of Receipts and Payments

21 June 2023 (2023-2024)

All Cost Centres and Codes

115	14.09 Mower Replacement Fund						(N/A)
167	14.10 Strimmer Replacement						(N/A)
168	14.11 Projects						(N/A)
119	14.12 Community Grants	1,256.00		1,256.00			(0%)
120	14.13 Legal Costs (Other)						(N/A)
121	14.14 Legal Costs County Court						(N/A)
122	14.15 Election Costs						(N/A)
169	14.16 Lighting Footpaths						(N/A)
125	14.17 St David's Car Park	7,500.00		7,500.00			(0%)
128	14.18 The Ashway Car Park						(N/A)
131	14.19 Bus Shelter Replacement						(N/A)
126	14.20 Litter Bin Replacement						(N/A)
127	14.21 Play Equipment						(N/A)
132	14.22 Community Centre Repair						(N/A)
133	14.23 Events	2,413.80		2,413.80			(0%)
129	14.24 Strategic Planning						(N/A)
170	14.25 Calendar						(N/A)
118	14.26 Projects - St David's Play	6,944.80		6,944.80			(0%)
156	14.27 - Floodlights						(N/A)
157	14.28 - CCTV	1,199.91		1,684.86	-484.95	-484.95	(-40%)
107	14.29 Community Infrastructure						(N/A)
110	14.30 S106 Community Centre						(N/A)
108	14.31 S106 St David's Play Park						(N/A)
SUB TOTAL		119,470.01		119,954.96	-484.95	-484.95	(-0%)

Summary

NET TOTAL	185,868.00	89,410.71	-96,457.29	339,031.01	158,647.03	180,383.98	83,926.69 (15%)
V.A.T.		2,406.29			25,104.87		
GROSS TOTAL		91,817.00			183,751.90		

Brixworth Parish Council
Net Position by Cost Centre and Code

Cost Centre Name**00.00 Section 137**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
162	00.00 Section 137				500.00		500.00
					500.00		500.00

01.00 Staff

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
136	01.01 Salaries				90,000.00	22,263.79	67,736.21
143	01.02 Employer NI				6,000.00	1,778.40	4,221.60
137	01.03 Pension - LGPS				21,051.00	3,315.24	17,735.76
140	01.04 Staffing Review						
159	01.05 Locum Clerk						
					117,051.00	£27,357.43	89,693.57

02.00 Subscriptions & Licences

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	02.01 NALC				1,600.00	2,174.17	-574.17
29	02.02 CPRE				40.00	36.00	4.00
28	02.03 ACRE				40.00	35.00	5.00
37	02.04 Society Local Clerks				280.00	563.00	-283.00
142	02.05 ROSPA				300.00		300.00
31	02.06 Living Wage				70.00	66.00	4.00
36	02.07 Scribe Finance				1,000.00		1,000.00
34	02.08 Parish On Line Map				150.00		150.00
38	02.09 Web Site & Emails				500.00	295.00	205.00
23	02.10 Human Resources/				3,300.00	217.30	3,082.70
24	02.11 ICT				2,750.00	510.30	2,239.70
32	02.12 Microsoft						
30	02.13 Information Commis				40.00	35.00	5.00
141	02.14 Payroll Services				1,000.00	266.50	733.50
138	02.15 Adobe License				160.00	49.92	110.08
					11,230.00	£4,248.19	6,981.81

03.00 Expenses & Allowances

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
17	03.01 Clerk's Expenses				750.00	7.00	743.00
19	03.02 Chairman's Allowan				400.00		400.00
18	03.03 Telephone -Mobile				500.00	55.18	444.82
20	03.04 Parish Councillors E				200.00		200.00
					1,850.00	£62.18	1,787.82

04.00 Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
22	04.01 Audit - Internal				400.00		400.00
21	04.02 Audit - External				1,000.00		1,000.00
43	04.03 Newsletters				1,500.00	350.00	1,150.00
41	04.04 Insurance - General				2,000.00	1,553.77	446.23
42	04.05 Insurance - Vehicles				900.00		900.00
47	04.06 Stationery & Postag				600.00	6.65	593.35
46	04.07 Office Equipment				400.00	17.48	382.52
45	04.08 Training				2,000.00	268.68	1,731.32
25	04.09 Legal Costs (Asset I				2,500.00		2,500.00
40	04.10 Hall Hire (Meetings)				1,500.00		1,500.00
44	04.11 Telephone & Broadt				1,500.00	222.50	1,277.50
139	04.12 Bank Charges				140.00	32.90	107.10
112	04.13 VAT Payments						
					14,440.00	£2,451.98	11,988.02

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Brixworth Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

05.00 Projects

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
117	05.01 Planning Applicator						
145	05.02 Bus Subsidiary				1,000.00		1,000.00
146	05.03 Heritage Projects				2,900.00		2,900.00
69	05.04 Defibrillators				1,500.00	96.25	1,403.75
148	05.05 Community First Aid				500.00		500.00
100	05.06 Community Calenda				400.00		400.00
155	05.07 Community Centre (4,000.00		4,000.00
101	05.08 Events						
					10,300.00	£96.25	10,203.75

06.00 Highways & Street Lighting

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
123	06.01 Lighting of Parish Ft				2,000.00	187.88	1,812.12
144	06.02 Signs				500.00	52.71	447.29
73	06.03 Footways				500.00		500.00
					3,000.00	£240.59	2,759.41

07.00 Greens & Maintenance

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
81	07.01 Enhancements & M				1,000.00		1,000.00
48	07.02 Sundry Purchases -				1,000.00	88.53	911.47
67	07.03 Christmas Lights				4,000.00		4,000.00
50	07.04 Running Costs Mow				700.00	594.05	105.95
161	07.05 Litter Bins				2,000.00		2,000.00
51	07.06 Van Lease Costs				3,000.00	718.74	2,281.26
49	07.07 Fuel - Van & Mower				2,200.00	379.17	1,820.83
74	07.08 Defibrillator Mainten				2,000.00		2,000.00
80	07.09 Vandalism				1,000.00	31.70	968.30
160	07.10 - Planting Grants			1,500.00		73.00	1,427.00
79	07.11 Trees - Annual Surv				1,500.00		1,500.00
78	07.12 Trees - Surgery				5,000.00		5,000.00
149	07.13 Hedge/Fencing				4,000.00		4,000.00
70	07.14 Flowers				1,000.00		1,000.00
150	07.15 Climate Change / Ei				2,000.00		2,000.00
71	07.16 Library Shrub Bed				200.00		200.00
				£1,500.00	30,600.00	£1,885.19	30,214.81

08.00 The Ashway

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
57	08.01 Ashway Grounds M				6,000.00	125.00	5,875.00
56	08.02 Ashway Grass Cutti				1,800.00	641.00	1,159.00
53	08.03 Ashway Changing F				3,000.00	623.16	2,376.84
54	08.04 Ashway Changing F				500.00	10.82	489.18
					11,300.00	£1,399.98	9,900.02

09.00 St David's

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
64	09.01 St David's Grounds				7,000.00	100.00	6,900.00
63	09.02 St David's Grass Cu				2,800.00	617.00	2,183.00
151	09.03 MUGA Maintenance				2,000.00		2,000.00
152	09.04 Safety Surfaces Mai				4,000.00		4,000.00
52	09.05 St David's Trade We				1,000.00	233.28	766.72
					16,800.00	£950.28	15,849.72

10.00 Millenium Garden

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Brixworth Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

72 10.01 Millennium Garden	1,100.00	1,100.00
	1,100.00	1,100.00

11.00 Pocket Park

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
75 11.01 Pocket Park				1,250.00		1,250.00
				1,250.00		1,250.00

12.00 Spratton Road

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
60 12.01 Spratton Road Groi				140.00		140.00
				140.00		140.00

13.00 Income

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87 13.01 Precept		175,000.00	87,500.00			-87,500.00
82 13.02 Bank Interest		310.00	347.71			37.71
158 13.03 CIL Payment						
91 13.04 Sports - Cricket Clul		1,120.00				-1,120.00
94 13.05 Sports - Sands Unit		399.00	63.00			-336.00
111 13.06 Sports - Brixworth S		399.00				-399.00
92 13.07 Sports - Brixworth J		2,329.00				-2,329.00
93 13.08 Sports - Other						
84 13.09 Community Centre (4,940.00				-4,940.00
163 13.10 Section 106						
86 13.11 WNC Grass Cutting		1,371.00				-1,371.00
102 13.12 S106 Community C						
85 13.13 Miscellaneous						
95 13.14 VAT Q1						
96 13.15 VAT Q2						
97 13.16 VAT Q3						
98 13.17 VAT Q4						
		185,868.00	£87,910.71			-97,957.29

14.00 Reserves

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
164 14.01 - General Reserves						
103 14.02 Pocket Park Mainte						
154 14.03 Crime Prevention						
105 14.04 Ashway Public Ope						
106 14.05 Ashway and The Ri						
109 14.06 S106 St David's MU				100,155.50	100,155.50	
165 14.07 Kubota Grass Mowe						
166 14.08 Van Branding & Enc						
115 14.09 Mower Replacem						
167 14.10 Strimmer Replacem						
168 14.11 Projects						
119 14.12 Community Grants				1,256.00	1,256.00	
120 14.13 Legal Costs (Other)						
121 14.14 Legal Costs County						
122 14.15 Election Costs						
169 14.16 Lighting Footpaths						
125 14.17 St David's Car Park				7,500.00	7,500.00	
128 14.18 The Ashway Car Pa						
131 14.19 Bus Shelter Replace						
126 14.20 Litter Bin Replacem						
127 14.21 Play Equipment						
132 14.22 Community Centre i						
133 14.23 Events				2,413.80	2,413.80	
129 14.24 Strategic Planning						
170 14.25 Calendar						
118 14.26 Projects - St David's				6,944.80	6,944.80	
156 14.27 - Floodlights						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Brixworth Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

157 14.28 - CCTV			1,199.91	1,684.86	-484.95
107 14.29 Community Infrastru					
110 14.30 S106 Community C					
108 14.31 S106 St David's Pla					

			119,470.01	£119,954.96	-484.95
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NET TOTAL	185,868.00	£89,410.71	339,031.01	£158,647.03	83,926.69
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Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

00.00 Section 137

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
162 00.00 Section 137				500.00				500.00	500.00 (100%)
SUB TOTAL				500.00				500.00	500.00 (100%)

01.00 Staff

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
136 01.01 Salaries				90,000.00	22,263.79		22,263.79	67,736.21	67,736.21 (75%)
137 01.03 Pension - LGPS				21,051.00	3,315.24		3,315.24	17,735.76	17,735.76 (84%)
140 01.04 Staffing Review									(N/A)
143 01.02 Employer NI				6,000.00	1,778.40		1,778.40	4,221.60	4,221.60 (70%)
159 01.05 Locum Clerk									(N/A)
SUB TOTAL				117,051.00	27,357.43		27,357.43	89,693.57	89,693.57 (76%)

02.00 Subscriptions & Li

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
23 02.10 Human Resources/ He				3,300.00	217.30		217.30	3,082.70	3,082.70 (93%)
24 02.11 ICT				2,750.00	340.20		340.20	2,409.80	2,409.80 (87%)
28 02.03 ACRE				40.00	35.00		35.00	5.00	5.00 (12%)
29 02.02 CPRE				40.00				40.00	40.00 (100%)
30 02.13 Information Commissio				40.00	35.00		35.00	5.00	5.00 (12%)
31 02.06 Living Wage				70.00	66.00		66.00	4.00	4.00 (5%)
32 02.12 Microsoft									(N/A)
33 02.01 NALC				1,600.00	2,174.17		2,174.17	-574.17	-574.17 (-35%)
34 02.08 Parish On Line Mapping				150.00				150.00	150.00 (100%)
36 02.07 Scribe Finance				1,000.00				1,000.00	1,000.00 (100%)
37 02.04 Society Local Clerks (S				280.00	563.00		563.00	-283.00	-283.00 (-101%)
38 02.09 Web Site & Emails				500.00	88.00		88.00	412.00	412.00 (82%)
138 02.15 Adobe License				160.00	49.92		49.92	110.08	110.08 (68%)
141 02.14 Payroll Services				1,000.00	114.50		114.50	885.50	885.50 (88%)
142 02.05 ROSPA				300.00				300.00	300.00 (100%)
SUB TOTAL				11,230.00	3,683.09		3,683.09	7,546.91	7,546.91 (67%)

03.00 Expenses & Allow

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
17 03.01 Clerk's Expenses				750.00				750.00	750.00 (100%)
18 03.03 Telephone -Mobile Sta				500.00	55.18		55.18	444.82	444.82 (88%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

19	03.02 Chairman's Allowance	400.00			400.00			400.00 (100%)
20	03.04 Parish Councillors Exp	200.00			200.00			200.00 (100%)
SUB TOTAL		1,850.00	55.18		55.18	1,794.82		1,794.82 (97%)

04.00 Administration

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
21	04.02 Audit - External				1,000.00				1,000.00	1,000.00 (100%)
22	04.01 Audit - Internal				400.00				400.00	400.00 (100%)
25	04.09 Legal Costs (Asset Mar				2,500.00				2,500.00	2,500.00 (100%)
40	04.10 Hall Hire (Meetings)				1,500.00				1,500.00	1,500.00 (100%)
41	04.04 Insurance - General				2,000.00	1,553.77		1,553.77	446.23	446.23 (22%)
42	04.05 Insurance - Vehicles				900.00				900.00	900.00 (100%)
43	04.03 Newsletters				1,500.00				1,500.00	1,500.00 (100%)
44	04.11 Telephone & Broadband				1,500.00	222.50		222.50	1,277.50	1,277.50 (85%)
45	04.08 Training				2,000.00	146.68		146.68	1,853.32	1,853.32 (92%)
46	04.07 Office Equipment				400.00	17.48		17.48	382.52	382.52 (95%)
47	04.06 Stationery & Postage				600.00	6.65		6.65	593.35	593.35 (98%)
112	04.13 VAT Payments									(N/A)
139	04.12 Bank Charges				140.00	21.35		21.35	118.65	118.65 (84%)
SUB TOTAL					14,440.00	1,968.43		1,968.43	12,471.57	12,471.57 (86%)

05.00 Projects

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
69	05.04 Defibrillators				1,500.00	96.25		96.25	1,403.75	1,403.75 (93%)
100	05.06 Community Calendar				400.00				400.00	400.00 (100%)
101	05.08 Events									(N/A)
117	05.01 Planning Applications									(N/A)
145	05.02 Bus Subsidiary				1,000.00				1,000.00	1,000.00 (100%)
146	05.03 Heritage Projects				2,900.00				2,900.00	2,900.00 (100%)
148	05.05 Community First Aid Tr				500.00				500.00	500.00 (100%)
155	05.07 Community Centre Clea				4,000.00				4,000.00	4,000.00 (100%)
SUB TOTAL					10,300.00	96.25		96.25	10,203.75	10,203.75 (99%)

06.00 Highways & Street

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
73	06.03 Footways				500.00				500.00	500.00 (100%)
123	06.01 Lighting of Parish Foot				2,000.00	187.88		187.88	1,812.12	1,812.12 (90%)
144	06.02 Signs				500.00	52.71		52.71	447.29	447.29 (89%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL				3,000.00	240.59		240.59	2,759.41	2,759.41 (91%)
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07.00 Greens & Maintenance

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
48	07.02 Sundry Purchases - Ma				1,000.00	79.87		79.87	920.13	920.13 (92%)
49	07.07 Fuel - Van & Mowers				2,200.00	281.67		281.67	1,918.33	1,918.33 (87%)
50	07.04 Running Costs Mowers				700.00	594.05		594.05	105.95	105.95 (15%)
51	07.06 Van Lease Costs				3,000.00	718.74		718.74	2,281.26	2,281.26 (76%)
67	07.03 Christmas Lights				4,000.00				4,000.00	4,000.00 (100%)
70	07.14 Flowers				1,000.00				1,000.00	1,000.00 (100%)
71	07.16 Library Shrub Bed				200.00				200.00	200.00 (100%)
74	07.08 Defibrillator Maintenance				2,000.00				2,000.00	2,000.00 (100%)
78	07.12 Trees - Surgery				5,000.00				5,000.00	5,000.00 (100%)
79	07.11 Trees - Annual Survey				1,500.00				1,500.00	1,500.00 (100%)
80	07.09 Vandalism				1,000.00				1,000.00	1,000.00 (100%)
81	07.01 Enhancements & Maint				1,000.00		68.00	68.00	932.00	1,000.00 (100%)
149	07.13 Hedge/Fencing				4,000.00				4,000.00	4,000.00 (100%)
150	07.15 Climate Change / Envir				2,000.00				2,000.00	2,000.00 (100%)
160	07.10 - Planting Grants		1,500.00	1,500.00		73.00		73.00	-73.00	1,427.00 (N/A)
161	07.05 Litter Bins				2,000.00				2,000.00	2,000.00 (100%)
SUB TOTAL			1,500.00	1,500.00	30,600.00	1,747.33	68.00	1,815.33	28,784.67	30,352.67 (99%)

08.00 The Ashway

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
53	08.03 Ashway Changing Room				3,000.00	623.16		623.16	2,376.84	2,376.84 (79%)
54	08.04 Ashway Changing Room				500.00	10.82		10.82	489.18	489.18 (97%)
56	08.02 Ashway Grass Cutting				1,800.00	365.00		365.00	1,435.00	1,435.00 (79%)
57	08.01 Ashway Grounds Maint				6,000.00				6,000.00	6,000.00 (100%)
SUB TOTAL					11,300.00	998.98		998.98	10,301.02	10,301.02 (91%)

09.00 St David's

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
52	09.05 St David's Trade Waste				1,000.00	150.28		150.28	849.72	849.72 (84%)
63	09.02 St David's Grass Cutting				2,800.00	279.00		279.00	2,521.00	2,521.00 (90%)
64	09.01 St David's Grounds Ma				7,000.00				7,000.00	7,000.00 (100%)
151	09.03 MUGA Maintenance				2,000.00				2,000.00	2,000.00 (100%)
152	09.04 Safety Surfaces Maintenance				4,000.00				4,000.00	4,000.00 (100%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL					16,800.00	429.28	429.28	16,370.72	16,370.72 (97%)	
10.00 Millenium Garden										
		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
72	10.01 Millennium Garden				1,100.00				1,100.00	1,100.00 (100%)
SUB TOTAL					1,100.00				1,100.00	1,100.00 (100%)
11.00 Pocket Park										
		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
75	11.01 Pocket Park				1,250.00				1,250.00	1,250.00 (100%)
SUB TOTAL					1,250.00				1,250.00	1,250.00 (100%)
12.00 Spratton Road										
		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
60	12.01 Spratton Road Ground				140.00				140.00	140.00 (100%)
SUB TOTAL					140.00				140.00	140.00 (100%)
13.00 Income										
		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
82	13.02 Bank Interest	310.00	347.71	37.71						37.71 (12%)
84	13.09 Community Centre Cle:	4,940.00		-4,940.00						-4,940.00 (-100%)
85	13.13 Miscellaneous									(N/A)
86	13.11 WNC Grass Cutting	1,371.00		-1,371.00						-1,371.00 (-100%)
87	13.01 Precept	175,000.00	87,500.00	-87,500.00						87,500.00 (-50%)
91	13.04 Sports - Cricket Club	1,120.00		-1,120.00						-1,120.00 (-100%)
92	13.07 Sports - Brixworth Junic	2,329.00		-2,329.00						-2,329.00 (-100%)
93	13.08 Sports - Other									(N/A)
94	13.05 Sports - Sands United	399.00	63.00	-336.00						-336.00 (-84%)
95	13.14 VAT Q1									(N/A)
96	13.15 VAT Q2									(N/A)
97	13.16 VAT Q3									(N/A)
98	13.17 VAT Q4									(N/A)
102	13.12 S106 Community Centr									(N/A)
111	13.06 Sports - Brixworth Seni	399.00		-399.00						-399.00 (-100%)
158	13.03 CIL Payment									(N/A)
163	13.10 Section 106									(N/A)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL	185,868.00	87,910.71	-97,957.29						-97,957.29 (-52%)
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14.00 Reserves

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
103	14.02 Pocket Park Maintenan									(N/A)
105	14.04 Ashway Public Open Sp									(N/A)
106	14.05 Ashway and The Riding									(N/A)
107	14.29 Community Infrastructu									(N/A)
108	14.31 S106 St David's Play P.									(N/A)
109	14.06 S106 St David's MUGA				100,155.50	100,155.50		100,155.50		(0%)
110	14.30 S106 Community Cent									(N/A)
115	14.09 Mower Replacement Fu									(N/A)
118	14.26 Projects - St David's Pl				6,944.80	6,944.80		6,944.80		(0%)
119	14.12 Community Grants				1,256.00	1,256.00		1,256.00		(0%)
120	14.13 Legal Costs (Other)									(N/A)
121	14.14 Legal Costs County Co									(N/A)
122	14.15 Election Costs									(N/A)
125	14.17 St David's Car Park				7,500.00	7,500.00		7,500.00		(0%)
126	14.20 Litter Bin Replacement									(N/A)
127	14.21 Play Equipment									(N/A)
128	14.18 The Ashway Car Park									(N/A)
129	14.24 Strategic Planning									(N/A)
131	14.19 Bus Shelter Replaceme									(N/A)
132	14.22 Community Centre Rep									(N/A)
133	14.23 Events				2,413.80	2,413.80		2,413.80		(0%)
154	14.03 Crime Prevention									(N/A)
156	14.27 - Floodlights									(N/A)
157	14.28 - CCTV				1,199.91	1,684.86		1,684.86	-484.95	-484.95 (-40%)
164	14.01 - General Reserves									(N/A)
165	14.07 Kubota Grass Mower						648.00	648.00	-648.00	(N/A)
166	14.08 Van Branding & End of									(N/A)
167	14.10 Strimmer Replacement									(N/A)
168	14.11 Projects									(N/A)
169	14.16 Lighting Footpaths									(N/A)
170	14.25 Calendar									(N/A)
SUB TOTAL					119,470.01	119,954.96	648.00	120,602.96	-1,132.95	-484.95 (-0%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Summary

NET TOTAL	185,868.00	89,410.71	-96,457.29	339,031.01	156,531.52	716.00	157,247.52	181,783.49	86,042.20 (16%)
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Brixworth Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
14.02 Pocket Park Maintenance	2,290.60				2,290.60
14.03 Crime Prevention Security	1,299.94				1,299.94
14.04 - Ashway POS RF	1,734.00				1,734.00
14.05 - Ashway/Ridings POS - f	23,712.30				23,712.30
14.06 - S106 MUGA RF	105,000.00		100,155.50		4,844.50
14.07 - Kubota Grass Mower EF	9,782.00				9,782.00
14.08 - Van Branding & end of l	1,272.00				1,272.00
14.09 - Small Mower Replacem	1,200.00				1,200.00
14.10 - Strimmer Replacement l	600.00				600.00
14.11 - Projects ER	12,549.23				12,549.23
14.12 - Community Grants - ER	11,620.01		1,256.00		10,364.01
14.13 - Legal Other ER	864.00				864.00
14.14 - Legal County Court ER	5,560.44				5,560.44
14.15 - Election Costs ER	4,545.00				4,545.00
14.16 - Lighting Footpaths ER	7,020.00				7,020.00
ER - Heritage Projects - CLOSE	343.50	-343.50			0.00
14.17 - St David's Car Park ER	7,500.00		7,500.00		0.00
14.18 - Ashway Car Park - ER	9,000.00				9,000.00
14.19 - Bus Shelters ER	7,980.00				7,980.00
14.20 - Litter Bins ER	4,500.00				4,500.00
14.21 - Play Equipment	12,000.00				12,000.00
14.22 - Community Centre Rep:	6,237.00	554.00			6,791.00
14.23 - Community Events	2,500.00		2,413.80		86.20
14.24 - Strategic Planning ER	10,599.19	-7,599.19			3,000.00
14.25 - Calendar ER	224.00				224.00
14.29 - Community Infrastructur	23,521.26				23,521.26
14.26 - Projects St Davids	28,336.43		6,944.80		21,391.63
14.27 - Floodlights	6,240.00				6,240.00
14.28 - CCTV	1,199.91		1,684.86		-484.95
14.01 General Reserves		39,000.00			39,000.00
Total Capital	309,230.81	31,611.31	119,954.96		220,887.16
TOTAL RESERVE	309,230.81	31,611.31	119,954.96		220,887.16
GENERAL FUND					75,807.87
TOTAL FUNDS					296,695.03

Brixworth Parish Council
Reserves Balance
2023-2024

Reserve

OpeningBalance

Transfers

Spend

Receipts

CurrentBalance

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

PAYMENTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
00.00 Section 137															
00.00 Section 137	500.00														500.00
01.00 Staff															
01.01 Salaries	90,000.00	7,374.74	7,500.51	7,388.54										22,263.79	67,736.21
01.02 Employer NI	6,000.00	595.89	588.47	594.04										1,778.40	4,221.60
01.03 Pension - LGPS	21,051.00	1,105.08	1,105.08	1,105.08										3,315.24	17,735.76
01.04 Staffing Review															
01.05 Locum Clerk															
02.00 Subscriptions &															
02.01 NALC	1,600.00	2,174.17												2,174.17	-574.17
02.02 CPRE	40.00			36.00										36.00	4.00
02.03 ACRE	40.00	35.00												35.00	5.00
02.04 Society Local Cle	280.00	563.00												563.00	-283.00
02.05 ROSPA	300.00														300.00
02.06 Living Wage	70.00		66.00											66.00	4.00
02.07 Scribe Finance	1,000.00														1,000.00
02.08 Parish On Line M	150.00														150.00
02.09 Web Site & Email	500.00	88.00		207.00										295.00	205.00
02.10 Human Resource	3,300.00	-54.32	271.62											217.30	3,082.70
02.11 ICT	2,750.00		340.20	170.10										510.30	2,239.70
02.12 Microsoft															
02.13 Information Comr	40.00	35.00												35.00	5.00
02.14 Payroll Services	1,000.00	38.50	76.00	152.00										266.50	733.50
02.15 Adobe License	160.00	16.64	16.64	16.64										49.92	110.08
03.00 Expenses & Allo															
03.01 Clerk's Expenses	750.00			7.00										7.00	743.00
03.02 Chairman's Allow:	400.00														400.00
03.03 Telephone -Mobil	500.00	35.18	15.00	5.00										55.18	444.82
03.04 Parish Councillors	200.00														200.00

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

04.00 Administration

04.01 Audit - Internal	400.00						400.00	
04.02 Audit - External	1,000.00						1,000.00	
04.03 Newsletters	1,500.00		350.00				350.00	1,150.00
04.04 Insurance - Gene	2,000.00		1,553.77				1,553.77	446.23
04.05 Insurance - Vehic	900.00							900.00
04.06 Stationery & Post	600.00	6.65					6.65	593.35
04.07 Office Equipment	400.00		17.48				17.48	382.52
04.08 Training	2,000.00	146.68	122.00				268.68	1,731.32
04.09 Legal Costs (Assr	2,500.00							2,500.00
04.10 Hall Hire (Meeting	1,500.00							1,500.00
04.11 Telephone & Broa	1,500.00	60.49	78.08	83.93			222.50	1,277.50
04.12 Bank Charges	140.00	8.75	12.60	11.55			32.90	107.10
04.13 VAT Payments								

05.00 Projects

05.01 Planning Applicati								
05.02 Bus Subsidiary	1,000.00							1,000.00
05.03 Heritage Projects	2,900.00							2,900.00
05.04 Defibrillators	1,500.00		96.25				96.25	1,403.75
05.05 Community First /	500.00							500.00
05.06 Community Caler	400.00							400.00
05.07 Community Centr	4,000.00							4,000.00
05.08 Events								

06.00 Highways & Stre

06.01 Lighting of Parish	2,000.00	187.88					187.88	1,812.12
06.02 Signs	500.00		16.36	36.35			52.71	447.29
06.03 Footways	500.00							500.00

07.00 Greens & Mainte

07.01 Enhancements &	1,000.00							1,000.00
07.02 Sundry Purchase:	1,000.00		69.88	18.65			88.53	911.47
07.03 Christmas Lights	4,000.00							4,000.00
07.04 Running Costs M	700.00	594.05					594.05	105.95

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

07.05 Litter Bins	2,000.00						2,000.00
07.06 Van Lease Costs	3,000.00	239.58	239.58	239.58		718.74	2,281.26
07.07 Fuel - Van & Mow	2,200.00	119.17	162.50	97.50		379.17	1,820.83
07.08 Defibrillator Maint	2,000.00						2,000.00
07.09 Vandalism	1,000.00			31.70		31.70	968.30
07.10 - Planting Grants		73.00				73.00	-73.00
07.11 Trees - Annual St	1,500.00						1,500.00
07.12 Trees - Surgery	5,000.00						5,000.00
07.13 Hedge/Fencing	4,000.00						4,000.00
07.14 Flowers	1,000.00						1,000.00
07.15 Climate Change /	2,000.00						2,000.00
07.16 Library Shrub Bec	200.00						200.00
08.00 The Ashway							
08.01 Ashway Grounds	6,000.00			125.00		125.00	5,875.00
08.02 Ashway Grass Cu	1,800.00	138.00	227.00	276.00		641.00	1,159.00
08.03 Ashway Changing	3,000.00	202.87	420.29			623.16	2,376.84
08.04 Ashway Changing	500.00	10.82				10.82	489.18
09.00 St David's							
09.01 St David's Ground	7,000.00			100.00		100.00	6,900.00
09.02 St David's Grass	2,800.00	55.00	224.00	338.00		617.00	2,183.00
09.03 MUGA Maintenance	2,000.00						2,000.00
09.04 Safety Surfaces	4,000.00						4,000.00
09.05 St David's Trade	1,000.00	88.60	61.68	83.00		233.28	766.72
10.00 Millenium Garde							
10.01 Millennium Garde	1,100.00						1,100.00
11.00 Pocket Park							
11.01 Pocket Park	1,250.00						1,250.00
12.00 Spratton Road							
12.01 Spratton Road G	140.00						140.00
13.00 Income							
13.01 Precept							
13.02 Bank Interest							

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

13.03 CIL Payment				
13.04 Sports - Cricket C				
13.05 Sports - Sands U				
13.06 Sports - Brixwort				
13.07 Sports - Brixwort				
13.08 Sports - Other				
13.09 Community Centr				
13.10 Section 106				
13.11 WNC Grass Cutti				
13.12 S106 Community				
13.13 Miscellaneous				
13.14 VAT Q1				
13.15 VAT Q2				
13.16 VAT Q3				
13.17 VAT Q4				
14.00 Reserves				
14.01 - General Reserv				
14.02 Pocket Park Main				
14.03 Crime Prevention				
14.04 Ashway Public Op				
14.05 Ashway and The				
14.06 S106 St David's M	100,155.50	16,822.16	83,333.34	100,155.50
14.07 Kubota Grass Mo				
14.08 Van Branding & E				
14.09 Mower Replacem				
14.10 Strimmer Replace				
14.11 Projects				
14.12 Community Grant	1,256.00		1,256.00	1,256.00
14.13 Legal Costs (Oth				
14.14 Legal Costs Cour				
14.15 Election Costs				
14.16 Lighting Footpath				

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

14.17 St David's Car Pa	7,500.00	7,500.00														7,500.00	
14.18 The Ashway Car I																	
14.19 Bus Shelter Repl																	
14.20 Litter Bin Replace																	
14.21 Play Equipment																	
14.22 Community Centr																	
14.23 Events	2,413.80	1,832.46	581.34														2,413.80
14.24 Strategic Plannin																	
14.25 Calendar																	
14.26 Projects - St Davi	6,944.80	6,944.80															6,944.80
14.27 - Floodlights																	
14.28 - CCTV	1,199.91	1,684.86															1,684.86 -484.95
14.29 Community Infr																	
14.30 S106 Community																	
14.31 S106 St David's F																	
	48,722.70	96,758.42	13,165.91														

Total: 158,647.03
Variance: 180,383.98

RECEIPTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
00.00 Section 137															
00.00 Section 137															
01.00 Staff															
01.01 Salaries															
01.02 Employer NI															
01.03 Pension - LGPS															
01.04 Staffing Review															
01.05 Locum Clerk															
02.00 Subscriptions &															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

- 02.01 NALC
- 02.02 CPRE
- 02.03 ACRE
- 02.04 Society Local Cle
- 02.05 ROSPA
- 02.06 Living Wage
- 02.07 Scribe Finance
- 02.08 Parish On Line M
- 02.09 Web Site & Email
- 02.10 Human Resource
- 02.11 ICT
- 02.12 Microsoft
- 02.13 Information Comr
- 02.14 Payroll Services
- 02.15 Adobe License

03.00 Expenses & Allo

- 03.01 Clerk's Expenses
- 03.02 Chairman's Allow:
- 03.03 Telephone -Mobil
- 03.04 Parish Councillors

04.00 Administration

- 04.01 Audit - Internal
- 04.02 Audit - External
- 04.03 Newsletters
- 04.04 Insurance - Gene
- 04.05 Insurance - Vehic
- 04.06 Stationery & Post
- 04.07 Office Equipment
- 04.08 Training
- 04.09 Legal Costs (Assr
- 04.10 Hall Hire (Meeting
- 04.11 Telephone & Broa

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

04.12 Bank Charges

04.13 VAT Payments

05.00 Projects

05.01 Planning Applicat

05.02 Bus Subsidiary

05.03 Heritage Projects

05.04 Defibrillators

05.05 Community First /

05.06 Community Caler

05.07 Community Centr

05.08 Events

06.00 Highways & Stre

06.01 Lighting of Parish

06.02 Signs

06.03 Footways

07.00 Greens & Mainte

07.01 Enhancements &

07.02 Sundry Purchase:

07.03 Christmas Lights

07.04 Running Costs M

07.05 Litter Bins

07.06 Van Lease Costs

07.07 Fuel - Van & Mow

07.08 Defibrillator Maint

07.09 Vandalism

07.10 - Planting Grants

1,500.00

1,500.00

1,500.00

07.11 Trees - Annual St

07.12 Trees - Surgery

07.13 Hedge/Fencing

07.14 Flowers

07.15 Climate Change /

07.16 Library Shrub Bec

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

08.00 The Ashway

- 08.01 Ashway Grounds
- 08.02 Ashway Grass Ct
- 08.03 Ashway Changing
- 08.04 Ashway Changing

09.00 St David's

- 09.01 St David's Ground
- 09.02 St David's Grass
- 09.03 MUGA Maintenanc
- 09.04 Safety Surfaces M
- 09.05 St David's Trade

10.00 Millenium Garde

- 10.01 Millennium Garde

11.00 Pocket Park

- 11.01 Pocket Park

12.00 Spratton Road

- 12.01 Spratton Road G

13.00 Income

13.01 Precept	175,000.00	87,500.00		87,500.00	-87,500.00
13.02 Bank Interest	310.00	160.30	187.41	347.71	37.71
13.03 CIL Payment					
13.04 Sports - Cricket C	1,120.00				-1,120.00
13.05 Sports - Sands U	399.00	63.00		63.00	-336.00
13.06 Sports - Brixwort	399.00				-399.00
13.07 Sports - Brixwort	2,329.00				-2,329.00
13.08 Sports - Other					
13.09 Community Centr	4,940.00				-4,940.00
13.10 Section 106					
13.11 WNC Grass Cuttii	1,371.00				-1,371.00
13.12 S106 Community					
13.13 Miscellaneous					
13.14 VAT Q1					

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

13.15 VAT Q2

13.16 VAT Q3

13.17 VAT Q4

14.00 Reserves

14.01 - General Reser

14.02 Pocket Park Main

14.03 Crime Prevention

14.04 Ashway Public Op

14.05 Ashway and The

14.06 S106 St David's M

14.07 Kubota Grass Mo

14.08 Van Branding & E

14.09 Mower Replacem

14.10 Strimmer Replace

14.11 Projects

14.12 Community Grant

14.13 Legal Costs (Othe

14.14 Legal Costs Cour

14.15 Election Costs

14.16 Lighting Footpath

14.17 St David's Car Pa

14.18 The Ashway Car l

14.19 Bus Shelter Repl

14.20 Litter Bin Replace

14.21 Play Equipment

14.22 Community Centr

14.23 Events

14.24 Strategic Plannin

14.25 Calendar

14.26 Projects - St Davi

14.27 - Floodlights

14.28 - CCTV

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

14.29 Community Infras
14.30 S106 Community
14.31 S106 St David's F

87,723.30 187.41 1,500.00

Total: **89,410.71**
Variance: **-96,457.29**

Brixworth Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		388,629.93
	ADD Receipts 01/04/2023 - 31/05/2023		90,317.00
			478,946.93
	SUBTRACT Payments 01/04/2023 - 31/05/2023		170,166.32
A	Cash in Hand 31/05/2023 (per Cash Book)		308,780.61
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2023	0.00
	02 Nat West Capital	31/05/2023	193,144.43
	01 Nat West Revenue	31/05/2023	115,636.18
			308,780.61
	Less unrepresented payments		
			308,780.61
	Plus unrepresented receipts		
B	Adjusted Bank Balance		308,780.61
	A = B Checks out OK		



Brixworth Parish Council

Parish Clerk's Report – June 2023

St David's MUGA Project

Investigations have been made into potential hire costs and online booking tools, which Cllr Nixon will report on at the June meeting.

CCTV

The Clerk is awaiting a response from the CCTV contractor to arrange for the CCTV app to be added to the Officers mobile phones. This should happen imminently.

Ball Stop Net – St David's MUGA

The Clerk was given delegated authority by council to complete this project, however it transpired that the project will cost more than the authorised amount of £3.5k. Therefore, of the 2 specialist contractors who conducted a site visit, only one issued a quote, which is part of the agenda pack for consideration. This project needs to be completed as soon as possible due to health and safety regulations and concerns.

Pigeon Spikes

This project is now complete and the Cleaner has also cleaned as much of the bird faeces as possible from windows, doors, and the footpaths as possible. However, the Clerk has reported the remaining mess to be cleared to WNC Environmental Health to request a full clean up operation.

Community Hall - Air Conditioning

The WNC Surveyor Mr Hall, has visited site and drafted an initial licence agreement. This has been reviewed and commented on by a Solicitor and returned to Mr Hall for a response. The Clerk is hopeful that a final copy of the licence agreement will be available for council to approve at the June meeting.

Community Hall Emergency Lighting

An electrician has visited the premises and reported that the emergency lighting will need to be shut off for 3 hours to test and repair in full. These works will be conducted in due course.

Assets and Legals

Co-op – the transfer of the Co-op land to the Parish Council is still in negotiations and a further update will be given at the July meeting. However, the planters for the grass verge are to be agreed by Council at the June meeting – please see below item for a full update.

Eaglehurst - Persimmon Homes are now in a position to transfer the land to the Parish Council. The Clerk has been in liaison with Council's legal team and papers will be ready for Council to review at the June meeting.

Co-op Planters

The Clerk has obtained costs for planters to be installed along the verge surrounding the new Co-op store in Brixworth. The Co-op have agreed to fund the purchase of these on the premise that Council take ownership and agree to maintain them going forward.

Highways have already pre-approved this but require Council to submit an application for these to reside on their land.

Recruitment of Admin Assistant

An update will be given under the confidential session of the June Council meeting.

Larger Council's Forum

The Clerk attended the first meeting of this newly formed group, who are made up of the 20 largest parish and town councils in Northamptonshire.

It was an extremely fruitful meeting, exploring ideas of how to streamline processes, how to lobby West Northants Council for information on Section 106, licencing, planning; all areas which have not been operating correctly since the unitary council was first formed.

Future meetings have been agreed with Danny Moody of NCALC and the West Northants Policy Officer Alan Burns, along with other WNC department heads to bring about cohesion and to exchange information.

BT Kiosk – Church St/Silver St.

The Clerk has conducted investigations with the help of Cllr Barratt to re-start this project and bring it to fruition. As Council originally resolved to adopt the kiosk from BT back on 28th October 2021 under minute reference 21/5610 – see below highlighted item from the original minutes – a meeting report has been produced to enable council to make decisions to ensure this project goes ahead.

21/5610 BT Box Church Street

The Parish Council received an update report regarding the BT Box. The Parish Council agreed that it proceeds with adopting the BT box. The Parish Council will agree to contact the Highway Authority regarding any required licences as the property is situated on Highway Land. This was proposed by Councillor Moxon and second by Councillor Nixon. (Councillor Ware did not participate in this item)

Ball Stop Fence Complaints – St David’s Play Area

The Clerk in conjunction with the Admin Assistant have been dealing with complaints concerning the level of noise emitting from the green, metal ball stop fence when balls are kicked against it.

Council added signage to the fence some years ago and also had the fence bolts tightened but to no avail. After investigation, it transpires that no anti-rattle rubber or neoprene inserts were added to the bolt fixings when this fence was installed. Therefore, the Clerk has gained specialist advice and found a solution to the problem which is reported on within Meeting Paper C under agenda item 23/6243.

Conclusion and Future Tasks

Once again, it has been a busy month juggling various projects, processes, meetings, all along with the daily management of council. However, the Officer team have managed to keep on top of all actions and complete all meeting actions from the Annual Parish Council meeting.

The Clerk and Admin Assistant endeavour to complete the final phase (Phase 4) of the creation and amendment of all policies and procedures by no later than the July meeting. Along with this, the Clerk/RFO will also have the initial draft of the Business Plan created and reviewed by the Finance Committee first, before circulating it to council for approval at its July meeting. The commencement of the tender process for the new greens maintenance contract will also begin in July.

Meetings Attended

- Michael Parsons (Brixworth Cricket) – Fees and Charges meeting with Cllr Nixon including a tour of the cricket ground.
- Ball Stop Net Site Meetings
- Climate Meeting – Cllr Ware and Cllr Nixon
- Larger Council’s Forum Meeting
- CIPD Meeting – HR training information gathering.
- Meeting with Scribe CEO John Fagan to discuss the potential for assets to be managed via the Scribe software and to agree to Brixworth Parish Council being used to test the new software free of charge.
- West Northants Local Area Partnership Meeting

Prepared by: Josie Flavell
Parish Clerk/Proper Officer
22nd June 2023



Report of the Admin Assistant

June 2023

1. Overview

Another busy month in the BPC office. I have been continuing update and development of the website following the resolutions made at the Annual Meeting, updating committee membership documents and everyone now should have calendar reminders which have been sent out for all agreed meetings for the rest of the year, for all committee, Full Council and Community Trust meetings.

I have also completed Phase 3 of the policy review, standardising the format and updating policies that are long over due updating. I have once again used SLCC, NALC, NCALC, Peninsula and researched good examples to ensure they are as robust as up-to date as possible. There will be a final phase for this project with an aim for completion by the end of next month. It has been hard work, but I have enjoyed the process and gained a better understanding of BPC by doing it.

Alongside my regular day-to-day administrative duties, I have been assisting the Clerk with dealing with residents complaints, working on projects and tasks as directed. This has included the advertisement of the staff vacancy & sending out interview invitation letters. I have also been assisting with historic resolutions and am in the process of negotiating discount from the supplier of the new Parish Bins.

I have also been liaising with the Pop-up party planners, who are thrilled to be working with the Parish Council. Working together on Social Media campaigns to build interest in this event has been very positive. We aim to bring an event to The Ashway on August Bank Holiday Monday. The organisers have had lots of interest from vendors and are working through the details. I will keep the Council updated as this develops and build media campaigns to promote the event once everything is confirmed and in place.

Day-To-Day Duties

- Kept website and SM channels up-to-date with news and events.
- Social Media plan for June has been implemented.
- Ongoing website development.
- Invoice Management on Scribe.
- Responsible for 'Contact The Clerk' and complaints - first line response.
- Worked on projects, as directed.

- Traffic Data and Crime Data analysis.
- Maintained parish noticeboard.
- Assisted Clerk with Accounts, invoicing, payments and bank reconciliation.
- Updating and maintaining training records.
- Responding to emails and phone calls.
- Processing received post.
- Logging and filing work sheets and playground check sheets.
- Maintaining and updating Parish Folders.
- Clerical Support for Planning Committee.

2. Meetings Attended

- Planning Committee x2
- Various meetings with the Clerk
- Millenium Garden meeting with Cllr Nixon
- Finance Verification Meeting

3. Training & Development

- No new training this month.

4. Media & Communications

Social Media has once again been positively received by residents and members of our pages. There was significant positive recognition for the PC and Officers regarding to the encampment in St David's earlier this month. Our response was swift and resulted in the caravans being moved on quickly and quietly with only minor damage to the post that was removed for them to gain access to the site.

The list of village organisations held by the PC has been worked on, as many of the details required updating. Information on the Host A Councillor scheme has been sent to many groups already to see if I can identify other locations for these sessions to be held. I will let Council know of any opportunities to meet residents in locations outside of the Community Centre.

I will soon be starting to build on the next edition of the Parish Newsletter for the Bulletin. If anyone has any suggestions for possible articles, please do let me know.

5. Customer Contact

Complaints received this month.

ID	Date	Complaint	Action Taken
13	14/06/2023	Activity at the Old Wood Yard - Music playing from events after 11pm	An open case was in place last year with planning enforcement. I have contacted planning enforcement again asking them to review the resident's comments as it is outside of PC governance.
14	12/06/2023	Illegal encampment notification at St David's Rec	Contacted police and NTU at WNC. Encampment was subsequently disbanded.
15	12/06/2023	Litter bin at Buttercross is often over-full with dog waste.	Escalated to WNC requesting them to consider installing a dog waste bin at this site.
16	02/06/2023	Dog waste bin has become damaged at St David's. (wear & tear)	Escalated to WNC to review/repair/replace. Log number 101002739908.
17	20/06/2023	Report of the bus shelter roof on Northampton Road (Lone Pine) was in need of repair.	Groundsman was asked to review and subsequently repaired the roof, identifying part of the felting was damaged.