




Brixworth Parish Council

Councillors are hereby summoned to attend the Ordinary Parish Council meeting to be held on Thursday 27th July 2023 at 7.15pm

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

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

Email: parish.clerk@brixworthparishcouncil.gov.uk

Signed:

Josie Flavell - Proper Officer/Clerk

The press and public are also invited to attend

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

AGENDA

PART ONE – OPENING PROCEDURES

23/6272	Election of Chairman Due to the resignation of Chairman, Councillor Sandra Moxon, RESOLVE to elect a new Chairman for the remainder of the 2023/24 council year.	ALL
23/6273	Apologies for absence and acceptance of apologies for absence To consider and accept any apologies reported.	ALL
23/6274	Declarations of Interest a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	ALL
23/6275	Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chairman approving the Ordinary Parish Council Meeting Minutes for the meeting held on 29 th of June 2023.	Paper A
23/6276	Public Open Forum Session <ul style="list-style-type: none"> ▪ <u>To receive a presentation from Martin Wilson of West Northants Council concerning Climate Action.</u> <p>a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council via the Chairman. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 15 minutes.</p> <p>b) Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.</p> <p>c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.</p>	-

Members of Brixworth Parish Council

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



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PART TWO – FOR DECISION

23/6277	Housing Needs Survey RESOLVE to consider and approve West Northants Council completing a new Housing Needs Survey in relation to a potential rural exception site for affordable housing outside of the village boundary.	Paper B TM
23/6278	Co-op Community Library RESOLVE to approve the request for the Co-op to install a community library sited on POS on Holcot Road.	Paper C
23/6279	Memorial Bench – St David’s RESOLVE to approve the request for a memorial bench to be sited at St David’s recreational ground as per the information contained within meeting paper D.	Paper D
23/6280	Zebra Crossing – Co-op Store To consider a request from members of the public for Council to apply to WNC Highways, for a zebra crossing to be installed outside of the new Co-op store.	
23/6281	Finance RESOLVE to consider and approve the payments list for July 2023.	Paper E
23/6282	NCALC Representative RESOLVE to agree to the Parish Clerk being the council representative for Northants CALC.	-
23/6283	West Northants Consultation – Future of Waste Services RESOLVE to agree a comments response to this consultation – deadline for comment 21 st August.	ALL
23/6284	Community Governance Review RESOLVE to agree to respond to this review confirming whether Council would like to make changes to the Brixworth parish boundary and the number of parish council seats – deadline for comment 18 th August 2023.	ALL

PART THREE – FOR INFORMATION

23/6285	Councillor Resignations To receive the resignations - with immediate effect - from the following council members and to NOTE that both casual vacancies have been processed by the WNC Elections Department: <ul style="list-style-type: none"> ▪ Cllr Sandra Moxon ▪ Cllr Kevin Parker 	ALL
23/6286	Saturday Surgery <ul style="list-style-type: none"> ▪ To receive and NOTE the report from the Saturday Surgery Session held on the 1st July 2023. ▪ To NOTE that Cllr Bird and Cllr Nixon will attend the Saturday Surgery on August 5th. 	JB & JC
23/6287	Committee and Working Group Minutes To receive and NOTE the following sets of minutes, as circulated to Council prior to the meeting: <ol style="list-style-type: none"> a) BCAG Meeting & Update held on 4th July 2023. b) Personnel Committee Meeting held on 13th July 2023 (including confidential minutes). c) Finance Committee Meeting held on 13th July 2023 (including confidential minutes). d) Planning Committee Meeting held on 17th July 2023. 	Paper F Paper G Paper H Paper I

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23/6288	Annual Play Inspections Reports To receive a verbal update on the recent ROSPA inspection.	GK
23/6289	Community Safety Quarterly Reports a) To receive and NOTE the Community Safety Report. b) To receive and NOTE the Speed Data Analysis Report.	Paper J Paper K
23/6290	Quarterly Finance Reports – July To receive and NOTE the contents of the <u>Quarter 1 Finance Report</u> which includes the following items: 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) June Bank Rec Report h) Q1 VAT Claim	Paper L Paper M
23/6291	Clerk’s Report To receive and NOTE the report.	Paper N
23/6292	Parish Councillor Representatives Updates a) Village Hall – Cllr Lunnon b) Thomas Roe Charity - Cllr Mitchell c) NCALC – Parish Clerk d) Police Liaison – Cllr Coe e) Armed Forces- Cllr Bird f) Verification Officer – Cllr Compton g) Environment & Highways - Cllr Ware h) Climate Change Champion – Cllr Ware i) Central Sports Rep – Cllr Nixon	-
23/6293	To Note the Dates of the Next Meetings: <ul style="list-style-type: none"> ▪ Saturday Surgery – 5th August 2023 - JB & TN ▪ Planning Committee – 7th August 2023 ▪ Full Council Meeting - 31st August 2023 	-

PART FOUR – CONFIDENTIAL MATTERS

23/6294	Exclusion of the Press and Public RESOLVE to consider the exclusion of the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted. The Press and Public will be requested to leave the meeting (subject to 23/6294)	
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PART FIVE – CONFIDENTIAL MATTERS

23/6295	Administration Assistant Employment Contract and Terms a) RESOLVE to approve the rate of pay (annual salary) for the Administration Assistant. b) RESOLVE to approve the Employment Contract and Terms of Employment. c) RESOLVE to approve start date of 21 st August 2023. d) RESOLVE to approve all associated costs, ref. MS Teams and IT Equipment.	Paper C1
23/6296	Central Sports Lease Renewal To receive and consider the Statement of Intent for the Central Sports Lease Renewal.	Paper C2

PART SIX – URGENT MATTERS

23/6297	Urgent Matters for Report Only <u>Business must be urgent and the Chairman notified by no later than 5pm on the day of the meeting. Business discussed will be noted by Council ONLY, as no decisions can be legally made under this agenda item.</u>	-
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PART SEVEN – CLOSING PROCEDURES

23/6298	Next Ordinary Meeting a. To consider any items for inclusion on the August Ordinary meeting agenda. b. To NOTE the next meeting date for the Ordinary Council Meeting as 31st August 2023.	-
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