



Brixworth Parish Council

Minutes of the Ordinary Parish Council Meeting

Thursday 29th June 2023 at 7.15pm

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

In attendance:	Cllr Frances Peacock, Cllr Ian Barratt, Cllr Elaine Coe, Cllr Tony Nixon, Cllr Jackie Bird and Cllr Christine Ware
Absent:	Cllr Gary Spratt, Cllr Kevin Parker, Cllr Neal Brown, Cllr Lynne Compton, Cllr Sandra Moxon, Cllr Barbara Lunnon, Cllr James Collyer and Cllr Tom Mitchell
Parish Clerk:	Josie Flavell
Members of the public:	2

MINUTES

PART ONE – OPENING PROCEDURES

23/6235	Chairman Pursuant to Local Government Act 1972 s11(3) and due to the absence of both the Chairman and Vice Chairman, Council RESOLVED to agree to Cllr Bird acting as Chairman and presiding over the June Ordinary Parish Council Meeting. Prop. Cllr Barratt / Sec. Cllr Ware Unanimous.	-
23/6236	Councillor Sabbatical Request Council considered a request from Cllr Moxon (Chairman) to take a sabbatical from office due to an unforeseen family emergency. Council agreed to give permission for apologies to be given in advance for the June, July and August meeting. Cllr Barratt requested an amendment to this motion, offering Cllr Moxon 4 months instead of 3, to respect Cllr Moxon's current situation and to allow extra time to deal with personal matters. Council RESOLVED to agree to the motion put forward and for the extension of an extra month to be offered to Cllr Moxon. Prop. Cllr Barratt / Sec. Cllr Coe with 4 in favour and 2 abstentions.	JF
23/6237	Apologies for absence and acceptance of apologies for absence The following Councillors reported apologies, which were accepted: <ul style="list-style-type: none"> ▪ Cllr Spratt, Cllr. Parker, Cllr Collyer, Cllr Compton, Cllr Brown, Cllr Mitchell, Cllr Lunnon. Prop. Cllr Bird / Sec. Cllr Ware. Unanimous. NB: Cllr Peacock requested that Council consider changing the start times of the meetings. The Clerk agreed to add this to the July meeting for Council's consideration.	JF
23/6238	Declarations of Interest a) Cllr Ware declared a non-pecuniary interest in agenda item 23/6247 BT Kiosk due to the proximity of her residence. b) There were no dispensations or written requests for dispensation of DPI to consider.	-

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23/6239	Agree and Sign the Minutes of Previous Meeting Council RESOLVED to Acting Chairman Cllr Bird approving the Annual Parish Council Meeting Minutes for the meeting held on 25 th of May 2023, as a true and accurate record. Prop. Cllr Ware / Sec. Cllr Coe with 4 in favour and 2 abstentions.	Paper A
23/6240	Public Open Forum Session Two members of public from Spratton Parish Council visited and reported that they were having difficulty in getting members to arrive at Council meetings on time and had asked Council to change the meeting start time. They sat and observed how the Brixworth Parish Council meeting was conducted.	-

PART TWO – FOR DECISION

23/6241	MUGA Opening Donation Council RESOLVED to agree an amount of £500 to donate to the 'Carry a Basketball and not a Blade' charity in exchange for Andre Arissol opening the MUGA and carrying out basketball games with the school children at the opening event. Prop. Cllr Peacock / Sec. Prop. Cllr Coe with 1 Abstention.	JF
23/6242	Ball Stop Net – St David's MUGA Due to the original budget of £3.5k being insufficient for the works needed, Council RESOLVED to approve the quote received from A to Z Contracts and Consultancy Ltd for the installation of the new ball stop net in front of the MUGA at a cost of £7,834.63 exc. VAT. Prop Cllr Coe / Sec. Cllr Ware. Unanimous.	JF
23/6243	Ball Stop Fence - St David's Play Park Council RESOLVED to approve the extra cost of £2,345.68 (exc. VAT) to install anti-rattle foam pads to the current ball stop fence to stop/reduce noise pollution, as per the quote circulated prior to the meeting and contained with Paper B of agenda item 23/6242. To be paid from the St David's Projects earmarked reserves. Prop. Cllr Barratt / Sec. Cllr Coe. Unanimous.	JF
23/6244	Insurance – Parish Council Council RESOLVED to ratify the renewal of the annual insurance policy for the Parish Council with BHIB Insurance Brokers on 1 st June 2023, at a cost of £1,553.77 (inc. IPT tax) for the long term agreement ending May 2025. Prop Cllr Coe / Sec. Cllr Ware. Unanimous	JF/GK
23/6245	New and Replacement Litter Bins Council RESOLVED to the Clerk and Admin Assistant ordering 12 new litter bins for the parish at a cost of up to £6,500 exc. VAT. Prop. Cllr Ware / Sec. Cllr Nixon. Unanimous	GK
23/6246	Community Events Working Group a) Council RESOLVED to create a new working group to manage all community events. Prop. Cllr Ware / Sec. Cllr Peacock. Unanimous b) Council RESOLVED to defer agreeing which Council members and Officers will make up the 3 group members, until the July meeting when more members are present. c) Council RESOLVED to approve the draft Terms of Reference. Prop. Cllr Ware / Sec. Cllr Coe. Unanimous.	JF
23/6247	BT Kiosk Adoption a) Council RESOLVED to approve the adoption fee of £1.00 to be paid to British Telecommunications. Prop. Cllr Barratt / Sec. Cllr Peacock / 5 in favour with 1 abstention.	JF

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	<p>b) Council RESOLVED to approve the Clerk applying for the Highways Section 50 licence at a cost of £321.00. Prop. Cllr Nixon / Sec. Cllr Coe with 5 in favour and 1 abstention.</p> <p>c) Council RESOLVED to agree to the Clerk approving the Licence Agreement between BT and Brixworth Parish Council between meetings, subject to Cllr Nixon completing a review of the document first. Prop. Cllr Nixon / Sec. Cllr Coe with 5 in favour and 1 abstention.</p> <p>d) Council RESOLVED to create a working group made up of council members and residents, to propose ideas for the future use of the kiosk and manage it once the adoption is complete, with Cllr Barratt to chair the working group. The Clerk agreed to bring all documentation such as Terms of Reference to the next meeting. Prop. Cllr Barratt / Sec. Cllr Coe with 5 in favour and 1 abstention.</p>	JF
23/6248	<p>Green Framework Plan At the April Parish Council meeting, under minute reference 23/6181, Council agreed to hold an extra ordinary meeting to review and adopt this document but as the meeting did not take place, Council RESOLVED to adopt the Green Framework Plan document (version 5 as circulated prior to the meeting), which includes all amendments as a result of feedback received from councillors within and between meetings. Prop. Cllr Peacock / Sec. Coe with 1 abstention.</p>	GK
23/6249	<p>MUGA Hire – Brixworth Tennis Club Council RESOLVED to defer this item to a future council meeting due to not having yet agreed hire fees, terms and conditions of use of the MUGA and an online booking tool system. Prop. Cllr Bird / Sec. Cllr Peacock. Unanimous</p>	-
23/6250	<p>Policies and Procedures PHASE 3 Council RESOLVED to adopt all policies and procedures under Phase 3 of the review process with the exception of the Capability Policy and Lone Working Policy, due to changes needing to be made. Prop. Cllr Coe / Sec Cllr Ware. Unanimous <ul style="list-style-type: none"> ▪ Cllr Coe and Cllr Ware agreed to help with the Capability Policy. </p>	JF/GK
23/6251	<p>CCTV Policy and Data Impact Assessment – St David's Council RESOLVED to approve the CCTV policy and Data Impact Assessment for the St David's CCTV system. Prop. Cllr Bird / Sec. Cllr Coe. Unanimous</p>	JF/GK
23/6252	<p>Finance a) Council RESOLVED to consider and approve the payments list for June 2023. Prop. Cllr Ware / Sec. Cllr Coe. Unanimous b) Council RESOLVED for Councillor Bird to be authorised to countersign payment invoices in Cllr Moxon's absence. Prop. Cllr Ware / Sec. Cllr Coe. Unanimous</p>	GK
23/6253	<p>Housing Needs Survey Council RESOLVED to defer this item to the July meeting due to not having enough council members available to make a fully informed decision. Prop. Cllr Barratt / Sec. Cllr Coe with 1 abstention.</p>	JF
23/2654	<p>Saturday Surgery Council RESOLVED Cllr Bird and Cllr Collyer attending the Saturday Surgery on 1st July 2023. Prop. Cllr Bird / Sec. Cllr Ware. Unanimous</p>	-
23/2655	<p>Co-op Planters a) Council considered and selected option 2 of the planter suggestions as circulated prior to the meeting, within meeting paper M. Prop. Cllr. Ware / Sec. Cllr Coe. Unanimous</p>	

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	<p>b) Council RESOLVED to the Parish Council taking ownership of the planters and undertaking all future maintenance of the planters and planting scheme. Prop. Cllr Coe / Sec. Cllr Ware. Unanimous</p> <p>c) Council RESOLVED to the Clerk submitting the planter option information to the Co-op Property Director, to allow for the purchase of such and to also apply for the necessary Highways Licence from West Northants Council. Prop. Cllr Ware / Sec/. Cllr Coe. Unanimous</p>	JF
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PART THREE – FOR INFORMATION

23/6256	<p>Saturday Surgery Council received and NOTED the report from the Saturday Surgery Session held on the 3rd June 2023.</p>	-
23/6257	<p>Planning Committee a) Council received and NOTED the Minutes of the Planning Committee Meeting held on 5th June 2023. b) Council received and NOTED the Minutes of the Planning Committee Meeting held on 26th June 2023</p>	-
23/6258	<p>Community Safety Reports a) Council received and NOTED the Community Safety Report. b) Council received and NOTED the Speed Data Analysis Report.</p>	-
23/6259	<p>Finance Reports - June Council received and NOTED the below 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) May Bank Rec Report</p>	-
23/6260	<p>MUGA Hire Fees and Online Booking Tool It was reported that all sporting clubs should be charged the same fees and a flat rate charged including a summer and winter rate, due to the extra electricity usage for the floodlights during the winter months. Consideration should be also given to limit the amount of time the MUGA can be booked out for private use. It was agreed that Cllr Nixon in conjunction with the Clerk will investigate further and report back to council in due course.</p>	TN/JF
23/6261	<p>Wooden Bollards – St David’s POS/St David’s Close Due to the Travellers recent trespassing of St David’s POS, the damaged highways bollards along the boundary of St David’s Close have been reinstated. However, as the Travellers found it so easy to gain entry, a more robust highways deterrent is required to prohibit future</p>	JF

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	access. The Clerk reported that information and costs for a new highways restrictions/deterrent will be prepared in time for consideration at the July meeting.	
23/6262	Clerk's Report Council received and NOTED the report.	-
23/6263	Administration Assistant's Report Council received and NOTED the report.	-
23/6264	<p>Parish Councillor Representatives Updates</p> <p>a) Village Hall – due to the absence of Cllr Lunnon there were no new reports to receive.</p> <p>b) Thomas Roe Charity – due to the absence of Cllr Mitchell, there were no new reports to receive.</p> <p>c) NCALC – there were no new reports to receive.</p> <p>d) Police Liaison – Cllr Coe reported she had attended the Annual Police Liaison Conference and the 3 main areas that were discussed were: community speed watch, traffic surveys and funding for speed indicator devices. Drug driving was also discussed, along with how location data of various crimes can now be accessed in different ways and how the old crime stats were sometimes misleading. The old Neighbourhood Watch scheme is being re-launched under a new name of Northamptonshire Talk. Once launched, the new app/website will allow members of the public to upload any crime information as well as CCTV, phone and doorbell recordings, which will enable the Police to review it and take action. The Clerk is to contact PC Bates for information and to arrange for a social media post to be created on how to join the scheme.</p> <p>e) Armed Forces - Cllr Bird reported that the Brixworth British Legion parade took place last Saturday, which was well attended.</p> <p>f) Verification Officer – the Clerk reported that the next verification will take place with Cllr Compton in July.</p> <p>g) Environment & Highways - Cllr Ware reported she had attended the Welford Kids Fest Climate festival and it was hugely popular and is an event Brixworth Parish Council should investigate for Brixworth parish. The 2 transferred trees from Eaglehurst to Spratton park and Woodsville have unfortunately not survived the hot weather and have died.</p> <p>h) Climate Change Champion – as above (g).</p> <p>i) Central Sports Rep – Cllr Nixon reported that an update will be given at the next meeting.</p>	JF/GK
23/6265	<p>To Note the Dates of the Next Meetings:</p> <p>Council NOTED all meeting dates.</p> <ul style="list-style-type: none"> ▪ Saturday Surgery – 1st July 2023 - TBC. ▪ BCAG Meeting – 4th July 2023 (online) ▪ Buildings Working Group Meeting – 11th July 2023 ▪ Personnel Committee Meeting - 13th July 2023 ▪ Finance Committee Meeting - 13th July 2023 ▪ Planning Committee Meeting – 17th July 2023 ▪ Full Council Meeting 27th July 2023 	-

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PART FOUR – CONFIDENTIAL MATTERS

23/6166	Exclusion of the Press and Public Council RESOLVED 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. Prop. Cllr Coe / Sec. Cllr Nixon / 1 Abstention The Press and Public will be requested to leave the meeting (subject to 23/6166)	
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PART FIVE – CONFIDENTIAL MATTERS

23/6267	NALC Star Awards Council RESOLVED to agree to make an application to the NALC Star Awards. Prop. Cllr Peacock / Sec. Cllr Ware Unanimous	-
Cllr Coe left the meeting earlier at 21:01pm		
23/6268	Recruitment of Admin Assistant A progress report was received.	-
23/6269	Eaglehurst Transfer of Land Council RESOLVED to approve the commuted sum and to delegate power/authority to the Clerk to approve the legal documentation between meetings with regards to the land transfer, subject to receiving the correct second red line plan. Prop. Cllr Nixon / Sec. Cllr Ware. Unanimous	JF

The press and public were invited back into the meeting.

PART SIX – URGENT MATTERS

23/6270	Urgent Matters for Report Only There were no urgent matters reported.	-
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PART SEVEN – CLOSING PROCEDURES

23/6271	Next Ordinary Meeting a. There were not items reported for inclusion on the July Ordinary meeting agenda. b. Council NOTED the next meeting date for the Ordinary Council Meeting as 25 th August 2023.	-
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In the absence of further business, the meeting was closed in full at 21:16pm

Signed as a true and accurate record:

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Lynne Compton – Vice Chairman
Brixworth Parish Council
Date: 27th July 2023

Minutes Prepared by:

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