



Brixworth Parish Council

Minutes of the Ordinary Parish Council Meeting

Thursday 27th July 2023 at 7.15pm

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

In attendance: Cllr Lynne Compton, Cllr Jackie Bird, Cllr Ian Barratt, Cllr Elaine Coe, Cllr James Collyer, Cllr Neal Brown, Cllr Tom Mitchell, Cllr Tony Nixon, Cllr Gary Spratt and Cllr Christine Ware.

Absent: Cllr Barbara Lunnon & Cllr Frances Peacock

Clerical Support: Gavin Kirkup (Administrative Assistant)

Members of the public: 3

DRAFT MINUTES

PART ONE – OPENING PROCEDURES

23/6272	Election of Chairman Cllr Compton opened the meeting. Due to the resignation of Chairman, Councillor Sandra Moxon, Council RESOLVED to elect Cllr Jackie Bird as the new Chairman for the remainder of the 2023/24 council year. Prop. Cllr Bird / Sec. Cllr Ware. Motion carried with one abstention.	
23/6273	Apologies for absence and acceptance of apologies for absence The following Councillors reported apologies, which were accepted: <ul style="list-style-type: none"> • Cllr Barbara Lunnon • Cllr Frances Peacock 	
23/6274	Declarations of Interest a) Cllr Bird declared a non-pecuniary interest in the lease of the sports club.(Item 22/6296). b) There were no dispensations or written requests for dispensation of DPI.	
23/6275	Agree and Sign the Minutes of Previous Meeting Cllr Brown noted that on item 23/6237, Cllr Peacock requested a consideration to change the start time of the meeting. He asked who made the decision for this to be changed. Cllr Brown added that it had been agreed at the June meeting, and between that meeting and the July meeting a decision was made and this had been changed by a single person. Cllr Compton agreed with Cllr Brown and suggested that the consideration of meeting times is brought to the August Meeting. Subject to the meeting times being added to the next agenda, Council RESOLVED to the Chairman approving the Ordinary Parish Council Meeting Minutes for the meeting held on 29 th of June 2023, as a true and accurate record.	ALL

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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	<p>Prop. Cllr Compton / Sec. Cll Barratt. Three abstentions.</p>	
<p>23/6276</p>	<p>Public Open Forum Session</p> <ul style="list-style-type: none"> ▪ Martin Wilson of West Northants Council was due to give a presentation to Council concerning climate action but has sent apologies. Martin hopes to give his presentation at a future meeting. ▪ Mike Parsons from the Cricket Club made a comment on the housing needs exception site agenda point. He noted that the proposal on the report seemed to be in the wrong order and we shouldn't be considering agreeing to development before agreeing to complete a housing needs survey. He asked Council to consider a housing need analysis and added that we should not be agreeing to development outside of existing policies. ▪ Jonathan Harris has background to 23/6280. Proposed to bring forward item 23/6280. <p>The original co-op representative with WNC had discussed this as part of the mitigation process largely around the points that have been risen by residents. Kier WSP were liaised with at the time and WSP did some research and proposed a location on the road for the most suitable location. This did not go any further, but the desire at the time was for the co-op to fully fund the crossing. The proposed plans made at the time still exist. When the delivery management plan was considered, it was represented to the inspectors for a reduced speed zone and pedestrian crossing. This has been raised again with the Director of Place.</p> <p>Cllr Harris supported this in principal and highlighted there were lots of positive reasons to support it. Cllr Harris would support the parish council to progress this to application, should the PC wish to pursue.</p>	
<p>PART TWO – FOR DECISION</p>		

<p>23/6277</p>	<p>Housing Needs Survey</p> <p>Cllr Mitchell gave background information around the land sites in questions, being highlighted for potential development of 70 residential units. The current Housing Needs Survey of 2013 is out of date and needs to be updated to understand the aspirations, demands and needs of the Village for the next five years. This was previously assisted by the strategic group working with a survey and compiling the results into a report liaising with WNC. The current survey indicated a need of 19 residential units. The area of land sits outside of the village envelope.</p> <p>Council RESOLVED to SUPPORT a housing needs survey being completed by WNC in conjunction with the Parish, to include Brixworth Parish Council, BPC Planning Committee and selected advisors including members of the previous strategic working group.</p> <p>Prop. Cllr Mitchell. Sec. Cllr Compton – Unanimous.</p>	
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23/6278	<p>Co-op Community Library Due to the Co-op now siting the Community Library on their own land, this agenda point was passed over and not discussed by Council.</p>	
23/6279	<p>Memorial Bench – St David's Cllr Bird was aware of a historic attempt to site a bench which had previously not been received well by residents, so consideration of placement was needed. Cllr Brown explained that if approved, it would be subject to an agreed location and the respective costs would be covered by the residents group, with the installation overseen by BPC.</p> <p>Cllr Barratt mentioned that the play area was short on seating and could potentially be an appropriate, thoughtful and more protected site for the bench to be placed for future generations to enjoy.</p> <p>Council RESOLVED to APPROVE a request to place a memorial bench sited at St David's playing field at a time and location to be agreed between the PC and residents' group, at no cost to the Council as per Paper D.</p> <p>Prop. Cllr Brown / Sec. Cllr Spratt. Unanimous.</p>	JF
23/6280	<p>Zebra Crossing – Co-op Store Cllr Compton asked if accident statistics were known for this section of road. Cllr Brown noted that as the circumstance of the road has changed, historic accident data wouldn't necessarily be relevant. Cllr Ware indicated she would support any proposal for active travel and a safe way to walk to the co-op. Cllr Barratt identified that we do have data of the volume and speed of traffic from speed data that could be used to support an application. He also pointed out that a pedestrian crossing would involve a dropped kerb which would also be beneficial.</p> <p>Following a request from a member of the public, Council RESOLVED to apply to WNC for a pedestrian crossing with dropped kerbs to be installed outside of the new Co-op store. Prop. Cllr Brown. Sec. Cllr Barratt. Unanimous.</p>	JF & GK
23/6281	<p>Finance Council RESOLVED to approve the payments list for July 2023. Prop. Cllr Compton / Sec. Cllr Nixon. Unanimous.</p>	GK
23/6282	<p>NCALC Representative Council RESOLVED to agree to the Parish Clerk being the council representative for Northants CALC. Prop. Cllr Mitchell / Sec. Cllr Barratt. One against.</p>	JF
23/6283	<p>West Northants Consultation – Future of Waste Services Council RESOLVED to not make any corporate comments in response to this consultation but to communicate this consultation on our website and social media for Parish residents and notice boards and hard copies should also be made available. Prop. Cllr Barratt / Sec. Brown. Unanimous.</p>	GK

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23/6284	Community Governance Review Council RESOLVED to not make a corporate response to the Community Governance Review. Council agreed to encourage residents to consider giving their own comments via the website and social media. Prop. Cllr Compton / Sec. Cllr Sprat. Two abstentions.	GK
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PART THREE – FOR INFORMATION

23/6285	Councillor Resignations Council NOTED the resignations - with immediate effect - from the following council members and to NOTED that both casual vacancies have been processed by the WNC Elections Department: <ul style="list-style-type: none"> ▪ Cllr Sandra Moxon ▪ Cllr Kevin Parker <p>Cllr Brown observed that there had been a request for a collection for Cllr Moxon, but not for Cllr Parker. Councillor Brown suggested we should not set a president to give a gift to councillors who resign, but we should acknowledge the service given by the Councillors. Cllr Barratt commented that this should be an individual's choice.</p> <p>Council RESOLVED to agree a policy to be minuted; that should a Councillor of BPC resign, the Council will only offer thanks for their service. Prop. Cllr Compton / Sec Cllr Brown. Motion carried with three abstentions.</p>	JF
23/6286	Saturday Surgery <ul style="list-style-type: none"> ▪ Council received and NOTED the report from the Saturday Surgery Session held on the 1st July 2023. ▪ Council NOTED that Cllr Bird and Cllr Nixon will attend the Saturday Surgery on August 5th. 	
23/6287	Committee and Working Group Minutes Council received and NOTED 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. 	
23/6288	Annual Play Inspections Reports Council received a verbal update on the recent ROSPA inspection. Noting an action plan would be completed by Council staff and be communicated to Council in due course.	GK
23/6289	Community Safety Quarterly Reports <ol style="list-style-type: none"> a) Council received and NOTED the Community Safety Report. b) Council received and NOTED the Speed Data Analysis Report. 	

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23/6290	<p>Quarterly Finance Reports – July Council received and NOTED the contents of the <u>Quarter 1 Finance Report</u> which included the following items:</p> <ul style="list-style-type: none"> 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 	
23/6291	<p>Clerk’s Report Council received and NOTED the report. It was noted that the LAP briefing document should have been attached to the report but was missing.</p>	JF
23/6292	<p>Parish Councillor Representatives Updates</p> <ul style="list-style-type: none"> a) Village Hall – Cllr Nixon read an update prepared by Cllr Lunnon on the village hall. Den Coles has retracted his resignation and will stay another year. Recruitment of several new trustees has taken place. Looking for ways to generate income for the hall. Fuel prices are going down but it will take a long time to pay off a large utility bill caused by the fuel crisis. b) Thomas Roe Charity - Cllr Mitchell- The next meeting is the second week of September. c) NCALC – No updates. d) Police Liaison – Cllr Coe – Northamptonshire Talking App is being promoted in the Bulletin. e) Armed Forces- Cllr Bird – Lots of fund raising and parades have been attended. f) Verification Officer – Cllr Compton has been completed. g) Environment & Highways - Cllr Ware (see h). h) Climate Change Champion – Cllr Ware - A supporter of BCAG is going to the family fun day at Brixworth primary school this Saturday. He was offering a free of charge and complimentary assistance with bikes. Wheel it along, whatever the state and get assistance to get it back on the road. i) Central Sports Rep – Cllr Nixon attended his first meeting. Doors to be replaced (cost covered by Central Sports) and future aspirations were discussed. 	-
23/6293	<p>To Note the Dates of the Next Meetings: Council NOTED all meeting dates.</p> <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	<p>Exclusion of the Press and Public Council RESOLVED to exclude 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.</p>	
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	Prop. Cllr Coe / Sec. Cllr Compton. Unanimous. 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	<p>Administration Assistant Employment Contract and Terms</p> <p>a) Council RESOLVED to approve the rate of pay (annual salary) for the Administration Assistant. Prop. Cllr Compton / Sec. Cllr Ware. Unanimous.</p> <p>b) Council RESOLVED to approve the Employment Contract and Terms of Employment. Prop. Cllr Spratt. / Sec. Cllr Brown. Unanimous.</p> <p>c) Council RESOLVED to approve start date of 21st August 2023. Prop. Cllr Ware. / Sec. Cllr Brown. Unanimous.</p> <p>d) Council RESOLVED to approve all associated costs, ref. MS Teams and IT Equipment. Prop. Cllr Compton. / Sec. Cllr Brown. Unanimous. Pension schemes nest should be informed to the candidate as an alternate to a contributory pension scheme.</p>	JF
23/6296	<p>Central Sports Lease Renewal</p> <p>Cllr Compton took over the discussion at this point as Cllr Bird had declared an interest.</p> <p>Council RESOLVED to support a 25-year lease proposal. Prop. Cllr Compton / Sec Cllr Ware. This motion was carried. A recorded vote was requested. For: Cllr Nixon, Cllr Spratt, Cllr Ware, Cllr Mitchell, Cllr Barratt, Cllr Coe, Cllr Compton. Against: Cllr Brown. Abstain: Cllr Bird, Cllr Collyer.</p> <p>Council RESOLVED to submit the proposal to Central Sports in accordance with the terms on the report to confirm that charitable monies may be paid out to Brixworth Charities, organisations with charitable intent and sports clubs. Prop. Cllr Nixon / Sec. Cllr Compton. Two abstentions.</p> <p>It was further NOTED that the full lease would be made available for Council to review before signing.</p>	JF & TN

PART SIX – URGENT MATTERS

23/6297	<p>Urgent Matters for Report Only</p> <p>There were no urgent matters reported.</p>	-
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PART SEVEN – CLOSING PROCEDURES

23/6298	<p>Next Ordinary Meeting</p> <p>a. The following items were considered to be included on the next ordinary meeting agenda.</p> <ul style="list-style-type: none"> • Meeting start times • LPA report 	JF & GK
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| | <ul style="list-style-type: none">• NCALC Annual conference attendees <p>b. Council NOTED the next meeting date for the Ordinary Council Meeting as 31st August 2023.</p> | |
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In the absence of further business, the meeting was closed in full at 20:48pm

Signed as a true and accurate record:

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Cllr Jackie Bird
Chairman

Brixworth Parish Council

Date: 31st August 2023

Minutes Prepared by:

Gavin Kirkup

Administrative Assistant

Brixworth Parish Council

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Brixworth Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	09.01 St David's Grounds Ma	26/07/2023		01 Nat West Revenue		Wasp Nest Removal St David's	Eliminate	S	70.00	14.00	84.00
119	03.03 Telephone -Mobile Str	24/07/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
120	03.03 Telephone -Mobile Str	27/06/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
121	14.26 Projects - St David's Pl	28/07/2023	22/6242 & 22/62	01 Nat West Revenue		Ball Stop Net and Anti Rattle -	A 2 Z Contracts and Consulta	S	4,034.60	806.92	4,841.52
122	04.07 Office Equipment	31/07/2023	23/6295	01 Nat West Revenue		Laptop Setup - New Starter	Cloudy IT	S	212.50	42.50	255.00
123	04.07 Office Equipment	31/07/2023	28/6295	01 Nat West Revenue		Laptop Equipment - Admin	Cloudy IT	S	757.50	151.50	909.00
124	02.14 Payroll Services	02/08/2023	22/5751	01 Nat West Revenue		Payroll System	DCK Payroll Solutions	S	76.00	15.20	91.20
125	02.10 Human Resources/ He	01/08/2023		01 Nat West Revenue		Management Services	Peninsula Business Systems	S	144.85	28.97	173.82
126	07.06 Van Lease Costs	01/08/2023		01 Nat West Revenue		Van Lease Costs	Lex Autolease	S	239.58	47.91	287.49
127	07.09 Vandalism	03/08/2023		01 Nat West Revenue		CCTV Cable Repair/Protect	Vertu Security	S	314.28	62.85	377.13
128	02.15 Adobe License	03/08/2023		01 Nat West Revenue		ICT Services	Adobe	E	16.64		16.64
129	03.03 Telephone -Mobile Str	03/08/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
130	07.07 Fuel - Van & Mowers	01/09/2023		01 Nat West Revenue		Fuel	AH Blason	S	57.00	11.40	68.40
131	07.02 Sundry Purchases - Me	01/09/2023		01 Nat West Revenue		Maintenance Sundries	Trade UK - B&Q/ Screwfix	S	45.81	9.16	54.97
132	07.01 Enhancements & Main	01/09/2023		01 Nat West Revenue		Playground Parts	Online Playgrounds	S	324.80	64.96	389.76
133	04.08 Training	01/09/2023		01 Nat West Revenue		Ncalc Training	Northants CALC	S	97.00	19.40	116.40
134	09.03 MUGA Maintenance	01/09/2023		01 Nat West Revenue		Playground Parts	Kompan Limited	S	82.48	16.59	99.07
135	02.14 Payroll Services	01/09/2023	22/5751	01 Nat West Revenue		Payroll System	DCK Payroll Solutions	S	76.00	15.20	91.20
136	02.11 ICT	01/09/2023		01 Nat West Revenue		Cloudy IT Monthly Charges	Cloudy IT	S	170.10	34.02	204.12
137	01.01 Salaries	21/08/2023	22/5751	01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	X	7,320.94		7,320.94
137	01.02 Employer NI	21/08/2023	22/5751	01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	X	588.47		588.47
137	01.03 Pension - LGPS	21/08/2023	22/5751	01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	X	1,105.08		1,105.08
138	02.14 Payroll Services	01/09/2023	22/5751	01 Nat West Revenue		Payroll System	DCK Payroll Solutions	S	76.00	15.20	91.20
139	08.03 Ashway Changing Roo	22/08/2023		01 Nat West Revenue		Electricity Supply - Ashway	EON Next Energy Limited (As	L	290.75	14.54	305.29
140	07.02 Sundry Purchases - Me	01/09/2023		01 Nat West Revenue		Maintenance	Trade UK - B&Q/ Screwfix	S	22.48	4.50	26.98
141	09.05 St David's Trade Wast	01/09/2023		01 Nat West Revenue		Trade Waste	Bakers Waste	S	80.63	16.13	96.76
142	09.02 St David's Grass Cuttir	01/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	281.00	56.20	337.20
142	09.01 St David's Grounds Ma	01/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	4,650.00	930.00	5,580.00
142	08.02 Ashway Grass Cutting	01/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	187.00	37.40	224.40
142	08.01 Ashway Grounds Maini	01/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	1,782.00	356.40	2,138.40
142	07.13 Hedge/Fencing	01/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	845.00	169.00	1,014.00
143	06.02 Signs	22/08/2023		01 Nat West Revenue		Safety Signs Air Con	SETON	S	30.97	6.19	37.16
144	04.08 Training	23/08/2023		01 Nat West Revenue		ILCA Training for Admin	SLCC	S	120.00	24.00	144.00

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145	04.14 Subsidiary/Misc	23/08/2023		01 Nat West Revenue		Business Waste Management	Business Waste	S	55.00	11.00	66.00
146	06.02 Signs	22/08/2023		01 Nat West Revenue		Safety Signs Air Con	Safety Signs 4 Less	S	8.05	1.61	9.66
147	02.11 ICT	01/09/2023		01 Nat West Revenue		Office 365 license fee increase	Cloudy IT	S	8.30	1.66	9.96
148	04.06 Stationery & Postage	23/08/2023		01 Nat West Revenue		Legal Wax Seal Kit	Amazon Services Europe Sarl	S	12.48	2.50	14.98
149	04.07 Office Equipment	23/08/2023		01 Nat West Revenue		Office Chair - New Starter	Amazon Services Europe Sarl	S	42.49	8.50	50.99
150	03.03 Telephone -Mobile Str	23/08/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
151	08.03 Ashway Changing Roo	22/08/2023		01 Nat West Revenue		Water & Sewerage	Wave AW Business	E	60.13		60.13
152	04.11 Telephone & Broadbar	05/09/2023		01 Nat West Revenue		Broadband & Landline Telephc	Talk Talk Business	S	62.90	12.58	75.48
153	04.11 Telephone & Broadbar	08/08/2023		01 Nat West Revenue		Broadband & Landline Telephc	Talk Talk Business	S	62.90	12.58	75.48
154	04.11 Telephone & Broadbar	15/08/2023		01 Nat West Revenue		Mobile Telephone	EE Limited	S	16.21	3.24	19.45
Total									24,447.92	3,023.81	27,471.73

Inspection Report Action Plan



06 July 2023

Spratton Road Recreational Ground		RISK	Owner	Completion Date/Notes
Gates	Replace Rubber Buffer	Medium	Groundsman	Parts Ordered 02/08/2023
Gates	Posts loose in the ground. Re secure.	Medium	Groundsman	
Picnic Table	Repair/Repaint Bench	Low	Groundsman	
Games Wall	Corrosion. Consider removal if repairs not possible.	Medium	Clerk	
Hopscotch	Number colours wearing. Monitor.	Very Low	Groundsman	Monitor
Swings	Bird Fouling present. Consider anti-bird strip.	Medium	Clerk	

Ashway Playing Field		RISK	Owner	Completion Date/Notes
Swing	Swing seat rubber is degrading.	Low	Groundsman	Parts Ordered 02/08/2023
Free Rider	Parts Missing (Chains and Footboard)	Very Low	Groundsman	Investigating Parts
Multiplay	Slight damage to ropes and climbing wall.	Low	Groundsman	Monitor
Signage	Dog ban & ownership signs recommended.	Low	Clerk/WNC	

St David's Recreation Ground		RISK	Owner	Completion Date/Notes
Fencing	Bow Top Fence missing around MUGA	Low	Clerk	Investigating Parts
Litter Bin	Too close to seat	Low	Groundsman	Replacement Programme
Gates	Rubber Buffer to ensure safe spacing.	Medium	Groundsman	Parts Ordered 02/08/2023
Signage	Welcome sign splitting. Monitor.	Low	Groundsman	Monitor
MUGA	Basketball Net Fittings Missing	Medium	Groundsman	Parts Ordered July 2023
MUGA	Bolt Loose - Tighten	Low	Groundsman	
MUGA	Cut off post is exposed. Cut off below ground and cover over.	Medium	Groundsman	
Swing Cradle	Ground settling around the middle posts. Reinstate.	Low	Groundsman	
Agility Stilts	Natural Splits in timber. Monitor.	Low	Groundsman	Monitor
Horizontal Swing Rope	Monitor top links for wear and tear.	Low	Groundsman	Monitor
Stone Leaf	One stone leaf is missing. Consider replacement.	Very Low	Clerk	
Cable Way	Annual inspection and trolley mechanism check.	Very Low	Groundsman	
Multiplay	Cap missing on the net climber fittings.	Low	Groundsman	
Multiplay	Tighten curly climber fittings.	Medium	Groundsman	
Embankment Pull Rope	Consider adding matting to prevent wear.	Low	Clerk	
Rocking Horse	Delamination of wood. Re-glue and fill gaps in tiles.	Low	Groundsman	Parts Ordered 02/08/2023
Trampoline	Trip points to be made level on surface.	Medium	Groundsman	
Carousel Bowl	Stones inside mat to be removed.	Medium	Groundsman	
Play Panels	Consider relocating due to proximity to MUGA	Low	Clerk	
Combination Goal	(far side of field) Build up surface level to remove trip points.	Medium	Groundsman	

Brixworth Parish Council Meeting of 31st August 2023



Report from Councillors Jackie Bird & Tony Nixon
Parish Council Surgery 5th August 2023

Councillors Jackie Bird and Tony Nixon attended the Parish Council Surgery held on the morning of 5th August 2023.

The following matters were discussed:

1. Two residents (names withheld) expressed their concern about parking in the village, particularly about vehicles blocking verges and footpaths and the lack of parking enforcement.
2. A resident (name and contact details supplied with a request for feedback) expressed her appreciation of the work done by the Parish. She asked whether the Co-op could be encouraged to provide services which would particularly benefit the elderly and vulnerable in the village such as click and collect or home delivery. She had also seen the proposal for wooden planters to be installed along Harborough Road to help protect the grass verges, but considered that these could too easily be damaged, and wondered whether bollards had been considered as an alternative.



Brixworth Parish Council

Minutes of the Brixworth Planning Committee Meeting

Monday 7th August 2023 at 7.30pm

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

In attendance:	Councillor Tom Mitchell (Chair), Councillor James Collyer, Councillor Barbara Lunnon and Councillor Christine Ware.
Apologies:	Cllr Frances Peacock, Cllr Ian Barratt and Parish Clerk.
Clerical Support:	None
Members of Public:	Eight

PART ONE – OPENING PROCEDURES

23/2413	Welcome by Chairman Councillor Mitchell welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
23/2414	Apologies for absence and acceptance of apologies for absence There were apologies received from the following committee members, which were accepted: <ul style="list-style-type: none">▪ Cllr Ian Barratt▪ Cllr Frances Peacock	-
23/2415	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.	
23/2416	Agree and Sign the Minutes of Previous Meeting All present RESOLVED to the Chairman Cllr Mitchell, approving the Planning Committee Meeting Minutes of 17th July 2023, as a true and accurate record. Prop. Cllr Mitchell / Sec. Cllr Ware. Unanimous.	-
23/2417	Public Open Forum Session a) Five of the eight members of public in attendance were present to discuss agenda item 23/2423 Affordable Housing and Exception Site , therefore, Cllr Mitchell suggested the committee move this agenda item to be the first item of business to be discussed. All in favour. Mike Parsons made reference to the July Full Council Meeting and noted that the exception site for affordable housing would include further houses at a 'commercial rate' i.e. a potential for up to 72 dwellings.	-

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	<p>Cllr Mitchell clarified that Full Council did NOT approve or agree this site for development, but confirmed that Full Council did resolve to support a Housing Needs Analysis to be completed by WNC in conjunction with the parish.</p> <p>Cllr Mitchell clarified that Cllrs Mitchell, Barratt and Ware, are currently member of working group that deals with such matters and it was mooted that the Neighbourhood Strategic Planning Group be reformed.</p> <p>Action: Cllr Mitchell is to consult with the Parish Clerk to establish the correct procedure in resurrecting/re-forming the working group and for the following resident volunteers to be added/invited to join:</p> <ul style="list-style-type: none"> ▪ Mike Nice ▪ Dr Paula Jones ▪ Stephen James (proposed Chairman) ▪ Frank Allen ▪ Mike Parsons (proposed Secretary) ▪ WN Cllr Jonathan Harris ▪ Bob Chattaway (due to absence, an invitation is sent via email) ▪ Nigel Ozier (due to absence, an invitation is sent via email) <p>WN Cllr Harris reminded those present that there is no formal planning application for this land at the current time.</p>	<p>TM/JF</p>
<p>b) 2 Members of the public were present to support their application 2023/6129.</p>		

PART TWO – FOR DECISION

	Ref Number	Application Description	Location
23/2418	2023/6129/TPO	Sycamore (1. T01939) - Remove. Sycamore (2. T01941) - Crown lift to 5 - 5.5 metres. Horse chestnut (3. T01940) - Remove. Sycamore (4. T01942) - Crown lift to 5 - 5.5 metres. Sycamore (5. T01943) - Crown lift to 4.5 - 5 metres. Sycamore (6. T01938) - Remove. Sycamore (7. T01937) - Crown lift to 4.5 - 5 metres. Sycamore (8. T01936) - Crown lift to 4.5 - 5 metres. Ash (9. T01935) - Remove. Sycamore (10. T01933) - Remove. Sycamore (11. T01934) - Remove. Four Sycamore (12 and 13. T01950 and T01951) - Remove. Sycamore (14. T01949) - Reduce upright lowest limb by 2.5 - 3 metres. Sycamore (17. T01945) - Reduce leader by 2 - 2.5 metres and crown lift to 5 - 5.5 metres. Sycamore (18. T01944) - Remove. Sycamore (19. T01946) - Remove smaller trunk to 3 - 3.5 metres. Horse chestnut (20. T01932) - Remove lower epicormic growth. Horse chestnut (21. T01930) - Reduce by 2.5 - 3 metres and crown lift to 4 - 4.5 metres. Horse chestnut (22. T01929) - Reduce lowest limb by 3 - 3.5 metres. Sycamore (23. T01928) - Reduce leader over road, crown lift the lower canopy and remove deadwood. Sycamore (24. T01927) - Remove.	Brixworth Hall Archway Harborough Road Brixworth West Northamptonshire NN6 9BX

RESOLUTION:

It was agreed that the applicants be requested to consider a variety of trees to replace the 12 which are to be felled, to support biodiversity rather than just replacing them with all Prunas trees. Cllr Ware suggested considering trees such as, but not exclusively, Rowan, Crab Apple, Holly Bushes, Silver birch, as well as Wild Cherry.

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The Clerk is to ask the Tree Officer Michael Venton to resolve the aforementioned request of replacing the trees with various native species. Prop. Cllr Mitchell / Sec. Cllr Ware. 3 In favour with 1 abstention.

23/2419	<u>2023/5958/FULL</u>	Installation of a new pond.	The Old Hay Barn Froghall Brixworth West Northamptonshire NN6 9DJ
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RESOLUTION:

It was unanimously agreed to support this application. Prop. Cllr Mitchell / Sec. Cllr Collyer. All in favour.

23/2420	<u>2023/5562/FULL</u>	Proposed replacement windows, front door and French doors	Spring Cottage, 26 Newlands, Brixworth, NN6 9DN
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RESOLUTION:

The proposed replacement windows are to be replaced with heritage style, black ash wood-grained UPVC. The current UPVC windows are in white with a black front door, and the back elevation is visible from the street. Therefore, Council agreed to respond stating they are support of this application and the Planning Officer should decide the colour. It was unanimously agreed to support this application. Prop. Cllr Mitchell / Sec. Cllr Collyer. All in favour.

23/2421	<u>2023/5594/FULL</u>	Proposed single storey rear sun-lounge extension (retrospective)	8 Vineyard Gardens Brixworth West Northamptonshire NN6 9FR
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RESOLUTION:

It was noted that this application is retrospective. West Northants Cllr Jonathan Harris confirmed there is a proposal at national level for higher application fees to be applied to retrospective applications, however, this is yet to be made policy.

It was agreed that this application be supported. Prop. Cllr Mitchell / Sec. Cllr Collyer. 3 In favour with 1 against.

23/2422	<u>2023/6169/FULL</u>	Change of use of industrial unit to restaurant with ancillary takeaway. (Retrospective)	The Flavour Trailer 3 Staveley Way Brixworth West Northamptonshire NN6 9EU
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RESOLUTION:

It was agreed that this application be supported. Prop. Cllr Mitchell / Sec. Cllr Collyer. All in favour.

23/2423	Affordable Housing and Exception Site This item was considered earlier in the meeting. Please refer to minute reference 23/2417(a) under the Public Open Session.		-
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PART THREE – FOR INFORMATION

23/2424	<p>Neighbourhood Plan Protection</p> <p>Cllr Mitchell reported on the two items the Planning Committee were made aware of via email on 27th July 2023, but noted that the committee were unable to make any decisions on these as follows:</p> <ul style="list-style-type: none"> ▪ 60 Bed nursing home pursuant to the requirements of planning permission DA/2018/1046 under which condition 3 applies, namely, approval of reserved matters. ▪ National effort to protect Neighbourhood Plans. <p>Cllr Mitchell recommended individuals comment individually to both consultations, should they be so inclined.</p>	ALL
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23/2425	Any Other Business There were no items reported.	
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PART FOUR – CLOSING PROCEDURES

23/2426	Next Ordinary Meeting a) Next agenda - there were no items reported . b) All present NOTED the date of the next Planning Committee Meeting on Monday 4th September 2023. NB: Cllr Mitchell gave his apologies for this meeting.	
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In the absence of further business, the meeting was closed in full at 20:03pm

Signed as a true and accurate record:

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Cllr Tom Mitchell - Chairman
Brixworth Parish Council

Date: 4th September 2023

Minutes Prepared By:
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Brixworth Parish Council

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Members of Brixworth Parish Council - Planning Committee

*Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
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Brixworth Parish Council

Parish Clerk's Report – August 2023

St David's Ball Stop Net

The installation date has been agreed as Monday 4th September, including installation of the anti-rattle foam pads on the existing green ball stop fence outside of the play area.

CCTV

The conduit has now been installed and the CCTV App added to both council mobiles held by the Data Controllers, i.e. the Clerk and Admin Assistant.

Community Hall - Air Conditioning

The licence agreement was authorised by the Clerk and Cllr Nixon, and then returned to the WNC legal department. This allowed for the system to be installed week commencing 14th August. It is in full working order and there were no remedial work needed to paint work etc. The contractor undertook a fantastic installation. Warning signs have been ordered and will be installed next Tuesday, to the poles next to the external air con units to alert pedestrians to these objects and to ensure council are covered from a health and safety perspective.

BT Kiosk

BT have applied for planning permission for the removal of the telephony equipment and for its change of use.

Assets and Legals

Co-op – the Clerk and Cllr Nixon are awaiting an update concerning the transfer of land to the rear of the store.

Eaglehurst – the legal documentation has been approved and returned to Council's legal representative. We await an update.

Co-op Planters

The Highways licence has been approved and the Co-op requested to purchase the planters. Once delivery has taken place, the Groundsman will be instructed to install these and to add new plants. The Clerk will oversee the purchase and planting of such.

New Admin Assistant

Council's new Admin Assistant commenced her employment with Council on Monday 21st August. All HR documentation has been completed and Deborah has been added to both the Bright HR system and payroll. A full induction was given and a copy of her employment contract, employee handbook were also issued. An account with SLCC was created and the ILCA (Introduction to Local Council Administration) course has been booked.

The new laptop and MS Teams has been received and configured, with a new office chair ordered for the Parish Office, to ensure we comply with health and safety regulations.

The new Assistant has been requested to attend the FC meeting on the 31st August to enable introductions to council members and to experience how Council operates. Confirmation of attendance will be given in due course.

Archive and Confidential Waste Project

Work has commenced on archiving historical council documents and disposing of any older, confidential waste. A local waste company has been booked to collect all confidential waste in the next 1-2 weeks. Work will continue on organising all documentation to be retained and ensuring all confidential paperwork is then locked away in the PC cupboards within the meeting room.

Local Area Plan

The documents pertaining to the LAP were circulated to Council on the 15th of August for review, so this will not be an agenda item due to this.

Business Plan

This document was reviewed by the Finance Committee at its July meeting and will be finalised by the Committee at its next meeting being held on the 14th of September. It will then be made available to full council for review and comment, ahead of its adoption at the FC meeting on 28th September.

Conclusion and Future Tasks

Due to both the Clerk and Admin Assistant taking annual leave during July and August, it has been a busy couple of months ensuring all council functions and matters have been dealt with and kept up to date. However, it has been a fruitful time with a number of outstanding matters either completed and near completion.

The Clerk will be embarking on researching, investigating, and hopeful commencement of the following projects in the near future:

- The Ashway car park re-surfacing.
- The Pocket Park greens maintenance.
- Completion of BT kiosk adoption
- Greens Maintenance Contract Review
- Council Award Scheme Application
- Bus Shelter Living Roof
- Highways bollards – St David’s Close
- Bow top fencing St David’s MUGA/play area.

Meetings Attended

- Zebra Crossing Application – WNC Highways and Cllr Jonathan Harris
- Brixworth Football Club & RG Grounds Maintenance
- Cllr Nixon – Legals and Assets Meeting

Prepared by: Josie Flavell
Parish Clerk/Proper Officer
24th August 2023