




Brixworth Parish Council

Councillors are hereby summoned to attend the Ordinary Parish Council meeting to be held on Thursday 28th September 2023 at 7.30pm

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

23/6321	Welcome Welcome by the Chairman and information regarding evacuation procedures.	ALL
23/6322	Apologies for absence and acceptance of apologies for absence To consider and accept any apologies reported.	ALL
23/6323	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
23/6324	Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chairman approving the Ordinary Parish Council Meeting Minutes and Confidential Minutes for the meeting held on 31 st August 2023.	Paper A Paper C1
23/6325	Public Open Forum Session 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. 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. 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.	-

Members of Brixworth Parish Council

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

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PART TWO – FOR DECISION

23/6326	<p>Brixworth Primary School Governor Request</p> <p>a) RESOLVE to approve a Councillor to represent the primary school as a School Governor, as per a request received from the Headteacher of Brixworth Primary School.</p> <p>b) RESOLVE to approve Cllr Barratt holding this role/responsibility.</p>	-
23/6327	<p>Pytchley Way Trees/Grass Verges</p> <p>Due to 6 months having passed since this motion was last discussed, RESOLVE to approve the 2 fencing quotes received from R&G (as detailed in the original meeting paper dated February 2023 – Paper B) to fence off and protect the trees and grass verges behind the chip shop on Pytchley Way, as follows:</p> <ul style="list-style-type: none"> ▪ Fence off section of grass verge and sow grass seed £1960.00 exc. VAT ▪ Fence off verge behind the chip shop £560.00 exc. VAT 	<p>CW</p> <p>Paper B</p>
23/6328	<p>Christmas Trees</p> <p>RESOLVE to consider and approve a quote from those received and as detailed in the Christmas Trees meeting paper C, for the purchase of new community Christmas trees.</p>	Paper C
23/6329	<p>Events Lighting</p> <p>To consider and approve the proposal to purchase new lights to light up community events such as Christmas, Diwali etc, as per details contained within meeting paper D.</p>	<p>JC</p> <p>Paper D</p>
23/6330	<p>BT Payphone Removal Consultation – Spratton Road</p> <p>To agree a comments response to this consultation and the proposed action of the kiosk being removed from directly outside of the Community Centre and Library, by BT.</p>	Paper E
23/6331	<p>Finance</p> <p>RESOLVE to consider and approve the payments list for September 2023.</p>	Paper F
23/6332	<p>Host a Councillor Sessions</p> <p>RESOLVE to agree to open up the invitation to hold this event with all local businesses.</p>	-
23/6333	<p>Sands United Annual Fee</p> <p>To consider reducing Sands United annual fee due to them not being able to play on either the Ashway or St David's for the whole of September, due to the maintenance works completed to all pitches by R&G.</p>	-
23/6334	<p>MUGA Hire Fees, Booking Tool and Terms and Conditions</p> <p>a) RESOLVE to approve the new online booking tool created free of charge via the Parish Council website, as per details contained with Meeting Paper G, appendix B.</p> <p>b) RESOLVE to approve the recommended hire fees as detailed within Meeting Paper G and recommended/pre-approved by the Finance Committee.</p> <p>c) RESOLVE to agree to delegate all booking requirements including all hire fee agreements to the Officer and Admin Assistant.</p> <p>d) RESOLVE to approve the Hire Terms and Conditions as recommended/pre-approved by the Finance Committee and as per Meeting Paper G, appendix A.</p> <p>e) RESOLVE to approve the blocking booking of the MUGA for public use only on Mondays and Thursday, and to review this again in 6 months' time.</p>	Paper G

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23/6335	Brixworth Tennis Club – MUGA Hire RESOLVE to approve the request made by the Tennis Club to book the MUGA every Wednesday evening between October 2023 and March 2024 weekly, and to allow the Clerk/RFO to agree a fee for this in line with the new fee structure.	-
23/6336	Roman Dagger Cabinet RESOLVE to ratify the purchase of the cabinet between meetings, to protect the Roman dagger at a cost of £53.80, as discussed and agreed at the Community Trust meeting held on the 31 st of August 2023.	-
23/6337	Business Plan RESOLVE to approve the Business Plan as recommended/pre-approved by the Finance Committee at its meeting held on the 21 st of September 2023.	Paper H
23/6338	West Northants Council – Funding for Special Educational Needs and Disability Consultation RESOLVE to agree a comments response to this consultation as per the email circulated to Council on the 4 th of September (deadline 1 st October 2023).	-
23/6339	Revised Recreation Grounds & Open Space Condition of Use and Hire Agreement RESOLVE to agree the amended Brixworth Parish Council Recreation Grounds & Open Spaces - Conditions of Use and Hire, containing an amendment to cover the of use of fireworks on council owned land (section 11).	Paper I
23/6340	Host A Councillor Sessions a) To consider the invitation from Brixworth Library for a Host A Councillor Session to be held in the Library on Saturday October 21st between 11am - 1pm. b) To consider the invitation from Brixworth Primary School for a Host A Councillor Session to be held at the school on Friday 10th November 2023 (times flexible). c) To consider and agree which councillors are to attend the above events and cancellation of surgery dates Saturday 7th October and Saturday 4th November.	-
23/6341	Bulb Planting RESOLVE to agree a budget of £50.00 to enable Mike Nice (Community Centre Manager) to purchase bulbs for the annual community planting.	-

PART THREE – FOR INFORMATION

23/6342	BT Kiosk Update – Silver Stree/Church Street junction To receive and NOTE an update concerning the progress of the application to adopt this kiosk.	-
23/6343	Saturday Surgery To receive and NOTE the report from the Saturday Surgery Session held on the 2nd of September 2023. JB & TM.	Paper J
23/6344	Committee and Working Group Minutes To receive and NOTE the following sets of minutes, as circulated to Council prior to the meeting: a) Planning Committee Meeting held on 4 th September 2023. b) Brixworth Climate Action Group Meeting held on 5 th September 2023. c) Buildings Meeting held on 11 th September 2023. d) Sports Liaison Working Group Meeting held on 12th September 2023. e) Brixworth Strategic Planning Working Group Meeting held on 14th September 2023 f) Personnel Committee Meeting held on 21 st September 2023. g) Finance Committee Meeting held on 21st September 2023	Paper K Paper L Paper M Paper N Paper O Paper P Paper Q

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	h) Planning Committee Meeting held on 25th September 2023.	Paper R
23/6345	Clerk's Report To receive and NOTE the report.	Paper S
23/6346	Parish Councillor Representatives Updates a) Village Hall – Cllr Lunnon b) Thomas Roe Charity - Cllr Lunnon/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	-
23/6347	Traffic/Speed Data Reports To receive the Quarter 2 Traffic Analysis Report.	Paper T
23/6348	Quarter 2 Finance Reports To NOTE the contents of the Q2 Finance Report which includes the following reports: <ul style="list-style-type: none"> ▪ Summary Receipts and Payments ▪ Monthly Breakdown of Receipts and Payments ▪ Net Position ▪ Committed Spend ▪ Rolling Budget ▪ Reserves Balance ▪ Bank Reconciliations 	Paper U
23/6349	To Note the Dates of the Next Meetings: <ul style="list-style-type: none"> ▪ Planning Committee - 16th October 2023 ▪ Full Council - 26th October 2023 	
23/6350	Coat Hooks – Community Hall To NOTE the installation of new coats hooks in the community hall due to receiving a number of complaints, which cost £30.00 and will be installed by the Groundsman.	-

PART FOUR – CONFIDENTIAL MATTERS

23/6351	<p>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.</p> <p style="text-align: center;">The Press and Public will be requested to leave the meeting (subject to 23/6350)</p>	
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PART FIVE – CONFIDENTIAL MATTERS

23/6352	Grounds Maintenance Contract RESOLVE to consider and approve the course of action concerning the grounds maintenance contract, as recommended by the Finance Committee at its meeting held on Thursday 21 st of September 2023.	JW
23/6353	Staff Salary Increase RESOLVE to approve all recommendations made by the Personnel Committee at its meeting held on 21 st of September, concerning staff salary increases. Details contained within Confidential Meeting Paper C2, as circulated prior to the meeting.	Paper C2
23/6354	Staff National Pay Awards To receive an update concerning the pending National Pay Awards.	-
23/6355	Northampton Road Allotments To receive an update report from Cllr Nixon and NOTE the contents of Meeting Paper C3.	Paper C3
23/6356	Legals and Assets To receive an update report from Cllr Nixon and NOTE the contents of the Property Report.	Paper C4
23/6357	Feedback To receive an update on feedback received from residents adjacent to St David's Play Area and MUGA	JW

PART SIX – URGENT MATTERS

23/6358	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

23/6359	Next Ordinary Meeting a. To consider any items for inclusion on the October Ordinary meeting agenda. b. To NOTE the next meeting date for the Ordinary Council Meeting as 26 th October 2023.	-
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