



## Brixworth Parish Council

### Minutes of the Ordinary Parish Council Meeting

Thursday 31<sup>st</sup> August 2023 at 7.00pm

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

**In attendance:** Cllr Jackie Bird (Chairman), Cllr Elaine Coe, Cllr James Collyer, Cllr Tom Mitchell, Cllr Tony Nixon, Cllr Gary Spratt, Cllr Christine Ware, Cllr Barbara Lunnon and Cllr Frances Peacock

**Absent:** Cllr Neal Brown, Cllr Ian Barratt and Cllr Lynne Compton

**Clerk:** Josie Flavell

**Members of the public:** 8

## MINUTES

### PART ONE – OPENING PROCEDURES

23/6299	<b>Welcome</b> Cllr Bird welcomed everyone to the meeting of the Parish Council and advised attendees of the evacuation procedures and that the meeting is recorded. The new Admin Assistant Deborah Frampton was in attendance and was introduced to Council.	-
23/6300	<b>Apologies for absence and acceptance of apologies for absence</b> Apologies were received from the following Council members and were accepted: <ul style="list-style-type: none"><li>▪ Cllr Neal Brown</li><li>▪ Cllr Lynne Compton</li><li>▪ Cllr Ian Barratt</li><li>▪ Cllr Frances Peacock – arrived late.</li></ul> Prop. Cllr Spratt / Sec. Cllr Ware. Unanimous.	-
23/6301	<b>Declarations of Interest</b> a) Cllr James Collyer declared an interest in agenda item 23/6304 Co-option of New Councillors due to being related to one of the councillor applicants. b) There were no dispensations or written requests for dispensation of DPI to consider.	-
23/6302	<b>Agree and Sign the Minutes of Previous Meeting</b> Council RESOLVED to Chairman Bird approving the Ordinary Parish Council Meeting Minutes and Confidential Minutes for the meeting held on 27 <sup>th</sup> July 2023, as a true and accurate record. Prop. Cllr Mitchell / Sec. Cllr Nixon. Unanimous.	-

#### Members of Brixworth Parish Council

Councillor Jackie Bird (Chairman), Councillor Lynne Compton (Vice Chair), 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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<b>23/6303</b>	<p><b>Public Open Forum Session</b></p> <p>a) Martin Wilson, Sustainability Manager for West Northants Council, conducted a presentation regarding sustainability and how WNC are tackling sustainability and climate change issues. WNC have confirmed that they have UN sustainable development goals, of which there are 17 and look to be Net Zero for their own emissions by 2030, and to have residents and businesses Net Zero by 2045.</p> <p>It is estimated that local authorities are able to have a direct impact of 2-5% of an area's emissions and within the WNC commitment, is a project that will see the replacement of current gas heating systems with energy efficient electric systems, which has already commenced with the heating systems being change at 4 of their leisure centres.</p> <p>Cllr Nixon asked if there is a programme for community centres and libraries such as Brixworth and Mr Wilson confirmed any proposals could be discussed with him or the community assets team as appropriate. Community engagement work is important and WNC have created a website called Sustainable West Northants which is independent of the main council website, of which all reports and tips can be obtained.</p> <p>Government grant funding is available to retro fit houses with energy efficient systems and WNC will be targeting houses of low income, vulnerable to cold and least efficient.</p> <p>The Parish Council and members of the public will be able to use a section of the Sustainable website, which allows for Brixworth's criteria to be added in, with the website directing individuals to right area of what actions can be taken now. The website should be available in the next 8 weeks.</p> <p>a) Mike Parsons of Brixworth Cricket Club spoke regarding the Cricket Club annual fees and stated that the Cricket Club have been sited at their current location for 50 years and have been protecting the playing surfaces over this period. Other clubs have been receiving substantial discounts but not the Cricket Club and they do not understand why. Council confirmed that this matter would be discussed in the confidential session and the Clerk will contact the Cricket Club to confirm the outcome.</p>	
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**PART TWO – FOR DECISION**

<b>23/6304</b>	<p><b>Co-option of New Councillors</b></p> <p>Council reviewed all 4 applications received in respect of the 2 vacant council seats with the below named receiving the majority votes:</p> <ul style="list-style-type: none"><li>▪ Vacant seat 1 - Gaurang Metha</li><li>▪ Vacant seat 2 - Alan Aisbett</li></ul> <p>Council RESOLVED to co-opt the aforementioned individuals to fill the 2 vacant council seats. Prop. Cllr Nixon / Sec. Cllr Spratt. Unanimous.</p> <p>The Clerk will ensure the Declaration of Acceptance of Office forms are signed, Councillor forms completed and submitted to WNC Elections, and Councillor information packs issued.</p>	<b>JF</b>
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*Councillor Jackie Bird (Chairman), Councillor Lynne Compton (Vice Chair), 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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23/6305	<p><b>Council Meetings Start Times</b></p> <p>Council considered the request from Cllr Peacock to change the monthly council meeting times to slightly later times as proposed below. A vote was conducted with 6 in favour, 2 against with 1 abstention. Prop. Cllr Peacock / Sec. Cllr Lunnon</p> <ul style="list-style-type: none"> <li>▪ Community Trust 7:15pm</li> <li>▪ Full Council 7:30pm</li> </ul> <p>Due to the vote outcome, the September meetings will start at the new times.</p>	-
23/6306	<p><b>Grass Cutting – The Ashway</b></p> <p>Council considered and RESOLVED to increase the frequency of grass cuts at The Ashway from bi-weekly to weekly at an additional cost of £490.00 exc. VAT, for the remainder of the grass cutting season, i.e., an extra 10 cuts and utilising the Ashway reserves to cover the cost. Prop. Cllr Coe / Sec. Cllr Mitchell. 6 In favour, 2 against with 1 abstention.</p>	JF
23/6307	<p><b>Finance</b></p> <p>Council RESOLVED to approve the payments list for August 2023. Prop. Cllr Lunnon / Sec. Cllr Peacock. Unanimous</p>	GK
23/6308	<p><b>Revised Terms of Reference – Strategic Planning Working Group</b></p> <p>Council RESOLVED to approve the revised TOR's for the Strategic Planning Working Group to allow the group to cover the work required for the Housing Needs Survey. Prop. Cllr Mitchell / Sec. Cllr Ware. Unanimous.</p>	JF
23/6309	<p><b>Memorial Bench Maintenance</b></p> <p>Council RESOLVED to approve the re-painting of the memorial bench situated on Spratton Road / Brampton Way junction and to utilise the enhancements and maintenance budget for this purpose. Prop. Cllr Mitchell / Sec. Cllr Lunnon. Unanimous.</p> <p>Council also agreed for all benches within the parish to be added to the annual general maintenance programme.</p>	JF
23/6310	<p><b>NCALC Annual Conference</b></p> <p>Council RESOLVED to approve Cllr Compton's attendance at this year's Northants CALC Conference being held on the 7<sup>th</sup> of October 2023. Prop. Cllr Coe / Sec. Cllr Peacock. 8 in Favour with 1 abstention.</p>	-

**PART THREE – FOR INFORMATION**

23/6311	<p><b>ROSPA Action Plan</b></p> <p>Council received and NOTED an update on completed actions, as per the circulated Action Plan prior to the meeting.</p> <p>The Clerk reported that the bow top fencing for St David's will be investigated, starting next week, and that the football fence at Spratton Road will be removed in due course.</p> <p>The Clerk gave a brief report concerning the Spratton Road improvements. The community orchard and bike tracks were discussed, with it being agreed that a full programme of ideas etc. need to be created prior to it going out for public consultation.</p>	JF
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23/6312	<p><b>Saturday Surgery</b></p> <ul style="list-style-type: none"> <li>▪ Council received and NOTED the report from the Saturday Surgery Session held on the 5<sup>th</sup> of August 2023.</li> <li>▪ Council NOTED that Cllr Bird and Cllr Mitchell will attend the Saturday Surgery on the 2<sup>nd</sup> of September 2023.</li> </ul> <p>The Clerk agreed to ask the Admin Assistant to investigate various locations around the village where the Council Surgeries could be held and confirmed that a list of ideas of which groups in the village the Surgeries could be held at too, would be circulated in due course.</p>	JF/GK
23/6313	<p><b>Committee and Working Group Minutes</b></p> <p>Council received and NOTED the following sets of minutes, as circulated to Council prior to the meeting:</p> <ol style="list-style-type: none"> <li>Planning Committee Meeting held on 7th August 2023.</li> </ol>	-
23/6314	<p><b>Clerk's Report</b></p> <p>Council received and NOTED the report.</p>	-
23/6315	<p><b>Parish Councillor Representatives Updates</b></p> <ol style="list-style-type: none"> <li>Village Hall – Cllr Lunnon reported the land transfer with the Co-op is still outstanding and the Village Hall Committee do not wish to take on any land with a high liability. The car park surface actions are still outstanding, but no further action will be taken until the land transfer is complete. It was also reported that there are a lot of hire vacancies at present.</li> <li>Thomas Roe Charity - Cllr Lunnon/Cllr Mitchell reported the next meeting will be held on the 14<sup>th</sup> of September.</li> <li>NCALC – there were no new reports to receive and consider.</li> <li>Police Liaison – there were no new reports to receive and consider.</li> <li>Armed Forces- there were no new reports to receive and consider.</li> <li>Verification Officer – the next verification meeting is due to take place next month.</li> <li>Environment, Climate and Highways - there were no new reports to receive and consider.</li> <li>Central Sports Rep – there were no new reports to receive and consider.</li> </ol>	-
23/6316	<p><b>Council NOTED all future meeting dates as follows:</b></p> <ul style="list-style-type: none"> <li>▪ Saturday Surgery – 2<sup>nd</sup> September 2023 - JB &amp; TM</li> <li>▪ Planning Committee – 4<sup>th</sup> September 2023</li> <li>▪ BCAG - 5<sup>th</sup> September 2023</li> <li>▪ Buildings Working Group - 11<sup>th</sup> September 2023</li> <li>▪ Finance Committee - 14<sup>th</sup> September 2023</li> <li>▪ Personnel Committee - 14<sup>th</sup> September 2023</li> <li>▪ Planning Committee - 25<sup>th</sup> September 2023</li> <li>▪ Full Council Meeting - 28<sup>th</sup> September 2023</li> </ul>	-

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#### PART FOUR – CONFIDENTIAL MATTERS

23/6317	<p><b>Exclusion of the Press and Public</b> 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, due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted. Prop. Cllr Peacock and Cllr Ware. Unanimous.</p> <p><b>The meeting was closed, and the Press and Public were be requested to leave to allow Council to discuss agenda item 23/6318</b></p>	
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#### PART FIVE – CONFIDENTIAL MATTERS

23/6318	<p><b>Cricket Club Letter - Annual Rent Fee</b> Council reviewed the information/letter received from the Cricket Club and unanimously agreed to decline the request for any concessions. Cllr Nixon and the Clerk are to write a letter to the Cricket Club confirming this decision outlining Council's reasons why they came to this decision.</p>	JF/TN
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**The Press and Public were invited to rejoin the meeting**

#### PART SIX – URGENT MATTERS

23/6319	<p><b>Urgent Matters for Report Only</b> There was no urgent business to consider.</p>	-
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#### PART SEVEN – CLOSING PROCEDURES

23/6320	<p><b>Next Ordinary Meeting</b> a. There were no agenda items reported for the next Council meeting in September. b. Council NOTED the next meeting date for the Ordinary Council Meeting as 28<sup>th</sup> September 2023.</p>	-
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In the absence of further business, the meeting was closed in full at 20:36pm

Signed as a true and accurate record:

.....  
Cllr Jackie Bird - Chairman  
**Brixworth Parish Council**  
Date: 28<sup>th</sup> September 2023

Minutes Prepared by:

Josie Flavell  
Clerk & RFO  
**Brixworth Parish Council**  
T: 07983 141786  
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**Brixworth Parish Council**  
Report to: Council 23 /02/ 2023

<b>Summary:</b> 'Chip Shop Trees' - Pytchley Way. Damage to two TPO trees, grass, land.	
<b>Attachments:</b> Quotes, pictures.	
<b>1.0</b>	<b>BACKGROUND</b> - To consider taking action to prevent further impact to land at Pytchley Way containing two TPO trees. Ongoing problem on this land for many years and repeated concerns raised by Brixworth residents. The land does not belong to BPC. Land registry identifies two sets of land owners. These residents have been contacted and both have given permission for BPC to explore solutions. If the PC decides to proceed, written consent will be formally requested, and the proposed plans communicated to them, before any works can be completed.
<b>2.0</b>	<b>PROPOSAL - (R&amp;G)</b> 1. To install a single rail fence around the kerb boundary to prevent further impact to the TPO trees. To re-soil and re-seed on top of the exposed roots. 2. To install a secondary single rail fence around a smaller section of land across the driveway, to protect the verge.
<b>3.0</b>	<b>OPTIONS CONSIDERED</b> - Historically, one set of land owners explained they had installed barriers/bollards which had simply been knocked down or removed. Similarly, an eroded path can be seen from pedestrians walking along the side of the chip shop. There is a risk Bollards would not prevent this and may be removed easily. The single rail fence would be cemented into the ground and provide a physical barrier to prevent parking and discourage pedestrian access.
<b>4.0</b>	<b>FINANCIAL INFORMATION</b> - Whilst both land owners have agreed in principle for a solution to be found and indicated permission to take action, neither have indicated they are prepared to accept the financial costs of any works. Option 1 - £1960 (plus VAT) Option 2 - £560 (plus VAT)
<b>5.0</b>	<b>CONCLUSION / RECOMMENDATION</b> - This is a long standing, ongoing historical issue that residents raise frequently with the Council. The land has been impacted significantly by inconsiderate resident parking and root exposure is severe. The risk to these TPO trees is high. Council should consider implementing these measures to resolve.

<b>Implications:</b>		
Council Objectives:		
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?	N
Biodiversity	Are there any bio-diversity implications?	Y
	Are there financial implications at this stage?	Y
	Will there be financial implications?	Y



Financial	Is there provision within the budget?	N
	Could there be additional expenditure? -Possible Repair/Maintenance	Y
	Is there potential for income generation?	N
Legal	Do we have power, to act?	
	If Y which act: For example Local Government and Rating Act 1997, s. 31	
Risk Management	Are there any risks? Utility check required. If so, how will these be mitigated? utility checks completed.	Y
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	N
<b>Person originating this report:</b> Gavin Kirkup - Admin		
<b>Date:</b> 10/02/2023		



Cottage Farm  
Welford Road  
Creton  
Northants  
NN6 8FF

## Quotation

Quotation Ref: **T8906**  
Date : **09-Feb-23**

Enquiry From:	Name: Gavin Kirkup Organisation: Brixworth Parish Council
Location:	Village
Details:	<b>Single Rail Fence</b> Install second section of single rail fence to protect verge behind the shops in Pytchley Way ..... approx. 12m in length
Price:	£560.00 Plus VAT at current Standard rate Terms - 30 days from date of invoice
Quotation Prepared By:	Ken Francis

To accept the quotation and place an order

Please email any Purchase Orders or instructions to proceed to : [ken@rgrounds.co.uk](mailto:ken@rgrounds.co.uk)





Cottage Farm  
Welford Road  
Creaton  
Northants  
NN6 8FF

## Quotation

Quotation Ref: **T8869**  
Date : **18-Jan-23**

Enquiry From:	Name: Gavin Kirkup Organisation: Brixworth Parish Council
Location:	Village
Details:	<b>Pytchley Way - Single Rail Fencing</b> Supply and install approx 40m single rail fencing adjacent to footpath to prevent parking on grass verge. Import approx 20 tonne topsoil to reinstate verge and sow with seed.
Price:	£1,960.00 Plus VAT at current Standard rate Terms - 30 days from date of invoice
Quotation Prepared By:	Ken Francis

To accept the quotation and place an order

Please email any Purchase Orders or instructions to proceed to : [ken@rgrounds.co.uk](mailto:ken@rgrounds.co.uk)











**Brixworth Parish Council**  
Report to: Council 18/09/2023

**Summary:**

Various options for the replacement of the Christmas trees displayed on the buildings in the village were considered. Whilst the option of 'live' trees was considered, on the basis of sustainability, it is not recommended on the basis of cost.

The recommended option is number 3; the trees are more visually appealing and have been confirmed as a fit for the existing brackets.

**Attachments: Appendix A**

**1.0 BACKGROUND -**

The Christmas trees used on various buildings in the village require replacement due to wear and tear.

**2.0 PROPOSAL**

Source replacements that match the existing size of trees to minimise the cost and effort to install. Lights should be battery operated to avoid need for electrical connection.

**3.0 OPTIONS CONSIDERED**

- Replace artificial trees with real Christmas trees
- Replace trees with pre-lit model, similar to existing model
- Replace trees and lights separately, meaning that if the lights fail, they can be replaced without the need to purchase new trees

**4.0 FINANCIAL INFORMATION**

The budget for the replacement has been set at a maximum of £4,000 for 29 trees. Appendix A gives details of item sourced, supplier and cost.

**Option 1, replace with live Christmas trees**

The cost of a real tree averages at £36 each (total £1,008 for 2023), and would require new, wider brackets to mount (total for 28 brackets £700). They would need separate lights (and batteries) at a cost of £406. This option would require new trees annually (circa £1,000 per annum) and is therefore not recommended on the basis of the total cost of £6,146 over 5 years (expected life expectancy of artificial trees based on current model).

**Option 2, replace the trees and lights separately**

This would incur a total cost of £1,224, broken down as £1,160 for the trees and £64 for batteries.

**Option 3, replace current trees with pre-lit model**

The total cost for this option would be £2,442, broken down as £2,378 for the trees and £64 for batteries.

**5.0 CONCLUSION / RECOMMENDATION**

The option to use live trees, whilst more eco-friendly, has a large cost and requires effort to the trim the trunks, installation of new brackets and the lights to be installed each year.

Whilst the option of separate trees/lights gives more flexibility in terms of replacement of the lights if a fault develops, it does require additional effort to install and remove the lights each year.

The option of a pre-lit tree is the recommended way forward. The trees are slightly larger, but still within the parameters of the current trees, and are generally more attractive. Because the lights are pre-installed there is no need for lights to be hung every year and only requires the



	removal of the trees at the end of the Christmas period. Therefore, the effort to install/remove is significantly reduced, and as the life span of the product is generally 6 years or more, it also more budget friendly.	
<b>Implications:</b>		
Council Objectives:	To approve an option for the purchase of new Christmas trees.	
Resource Requirements:	Admin resource to purchase the approved option online.	Y
Do we have the resource available?	Yes	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?	N/A
Biodiversity	Are there any bio-diversity implications?	N
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?	N
Legal	Is there potential for income generation?	N
	Do we have power, to act?	Y
	Local Government Act 1972 s111	Y
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
<b>Person originating this report:</b> Deborah Frampton – Admin Assistant		
<b>Date:</b> 18 September 2023		



# Appendix A

## Option 1 – Real tree

The screenshot shows a web browser window with the URL <https://www.realchristmastrees.co.uk/trees-by-size/freshly-cut-christmas-trees/4ft-norway-spruce-traditional.html>. The page features a navigation bar with categories: UK GROWN, REAL CHRISTMAS TREES; THE LEADING CORPORATE MARKET; REGULAR PRUNING & CAREFUL; SPECIALIST LARGE TREE. Below the navigation are tabs for TREES, SUPPLIER, SELECTION, and DEPARTMENT. The main content area displays a photograph of a 4ft Norway Spruce tree. To the right of the image, the text reads "4ft Norway Spruce (Traditional Tree)" with a price of "£36.00 Inc VAT & Delivery". There is a quantity selector set to "1" and an "ADD TO BASKET" button. A green indicator shows "399 in stock" and a "SHARE" button is also present. A "Description" section below the image states "3ft - 10ft Real Christmas Trees - Norway Spruce" and begins with "If you are looking for the more traditional size of Christmas Tree, we are able".

The screenshot shows a web browser window with the URL [https://www.manomano.co.uk/p/wall-mounted-christmas-tree-holder-with-bracket-large-65701239?model\\_id=69062964](https://www.manomano.co.uk/p/wall-mounted-christmas-tree-holder-with-bracket-large-65701239?model_id=69062964). The page title is "Wall Mounted Christmas Tree Holder with Bracket Small". It features a product image of a black metal wall-mounted holder with dimensions: 420mm height, 127.90mm width, and 373.50mm depth. The price is listed as "£24.99" with a quantity selector set to "1" and an "Add to basket" button. Below the price, there are options for "Secure Payment" and logos for Visa and Mastercard. A promotional banner offers "£25 off on your 1st purchase" for professionals. A sponsored product recommendation for a "Hengde Christmas Tree Pine Traditional Artificial Xmas Tree Realistic 210cm White" is shown with a price of "£39.99" (was £50.00). The page also includes a "Good to know" section.

The screenshot shows an Amazon.co.uk product page for "Marco Paul Christmas Lights 200 White Battery Operated Chasing LED Lights with Timer Function 8 Lighting Modes Xmas Christmas Tree String Fairy Light Hanging Festive Lights Indoor Outdoor". The product is priced at "£11.99" with a Prime logo. The page includes a "Delivery" section showing "FREE delivery Wednesday, 13 September. Order within 3 hrs 48 mins. Details" and a "Pickup" option. An "In stock" section shows a quantity selector set to "1" and buttons for "Add to basket" and "Buy now". A promotional message states: "Looking for a company card? Pay £11.99 £0.00 for this order. Get a £25 Amazon Gift Card upon approval for the Amazon Business Ameri Card. No annual fee in the first year. Get up to £100 in value with an additional £75 statement credit when you spend £1000 in 3 months. Limited time offer. Rep. APR 39.3% Variable. Terms apply. Amazon is a broker, not a lender." Below the main product image, there is a table of size options:

Size Name	Price	Prime
200White	£11.99	prime
200 Multi	£15.99 (80.00 / count)	
200 Warm White	£9.99	prime
300 Multi	£19.99	





**Duracell Plus AA Batteries (12 Pack) - Alkaline 1.5V - Up To 100% Extra Life - Reliability For Everyday Devices - 0% Plastic Packaging - 10 Year Storage - LR6 MN1500**

RRP: £11.99  
Price: **£9.99** (50% off) **£9.99** **50% off** Deal **£9.99** **£19.99**

FREE Returns

You Save: **£3.50** (50%)

Save up to 5% with business pricing. Sign up for a free Amazon Business account

May be available at a lower price from other sellers, potentially without free Prime shipping.

**Number of batteries** 12 AA batteries required.  
**Brand** Duracell  
**Battery cell composition** Alkaline  
**Compatible phone models** Not for Mobiles  
**Recommended uses for** Toys, TV Remote, Digital Camera, Flashlight, Gaming Controller

**One-time purchase:** £9.99 (12.7 / count)  
-prime  
FREE Returns  
FREE delivery Wednesday, 13 September. Order within 11 hrs 58 mins. Details  
Deliver to Mrs - Northampton NN6 9

**In stock**  
Quantity: 1

**Add to Basket**  
**Buy Now**

### Option 2 -3ft artificial tree, unlit

**The 3ft Outdoor Frosted Fir**

**IN STOCK**

Price: **£31.99**  
~~£99.99~~ You save: 60%

★★★★★ 2 Reviews

Create the perfect scene outside your home this Christmas with our Outdoor Frosted Fir Tree.

Displayed in a silver pot complete with crab apple pine cones, berries and snow sprinkled branch tips, the Outdoor Frosted Fir Tree is made from non-rust galvanized iron wire suitable for placing in outdoor Winter conditions.

Usually purchased in twos for either side of entrance doors to provide a festive welcome. - [Read more](#)

**More info**

**Marco Paul Christmas Lights 200 White Battery Operated Chasing LED Lights with Timer Function 8 Lighting Modes Xmas Christmas Tree String Fairy Light Hanging Festive Lights Indoor Outdoor**

4.2 ★★★★★ 8 ratings

Price: **£11.99** **£52.99** **prime**

Looking for a company card? Pay **£11.99** **£0.00** for this order. Get a **£25 Amazon Gift Card** upon approval for the Amazon Business Amex Card. No annual fee in the first year. Get up to £100 in value with an additional £75 statement credit when you spend £1000 in 3 months. Limited time offer. Rep. APR 39.3% Variable. Terms apply. Amazon is a broker, not a lender.

**Size Name: 200White**

200White	200 Multi	200 Warm White	300 Multi
<b>£11.99</b> <b>prime</b>	<b>£15.99</b> (16.09 / count)	<b>£9.99</b> <b>prime</b>	<b>£19.99</b>

**Delivery** **Pickup**

**£11.99** **prime**  
FREE delivery Wednesday, 13 September. Order within 3 hrs 45 mins. Details  
Deliver to Mrs - Northampton NN6 9

**In stock**  
Quantity: 1

**Add to Basket**  
**Buy Now**



### Option 3 – pre-lit tree



**Brixworth Parish Council**  
Report to: Council 19/09/2023

<b>Summary: Lighting for the celebration of nation and religious events</b>		
<b>Attachments: None.</b>		
<b>1.0</b>	<p><b>BACKGROUND -</b> As newly established events working group is taking shape, we are fast approaching some significant celebrations for some of our residents' religions. At present as a community, we only celebrate Christmas and Easter within the village.</p>	
<b>2.0</b>	<p><b>PROPOSAL –</b> The proposal is to acquire permission for a budget of up £220 be spent on commercial graded lights to illuminate the trees to the front of the community centre. It is suggested to purchase commercial graded goods to allow the annual usage of the units. These could be used but not limited to the celebration of such events as Diwali Christmas and the Chinese New Year.</p>	
<b>3.0</b>	<p><b>OPTIONS CONSIDERED -</b> Dependant on quality Outdoor lights can be purchase from a number of retailers that can supply battery and timed lights well within budget. By opting to purchase battery operated lights, the battery units and lights can be placed out of reach (without a ladder), reducing the chances of vandalism.</p>	
<b>4.0</b>	<p><b>FINANCIAL INFORMATION -</b> To purchase commercial grade lighting at a cost of up to £55 per unit.</p>	
<b>5.0</b>	<p><b>CONCLUSION / RECOMMENDATION</b> Allow the working group with the assistance of the clerk to purchase sets of battery-operated lights with timers attached to a maximum budget of £220.</p>	
<b>Implications:</b>		
Council Objectives:	Celebrating cultures and national events	
Resource Requirements:	Committee / Cllrs / <b>Working Group</b> / Officers / External / Other / None Hours / Days / Weeks / Months	
Do we have the resource available?		Y/N
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
Legal	Is there potential for income generation?	N
	Do we have power, to act?	Y
Risk Management	If Y which act: For example Local Government and Rating Act 1997, s. 31	
	Are there any risks? If so, how will these be mitigated?	Y/N



Risk Assessment	Is a risk assessment required?	Y/N
Project Management	Is project management is required?	Y/N
<b>Person originating this report:</b> Cllr James Collyer		
<b>Date:</b> 17/09/23		

### **Example of Lighting.**

Connectable Battery Operated Led or filament, with a simple waterproof connector, and connect this to the weatherproof battery box, from just one battery box you can connect together up to 4 sets of strings to meet your required needs saving you time & money.

### **Safe Low Voltage Led/Festoons can be used Indoors and Outdoors**

Low voltage festoon lights with filament style LED bulbs in warm white, this indoor and outdoor rubber cable.

Our versatile LED festoon lights have unlimited uses and come with our 12 month warranty. Ideal places to use these lights are in marquees, trees, shrubs.

Not just for Christmas, they can also be used all year round for parties and events.

### **4 Functions - Ideal any time of year**

These lights boast 4 different functions, which is a unique feature to the low voltage D Cell or AAA cell Controller, these functions include: Steady On, Twinkle, Steady On with Timer, or Twinkle with Timer.

The set comes on a black cable with built in male & female connectors, these are commercial grade quality lights and are designed for prolonged use indoors or out.



**West  
Northamptonshire  
Council**

**West Northamptonshire Council**  
The Forum  
Moat Lane

Towcester, NN12 6AF  
0300 126 7000  
[www.westnorthants.gov.uk](http://www.westnorthants.gov.uk)

**Team or service area:** Planning Policy  
**Name:** Rachael Parnell  
**E-mail:**  
[Rachael.parnell@westnorthants.gov.uk](mailto:Rachael.parnell@westnorthants.gov.uk)  
**Our Ref:** BT Payphone removals  
**Your Ref:** BT Payphone removals

Dear Parish Council,

## **BT PROPOSED PAYPHONES REMOVAL – CONSULTATION ON FIRST NOTIFICATION**

BT has written to West Northants Council as part of its formal consultation process on public payphone removal.

The schedule attached identifies the box that BT is proposing to remove. WNC is considering how to respond to the consultation and has drafted what is termed the 'First Notification', a copy of which is attached. The Council is now inviting comments on that document before it makes a final decision on this matter. Any comments received before the closing date will be considered.

BT is offering an opportunity for parishes to adopt traditional red 'heritage' telephone boxes for £1. If your parish would like to consider this route, further information is available at <http://bt.com/adopt>

If you wish to make any comments on the First Notification please do so on the attached form and let me have your comments by 5.00 p.m. on Thursday 12<sup>th</sup> October 2023. Forms should be sent by email to the above email address. **Please note that you are being asked if you agree or disagree with WNC's proposed response, not if you agree/disagree with the proposed removal.**

It is important to note that BT requires evidence and justification for any objection to the removal of a specific box. Advice on relevant factors can be found on the following website:

[https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0022/28507/removals.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0022/28507/removals.pdf)

Please do not hesitate to contact me if you have any queries.

Yours Sincerely

Rachael Parnell

Planning Policy Officer (Career Grade)

# First Notification

## Notification under section 49(4) of the Communications Act 2003

Draft Decision by West Northamptonshire Council in response to a proposal by British Telecommunications plc for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. West Northamptonshire Council, in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make the following draft decision in response to a proposal by British Telecommunications plc for the removal of public call boxes pursuant to Part 2 of the Direction ("the First Notification").
2. The draft decision is set out in the schedule to this notification
3. The effect of, and West Northamptonshire Council's reasons for making, the draft decision is set out in the Schedule to this Notification.
4. West Northamptonshire Council considers that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposals.
5. In making the draft decision, West Northamptonshire Council has considered and acted in accordance with the six community requirements in section 4 of the Act.
6. Representations may be made to West Northamptonshire Council about the draft decision by 12<sup>th</sup> October 2023.
7. A copy of this Notification has been sent to the Secretary of state in accordance with section 50(1)(b) of the Act.
8. The Schedule to this Notification shall form part of this Notification.

Richard Wood  
Head of Planning Policy and Specialist Services  
Growth, Climate and Regeneration  
13<sup>th</sup> September 2023

# Schedule

Draft Decision by West Northamptonshire Council in response to a proposal by British Telecommunications plc for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

## General Comments

The following Schedule provides West Northamptonshire draft response to this BT consultation and in its final form will be based on the comments received from individuals and parish councils and on the Council's own research.

### Key to the Responses

Column D sets out baseline information for the consideration of each box. It identifies:

- the type of box i.e. modern design or red K6 box
- if the box is listed
- if the box is within a conservation area
- if there is a Village Design Statement (VDS) and if so if it says anything about the box
- if there is a Neighbourhood Development Plan (NDP) and if so if it says anything about the box

### Column E

Makes an assessment of whether or not the box should be retained and includes comments from the parish council and local residents, and if there is any interest in adopting the box.

Column F sets out the draft decision.

## Conservation and General Issues

Red phone boxes are instantly recognisable internationally as an iconic design symbol of 20<sup>th</sup> century British architecture. The red K6 phone boxes were designed by the architect Sir Giles Gilbert Scott (1880-1960) and were produced in 1935 to commemorate the Silver Jubilee of King George V. This model was the first public telephone to be installed nationwide. Gilbert-Scott is also famous for designing Battersea Power Station, Liverpool Anglican Cathedral, Cambridge University Library and orchestrating the repairs to the

House of Commons following WWII bomb damage. As such, he is a very important British architect and preserving examples of his work, especially those as iconic as red phone boxes, is vitally important.

**Due to the importance of the Red K6 phone boxes, the District Council objects to the removal of all of these within the District unless there are proposals by third parties to adopt them, thereby securing their future.**

The District Council also reminds BT of the following planning policy context, which will apply where these issues are referred to in the Schedule table:

National Planning Policy Framework:

190. Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.

193. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

West Northamptonshire Joint Core Strategy:

BN5 designated and non-designated heritage assets and their settings will be conserved and enhanced in recognition of their individual and cumulative significance and contribution to west Northamptonshire's local distinctiveness and sense of place.

In environments where valued heritage assets are at risk, the asset and its setting will be appropriately conserved and managed.



Schedule of Responses

A	B	C	D	E	F
Telephone Number	Address	Post Code	Type/Listed/Cons Area.  VDS/NP	Comments/Reasons	Draft Response to BT
01327 262202	<b>BYFIELD</b> <b>The Green</b>	NN11 6UT	Modern design Not listed Not in Conservation area VDS- Yes, but does not refer to telephone box NDP- No	Modern design and not listed. VDS in place but does not mention the telephone box. BT records a total of 7 calls from this telephone box within the last 12 months. Mobile coverage in this area is good across various networks. Note: The parish council has previously objected to the loss of the phone and has asked that BT replace the existing modern box with the traditional red K6 box to help retain the historic look of the village.	<b>OBJECT</b> <b>BT is strongly urged to agree to the parish council request to replace the box with a traditional box</b>
01327 702862	<b>DAVENTRY</b> <b>Trafalgar Way</b>	NN11 4LY	Modern design Not listed Not in Conservation area VDS- Yes, but does not refer to telephone box NDP- No	Modern design and not listed. BT records a total of 11 calls made from this telephone box within the last 12 months. Mobile coverage in this area is good across various networks.	<b>Agree to remove</b>
01327 703375	<b>DAVENTRY</b> <b>Christchurch Drive</b>	NN11 4TL	Modern design Not listed Not in Conservation area VDS- Yes, but does not refer to telephone box NDP- No	Modern design and not listed. BT records a total of 16 calls from this telephone box within the last 12 months. Mobile coverage in this area is good across various networks.	<b>Agree to remove</b>
01327 842305	<b>WHILTON</b> <b>Whilton Locks</b>	NN11 2NH	Modern design Not listed In Conservation area VDS- Yes, but does not refer to telephone box NDP- No	Modern design and not listed but in conservation area. BT records a total of 0 calls from the telephone box within the last 12 months. In 2016, the Parish Council stated that they considered the phone box to be a valuable asset to	<b>Object unless parish council confirm mobile coverage has improved.</b>

A	B	C	D	E	F
Telephone Number	Address	Post Code	Type/Listed/Cons Area.  VDS/NP	Comments/Reasons	Draft Response to BT
				<p>Whilton Locks, close to the Grand Union canal, West Coast railway line, M1 and A5. They reported that there was little mobile phone signal in this area, and they felt that this kiosk should not be taken away.</p> <p>In 2016 DDC objected.</p> <p>The BT consultation document indicates that mobile coverage is now good in this area. The views of the parish council will be sought through this consultation to ascertain their views on this.</p> <p>unless the parish council indicates that mobile coverage has improved in recent years</p>	
01327 842375	<b>LONG BUCKBY Station Road</b>	NN6 7QA	<p>Modern design Not listed Not in Conservation area VDS- Yes, but does not refer to telephone box NDP- No</p>	<p>Modern design and not listed. BT records a total of 4 calls from this telephone box within the last 12 months. Mobile coverage in this area is good across various networks.</p> <p>As this is a location where people may need to book taxis or organise lifts following train journeys, the box should be retained.</p>	<b>Object</b>
01327 842256	<b>LONG BUCKBY Market Place</b>	NN6 7RR	<p>Modern design Not listed In Conservation area VDS- Yes, but does not refer to telephone box NDP- No</p>	<p>Modern design and not listed but in Conservation area.</p> <p>BT records a total of 44 calls from this telephone box within the last 12 months. This shows that there is still some social need for this facility in this central village location.</p> <p>Mobile coverage in this area is good across various networks.</p>	<b>Object</b>

A	B	C	D	E	F
Telephone Number	Address	Post Code	Type/Listed/Cons Area.  VDS/NP	Comments/Reasons	Draft Response to BT
01604 880348	<b>BRIXWORTH Spratton Road</b>	NN6 9DS	Modern design Not listed In Conservation area VDS- Yes, mentions telephone box NDP- Yes, does not refer to telephone box	Modern design not listed and in conservation area. VDS mentions that 'the solid wooden or wood and metal seats in Spratton Road fit into their surroundings appropriately and are well used.' BT records a total of 18 calls from this telephone box within the last 12 months. Mobile coverage in this area is good across various networks.	<b>Agree to remove</b>
01604 880311	<b>BRIXWORTH Church Street</b>	NN6 9BZ	K6 design Not listed In Conservation area VDS- Yes, refers to telephone box. NDP- Yes, does not refer to telephone box	K6 design box in conservation area but not listed. VDS states that the Street Furniture Guidelines suggest that 'The Red telephone box should be retained and listed by English Heritage.' Brixworth Parish Council are interested in adopting the box. Given that this would provide long term management of this asset, it is suggested that no objections be raised.	<b>Agree, subject to the box being adopted by the local community.</b>

**Brixworth Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
155	04.12 Bank Charges	31/08/2023		01 Nat West Revenue		Bank Service Charge	Nat West Bank	E	11.90		11.90
156	08.04 Ashway Changing Roo	01/09/2023		01 Nat West Revenue		Fire Extinguishers/Service	Chubb Fire Security Limited	S	104.38	20.86	125.24
157	02.10 Human Resources/ He	29/08/2023		01 Nat West Revenue		Management Services	Peninsula Business Systems	S	144.85	28.97	173.82
158	07.06 Van Lease Costs	01/09/2023		01 Nat West Revenue		Van Lease Costs	Lex Autolease	S	239.58	47.91	287.49
159	03.03 Telephone -Mobile Str	28/08/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
160	14.22 Community Centre Rej	01/09/2023	22/1085	01 Nat West Revenue		Air Con Install - Cross Chargec	Richard Gary Contracting Ltd	S	5,440.00	1,088.00	6,528.00
161	04.06 Stationery & Postage	04/09/2023		01 Nat West Revenue		Stationery	Lovell Hardware	E	12.30		12.30
162	02.11 ICT	04/09/2023		01 Nat West Revenue		IT - Additional Cloud Phone Su	Cloudy IT	S	11.30	2.26	13.56
163	05.03 Heritage Projects	07/09/2023		01 Nat West Revenue		Display Cabinet - Dagger	Mike Nice	S	53.80	10.76	64.56
164	02.15 Adobe License	04/09/2023		01 Nat West Revenue		ICT Services	Adobe	E	16.64		16.64
165	03.03 Telephone -Mobile Str	04/09/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
166	14.29 Community Infrastruct	29/09/2023	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
167	02.07 Scribe Finance	07/09/2023		01 Nat West Revenue		Scribe Subscription	Scribe (Starboard Systems L	S	648.00	129.60	777.60
168	07.07 Fuel - Van & Mowers	29/09/2023		01 Nat West Revenue		Fuel	AH Blason	S	157.00	31.40	188.40
169	04.06 Stationery & Postage	28/09/2023		01 Nat West Revenue		Stationery	Abra Fix	S	5.71	1.14	6.85
170	07.02 Sundry Purchases - M	28/09/2023		01 Nat West Revenue		Maintenance Sundries	Lovell Hardware	S	17.82	3.56	21.38
171	07.02 Sundry Purchases - M	28/09/2023		01 Nat West Revenue		Maintenance Sundries	Lovell Hardware	S	64.22	12.85	77.07
172	02.11 ICT	28/09/2023		01 Nat West Revenue		Cloudy IT Monthly Charges	Cloudy IT	S	186.70	37.34	224.04
173	08.02 Ashway Grass Cutting	28/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	138.00	27.60	165.60
173	08.01 Ashway Grounds Main	28/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	180.00	36.00	216.00
173	09.02 St David's Grass Cuttir	28/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	338.00	67.60	405.60
173	09.01 St David's Grounds Ma	28/09/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	120.00	24.00	144.00
174	09.05 St David's Trade Wast	29/09/2023		01 Nat West Revenue		Trade Waste	Bakers Waste	S	106.22	21.24	127.46
175	04.12 Bank Charges	18/09/2023		01 Nat West Revenue		Business Waste Management	Business Waste	S	7.50	1.50	9.00
176	01.01 Salaries	20/09/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	8,117.12		8,117.12
176	01.03 Pension - LGPS	20/09/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	1,105.08		1,105.08
176	01.02 Employer NI	20/09/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	589.23		589.23
177	07.02 Sundry Purchases - M	29/09/2023		01 Nat West Revenue		Maintenance Sundries	Trade UK - B&Q/ Screwfix	S	22.48	4.50	26.98
178	08.04 Ashway Changing Roo	29/09/2023		01 Nat West Revenue		Maintenance	Trade UK - B&Q/ Screwfix	S	47.37	9.46	56.83
179	08.04 Ashway Changing Roo	29/09/2023		01 Nat West Revenue		Locksmith - Ashway Changing	M&L Locksmiths	S	123.58	24.72	148.30
180	04.11 Telephone & Broadbar	15/09/2023		01 Nat West Revenue		Mobile Telephone	EE Limited	S	16.21	3.24	19.45
181	04.06 Stationery & Postage	19/09/2023		01 Nat West Revenue		Stationery	Amazon Services Europe Sarl	S	3.24	0.65	3.89
181	04.06 Stationery & Postage	19/09/2023		01 Nat West Revenue		Stationery	Amazon Services Europe Sarl	S	68.32	13.67	81.99

**Brixworth Parish Council**  
**PAYMENTS LIST**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
182	07.01 Enhancements & Main	29/09/2023		01 Nat West Revenue		Electrical Repair at Sheds (FUS	MSE	S	127.50	25.50	153.00
								<b>Total</b>	<b>22,268.65</b>	<b>2,481.25</b>	<b>24,749.90</b>



**Brixworth Parish Council**  
**Report to: Council 22/09/2023**

<b>Summary: MUGA Hire Costs, Booking Tool and Hire Terms and Conditions</b>	
<b>Attachments:</b> Appendix A – Booking Tool and Hire T&C's	
<b>1.0</b>	<b>BACKGROUND</b> Due to the MUGA project now being complete and open to the public and local organisations for use, the hire costs, terms and conditions, and public/private usage need to be agreed.
<b>2.0</b>	<b>PROPOSAL</b> For Council to agree to the recommendations made by the Finance Committee at its meeting held on 21 <sup>st</sup> September 2023, in accordance with the information detailed herein, i.e., sections 3.0, 4.0 and 5.0 of this report.
<b>3.0</b>	<b>CONSIDERATIONS</b> <ul style="list-style-type: none"><li>▪ Consideration was given to the pricing structure to ensure it is not too high, allowing all local organisations that wish to hire this facility, to be able to do so and it be affordable.</li><li>▪ Consideration was given to the number of evenings per week where the facility is block booked for public use only, to ensure the balance between public and private use.</li><li>▪ Consideration was given the maintenance and running costs of the MUGA and the need for two separate rates, i.e., summer and winter rates due to the extra usage of the floodlights in the darker months.</li></ul>
<b>4.0</b>	<b>FINANCIAL INFORMATION</b> There are no financial implications for Council due to the fact that the online booking tool has been created within the Parish Council website via the website software (please see attached screenshots in Appendix B of this report). Therefore, resulting in no annual licence fee for such software/online facility. Thus, allowing full control of the bookings, with all requested bookings being emailed directly to the Admin Assistants for review and confirmation, and allowing Gavin to invoice the users accordingly, on a monthly basis.  <u>Recommended Hire Fees</u> <ul style="list-style-type: none"><li>a) Public – free of charge</li><li>b) Private use - £15.00 per hour during the winter months. Concessions given for a block booking. Discount to be agreed by the Responsible Financial Officer upon receipt of such a booking request.</li><li>c) £10.00 per hour during the summer months. Concessions given for a block booking. Discount to be agreed by the Responsible Financial Officer upon receipt of such a booking request.</li><li>d) MUGA to be block booked for public use only, on Mondays and Thursday evening's weekly.</li></ul>
<b>5.0</b>	<b>CONCLUSION / RECOMMENDATION</b> Council to RESOLVE to approve the recommendations as pre-approved by the Finance Committee and contained within this report as follows: <ul style="list-style-type: none"><li>▪ RESOLVE to approve the recommended hire fees as detailed above within section 4.0 above.</li><li>▪ RESOLVE to approve the draft Terms and Conditions for hirers subject to any suggested changes being made between meetings – Appendix A.</li><li>▪ RESOLVE to approve the recommendation for the suggested days each week, that should be block booked for public use only, i.e., Mondays and Thursdays, which will be reviewed again in 6 months.</li><li>▪ RESOLVE to approve Brixworth Tennis Club's use of the MUGA facility every Wednesday evening between October and March annually.</li></ul>



<b>Implications:</b>		
Council Objectives:	To approve the proposed hire fees, booking tool, public set days of use and draft Terms and Conditions for the MUGA facility.	-
Resource Requirements:	Admin Assistants reviewing and confirming bookings and Gavin invoicing users.	Y
Do we have the resource available?	N/A	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?	N/A
Biodiversity	Are there any bio-diversity implications?	N/A
Financial	Are there financial implications at this stage?	N
Financial	Will there be financial implications?	N
	Is there provision within the budget?	N/A
	Could there be additional expenditure?	N
	Is there potential for income generation?	Y
Legal	Do we have power, to act?	Y
	Local Government (Miscellaneous Provisions) Act 1976 s19 – Recreational Facilities	LGA 1976 s19
Risk Management	Are there any risks? Utility check required. If so, how will these be mitigated? utility checks completed.	N/A
Risk Assessment	Is a risk assessment required?	N/A
Project Management	Is project management is required?	N
<b>Person originating this report:</b> Josie Flavell – Clerk and RFO		
<b>Date:</b> 22/09/2023		







## **Brixworth Parish Council**

### **Multi Use Games Area - Hire terms and Conditions**

These Terms and Conditions will govern the hire of the Multi Use Games Area (MUGA) owned and managed by the Parish Council and located at St David's Recreational Ground.

Priority will be given to the residents, organisations, and sporting clubs based within Brixworth.

#### **1.0 Definitions**

- 1.1** The 'Contract' refers to the completed MUGA Booking Form, which is generated by the Council's online booking tool. This form is approved electronically by the Hirer and together with these Hire Terms and Conditions constitutes as the 'Contract', all of which is shown and available on the Parish Council website.
- 1.2** The 'MUGA' refers to the Multi Use Games Area and the courts and equipment contained within it.
- 1.3** The 'Facility' means the premises (MUGA) and includes any equipment and/or facilities provided for use for the Hirer.
- 1.4** The 'Hirer' means the individual completing and signing the MUGA booking form online, whether it be for personal use or on behalf of an organisation/club. The 'Hirer' will be responsible for payment and for any debt arising out of the booking made.
- 1.5** The Hirer refers to the individual or organisation hiring the MUGA, and it is the Hirer's responsibility to ensure that any persons on the premises adhere to these Terms and Conditions.
- 1.6** The 'Clerk' is Council's Proper Officer and will be responsible for managing the Facility on behalf of the Parish Council, including the following:
  - a. Receiving and approving all hire requests
  - b. Arranging Access
  - c. Ensuring Hirer's are adhering to all Hire Terms and Conditions
  - d. Issuing of invoices.
- 1.7** All references to the Clerk will refer to and encompass all other council officers or Councillors as nominated.

#### **2.0 Acceptance of Terms and Conditions**

- 2.1** Use of the MUGA is subject to the Terms and Conditions herein. By making a booking the Hirer accepts these Terms and Conditions. The Hirer further agrees to abide by and enforce these Terms and Conditions. Any incident arising from a breach of the Terms and Conditions will be the sole responsibility of the Hirer, and any such breach may result in loss of the hire fee and could incur additional charges.
- 2.2** The Council's decision regarding any booking disputes, will be final.

### **3.0 Opening Hours**

- 3.1** The MUGA will be available for hire between 9:00 am and 9:00pm throughout the year, with set days of the week blocked booked for use by the general public only, as follows: Mondays and Thursdays.

### **4.0 The MUGA (Courts) and Facilities**

- 4.1** The MUGA comprises of one 31 x 20m court marked out for various sports such as, football (blue lines), netball (yellow lines), tennis (white lines) and basketball (red lines). The MUGA contains fixed goal mouths, basketball/netball hoops and a portable tennis net on wheels.
- 4.2** The MUGA can only be hired and used for one sport at any one time.
- 4.3** The Car parking is available in the St David's Recreational Ground car park, close to the MUGA and accessed off Froxhill Crescent.

### **5.0 Booking Process and Conditions**

- 5.1** Applications for the hire of the MUGA will only be considered on submission of a completed Booking Form. When the hire has been confirmed by the Council, a binding Contract will exist.
- 5.2** If subsequent changes to the hire are required, the Council will make every effort to accommodate the Hirer but cannot guarantee that the MUGA will be available.
- 5.5** Any potential Hirer with an outstanding debt to the Council must clear that debt before they will be provided with any further booking allocation.
- 5.6** The MUGA may be hired by anyone of 18 years and over.
- 5.7** Should the hire period include people under the age of 18 years, an adult must supervise and be present at all times. Should this not be the case, the group be asked to leave, and no refund will be given.
- 5.8** The Hirer may be asked to produce personal identification and proof of address.
- 5.9** The Council reserves the right to refuse a booking of the MUGA if it considers that the hiring of such could lead to a breach of the Terms and Conditions, or if for any reason the premises are considered unfit for the intended use.
- 5.10** The hire of the MUGA does not entitle the Hirer to occupy them at any time other than the specific hours for which they have been hired, unless prior arrangements have been made with the Clerk.
- 5.11** Block bookings are permitted up to a maximum of 6 months at a time with the onus on the group to re-book. However, the Hirer must consult the Clerk before making any block booking.
- 5.12** The Council hold the right to refuse any booking application.

### **6.0 Responsibility of the Hirer:**

- 6.1** The Hirer is responsible for safely and carefully moving the tennis nets into position at the beginning of the hire period and also safely and carefully reinstating said nets following the end of the hire session. Training on how to use this piece of equipment will be provided where required.
- 6.2** The supervision and control of users/players/spectators/officials.

- 6.3 Ensuring that all users (both from the Hirer and their competitors) are made aware of these MUGA Booking Conditions to ensure that they are familiar with the agreement between the Hirer and the Council.
- 6.4 The Hirer is responsible for ensuring any club who hires the Facility, conducts their own risk assessment prior to the use said Facility.
- 6.5 To bring all necessary equipment as required for the sport/game being played.
- 6.6 The Hirer shall ensure that the Facility to be hired is suitable for the purpose of the sport being played/the hire period.
- 6.7 Informing the Council of any injury sustained by any player, spectator or other person onsite during the period of hire. The Hirer must inform the Clerk in writing detailing the location, time and date of the accident, the nature of the injury sustained and the likely cause of the injury by emailing [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)
- 6.8 Ensuring all users conduct themselves in a proper and correct manner with due consideration to other users and staff. Abusive and/or threatening behaviour, whether verbal or physical, towards the staff of the Council, the attendants, referees, or other members of the public on site, will not be tolerated for any reason and may lead to the Council cancelling all future bookings for the individual and/or the group. Any such incidents will be investigated on a case-by-case basis.
- 6.9 Ensuring that all users respect the privacy of residents living adjacent to the facility, and their right to the quiet enjoyment of their homes is paramount.
- 6.10 Ensuring that no users leave any valuables on site unattended during the period of hire. Any such valuables are entirely at their owner's risk.
- 6.11 Informing the Council of any cancellations.
- 6.12 The Hirer will be responsible for applying for and obtaining any relevant licences from the principal authority and ensuring the Council are aware of such licences.
- 6.13 The Hirer will be responsible for providing their own adequate liability insurance and ensuring a copy of the insurance certificate is shared with the Council.
- 6.14 The Hirer will be responsible for providing First Aid in accordance with Health and Safety Regulations.
- 6.15 The Hirer will be responsible for ensuring all Health and Safety and Fire Regulations are adhered to.
- 6.15 The Hirer will be responsible for loss and damage to the Facility and its contents therein. All other property pertaining to the Hirer including cars, are left entirely at their own risk.
- 6.15 At the end of the hire period of the Facility, the tennis nets are moved back into their original position against the MUGA wall, and the Facility is left in a clean and tidy condition, with all litter put into the bins provided.

## **7.0 Hire Charges and Payment Policy**

- 7.1 The Council reviews and sets the hire fees annually. The fee applicable to a booking shall be that in force at the time the event is held (i.e., all advance bookings will be subject to any revision in rates formally approved by Brixworth Parish Council).
- 7.2 The full amount of the hire will be invoiced with payment due within 7 days of the date of the invoice.
- 7.3 The Hirer will be responsible for ensuring payment is made and will be liable for any debt arising out of this contract.

7.4 For casual and ad-hoc users, the booking fee must be paid prior to the use of the Facility via BACS transfer or cash. Bank details will be given upon request.

## 8.0 Limitations

- 8.1 The sale and use of alcohol whilst using the Facility is strictly prohibited.
- 8.2 Smoking and vaping is strictly prohibited whilst on and using the Facility.
- 8.3 Dogs are strictly prohibited from entering the Facility.
- 8.4 The use of BBQ's, naked flames and fireworks are strictly prohibited whilst on and using the Facility.
- 8.5 The use of chewing gum, glass bottles, skateboards, roller-skates, scooters, bicycles, and motorcycles are strictly prohibited on the Facility.
- 8.6 Misuse of the tennis nets and hanging off of the netball/basketball hoops is strictly prohibited.
- 8.7 Installing promotional signs or banners are strictly prohibited.
- 8.8 Sub-letting of the Facility is strictly prohibited.
- 8.9 The wearing of incorrect footwear such as, nailed or stilettos heeled or other unsuitable footwear is strictly prohibited.
- 8.10 Use of the Facility is limited to the MUGA only. The booking does not include use of the Central Sports Pavilion changing rooms or toilet facilities without prior approval by the Central Sports Committee in conjunction with the Council.
- 8.11 The Facility is not to be used for dancing, music or any other public entertainment. Music being played is strictly prohibited.
- 8.12 Should special equipment be required for a sporting event; prior approval needs to be sought from the Council.

Footwear Rules	
Allowed	Strictly Forbidden
Flat or dimpled footwear	Metal studded football boots
Trainers	Bladed football boots
Plimsoles	Nailed or Stiletto heeled shoes
Moulded football boots	Spiked running shoes

**ALL FOOTWEAR NEEDS TO BE CLEAN BEFORE ENTERING THE MUGA**

## 9.0 Liability, Damages, and Insurance

9.1 The Council is not responsible for, and will not accept liability for, any loss, damage, injury or death, (whether to property or person) sustained by any person or persons in the Facility, howsoever caused, except where such loss, damage, injury or death is caused by the Council's negligence or any defect in its premises

The Hirer will indemnify Brixworth Parish Council against all and any claims for damages, compensation and/or costs in respect of:

9.1.1 Bodily injury or illness to third parties.

- 9.1.2 Damage to third party property caused by or arising from being incidental to the Hirer's use of the Facility.
- 9.1.3 The Hirer will be responsible for loss or damage to the facility and contents therein. All property pertaining to the Hirer and third parties, including cars in the car park, are left entirely at their own risk.
- 9.2 All damages which arise from the Hirer's use of the Facility will be repaid to the Council on demand the cost of reinstating, repairing or replacing any part of the Facility or any property in or upon the Facility, which is damaged, destroyed, stolen or removed during the period of hire, or prior or subsequent thereto if in relation to or by reason of the hiring.
- 9.3 It is the Hirer's responsibility to ensure that any sub-contractor who provides equipment or a service has appropriate Public Liability Insurance.
- 9.4 Any damage to or failure of equipment must be reported to the Clerk, including photos.

## **10. Cancellations by Council**

- 10.1 The Council reserves the right to cancel any hiring by written notice to the Hirer in the event of:
  - 10.1.1 The Facility being unavailable due to the circumstances outside of the control of Council.
  - 10.1.2 The Hirer was failed to disclose material information concerning the proposed booking.
  - 10.1.3 There are reasonable grounds to conclude that the conditions of the booking/hire may have been breached.
  - 10.1.4 The Council believes that legal or statutory requirements, or unlawful activities will take place as a result of the booking/hire.
- 10.2 The premises becoming unfit for the use intended by the Hirer.
- 10.3 An emergency requiring use of the premises by Brixworth Parish Council.
- 10.4 In the event of 10.1.1, the booking will be moved to an alternative date at a mutually convenience date and time.

## **11.0 Cancellations by the Hirer**

- 11.1 Should the Hirer cancel their booking less than 24 hours before the commencement of their booking, there will be no refund.
- 11.2 Should the Hirer cancel their booking 24 hours in advance of the commencement of their booking, they will either be able to transfer it to another date/time or entitled to a full refund if payment has been made in advance.

## **12.0 Nuisance**

The MUGA is a community facility, primarily for the benefit of local residents. It is located in a residential area and any use must be made with due consideration for nearby residents.

Hirers and/or organisers of sporting events are responsible for ensuring that the noise level is not such as to interfere, cause inconvenience or annoyance to occupiers of nearby houses.

The Council reserves the right to terminate a booking (without refunding any fees) where the Hiring has become disorderly, where offensive material or behaviour is in evidence, or where it deems noise to be excessive and causing a nuisance, and to report such matters to the appropriate authorities.

### 13.0 Variations to the Contract

The Council reserves the right to vary the conditions of this Contract at any time on seven days' notice. Any variation so made shall be deemed to be incorporated in these conditions. In such circumstances, the Hirer may, within 7 days of receipt of such notice, terminate the Contract.

### 14.0 Violations to the Contract

The Council reserves the right to terminate any activity if it appears that any of these MUGA Booking Conditions have been or are being violated. Such determination shall not release the Hirer from any obligation under these conditions or affect any right of remedy which the Council may have under these conditions or otherwise. The Council shall be entitled to retain and benefit from any monies paid to them in respect of the letting.

### 15.0 Data Protection

By entering into this agreement, the Hirer accepts that the Council will hold their details for the purpose of carrying out the booking. The Council will not use this information for any other purpose apart from any future bookings the Hirer may make. See also the Council's Privacy Notice' and General Data Protection policies, made available on its website [www.brixworthparishcouncil.gov.uk](http://www.brixworthparishcouncil.gov.uk)

The Council utilises CCTV to protect its facilities at St David's recreation ground from criminal damage, misuse and to ensure the safety of the general public whilst using them. The MUGA, play area, sports field and car park are all protected by CCTV cameras. Please visit the Council website to review the Council's CCTV policies, procedures and Data Impact Assessments.

<b>Adopted:</b>	28 <sup>th</sup> September 2023
<b>Review Date:</b>	September 2024
<b>Version:</b>	1.0



## Brixworth Parish Council - MUGA Private Hire Booking Form

**Background** - A system for booking the MUGA at St David's Recreational Grounds is required to manage and maintain commercial bookings. This will enable private hire to be booked with minimal hands-on intervention from BPC staff.

### **MUGA Booking Tool Features:**

- The booking system will 'live' directly on the BPC Website. It has been built by the administrator and requires no external hosting, programming or intervention. This is a zero additional cost solution for managing MUGA private hire bookings.
- The system is smart. We are able to dictate what time slots are open for booking, on the days we select. This allows BPC full control over available slots to ensure that general access to the public is balanced with private hire. When times are booked, they are locked out to prevent double booking. Only available dates and times are shown to the hirer.
- The system tells the user the cost of the booking before they confirm. The hourly cost can be amended at any time.
- The web site will also have a link to the 'Terms of Booking' and requires the person booking to accept those terms before allowing them to proceed with the booking. It also confirms permission that personal data can be collected for the sole purpose of booking the MUGA.
- The booking form has an anti-spam captcha verification to prevent spam bookings and bots.
- The back office system controlling the booking form is only accessible by officers of BPC.
- The system emails the user their booking details immediately after raising their booking, as well as a confirmation screen once submitted.
- The administrator will receive instant notification of a booking and will raise the appropriate invoice via Scribe for full transparency.
- The booking page will have its own unique URL. This will allow promoting the booking link directly onto Social Media posts, sending directly to interested parties and strategic placement in other areas of the website (such as useful links).
- The booking platform allows for future additions of facilities that can be booked for private hire.



# Brixworth Parish Council - MUGA Private Hire Booking Form

## Selecting the facility and date

Built into the BPC Website Platform

Additional venues can be added in the future.

Only available days/dates will be shown.

ABOUT US PARISH COUNCIL MEETINGS PLANNING COMMUNITY HUB GRANTS COUNCIL VACANCIES NEWSLETTER CONTACT US

### Private: MUGA Private Hire – St David’s Recreational Grounds

#### MUGA Booking Form

Please use this booking form to request your private MUGA hire.  
Please select 'MUGA' from the drop down box below to see availability.\*

September 2023

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Name of person making booking.\*

Contact Telephone Number\*

Email\*

Please tick to confirm you have read and understood the booking terms and conditions (found below)\*

Security Code:

Please enter the security code:

Your booking will be reviewed by one of our administrators and an invoice will be sent for payment to the email address provided.

Search Our Site

Useful Links

- Parish Boundary
- Maps
- Brixworth Data
- West Northamptonshire Council online services (Daventry District)
- Planning application search
- Do I need planning permission?
- New Resident Welcome Pack – West Northamptonshire Council (Daventry District)
- Dog fouling report form
- Allotments
- Street bin/dog waste bin reporting
- Household bin/box reporting
- Street Doctor – Northamptonshire Highways
- Ask The Police – Q & A
- Government on line services
- Armed Forces
- WNC Volunteer Grants

Upcoming Events

SEP 19:00

**14** Personnel Committee Meeting – RESCHEDULED to 21/09/2023

SEP 19:30

**14** Finance Committee Meeting – RESCHEDULED to 21/09/2023

SEP 18:30 - 19:00

**21** Personnel Committee Meeting

SEP 19:00 - 20:00

**21** Finance Committee Meeting

SEP 19:30

**25** Planning Committee

[View Calendar](#)

Brixworth Weather

15°

OVERCAST CLOUDS

Friday 23° 11°






# Brixworth Parish Council - MUGA Private Hire Booking Form

## Selecting Time Slots & Cost Calculation

ABOUT US
PARISH COUNCIL MEETINGS
PLANNING
COMMUNITY HUB
GRANTS
COUNCIL VACANCIES
NEWSLETTER
CONTACT US



### MUGA Booking Form

Please use this booking form to request your private MUGA hire.

Please select 'MUGA' from the drop down box below to see availability.\*

MUGA

September 2023

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17/09/2023

11:00

12:00

13:00

14:00

17/09/2023 12:00 MUGA ✘

17/09/2023 13:00 MUGA ✘

Cost £ 200.00

Name of person making booking.\*

Contact Telephone Number\*

Email\*

Please tick to confirm you have read and understood the booking terms and conditions (found below)\*






Security Code:

notoz

Please enter the security code:

#### Useful Links

- Parish Boundary
- Maps
- Brixworth Data
- West Northamptonshire Council online services (Daventry District)
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- Do I need planning permission?
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- SEP 19:00  
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- SEP 19:30  
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- SEP 18:30 - 19:00  
**21** Personnel Committee Meeting
- SEP 19:00 - 20:00  
**21** Finance Committee Meeting
- SEP 19:30  
**25** Planning Committee

View Calendar

Brixworth Weather

15°

OVERCAST CLOUDS

Friday	☁ 23° 11°
Saturday	☁ 21° 12°
Sunday	☁ 21° 13°
Monday	☁ 18° 11°

Only when the date is selected will available time slots be shown.

Cost is calculated and updates as time slots are booked.



# Brixworth Parish Council - MUGA Private Hire Booking Form

## GDPR, Terms and conditions & Anti Spam Features

ABOUT US
PARISH COUNCIL MEETINGS
PLANNING
COMMUNITY HUB
GRANTS
COUNCIL VACANCIES
NEWSLETTER
CONTACT US

### MUGA Booking Form

Please use this booking form to request your private MUGA hire.

Please select 'MUGA' from the drop down box below to see availability.\*

MUGA

September 2023

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17/09/2023

11:00

12:00

13:00

14:00

17/09/2023 12:00 MUGA ✘

17/09/2023 13:00 MUGA ✘

Cost £ 200.00

Name of person making booking.\*  
Gavin Kirkup

Contact Telephone Number\*  
01604 347993

Email\*  
admin@brixworthparishcouncil.gov.uk

Please tick to confirm you have read and understood the booking terms and conditions (found below). By clicking this box you also allow your data to be recorded by Brixworth Parish Council for the sole purpose of hiring the MUGA.\*

Security Code:

Please enter the security code:

Your booking will be reviewed by one of our administrators and an invoice will be sent for payment to the email address provided.

Booking Hire Terms and Conditions

[Edit](#)

(Daventry District)

- Planning application search
- Do I need planning permission?
- New Resident Welcome Pack – West Northamptonshire Council (Daventry District)
- Dog fouling report form
- Allotments
- Street bin/dog waste bin reporting
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SEP 19:00  
**14 Personnel Committee Meeting – RESCHEDULED to 21/09/2023**

SEP 19:30  
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SEP 18:30 - 19:00  
**21 Personnel Committee Meeting**

SEP 19:00 - 20:00  
**21 Finance Committee Meeting**

SEP 19:30  
**25 Planning Committee**

[View Calendar](#)

Brixworth Weather

16°

OVERCAST CLOUDS

Friday	☁ 23° 11°
Saturday	☁ 21° 12°
Sunday	☁ 21° 13°
Monday	☁ 18° 11°
Tuesday	☁ 12° 10°

Personal Details Collected of hirer.

Confirmation of acceptance of booking hire terms and GDPR.

Anti Spam Captcha Confirmation

Terms and Conditions Link



# Brixworth Parish Council - MUGA Private Hire Booking Form

## Thank You and Confirmation Screen

**brixworthparishcouncil.gov.uk**  
Working towards a better Brixworth

Search here...

Home ABOUT US PARISH COUNCIL MEETINGS PLANNING COMMUNITY HUB GRANTS COUNCIL VACANCIES NEWSLETTER CONTACT US

**BRIXWORTH PARISH COUNCIL**

*Working towards a better Brixworth*

**Private: MUGA Private Booking**

Search Our Site

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- Household bin/box reporting
- Street Doctor – Northamptonshire Highways
- Ask The Police – Q & A
- Government on line services
- Armed Forces
- WNC Volunteer Grants

**Thank you for your booking.**

Your booking request has been sent to Brixworth Parish Council. Our team will send you an invoice for payment, usually within 48 hours of booking your private play.

You will receive an email confirming your booking details. Please contact us [here](#) to change or cancel your booking.

[Edit](#)

Full terms and conditions for booking this facility can be found [here](#).

**Upcoming Events**

SEP 19:00  
**14** Personnel Committee Meeting – RESCHEDULED to 21/09/2023

The Thank You & Confirmation Screen confirms that the booking request has been received. This screen is fully personalised and additional information can be added or removed.

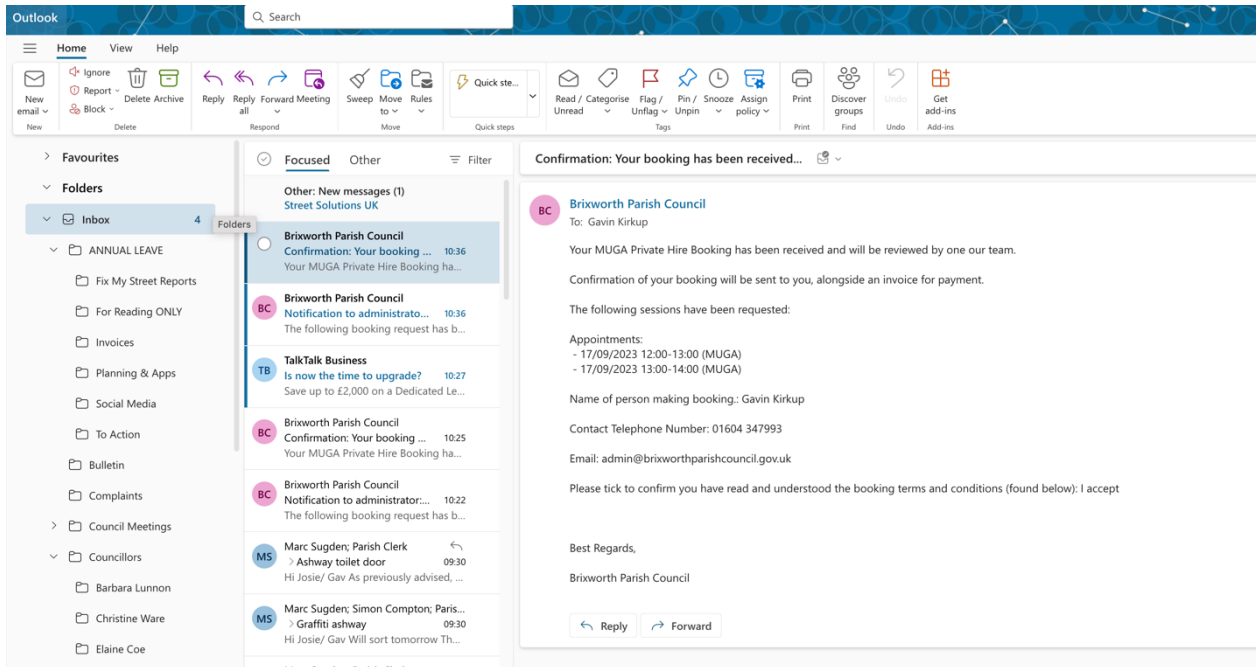
Next Steps Confirmed

T&C's Link

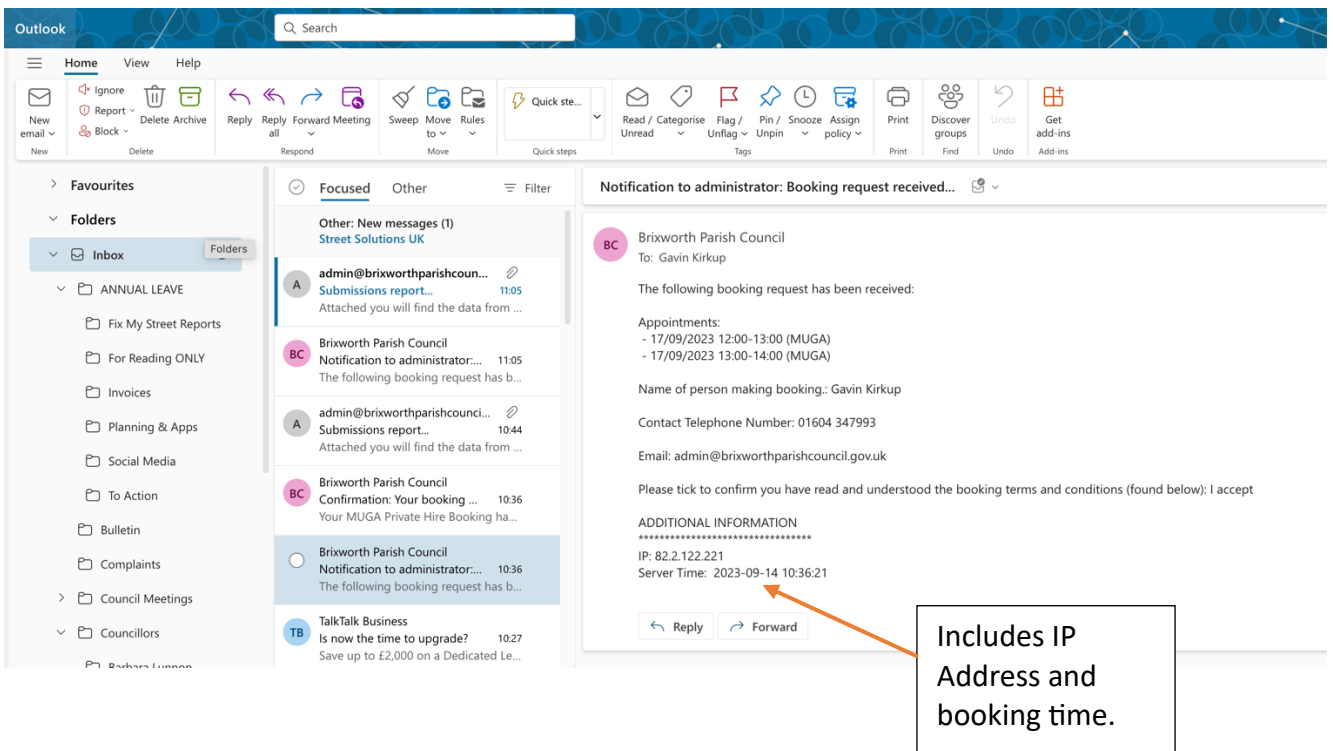


# Brixworth Parish Council - MUGA Private Hire Booking Form

## Email Confirmation of Booking to hirer (instant)



## Email Confirmation of Booking to BPC (Instant)



Includes IP Address and booking time.



# Brixworth Parish Council - MUGA Private Hire Booking Form

## Back Office Booking Screen

Record Payment

**Booking Orders - MUGA** [←Return to the calendars list](#)

Search for:  From:  To:  Item: MUGA

<input type="checkbox"/>	ID	Submission Date	Email	Message	Paid Status	Options
<input type="checkbox"/>	4	14/09/2023 10:36	admin@brixworthparishcouncil.gov.uk	Appointments: - 17/09/2023 12:00-13:00 (MUGA) - 17/09/2023 13:00-14:00 (MUGA)  Name of person making booking.: Gavin Kirkup  Contact Telephone Number: 01604 347993  Email: admin@brixworthparishcouncil.gov.uk  Please tick to confirm you have read and understood the booking terms and conditions (found below): I accept		<input type="button" value="Toggle Payment"/> <input type="button" value="Delete"/> Approved <input type="button" value="Update Status"/>

Ability to cancel or change status of booking.

## Brixworth Parish Council

Parish Council Office,  
Community Centre & Library,  
Spratton Road,  
Brixworth,  
Northants NN6 9DS



## Example Invoice - SCRIBE

Brixworth Parish Council Gavin Kirkup		<b>INVOICE</b>	
		Invoice No	21
		Account No	3150011
		14 September 2023	
		Due 14 October 2023	

Item Details	NET	VAT
MUGA Private Hire		
MUGA Private Hire	200.00	0.00
<b>Notes:</b> Booking 17/09/2023 - 12:00 - 14:00		
<b>SUB TOTAL</b>	200.00	

VAT Registration Number 896282864 **TOTAL £** 200.00

Payment Terms - 28 days  
Please pay via BACS  
Nat West 56-00-60 Account Number 08689768  
VAT Registration Number (VRN)  
896282864

E Mail : parish.clerk@brixworthparishcouncil.gov.uk  
Telephone : 07983 141786  
Web Site: www.brixworthparishcouncil.gov.uk



# **Brixworth Parish Council**

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**BUSINESS PLAN 2023 - 2026**



# Introduction

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## Why Create a Business Plan?

Brixworth Parish Council needs to consider the ongoing and future needs of its community, to enable informed decisions to be made about such needs and future projects.

The Business Plan sets out the Council's visions for the Parish and highlights its purpose, aims, objectives, and values for the next 3 years.

The Plan not only highlights the Parish Council's ambitions, but also creates a framework to work within, allowing Council to project and forecast what financial and physical resources are required to be meet each objective.

It ensures Council acts proactively to meet the demands of a large, thriving, and developing community, and additionally, informs its residents of its key priorities and intentions.

The plan is created using data obtained from resident consultations and surveys, along with initiatives brought to council's attention through its officers, council members, and the wider local authority network.

This is a 'live' document which is subject to change during its life cycle and in line with projects and initiatives being fulfilled, and is to be reviewed regularly throughout the council and fiscal year, to ensure it meets its purpose.

# Brixworth Parish Council

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## Who we are and what we do!

Brixworth Parish Council is the first tier of Local Government and its responsibility is to represent the interests of its residents, ensuring it delivers services, makes provision for community facilities (and the management of such), including supporting local community organisations.

Council is made up of 14 seats and with no vacancies and is currently made up of a mixture of elected and co-opted members.

Councillors are holders of office and do so on a voluntary basis. They are local people who chose to represent their own community to make the area a better place to live and work.

Elections occur every 4 years, permitting the residents to elect their own Parish Councillors. The next elections are due to take place in May of 2025, whereby all current council members will need to reapply for their seats.

The Parish Council holds an annual council meeting in May, to determine who will stand as Chairman for the next Council year and also holds an annual meeting of the Parish, which is held annually between March and June. The Annual Parish meeting is not a council meeting, but one held for the people and local organisations of the parish, to attend and showcase their efforts/achievements. This meeting is facilitated by the Parish Council and also affords Council the opportunity to report its own achievements over the past 12 months.

All Councillors have to abide by a Code of Conduct and individually have no powers, but collectively make legal decisions that affect the parish at full council meetings. These meetings occur the last Thursday of every calendar month.



# Brixworth Parish Council

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## Who we are and what we do!

The Council is bound by a vast array of legislation and works to its constitution documents - Standing Orders and Financial Regulations - which dictate how Council operates and conducts its business.

The Council employs a full time Clerk and Responsible Financial Officer (Proper Officer), two part time Administrators, two Groundsmen and one Cleaner.

The Clerk's responsibility is to manage Council's affairs, discharging all of its functions according to statute, by ensuring it complies with all governance, protocol, and current UK legislation. This also includes the management of all its staff, community assets and financial affairs, such as creating an annual budget to raise a precept, to pay for all services the council undertakes and provision of community facilities.

The precept is the local tax levied by the Parish Council and then collected annually, on council's behalf by the principal authority West Northants Council, via the Band D property tax. The amount charged for the Band D property tax is set by the principal authority annually.

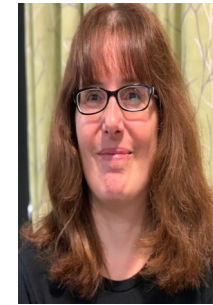
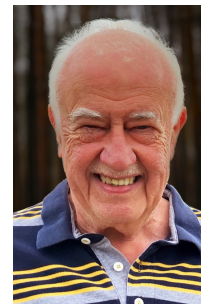
The Council owns several parcels of public open space within the parish (the Ashway and St David's), which includes community assets such as sporting and play facilities. It also owns and manages many other community assets such as defibrillators, litter and dog waste bins, streetlights, information boards and many more. All of which are held on an Asset Register that is available to view via its website.



# Brixworth Parish Councillors

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- Cllr Jackie Bird (Chairman)
- Cllr Lynne Compton (Vice Chairman)
- Cllr Tony Nixon
- Cllr Elaine Coe
- Cllr Jackie Bird
- Cllr Christine Ware
- Cllr Neal Brown
- Cllr Tom Mitchell
- Cllr James Collyer
- Cllr Gary Spratt
- Cllr Frances Peacock
- Cllr Ian Barratt
- Cllr Barbara Lunnon
- Cllr Gaurang Mehta
- Cllr Alan Aisbet





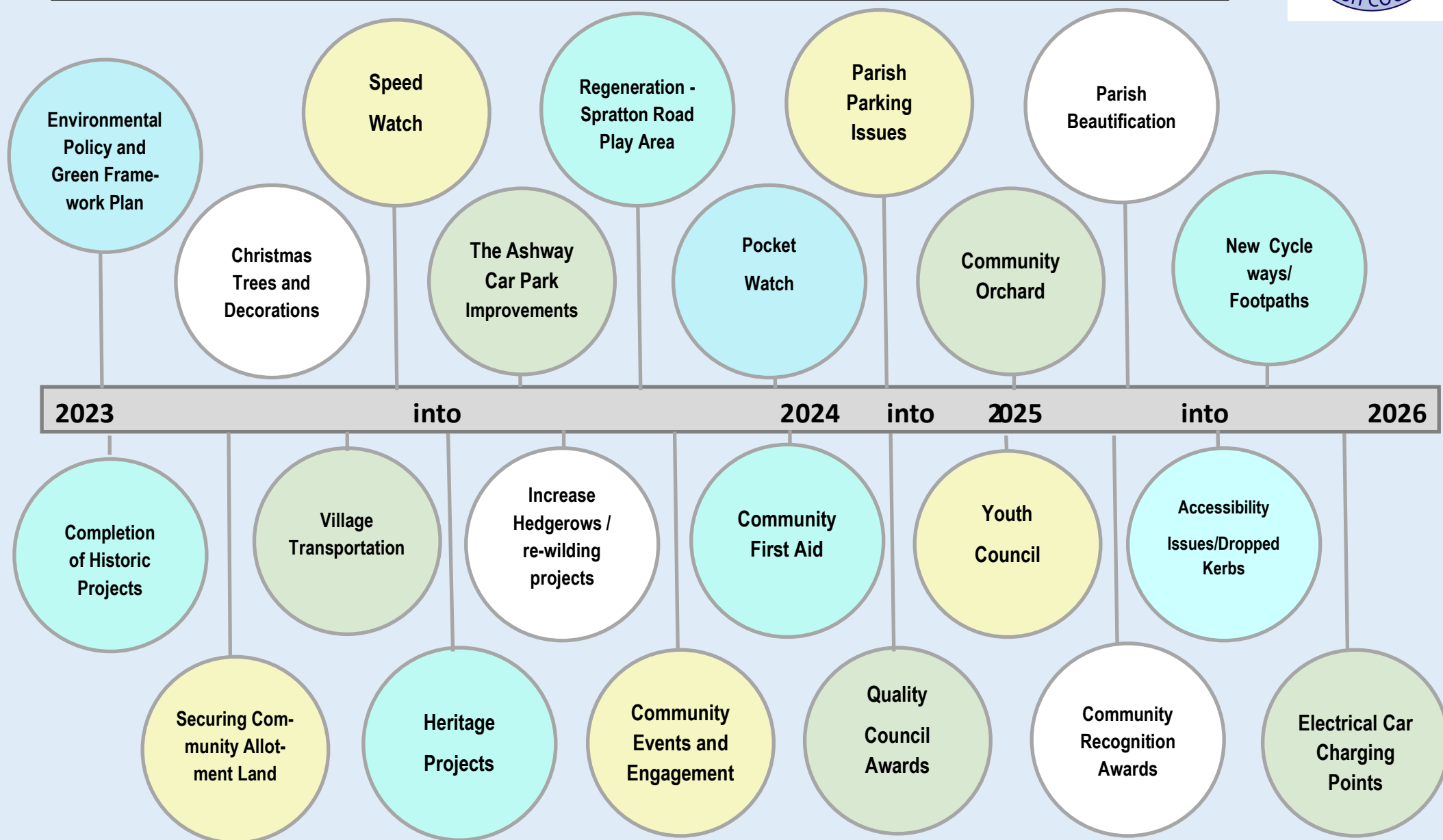
# Aims & Objectives

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- We will preserve all community assets; old and new.
- We will continue to improve and add to community facilities, including sporting and play offerings.
- We will continue to resist and oppose any future planning applications that do not meet the Neighbourhood Plan objectives and to ensure the Parish is not excessively developed.
- We will ensure we help combat climate change by creating and offering initiatives to help residents do the same.
- We will continue to foster and promote support with all local organisations and community events.
- We will work with other local authorities and organisations to generate improvements where needed and ensure the parish remains a safe place to live.
- We will continue to improve on all services undertaken on behalf of the community.
- We will continue to enhance community spirit to ensure inclusivity and a sense of belonging.



# Three Year Roadmap Timeline





# Short Term Objectives

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## 2023 - 2024

- ❑ Create an Environmental Policy and Green Framework Plan to work towards zero carbon and initiatives to combat climate change.
- ❑ Create a strategy to engage with elderly residents to ascertain their needs.
- ❑ Investigate ways to improve local public transportation and parking.
- ❑ Install a new Parish Council noticeboard at the community centre to ensure all residents have access to information.
- ❑ Purchase new Christmas trees and decorations for the parish.
- ❑ Create a Community Events Working Group and collaborate with local organisations to hold annual community events.
- ❑ Continue to foster, support, and build on relationships with all local organisations.
- ❑ Complete historic projects.



# Long Term Objectives

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## 2023 - 2026

- ❑ Create a community orchard.
- ❑ Hold a community First Aid event and create a robust maintenance plan for all community defibs.
- ❑ Create a Highways campaign to develop more dropped kerbs to facilitate accessibility around the parish.
- ❑ Renovate the car parking surface at the Ashway sports ground.
- ❑ Improve the play equipment at Spratton Road Play Area.
- ❑ Create a new/extra football pitch at St David's Recreation Ground.
- ❑ Work towards attaining Council/Local Authority recognition awards and achieving Bronze and Silver status with the Armed Forces Covenant.
- ❑ Continue work on the Civility and Respect pledge.
- ❑ Sponsorship of parish trees and flower boxes .



# Long Term Objectives

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## 2023 - 2026

- ❑ Install electrical charging points for vehicles.
- ❑ Create environmental initiatives for all residents to partake in to combat climate change.
- ❑ Support the local Speed Watch Group and utilise the data from the speed indicator devices to inform the Police and other local authorities.
- ❑ Create a Pocket Watch Group to maintain the pocket park.
- ❑ Create a village recognition awards scheme.
- ❑ Look to create safer routes such as internal and external cycle ways and new footpaths, to improve accessibility and to connect the parish with other parishes.
- ❑ Create a Youth Council to allow the younger residents a voice.
- ❑ Investigate a more environmental friendly way of heating the community centre.
- ❑ Create an online Community Asset map which highlights all asset locations and details. To include all green assets such as public open space, trees etc.



# Long Term Objectives

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## 2023 - 2026

- Install electrical charging points for vehicles.
- Create environmental initiatives for all residents to partake in to combat climate change.
- Support the local Speed Watch Group and utilise the data to inform the Police and other local authorities.
- Create a Pocket Watch Group to maintain the pocket park.
- Create a village recognition awards scheme.
- Look to create safer routes such as internal and external cycle ways and new footpaths, to improve accessibility and to connect the parish with other parishes.
- Create a Youth Council to allow the younger residents a voice.
- Investigate an environmental friendly way of heating the community centre.
- Develop further strategies to maintain excellent governance of Council's working practices, services and finances.





# C O M M U N I T Y

- \* Create annual community events for all residents to attend free of charge.
- \* Build on Council Surgeries and holding them in different locations enabling all residents access to council members.
- \* Further develop communication between the Council and the community it serves.
- \* Continue to consult residents on current and future projects.



# Environment

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- \* Ensure all greens maintenance tasks are performed to the highest standards and where possible, allowing local environments/habitats to thrive by leaving some areas to re-wild.
- \* Review environmental and climate change initiatives and plan/decide which would be suitable to introduce within the parish.
- \* Encourage local wildlife to thrive by introducing wildflower areas.
- \* Where practicably possible, look to use environmentally friendly chemicals when conducting greens maintenance tasks.
- \* Continue to manage hedgerows, trees and flower boxes, and where possible, plant more.
- \* Continue to participate in No Mow May.
- \* Create a detailed data base/record of all green assets such as trees, hedgerows etc.

# Maintenance

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- \* Introduce a more robust play area and sports facility inspection review.
- \* Establish a project plan to make alterations to the Ashway changing room facility and complete maintenance tasks where required.
- \* Review all mowing procedures and mowing plans with the Groundsman.
- \* Introduce a new and comprehensive Greens Maintenance Contract, to include annual tasks to preserve the condition of all sporting pitches on an annual basis.
- \* Review all parish owned benches and renovate and repair.

# Highways

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- \* Research new locations for extra speed indicator devices to be installed.
- \* Conduct a pothole and footpath review of the parish to submit a remedial works request to the principal authority's Highways Department.
- \* Look to install a zebra crossing on the Northampton Road.
- \* Investigate locations for new streetlights within the conservation area.
- \* Consider conducting a Feasibility Study to improve the local highways and parking.

# Assets

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- \* Create a master plan of regular maintenance tasks for all community assets, which is reviewed once a quarter to ensure longevity, preservation and safeguarding of each asset.
- \* Map all assets (community and otherwise) online, using mapping software, adding location details, age, ownership and responsibility, i.e. parish or WNC owned.
- \* Conduct a public consultation to find out what new community facilities the public/residents wish to see added to the village.





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## **Brixworth Parish Council Recreation Grounds & Open Spaces**

### **Conditions of Use and Hire**

Brixworth Parish Council recreation grounds & open spaces administered by the Parish Council (hereafter referred to as the recreation grounds) are available for letting by Brixworth Parish Council for the enjoyment and use of the residents and visitors to the Parish of Brixworth.

This excludes the “designated areas” comprising:

- Sports fields in season including football pitches, cricket wicket and field (which are for the exclusive use of nominated sports clubs entering into separate agreements with Brixworth Parish Council).
- The same sports fields out of season to allow for maintenance and recovery.
- Children’s play areas, and
- such other areas as Brixworth Parish Council shall from time to time designate.

Unorganised/recreational use of the recreation grounds by individuals does not require any permission/ consent. Separate arrangements are in place for the use of the cricket wicket at St David’s Recreation Ground and football pitches generally, and are not further considered in this document.

Organised use or hire of any part of the recreation grounds for activities and sports, in particular commercial use/hire, must be with the prior written permission of the Council and shall contain the terms and conditions as set out in the appendix hereto, together with any other terms and conditions that Brixworth Parish Council shall consider appropriate.

Receipt of the signed declaration and indemnity below shall be regarded as your acceptance of the terms and conditions listed. The person(s) signing these conditions must be 18 years of age or over, and where the booking is made by a club, or other organisation, must be the nominated representative of that body. Signatories will be jointly and severally liable to Brixworth Parish Council for the payment of the hiring fees and charges and for strict observance of these conditions of hire.

## **APPENDIX**

1. The charge for commercial use of the recreation ground will be £10.00 per hour or £30 per day (a day is considered use of the field over 3 hours). Payment must be made at least 7 days before use. The hirer must give at least 7 days' notice of cancellation otherwise the full charge will be levied. The charge for local commercial ventures which support the health & wellbeing of the residents of Brixworth Parish will be at the reduced rate of £5.00 per hour. This is subject to the written agreement of Brixworth Parish Council and may be amended/withdrawn at any time.
2. Brixworth Parish Council reserves the right to cancel use/hire at any time. Fees for future bookings will be reimbursed.
3. Brixworth Parish Council has a duty to collect all monies due regardless of the amount, and if necessary legal action will be taken for recovery. This could incur Court and Solicitors fees that will be payable by your club/organisation.
4. All hirings are on the condition that no litter or equipment is left behind.
5. Each club/organisation is responsible for use of the facilities during the hiring period. Therefore all costs of repair, replacement of missing equipment will need to be paid by the hirer. Any damage to the recreation grounds or the property of Brixworth Parish Council caused by the hirer shall be made good to the reasonable satisfaction of Brixworth Parish Council without delay. In the event of failure to comply with this requirement Brixworth Parish Council may on notice to the hirer carry out such remedial works and recover the cost is so doing from the hirer.
6. Brixworth Parish Council shall not provide refunds in the event of cancellation due to adverse weather conditions.
7. Brixworth Parish Council will not, under any circumstances, accept responsibility or liability for:
  - a. Any damage to, theft or loss of property or articles placed or left on Brixworth Parish Council property as a result of the hiring
  - b. Any accident or injury suffered by any participant or bystander using the facilities unless as a direct result of negligence by Brixworth Parish Council.
8. If any problem is found upon use of the facilities this needs to be reported to Brixworth Parish Council on 07983 141786. Any use of site equipment is at the club/organisations own risk.
9. No glass bottle or glass of any form should be taken onto the recreation grounds.
10. Hirers should arrange for suitable first aid equipment and access to a telephone to be available at all times.

11. It should be noted that it is illegal and a criminal offence to let off fireworks in a public place, without permission. If you wish to include fireworks at your event, you MUST inform the Council at the earliest possible opportunity. All firework applications will automatically be referred to the next possible Full Council Meeting. It should be noted that special rules and regulations apply to any use of fireworks on land owned/managed by the Council and that on some sites (e.g., Recreation Grounds) this may be prohibited. Event organisers must demonstrate they have sufficient and appropriate insurance cover in place. Event organisers must also demonstrate that they can comply with all requirements outlined in the Firework Regulations of 2004 and that they appreciate how the safety of the public and premises will be a priority. Only persons trained to CAT3 in firework ignition will be permitted to place and light fireworks on Council grounds. Organisers are advised to seek advice from the Parish Council early in their event planning. The decision whether to permit fireworks ultimately rests with the full Council. Anybody releasing unauthorised fireworks will be required to make good (at their sole expense) any damage caused to property (whether belonging to the Council or otherwise), may be reported to the Police (and/or become the subject of a private prosecution by the Council), and will not be permitted to hire Council open spaces (for any kind of event) at any time in the future. Users of fireworks will be required to consult with near neighbours and evidence to the parish council that such consultation has taken place.
12. Teams and users of the recreation grounds must pay due regard to the proximity of local residents and other users of the recreation grounds and any inconvenience must be kept to a minimum. If the grounds maintenance team is on site during the period of hire, they and their equipment including mowers must be given full priority and they must not be held up in any way. Group leaders should prioritise health and safety at all times.
13. Any reported incidents of anti-social behaviour or foul language will be taken seriously and may lead to the cancellation of this agreement.
14. It is the club/organisations/hirers responsibility to effect and maintain adequate insurance cover and they must produce satisfactory evidence of such cover on request.
15. Hirers/users of the recreation grounds who are set to gain financially either personally or professionally from the use of the Recreation Ground i.e. who will get money for their activity/training/event, will be required to forward details of the use, including dates; times; purpose; charges; risk assessments; liability and indemnity insurance to the Parish Council. This hiring form, and signed declaration agreeing to the above terms and conditions, must be received and consent granted by the Parish Clerk, in writing, at least 30 days before the event. Failure to do so may result in use of the recreation grounds being refused.
16. Continued use of the recreation grounds following the cancellation of the agreement by Brixworth Parish Council will result in eviction, and potential prosecution in accordance with Brixworth Parish Byelaws.



**REQUEST FOR USE / HIRE OF BRIXWORTH RECREATION GROUNDS**

**Please confirm the recreation ground you wish to utilise:**

St Davids	<input type="checkbox"/>	
The Ashway	<input type="checkbox"/>	
Spratton Road	<input type="checkbox"/>	
Other – please provide Address	<input type="checkbox"/>	

**Contact details:**

Name:			
Position			
Email:			
Telephone:			
Address:			
Club/Organisation/Company:			
Date (s) required (please affix fixtures list if relevant)			
Time(s) required			
Reason for Hire			
Is this a private / commercial hire (do you or your organisation receive fees for this event?) Please tick.			
YES <input type="checkbox"/>	<input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
If yes – please give details			

**To be completed by the hirer and the Clerk**

Amount Due £
Invoice Raised Date:
Payment terms 30 days

I understand that if any of the above terms and conditions are breached the agreement to use the Recreation Ground will be withdrawn.

All necessary risk assessments will be in place before each hire session and updated accordingly.

Signed (Hirer/ user):
Date

Signed (Brixworth Parish Council:
Date consent approved

Please return this form to:

Mrs Josie Flavell  
Clerk to Brixworth Parish Council  
The Information Point & Parish Office,  
Brixworth Library & Community Centre,  
Spratton Road,  
Brixworth.  
NN6 9DS

EMAIL: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)



### **Saturday Surgery Report 02/09/2023**

We had TWO visitors to the Surgery although some of the issues were raised (1 and 2) direct to either Jackie or myself as an action item for the PC to review and comment back.

The comments are as follows;

1. The village entrance via Northampton Road and the Holcot road are often very scruffy by way of overgrown verges/bushes/general untidiness and the 'planter boxes' have dead flowers in. The ENTRANCE to our village should be better than this and as a Parish we should take more pride in our appearance. What can be done to improve and maintain these spaces better???
2. Can you tell me how often the WHITE and YELLOW road markings should be refreshed or re-painted????....there are numerous areas where the 'lines' are non-existent and it may be WNC via their Contract with 'whoever' have a contractual obligation to re-paint/maintain on an annual basis or longer. What is going to be done as some of the GIVE WAY and STOP markings are almost invisible.
3. The OPEN litter bin to St David's is too small and not capable of holding all of the litter and often spills out.
4. I understand the intention was for the NEW LITTER bins to have a BPC Logo, that way, people would understand who's responsibility it is for that particular bin!
5. CITYFIBRE appear to be moving around the village, digging up the pavements that were previously dug up by GIGACLEAR. Why wasn't this work co-ordinated???.....who is managing the works as footpath's are often closed with no obvious diversion other than to walk in the road. Our footpaths and pavements are becoming a patchwork quilt of tarmac scares and look a total mess.



## Brixworth Parish Council

### DRAFT Minutes of the Brixworth Planning Committee Meeting

Monday 4<sup>th</sup> September 2023 at 7.30pm

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

<b>In attendance:</b>	Councillor Frances Peacock (Vice Chair), Councillor James Collyer, Councillor Barbara Lunnon and Councillor Christine Ware.
<b>Apologies:</b>	Councillor Tom Mitchell (Chair) and Councillor Ian Barratt
<b>Clerical Support:</b>	Gavin Kirkup (Admin)
<b>Members of Public:</b>	None

#### PART ONE – OPENING PROCEDURES

23/2427	<b>Welcome by Chairman</b> Councillor Peacock welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
23/2428	<b>Apologies for absence and acceptance of apologies for absence</b> There were apologies received from the following committee members, which were accepted: <ul style="list-style-type: none"><li>▪ Cllr Tom Mitchell</li><li>▪ Cllr Ian Barratt</li><li>▪ Prop. Cllr Ware / Sec. Cllr Lunnon. Unanimous</li></ul>	-
23/2429	<b>Declarations of Interest</b> a) Cllr Lunnon declared a non-pecuniary interests for application 2023/6130/TCA as the applicants are neighbours. b) There were no dispensations or written requests for dispensation of DPI to consider.	
23/2430	<b>Agree and Sign the Minutes of Previous Meeting</b> All present RESOLVED to the Chairman, Cllr Peacock, approving the Planning Committee Meeting Minutes of 7th August 2023, as a true and accurate record. Prop. Cllr Ware / Sec. Cllr Peacock.	-
23/2431	<b>Public Open Forum Session</b>  There were no members of the public present.	-

#### 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, and Councillor Christine Ware.



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## PART TWO – FOR DECISION

	Ref Number	Application Description	Location
23/2432	<a href="#">2023/6130/TCA</a>	Magnolia - Reduce & reshape by 30%	Hill House Cottage Harborough Road Brixworth NN6 9BX
<b>RESOLUTION: Supported.</b> Prop. Cllr Ware / Sec. Cllr Peacock. Unanimous			
23/2433	<a href="#">2023/6131/TCA</a>	1x Willow - reduce by 20%, 1x Bay tree - Fell, 1x Holly - Fell 1x Cherry - Fell.	The Logans Holcot Road Brixworth NN6 9BS
<b>RESOLUTION: Not Supported.</b> Cllr Lunnon noted that the application stated the three trees to be felled are in preparation for a planning application. She noted that the applicant should wait for the outcome of any future application before any decision is taken on felling the trees. Cllr Ware noted that as both the maintenance and felling of several trees were on the same application, we have to consider them in their entirety. Cllr Peacock noted that if a future planning application wasn't approved the trees may be removed for no reason.  Prop. Cllr Lunnon / Sec. Cllr Ware. Unanimous			
23/2434	<a href="#">2023/6464/FULL</a>	Full Planning Application for the Partial Demolition, Change of Use, Conversion and Extension of an Agricultural Building to form Office Building (Use Class E).	Fox Hill Grange Holcot Road Brixworth NN6 9BN
<b>RESOLUTION: Not Supported.</b> Cllr Lunnon shared concerns over the safety of road access and vision splays from the access roads. Cllr Ware noted that bat surveys have not been completed to sufficiently support the application. The report states that only one survey was completed in January, outside of the optimal survey period. Cllr Peacock noted that the design of the building was plain, and whilst functional was not in the best character for the building and would not enhance the area. There were no agricultural references in the design fitting with the character and setting. Cllr Ware noted there was no reference to sustainable fuel, Joint Core strategy S10 & S11 recommends solar panels. There are also some inconsistencies with the data provided in the application including contradictions regarding whether the barn is in use or has not been used for some time. Cllr Peacock noted that the material considerations of the designs were not clear.  Prop Cllr Ware / Sec Cllr Lunnon. Unanimous.			
23/2435	<a href="#">2023/6426/OUT</a>	Erection of new single dwelling in the grounds of existing dwelling (outline application all matters reserved expect access)	Oak Cottage 12 Brixworth Road Creaton NN6 8NG
<b>RESOLUTION:</b> It was noted this application was added to the agenda in error. It does not fall within Brixworth, and as a result was not discussed.			
23/2436	<a href="#">2023/6018/FULL</a>	Erection of single storey wrap around extension	1 Hornbeam Row Brixworth Northamptonshire NN6 9WG
<b>RESOLUTION: Not Supported.</b> Cllr Ware noted that there were noise/disruption concerns from neighbours and suggested that should we support, we should ask for conditions placed to prevent early morning work and weekend works. Cllr Peacock shared her opinion that the design of the roof sections could be improved and the design felt mis-			

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



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matched. Cllr Lunnon added that the roof would not be seen from the street as it was around the back. Cllr Peacock raised concerns over the closeness to the neighbour's boundary which also raised concerns around ongoing and future maintenance access.

It was proposed not to support the application due to the closeness to the boundary and how this will impact the neighbours considering the size of the extension and the design not in keeping with the building. Prop. Cllr Peacock / Sec. Collyer. 1 Against. Motion carried.

23/2437	<a href="#">2023/6442/TCA</a>	T1- Tulip tree- reduce the height to previous reduction points. This will heavily reduce the sail area as a bad formation of included bark, between a major union has been spotted. Shape sides accordingly. T2- reduce the height of the front hedge to approximately 10ft and raise the canopy of 1 x Holly tree included in the hedge line. To remove some immature Ash etc that has self set in the hedge line.	Tulip Tree House Brixworth Hall Park Brixworth NN6 9DE
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**RESOLUTION: Not Supported.** There is insufficient information within the application for the planning committee to be able to support this application. As several trees were grouped into the application, the planning committee were unable to support it. Prop. Cllr Lunnon / Sec. Cllr Ware. Unanimous.

23/2438	<a href="#">2023/6124/TCA</a>	To fell 12 Beech Trees that border 23 and 25 Church Street Brixworth	25 Church Street Brixworth NN6 9BZ
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**RESOLUTION: Not Supported.** Cllr Ware noted that one of the Fir Trees within the application has a TPO and as it had been grouped with the Beech Trees as one application, it could not be supported. Cllr Lunnon noted that it was odd that the trees had self-set in a straight line. Cllr Ware also noted that the details within the application were limited and there was no supporting report from an arborist. Prop. Cllr Ware / Sec. Cllr Lunnon. Unanimous.

23/2439	<a href="#">2023/6286/FULL</a>	Hybrid application for change of use from agricultural land for the purposes of a tourist accommodation site comprising of 50 no. "safari tents" including accompanying hard and soft surfacing , installation of private foul water treatment facility including secondary water drainage field and outline permission for erection of reception/office/security accommodation	Brixworth Country Park Northampton Road Brixworth NN6 9DG
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**RESOLUTION: Not Supported.**  
Cllr Peacock noted that agricultural land needed to be preserved. Cllr Lunnon noted that the proposed site was too close to the estate, will create noise disturbance, there would be an increase in traffic, the area has been identified as a high sensitivity area, detrimental to natural land, there is no existing camp site, sited right next to the a508 bypass, the village amenities cannot handle additional traffic, the archaeological statement suggests that the mitigation they come up with last time does not fit the new plan. Prop. Lunnon. / Sec. Cllr Peacock. Unanimous.

Cllr Ware noted the site had been subject to appeal twice and couldn't identify any significant changes to the previous applications. It is in contradiction to policies BN5, E7, R1 & R2 of Joint Core Strategy 2014, Policies RA6, ENV1, ENV10 of the P2LP, Policies 2, 3 and 11 of Brixworth Neighbourhood Plan and the NPPF Framework – it is not of an appropriate scale to the location or respecting the environmental quality or character of the rural area.

**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,  
and Councillor Christine Ware.



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Prop. Cllr Ware / Sec. Cllr Lunnon. Unanimous.

23/2440	<a href="#">2023/6277/MAR</a>	Layout, scale and external appearance for the 60 bed care home	Victors Barn Northampton Road Brixworth
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**RESOLUTION: Not Supported.** Cllr Lunnon noted that residents have concerns over roads, parking spaces, bus provision, safe road crossing and demand on the medical provisions. Cllr Lunnon also noted there were photographs showing the congestion on the road and limited passability during cricket matches. Cllr Peacock noted that the design and scale was too big and overwhelming for the location. Cllr Ware noted that Boniface was proposed to be closing with 14 of 46 rooms occupied. She questioned whether there was a need for such a large provision. Links to highways authority response, condition 10 of the original planning application DA/2018/1046 requires details for access matters to be detailed and approved. The condition requires access and turning for a specific refuse vehicle and it is relevant to this application as the site layout should be provided for this application. Condition 10 cannot be discharged as this application stands. Parking should be provided with WNC parking standards 2016. The application in 2018 stated there will be a requirement of parking for 50 employees and 28 visitor spaces. This application suggests 33 spaces is not adequate.

The application does not meet the condition for access arrangements that are required to be submitted and approved. The scale and the size of the building against the demand for its need with other local homes not at capacity and closing. The committee considered the impact on the surgery. Section 106 obligation to provide a pedestrian crossing to allow for safe routes for staff and users. We are not aware of any such Section 106 application being submitted.

As the application stands, we are unable to support this application.

Prop. Cllr Ware / Sec. Cllr Peacock. Unanimous

23/2441	<a href="#">2023/5990/TPO</a>	T7 - Robinia - Fell to ground level due to recent stem failure	2 Lone Pine Court, Brixworth, NN6 9EH
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**RESOLUTION: Comments/Support.**

The committee noted the photos that had been sent from M. Venton and believe this issue has now been resolved, but would support its removal. Prop. Cllr Peacock / Sec. Cllr Ware, Unanimous.

23/2442	<a href="#">2023/6425/TPO</a>	Yew (T1) - Remove to ground level. Yew (T2) - Reduce by 2 - 2.5 metres.	Brixworth Hall Archway Harborough Road Brixworth West Northamptonshire NN6 9BX
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**RESOLUTION: Comments.**

The planning Committee deferred to M. Venton's authority and expertise for this application. Prop. Cllr Ware / Sec. Cllr Peacock. Unanimous.

**PART THREE – FOR INFORMATION**

23/2443	<b>Any Other Business</b> The application for the storage container at the Church has been Called In. Cllr Harris would welcome support from us arguing our case to WNC Planning Committee. It was proposed that,	
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**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,  
and Councillor Christine Ware.



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	subject to their agreement, Cllr Barratt would be the preferred candidate to attend, Cllr Mitchell as a reserve and Cllr Ware as a second back up.	
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#### PART FOUR – CLOSING PROCEDURES

<b>23/2444</b>	<b>Next Ordinary Meeting</b> a) Next agenda - there were no items reported. b) All present NOTED the date of the next Planning Committee Meeting on Monday 25 <sup>th</sup> September 2023.
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In the absence of further business, the meeting was closed in full at 20:31

**Signed as a true and accurate record:**

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

Date: 25th September 2023

**Minutes Prepared By:**  
Gavin Kirkup  
Administrative Assistant  
Brixworth Parish Council

Telephone: 01604 347993  
Email: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)  
Web: [www.brixworthparishcouncil.gov.uk](http://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,  
and Councillor Christine Ware.*



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## **Brixworth Parish Council**

### **Notes**

#### **Climate Action Group - Working Group**

Tuesday 5 September 2023

5pm - 6pm via Zoom

#### **Attending:**

Christine Ware (Chair) - CW  
Tony Nixon - TN  
Barbara Lunnon - BL  
Bob Cotter - BC  
Karin Cotter - KC  
Jonathan Harris - JH  
Ken Nickel  
Mike Pickles

#### **Apologies:**

Sam Raju  
Robin Jones  
Carol Sigley

#### **To receive notes:**

Peter Duffy (Brixworth Wombles)  
Ann Foley  
Brian Webster  
Lucy Murphy  
Janet Turner  
Andy Dinnage  
Mr & Mrs Parrott  
Ian Barrett  
Keith Dobell  
Emma Hall  
Sue Brooks  
Nick Davies  
Phillipa Williams  
Deidre Daish  
Josie Flavell - Parish Clerk  
Gav Kirkup - Parish Admin Assistant

With many thanks to everyone for their interest in BCAG - this is designed to be a memory aid for the group rather than 'minutes' of the meeting. Please see the September Newsletter for further information.

#### **Northampton Road Allotments**

Gardeners at the Northampton Rd allotments have been served notice to quit by 29 September 2024. KN gave an update regarding information the allotments group have found to date.

Jonathan Harris has already flagged the potential closure of this valuable open space, as defined in the Neighbourhood Development Plan, with the Sustainability Group At West



Northants Council and the council leader. Jonathan has discussed this matter with the council's Finance Director who is seeking legal and planning input. A meeting has been arranged on 29th September with the Allotment Association and Jane Parry, a member of the council's planning policy team.

In addition there is an on line and physical petition for villagers to sign. The petition asks for WNC support. This may be in the form of legal support or looking at ways the land can be purchased by the council to protect its use as allotments.

The online petition can be found at:

<https://westnorthantslibdems.typeform.com/to/eGIIQeXt>

The physical petition can be found at the Doctors' Surgery or at the Community Larder. (Wednesday 4.30pm -5.15pm)

### **ACTIONS:**

**There will be a meeting planned with allotments members after the holiday season. JH/TN.**

In addition Phil Pinder from the Allotments group has contacted the Parish Clerk. We **(BCAG) intend to raise this issue with the Parish Council at the September meeting -** most likely this will be in private session due to the sensitive nature of this issue.

BC offered to research further the land sales pertaining to this site - specifically around sales in 1947 and 1953 - along with any covenants in place. **BC to liaise with KN.**

### **Community Orchard**

#### **ACTIONS:**

The first part of the community orchard is 'ready to plant' when we get to the planting season in October. The site on Holcot Road has already received permission and all relevant checks have been done. **BC to confirm the date for planting** - then we can ask for volunteers from the community. We will be planting 8 fruit trees for the benefit of the village.

**CW to liaise with Parish Clerk to investigate an 'information board' or signage for this site.**

**BC to start a design to put to council for the orchard at Spratton Road Park identified through the Tree Walk.**

**CW investigating further the Drovers' Pen on Froghall/ Woodsfield as a potential site for more of the orchard.**

### **Thrive Renewables**

#### **ACTIONS:**

TN confirmed that Brixworth does fall into the area that Thrive Renewables will consider for grant applications. An example of a grant we may apply for could be an energy survey of the Village Hall and installation of energy efficient lighting. It is unlikely we will be able to reach the deadline for this round of funding as it closes at the end of September however, Thrive Renewables have indicated that we will be welcome to apply for the next.

**TN to investigate publishing webinar information from Thrive Renewables.**



## **e-bikes and active travel**

### **ACTIONS:**

After a successful stand at the Family Day at Brixworth Primary School this summer, MP has offered to repeat the On yer Bike stand with e-bikes on display. Mike will repeat the offer of reviewing bikes that are brought to the stand as well as providing information and advice about e-bikes.

**CW to contact Mike Nice to gain permission to have a gazebo in front of the Community Centre on the morning of Saturday 30 September.**

**CW to liaise with Parish Clerk and Admin assistant to discuss communication through PC Website and Social Media.**

## **AOB**

### **For information:**

The Village Hall Committee are considering a 'volunteering' day to promote all the activities, societies and volunteering groups the village has to offer. BCAG will be invited to take part.

## **Hedgerows**

### **ACTIONS:**

The new hedgerows are establishing well. However, they are in need of some attention as they face the Autumn. Specifically appropriate weeding along with checking for whips which have not taken and need replacing.

We can do this at the same time as the Community Orchard planting so call for volunteers to do this at the same time as we ask for help with the orchard.

## **Action Plan**

BC has kindly produced a DRAFT of the Action Plan for the Green Framework. This will be a working document, referred to and amended as work and projects progress over time. Please find V1 attached for your information.

## **To be carried over from July meeting:**

### **Biodiversity, Tree planting and Replacement**

#### **ACTIONS:**

1. CW to check with the Parish Clerk whether she can write to WNC Sustainability Officer as Chair of BCAG to discuss ideas for recording tree planning applications at Parish level. Trees in conservation areas have been discussed at WNC Sustainability Group and the Assistant Director for Planning has been asked to comment. The group expressed concern about tree felling, especially in the conservation area where there is a requirement to replace trees felled.
2. CW to check with the Parish Clerk if any further correspondence has been received from Brixworth School regarding tree planting. The council received an initial enquiry but no further contact has been made. CW to follow up as appropriate.
3. JH to investigate if any data is available regarding biodiversity net gain for the new Co-op site.



4. BC to investigate whips and tree stock available from Woodland Trust for 2023/2024 planting season.
5. CW to ask Admin Assistant for council's previous post on 'trees and planning' to be periodically re issued via website and Social Media channels.

**Date of Next (extraordinary) BCAG: TUESDAY 10 OCTOBER.**

Please note - this extraordinary meeting is to ensure we are up to date on the allotments information as well as the autumn planting opportunity.

## Notes from - Brixworth Community Centre Buildings Meeting 11.09.2023

### Present:

Brixworth PC: Jackie Bird (JB), Tony Nixon (TN)  
 Community Centre: Mike Nice (MN)  
 Library Service: Hugh Toal (HT)

### Apologies:

Brixworth PC: Josie Flavell (JF)

### Updates from last meeting and new issues:

Issue	Action By
<ul style="list-style-type: none"> <li>Line Painting – MN reported that line painting was all up to date. Lines needed to be redone twice yearly.</li> </ul>	MN
<ul style="list-style-type: none"> <li>Pigeon Proofing – All pigeon proofing was now in place and the install was “as good as it ever was going to be.” Amanda (The Parish’s cleaner) had been very pro-active in undertaking an external clean after the works were complete, and HT confirmed that SOLO (the West Northants cleaner) were commissioned to do a 6 monthly external clean.</li> </ul>	
<ul style="list-style-type: none"> <li>Lease – TN on behalf of BPC still to revive discussions with WNC Estates department regarding tenancy renewal for ground floor office.</li> </ul>	TN
<ul style="list-style-type: none"> <li>Air Conditioning – All present witnessed that the air conditioning units were installed and working effectively. There was a concern about users leaving air conditioning running after they left the building. MN would obtain advice from the Gavin Kirkup (GK), Assistant Clerk, on use of an App which could remotely control the units. JF had stuck on lots of hazard signs to the external units warning members of the public of their existence. This was not a legal requirement, but JF felt it prudent to cover Council just in case someone was to fall onto them or walk into them. This was unlikely as they are easily visible and are off the main footpath, which still has the legal width limit for all users including pushchairs and wheelchairs.</li> </ul>	MN/GK
<ul style="list-style-type: none"> <li>GK is sourcing padlocks for these units to stop any younger members of the public from gaining access to the innards of the units.</li> </ul>	GK
<ul style="list-style-type: none"> <li>Cleaning – JF had advised that Amanda has made a huge improvement and continues to keep the standard of cleaning higher than pre-appraisal. She is still willing to work on areas where needed and is very good at asking JF which areas for which cleaning needs to be completed or more work done.</li> </ul>	
<ul style="list-style-type: none"> <li>Table Tennis – MN confirmed the table tennis players were leaving an envelope to cover use of the room after their Monday sessions.</li> </ul>	
<ul style="list-style-type: none"> <li>Business Funding – HT confirmed that, using the new funding available, a Business Information Officer had been appointed and would be based in the library every Monday. GK/JF would be asked to liaise with HT with a view to publicising the appointment in social media and the Bulletin.</li> </ul>	GK/JF/HT

<ul style="list-style-type: none"> <li>• Welcoming Spaces Phase II (the successor to the Warm Spaces network) would be commencing in October/November. This would also benefit from publicity (GK/JF).</li> <li>• Parish Office/Meeting Room Project - the tidying of these areas is near completion. GK and JF cleaned the parish office and cupboards in the previous week, including Amanda's cleaning cupboard. The meeting room is near completion but may take a few more weeks until it is in a state which GK/JF are happy with.</li> <li>• Archiving Project – JF had advised that this is now complete, and the confidential waste company will be collecting all bags on the day of the meeting. It has allowed for all confidential documents and folders to be shut away within the two large safes and has afforded plenty of spare space within the cupboards to stow away current folders. JF and GK will be making some decisions next week as to which filing cabinets will be kept and which will go, and what stack and store boxes may be needed for other equipment.</li> <li>• Libraries Week- HT drew attention to this event which would have sustainability and loneliness awareness themes. This was a further event that would benefit from publicity (GK/JF).</li> <li>• CCTV – the incidents that had prompted the Parish to consider CCTV had died down and this matter would no longer be pursued.</li> <li>• Emergency lighting – this had been subject to failure. JF had advised that an electrician is going to try and come out today to fix these.</li> </ul>	<p>GK/JF/HT</p> <p>GK/JF</p> <p>GK/JF</p> <p>GK/JF/HT</p> <p>JF</p>
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**Next Meeting Date:** Monday 13<sup>th</sup> November 2023 at 9:30am



# Brixworth Parish Council

## Sports Liaison Group Meeting Minutes

**12<sup>th</sup> September 2023 at 7:15pm via MS Teams**

**Present:** Councillor Tony Nixon (TN), Cllr Elaine Coe (EC), Simon Compton (Brixworth Football Club) (SC), Michael Parsons (Cricket Club) (MP), Mark Salter (Table Tennis) (MS), Martin Jones (Central Sports) (MJ), and Georgina Swingler (Brixworth Juniors)

**Absent:** Josie Flavell – Parish Clerk and Nick Hilliker (Sands United)

Issue	Action By
<ul style="list-style-type: none"><li>• <b>Welcome</b> – Councillor Nixon welcomed all to the meeting.</li><li>• <b>Minutes</b> – the minutes from the 11<sup>th</sup> of July 2023 meeting, were accepted with one amendment as requested by MP, who stated under the maintenance heading, the minutes should read that the Cricket Club not only added the fertiliser but also provided it. TN agreed to this course of action and will ask JF to amend these accordingly.</li><li>• <b>Compliance of Terms and Conditions</b> – there was nothing to report.</li><li>• <b>Condition of pitches</b> – SC gave his thanks to Council and R&amp;G for the work completed over the last 2 months to bring the condition of the pitches back up to standard. Both sets of pitches at the Ashway and St David’s are looking good. To help with the maintenance process, the pitches have not been played on during September and will remain that way until the 1<sup>st</sup> of October. All games by all football clubs/users are being played away. SC reported that as the new season progresses there will be more home games played together due to the pitches being off limits during this time period, but this will be reviewed in due course to ensure protection of the pitch conditions is maintained.</li><li>• <b>Maintenance Issues</b> Ashway Car Park – a football parent/volunteer has very kindly filled the two largest potholes in the car park to make it flat as a temporary measure. The Clerk is progressing this project, as a site meeting had taken place recently with both SC and R&amp;G. SC reported that weed killing and the remedial works for this car park is needed but is not essential right now.</li></ul>	<p>-</p> <p>JF</p> <p>JF</p>

### **Members of the Sports Liaison Working Group**

Councillor Elaine Coe, Councillor Tony Nixon, Parish Clerk Mike Parsons (Brixworth Cricket Club)  
Nick Hilliker (Sands United Football Club) Martin Jones (Central Sports) and Simon Compton (Brixworth Juniors),  
Rob Kelly (Brixworth Seniors Football Club), David Bodily (Cricket Club) and Georgina Swinger (Brixworth Juniors)

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<p>MP reported that the clubs have yet to see the greens maintenance plan for the winter which was originally agreed at the last meeting. TN explained that the Clerk's workload is presently extremely high but agreed to request that this be issued in due course.</p>	JF
<ul style="list-style-type: none"> <li> <b>Football Updates</b>            The Club will only train through September in the evenings and will then be off site for winter training from October onwards.            The plan for the adult pitch is to try use the wheeled goals at St David's and join the wheeled goals together when not in use to protect the goal mouths. This will prohibit members of the public and children from playing in those areas when football is not being played, adding further protection of this area of the pitches.            SC reported that the post hole caps have still not been capped. JF is to chase R&amp;G.         </li> </ul>	JF
<p><u>Storage shed extension/alterations and roller shutter doors</u>            SC reported that 2 quotes have been received for the senior storage extension and a quote received for the roller shutter door, including drawings/plans. The total for this project is approximately £16k. The football club will be submitting a grant application to the Football Foundation for funding towards this project, but they will only pay a percentage of this. The Club will need to liaise with the Clerk to see if Council will be able to help fund a part of this project.            As the grant submission has yet to take place SC will report back at a future meeting.</p>	SC
<p><u>New Pitch Proposal St David's</u>            A plan showing the new pitch proposal was circulated prior to the meeting. SC reported that this will now not go ahead as the angle of the proposed new pitch was to avoid the 11v11 pitch being used all of the time to protect it from overuse. Also, as a new ball stop fencing would be needed to protect the neighbouring properties and involves a significant amount of money to install this, it is not viable at the present time but should be reviewed again in the future.            MP reported that the dimensions of the proposed new pitch is slightly bigger than the current adult pitches and didn't understand why.</p>	
<p><b><i>Georgina Swinger and Cllr Elaine Coe arrived late to the meeting at 19:30pm</i></b></p>	
<ul style="list-style-type: none"> <li> <b>Ashway Changing Rooms Adaptations</b> – a plan/drawing is still required. SC reported that funding is required to cover the costs to have a professional plan created. EC stated that only a simple plan is required with dimensions for planning purposes and that there isn't an historical plan on file for this. TN agreed to send EC the dimensions and EC agreed to get a plan made up to progress this project.         </li> </ul>	TN/EC
<ul style="list-style-type: none"> <li> <b>Brixworth Central Sports Update</b> - MJ reported that Members Day recently took place and was a success, he also gave his thanks to the Cricket Club for their support. The next meeting takes place on Thursday 21<sup>st</sup> September, but the minutes from the previous meeting have yet to be completed and still need reviewing. MJ is to send a copy of these minutes to TN.         </li> </ul>	MJ
<ul style="list-style-type: none"> <li> <b>Long term Strategy</b>            The upgrade of the Ashway changing rooms - the toilets and changing rooms need to be brought up to current regulations.            Central Sports Pavilion – improvement of the men's changing facilities.         </li> </ul>	

**Members of the Sports Liaison Working Group**

Councillor Elaine Coe, Councillor Tony Nixon, Parish Clerk Mike Parsons (Brixworth Cricket Club)  
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<p>TN reported that an Accessibility Audit of Central Sports and the Ashway is to be undertaken. This needs to be followed up.</p> <ul style="list-style-type: none"> <li> <b>Equality Issues / Protected Characters</b> <p><b>Football</b> - as previously reported under Long Term Strategies, provisions need to be made to the changing facilities to enable the provisions for girls and ladies' teams. Brixworth Juniors currently have u16s, 15s and 10s girls' teams, so facilities are not adequate. More teams could be set up for girls and ladies only, if they receive more enquiries. However, it should be noted that there are currently not enough pitches or coaches to train them, so currently the enquiries are signposted to boys' teams and the coaches are asked to make up mixed teams, which results in issues with facilities and welfare. If more facilities and pitches were available, more girls and ladies could be encouraged to take up the sport in female only teams.</p> </li> </ul>	<p>TN</p>
<ul style="list-style-type: none"> <li> <p><b>Girls Cricket</b> – The Cricket Club do not currently have enough pitches to make up wickets of different lengths for junior teams but may be looking for additional use of St David's next season (2024) for boys' and girls' cricket. This has yet to be confirmed. The club is currently trying to assess the situation and a decision will be made in due course. TN requested proposals as soon as practicably possible.</p> <p><b>Land or Sports</b> – SC asked if the council are aware of any land as a benefit of development that may come available which could be used for outdoor sport. MP stated there is a Strategic Planning Working Group who are currently overseeing these matters. TN Reported there won't be any change in the next 6 years as development plans are confirmed in advance and that to get the amount of land needed for sport, would only happen if a huge development took place, so Brixworth probably will only have infill land currently available.</p> </li> </ul>	<p>MP</p>
<ul style="list-style-type: none"> <li> <b>Health and Safety Matters</b> <p><b>Ball stop fence</b> - the ball stop net at St David's is in full working order. The hedges have been recently cut back and there is now a gap between the ball stop net and the hedge. The metal ball stop fencing around the play area was being sorted by JF to stop the rattling and complaints from residents. The new ball stop fence in front of the MUGA has been installed and MP stated it is lower than the current metal fence, however, it is much better than it was. SC reported that the Ashway Lights weren't working but this has already been reported to the Clerk.</p> </li> </ul>	
<ul style="list-style-type: none"> <li> <p><b>Concessions</b> – the coffee van is now not going ahead. The fee suggested by council for the coffee van to be sited at St David's was too excessive for the business to make any profit and make it viable. Central Sports is the best option for coffees and teas and the Ashway does not have the facility to allow this. It was reported that the reason Central Sports stopped providing this service was due to a low take-up. The public did not want to pay for instant coffee, they want proper coffee. TN stated this should be fed back to MJ. SC reported that this facility is still needed and ideally should be revisited. MP mentioned that the Cricket Club had a similar demand from parents, so a machine was installed for them to use, and they pay by debit card or credit card. MP agreed to</p> </li> </ul>	<p>JF</p> <p>MP</p>

**Members of the Sports Liaison Working Group**

Councillor Elaine Coe, Councillor Tony Nixon, Parish Clerk Mike Parsons (Brixworth Cricket Club), Nick Hilliker (Sands United Football Club), Martin Jones (Central Sports) and Simon Compton (Brixworth Juniors), Rob Kelly (Brixworth Seniors Football Club), David Bodily (Cricket Club) and Georgina Swinger (Brixworth Juniors)

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<p>share the information of the supplier and costs.          TN reported that he is currently reviewing the Central Sports lease, and this is something that could potentially be written into the new lease.          GS reported that it does not necessarily need to be a volunteer, a young person could be paid to run this, which would pay for itself.</p> <ul style="list-style-type: none"> <li>• <b>Correspondence to Report</b> – there were no items to report.</li> <li>• <b>Open Discussion (other issues to raise).</b></li> </ul> <p><b>Table Tennis</b> - MS reported that the Table Tennis club is running well, but attendance can be a little up and down. The recent air conditioning installation has made a huge difference to playing conditions and the club are hoping to attract new members.</p> <p>TN requested that Community Hall indoor sports to be added to future agendas.</p> <p><b>Wheeled Goal Siting</b> - SC reported that the top juniors pitch at St David's has portable wheeled goals which are used weekly. The club are looking to purchase 2 new 9v9 wheeled goals but need council to agree to them being stored there with the two other 11v11 goals. All goals will be pushed into the top left-hand corner out of the way. SC to email the Clerk.</p> <p><b>Football Tournament 2024</b> - SC requested it be noted that during June 2024, the football club are looking to hold a junior tournament day for 7- to 10-year-olds on a Sunday, instead of the annual fun day. All forms will be completed and submitted to council and the club will also liaise with the Cricket Club in due course.</p> <ul style="list-style-type: none"> <li>• <b>Future Agenda items</b> <ul style="list-style-type: none"> <li>- Outdoor adult gym equipment</li> <li>- Community Hall Usage/Indoor Sports</li> </ul> </li> <li>• <b>Date of next meeting</b> – to be agreed.</li> </ul>	<p>JF</p> <p>SC</p>
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In the absence of further business, the meeting closed at 20:03pm



**Josie Flavell**  
 Parish Clerk - Brixworth Parish Council  
 12<sup>th</sup> September 2023

The Parish Office  
 Community Centre & Library  
 Spratton Road, Brixworth  
 Northants NN6 9DS

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**Members of the Sports Liaison Working Group**

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## **Brixworth Strategic Planning Working Group**

### **Meeting Notes September 14, 2023**

#### **Present**

Stephen James, Bob Chattaway, Paula Jones, Jonathan Harris, Nigel Ozier, Rick Spurgeon, Ian Barratt, Tom Mitchell, Mike Parsons. (Mike Nice towards end).

#### **Apologies**

Kevin Parker, Christie Ware, Frank Allen, Phil Pinder.

#### **Introduction**

It was agreed to accept and continue with Stephen as chairman and Mike P as secretary.

#### **Considering the Housing Needs Survey (HNS) for Brixworth**

Vigorous debate on the need or otherwise for a HNS, but in consideration of the PC decision to enlist this group to recommend an approach for the HNS it was agreed that:

- It is on balance necessary to cooperate with WNC in designing, distributing, collating, and analysing to produce a Brixworth HNS as otherwise it could/would be produced by others.
- The focus of the investigation should assess the views of current Brixworth residents and use the Brixworth Bulletin to assist in communication.
- The model questionnaire previously used by DDC must be altered so that it contains an upfront explanation that the Daventry Local Plan and Brixworth Neighbourhood Plan remain up to date and relevant up to 2029 and this survey will provide information of **if** there is further local need and if so, what is it.
- Although initiated by the WNC officer responsible for affordable housing, the survey must appear to have come from Brixworth PC.
- The December edition of the Brixworth Bulletin seems to be the desired distribution date of the survey which implies a November 23 cutoff date for publication. This looks optimistic, but the working group agreed we should try.
- The group still needs to decide methods of completing the survey and how to ensure that one household completes one form and not several.
- Agreed that it is highly desirable to carry out the survey analysis ourselves and then submit it to WNC. Group happy to have scrutiny while assessing.
- No need to identify any exception sites at present.
- Cllr Mitchell needs a bulletin point summary for inclusion in next PC meeting.

#### **ACTIONS**

- Approach Samantha Bosworth, Housing Officer at WNC and ask for a Word or Pages version of the draft. Action: Mike P
- Create a rough first draft of the questionnaire by end of week commencing September 17<sup>th</sup> and distribute to group for comment. Action: Mike P

- Next meeting in approximately 2 weeks to adjust first draft and consider if ready to invite Sam Bosworth to next meeting.
- By Sept 24 send PC report summary to Cllr Mitchell. Other issues relevant to the context of the HNS

### **Any Other Business:**

- It is believed that for the moment at least, the DDC Land supply calculations remain relevant. The last published DDC remains at 7.5 years but following a developer challenge in an application on Holly Lodge Drive of 3.6 years a round table discussion suggested it may be nearer 5.1 years. WNC/Daentry area is working on an update which should be available in a few weeks.
- WNC has issued a draft Housing Allocation Scheme which will supersede the methods previously used by DDC, South Northants and Northampton Borough. This is out for consultation now. Any views must be submitted by September 26 latest. It was agreed that the group should submit any comments so that we can be registered as an interested party and therefore receive updates.

### **ACTION**

- Distribute link, seek comments from group and comment by 26<sup>th</sup> of September 2023.



## Brixworth Parish Council

### Parish Clerk's Report – September 2023

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#### **St David's Ball Stop Net**

The installation of the ball stop net is now complete. The Cricket Club have stated it is working well when games are being played.

#### **CCTV**

The CCTV system is in full working order and has already been utilised to conduct reviews on anti-social behaviour. However, there is a blind spot in the car park, with some youths exploiting this. Therefore, a review will be conducted with the CCTV contractor and costs obtained to seek a sixth camera to cover this area. This will be brought back to council in due course.

#### **Community Hall - Air Conditioning**

The system is installed and in full working order. Health and safety signs have been stuck to the outdoor units to alert members of the public of their presence. This was not a legal requirement but a necessity to ensure Council are legally covered from all angles.

#### **BT Kiosk – Silver St/Church St.**

BT have applied for planning permission for the removal of the telephony equipment and for its change of use. The planning application is due to be reviewed by West Northants Council imminently.

#### **Assets and Legals**

Cllr Nixon will be giving a full update concerning all legal and asset issues/projects dealt with over the last month. However, the Eaglehurst transfer of land is now complete and the commuted sum of £33k has been received and ring-fenced.

#### **Co-op Planters**

The Clerk has chased the Co-op to find out when they will be ordering the planters and has suggested to speed the process up, that the Co-op agree to transfer the full cost of the planters to the Parish Council via BACS transfer, so that the Officer team can purchase these directly.

#### **New Admin Assistant**

Deborah has made a great start and settled in well and has already made a start on her ILCA training course.

#### **Archiving and Confidential Waste Project**

This project has been completed and resulted in 17 large bags of confidential waste being collected and disposed of by a specialist company. This has allowed for full use of the two large safes.

#### **Meeting Room and Parish Office**

Both rooms have been tidied up and old leaflets and documents disposed of. The Parish Office cupboards have all been tidied out, including the cleaner's cupboard, where all chemicals and cleaning products are locked away. The next step is to complete the tidying of the meeting room by removing all unnecessary items from cupboard tops and old, unused equipment. The Officers will look to purchase stack and store boxes for all remaining items to ensure everything is stowed away neatly and to make it a professional space.

#### **Business Plan**

This document was created and completed by the Clerk/RFO and originally reviewed by the Finance Committee at its July meeting, and then approved at its September meeting. The Finance Committee have now recommended this be approved by Full Council, which will aid the Clerk/RFO in building the 2024/25 budget.

#### **Greens Maintenance**

Several meetings have been held with R&G and the sporting clubs to ensure annual maintenance tasks have been fulfilled to safeguard the pitches at both the Ashway and St David's. Due to all pitches have received remedial work and being left to rest during September, it has resulted in all pitches and goal mouths now being excellent condition and ready for the new football season.

### Pocket Park

A recent meeting was held with R&G and a plan of maintenance works will be created in due course for agreement, due to there being a number of semi-mature/mature trees which require attention, including invasive self-setting Ash saplings intruding on residents' gardens and causing issues with their boundary fences.

### Spratton Road Recreational Ground Trees

A number of complaints have been received about the extensive growth seen to some of the trees in this area. The Clerk will be holding a site meeting with R&G in due course to review the matter and agree a plan of works if required. This will be brought back to council in due course, should action need to be taken.

### Bus Stop Living Roof

The Clerk/RFO is in communication with the original contractor and is currently seeking new costs for this project.

### Replacement of Bollards at St David's Recreational Ground (St David's Close)

An alternative to the current bollards which were broken by the traveller community back in early summer is being sought, to safeguard this site and prohibit any future access.

### Bench Repairs/Maintenance

The Clerk will be spending time with the Groundsman in the next few weeks to create a repair and maintenance plan of action for all benches under the remit of the Parish Council.

### St David's MUGA

The Clerk has created Hire Terms and Conditions and information relating to the hire of this facility. The Admin Assistant has created an online booking tool via the current Parish Council website to negate the need for purchasing specialist software.

There are a number of issues with anti-social behaviour concerning the MUGA and the use by members of the public after hours. The Clerk will be reviewing options to prohibit the use of this facility past 9pm and will bring this before Council at its October meeting.

### Conclusion and Future Tasks

It has been a very busy but productive month with a number of projects completed.

The Clerk will be embarking on researching, investigating, and commencement of the following projects in the near future to try and complete or at least start before the end of this council/fiscal year.

- The Ashway car park re-surfacing
- Greens Maintenance Contract Review
- Council Award Scheme Application
- Bus Shelter Living Roof
- Highways bollards – St David's Close (to be brought to council at the October meeting)
- Bow top fencing St David's MUGA/play area.
- Climate Projects including electrical charging points
- Millennium Garden maintenance plan
- Spratton Road recreational ground
- Heritage Benches
- Mapping of community assets including all green assets

### Meetings/Training Attended

- Property Meeting – Cllr Nixon and WNC Cllr Jonathan Harris
- Pocket Park Meeting - R&G Grounds Maintenance
- Pre-Committee Meeting - Cllr Bird and Cllr Nixon
- NCALC – Complaints Training Course
- Chairman & Clerk Monthly Meeting
- Staff Appraisal Meeting – Gavin Kirkup
- Sports Liaison Meeting

**Prepared by:** Josie Flavell  
Parish Clerk/Proper Officer  
21<sup>st</sup> September 2023



## Quarter 2 Summary

### Traffic Analysis Report – 19/06/2023 - 18/09/2023

#### Summary:

- Locations: Spratton Road IN - Spratton Road OUT - Harborough Road OUT
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- The **average** 85% (85<sup>th</sup> percentile) of all vehicles during this period was 30.2 mph, or below.
- Average speed of all vehicles checked was 24.2 mph.
- Total number of vehicles tracked: 172,907. There were **4,596** vehicles tracked over the speed limit. **(2.66%)**
- Average Speeder was tracked between 38.1 – 38.9 mph.
- 97.34% of vehicles tracked were at or below the speed limit (35mph). 168,311 vehicles.
- Harborough Road OUT had the highest % of speeders, 5.04%.



## Traffic Analysis Report – 19/06/2023- 17/07/2023

### TRAFFIC ANALYSIS REPORT

For Project: July 2023  
Project Notes/Address: Spratton Road Inbound  
Location/Name: Incoming  
Report Generated: 20/07/2023 10:35:54  
Speed Intervals = 5 MPH  
Time Intervals = 5 minutes

Traffic Report From 19/06/2023 09:00:00 through 17/07/2023 09:59:59

85th Percentile Speed = 28.9 MPH  
85th Percentile Vehicles = 49,715 counts  
Max Speed = 60.0 MPH on 12/07/2023 23:45:00  
Total Vehicles = 58,488 counts  
AADT: 2085.8

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		2,236	2,025
AM peak	7:00 to 8:00	266	213
PM peak	4:00 to 5:00	226	195

Speed

Speed limit: 35 MPH  
85th Percentile Speed: 28.9 MPH  
Average Speed: 23.1 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	118	114	126	102	97	126	114
% over limit	1.3	1.3	1.3	1.0	1.0	2.0	2.0
Avg speeder	38.4	38.4	38.7	38.5	38.1	38.5	38.6

#### Summary:

- Location: Spratton Road - Inbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85<sup>th</sup> percentile) of all vehicles during this period was 28.9 mph, or below.
- Average speed of all vehicles checked was 23.1 mph.
- Total number of vehicles tracked: 58,488. There were **797** vehicles tracked over the speed limit. **(1.36%)**
- Average Speeder was tracked between 38.1 – 38.7 mph.
- Maximum speed recorded was 60 mph at 23:45 on 12/07/2023.
- 98.64% of vehicles tracked were at or below the speed limit (35mph). 57,691 vehicles.
- Next Location: Spratton Road - Outbound





## Traffic Analysis Report – 17/07/2023- 21/08/2023

### TRAFFIC ANALYSIS REPORT

For Project: August 2023  
Project Notes/Address:  
Location/Name: Incoming  
Report Generated: 31/08/2023 13:39:15  
Speed Intervals = 5 MPH  
Time Intervals = 5 minutes

Traffic Report From 17/07/2023 09:00:00 through 21/08/2023 08:59:59

85th Percentile Speed = 29.2 MPH  
85th Percentile Vehicles = 62,996 counts  
Max Speed = 65.0 MPH on 29/07/2023 00:00:00  
Total Vehicles = 74,113 counts  
AADT: 2117.5

#### Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		2,307	2,064
AM peak	7:00 to 8:00	181	158
PM peak	4:00 to 5:00	236	195

#### Speed

Speed limit: 35 MPH  
85th Percentile Speed: 29.2 MPH  
Average Speed: 23.6 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	157	176	216	197	177	158	124
% over limit	1.4	1.5	1.8	1.6	1.5	1.9	2.0
Avg speeder	38.5	38.8	38.6	38.9	38.7	38.6	38.8

#### Summary:

- Location: Spratton Road - Outbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85<sup>th</sup> percentile) of all vehicles during this period was 29.2 mph, or below.
- Average speed of all vehicles checked was 23.6 mph.
- Total number of vehicles tracked: 62,996. There were **1,205** vehicles tracked over the speed limit. **(1.91%)**
- Average Speeder was tracked between 38.5 – 38.9 mph.
- Maximum speed recorded was 65 mph at 00:00 on 29/07/2023.
- 98.09% of vehicles tracked were at or below the speed limit (35mph). 61,791 vehicles.
- Next Location: Harborough Road



## Traffic Analysis Report – 21/08/2023- 18/09/2023

### TRAFFIC ANALYSIS REPORT

For Project: September -  
Project Notes/Address: Harborough Road Out  
Location/Name: Incoming  
Report Generated: 20/09/2023 12:22:55  
Speed Intervals = 5 MPH  
Time Intervals = 5 minutes

Traffic Report From 21/08/2023 09:00:00 through 18/09/2023 08:59:59

85th Percentile Speed = 32.5 MPH  
85th Percentile Vehicles = 43,710 counts  
Max Speed = 65.0 MPH on 17/09/2023 12:35:00  
Total Vehicles = 51,423 counts  
AADT: 1836.5

#### Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		1,953	1,782
AM peak	6:00 to 7:00	201	152
PM peak	12:00 to 1:00	155	145

#### Speed

Speed limit: 35 MPH  
85th Percentile Speed: 32.5 MPH  
Average Speed: 25.9 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	391	390	421	449	460	266	217
% over limit	5.2	5.2	5.3	5.0	5.3	4.4	4.5
Avg speeder	38.6	38.3	38.4	38.5	38.8	38.4	38.4

#### Summary:

- Location: Harborough Road - Outbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85<sup>th</sup> percentile) of all vehicles during this period was 32.5 mph, or below.
- Average speed of all vehicles checked was 25.9 mph.
- Total number of vehicles tracked: 51,423. There were **2,594** vehicles tracked over the speed limit. **(5.04%)**
- Average Speeder was tracked between 38.3 – 38.8 mph.
- Maximum speed recorded was 65 mph at 12:35 on 17/09/2023.
- 94.96% of vehicles tracked were at or below the speed limit (35mph). 48,829 vehicles.

**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	55,416.83	61,634.17 (52%)	61,634.17
02.00 Subscriptions & Licences			0.00 (N/A)	11,230.00	6,460.66	4,769.34 (42%)	4,769.34
03.00 Expenses & Allowances			0.00 (N/A)	1,850.00	107.18	1,742.82 (94%)	1,742.82
04.00 Administration			0.00 (N/A)	14,540.00	4,105.38	10,434.62 (71%)	10,434.62
05.00 Projects			0.00 (N/A)	10,300.00	150.05	10,149.95 (98%)	10,149.95
06.00 Highways & Street Lighting			0.00 (N/A)	3,000.00	458.65	2,541.35 (84%)	2,541.35
07.00 Greens & Maintenance		2,750.00	2,750.00 (275000)	29,414.40	4,960.34	24,454.06 (83%)	27,204.06
08.00 The Ashway			0.00 (N/A)	11,300.00	4,491.19	6,808.81 (60%)	6,808.81
09.00 St David's			0.00 (N/A)	16,800.00	7,161.73	9,638.27 (57%)	9,638.27
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	88,541.10	-97,326.90 (-52%)			0.00 (N/A)	-97,326.90
14.00 Reserves		39,603.81	39,603.81 (396038)	133,224.81	140,547.45	-7,322.64 (-5%)	32,281.17
<b>NET TOTAL</b>	<b>185,868.00</b>	<b>130,894.91</b>	<b>-54,973.09 (-29%)</b>	<b>351,700.21</b>	<b>223,859.46</b>	<b>127,840.75 (36%)</b>	<b>72,867.66</b>

<b>Total for ALL Cost Centres</b>		130,894.91			223,859.46	
<b>V.A.T.</b>		27,540.13			32,422.31	
<b>GROSS TOTAL</b>		<b>158,435.04</b>			<b>256,281.77</b>	

**Brixworth Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

21 September 2023 (2023-2024)

**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%)
<b>SUB TOTAL</b>					<b>500.00</b>		<b>500.00</b>	<b>500.00 (100%)</b>

**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	45,234.36	44,765.64	44,765.64 (49%)
137	01.03 Pension - LGPS				21,051.00	6,630.48	14,420.52	14,420.52 (68%)
140	01.04 Staffing Review							(N/A)
143	01.02 Employer NI				6,000.00	3,551.99	2,448.01	2,448.01 (40%)
159	01.05 Locum Clerk							(N/A)
<b>SUB TOTAL</b>					<b>117,051.00</b>	<b>55,416.83</b>	<b>61,634.17</b>	<b>61,634.17 (52%)</b>

**02.00 Subscriptions & Licence**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	02.10 Human Resources/ Health				3,300.00	651.85	2,648.15	2,648.15 (80%)
24	02.11 ICT				2,750.00	1,056.80	1,693.20	1,693.20 (61%)
28	02.03 ACRE				40.00	35.00	5.00	5.00 (12%)
29	02.02 CPRE				40.00	36.00	4.00	4.00 (10%)
30	02.13 Information Commissioner				40.00	35.00	5.00	5.00 (12%)
31	02.06 Living Wage				70.00	66.00	4.00	4.00 (5%)
32	02.12 Microsoft							(N/A)
33	02.01 NALC				1,600.00	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	648.00	352.00	352.00 (35%)
37	02.04 Society Local Clerks (SLC)				280.00	563.00	-283.00	-283.00 (-101%)
38	02.09 Web Site & Emails				500.00	295.00	205.00	205.00 (41%)
138	02.15 Adobe License				160.00	99.84	60.16	60.16 (37%)
141	02.14 Payroll Services				1,000.00	494.50	505.50	505.50 (50%)
142	02.05 ROSPA				300.00	305.50	-5.50	-5.50 (-1%)
<b>SUB TOTAL</b>					<b>11,230.00</b>	<b>6,460.66</b>	<b>4,769.34</b>	<b>4,769.34 (42%)</b>

**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%)
18	03.03 Telephone -Mobile Staff				500.00	100.18	399.82	399.82 (79%)
19	03.02 Chairman's Allowance				400.00		400.00	400.00 (100%)
20	03.04 Parish Councillors Expens				200.00		200.00	200.00 (100%)

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

21 September 2023 (2023-2024)

All Cost Centres and Codes

SUB TOTAL					1,850.00	107.18	1,742.82	1,742.82 (94%)
<b>04.00 Administration</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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 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%)
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%)
43	04.03 Newsletters				1,500.00	350.00	1,150.00	1,150.00 (76%)
44	04.11 Telephone & Broadband				1,500.00	461.21	1,038.79	1,038.79 (69%)
45	04.08 Training				2,000.00	485.68	1,514.32	1,514.32 (75%)
46	04.07 Office Equipment				400.00	1,029.97	-629.97	-629.97 (-157%)
47	04.06 Stationery & Postage				600.00	108.70	491.30	491.30 (81%)
112	04.13 VAT Payments							(N/A)
139	04.12 Bank Charges				140.00	61.05	78.95	78.95 (56%)
171	04.14 Subsidiary/Misc				100.00	55.00	45.00	45.00 (45%)
<b>SUB TOTAL</b>					<b>14,540.00</b>	<b>4,105.38</b>	<b>10,434.62</b>	<b>10,434.62 (71%)</b>
<b>05.00 Projects</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	05.04 Defibrillators				1,500.00	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	53.80	2,846.20	2,846.20 (98%)
148	05.05 Community First Aid Traini				500.00		500.00	500.00 (100%)
155	05.07 Community Centre Cleani				4,000.00		4,000.00	4,000.00 (100%)
<b>SUB TOTAL</b>					<b>10,300.00</b>	<b>150.05</b>	<b>10,149.95</b>	<b>10,149.95 (98%)</b>
<b>06.00 Highways &amp; Street Light</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	06.03 Footways				500.00		500.00	500.00 (100%)
123	06.01 Lighting of Parish Footpatl				2,000.00	366.92	1,633.08	1,633.08 (81%)
144	06.02 Signs				500.00	91.73	408.27	408.27 (81%)
<b>SUB TOTAL</b>					<b>3,000.00</b>	<b>458.65</b>	<b>2,541.35</b>	<b>2,541.35 (84%)</b>

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

21 September 2023 (2023-2024)

All Cost Centres and Codes

**07.00 Greens & Maintenance**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	07.02 Sundry Purchases - Maint				1,000.00	391.53	608.47	608.47 (60%)
49	07.07 Fuel - Van & Mowers				2,200.00	753.00	1,447.00	1,447.00 (65%)
50	07.04 Running Costs Mowers				700.00	594.05	105.95	105.95 (15%)
51	07.06 Van Lease Costs				3,000.00	1,437.48	1,562.52	1,562.52 (52%)
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	345.98	654.02	654.02 (65%)
81	07.01 Enhancements & Mainten:				1,000.00	520.30	479.70	479.70 (47%)
149	07.13 Hedge/Fencing				4,000.00	845.00	3,155.00	3,155.00 (78%)
150	07.15 Climate Change / Environr				2,000.00		2,000.00	2,000.00 (100%)
160	07.10 - Planting Grants		2,750.00	2,750.00		73.00	-73.00	2,677.00 (N/A)
161	07.05 Litter Bins				814.40		814.40	814.40 (100%)
<b>SUB TOTAL</b>			<b>2,750.00</b>	<b>2,750.00</b>	<b>29,414.40</b>	<b>4,960.34</b>	<b>24,454.06</b>	<b>27,204.06 (92%)</b>

**08.00 The Ashway**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	08.03 Ashway Changing Rooms				3,000.00	974.04	2,025.96	2,025.96 (67%)
54	08.04 Ashway Changing Rooms				500.00	286.15	213.85	213.85 (42%)
56	08.02 Ashway Grass Cutting				1,800.00	1,144.00	656.00	656.00 (36%)
57	08.01 Ashway Grounds Mainten:				6,000.00	2,087.00	3,913.00	3,913.00 (65%)
<b>SUB TOTAL</b>					<b>11,300.00</b>	<b>4,491.19</b>	<b>6,808.81</b>	<b>6,808.81 (60%)</b>

**09.00 St David's**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
52	09.05 St David's Trade Waste				1,000.00	508.25	491.75	491.75 (49%)
63	09.02 St David's Grass Cutting				2,800.00	1,631.00	1,169.00	1,169.00 (41%)
64	09.01 St David's Grounds Mainte				7,000.00	4,940.00	2,060.00	2,060.00 (29%)
151	09.03 MUGA Maintenance				2,000.00	82.48	1,917.52	1,917.52 (95%)
152	09.04 Safety Surfaces Maintena				4,000.00		4,000.00	4,000.00 (100%)
<b>SUB TOTAL</b>					<b>16,800.00</b>	<b>7,161.73</b>	<b>9,638.27</b>	<b>9,638.27 (57%)</b>

**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%)

**Brixworth Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

21 September 2023 (2023-2024)

<b>SUB TOTAL</b>		<b>1,100.00</b>	<b>1,100.00</b>	<b>1,100.00 (100%)</b>
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**11.00 Pocket Park**

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

**12.00 Spratton Road**

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

**13.00 Income**

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82	13.02 Bank Interest	310.00	978.10	668.10				668.10 (215%)
84	13.09 Community Centre Cleani	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 Juniors	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 Centre							(N/A)
111	13.06 Sports - Brixworth Seniors	399.00		-399.00				-399.00 (-100%)
158	13.03 CIL Payment							(N/A)
163	13.10 Section 106							(N/A)
<b>SUB TOTAL</b>		<b>185,868.00</b>	<b>88,541.10</b>	<b>-97,326.90</b>				<b>-97,326.90 (-52%)</b>

**14.00 Reserves**

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
103	14.02 Pocket Park Maintenance							(N/A)
105	14.04 Ashway Public Open Spac							(N/A)
106	14.05 Ashway and The Ridings F							(N/A)
107	14.29 Community Infrastructure I				6,834.63	6,834.63		(0%)
108	14.31 S106 St David's Play Park							(N/A)

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

21 September 2023 (2023-2024)

All Cost Centres and Codes

109	14.06 S106 St David's MUGA			100,155.50	100,905.19	-749.69	-749.69 (-0%)
110	14.30 S106 Community Centre						(N/A)
115	14.09 Mower Replacement Fund						(N/A)
118	14.26 Projects - St David's Play			8,179.37	8,179.37		(0%)
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)
125	14.17 St David's Car Park			7,500.00	7,500.00		(0%)
126	14.20 Litter Bin Replacement			5,685.60	5,685.60		(0%)
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 Replacement						(N/A)
132	14.22 Community Centre Repair	5,440.00	5,440.00		5,440.00	-5,440.00	(N/A)
133	14.23 Events	200.00	200.00	2,413.80	2,413.80		200.00 (8%)
154	14.03 Crime Prevention						(N/A)
156	14.27 - Floodlights						(N/A)
157	14.28 - CCTV			1,199.91	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 Le						(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)
172	14.32 - Eaglehurst Commuted S	33,963.81	33,963.81				33,963.81 (N/A)
<b>SUB TOTAL</b>		<b>39,603.81</b>	<b>39,603.81</b>	<b>133,224.81</b>	<b>140,547.45</b>	<b>-7,322.64</b>	<b>32,281.17 (24%)</b>

**Summary**

<b>NET TOTAL</b>	<b>185,868.00</b>	<b>130,894.91</b>	<b>-54,973.09</b>	<b>351,700.21</b>	<b>223,859.46</b>	<b>127,840.75</b>	<b>72,867.66 (13%)</b>
<b>V.A.T.</b>		27,540.13			32,422.31		
<b>GROSS TOTAL</b>		<b>158,435.04</b>			<b>256,281.77</b>		



**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
					<b>500.00</b>		<b>500.00</b>

**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	45,234.36	44,765.64
137	01.03 Pension - LGPS				21,051.00	6,630.48	14,420.52
140	01.04 Staffing Review						
143	01.02 Employer NI				6,000.00	3,551.99	2,448.01
159	01.05 Locum Clerk						
					<b>117,051.00</b>	<b>£55,416.83</b>	<b>61,634.17</b>

**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>
23	02.10 Human Resources/				3,300.00	651.85	2,648.15
24	02.11 ICT				2,750.00	1,056.80	1,693.20
28	02.03 ACRE				40.00	35.00	5.00
29	02.02 CPRE				40.00	36.00	4.00
30	02.13 Information Commis				40.00	35.00	5.00
31	02.06 Living Wage				70.00	66.00	4.00
32	02.12 Microsoft						
33	02.01 NALC				1,600.00	2,174.17	-574.17
34	02.08 Parish On Line Map				150.00		150.00
36	02.07 Scribe Finance				1,000.00	648.00	352.00
37	02.04 Society Local Clerks				280.00	563.00	-283.00
38	02.09 Web Site & Emails				500.00	295.00	205.00
138	02.15 Adobe License				160.00	99.84	60.16
141	02.14 Payroll Services				1,000.00	494.50	505.50
142	02.05 ROSPA				300.00	305.50	-5.50
					<b>11,230.00</b>	<b>£6,460.66</b>	<b>4,769.34</b>

**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
18	03.03 Telephone -Mobile				500.00	100.18	399.82
19	03.02 Chairman's Allowan				400.00		400.00
20	03.04 Parish Councillors E				200.00		200.00
					<b>1,850.00</b>	<b>£107.18</b>	<b>1,742.82</b>

**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>
21	04.02 Audit - External				1,000.00		1,000.00
22	04.01 Audit - Internal				400.00		400.00
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
41	04.04 Insurance - General				2,000.00	1,553.77	446.23
42	04.05 Insurance - Vehicles				900.00		900.00
43	04.03 Newsletters				1,500.00	350.00	1,150.00
44	04.11 Telephone & Broadt				1,500.00	461.21	1,038.79
45	04.08 Training				2,000.00	485.68	1,514.32
46	04.07 Office Equipment				400.00	1,029.97	-629.97
47	04.06 Stationery & Postag				600.00	108.70	491.30
112	04.13 VAT Payments						
139	04.12 Bank Charges				140.00	61.05	78.95
171	04.14 Subsidiary/Misc				100.00	55.00	45.00
					<b>14,540.00</b>	<b>£4,105.38</b>	<b>10,434.62</b>

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**

<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>
69	05.04 Defibrillators				1,500.00	96.25	1,403.75
100	05.06 Community Calenda				400.00		400.00
101	05.08 Events						
117	05.01 Planning Applicator						
145	05.02 Bus Subsidiary				1,000.00		1,000.00
146	05.03 Heritage Projects				2,900.00	53.80	2,846.20
148	05.05 Community First Aid				500.00		500.00
155	05.07 Community Centre C				4,000.00		4,000.00
					<b>10,300.00</b>	<b>£150.05</b>	<b>10,149.95</b>

**06.00 Highways & Street Lighting**

<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>
73	06.03 Footways				500.00		500.00
123	06.01 Lighting of Parish Fc				2,000.00	366.92	1,633.08
144	06.02 Signs				500.00	91.73	408.27
					<b>3,000.00</b>	<b>£458.65</b>	<b>2,541.35</b>

**07.00 Greens & Maintenance**

<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>	
48	07.02 Sundry Purchases -				1,000.00	391.53	608.47	
49	07.07 Fuel - Van & Mower				2,200.00	753.00	1,447.00	
50	07.04 Running Costs Mow				700.00	594.05	105.95	
51	07.06 Van Lease Costs				3,000.00	1,437.48	1,562.52	
67	07.03 Christmas Lights				4,000.00		4,000.00	
70	07.14 Flowers				1,000.00		1,000.00	
71	07.16 Library Shrub Bed				200.00		200.00	
74	07.08 Defibrillator Mainten				2,000.00		2,000.00	
78	07.12 Trees - Surgery				5,000.00		5,000.00	
79	07.11 Trees - Annual Surv				1,500.00		1,500.00	
80	07.09 Vandalism				1,000.00	345.98	654.02	
81	07.01 Enhancements & M:				1,000.00	520.30	479.70	
149	07.13 Hedge/Fencing				4,000.00	845.00	3,155.00	
150	07.15 Climate Change / Ei				2,000.00		2,000.00	
160	07.10 - Planting Grants			2,750.00		73.00	2,677.00	
161	07.05 Litter Bins				814.40		814.40	
					<b>£2,750.00</b>	<b>29,414.40</b>	<b>£4,960.34</b>	<b>27,204.06</b>

**08.00 The Ashway**

<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>
53	08.03 Ashway Changing F				3,000.00	974.04	2,025.96
54	08.04 Ashway Changing F				500.00	286.15	213.85
56	08.02 Ashway Grass Cutti				1,800.00	1,144.00	656.00
57	08.01 Ashway Grounds M:				6,000.00	2,087.00	3,913.00
					<b>11,300.00</b>	<b>£4,491.19</b>	<b>6,808.81</b>

**09.00 St David's**

<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>
52	09.05 St David's Trade Wa				1,000.00	508.25	491.75
63	09.02 St David's Grass Cu				2,800.00	1,631.00	1,169.00
64	09.01 St David's Grounds				7,000.00	4,940.00	2,060.00
151	09.03 MUGA Maintenance				2,000.00	82.48	1,917.52
152	09.04 Safety Surfaces Mai				4,000.00		4,000.00
					<b>16,800.00</b>	<b>£7,161.73</b>	<b>9,638.27</b>

**10.00 Millenium Garden**

<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>

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>
		Budget	Actual	Budget	Actual	Budget
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>
		Budget	Actual	Budget	Actual	Budget
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>
		Budget	Actual	Budget	Actual	Budget
82 13.02 Bank Interest		310.00	978.10			668.10
84 13.09 Community Centre C		4,940.00				-4,940.00
85 13.13 Miscellaneous						
86 13.11 WNC Grass Cutting		1,371.00				-1,371.00
87 13.01 Precept		175,000.00	87,500.00			-87,500.00
91 13.04 Sports - Cricket Clu		1,120.00				-1,120.00
92 13.07 Sports - Brixworth J		2,329.00				-2,329.00
93 13.08 Sports - Other						
94 13.05 Sports - Sands Unit		399.00	63.00			-336.00
95 13.14 VAT Q1						
96 13.15 VAT Q2						
97 13.16 VAT Q3						
98 13.17 VAT Q4						
102 13.12 S106 Community C						
111 13.06 Sports - Brixworth S		399.00				-399.00
158 13.03 CIL Payment						
163 13.10 Section 106						
		185,868.00	£88,541.10			-97,326.90

**14.00 Reserves**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
103 14.02 Pocket Park Mainte						
105 14.04 Ashway Public Ope						
106 14.05 Ashway and The Ri						
107 14.29 Community Infrastru				6,834.63	6,834.63	
108 14.31 S106 St David's Pla						
109 14.06 S106 St David's MU				100,155.50	100,905.19	-749.69
110 14.30 S106 Community C						
115 14.09 Mower Replacemen						
118 14.26 Projects - St David's				8,179.37	8,179.37	
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						
125 14.17 St David's Car Park				7,500.00	7,500.00	
126 14.20 Litter Bin Replacem				5,685.60	5,685.60	
127 14.21 Play Equipment						
128 14.18 The Ashway Car Pa						
129 14.24 Strategic Planning						
131 14.19 Bus Shelter Replace						
132 14.22 Community Centre i			5,440.00		5,440.00	
133 14.23 Events			200.00	2,413.80	2,413.80	200.00
154 14.03 Crime Prevention						
156 14.27 - Floodlights						
157 14.28 - CCTV				1,199.91	1,684.86	-484.95
164 14.01 - General Reserves						
165 14.07 Kubota Grass Mowe					648.00	-648.00
166 14.08 Van Branding & Enc						

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

**Brixworth Parish Council**  
**Net Position by Cost Centre and Code**

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**Cost Centre Name**

167 14.10 Strimmer Replacem					
168 14.11 Projects					
169 14.16 Lighting Footpaths					
170 14.25 Calendar					
172 14.32 - Eaglehurst Comm				33,963.81	33,963.81
				<hr/>	
				£39,603.81	133,224.81
				£140,547.45	32,281.17
				<hr/>	
<b>NET TOTAL</b>	<b>185,868.00</b>	<b>£130,894.91</b>	<b>351,700.21</b>	<b>£223,859.46</b>	<b>72,867.66</b>

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%)
<b>SUB TOTAL</b>				<b>500.00</b>				<b>500.00</b>	<b>500.00 (100%)</b>

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	45,234.36		45,234.36	44,765.64	44,765.64 (49%)
137 01.03 Pension - LGPS				21,051.00	6,630.48		6,630.48	14,420.52	14,420.52 (68%)
140 01.04 Staffing Review									(N/A)
143 01.02 Employer NI				6,000.00	3,551.99		3,551.99	2,448.01	2,448.01 (40%)
159 01.05 Locum Clerk									(N/A)
<b>SUB TOTAL</b>				<b>117,051.00</b>	<b>55,416.83</b>		<b>55,416.83</b>	<b>61,634.17</b>	<b>61,634.17 (52%)</b>

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	651.85		651.85	2,648.15	2,648.15 (80%)
24 02.11 ICT				2,750.00	870.10		870.10	1,879.90	1,879.90 (68%)
28 02.03 ACRE				40.00	35.00		35.00	5.00	5.00 (12%)
29 02.02 CPRE				40.00	36.00		36.00	4.00	4.00 (10%)
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	648.00		648.00	352.00	352.00 (35%)
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	295.00		295.00	205.00	205.00 (41%)
138 02.15 Adobe License				160.00	99.84		99.84	60.16	60.16 (37%)
141 02.14 Payroll Services				1,000.00	494.50		494.50	505.50	505.50 (50%)
142 02.05 ROSPA				300.00	305.50		305.50	-5.50	-5.50 (-1%)
<b>SUB TOTAL</b>				<b>11,230.00</b>	<b>6,273.96</b>		<b>6,273.96</b>	<b>4,956.04</b>	<b>4,956.04 (44%)</b>

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	7.00		7.00	743.00	743.00 (99%)
18 03.03 Telephone -Mobile Sta				500.00	100.18		100.18	399.82	399.82 (79%)

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%)
<b>SUB TOTAL</b>		<b>1,850.00</b>	<b>107.18</b>		<b>107.18</b>	<b>1,742.82</b>		<b>1,742.82 (94%)</b>

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	350.00		350.00	1,150.00	1,150.00 (76%)
44	04.11 Telephone & Broadband				1,500.00	461.21		461.21	1,038.79	1,038.79 (69%)
45	04.08 Training				2,000.00	485.68		485.68	1,514.32	1,514.32 (75%)
46	04.07 Office Equipment				400.00	1,029.97		1,029.97	-629.97	-629.97 (-157%)
47	04.06 Stationery & Postage				600.00	102.99		102.99	497.01	497.01 (82%)
112	04.13 VAT Payments									(N/A)
139	04.12 Bank Charges				140.00	61.05		61.05	78.95	78.95 (56%)
171	04.14 Subsidiary/Misc				100.00	55.00		55.00	45.00	45.00 (45%)
<b>SUB TOTAL</b>					<b>14,540.00</b>	<b>4,099.67</b>		<b>4,099.67</b>	<b>10,440.33</b>	<b>10,440.33 (71%)</b>

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	53.80		53.80	2,846.20	2,846.20 (98%)
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%)
<b>SUB TOTAL</b>					<b>10,300.00</b>	<b>150.05</b>		<b>150.05</b>	<b>10,149.95</b>	<b>10,149.95 (98%)</b>

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	366.92		366.92	1,633.08	1,633.08 (81%)

Committed Spend

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

144	06.02 Signs		500.00		91.73		91.73	408.27	408.27 (81%)
<b>SUB TOTAL</b>			<b>3,000.00</b>		<b>458.65</b>		<b>458.65</b>	<b>2,541.35</b>	<b>2,541.35 (84%)</b>

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	287.01		287.01	712.99	712.99 (71%)
49	07.07 Fuel - Van & Mowers				2,200.00	596.00		596.00	1,604.00	1,604.00 (72%)
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	1,437.48		1,437.48	1,562.52	1,562.52 (52%)
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 Maintenan				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	345.98		345.98	654.02	654.02 (65%)
81	07.01 Enhancements & Maint				1,000.00	392.80		392.80	607.20	607.20 (60%)
149	07.13 Hedge/Fencing				4,000.00	845.00		845.00	3,155.00	3,155.00 (78%)
150	07.15 Climate Change / Envir				2,000.00				2,000.00	2,000.00 (100%)
160	07.10 - Planting Grants		2,750.00	2,750.00		73.00		73.00	-73.00	2,677.00 (N/A)
161	07.05 Litter Bins				814.40				814.40	814.40 (100%)
<b>SUB TOTAL</b>			<b>2,750.00</b>	<b>2,750.00</b>	<b>29,414.40</b>	<b>4,571.32</b>		<b>4,571.32</b>	<b>24,843.08</b>	<b>27,593.08 (93%)</b>

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 Roo				3,000.00	974.04		974.04	2,025.96	2,025.96 (67%)
54	08.04 Ashway Changing Roo				500.00	115.20		115.20	384.80	384.80 (76%)
56	08.02 Ashway Grass Cutting				1,800.00	1,006.00		1,006.00	794.00	794.00 (44%)
57	08.01 Ashway Grounds Maint				6,000.00	1,907.00		1,907.00	4,093.00	4,093.00 (68%)
<b>SUB TOTAL</b>					<b>11,300.00</b>	<b>4,002.24</b>		<b>4,002.24</b>	<b>7,297.76</b>	<b>7,297.76 (64%)</b>

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	402.03		402.03	597.97	597.97 (59%)
63	09.02 St David's Grass Cuttin				2,800.00	1,293.00		1,293.00	1,507.00	1,507.00 (53%)
64	09.01 St David's Grounds Ma				7,000.00	4,820.00		4,820.00	2,180.00	2,180.00 (31%)
151	09.03 MUGA Maintenance				2,000.00	82.48		82.48	1,917.52	1,917.52 (95%)
152	09.04 Safety Surfaces Mainte				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	6,597.51	6,597.51	10,202.49	10,202.49 (60%)			
<b>10.00 Millenium Garden</b>										
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%)
<b>11.00 Pocket Park</b>										
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%)
<b>12.00 Spratton Road</b>										
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%)
<b>13.00 Income</b>										
Receipts			Payments				Net Position			
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
82	13.02 Bank Interest	310.00	978.10	668.10						668.10 (215%)
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)

<b>SUB TOTAL</b>	<b>185,868.00</b>	<b>88,541.10</b>	<b>-97,326.90</b>						<b>-97,326.90 (-52%)</b>
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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 Maintenance									(N/A)
105	14.04 Ashway Public Open Space									(N/A)
106	14.05 Ashway and The Riding									(N/A)
107	14.29 Community Infrastructure				6,834.63	2,800.03		2,800.03	4,034.60	4,034.60 (59%)
108	14.31 S106 St David's Play Park									(N/A)
109	14.06 S106 St David's MUGA				100,155.50	100,905.19		100,905.19	-749.69	-749.69 (-0%)
110	14.30 S106 Community Centre									(N/A)
115	14.09 Mower Replacement Fund									(N/A)
118	14.26 Projects - St David's Park				8,179.37	8,179.37		8,179.37		(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 Council									(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				5,685.60	5,685.60		5,685.60		(0%)
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 Replacement									(N/A)
132	14.22 Community Centre Repairs		5,440.00	5,440.00		5,440.00		5,440.00	-5,440.00	(N/A)
133	14.23 Events		200.00	200.00	2,413.80	2,413.80		2,413.80		200.00 (8%)
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	-648.00 (N/A)
166	14.08 Van Branding & End of Lease									(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)
172	14.32 - Eaglehurst Commuter		33,963.81	33,963.81						33,963.81 (N/A)
<b>SUB TOTAL</b>		<b>39,603.81</b>	<b>39,603.81</b>		<b>133,224.81</b>	<b>136,512.85</b>		<b>136,512.85</b>	<b>-3,288.04</b>	<b>36,315.77 (27%)</b>

**Committed Spend**

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

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**Summary**

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<b>NET TOTAL</b>	<b>185,868.00</b>	<b>130,894.91</b>	<b>-54,973.09</b>	<b>351,700.21</b>	<b>218,190.26</b>	<b>218,190.26</b>	<b>133,509.95</b>	<b>78,536.86 (14%)</b>
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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
<b>00.00 Section 137</b>															
00.00 Section 137	500.00														500.00
<b>01.00 Staff</b>															
01.01 Salaries	90,000.00	7,374.74	7,500.51	7,388.54	7,532.51	7,320.94	8,117.12							45,234.36	44,765.64
01.03 Pension - LGPS	21,051.00	1,105.08	1,105.08	1,105.08	1,105.08	1,105.08	1,105.08							6,630.48	14,420.52
01.04 Staffing Review															
01.02 Employer NI	6,000.00	595.89	588.47	594.04	595.89	588.47	589.23							3,551.99	2,448.01
01.05 Locum Clerk															
<b>02.00 Subscriptions &amp;</b>															
02.10 Human Resource	3,300.00	-54.32	271.62	144.85		289.70								651.85	2,648.15
02.11 ICT	2,750.00		340.20	170.10	170.10		376.40							1,056.80	1,693.20
02.03 ACRE	40.00	35.00												35.00	5.00
02.02 CPRE	40.00			36.00										36.00	4.00
02.13 Information Comr	40.00	35.00												35.00	5.00
02.06 Living Wage	70.00		66.00											66.00	4.00
02.12 Microsoft															
02.01 NALC	1,600.00	2,174.17												2,174.17	-574.17
02.08 Parish On Line M	150.00														150.00
02.07 Scribe Finance	1,000.00						648.00							648.00	352.00
02.04 Society Local Cle	280.00	563.00												563.00	-283.00
02.09 Web Site & Email	500.00	88.00		207.00										295.00	205.00
02.15 Adobe License	160.00	16.64	16.64	16.64	16.64	16.64	16.64							99.84	60.16
02.14 Payroll Services	1,000.00	38.50	76.00	152.00		76.00	152.00							494.50	505.50
02.05 ROSPA	300.00				305.50									305.50	-5.50
<b>03.00 Expenses &amp; Allo</b>															
03.01 Clerk's Expenses	750.00			7.00										7.00	743.00
03.03 Telephone -Mobil	500.00	35.18	15.00	20.00	10.00	15.00	5.00							100.18	399.82
03.02 Chairman's Allow:	400.00														400.00
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**

04.02 Audit - External	1,000.00									1,000.00
04.01 Audit - Internal	400.00									400.00
04.09 Legal Costs (Assessm)	2,500.00									2,500.00
04.10 Hall Hire (Meeting)	1,500.00									1,500.00
04.04 Insurance - General	2,000.00			1,553.77					1,553.77	446.23
04.05 Insurance - Vehicle	900.00									900.00
04.03 Newsletters	1,500.00			350.00					350.00	1,150.00
04.11 Telephone & Broadband	1,500.00	60.49	78.08	83.93	80.49	79.11	79.11		461.21	1,038.79
04.08 Training	2,000.00	146.68		122.00		120.00	97.00		485.68	1,514.32
04.07 Office Equipment	400.00			17.48	970.00	42.49			1,029.97	-629.97
04.06 Stationery & Post	600.00	6.65				12.48	89.57		108.70	491.30
04.13 VAT Payments										
04.12 Bank Charges	140.00	8.75	12.60	11.55	8.75	11.90	7.50		61.05	78.95
04.14 Subsidiary/Misc	100.00					55.00			55.00	45.00

**05.00 Projects**

05.04 Defibrillators	1,500.00		96.25						96.25	1,403.75
05.06 Community Calendar	400.00									400.00
05.08 Events										
05.01 Planning Applications										
05.02 Bus Subsidiary	1,000.00									1,000.00
05.03 Heritage Projects	2,900.00						53.80		53.80	2,846.20
05.05 Community First /	500.00									500.00
05.07 Community Centre	4,000.00									4,000.00

**06.00 Highways & Streets**

06.03 Footways	500.00									500.00
06.01 Lighting of Parish	2,000.00	187.88				179.04			366.92	1,633.08
06.02 Signs	500.00		16.36	36.35		39.02			91.73	408.27

**07.00 Greens & Maintenance**

07.02 Sundry Purchase	1,000.00		69.88	18.65	130.19		172.81		391.53	608.47
07.07 Fuel - Van & Mow	2,200.00	119.17	162.50	97.50	159.83		214.00		753.00	1,447.00
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)

07.06 Van Lease Costs	3,000.00	239.58	239.58	239.58	239.58	239.58	239.58		1,437.48	1,562.52
07.03 Christmas Lights	4,000.00									4,000.00
07.14 Flowers	1,000.00									1,000.00
07.16 Library Shrub Bec	200.00									200.00
07.08 Defibrillator Maint	2,000.00									2,000.00
07.12 Trees - Surgery	5,000.00									5,000.00
07.11 Trees - Annual St	1,500.00									1,500.00
07.09 Vandalism	1,000.00		31.70			314.28			345.98	654.02
07.01 Enhancements &	1,000.00				68.00		452.30		520.30	479.70
07.13 Hedge/Fencing	4,000.00						845.00		845.00	3,155.00
07.15 Climate Change /	2,000.00									2,000.00
07.10 - Planting Grants		73.00							73.00	-73.00
07.05 Litter Bins	814.40									814.40
<b>08.00 The Ashway</b>										
08.03 Ashway Changing	3,000.00	202.87	420.29			350.88			974.04	2,025.96
08.04 Ashway Changing	500.00	10.82					275.33		286.15	213.85
08.02 Ashway Grass Cu	1,800.00	138.00	227.00	276.00	178.00		325.00		1,144.00	656.00
08.01 Ashway Grounds	6,000.00		125.00				1,962.00		2,087.00	3,913.00
<b>09.00 St David's</b>										
09.05 St David's Trade	1,000.00	88.60	61.68	83.00	88.12		186.85		508.25	491.75
09.02 St David's Grass	2,800.00	55.00	224.00	338.00	395.00		619.00		1,631.00	1,169.00
09.01 St David's Groun	7,000.00			100.00	70.00		4,770.00		4,940.00	2,060.00
09.03 MUGA Maintenanc	2,000.00						82.48		82.48	1,917.52
09.04 Safety Surfaces	4,000.00									4,000.00
<b>10.00 Millenium Garde</b>										
10.01 Millennium Garde	1,100.00									1,100.00
<b>11.00 Pocket Park</b>										
11.01 Pocket Park	1,250.00									1,250.00
<b>12.00 Spratton Road</b>										
12.01 Spratton Road G	140.00									140.00
<b>13.00 Income</b>										
13.02 Bank Interest										

Monthly breakdown of Receipts and Payments

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

13.09 Community Centr								
13.13 Miscellaneous								
13.11 WNC Grass Cutti								
13.01 Precept								
13.04 Sports - Cricket C								
13.07 Sports - Brixwort								
13.08 Sports - Other								
13.05 Sports - Sands U								
13.14 VAT Q1								
13.15 VAT Q2								
13.16 VAT Q3								
13.17 VAT Q4								
13.12 S106 Community								
13.06 Sports - Brixwort								
13.03 CIL Payment								
13.10 Section 106								
<b>14.00 Reserves</b>								
14.02 Pocket Park Main								
14.04 Ashway Public O								
14.05 Ashway and The								
14.29 Community Infr	6,834.63			2,800.03		4,034.60		6,834.63
14.31 S106 St David's F								
14.06 S106 St David's M	100,155.50	16,822.16	83,333.34		749.69			100,905.19
14.30 S106 Community								
14.09 Mower Replacem								
14.26 Projects - St Davi	8,179.37	6,944.80			1,234.57			8,179.37
14.12 Community Grant	1,256.00		1,256.00					1,256.00
14.13 Legal Costs (Othe								
14.14 Legal Costs Cour								
14.15 Election Costs								
14.17 St David's Car Pa	7,500.00	7,500.00						7,500.00
14.20 Litter Bin Replace	5,685.60			5,685.60				5,685.60



**Monthly breakdown of Receipts and Payments**

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

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01.05 Locum Clerk

**02.00 Subscriptions &**

02.10 Human Resource

02.11 ICT

02.03 ACRE

02.02 CPRE

02.13 Information Comr

02.06 Living Wage

02.12 Microsoft

02.01 NALC

02.08 Parish On Line M

02.07 Scribe Finance

02.04 Society Local Cle

02.09 Web Site & Email

02.15 Adobe License

02.14 Payroll Services

02.05 ROSPA

**03.00 Expenses & Allo**

03.01 Clerk's Expenses

03.03 Telephone -Mobi

03.02 Chairman's Allow:

03.04 Parish Councillors:

**04.00 Administration**

04.02 Audit - External

04.01 Audit - Internal

04.09 Legal Costs (Ass

04.10 Hall Hire (Meeting

04.04 Insurance - Gene

04.05 Insurance - Vehic

04.03 Newsletters

04.11 Telephone & Broa

04.08 Training



**Monthly breakdown of Receipts and Payments**

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

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- 04.07 Office Equipment
- 04.06 Stationery & Post
- 04.13 VAT Payments
- 04.12 Bank Charges
- 04.14 Subsidiary/Misc

**05.00 Projects**

- 05.04 Defibrillators
- 05.06 Community Caler
- 05.08 Events
- 05.01 Planning Applicat
- 05.02 Bus Subsidiary
- 05.03 Heritage Projects
- 05.05 Community First /
- 05.07 Community Centr

**06.00 Highways & Stre**

- 06.03 Footways
- 06.01 Lighting of Parish
- 06.02 Signs

**07.00 Greens & Mainte**

- 07.02 Sundry Purchase:
- 07.07 Fuel - Van & Mow
- 07.04 Running Costs M
- 07.06 Van Lease Costs
- 07.03 Christmas Lights
- 07.14 Flowers
- 07.16 Library Shrub Bec
- 07.08 Defibrillator Maint
- 07.12 Trees - Surgery
- 07.11 Trees - Annual Su
- 07.09 Vandalism
- 07.01 Enhancements &
- 07.13 Hedge/Fencing

Monthly breakdown of Receipts and Payments

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

07.15 Climate Change /									
07.10 - Planting Grants		1,500.00	1,250.00					2,750.00	2,750.00
07.05 Litter Bins									
<b>08.00 The Ashway</b>									
08.03 Ashway Changing									
08.04 Ashway Changing									
08.02 Ashway Grass Ct									
08.01 Ashway Grounds									
<b>09.00 St David's</b>									
09.05 St David's Trade									
09.02 St David's Grass									
09.01 St David's Ground									
09.03 MUGA Maintenance									
09.04 Safety Surfaces									
<b>10.00 Millenium Garde</b>									
10.01 Millennium Garde									
<b>11.00 Pocket Park</b>									
11.01 Pocket Park									
<b>12.00 Spratton Road</b>									
12.01 Spratton Road G									
<b>13.00 Income</b>									
13.02 Bank Interest	310.00	160.30	187.41	182.56	217.43	230.40		978.10	668.10
13.09 Community Centr	4,940.00								-4,940.00
13.13 Miscellaneous									
13.11 WNC Grass Cuttin	1,371.00								-1,371.00
13.01 Precept	175,000.00	87,500.00						87,500.00	-87,500.00
13.04 Sports - Cricket C	1,120.00								-1,120.00
13.07 Sports - Brixwort	2,329.00								-2,329.00
13.08 Sports - Other									
13.05 Sports - Sands U	399.00	63.00						63.00	-336.00
13.14 VAT Q1									
13.15 VAT Q2									

Monthly breakdown of Receipts and Payments

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

13.16 VAT Q3					
13.17 VAT Q4					
13.12 S106 Community					
13.06 Sports - Brixwort	399.00				-399.00
13.03 CIL Payment					
13.10 Section 106					
<b>14.00 Reserves</b>					
14.02 Pocket Park Main					
14.04 Ashway Public Op					
14.05 Ashway and The					
14.29 Community Infr					
14.31 S106 St David's F					
14.06 S106 St David's M					
14.30 S106 Community					
14.09 Mower Replacem					
14.26 Projects - St Davi					
14.12 Community Grant					
14.13 Legal Costs (Othe					
14.14 Legal Costs Cour					
14.15 Election Costs					
14.17 St David's Car Pa					
14.20 Litter Bin Replace					
14.21 Play Equipment					
14.18 The Ashway Car l					
14.24 Strategic Plannin					
14.19 Bus Shelter Repl					
14.22 Community Centr		5,440.00		5,440.00	5,440.00
14.23 Events	200.00			200.00	200.00
14.03 Crime Prevention					
14.27 - Floodlights					
14.28 - CCTV					
14.01 - General Reserv					

Monthly breakdown of Receipts and Payments

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

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14.07 Kubota Grass Mo										
14.08 Van Branding & E										
14.10 Strimmer Replace										
14.11 Projects										
14.16 Lighting Footpath										
14.25 Calendar										
14.32 - Eaglehurst Com						33,963.81			33,963.81	33,963.81

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	<b>87,723.30</b>	<b>187.41</b>	<b>1,682.56</b>	<b>1,667.43</b>	<b>230.40</b>	<b>39,403.81</b>				
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<b>Total:</b>	<b>130,894.91</b>
<b>Variance:</b>	<b>-54,973.09</b>

**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>
<b>Capital</b>					
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		100,905.19		4,094.81
14.07 - Kubota Grass Mower EF	9,782.00		648.00		9,134.00
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	1,185.60	5,685.60		0.00
14.21 - Play Equipment	12,000.00				12,000.00
14.22 - Community Centre Rep:	6,237.00	554.00	5,440.00	5,440.00	6,791.00
14.23 - Community Events	2,500.00		2,413.80	200.00	286.20
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		6,834.63		16,686.63
14.26 - Projects St Davids	28,336.43		8,179.37		20,157.06
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
14.32 - Eaglehurst Commuted £				33,963.81	33,963.81
<b>Total Capital</b>	<b>309,230.81</b>	<b>32,796.91</b>	<b>140,547.45</b>	<b>39,603.81</b>	<b>241,084.08</b>
<b>TOTAL RESERVE</b>	<b>309,230.81</b>	<b>32,796.91</b>	<b>140,547.45</b>	<b>39,603.81</b>	<b>241,084.08</b>
<b>GENERAL FUND</b>					49,699.12

**Brixworth Parish Council**  
**Reserves Balance**  
**2023-2024**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>TOTAL FUNDS</b>					290,783.20

