



# Brixworth Parish Council

## Minutes of the Ordinary Parish Council Meeting

Thursday 28th September 2023 at 7.30pm

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

**In attendance:** Cllr Jackie Bird (Chairman), Cllr Alan Aisbett, Cllr Ian Barratt, Cllr Tom Mitchell, Cllr Christine Ware, Cllr Barbara Lunnon and Cllr Gaurang Mehta

**Absent:** Cllr Lynne Compton, Cllr Tony Nixon, Cllr Gary Spratt, Cllr Frances Peacock, Cllr James Collyer, Cllr Neal Brown, and Cllr Elaine Coe.

**Admin Support:** Gavin Kirkup

**Members of the public:** 9

### MINUTES

#### PART ONE – OPENING PROCEDURES

23/6321	<p><b>Welcome</b></p> <p>The Chairman, Cllr Jackie Bird, welcomed all to the meeting and advised of the evacuation procedures and notified all present the meeting was being recorded.</p>	
23/6322	<p><b>Apologies for absence and acceptance of apologies for absence</b></p> <p>Council received and RESOLVED to approve all apologies received from the following:</p> <ul style="list-style-type: none"> <li>• Cllr Lynne Compton</li> <li>• Cllr Tony Nixon</li> <li>• Cllr Gary Spratt</li> <li>• Cllr James Collyer</li> <li>• Cllr Frances Peacock</li> </ul> <p>Prop. Cllr Lunnon / Sec. Cllr Ware. Unanimous.</p>	
23/6323	<p><b>Declarations of Interest</b></p> <p>a) Cllr Bird declared a non-pecuniary interest in paper C4 regarding Central Sports Club due to being a Central Sports Committee member.</p> <p>b) There were no dispensations or written requests for dispensation of DPI to consider.</p>	
23/6324	<p><b>Agree and Sign the Minutes of the Previous Meeting</b></p> <p>a) Council RESOLVED to Chairman Bird approving the Ordinary Parish Council Meeting Minutes for the meeting held on 31<sup>st</sup> August 2023. Prop. Cllr. Ware / Sec. Cllr. Lunnon. 5 In favour with 2 abstentions.</p> <p>b) Council RESOLVED to Chairman Bird approving the Confidential Minutes for the meeting held on the 31<sup>st</sup> August 2023. Prop. Cllr. Ware. / Sec. Cllr Lunnon. 5 In Favour with 2 abstentions.</p>	<p><b>Paper A</b></p> <p><b>Paper C1</b></p>

#### Members of Brixworth Parish Council

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

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23/6325

## Public Open Forum Session

### a) Brixworth Allotments

There were a number of concerns raised by allotment holders who were present looking for support from the Parish Council and queried and reported the following:

- It was reported that when Barratts brought the land it was agreed at the time that the allotments were to remain. There was also an agreement in place that the land could not be built on but said agreement cannot be found
- Whether a change of use could be made on the land. It was confirmed this may be possible but there is a difference between public and private allotments, with both being treated differently and as such may result in certain challenges.
- Historically, 12 plots were donated by Barratts the allotment holders do not understand how these can be moved when they do not belong to the landowner.
- Ownership and maintenance of the hedge which runs from the Ashway roundabout down the allotments track was queried and Council was requested to trim it. Council confirmed that they believe the hedge comes under the responsibility of West Northants Council but agreed to identify land ownership and take relevant action once established. It was also explained that Street Doctor and Fix My Street are available online for anyone to reporting issues directly to WNC.
- Concerns were raised over the foot path around the top of the allotments as the Cross family own the land, but the path has been maintained by the allotment holders. It was noted that there are also wasps on the grounds.
- Allotment holders feel that the whole approach seems to be to scare the allotment holders to get off the land, but there is currently no practical or sensible offer to allow continuation by the allotment holders. It was explained that the Strategic Planning Working Group will be reviewing the allotments as part of their current agenda.
- The allotments are used by many residents including the elderly, they support mental health and have been in use for 30-50 years. They Allotment Society also donate to the Community Larder, giving back to the village and have invested a lot of money and time into the allotments. The allotment holders feel they are being treated unfairly and are being bullied.
- The current demand for allotments is huge and continually growing. The allotments should be kept in the village for future generations.

It was explained to those present that a petition is in place and available from the Community Larder, Doctors Surgery and online, which currently has 500 signatures. As many signatures are needed as possible to support this. WNC Ward Councillors are also liaising with WNC Council and the local MP to also gain support.

### b) Brixworth Primary School

The Headteacher, Mr Neil Tyler from Brixworth Primary School, attended the meeting to introduce himself and create a connection with the Council. Mr Tyler also reported that the school would like to host one of the Councillor Sessions.

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**PART TWO – FOR DECISION**

<p><b>23/6326</b></p>	<p><b>Brixworth Primary School Governor Request</b></p> <p>a) Council <b>RESOLVED</b> to approve a Councillor to represent the Parish Council as a School Governor, as per a request received from the Headteacher of Brixworth Primary School. Prop Cllr. Ware / Sec. Cllr. Mitchell. Unanimous.</p> <p>b) Council <b>RESOLVED</b> to approve Cllr Barratt holding this role/responsibility. Prop Cllr. Mitchell / Sec. Cllr. Ware. Unanimous.</p>	
<p><b>23/6327</b></p>	<p><b>Pytchley Way Trees/Grass Verges</b></p> <p>Cllr Ware proposed an amendment to the agenda item in light of new information received and reported all historical information concerning this project as follows:</p> <ul style="list-style-type: none"> <li>▪ Council resolved to request West Northants Council to enforce a TPO order on the trees back in February 2023.</li> <li>▪ Permission by the landowners has been sought.</li> <li>▪ The WNC Tree Preservation Officer confirmed that the landowners have previously been asked to protect the trees and historically, posts were in place but were not substantial or maintained.</li> <li>▪ There are currently no parking restrictions on the land in question, so it will require a barrier to protect the trees.</li> <li>▪ As the current quote for the works may not be in the best interest of the trees, specialist advice was sought from an Arboriculturist, who has advised that TPO consent may be needed before any works can commence and a method statement from Council's greens maintenance contractor will also be needed to enable this process.</li> <li>▪ The Arboriculturist also reported that the tree roots may be damaged or distressed as protective measures are installed and it was suggested that holes for posts need to be hand dug or by using an air spade. Use of equipment or machinery to dig holes would be in contrary to BS5837. If concrete is needed it should be sleeved to prevent further damage to the tree. Consideration must also be given to too much soil suffocating the tree and a more appropriate approach would be to add less soil and mulch over time, which would also benefit the trees longer term. A communication plan was also recommended to ensure local residents are made aware of the works.</li> <li>▪ It was noted by Council that the arborist views on costs are roughly in the same region of the quotes already provided.</li> </ul> <p>Council discussed liability issues should the trees cause damage or injury, and it was confirmed that liability would fall to the landowner and indemnity from the landowner would be required to prevent legal action against the Council. Maintenance of the railings must also be factored into the new budget should the works be agreed.</p> <p><u>Council <b>RESOLVED</b> to progress the project as follows:</u></p> <ul style="list-style-type: none"> <li>▪ Securing indemnity from the landowners.</li> <li>▪ Installing a protective barrier around the areas and to the side of the chip shop trees, and to using mulch.</li> <li>▪ Approved delegated power to the Proper Officer (Clerk) to act within a budget that is plus or minus £500 (exc. VAT) of the original quote.</li> </ul>	<p align="center"><b>JF/GK/ DF</b></p>

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Councillor Barbara Lunnon, Councillor Gaurang Mehta, Councillor Tom Mitchell, Councillor Tony Nixon,  
Councillor Frances Peacock, Councillor Gary Spratt and Councillor Christine Ware

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	<ul style="list-style-type: none"> <li>Consideration be given concerning the Arboriculturist's advice whilst retaining the existing foot path or short cut which is not accessible by vehicles and exploring alternative materials that are recycled, environmentally friendly and sustainable. Prop. Cllr Ware. / Sec. Cllr. Lunnon. Unanimous.</li> </ul>	
<b>23/6328</b>	<p><b>Christmas Trees</b> Council RESOLVED to purchase artificial pre-lit trees (option 3) as detailed in Paper C. Council approved delegated authority to the Clerk/RFO to make the purchase trees between meetings. Prop. Cllr. Lunnon / Sec. Cllr. Mitchell. Unanimous.</p>	<b>JF</b>
<b>23/6329</b>	<p><b>Events Lighting</b> Council RESOLVED to approve the Clerk/RFO to purchase lights for community events up to a budget within the Clerk's discretion, by the middle of October. Council also agreed that a COSHH assessment for disposal of the batteries is completed. Prop. Cllr. Lunnon / Sec. Cllr. Ware. 6 In favour with 1 abstention.</p>	<b>JF</b>
<b>23/6330</b>	<p><b>BT Payphone Removal Consultation – Spratton Road</b> Council RESOLVED to support the retention of the Phone Box on Church Street and support the removal of the phone box on Spratton Road. Prop. Cllr. Lunnon / Sec. Cllr. Ware. Unanimous.</p>	<b>JF/GK/DF</b>
<b>23/6331</b>	<p><b>Finance</b> Council RESOLVED to approve the payments list for September 2023. Prop. Cllr. Lunnon / Sec. Cllr. Bird. Unanimous.</p>	<b>GK</b>
<b>23/6332</b>	<p><b>Host a Councillor Sessions</b> Council RESOLVED to open up invitation to the Host A Councillor session to local businesses. Prop. Cllr. Ware / Sec. Cllr. Barratt. Unanimous.</p>	<b>DF</b>
<b>23/6333</b>	<p><b>Sands United Annual Fee</b> Council RESOLVED to agree a discount for Sands United, due to not being able to play football and use the St. David's pitches because of unscheduled pitch maintenance during September. The Clerk is to make the appropriate calculation for the discount. Prop. Cllr. Bird / Sec. Cllr. Ware. Unanimous.</p>	<b>-</b>
<b>23/6334</b>	<p><b>MUGA Hire Fees, Booking Tool and Terms and Conditions</b></p> <ol style="list-style-type: none"> <li>Council RESOLVED to approve the new online booking tool created free of charge via the Parish Council website, as per details contained with Meeting Paper G, Appendix B. Prop. Cllr Lunnon. / Sec. Cllr Ware. Unanimous.</li> <li>Council RESOLVED to approve the recommended hire fees as detailed within Meeting Paper G, as recommended/pre-approved by the Finance Committee. Prop. Cllr Lunnon. / Sec. Cllr Mitchell. 6 in Favour with 1 against.</li> <li>Council RESOLVED to agree to delegate all booking requirements including all hire fee agreements to the proper Officer and Admin Assistant. Prop. Cllr Bird / Sec. Cllr Ware. Unanimous.</li> <li>Council RESOLVED to merge agenda items d) and e) to discuss the opening days. Prop. Cllr Barratt. / Sec. Cllr Ware. Unanimous.</li> </ol> <p>Council RESOLVED that 3 evenings in the week including weekends should be block booked for public use only, for a 6-month trial period. The days are to be decided by the Clerk and then publicised via the Bulletin and social media/website. Prop. Cllr Barratt. Sec. Cllr Ware. Unanimous.</p>	

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23/6335	<p><b>Brixworth Tennis Club – MUGA Hire</b></p> <p>Council RESOLVED to approve the request made by Brixworth Tennis Club to book the MUGA every Wednesday evening between October 2023 and March 2024 weekly, and to allow the Clerk/RFO to agree a fee for this in line with the new fee structure.</p> <p>Prop. Cllr. Bird / Sec. Cllr. Mitchell. 6 In favour with 1 abstention.</p>	JF
23/6336	<p><b>Roman Dagger Cabinet</b></p> <p>Council RESOLVED to ratify the purchase of the cabinet between meetings at a cost of £53.80 and reimburse Mike Nice the same, as discussed and agreed at the Community Trust meeting held on the 31<sup>st</sup> of August 2023. Prop. Cllr Lunnon / Sec. Cllr Ware. Unanimous.</p>	GK
23/6337	<p><b>Business Plan</b></p> <p>Council agreed the following suggested amendments to the Business Plan:</p> <ul style="list-style-type: none"> <li>• Page 123 'For example' relating to POS to show we own more POS.</li> <li>• Aims and objectives – 'excessively developed' could be changed to 'sustainably developed'.</li> <li>• Short Term Objectives – Add 'Net' Zero Carbon.</li> <li>• Change language elderly residents 'needs'- remove the word needs.</li> <li>• Long term objectives. Point two – add in 'biodiversity'.</li> <li>• Environment Page – make reference to the green framework to tie it together.</li> </ul> <p>Council <b>RESOLVED</b> to adopt the BPC business plan subject to the proposed amendments.</p> <p>Prop. Cllr Ware / Cllr Lunnon. Unanimous</p> <p><b>NB:</b> It was agreed that the allotment holders could have input and support the environmental strategy.</p>	JF
23/6338	<p><b>West Northants Council – Funding for Special Educational Needs and Disability Consultation</b></p> <p>Council RESOLVED <u>not</u> to formulate a corporate response but invite individual responses.</p> <p>Prop. Cllr. Lunnon / Sec. Cllr. Ware. Unanimous.</p>	ALL
23/6339	<p><b>Revised Recreation Grounds &amp; Open Space Condition of Use and Hire Agreement</b></p> <p>Council RESOLVED to agree the amended Brixworth Parish Council Recreation Grounds &amp; Open Spaces - Conditions of Use and Hire, containing an amendment to cover the of use of fireworks on council owned land (section 11). Prop. Cllr Ware / Sec. Cllr Lunnon. Unanimous.</p>	GK
23/6340	<p><b>Host A Councillor Sessions</b></p> <p>a) Council RESOLVED to accept the invitation from Brixworth Library for a Host A Councillor Session to be held in the Library on Saturday October 21<sup>st</sup> between 11am - 1pm. Cllr Ware and Cllr Nixon (if available) to attend. Prop. Cllr Lunnon. Sec. Cllr Ware. Unanimous.</p> <p>b) Council RESOLVED to accept the invitation from Brixworth Primary School for a Host A Councillor Session to be held at the school on a convenient date that Cllr Barratt is available to attend. Prop. Cllr Lunnon / Cllr Ware. Unanimous.</p> <p>c) Council RESOLVED to cancel Surgery dates previously planned for Saturday 7<sup>th</sup> October and Saturday 4<sup>th</sup> November. Prop. Cllr Ware / Sec Cllr Bird. Unanimous.</p>	<p>CW/TN</p> <p>IB</p> <p>GK</p>
23/6341	<p><b>Bulb Planting</b></p> <p>Council RESOLVED to agree a budget of £50.00 to enable Mike Nice (Community Centre Manager) to purchase bulbs for the annual community planting.</p> <p>Prop. Cllr. Bird/ Sec. Cllr Mitchell. Unanimous.</p>	JF/MN

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**PART THREE – FOR INFORMATION**

23/6342	<p><b>BT Kiosk Update – Silver Street/Church Street junction</b> Council received and NOTED an update that WNC Planning Department are looking to approve Council's adoption of the BT Kiosk at Silver Street/Church Street Junction.</p>	
23/6343	<p><b>Saturday Surgery</b> Council Received and NOTED the report from the Saturday Surgery Session held on the 2nd of September 2023. JB &amp; TM.</p>	Paper J
23/6344	<p><b>Committee and Working Group Minutes</b> Council received and NOTED the following sets of minutes, as circulated to Council prior to the meeting:</p> <ul style="list-style-type: none"> <li>a) Planning Committee Meeting held on 4<sup>th</sup> September 2023.</li> <li>b) Brixworth Climate Action Group Meeting held on 5<sup>th</sup> September 2023.</li> <li>c) Buildings Meeting held on 11<sup>th</sup> September 2023.</li> <li>d) Sports Liaison Working Group Meeting held on 12<sup>th</sup> September 2023.</li> <li>e) Brixworth Strategic Planning Working Group Meeting held on 14<sup>th</sup> September 2023</li> <li>f) Personnel Committee Meeting held on 21<sup>st</sup> September 2023.</li> <li>g) Finance Committee Meeting held on 21<sup>st</sup> September 2023</li> <li>h) Planning Committee Meeting held on 25<sup>th</sup> September 2023.</li> </ul>	Paper K Paper L Paper M Paper N Paper O Paper P Paper Q Paper R
23/6345	<p><b>Clerk's Report</b> Council received and NOTED the Clerk's report. Cllr Ware reported that although the tree walk was a long time ago, a maintenance plan was discussed is on file that can be utilised.</p>	JF
23/6346	<p><b>Parish Councillor Representatives Updates</b></p> <ul style="list-style-type: none"> <li>a) Village Hall – Cllr Lunnon reported that there have been lots of party bookings, new Trustees brought on board and lots of plans for future use of the Village Hall.</li> <li>b) Thomas Roe Charity - Cllr Lunnon and Cllr Mitchell reported there were 5 applicants seeking grants that were offered up to £1,000 collectively. There has also been one request to take a metal detector onto Thomas Roe land. The Next meeting is in 6 months' time.</li> <li>c) NCALC – there were no new reports to consider.</li> <li>d) Police Liaison – there were no new reports to consider.</li> <li>e) Armed Forces – Cllr Bird and Cllr Mitchell attended a fundraiser. Poppies are being replenished and the street works license has been applied for to put them on village lampposts. There is a Motorbike event on 22<sup>nd</sup> October leaving the George at 10am.</li> <li>f) Verification Officer – Admin reported this has been completed.</li> <li>g) Environment &amp; Highways - Cllr Ware reported that there are some issues with the hedge cutting that has already taken place as Council resolved that all hedges would not be cut the 1st March and 30th September. As the hedge at Spratton Road POS was cut this week, it is outside of this time frame. The Mechanical trimming is expedient and looks brutal. There are also 3 self-seeded baby acorn trees at the Ashway and need to be relocated. The damaged bollard on Spratton Road has been replaced. Blocked drains on Hunters Way will be unblocked and the transplanted tree on Woodsfield is still growing. The first part of the community orchard will be planted on Holcot Road this Autumn with support from local volunteers via social media campaign.</li> </ul>	-

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	<p>h) Climate Change Champion – Cllr Ware reported that Carbon Literacy Action Day is on the 4th of December and BPC are looking to become a bronze level council. Cllr Ware will propose a motion to promote training at the next meeting.</p> <p>i) Central Sports Rep – It was reported that Central Sports have been issued the draft outline of the new Lease, which has been discussed at the committee’s last meeting.</p>	
<b>23/6347</b>	<p><b>Traffic/Speed Data Reports</b> Council received and NOTED the Quarter 2 Traffic Analysis Report.</p>	<b>Paper T</b>
<b>23/6348</b>	<p><b>Quarter 2 Finance Reports</b> Council received and NOTED the contents of the Q2 Finance Reports as follows:</p> <ul style="list-style-type: none"> <li>▪ Summary Receipts and Payments</li> <li>▪ Monthly Breakdown of Receipts and Payments</li> <li>▪ Net Position</li> <li>▪ Committed Spend</li> <li>▪ Rolling Budget</li> <li>▪ Reserves Balance</li> <li>▪ Bank Reconciliations</li> </ul>	<b>Paper U</b>
<b>23/6349</b>	<p><b>To Note the Dates of the Next Meetings:</b> Council NOTED the dates of the next meetings:</p> <ul style="list-style-type: none"> <li>▪ Planning Committee - 16th October 2023</li> <li>▪ Full Council - 26th October 2023</li> <li>▪ Extraordinary BCAG - 10<sup>th</sup> October 2023 via zoom.</li> <li>▪ Strategic Planning Meeting - 17<sup>th</sup> October 2023.</li> </ul>	
<b>23/6350</b>	<p><b>Coat Hooks – Community Hall</b> Council NOTED the installation of new coats hooks in the community hall due to receiving a number of complaints, at a cost of £30.00. These will be installed by the Groundsman.</p>	-

**PART FOUR – CONFIDENTIAL MATTERS**

<b>23/6351</b>	<p><b>Exclusion of the Press and Public</b> Council RESOLVED to exclude the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted.</p> <p style="text-align: center;">Prop Cllr Bird / Sec Cllr Ware. Unanimous.</p> <p style="text-align: center;"><b>The Press and Public were requested to leave the meeting (subject to 23/6351)</b></p>	
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**The Meeting was held in closed session from 21:10pm**

**The Meeting resumed in open session from 21:26pm The Public were invited to re-join the meeting.**

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Councillor Barbara Lunnon, Councillor Gaurang Mehta, Councillor Tom Mitchell, Councillor Tony Nixon,  
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### PART FIVE – CONFIDENTIAL MATTERS

23/6352	<b>Grounds Maintenance Contract</b> Council RESOLVED to roll the current Grounds Maintenance Contract for another 12 months and for the specification to be reviewed to ensure items such as pitch maintenance are included. The frequency and method of hedge cutting will be a reserved matter. Prop. Cllr Barratt / Sec Cllr Ware. Unanimous.	JF
23/6353	<b>Staff Salary Increase</b> Council RESOLVED to approve all recommendations made by the Personnel Committee at its meeting held on 21 <sup>st</sup> of September, concerning staff salary increases, in line with the details contained within Confidential Meeting Paper C2, as circulated prior to the meeting. All recommended staff pay awards were approved. Prop. Cllr Ware / Sec. Cllr Mitchell. Unanimous.	JF
23/6354	<b>Staff National Pay Awards</b> Due to lack of further information, this item was deferred until the October meeting.	-
23/6355	<b>Northampton Road Allotments</b> Cllr Nixon circulated a report prior to the meeting (Meeting Paper C3), which Council NOTED. Council RESOLVED to support the Allotments Society's efforts to preserve the community asset and work with the Strategic Planning Working Group to take appropriate recommendations for action back to full council. Prop Cllr Ware. Sec. Cllr Mitchell. Unanimous.	-
23/6356	<b>Legals and Assets</b> Council received and NOTED Cllr Nixon's report, which was circulated prior to the meeting.	-
23/6357	<b>Feedback</b> Council received an update on feedback received from residents adjacent to St David's Play Area and MUGA and agreed a course of action.	JF

### PART SIX – URGENT MATTERS

23/6358	<b>Urgent Matters for Report Only</b> There were no urgent matters reported.	-
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### PART SEVEN – CLOSING PROCEDURES

23/6359	<b>Next Ordinary Meeting</b> a. Hedge Cutting (IB) and Carbon Literacy Training (CW). b. Council NOTED the next Full Council meeting date as 26 <sup>th</sup> October 2023.	-
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In the absence of further business, the meeting was closed in full at 21:32 pm

Signed as a true and accurate record:

.....  
Cllr Jackie Bird - Chairman  
**Brixworth Parish Council**  
Date: 26th October 2023

**Minutes Prepared by:**  
Gavin Kirkup  
Administrative Assistant  
**Brixworth Parish Council**  
T: 07983 141786

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

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**Brixworth Parish Council**  
Report to: Full Council 13/10/2023

**Summary:**

**A508 Harborough Road, Northampton - 40mph & 50mph Speed Limits & Toucan Crossing - P/1994 & N/370**

**Attachments: Appendix A – WNC Highways Plans**

**1.0**

**REPORT:**

Highways have written to council to inform them of proposals to introduce a 40 mph and 50mph speed limit (P/1994) and a Toucan Crossing (N/370) on A508 Harborough Road, Northampton.

These proposals have been put forward for the purpose of maintaining safety and the speed limit proposal been agreed through the Speed Limit Review Panel.

Contained herein is a copy of the proposal plans to show the change in more detail and at this stage welcome any feedback you may wish to give.

Should Council wish to comment then a response needs to be made in writing via the Clerk by no later than 31<sup>st</sup> October 2023. Thereafter, the highway authority will proceed to the next stage of advertising the public notice.

**Date:** 13/10/2023



**Brixworth Parish Council**  
Report to: Full Council 13/10/2023

**Summary:** CPRE Solar Roof Top Petition

**Attachments:** None

**1.0 REPORT:**

CPRE (Council for the Preservation of Rural England) are running a campaign to urge the government to fully realise the potential of solar on roof tops and are seeking support. They need as many people as possible, including local businesses and authorities to sign their petition. So far, 26,087 people have signed their petition and need to reach 30,000. Please see the below for further information.

Did you know that installing rooftop solar panels on new buildings and over car parks alone could generate nearly the same amount of power as 10 nuclear power plants?

When rooftops across the country can host so much of the new solar energy we need, why are we not ensuring every suitable roof is being used for solar panels?

Time is running out to take meaningful action on the climate emergency. But we also have a duty to make the best possible use of our finite land and leave space for wildlife and homegrown food.

**That's why we're calling on the government to set a new and ambitious target for generating clean and affordable electricity from rooftops across the country.**

At this critical time, **will you call on the government to act?**

Expert research for CPRE has shown that at least 60% of the solar energy we need can be delivered through installations on **new builds, commercial buildings and car parks.**

Delivering more rooftop solar can help:

- Cut carbon emissions and tackle the climate emergency
- Spare more land for farming and nature
- Reduce sky high electricity bills
- Make our energy system more efficient by generating power close to where it's needed
- Protect our beautiful countryside

We know that when we speak with one voice the government will act. Last year, our people-powered campaign stopped the return of fracking. Now we urgently need your support to persuade the government to deliver solar panels on rooftops across the country.

**Sign our petition calling for an ambitious national target for rooftop solar**





**Brixworth Parish Council**  
Report to: Full Council 13/10/2023

<b>Summary:</b> Rural Market Towns Group Membership	
<b>Attachments:</b> N/A	
<b>1.0</b>	<p><b>REPORT:</b></p> <p>The Clerk has been approached by the Rural Market Towns Group, who asked if Council would be interested in joining. Please see the below information concerning this the offer.</p> <p><b>Subject:</b> Rural Market Town Group</p> <p>We are the Rural Services Network, a membership organisation that provides a national campaigning voice for rural communities. We have over 500 organisations in membership, and support both rural local authorities, and rural Town and Parish Councils.</p> <p>We would like to invite you to join our Rural Market Town Group, a grouping of the larger Parishes and Market Towns in England where we aim to share best practice and enable the group to contribute to our national campaigning work. Rural Local Authorities have been underfunded by successive Governments, <b>leaving rural residents living in your town and in rural areas generally, receiving significantly less in Government funding</b>, paying higher council tax and receiving less services which cost more to provide.</p> <p>Our primary aim is to campaign for fairer funding for rural areas, however we also work on other key issues such as affordable housing, the rural economy, access to health and care services and public transport.</p> <p><a href="#"><u>This link provides more information about the group and the services that we provide.</u></a></p> <p>These services include:</p> <ol style="list-style-type: none"><li>1. Weekly Rural Bulletin delivered to your inbox setting out key rural news stories and monthly Funding Digest highlighting potential funding opportunities for you and your local organisations.</li><li>2. Free attendance at RSN seminar programme – 8 events held online annually.</li><li>3. Opportunity to share your news and good practice with the group and the wider RSN.</li><li>4. Dedicated RMTG newsletter six times a year.</li><li>5. Two bespoke meetings a year for Councillors and Clerks.</li><li>6. Discounted access to tickets for online RSN National Rural Conference</li></ol> <p>We are currently offering free membership for six months to those joining the group, and after that date, IF you chose to stay with us, the subscription varies between £97 and £133 depending on your population size. There is no requirement to join us after the free six -month period. Your town or parish council can make a decision at that time to either stay on or leave.</p> <p>If you'd like to take us up on this free offer for towns and parishes to join for the six months, please let us know and we will put you on service straight away.</p> <p>Best wishes, <b>Kerry Booth</b> Chief Executive RURAL SERVICES NETWORK</p>

I'm writing on behalf of Zero Hour and seeking Brixworth Parish Council support for the [Climate and Ecology Bill](#), which is due for its second reading on [24 November](#).

We recognise that parish and town councils are influential organisations, with links to the local community, regional charities and civic bodies. Brixworth Parish Council is on the front line when it comes to protecting the places and communities we love and cherish.

We are writing to ask your council to join the [168 parish & town councils](#) across the UK to support the [Climate and Ecology Bill](#) and add your voice to those organisations calling for joined-up action that provides an adequate, commensurate response to the emergency of our natural world, our parks, villages and towns, our landscapes and wildlife.

We have a [draft motion](#), which you may find useful. If Brixworth Parish Council is supportive, we are asking that after the motion is passed, Brixworth Parish Council issues a press release that it has done so and writes and requests your MP(s) to also publicly support the CE Bill (if they are one of the [130 that have already done so](#), please write and thank them for being supporters).

The [Climate and Ecology Bill](#), if made law, would ensure that:

- The threat facing nature is tackled shoulder to shoulder with the climate crisis in a joined-up approach.
- The Paris Agreement is enshrined into law to ensure that the UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement - 1.5°C.
- The UK takes full responsibility for our entire greenhouse gas footprint by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume)-
- The government deliver a climate and nature assembly that is representative of the UK population, working directly with the Government and Parliament to ensure that all voices are heard and that no one is left behind.

A member of Zero Hour, the campaign for the CE Bill would be happy to (virtually) attend a pre-Council meeting and answer questions about the proposed legislation if that would be helpful. More information about the CE Bill and supporting organisations can be found at <https://www.zerohour.uk/>; this [2-minute video](#) or a [15-minute presentation](#) may also prove useful. If you have any questions or require further information about the CE Bill, please do get in touch.

Thank you on behalf of Zero Hour,  
If you need any additional information or wish to have a follow-up call, feel free to reach out.

Allan and Zero Hour Team



## Councils Team

Councils | Zero Hour

[councils@zerohour.uk](mailto:councils@zerohour.uk) | |

Back the Climate & Ecology Bill | [zerohour.uk](http://zerohour.uk)



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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	07.06 Van Lease Costs	01/10/2023		01 Nat West Revenue		Van Lease Costs	Lex Autolease	S	239.58	47.91	287.49
184	03.03 Telephone -Mobile Str	25/09/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	S	4.17	0.83	5.00
185	03.03 Telephone -Mobile Str	27/09/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	S	4.17	0.83	5.00
186	14.22 Community Centre Rej	22/09/2023		01 Nat West Revenue		Coat Hooks For Community Ce	Amazon Services Europe Sarl	S	29.96	5.99	35.95
187	02.10 Human Resources/ He	29/09/2023		01 Nat West Revenue		Management Services	Peninsula Business Systems	S	144.85	28.97	173.82
188	07.03 Christmas Lights	03/10/2023	23/6328	01 Nat West Revenue		Christmas Trees	Christmas Tree World	S	773.09	154.62	927.71
189	03.03 Telephone -Mobile Str	03/10/2023		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
190	02.15 Adobe License	02/10/2023		01 Nat West Revenue		ICT Services	Adobe	E	16.64		16.64
191	06.02 Signs	05/10/2023		01 Nat West Revenue		MUGA Signage	J & A International	S	26.40	5.28	31.68
192	07.03 Christmas Lights	03/10/2023	23/6328	01 Nat West Revenue		Christmas Tree Lights	Amazon Services Europe Sarl	S	349.72	70.00	419.72
192	07.03 Christmas Lights	03/10/2023	23/6328	01 Nat West Revenue		Christmas Tree Lights	Amazon Services Europe Sarl	S	51.40	10.30	61.70
193	04.12 Bank Charges	29/09/2023		01 Nat West Revenue		Bank Service Charge	Nat West Bank	E	10.50		10.50
194	09.05 St David's Trade Wast	27/10/2023		01 Nat West Revenue		Trade Waste	Bakers Waste	S	25.62	5.12	30.74
195	09.05 St David's Trade Wast	27/10/2023		01 Nat West Revenue		Trade Waste	Bakers Waste	S	15.51	3.10	18.61
196	02.14 Payroll Services	27/10/2023	22/5751	01 Nat West Revenue		Payroll System	DCK Payroll Solutions	S	76.00	15.20	91.20
197	07.03 Christmas Lights	09/10/2023	23/6328	01 Nat West Revenue		Christmas Tree Lights	Amazon Services Europe Sarl	S	60.60	12.10	72.70
198	07.02 Sundry Purchases - Me	27/10/2023		01 Nat West Revenue		Work Boots	Trade UK - B&Q/ Screwfix	E	39.99		39.99
199	04.03 Newsletters	27/10/2023		01 Nat West Revenue		Brixworth Bulletin	Brixworth Bulletin	X	350.00		350.00
200	04.08 Training	27/10/2023		01 Nat West Revenue		Training	Northants CALC	S	42.00	8.40	50.40
201	08.02 Ashway Grass Cutting	27/10/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	187.00	37.40	224.40
201	08.01 Ashway Grounds Mainf	27/10/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	1,078.00	215.60	1,293.60
201	12.01 Spratton Road Grounc	27/10/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	140.00	28.00	168.00
201	09.02 St David's Grass Cuttir	27/10/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	226.00	45.20	271.20
201	09.01 St David's Grounds Ma	27/10/2023		01 Nat West Revenue		Grounds Maintenance	R&G Grounds Maintenance	S	855.00	171.00	1,026.00
202	04.11 Telephone & Broadbar	10/10/2023		01 Nat West Revenue		Broadband & Landline Telephc	Talk Talk Business	S	62.90	12.58	75.48
203	14.23 Events	12/10/2023	23/6329	01 Nat West Revenue		Event Lighting	PowerBee	S	66.60	13.32	79.92
204	04.06 Stationery & Postage	12/10/2023		01 Nat West Revenue		Stationery	Amazon Services Europe Sarl	S	33.32	6.66	39.98
205	05.06 Community Calendar	27/10/2023		01 Nat West Revenue		Brixworth Calendars	Brixworth Community Centre	E	400.00		400.00
206	10.01 Millennium Garden	26/10/2023		01 Nat West Revenue		Rent Millenium Gardens	Andrew Granger & Co Ltd	E	120.00		120.00
207	09.03 MUGA Maintenance	14/10/2023		01 Nat West Revenue		Clips For Metal MUGA Signage	Amazon Services Europe Sarl	S	3.66	0.73	4.39
208	07.07 Fuel - Van & Mowers	27/10/2023		01 Nat West Revenue		Fuel	AH Blason	S	121.66	24.33	145.99
209	06.01 Lighting of Parish Foot	27/10/2023		01 Nat West Revenue		Electricity	EON UK Limited (Street Light	S	16.00	3.20	19.20
210	06.01 Lighting of Parish Foot	27/10/2023		01 Nat West Revenue		Street Lights	NPOWER	L	217.57	10.88	228.45

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
211	04.02 Audit - External	27/10/2023		01 Nat West Revenue		Audit	PKF Littlejohn	S	630.00	126.00	756.00
212	04.08 Training	27/10/2023		01 Nat West Revenue		Training - Ladder Safety & Wo	iHasco	S	50.00	10.00	60.00
213	07.02 Sundry Purchases - M	27/10/2023		01 Nat West Revenue		Maintenance Sundries	Trade UK - B&Q/ Screwfix	S	30.83	6.16	36.99
214	04.09 Legal Costs (Asset Mar	27/10/2023		01 Nat West Revenue		Legal Costs Relating to Air Cor	West Northants Council	S	500.00	100.00	600.00
215	02.11 ICT	27/10/2023		01 Nat West Revenue		Cloudy IT Monthly Charges	Cloudy IT	S	198.00	39.60	237.60
216	07.02 Sundry Purchases - M	27/10/2023		01 Nat West Revenue		Maintenance Sundries	Trade UK - B&Q/ Screwfix	E	39.99		39.99
217	04.08 Training	17/10/2023		01 Nat West Revenue		Training	NALC	S	32.68	6.54	39.22
218	04.11 Telephone & Broadbar	16/10/2023		01 Nat West Revenue		Mobile Telephone	EE Limited	S	16.21	3.24	19.45
219	04.07 Office Equipment	18/10/2023		01 Nat West Revenue		PC For Info Point - Cross Char	Amazon Services Europe Sarl	S	45.82	9.17	54.99
220	01.01 Salaries	18/10/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	7,674.82		7,674.82
220	01.03 Pension - LGPS	18/10/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	1,105.08		1,105.08
220	01.02 Employer NI	18/10/2023		01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	594.48		594.48
<b>Total</b>									<b>16,710.82</b>	<b>1,238.26</b>	<b>17,949.08</b>



**Brixworth Parish Council**  
**Report to: Council 26 / 10 / 2023**

<b>Summary: The border of St Davd's field was recently breached, allowing a group of travellers to set up camp. Various options for the replacement of the current border were considered. The option recommended (option 5) would result in the most eco-friendly, visually appealing and cheapest solution.</b>	
<b>Attachments: Appendix A Appendix B</b>	
<b>1.0</b>	<b>BACKGROUND -</b> The boundary of St David's field is made up of small wooden posts; these were broken to allow a group of travellers access to the site.
<b>2.0</b>	<b>PROPOSAL -</b> Source replacement for the wooden boundary posts to something more solid, preventing unauthorised access. Appendix B is a diagram of the border layout and the various options.
<b>3.0</b>	<b>OPTIONS CONSIDERED -</b> <ol style="list-style-type: none"><li>1. Replace the existing posts with 'mounds' of earth. These would need to be tall enough to prevent vehicle access to the site. The barrier would need to be 0.7m tall, 40m long and 0.7m wide.</li><li>2. Install a 'ha ha' style trench along the border; this was discounted because it would be easy to bridge the gap using things such as scaffolding planks and would encroach a long way onto the playing area.</li><li>3. Replace the existing wooden posts with plain concrete bollards; each being 30cm wide and 130cm tall (with 40cm being sunk underground). The sinking of the posts would require a concrete base (not ecological). Also, the presence of tree roots would require the bollards to be set back from the tree line and would encroach onto the playing area/pitches. For these reason this option has also been discounted.</li><li>4. Replace the existing posts with a combination of decorative spheres (70cm) and concrete planters (104cm wide, 60cm tall and 60cm deep) The planters and spheres come in assorted colours (e.g., dark grey/silver grey/forest green/ochre/cream) and could be a single colour or an assorted range. The planters would be filled with gorse type shrubs to reduce annual maintenance effort.</li><li>5. Replace the existing posts with large wooden planters; these are a more eco-friendly option and could be built to fit the gaps between the trees exactly. They would be filled with gorse type plants to minimise annual maintenance effort. The real benefit to this option is that the planters can be built to exact size required to fill the gaps between the various obstacles in the current border (trees/bins/signposts).</li><li>6. The final option is to do nothing. Because there needs to be access to the field for various vehicles (maintenance/mowers etc) the current gateway, which is covered by a single metal bar, needs to remain in situ. There is every possibility that access to the field could be gained by breaching this metal pole.</li></ol>





**4.0 FINANCIAL INFORMATION -**

Option 1 -The basic cost of the topsoil required (30 bags) is £1,800 and turf to cover it would be an additional £201. Total cost of this option, assuming installation is done by groundsman would be **£2,001**.

Option 4 – This option would require a total of 8 planters and 5 spheres to ensure that the gaps are filled. The planters would cost £2,400 and the spheres £1,600. Soil to fill the planters £360 and plants £284. The work to install would be undertaken by the groundsman. The total for this option would be **£4,644**.

Option 5 – This option would require a total of 85 railway sleepers at a cost of £1,955. In addition to the sleepers coach bolts and joining plates to complete the construction cost £327. Soil to fill the planters would cost £720 along with gorse type plants (at a rate of 4 per metre) £462. The total for this option would be **£3,464**.

Option 6 - this is a cost free option. It does leave the area exposed along the whole border of the field, making access for multiple vehicles easier. Total cost of this option **£0**.

Appendix A gives details of the cost elements for options 1, 3, 4 and 5.

**5.0 CONCLUSION / RECOMMENDATION**

The options that require any underground work are unfeasible (unless the boundary is moved back 7 feet) due to the extensive tree roots along the opening.

Option 1, grassed mounds, is the cheapest option of all. However, the mounds would not be visually appealing in what is a residential area and would require installation behind the tree line, thus encroaching on the playing area.

Option 4, using concrete based products, would provide a long term solution. The products are made to order so there would be a lead time of approximately 12 weeks, but this could be staggered through a careful ordering process. It would not be prudent to have all items delivered in one go due to the weight of the items and the need to space them in between existing obstacles. The planters/spheres could be placed between the boundary obstacles so no encroachment on the playing area would occur.

**Option 5, wooden planters, is the recommended option.** This option is more eco-friendly than option 4 and the work could all be completed by existing ground staff. The area in question is close to their storage facility and would be logistically easier than arranging for staggered delivery of planters/spheres. The use of railway sleepers would ensure that the planters are heavy enough so as not to be removed easily and would last longer than using a lighter type of wood (such as decking boards). Again, the planters could be installed between the boundary obstacles so would not encroach on the playing area.

<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/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/N
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
	Is there potential for income generation?	N



Legal	Do we have power, to act?	Y
	If Y which act: For example Local Government and Rating Act 1997, s. 31	
Risk Management	Are there any risks?	N
	If so, how will these be mitigated?	
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	N
<b>Person originating this report:</b> Deborah Frampton		
<b>Date:</b> 11 October 2023		



# Appendix A

## Option 1 – Mounds

topsoil.co.uk/calculator/

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How much turf, topsoil, mulch or wood chip do you need for your project? Our product calculator is designed to give you an idea of the amount you will require. Enter your details below to find out how many bags or rolls of turf you need to order.

**Topsoil, Mulch & Wood Chips Bulk Bag Calculator**

Calculate your bulk bag requirements

Length (m)	40	Your calculated volume is 14.40m <sup>3</sup> Your supplied volume will be 14.5m <sup>3</sup> You will need 29 Bag(s)
Width (m)	6	
Depth (mm)	600	

Calculate

**Garden Area & Turf Calculator**

Calculate how many rolls of turf you require

Area 1 (m)	40	x	2.2	<b>88 rolls of turf</b> or <b>93 rolls of turf</b> (to allow 5% for cutting and shaping)
Area 2 (m)		x		
Area 3 (m)		x		

Calculate

topsoil.co.uk/product-category/topsoil/

Maps SLCC | Login Home | Microsoft 3... brixworthparishcou... Access outlook and...

Home » Topsoil

<p><b>SAVE ESO TWINSTAK®</b></p> <p><b>Blended Topsoil Twinstak (2 x Bulk Bags)</b></p> <p>£120.00</p> <p>View Product</p>	<p><b>Blended Topsoil Bulk Bag 500L</b></p> <p>£85.00</p> <p>View Product</p>	<p><b>SAVE WITH LAWN TURFPAK*</b></p> <p><b>Blended Topsoil + Lawn TurfPak (10m² Turf)</b></p> <p>£120.00</p> <p>View Product</p>	<p><b>SAVE ESO TWINSTAK®</b></p> <p><b>Blended Topsoil + Compost Twinstak</b></p> <p>£120.00</p> <p>View Product</p>
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topsoil.co.uk/product/garden-turf/

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**End of Summer Sale - 10% off Turf**

Home » Shop » Lawn Turf » Garden Turf

**SALE**

### Garden Turf

At such affordable prices, this fresh garden turf is perfect for anything, from family lawns to professional landscaping projects, without compromising on quality. Natural grass is a great addition to any garden, park or work premises due to the environmental benefits, organic cleansing ability and low maintenance.

Delivery is free of charge on weekdays, prices include VAT and our minimum order quantity is only 10 rolls. Select your preferred delivery date in the checkout.

If you are unsure how much turf you need, simply measure your garden and [use our Turf Calculator](#)

**Now from only £2.16 per 1m<sup>2</sup> roll**

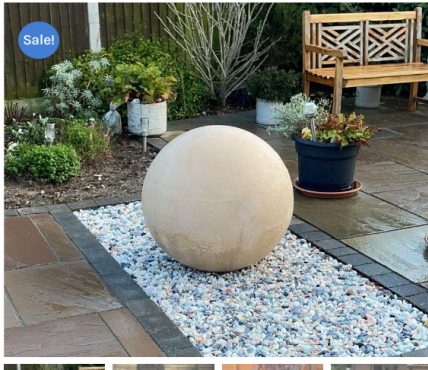
★★★★★ (185)

1 Add to basket

**Free Named Day Delivery**



## Option 4 – Planters/Spheres



### Large Ball Sphere

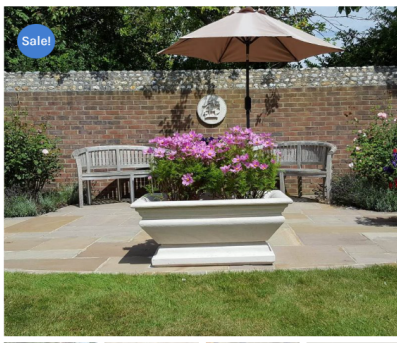
£351.00 — £382.50 **£299.12 - £325.13**

Large Ball Sphere. Single sphere, great as a parking bollard or to be used for modern decoration combined with other shapes and sizes. Very heavy at approximately 400 kg.

Size: 70 cm diameter

[View colour choices available for our products.](#)

Colour Options



### Pair of Large Georgian Style Troughs

£595.64 — £655.20 **£506.29 - £556.92**

Pair of Large Georgian Style Troughs. Large planting troughs. Very versatile. Also available as a single trough.

Size: 55 cm tall, 104 cm wide, 64 cm deep

[View colour choices available for our products.](#)

Colour Options



ashridgetrees.co.uk/p/hedging/gorse-ulex-europaeus?utm\_campaign=18845142667&utm\_medium=pc&utm\_source=google&utm\_content=&utm\_term=&utm\_marketing\_tactic=1884...

ashridge trees, hedging, plants

Search for a plant or topic...

Trees Climbers Hedging Roses Fruit & Veg Shrubs Lavender Flowers Accessories Bulbs Gifts Advice & Inspirati...

Choose a size How are they measured?

20/30 cm Potted	1	£4.92 each	Add to basket	
Qty	1-10	11-49	50-249	250+
£	£4.92	£ 4.74	£ 4.56	£ 4.20
				Available to order

30/50 cm Potted	1	£5.04 each	Add to basket	
Qty	1-10	11-49	50-249	250+
£	£5.04	£ 4.92	£ 4.74	£ 4.44
				Available to order

Recommended extras

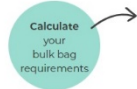
topsoil.co.uk/calculator/



Home » Calculator

How much turf, topsoil, mulch or wood chip do you need for your project? Our product calculator is designed to give you an idea of the amount you will require. Enter your details below to find out how many bags or rolls of turf you need to order.

#### Topsoil, Mulch & Wood Chips Bulk Bag Calculator



Length (m)

Width (m)

Depth (mm)

Calculate

Your calculated volume is 2.93m<sup>3</sup>  
Your supplied volume will be 3m<sup>3</sup>  
You will need 6 Bag(s)



## Option 5 – Wooden planter

Illustration for clarity on style – the proposal allows for a ‘three tier’ design to create additional strength/weight.



diy.com/search?term=mending+plate  
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150mm No.325/PP Pack of 10 Mending Plates c/w Screws - PREPACKED  
£4.08

SHOP BY CATEGORY: BITS AND BOLTS, BARK & TOPPINGS, BUILD WITH WOOD, KILN DRIED LOG CRATES, KILN DRIED LOG NETS, BAGGED WOOD PELLETS, BLOWN WOOD PALLETS, BRIQUETTES, COMBO PALLETS, TIMBER, More Categories

SALE Search Products Here

TREATED SLEEPER 100 X 200 X 2400 (BROWN) **E4 OFF**

TREATED SLEEPER 100 X 200 X 2400  
TREATED SLEEPER 100 X 200 X 2400 (BROWN)

100 x 200 x 2400 Treated (Brown) Softwood Sleeper. Price includes VAT.  
Item Ref: 1002002-19A75M  
**£18.90** ~~£22.99~~ **E4.08 OFF**  
Pay in 3 interest free payments of purchases from £20.00 with **PayPal**. [Learn more](#)

Quantity: 1

ADD TO CART Pay with **PayPal** Pay Later

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How much turf, topsoil, mulch or wood chip do you need for your project? Our product calculator is designed to give you an idea of the amount you will require. Enter your details below to find out how many bags or rolls of turf you need to order.

**Topsoil, Mulch & Wood Chips Bulk Bag Calculator**

Calculate your bulk bag requirements

Length (m)	24
Width (m)	4
Depth (mm)	600

**Calculate**

Your calculated volume is 5.76m<sup>3</sup>  
Your supplied volume will be 6m<sup>3</sup>  
You will need 12 Bag(s)

diy.com/diagrams/diagram-10-coach-bolt-150mm-pack-of-5/386302/4169\_302.pdf

Home > Hardware > Bolts, nuts & washers > Bolts

Also in B&Q stores

**Diall M10 Coach bolt (L)150mm, Pack of 5**  
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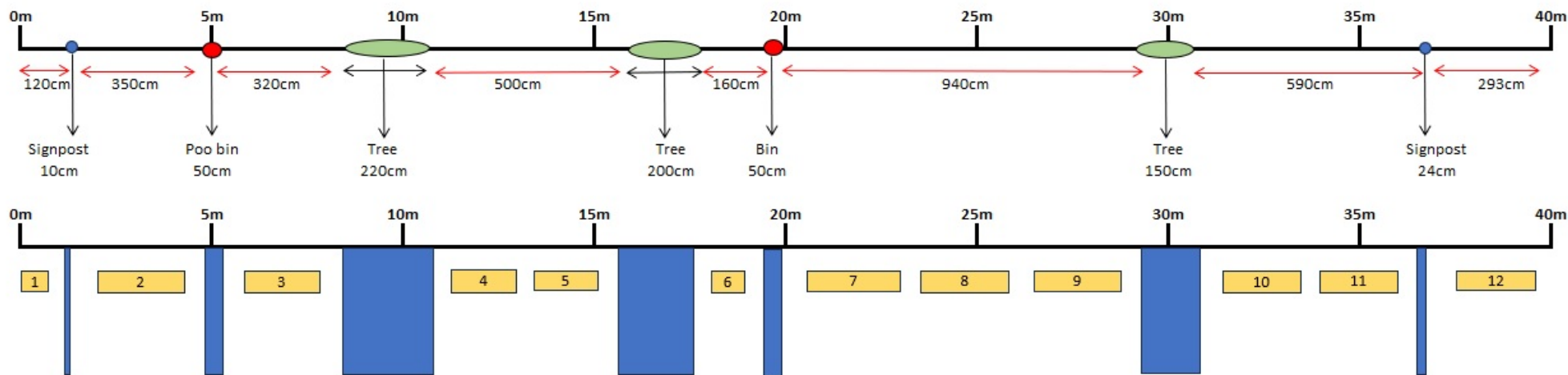
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1 **Add to basket**



Each sleeper is 2.4m long, 20cm deep and 10cm wide



**Brixworth Parish Council  
Special Events Agreement**

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**1. APPLICANT**

**Simon Compton/Georgina Swingler**

**Name of Organiser:** .....

**Organisation:** .....**Brixworth Juniors FC**.....  
**12 Old Forde Close**

**Address:** .....  
**Brixworth**

.....  
**NN6 9XF**

.....

.....

**Telephone No. (Home):** .....**07985810817**..... **(Work):** .....

**2. EVENT**

**Type (eg. fête, funfair, firework display):** .....**Football tournament Day**  
.....

**If Fund Raising please indicate the good cause** .... **Funds for the club**  
.....

**% of takings to be contributed to the good cause**.....

**Details of Event:** .....

**To hold a football tournament for u7 – u10s from 9-6pm with bouncy castle and stalls**  
.....

.....

.....

Venue: .....St Davids.....

**Operative Dates:-**

- (a) Arrival on site: .....9<sup>th</sup> June 2024.....
- (b) Dates of Event – From: .....As above..... To: .....
- (c) Times of Event – From: .....9am.....am/pm To: .....6pm.....am/pm
- (d) Vacation of Site: .....same day.....
- (e) Number of people expected to attend: .....200 throughout the day

If your use of the site involves the sale or supply of alcohol other than for a wholly private function, the hirer will need to obtain a Temporary Events Notice (TEN) from Daventry District Council.

Also, if you anticipate 500+ people attending the event then you will need to submit a plan of the site/venue showing the areas to be cordoned off for your Temporary Events Notice, eg bar area, stage area etc. which again must be approved by Daventry District Council.

**Other Requirements: (eg. car parking on site, open/close gates):**

Car park at St Davids and surrounding roads may be used for parking as people of all ages attend and watch the football, we will pack away and tidy all relevant grounds areas at the end of the day and have multiple 1<sup>st</sup> aiders on site in case of accidents. We will be speaking to the Cricket Club to see if we can use their grounds for parking, currently they cannot give us an answer due to the fixtures not being released, we will also use the Ashway to ease congestion at St Davids.

**3. GENERAL TERMS AND CONDITIONS**

- (a) Not to use the site for any purpose other than for the type of event indicated in Section 2.
- (b) Not to play or permit to be played music of any description outside of times agreed by the Parish Council at the time of booking.
- (c) The event shall, during the said period of occupation, open not earlier than 8.00am and close not later than 11.00pm unless otherwise agreed by the Parish Council.



- (d) To keep all vehicles and equipment within the confines of the designated area allocated for the event and not encroach upon any other land.
- (e) Motorcycles and quad bikes are not permitted on site without the express permission of the Parish Council.
- (f) Not to permit any drunkenness or disorderly conduct at the event, and to conduct the event in an orderly and proper manner.
- (g) To keep and maintain the site in a clean and tidy condition and to take all the necessary steps to prevent any nuisance or act or anything which may be or may become, a source of danger, inconvenience or annoyance to the Council or owners or occupiers of neighbouring property or properties or the public at large.
- (h) To comply with all legislation relating to Health and Safety, Food, Hygiene and Fire Regulations as may be necessary.
- (i) Safe access of the site must be maintained at all times to allow for easy access by emergency vehicles and speedy evacuation of the site.
- (j) To inform Daventry District Council Environmental Services of the use of Performing Animals and to liaise with him with regard to all aspects of animal welfare, licensing and Environmental requirements (with specific reference to noise, food hygiene and alcohol).
- (k) Volume of music, loud hailers etc. must be kept to a reasonable level, so as to not cause a noise nuisance to local residents, and to be turned off by 22.30 hours Monday – Friday and 2300 Saturday. No operation or use of music systems will be permitted on a Sunday.

The location of generators, speakers and other noise sources shall be so sited, as to minimise the noise impact on noise sensitive locations. All generators must be silenced in accordance with manufacturers requirements. The use of main generators will be kept to a minimum. No such generator shall be run before 1000 hours.

- (l) To indemnify the Parish Council for all actions, costs, claims, expenses, demands and charges arising out of the Organiser's acts or defaults in connection with this Agreement or the holding of the event. This indemnity shall cover the acts and defaults of the Organiser's contractors, agents and employees.
- (m) Upon the expiration of the period of occupation, to deliver up the site to the Parish Council in a clean and tidy and orderly condition to the reasonable satisfaction of the Parish Clerk and to repair any damage which may have occurred.
- (o) If any of the requirements referred to in the above Agreement are not complied with, the Parish Council reserves the right to refuse entry onto the site, or to instruct the organiser to vacate the site at any time with no cost to the Council.
- (p) Portable electrical equipment owned by the hirer and used on premises owned by the Council (eg. power tools, kettles, hair dryers) must have a current test certificate as required under the Electrical at Work Regulations Act 1989.

#### 4. SPECIAL CONDITIONS

(a) Funfairs

- (i) All Operators must comply with the requirements as laid down in “The Guide to Safety at Fairs” and the Health & Safety Executive Fairground Code of Practice No. HS(G)175.
- (ii) A valid safety certificate must be provided for all rides as required by the Council.
- (iii) Access must be afforded to the Council’s staff, advisors or to any authorised qualified engineer to carry out inspections as considered necessary.
- (iv) Funfairs are not permitted to operate on Sundays
- (v) No rides or generators shall be permitted closer than 28 metres from adjoining boundary hedges or fences.

(b) Fireworks and Bonfires

Organiser must adhere to HSG 123 ‘Working Together on Firework Displays’ available from the Health and Safety Executive. Fireworks displays must not last longer than 30 minutes in any one day of occupation.

#### 5. PUBLIC LIABILITY INSURANCE

- (a) The Operator must have Public Liability Insurance cover for the full duration of the event to fully indemnify them against all third party claims which could occur as a result of the event.
- (b) Before entering upon the site the Organiser must provide proof of Public Liability Insurance Cover for at least £5,000,000 (five million pounds) for any occurrence. The number of occurrences to be unlimited.
- (c) **A copy of the Public Liability Insurance Policy Certificate must be forwarded to the Parish Clerk at least 14 days before the event takes place.**
- (d) The Organiser must produce the Public Liability Insurance Certificate at all times on demand by any authorised officer of the Parish Council.
- (e) The Council reserves the right to terminate this Agreement without notice if the Organiser fails to maintain the required Public Liability Insurance and/or fails to produce the relevant Certificate of Insurance on demand.

#### 6. CHARGES

**Profit Organisations/ Non Residents/ Charities & Organisations based outside the Brixworth Parish**

NA Based in Brixworth

**Not for Profit Organisations and Groups based within the Brixworth Parish**

No charge

**Fees to be paid at least seven days in advance of site occupation.**

In the event of the Organiser not carrying out their obligations under this Agreement, the Council will be entitled to withhold or recover any sums as necessary from the Organiser and this will include the cost of restoring the land to its previous condition in the event that the site is left in an untidy or damaged condition.

7. The Council reserves the right to terminate the Agreement for the use of the site at any time if either:
- (a) The Council is of the opinion that the event is likely to prove of an objectionable or undesirable character;  
or
  - (b) The Council is of the opinion that the site is likely to be used otherwise than for the purpose specified in the Form of Application;  
or
  - (c) The Council is of the opinion that, due to adverse weather conditions, the event would compromise the safety of participants in the event.

If the agreement for the use of the site is terminated, the Council shall not be liable to pay any compensation to the Applicant.

8. I am over 18 years of age.

**Please tick as applicable:**

I hereby agree to be bound by the above Agreement.

X
X
na
yes
yes

I will be able to provide a public liability insurance certificate for £5m

I attach the required payment and deposit as in 6 above

I am a resident of Brixworth

The Organisation/ Group is based within Brixworth

Signed: .....G Swingler..... (Organiser)

Name: .....Georgina Swingler.....

Dated: .....18/09/2023.....

Please complete and return as soon as possible to:

Post to: The Parish Clerk  
The Parish Office  
Brixworth Library & Community Centre  
Brixworth  
Northants  
NN6 9DS

Hand Deliver: There is a post box for the Parish Council by the information point within the community centre building.

e- mail: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)

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**For Office Use**

<b>Date Received:</b>	
<b>Considered By:</b>	
<b>Date of Meeting:</b>	
<b>Decision:</b>	
<b>Date Replied:</b>	
<b>Copy of Public Liability Insurance seen :</b>	
<b>Payment Received:</b>	
<b>Deposit Cheque Received :</b>	
<b>Date of Site Inspection:</b>	
<b>Deposit Cheque Returned:</b>	

Josie Flavell  
The Parish Office  
Brixworth Library & Community Centre  
Spratton Road  
Brixworth  
NN6 9DS

03/10/2023

Dear Josie

Following a site meeting in 2022, I am please to offer the below prices for the green roof installation to the Brixworth Bus Stop. Our price includes the following:

- Installation of a living roof on the Brixworth Bus Stop on Northampton Road (outside Lone Pine Court)
- Plant the roof with a Sedum/ Wildflower/ Dwarf bulb mix
- Provide information to communicate with the parish
- Include all materials and labour including clearing up the site post installation.

Total £1085 + VAT

Please let me know if you require any further information or would like to accept our quotation.

Kind regards

Chris Bridgman





**Brixworth Parish Council**  
Report to: Full Council 12/10/2023

<b>Summary: Hedgerow Maintenance</b>	
<b>Attachments: Appendix A - Photo</b>	
<b>1.0 BACKGROUND</b>	<p>All hedges under the remit of Council require trimming annually, usually in Autumn and in Spring, to aid the health and growth of the hedge. However, historically, this greens maintenance task has been omitted from the annual grounds maintenance contract to allow for the hedges to be a reserved matter. Additionally, in the past, it was agreed that the hedges were not to be cut until the 1<sup>st</sup> of October and end of February annually, to allow for nesting season to finish and for wildlife and their habitats to continue benefitting from the hedgerows.</p> <p>Council have discussed and debated this matter at length on several occasions as follows:</p> <ul style="list-style-type: none"> <li>▪ 27<sup>th</sup> October 2022 Min Ref. 22/6012 Council RESOLVED that: Hedge trimming in the village to be between 1st December and 28th February inclusive. This will leave the nesting season of March to September with our hedgerows undisturbed.</li> <li>▪ 24<sup>th</sup> November 2022 Min Ref. 22/6037 Council RESOLVED that: Adjusting the timings of the hedge trimming in resolution made 22/6012 to allow for two cuts per year, between 1st October – 28th of February. With a further review taking place prior to consideration of the contract in 2023. Prop: Cllr. Ware Sec. Cllr. Mitchell unanimous.</li> </ul> <p>There are several issues surrounding this matter. Firstly, council should not have made a new resolution at the next meeting due to the 6-month rule and secondly, the contractor cut the hedge rows too early this year, in late September without Council having reviewed hedgerow cutting requirements before the start of the 2023 grounds maintenance contract. Both of these issues have brought about the need for Council to discuss and consider this matter again to ensure that the correct decision is made prior to the maintenance contract specification being agreed for the 2024 greens maintenance season.</p>
<b>2.0 PROPOSAL</b>	<p>a) To consider and RESOLVE to agree the frequency of cuts for Parish Council owned hedgerows. b) To consider any greens maintenance contractual issues and the environmental considerations.</p>
<b>3.0 CONSIDERATIONS</b>	<p>It is essential that decisions are made at the October Full Council meeting due to the timescales involved in completing the new specification for the 2024 grounds maintenance contract.</p>
<b>4.0 FINANCIAL INFORMATION</b>	<p>The only financial implication will be that should Council agree to only one cut per year, the costs will reduce.</p>
<b>5.0 CONCLUSION / RECOMMENDATION</b>	<ul style="list-style-type: none"> <li>▪ For Council to agree the frequency of the hedgerow cuts per annum.</li> <li>▪ For Council to consider any greens maintenance contractual issues and the environmental considerations.</li> <li>▪ For Council to make these decisions at the October Full Council meeting.</li> </ul>

<b>Implications:</b>		
Council Objectives:	As per Section 5.0 Conclusion / Recommendation.	-
Resource Requirements:	Greens Maintenance Contractor.	N/A
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?	Y
Biodiversity	Are there any bio-diversity implications?	Y
Financial	Are there financial implications at this stage?	N
Financial	Will there be financial implications?	Reduction in fees only.
	Is there provision within the budget?	Y
	Could there be additional expenditure? Slight increase in employers' tax/NI	N
	Is there potential for income generation?	N
Legal	Do we have power, to act?	Y
	Local Government Act 1972 s112	Open Space Act 1906
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 / Cllr Ian Barratt / Cllr Christine Ware		
<b>Date:</b> 12/10/2023		

## APPENDIX A



Recent hedge cutting



**Brixworth Parish Council**  
Report to: Full Council 13/10/2023

**Summary:** White Ribbon Day

**Attachments:** None

**1.0 REPORT:**

Northants CALC emailed all Town and Parish Councils seeking support with regards to the White Ribbon Day; please see all details below.

On 25 November 2023, the National Association of Local Councils (NALC) will support [White Ribbon Day](#) to work towards ending violence against women and girls.

NALC will make a video to show male support for White Ribbon Day. We want as many men as possible from the sector to participate and send a video, following the instructions below.

- The video should be around 5 to 10 seconds long.
- Hold up a sign (a piece of paper/whiteboard, etc.) stating who you are (e.g. Cllr John Doe, Example Town Council) and with the hashtag #ChangeTheStory.
- Look at the camera and say, "This White Ribbon Day, I want to Change the Story to end violence against women and girls" (for individuals) or "This White Ribbon Day, we want to Change the Story to end violence against women and girls" (for groups).
- The video should be filmed in landscape (holding your phone sideways).
- Record as many takes as you need.

We have a duty as a sector to show support for this important message, and the more contributions we have, the more significant impact you can make.

White Ribbon Day is the International Day for eradicating violence against women, held annually on 25 November. The charity White Ribbon UK seeks to engage men and boys in violence prevention as part of the global White Ribbon movement.

Please send your videos to [daisy.petrow@nalc.gov.uk](mailto:daisy.petrow@nalc.gov.uk) or to 077496 415 361 on Whatsapp by 17 November 2023



**Date:** 13/10/2023





Report to Council October 2023

**Summary:**

As previously discussed at council and with council approval (22/6155), we are taking a donation of 6 fruit trees with stakes for the first stage of the community orchard. BCAG recommend that the new trees are protected, in the same way as the Jubilee Tree, i.e with wooden stakes and chicken wire.

<b>1.0</b>	<p><b>BACKGROUND</b></p> <p>Council resolved to accept the donation of 6 fruit trees from a resident. The trees will arrive with stakes and compost for planting. BCAG are recommending the trees are protected and materials for this are not supplied with the donation.</p>
<b>2.0</b>	<p><b>PROPOSAL</b></p> <p>Council delegates responsibility to the Parish Clerk to source and purchase materials to protect the trees as follows:</p> <p>24 wooden stakes (with points) circa 1.5m tall (4 per tree)          Chicken wire – width suitable for stakes – length circa 15m (allowing 2.5 m per tree)          6 rubber ties          Wire staples</p> <p>Estimated cost to be less than £350 +VAT</p> <p>Purchase to be made in order for trees to be planted 11 November 2023</p>
<b>3.0</b>	<p><b>FINANCIAL INFORMATION</b></p> <p>The Parish Clerk has confirmed that these costs can be borne out of the maintenance - sundry purchases budget.</p>
<b>4.0</b>	<p><b>CONCLUSION / RECOMMENDATION</b></p> <p>Council delegates responsibility to Parish Clerk as per proposal.</p>

**Implications:**

Council Objectives:	Plant phase one of the community orchard as per xx/xxxx	
Resource Requirements:	Committee / Cllrs / Working Group / <b>Officers</b> / External / Other / <u>None</u> * Hours / Days / Weeks / Months	
Do we have the resource available?	Officers	<b>Y/N</b>
Equalities & Human Rights	Are there equalities and /or human rights issues?	<b>Y/N</b>



Report to Council October 2023

Equalities Impact Assessment	Is an impact assessment is required?	Y/N
Crime and Disorder	Has crime and disorder have been considered?	Y/N
Biodiversity	Are there any bio-diversity implications?	Y/N
Financial	Are there financial implications at this stage?	Y/N
	Will there be financial implications?	Y/N
	Is there provision within the budget?	Y/N
	Could there be additional expenditure?	Y/N
	Is there potential for income generation?	Y/N
Legal	Do we have power, to act?	Y/N
	If Y which act: For example Local Government and Rating Act 1997, s. 31	
Risk Management	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 Christine Ware – Chair BCAG		
<b>Date:</b> 16 October 2023		



## Report to Council October 2023

### Summary:

As previously discussed at council and with council approval (min ref. 23/6248), The Green Framework identifies running Carbon Literacy Training for councillors, staff, and other villagers with an interest, on a voluntary basis. The numbers of councillors and staff certified as carbon literate will work towards the council being certified as a bronze, silver or green council, dependant on numbers certified.

Cllr Ware has approval to run the training programme for the council on behalf of the Carbon Literacy Project using their approved material for Parish and Town Councils. This motion seeks council's approval for the training to take place.

### 1.0

#### BACKGROUND

Currently we have two councillors who are certified as carbon literate.

Training can be run remotely via zoom for ease of access. Similarly, it can be delivered in person or as a blended approach.

The course is 7-8 hours in length. Training can be spread over a number of days however, ideally it should be completed within 3-4 weeks. It is sectioned into 7 parts. Suggested split as follows:

Introduction and Module 1: 2 hours

Module 2: 1 hour

Module 3 and Module 4: 1hour 45 minutes

Module 5: 1 hour

Module 6: 1 hour 30 minutes

Training is voluntary. Participants can be councillors or officers or interested members of the community.

If the training is delivered in person, then there will be room hire fees. (Community Centre or Village Hall?) If this training is delivered via zoom there is no cost associated with running it.

There is a £10 certification fee upon completion of this training for those wishing to be 'certified'. Individuals can complete the training and opt not to be certified if they wish.

By the end of the training the participants will have:

- Gained an understanding of the **basic science of climate change** and how climate change will affect us both **globally** and **locally**.
- Gained an understanding of how climate change will affect our local community.
- Created an **action plan** to help reduce the **carbon footprint** of our council and local area.



## Report to Council October 2023

<b>2.0</b>	<ul style="list-style-type: none"> <li>• Gained an understanding of how they can mobilise change.</li> <li>• Explored strategies for <b>influencing others</b> to take action on climate change.</li> </ul> <p><b>PROPOSAL</b> Council approves Cllr Ware to deliver the training via zoom to volunteering participants and seek participants.</p> <p>Dates for training delivery to be agreed within November and December 2023.</p>	
<b>3.0</b>	<p><b>FINANCIAL INFORMATION</b> There is a £10 per head certification fee for those completing the training. This proposal recommends that the council pay for certification for councillors and Parish council staff only and recommends that interested villager participants pay their own certification fees.</p> <p>It is likely the Parish will receive one invoice for all certificates and the Parish Clerk has confirmed that there are funds in the Climate Change and Environment budget to cover the costs for council members and staff and that the Clerk and Admin Assistant will organise a way for the resident participants to pay directly.</p>	
<b>4.0</b>	<p><b>CONCLUSION / RECOMMENDATION</b> Council resolves to deliver Carbon Literacy Training.</p>	
<b>Implications:</b>		
Council Objectives:	Gain a bronze level or higher Carbon Literacy Certificate for the Council.	
Resource Requirements:	Committee / <b>Cllrs</b> / Working Group / <b>Officers</b> / External / Other	
Do we have the resource available?	Cllr Ware able to deliver the training. Participants to attend on a voluntary basis	Y/N
Equalities & Human Rights	Are there equalities and /or human rights issues?	Y/N
Equalities Impact Assessment	Is an impact assessment is required?	Y/N
Crime and Disorder	Has crime and disorder have been considered?	Y/N
Biodiversity	Are there any bio-diversity implications?	Y/N
Financial	Are there financial implications at this stage?	Y/N
	Will there be financial implications?	Y/N
	Is there provision within the budget?	Y/N
	Could there be additional expenditure?	Y/N
	Is there potential for income generation?	Y/N
Legal	Do we have power, to act?	Y/N
		Y
Risk Management	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? Yes, Cllr Ware	Y/N
<b>Person originating this report:</b> Cllr Christine Ware – Chair BCAG		
<b>Date:</b> 16 October 2023		



**Brixworth Parish Council**  
Report to: Council 17/10/2023

<b>Summary:</b> Christmas tree for the open area in front of the community centre	
<b>Attachments: Appendix 1 and 2</b>	
<b>1.0</b>	<b>BACKGROUND –</b> Brixworth has not had a Christmas Tree in the open area of the village in over 2 decades. This is due mainly for the fear of vandalism that has happened in the past. We do however have a tree situated in the foyer of the community centre each year, organised by Mike Nice.
<b>2.0</b>	<b>PROPOSAL –</b> The proposal is to re-introduce a tree and lighting decorations to the area to the front of the community centre. And also to encourage Brixworth Primary School local churches to produce decorations for the trees each year and also a tree topper using recycled materials that are also suitable for outdoor use. These would be used on either the tree or surrounding area trees. This would help give the tree ownership by the local community, that may reduce the chances of vandalism.  A real tree that is recycled by chipping, can have negligible or even negative carbon footprint.
<b>3.0</b>	<b>OPTIONS CONSIDERED –</b> 1, Natural locally sourced potted tree. 2, Natural locally sourced cut tree. (Appendix 1) 3, Flagpole Christmas tree. (Appendix 2)
<b>4.0</b>	<b>FINANCIAL INFORMATION –</b> 1, To purchase a tree for life, this would be a potted tree but due to the size and its root formation, I have been advised that it is not possible as the tree would be traumatised and most likely die.  2, £140 (14ft allowing for two-foot footing so) depending on species. (Annually cost) plus tree lights operated via batteries of approximately £60 and maybe a picket fence to go around the base. Both one-off costs.  3, £539.99 (discounted to £449.99 at print) plus electrical access.  All prices include VAT
<b>5.0</b>	<b>CONCLUSION</b> Options: 1, No go. 2, Supplied from a local grower, traditional cost of lighting and fence. 3, Although is artificial it does not actually involve the structure of a tree, only lighting and a base that would need to be purchased separately. And if stored safely will be usable for many years. Consideration would also be needed regarding electrical supply.



Implications:		
Council Objectives:		
Resource Requirements:	Committee / <b>Cllrs</b> / Working Group / <b>Officers</b> / External / Other / None Hours / <b>Days</b> / Weeks / Months	
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?	Y
Biodiversity	Are there any bio-diversity implications?	Y/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?	Y
	Is there potential for income generation?	N
Legal	Do we have power, to act?	Y
	If Y which act: For example Local Government and Rating Act 1997, s. 31	
Risk Management	Are there any risks?	Y
	If so, how will these be mitigated?	
Risk Assessment	Is a risk assessment required?	Y
Project Management	Is project management is required?	N
Person originating this report: Cllr James Collyer		
Date: 12/10/2023		

## Appendix 1

### Nordmann Fir £175

The new favourite, with beautiful blue-green flattish needles and arguably the best needle retention of any tree. Even more so when freshly cut. This is fast becoming our most popular tree. Typically taking 2-3 years longer to mature than the Norway Spruce, all our Nordmanns are hand-pruned to produce a premium tree.

### Norway Spruce £140

The traditional Christmas tree, allegedly given by Prince Albert to Queen Victoria, starting the tradition of a decorated tree. With a distinctive bushy shape and fine green needles, when freshly cut this tree has reasonable needle retention. Who doesn't want to be regal at Christmas?

### Blue Spruce £99 (10ft)

Just the ticket for those who want something a little different. With a lovely, unusual citrus scent, the Blue Spruce is very blue and quite unmissable in the plantation. This unusual variety also sells fast, so come early if you don't want to miss out on these fabulous showstoppers.

## Appendix 2

Fairybell Flagpole Christmas Tree consists of a light hose which boasts 1500 LED lights emitting a warm white light. The lights are placed on the light hose in such a way that beautiful lines create a Christmas tree around the flagpole. The Christmas tree is easy to mount: simply hoist the lights on the flagpole, stick the pegs in the ground around it (Ø 350 cm) and connect the 31-volt transformer to the mains. For this installation we would also invest in a steal ring that is tethered to the ground to attach the lights to. (Extra one off cost)

[https://www.batteryupgrade.co.uk/shopBrowser.php?assortmentProductId=89423143&shopGroupId=34998781&tracker=adwordsk\\_uk\\_GP-pla\\_Lighting\\_&gdataKwd=&gdataType=pla&gad=1&gclid=EAlaIqObChMI4cezhaasgQMVMhI7Ch0ymAqHEAQYAIBEGlXTPD\\_BwE](https://www.batteryupgrade.co.uk/shopBrowser.php?assortmentProductId=89423143&shopGroupId=34998781&tracker=adwordsk_uk_GP-pla_Lighting_&gdataKwd=&gdataType=pla&gad=1&gclid=EAlaIqObChMI4cezhaasgQMVMhI7Ch0ymAqHEAQYAIBEGlXTPD_BwE)





**Brixworth Parish Council**  
**Report to: Council 26 / 10 / 2023**

**Summary:** Proposal for Brixworth Parish Council to fund the printing of Housing Needs Survey.

**Attachments:** None

<b>1.0</b>	<p><b>BACKGROUND</b> – Brixworth Parish Council were made aware back in March 2023, of the potential for future development of a rural exception site on land outside of the village envelope. Samantha Bosworth, Affordable Housing Officer for WNC, asked for the PC’s views on updating the housing needs survey which was last completed in 2013. At its Full Council meeting of the 27<sup>th</sup> of July 2023, Council RESOLVED to SUPPORT a housing needs survey being completed by WNC in conjunction with the Parish, to include BPC, BPC Planning Committee and selected advisors including members of the previous Strategic Planning Working Group (23/6276). On the 17<sup>th</sup> October 2023, Samantha Bosworth met with the strategic planning group to discuss options for getting the survey in front of residents. Alongside an online version, it was suggested by the Strategic Planning Working Group that paper copies of the survey should be made available to all residents in Brixworth. Samantha Bosworth indicated that WNC would not fund the printing of paper copies to every household in Brixworth.</p> <p>In January 2013, a total of 2060 Housing Needs Surveys were sent out and 384 were returned giving a response rate of 19%.</p> <p>Brixworth has many residents who may not have access to the internet or a computer. The housing needs survey will be promoted on social media, the Council website and also through posters provided by WNC, but many residents may still be unable to access details of the survey without the provision of a paper survey.</p> <p>It should also be noted that WNC does not have the capacity to enter all of the data and would need support from the PC, provided GDPR and data protection laws are followed, and permitted by WNC.</p> <p>Potentially, all surveys would need to be returned in an envelope which would also need to be provided. WNC have also indicated they would like a letter with a QR code link sent directing residents to the online survey. The affordable housing officer does not have any budget for large scale printing.</p> <p>The Strategic Planning Working Group would arrange distribution of surveys and work with WNC regarding collection. To be further discussed/arranged at future meeting.</p>
<b>2.0</b>	<p><b>PROPOSAL</b> – For Brixworth Parish Council to consider funding the printing of Housing Need Surveys for households within the village.</p>
<b>3.0</b>	<p><b>OPTIONS CONSIDERED</b> –</p> <ol style="list-style-type: none"><li>1) Fund printing of surveys for each household via private printers. 2500 Copies. (OH Consulting)*</li><li>2) Fund printing of 600 surveys. (OH Consulting)*</li><li>3) Fund printing of 300 surveys. (OH Consulting)*</li><li>4) Fund 2000 surveys, letters and envelopes from Tangerine Red (WNC quote)</li><li>5) To direct residents to the online survey with paper copies available from WNC to be sent directly to the residents (on direct request) and a limited number of paper copies available from public locations. Letter &amp; Envelope sent to all households.</li><li>6) To direct residents to the online survey with paper copies available from WNC to be sent directly to the residents (on direct request) and a limited number of paper copies available from public locations.</li></ol> <p>* Please note envelopes and letters are excluded from these options.</p>



<b>4.0</b>	<b>FINANCIAL INFORMATION -</b>	
	<ol style="list-style-type: none"> <li>1) 2500 Copies - £1822 (mono) - £2001 (colour) *</li> <li>2) 600 Copies - £524 (mono) - £580 (colour) *</li> <li>3) 300 Copies - £283 (mono) - £345 (colour) *</li> <li>4) 2000 Copies – approx. £1300. Letters £150. Envelopes £300. Total approx. £1750.</li> <li>5) Letters &amp; Envelopes only – Approx. £450.</li> <li>6) There would be zero cost for this option. WNC would provide a limited number of paper copies for public locations and send copies to residents on direct request.</li> </ol> <p>* Please note envelopes and letters are excluded from these quotes.</p>	
<b>5.0</b>	<b>CONCLUSION / RECOMMENDATION</b>	
	<p>The Strategic Planning Working Group would like to gain as many returns of the survey as possible to gain a clear understanding of the housing need in the village. Council will need to consider if the cost and scale of printing and supplying households with a paper copy will support this objective, or if directing to an online survey with the addition of limited paper copies will be sufficient for this purpose.</p> <p>It should be noted that at this point the concerns around GDPR and Data protection, along with a clear distribution and collection plan are work in progress between WNC Affordable Housing Officer and the Strategic Planning Working group. The next meeting is TBC for mid-November.</p>	
<b>Implications:</b>		
Council Objectives:	Understanding the views of residents.	
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?	Y
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?	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
	Local Government Act 1972 Section 137	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?	Y
<b>Person originating this report:</b> Gavin Kirkup		
<b>Date:</b> 19 <sup>th</sup> October 2023		





## External Audit – year ending 31<sup>st</sup> March 2023

### REPORT & ACTION PLAN

Auditor Comments	Action Taken
<ul style="list-style-type: none"><li>Section 1 (Governance), Assertion 2 has been incorrectly completed. The smaller authority has provided an explanation as to why it did not maintain an adequate system of internal control and, therefore, it should have responded 'No' instead of 'Yes' to this assertion.</li></ul>	<p>The Clerk has responded to PKF Littlejohn to state there has been confusion as it was reported that adequate internal control was in place for the 2022/23 year, hence why the 'yes' box within Assertion 2 was ticked. The Clerk has requested that this comment be removed from the 'except for matters' and is awaiting a reply.</p>
<ul style="list-style-type: none"><li>Section 2 (Accounting), Box 4 incorrectly included the payments made to the Locum Clerk. Therefore, the figures in Section 2, Boxes 4 and 6 should read £82,704 and £203,302 (respectively).</li></ul>	<p>The Clerk did not realise the Locum Clerk costs had been added to the staff costs/budget until the Auditor highlighted this, and subsequently included within the total for staff costs. The Clerk has explained to the Auditor that the accounts were inherited due to only joining Council in January and also the history of resource issues, but that due to this error, the figures in the AGAR Section 2 have been revised to show the true figures for boxes 4 (staff costs) and 6 (other payments), and the AGAR restated. Please see attached within Appendix A. The new version of the AGAR has been added to the website in line with regulation and this has also been confirmed with the Auditor.</p>

**NB:** Due to the External Auditor not reviewing Brixworth PC's audit file before the regulation deadline of 30<sup>th</sup> of September 2023, an interim report has been received and published to the Council's website and the above-mentioned comments have been replied to. The Clerk is awaiting an update and the final audit report, which will be issued in due course.

# APPENDIX A

**RESTATED**

## Section 2 – Accounting Statements 2022/23 for

BRIXWORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	256,193	410,376	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	166,460	170,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	284,311	94,260	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	72,153	82,704	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	224,435	203,302	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	410,376	388,630	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	410,376	388,630	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	339,372	339,372	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J. Flavell

Date

06/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

25/5/2023

as recorded in minute reference:

23/6217

Signed by Chairman of the meeting where the Accounting Statements were approved.

[Signature]



## Brixworth Parish Council

### Notes

#### Climate Action Group - Working Group

Tuesday 10 October 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

#### **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  
Sam Raju  
Robin Jones  
Carol Sigley

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.

#### **Northampton Road Allotments**

Updates from JH, TN, BK and KN.

#### **ACTIONS:**

KN to investigate public records office for further information about previous land sales and possible covenants.

JH to follow up actions with WNC Finance Director

TN to investigate possible routes for pro bono land survey

JH/TN to further investigate government grant for community ownership - next funding round is January 2024. TN to investigate seminar for bidding process.



TN to continue discussions with Barretts.  
BC/KC to continue to research previous sales records.  
KN and Allotment Team meeting with Bulletin - article planned for the next edition.

A reminder 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 Community Larder.(Wednesday 4.30pm -5.15pm)

### **Community Orchard**

#### **ACTIONS:**

**Planting planned for SATURDAY 11 November at 10am.**

There will be a two minute silence at 11am.

We have confirmed 6 donated trees (1 plum, 2 pears, 2 cooking apples and 1 eating apple) with stakes.

CW to ask BPC to consider funding and supplying tree guards - stake and chicken wire the same as the Jubilee Tree protection. Motion to go to October PC meeting.

CW to liaise with Admin Assistant to seek volunteers for planting via PC website and social media.

### **AOB**

**Thanks to Mike Pickles and Deidre Daish for the e-bikes and active travel morning on Saturday 30th September outside the Community Centre.**

### **Hedgerows**

A review of the new hedgerows suggests no further action required at present.

**Date of Next BCAG: TUESDAY 14 November 5pm via Zoom.**



## Brixworth Parish Council

### **DRAFT** Minutes of the Brixworth Planning Committee Meeting

Monday 16<sup>th</sup> October 2023 at 7.30pm

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

<b>In attendance:</b>	Councillor Tom Mitchell (Chair), Councillor Ian Barratt & Councillor Christine Ware
<b>Absent:</b>	Councillor Frances Peacock (Vice Chair), Councillor Barbara Lunnon & Councillor James Collyer
<b>Clerical Support:</b>	Gavin Kirkup (Admin)
<b>Members of Public:</b>	Six plus Joe Soul from Ekeney Consulting

#### **PART ONE – OPENING PROCEDURES**

<b>23/2455</b>	<b>Welcome by Chairman</b> Councillor Mitchell welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
<b>23/2456</b>	<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 Barbara Lunnon</li><li>▪ Cllr James Collyer</li></ul>	-
<b>23/2457</b>	<b>Declarations of Interest</b> a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider.	
<b>23/2458</b>	<b>Agree and Sign the Minutes of Previous Meeting</b> All present <b>RESOLVED</b> to the Chairman, Cllr Mitchell, approving the Planning Committee Meeting Minutes of 25 <sup>th</sup> September 2023, as a true and accurate record. Prop. Cllr Mitchell / Sec. Cllr Barratt. One abstention.	-
<b>23/2459</b>	<b>Public Open Forum Session</b> There were six members of the public present who had an interest in the open forum presentation from Ekeney Consulting.	-
<b>23/2460</b>	<b>Ekeney Consulting</b> Joe Soul, a land promoter from Ekeney Consulting gave an update of what consents were already in place and what aspects were seeking development as part of the Brixworth Master Plan.  <b>Consented &amp; Developed:</b> Existing Vineyard, 14 Houses and the manor house, Cricket and Tennis Club, 7 Close Care Cottages.	

#### **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.

Initialed:



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**Consented but not yet developed:** Trekking Centre and Car Parking ([DA/2011/0928](#)), proposal to develop the Best of British Wine and Food Building and a proposal to develop a central Viticulture Academy adjacent to the British Wine and Food building. In addition, there is approval for 25 extra care cottages and an approved 60 bed care home with 78 car parking spaces. ([DA/2018/1046](#)).

**Looking to develop:** Spa and Wellness Centre with 90 car park spaces including 30 EV parking spaces, 28 affordable houses, proposed Brixworth Local Services centre with 113 car parking spaces and 37 EV spaces and 2 extra care bungalows. ([2023/5161/FULL](#) & [DA/2020/0945](#) Refused 2021) The Local Services Centre would potentially include a food retailer and pharmacy outlet amongst others.

Cricket and Tennis Centre is currently leased to the community on a peppercorn rent however it is an annual lease. It has been proposed that those areas are transferred to a local community interest vehicle to ensure future continued use.

Cllr Mitchell noted that work has not started to the trekking centre application made in 2011, approved in 2012 and asked the consultant if the planning consent was still valid. The Committee were advised by Mr Soul that pre-commencement conditions had been discharged and Infrastructure, such as foundations had been put into the ground. Mr Soul indicated that Planning and Building Control had signed this work off.

Cllr Mitchell also noted that in 2017 an application for residential housing was refused. ([DA/2017/0892](#)). The new proposals were for affordable houses. Cllr Mitchell also noted it would need to be demonstrated to the satisfaction of WNC the disadvantages of why the previous application was refused and the merits of the new proposal. He also noted that the Brixworth Centre had two applications that had been refused previously. ([WND/2021/0746](#) Refused 2022 & [DA/2020/0747](#) Refused 2021). Acknowledging the Master Plan was a draft, Cllr Mitchell gave his opinion that there was nothing of significant difference in this proposal to those previously refused in 2020 and 2021.

Mr Soul confirmed that progression of an outline application would only focus on areas not already consented.

Cllr Mitchell further noted that the access road was currently private property and had not been adopted. He asked if there were intentions to adopt the road. Mr Soul confirmed that the road was made to adoptable status and would need further discussion with Highways.

Mr Soul hoped to gain an understanding if what was being proposed on the Master Plan was of benefit or interest to the local area and if there are uses that had been included that are unhelpful or helpful to the local area and to understand the local history of the site.

Cllr Mitchell noted that the area of countryside is of value to BPC and WNC and any benefits to future applications would need to be weighed up against the existing neighbourhood planning policies. BPC will remain open minded.

A member of the public observed that the village did not need a third pharmacy and therefore questioned the need.

Cllr Barratt asked Mr Soul if the plan had been consulted with any WNC Councillors. Mr Soul replied that there had been some correspondence and that some had requested sight of the Master Plan. Mr Soul

**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.*

Initialed:



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indicated he had not consulted with all three of the District Ward Councillors but had consulted with only one during discussions around a separate project. Mr Soul confirmed that he would engage with all three Ward Councillors in due course.

Cllr Ware noted that Mr Soul had met with Cllr Lister who does not represent Brixworth. Mr Soul indicated Cllr Lister had suggested contacting the Parish Council to discuss the scheme.

Mr Soul clarified that due to the size and scale of the Trekking centre, it would incorporate three uses including the Best of British Wine and Food and Viticulture Academy.

A member of the public asked if Mr Soul was aware that part of the land was classed as local green space. Mr Soul indicated he was but noted there was a structure already on the land. It was further noted that in Neighbourhood Plan and Local Plan both indicate the green space is not to be developed except for sporting activities. Mr Soul noted this was an obstacle to be overcome, and one of the ways he proposed to do this was to review the lease of the Cricket and Tennis Club.

Cllr Harris (WNC) noted that the developer had built the master plan backwards, without identifying the needs of the community before planning the proposed facilities. He also noted that there would soon be two empty retail units in the centre of the village and any proposal to push outside of the centre would be disruptive. Mr Soul suggested that some need had been identified from direct contact from local agents and food retailers. Some limited canvassing was completed and identified a lack of parking at current retailers.

Mr Soul didn't anticipate any huge impact on traffic.

Cllr Mitchell noted that a Housing Needs Survey was in place and suggested that there was no indication, at the time, of a need of 28 affordable houses. In addition, the current HNS is under review.

Mike Parsons noted that the Cricket Club had been successfully operating since 2005 and expressed gratitude to the landowner for allowing use of the land. He noted that the landowner did not own the club. He further noted that it wasn't possible to transfer assets into a community interest company.

When asked for details around involved agents, Mr Soul indicated there was involvement from three local agents. Charles Church has written a detailed analysis of local demand. Awaiting correspondence from the other two (un-named) agents.

A member of the public noted that the trekking centre was planned for 60 horses and questioned the sustainability of this part of the plan.

The Planning Committee and members of the public present thanked Mr Soul for attending the meeting.

**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.*

Initialled:



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## PART TWO – FOR DECISION

	Ref Number	Application Description	Location
23/2461	<a href="#">2023/7162/TCA</a>	Works to 1x Larch in the conservation area	The Grange 21 Kennel Terrace Brixworth NN6 9DL
<b>RESOLUTION: The Planning Committee resolved to SUPPORT the application.</b> Prop. Cllr Mitchell / Sec. Cllr Ware. Unanimous.			

## PART THREE – FOR INFORMATION

23/2462	<b>Updates to 2023/6277/MAR -</b> The Planning Committee noted that file updates including responses from neighbours have been added to the planning file for application <a href="#">2023/6277/MAR.</a>	
23/2463	<b>Any Other Business –</b> None reported.	

## PART FOUR – CLOSING PROCEDURES

23/2454	<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 6 <sup>th</sup> November 2023.
---------	---

In the absence of further business, the meeting was closed in full at 20:45

Signed as a true and accurate record:

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

Date: 16th October 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.

Initialed:



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

The draft 2 was accepted by WNC and adopted by the group. Text still to be provided by WNC on data management and privacy. It was agreed that:

- Agreed survey is limited to the residents of Brixworth and views sought of one response per household. There may be permissible additions when households are looking to divide, or where previous residents may be looking to return to Brixworth. Must be considered on its merits.
- The contact details of the respondents must be provided and duplication of completion not permitted, subject to the comments above. Applies to electronic and paper copies.
- WNC prefer approach of electronic survey as it easiest to collate and analyse results.
- Group preference is for as many paper surveys as possible as that gives everybody the opportunity without penalising those without internet capability.
- Agreed therefore both options should be offered which will be described in the December Bulletin.
- Potential costs of printing could be an issue, agreed comparisons should be sought. See actions.
- Agreed that should cost be economic it would be feasible to deliver one copy per household using volunteers.
- The aim is to open the survey at the time of the delivery of the December Bulletin and close on Friday January 12, 2024. Space already booked by Gavin for inclusion in the December Bulletin, text deadline November 8. (See actions)
- Agreed that collection points for the paper survey would be established in the library/ community centre and potentially the Brixworth surgery. Others may yet be established at next meeting.
- Agreed that the group would collect the paper copies and analyse the results on behalf of WNC. (WNC officer welcome to witness if required).
- Posters will be provided by WNC advertising a public information point to be set up on December 11 in the community centre. WNC officer and several group members will be available and in support.

### **ACTIONS**

- Sam to provide an estimate for WNC to provide limited numbers of paper copies.
- Mike P to approach printer for costs over range of copies. Needed by Monday October 22 latest in time for inclusion in the next PC meeting.
- Mike P to send agreed text to Sam and request text for data management and privacy arrangements.
- Sam to provide text soonest to Gavin so that he can forward to Bulletin by November 8.

### **Further information from WNC following the meeting**

- WNC insist privacy rules must be followed, they will provide text.
- They don't like the idea of collection points within Brixworth and likely to require sealed paper copies are sent directly to WNC.
- Sam Bosworth has requested help in inputting data, group members have already agreed.



**Brixworth Parish Council**  
Report to: Full Council 09/10/2023

<b>Summary: Northants CALC AGM Information</b>	
<b>Attachments: N/A</b>	
<b>1.0</b>	<b>REPORT:</b> <p>Cllr Lynne Compton attended the Northants CALC AGM on Saturday 7<sup>th</sup> of October on behalf of Brixworth Parish Council and reported the following.</p> <p>One of the highlights was the presentation on AI and the benefits for Town and Parish Councils. Danny Moody has agreed that Cllr Compton can attend the future forum meetings and will feedback to BMKALC and try to get them to set up a similar forum.</p> <p>It is felt that AI can be used as a 'Research Assistant' by Clerks and Councillors and after experimenting, Cllr Compton reports that the results are amazing!</p> <p>AI can be used to write survey questions, campaigns, social media posts etc. It is obviously still in its infancy and whatever is produced still needs to be sense checked, and where the AI has gathered its information, it must be checked to ensure it is from a reliable source. However, it certainly gives additional ideas for reports etc. and can also be used as a great time-saving device as research and evidence can be gathered at the touch of a button. The forum is looking at formulating best practice and identifying risks/benefits, plus how to safeguard.</p> <p>The talks by WNC and NNC Execs were interesting. There seems to be a disparity between each council's approaches. WNC are all about community and trying to reach those people that could be left behind e.g. by doing outreach in places where people go. Where NNC approach is 'Digital by Design.' Both councils will be providing a Parishes Liaison Officer (WNC already in place, NNC due to start soon).</p> <p>WNC has a webpage dedicated to Parish and Town Councils. NNC have yet to decide whether they want one.</p> <p>There was lots of annoyance expressed about lack of communication, such as highways and planning issues not being sorted in a timely fashion.</p> <p>Both councils will be completing major cost-cutting exercises due to forecast deficits, mainly due to the increase in costs for Adult &amp; Children Health and Social Care. Both are looking at prevention of issues rather than cure. It wasn't very clear how this will be done.</p>
<b>Date:</b> 09/10/2023	



Since the last Full Council meeting, the team have been extremely busy focusing on completing historic resolutions and undertaking new projects.

Staff training has been completed with the Admin Support Assistant Deborah, completing her ILCA (Introduction to Local Council Administration) and the Groundsman Marc, completing his Working at Height and How to use Ladders and at Height Apparatus courses.

The below list of projects and tasks completed is not exhaustive but gives an idea of the workload accomplished in the last month.

### **Historic Resolutions**

#### **1.0 Millennium Gardens Lighting**

The Clerk met with the Chairman of the Brixworth Centre to discuss this legacy project and to gain invaluable information, and has made inroads with the Planning Department, in particular with the Planning Conservation Officer within the Historic Environment Team.

The Clerk has also discussed the merit of changing the current streetlight on the road leading up to the gardens and the Church, to a double headed light with West Northants Council, but they will not permit this as it is it currently meets all required legislation and standards. They also believe that it would not cast enough light into the gardens to illuminate the footpath from the church car park to the Brixworth Centre.

It is clear that there is a safety issue, as with the darker nights and mornings for up to 6 months of the year and the fact this footpath is very well used (as witnessed by the Clerk at the meeting), it is an accident waiting to happen. Additionally, Council are the Leasee and hold responsibility for the gardens, which means they are at liability for anything that may happen. Given this, further information has been sought to allow Council to consider this matter at a future Council meeting as follows:

- Although the Millennium Gardens are within the conservation area of the village, they are included within Part 12 of the General Permitted Development Order 2015 which gives local authorities the right to install lighting bollards, as long as the Parish Council continues to take responsibility for maintaining the gardens. In short, planning permission is not required. However, it is a known fact that the lease for the gardens is due to be reviewed and potentially renewed in the next 2 years, which needs to be taken into consideration.
- Should Council decide to embark upon the installation of lighting bollards, all that is required is for the Clerk to gain approval of the proposed lighting design from the WNC Planning Conservation Officer. The lighting would need to be of an appropriate design for the area and as such, the Clerk would need to consult The Brixworth Conservation Area Appraisal and Management Plan to ensure the lighting advocates good design of the public realm and takes into consideration the locality and street scene.
- The Brixworth Centre have offered to pay for the installation of the lights and there is currently money in the Council budget also for this project.
- The Clerk will bring this matter back to council once appropriate lights and associated costs have been sought.

#### **2.0 Millennium Stone Wall**

The Clerk is due to meet with a stonemason in the coming weeks to gain expert advice on what remedial works may be required and to gain cost information also. This will be brought back to council in due course.

#### **3.0 Railway Benches**

This project will commence next week with any information and costs being brought back to council in due course.

#### **4.0 Training and Development Policy**

The Clerk is currently in the midst of creating this policy and statement in preparation for it to be approved by the Personnel Committee before gaining full approval by Council at its December meeting.

## **5.0 Spratton Road POS Boundary Hedge**

The Clerk has been in communication with the resident whose property abuts the boundary hedge. They have been paying for this hedge to be cut down and back annually, with it due to be cut again in the next 1-2 weeks. As the resident is happy to continue to bear the cost of this - which is not unsubstantial - the Clerk recommends that Council allows for the resident to continue maintaining the hedge (especially as they are adhering to next season etc.) and remove it from the resolution list.

## **6.0 Tree Works**

The Clerk has met with one Tree Surgeon in the last week and is due to meet with 2 more in the coming weeks to discuss required works to the trees under Council's remit, using the tree works document on file. Pursuant to the previous resolution made i.e. delegated authority was given to the Clerk to complete the works, this will be completed with the aim to have all necessary works conducted before spring and nesting season begins again.

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

Planning consent has been granted and the contract signed with BT. The adoption is now official, and the kiosk has been entered into the Council Asset Register.

## **8.0 Pocket Watch Project**

This project is in its infancy and the Clerk will report back to Council in due course, including ideas for a maintenance programme.

## **Current Projects**

### **Co-op Planters**

The Clerk has chased the Co-op on numerous occasions regarding the delivery of the planters to no avail. The Co-op have been given all of the details for these to be purchased and delivered to Blasons and does not understand the delay. Therefore, help with this matter has been requested of WNC Cllr Jonathan Harris.

### **Capability Policy**

The first full draft has been completed but is due for another review before being brought to council for approval.

### **Christmas Trees and Lights**

All 29 Christmas trees and lights have been delivered and a plan of action agreed for the installation of such in time for the beginning of December.

The community lights have been purchased and will be put up in time for Diwali celebrations and will also be utilised for all other future celebrations.

Cllr Collyer has met with Community Centre Manager Mike Nice, to discuss the installation of such outside the Community Centre.

### **New Litter Bins**

This project is now complete with all litter bins now installed around the parish.

## **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 commencing the following projects, with the aim to have these complete or at least started before the end of this council/fiscal year.

- Chip Shop Trees
- The Ashway car park re-surfacing
- Council Award Scheme Application
- Bus Shelter Living Roof
- Bow top fencing St David's MUGA/play area.
- Climate Projects including electrical charging points
- Spratton Road recreational ground
- Mapping of community assets including all green assets

## **Meetings/Training Attended**

- Larger Councils Forum Meeting (NCALC and WNC)
- Scribe Software Seminar
- Personnel and Finance Committee Meetings
- Clerk & Admin Team Project Meeting

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20<sup>th</sup> October 2023