



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>Welcome 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>Apologies for absence and acceptance of apologies for absence Council received and RESOLVED to approve all apologies received from the following:</p> <ul style="list-style-type: none"> • Cllr Lynne Compton • Cllr Tony Nixon • Cllr Gary Spratt • Cllr James Collyer • Cllr Frances Peacock <p>Prop. Cllr Lunnon / Sec. Cllr Ware. Unanimous.</p>	
23/6323	<p>Declarations of Interest</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>Agree and Sign the Minutes of the Previous Meeting</p> <p>a) Council RESOLVED to Chairman Bird approving the Ordinary Parish Council Meeting Minutes for the meeting held on 31st 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 31st August 2023. Prop. Cllr. Ware. / Sec. Cllr Lunnon. 5 In Favour with 2 abstentions.</p>	<p>Paper A</p> <p>Paper C1</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. 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 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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Councillor Barbara Lunnon, Councillor Gaurang Mehta, Councillor Tom Mitchell, Councillor Tony Nixon,
Councillor Frances Peacock, Councillor Gary Spratt and Councillor Christine Ware*

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PART TWO – FOR DECISION

23/6326	Brixworth Primary School Governor Request a) Council RESOLVED 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. b) Council RESOLVED to approve Cllr Barratt holding this role/responsibility. Prop Cllr. Mitchell / Sec. Cllr. Ware. Unanimous.	
23/6327	Pytchley Way Trees/Grass Verges 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: <ul style="list-style-type: none">▪ Council resolved to request West Northants Council to enforce a TPO order on the trees back in February 2023.▪ Permission by the landowners has been sought.▪ 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.▪ There are currently no parking restrictions on the land in question, so it will require a barrier to protect the trees.▪ 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.▪ 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.▪ It was noted by Council that the arborist views on costs are roughly in the same region of the quotes already provided. <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 RESOLVED to progress the project as follows:</u></p> <ul style="list-style-type: none">▪ Securing indemnity from the landowners.▪ Installing a protective barrier around the areas and to the side of the chip shop trees, and to using mulch.▪ 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.	JF/GK/ DF

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	<ul style="list-style-type: none"> 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. 	
23/6328	<p>Christmas Trees 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>	JF
23/6329	<p>Events Lighting 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>	JF
23/6330	<p>BT Payphone Removal Consultation – Spratton Road 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>	JF/GK/DF
23/6331	<p>Finance Council RESOLVED to approve the payments list for September 2023. Prop. Cllr. Lunnon / Sec. Cllr. Bird. Unanimous.</p>	GK
23/6332	<p>Host a Councillor Sessions Council RESOLVED to open up invitation to the Host A Councillor session to local businesses. Prop. Cllr. Ware / Sec. Cllr. Barratt. Unanimous.</p>	DF
23/6333	<p>Sands United Annual Fee 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>	-
23/6334	<p>MUGA Hire Fees, Booking Tool and Terms and Conditions</p> <ol style="list-style-type: none"> 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. 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. 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. Council RESOLVED to merge agenda items d) and e) to discuss the opening days. Prop. Cllr Barratt. / Sec. Cllr Ware. Unanimous. <p>Council RESOLVED that 3 evenings in the week and 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>Brixworth Tennis Club – MUGA Hire 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. Prop. Cllr. Bird / Sec. Cllr. Mitchell. 6 In favour with 1 abstention.</p>	JF
23/6336	<p>Roman Dagger Cabinet 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 31st of August 2023. Prop. Cllr Lunnon / Sec. Cllr Ware. Unanimous.</p>	GK
23/6337	<p>Business Plan Council agreed the following suggested amendments to the Business Plan:</p> <ul style="list-style-type: none"> • Page 123 'For example' relating to POS to show we own more POS. • Aims and objectives – 'excessively developed' could be changed to 'sustainably developed'. • Short Term Objectives – Add 'Net' Zero Carbon. • Change language elderly residents 'needs' - remove the word needs. • Long term objectives. Point two – add in 'biodiversity'. • Environment Page – make reference to the green framework to tie it together. <p>Council RESOLVED to adopt the BPC business plan subject to the proposed amendments. Prop. Cllr Ware / Cllr Lunnon. Unanimous NB: The allotment holders commented they had a great interest in giving input and support the environmental strategy.</p>	JF
23/6338	<p>West Northants Council – Funding for Special Educational Needs and Disability Consultation Council RESOLVED <u>not</u> to formulate a corporate response but invite individual responses. Prop. Cllr. Lunnon / Sec. Cllr. Ware. Unanimous.</p>	ALL
23/6339	<p>Revised Recreation Grounds & Open Space Condition of Use and Hire Agreement Council RESOLVED to agree the amended Brixworth Parish Council Recreation Grounds & Open Spaces - Conditions of Use and Hire, containing an amendment to cover the of use of fireworks on council owned land (section 11). Prop. Cllr Ware / Sec. Cllr Lunnon. Unanimous.</p>	GK
23/6340	<p>Host A Councillor Sessions</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 21st 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 7th October and Saturday 4th November. Prop. Cllr Ware / Sec Cllr Bird. Unanimous.</p>	<p>CW/TN</p> <p>IB</p> <p>GK</p>
23/6341	<p>Bulb Planting Council RESOLVED to agree a budget of £50.00 to enable Mike Nice (Community Centre Manager) to purchase bulbs for the annual community planting. Prop. Cllr. Bird/ Sec. Cllr Mitchell. Unanimous.</p>	JF/MN

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PART THREE – FOR INFORMATION

23/6342	<p>BT Kiosk Update – Silver Street/Church Street junction 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>Saturday Surgery Council Received and NOTED the report from the Saturday Surgery Session held on the 2nd of September 2023. JB & TM.</p>	Paper J
23/6344	<p>Committee and Working Group Minutes Council received and NOTED the following sets of minutes, as circulated to Council prior to the meeting:</p> <ul style="list-style-type: none"> a) Planning Committee Meeting held on 4th September 2023. b) Brixworth Climate Action Group Meeting held on 5th September 2023. c) Buildings Meeting held on 11th September 2023. d) Sports Liaison Working Group Meeting held on 12th September 2023. e) Brixworth Strategic Planning Working Group Meeting held on 14th September 2023 f) Personnel Committee Meeting held on 21st September 2023. g) Finance Committee Meeting held on 21st September 2023 h) Planning Committee Meeting held on 25th September 2023. 	Paper K Paper L Paper M Paper N Paper O Paper P Paper Q Paper R
23/6345	<p>Clerk's Report 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>Parish Councillor Representatives Updates</p> <ul style="list-style-type: none"> 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. 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. c) NCALC – there were no new reports to consider. d) Police Liaison – there were no new reports to consider. 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 22nd October leaving the George at 10am. f) Verification Officer – Admin reported this has been completed. g) Environment & 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 Spratton Road 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. 	-

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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>	
23/6347	<p>Traffic/Speed Data Reports Council received and NOTED the Quarter 2 Traffic Analysis Report.</p>	Paper T
23/6348	<p>Quarter 2 Finance Reports Council received and NOTED the contents of the Q2 Finance Reports as follows:</p> <ul style="list-style-type: none"> ▪ Summary Receipts and Payments ▪ Monthly Breakdown of Receipts and Payments ▪ Net Position ▪ Committed Spend ▪ Rolling Budget ▪ Reserves Balance ▪ Bank Reconciliations 	Paper U
23/6349	<p>To Note the Dates of the Next Meetings: Council NOTED the dates of the next meetings:</p> <ul style="list-style-type: none"> ▪ Planning Committee - 16th October 2023 ▪ Full Council - 26th October 2023 ▪ Extraordinary BCAG - 10th October 2023 via zoom. ▪ Strategic Planning Meeting - 17th October 2023. 	
23/6350	<p>Coat Hooks – Community Hall 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

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

23/6352	Grounds Maintenance Contract 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	Staff Salary Increase Council RESOLVED to approve all recommendations made by the Personnel Committee at its meeting held on 21 st 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	Staff National Pay Awards Due to lack of further information, this item was deferred until the October meeting.	-
23/6355	Northampton Road Allotments 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	Legals and Assets Council received and NOTED Cllr Nixon's report, which was circulated prior to the meeting.	-
23/6357	Feedback 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	Urgent Matters for Report Only There were no urgent matters reported.	-
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PART SEVEN – CLOSING PROCEDURES

23/6359	Next Ordinary Meeting a. Hedge Cutting (IB) and Carbon Literacy Training (CW). b. Council NOTED the next Full Council meeting date as 26 th 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:

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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

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