



Brixworth Parish Council

Councillors are hereby summoned to attend the Ordinary Parish Council meeting to be held on Thursday 30th November 2023 at 7.30pm

The Meeting will be held in the Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Please inform the Clerk of your apologies in writing, should you be unable to attend.

Email: parish.clerk@brixworthparishcouncil.gov.uk

Signed:

Josie Flavell - Proper Officer/Clerk

The press and public are also invited to attend

Please note that this is a public meeting, and you may be filmed, recorded and/or published.

AGENDA

PART ONE – OPENING PROCEDURES

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| 23/6390 | Welcome Welcome by the Chairman and information regarding evacuation procedures. | ALL |
| 23/6391 | Apologies for absence and acceptance of apologies for absence To consider and accept any apologies reported. | ALL |
| 23/6392 | Declarations of Interest a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI. | ALL |
| 23/6393 | Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chairman approving the Ordinary Parish Council Meeting Minutes of the 26 th of October 2023. | Paper A |
| 23/6394 | Public Open Forum Session a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council via the Chairman. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 15 minutes. b) Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course. c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised. | - |

Members of Brixworth Parish Council

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

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PART TWO – FOR DECISION

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| 23/6395 | Finance RESOLVE to consider and approve the payments list for November 2023. | Paper B |
| 23/6396 | Millennium Gardens Lighting a) To consider the Brixworth Centre installing bollard style lighting into the garden to illuminate the footpath from the church car park to the Brixworth Centre due to health and safety issues. b) To consider and RESOLVE to agree for the Clerk to work in conjunction with the Brixworth Centre to gain planning approval for the lighting bollards and to help manager this project. c) To NOTE there is no financial input required from Council, the Brixworth Centre will pay for the light's installation and all associated costs. | Paper C |
| 23/6397 | Code of Conduct (Civility and Respect) RESOLVE to agree for Cllr Aisbett to review and propose amendments to the Code of Conduct to include Nolan Principle 7 (leadership/civility and respect) in relation to expected behaviour towards all council members and staff and to formally approve this next year. | |
| 23/6398 | Motor Insurance RESOLVE to approve the annual renewal cost of £876.20 for the BPC van, an increase of £54.88 on last year. | Paper D |
| 23/6399 | St David's Football Storage Unit Extension a) To receive and NOTE all proposed details and plans. b) To NOTE that Brixworth Football Club are applying for a grant from the Football Foundation to cover the cost of the building works. c) RESOLVE to support this project and as landowner, write a letter to the Football Foundation supporting Brixworth Football Club's grant application. | Paper E |
| 23/6400 | Planning Committee Members RESOLVE to agree two new members for the planning committee to replace those members lost through recent resignations. | - |
| 23/6401 | Bus Service Contributions - 59 and 60 Routes a. RESOLVE to agree to Brixworth Parish Council taking over the management of the parish council contributions for the 59 and 60 bus routes, due to recent changes at Spratton Parish Council and no longer being able to undertake this task. b. RESOLVE to Cllr Ware being the contact on behalf of Council and to the Clerk managing the finances on behalf of all parishes who contribute. | Paper F |
| 23/6402 | Community Orchard Signage RESOLVE to agree for the Clerk to have delegated authority to organise a sign for the new trees planted in the community orchard on the Holcot Road POS; to be borne out of the climate change and environmental budget. | Paper N |

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PART THREE – FOR INFORMATION

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| 23/6403 | <p>Hedge Maintenance To NOTE that the Clerk is to meet with a contractor to discuss the maintenance requirements for each hedge, to enable a draft maintenance/action plan to be created to be reviewed and approved by Council at a future meeting.</p> | - |
| 23/6404 | <p>Committee and Working Group Minutes To receive and NOTE the following sets of minutes, as circulated to Council prior to the meeting: a) Planning Committee Meeting held on 6th November 2023. b) Buildings Working Group Meeting held on 13th November 2023. c) Brixworth Strategic Planning Working Group Meeting held on the 13th November 2023. d) BCAG Meeting held on the 14th of November 2023. e) Planning Committee Meeting held on the 27th of November 2023.</p> | <p>Paper G Paper H Paper I Paper J Paper K</p> |
| 23/6405 | <p>Clerk's Report To receive and NOTE the report.</p> | Paper L |
| 23/6406 | <p>Parish Councillor Representatives Updates a) Village Hall – Cllr Nixon b) Thomas Roe Charity - Cllr Mitchell c) NCALC – Parish Clerk d) Police Liaison – Cllr Coe e) Armed Forces- Cllr Bird f) Verification Officer – Cllr Compton g) Environment, Highways and Climate Change Champion - Cllr Ware h) Central Sports Rep – Cllr Nixon</p> | - |
| 23/6407 | <p>To Note the Dates of the Next Meetings:</p> <ul style="list-style-type: none"> ▪ Parish Surgery (Community Centre) 2nd December 2023 JC & CW Attending. ▪ Finance Committee Meeting – 14th December 2023 ▪ Personnel Committee Meeting – 14th December 2023 ▪ Planning Committee Meeting – 18th December 2023 ▪ Full Council Meeting – 21st December 2023 | |
| 23/6408 | <p>Crime Report To receive and NOTE the Q2 (July – September) report.</p> | Paper M |
| 23/6409 | <p>Housing Needs Survey To receive an update.</p> | - |
| 23/6410 | <p>Saturday Surgery Dates 2024 To note that Saturday Surgery bookings are now open to Councillors for 2024 via https://outlook.office365.com/owa/calendar/CouncillorSurgerySessions@brixworthparishcouncil.gov.uk/bookings/ Please note dates and locations subject to change depending on Host A Councillor uptake. Any invitations received will be resolved to attend at Ordinary Full Council meetings.</p> | - |

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PART FOUR & FIVE – CONFIDENTIAL MATTERS

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| 23/6411 | Living Wage Increase To receive an update concerning the increase in the Living Wage. | Paper C1 |
| 23/6412 | National Wage Increase To receive a report concerning the 2023 national wage increase including a breakdown of costs for all staff. | Paper C1 |
| 23/6413 | Allotments To receive a report concerning an update and proposed options in relation to the Northampton Road Allotments. | Paper C2 |
| 23/6414 | Co-op Land Transfer To receive a report concerning an update regarding the latest position with the transfer of the land to the rear of the Village Hall and associated works to the Village Hall car park. | Paper C3 |
| 23/6415 | Cricket Club Rent To consider what action to take concerning the current lease and rent payments. | Paper C4 |
| 23/6416 | Central Sports Lease Resolve to approve the lease agreement. | Paper C5 |
| 23/6417 | All Saints Church Burial Ground Maintenance a) To receive a report concerning the request made by All Saints Church for the Council to take on the responsibility of maintaining the burial ground. b) RESOLVE to consider the Church's requests concerning the following: i. Council taking on the responsibility of the maintenance of the burial ground. ii. Land for a new burial ground. | Paper C6 |

PART SIX – URGENT MATTERS

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| 23/6418 | Urgent Matters for Report Only <u>Business must be urgent, and the Chairman notified by no later than 5pm on the day of the meeting. Business discussed will be noted by Council ONLY, as no decisions can be legally made under this agenda item.</u> | - |
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PART SEVEN – CLOSING PROCEDURES

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| 23/6419 | Next Ordinary Meeting a. To consider any items for inclusion on the December Ordinary Meeting agenda. b. To NOTE the next meeting date for the Ordinary Council Meeting as 21 st December 2023. | - |
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