



## Brixworth Parish Council

### Minutes of the Ordinary Parish Council Meeting

Thursday 27<sup>th</sup> July 2023 at 7.15pm

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

**In attendance:** Cllr Lynne Compton, Cllr Jackie Bird, Cllr Ian Barratt, Cllr Elaine Coe, Cllr James Collyer, Cllr Neal Brown, Cllr Tom Mitchell, Cllr Tony Nixon, Cllr Gary Spratt and Cllr Christine Ware.

**Absent:** Cllr Barbara Lunnon & Cllr Frances Peacock

**Clerical Support:** Gavin Kirkup (Administrative Assistant)

**Members of the public:** 3

## MINUTES

### PART ONE – OPENING PROCEDURES

23/6272	<b>Election of Chairman</b> Cllr Compton opened the meeting. Due to the resignation of Chairman, Councillor Sandra Moxon, Council RESOLVED to elect Cllr Jackie Bird as the new Chairman for the remainder of the 2023/24 council year. Prop. Cllr Bird / Sec. Cllr Ware. Motion carried with one abstention.	
23/6273	<b>Apologies for absence and acceptance of apologies for absence</b> The following Councillors reported apologies, which were accepted: <ul style="list-style-type: none"><li>• Cllr Barbara Lunnon</li><li>• Cllr Frances Peacock</li></ul>	
23/6274	<b>Declarations of Interest</b> a) Cllr Bird declared a non-pecuniary interest in the lease of the sports club.(Item 22/6296). b) There were no dispensations or written requests for dispensation of DPI.	
23/6275	<b>Agree and Sign the Minutes of Previous Meeting</b>  Cllr Brown noted that on item 23/6237, Cllr Peacock requested a consideration to change the start time of the meeting. He asked who made the decision for this to be changed. Cllr Brown added that it had been agreed at the June meeting, and between that meeting and the July meeting a decision was made and this had been changed by a single person. Cllr Compton agreed with Cllr Brown and suggested that the consideration of meeting times is brought to the August Meeting.  Subject to the meeting times being added to the next agenda, Council RESOLVED to the Chairman approving the Ordinary Parish Council Meeting Minutes for the meeting held on 29 <sup>th</sup> of June 2023, as a true and accurate record.	<b>ALL</b>

#### **Members of Brixworth Parish Council**

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



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	Prop. Cllr Compton / Sec. Cll Barratt. Three abstentions.	
23/6276	<p><b>Public Open Forum Session</b></p> <ul style="list-style-type: none"> <li>▪ Martin Wilson of West Northants Council was due to give a presentation to Council concerning climate action but has sent apologies. Martin hopes to give his presentation at a future meeting.</li> <li>▪ Mike Parsons from the Cricket Club made a comment on the housing needs exception site agenda point. He noted that the proposal on the report seemed to be in the wrong order and we shouldn't be considering agreeing to development before agreeing to complete a housing needs survey. He asked Council to consider a housing need analysis and added that we should not be agreeing to development outside of existing policies.</li> <li>▪ Jonathan Harris has background to 23/6280. Proposed to bring forward item 23/6280.</li> </ul> <p>The original co-op representative with WNC had discussed this as part of the mitigation process largely around the points that have been risen by residents. Kier WSP were liaised with at the time and WSP did some research and proposed a location on the road for the most suitable location. This did not go any further, but the desire at the time was for the co-op to fully fund the crossing. The proposed plans made at the time still exist. When the delivery management plan was considered, it was represented to the inspectors for a reduced speed zone and pedestrian crossing. This has been raised again with the Director of Place.</p> <p>Cllr Harris supported this in principal and highlighted there were lots of positive reasons to support it. Cllr Harris would support the parish council to progress this to application, should the PC wish to pursue.</p>	
<b>PART TWO – FOR DECISION</b>		

23/6277	<p><b>Housing Needs Survey</b></p> <p>Cllr Mitchell gave background information around the land sites in questions, being highlighted for potential development of 70 residential units. The current Housing Needs Survey of 2013 is out of date and needs to be updated to understand the aspirations, demands and needs of the Village for the next five years. This was previously assisted by the strategic group working with a survey and compiling the results into a report liaising with WNC. The current survey indicated a need of 19 residential units. The area of land sits outside of the village envelope.</p> <p>Council RESOLVED to SUPPORT a housing needs survey being completed by WNC in conjunction with the Parish, to include Brixworth Parish Council, BPC Planning Committee and selected advisors including members of the previous strategic working group.</p> <p>Prop. Cllr Mitchell. Sec. Cllr Compton – Unanimous.</p>	
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23/6278	<p><b>Co-op Community Library</b> Due to the Co-op now siting the Community Library on their own land, this agenda point was passed over and not discussed by Council.</p>	
23/6279	<p><b>Memorial Bench – St David's</b> Cllr Bird was aware of a historic attempt to site a bench which had previously not been received well by residents, so consideration of placement was needed. Cllr Brown explained that if approved, it would be subject to an agreed location and the respective costs would be covered by the residents group, with the installation overseen by BPC.</p> <p>Cllr Barratt mentioned that the play area was short on seating and could potentially be an appropriate, thoughtful and more protected site for the bench to be placed for future generations to enjoy.</p> <p>Council RESOLVED to APPROVE a request to place a memorial bench sited at St David's playing field at a time and location to be agreed between the PC and residents' group, at no cost to the Council as per Paper D.</p> <p>Prop. Cllr Brown / Sec. Cllr Spratt. Unanimous.</p>	JF
23/6280	<p><b>Zebra Crossing – Co-op Store</b> Cllr Compton asked if accident statistics were known for this section of road. Cllr Brown noted that as the circumstance of the road has changed, historic accident data wouldn't necessarily be relevant. Cllr Ware indicated she would support any proposal for active travel and a safe way to walk to the co-op. Cllr Barratt identified that we do have data of the volume and speed of traffic from speed data that could be used to support an application. He also pointed out that a pedestrian crossing would involve a dropped kerb which would also be beneficial.</p> <p>Following a request from a member of the public, Council RESOLVED to apply to WNC for a pedestrian crossing with dropped kerbs to be installed outside of the new Co-op store. Prop. Cllr Brown. Sec. Cllr Barratt. Unanimous.</p>	JF & GK
23/6281	<p><b>Finance</b> Council RESOLVED to approve the payments list for July 2023. Prop. Cllr Compton / Sec. Cllr Nixon. Unanimous.</p>	GK
23/6282	<p><b>NCALC Representative</b> Council RESOLVED to agree to the Parish Clerk being the council representative for Northants CALC. Prop. Cllr Mitchell / Sec. Cllr Barratt. One against.</p>	JF
23/6283	<p><b>West Northants Consultation – Future of Waste Services</b> Council RESOLVED to not make any corporate comments in response to this consultation but to communicate this consultation on our website and social media for Parish residents and notice boards and hard copies should also be made available. Prop. Cllr Barratt / Sec. Brown. Unanimous.</p>	GK

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23/6284	<b>Community Governance Review</b> Council RESOLVED to not make a corporate response to the Community Governance Review. Council agreed to encourage residents to consider giving their own comments via the website and social media. Prop. Cllr Compton / Sec. Cllr Sprat. Two abstentions.	GK
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**PART THREE – FOR INFORMATION**

23/6285	<b>Councillor Resignations</b> Council NOTED the resignations - with immediate effect - from the following council members and to NOTED that both casual vacancies have been processed by the WNC Elections Department: <ul style="list-style-type: none"> <li>▪ Cllr Sandra Moxon</li> <li>▪ Cllr Kevin Parker</li> </ul> <p>Cllr Brown observed that there had been a request for a collection for Cllr Moxon, but not for Cllr Parker. Councillor Brown suggested we should not set a precedent to give a gift to councillors who resign, but we should acknowledge the service given by the Councillors. Cllr Barratt commented that this should be an individual's choice.</p> <p>Council RESOLVED to agree a policy to be minuted; that should a Councillor of BPC resign, the Council will only offer thanks for their service. Prop. Cllr Compton / Sec Cllr Brown. Motion carried with three abstentions.</p>	JF
23/6286	<b>Saturday Surgery</b> <ul style="list-style-type: none"> <li>▪ Council received and NOTED the report from the Saturday Surgery Session held on the 1st July 2023.</li> <li>▪ Council NOTED that Cllr Bird and Cllr Nixon will attend the Saturday Surgery on August 5th.</li> </ul>	
23/6287	<b>Committee and Working Group Minutes</b> Council received and NOTED the following sets of minutes, as circulated to Council prior to the meeting: <ol style="list-style-type: none"> <li>a) BCAG Meeting &amp; Update held on 4th July 2023.</li> <li>b) Personnel Committee Meeting held on 13<sup>th</sup> July 2023 (including confidential minutes).</li> <li>c) Finance Committee Meeting held on 13<sup>th</sup> July 2023 (including confidential minutes).</li> <li>d) Planning Committee Meeting held on 17th July 2023.</li> </ol>	
23/6288	<b>Annual Play Inspections Reports</b> Council received a verbal update on the recent ROSPA inspection. Noting an action plan would be completed by Council staff and be communicated to Council in due course.	GK
23/6289	<b>Community Safety Quarterly Reports</b> <ol style="list-style-type: none"> <li>a) Council received and NOTED the Community Safety Report.</li> <li>b) Council received and NOTED the Speed Data Analysis Report.</li> </ol>	

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23/6290	<p><b>Quarterly Finance Reports – July</b> Council received and NOTED the contents of the <u>Quarter 1 Finance Report</u> which included the following items:</p> <ul style="list-style-type: none"> <li>a) Cost Centre Summary Report</li> <li>b) Monthly Breakdown Receipts and Payments Report</li> <li>c) Net Position by Cost Centre Report</li> <li>d) Committed Spend Report</li> <li>e) Expenditure from Reserves Report</li> <li>f) Rolling Budget Report</li> <li>g) June Bank Rec Report</li> <li>h) Q1 VAT Claim</li> </ul>	
23/6291	<p><b>Clerk’s Report</b> Council received and NOTED the report. It was noted that the LAP briefing document should have been attached to the report but was missing.</p>	JF
23/6292	<p><b>Parish Councillor Representatives Updates</b></p> <ul style="list-style-type: none"> <li>a) Village Hall – Cllr Nixon read an update prepared by Cllr Lunnon on the village hall. Den Coles has retracted his resignation and will stay another year. Recruitment of several new trustees has taken place. Looking for ways to generate income for the hall. Fuel prices are going down but it will take a long time to pay off a large utility bill caused by the fuel crisis.</li> <li>b) Thomas Roe Charity - Cllr Mitchell- The next meeting is the second week of September.</li> <li>c) NCALC – No updates.</li> <li>d) Police Liaison – Cllr Coe – Northamptonshire Talking App is being promoted in the Bulletin.</li> <li>e) Armed Forces- Cllr Bird – Lots of fund raising and parades have been attended.</li> <li>f) Verification Officer – Cllr Compton has completed.</li> <li>g) Environment &amp; Highways - Cllr Ware (see h).</li> <li>h) Climate Change Champion – Cllr Ware - A supporter of BCAG is going to the family fun day at Brixworth primary school this Saturday. He was offering a free of charge and complimentary assistance with bikes. Wheel it along, whatever the state and get assistance to get it back on the road.</li> <li>i) Central Sports Rep – Cllr Nixon attended his first meeting. Doors to be replaced (cost covered by Central Sports) and future aspirations were discussed.</li> </ul>	-
23/6293	<p><b>To Note the Dates of the Next Meetings:</b> Council NOTED all meeting dates.</p> <ul style="list-style-type: none"> <li>▪ Saturday Surgery – 5th August 2023 - JB &amp; TN</li> <li>▪ Planning Committee – 7th August 2023</li> <li>▪ Full Council Meeting - 31st August 2023</li> </ul>	-

**PART FOUR – CONFIDENTIAL MATTERS**

23/6294	<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>	
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Prop. Cllr Coe / Sec. Cllr Compton. Unanimous. <b>The Press and Public will be requested to leave the meeting (subject to 23/6294)</b>	
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**PART FIVE – CONFIDENTIAL MATTERS**

<b>23/6295</b>	<b>Administration Assistant Employment Contract and Terms</b> a) Council RESOLVED to approve the rate of pay (annual salary) for the Administration Assistant. Prop. Cllr Compton / Sec. Cllr Ware. Unanimous. b) Council RESOLVED to approve the Employment Contract and Terms of Employment. Prop. Cllr Spratt. / Sec. Cllr Brown. Unanimous. c) Council RESOLVED to approve start date of 21 <sup>st</sup> August 2023. Prop. Cllr Ware. / Sec. Cllr Brown. Unanimous. d) Council RESOLVED to approve all associated costs, ref. MS Teams and IT Equipment. Prop. Cllr Compton. / Sec. Cllr Brown. Unanimous. Pension schemes nest should be informed to the candidate as an alternate to a contributory pension scheme.	<b>JF</b>
<b>23/6296</b>	<b>Central Sports Lease Renewal</b> Cllr Compton took over the discussion at this point as Cllr Bird had declared an interest.  Council RESOLVED to support a 25-year lease proposal. Prop. Cllr Compton / Sec Cllr Ware. This motion was carried. A recorded vote was requested. For: Cllr Nixon, Cllr Spratt, Cllr Ware, Cllr Mitchell, Cllr Barratt, Cllr Coe, Cllr Compton. Against: Cllr Brown. Abstain: Cllr Bird, Cllr Collyer.  Council RESOLVED to submit the proposal to Central Sports in accordance with the terms on the report to confirm that charitable monies may be paid out to Brixworth Charities, organisations with charitable intent and sports clubs. Prop. Cllr Nixon / Sec. Cllr Compton. Two abstentions.  It was further NOTED that the full lease would be made available for Council to review before signing.	<b>JF &amp; TN</b>

**PART SIX – URGENT MATTERS**

<b>23/6297</b>	<b>Urgent Matters for Report Only</b> There were no urgent matters reported.	-
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**PART SEVEN – CLOSING PROCEDURES**

<b>23/6298</b>	<b>Next Ordinary Meeting</b> a. The following items were considered to be included on the next ordinary meeting agenda. <ul style="list-style-type: none"> <li>• Meeting start times</li> <li>• LPA report</li> </ul>	<b>JF &amp; GK</b>
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|  | <ul style="list-style-type: none"><li>• NCALC Annual conference attendees</li></ul> <p>b. Council NOTED the next meeting date for the Ordinary Council Meeting as 31st August 2023.</p> |  |
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In the absence of further business, the meeting was closed in full at 20:48pm

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

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Cllr Jackie Bird  
Chairman

**Brixworth Parish Council**

**Date:** 31st August 2023

**Minutes Prepared by:**

Gavin Kirkup

Administrative Assistant

**Brixworth Parish Council**

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