



## Brixworth Parish Council

### Minutes of the Ordinary Parish Council Meeting

Thursday 26th October 2023 at 7.30pm

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

**In attendance:** Cllr Jackie Bird (Chair), Cllr Ian Barratt, Cllr Tom Mitchell, Cllr Christine Ware, Cllr Gaurang Mehta, Cllr Gary Spratt, Cllr James Collyer, and Cllr Elaine Coe and Cllr Frances Peacock.

**Absent:** Cllr Tony Nixon, Cllr Alan Aisbett, Cllr Compton, Cllr Lunnon  
▪ Cllr Frances Peacock arrived at 19:32

**Parish Clerk:** Josie Flavell

**Members of the public:** 7

## MINUTES

### PART ONE – OPENING PROCEDURES

23/6360	<p><b>Welcome</b> The Chair, Cllr Jackie Bird, welcomed all to the meeting and advised of the evacuation procedures and notified all present that the meeting was being recorded.</p>
23/6361	<p><b>Apologies for absence and acceptance of apologies for absence</b> Council received and accepted all apologies from the following:</p> <ul style="list-style-type: none"> <li>▪ Cllr Tony Nixon</li> <li>▪ Cllr Alan Aisbett</li> <li>▪ Cllr Barbara Lunnon</li> <li>▪ Cllr Lynne Compton</li> </ul> <p>Prop. Cllr Ware / Sec. Spratt. All in favour</p> <ul style="list-style-type: none"> <li>▪ Cllr Neal Brown gave no apologies nor was a reason for absence given – not accepted.</li> </ul>
23/6362	<p><b>Declarations of Interest</b></p> <ol style="list-style-type: none"> <li>a) There were no declarations of any disclosable pecuniary or other interests reported.</li> <li>b) There were no dispensations or written requests for dispensation of DPI to consider.</li> </ol>
23/6363	<p><b>Agree and Sign the Minutes of Previous Meeting</b> Council RESOLVED to Chair Bird approving the Ordinary Parish Council Meeting Minutes and Confidential Minutes for the meeting held on 28<sup>th</sup> September 2023, as true and accurate records.</p> <ul style="list-style-type: none"> <li>▪ Full Council Minutes - Prop. Cllr Ware / Sec. Cllr Mitchell. 6 In favour with 3 Abstentions</li> <li>▪ Full Council Confidential Minutes - Prop. Cllr Ware / Sec. Mitchell. 6 In favour with 3 Abstentions</li> </ul>

#### 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

**Initialed:**

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23/6364	<b>Public Open Forum Session</b> <p>a) Mike Nice, Community Centre Manager, reported that the spring bulbs approved at the last Council meeting will be planted with help from members of the community and the Cubs, on the 2<sup>nd</sup> of November, 6pm at the Millennium Gardens. The Remembrance Day parade will be held on Sunday the 12<sup>th</sup> of November with the new Royal British Legion standard flying for the first time.</p> <p>b) WNC Cllr Jonathan Harris reported that a lot of work has continued behind the scenes concerning the Brixworth Allotments with various options being discussed, with one being a 5-year lease option. This will not secure the land forever but allows time to investigate other options. The WNC Planning Director has confirmed that there is potential for this to be dealt with via the precept, with a Band D equivalent of £2.57 per household. If this is approved, it would give a form of security for that period of time.</p> <p>c) WNC Cllr Cecile Irving-Swift reported that she was in attendance to observe only and to answer any questions residents or councillors may have. As it had been a while since Cllr Irving-Swift had last been in attendance, Council members introduced themselves.</p>
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**PART TWO – FOR DECISION**

23/6380	<b>Printing Costs for Housing Needs Survey (HNS)</b> <p><u>Council unanimously agreed to move this motion to earlier in the meeting and to allow for the Strategic Planning Committee Chairman Mike Parsons, to speak during the agenda item.</u> <u>Prop. Cllr Mitchell / Sec. Cllr Spratt. 8 In Favour with 1 Abstention.</u></p> <p>Mike Parsons reported that things have moved rapidly forward since Meeting Paper O was issued last Friday, and that the survey will now be hybrid with both paper copies as well as an online version. Once the surveys have been completed, they need to be returned to West Northants Council and residents can either do this by posting it directly to them or, posting it into the Parish Council secure post-box for WNC to collect.</p> <p>Due to data protection rules, WNC will not allow Parish Council staff or members, to view the sensitive data such as financial information on the returned surveys, and therefore, a decision is to be made how that data is going to be entered due to WNC not having enough resources to undertake this work.</p> <p>Any parents with older children living with them, can request extra copies for them to complete i.e. 18 years and over.</p> <p>The letter and survey will need to be delivered to all homes to coincide with the public forum being held on the 11<sup>th</sup> of December at the Community Centre and the public consultation period will open from 11<sup>th</sup> of December through to the 14<sup>th</sup> of January 2024.</p> <p>The Parish Council will need to pay for the printing of the survey and arrange for its delivery as WNC do not hold a budget for this and nor do they have the resources. All surveys will be sequentially numbered for cross referencing purposes and delivered with a return envelope. Thanks were given to the Clerk and the Strategic Planning Committee for their hard work.</p> <ul style="list-style-type: none"><li>▪ Council considered the printing costs as circulated prior to the meeting for the pending Housing Needs Survey, which is being worked on in conjunction with West Northants Council and RESOLVED to approve a budget of up to £1,500 for this purpose, and for the cost to be borne out of general reserves Prop. Cllr Barratt / Sec. Mitchell. All in favour.</li><li>▪ Council also RESOLVED to give the Clerk delegated authority to complete this task. Prop. Cllr Mitchell / Sec. Ware. All in favour.</li></ul>	JF
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**Initialed:**



23/6365	<p><b>A508 Harborough Road, Brixworth - 40mph &amp; 50mph Speed Limits &amp; Toucan Crossing</b> Council considered the WNC Highways proposal to install a Toucan crossing and reduce speed limits to 40 and 50mph respectively, along the Harborough Road within the parish of Brixworth, and RESOLVED to respond stating that they are delighted with the proposal and fully support it. Prop. Cllr Ware / Sec. Cllr Mitchell. All in favour.</p>	JF
23/6366	<p><b>CPRE Roof Top Solar Campaign/Petition</b> Council RESOLVED to support this campaign and for Councillors to sign the CPRE petition as individuals, urging the Government to fully realise the benefits of solar roof tops as detailed in Meeting Paper C. It was also agreed that this campaign will be promoted through the council website and social media channels to allow residents to make their own decision/response. Prop. Cllr Ware / Sec. Cllr Mitchell. All in favour.</p>	GK
23/6367	<p><b>Rural and Market Town Group Membership</b> Council considered the request received to join the Rural and Market Town Group but RESOLVED not to take this any further, on the grounds that it has been considered in the past with the request declined and Brixworth is not market village nor town. Council does <u>not</u> feel it would benefit from such a membership. Prop. Cllr Peacock / Sec. Cllr Mitchell. All in favour.</p>	JF
23/6368	<p><b>Zero Hour – Climate and Ecology Bill</b> Council RESOLVED to agree to support the Climate and Ecology Bill and join the 168 Parish and Town Councils that have already done so and RESOLVED to agree the following motions: a) Support the Climate and Ecology Bill; b) Inform local residents and inform local press/media of this decision using social media and the Parish Council website; c) Write to MP Chris Heaton Harris to inform him that this motion has been passed, and urge him to sign up to support the CE Bill, or thank him for already doing so; d) Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing Brixworth Parish Council's support (councils@zerohour.uk). Prop. Cllr Ware / Sec. Cllr Spratt. 7 In favour with 2 against.</p>	JF/GK
23/6369	<p><b>Finance</b> Council RESOLVED to approve the payments list for October 2023. Prop. Cllr Peacock / Sec. Cllr Ware. All in favour.</p>	GK
23/6370	<p><b>St David's Boundary Bollards</b> Council considered all options as outlined in Meeting Paper G, to replace the current wooden bollards on the boundary of St David's sports field (St David's Close area), to prohibit unauthorised access to the public open space and RESOLVED to approve Option 4, which involves installing 8 planters and 5 spheres along the boundary at a total cost of £4,644 exc. VAT, and to give the Clerk delegated authority to complete the project utilising the CIL fund to pay for the works. Prop. Cllr Mitchell / Sec. Cllr Barratt. All in favour.</p>	JF/DF
23/6371	<p><b>Special Events Application – Brixworth Football Club</b> Council RESOLVED to approve the application received from Brixworth Football Club to hold their annual Football Tournament Day on the 9<sup>th</sup> of June 2024. Prop. Cllr Spratt / Sec. Cllr Barratt. All in favour.</p>	JF

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23/6372	<p><b>No Mow May 2024</b></p> <p>a) Council RESOLVED to partake in this initiative again during May 2024, and conduct it the same as this year, i.e. only mow the sports grounds and play areas, with all other greens spaces to be left for the entire month, which is in line with the Green Framework. Prop. Cllr Ware / Sec Cllr Peacock. All in favour.</p> <p>b) Council RESOLVED to publicise this via the Bulletin and social media platforms in advance of May 2024. Prop. Cllr Bird / Sec. Ware. All in favour.</p>	JF/GK
23/6373	<p><b>Bus Stop Living Roof</b></p> <p>Council RESOLVED to approve the quote from Bridgman &amp; Bridgman for £1085.00 to install the Living Roof to the bus stop shelter situated on the Northampton Road. However, the Clerk is to arrange for the roof to be inspected first, to ensure it is structurally sound and for any remedial works to be completed first also.</p> <p>Maintenance was discussed and it was confirmed that between now and Christmas is the best time of year for installation to allow time for the roof to establish itself before the spring.</p> <p>The Clerk agreed to ask the contractor to conduct the survey prior to undertaking the works and ask if the survey of the roof is included within the price.</p> <p>Council RESOLVED to approve the quote and to give the Clerk delegated authority to organise the aforementioned and arrange for the works to be completed.</p> <p>Prop. Cllr Bird / Sec Cllr Ware. All in favour.</p>	JF
23/6374	<p><b>Hedgerow Maintenance</b></p> <p>a) Council considered the frequency of cuts for Parish Council owned hedgerows and agreed that one cut should take place only for this year without the need for another cut in spring, and for an assessment of all hedges and their individual needs to be conducted to decide what action needs to be taken from spring 2024 onwards.</p> <p>All agreed that one cut per annum is sufficient and in future should take place just before spring in early March and that a long-term plan for hedges is to be created going forward.</p> <p>Prop. Cllr Barratt / Sec. Cllr Mitchell. All in favour.</p> <p>b) This item was covered within 23/6374a.</p>	JF
23/6375	<p><b>Annual Village Calendar – Brixworth Bulletin</b></p> <p>Council RESOLVED to approve the payment of £400 to the Brixworth Bulletin for the annual village ‘Then and Now’ calendar for 2024 and NOTED that it is proposed for all proceeds from the sale of such be awarded to the Brixworth Wombles.</p> <p>Prop. Cllr Bird / Sec. Cllr Mitchell. All in favour.</p>	GK
23/6376	<p><b>White Ribbon Day</b></p> <p>Council RESOLVED to support White Ribbon Day (25<sup>th</sup> November 2023) and agreed for the Admin Assistant Gavin Kirkup to record a short video stating how Council are supporting this initiative, which is then to be added to the Council website and social media platforms.</p> <p>Prop. Cllr Bird / Sec. Cllr Spratt. All in favour.</p>	GK
23/6377	<p><b>Community Orchard Tree Guards</b></p> <p>Council RESOLVED to approve the funding of tree guards – stakes and chicken wire - for the community orchard, the same as the Jubilee tree protection and utilise the climate change/environmental budget for this purpose. Delegated authority has been given to the Clerk</p>	JF

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	to purchase the items required for planting on the 11 <sup>th</sup> of November. Prop. Cllr Ware / Sec. Cllr Mitchell. All in favour.	
<b>23/6378</b>	<b>Carbon Literacy Training</b> Council RESOLVED to give Cllr Ware delegated authority to run the Carbon Literacy training before the end of this year, in line with the Green Framework as per information contained within Meeting Paper M, and to pay for the £10 per head fee for councillors and members of staff only, for those that want to be certified. This initiative is to be promoted via social media and the Council website to allow for residents of council working groups such as Strategic Planning, Sports Liaison and Brixworth Climate Action Group to come forward to be trained also. Prop. Cllr Ware / Sec. Cllr Barratt. All in favour.	<b>CW/GK</b>
<b>23/6379</b>	<b>Community Christmas Tree</b> Council considered the proposal for an outdoor Christmas tree to sit outside of the Community Centre, as per the options detailed in Meeting Paper N and RESOLVED for the Clerk to have delegated authority to purchase a real tree and approach Welford Christmas Tree Farm, and to co-ordinate the delivery with Mike Nice and Cllr Collyer. The school is to be contacted to ask if they would like to make eco-friendly decorations to be hung off the tree and the Clerk is to complete a risk assessment to ensure all health and safety matters are observed. Prop. Cllr Collyer / Sec. Cllr Mitchell. All in favour.	<b>JF/JC</b>
<b>23/6380</b>	<b>Printing Costs for Housing Needs Survey</b> This agenda item was discussed earlier in the meeting. Please see the first item under the 'For Decision' Section of the minutes.	-

### PART THREE – FOR INFORMATION

<b>23/6381</b>	<b>External Audit – year ending 31<sup>st</sup> March 2023</b> a) Council NOTED the External Auditor PKF Littlejohn did not manage to review Brixworth Parish Council's audit file before the regulation deadline of 30 <sup>th</sup> September 2023 and that an Interim Audit Report was issued (1 <sup>st</sup> October) and uploaded to the Council website. b) Council NOTED the External Auditor PKF Littlejohn has since concluded the audit (12 <sup>th</sup> October) with except for matters and the Notice of Conclusion of Audit and all other documents pertaining to the external audit, have been uploaded to the website. c) Council NOTED the contents of the Action Plan to remedy the issue raised by the External Auditor. Thanks were given to the Clerk and the Admin Assistant for their hard work in passing audit.	-
<b>23/6382</b>	<b>BT Kiosk Adoption – Church St./Silver St.</b> Council NOTED the adoption has been processed, the Clerk has signed the contract and returned it to BT and the kiosk has been entered onto the Asset Register.	-
<b>23/6383</b>	<b>Committee and Working Group Minutes</b> Council received and NOTED the following sets of minutes, as circulated to Council prior to the meeting: a) Brixworth Climate Action Group Meeting held on 10 <sup>th</sup> October 2023. b) Planning Committee Meeting held on 16 <sup>th</sup> October 2023. c) Brixworth Strategic Planning Working Group Meeting held on 17 <sup>th</sup> October 2023.	-

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23/6384	<b>Northants CALC AGM</b> Council received and NOTED the contents of the report from Cllr Lynne Compton in relation to the Northants CALC Annual General Meeting held on the 7 <sup>th</sup> of October 2023.	-
23/6385	<b>Clerk's Report</b> Council received and NOTED the contents of the monthly report and thanked her for all of her hard work in the last month.	-
23/6386	<b>Parish Councillor Representatives Updates</b> a) Village Hall – there were no new reports to receive. b) Thomas Roe Charity - Cllr Mitchell reported that a new report will be given in the new year. c) NCalc – there were no new reports to consider. d) Police Liaison – there were no new reports to consider. e) Armed Forces - Cllr Bird reported that on the 12 <sup>th</sup> of November RBL will be attending the Remembrance Sunday parade and that the recent Motorbike parade was a success with 50-60 bikes in attendance. f) Verification Officer – it was reported that the most recent verification had taken place with all authorisations completed. g) Environment, Highways and Climate Change Champion - Cllr Ware reported the next BCAG meeting is being held on 14 <sup>th</sup> of November. The planting of the first community orchard trees will be taking place on the 11 <sup>th</sup> of November with the help of 9 volunteers at 10am on Holcot Road, however, more volunteers are required and this needs to be publicised on social media. h) Central Sports Rep – there were no new reports to consider.	-
23/6387	<b>To Note the Dates of the Next Meetings:</b> Council NOTED all future meeting dates. <ul style="list-style-type: none"> <li>▪ Planning Committee - 6th November 2023</li> <li>▪ Buildings Working Group – 13<sup>th</sup> November 2023</li> <li>▪ Brixworth Climate Action Group – 14<sup>th</sup> November 2023</li> <li>▪ Planning Committee – 27<sup>th</sup> November 2023</li> <li>▪ Full Council – 30<sup>th</sup> November 2023</li> </ul>	

**PART FOUR & FIVE – CONFIDENTIAL MATTERS**

There were no confidential matters to be considered.

**PART SIX – URGENT MATTERS**

23/6388	<b>Urgent Matters for Report Only</b> <ul style="list-style-type: none"> <li>▪ The Clerk reported that Brixworth Juniors FC had asked if Council can write a supporting letter for their grant application for funding to extend the football storage. It was agreed that full details are needed at the next meeting in order for a decision to be made.</li> <li>▪ The Clerk and Admin Assistant requested that given the issues that had arisen that day in relation to negative behaviour towards staff, Civility and Respect needs to be revisited. Council unanimously agreed that this should be added to the November agenda and for the Clerk to circulate the Code of Conduct in advance so council members can suggest changes, to ensure all members are clear of the behaviours expected and adhere to the Code going forward.</li> </ul>	-
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**PART SEVEN – CLOSING PROCEDURES**

<b>23/6389</b>	<b>Next Ordinary Meeting</b> a) - BT kiosk - Hedge Spratton Road - Storage facility football - Code of Conduct Civility and Respect - Planning Committee members b) Council NOTED the next meeting date for the Ordinary Council Meeting as 30 <sup>th</sup> November 2023.	-
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In the absence of further business, the meeting was closed at 21:14pm

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

.....  
Cllr Jackie Bird - Chair  
**Brixworth Parish Council**  
**Date:** 30th November 2023

**Minutes Prepared by:**  
Josie Flavell  
Parish Clerk & RFO  
**Brixworth Parish Council**  
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