



# Brixworth Parish Council

## Minutes of the Ordinary Parish Council Meeting

Thursday 30th November 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 James Collyer, Cllr Elaine Coe, Cllr Lynne Compton, Cllr Alan Aisbett and Cllr Tony Nixon

**Absent:** Cllr Barbara Lunnon, Cllr Gary Spratt, Cllr Neal Brown, and Cllr Frances Peacock

**Parish Clerk:** Josie Flavell

**Members of the public:** 7

# MINUTES

### PART ONE – OPENING PROCEDURES

23/6390	<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>
23/6391	<p><b>Apologies for absence and acceptance of apologies for absence</b> The following apologies were received and accepted as follows:</p> <ul style="list-style-type: none"> <li>▪ Cllr Lunnon</li> <li>▪ Cllr Brown</li> <li>▪ Cllr Spratt</li> <li>▪ Cllr Peacock – no apologies given or accepted.</li> </ul> <p>Prop. Cllr Mitchell / Sec. Cllr Coe. 6 In Favour with 3 abstentions.</p>
23/6392	<p><b>Declarations of Interest</b></p> <p>a) Declaration of Interests were reported as follows:</p> <ul style="list-style-type: none"> <li>▪ Cllr Bird declared a non-pecuniary interest in agenda item 23/6416 Central Sports Lease due to being a committee member.</li> <li>▪ Cllr Compton declared a non-pecuniary interest in agenda item 23/6399 Football Club Storage Unit due to being related to a committee member of Brixworth Football Club.</li> <li>▪ Cllr Barratt declared a non-pecuniary interest in agenda item 23/6417 All Saints Church Churchyard Maintenance due to being a member of the church.</li> <li>▪ Cllr Nixon declared a non-pecuniary interest in agenda item 23/6414 Co-op Land Transfer due to being a Village Hall Trustee.</li> </ul> <p>b) There were no dispensations or written requests for dispensation of DPI to consider.</p>

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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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23/6393	<p><b>Agree and Sign the Minutes of Previous Meeting</b>  Council RESOLVED to the Chair Cllr Jackie Bird approving the Ordinary Parish Council Meeting Minutes of the 26<sup>th</sup> of October 2023, as a true and accurate record.  Prop. Cllr Ware / Sec. Cllr Collyer. 6 In favour with 3 abstentions.</p>
23/6394	<p><b>Public Open Forum Session</b></p> <p>a) A Cricket Club representative, Mike Parsons (who is also a member of the Council Sports Liaison Working Group), reported that the Cricket Club are disappointed with the decision made by council and have requested that dialogue be undertaken instead of exchanging letters. They feel it would better to have a face-to-face conversation concerning the matter, as they wish to maintain close connections with the council.</p> <p>b) A representative of Brixworth Football Club (Simon Compton) gave background information concerning the reason why the Football Club are seeking Council's support for the Football Foundation grant (agenda item 23/6399) and explained that the current storage unit is not fit for purpose and requires an extension to be undertaken to allow for machinery to be stored for pitch maintenance.  The amount of funding required is £18k with the Football Foundation funding 75% and the football club funding the remaining 25%.  Cllr Mitchell asked several questions concerning the roof joists and felt roof, and it was agreed that Cllr Mitchell is to inspect the paperwork and storage unit once all contractors' quotes are received.</p> <ul style="list-style-type: none"> <li>▪ Pursuant to Standing Order 10(a)(vi) Council unanimously agreed to bring this motion forward to earlier in the meeting to enable a decision to be made. Prop. Cllr Bird / Sec. Cllr Ware.  Council RESOLVED to support this project and as landowner, write a letter to the Football Foundation supporting Brixworth Football Club's grant application. Prop. Cllr Mitchell / Sec. Cllr Collyer. 8 In favour with 1 Abstention.</li> </ul> <p>c) Members of the Glebe Allotment Society and Northampton Road Allotment Society made representations concerning the current situation with the allotment land at Northampton Road. A representative read out a list of items pertaining to the current legal situation and thanked Council for their support.  Two of the biggest issues highlighted is the fact that the Allotment Society do not have the funds to gain legal representation and there is now less than 2 years until they are evicted from the land. The Clerk agreed to contact the Solicitor at SLCC to seek advice and Council agreed to support the Allotment Society as much as they are able.</p>

**PART TWO – FOR DECISION**

23/6395	<p><b>Finance</b>  Council RESOLVED to approve the payments list for November 2023.  Prop. Cllr Compton / Sec. Cllr Ware. All in favour.</p>	<b>GK</b>
23/6396	<p><b>Millennium Gardens Lighting</b></p> <p>a) Council considered and RESOLVED to approve the Brixworth Centre installing bollard heritage style lighting within the garden to illuminate the footpath from the church car park to the Brixworth Centre due to health and safety issues, subject to the Clerk contacting the Diocese and gaining permission. Prop. Cllr Coe / Sec. Cllr Compton. All in favour.</p> <p>b) Council RESOLVED 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.  Prop. Cllr Coe / Sec. Cllr Compton</p> <p>c) Council NOTED there is no financial input required from Council, the Brixworth Centre will pay for the light's installation and all associated costs.</p>	<b>JF</b>

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Councillor Frances Peacock, Councillor Gary Spratt and Councillor Christine Ware

Initialed:



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	<p><b>NB:</b> Cllr Nixon voiced concerns over what happens once the lease is potentially not renewed by Council, as it can only give a guarantee of 2 years due to the impending end date of the current lease and the Brixworth Centre must be made aware of this. Due to this, both Cllr Barratt and Cllr Nixon stated that a legal document will need to be signed outlining the Brixworth Centre's responsibility for maintenance and unmetered supply costs.</p>	
23/6397	<p><b>Code of Conduct (Civility and Respect)</b> Council RESOLVED to agree for Cllr Aisbett to review and propose amendments to the Code of Conduct to review the wording of Nolan Principles 7 (leadership/civility and respect) in relation to expected behaviour towards all council members and staff and to formally approve this next year. Comparisons between council's current code of conduct and the Government's LGA's version will also be brought back to council, with all agreeing that the revised version be issued to the Clerk for review first, in time for the annual review in early 2024, before being circulated to council. Prop. Cllr Compton / Sec. Cllr Mitchell. All in favour.</p>	JF/AA
23/6398	<p><b>Motor Insurance</b> Council RESOLVED to approve the annual renewal cost of £876.20 for the BPC van, an increase of £54.88 on last year due to it being the best price received. Prop. Cllr Ware / Sec. Cllr Mehta. All in favour.</p>	JF/GK
23/6399	<p><b>St David's Football Storage Unit Extension</b> a) Council received and NOTED all proposed details and plans. b) Council NOTED that Brixworth Football Club are applying for a grant from the Football Foundation to cover the cost of the building works. c) Pursuant to the public open session, whereby the motion was moved by Council to be considered earlier in the meeting (minute reference 23/6394(b)), Council RESOLVED to support this project and as landowner, the Clerk is to write a letter to the Football Foundation supporting Brixworth Football Club's grant application. Prop. Cllr Mitchell / Sec. Cllr Collyer. 8 In favour with 1 abstention.</p>	JF
23/6400	<p><b>Planning Committee Members</b> Council RESOLVED to agree to Cllr Spratt becoming the new Planning Committee member. Cllr Aisbett reported he is happy to join from March 2024 onwards. The Clerk to ask the Admin Assistant to consider changing the evening these meetings are held. Prop. Cllr Coe / Sec. Cllr Mitchell. All in favour.</p>	JF/GK
23/6401	<p><b>Bus Service Contributions - 59 and 60 Routes</b> a. Council RESOLVED 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. Prop. Compton / Cllr Barratt. All in favour. b. Council RESOLVED to Cllr Ware becoming the councillor contact on behalf of Council and to the Clerk managing the finances on behalf of all parishes who contribute. Prop. Cllr Compton / Sec. Cllr Barratt. All in favour.</p>	JF/CW

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23/6402	<b>Community Orchard Signage</b> Council RESOLVED to agree for the Clerk to have delegated authority to organise signage 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, subject to BCAG/ reviewing the final design and specification prior to ordering. Prop. Cllr Ware / Sec. Cllr Coe. All in favour.	JF
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**PART THREE – FOR INFORMATION**

23/6403	<b>Hedge Maintenance</b> Council NOTED 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.	-
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23/6404	<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) Planning Committee Meeting held on 6 <sup>th</sup> November 2023. b) Buildings Working Group Meeting held on 13 <sup>th</sup> November 2023. c) Brixworth Strategic Planning Working Group Meeting held on the 13 <sup>th</sup> November 2023. d) BCAG Meeting held on the 14 <sup>th</sup> of November 2023. e) Planning Committee Meeting held on the 27 <sup>th</sup> of November 2023.	-
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23/6405	<b>Clerk's Report</b> Council received and NOTED the report.	-
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23/6406	<b>Parish Councillor Representatives Updates - Council received updates as follows:</b> a) Village Hall – there was nothing new to report. b) Thomas Roe Charity - there was nothing new to report. c) NCALC – there were no new updates to receive. d) Police Liaison – Cllr Coe reported there is meeting taking place soon. e) Armed Forces - Cllr Bird reported that a lot of money (circa £13k) was raised from the Remembrance Day poppies. f) Verification Officer – Cllr Compton reported that the last verification has taken place. g) Environment, Highways and Climate Change Champion - Cllr Ware reported that the bus contractor Uno is withdrawing their services, but Stagecoach are picking up the Northampton routes. However, there is nothing yet in place for the rural routes, but WNC has still ring fenced the subsidy budget for the rural routes. The Carbon Literacy Training has commenced and will soon be completed, with Carbon Literacy Action Day taking place on the 4 <sup>th</sup> of December 2024. A presentation from Cllr Ware has been added to the worldwide presentation which goes live on Monday. Thanks goes to the Admin Assistant for the brilliant poster created for this. h) Central Sports Rep – Cllr Nixon will report under confidential matters. i) Host a Councillor – Cllr Barratt represented the school recently for Remembrance Sunday.	-
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23/6407	<b>To Note the Dates of the Next Meetings</b> Council NOTED all dates as follows: <ul style="list-style-type: none"><li>Parish Surgery (Community Centre) 2<sup>nd</sup> December 2023 JC &amp; CW Attending.</li><li>Finance Committee Meeting – 14<sup>th</sup> December 2023</li><li>Personnel Committee Meeting – 14<sup>th</sup> December 2023</li><li>Planning Committee Meeting – 18<sup>th</sup> December 2023</li><li>Full Council Meeting – 21<sup>st</sup> December 2023</li></ul>	-
23/6408	<b>Crime Report</b> Council received and NOTED the Q2 (July – September) report.	-
23/6409	<b>Housing Needs Survey</b> It was reported that the Housing Needs Survey was finalised, printed, and added to envelopes ready for the volunteers to deliver to all houses in the parish. An online version is also available and the deadline for response is the 14 <sup>th</sup> December. The public consultation event is taking place on Monday 11 <sup>th</sup> of December in the Community Hall.	-
23/6410	<b>Saturday Surgery Dates 2024</b> Council NOTED that Saturday Surgery bookings are now open to Councillors for 2024 via <a href="https://outlook.office365.com/owa/calendar/CouncillorSurgerySessions@brixworthparishcouncil.gov.uk/bookings/">https://outlook.office365.com/owa/calendar/CouncillorSurgerySessions@brixworthparishcouncil.gov.uk/bookings/</a> 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.	-

#### PART FOUR & FIVE – CONFIDENTIAL MATTERS

##### 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.

Prop Cllr Bird / Sec Cllr Ware. All in favour.

**The Press and Public were requested to leave the meeting, which was closed at 21:05pm**

23/6411	<b>Living Wage Increase</b> Council NOTED the increase in the Living Wage.	-
23/6412	<b>National Wage Increase</b> Council received and NOTED the breakdown report for all staff, concerning the 2023 national wage increase, which was backdated to the 1 <sup>st</sup> of April 2023 and paid in the November payroll.	-
23/6413	<b>Allotments</b> Council received a report concerning an update and agreed a course of action in relation to the Northampton Road Allotments, which includes setting up a Working Group to deal with all matters pertaining to the allotments, to be made up of Cllr Nixon, Cllr Ware, Cllr Aisbett, and the Clerk. The Clerk is to issue a Terms of Reference template to Cllr Nixon for drafting. The Clerk is also to seek legal advice from SLCC and support the Allotment Society with their grant application to Council. Prop. Cllr Ware / Sec. Cllr Bird.	-

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23/6414	<b>Co-op Land Transfer</b> Council received an update report concerning 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.	-
23/6415	<b>Cricket Club Rent</b> Council agreed to set up a meeting with the Cricket Club in due course and for Cllr Nixon and Cllr Aisbett to attend. The Clerk is to issue a copy of the lease agreement to Cllr Aisbett. Prop. Cllr Bird / Sec. Cllr Ware. All in favour.	-
23/6416	<b>Central Sports Lease</b> Council RESOLVED to approve the lease agreement and for the Clerk to instruct Tollers Solicitors to proceed at a cost of £1,500.00 (exc. VAT). Cllr Nixon / Sec. Cllr Aisbett. 8 In favour with 1 Abstention.	-
23/6417	<b>All Saints Church Burial Ground Maintenance</b> a) Council received a report concerning the request made by All Saints Church for the Council to take on the responsibility of maintaining the burial ground/churchyard and agreed to request a copy of the Quinquennial Report first before making any decisions. Prop. Cllr Bird / Sec. Cllr Barratt. All in favour. b) This agenda item is null and void due to the aforementioned decision.	-

#### PART SIX – URGENT MATTERS

23/6418	<b>Urgent Matters for Report Only</b> There were no urgent matters reported.	-
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#### PART SEVEN – CLOSING PROCEDURES

23/6419	<b>Next Ordinary Meeting</b> a. The Allotments are to be added to the December agenda. b. Council NOTED the next meeting date for the Ordinary Council Meeting as 21 <sup>st</sup> December 2023.	-
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In the absence of further business, the meeting was closed at 21:35pm

Signed as a true and accurate record:

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Cllr Lynne Compton – Vice Chair

**Brixworth Parish Council**

Date: 21<sup>st</sup> December 2023

**Minutes Prepared by:**

Josie Flavell

Parish Clerk & RFO

**Brixworth Parish Council**

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