



# Brixworth Parish Council

## Minutes of the Ordinary Parish Council Meeting

Thursday 21<sup>st</sup> December 2023 at 7.30pm

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

**In attendance:** Cllr Lynne Compton (Vice Chair), Cllr Christine Ware, Cllr James Collyer, Cllr Elaine Coe, Cllr Alan Aisbett, Cllr Tony Nixon and Cllr Barbara Lunnon.

**Absent:** Cllr Jackie Bird (Chair), Cllr Neal Brown, Cllr Gary Spratt, Cllr Gaurang Mehta, Cllr Tom Mitchell, Cllr Frances Peacock, and Cllr Ian Barratt

**Clerical Support:** Gavin Kirkup

**Members of the public:** 5

### **DRAFT MINUTES**

#### **PART ONE – OPENING PROCEDURES**

<b>23/6420</b>	<p><b>Welcome</b> Vice Chair, Cllr Lynne Compton, welcomed all to the meeting and advised of the evacuation procedures and notified all present that the meeting was being recorded.</p>
<b>23/6421</b>	<p><b>Apologies for absence and acceptance of apologies for absence</b> The following apologies were received and accepted:</p> <ul style="list-style-type: none"> <li>▪ Cllr Jackie Bird</li> <li>▪ Cllr Gary Spratt</li> <li>▪ Cllr Gaurang Mehta</li> <li>▪ Cllr Tom Mitchell</li> <li>▪ Cllr Ian Barratt</li> <li>▪ Cllr Frances Peacock</li> </ul> <p>Prop. Cllr Compton. Sec. Cllr Lunnon. Unanimous. <b>NB</b> : Cllr Neal Brown submitted his apologies, which were received and accepted, but were not reported at the meeting.</p>
<b>23/6422</b>	<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 to consider.</li> <li>b) There were no dispensations or written requests for dispensation of DPI to consider.</li> </ol>

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

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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*

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23/6423	<p><b>Agree and Sign the Minutes of Previous Meeting</b></p> <p>Council RESOLVED to the Vice Chair Cllr Lynne Compton approving the Ordinary Parish Council Meeting dated the 30<sup>th</sup> of November 2023, as a true and accurate record. Prop. Cllr Compton. Sec. Cllr Ware. 1 Abstention.</p> <p><u>November Confidential Minutes</u></p> <p>Council RESOLVED that the confidential minutes from Thursday the 30<sup>th</sup> of November need to be amended in line with the email sent to the Clerk by Councillor Nixon before they can be signed as a true and accurate record. Prop. Cllr Nixon. Sec. Cllr Compton. Unanimous</p>
23/6424	<p><b>Public Open Forum Session</b></p> <p>Views/statements were received from members of the public as follows:</p> <p>a) WNC Cllr Jonthan Harris reported as follows:</p> <ul style="list-style-type: none"><li>- WNC Consultations - the Parish Council were informed of the current consultations which includes trees; 24/25 budget; park visitors; Grey Friars future use and e-scooters.</li><li>- WNC 24/25 budget – there will be an increase to £416 million from £378 million, but this doesn't include service growth; £15.5 million has been built in for inflation. Pressures remain in adults and children's services including temporary accommodation. These three areas will be scrutinised. 70% of the budget is children's and adults, and statutory services that require funding. Medium term financial budget has a predicted £42 million short fall.</li><li>- Local Area Partnerships - Cllr Harris is a part of the LAPs working on health and wellbeing for WNC and has present ideas on the future use of Boniface House, which has ceased as a care home but remains a council asset, and proposed this could be a combined operation, such as flats or social housing with community space built in.</li><li>- Allotments e-petition - 520 online signatures have been garnered with a further 90 on paper. Cllr Harris is looking to take this to Council in March 2024.</li><li>- 59/60 Bus Service - has its challenges as the current contract with Uno ceases in March. WNC are putting the contract out to tender and are optimistic of getting a replacement provider.</li></ul> <p>b) WNC Cllr Parker noted that WNC Citizen Space lists all the current consultations. He also noted that the town and parish briefing was issued on the 18<sup>th</sup> of December.</p> <p>c) Northampton Allotments – a Grant application has been submitted to Council with the committee members thanking Council for their support.</p> <p>It was reported that the role the allotments play within the community and the challenges allotments face nationally are clear. The committee are working with the National Allotment Society and the Parish Council grant application is to support the acquisition of the allotments and allow for surveyors to be approached for a valuation and to gain legal advice. The committee are also looking to acquire funding through the Government Community Asset Grant as well as exploring other charity grants.</p> <p>There is a need to clearly identify the true value of the land. The landowners have given a valuation in excess of a million pounds and offered the land to the Allotment Society at half a million.</p> <p>BBC Radio Northampton are now involved and want to meet the allotments society with a representative of the council.</p> <p>In the new year, the Allotments Society are planning to launch an appeal within the village and surrounding companies to raise funds and progress all matters.</p>

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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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	Cllr Compton proposed to council that the grant application motion (item 23/6431) be brought forward and considered earlier in the meeting. All present RESOLVED to this course of action.	
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**PART TWO – FOR DECISION**

<b>23/6431</b>	<b>Grant Application - Allotment Committee</b> Council RESOLVED to APPROVE the full sum of the grant application received from the Northampton Road Allotment Committee for £3,100.00 and for the payment to be made via BACS. Prop. Cllr Nixon. Sec. Cllr Ware. Unanimous.	<b>JF/GK</b>
<b>23/6425</b>	<b>Budget 2024-25</b> The Vice Chairman permitted WNC Cllr Parker to ask a question about the 2024-25 Reserves and Cash Flow being similar to that of the current reserves, during the closed session. Cllr Compton noted the query and agreed to liaise with the Clerk. Council RESOLVED to approve the budget of £223,990 for the 2024-25 fiscal year, as reviewed and approved by the Finance Committee on the 14 <sup>th</sup> of December 2023. Prop. Cllr Lunnon. Sec. Cllr Nixon. Unanimous.	<b>JF</b>
<b>23/6426</b>	<b>Precept 2024-25</b> Council RESOLVED to approve the precept of £185,950 for the 2024-25 fiscal year, as reviewed and approved by the Finance Committee on the 14 <sup>th</sup> of December 2023. Prop. Cllr Lunnon. Sec. Cllr Nixon. Unanimous.	<b>JF</b>
<b>23/6427</b>	<b>Finance</b> Council RESOLVED to approve the payments list for December 2023. Prop. Cllr Ware. Sec. Cllr Lunnon. Unanimous.	<b>GK</b>
<b>23/6428</b>	<b>WNC Consultations – Tree Strategy and DRAFT Northampton Town Environmental Policy</b> a. Council RESOLVED to <u>not</u> submit a corporate response, instead inviting Councillors to submit their own individual responses. It was agreed that BPC would encourage local residents to respond to the Tree Strategy consultation utilising social media channels by the 1 <sup>st</sup> of January 2024. Prop. Cllr Ware. Sec. Cllr Coe. Unanimous. b. Council RESOLVED to <u>not</u> submit a corporate response to the Town Centre Environmental Policy Consultation, inviting Councillors to submit their own individual responses. BPC would encourage local residents to respond to the policy consultation utilising social media channels by the 28 <sup>th</sup> of January 2024. Prop. Cllr Compton. Sec. Cllr Ware. Unanimous.	<b>GK</b>
<b>23/6429</b>	<b>Holocaust Memorial Day</b> Cllr Lunnon raised concerns over the timing of this considering the current conflicts in Israel and Gaza and stated by doing this now, it could potentially be antagonistic. Council needs to think about what message we are giving by doing joining this initiative. Cllr Compton agreed with this view. Council RESOLVED to defer this item and to bring it back to Council on the September 2024 Agenda. The Holocaust Memorial Trust were to be contacted and apologies given for not participating on this occasion. Prop. Cllr Coe. Sec. Cllr Lunnon. Unanimous.	<b>JF</b>

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23/6430	<b>2024-25 Meeting Dates</b> Cllr Lunnon thanked the Officers for the advance notification of the calendar dates for next year. Council RESOLVED to approve the calendar of meeting dates for the 2024/25 council year. Prop. Cllr Lunnon. Sec. Cllr Ware.1 Abstention.	GK
23/6431	<b>Grant Application - Allotment Committee</b> This item was considered earlier in the meeting straight after the public open session.	-

**PART THREE – FOR INFORMATION**

23/6432	<b>Saturday Surgery</b> Council received and NOTED the Saturday Surgery Report of 2 <sup>nd</sup> December 2023. Cllr Ware & Cllr Collyer attended.	-
23/6433	<b>Committee and Working Group Minutes</b> Council received and NOTED the following sets of minutes/notes, as circulated to Council: a) Finance Committee Meeting held on 14 <sup>th</sup> December 2023. b) Planning Committee Meeting held on 18 <sup>th</sup> December 2023.	-
23/6434	<b>Clerk’s Report</b> Council received and NOTED the report.	-
23/6435	<b>Parish Councillor Representatives Updates</b> Council received reports from the following: a) Village Hall – Cllr Lunnon reported the Village Hall had been approached by a company that installs industrial sized washing machines to see if the village hall could be a potential site. b) Thomas Roe Charity – there were no new reports to receive. c) NCALC – it was reported that all councils have been asked to add the Community Governance Review onto their January meeting agendas. d) Police Liaison – there were no new reports to receive. e) Armed Forces – there were no new reports to receive. f) Verification Officer –the next verification meeting will take place in January 2024. g) Environment, Highways and Climate Change Champion - Cllr Ware reported four people completed their Carbon Literacy training and all have gone for assessment. If successful there would be six people who will be certified Carbon Literate and ready to go for bronze accreditation. Training will be offered again as a one-day session in the new year. We have received good press from Carbon Literacy trust on a global level. h) Central Sports Rep – Cllr Nixon reported the club caretaker is finding electricity costs have spiked for the MUGA and the sheds, which are currently not charged to the Parish, may need to be in the future. Possibility to consider adding to 24/25 budget. i) Host a Councillor Updates – it was reported that take up is slow but will push again in the new year.	-

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23/6436	<b>To Note the Dates of the Next Meetings:</b> Council NOTED the following meeting dates. <ul style="list-style-type: none"><li>▪ Parish Surgery (Community Centre) 6th January 2024 EC &amp; LC Attending.</li><li>▪ Planning Committee Meeting – 8th January 2024</li><li>▪ BCAG Meeting – 9th January 2024</li><li>▪ Buildings Working Group Meeting – 15th January 2024</li><li>▪ Full Council Meeting – 25th January 2024</li><li>▪ Planning Committee Meeting – 29th January 2024</li></ul>	
23/6437	<b>Traffic Safety</b> Council received and NOTED the Q3 (October - December) report.	-
23/6438	<b>Housing Needs Survey</b> It was reported that all surveys were delivered to all households within the parish and the public consultation event was held on Monday 11th of December and was successful. The deadline for survey responses is 14th of January and a reasonable return rate has been experienced thus far. West Northants Council will arrange to collect all completed surveys and a decision is to be made in due course, as to how the BPC officer team will aid the data collection and input.	-

#### 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 Compton. Sec Cllr Coe. Unanimous.

**The Press and Public were requested to leave the meeting, which was closed at 20:16pm**

23/6439	<b>Northampton Road Allotments</b> <ul style="list-style-type: none"><li>a) Council received and NOTED the progress report.</li><li>b) Council RESOLVED to APPROVE the draft terms of reference for the Allotments Working Group with an amendment to include the status of the group as a closed working group within the Quorum and Meeting section of the paper.</li></ul> Prop. Cllr Ware. Sec. Cllr Compton. Unanimous.	JF
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**Open session resumed at 20:30pm**

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**PART SIX – URGENT MATTERS**

<b>23/6440</b>	<b>Urgent Matters for Report Only</b> a) Cloudy IT – Upcoming price changes for software and licensing, which is increasing. This was noted. It was suggested that when the contract comes to end, we should be looking at other providers. b) LED Lighting – The received £3487.20 quote is being contested, however Council agreed to delegate authority to the Clerk to get the works completed, authorising a spend of up to the quote value. This will be further ratified at the January meeting. Prop Cllr. Compton. Sec Cllr. Ware. Unanimous.	-
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**PART SEVEN – CLOSING PROCEDURES**

<b>23/6441</b>	<b>Next Ordinary Meeting</b> a. There were no items reported for inclusion on the January Ordinary Meeting agenda. b. Council NOTED the next meeting date for the Ordinary Council Meeting as 25 <sup>th</sup> January 2024.	-
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In the absence of further business, the meeting was closed at 20:37pm

Signed as a true and accurate record:

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Cllr Jackie Bird – Chair  
**Brixworth Parish Council**  
Date: 25<sup>th</sup> January 2024

**Minutes Prepared by:**  
Gavin Kirkup  
Administrator  
**Brixworth Parish Council**  
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**Brixworth Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
286	06.02 Signs	22/12/2023		01 Nat West Revenue		Aluminium Sign for New Parish	Signomatic	S	121.23	24.25	145.48
287	06.01 Lighting of Parish Foot	22/12/2023		01 Nat West Revenue		Street Lighting Maintenance	EON Energy Solutions Limited	S	16.00	3.20	19.20
288	04.09 Legal Costs (Asset Man	22/12/2023		01 Nat West Revenue		Rent - The Pound at Brixworth	Berrys	E	0.05		0.05
289	04.11 Telephone & Broadbar	15/12/2023		01 Nat West Revenue		Mobile Telephone	EE Limited	S	16.21	3.24	19.45
290	04.06 Stationery & Postage	19/12/2023		01 Nat West Revenue		Stationery	Amazon Services Europe Sarl	S	8.32	1.67	9.99
291	03.03 Telephone -Mobile Str	01/01/2024		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	E	5.00		5.00
292	03.03 Telephone -Mobile Str	01/01/2024		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	E	5.00		5.00
293	04.12 Bank Charges	01/01/2024		01 Nat West Revenue		Bank Service Charge	Nat West Bank	E	12.25		12.25
294	02.10 Human Resources/ He	01/01/2024		01 Nat West Revenue		Management Services	Peninsula Business Systems	S	144.85	28.97	173.82
295	02.15 Adobe License	02/01/2024		01 Nat West Revenue		ICT Services	Adobe	E	16.64		16.64
296	02.11 ICT	26/01/2024		01 Nat West Revenue		Cloudy IT Monthly Charges	Cloudy IT	S	236.70	47.34	284.04
297	07.06 Van Lease Costs	02/01/2024		01 Nat West Revenue		Van Lease Costs	Lex Autolease	S	239.58	47.91	287.49
298	03.03 Telephone -Mobile Str	03/01/2024		01 Nat West Revenue		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
299	07.15 Climate Change / Envir	25/01/2024		01 Nat West Revenue		Co-op planters materials	Trade UK - B&Q/ Screwfix	S	52.85	10.56	63.41
300	06.01 Lighting of Parish Foot	14/01/2024		01 Nat West Revenue		Street Lights	NPOWER	L	359.84	17.99	377.83
301	07.15 Climate Change / Envir	26/01/2024		01 Nat West Revenue		Co-op planters materials	Trade UK - B&Q/ Screwfix	S	52.50	10.50	63.00
302	04.07 Office Equipment	09/01/2024		01 Nat West Revenue		Smart Plug for Office Heaters	Amazon Services Europe Sarl	S	12.49	2.50	14.99
303	04.07 Office Equipment	08/01/2024		01 Nat West Revenue		Staff Welfare	Amazon Services Europe Sarl	S	10.82	2.16	12.98
304	04.07 Office Equipment	09/01/2024		01 Nat West Revenue		Staff Welfare	Amazon Services Europe Sarl	S	10.81	2.16	12.97
305	03.01 Clerk's Expenses	08/01/2024		01 Nat West Revenue		Staff Welfare	Amazon Services Europe Sarl	E	5.70		5.70
306	04.11 Telephone & Broadbar	09/01/2024		01 Nat West Revenue		Broadband & Landline Telephc	Talk Talk Business	S	24.95	4.99	29.94
307	09.05 St David's Trade Wast	26/01/2024		01 Nat West Revenue		Trade Waste	Bakers Waste	S	6.20	1.24	7.44
308	09.05 St David's Trade Wast	26/01/2024		01 Nat West Revenue		Trade Waste	Bakers Waste	S	75.69	15.14	90.83
309	07.04 Running Costs Mowers	26/01/2024		01 Nat West Revenue		Mower Maintenance	The Mower Shop	S	72.69	14.53	87.22
310	14.12 Community Grants	11/01/2024	23/6431	01 Nat West Revenue		Grant	Northampton Allotments	E	3,100.00		3,100.00
311	07.08 Defibrillator Maintenanc	26/01/2024		01 Nat West Revenue		Annual Defib Inspection	First Responders	E	60.00		60.00
312	01.01 Salaries	16/01/2024	22/5751	01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	8,606.83		8,606.83
312	01.03 Pension - LGPS	16/01/2024	22/5751	01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	1,155.13		1,155.13
312	01.02 Employer NI	16/01/2024	22/5751	01 Nat West Revenue		Salaries and Wages	DCK Payroll Solutions	E	680.64		680.64
313	02.14 Payroll Services	26/01/2024	22/5751	01 Nat West Revenue		Payroll System	DCK Payroll Solutions	S	83.30	16.66	99.96
314	03.01 Clerk's Expenses	26/01/2024		01 Nat West Revenue		Mileage Claim	Clerk - Josie Flavell	X	23.67		23.67
315	07.02 Sundry Purchases - Ma	26/01/2024		01 Nat West Revenue		Maintenance Sundries	Trade UK - B&Q/ Screwfix	S	14.30	2.86	17.16

**Brixworth Parish Council**  
**PAYMENTS LIST**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
316	07.15 Climate Change / Envii	26/01/2024		01 Nat West Revenue		Co-op planters materials	Trade UK - B&Q/ Screwfix	S	56.25	11.25	67.50
317	07.15 Climate Change / Envii	26/01/2024		01 Nat West Revenue		Co-op planters materials	Trade UK - B&Q/ Screwfix	S	36.91	7.38	44.29
<b>Total</b>									<b>15,328.40</b>	<b>276.50</b>	<b>15,604.90</b>

# MODEL BIODIVERSITY POLICY

## BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **[insert council name]** (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

## DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

## AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the **parish / town** to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

## ACTIONS

### Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.



- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

## Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

## Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

## Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

## MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

## DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	<p>Additional planting</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.</p> <p>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.</p>	<p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies and bees.</p>		
Recreation ground	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p>	<p>Food sources and cover</p> <p>Encourages insects.</p> <p>Sustain and enhance natural habitats.</p>		
Common / other open spaces	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.</p>	<p>Sustain and enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p> <p>Regular attention.</p>		

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>	Ongoing	
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	Ongoing	Neighbourhood plan consultation
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		



Report to Council January 2024  
Spratton Road Wellbeing Park

**Summary:** This proposal asks Council to consider support and development of the Spratton Road Park to form a 'wellbeing space' for the village. This proposal outlines the concept of the park development and identifies the next stage to be a detailed and costed project plan, should Council resolve to go ahead in principle. It is anticipated that the project can span several 'phases' and that each phase comes back to council for review and approval as the project progresses.

**1.0**

**BACKGROUND**

The Spratton Road Recreation Ground is a designated open space in a central location, specified in the Brixworth Neighbourhood Plan 2011- 2029. This large area is currently set to grass and could be seen as relatively featureless.

The recreation ground has been in situ for many years and is set aside for recreational purposes for the residents of the parish. In recent years it has been used for football but as other facilities at the St David's and The Ashway Playing Fields in the village have developed, this has ceased to be used for that purpose. In recent times playground equipment for young children has been installed. 13 cherry trees were planted several years ago but some of these have been damaged and will take time to fully recover. There are also several picnic tables and a high wall type structure, the purpose of which is hard to define. The wall structure is due to be removed on health and safety grounds. During the Covid Pandemic some village groups, notably a judo club, used the open space to enable their activities to be carried out in a safe space as they were unable to meet indoors.

The play equipment is quite well used by young children. The green space is occasionally used for groups to congregate but in the main, the area is underused. It appears to be used as a dog walking area as well as a short cut from residential housing in Woodsfield, New Street and Pytchely Close to the shopping parade on Spratton Road and other areas. With the relocation of the Co-op and the Post Office, there is a possibility that the use of this space will diminish further unless something is done to attract people to it.

There is a clear need to make this area an attractive space that complements rather than competes with the other green spaces in the village; space where the community can use the green space in a meaningful, purposeful and beneficial way.

**2.0**

**PROPOSAL**

Since the Pandemic, it has been very clear that peoples' mental health and wellbeing has become, and will continue to become, extremely important. Other than sporting



Report to Council January 2024  
Spratton Road Wellbeing Park

activities for younger people there is little else in the village for people of all ages. This proposal will develop an existing open space to help provide such a facility in the village.

The proposal for this area is to develop the space into the 'Brixworth Wellbeing Park'. An indicative outline proposal of this is set out in the map provided. This plan is not exhaustive and could be developed further. It includes retaining the existing structures (other than the 'wall') and developing other facilities to complement them. This would include two areas for fruit trees as part of the community orchard, providing free fruit for the community; and several areas of shrubbery, such as butterfly and herb gardens, to develop sensory experiences. The installation of an outdoor gym for personal exercise would enable people to access fitness equipment for free. In addition, a pathway would be installed to provide a walkway for personal exercise such as walking and running. An open green space would be retained for multipurpose use.

This area could also be used for village communal events such as community gatherings, fetes and any activities that would benefit from having open space access.

The proposal will increase the bio-diversity in the village and will be an excellent addition to the Parish Council's Green Framework.

**3.0**

**FINANCIAL INFORMATION**

This will need to be finalised as the project develops but an estimated cost of circa £25,000 is anticipated. This would cover the costs of footpaths, and outdoor gym, tree and shrub planting and herb/sensory areas.

The proposal for this development would be spread over three years and the associated costs spread accordingly:

2024-25 – Install outdoor gym and plant two areas of the community orchard

2025-26 – Install a pathway and commence plant shrub and herb gardens

2026-27 - Complete all planting and finish outstanding work

Further work needs to be undertaken to identify potential sources of financial assistance such as Lottery Funding/ LAP opportunities. Some moneys will need to be sourced from parish budgets and full financial implications will be the subject of a further report.

Maintenance would be relatively cost neutral as this is space that is currently maintained. Gym equipment is aimed to be supplied with a maintenance contract. It is envisaged that we would look to establish community involvement where possible.





Report to Council January 2024  
Spratton Road Wellbeing Park

<b>4.0</b>	<b>CONCLUSION / RECOMMENDATION</b>	
	<p>This proposal will provide the village with an area that will be beneficial to the community, giving access to all ages and opportunities for personal wellbeing and health.</p> <p>The Parish Council are asked to support this overall project concept with a formal project plan being brought back to Council should Council resolve to take this idea further. Then each phase of the project will be scoped and costed accordingly then brought to full Council for sign off.</p>	
<b>Implications:</b>		
Council Objectives:	Provide wellbeing space within the village in line with the Local Area Partnership aims, and increase biodiversity in the village.	
Resource Requirements:	Committee / Cllrs / <b>Working Group (BCAG)</b> / <b>Officers</b> / <b>External</b> / Other / <u>None</u> * Hours / Days / Weeks / Months - each phase of the project to indicate specific resource requirements including contractor/ supplier information as necessary.	
Do we have the resource available?		Y/N
Equalities & Human Rights	Are there equalities and /or human rights issues?	Y/N
Equalities Impact Assessment	Is an impact assessment is required?	Y/N
Crime and Disorder	Has crime and disorder have been considered?	Y/N
Biodiversity	Are there any bio-diversity implications?	Y/N
Green Framework	Does this proposal fit with the Green Framework?	Y/N
Financial	Are there financial implications at this stage?	Y/N
	Will there be financial implications?	Y/N
	Is there provision within the budget?	Y/N
	Could there be additional expenditure?	Y/N
	Is there potential for income generation?	Y/N
Legal	Do we have power, to act?	Y/N
	If Y which act: For example Local Government and Rating Act 1997, s. 31	



Report to Council January 2024  
Spratton Road Wellbeing Park

Risk Management	Are there any risks? If so, how will these be mitigated?	Y/N
Risk Assessment	Is a risk assessment required?	Y/N
Project Management	Is project management is required?	Y/N
<b>Person originating this report:</b> Christine Ware (BCAG Chair)		
<b>Date:</b> 12 January 2024		

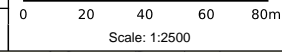
# Spratton Road Recreation Ground

Shown Shaded Red

Brixworth

Author:

Date: 09/01/2024





A village open space for:

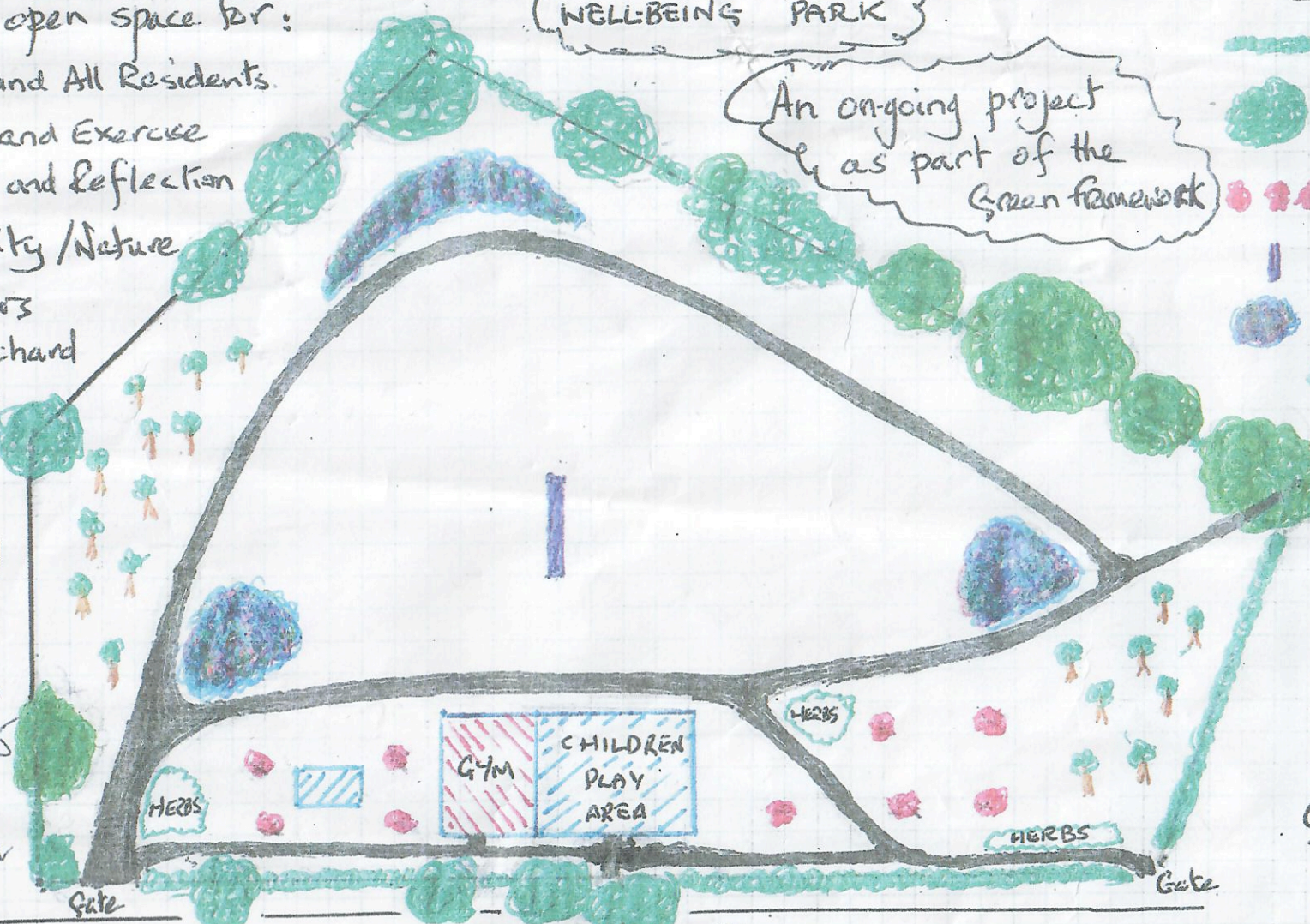
- All Ages and All Residents
- Leisure and Exercise
- Relaxation and Reflection
- Bio-diversity / Nature
- Wildflowers
- Village Orchard
- Fruit bushes
- Village Events
- Children's Play

SPRATTON ROAD WELLBEING PARK

An on-going project as part of the Green framework

Key

- EXISTING HEDGEROWS
- EXISTING TREES
- CHERRY TREES
- PLAYBOARD
- SHRUB GROUPS (BUTTERFLY GARDENS)
- ORCHARD TREES
- HERBS
- GATE → PATHWAYS



- Additions not on map:
- Picnic Table (4)
  - Litter Bins (4)
  - Bench Seats (4)

Orchard Trees  
Apples, Pears, Cherry, Plum, Apricot.

Fruit Bushes (pathsides)  
blackcurrant, gooseberry, redcurrant, raspberry, blueberry

Budget  
Pathways 8-10k  
bulk gym 1.5k  
Trees 1k  
shrubs & fruit 1k  
bins & flowers

Animal Habitats (randomly situated)  
Bird Boxes  
Insect hotels  
hedgehog houses

Pathways  
soft and porous  
wheelchair friendly

Herbs  
oregano, chives, Mint, fennel, rosemary, sage, lavender, thyme, lemon balm

SPRATTON ROAD





**Brixworth Parish Council**  
Report to: Council 19/01/2024

<b>Summary:</b> Wellbeing Grant Funding - King Charles III Charitable Grant Fund		
<b>Attachments:</b> N/A		
<b>1.0</b>	<p><b>BACKGROUND</b></p> <p>Due to the wellbeing park proposal, the Clerk, Cllr Ware, and members of BCAG have been researching grant funding and the King Charles III Charitable Fund can generate funding to help kick start this project.</p> <p>The King Charles III Charitable Fund is set to launch its Small Grants Programme in January 2024, continuing the legacy of former initiatives like the Prince's Countryside Fund. This new programme focuses on supporting projects that contribute to the environment, countryside, social inclusion, health and wellbeing, education, heritage, and conservation. Each year, the fund will allocate <b>grants of up to £5,000</b> to about 100 community-based organisations, including parish and town councils. The fund aims to support small-scale projects that have the potential to create substantial impacts within their communities, especially those that typically face challenges in accessing larger funding sources.</p>	
<b>2.0</b>	<p><b>PROPOSAL</b></p> <p>With Council's approval, apply for the grant funding of up to £5,000 and to give the Clerk delegated authority to research and apply for other relevant grant funding.</p>	
<b>3.0</b>	<p><b>FINANCIAL INFORMATION</b></p> <p>Not applicable.</p>	
<b>4.0</b>	<p><b>CONCLUSION / RECOMMENDATION</b></p> <p>RESOLVE to give the Clerk delegated authority to apply for the King Charles III Charitable Fund and any other grant funding awards that are available to fund this project.</p>	
<b>Implications:</b>		
Council Objectives:	Wellbeing grant funding.	
Resource Requirements:	Committee / <b>Cllrs</b> / Working Group / <b>Officers</b> / External / Other / None Hours / Days / Weeks / Months	
Do we have the resource available?		Y
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	N/A
Biodiversity	Are there any bio-diversity implications?	N/A
Financial	Are there financial implications at this stage?	N
	Will there be financial implications?	N
	Is there provision within the budget?	N/A
	Could there be additional expenditure?	N/A
Legal	Is there potential for income generation?	N
	Do we have power, to act? Localism Act 2011 /	Y
Risk Management	Are there any risks? If so, how will these be mitigated?	N
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	Y
<b>Person originating this report:</b> Parish Clerk – Josie Flavell		
<b>Date:</b> 19/01/2024		





**Brixworth Parish Council**  
Report to: Council 18/01/2024

**Summary:** Local Council Quality Awards

**Attachments:** N/A

**1.0 BACKGROUND**

The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed them by their peers, and put in place the conditions for continued improvement.

The scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promote and recognise councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practices, drive up standards and support those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach their full potential.

LCAS undergoes a review every year. Local councils must meet the criteria of the guidance that is in place on the date they submit their completed application form to their local accreditation panel.

There is a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. Helping the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be a celebration for councillors and officers, as their commitment and hard work are recognised and respected.

An award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard.

And finally, the scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement.

**2.0 PROPOSAL**

Council to approve the registration fee and the office team apply during the next round at the beginning of May for the foundation stage. Should this be passed, the next stage would be to apply for Quality status during the following round, September 2024. Should this stage be passed the Officer team will then look to work towards the final stage, which is gold status.

**3.0 FINANCIAL INFORMATION**

The cost to register is £50 (exc. VAT)

**4.0 CONCLUSION / RECOMMENDATION**

RESOLVE to give the Clerk delegated authority to register for the award scheme at £50.00 (exc. VAT) and manage the process of applying for all stages as and when appropriate.



<b>Implications:</b>		
Council Objectives:	Local Council Quality Awards	
Resource Requirements:	Officers	
Do we have the resource available?		Y
Equalities & Human Rights	Are there equalities and /or human rights issues?	N/A
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	N/A
Biodiversity	Are there any bio-diversity implications?	N/A
Financial	Are there financial implications at this stage?	Y
	Will there be financial implications?	N
	Is there provision within the budget?	Y
	Could there be additional expenditure?	N
	Is there potential for income generation?	N
Legal	Do we have power, to act?	Y
Risk Management	Are there any risks? If so, how will these be mitigated?	N
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	Y
<b>Person originating this report:</b> Parish Clerk – Josie Flavell		
<b>Date:</b> 18/01/2024		

## **BRIXWORTH PARISH COUNCIL'S CAPABILITY POLICY**

### **Definition of Capability**

For the purposes of this policy, capability is assessed with reference to skill, aptitude, attitude, behaviours, competence, knowledge and ability to do the job.

### **Introduction**

- 1 The object of this policy is to help and encourage all employees to achieve and maintain standards of job performance, ensuring Brixworth Parish Council has fair, effective and consistent arrangements in place for dealing with work performance and capability matters.
- 2 We recognise that during your employment with us there may be circumstances where you find it difficult to do your job. This can be for a number of reasons, the most common ones being that either the job changes over a period of time, or you change (potentially due to health or disability reasons) and you can no longer cope with the work.
- 3 Whilst Brixworth Parish Council will support employees who are under-performing it is the employee's responsibility to take ownership to improve their own performance.

### **JOB CHANGES/GENERAL CAPABILITY ISSUES**

- 4 If the nature of your job changes, or if we have general concerns about your ability to perform your job, we will meet to discuss the reasons for the issue to determine if it is a capability or a conduct matter. We will try to ensure that you understand the level of performance expected of you and that you receive adequate training and support. Concerns regarding your capability will normally be discussed in an informal manner and you will be given time to improve; this will include a performance management schedule with set objectives and timescales.
- 5 If your standard of performance is still not adequate you will be warned in writing that a failure to improve and maintain the performance required could lead to your dismissal. We will also consider the option to transfer to more suitable work if possible.
- 6 If there is still no improvement after a reasonable time (as specified in improvement plan) and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
- 7 If such improvement is not forthcoming after a reasonable period (as specified in improvement plan) of time, you will be dismissed with the appropriate notice.

### **PERSONAL CIRCUMSTANCES/HEALTH ISSUES**

- 8 Personal circumstances may arise that do not prevent you from attending for work but prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises we will need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When you have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, a more suitable role.
- 9 There may also be personal circumstances that prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role. Absences of up to 7 days can be self-certificated, but those greater than 7 days will require a doctor's note.

## SHORT SERVICE STAFF

- 10 We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you are still within your probationary period you may not be in receipt of any warnings before dismissal.

### Policy and Procedure stages

- 11 Brixworth Parish Council encourages managers to quickly make employees aware of any shortfall in their performance as part of their day to day performance. The Capability policy is made up of the following stages:
  - Stage 1: Informal Stage
  - Stage 2 Formal Stage (two part)
  - Stage 3 Final Stage

### The Procedure

- 12 Informal Stage. Where minor concerns about capability become apparent, it is the line-manager's responsibility to raise this with the employee and clarify the improvements required. This will consist of an informal discussion that includes details of the desired target, any training required to support achievement of this and an achievable timescale; file notes will be made and kept by the manager. The informal discussions are not part of the formal capability procedure. If performance fails to improve the manager may decide to formalise the discussions and invite the employee to a formal stage 2 capability meeting/discussion.
- 13 Formal Stage 2a - Following completion of the informal procedure an escalation to a formal capability meeting may sometimes be required to establish the facts and whether there is a formal capability case to address.
- 14 If a formal capability investigation is required, the line manager will collect all relevant information and agree a performance improvement plan with the employee; this would normally be scheduled to run for 6 weeks and will include details of the actions required and timescales for each of these.
- 15 Regular interim progress reviews will be undertaken, with a final review taking place at the agreed deadline. The review will be undertaken between the manager and the employee. This will result in one of the following outcomes:
  - The improvement expected has been achieved and no further action is required; the employees records will be updated with the details and these will be retained for 12 months
  - Some improvement has been achieved and an extension to the timescale to complete is agreed
  - No improvement has been made and a first written warning is issued. The next step is escalation to Stage 2b
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at this stage.

### First written warning

- 17 If the employee's performance continues to be beneath acceptable standards, a first written warning will be issued. A first written warning will set out:
  - the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
  - that further failure to improve may result in further written warnings
  - the employee's right of appeal
  - that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (12 months).

### After the first written warning – Formal stage 2b

- 18 The line manager will advise the Personnel Committee of the underperformance. They will appoint a sub-committee, with Chair, to oversee the next stage and an independent investigator to gather the facts and report their findings. Neither the Investigator, nor any councillor with direct involvement in the matter, shall sit on the sub-committee.
- 19 At the same time the employee will be invited to a formal meeting to agree a new improvement plan, including timescales.
- 20 The employee will work through the new improvement plan, with regular reviews with the manager.
- 21 The investigator will present their findings (including progress against the new improvement plan) to the sub-committee. If the investigator disagrees with the manager's assessment and improvement plan they will work with the manager to agree the way forward.
- 22 Where the investigator agrees with the managers' assessment and action plan the sub-committee will invite the employee to a capability meeting in writing, with at least 3 working days' notice.
- 23 . The sub-committee's letter will confirm the following:
  - the names of its Chair and other two members
  - details of the alleged under-performance, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's capability procedure
  - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it
  - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
  - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official
- 24 The purpose of the capability meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
  - the Chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
  - the Chair will set out the allegations and invite the Investigator to present the findings of the investigation report
  - the Chair will invite the employee to present their account
  - the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
  - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
  - the employee (or companion) will have the opportunity to sum up
- 25 There are three potential outcomes of the meeting:
  - The sub-committee finds in favour of the employee and a new action plan is agreed
  - It is agreed that the employee is unlikely to meet the performance standards of the role and that further time to improve will not change this
  - The sub-committee finds in favour of the manager and an update performance improvement plan is agreed. If no further progress is made a final written warning is issued
- 26 The Chair will provide the employee with the sub-committee's decision, with reasons in writing, within five working days of the meeting.
- 27 The capability meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

### **Employee unsuitable for the role**

- 28 The sub-committee will work with the manager to identify a suitable alternative role. If no suitable alternative is identified the employee will be offered:
  - Early retirement
  - Early retirement on health grounds



## **Final written warning**

- 29 Failure to meet expected standards outlined in the first written warning will result in the employee being issued with a final written warning. This will set out:
- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
  - that further failure to improve may result in more serious capability action up to and including dismissal
  - the employee's right of appeal
  - that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (12 months).

## **Dismissal**

- 30 The Council may dismiss:
- for insufficient performance
  - if there is no improvement in the performance, which has been the subject of a final written warning, within the specified time period
  - if additional under-performance has occurred and a final written warning has already been issued and remains in force.
- 31 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

## **The appeal**

- 32 An employee who is the subject of performance action will be notified of the right of appeal. Their written notice of appeal must be received by the Chair of the Council within five working days of the employee receiving written notice of the capability action and must specify the grounds for appeal.
- 33 The grounds for appeal include;
- a failure by the Council to follow its capability policy
  - the sub-committee's capability decision was not supported by the evidence
  - the capability action was too severe in the circumstances of the case
  - new evidence has come to light since the capability meeting.
- 34 Where possible, the appeal will be heard by a panel of three members of the Personnel Committee who have not previously been involved in the case. There may be insufficient members of the Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chair from one of its members.
- 35 The employee will be notified in writing, within 10 working days of receipt of the notice of appeal, of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 36 At the appeal meeting, the Chair will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the capability decision and for both sides to seek further clarifications as required
  - explain the action that the appeal panel may take.
- 37 The employee (or companion) will be asked to explain the grounds for appeal.
- 38 The Chair will inform the employee that they will receive the panel's decision, in writing, usually within five working days of the appeal hearing.
- 39 The appeal panel may decide to uphold the capability decision of the Personnel Committee, substitute a less serious sanction or decide that no capability action is necessary. If it decides to take no capability action, no record of the matter will be retained on the employee's personnel file.

- 40 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 41 The appeal panel's decision is final.



**Brixworth Parish Council**  
Report to: Council 18/01/2024

**Summary:** Village, National & World Events Celebrations

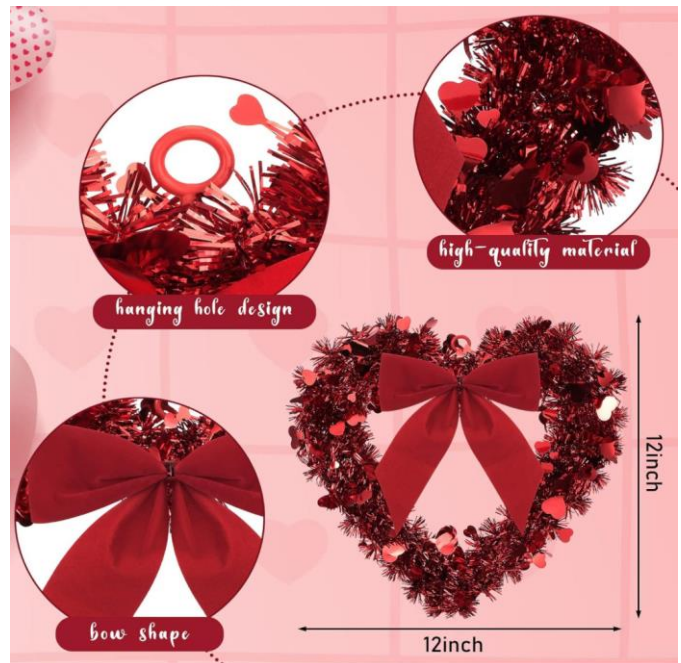
**Attachments:**

<b>1.0</b>	<p><b>BACKGROUND</b></p> <p>The newly established Events group would like permission to allow the clerk, under her allowed permissions, power to purchase relevant merchandise to celebrate and acknowledge village, national and world events.</p>
<b>2.0</b>	<p><b>PROPOSAL</b></p> <p>Chinese New Year (or the Spring festival) is fast approaching. It is celebrated on the first New Noon of the year, which this year it falls on the 10<sup>th</sup> February. The celebration lasts for 15 days, ending with the Lantern Festival.</p> <p>Our vision this year, is to celebrate the first day of the New Year of the Dragon with water resistant paper bunting and a water resistant dragon. These would be hung around the village square on 10<sup>th</sup> February 2024. Then we would like to celebrate the end of the festival by hanging water resistant lanterns on the 25<sup>th</sup> February 2014.</p> <p>Suitable merchandise (via Amazon) has been sourced. As previously mentioned, these are made of water resistant paper, thus hopefully ensuring their survival of our UK weather.</p> <p>In addition to these decorations, we would also like to purchase some red hearts to hang in the same area, to mark Valentines Day on February 14<sup>th</sup> 2024.</p>
<b>3.0</b>	<p><b>OPTIONS CONSIDERED</b></p> <p>a) Not to purchase any at all.</p> <p>b) Purchase items as described under section 4.0 of this report and to utilise the community event budget for this purpose.</p>
<b>4.0</b>	<p><b>FINANCIAL INFORMATION</b></p> <p>a) Bunting and Lantern 2 x Packs at £7.99 each</p> <p>b) Dragon and Good luck Bunting £17.89</p> <p>c) Red Valentine Heart Wreaths x2 packs £14.99 each</p>
<b>5.0</b>	<p><b>CONCLUSION / RECOMMENDATION</b></p> <p>To give the Clerk delegated authority to purchase the items as agreed by the events group, utilising the community events budget.</p>

<b>Implications:</b>		
Council Objectives:	To celebrate world events in the village.	
Resource Requirements:	Committee / Cllrs / Working Group / <b>Officers</b> / External / Other / None Hours / Days / Weeks / Months	
Do we have the resource available?		Y
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	Y
Biodiversity	Are there any bio-diversity implications?	N
	Are there financial implications at this stage?	Y
	Will there be financial implications?	Y



Financial	Is there provision within the budget?	Y
	Could there be additional expenditure?	N
	Is there potential for income generation?	N
Legal	Do we have power, to act?	Y
	If Y which act: For example Local Government and Rating Act 1997, s. 31	
Risk Management	Are there any risks? If so, how will these be mitigated?	N
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	N
<b>Person originating this report:</b> Cllr James Collyer		
<b>Date:</b> 17/01/2024		





**Brixworth Parish Council**  
Report to: Council 25/01/ 2024

**Summary: Council has previously approved the restoration of the 3 railway benches installed in the village, and the renovation of the bench in memory of Private Gerard Bull. This paper outlines the various options and associated costs for this work.**

**Attachments: Appendix A.**

<b>1.0</b>	<p><b>BACKGROUND -</b> The 3 railway benches (one by the Village Hall, one in the Millennium Garden and one on the Creaton Road) in the village were originally sited in the now defunct Brixworth Railway Station. At some point the benches were renovated but this was not done in the original style.</p>
	<p><b>PROPOSAL -</b> Restore the 3 railway benches to the original design/colour and carry out maintenance to the memorial bench. Confirmation has been received that the memorial bench can be restored by the local Groundsman, but the railway benches need a specialist restoration company to complete the work.</p> <p><b>OPTIONS CONSIDERED -</b> Five different suppliers were approached for quotations for the specialist renovation. Two of these companies did not respond to the request so attention has focussed on the remaining three. Of the three who originally expressed an interested in completing the work one has not made any further contact, one has decided that the effort to produce a quote that might not be accepted was not in his interests (he also wanted a large tolerance built in) so we are down to a single supplier of choice.</p> <p>The quotation covers the removal from current locations, stripping back the metalwork, repairing any defects and then powder coating for a durable finish. The wood will be replaced with oak (as an environmental consideration re-use of the existing timber was explored but was regrettably not feasible) and then the benches will be re-installed in the original locations. Preference was initially given to local suppliers, but the net was widened to try and get 3 quotations (with no success).</p> <p><b>FINANCIAL INFORMATION -</b></p> <p><b><i>Railway benches L&amp;A Art Studio.</i></b> Total cost of restoration work for each bench is £1,695, making a total of £5,085. The cost of the bespoke cast iron signs for the seat backs is £615</p> <p><b><i>Army Memorial Bench – Groundsman</i></b> Cost of materials for bench - £75</p> <p><b>TOTAL COST OF RESTORATION - £5,775</b></p>
	<p><b>CONCLUSION / RECOMMENDATION</b> It was a real challenge finding companies that actually responded to my request so I only have 1 estimate. The supplier has engaged fully along the quotation process and has visited the benches twice and the Northampton &amp; Lamport site to get a full understanding of the both current state of the benches and the required final design. Appendix A shows the proposed design and font for the bench signs. I recommend using L&amp;A Art studio for the railway bench restoration.</p>



<b>Implications:</b>		
Council Objectives:		
Resource Requirements:	External / Other Hours / Days / Weeks / Months	
Do we have the resource available?	Yes, for restoration of Army Memorial Bench	Y/N
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	N
Biodiversity	Are there any bio-diversity implications?	N
Financial	Are there financial implications at this stage?	N
	Will there be financial implications?	Y
	Is there provision within the budget?	Y
	Could there be additional expenditure?	N
Legal	Is there potential for income generation?	N
	Do we have power, to act?	Y
	If Y which act: For example Local Government and Rating Act 1997, s. 31	
Risk Management	Are there any risks? If so, how will these be mitigated?	N
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	N
<b>Person originating this report:</b> Deborah Frampton		
<b>Date:</b> 17 January 2024		



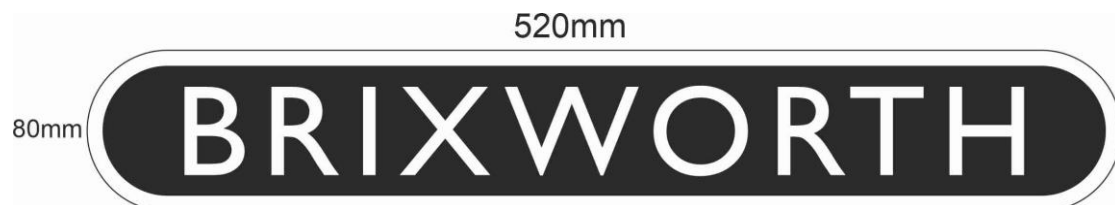


## Appendix A

### Example bench design



### Example signage font





### **Saturday Surgery Notes – 6<sup>th</sup> January 2023 – Cllr Lynne Compton & Cllr Elaine Coe**

Not a very busy Councillor Surgery. Only 3 people.

Bins – Pytchley Close – Screening or collecting more frequently.

Potholes issues with mobility scooter – Shelleycoates Rd

Buses – Resident who lives in Clipston wanted to use Library but had to walk all the way from Blackthorn Close. No signs on bus stops so people still waiting there. The lady we chatted too also flagged as an issue, she had walked to the bus stop only to find out no buses, she was very upset as need an item of food. Photo of bus screen to follow. Can we pressure WNC/bus companies to do better on communication when roads are shut please? They still think everyone on Social Media! In this case even the website was wrong.

Regarding the Surgeries in general; a few thoughts: -

1. Signage - please could this be changed to say something like: Come and chat with your local BPC Cllr? No one really knows what a Cllr Surgery is.
2. Might be better being based in the library where it is warmer if they are in agreement?
3. Neither Cllr Coe or I are sure they work in the current format, I know you didn't get much take-up from the organisations to come to a meeting but might be better to publicise Cllrs available at Community Larder, Community Cafe, ask organisations if we can have a table at their events etc.



## ELECTRICAL CONTRACTOR

UNIT 12 ROSS ROAD  
WEEDON ROAD INDUSTRIAL ESTATE  
NORTHAMPTON NN5 5AX

Tel: (01604) 582077  
Fax: (01604) 585077  
Email: [info@gmle.co.uk](mailto:info@gmle.co.uk)

V.A.T. Registration Number 119 4810 70  
Company Registration Number 5398058



## QUOTE

WEST NORTHAMPTONSHIRE COUNCIL (NPS)  
WNC Property Services  
One Angel Square  
NORTHAMPTON  
NORTHAMPTON  
NN1 1ED

Date	18 Jan 2024
Account Reference	NPS
Quote Number	QU-3667
Reference/Job	
Expiry Date	<b>17 Feb 2024</b>

### Re Brixworth Parish Council - revised quote

To supply and install the following replacement LED light fittings to the Parish council areas of the Brixworth Library building as per the list of list supplied by the Parish Council

Ground floor  
Parish Office  
6x LED Round Panels

Parish Office Store 1  
1x LED Bulkhead fitting c/w Microwave sensor

Parish Office Store 2  
1x LED Bulkhead fitting c/w Microwave sensor

Café Public area  
9x LED round Panels

Café Kitchen area  
3x LED round Panels

Kitchen store  
1x LED Bulkhead c/w Microwave sensor

Rear store room  
2x LED Bulkhead fitting c/w Microwave sensor, one with and EMG pack,

Lift Lobby  
3x LED bulkhead fittings, one c/w an EMG pack, all controlled via a surface PIR.

Emergency Light  
1x Recessed Emergency LED Exit fitting c/w Legend.

Description	Quantity	Unit Price	Amount GBP
Materials	1.00	1247.00	1247.00
Labour	1.00	1131.00	1131.00
		Subtotal	2378.00

# G.M. LAWRENCE ELECTRICAL LTD

## ELECTRICAL CONTRACTOR

UNIT 12 ROSS ROAD  
WEEDON ROAD INDUSTRIAL ESTATE  
NORTHAMPTON NN5 5AX

V.A.T. Registration Number 119 4810 70  
Company Registration Number 5398058

Tel: (01604) 582077  
Fax: (01604) 585077  
Email: [info@gmle.co.uk](mailto:info@gmle.co.uk)



Description	Quantity	Unit Price	Amount GBP
		Total VAT 20%	475.60
		Total GBP	2853.60

### Terms

#### Note

All works to be carried out in normal working hours.  
We have not allowed to correct any faults traced during testing works.  
This quote is Valid for 30 days from the date of issue.  
All materials prices may be subject to manufacture price increase.



## Brixworth Parish Council

### Minutes of the Brixworth Planning Committee Meeting

Monday 8<sup>th</sup> January 2024 at 7.30pm

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

<b>In attendance:</b>	Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt, Councillor James Collyer, Councillor Barbara Lunnon, Councillor Gary Spratt & Councillor Christine Ware
<b>Absent:</b>	
<b>Clerical Support:</b>	Gavin Kirkup (Admin)
<b>Members of Public:</b>	0

#### PART ONE – OPENING PROCEDURES

<b>23/2498</b>	<b>Welcome by Chairman</b> Councillor Mitchell welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
<b>23/2499</b>	<b>Apologies for absence and acceptance of apologies for absence</b> There were no apologies received.	
<b>23/2500</b>	<b>Declarations of Interest</b> a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider.	
<b>23/2501</b>	<b>Agree and Sign the Minutes of Previous Meeting</b> All present RESOLVED to the Chairman, Cllr Mitchell, approving the Planning Committee Meeting Minutes of 18 <sup>th</sup> December, as a true and accurate record. Prop. Cllr Ware. Sec. Cllr. Spratt. Unanimous.	<b>Paper A</b>
<b>23/2502</b>	<b>Public Open Forum Session</b> There were no members of the public present.	-

#### PART TWO – FOR DECISION

	<b>Ref Number</b>	<b>Application Description</b>	<b>Location</b>
<b>23/2503</b>	<a href="#">2023/7863/FULL</a>	Single storey rear extension	2 Salt Pikes Brixworth NN6 9UJ

#### Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,  
Councillor James Collyer, Councillor Barbara Lunnon,  
Councillor Gary Spratt and Councillor Christine Ware.

Initialed:



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The Planning Committee **RESOLVED** to **SUPPORT** this application.  
Prop. Cllr Lunnon. Sec. Cllr Mitchell. Unanimous.

**PART THREE – FOR INFORMATION**

**23/2504** **Any Other Business**  
There was no other business reported.

**PART FOUR – CLOSING PROCEDURES**

**23/2505** **Next Ordinary Meeting**  
1) Next agenda - there were no items reported.  
2) All present NOTED the date of the next Planning Committee Meeting on Monday 29<sup>th</sup> January 2024.

In the absence of further business, the meeting was closed in full at 19:34

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

.....  
Cllr Tom Mitchell - Chairman  
Brixworth Parish Council

Date: 29<sup>th</sup> January 2024

**Minutes Prepared By:**  
Gavin Kirkup  
Administrative Assistant  
Brixworth Parish Council

Telephone: 01604 347993  
Email: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)  
Web: [www.brixworthparishcouncil.gov.uk](http://www.brixworthparishcouncil.gov.uk)

**Members of Brixworth Parish Council - Planning Committee**

*Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,  
Councillor James Collyer, Councillor Barbara Lunnon,  
Councillor Gary Spratt and Councillor Christine Ware.*

**Initialed:**



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**Meeting Notes**  
**Brixworth Community Centre Buildings Meeting**  
**15<sup>th</sup> January 2024**

**Present**

Brixworth PC: Cllr Tony Nixon (TN), Cllr Jackie Bird (JB)

Clerk: Josie Flavell (JF)

Library Service: Hugh Total (HT)

Apologies: Mike Nice (Community Centre)

Issue/Matters Discussed	Action By
<ul style="list-style-type: none"> <li>▪ Pigeon Proofing – a quote has been received from a WNC Property Department approved contractor to review the pigeon proofing, who deemed it to be inadequate. The Clerk reported that the front of the building and side opposite the dentist is working well with only two small areas that the pigeons still seem to be getting and making a mess. The Clerk agreed to survey this again in the Spring during nesting season. In the meantime, the Cleaner will continue to tackle the two small areas with the steam cleaner. HT reported the library window and car park side of the building will not be completed due to WNC budget constraints but will be revisited in the new financial year. A deep clean will be conducted every so many months to keep it under control until further action can be taken.</li> </ul>	JF
<ul style="list-style-type: none"> <li>▪ Library Boiler – HT reported that the boiler has been broken since the 30<sup>th</sup> of December 2023 and cannot be fixed. WNC Property Dept. have confirmed no action will be taken until the spring.</li> </ul>	TN
<ul style="list-style-type: none"> <li>▪ Lease – TN reported that discussions with WNC Estates department regarding tenancy renewal for ground floor office are still to be had and the tenancy agreement is currently rolling on.</li> <li>▪ Air Conditioning – JF confirmed she will chase the Admin Assistant to find out if padlocks have been added to the external units and will report back.</li> <li>▪ Cleaning – JF had reported that the Cleaner is taking pride in her work, taking direction well and has vastly improved. HT reported that there are no issues concerning the Cleaner’s performance in relation to their cleaning contract.</li> <li>▪ Business Funding – HT confirmed that information is being shared with the Parish Council via the Admin Assistant and put on social media. It will soon be National Story Telling week, so information will be shared in due course concerning this</li> </ul>	HT/GK
<ul style="list-style-type: none"> <li>▪ Welcoming Spaces Phase II (the successor to the Warm Spaces network) funding is still in place until the end of March.</li> <li>▪ Parish Office/Meeting Room Project – this has now been completed. The only items left to organise are the purchase of stack ‘n’ store boxes for the food share project and for the old filing cabinets and cupboards to be taken away by the scrap man.</li> <li>▪ Hot Water Issues – all 3 heaters have since been replaced and the hot water in the toilets and library are now working again.</li> <li>▪ Emergency lighting – quotes have been received and will be taken to the January council meeting for approval.</li> <li>▪ Chatty Café – this has been promoted and is working well. Safeguarding training has been completed but volunteers are still required. The library has agreed to take any over spill from the Olive Branch.</li> </ul>	JF

**Next Meeting Date:** 4<sup>th</sup> March 2024 at 9:30am



# Brixworth Parish Council

## Sports Liaison Group Meeting Minutes

16<sup>th</sup> January 2024 at 7:00pm via MS Teams

**Present:** Councillor Tony Nixon (TN), Cllr Elaine Coe (EC), Michael Parsons (Cricket Club) (MP), Mark Salter (Table Tennis) and (MS), Martin Jones (Central Sports)

**Absent:** Josie Flavell – Parish Clerk  
Nick Hilliker (Sands United)  
Simon Compton (Brixworth Football)  
Georgine Swingler (Brixworth Football)

Issue/Matters Discussed	Action By
<ul style="list-style-type: none"><li>• <b>Welcome</b> – Councillor Nixon welcomed all to the meeting.</li><li>• <b>Minutes</b> – the minutes from the 12<sup>th</sup> September 2023 meeting, were accepted.</li><li>• <b>Compliance of Terms and Conditions</b> – there was nothing to report.</li><li>• <b>Condition of pitches</b> – MJ reported on behalf of SC that the condition of the pitches is ok and that there is just one goal mouth that is a little worn and needs attention. Matches have been cancelled when inclement weather had been experienced. Much better than it has been. The Clerk has arranged for R&amp;G to conduct another verti drain operation in March/April.</li><li>• <b>Maintenance Issues</b> Ashway Car Park – the Clerk is arranging quotes for the re-surfacing/repairs and will report back at the next meeting.</li><li>• <b>Ashway Changing Rooms Adaptations</b> – TN has asked the Admin Assistant to investigate if there are any plans/drawings of the building and will report back.</li><li>• <b>Football Updates</b> The portable goals have helped stop the children kicking and playing in those goal areas at St David's. The Club has tidied up the Ashway store, but space is still an issue as we continue to use the away changing room to store equipment in there.</li></ul>	

### **Members of the Sports Liaison Working Group**

Councillor Elaine Coe, Councillor Tony Nixon, Parish Clerk Mike Parsons (Brixworth Cricket Club)  
Nick Hilliker (Sands United Football Club) Martin Jones (Central Sports) and Simon Compton (Brixworth Juniors),  
Rob Kelly (Brixworth Seniors Football Club), David Bodily (Cricket Club) and Georgina Swinger (Brixworth Juniors)

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Storage shed extension/alterations and roller shutter doors

The grant application to the FA has been submitted and further quotes for the works are awaited.

- **Long term Strategy**

Central Sports Changing Rooms

MJ reported that we need to identify what land we require to improve the changing rooms, with separate access to keep the main entrance of the pavilion and changing rooms separate. Also, due to the fact that the Cricket Club requires the biggest individual space for people and equipment. MJ requested that a discussion be held with MP to consider what's required and to bring a plan/proposal with dimensions to the next meeting for consideration.

MJ/MP

EC reported the dimensions required which are 1.2m per person and 540L x 450D for the benches. TN suggested that research be conducted with Sports England and MP agreed to liaise with one of the current cricketers and the England Cricket Board to gain update and correct information. TN also reported that the dimensions of the extension would need to remain within the parameters of the current lease agreement. Grant funding was discussed and will be researched.

MP

MJ to request Cllr Tom Mitchell to conduct – accessibility audit to be conducted.

MJ

- **Outdoor Gym Equipment – the Clerk will be researching** grant funding to be and will for consideration to be installed to Spratton Road POS and reported back at the next meeting.

JF

- **Indoor Sports**

The Table Tennis club are looking to increase the fees from £3 to £4 per game and promote the club further to get more members. Not currently set up for children to join due to lack of DBS checks and safeguarding. Unfortunately, it would mean setting up a committee and a bank account to enable this to happen.

Under 18's can still play as long as they attend with a responsible adult/parent.

- **Health and Safety Matters**

Bow Top Fencing

Costs for the sections missing around the MUGA are being investigated.

JF

Ball Stop Net

MP reported that the net keeps sagging but is tightened up and only just adequate and also reported that the MUGA was not installed in line with what was agreed. TN reported that the MUGA has been built in line with what had been implemented pursuant to the planning permission but will be monitored.

- **Equality Issues / Protected Characters** – there was no reports.

- **Concessions** – MP asked for an update on selling refreshments at Central Sports and reported that he circulated information for what the Cricket Club provide to GS. MJ stated that due to a committee member health issue this has yet to be discussed but asked MP to forward the information to him.

MP/MJ

**Members of the Sports Liaison Working Group**

Councillor Elaine Coe, Councillor Tony Nixon, Parish Clerk Mike Parsons (Brixworth Cricket Club)  
Nick Hilliker (Sands United Football Club) Martin Jones (Central Sports) and Simon Compton (Brixworth Juniors),  
Rob Kelly (Brixworth Seniors Football Club), David Bodily (Cricket Club) and Georgina Swinger (Brixworth Juniors)

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- **Correspondence to Report** – there were no items to report.
- **Open Discussion (other issues to raise)**
  - Sands United - MP asked what has happened to Sands United training at St David's. MJ reported they aren't playing as much as they did. TN stated the Clerk will give an update.
  - CCTV - MP asked what has happened with the vandalism of the connection wires. MP stated that the system is now wireless and there is now a separate connection from Central Sports.  
MP asked about how the ball kicking against the fence is being monitored. TN explained that the CCTV will be monitored by the Clerk, and it was agreed that it may be more of an issue during the warmer months and whether complaints are received or not.
- **Future Agenda items** – there were no items reported.
- **Date of next meeting** – the Clerk is to confirm the date of the next meeting.

In the absence of further business, the meeting closed at 19:32pm



**Josie Flavell**

Parish Clerk - Brixworth Parish Council  
16<sup>th</sup> January 2024

The Parish Office  
Community Centre & Library  
Spratton Road, Brixworth  
Northants NN6 9DS

Telephone: 01604 882622 / Mobile: 07983 141786  
E: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)



**Members of the Sports Liaison Working Group**  
Councillor Elaine Coe, Councillor Tony Nixon, Parish Clerk Mike Parsons (Brixworth Cricket Club)  
Nick Hilliker (Sands United Football Club) Martin Jones (Central Sports) and Simon Compton (Brixworth Juniors),  
Rob Kelly (Brixworth Seniors Football Club), David Bodily (Cricket Club) and Georgina Swinger (Brixworth Juniors)

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**Brixworth Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
00.00 Section 137			0.00 (N/A)	500.00		500.00 (100%)	500.00
01.00 Staff			0.00 (N/A)	117,051.00	99,524.33	17,526.67 (14%)	17,526.67
02.00 Subscriptions & Licences			0.00 (N/A)	11,230.00	7,864.82	3,365.18 (29%)	3,365.18
03.00 Expenses & Allowances			0.00 (N/A)	1,850.00	198.20	1,651.80 (89%)	1,651.80
04.00 Administration		545.82	545.82 (54582%)	14,540.00	8,821.34	5,718.66 (39%)	6,264.48
05.00 Projects			0.00 (N/A)	10,300.00	5,550.05	4,749.95 (46%)	4,749.95
06.00 Highways & Street Lighting			0.00 (N/A)	3,000.00	1,215.69	1,784.31 (59%)	1,784.31
07.00 Greens & Maintenance	2,750.00	2,750.00	0.00 (N/A)	29,414.40	10,131.06	19,283.34 (65%)	19,283.34
08.00 The Ashway			0.00 (N/A)	11,300.00	6,998.05	4,301.95 (38%)	4,301.95
09.00 St David's			0.00 (N/A)	16,800.00	9,519.03	7,280.97 (43%)	7,280.97
10.00 Millenium Garden			0.00 (N/A)	1,100.00	370.00	730.00 (66%)	730.00
11.00 Pocket Park			0.00 (N/A)	1,250.00		1,250.00 (100%)	1,250.00
12.00 Spratton Road			0.00 (N/A)	140.00	140.00	0.00 (N/A)	0.00
13.00 Income	186,111.23	187,738.83	1,627.60 (0%)			0.00 (N/A)	1,627.60
14.00 Reserves	39,603.81	39,603.81	0.00 (N/A)	149,514.26	149,514.26	0.00 (N/A)	0.00
<b>NET TOTAL</b>	<b>228,465.04</b>	<b>230,638.46</b>	<b>2,173.42 (0%)</b>	<b>367,989.66</b>	<b>299,846.83</b>	<b>68,142.83 (18%)</b>	<b>70,316.25</b>

**Total for ALL Cost Centres**

230,638.46

299,846.83

**V.A.T.**

38,509.40

36,347.25

**GROSS TOTAL**

**269,147.86**

**336,194.08**

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

18 January 2024 (2023-2024)

All Cost Centres and Codes

**00.00 Section 137**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
162	00.00 Section 137				500.00		500.00	500.00 (100%)
<b>SUB TOTAL</b>					<b>500.00</b>		<b>500.00</b>	<b>500.00 (100%)</b>

**01.00 Staff**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
136	01.01 Salaries				90,000.00	81,403.24	8,596.76	8,596.76 (9%)
143	01.02 Employer NI				6,000.00	6,569.79	-569.79	-569.79 (-9%)
137	01.03 Pension - LGPS				21,051.00	11,551.30	9,499.70	9,499.70 (45%)
140	01.04 Staffing Review							(N/A)
159	01.05 Locum Clerk							(N/A)
<b>SUB TOTAL</b>					<b>117,051.00</b>	<b>99,524.33</b>	<b>17,526.67</b>	<b>17,526.67 (14%)</b>

**02.00 Subscriptions & Licence**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	02.01 NALC				1,600.00	1,679.17	-79.17	-79.17 (-4%)
29	02.02 CPRE				40.00	36.00	4.00	4.00 (10%)
28	02.03 ACRE				40.00	35.00	5.00	5.00 (12%)
37	02.04 Society Local Clerks (SLC)				280.00	563.00	-283.00	-283.00 (-101%)
142	02.05 ROSPA				300.00	305.50	-5.50	-5.50 (-1%)
31	02.06 Living Wage				70.00	66.00	4.00	4.00 (5%)
36	02.07 Scribe Finance				1,000.00	648.00	352.00	352.00 (35%)
34	02.08 Parish On Line Mapping				150.00	82.50	67.50	67.50 (45%)
38	02.09 Web Site & Emails				500.00	295.00	205.00	205.00 (41%)
23	02.10 Human Resources/ Health				3,300.00	1,231.25	2,068.75	2,068.75 (62%)
24	02.11 ICT				2,750.00	1,964.90	785.10	785.10 (28%)
32	02.12 Microsoft							(N/A)
30	02.13 Information Commissioner				40.00	35.00	5.00	5.00 (12%)
141	02.14 Payroll Services				1,000.00	757.10	242.90	242.90 (24%)
138	02.15 Adobe License				160.00	166.40	-6.40	-6.40 (-4%)
<b>SUB TOTAL</b>					<b>11,230.00</b>	<b>7,864.82</b>	<b>3,365.18</b>	<b>3,365.18 (29%)</b>

**03.00 Expenses & Allowances**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	03.01 Clerk's Expenses				750.00	42.17	707.83	707.83 (94%)
19	03.02 Chairman's Allowance				400.00		400.00	400.00 (100%)
18	03.03 Telephone -Mobile Staff				500.00	156.03	343.97	343.97 (68%)
20	03.04 Parish Councillors Expens				200.00		200.00	200.00 (100%)

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

18 January 2024 (2023-2024)

All Cost Centres and Codes

SUB TOTAL					1,850.00	198.20	1,651.80	1,651.80 (89%)
<b>04.00 Administration</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	04.01 Audit - Internal				400.00	495.00	-95.00	-95.00 (-23%)
21	04.02 Audit - External				1,000.00	630.00	370.00	370.00 (37%)
43	04.03 Newsletters				1,500.00	1,050.00	450.00	450.00 (30%)
41	04.04 Insurance - General				2,000.00	1,553.77	446.23	446.23 (22%)
42	04.05 Insurance - Vehicles				900.00	785.00	115.00	115.00 (12%)
47	04.06 Stationery & Postage		45.82	45.82	600.00	176.01	423.99	469.81 (78%)
46	04.07 Office Equipment				400.00	1,109.91	-709.91	-709.91 (-177%)
45	04.08 Training				2,000.00	658.36	1,341.64	1,341.64 (67%)
25	04.09 Legal Costs (Asset Manag		500.00	500.00	2,500.00	500.05	1,999.95	2,499.95 (100%)
40	04.10 Hall Hire (Meetings)				1,500.00	1,000.00	500.00	500.00 (33%)
44	04.11 Telephone & Broadband				1,500.00	698.54	801.46	801.46 (53%)
139	04.12 Bank Charges				140.00	109.70	30.30	30.30 (21%)
112	04.13 VAT Payments							(N/A)
171	04.14 Subsidiary/Misc				100.00	55.00	45.00	45.00 (45%)
<b>SUB TOTAL</b>			<b>545.82</b>	<b>545.82</b>	<b>14,540.00</b>	<b>8,821.34</b>	<b>5,718.66</b>	<b>6,264.48 (43%)</b>
<b>05.00 Projects</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	05.01 Planning Applications							(N/A)
145	05.02 Bus Subsidiary				1,000.00	1,000.00		(0%)
146	05.03 Heritage Projects				2,900.00	53.80	2,846.20	2,846.20 (98%)
69	05.04 Defibrillators				1,500.00	96.25	1,403.75	1,403.75 (93%)
148	05.05 Community First Aid Traini				500.00		500.00	500.00 (100%)
100	05.06 Community Calendar				400.00	400.00		(0%)
155	05.07 Community Centre Cleani				4,000.00	4,000.00		(0%)
101	05.08 Events							(N/A)
<b>SUB TOTAL</b>					<b>10,300.00</b>	<b>5,550.05</b>	<b>4,749.95</b>	<b>4,749.95 (46%)</b>
<b>06.00 Highways &amp; Street Light</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
123	06.01 Lighting of Parish Footpat				2,000.00	976.33	1,023.67	1,023.67 (51%)
144	06.02 Signs				500.00	239.36	260.64	260.64 (52%)
73	06.03 Footways				500.00		500.00	500.00 (100%)
<b>SUB TOTAL</b>					<b>3,000.00</b>	<b>1,215.69</b>	<b>1,784.31</b>	<b>1,784.31 (59%)</b>

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

18 January 2024 (2023-2024)

All Cost Centres and Codes

**07.00 Greens & Maintenance**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
81	07.01 Enhancements & Maintena				1,000.00	803.62	196.38	196.38 (19%)
48	07.02 Sundry Purchases - Maint				1,600.00	881.92	718.08	718.08 (44%)
67	07.03 Christmas Lights				3,400.00	2,058.73	1,341.27	1,341.27 (39%)
50	07.04 Running Costs Mowers				700.00	666.74	33.26	33.26 (4%)
161	07.05 Litter Bins				814.40		814.40	814.40 (100%)
51	07.06 Van Lease Costs				3,000.00	2,395.80	604.20	604.20 (20%)
49	07.07 Fuel - Van & Mowers				2,200.00	1,048.53	1,151.47	1,151.47 (52%)
74	07.08 Defibrillator Maintenance				2,000.00	60.00	1,940.00	1,940.00 (97%)
80	07.09 Vandalism				1,000.00	345.98	654.02	654.02 (65%)
160	07.10 - Planting Grants	2,750.00	2,750.00			73.00	-73.00	-73.00 (-2%)
79	07.11 Trees - Annual Survey				1,500.00		1,500.00	1,500.00 (100%)
78	07.12 Trees - Surgery				5,000.00	420.00	4,580.00	4,580.00 (91%)
149	07.13 Hedge/Fencing				4,000.00	845.00	3,155.00	3,155.00 (78%)
70	07.14 Flowers				1,000.00	130.00	870.00	870.00 (87%)
150	07.15 Climate Change / Environr				2,000.00	333.74	1,666.26	1,666.26 (83%)
71	07.16 Library Shrub Bed				200.00	68.00	132.00	132.00 (66%)
<b>SUB TOTAL</b>		<b>2,750.00</b>	<b>2,750.00</b>		<b>29,414.40</b>	<b>10,131.06</b>	<b>19,283.34</b>	<b>19,283.34 (59%)</b>

**08.00 The Ashway**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	08.01 Ashway Grounds Maintena				6,000.00	3,595.00	2,405.00	2,405.00 (40%)
56	08.02 Ashway Grass Cutting				1,800.00	1,558.00	242.00	242.00 (13%)
53	08.03 Ashway Changing Rooms				3,000.00	1,553.07	1,446.93	1,446.93 (48%)
54	08.04 Ashway Changing Rooms				500.00	291.98	208.02	208.02 (41%)
<b>SUB TOTAL</b>					<b>11,300.00</b>	<b>6,998.05</b>	<b>4,301.95</b>	<b>4,301.95 (38%)</b>

**09.00 St David's**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
64	09.01 St David's Grounds Mainte				7,000.00	6,486.00	514.00	514.00 (7%)
63	09.02 St David's Grass Cutting				2,800.00	2,138.00	662.00	662.00 (23%)
151	09.03 MUGA Maintenance				2,000.00	86.14	1,913.86	1,913.86 (95%)
152	09.04 Safety Surfaces Maintena				4,000.00		4,000.00	4,000.00 (100%)
52	09.05 St David's Trade Waste				1,000.00	808.89	191.11	191.11 (19%)
<b>SUB TOTAL</b>					<b>16,800.00</b>	<b>9,519.03</b>	<b>7,280.97</b>	<b>7,280.97 (43%)</b>

**10.00 Millenium Garden**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72	10.01 Millennium Garden				1,100.00	370.00	730.00	730.00 (66%)

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

18 January 2024 (2023-2024)

All Cost Centres and Codes

SUB TOTAL					1,100.00	370.00	730.00	730.00 (66%)
<b>11.00 Pocket Park</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	11.01 Pocket Park				1,250.00		1,250.00	1,250.00 (100%)
SUB TOTAL					1,250.00		1,250.00	1,250.00 (100%)
<b>12.00 Spratton Road</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	12.01 Spratton Road Grounds M				140.00	140.00		(0%)
SUB TOTAL					140.00	140.00		(0%)
<b>13.00 Income</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	13.01 Precept	175,000.00	175,000.00					(0%)
82	13.02 Bank Interest	310.00	2,220.20	1,910.20				1,910.20 (616%)
158	13.03 CIL Payment							(N/A)
91	13.04 Sports - Cricket Club	1,209.00	1,209.00					(0%)
94	13.05 Sports - Sands United	345.60	63.00	-282.60				-282.60 (-81%)
111	13.06 Sports - Brixworth Seniors	384.00	384.00					(0%)
92	13.07 Sports - Brixworth Juniors	2,073.00	2,073.00					(0%)
93	13.08 Sports - Other							(N/A)
84	13.09 Community Centre Cleani	5,418.40	5,418.40					(0%)
163	13.10 Section 106							(N/A)
86	13.11 WNC Grass Cutting	1,371.23	1,371.23					(0%)
102	13.12 S106 Community Centre							(N/A)
85	13.13 Miscellaneous							(N/A)
95	13.14 VAT Q1							(N/A)
96	13.15 VAT Q2							(N/A)
97	13.16 VAT Q3							(N/A)
98	13.17 VAT Q4							(N/A)
SUB TOTAL		186,111.23	187,738.83	1,627.60				1,627.60 (0%)
<b>14.00 Reserves</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
164	14.01 - General Reserves				1,793.00	1,793.00		(0%)
103	14.02 Pocket Park Maintenance							(N/A)
154	14.03 Crime Prevention				327.00	327.00		(0%)
105	14.04 Ashway Public Open Spac							(N/A)
106	14.05 Ashway and The Ridings F							(N/A)

**Brixworth Parish Council**  
**Summary of Receipts and Payments**

18 January 2024 (2023-2024)

All Cost Centres and Codes

109	14.06 S106 St David's MUGA			100,905.19	100,905.19		(0%)
165	14.07 Kubota Grass Mower			648.00	648.00		(0%)
166	14.08 Van Branding & End of Le:						(N/A)
115	14.09 Mower Replacement Fund						(N/A)
167	14.10 Strimmer Replacement						(N/A)
168	14.11 Projects						(N/A)
119	14.12 Community Grants			4,356.00	4,356.00		(0%)
120	14.13 Legal Costs (Other)						(N/A)
121	14.14 Legal Costs County Court						(N/A)
122	14.15 Election Costs						(N/A)
169	14.16 Lighting Footpaths						(N/A)
125	14.17 St David's Car Park			7,500.00	7,500.00		(0%)
128	14.18 The Ashway Car Park						(N/A)
131	14.19 Bus Shelter Replacement						(N/A)
126	14.20 Litter Bin Replacement			5,685.60	5,685.60		(0%)
127	14.21 Play Equipment						(N/A)
132	14.22 Community Centre Repair	5,440.00	5,440.00	5,469.96	5,469.96		(0%)
133	14.23 Events	200.00	200.00	2,480.40	2,480.40		(0%)
129	14.24 Strategic Planning						(N/A)
170	14.25 Calendar						(N/A)
118	14.26 Projects - St David's Play I			11,829.62	11,829.62		(0%)
156	14.27 - Floodlights						(N/A)
157	14.28 - CCTV			1,684.86	1,684.86		(0%)
107	14.29 Community Infrastructure I			6,834.63	6,834.63		(0%)
110	14.30 S106 Community Centre I						(N/A)
108	14.31 S106 St David's Play Park						(N/A)
172	14.32 - Eaglehurst Commuted S	33,963.81	33,963.81				(0%)
<b>SUB TOTAL</b>		<b>39,603.81</b>	<b>39,603.81</b>	<b>149,514.26</b>	<b>149,514.26</b>		<b>(0%)</b>

**Summary**

<b>NET TOTAL</b>	<b>228,465.04</b>	<b>230,638.46</b>	<b>2,173.42</b>	<b>367,989.66</b>	<b>299,846.83</b>	<b>68,142.83</b>	<b>70,316.25 (11%)</b>
<b>V.A.T.</b>		38,509.40			36,347.25		
<b>GROSS TOTAL</b>		<b>269,147.86</b>			<b>336,194.08</b>		



**Brixworth Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name****00.00 Section 137**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
162	00.00 Section 137				500.00		500.00
					<b>500.00</b>		<b>500.00</b>

**01.00 Staff**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
136	01.01 Salaries				90,000.00	81,403.24	8,596.76
143	01.02 Employer NI				6,000.00	6,569.79	-569.79
137	01.03 Pension - LGPS				21,051.00	11,551.30	9,499.70
140	01.04 Staffing Review						
159	01.05 Locum Clerk						
					<b>117,051.00</b>	<b>£99,524.33</b>	<b>17,526.67</b>

**02.00 Subscriptions & Licences**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	02.01 NALC				1,600.00	1,679.17	-79.17
29	02.02 CPRE				40.00	36.00	4.00
28	02.03 ACRE				40.00	35.00	5.00
37	02.04 Society Local Clerks				280.00	563.00	-283.00
142	02.05 ROSPA				300.00	305.50	-5.50
31	02.06 Living Wage				70.00	66.00	4.00
36	02.07 Scribe Finance				1,000.00	648.00	352.00
34	02.08 Parish On Line Map				150.00	82.50	67.50
38	02.09 Web Site & Emails				500.00	295.00	205.00
23	02.10 Human Resources/				3,300.00	1,231.25	2,068.75
24	02.11 ICT				2,750.00	1,964.90	785.10
32	02.12 Microsoft						
30	02.13 Information Commis				40.00	35.00	5.00
141	02.14 Payroll Services				1,000.00	757.10	242.90
138	02.15 Adobe License				160.00	166.40	-6.40
					<b>11,230.00</b>	<b>£7,864.82</b>	<b>3,365.18</b>

**03.00 Expenses & Allowances**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
17	03.01 Clerk's Expenses				750.00	42.17	707.83
19	03.02 Chairman's Allowan				400.00		400.00
18	03.03 Telephone -Mobile				500.00	156.03	343.97
20	03.04 Parish Councillors E				200.00		200.00
					<b>1,850.00</b>	<b>£198.20</b>	<b>1,651.80</b>

**04.00 Administration**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
22	04.01 Audit - Internal				400.00	495.00	-95.00
21	04.02 Audit - External				1,000.00	630.00	370.00
43	04.03 Newsletters				1,500.00	1,050.00	450.00
41	04.04 Insurance - General				2,000.00	1,553.77	446.23
42	04.05 Insurance - Vehicles				900.00	785.00	115.00
47	04.06 Stationery & Postag			45.82	600.00	176.01	469.81
46	04.07 Office Equipment				400.00	1,109.91	-709.91
45	04.08 Training				2,000.00	658.36	1,341.64
25	04.09 Legal Costs (Asset I			500.00	2,500.00	500.05	2,499.95
40	04.10 Hall Hire (Meetings)				1,500.00	1,000.00	500.00
44	04.11 Telephone & Broadt				1,500.00	698.54	801.46
139	04.12 Bank Charges				140.00	109.70	30.30
112	04.13 VAT Payments						
171	04.14 Subsidiary/Misc				100.00	55.00	45.00
					<b>£545.82</b>	<b>14,540.00</b>	<b>£8,821.34</b>
							<b>6,264.48</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Brixworth Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>05.00 Projects</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
117	05.01 Planning Applicator						
145	05.02 Bus Subsidiary				1,000.00	1,000.00	
146	05.03 Heritage Projects				2,900.00	53.80	2,846.20
69	05.04 Defibrillators				1,500.00	96.25	1,403.75
148	05.05 Community First Aid				500.00		500.00
100	05.06 Community Calenda				400.00	400.00	
155	05.07 Community Centre (				4,000.00	4,000.00	
101	05.08 Events						
					<b>10,300.00</b>	<b>£5,550.05</b>	<b>4,749.95</b>

<b>06.00 Highways &amp; Street Lighting</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
123	06.01 Lighting of Parish Ft				2,000.00	976.33	1,023.67
144	06.02 Signs				500.00	239.36	260.64
73	06.03 Footways				500.00		500.00
					<b>3,000.00</b>	<b>£1,215.69</b>	<b>1,784.31</b>

<b>07.00 Greens &amp; Maintenance</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
81	07.01 Enhancements & M				1,000.00	803.62	196.38
48	07.02 Sundry Purchases -				1,600.00	881.92	718.08
67	07.03 Christmas Lights				3,400.00	2,058.73	1,341.27
50	07.04 Running Costs Mow				700.00	666.74	33.26
161	07.05 Litter Bins				814.40		814.40
51	07.06 Van Lease Costs				3,000.00	2,395.80	604.20
49	07.07 Fuel - Van & Mower				2,200.00	1,048.53	1,151.47
74	07.08 Defibrillator Mainten				2,000.00	60.00	1,940.00
80	07.09 Vandalism				1,000.00	345.98	654.02
160	07.10 - Planting Grants	2,750.00	2,750.00			73.00	-73.00
79	07.11 Trees - Annual Surv				1,500.00		1,500.00
78	07.12 Trees - Surgery				5,000.00	420.00	4,580.00
149	07.13 Hedge/Fencing				4,000.00	845.00	3,155.00
70	07.14 Flowers				1,000.00	130.00	870.00
150	07.15 Climate Change / Ei				2,000.00	333.74	1,666.26
71	07.16 Library Shrub Bed				200.00	68.00	132.00
			<b>2,750.00</b>	<b>£2,750.00</b>	<b>29,414.40</b>	<b>£10,131.06</b>	<b>19,283.34</b>

<b>08.00 The Ashway</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
57	08.01 Ashway Grounds M				6,000.00	3,595.00	2,405.00
56	08.02 Ashway Grass Cutti				1,800.00	1,558.00	242.00
53	08.03 Ashway Changing F				3,000.00	1,553.07	1,446.93
54	08.04 Ashway Changing F				500.00	291.98	208.02
					<b>11,300.00</b>	<b>£6,998.05</b>	<b>4,301.95</b>

<b>09.00 St David's</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
64	09.01 St David's Grounds				7,000.00	6,486.00	514.00
63	09.02 St David's Grass Cu				2,800.00	2,138.00	662.00
151	09.03 MUGA Maintenance				2,000.00	86.14	1,913.86
152	09.04 Safety Surfaces Mai				4,000.00		4,000.00
52	09.05 St David's Trade We				1,000.00	808.89	191.11
					<b>16,800.00</b>	<b>£9,519.03</b>	<b>7,280.97</b>

<b>10.00 Millenium Garden</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Brixworth Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

72 10.01 Millennium Garden	1,100.00	370.00	730.00
	1,100.00	£370.00	730.00

**11.00 Pocket Park**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
75 11.01 Pocket Park				1,250.00		1,250.00
				1,250.00		1,250.00

**12.00 Spratton Road**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
60 12.01 Spratton Road Groi				140.00	140.00	
				140.00	£140.00	

**13.00 Income**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
87 13.01 Precept		175,000.00	175,000.00			
82 13.02 Bank Interest		310.00	2,220.20			1,910.20
158 13.03 CIL Payment						
91 13.04 Sports - Cricket Clul		1,209.00	1,209.00			
94 13.05 Sports - Sands Unit		345.60	63.00			-282.60
111 13.06 Sports - Brixworth S		384.00	384.00			
92 13.07 Sports - Brixworth J		2,073.00	2,073.00			
93 13.08 Sports - Other						
84 13.09 Community Centre (		5,418.40	5,418.40			
163 13.10 Section 106						
86 13.11 WNC Grass Cutting		1,371.23	1,371.23			
102 13.12 S106 Community C						
85 13.13 Miscellaneous						
95 13.14 VAT Q1						
96 13.15 VAT Q2						
97 13.16 VAT Q3						
98 13.17 VAT Q4						
		186,111.23	£187,738.83			1,627.60

**14.00 Reserves**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
164 14.01 - General Reserves				1,793.00	1,793.00	
103 14.02 Pocket Park Mainte						
154 14.03 Crime Prevention				327.00	327.00	
105 14.04 Ashway Public Ope						
106 14.05 Ashway and The Ri						
109 14.06 S106 St David's MU				100,905.19	100,905.19	
165 14.07 Kubota Grass Mowe				648.00	648.00	
166 14.08 Van Branding & Enc						
115 14.09 Mower Replacem						
167 14.10 Strimmer Replacem						
168 14.11 Projects						
119 14.12 Community Grants				4,356.00	4,356.00	
120 14.13 Legal Costs (Other)						
121 14.14 Legal Costs County						
122 14.15 Election Costs						
169 14.16 Lighting Footpaths						
125 14.17 St David's Car Park				7,500.00	7,500.00	
128 14.18 The Ashway Car Pa						
131 14.19 Bus Shelter Replace						
126 14.20 Litter Bin Replacem				5,685.60	5,685.60	
127 14.21 Play Equipment						
132 14.22 Community Centre I		5,440.00	5,440.00	5,469.96	5,469.96	
133 14.23 Events		200.00	200.00	2,480.40	2,480.40	
129 14.24 Strategic Planning						
170 14.25 Calendar						
118 14.26 Projects - St David's				11,829.62	11,829.62	
156 14.27 - Floodlights						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Brixworth Parish Council**  
**Net Position by Cost Centre and Code**

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**Cost Centre Name**

157 14.28 - CCTV			1,684.86	1,684.86	
107 14.29 Community Infrastru			6,834.63	6,834.63	
110 14.30 S106 Community C					
108 14.31 S106 St David's Pla					
172 14.32 - Eaglehurst Comm	33,963.81	33,963.81			
	<b>39,603.81</b>	<b>£39,603.81</b>	<b>149,514.26</b>	<b>£149,514.26</b>	
<b>NET TOTAL</b>	<b>228,465.04</b>	<b>£230,638.46</b>	<b>367,989.66</b>	<b>£299,846.83</b>	<b>70,316.25</b>

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

00.00 Section 137

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
162 00.00 Section 137				500.00				500.00	500.00 (100%)
<b>SUB TOTAL</b>				<b>500.00</b>				<b>500.00</b>	<b>500.00 (100%)</b>

01.00 Staff

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
136 01.01 Salaries				90,000.00	81,403.24		81,403.24	8,596.76	8,596.76 (9%)
143 01.02 Employer NI				6,000.00	6,569.79		6,569.79	-569.79	-569.79 (-9%)
137 01.03 Pension - LGPS				21,051.00	11,551.30		11,551.30	9,499.70	9,499.70 (45%)
140 01.04 Staffing Review									(N/A)
159 01.05 Locum Clerk									(N/A)
<b>SUB TOTAL</b>				<b>117,051.00</b>	<b>99,524.33</b>		<b>99,524.33</b>	<b>17,526.67</b>	<b>17,526.67 (14%)</b>

02.00 Subscriptions & Li

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
33 02.01 NALC				1,600.00	1,679.17		1,679.17	-79.17	-79.17 (-4%)
29 02.02 CPRE				40.00	36.00		36.00	4.00	4.00 (10%)
28 02.03 ACRE				40.00	35.00		35.00	5.00	5.00 (12%)
37 02.04 Society Local Clerks (S				280.00	563.00		563.00	-283.00	-283.00 (-101%)
142 02.05 ROSPA				300.00	305.50		305.50	-5.50	-5.50 (-1%)
31 02.06 Living Wage				70.00	66.00		66.00	4.00	4.00 (5%)
36 02.07 Scribe Finance				1,000.00	648.00		648.00	352.00	352.00 (35%)
34 02.08 Parish On Line Mapping				150.00	82.50		82.50	67.50	67.50 (45%)
38 02.09 Web Site & Emails				500.00	295.00		295.00	205.00	205.00 (41%)
23 02.10 Human Resources/ He				3,300.00	1,231.25		1,231.25	2,068.75	2,068.75 (62%)
24 02.11 ICT				2,750.00	1,728.20		1,728.20	1,021.80	1,021.80 (37%)
32 02.12 Microsoft									(N/A)
30 02.13 Information Commissio				40.00	35.00		35.00	5.00	5.00 (12%)
141 02.14 Payroll Services				1,000.00	673.80		673.80	326.20	326.20 (32%)
138 02.15 Adobe License				160.00	166.40		166.40	-6.40	-6.40 (-4%)
<b>SUB TOTAL</b>				<b>11,230.00</b>	<b>7,544.82</b>		<b>7,544.82</b>	<b>3,685.18</b>	<b>3,685.18 (32%)</b>

03.00 Expenses & Allow

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
17 03.01 Clerk's Expenses				750.00	18.50		18.50	731.50	731.50 (97%)
19 03.02 Chairman's Allowance				400.00				400.00	400.00 (100%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

18	03.03 Telephone -Mobile Sta	500.00	156.03	156.03	343.97	343.97 (68%)
20	03.04 Parish Councillors Expe	200.00			200.00	200.00 (100%)
<b>SUB TOTAL</b>		<b>1,850.00</b>	<b>174.53</b>	<b>174.53</b>	<b>1,675.47</b>	<b>1,675.47 (90%)</b>

04.00 Administration

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
22	04.01 Audit - Internal				400.00	495.00		495.00	-95.00	-95.00 (-23%)
21	04.02 Audit - External				1,000.00	630.00		630.00	370.00	370.00 (37%)
43	04.03 Newsletters				1,500.00	1,050.00		1,050.00	450.00	450.00 (30%)
41	04.04 Insurance - General				2,000.00	1,553.77		1,553.77	446.23	446.23 (22%)
42	04.05 Insurance - Vehicles				900.00	785.00		785.00	115.00	115.00 (12%)
47	04.06 Stationery & Postage		45.82	45.82	600.00	176.01		176.01	423.99	469.81 (78%)
46	04.07 Office Equipment				400.00	1,109.91		1,109.91	-709.91	-709.91 (-177%)
45	04.08 Training				2,000.00	658.36	40.00	698.36	1,301.64	1,341.64 (67%)
25	04.09 Legal Costs (Asset Mar		500.00	500.00	2,500.00	500.05		500.05	1,999.95	2,499.95 (100%)
40	04.10 Hall Hire (Meetings)				1,500.00	1,000.00		1,000.00	500.00	500.00 (33%)
44	04.11 Telephone & Broadband				1,500.00	698.54		698.54	801.46	801.46 (53%)
139	04.12 Bank Charges				140.00	109.70		109.70	30.30	30.30 (21%)
112	04.13 VAT Payments									(N/A)
171	04.14 Subsidiary/Misc				100.00	55.00		55.00	45.00	45.00 (45%)
<b>SUB TOTAL</b>			<b>545.82</b>	<b>545.82</b>	<b>14,540.00</b>	<b>8,821.34</b>	<b>40.00</b>	<b>8,861.34</b>	<b>5,678.66</b>	<b>6,264.48 (43%)</b>

05.00 Projects

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
117	05.01 Planning Applications									(N/A)
145	05.02 Bus Subsidiary				1,000.00	1,000.00		1,000.00		(0%)
146	05.03 Heritage Projects				2,900.00	53.80		53.80	2,846.20	2,846.20 (98%)
69	05.04 Defibrillators				1,500.00	96.25		96.25	1,403.75	1,403.75 (93%)
148	05.05 Community First Aid Tr				500.00				500.00	500.00 (100%)
100	05.06 Community Calendar				400.00	400.00		400.00		(0%)
155	05.07 Community Centre Clea				4,000.00	4,000.00		4,000.00		(0%)
101	05.08 Events									(N/A)
<b>SUB TOTAL</b>					<b>10,300.00</b>	<b>5,550.05</b>		<b>5,550.05</b>	<b>4,749.95</b>	<b>4,749.95 (46%)</b>

06.00 Highways & Street

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
123	06.01 Lighting of Parish Footp				2,000.00	976.33		976.33	1,023.67	1,023.67 (51%)
144	06.02 Signs				500.00	239.36		239.36	260.64	260.64 (52%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

73	06.03 Footways		500.00				500.00		500.00 (100%)	
<b>SUB TOTAL</b>					<b>3,000.00</b>	<b>1,215.69</b>		<b>1,215.69</b>	<b>1,784.31</b>	<b>1,784.31 (59%)</b>

07.00 Greens & Maintenance

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
81	07.01 Enhancements & Maint				1,000.00	803.62	310.66	1,114.28	-114.28	196.38 (19%)
48	07.02 Sundry Purchases - Ma				1,600.00	867.62		867.62	732.38	732.38 (45%)
67	07.03 Christmas Lights				3,400.00	2,058.73		2,058.73	1,341.27	1,341.27 (39%)
50	07.04 Running Costs Mowers				700.00	594.05		594.05	105.95	105.95 (15%)
161	07.05 Litter Bins				814.40				814.40	814.40 (100%)
51	07.06 Van Lease Costs				3,000.00	2,395.80		2,395.80	604.20	604.20 (20%)
49	07.07 Fuel - Van & Mowers				2,200.00	1,048.53		1,048.53	1,151.47	1,151.47 (52%)
74	07.08 Defibrillator Maintenan				2,000.00				2,000.00	2,000.00 (100%)
80	07.09 Vandalism				1,000.00	345.98		345.98	654.02	654.02 (65%)
160	07.10 - Planting Grants	2,750.00	2,750.00			73.00		73.00	-73.00	-73.00 (-2%)
79	07.11 Trees - Annual Survey				1,500.00				1,500.00	1,500.00 (100%)
78	07.12 Trees - Surgery				5,000.00	420.00	770.00	1,190.00	3,810.00	4,580.00 (91%)
149	07.13 Hedge/Fencing				4,000.00	845.00		845.00	3,155.00	3,155.00 (78%)
70	07.14 Flowers				1,000.00	130.00		130.00	870.00	870.00 (87%)
150	07.15 Climate Change / Envir				2,000.00	135.23	1,085.00	1,220.23	779.77	1,864.77 (93%)
71	07.16 Library Shrub Bed				200.00	68.00		68.00	132.00	132.00 (66%)
<b>SUB TOTAL</b>		<b>2,750.00</b>	<b>2,750.00</b>		<b>29,414.40</b>	<b>9,785.56</b>	<b>2,165.66</b>	<b>11,951.22</b>	<b>17,463.18</b>	<b>19,628.84 (61%)</b>

08.00 The Ashway

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
57	08.01 Ashway Grounds Maint				6,000.00	3,595.00		3,595.00	2,405.00	2,405.00 (40%)
56	08.02 Ashway Grass Cutting				1,800.00	1,558.00		1,558.00	242.00	242.00 (13%)
53	08.03 Ashway Changing Room				3,000.00	1,553.07		1,553.07	1,446.93	1,446.93 (48%)
54	08.04 Ashway Changing Room				500.00	291.98		291.98	208.02	208.02 (41%)
<b>SUB TOTAL</b>					<b>11,300.00</b>	<b>6,998.05</b>		<b>6,998.05</b>	<b>4,301.95</b>	<b>4,301.95 (38%)</b>

09.00 St David's

Code	Title	Receipts			Payments					Net Position
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
64	09.01 St David's Grounds Ma				7,000.00	6,486.00		6,486.00	514.00	514.00 (7%)
63	09.02 St David's Grass Cuttin				2,800.00	2,138.00		2,138.00	662.00	662.00 (23%)
151	09.03 MUGA Maintenance				2,000.00	86.14		86.14	1,913.86	1,913.86 (95%)
152	09.04 Safety Surfaces Mainte				4,000.00				4,000.00	4,000.00 (100%)
52	09.05 St David's Trade Waste				1,000.00	727.00		727.00	273.00	273.00 (27%)



Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

<b>SUB TOTAL</b>				<b>16,800.00</b>	<b>9,437.14</b>		<b>9,437.14</b>	<b>7,362.86</b>	<b>7,362.86 (43%)</b>
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10.00 Millenium Garden

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
72	10.01 Millennium Garden				1,100.00	370.00		370.00	730.00	730.00 (66%)
<b>SUB TOTAL</b>					<b>1,100.00</b>	<b>370.00</b>		<b>370.00</b>	<b>730.00</b>	<b>730.00 (66%)</b>

11.00 Pocket Park

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
75	11.01 Pocket Park				1,250.00				1,250.00	1,250.00 (100%)
<b>SUB TOTAL</b>					<b>1,250.00</b>				<b>1,250.00</b>	<b>1,250.00 (100%)</b>

12.00 Spratton Road

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
60	12.01 Spratton Road Ground				140.00	140.00		140.00		(0%)
<b>SUB TOTAL</b>					<b>140.00</b>	<b>140.00</b>		<b>140.00</b>		<b>(0%)</b>

13.00 Income

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
87	13.01 Precept	175,000.00	175,000.00							(0%)
82	13.02 Bank Interest	310.00	2,220.20	1,910.20						1,910.20 (616%)
158	13.03 CIL Payment									(N/A)
91	13.04 Sports - Cricket Club	1,209.00	1,209.00							(0%)
94	13.05 Sports - Sands United	345.60	63.00	-282.60						-282.60 (-81%)
111	13.06 Sports - Brixworth Seni	384.00	384.00							(0%)
92	13.07 Sports - Brixworth Juni	2,073.00	2,073.00							(0%)
93	13.08 Sports - Other									(N/A)
84	13.09 Community Centre Cle	5,418.40	5,418.40							(0%)
163	13.10 Section 106									(N/A)
86	13.11 WNC Grass Cutting	1,371.23	1,371.23							(0%)
102	13.12 S106 Community Centr									(N/A)
85	13.13 Miscellaneous									(N/A)
95	13.14 VAT Q1									(N/A)
96	13.15 VAT Q2									(N/A)
97	13.16 VAT Q3									(N/A)
98	13.17 VAT Q4									(N/A)

Committed Spend

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL		186,111.23	187,738.83	1,627.60					1,627.60 (0%)	
<b>14.00 Reserves</b>										
		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
164	14.01 - General Reserves				1,793.00	1,793.00		1,793.00		(0%)
103	14.02 Pocket Park Maintenance									(N/A)
154	14.03 Crime Prevention				327.00	327.00		327.00		(0%)
105	14.04 Ashway Public Open Space									(N/A)
106	14.05 Ashway and The Riding									(N/A)
109	14.06 S106 St David's MUGA				100,905.19	100,905.19		100,905.19		(0%)
165	14.07 Kubota Grass Mower				648.00	648.00		648.00		(0%)
166	14.08 Van Branding & End of									(N/A)
115	14.09 Mower Replacement Fuel									(N/A)
167	14.10 Strimmer Replacement									(N/A)
168	14.11 Projects									(N/A)
119	14.12 Community Grants				4,356.00	4,356.00		4,356.00		(0%)
120	14.13 Legal Costs (Other)									(N/A)
121	14.14 Legal Costs County Council									(N/A)
122	14.15 Election Costs									(N/A)
169	14.16 Lighting Footpaths									(N/A)
125	14.17 St David's Car Park				7,500.00	7,500.00		7,500.00		(0%)
128	14.18 The Ashway Car Park									(N/A)
131	14.19 Bus Shelter Replacement									(N/A)
126	14.20 Litter Bin Replacement				5,685.60	5,685.60		5,685.60		(0%)
127	14.21 Play Equipment									(N/A)
132	14.22 Community Centre Repairs	5,440.00	5,440.00		5,469.96	5,469.96	2,378.00	7,847.96	-2,378.00	(0%)
133	14.23 Events	200.00	200.00		2,480.40	2,480.40		2,480.40		(0%)
129	14.24 Strategic Planning									(N/A)
170	14.25 Calendar									(N/A)
118	14.26 Projects - St David's Park				11,829.62	11,829.62		11,829.62		(0%)
156	14.27 - Floodlights									(N/A)
157	14.28 - CCTV				1,684.86	1,684.86		1,684.86		(0%)
107	14.29 Community Infrastructure				6,834.63	6,834.63		6,834.63		(0%)
110	14.30 S106 Community Centre									(N/A)
108	14.31 S106 St David's Play Park									(N/A)
172	14.32 - Eaglehurst Community Centre	33,963.81	33,963.81							(0%)
<b>SUB TOTAL</b>		<b>39,603.81</b>	<b>39,603.81</b>		<b>149,514.26</b>	<b>149,514.26</b>	<b>2,378.00</b>	<b>151,892.26</b>	<b>-2,378.00</b>	<b>(0%)</b>

**Committed Spend**

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

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**Summary**

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NET TOTAL	228,465.04	230,638.46	2,173.42	367,989.66	299,075.77	4,583.66	303,659.43	64,330.23	71,087.31 (11%)
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Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>00.00 Section 137</b>															
00.00 Section 137	500.00														500.00
<b>01.00 Staff</b>															
01.01 Salaries	90,000.00	7,374.74	7,500.51	7,388.54	7,532.51	7,320.94	8,117.12	7,674.82	11,708.75	8,178.48	8,606.83			81,403.24	8,596.76
01.02 Employer NI	6,000.00	595.89	588.47	594.04	595.89	588.47	589.23	594.48	1,091.96	650.72	680.64			6,569.79	-569.79
01.03 Pension - LGPS	21,051.00	1,105.08	1,105.08	1,105.08	1,105.08	1,105.08	1,105.08	1,105.08	1,505.48	1,155.13	1,155.13			11,551.30	9,499.70
01.04 Staffing Review															
01.05 Locum Clerk															
<b>02.00 Subscriptions &amp;</b>															
02.01 NALC	1,600.00	1,679.17												1,679.17	-79.17
02.02 CPRE	40.00			36.00										36.00	4.00
02.03 ACRE	40.00	35.00												35.00	5.00
02.04 Society Local Cle	280.00	563.00												563.00	-283.00
02.05 ROSPA	300.00				305.50									305.50	-5.50
02.06 Living Wage	70.00		66.00											66.00	4.00
02.07 Scribe Finance	1,000.00						648.00							648.00	352.00
02.08 Parish On Line M	150.00								82.50					82.50	67.50
02.09 Web Site & Email	500.00	88.00		207.00										295.00	205.00
02.10 Human Resource	3,300.00	-54.32	271.62	144.85		289.70	144.85	144.85	144.85		144.85			1,231.25	2,068.75
02.11 ICT	2,750.00		340.20	170.10	170.10		376.40	198.00		473.40	236.70			1,964.90	785.10
02.12 Microsoft															
02.13 Information Comr	40.00	35.00												35.00	5.00
02.14 Payroll Services	1,000.00	38.50	76.00	152.00		76.00	152.00	76.00		103.30	83.30			757.10	242.90
02.15 Adobe License	160.00	16.64	16.64	16.64	16.64	16.64	16.64	16.64	16.64	16.64	16.64			166.40	-6.40
<b>03.00 Expenses &amp; Allo</b>															
03.01 Clerk's Expenses	750.00			7.00					2.90	2.90	29.37			42.17	707.83
03.02 Chairman's Allow:	400.00														400.00
03.03 Telephone -Mobil	500.00	35.18	15.00	20.00	10.00	15.00	13.34	15.00	13.34	4.17	15.00			156.03	343.97
03.04 Parish Councillors	200.00														200.00

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>04.00 Administration</b>															
04.01 Audit - Internal	400.00	495.00												495.00	-95.00
04.02 Audit - External	1,000.00							630.00						630.00	370.00
04.03 Newsletters	1,500.00			350.00				350.00		350.00				1,050.00	450.00
04.04 Insurance - Gene	2,000.00			1,553.77										1,553.77	446.23
04.05 Insurance - Vehic	900.00									785.00				785.00	115.00
04.06 Stationery & Post	600.00	6.65				12.48	89.57	33.32	12.50	21.49				176.01	423.99
04.07 Office Equipment	400.00			17.48	970.00	42.49		45.82			34.12			1,109.91	-709.91
04.08 Training	2,000.00	146.68		122.00		120.00	97.00	124.68		48.00				658.36	1,341.64
04.09 Legal Costs (Assr	2,500.00							500.00		0.05				500.05	1,999.95
04.10 Hall Hire (Meeting	1,500.00									1,000.00				1,000.00	500.00
04.11 Telephone & Broa	1,500.00	60.49	78.08	83.93	80.49	79.11	79.11	79.11	79.11	54.16	24.95			698.54	801.46
04.12 Bank Charges	140.00	8.75	12.60	11.55	8.75	11.90	18.00	9.45	16.45		12.25			109.70	30.30
04.13 VAT Payments															
04.14 Subsidiary/Misc	100.00					55.00								55.00	45.00
<b>05.00 Projects</b>															
05.01 Planning Applicat															
05.02 Bus Subsidiary	1,000.00									1,000.00				1,000.00	
05.03 Heritage Projects	2,900.00						53.80							53.80	2,846.20
05.04 Defibrillators	1,500.00		96.25											96.25	1,403.75
05.05 Community First /	500.00														500.00
05.06 Community Caler	400.00							400.00						400.00	
05.07 Community Centr	4,000.00									4,000.00				4,000.00	
05.08 Events															
<b>06.00 Highways &amp; Stre</b>															
06.01 Lighting of Parish	2,000.00	187.88			179.04			233.57		16.00	359.84			976.33	1,023.67
06.02 Signs	500.00		16.36	36.35		39.02		26.40		121.23				239.36	260.64
06.03 Footways	500.00														500.00
<b>07.00 Greens &amp; Mainte</b>															
07.01 Enhancements &	1,000.00				68.00		452.30		283.32					803.62	196.38
07.02 Sundry Purchase:	1,600.00		69.88	18.65	130.19		172.81	110.81	95.58	269.70	14.30			881.92	718.08

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
07.03 Christmas Lights	3,400.00							1,234.81	723.56	100.36				2,058.73	1,341.27
07.04 Running Costs M	700.00	594.05									72.69			666.74	33.26
07.05 Litter Bins	814.40														814.40
07.06 Van Lease Costs	3,000.00	239.58	239.58	239.58	239.58	239.58	239.58	239.58	239.58	239.58	239.58			2,395.80	604.20
07.07 Fuel - Van & Mow	2,200.00	119.17	162.50	97.50	159.83		214.00	121.66		173.87				1,048.53	1,151.47
07.08 Defibrillator Maint	2,000.00										60.00			60.00	1,940.00
07.09 Vandalism	1,000.00			31.70		314.28								345.98	654.02
07.10 - Planting Grants		73.00												73.00	-73.00
07.11 Trees - Annual Su	1,500.00														1,500.00
07.12 Trees - Surgery	5,000.00									420.00				420.00	4,580.00
07.13 Hedge/Fencing	4,000.00						845.00							845.00	3,155.00
07.14 Flowers	1,000.00									130.00				130.00	870.00
07.15 Climate Change /	2,000.00								135.23		198.51			333.74	1,666.26
07.16 Library Shrub Bec	200.00									68.00				68.00	132.00
<b>08.00 The Ashway</b>															
08.01 Ashway Grounds	6,000.00			125.00			1,962.00	1,078.00		430.00				3,595.00	2,405.00
08.02 Ashway Grass Ct	1,800.00	138.00	227.00	276.00	178.00		325.00	187.00		227.00				1,558.00	242.00
08.03 Ashway Changing	3,000.00	202.87	420.29			350.88			579.03					1,553.07	1,446.93
08.04 Ashway Changing	500.00	10.82					271.17	9.99						291.98	208.02
<b>09.00 St David's</b>															
09.01 St David's Ground	7,000.00			100.00	70.00		4,770.00	855.00		691.00				6,486.00	514.00
09.02 St David's Grass	2,800.00	55.00	224.00	338.00	395.00		619.00	226.00		281.00				2,138.00	662.00
09.03 MUGA Maintenanc	2,000.00						82.48	3.66						86.14	1,913.86
09.04 Safety Surfaces M	4,000.00														4,000.00
09.05 St David's Trade	1,000.00	88.60	61.68	83.00	88.12		186.85	41.13		177.62	81.89			808.89	191.11
<b>10.00 Millenium Garde</b>															
10.01 Millennium Garde	1,100.00							120.00		250.00				370.00	730.00
<b>11.00 Pocket Park</b>															
11.01 Pocket Park	1,250.00														1,250.00
<b>12.00 Spratton Road</b>															
12.01 Spratton Road G	140.00							140.00						140.00	

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>13.00 Income</b>															
13.01 Precept															
13.02 Bank Interest															
13.03 CIL Payment															
13.04 Sports - Cricket C															
13.05 Sports - Sands U															
13.06 Sports - Brixwort															
13.07 Sports - Brixwort															
13.08 Sports - Other															
13.09 Community Centr															
13.10 Section 106															
13.11 WNC Grass Cutti															
13.12 S106 Community															
13.13 Miscellaneous															
13.14 VAT Q1															
13.15 VAT Q2															
13.16 VAT Q3															
13.17 VAT Q4															
<b>14.00 Reserves</b>															
14.01 - General Reserv	1,793.00									1,793.00				1,793.00	
14.02 Pocket Park Main															
14.03 Crime Prevention	327.00									327.00				327.00	
14.04 Ashway Public O															
14.05 Ashway and The															
14.06 S106 St David's M	100,905.19	16,822.16	83,333.34		749.69									100,905.19	
14.07 Kubota Grass Mo	648.00				648.00									648.00	
14.08 Van Branding & E															
14.09 Mower Replacem															
14.10 Strimmer Replace															
14.11 Projects															
14.12 Community Grant	4,356.00		1,256.00								3,100.00			4,356.00	





Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>00.00 Section 137</b>															
00.00 Section 137															
<b>01.00 Staff</b>															
01.01 Salaries															
01.02 Employer NI															
01.03 Pension - LGPS															
01.04 Staffing Review															
01.05 Locum Clerk															
<b>02.00 Subscriptions &amp;</b>															
02.01 NALC															
02.02 CPRE															
02.03 ACRE															
02.04 Society Local Cle															
02.05 ROSPA															
02.06 Living Wage															
02.07 Scribe Finance															
02.08 Parish On Line M															
02.09 Web Site & Email															
02.10 Human Resource															
02.11 ICT															
02.12 Microsoft															
02.13 Information Comr															
02.14 Payroll Services															
02.15 Adobe License															
<b>03.00 Expenses &amp; Allo</b>															
03.01 Clerk's Expenses															
03.02 Chairman's Allow:															
03.03 Telephone -Mobili															
03.04 Parish Councillors															
<b>04.00 Administration</b>															
04.01 Audit - Internal															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
04.02 Audit - External															
04.03 Newsletters															
04.04 Insurance - Gene															
04.05 Insurance - Vehic															
04.06 Stationery & Post								45.82						45.82	45.82
04.07 Office Equipment															
04.08 Training															
04.09 Legal Costs (Assr								500.00						500.00	500.00
04.10 Hall Hire (Meeting															
04.11 Telephone & Broa															
04.12 Bank Charges															
04.13 VAT Payments															
04.14 Subsidiary/Misc															
<b>05.00 Projects</b>															
05.01 Planning Applicati															
05.02 Bus Subsidiary															
05.03 Heritage Projects															
05.04 Defibrillators															
05.05 Community First /															
05.06 Community Caler															
05.07 Community Centr															
05.08 Events															
<b>06.00 Highways &amp; Stre</b>															
06.01 Lighting of Parish															
06.02 Signs															
06.03 Footways															
<b>07.00 Greens &amp; Mainte</b>															
07.01 Enhancements &															
07.02 Sundry Purchase:															
07.03 Christmas Lights															
07.04 Running Costs M															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
07.05 Litter Bins															
07.06 Van Lease Costs															
07.07 Fuel - Van & Mow															
07.08 Defibrillator Maint															
07.09 Vandalism															
07.10 - Planting Grants	2,750.00			1,500.00	1,250.00									2,750.00	
07.11 Trees - Annual Su															
07.12 Trees - Surgery															
07.13 Hedge/Fencing															
07.14 Flowers															
07.15 Climate Change /															
07.16 Library Shrub Bec															
<b>08.00 The Ashway</b>															
08.01 Ashway Grounds															
08.02 Ashway Grass Ct															
08.03 Ashway Changing															
08.04 Ashway Changing															
<b>09.00 St David's</b>															
09.01 St David's Groun															
09.02 St David's Grass															
09.03 MUGA Maintenanc															
09.04 Safety Surfaces M															
09.05 St David's Trade \															
<b>10.00 Millenium Garde</b>															
10.01 Millennium Garde															
<b>11.00 Pocket Park</b>															
11.01 Pocket Park															
<b>12.00 Spratton Road</b>															
12.01 Spratton Road G															
<b>13.00 Income</b>															
13.01 Precept	175,000.00	87,500.00					87,500.00							175,000.00	

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
13.02 Bank Interest	310.00	160.30	187.41	182.56	217.43	230.40	223.24	357.85	335.91	325.10				2,220.20	1,910.20
13.03 CIL Payment															
13.04 Sports - Cricket C	1,209.00							604.50			604.50			1,209.00	
13.05 Sports - Sands U	345.60	63.00												63.00	-282.60
13.06 Sports - Brixwort	384.00									384.00				384.00	
13.07 Sports - Brixwort	2,073.00									2,073.00				2,073.00	
13.08 Sports - Other															
13.09 Community Centr	5,418.40									5,418.40				5,418.40	
13.10 Section 106															
13.11 WNC Grass Cuttii	1,371.23								1,371.23					1,371.23	
13.12 S106 Community															
13.13 Miscellaneous															
13.14 VAT Q1															
13.15 VAT Q2															
13.16 VAT Q3															
13.17 VAT Q4															
<b>14.00 Reserves</b>															
14.01 - General Reserv															
14.02 Pocket Park Main															
14.03 Crime Prevention															
14.04 Ashway Public Op															
14.05 Ashway and The															
14.06 S106 St David's M															
14.07 Kubota Grass Mo															
14.08 Van Branding & E															
14.09 Mower Replacem															
14.10 Strimmer Replace															
14.11 Projects															
14.12 Community Grant															
14.13 Legal Costs (Othe															
14.14 Legal Costs Cour															

# Brixworth Parish Council

18 January 2024 (2023-2024)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
14.15 Election Costs															
14.16 Lighting Footpath															
14.17 St David's Car Pa															
14.18 The Ashway Car I															
14.19 Bus Shelter Replc															
14.20 Litter Bin Replace															
14.21 Play Equipment															
14.22 Community Centr	5,440.00						5,440.00							5,440.00	
14.23 Events	200.00				200.00									200.00	
14.24 Strategic Plannin															
14.25 Calendar															
14.26 Projects - St Davi															
14.27 - Floodlights															
14.28 - CCTV															
14.29 Community Infr															
14.30 S106 Community															
14.31 S106 St David's F															
14.32 - Eaglehurst Com	33,963.81						33,963.81							33,963.81	
	<b>228,465.04</b>	<b>87,723.30</b>	<b>187.41</b>	<b>1,682.56</b>	<b>1,667.43</b>	<b>230.40</b>	<b>127,127.05</b>	<b>1,508.17</b>	<b>1,707.14</b>	<b>8,200.50</b>	<b>604.50</b>				
														<b>Total:</b>	<b>230,638.46</b>
														<b>Variance:</b>	<b>2,173.42</b>

**Brixworth Parish Council**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
14.02 Pocket Park Maintenance	2,290.60				2,290.60
14.03 Crime Prevention Security	1,299.94		327.00		972.94
14.04 - Ashway POS RF	1,734.00				1,734.00
14.05 - Ashway/Ridings POS - f	23,712.30				23,712.30
14.06 - S106 MUGA RF	105,000.00		100,905.19		4,094.81
14.07 - Kubota Grass Mower EF	9,782.00		648.00		9,134.00
14.08 - Van Branding & end of l	1,272.00				1,272.00
14.09 - Small Mower Replacem	1,200.00				1,200.00
14.10 - Strimmer Replacement l	600.00				600.00
14.11 - Projects ER	12,549.23				12,549.23
14.12 - Community Grants - ER	11,620.01		4,356.00		7,264.01
14.13 - Legal Other ER	864.00				864.00
14.14 - Legal County Court ER	5,560.44				5,560.44
14.15 - Election Costs ER	4,545.00				4,545.00
14.16 - Lighting Footpaths ER	7,020.00				7,020.00
ER - Heritage Projects - CLOSE	343.50	-343.50			0.00
14.17 - St David's Car Park ER	7,500.00		7,500.00		0.00
14.18 - Ashway Car Park - ER	9,000.00				9,000.00
14.19 - Bus Shelters ER	7,980.00				7,980.00
14.20 - Litter Bins ER	4,500.00	1,185.60	5,685.60		0.00
14.21 - Play Equipment	12,000.00				12,000.00
14.22 - Community Centre Rep:	6,237.00	554.00	5,469.96	5,440.00	6,761.04
14.23 - Community Events	2,500.00		2,480.40	200.00	219.60
14.24 - Strategic Planning ER	10,599.19	-7,599.19			3,000.00
14.25 - Calendar ER	224.00				224.00
14.29 - Community Infrastructur	23,521.26		6,834.63		16,686.63
14.26 - Projects St Davids	28,336.43	-484.95	11,829.62		16,021.86
14.27 - Floodlights	6,240.00				6,240.00
14.28 - CCTV	1,199.91	484.95	1,684.86		0.00
14.01 General Reserves		78,000.00	1,793.00		76,207.00
14.32 - Eaglehurst Commuted £				33,963.81	33,963.81
<b>Total Capital</b>	<b>309,230.81</b>	<b>71,796.91</b>	<b>149,514.26</b>	<b>39,603.81</b>	<b>271,117.27</b>
<b>TOTAL RESERVE</b>	<b>309,230.81</b>	<b>71,796.91</b>	<b>149,514.26</b>	<b>39,603.81</b>	<b>271,117.27</b>
<b>GENERAL FUND</b>					50,466.44

**Brixworth Parish Council**  
**Reserves Balance**  
**2023-2024**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>TOTAL FUNDS</b>					321,583.71



## Brixworth Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 01/01/2024</b>			
	Cash in Hand 01/04/2023			388,629.93
	<b>ADD</b> Receipts 01/04/2023 - 01/01/2024			264,898.36
				653,528.29
	<b>SUBTRACT</b> Payments 01/04/2023 - 01/01/2024			320,979.42
<b>A</b>	<b>Cash in Hand 01/01/2024</b> (per Cash Book)			<b>332,548.87</b>
	Cash in hand per Bank Statements			
	Petty Cash	01/01/2024	0.00	
	02 Nat West Capital	29/12/2023	282,516.92	
	01 Nat West Revenue	01/01/2024	50,031.95	
				<b>332,548.87</b>
	Less unrepresented payments			
				332,548.87
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>332,548.87</b>
	<b>A = B Checks out OK</b>			