



Brixworth Parish Council

Minutes of the Ordinary Parish Council Meeting

Thursday 29th February 2024 at 7.30pm

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

In attendance: Cllr Jackie Bird (Chair), Cllr Lynne Compton (Vice Chair), Cllr Christine Ware, Cllr James Collyer, Cllr Elaine Coe, Cllr Tony Nixon, Cllr Barbara Lunnon, Cllr Gary Spratt, Cllr Tom Mitchell, and Cllr Ian Barratt.

Clerk: Josie Flavell

Absent: Cllr Neal Brown, Cllr Alan Aisbett, Cllr Frances Peacock and Cllr Gaurang Mehta

Members of the public: Two

MINUTES

PART ONE – OPENING PROCEDURES

23/6474	<p>Welcome</p> <p>Chair, Cllr Jackie Bird, welcomed all to the meeting and advised of the evacuation procedures and notified all present that the meeting was being recorded.</p>	-
23/6475	<p>Apologies for absence and Acceptance of Apologies for Absence</p> <p>Apologies and reason for absence were received and accepted from the following Councillors :</p> <ul style="list-style-type: none"> ▪ Cllr Neal Brown ▪ Cllr Alan Aisbett ▪ Cllr Gaurang Mehta ▪ Cllr Frances Peacock <p>Prop. Cllr Nixon / Sec. Cllr Collyer. All in favour.</p>	-
23/6476	<p>Declarations of Interest</p> <p>a) There were declarations of interest reported as follows:</p> <ul style="list-style-type: none"> - Cllr Ware and Cllr Lunnon declared non-pecuniary interests in relation to item 23/6483 Brixworth Community Larder grant application due to being Larder committee members - Cllr Mitchell declared an interest in item 23/6484 Brixworth Community Larder grant application due to being a Larder volunteer. <p>b) There were no dispensations or written requests for dispensation of DPI to consider.</p>	-

Members of Brixworth Parish Council

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23/6477	Agree and Sign the Minutes of Previous Meeting Council RESOLVED to Chair, Cllr Jackie Bird, approving the following sets of meeting minutes as true and accurate records: a) Ordinary Parish Council Meeting Minutes dated 25th January 2024. Prop. Cllr. Spratt / Sec. Cllr Ware. All in favour. b) Ordinary Parish Council Meeting Confidential Minutes dated 25th January 2024. Prop. Cllr Ware / Sec. Cllr Compton. All in favour.	Paper A Paper C1
23/6478	Public Open Forum Session a) WNC Cllr Kevin Parker reported as follows: - WNC Town and Parish Newsletter – the next issue will be out next week. - WNC consultations – all current consultations can be found on the WNC website. - The Budget went through but the Childrens Trust and adult social care are the weakest areas and make up 65% of the budget, including temporary accommodation. - Local Plan - consultations for the WNC Local Plan will take place in early April for 8 weeks. It will need to be finalised ready for council year end. b) Brixworth Community Larder representative Miranda Wixon thanked council for the opportunity to speak about the Community Larder grant application and to be able to represent the residents of Brixworth, who frequent this initiative. Miranda explained why the grant is important due to the cost of living crisis, food poverty and how it will help to meet resident's needs. Due to the partnership with the HOPE Centre ending – as they are concentrating on supporting the homeless – and the fact the Household Support Fund will not exist in the way it used to, it will affect residents and therefore, a bigger food offer is needed. The Larder doesn't just supply food, it also offers advice, with West Northants Council and other organisations regularly dropping in to give this. The grant application is currently a request to help fund and support the Community Larder to help all residents, in particular children. WNC recently stated that Brixworth is one of the best areas for overseeing wellbeing and the Larder certainly helps this cause. Cllr Coe asked what plans the Larder has to help raise additional funds to make it self-sufficient. It was explained that it takes about 6 months to get initiatives such as this self-funded, but they are setting up a GoFundMe page and will be contacting various local businesses for support by tapping into their social responsibilities' funds. The grant money will be used to ensure they can manage and sustain this time period whilst developing the skills to move it forward and become self-sufficient. Cllr Barratt asked for clarification on the grant funding application (Appendix 1 Criteria List) and how that is managed, as well as asking if the criteria is still as broad and open as it has always been. It was reported that the Larder want to make it accessible to those that need it, i.e. a broad reach of people and that the food goes to those with the greatest need. Qualification is self-declared and based on trust. Cllr Compton stated it was a great idea and makes the village more sustainable. Cllr Nixon asked the Clerk how the approval of this grant would affect Councils' grant earmarked reserves. The Clerk confirmed that there is currently £4356 in the fund at present, but this will be topped up again at financial year end, so it is affordable. c) The Chair, Cllr Jackie Bird, requested that this motion (item 23/6384 Brixworth Community Larder Grant Application) be brought forward to allow council to consider and approve the grant application. Prop. Cllr Spratt / Sec. Cllr Compton. All in favour. d) Council RESOLVED to approve the Brixworth Community Larder grant requires for the amount of £3,000. Prop. Cllr Coe / Sec. Cllr Compton. All in favour.	

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Councillor Barbara Lunnon, Councillor Gaurang Mehta, Councillor Tom Mitchell, Councillor Tony Nixon,
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PART TWO – FOR DECISION

23/6479	<p>Finance Council RESOLVED to consider and approve the payments list for February 2024. Prop. Cllr Compton / Sec. Cllr. Ware. All in favour.</p>	GK
23/6480	<p>St David's Rope Swing a) Council considered the re-siting of the rope swing equipment at St David's play area, including all proposed anti-climb options due to resident complaints, and RESOLVED to defer this item to the next meeting to allow for a full investigation to take place. The Clerk agreed to circulate the original plans and historical documentation pertaining to any decision making for this piece of equipment. b) Council RESOLVED to reject the KOMPAN quotation to re-site this piece of equipment.</p>	JF
23/6481	<p>Hedgehog Signs Council RESOLVED to approve the purchase of 2 new hedgehog signs at a cost of £26.99 exc. VAT each, to replace the current dilapidated signs. Prop. Cllr Lunnon / Sec. Cllr. Compton. All in favour. The Clerk agreed to get the Admin Assistant to create a social media post and to check the old policy concerning the use of a local organisation 'Nordis' to create all BPC signage.</p>	GK GK JF
23/6482	<p>Request to use St David's Car Park a) A discussion was held about whether this item should have been brought to council due to a resolution having been made back in 2019, allowing the care home usage of the car park for an annual fee. The Clerk confirmed that due to the resolution having been made so long ago and the care home declining the offer at the time, and their current request is for different hours and quantity of cars, it was the right thing to do. Therefore, Council considered the current request received from the Pytchley Court Care Home Manager, requesting the use of St David's car park for their employees to park up to 5 cars between the hours of 8am until 8pm daily. b) Council RESOLVED not to support this request and for the Clerk to write to the Pytchley Court Care Home confirming this decision. Prop. Cllr. Lunnon / Sec. Cllr Spratt. 6 In favour, 2 against with 2 abstentions.</p>	JF
23/6483	<p>Brixworth Community Larder Grant Application <i>This motion was moved to earlier in the meeting under minute reference 23/6478(d).</i> a) Council received and considered the grant application and all associated papers from the Brixworth Community Larder. b) Council RESOLVED to approve the grant of £3000. Please see minute reference 23/6478 for further details.</p>	JF/GK
23/6484	<p>Councillor Absence Policy Council RESOLVED to approve the Councillor Absence Policy subject to the wording 'must' being changed to 'should' under policy items 2.3, 3.3, and 3.4, and the Clerk checking the information contained under policy item 3.5, concerning submission of election papers. Prop. Cllr Barratt / Sec. Cllr Coe. 9 In favour with 1 Abstention. NB: Cllr Compton thanked the Clerk for an excellent document.</p>	JF

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23/6485	<p>Host A Councillor</p> <p>a) Council considered and accepted the invitation from PCSO Carl Barton to 'Host a Councillor' on the Police Beat Bus outside the Library & Community Centre Building on Sunday 3rd of March 2024. Cllr Nixon to attend. Due to Cllr Mehta feeling unwell, Cllr Bird agreed to take his place should he be unable to attend. The Clerk is to confirm.</p> <p>b) Council RESOLVED to cancel the planned Saturday Surgery date of Saturday 2nd of March, subject to the above invitation being accepted. Prop. Cllr Lunnon / Sec. Cllr Coe. All in favour.</p>	-
23/6486	<p>Emergency Plan</p> <p>a) Council RESOLVED to approve the Emergency Plan as reviewed by relevant council members, subject to the Clerk conducting a final proofread and checking all information contained within it before it goes live on the council website. Prop. Cllr Compton / Sec. Cllr Lunnon. All in favour.</p> <p>b) Council asked if a social media post could be created asking for volunteers to come forward to be a part of the emergency resilience group.</p>	<p>JF/GK</p> <p>GK</p>
23/6487	<p>Ashway Car Park Repairs</p> <p>Council considered all quotes received and RESOLVED to approve the quote from Pheonix Surfacing at a cost of £753.00 (exc. VAT), for the repair of the car park at The Ashway sports ground, subject to the Clerk gaining a full breakdown of the works to be conducted and submitting this to Cllr Mitchell for review, prior to issuing the purchase order. Prop. Cllr Mitchell / Sec. Cllr Compton. All in favour.</p>	JF/DF

PART THREE – FOR INFORMATION

23/6488	<p>Saturday Surgery</p> <p>Council received and NOTED the Saturday Surgery Report of 3rd February. Cllr Bird & Cllr Aisbett attended.</p>	-
23/6489	<p>Living Wage Foundation</p> <p>Council NOTED the Living Wage Foundation Accreditation fee from April 2024 will rise by 4% to £69.</p>	-
23/6490	<p>Committee and Working Group Minutes</p> <p>Council received and NOTED the following sets of minutes/notes, as circulated to Council:</p> <p>A) Planning Committee Meeting held on 29th January 2024</p> <p>B) Allotments Working Group Meeting held on 15th February 2024 (Confidential)</p> <p>C) Planning Committee Meeting held on 19th February 2024.</p>	-
23/6491	<p>Clerk's Report</p> <p>Council received and NOTED the report.</p>	-
23/6492	<p>Q3 Crime Data Analysis</p> <p>Council received and NOTED the Q3 Crime Data Analysis Report.</p>	-
23/6493	<p>Millennium Garden Lighting</p> <p>Council received an update concerning approval from the Diocese to install the footpath lighting. A legal agreement will be drafted for council to review by Cllr Nixon and the Clerk for the Brixworth Centre to sign, stating responsibility for the purchase, installation, maintenance, and unmetered supply costs for the lighting bollards lays with them.</p>	JF/TN

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23/6494	<p>Buttercross (Condition and Maintenance) Cllr Barratt reported that it is in poor condition; mortar is broken, and stones are loose. The land it inhabits, belongs to the Lamport Trust, so ownership needs to be investigated and details brought to council at a future meeting.</p>	JF
23/6495	<p>Disability Audit Council NOTED that a full disability audit has been conducted for the community centre and parish council areas of the building. The Clerk is to circulate a copy of the Audit for discussion at the Community Centre Users Meeting on 6th March 2024. The disabled toilet is non-compliant but there is little that can be done due to its position within the building; however, the WNC Property Department have been contacted about this matter and a response is awaited. Cllr Mitchell stated that the lift may not be compliant as it should have a mirror on the back wall to enable wheelchair users to see behind them, glazed doors, an audible announcement, and an emergency button at low level in the event of someone falling out of their chair and not being able to reach the normal button at the higher level.</p>	JF
23/6496	<p>WNC Local Plan - Rural Areas Settlement Hierarchy Technical Engagement a) Council NOTED that WNC are undertaking engagement with all parishes to gain an understanding of the current settlement hierarchy, as part of the Local Plan changes. b) Council NOTED the documents and response form received for completion concerning this matter, have been forward to the Strategic Planning Working Group for completion, which will be brought to council for approval at its March meeting, ahead of the 2nd April 2024 deadline.</p>	-
23/6497	<p>Parish Councillor Representatives Updates a) Village Hall – Cllr Lunnon reported there is a water leak under the building which will potentially create a large financial liability. Investigations have been ongoing since the summer, by an Anglian Water recommended contractor. They think they have narrowed down the area where the leak might be, but it will involve closing the highway and will argue it is the VH’s responsibility. The industrial sized washing machine was booked to be installed in the car park at half term week, but it was stopped, and Cllr Lunnon is unsure why. The next available time for installation will be the school Easter holidays. b) Thomas Roe Charity - Cllr Mitchell reported the next meeting is on the 10th of March. c) NCALC – the Parish Clerk reported that new model Standing Orders and Financial Regulations will be issued by NALC in the coming months, which will need to be adopted by council. d) Police Liaison – Cllr Coe reported that there is a conference taking place which but she cannot attend and asked fellow councillors to consider attending in her place. e) Armed Forces - Cllr Bird reported that fund raising is still ongoing and one or more families are being supported within the village. f) Verification Officer – Cllr Compton reported the last verification has been completed and awaiting a date for the next meeting from the Admin Assistant. g) Environment, Highways and Climate Change Champion Cllr Ware reported a new bus operator has been agreed for the 59/60 bus contract/routes and there should be a seamless transition from Uno to the new operator. Action from the last 23/6450 reviewing the audit for the Biodiversity Policy. Unfortunately the individual at WNC Cllr Ware needs to liaise with is currently off sick, so will report back in due</p>	-

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	<p>course.</p> <p>The next BCAG meeting is moving from the 15th to the 19th of March.</p> <p>Chair, Cllr Jackie Bird, agreed to Cllr Ware to bringing her matter of urgent business for the Chair forward, concerning the Spratton Road Wellbeing Park project.</p> <p>i. Cllr Ware requested that the trees required to create the community orchard for the wellbeing park at Spratton Road Park, need be to be planted during March before the end of the tree planting season. Council was requested to approve in principal, delegated authority to the Clerk to purchase 20 to 30no. fruit trees (apple, pear, plum and cherry) including associated materials and agreeing a budget of up to £2.5k for ratification at the next meeting, utilising the Climate/Environment budget.</p> <p>The BCAG volunteer team will, with the help of the community (Scouts, Primary School etc) plant the trees, so there are no labour costs. This will be planned for a Sunday, later in the day. Council unanimously agreed to this course of action.</p> <p>h) Central Sports Rep – there is nothing new to report.</p>	
23/6498	<p>To Note the Dates of the Next Meetings:</p> <p>Council NOTED all future meeting dates.</p> <ul style="list-style-type: none"> ▪ Buildings Working Group Meeting – date changed to the 6th of March 2024 ▪ Brixworth Climate Action Group Meeting – date changed to 19th of March 2024 ▪ Planning Committee Meeting – 11th March 2024 ▪ Personnel Working Group Meeting – 14th March 2024 ▪ Finance Working Group Meeting – 14th March 2024 ▪ Full Council Meeting – 28th March 2024 	

PART FOUR – CONFIDENTIAL MATTERS

23/6499	<p style="text-align: center;">Exclusion of the Press and Public</p> <p>Council RESOLVED to exclude the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted.</p> <p style="text-align: center;">Prop. Cllr Ware / Sec. Cllr Spratt. All in favour.</p> <p style="text-align: center;">The Press and Public were requested to leave the meeting (subject to 23/6499)</p>	
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PART FIVE – CONFIDENTIAL MATTERS

23/6500	<p>Central Sports Lease</p> <p>Council received an update concerning the lease and noted a plan is still required of the building by the Solicitors to complete the lease, and to allow for any expansion of the building to extend the changing room facilities. Cllr Mitchell has received information from Cllr Nixon to allow for this to take place.</p>	-
23/6501	<p>Allotments</p> <p>a) Council received a progress report from Cllr Nixon who stated that engagement with the National Allotment Society has taken place, who are very supportive.</p> <p>All other reported actions were NOTED by council.</p>	-

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	b) Council received and NOTED the valuation documentation from Berry's, as circulated with the working group minutes.	
23/6502	Cricket Club a) Council received and NOTED the email exchanges between the Cricket Club Representatives and Cllr Nixon and Cllr Aisbett. b) Council considered the further exchange of correspondence with Brixworth Cricket Club and the potential Parish contribution to the cost of the work the Club conducts annually to the cricket pitch at St David's, and RESOLVED to the Clerk and Cllr Nixon reviewing this and bringing it back to the March meeting for council to make a final decision.	JF/TN

Press and public were invited back into the meeting at 20:59pm

PART SIX – URGENT MATTERS

23/6503	Urgent Matters for Report Only Cllr Ware's request for urgent business was discussed and agreed under minute reference 23/6497(g)(i).	
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PART SEVEN – CLOSING PROCEDURES

23/6504	Next Ordinary Meeting a. There were no items reported for inclusion on the March Ordinary Meeting agenda. b. Council NOTED the next meeting date for the Ordinary Council Meeting as 28 th March 2024.	-
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In the absence of further business, the meeting closed at 21:03pm

Signed as a true and accurate record:

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Cllr Jackie Bird – Chair
Brixworth Parish Council
Date: 28th March 2024

Minutes Prepared by:

Josie Flavell

Parish Clerk

Brixworth Parish Council

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Brixworth Parish Council

22 March 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
363	02.14 Payroll Services	01/03/2024	22/5751	01 Nat West Revenu		Payroll System	DCK Payroll Solutions	S	83.30	16.66	99.96
364	07.12 Trees - Surgery	01/03/2024		01 Nat West Revenu		Tree Works	Treeworx	S	800.00	160.00	960.00
365	07.02 Sundry Purchases - Main	27/02/2024		01 Nat West Revenu		Steam Cleaner	Appliances Direct	S	279.94	55.98	335.92
366	07.06 Van Lease Costs	01/03/2024		01 Nat West Revenu		Van Lease Costs	Lex Autolease	S	239.57	47.92	287.49
367	04.14 Subsidiary/Misc	29/02/2024	23/6447	01 Nat West Revenu		National Allotment Society Men	National Allotment Society	S	56.00	11.00	67.00
368	02.10 Human Resources/ Healt	29/02/2024		01 Nat West Revenu		Management Services	Peninsula Business System	S	144.85	28.97	173.82
369	03.03 Telephone -Mobile Staff	26/02/2024		01 Nat West Revenu		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
370	03.03 Telephone -Mobile Staff	27/02/2024		01 Nat West Revenu		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
371	04.12 Bank Charges	29/02/2024		01 Nat West Revenu		Bank Service Charge	Nat West Bank	E	12.25		12.25
372	02.15 Adobe License	04/03/2024		01 Nat West Revenu		ICT Services	Adobe	E	16.64		16.64
373	02.11 ICT	29/03/2024		01 Nat West Revenu		Cloudy IT Monthly Charges	Cloudy IT	S	236.70	47.34	284.04
374	07.12 Trees - Surgery	28/03/2024		01 Nat West Revenu		Tree Works	Treeworx	S	1,450.00	290.00	1,740.00
375	03.03 Telephone -Mobile Staff	04/03/2024		01 Nat West Revenu		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
376	04.06 Stationery & Postage	06/03/2024		01 Nat West Revenu		Admin Error	Amazon Services Europe S	E	3.99		3.99
377	04.06 Stationery & Postage	07/03/2024		01 Nat West Revenu		Admin Error	Amazon Services Europe S	E	-3.99		-3.99
378	14.22 Community Centre Repai	29/03/2024		01 Nat West Revenu		Fly Zapper - Olive Branch (Cros	G.M. Lawrence	S	141.00	28.20	169.20
379	06.02 Signs	07/03/2024	23/6481	01 Nat West Revenu		Hedgehog Signs	Hedgehogs R Us	E	57.48		57.48
380	07.01 Enhancements & Maintei	11/03/2024		01 Nat West Revenu		Soil & Topsoil For Planters	Hassett Fencing	S	90.81	18.16	108.97
381	04.03 Newsletters	28/03/2024		01 Nat West Revenu		Brixworth Bulletin	Brixworth Bulletin	X	350.00		350.00
382	14.26 Projects - St David's Play	28/03/2024		01 Nat West Revenu		St David's Ball Stop Net Repair	R&G Grounds Maintenance	S	660.00	132.00	792.00
383	07.04 Running Costs Mowers	28/03/2024		01 Nat West Revenu		Mower Service	Euromec	S	392.59	78.52	471.11
384	09.05 St David's Trade Waste	28/03/2024		01 Nat West Revenu		Trade Waste	Bakers Waste	S	137.98	27.60	165.58
385	07.07 Fuel - Van & Mowers	28/03/2024		01 Nat West Revenu		Fuel	AH Blason	S	112.25	22.45	134.70
386	02.03 ACRE	28/03/2024		01 Nat West Revenu		ACRE Membership Renewal	ACRE	S	35.00	7.00	42.00
387	07.15 Climate Change / Environi	14/03/2024		01 Nat West Revenu		Community Orchard Phase 2 Pl	Gardener Supplies	S	444.87	88.97	533.84
388	07.14 Flowers	14/03/2024		01 Nat West Revenu		Fruit Trees for Orchard Phase 2	Roots	E	406.00		406.00
389	07.15 Climate Change / Environi	14/03/2024		01 Nat West Revenu		Community Orchard Phase 2 Pl	Amazon Services Europe S	S	68.35	13.70	82.05
390	07.15 Climate Change / Environi	14/03/2024		01 Nat West Revenu		Community Orchard Phase 2 Pl	Amazon Services Europe S	S	55.08	11.04	66.12
391	01.01 Salaries	18/03/2024	22/5751	01 Nat West Revenu		Salaries and Wages	DCK Payroll Solutions	X	8,238.08		8,238.08
391	01.03 Pension - LGPS	18/03/2024	22/5751	01 Nat West Revenu		Salaries and Wages	DCK Payroll Solutions	X	1,155.13		1,155.13
391	01.02 Employer NI	18/03/2024	22/5751	01 Nat West Revenu		Salaries and Wages	DCK Payroll Solutions	X	650.72		650.72
392	04.06 Stationery & Postage	11/03/2024		01 Nat West Revenu		Admin Error	Amazon Services Europe S	E	12.99		12.99
393	04.06 Stationery & Postage	14/03/2024		01 Nat West Revenu		Admin Error	Amazon Services Europe S	E	-12.99		-12.99

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394	04.11 Telephone & Broadband	11/03/2024		01 Nat West Revenu		Broadband & Landline Telepho	Talk Talk Business	S	29.95	5.99	35.94
395	03.03 Telephone -Mobile Staff	15/03/2024		01 Nat West Revenu		Clerk's Phone	EE Limited	E	6.00		6.00
396	03.01 Clerk's Expenses	18/03/2024		01 Nat West Revenu		Meeting Catering	Amazon Services Europe S:	S	16.66	3.33	19.99
397	03.02 Chairman's Allowance	18/03/2024		01 Nat West Revenu		Meeting Catering	Amazon Services Europe S:	E	9.09		9.09
398	03.02 Chairman's Allowance	18/03/2024		01 Nat West Revenu		Meeting Catering	Amazon Services Europe S:	E	3.41		3.41
398	03.02 Chairman's Allowance	18/03/2024		01 Nat West Revenu		Meeting Catering	Amazon Services Europe S:	S	3.32	0.67	3.99
398	03.02 Chairman's Allowance	18/03/2024		01 Nat West Revenu		Meeting Catering	Amazon Services Europe S:	S	19.44	0.99	20.43
398	03.02 Chairman's Allowance	18/03/2024		01 Nat West Revenu		Meeting Catering	Amazon Services Europe S:	S	5.79	1.16	6.95
399	03.01 Clerk's Expenses	28/03/2024		01 Nat West Revenu		Refreshments for meeting	Clerk - Josie Flavell	X	27.85		27.85
400	14.12 Community Grants	21/03/2024	23/6478	01 Nat West Revenu		Grant	Brixworth Community Lard	X	3,000.00		3,000.00
401	09.05 St David's Trade Waste	28/03/2024		01 Nat West Revenu		Trade Waste	Bakers Waste	S	137.98	27.60	165.58
Total									19,589.08	1,125.25	20,714.33

Brixworth Village

Brixworth Parish

Rural Areas Settlement Hierarchy – Response Form

Technical Engagement with Parish Councils

February 2024

This response form should be read in conjunction with the Settlement Hierarchy Consultation document and Settlement Confines Background Paper. You can type your answers directly into this response form. Please email your completed form to localplan@westnorthants.gov.uk by **Tuesday 2nd April 2024**.

Existing settlement hierarchy

Question SH1. Do you think Primary Service Village is still the appropriate tier of the hierarchy for Brixworth? If not, which tier do you think is more appropriate?

Yes

Question SH2. What is your experience of being in this tier? Have any issues arisen, for example through Planning Applications, because of being in this tier?

Planning applicants do not consider impacts on existing population and infrastructure. Some applications have little or no regard to the open countryside and respect for the established open views.

Question SH3. Have you identified any advantages or disadvantages from being in this tier?

Brixworth seems to be a target for applicants.

Existing services and facilities

Below is the list of services and facilities which were identified in 2016 when the last assessment was carried out. Could you please review this list and indicate any services or facilities which are no longer available and add any new provisions which are now available.

Brixworth	2016	2024	Comments
Services and facilities			
Secondary school	No	No	
Primary school	Yes	Yes	
GP surgery	Yes	Yes	
General food shop	Yes	Yes	
Post office	Yes	Yes	
Community and Public halls	Yes	Yes	
Public House / Restaurant	Yes	Yes	
Employment area	Yes	Yes	
Other shop(s)/Takeaways	Yes	Yes	
Local Employment provision	Yes	Yes	
Library	No	Yes	
Pre School Facilities	No	Yes	
Play area	Yes	Yes	
Sports ground	Yes	Yes	
Allotments	Yes	Yes	
Bus Service	Hourly No. X7	Yes	

Question SH4. Do you think there are any other services, facilities or factors that should be considered?

Inter village bus routes poor and fail to provide a reliable and sustainable transport system.

Parish Aspirations

Question SH5. Do you have a vision for your parish for the next 15 years? What changes or enhancements would you like see?

1. Evaluation of regeneration of village centre with assessment of shops requirements opposite Community Centre. 2. Continued protection of allotments and other green spaces identified in Brixworth Neighbourhood Plan. 3. Improve opportunities for well-being by supporting casual adult recreation including “trimtrack”.
Improve opportunities for health & well being by developing a fully accessible green space to incorporate a wheelchair accessible pathway, sensory garden space, outdoor gymnasium with further development of the Community Orchard.

Question SH6. What needs does your Parish have over the next 15 years?

Settle issues surrounding ownership of land used for allotments and cricket club.

Question SH7. Do you think your Parish has the right mix and amount of housing and employment? Are there any sites or opportunities you would like to highlight for future development or redevelopment?

Yes - There are opportunities for redevelopment of “brown land” with the redundant Boniface House site and the former Mabbuts Woodyard. Priority must be for low cost affordable housing for local people.

Note: Mabutts Woodyard site is included in the Brixworth Neighbourhood plan but no development has commenced.

Settlement Confines

QUESTION SC1. Do you agree all exception sites should be excluded from settlement confines? If not, please explain why

Yes - Firmly based on Neighbourhood Plans and should be the main built up area. No peripheral developments should be included within confines, such as farmyards, industry or where development has grown remotely out of existing buildings. Exceptions need to be considered on their merits.

QUESTION SC2. Do you agree with suggested criterion 4: Developments that are isolated or peripheral to the main built up part of a settlement, where there they meet criteria: at least 30dph, have at least 20 dwellings, are within 100m of the main settlement and do not have a separate identity? If not, please explain why.

No - Definitely not. Could well lead to “leapfrog” of several 100 metre sites and lead to establishing a remote site from settlement and lead on developer “only infill” arguments.

QUESTION SC3. Do you agree with suggested criterion 8, to exclude land from settlement confines which would otherwise be outside the confines, even if it is between the edge of the settlement and a bypass? If not, please explain why.

Yes - Confines are the main built edge of the settlement as illustrated in the Brixworth Neighbourhood Plan

Question SC4. Do you agree that all settlements in the hierarchy should have their confines defined in the Local Plan? Please explain why.

Yes - Clarity is required. For example, Brixworth confines defined after exhaustive research and consultation illustrated in the “made” plans of Brixworth Neighbourhood Plan and Daventry District Settlements and Countryside Part 2 Local Plan.

Question SC5. Should there be any changes made to the settlement confines boundary? Please explain your suggestions and/or annotate the enclosed map.

No changes proposed to the Brixworth confines. See SC4

QUESTION SC6. Do you think there is anything missing from the suggested criteria?

Setting confines must pay due regard to the quality of the landscape through consideration of designations including Special Landscape Area and land defined in the Part 2 Plan and in a Neighbourhood Plan if described as “highly sensitive to change”.

QUESTION SC7. Do you have any other comments on the suggested settlement confines criteria?

Housing, residential and retail applications should not be supported if outside village confines.

Your details

Name: _____

Title: _____

Email: _____

Telephone: _____

Thank you for taking part in this consultation.

Data Protection Policy: Any personal information you provide will be held and processed in accordance with the obligations and principles of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and in accordance with West Northamptonshire Council's Privacy Policy and Data Protection Notification with the Information Commissioner's Office (No. ZA896620).

Settlement Hierarchy – Technical Engagement with Parish Councils

Please note that it is not possible for representations to be considered anonymously. Representations will be published on the consultation website, but address and contact details will be removed.

The information you provide will only be used for this consultation, and, with your permission, to advise you of other consultations.

The Planning and climate change policy privacy notice can be viewed here: westnorthants.gov.uk/service-privacy-notice/planning-and-climate-change-policy-privacy-notice

Brixworth Parish Council

Training & Development Policy



Document Number	EMP014
Adopted	March 2024
Reviewed	N/A
Next Review	March 2025
Folder Location: Operations/Documents/Policies/EMPLOYMENT	

1.0 Introduction

- 1.1 Brixworth Parish Council (BPC) is committed to ensuring all employees and council members are trained to the highest standards and kept up to date with current and new legislation.

To support this, funds are allocated annually for training and development within the budget to allow for attendance at training courses and conferences relevant to the individual's needs, position, and office. Additionally, the training and development budget will also cover the cost and allow access to appropriate technical literature, information, publications, subscriptions, and professional memberships.

2.0 Purpose and Scope

- 2.1 The purpose of this policy is to set out the Council's position concerning the provision of training and development opportunities for all employees and councillors.

Brixworth Parish Council is committed to ensuring all staff and councillors are appropriately trained to effectively deliver the councils' services and operate efficiently and effectively within their individual roles, functions, and duties, including the wider community.

In accordance with the Health and Safety at Work Act (1974), the Council has a legal obligation to ensure the health, safety, and welfare of its staff. Therefore, training and development is essential to ensuring all training needs are identified, allowing for sufficient resources to be provided to meet the needs of all staff and councillor roles. In addition, it ensures council adheres to current regulation and meets its aims and objectives.

3.0 Volunteers

- 3.1 BPC will provide and fund training provision for any volunteers who carry out a service on behalf of the Council, for the benefit of the wider community.
- 3.2 All volunteers will receive relevant training allowing them to undertake their duties safely and in line with regulations on behalf of BPC.

4.0 Identifying Training and Development Needs

- 4.1 The Clerk will identify the appropriate training and development needs and opportunities for all staff, councillors, and volunteers, depending on their role within council and service delivery, including health and safety, risk management, employment law and equal opportunities.

To ensure the process of identifying training and development needs is adequate, a variety of sources and processes will be utilised as outlined in the below table. This list is indicative but not exhaustive.

Induction and probationary periods	Staff appraisals and performance review
Mentoring	One-to-one training
Staff/team meetings	Amendments to current legislation
Amendments to current processes and procedures	Changes to and introduction of new office and maintenance equipment
New courses or refresher training (i.e. first aid)	Introduction of new legislation
Change in job role and responsibilities	Return to work training from a long leave of absence, such as ill health or maternity leave
Annual strategic planning	Northants CALC Training Newsletters
Personnel Committee meetings	Type of service delivery
Health and Safety inc. risk management	Employment law and equal opportunity
Skill gaps	Personal development requests

In addition, the council will encourage staff to identify and make known their training needs and aspirations and to develop their own learning styles, whilst providing a wide variety of learning and training tools. Time will also be given to staff for self-directed research and learning.

Further encouragement will also be given to staff and councillors to attend and utilise the following:

- Conferences and seminars
- Third party training workshops
- Mentoring and internal training
- Utilise training aids and resources such as books, DVD's, online training courses.

5.0 Training and Development Requests

5.1 Staff who seek to undertake a particular type of training and development course or professional qualification should liaise with the Clerk in the first instance. Consideration will be given to determining whether the course is relevant to the Council's needs and/or service delivery.

5.2 Whilst assessing a request from an individual, several factors will be considered, such as:

- Length of employment and employment record
- Performance
- Cost of the course and financial resources available
- Whether an addendum to the individual's employment contract will be required.

5.2 To ensure Council is acting objectively and consistently in evaluating requests received - whilst allowing for training and development opportunities - categorisation of all requests will be undertaken to help Council determine the need for and importance of the training requested. The evaluation will also be undertaken directly in line with current legislation and the individual's job role.

The categories used are highlighted in the below table.

Category	Description
Mandatory/Compulsory	This category of training is deemed a legal requirement for the role and post-holder or is essential to the role and therefore is mandatory.
Desirable/Necessary	This category of training is deemed relevant to the role and post-holder but not legally required.
Elective/Optional	This category of training is not linked to the current job role but may be for a future role held with council.

6.0 General and Financial Support

6.1 Financial assistance for role-related qualifications, training, and development will be provided entirely at the discretion of Council. This may include tuition and examination fees, resource materials, including half day/full day release and time off for studying.

6.2 The council reserves the right to reclaim any financial support should the employee:

- Resign during the duration of the course.
- Resigns within 24 months following completion of the course.

The below table shows the percentage of the total training course fees which will need to be reimbursed to Council in the event the employee resigns during that time period.

12 Months	75% of total fees
24 Months	50% of total fees
36 Months	0%

7.0 Study Leave and Salary

- 7.1 Study leave will be granted within working hours for all mandatory/compulsory training.
- 7.2 Should an employee require study leave for training which is not mandatory but role specific and includes a desire for career development, up to a maximum of 3 days of study leave will be granted per annum for this purpose.
- 7.3 All time off for any study leave needs to be approved in advance by Council and should be submitted in writing to the Proper Officer or Chair (in the case of the Clerk) outlining the reason for the request, which training course it relates to and the requested dates and times.
- 7.4 Study leave will not be granted for any training and development which is not required for the role or is not job specific, but flexible working hours will be considered by Council should evidence be received to demonstrate that the needs of the council will continue to be met.
- 7.5 Should one of the below-listed professional qualifications be successfully obtained during the individual's employment, the employee's salary will increase by one salary point, up to a maximum of four salary points.
 - The Certificate in Local Council Administration (CiLCA)
 - Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent
 - the Certificate of Higher Education in Community Engagement and Governance or equivalent
 - the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification
 - BA (Hons) Degree in Community Engagement and Governance or equivalent qualification

8.0 Evaluation and Evidence

- 8.1 All training undertaken will be evaluated by the Clerk and Personnel Committee to gauge its relevance and effectiveness.
- 8.2 All training will be reviewed in accordance with changes to legislation, amendments to governance, Council's services, complaints received, introduction of new courses/qualifications, refresher training courses and incidents which highlight the need to review the individual's current qualifications and training requirements.
- 8.3 A training record will be maintained for all staff and council members.
- 8.4 All training will be evidenced through the following:
 - Training records
 - Training course feedback
 - Excellent governance, including project management and control of council finances.
 - Excellent staff management
 - Well trained and informed staff and council members
 - Excellent staff conduct
 - Excellent Councillor conduct



Brixworth Parish Council

Minutes of the Brixworth Planning Committee Meeting

Monday 11th March 2024 at 7.30pm

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

In attendance:	Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor James Collyer & Councillor Barbara Lunnon
Absent:	Councillor Christine Ware Councillor Ian Barratt Councillor Gary Spratt
Clerical Support:	
Members of Public:	1

PART ONE – OPENING PROCEDURES

23/2529	Welcome by Chairman Councillor Mitchell welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
23/2530	Apologies for absence and acceptance of apologies for absence The Planning Committee noted and accepted the apologies received from the following Councillors: <ul style="list-style-type: none">• Cllr Christine Ware• Cllr Ian Barratt• Cllr Gary Spratt	
23/2531	Declarations of Interest 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.	
23/2532	Agree and Sign the Minutes of Previous Meeting All present RESOLVED to the Chairman, Cllr Mitchell, approving the Planning Committee Meeting Minutes of 19th February 2024 as a true and accurate record. Prop. Cllr. Collyer. Sec Cllr Peacock. Unanimous.	Paper A
23/2533	Public Open Forum Session One of the co-directors from the Flavour Trailer attended the meeting. He gave a background to how the business started in Brixworth and has grown. It was explained that No.3 Staveley Way restaurant is no longer operational, and the unit has been vacated. No 19-21 Staveley way was viewed as a much more suitable size for the operator.	-

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.

Initialled:



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	It was agreed that item 23/2537 was brought forwards on the agenda.	
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PART TWO – FOR DECISION

	Ref Number	Application Description	Location
23/2537	2024/0682/FULL	Change of use from an industrial unit to a restaurant with ancillary takeaway	19 Staveley Way, Brixworth, NN6 9EU

Cllr Mitchell noted that the ground floor seating area was positive for accessibility. Cllr Lunnon was unsure about bringing a consumer business onto an industrial estate but noted that there were no neighbours that would be disturbed. It was confirmed that the restaurant at 3 Staveley Way was not going ahead, and the occupancy had been terminated. Cllr Collyer asked if parking was adequate for the area. The applicant confirmed there was a minimum of 12 car parking spaces available to customers and that they had formed good relationships with their neighbours and would work with them to resolve any issues should they need attention.

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

	Ref Number	Application Description	Location
23/2534	2024/0580/FULL	Erection of 2No. chalet bungalows (Class C3) – subject to an age occupancy condition	Land at Victors Barn Northampton Road Brixworth

Cllr Mitchell was thanked for his hard work on the presentation he provided to pull information together on this application and the background of the historical applications regarding the bungalows. Cllr Mitchell noted that all previous applications had not been supported by BPC. Cllr Mitchell noted that the previous application, which was C2, had been pulled and the new application was identical but had been classified C3. It was Cllr Mitchell's opinion that you could not have a C3 house with an age condition on it.

Cllr Mitchell summarised that the reasons for not supporting the previous applications remained relevant and this application had not provided any additional information that makes this application an exception. The current Housing Needs Survey does not recognise this as a residential need at this time.

The Parish Council objected to the proposal as the development was outside of the confines of the village. This was contrary to Neighbourhood Plan policy 2 (vii), and Local Plan policies RA1, RA6 and WN5P R1.

The application is not significantly different from the application in 2020 (2020/0945) or 2023 (2023/5161). The same refusal items are likely to apply. Env1, Env10 and our neighbourhood policies 1 & 2. There is no additional evidence in this application that overturns the original feelings. In addition, the village design statement states that it will allow building outside of the village boundary when there is an up-to-date housing need survey. There is currently no proven demand for this type of property. This is a speculative application outside of the village boundary, both additional grounds for this to application to be refused.

The Planning Committee **RESOLVED** to **NOT SUPPORT** this application.
 Prop. Cllr Mitchell. Sec. Cllr Lunnon. Unanimous

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.

Initialled:



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	Ref Number	Application Description	Location
23/2535	2024/1162/FULL	Proposed single storey extension for ground floor accessible bedroom and ancillary accommodation. Internal and external alterations to an existing listed residential dwelling in a conservation area.	The Manor, Harborough Road, Brixworth, NN6 9BX

It was noted that is application was linked to the application 2024/1126/LBC for listed building consent. Cllr Peacock explained that for a listing building consent, you need to apply for a full application and an LBC application.

Cllr Mitchell noted this was a grade 2 listed building. Cllr Peacock noted that it would be difficult to gain approval for any works that removed any historic fabrics that were not reversible. Cllr Peacock gave her opinion that the proposal was not in keeping with the property. She added that the proposal of the single storey extension did not complement the existing building and detracted from the overall character of the building. Cllr Mitchell noted the bedroom extension was not sympathetic to the nature of the historic building, by way of design, massing or materials. It was noted, however, that the kitchen extension and removal of the octagonal bay was felt to be appropriate.

The Planning Committee **RESOLVED** to **NOT SUPPORT** this application in respect of the single storey bedroom extension. It is not sympathetic in its design, appearance or materials and impacts negatively on the grade 2 listed building.

Prop. Cllr Mitchell. Sec. Cllr Peacock. Unanimous

	Ref Number	Application Description	Location
23/2536	2024/1126/LBC	Proposed single storey extension for ground floor accessible bedroom and ancillary accommodation. Internal and external alterations to an existing listed residential dwelling in a conservation area.	The Manor, Harborough Road, Brixworth, NN6 9B

It was noted that is application was linked to the application 2024/1126/LBC for listed building consent. Cllr Peacock explained that for a listing building consent, you need to apply for a full application and an LBC application.

Cllr Mitchell noted this was a grade 2 listed building. Cllr Peacock noted that it would be difficult to gain approval for any works that removed any historic fabrics that were not reversible. Cllr Peacock gave her opinion that the proposal was not in keeping with the property. She added that the proposal of the single storey extension did not complement the existing building and detracted from the overall character of the building. Cllr Mitchell noted the bedroom extension was not sympathetic to the nature of the historic building, by way of design, massing or materials. It was noted, however, that the Planning Committee felt the kitchen extension and removal of the octagonal bay was considered appropriate.

The Planning Committee **RESOLVED** to **NOT SUPPORT** this application in respect of the single storey bedroom extension. It is not sympathetic in its design, appearance or materials and impacts negatively on the grade 2 listed building.

Prop. Cllr Mitchell. Sec. Cllr Peacock. Unanimous

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.

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23/2538	<p>Church with Chapel Brampton Parish Council Correspondence.</p> <p>Cllr Mitchell's view was this project was not financially or environmentally viable. The Planning Committee agreed that Cllr Mitchell would make a response for circulation to the Committee.</p> <p><i>Whilst BPC will endeavour to support and encourage Green Transport issues, it has to be said that such infrastructure projects need to be cost effective and be delivered without the sacrifice to other facilities and have due regard and care to the impact upon the existing environment.</i></p> <p><i>The proposed link (N2MH) faces enormous engineering challenges, both in cost and impact on other interfacing assets.</i></p> <p><i>Typically, but not limited to:</i></p> <ul style="list-style-type: none">• <i>The Northampton link impacting upon the newly constructed north western link adjacent on the A5199/Boughton Lane Junction.</i>• <i>The impact and potential loss of the historical assets of the Northampton and Lamport Railway, both as a heritage asset and public amenity.</i>• <i>The impact and loss of the recreational amenity of Brampton Valley Way, used by the public as this is considered as a linear park!</i>• <i>The cost and engineering challenges of rebuilding various bridges that currently cross streams and rivers to carry the additional live loads.</i>• <i>The cost and engineering challenges in ensure the kinematic envelope can be achieved at both Kelmarsh and Oxendon Tunnels that would most likely require rebuilding in order to ensure the Overhead Line Equipment (OLE) can be installed.</i>• <i>The enormous challenges in ensuring the final link at Scotland Road Market Harborough can provide the final section of the N2MH line to Market Harborough Station itself.</i>• <i>The physical space required along the line in order to provide twin tracks.</i>• <i>The environmental impact of the construction works upon the open countryside, wildlife and general ecology.</i> <p><i>Whilst an initial 'finger in the air' budget may be available, BPC would wish consideration be given to diverting the potential cost to other cost effective Green Travel plans and investment within the existing infrastructure.</i></p> <p><i>For the above reasons, the Planning Committee would not support the current initiative.</i></p>	Paper B
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PART THREE – FOR INFORMATION

23/2539	Any Other Business – None.
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PART FOUR – CLOSING PROCEDURES

23/2539	Next Ordinary Meeting <ol style="list-style-type: none">1) Next agenda - there were no items reported.2) All present NOTED the date of the next Planning Committee Meeting on Monday 8th April 2024.
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In the absence of further business, the meeting was closed in full at 20:23pm

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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Signed as a true and accurate record:

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

Date: 8th April 2024

Minutes Prepared By:
Gavin Kirkup
Administrative Assistant
Brixworth Parish Council

Telephone: 01604 347993
Email: parish.clerk@brixworthparishcouncil.gov.uk
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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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Brixworth Parish Council Minutes of the Personnel Committee Meeting

Thursday 14th March 2024 at 6.30pm

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

In Attendance: Cllr Bird (Chairman), Cllr Ware and Cllr Lunnon

Parish Clerk: Josie Flavell

Members of Public: No members of the public

MINUTES

PART ONE – OPENING PROCEDURES

23/0059	Welcome by Chairman	Chairman Bird welcomed everyone to the Personnel Committee Meeting and advised all present of the evacuation procedures.
23/0060	Apologies for absence and acceptance of apologies for absence	Apologies were received and accepted from the following council members: <ul style="list-style-type: none"> ▪ Cllr Compton ▪ Cllr Spratt
23/0061	Declarations of Interest	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.
23/0062	Agree and Sign the Minutes of Previous Meeting	All present RESOLVED to the Chair, Cllr Jackie Bird, approving the Personnel Committee Meeting Minutes and Confidential Meeting Minutes for the meeting held on the 21 st September 2023. Prop. Cllr Ware. / Sec. Cllr. Bird. 2 In favour with 1 Abstention.
23/0063	Public Open Forum Session	There were no members of public in attendance.

PART TWO – FOR DECISION

23/0064	Training and Development Plan/Policy All present reviewed the Training and Development policy and agreed subject to the following changes, for this to be put to council for approval at its March meeting: <ul style="list-style-type: none"> ▪ Remove the paragraph failure to attend the training without adequate reason, as this is covered within other employment policies. ▪ Amend the wording under the training category elective/optional to show that training requests may still be reviewed that are not role specific for their current role but may be practical and useful for a future role with council. 	ALL
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Members of Brixworth Parish Council - Personnel Committee

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,
Councillor Gary Spratt and Councillor Christine Ware.

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	<ul style="list-style-type: none"> Remove the amount an employee has to pay back should they leave within a certain timeframe after the professional qualification has been paid for by council and instead, include a sliding scale i.e. 1 year pay back 75%, 2 years 50% and 3 years nil. <p>NB: All present urged the Clerk to book her HR training course to receive the government subsidies before it is too late.</p>	
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PART THREE – FOR INFORMATION

23/0065	<p>Admin Support Probation</p> <p>The Clerk reported that the Admin Support Assistant has passed her probationary period, and another appraisal is due soon.</p>	JF
23/0066	<p>HMRC National Insurance Changes</p> <p>It was reported that the employee's N.I. will reduce by 2% from the 6th of April 2024. The Clerk agreed to check if there will be any reduction for employers.</p>	JF
23/0067	<p>New and Revised Employment Laws</p> <p>All present received and NOTED the list of changes for the following relevant areas of employment law:</p> <ul style="list-style-type: none"> Calculation of holiday pay for part time or irregular workers Paternity Leave (Amendment) Regs. 2024 Carers Leave Act 2023 Protection from Redundancy (Pregnancy and Leave) Act 2023 Employment Relations (Flexible Working) Act 2023 Worker Protection (Amendment of Equality Act 2010) Act 2023 Workers (Predictable Terms and Conditions) Act 2023 Neonatal Care (Leave and Pay) Act 2023 Changes to Model Employment Contracts 	-

PART FOUR – CONFIDENTIAL MATTERS

23/0068	<p style="text-align: center;">EXCLUSION OF THE PRESS AND PUBLIC</p> <p>All present RESOLVED to exclude the press and public from the meeting in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2, to discuss matters of commercial and personal confidentiality (Papers for Members only), due it being prejudicial to public interest by reason of the confidential nature of the business to be transacted.</p> <p style="text-align: center;">There were no Press and Public to ask to leave the meeting.</p>	-
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PART FIVE – CONFIDENTIAL MATTERS

23/0069	<p>Formal Complaints</p> <p>All complaints were received by those present.</p>	-
23/0070	<p>2024 National Pay Award</p> <p>All present NOTED the unions current position of a 10% increase with regards to the 2024 pay awards. The Clerk reported that an agreement will probably not be reached until later in the year.</p>	-

There were no Press and Public to invite back into the meeting.

Members of Brixworth Parish Council - Personnel Committee

Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,
Councillor Gary Spratt and Councillor Christine Ware.



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PART SIX – CLOSING PROCEDURES

23/0071	Next Personnel Meeting a. There were not items reported for inclusion on the next meeting agenda. b. All present NOTED the date of the next scheduled Personnel Committee Meeting as 18 th April 2024.	-
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NB: It was unanimously agreed that the Chair, Cllr Jackie Bird, is to ask Cllr Alan Aisbett if he would like to join the Personnel Committee and if so, for this to be approved at Council at its March meeting.

In the absence of further business, the meeting closed at 19:00pm

Signed as a true and accurate record:

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Cllr Jackie Bird - Chair
Brixworth Parish Council
Date: 18th April 2024

Minutes Prepared by:
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Members of Brixworth Parish Council - Personnel Committee
Councillor Jackie Bird (Chair), Councillor Lynne Compton, Councillor Barbara Lunnon,
Councillor Gary Spratt and Councillor Christine Ware.

When we do need to print we only use 100% recycled paper





Brixworth Parish Council

Notes

Climate Action Group - Working Group

Tuesday 17 March 2024

5pm - 5.30pm via Zoom

Attending:

Christine Ware (Chair) - CW
Tony Nixon - TN
Bob Cotter - BC
Karin Cotter - KC
Ken Nickel - KN
Peter Duffy - PD
Deidre Daish - DD
Ilze Smith - IS

Apologies:

Barbara Lunnon - BL
Jonathan Harris - JH

To receive notes:

Mike Pickles
Ann Foley
Brian Webster
Lucy Murphy
Janet Turner
Andy Dinnage
Mr & Mrs Parrott
Ian Barrett
Keith Dobell
Emma Hall
Sue Brooks
Nick Davies
Phillipa Williams
Sam Raju
Robin Jones
Carol Sigley
Jane Rew
Louisa Nycz

Josie Flavell - Parish Clerk
Gav Kirkup - Parish Admin Assistant

With many thanks to everyone for their interest in BCAG - this is designed to be a memory aid for the group rather than 'minutes' of the meeting.

Spratton Road Wellbeing Park

Following full council approval of the proposal for development of the health and wellbeing park on Spratton Road in January (23/6451), we are starting with phase 1 of the plan. This is the second phase of the community orchard which will be planted in Spratton Rd park.

Council agreed this under urgent business at the February meeting in order to take advantage of this season's planting window. This will be ratified at the March council meeting.



ACTIONS:

Phase 2 of the community orchard will be planted by community volunteers on Sunday 24 March. There are two sessions; 10.30am and 12.30pm. We are planning to plant 20 fruit trees (a mix of apple, cooking apple, pear, fruiting cherry and plum).

Volunteers welcome. Thank you to our Parish Admin Assistant for support with communication and social media posts.

CW to communicate on Thursday 21 March with volunteers via email to confirm arrangements and what to bring along.

CW to check with Admin Assistant that all supplies have been delivered and agree access on Sunday.

Update on Allotments Working Group

TN confirmed the next meeting of the Allotments Working Group is Thursday 21 January in the Community Centre at 9am.

The petition calling for help to save the allotments is being presented to West Northants Council by Phil Pinder, who is chair of the Brixworth Allotments Association, on Thursday 21 March at the council meeting in the Guildhall. The petition has 1134 signatures.

Planning Application for removal of Hedgerow

For information. There is a forthcoming planning application to remove 5 x 6m sections of hedgerow between Brixworth and Draughton. Planning reference: **2024/1535/HRN**

If permission is granted for these hedgerows, which are in excess of 30 years old, to be removed then there is a proposal to replace them with a new hedge. The removal is required by Anglian Water to enable pipework to be replaced.

This application will come before the BPC Planning Committee for comment and CW confirmed that she will be raising the issue of timing of any approved removal (bird nesting season) as well as the stock to be used as a replacement. Keep an eye on the Planning Committee agenda to see when this proposal is to be discussed.

Date of Next BCAG: TUESDAY 7 May 5pm via Zoom.

Please note there may be an extraordinary meeting called before this date if the Allotments Campaign requires.



Quarter 4 Summary

Traffic Analysis Report 11/12/2023 – 18/03/2024

Summary:

- **Locations: Merry Tom In, Holcot Road In, Holcot Road Out**
- **Note: Speed limit is set at 35mph. (30mph + 10% + 2mph = 35mph)**
- **The average 85% (85th percentile) of all vehicles during this period was 34.2mph, or below.**
- **Average speed of all vehicles checked was 27.5mph.**
- **Total Number of vehicles tracked: 219,300. There were 28,759 vehicles tracked over the speed limit. (13.11%).**
- **Average speeder was tracked between 38.1 – 39.8 mph.**
- **86.89% of vehicles tracked were at or below the speed limit (35mph). 190,541 Vehicles. • Merry Tom In had the highest % of speeders at 19.3%**



Traffic Analysis Report – 11/12/23- 17/01/24

TRAFFIC ANALYSIS REPORT

For Project: Jan 2024 - Merry Tom In - Going to Holcot Road In

Project Notes/Address:

Location/Name: Incoming

Report Generated: 17/01/2024 11:19:26

Speed Intervals = 5 MPH

Time Intervals = 5 minutes

Traffic Report From 11/12/2023 10:00:00 through 17/01/2024 10:59:59

85th Percentile Speed = 36.6 MPH

85th Percentile Vehicles = 93,853 counts

Max Speed = 85.0 MPH on 26/12/2023 18:10:00

Total Vehicles = 110,415 counts

AADT: 2980.8

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		3,116	2,995
AM peak	11:00 to 12:00	222	223
PM peak	4:00 to 5:00	326	294

Speed

Speed limit: 35 MPH

85th Percentile Speed: 36.6 MPH

Average Speed: 29.6 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	2650	3014	3032	3188	3156	3308	2962
% over limit	17.0	17.8	17.2	19.3	18.8	22.3	24.4
Avg speeder	39.6	39.3	39.4	39.3	39.5	39.6	39.8

Summary:

- Location: Merry Tom - Inbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85th percentile) of all vehicles during this period was 36.6 mph, or below.
- Average speed of all vehicles checked was 29.6 mph.
- Total number of vehicles tracked: 110,415. There were **21,310** vehicles tracked over the speed limit. **(19.3%)**
- Average Speeder was tracked between 39.3 – 39.8 mph.
- Maximum speed recorded was 85mph at 18:10 on 26/12/2023.
- 80.7% of vehicles tracked were at or below the speed limit (35mph). 89,105 vehicles.
- Next Location: Holcot Road - Inbound



Traffic Analysis Report – 15/01/24- 19/02/24

TRAFFIC ANALYSIS REPORT

For Project: Feb 2024 - Holcot Road In - Going To Holcot Road Out
Project Notes/Address:
Location/Name: Incoming
Report Generated: 19/02/2024 11:27:22
Speed Intervals = 5 MPH
Time Intervals = 5 minutes

Traffic Report From 15/01/2024 00:00:00 through 19/02/2024 10:59:59

85th Percentile Speed = 31.6 MPH
85th Percentile Vehicles = 54,467 counts
Max Speed = 60.0 MPH on 26/01/2024 21:00:00
Total Vehicles = 64,079 counts
AADT: 1807.2

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		2,008	1,846
AM peak	8:00 to 9:00	184	144
PM peak	5:00 to 6:00	227	191

Speed

Speed limit: 35 MPH
85th Percentile Speed: 31.6 MPH
Average Speed: 24.9 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	389	291	333	337	355	346	266
% over limit	4.8	3.8	3.4	2.5	3.4	4.3	4.1
Avg speeder	38.7	38.2	38.3	38.2	38.2	38.1	38.4

Summary:

- Location: Holcot Road - Inbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85th percentile) of all vehicles during this period was 31.6 mph, or below.
- Average speed of all vehicles checked was 24.9 mph.
- Total number of vehicles tracked: 64,079. There were **2,317** vehicles tracked over the speed limit. **(3.61%)**
- Average Speeder was tracked between 38.1 – 38.7 mph.
- Maximum speed recorded was 60mph at 21:00 on 26/01/2024.
- 96.39% of vehicles tracked were at or below the speed limit (35mph). 61,762 vehicles.
- Next Location: Holcot Road - Outbound



Traffic Analysis Report – 19/02/24- 18/03/24

TRAFFIC ANALYSIS REPORT

For Project: March 2024
Project Notes/Address:
Location/Name: Incoming
Report Generated: 18/03/2024 10:30:18
Speed Intervals = 5 MPH
Time Intervals = 5 minutes

Traffic Report From 19/02/2024 12:00:00 through 18/03/2024 10:59:59

85th Percentile Speed = 34.4 MPH
85th Percentile Vehicles = 38,162 counts
Max Speed = 65.0 MPH on 01/03/2024 13:25:00
Total Vehicles = 44,896 counts
AADT: 1605.8

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		1,669	1,565
AM peak	7:00 to 8:00	197	152
PM peak	4:00 to 5:00	133	120

Speed

Speed limit: 35 MPH
85th Percentile Speed: 34.4 MPH
Average Speed: 28.0 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	592	773	844	822	873	649	579
% over limit	11.2	11.4	11.9	10.6	11.7	11.2	12.4
Avg speeder	38.6	38.7	38.8	38.6	38.6	38.8	38.8

Summary:

- Location: Holcot Road Outbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85th percentile) of all vehicles during this period was 34.4 mph, or below.
- Average speed of all vehicles checked was 28.0 mph.
- Total number of vehicles tracked: 44,896. There were **5,132** vehicles tracked over the speed limit. **(11.43%)**
- Average Speeder was tracked between 38.6 – 38.8 mph.
- Maximum speed recorded was 65 mph at 13:25 on 01/03/2024
- 88.57% of vehicles tracked were at or below the speed limit (35mph). 39,764 vehicles.
- Next Location: Harborough Road