



Brixworth Parish Council

Minutes of the Ordinary Parish Council Meeting

Thursday 25th January 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 Alan Aisbett, Cllr Tony Nixon, Cllr Barbara Lunnon, Cllr Gary Spratt, Cllr Gaurang Mehta, Cllr Tom Mitchell and Cllr Ian Barratt

Absent: Parish Clerk Josie Flavell, Cllr Neal Brown, and Cllr Frances Peacock

Members of the public: Six

MINUTES

PART ONE – OPENING PROCEDURES

23/6442	Welcome 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.
23/6443	Apologies for absence and acceptance of apologies for absence a) Apologies were received and accepted from Cllr Neal Brown b) There were no apologies received or accepted for Cllr Frances Peacock.
23/6444	Declarations of Interest a) Cllr Ian Barratt declared a non-prejudicial interest in agenda item 23/6469 All Saints Churchyard Maintenance due to being a church member. b) There were no dispensations or written requests for dispensation of DPI to consider.
23/6445	Agree and Sign the Minutes of Previous Meeting Council RESOLVED to Chair Jackie Bird approving the following sets of meeting minutes as true and accurate records: a) Ordinary Parish Council Meeting Confidential Minutes dated 30 th November 2023 Prop. Cllr Lunnon / Sec. Cllr Spratt. 11 In favour with 1 abstention. b) Ordinary Parish Council Meeting Minutes dated 21 st December 2023. These minutes were not fully accepted by council due to issues raised by Cllr Lunnon pertaining to the apologies record (min ref. 23/6421). It was unanimously agreed that these minutes only be approved at a future meeting, subject to gaining clarification from the Clerk concerning apologies for absence at the December meeting. Prop. Cllr Compton / Sec. Cllr Lunnon. 9 In favour with 3 abstentions. c) Ordinary Parish Council Meeting Confidential Minutes dated 21 st December 2023 Prop. Cllr Ware. Sec. Cllr Compton. 9 In favour with 3 abstentions.

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23/6446	<p>Public Open Forum Session</p> <p>a) PCSO Carl Barton attended the meeting and introduced himself as part of the new rural policing team and handed out the most recent crime report. PCSO Barton also reported that the village, for its size, is well policed and is a low crime area. Council members were invited to ask questions, with Cllr Coe introducing herself as the Police Liaison rep for council. Council thanked PCSO Barton for attending.</p> <p>b) A member of public reported that parking on footpaths is an increasingly new hazard and is particular a problem in and around the Holcot Road area of the village. They are aware that is a WNC Highways matter but wondered if the Parish Council could assist with the issues experienced. PCSO Barton stated that if all 4 wheels are on the footpath it is classed as an illegal offence.</p> <p>c) Reverend Reith (All Saints Church) reported that many visitors from the village are concerned about the state of the churchyard and explained the issues faced with the current maintenance working party and the fact it is not sustainable for this to continue.</p> <p>Due to this item being under confidential matters (closed session), Cllr Barratt asked Reverend Reith if a working group between the Church and the Parish Council would be beneficial and something the Church would consider, to allow for discussions to be held on how the churchyard maintenance could be dealt with in future, and the answer was yes.</p>
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PART TWO – FOR DECISION

23/6447	<p>National Allotments Society Membership (NAS) Council RESOLVED to approve the membership fee of £55 (exc. VAT) to join NAS to allow council to gain advice for the Northampton Road Allotment issues. Prop. Cllr Nixon / Sec. Cllr Compton. Unanimous.</p>	JF
23/6448	<p>Finance Council RESOLVED to approve the payments list for January 2024. Prop. Cllr Compton / Sec. Cllr Ware. Unanimous.</p>	GK
23/6449	<p>WNC Consultations – Local Cycling and Walking Infrastructure Plans Council RESOLVED to individuals responding to this consultation outside of the meeting and within the deadline date of 25th February 2024 as it does not affect Brixworth parish, but for the Admin Assistant to add this to social media subject to the Clerk agreeing it is appropriate. Prop. Cllr Ware / Sec. Cllr Compton. Unanimous.</p>	GK/JF
23/6450	<p>Biodiversity Policy</p> <p>a) Council RESOLVED NOT to approve this policy (pursuant to legislation i.e. the 2021 Environmental Act and information received from Northants CALC) and agreed for Cllr Ware in conjunction with the Brixworth Climate Action Group, to review the biodiversity audit for all council owned property and to bring this back to a future council meeting. Prop. Cllr Coe / Sec. Cllr Spratt. Unanimous.</p> <p>b) Council RESOLVED to agree any further steps as follows: - Impact assessment/audit. Prop. Cllr Ware / Sec. Cllr Coe. Unanimous.</p>	CW
23/6451	<p>Wellbeing Park – Spratton Road POS</p> <p>a) Council RESOLVED to approve the proposal to develop a wellbeing park at Spratton Road and for a formal project plan being brought back to Council at a future meeting. Prop. Cllr Ware / Sec. Cllr Coe. Unanimous.</p> <p>b) Council NOTED that each phase of the project will be scoped and costed accordingly and brought to full council for approval.</p>	CW/JF

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23/6452	Wellbeing Park Grant Funding – King Charles III Charitable Fund Council RESOLVED to give the Clerk delegated authority to apply for the King Charles III Charitable Fund and other grant funding as appropriate, to pay for items for the wellbeing park at Spratton Road. Prop. Cllr Bird / Sec. Cllr Compton. Unanimous.	JF
23/6453	Local Council Quality Awards Council RESOLVED to pay the registration fee of £50 (exc. VAT) to allow the Officer team to submit an application to gain Foundation and Quality status, eventually, seeking to gain gold standard, subject to the Clerk checking if the General Power of Competence is required. Prop. Cllr Compton / Sec. Cllr Lunnon. Unanimous.	JF
23/6454	Host A Councillor a) Council considered and accepted the invitation from Brixworth Community Larder to 'Host a Councillor' on Wednesday 10 th of April 2024 and for Cllr Barratt and Cllr Mitchell to attend. Prop. Cllr Lunnon / Sec. Cllr Ware. Unanimous. b) Council RESOLVED to cancel the planned Saturday Surgery date of Saturday 6 th of April, subject to the above invitation being accepted. Prop. Cllr Bird / Sec. Cllr Lunnon. Unanimous.	GK
23/6455	Capability Policy Council RESOLVED to approve this policy as reviewed by Cllr Christine Ware and Cllr Elaine Coe. Prop. Cllr Lunnon / Sec. Cllr Spratt. Unanimous.	JF/GK
23/6456	Village, National and World Events Council RESOLVED to approve the purchase of the products itemised within the meeting paper to celebrate various events in the village and agreed a budget of up to £100, utilising the Community Events budget. The Clerk was also given delegated authority. Prop. Cllr Collyer / Sec. Cllr Compton. Unanimous.	JC/JF
23/6457	Railway/Heritage Bench Restoration Project Council RESOLVED to approve the total cost of £5,775 to restore the 3 no. railway/heritage benches around the parish and NOTED that costs are to be borne out of the heritage budget and earmarked reserves. Prop. Cllr Barratt / Sec. Cllr Compton. Unanimous.	DF/GK/ JF

PART THREE – FOR INFORMATION

23/6458	Saturday Surgery Council received and NOTED the Saturday Surgery Report of 6 th January. Cllr Compton & Cllr Coe attended. NB: Council agreed that the change of signage is a positive move.	-
23/6459	Community Centre Lighting Quote Council NOTED the revised quote and costs for the lighting upgrades from West Northants Council's contractor Lawrences Electrical as follows, with the relevant invoices raised to cross charge the sums owed by the separate organisations: <ul style="list-style-type: none"> ▪ Community Centre 3 x lights - £264.21 (exc. VAT) ▪ Olive Branch 16 x lights - £1,409.12 (exc. VAT) ▪ Parish Council 8 x lights - £704.67 (exc. VAT) 	-

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23/6460	<p>Committee and Working Group Minutes</p> <p>Council received and NOTED the following sets of minutes/notes, as circulated to Council:</p> <ul style="list-style-type: none"> a) Planning Committee Meeting held on 8th January 2024 b) Climate Action Group Meeting held on 9th January 2024. c) Allotments Working Group meeting held on 10th January 2024 (Confidential) d) Buildings Working Group Meeting held on 15th January 2024. e) Sports Liaison Working Group Meeting held on 16th January 2024. 	-
23/6461	<p>Clerk's Report</p> <p>Council received and NOTED the report.</p>	-
23/6462	<p>Housing Needs Survey</p> <p>Council NOTED the update within the Clerk's monthly report which highlights that the survey has been completed and the data is currently being collated and input by staff at WNC. Once this has been done, the draft survey will be shared with council.</p>	-
23/6463	<p>Q3 Finance Pack</p> <p>Council NOTED the contents of the Q3 Finance Report which includes the following items:</p> <ul style="list-style-type: none"> ▪ Summary of Rec & Payments ▪ Monthly Breakdown of Receipts and Payments ▪ Net Position ▪ Committed Spend ▪ Rolling Budget ▪ Reserves Budget ▪ Bank Reconciliation Report 	-
23/6464	<p>Parish Councillor Representatives Updates</p> <ul style="list-style-type: none"> a) Village Hall – Cllr Lunnon reported that there is an ongoing issue with a major water leak within the hall between one end of the building and meter and is actively being investigated. The current bill of a few thousand pounds is also being disputed. Cllr Nixon reported that he has met with a solar panel company and a quote is forthcoming. The new large washing machine for the car park is currently being reviewed as there may be some safeguarding issues. b) Thomas Roe Charity - Cllr Mitchell and Cllr Lunnon reported that there are no new reports until the next meeting being held on the 10th of April. c) NCALC – there were no new reports due to the absence of the Clerk. d) Police Liaison – there were no new reports to receive. e) Armed Forces - Cllr Bird reported that a fund raising event has taken place for the Brixworth Royal British Legion. f) Verification Officer – Cllr Compton reported that verification had recently taken place. g) Environment, Highways and Climate Change Champion - Cllr Ware reported that the potholes on the Northampton Road have been patched up but the condition still isn't great. Cllr Ware also reported that all those who undertook the Carbon Literacy training have completed it and been awarded their certificates, which includes the Admin Assistant Gavin Kirkup and Cllr Lunnon. Cllr Barratt reported that Brixworth are 8th in the county for pothole complaints. Cllr Mitchell reported that a legal definition of pothole repairs is whether the surface area and 	-

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	<p>depth meets the required measurements. Should a pothole be ringed in yellow spray paint it has been deemed as worthy of a repair by a WNC Highways Engineer. Not all potholes meet this requirement and therefore, do not get repaired.</p> <p>h) Central Sports Rep – Cllr Nixon reported that the end of year accounts showed an annual turnover of £124,000, which was a rise of £15,000 from the previous year. Central Sports had made charitable contributions of £2,700.00 to local organisations during the financial year.</p>	
23/6465	<p>To Note the Dates of the Next Meetings Council NOTED all future meeting dates as follows:</p> <ul style="list-style-type: none"> ▪ Planning Committee Meeting – 29th January 2024 ▪ Parish Surgery (Community Centre) 3rd February 2024 JB & AA Attending. ▪ Planning Committee Meeting – 19th February 2024 ▪ Full Council Meeting – 29th February 2024 	-

PART FOUR – CONFIDENTIAL MATTERS

23/6466	<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;">The Press and Public were requested to leave the meeting (subject to 23/6466) at 20:15pm</p>	
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PART FIVE – CONFIDENTIAL MATTERS

23/6467	<p>Cricket Club Lease Cllr Nixon and Cllr Aisbett met with the Cricket Club Committee to discuss rent charges and the terms of the current legal agreement, which does not currently cover the outfield. Council requested the Cricket Club to provide details of the work required to allow council to consider this at a future meeting. Prop. Cllr Nixon / Sec. Cllr Aisbett. Unanimous.</p>	JF
23/6468	<p>Land Transfer – Rear of Village Hall Council received a verbal report regarding the meeting held with the Northold Group on 12th January 2024.</p>	-
23/6469	<p>All Saints Church Churchyard Maintenance</p> <p>a) Council received and NOTED the contents of the Church Quinquennial Report and asked the Clerk to gain confirmation on a few items contained with said report.</p> <p>b) Council unanimously agreed to set up a meeting with the Church and its representatives to understand their immediate needs and to see how best the council can assist. Prop. Cllr Mitchell / Sec. Cllr Coe. Unanimous</p>	JF
23/6470	<p>Code of Conduct Review Council received and NOTED the progress report from Cllr Aisbett and agree to bring this back to the May annual meeting.</p>	-
23/6471	<p>Cleaning – Community Centre</p> <p>a) Council received a report concerning the temporary cleaning contract.</p> <p>b) Council RESOLVED to approve all associated costs in relation to this matter.</p>	-

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The Press and Public were invited to re-enter the meeting.

PART SIX – URGENT MATTERS		
23/6472	Urgent Matters for Report Only There were no matters raised for consideration.	-

PART SEVEN – CLOSING PROCEDURES		
23/6473	Next Ordinary Meeting a. There were no items reported for inclusion on the February Ordinary Meeting agenda. b. Council NOTED the next meeting date for the Ordinary Council Meeting as 29 th February 2024.	-

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: 29th February 2024

Minutes Prepared by:

Josie Flavell
 Parish Clerk
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