




Brixworth Parish Council

Councillors are hereby summoned to attend the Ordinary Parish Council meeting
to be held on Thursday 25th April 2024 at 7.30pm

The Meeting will be held in the Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Please inform the Clerk of your apologies in writing, should you be unable to attend.

Email: parish.clerk@brixworthparishcouncil.gov.uk

Signed: 

Josie Flavell - Proper Officer/Clerk

The press and public are also invited to attend

Please note that this is a public meeting, and you may be filmed, recorded and/or published.

AGENDA

PART ONE – OPENING PROCEDURES

24/001	Welcome Welcome by the Chairman and information regarding evacuation procedures.	-
24/002	Apologies for absence and Acceptance of Apologies for Absence To consider and accept all apologies reported.	-
24/003	Declarations of Interest a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	-
24/004	Agree and Sign the Minutes of Previous Meeting RESOLVE to the Chairman approving the following sets of meeting minutes: a) Ordinary Parish Council Meeting Minutes dated 28 th March 2024. b) Ordinary Parish Council Meeting Confidential Minutes dated 28 th March 2024	Paper A Paper C1
24/005	Public Open Forum Session a) This is an opportunity for parish residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council via the Chairman. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 15 minutes. b) Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course. c) Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.	-

Members of Brixworth Parish Council

Councillor Jackie Bird (Chairman), Councillor Lynne Compton (Vice Chair), Councillor Alan Aisbett
Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer,
Councillor Barbara Lunn, Councillor Gaurang Mehta, Councillor Tom Mitchell, Councillor Tony Nixon,
Councillor Frances Peacock, Councillor Gary Spratt and Councillor Christine Ware

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PART TWO – FOR DECISION

24/006	Finance Resolve to consider and APPROVE the payments list for April 2024.	Paper B
24/007	Railway/Heritage Benches To consider relocating some of the newly refurbished heritage benches to the Wellbeing Park at Spratton Road.	IB
24/008	Personnel Committee RESOLVE to Cllr Aisbett joining the Personnel Committee as recommended by the Personnel Committee at its meeting held on the 18 th of April.	-
24/009	Policy and Procedure Review Council to consider and RESOLVE to review and re-adopt/adopt the following policies: <ul style="list-style-type: none"> <input type="checkbox"/> Grants Policy <input type="checkbox"/> Risk Management Policy <input type="checkbox"/> Whistleblowing Corporate Policy <input type="checkbox"/> Environment Policy <input type="checkbox"/> Internal Control Policy / Statement <input type="checkbox"/> Website Policy <input type="checkbox"/> Website Accessibility Statement <input type="checkbox"/> Complaints Policy <input type="checkbox"/> Computer Use Policy <input type="checkbox"/> Whistleblowing Employee Policy <input type="checkbox"/> Lighting Policy <input type="checkbox"/> Asset Register Land <input type="checkbox"/> Asset Register General <input type="checkbox"/> Safeguarding Policy 	As Circulated Paper C
24/010	Buttercross/Market Cross To receive information concerning the Buttercross ownership and agree a course of action regarding its maintenance.	Paper D
24/011	Community Orchard RESOLVE to ratify the purchase made between meetings to purchase trees and associated materials for the community orchard planting in March, at a total cost of £974.30 ex VAT	-
24/012	Parking Restrictions – Spratton Road/Pytchely Way To consider the need to apply for parking restrictions due to receiving several complaints concerning the recent addition of a 1 hour wait limit within the Workhouse car park, thus creating parking issues along Spratton Road and Pytchley Way.	Paper E
24/013	Saturday Surgery <ul style="list-style-type: none"> a) To identify a Councillor to join Cllr Jackie Bird at the next Saturday Surgery on 4th May 2024, to be held in the foyer at the Community Centre Building. b) To identify two Councillors to host the Saturday Surgery on Saturday 1st June 2024, to be held in the foyer at the Community Centre Building. 	-
24/014	SLCC Membership Renewal <ul style="list-style-type: none"> a) To approve renewal of the Clerks SLCC Membership at a cost of £357 b) To approve renewal of the Admin Asst SLCC Membership at a cost of £183 	-

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24/015	New Parish Council Notice Board a) To consider the purchase of a new rail mounted Parish Council noticeboard to be installed on the Community Centre Car Park Railings. b) Resolve to give the Clerk delegated authority to purchase a new noticeboard up to a budget of £1200, funds to be borne from the Projects Reserves.	Paper F
24/016	Additional Benches St Davids a) To consider the purchase of additional benches for the play area at St David's Recreational Park. b) Resolve to give the Clerk delegated authority to purchase additional seating up to a budget of £2000, funds to be borne from the St David's Project Reserves.	-
24/017	Bank Mandate & Debit Card a) To NOTE the issues experienced with the amendments to the bank mandate and accept these reasons as to why changes are only just being made. b) RESOLVE to consider adding the following individuals as bank signatories to the new bank mandate as follows: - Josie Flavell - Barbara Lunnon - Jackie Bird - Gavin Kirkup c) To NOTE the removal of the following individuals from the bank mandate: - Peter Rowbottom - Stephen James - Kevin Parker - Alexandra Coles d) To NOTE the council debit card is being cancelled due to being in the name of the ex-Clerk, Peter Rowbottom. e) RESOLVE to consider and authorising the Clerk, Josie Flavell, to apply for a new debit card between meetings once the new bank mandate has been set up and confirmed.	Paper G
24/018	Fruit Tree Donation – Holcot Road Orchard RESOLVE to consider and accept the donation of an extra fruit tree from Mr & Mrs Cotter for the Holcot Road community orchard, to complete the planting for this area.	CW
24/019	Planters – Harborough Road/Co-op a) RESOLVE to consider and accept the offer from a local resident to donate 2 more planters to reside on each side of the highways verge outside of Hill House. b) To NOTE and accept the kind donation from Jenzy Plants to plant flowers in the planters annually once the current flowers have died-off.	Paper H
24/020	Bow Top Fencing – St Davids To consider and RESOLVE to approve a quote for the installation of the Bow Top fencing around the MUGA at St David's play area, as per the details contained within the meeting paper.	Paper I

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PART THREE – FOR INFORMATION

24/021	Annual Return Section 02 Accounting Statement – 31st March 2024 a) To receive and NOTE the contents of Section 02 Accounting statement of the Annual Governance and Accountability Return for year-ending 31 st March 2024. b) To NOTE the Responsible Financial Officer has authorised the year-end section of the AGAR.	Paper J
24/022	Year-end Accounts 31st March 2024 a) To receive and NOTE all year-end finance reports. b) To receive and NOTE the year-end bank reconciliation.	Paper K Paper L
24/023	Internal Audit – Year-ending 31st March 2024 To NOTE the internal audit is due to take place on Friday 26 th April 2024.	-
24/024	Host A Councillor To receive and NOTE the Host A Councillor report of 10 th April 2024. Cllr Mitchell & Cllr Barratt attended.	TM & IB
24/025	Living Wage Foundation To NOTE the Living Wage Foundation Accreditation fee from April 2024 will rise by 4% to £69.	-
24/026	Committee and Working Group Minutes To receive and NOTE the following sets of minutes/notes, as circulated to Council: a) Planning Committee Meeting held on 8 th April 2024 b) Personnel Committee Meeting held on 18 th April 2024 c) Finance Committee Meeting held on 18 th April 2024 d) Allotments Working Group Meeting held on 22 nd April 2024 (Confidential papers included)	Paper M Paper N Paper O Paper C2
24/027	Clerk's Report To receive and NOTE the report.	Paper P
24/028	Church Maintenance Meeting To receive and NOTE the meeting report and actions agreed.	Paper Q
24/029	Parish Councillor Representatives Updates a) Village Hall – Cllr Lunnon b) Thomas Roe Charity - Cllr Mitchell/Cllr Lunnon c) NCALC – Parish Clerk d) Police Liaison – Cllr Coe e) Armed Forces - Cllr Bird f) Verification Officer – Cllr Compton g) Environment, Highways and Climate Change Champion - Cllr Ware h) Central Sports Rep – Cllr Nixon	-
24/030	To Note the Dates of the Next Meetings: ▪ Planning Committee Meeting – 29 th April 2024 ▪ Saturday Surgery – 4 th May 2024 ▪ Brixworth Climate Action Group Meeting – 7 th May 2024 ▪ Annual Parish Meeting – 9 th May 2024	

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	<ul style="list-style-type: none"> ▪ Buildings Working Group Meeting – 13th May 2024 ▪ Planning Committee – 20th May 2024 ▪ Annual Meeting of the Parish Council – 23rd May 2024 	
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PART FOUR – CONFIDENTIAL MATTERS

24/031	<p align="center">Exclusion of the Press and Public</p> <p>RESOLVE to consider the exclusion of 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 align="center">The Press and Public will be requested to leave the meeting (subject to 24/031)</p>	
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PART FIVE – CONFIDENTIAL MATTERS

24/032	<p>Allotments</p> <p>To receive a progress report from the Clerk.</p>	JF
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PART SIX – URGENT MATTERS

24/033	<p>Urgent Matters for Report Only</p> <p><u>Business must be urgent, and the Chairman notified by no later than 5pm on the day of the meeting. Business discussed will be noted by Council ONLY, as no decisions can be legally made under this agenda item.</u></p>	-
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PART SEVEN – CLOSING PROCEDURES

24/034	<p>Next Ordinary Meeting</p> <p>a. To consider any items for inclusion on the May Annual Council Meeting agenda. b. To NOTE the next meeting date for the Annual Council Meeting as 30th May 2024.</p>	-
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