



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>	-

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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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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

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