



Brixworth Parish Council

Minutes of the Ordinary Parish Council Meeting

Thursday 25 April 2024 at 7.30pm

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

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

Clerk: Josie Flavell

Absent: Cllr Neal Brown, Cllr Lynne Compton, and Cllr Frances Peacock

Members of the public: None

MINUTES

PART ONE – OPENING PROCEDURES

24/001	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.	
24/002	Apologies for absence and Acceptance of Apologies for Absence Apologies and reason for absence were received and accepted from : <ul style="list-style-type: none"> ▪ Cllr Lynne Compton Prop. Cllr Ware / Sec. Cllr Mitchell. All in favour. ▪ It was noted that both Cllr Elaine Coe and Cllr Ian Barratt had forewarned the Clerk and Chair they would be attending the meeting but arriving slightly late. 	
24/003	Declarations of Interest a) Cllr James Collyer declared a non-pecuniary interest in Urgent Business item (a) First Responder Donation, due to being part of the First Responder Team. b) There were no dispensations or written requests for dispensation of DPI to consider.	
24/004	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 25 th April 2024. Prop. Cllr Spratt / Sec. Cllr Aisbett. 8 In favour with 1 abstention. b) Ordinary Parish Council Meeting Confidential Minutes dated 25 th April 2024 Prop. Cllr Spratt / Sec. Cllr Aisbett. 8 In favour with 1 abstention.	Paper A Paper C1
24/005	Public Open Forum Session There were no members of public present.	

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PART TWO – FOR DECISION

24/006	<p>Finance Council RESOLVED to approve the payments list for April 2024. Prop. Cllr Lunnon / Sec. Cllr Ware. All in favour.</p>	GK														
24/007	<p>Railway/Heritage Benches <i>All agreed that this item was to be deferred until Cllr Ian Barratt arrived at the meeting and would be discussed at that time.</i> Council considered the request from Cllr Barratt to relocate one of the recently refurbished heritage benches to the Wellbeing Park at Spratton Road, due to its current location near to the allotments, making it vulnerable to vandalism. Cllr Barratt asked for the bench to be monitored and once the Wellbeing Park project is fully underway, for Council to revisit the request at that time. Council agreed to this course of action.</p>	JF/DF														
24/008	<p>Personnel Committee Council RESOLVED to Cllr Aisbett joining the Personnel Committee as recommended by the Personnel Committee at its meeting held on the 18th of April. Prop. Cllr Lunnon / Sec. Cllr Ware. All in favour.</p>	JF/GK														
<i>Cllr Ian Barratt arrived at 19:33pm</i>																
24/009	<p>Policy and Procedure Review Council RESOLVED to re-adopt/adopt the following policies subject to the Clerk re-circulating the Computer Use and Environment Policy due to the original hyperlinks failing: Prop. Cllr Bird / Sec. Cllr Nixon. 9 In favour and 1 against.</p> <table border="0" style="width: 100%;"> <tr> <td>■ Grants Policy</td> <td>■ Complaints Policy</td> </tr> <tr> <td>■ Risk Management Policy</td> <td>■ Computer Use Policy</td> </tr> <tr> <td>■ Whistleblowing Corporate Policy</td> <td>■ Whistleblowing Employee Policy</td> </tr> <tr> <td>■ Environment Policy</td> <td>■ Lighting Policy</td> </tr> <tr> <td>■ Internal Control Policy / Statement</td> <td>■ Asset Register Land</td> </tr> <tr> <td>■ Website Policy</td> <td>■ Asset Register General</td> </tr> <tr> <td>■ Website Accessibility Statement</td> <td>■ Safeguarding Policy</td> </tr> </table>	■ Grants Policy	■ Complaints Policy	■ Risk Management Policy	■ Computer Use Policy	■ Whistleblowing Corporate Policy	■ Whistleblowing Employee Policy	■ Environment Policy	■ Lighting Policy	■ Internal Control Policy / Statement	■ Asset Register Land	■ Website Policy	■ Asset Register General	■ Website Accessibility Statement	■ Safeguarding Policy	DF/GK
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24/010	<p>Buttercross/Market Cross Council received a comprehensive report concerning the Buttercross ownership and the land on which it resides. Cllr Nixon reported that he had researched land titles, and the land is showing as unregistered, making it most likely to be common land. Cllr Mitchell reported that one of the quotes is extremely detailed and the other does not give the same level of detail. Cllr Barratt reported that one of the quotes specifies the type of lime mortar to be used and asked the Clerk to consult Cllr Peacock who has certification in conservation items such as this. The Clerk confirmed that an application has to be made to English Heritage for the works to be approved anyway and they will confirm the exact works and materials to be used but would also seek advice from Cllr Peacock. Cllr Collyer queried funding for the works. The Clerk confirmed that due to the Buttercross being classed as a scheduled monument, a grant application would be made to English Heritage to fund the work. Should more funds be needed, this would be covered by general reserves. Council</p>	JF														

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	RESOLVED to give the Clerk delegated authority to manage this project and to report back at a future meeting. Prop. Cllr Bird / Sec. Cllr Ware. All in favour.	
24/011	<p>Community Orchard</p> <p>Council RESOLVED to ratify the purchases made between meetings i.e. trees and associated materials for the community orchard planting in March, at a total cost of £974.30 (exc. VAT). Prop. Cllr Ware / Sec Cllr Lunnon. All in favour.</p> <p>Council requested that their thanks be recorded in the minutes to all those involved in making the community orchard happen.</p>	-
24/012	<p>Parking Restrictions – Spratton Road/Pytchely Way</p> <p>Council considered 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, which has been creating parking issues along Spratton Road and Pytchley Way.</p> <p>Council RESOLVED <u>not</u> to apply for restrictions and monitor the situation going forward due to the displacement of vehicles to other locations and the fact there is no way of policing the situation.</p> <p>Council agreed for a 'park with care campaign' to be brought to council at a later date for consideration. Prop. Cllr Lunnon / Sec. Cllr Ware. 10 In favour and 1 abstention.</p>	JF/GK
<i>Cllr Elaine Coe arrived at 19:44pm</i>		
24/013	<p>Saturday Surgery</p> <p>a) Council agreed to Cllr Lunnon joining Cllr Jackie Bird at the next Saturday Surgery on 4th May 2024, to be held in the foyer at the Community Centre.</p> <p>b) Council agreed to Cllr Aisbett and Cllr Nixon to host the Saturday Surgery on Saturday 1st June 2024, to be held in the foyer at the Community Centre.</p>	GK
24/014	<p>SLCC Membership Renewal</p> <p>a) Council RESOLVED to approve the renewal of the Clerks SLCC Membership at a cost of £357. Prop. Cllr Lunnon / Sec. Cllr Ware. All in favour.</p> <p>b) Council RESOLVED to approve the renewal of the Admin Asst SLCC Membership at a cost of £183. Prop. Cllr Spratt / Sec. Cllr Lunnon. All in favour.</p>	GK
24/015	<p>New Parish Council Notice Board</p> <p>a) Council RESOLVED to purchase a new rail mounted Parish Council noticeboard to be installed on the Community Centre car park railings. Prop. Cllr Ware / Sec. Cllr Mitchell. All in favour.</p> <p>b) Council RESOLVED to give the Clerk delegated authority to purchase a new noticeboard up to a budget of £1,200, utilising the Projects earmarked reserves. Prop. Cllr Ware / Sec. Cllr Mitchell. All in favour.</p>	JF/GK
24/016	<p>Additional Benches St Davids</p> <p>a) Council considered the request to purchase additional benches for the play area at St David's Recreational Park. Cllr Coe mentioned the complaints received concerning youths hanging around the park and causing issues, and wondered if the benches would make this matter worse. The Clerk reported that the anti-climb measures for the rope swing are being dealt with and that PCSO Carl Barton has agreed to monitor and manage any ASBO behaviour going forward.</p> <p>b) Council RESOLVED to give the Clerk delegated authority to purchase additional seating and picnic benches up to a budget of £2,000, utilising the St David's Project Reserves. Prop. Cllr Bird / Sec. Cllr Mitchell. All in favour.</p>	JF JF

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	Cllr Mehta proposed that council should ask residents if they would like to sponsor benches/picnic benches at St David's. The Clerk reported that maybe sponsorship of other items round the parish, such as planters etc could also be requested. All agreed this was a good idea and that a social media campaign should be created for this.	JF/GK
24/017	<p>Bank Mandate & Debit Card</p> <p>a) Council NOTED the issues experienced with the amendments to the bank mandate and accept these reasons as to why changes are only just being made.</p> <p>b) Council RESOLVED to add the following individuals as bank signatories to the new bank mandate as follows:</p> <ul style="list-style-type: none"> - Josie Flavell (Clerk) - Barbara Lunnon (Councillor) - Jackie Bird (Chair) - Tony Nixon (Councillor) - Gavin Kirkup (Admin Assistant) <p>Prop. Cllr Bird / Sec. Cllr Mitchell. All in favour.</p> <p>c) Council NOTED the removal of the following individuals from the bank mandate:</p> <ul style="list-style-type: none"> - Peter Rowbottom - Stephen James - Kevin Parker - Alexandra Coles <p>d) Council NOTED the council debit card is being cancelled due to being in the name of the ex-Clerk, Peter Rowbottom.</p> <p>e) Council RESOLVED to authorising the Clerk, Josie Flavell, to apply for a new debit card in her name between meetings once the new bank mandate has been set up and confirmed.</p> <p>Prop. Cllr Lunnon / Sec. Cllr Spratt. All in favour.</p>	JF
24/018	<p>Fruit Tree Donation – Holcot Road Orchard</p> <p>Council RESOLVED to 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. Council requested their thanks to Mr & Mrs Cotter to be recorded. Prop. Cllr Ware / Sec. Cllr Lunnon. All in favour.</p>	-
24/019	<p>Planters – Harborough Road/Co-op</p> <p>a) Due to the residents changing their minds, this agenda item is now null and void.</p> <p>b) Council NOTED and accepted the kind donation from Jenzy Plants to plant flowers in the planters annually once the current flowers need replacing.</p>	JF/GK
24/020	<p>Bow Top Fencing – St Davids</p> <p>Council RESOLVED to approve the quote with Work Metal Design for £2,450.00 (exc. VAT) for the installation of the Bow Top fencing around the MUGA at St David's play area.</p> <p>Prop. Cllr Bird / Sec. Cllr Coe. All in favour.</p>	JF/DF

PART THREE – FOR INFORMATION

24/021	<p>Annual Return Section 02 Accounting Statement – 31st March 2024</p> <p>a) Council received and NOTED the contents of Section 02 Accounting statement of the Annual Governance and Accountability Return for year-ending 31st March 2024.</p> <p>b) Council received and NOTED the authorisation of Section 2 by the Responsible Financial Officer.</p>	-
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24/022	Year-end Accounts 31st March 2024 a) Council received and NOTED all year-end finance reports. b) Council received and NOTED the year-end bank reconciliation.	-
24/023	Internal Audit – Year-ending 31st March 2024 Council NOTED the date of the Internal Audit as Friday 26 th April 2024.	-
24/024	Host A Councillor Council received and NOTED the Host A Councillor report dated the 10th April 2024. Cllr Mitchell and Cllr Barratt attended and reported it was disappointing as WNC Highways Officers were in attendance which resulted in members of the public spending most of their time liaising with them and not with Council. Cllr Lunnon and the Clerk reported that they had try to stop WNC from attending on the same day and have already filed a complaint with WNC concerning this matter.	-
24/025	Living Wage Foundation Council NOTED that the Living Wage Foundation Accreditation fee increased by 4% to £69 from the 1 st of April 2024.	-
24/026	Committee and Working Group Minutes Council received and NOTED 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)	-
24/027	Clerk's Report Council received and NOTED the Clerk's monthly report. Council wished their thanks to be recorded to the Clerk, admin team, and the Chair, for all their hard work recently and du council during the previous council year.	-
24/028	Church Maintenance Meeting Council received and NOTED the meeting paper and agreed all actions, which were proposed and resolved under urgent matters, subject to an initial audit being carried out to identify any areas of particular sensitivity. Council wished their thanks to the Clerk be recorded for researching the new legislation.	JF
24/029	Parish Councillor Representatives Updates Council received updates as follows: a) Village Hall – Cllr Lunnon reported that the vandalism issue involving youths - with the peeling off of the village hall render and throwing is into a neighbouring garden – has continued. Police are aware and are hopefully attending the Village Hall AGM. Main Door Issues – directly opposite the main entrance door is another inner main door. Members of the public not associated with, or using the village hall, have been accessing the building out of hours, as they have realised that the inner door is unlocked and allows them entry to the building when the main door has been locked at the end of each day. Water leak – the faulty piece of lead pipe has now been fixed. The Trustees are unsure if there are any grounds to claim off the insurance for the water bill and £6k repair invoice. b) Thomas Roe Charity - Cllr Mitchell reported that a meeting took place a few weeks ago and 5 applicants were granted funding, with 1 application on hold until they receive their university application. The school application was not successful, but the Clerk confirmed that she had	-

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	<p>contacted the school with the forms, and they had returned it already at a high sum of £6k. Cllr Mitchell agreed to forward the original application the Clerk which was only for £1,800, with the Clerk agreeing to contact the school to explain that only one application can be submitted.</p> <p>c) NCALC – the Clerk reported that new Financial Regulations will be available for adopting at the end of April and are a complete re-write of the current version.</p> <p>d) Police Liaison – There were no new reports to receive.</p> <p>e) Armed Forces - Cllr Bird reported there is a trip to RAF Duxford on Sunday. New pins badges have been ordered for D-Day.</p> <p>f) Verification Officer – there were no new reports to receive.</p> <p>g) Environment, Highways and Climate Change Champion - Cllr Ware reported that Rita the Refill Van has been secured for Brixworth, visiting between 10am and 12 noon, 3 Saturday mornings every month, and will be parked outside the Community Centre on the forecourt. A social media campaign will be launched to alert residents to bring their bags and containers to be filled.</p> <p>Cllr Ware attended the CPRE Landscape Design presentation – protecting rural landscape - and CPRE are hopeful it will become a weighty supplementary planning document in future.</p> <p>h) Central Sports Rep – Cllr Nixon reported that the Clerk is gaining a Land Registry compliant lease plan to enable the Central Sports lease renewal to proceed.</p>	
24/030	<p>To Note the Dates of the Next Meetings:</p> <p>Council received and NOTED the date of the next set of meetings as follows:</p> <ul style="list-style-type: none">▪ Planning Committee Meeting – 29th April 2024▪ Saturday Surgery – 4th May 2024▪ Brixworth Climate Action Group Meeting – 7th May 2024▪ Annual Parish Meeting – 9th May 2024▪ Buildings Working Group Meeting – 13th May 2024▪ Planning Committee – 20th May 2024▪ Annual Meeting of the Parish Council – 23rd May 2024	

PART FOUR – CONFIDENTIAL MATTERS

24/031	<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;">There were no Press and Public to request to leave the meeting</p>	
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PART FIVE – CONFIDENTIAL MATTERS

24/032	<p>Allotments</p> <p>a) Council received a progress report.</p>	
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	b) Council agreed the extra grant funding required. Prop. Cllr Ware / Sec. Cllr Lunnon. All in favour.	JF
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PART SIX – URGENT MATTERS

24/033	<p>Urgent Matters The following urgent matters were made know to the Chair, Cllr Jackie Bird prior to the meeting as follows:</p> <p>a) <u>First Responders Donation</u> Council RESOLVED to donate £100 to the Northampton Community First Responders for undertaking the recent community defib training. Prop. Cllr Ware / Sec. Cllr Spratt. 10 in Favour with 1 abstention</p> <p>b) <u>Churchyard Maintenance</u> At this juncture in the meeting, Cllr Barratt declared a non-prejudicial interest due to being a member of the Church. Council RESOLVED to approve all proposals put forward in accordance with Meeting Paper Q and for the work to commence in May, subject to a green audit being conducted first Prop. Cllr Mitchell / Sec. Cllr Coe Subject to green audits. All in favour.</p> <p>c) <u>Scribe Assets Management Package</u> Council RESOLVED to approve to sign up to the 12 month free trial of the Asset Management package by the end of April. Prop. Cllr Mitchell / Sec. Cllr Ware. All in favour.</p> <p>d) <u>St David's Sports Pitches – Remedial Works</u> Council RESOLVED to give the Clerk delegated authority to gain and approve a quote for urgent remedial works to make the pitches safe for Cricket, due to the prolonged inclement weather experienced in recent months. Prop. Cllr Lunnon Sec. Cllr Ware. All in favour.</p> <p>The Clerk reported that all of the above items will be fully ratified at the May council meeting.</p>
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PART SEVEN – CLOSING PROCEDURES

24/034	<p>Next Ordinary Meeting a. There were no items reported for inclusion on the next meeting agenda. b. Council NOTED the next meeting date for the Annual Council Meeting as 23rd May 2024.</p>	-
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In the absence of further business, the meeting closed at 20:46pm

Signed as a true and accurate record:

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Cllr Jackie Bird – Chair
Brixworth Parish Council
Date: 23rd May 2024

Minutes Prepared by:

Josie Flavell
Parish Clerk

Brixworth Parish Council

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