




## Brixworth Parish Council

Councillors are hereby summoned to attend the ANNUAL Parish Council meeting  
to be held on Thursday 23<sup>rd</sup> May 2024 at 7.15pm

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](mailto: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.*

## **ANNUAL AGENDA**

### PART ONE – OPENING PROCEDURES

24/035	<b>Election of Chairman</b> RESOLVE to consider all nominations and elect a Chair for the 2024-25 council year.	ALL
24/036	<b>Election of Vice Chairman</b> RESOLVE to consider all nominations and elect a Vice Chair for the 2024-25 council year.	ALL
24/037	<b>Apologies for absence and acceptance of apologies for absence</b> To consider and accept any apologies and reasons for absence reported.	-
24/038	<b>Declarations of Interest</b> a) To consider any declarations of any disclosable pecuniary or other interests. b) To consider any dispensations or written requests for dispensation of DPI.	ALL
24/039	<b>Agree and Sign the Minutes of Previous Meeting</b> RESOLVE to the Chair approving the following Minutes from the meeting held on 25 <sup>th</sup> April 2024: a) Full Council Minutes – 25 <sup>th</sup> April 2024 b) Confidential Full Council Minutes – 25 <sup>th</sup> April 2024	Paper A Paper C1
24/040	<b>Public Open Forum Session</b> 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 Lunnon, 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**

24/041	<p><b>Committees / Working Groups and Terms of Reference</b></p> <p>a) RESOLVE to consider approving the updated committees and working group member's list, as per the meeting paper circulated to Council prior to the meeting.</p> <p>b) RESOLVE to consider re-adopting the current Terms of Reference for all committees and working groups.</p>	<p><b>Paper B</b></p> <p><b>Teams File</b></p>
24/042	<p><b>Election of Parish Council Representatives</b></p> <p>RESOLVE to consider re-electing the following council representatives:</p> <p>a) Village Hall – Cllr Lunnon</p> <p>b) Thomas Roe Charity - Cllr Lunnon &amp; Cllr Mitchell</p> <p>c) NCALC – Parish Clerk</p> <p>d) Police Liaison – Cllr Coe</p> <p>e) Armed Forces - Cllr Bird</p> <p>f) Verification Officer – Cllr Barratt</p> <p>g) Environment &amp; Highways – Cllr Ware</p> <p>h) Climate Change Champion – Cllr Ware</p> <p>i) Central Sports – Cllr Nixon</p>	-
24/043	<p><b>Review of Members Interests</b></p> <p>To receive and NOTE any changes to members interests (pecuniary or otherwise).</p>	ALL
24/044	<p><b>Bank Mandate / Signatories and Council Debit Card</b></p> <p>RESOLVE to approve the list of bank signatories as follows:</p> <ul style="list-style-type: none"> <li>▪ Josie Flavell – Parish Clerk</li> <li>▪ Gavin Kirkup – Admin Assistant</li> <li>▪ Jackie Bird – Councillor</li> <li>▪ Barbara Lunnon – Councillor</li> <li>▪ Tony Nixon - Councillor</li> </ul>	ALL
24/045	<p><b>Council Governance</b></p> <p>a) RESOLVE to consider re-adopting the following governance documents:</p> <ul style="list-style-type: none"> <li>▪ Standing Orders</li> <li>▪ Risk Assessments</li> <li>▪ Asset Register</li> </ul> <p>b) RESOLVE to consider adopting the New Financial Regulations, as issued by NALC, and updated by the Clerk/RFO and circulated prior to the meeting.</p>	<p><b>Teams File</b></p> <p><b>Paper C</b></p>
24/046	<p><b>Council Meeting Dates</b></p> <p>a) RESOLVE to consider removing the August council meeting date from the diary this year.</p> <p>b) RESOLVE to agree to meet only 11 times each council year, due to balancing the Clerk and Admin team's workload, as well as employee and councillor holidays.</p>	JB

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**PART TWO – FOR DECISION**

24/047	<p><b>Council and Community Trust Meeting Start Times</b>          RESOLVE to consider moving the monthly meeting start times back to the original timings as follows, thus allowing Council to cover all necessary items in a timely manner:</p> <ul style="list-style-type: none"> <li>▪ Community Trust to start at 7:00pm</li> <li>▪ Full Council to start at 7:15pm</li> </ul>	JB
24/048	<p><b>Policies and Procedures</b>          RESOLVE to consider re-adopting</p> <ol style="list-style-type: none"> <li>a) DM07 – Privacy Policy</li> <li>b) FP03 – Banking arrangements due to the completion of recent reviews.</li> </ol>	Paper D Paper E
24/049	<p><b>Review and Approve the list of the Council's Annual Subscriptions</b></p> <ol style="list-style-type: none"> <li>a) Northamptonshire County Association of Local Councils</li> <li>b) Society of Local Council Clerks</li> <li>c) Campaign for the Protection of Rural England</li> <li>d) Northants ACRE (Action with Communities in Rural England)</li> <li>e) The Living Wage Foundation</li> </ol>	ALL
24/050	<p><b>AGAR Section 1 Governance Statement Year Ending 31st March 2024</b>          RESOLVE to the Clerk and Chairman approving Section 1 Governance Statement of the Annual Governance &amp; Accountability Return for year ending 31st March 2024.</p>	Paper F (Section 1)
24/051	<p><b>AGAR Section 2 Accounting Statement Year Ending 31st March 2024</b>          RESOLVE to the Chairman approving Section 2 Accounting Statement of the Annual Governance &amp; Accountability Return for year ending 31st March 2024.</p>	Paper G (Section 2)
24/052	<p><b>Finance</b>          RESOLVE to consider approving the payments list for May 2024.</p>	Paper H
24/053	<p><b>Grant Applications</b>          RESOLVE to consider the following grant applications and agree to award funds:</p> <ol style="list-style-type: none"> <li>a) Friends and Brampton Valley Way &amp; Brixworth Country Park – grant application for new pole pruner, brush cutter, PPE, and training fees.</li> <li>b) Brixworth Primary School PTA – grant application for funding towards sports equipment.</li> </ol>	Paper I  Paper J
24/054	<p><b>Code of Conduct</b>          RESOLVE to consider and agree to adopt current Nolan Principles wording and the LGA Code of Conduct, as per the meeting report circulated prior to the meeting.</p>	Paper K
24/055	<p><b>Annual Insurance Policy Renewal</b>          RESOLVE to consider all insurance quotations and approve one of the quotes for the 2024-25 insurance policy, as per the recommendation from the Clerk/RFO.</p>	Paper L
24/056	<p><b>Tree Survey</b>          RESOLVE to ratify the decision made by the Clerk and Chair, to approve the Arboriculturist's quote to conduct a tree survey between meetings, at a cost of £950.00 (exc. VAT) with RGS Arboriculturist Consultants.</p>	-

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24/057	<p><b>Brixworth Allotments Northampton Road Loan</b></p> <p>a). RESOLVE to consider and agree to apply for a Public Works Loan Board loan to cover the cost of the 20% match funding required for the Community Ownership Fund application.</p> <p>b). RESOLVE to consider applying up to a maximum of £38,000, as per the information circulated within the meeting paper.</p> <p>c). RESOLVE to give the Clerk, Cllr Aisbett, Cllr Nixon, and Cllr Bird delegated authority to apply for the funding and make all necessary approvals, including undertake all necessary duties to complete the loan application process.</p>	<b>Paper S</b>
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**PART THREE – FOR INFORMATION**

24/058	<p><b>Internal Audit Report – year ending 31<sup>st</sup> March 2024</b></p> <p>To receive and NOTE the contents of the Internal Auditor’s Report for year ending 31<sup>st</sup> March 2024.</p>	<b>Paper M</b>
24/059	<p><b>Housing Needs Survey</b></p> <p>To receive a progress report concerning the draft Housing Needs Survey.</p>	-
24/060	<p><b>Saturday Surgery</b></p> <p>a) To receive and NOTE the report from the Saturday Surgery Session held on the 4<sup>th</sup> May 2024.</p> <p>b) To NOTE that Cllr Nixon and Cllr Aisbett will be hosting the next surgery on Saturday 1<sup>st</sup> June 2024 at the Community Centre and Library building.</p>	<b>Paper N</b>
24/061	<p><b>Community Safety Quarterly Reports</b></p> <p>To receive and NOTE the Q4 Community Safety Report.</p>	<b>Paper O</b>
24/062	<p><b>Clerk’s Report</b></p> <p>To receive and NOTE the report.</p>	<b>Paper P</b>
24/063	<p><b>Committee and Working Group Minutes</b></p> <p>Council received and NOTED the following sets of minutes/notes, as circulated to Council:</p> <p>a) BCAG Meeting held on 7<sup>th</sup> May 2024</p> <p>b) Planning Committee Meeting held on 20<sup>th</sup> May 2024</p> <p>c) Buildings Working Group Meeting of 13<sup>th</sup> May was cancelled.</p> <p>d) Allotments Meeting Minutes/Notes (Legal Matters) CONFIDENTIAL – <i>already issued</i>.</p>	<b>Paper Q Paper R</b>

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24/064	<b>Parish Councillor Representatives Updates</b> <ul style="list-style-type: none"><li>a) Village Hall – Cllr Lunnon</li><li>b) Thomas Roe Charity - Cllr Mitchell/Cllr Lunnon</li><li>c) NCALE – Parish Clerk</li><li>d) Police Liaison – Cllr Coe</li><li>e) Armed Forces- Cllr Bird</li><li>f) Verification Officer – Cllr Barratt</li><li>g) Environment, Highways and Climate Change Champion - Cllr Ware</li><li>h) Central Sports Rep – Cllr Nixon</li></ul>	-
24/065	<b>To Note the Dates of the Next Meetings/Events:</b> <ul style="list-style-type: none"><li>▪ Saturday Surgery – 1st June 2024</li><li>▪ Repair Café (Library Event) – 8<sup>th</sup> June 2024</li><li>▪ Brixworth Football Club Fun Day (St David's) – 9<sup>th</sup> June 2024</li><li>▪ Planning Meeting - 10<sup>th</sup> June 2024</li><li>▪ Full Council Meeting - 27th June 2024</li></ul>	-

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#### PART FOUR – CONFIDENTIAL MATTERS

24/066	<p style="text-align: center;"><b>Exclusion of the Press and Public</b></p> <p>Council to consider and RESOLVE 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;"><b>The Press and Public will be requested to leave the meeting (subject to 24/066)</b></p>
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#### PART FIVE – CONFIDENTIAL MATTERS

24/067	<p><b>Allotments – Northampton Road</b></p> <p>a) To receive a progress report.</p>	Paper C2
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**Press and Public to be invited back into the meeting.**

#### PART SIX – URGENT MATTERS

24/068	<p><b>Urgent Matters for Report Only</b></p> <p><u>Business must be urgent and must be notified to the Chairman before the meeting.</u></p>
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#### PART SEVEN – CLOSING PROCEDURES

24/069	<p><b>Next Ordinary Meeting</b></p> <p>a. To consider any items for inclusion on the June Ordinary meeting agenda.</p> <p>b. To NOTE the next meeting date for the Ordinary Council Meeting as 27<sup>th</sup> June 2024.</p>
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