



Brixworth Parish Council

Minutes of the ANNUAL PARISH COUNCIL Meeting

Thursday 23 May 2024 at 7.30pm

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

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

Clerk: Josie Flavell

Absent: Cllr Neal Brown

Members of Public: Six

MINUTES

PART ONE – OPENING PROCEDURES

24/035	<p>Election of Chairman Council considered all nominations and RESOLVED to elect Cllr Jackie Bird as Chair for the 2024-25 council year. The Declaration of Acceptance of Office form was duly signed. Prop. Cllr Lunnon / Sec. Cllr Ware. All in favour.</p>	
24/036	<p>Election of Vice Chairman Council considered all nominations and RESOLVED to elect Cllr Tony Nixon as Vice Chair for the 2024-25 council year. The Declaration of Acceptance of Office form was duly signed. Prop. Cllr Ware / Sec. Cllr Spratt. All in favour.</p>	
24/037	<p>Apologies for absence and acceptance of apologies for absence There were no apologies reported.</p>	
24/038	<p>Declarations of Interest a) Cllr Barratt declared a non-pecuniary interest in agenda item 24/053(b) (24/040(d) Brixworth Primary School PTA Grant Application due to being a School Governor. b) There were no dispensations or written requests for dispensation of DPI to consider.</p>	
24/039	<p>Agree and Sign the Minutes of Previous Meeting Council RESOLVED to the Chair, Cllr Jackie Bird, approving the following Minutes from the meetings held on 25th April 2024, as a true and accurate record: a) Full Council Minutes – 25th April 2024. Prop. Cllr Ware / Sec. Cllr Mitchell. In favour 10 with 3 Abstentions.</p>	<p>Paper A Paper C1</p>

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Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer,
Councillor Barbara Lunnon, Councillor Gaurang Mehta, Councillor Tom Mitchell, Councillor Tony Nixon,
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	<p>b) Confidential Full Council Minutes – 25th April 2024. Prop. Cllr Lunnon / Sec. Cllr Aisebtt. 10 in Favour with 3 Abstentions.</p>	
<p>24/040</p>	<p>Public Open Forum Session Council received statements from members of the public in relation to agenda items as follows:</p> <p>a) A member of public/Strategic Planning Working Group, Mike Parsons asked if the response to the WNC Local Plan would be raised at the meeting, to which the Clerk and Cllr Mitchell confirmed it would be under Urgent Matters.</p> <p>b) A member of public who is a member of a local organisation reported that there are currently two pieces of land in the Brixworth area near the country park which re up for sale and could be tuned into a community woodland, and they were looking for support from the Parish Council. A leaflet with contact details was left and Cllr Ware confirmed she would like be happy to liaise with their group to link this in with the Brixworth Climate Action Group.</p> <p>Chair, Cllr Jackie Bird, proposed that agenda items 24/053(a) and (b) Grant Applications, be brought forward to allow for the motions to be considered whilst members of both organisations were present. Prop Cllr Compton / Sec. Cllr Ware. All in favour.</p> <p>c) Friends of Brampton Valley Way Grant application – Keith Dobell reported that new equipment (bush cutter and pole) and equipment training is required to maintain the country park and the Brampton Way. The organisations grant application covers the cost of the equipment as well as training (City & Guilds qualifications) for all 6 volunteers at a total cost of £2,300. Council members asked various questions concerning the organisations bank account balance, including which organisations they had approached for grant funding. Cllr Ware stated that Council and the parish of Brixworth have benefitted in the past from the work the organisation undertakes and asked for thanks to be formally recorded for this and confirmed her support. The Clerk confirmed that there is currently £10k in the grant fund budget. Cllr Ware proposed that Council support the application to the full amount of £2,300 for equipment purchase and training costs for 6 people, including the purchase of appropriate PPE kit. Prop. Cllr Ware / Sec. Cllr Nixon. All in favour.</p> <p>d) Brixworth Primary School PTA – <i>Due to Cllr Barratt being a School Governor, he left the room whilst this agenda item was discussed.</i> Sarah, Secretary to the PTA, Amy, PTA Treasurer and Helen Devereux Head of PE were all in attendance and reported that the current outdoor running track is unusable due to weather and wear and tear. The proposed A ‘Mile a Day track’ due to be installed, is a governmental initiative and not only good for physical heath but mental health also. The school currently has 468 students, and the PTA are requesting £6,000. The total cost of the track is £15,924, with £9,766 having already been raised by the school. Councillors asked several questions concerning what other grant funding organisations had been approached and asked if the installation of the track be done at the same time as the footpath at the Spratton Road wellbeing park to keep costs down, which was a no as the contractor has already been chosen and an installation date agreed. Some Council members were concerned about awarding such a large sum so early in the financial year, as the two grant applications received would use up the entire grant funding pot. Given this, Council unanimously agreed to defer this item to the June meeting. In the meantime, the Clerk</p>	<p>JF</p>

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Councillor Barbara Lunnon, Councillor Gaurang Mehta, Councillor Tom Mitchell, Councillor Tony Nixon,
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	agreed to send the PTA members contact details of the Grants Officer at West Northants Council and to check the CIL fund and what it can be used for.	JF
	Council also unanimously agreed to the review and amend the current Grants Policy and for this to be brought before council for re-adoption at the June meeting.	JF

PART TWO – FOR DECISION

24/041	Committees / Working Groups and Terms of Reference a) Council RESOLVED to approve the updated committees and working group member's list, in accordance with meeting paper B circulated to Council prior to the meeting. Prop. Cllr Lunnon / Sec. Cllr Spratt. 12 In favour with 1 Abstention. b) Council RESOLVED to re-adopt the current Terms of Reference for all committees and working groups. Prop. Cllr Lunnon / Sec. Cllr Ware. 12 In favour with 1 Abstention.	-
24/042	Election of Parish Council Representatives Council RESOLVED to re-elect the following council representatives with the exception of the Village Hall, due to Cllr Lunnon stepping down as their representative. a) Village Hall – Cllr Nixon agreed to take on this position due to Cllr Lunnon stepping down. b) Thomas Roe Charity - Cllr Lunnon & Cllr Mitchell c) N CALC – Parish Clerk d) Police Liaison – Cllr Coe e) Armed Forces - Cllr Bird f) Verification Officer – Cllr Barratt g) Environment & Highways – Cllr Ware h) Climate Change Champion – Cllr Ware i) Central Sports – Cllr Nixon Prop. Cllr Lunnon / Sec. Cllr Mehta. All in favour.	JF/GK
24/043	Review of Members Interests Council received and NOTED any changes to members interests (pecuniary or otherwise).	GK
24/044	Bank Mandate / Signatories and Council Debit Card Council RESOLVED to approve the list of bank signatories as follows: ▪ Josie Flavell – Parish Clerk ▪ Gavin Kirkup – Admin Assistant ▪ Jackie Bird – Councillor ▪ Barbara Lunnon – Councillor ▪ Tony Nixon – Councillor Prop. Cllr Compton / Sec. Cllr Nixon. All in favour.	-
24/045	Council Governance a) Council RESOLVED to re-adopt the following governance documents: ▪ Standing Orders ▪ Risk Assessments ▪ Asset Register – the Clerk to check the ownership of the bus stops within the parish; Saxon Rise, Mercedes AMG and Froxhill Crescent. Prop. Cllr Compton / Sec. Cllr Coe. All in favour.	GK

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	<p>NB: Cllr Mehta questioned whether the community centre has an asbestos register and if WNC contractor list can be used when researching contractors. The Clerk confirmed that she will find out about the asbestos register but is sure that the building was built after asbestos was banned as a building material.</p> <p>b) Council RESOLVED to adopt the New Financial Regulations, as issued by NALC, and updated by the Clerk/RFO, which were circulated prior to the meeting. Prop. Cllr Compton / Sec. Cllr Spratt. All in favour.</p> <p>Formal thanks were given to the Clerk/RFO for the work carried out on the new regulations.</p>	
24/046	<p>Council Meeting Dates</p> <p>a) Council RESOLVED to remove the August council meeting date from the diary this year. Prop. Cllr Compton / Cllr Mitchell. 10 in Favour, 1 Against with 2 Abstentions.</p> <p>b) Council RESOLVED to defer making a decision to meet only 11 times each council year from 2025 onwards and to revisit this at a later date.</p>	JF/GK
PART TWO – FOR DECISION		
24/047	<p>Council and Community Trust Meeting Start Times</p> <p>Council considered and RESOLVED to approve the request by the Clerk and Chair to move 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"> ▪ Community Trust to start at 7:00pm ▪ Full Council to start at 7:15pm <p>Prop. Cllr Lunnon / Sec. Cllr Mehta. 6 In Favour, 4 against with 3 abstentions.</p>	JF/GK
24/048	<p>Policies and Procedures</p> <p>Council RESOLVED to re-adopt the following two policies due to recent amendments.</p> <p>a) DM07 – Privacy Policy. Prop. Cllr Ware / Sec. Cllr Compton. All in favour.</p> <p>b) FP03 – Banking arrangements due to the completion of recent reviews. Prop. Cllr Spratt / Sec. Cllr Lunnon. All in favour.</p>	GK
24/049	<p>Review and Approve the list of the Council's Annual Subscriptions</p> <p>Council RESOLVED to approve the following list of subscriptions and membership fees for the 2024-25 year. Prop. Cllr Compton / Sec. Cllr Peacock. All in favour.</p> <p>a) Northamptonshire County Association of Local Councils</p> <p>b) Society of Local Council Clerks</p> <p>c) Campaign for the Protection of Rural England</p> <p>d) Northants ACRE (Action with Communities in Rural England)</p> <p>e) The Living Wage Foundation</p> <p>f) National Allotment and Smallholders Society</p>	-
24/050	<p>AGAR Section 1 Governance Statement Year Ending 31st March 2024</p> <p>Council RESOLVED to the Clerk and Chairman approving Section 1 Governance Statement of the Annual Governance & Accountability Return for year ending 31st March 2024. Prop. Cllr Compton / Sec. Cllr Ware. All in favour.</p>	JF/GK
24/051	<p>AGAR Section 2 Accounting Statement Year Ending 31st March 2024</p> <p>Council RESOLVED to the Chairman approving Section 2 Accounting Statement of the Annual Governance & Accountability Return for year ending 31st March 2024. Prop. Cllr Ware / Sec. Cllr Compton. All in favour.</p>	JF/GK

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	Formal thanks given to the Clerk and Admin Assistant for all their hard work to complete year end and the audit process.	
24/052	Finance Council RESOLVED to approve the payments list for May 2024. Prop. Cllr Lunnon / Sec. Cllr Mehta. All in favour.	GK
24/053	Grant Applications Due to Council agreeing to move this motion to earlier in the meeting, this item was considered and agreed under minute references: <ul style="list-style-type: none"> ▪ Friends of Brampton Valley Way and Brixworth Country Park; 24/040(c). ▪ Brixworth Primary School PTA; 24/040(d). 	-
24/054	Code of Conduct Council considered the recommendation put forward and RESOLVED to adopt current Nolan Principles wording and the LGA Code of Conduct, as per the meeting report circulated prior to the meeting. Prop. Cllr Barratt. / Sec. Cllr Mitchell. All in favour.	JF/GK
24/055	Annual Insurance Policy Renewal Council considered all insurance quotations put forward, as detailed in Meeting Paper L and RESOLVED to remain with Clear Councils at a cost of £1,605.99 for 2024-25 insurance policy. Prop. Cllr Lunnon / Sec. Cllr Compton. All in favour. NB: The Clerk agreed to check if this policy renewal gives free membership to Parish Online.	JF/GK
24/056	Tree Survey Council RESOLVED to ratify the decision made by the Clerk and Chair between meetings, in accordance with Financial Regulations, to approve RGS Arboriculturist Consultants quote to conduct a tree survey at a cost of £950.00 (exc. VAT). The Clerk confirmed that 3 quotes were requested with one being too expensive, with no reply received from the other contractor. Prop. Cllr Ware / Sec. Cllr Compton. All in favour.	JF
24/057	Brixworth Allotments Northampton Road Loan <ol style="list-style-type: none"> a) Council RESOLVED 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. Prop. Cllr Nixon / Sec. Cllr Aisbett. All in favour. b) Council RESOLVED to apply for a total of £38,000 over 10 years, with a total repayment of £49,598.22 at 5.12%, and 2 x half yearly repayments of £2,361.82, pursuant to all details as set out in in Meeting Paper S. Prop. Cllr Bird / Sec. Cllr Spratt. All in favour. c) Council RESOLVED to give the Clerk delegated authority, in liaison with Cllr Aisbett, Cllr Nixon, and Cllr Bird, to apply for the funding and make all necessary approvals, including undertake all necessary duties to complete the loan application process. Prop. Cllr Compton / Sec. Cllr Ware. All in favour. 	JF/TN

PART THREE – FOR INFORMATION

24/058	Internal Audit Report – year ending 31st March 2024 Council received and NOTED the contents of the Internal Auditor's Report for year ending 31 st March 2024, which confirmed there are no outstanding matters or actions to attend to. A full bill of health was given. Formal thanks given to the Clerk and Admin Assistant.	
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24/059	<p>Housing Needs Survey</p> <p>Council received a progress report concerning the draft Housing Needs Survey. The WNC Housing Officer is to amend the current draft and re-circulate to the Clerk and Strategic Planning Working Group for review, with this version being brought before Council for approval at its June meeting.</p>
24/060	<p>Saturday Surgery</p> <p>a) Council received and NOTED the report from the Saturday Surgery Session held on the 4th May 2024. b) Council NOTED that Cllr Nixon and Cllr Aisbett will be hosting the next surgery on Saturday 1st June 2024 at the Community Centre and Library building.</p>
24/061	<p>Community Safety Quarterly Reports</p> <p>Council received and NOTED the Q4 Community Safety Report.</p>
24/062	<p>Clerk's Report</p> <p>Council received and NOTED the monthly report.</p>
24/063	<p>Committee and Working Group Minutes</p> <p>Council received and NOTED the following sets of minutes/notes:</p> <p>a) BCAG Meeting held on 7th May 2024 b) Planning Committee Meeting held on 20th May 2024 c) Buildings Working Group Meeting of 13th May was cancelled. d) Allotments Meeting Minutes/Notes (Legal Matters) CONFIDENTIAL.</p>
24/064	<p>Parish Councillor Representatives Updates</p> <p>a) Village Hall – Cllr Lunnon reported that there have been a lot of discussions concerning the locking of the gates. Vandalism issues with the building. b) Thomas Roe Charity - Cllr Mitchell reported another meeting is yet to take place. c) NCALC – there was no report to be considered. d) Police Liaison – there were no reports to receive. e) Armed Forces- Cllr Bird reported there was a visit to Newport for the AGM but sadly the Chairperson passed away. f) Verification Officer – Cllr Barratt has yet to undertake the first verification review for the council year, but this will be scheduled in due course. g) Environment, Highways and Climate Change Champion - Cllr Ware reported there will be a meeting held with BCAG concerning the Biodiversity Policy, which will be brought before council at its June meeting. WNC Sustainability team have been really supportive. Cllr Mitchell stated that from September, planning applications will need to take biodiversity into account. h) Central Sports Rep – Cllr Nixon reported an AGM will be taking place in June. The Admin Assistant is to help publicise this event.</p>
24/065	<p>To Note the Dates of the Next Meetings/Events:</p> <p>Council NOTED all future meeting and event dates as follows.</p> <ul style="list-style-type: none"> ▪ Saturday Surgery – 1st June 2024 ▪ Repair Café (Library Event) – 8th June 2024 – <i>this event is now cancelled.</i> ▪ Brixworth Football Club Fun Day (St David's) – 9th June 2024 ▪ Planning Meeting - 10th June 2024 ▪ Full Council Meeting - 27th June 2024

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PART SIX – URGENT MATTERS

24/068

Urgent Matters for Report Only

WNC Local Plan Consultation - Cllr Mitchell requested prior to the meeting for the WNC Local Plan comments response to be added to Urgent Matters, of which the Chair, Cllr Jackie Bird accepted.

Cllr Mitchell requested that Council accepts the draft response document so that it can be submitted to WNC prior to the deadline of the 2nd of June. It was also reported that there were no adverse comments to the response document received by the Planning Committee, and all areas concerning Brixworth have been reviewed with all policies highlighted within the paper. The two allotment areas are to be added into the Local Plan as protected green space and the required application forms have been completed for this.

Council RESOLVED to apply for the green space status for the two allotments and delegate authority to Mike Parsons on behalf of the Strategic Planning Working Group to work in conjunction with the Clerk to submit the response documents.

The Local Plan comments response is to be submitted tomorrow, and the Clerk agreed to meet with Mike Parsons at the Parish Office first thing, to sign the application forms and to oversee the submission to WNC.
Prop. Cllr Ware / Sec. Cllr Mitchell. All in favour.

PART FOUR – CONFIDENTIAL MATTERS

24/066

Exclusion of the Press and Public

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.

Prop. Cllr Compton / Sec. Cllr Ware. All in favour.

The Press and Public were requested to leave the meeting.

PART FIVE – CONFIDENTIAL MATTERS

24/067

Allotments – Northampton Road

Council received a progress report from Cllr Nixon (meeting paper).

There were no press or members of the public to invite back into the meeting.

PART SEVEN – CLOSING PROCEDURES

24/069

Next Ordinary Meeting

a. There were no items reported for inclusion on the June Ordinary meeting agenda.

b. Council NOTED the next meeting date for the Ordinary Council Meeting as 27th June 2024.

In the absence of further business, the meeting closed at 21:20pm

Signed as a true and accurate record:

.....

Cllr Jackie Bird – Chair
Brixworth Parish Council
Date: 27th June 2024

Minutes Prepared by:

Josie Flavell

Parish Clerk

Brixworth Parish Council

T: 07983 141786

E: parish.clerk@brixworthparishcouncil.gov.uk

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Brixworth Parish Council

21 June 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	04.14 Subsidiary/Misc	22/05/2024		01 Nat West Revenu		Land Enquiry	HM Land Registry	E	3.00		3.00
73	04.16 Signage	24/05/2024		01 Nat West Revenu		Centre Car Park Signage	Safety Signs 4 Less	S	29.16	5.83	34.99
74	04.16 Signage	23/05/2024		01 Nat West Revenu		Clips for Signs	Amazon Services Europe S	S	10.82	2.16	12.98
75	04.04 Insurance - General	24/05/2024	24/055	01 Nat West Revenu		General Insurance	Clear Councils	E	1,650.99		1,650.99
76	03.03 Telephone -Mobile Staff	24/05/2024		01 Nat West Revenu		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
77	07.02 Sundry Purchases - Main	29/06/2024		01 Nat West Revenu		Maintenance Sundries	Trade UK - B&Q/ Screwfix	S	23.23	4.65	27.88
78	04.03 Newsletters	28/06/2024		01 Nat West Revenu		Brixworth Bulletin	Brixworth Bulletin	X	350.00		350.00
79	02.10 Human Resources/ Healt	29/05/2024		01 Nat West Revenu		Management Services	Peninsula Business System	S	144.85	28.97	173.82
80	03.03 Telephone -Mobile Staff	28/05/2024		01 Nat West Revenu		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
81	11.12 Community Grants	30/05/2024	24/040	01 Nat West Revenu		Grant	Friends of Brampton Valley	X	2,300.00		2,300.00
82	02.14 Payroll Services	31/05/2024	22/5751	01 Nat West Revenu		Payroll System	DCK Payroll Solutions	S	83.30	16.66	99.96
83	02.15 Adobe License	02/06/2024		01 Nat West Revenu		ICT Services	Adobe	E	16.64		16.64
84	02.11 ICT	28/06/2024		01 Nat West Revenu		Cloudy IT Monthly Charges	Cloudy IT	S	236.70	47.34	284.04
85	07.02 Sundry Purchases - Main	03/06/2024		01 Nat West Revenu		Clips for Storage Ladder Comm	Ebay	E	9.00		9.00
86	03.03 Telephone -Mobile Staff	02/06/2024		01 Nat West Revenu		Phone Top Up - Staff	Asda Mobile	X	5.00		5.00
87	04.12 Bank Charges	31/05/2024		01 Nat West Revenu		Bank Service Charge	Nat West Bank	X	16.45		16.45
88	04.12 Bank Charges	28/06/2024		01 Nat West Revenu		Bank Service Charge	Nat West Bank	X	10.85		10.85
89	07.07 Fuel - Van & Mowers	28/06/2024		01 Nat West Revenu		Fuel - May	AH Blason	S	115.83	23.17	139.00
90	08.04 Ashway Grounds Mainter	28/06/2024		01 Nat West Revenu		Grounds Maintenance	R&G Grounds Maintenance	S	1,290.00	258.00	1,548.00
90	08.02 Ashway Grass Cutting	28/06/2024		01 Nat West Revenu		Grounds Maintenance	R&G Grounds Maintenance	S	325.00	65.00	390.00
90	09.02 St David's Grass Cutting	28/06/2024		01 Nat West Revenu		Grounds Maintenance	R&G Grounds Maintenance	S	395.00	79.00	474.00
90	09.01 St David's Grounds Mainl	28/06/2024		01 Nat West Revenu		Grounds Maintenance	R&G Grounds Maintenance	S	1,850.00	370.00	2,220.00
91	03.02 Chairman's Allowance	07/06/2024		01 Nat West Revenu		Charitable Donation Ken Troop	Marie Curie	X	50.00		50.00
92	07.07 Fuel - Van & Mowers	28/06/2024		01 Nat West Revenu		Fuel - April	AH Blason	S	150.00	30.00	180.00
93	02.02 CPRE	28/06/2024		01 Nat West Revenu		CPRE Membership	CPRE	X	60.00		60.00
94	11.06 S106 St David's MUGA	28/06/2024	24/020	01 Nat West Revenu		Bow Top Fence final payment	Work and Design on Metal	X	1,476.08		1,476.08
94	11.25 Projects - St David's Play	28/06/2024	24/020	01 Nat West Revenu		Bow Top Fence final payment	Work and Design on Metal	X	483.92		483.92
95	11.25 Projects - St David's Play	11/06/2024	24/016	01 Nat West Revenu		St Davids picnic benches	Robert Dyas	S	1,074.97	215.00	1,289.97
96	08.03 Ashway Changing Room	28/06/2024		01 Nat West Revenu		Emergency Lighting Test/Servi	Chubb Fire Security Limite	S	217.07	43.41	260.48
97	04.08 Training	28/06/2024		01 Nat West Revenu		Level 7 Diploma Course Payme	Tess Group	S	400.00	80.00	480.00
98	04.17 Cleaning Sundries	11/06/2024		01 Nat West Revenu		Steam Cleaner Heads	Amazon Services Europe S	S	29.73	5.96	35.69
99	04.17 Cleaning Sundries	11/06/2024		01 Nat West Revenu		Steam Cleaner Heads	Amazon Services Europe S	S	17.02	3.40	20.42
100	04.11 Telephone & Broadband	07/06/2024		01 Nat West Revenu		Broadband & Landline Telepho	Talk Talk Business	S	32.65	6.53	39.18
101	04.08 Training	27/06/2024		01 Nat West Revenu		Level 7 Diploma Course Payme	Tess Group	S	700.00	140.00	840.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102	09.05 St David's Trade Waste	28/06/2024		01 Nat West Revenu		Trade Waste	Bakers Waste	S	96.98	19.40	116.38
103	01.01 Salaries	17/06/2024		01 Nat West Revenu		Salaries and Wages	DCK Payroll Solutions	E	8,311.33		8,311.33
103	01.03 Pension - LGPS	17/06/2024		01 Nat West Revenu		Salaries and Wages	DCK Payroll Solutions	E	1,169.35		1,169.35
103	01.02 Employer NI	17/06/2024		01 Nat West Revenu		Salaries and Wages	DCK Payroll Solutions	E	674.13		674.13
104	04.11 Telephone & Broadband	17/06/2024		01 Nat West Revenu		Mobile Telephone	EE Limited	S	5.40	1.08	6.48
105	04.06 Stationery & Postage	17/06/2024		01 Nat West Revenu		Postage	Post Office	E	5.90		5.90
106	06.01 Lighting of Parish Footpa	23/06/2024		01 Nat West Revenu		Street Lights - RE ISSUED	NPOWER	L	79.80	3.99	83.79
107	06.01 Lighting of Parish Footpa	23/06/2024		01 Nat West Revenu		Street Lights - RE ISSUED	NPOWER	L	48.31	2.42	50.73
108	06.01 Lighting of Parish Footpa	23/06/2024		01 Nat West Revenu		Street Lights - RE ISSUED	NPOWER	L	56.30	-3.44	52.86
109	06.01 Lighting of Parish Footpa	23/06/2024		01 Nat West Revenu		Street Lights - RE ISSUED	NPOWER	L	83.51	4.18	87.69
110	06.01 Lighting of Parish Footpa	17/07/2024		01 Nat West Revenu		Street Lighting - REFUND	NPOWER	L	-376.66	-18.83	-395.49
111	06.01 Lighting of Parish Footpa	17/06/2024		01 Nat West Revenu		Street Lighting - REFUND	NPOWER	L	-359.84	-17.99	-377.83
112	06.01 Lighting of Parish Footpa	17/06/2024		01 Nat West Revenu		Street Lighting - REFUND	NPOWER	L	-217.57	-10.88	-228.45
113	06.01 Lighting of Parish Footpa	17/06/2024		01 Nat West Revenu		Street Lighting - REFUND	NPOWER	L	-163.04	-1.90	-164.94
114	06.01 Lighting of Parish Footpa	02/07/2024		01 Nat West Revenu		Electricity	EON UK Limited (Street Lig	S	28.28	5.66	33.94
115	07.02 Sundry Purchases - Main	18/06/2024		01 Nat West Revenu		Ladder - Groundsman	Amazon Services Europe S	S	146.99	29.40	176.39
116	05.03 Health and Wellbeing	19/06/2024		01 Nat West Revenu		First Aid Supplies	Amazon Services Europe S	S	33.74	6.75	40.49
117	07.12 Trees - Surgery	28/06/2024	24/056	01 Nat West Revenu		Tree Survey	RGS Arboricultural Consult	S	1,250.00	250.00	1,500.00
118	05.03 Health and Wellbeing	19/06/2024		01 Nat West Revenu		Hi Vis Vests - Groundsman	hivis.co.uk	S	19.03	2.88	21.91
119	07.02 Sundry Purchases - Main	28/06/2024		01 Nat West Revenu		Maintenance Sundries	Trade UK - B&Q/ Screwfix	S	73.53	14.69	88.22
120	04.06 Stationery & Postage	20/06/2024		01 Nat West Revenu		Notice Board Magnets	Amazon Services Europe S	S	10.63	2.13	12.76
121	04.08 Training	28/06/2024		01 Nat West Revenu		Ncalc Training	Northants CALC	S	48.00	9.60	57.60
Total									24,591.36	1,724.22	26,315.58



Regular Approved Payments List - June 2024

Supplier	Description	Payment Frequency
E.ON	Street Lighting Maintenance	Quarterly
NPOWER - Street Lighting	Street Lighting Supply	Quarterly
E.ON	Ashway Changing Rooms	Quarterly
Wave/Anglian Water	Ashway Changing Rooms	Quarterly
Clear Councils	Insurance Provider	Annually
DVLA	Road Tax	Annually
EE	Clerk's Mobile	Monthly
ASDA	Staff Mobile Top Ups (£5 x 3)	Monthly
Lex	Van Lease	Monthly
Peninsula	HR Management Company	Monthly
Talk Talk	Internet Provider	Monthly
Nat West	Service Charges	Monthly
NCALC	Membership/Training	Annually
SLCC	Membership/Training	Annually
ACRE	Membership (Approved at Annual Meeting)	Annually
The Living Wage Foundation	Membership (Approved at Annual Meeting)	Annually
ICO Data Protection	Membership (Approved at Annual Meeting)	Annually
Amazon	Stationary and Sundry Supplies	As Required
Cloudy IT	IT Service Provider	Monthly
DCK	Salaries & Service Invoices	Monthly
R&G	Grounds Maintenance - Contracted Items	Monthly
Euromec	Mower Service	Annually
Bakers Waste	Waste Management Contract	Monthly
Adobe	Adobe Software	Monthly
Chubb	Annual Fire Servicing	Annually
Trade UK	Groundsman Sundry Purchases	As Required
ROSPA	Playground Inspections	Annually
Scribe	Invoice/Accounts Management	Bi Annually

Scheme of Delegated Authority Policy



Document Number	CORP13
Adopted	June 2024
Reviewed	N/A
Next Review	June 2025
Folder Location: Operations/Policies/CORPORATE013	

Scheme of Delegation

1. Purpose and Scope

This scheme summarises how delegated powers are exercised, and which part of the decision-making process is responsible for each function.

The aim is to show what functions are the responsibility of the Council or the Committees, and which are the responsibility of the Parish Clerk. Additional delegation can be given to the Parish Clerk by resolution.

2. Legal Responsibility & Policy Support

[Accounts and Audit Regulations 2015](#) – Rules surrounding accounting and audit procedures

[Local Government Act 1972 Section 101](#) – Arrangements for Discharge of Functions by Local Authorities

[Local Government Act 1972 Section 151](#) – Financial Administration

[Local Government Bodies Regulations 2014](#) – openness and transparency rules regarding meetings and documentation

3. The Parish Clerk

The Parish Clerk is also the Responsible Financial Officer (RFO) to Brixworth Parish Council and will be responsible for their accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

The Parish Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- Receive declarations of acceptance of office
- Receive and record members' interests.
- Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting
- Receive and retain plans and documents.
- Sign notices or other documents on behalf of the Council.
- Receive copies of byelaws made by the principal local authority.
- Certify copies of byelaws made by the Council.
- Sign and create summons to attend meetings of the Council.
- To institute and appear in any legal proceedings authorised by the Council.

The Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day-to-day administration of services together with routine inspection and control.
- Day-to-day supervision and control of all staff employed by the Council
- Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by Local Agreement.
- Authorisation to call any extraordinary meetings of the Council or any Committee as necessary,

having consulted with the Chair of the Council, and/or the Chair of the appropriate Committee.

- Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- Authorisation of routine recurring expenditure within the agreed budget according to the Council's financial regulation up to a total of £500.00.
- Emergency expenditure up to £3000.00 outside of the agreed budget according to financial regulation 5.15 in consultation with the Chair.
- To act as the Council's designated Data Protection Officer for the purposes of the Freedom of Information Act 2000.
- To act as the Council's Data Controller for the purposes of any CCTV systems under the council's jurisdiction.

In addition, in the event that Brixworth Parish Council enters a temporary period of emergency, delegated authority is awarded to the Parish Clerk to make decisions on behalf of the Council. This may include any or all of the following actions, under which the Clerk has delegated authority to:

- Make any decision on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline
- Schedule or cancel in-person or remote meetings of Council, including the Annual Parish Meeting and/or Annual Meeting of the Parish Council
- Implement new or changed legislation
- Allow the Chair and Vice-Chair of the Parish Council to continue in office until such point as an Annual Meeting of the Parish Council can be held
- Obtain two electronic or wet signatures for authorisation of payments between meetings
- Submit comments on planning applications or other consultations on behalf of Council
- Suspend any standing orders or financial regulation as necessary to ensure the smooth running and operation of the Parish Council unless expressly reserved to the Council in legislation,
- Receive acceptance of office for new members of Council by email
- In conjunction with the Parish Council Chair, instigate immediate action to removal illegal traveler encampments, including costs incurred in relation to said removal. Where the Parish Clerk is unavailable, this action can be approved by three Parish Councillors

Decisions made by the Clerk under delegated authority will be carried out wherever possible in conjunction with the Chair and/or Vice-Chair of the Council and will be ratified at the next available council meeting.

Delegated actions of the Parish Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation, and in line with directions given by the Council where necessary.

The Openness of Local Government Bodies Regulations 2014, which came into force on 6 August 2014, requires a written record to be kept of certain decisions made by an officer of a Parish Council, acting under delegated powers. The decisions are those:

- made under a 'specific express authorisation', or
- made under a general authorisation where the effect of the decision is to:
 - grant a permission or licence,
 - affect the rights of an individual, or
 - award a contract or incur expenditure which, in either case, significantly affects the financial position of the Parish Council.

Brixworth Parish Council

Lone Worker Policy



Document Number	EMP07
Adopted	June 2024
Reviewed	N/A
Next Review	June 2025
Folder Location: Operations/Policies/EMPLOYMENT POLICIES	

1. Introduction

Brixworth Parish Council takes the health and safety of its employees and volunteers seriously. We have a legal duty to ensure their health, safety, and welfare, while at work or carrying out a volunteer activity. We realise that staff or volunteers could be working at any given time, either in the parish office/community centre or externally and are responsible for assessing the risks to lone workers and taking steps **to avoid or control these**. Employees and Volunteers have responsibility to take reasonable care of themselves and others in lone working situations.

2. Aim & Scope

This policy is designed for employees and volunteers who either frequently or occasionally work alone and refers to high and low risk activities. It also notifies employees and volunteers of the risks presented by lone working, identifies the responsibilities each person has in those situations, and describes the procedures to minimise such risks. Additionally, it is designed to give employees and volunteers a framework for managing potentially risky situations.

3. Lone Worker Definition

The Health and Safety Executive (HSE) defines a lone worker as "*someone who works by themselves without close or direct supervision*". Ultimately, if an employee cannot be seen or heard by a colleague, they are classed as a lone worker, irrespective of whether this occurs all or some of the time.

The following list covers all those at Brixworth Parish Council who are classed as lone workers some of the time, during contracted hours of work:

- Parish Clerk and Administration Staff
- Cleaner
- Grounds person
- People who work from home
- Anyone working alone in the office

4. Related Legislation, Policies and Procedures

- [Health & Safety Executive 1974 Act](#)
- [Lone Worker Risk Assessment Requirement](#)
- [Suitability for Lone Working](#)
- Lone Worker Risk Assessment
- Lone Working Procedure

5. Line Management Accountabilities

The line manager will ensure the following:

- emergency procedures are in place so that members of staff working alone can obtain assistance if required.
- a risk assessment is completed by a person competent to do so, prior to employees working alone.

- any employee working alone is capable of undertaking the work alone.
- as far as practicable, arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times.
- employees working alone will be provided with a company mobile phone and sim card.
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.
- training records are kept.

6. Employees working alone will:

- carry their company phone on their person at all times during their working day, ensuring it is charged and maintained. Any fault or damage to the phone should be reported immediately;
- follow the safe working arrangements developed by the Company for lone working;
- take reasonable steps to ensure their own safety;
- inform their Line Manager of any incidents or safety concerns.

7. The person conducting the risk assessment will:

- give consideration to the greater risks to expectant mothers and young persons;
- involve the employee who is working alone in the assessment process and the development of safe working methods;
- advise the employee undertaking the lone working of the findings of the assessment;
- maintain a file of all lone working risk assessments.

8. The Risk Assessment will give consideration to:

- the remoteness of the workplace;
- potential communication problems;
- the likelihood of a criminal attack;
- potential for verbal and physical abuse;
- vulnerability of lone workers to feelings of isolation, stress and depression;
- whether all the plant, equipment, materials, etc. can be handled safely by one person;
- whether the person is medically fit and suitable to work alone;
- how the lone worker will be supervised;
- how the lone worker will obtain help in an emergency such as an assault, vehicle breakdown, accident or fire;
- whether there is adequate first-aid cover.

9. Conclusion

Establishing safe working for lone workers is no different from organising the safety of other staff or volunteers, but the risk assessment must take account of additional risk factors.

Brixworth Parish Council ensures that measures are in place to reduce the risk and that expectations have been communicated to all people operating alone and that appropriate training is provided.

All staff and volunteers, including lone workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with carrying out their normal duties.

Brixworth Parish Council

Travellers & Illegal Encampments Policy



Document Number	CORP17
Adopted	May 2024
Reviewed	N/A
Next Review	May 2025
Folder Location:	Operations/Documents/Policies/CORPORATE

1. Introduction

This policy provides details of the actions and expenditures to be undertaken in the event of unauthorised travellers setting up an encampment on Brixworth Parish Council land.

An unauthorised encampment is defined as a piece of land that is occupied by person/s who do not own the land and do not have the landowners consent to reside upon it.

The aim of the policy is to ensure that any action taken by Brixworth Parish Council is fair and in line with the West Northants Council approved protocol for dealing with unauthorised sites.

Council owned sites affected by this plan:

- St David's Recreation Ground
- Spratton Road Park
- The Ashway Recreation Ground
- Village Hall Car Park
- Eaglehurst POS

2. General

Regulations state that unauthorised camping is not a criminal offence, but trespassing is a civil offence, thus giving landowners and local authorities the right to repossess their property under the law.

The Parish Council is not responsible for Travellers on any privately owned land by an individual or company, however, in the interests of the community, will report this type of activity to the Northants Traveller Unit (NTU) to aid the removal of the Travellers from this type of site as quickly as possible.

The NTU will make the private landowner aware that if they do not already have planning permission for a caravan site, they could be in breach of the Planning Acts and the Acts dealing with the licencing of caravan sites, if the land is occupied for more than 28 days in a 12-month period.

The private landowner should seek legal advice from their solicitor and obtain a Possession Order through the County Court as soon as possible.

If an unauthorised encampment is on council owned land, then the Council has the power, but not a duty, to move the Travellers on and can only evict them subject to complying with Human Rights legislation and other procedures.

3. Procedural Action

Should Council owned land be unlawfully occupied by Travellers with the use of caravans and vehicles, the following action must be taken:

- 3.1 The Policy of Brixworth Parish Council is to evict unauthorised encampments as promptly as practicably possible. The cost of removal shall be met by the Council and this expense authorised at the monthly Parish Council meeting in the normal manner. The procedure for the removal can be authorised by the Parish Clerk, under Delegated Powers, in conjunction with the Chair of the Parish Council, or three Parish Councillors if the Parish Clerk is unavailable.
- 3.2 Parish Council representatives should not initially approach the encampment, but should follow the procedure below:
- 3.3 The Parish Clerk receives notification of the encampment and informs the Parish Council Chair (this step can be undertaken by 3 members of the Parish Council if the Parish Clerk is unavailable).
- 3.4 The Parish Clerk will also inform the NTU and Council Members as soon as possible.

- 3.5 A risk assessment covering the continued use of the land by the public will be undertaken, which will factor in any advice from the Police. Should the area of land be closed to members of the public during this period, all users and the general public should be advised via social media and the Council website.
- 3.6 The Parish Clerk and Parish Council Chair will attend the site to assess the encampment and, if possible, will record the number of vehicles/caravans and the number of occupants.
- 3.7 The following should be established:
- i. The Travellers should be informed that the encampment is on Parish Council land and that they do not have permission to set up camp or remain on site.
 - ii. A time given to the Travellers as to when they are expected to vacate the site.
 - iii. The Travellers should be asked to keep the site clean and remove all waste.
- 3.8 If the Clerk and Chair agree that the encampment should be removed, the following steps should be taken:
- i. The decision to remove should be recorded and reported at the next available Parish Council meeting.
 - ii. The encampment will be reported to the Police via 999 or 101 and a request made that they ask the Travellers to leave immediately. If the Travellers are using threatening behaviour, causing damage or have more than 6 vehicles, it is possible that the Police (Senior Officer) will be able to request the Travellers to move on under *Section 61 of the Criminal Justice and Public Order Act 1994*. If the encampment consists of only 1 vehicle, the Police (Senior Officer) can use *Section 62A of the Criminal Justice and Public Order Act 1994* to direct the Travellers to vacate the land, if the local authority can provide a suitable pitch for caravans elsewhere within the vicinity.
 - iii. If the Police decide to use Section 61, they will make their own site welfare enquiries. If the Council is to take its own legal action, then it will either carry out its own welfare enquiries, or request that the NTU complete them on its behalf; there may be a charge for this service.
 - iv. If there is no planned Police action the Parish Council will take immediate action to evict the Travellers as soon as possible, supported by the NTU.
 - v. The NTU will appoint a solicitor, who will require details of the number of vehicles/persons, location and contact details of the authorising representative of the Council. This is the person they will maintain contact with and provide updates to.
 - vi. Notices will be served on the Travellers by the solicitor, within the requisite notice period, on the day of the eviction.
 - vii. The solicitor will require at least one Police Officer to be present at the time the Notices are served, and at the time of the eviction. The actual number of officers required for the eviction will depend on the scale of the encampment.
- 3.9 Once the time of the eviction is known, the following will be undertaken:
- i. Arrange for the site to be cleaned, using either the Parish grounds staff or a local contractor, depending on the size of the problem.
 - ii. Review security on other Council property that may be used as an alternative site.
 - iii. The Parish Clerk, in conjunction with the Police, to notify local Parish Councils of the eviction time; this will allow them to secure any potential target sites for unauthorised occupation.
- 3.10 Consideration will be given to traffic and pedestrian management required in the surrounding area. The Council should be prepared for multiple calls and contacts from concerned residents. The

callers will be made aware of the processes being followed to reassure them that the situation is under control. They must be advised not to confront the Travellers.

- 3.11 The Parish Council website and social media pages will be regularly updated with progress reports and members of the public will be advised to call 101 to report any issues.
- 3.12 The Parish Clerk will stay connected with the local PCSO and the company handling the eviction. There may be pressure from locals to keep chasing the Police to hasten the eviction, but the Police must use the powers under section 61 in a balanced way, that considers the needs of the local community and the human rights of the Travellers.
- 3.13 Travellers cannot be removed instantly unless the use of Section 61 has been applied and actioned by the Police. Should this not be the case, like all private landowners the Council must apply to the County Court for an eviction order and be able to demonstrate that they:
 - Have made enquiries regarding the general health, welfare, and children's education.
 - Have complied with the Human Rights Act 1998.
 - Can evidence that the Travellers are on the land without consent.
 - Can prove ownership of the land.

4. Contact Numbers

POLICE

- Emergencies only, including immediate danger to person well-being or property, call 999 and ask for the Police.
- Suspicious behaviour, and non-urgent matters for the Police should be reported by calling 101.
- Anti-Social behaviour, fly-tipping and general nuisance can be reported by calling 101.

WEST & NORTH NORTHAMPTONSHIRE COUNCILS

Traveller Unit Information Please use the below link:

[Northamptonshire Traveller Unit \(NTU\) | West Northamptonshire Council \(westnorthants.gov.uk\)](#)

Traveller Unit Reporting Illegal encampments should be reported using the below link:

[Report an unauthorised encampment - Report encampment - Online form \(achieveservice.com\)](#)

Email ntu@northnorthants.gov.uk

Call 01604 366234

Fly Tipping Please use the below link to report all fly tipping. Please include photographs and location using What3Words where possible.

[Report fly-tipping | West Northamptonshire Council \(westnorthants.gov.uk\)](#)

5. References

- [Criminal Justice and Public Order Act 1994 \(legislation.gov.uk\)](#)
- [Police powers: unauthorised encampments - House of Commons Library \(parliament.uk\)](#)



Brixworth Parish Council
Report to: Council 20/06/2024

Summary: Community Exercise and Wellbeing Classes	
Attachments: -	
1.0	REPORT To consider the proposal from Aspire Wellness Community, to bring community exercise and wellbeing classes to Brixworth to target gaps in the current provision within the community.
2.0	BACKGROUND Aspire Wellness Community currently run out of the exercise hub at Crick Sports Field and also hold exercise classes at a location in Guilsborough and are looking to expand to other villages. The owner, Laura Pinchback, feels that Brixworth is good fit due to its size, availability of premises and the fact it is a large demographic.
3.0	PROPOSAL Aspire Wellness Community would like to offer community exercise classes to Brixworth residents with the support of the local Parish Council and wider community. The below list of classes is a snapshot of what could be started here in Brixworth and could be expanded upon in future, should Council agree to the proposal put forward. Ideally, all classes would be run out of one location – potentially Central Sports Pavilion as per conversations with the Clerk/Chair. This is helpful in gaining recognition and reliability. A day each week would be dedicated to bringing the exercise classes to Brixworth. The support required would be for Council to consider covering the cost of the hire of the premises for the Time to Move sessions for the elderly and allowing free use of the MUGA for the pilot sessions of the men’s over 35 football. 1 x Weekly TIME TO MOVE session. This consists of 25-30 minutes of gentle exercise and movement, with an emphasis on real life situations and enabling more independence. This is followed by 30 minutes for a drink, biscuit and chat. We place a large emphasis on the social element of this session and feel a lot is gained from being in an environment where each person is supported, valued and made to feel included. We aim this at those over 70, or those who are less mobile. We currently provide this on a not-for-profit basis at £4 per person attending (however this is a voluntary contribution as we don’t want anybody unable to access this program). We are only able to offer this reduced rate currently as local organisations have covered the cost of the facility. Any additional money raised after expenses are taken out is put back into the group – for example we have put on parties over the year for the members to join. Current availability for this – Wednesday @ 10.30am Starting – September 2024 (a couple of taster sessions can be organised for the summer months) 1 x Weekly LADIES ONLY FIT & FABULOUS session This is a bespoke 40-45 minute class designed for ladies over 40. The emphasis is to get women moving, lead a less sedentary lifestyle, become stronger, and to support them through their changing life stages (ie the menopause). This is a class that can be taken completely at the individual’s pace but is directed by a fitness coach and is suitable for all levels of ability including complete beginners. Class cost: £7.50



Current availability for this – Wednesday @ 9.30am
Starting – September 2024 (again can run a taster session in the summer months)

1 x Weekly STANDARD FITNESS session
This would be a 45 minute fitness session and could be anything we felt was missing from current offerings in Brixworth. This would be aimed at people with some fitness experience, but as always would be fully inclusive and tailored to the needs of each person attending. Aerobics classes are very popular at Crick so would probably look to begin with this.
Class cost: £7.50
Current availability for this – Wednesday @ 6pm.
Starting – September 2024 (happy to trial this also in the summer)

1 x Weekly Football League - MEN OVER 35
We would be looking for 6 teams to enter a 10 week league. It would be a competitive league with a referee provided and a presentation night at the end. Our current league in Crick is about to end and I have invited a men’s mental health advocate in to discuss help available. It would be good to do the same in Brixworth.
Current availability – KO mid-September and run for 10 weeks.
Timing for the muga – Wednesday 7-8.30pm

4.0 FINANCIAL INFORMATION

- Potential cost of hiring Central Sports for the Time to Move classes.
- There is money available in the health and wellbeing budget to cover the cost of hiring the Central Sports Pavilion for an initial period. The Proposer may even be able to gain grant funding from Northampton Sport to help cover the cost of the Time to Move Classes but this is yet to be confirmed.

5.0

CONCLUSION / RECOMMENDATION

This proposal fits in well with current health and wellbeing objectives and will help cover gaps in current sporting provision for various age groups.
The Clerk and Chair feel this proposal is worthy of consideration and an initial trial period.

Implications:		
Council Objectives:	Health and Wellbeing exercise classes for the community	-
Resource Requirements:	Officer/Councillors	N
Do we have the resource available?	Yes	N/A
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	N/A
Biodiversity	Are there any bio-diversity implications?	N/A
Financial	Are there financial implications at this stage?	Y
	Will there be financial implications?	Y
	Is there provision within the budget?	Y
	Could there be additional expenditure?	-
	Is there potential for income generation.	Maybe
Legal	Do we have power, to act? LGA 1976 s19	Y
Risk Management	Not applicable at this stage.	N
Risk Assessment	Not required at this stage.	N
Project Management	Project Managed by the Clerk.	Y
Person originating this report: Parish Clerk – Josie Flavell		
Date: 20/06/2024		



Brixworth Parish Council
Report to: Council 27 / 06 / 2024

Summary:																																																																												
Resolve to consider new electricity provider for The Ashway (out of contract)																																																																												
Attachments: None																																																																												
1.0	BACKGROUND – EON are our current providers, and our fixed rate contract has ended. We currently now pay 35.20 p/kWh and a standing charge of 100 p/day.																																																																											
2.0	PROPOSAL – To consider the quotes received and select a new electricity supplier for The Ashway changing rooms.																																																																											
3.0	OPTIONS CONSIDERED – Quotes were requested from EON directly as well as Charities Buyer Group, Utility Aid and Watt.co.uk. (Brokers). We have considered the ‘best value’ supply from 3 non-renewable Energy Contracts, and 3 renewable energy contracts.																																																																											
4.0	FINANCIAL INFORMATION –																																																																											
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5.0	CONCLUSION / RECOMMENDATION Whilst non-renewable energy providers tend to be slightly cheaper overall, considering BPC’s green framework and declared state of climate emergency, the Clerk and the Admin Assistant would recommend that the PC consider fixing a new contract from the current provider, EON. EON pledges 100% renewable energy for fixed business tariffs. EON are the best price for renewable energy providers that were proposed to us both directly and through the brokers we approached. The daily standing charge is also lower than the other suppliers considered. Considering the fluctuation of energy prices, Council may benefit from securing a longer term contract with the energy supplier it selects.																																																																											
Implications:																																																																												
Council Objectives:	Electricity Supply at The Ashway Changing Rooms																																																																											
Resource Requirements:	Committee / Cllrs / Working Group / Officers / External / Other / None Hours / Days / Weeks / Months																																																																											
Do we have the resource available?		N/A																																																																										
Equalities & Human Rights	Are there equalities and /or human rights issues?																																																																											
Equalities Impact Assessment	Is an impact assessment is required?																																																																											



Crime and Disorder	Has crime and disorder have been considered?	Y
Biodiversity	Are there any bio-diversity implications?	N
Financial	Are there financial implications at this stage?	Y
	Will there be financial implications?	Y
	Is there provision within the budget?	Y
	Could there be additional expenditure? – Only Estimated Projected Costs Provided, costs may change dependant on usage.	Y
	Is there potential for income generation?	N
Legal	Do we have power, to act?	Y
	If Y which act: LGA 1972 s 133. Public Health Act 1925	
Risk Management	Are there any risks? If so, how will these be mitigated?	N
Risk Assessment	Is a risk assessment required?	N
Project Management	Is project management is required?	N
Person originating this report: Gavin Kirkup		
Date: 20/06/2024		

Brixworth Parish Council Meeting



Report from Councillors Jackie Bird & Tony Nixon

Parish Council Surgery 1st June 2024

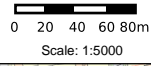
Councillors Alan Aisbett and Tony Nixon attended the Parish Council Surgery held on the morning of 1st June 2024. The Community Centre was extremely busy, in large part due to a fire engine being parked in the Centre car park, which attracted a large number of families with young children.

The following matters were discussed:

1. A resident (name and contract details supplied with a request for feedback) complained about the state of the hedge by the Northampton Road adjacent to the Saxon Rise estate as shown on the attached plan. The resident advised that the hedge had become so overgrown that it was obstructing the footpath. We were not aware whether this hedge was the responsibility of West Northants Highways, or the Saxon Rise estate management company. The resident asked whether this could be investigated, and the responsible party asked to deal with the problem.

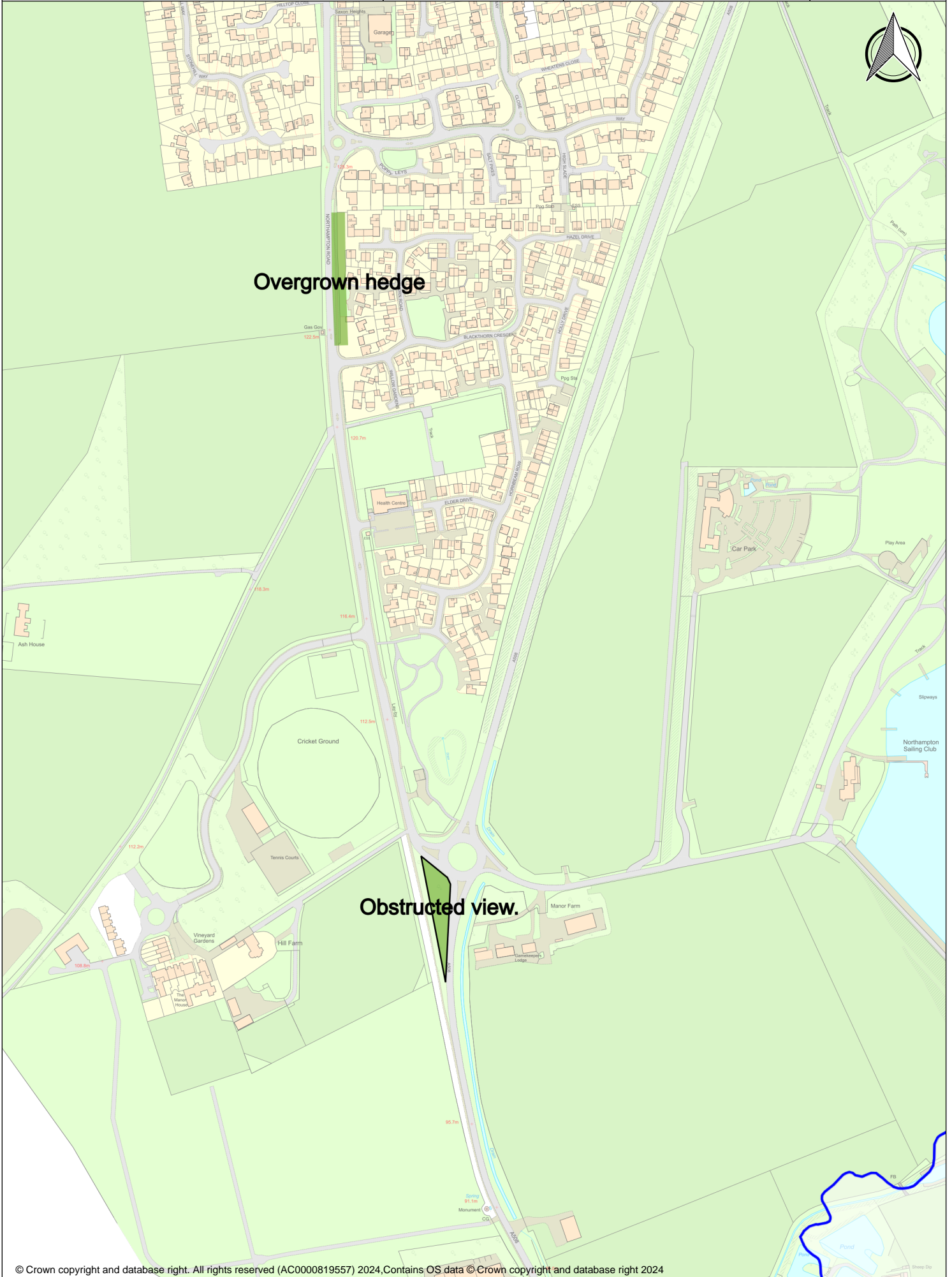
The resident also complained about an overgrown verge by the Northampton Road/A508 roundabout as shown on the plan, which she felt obstructed the view, making it dangerous to join the roundabout from the Northampton Road. She asked that the Parish asked the responsible party, assumed to be the Highway Authority, to cut the area back.

2. A resident (name and contact details withheld) showed photographs on her phone taken that morning of a lorry poorly parked outside the Co-op which she considered to be a particularly bad example of a continuing problem for the village.



Author: L. Administrator

Date: 09/06/2024





Quarter 1 Summary

Traffic Analysis Report 18/03/2024 – 17/06/2024

Summary:

- **Locations:** Harborough Road In, Harborough Road Out, Northampton Road In
- **Note:** Speed limit is set at 35mph. (30mph + 10% + 2mph = 35mph)
- The average 85% (85th percentile) of all vehicles during this period was 31.43mph, or below.
- Average speed of all vehicles checked was 25.63mph.
- Total Number of vehicles tracked: 214,579. There were 7,661 vehicles tracked over the speed limit. (3.57%).
- Average speeder was tracked between 37.7 – 38.6 mph.
- 96.43% of vehicles tracked were at or below the speed limit (35mph). 206,918 Vehicles.
- Northampton Road (In) had the highest % of speeders at 4.78%



Traffic Analysis Report – 18/03/24- 15/04/24

TRAFFIC ANALYSIS REPORT

For Project: April 24 - Harborough Road In Going to Harbour Road Out

Project Notes/Address:

Location/Name: Incoming

Report Generated: 15/04/2024 10:43:51

Speed Intervals = 5 MPH

Time Intervals = 5 minutes

Traffic Report From 18/03/2024 10:00:00 through 15/04/2024 09:59:59

85th Percentile Speed = 30.0 MPH

85th Percentile Vehicles = 53,173 counts

Max Speed = 50.0 MPH on 21/03/2024 08:00:00

Total Vehicles = 62,557 counts

AADT: 2234.2

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		2,355	2,171
AM peak	11:00 to 12:00	192	188
PM peak	4:00 to 5:00	245	212

Speed

Speed limit: 35 MPH

85th Percentile Speed: 30.0 MPH

Average Speed: 24.8 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	155	168	151	155	154	173	119
% over limit	1.8	1.8	1.5	1.4	1.5	2.2	2.0
Avg speeder	38.0	38.0	37.7	38.0	38.1	37.8	38.0

Summary:

- Location: Harborough Road Inbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85th percentile) of all vehicles during this period was 30.0 mph, or below.
- Average speed of all vehicles checked was 24.8 mph.
- Total number of vehicles tracked: 53,173. There were **1,075** vehicles tracked over the speed limit. **(2.02%)**
- Average Speeder was tracked between 37.7 – 38.1 mph.
- Maximum speed recorded was 50 mph at 08:00 on 21/03/2024
- 97.98% of vehicles tracked were at or below the speed limit (35mph). 52,098 vehicles.
- Next Location: Harborough Road Outbound



Traffic Analysis Report – 15/04/24- 20/05/24

TRAFFIC ANALYSIS REPORT

For Project: may harborough out going to north in

Project Notes/Address:

Location/Name: Incoming

Report Generated: 20/05/2024 15:51:43

Speed Intervals = 5 MPH

Time Intervals = 5 minutes

Traffic Report From 15/04/2024 12:00:00 through 20/05/2024 09:59:59

85th Percentile Speed = 31.7 MPH

85th Percentile Vehicles = 57,012 counts

Max Speed = 60.0 MPH on 30/04/2024 19:15:00

Total Vehicles = 67,073 counts

AADT: 1920.9

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		2,053	1,872
AM peak	7:00 to 8:00	195	156
PM peak	3:00 to 4:00	166	148

Speed

Speed limit: 35 MPH

85th Percentile Speed: 31.7 MPH

Average Speed: 25.0 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	336	388	373	431	424	299	267
% over limit	3.7	3.8	3.6	3.8	3.6	3.6	4.5
Avg speeder	38.2	38.2	38.1	38.4	38.4	38.5	38.6

Summary:

- Location: Harborough Road - Outbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85th percentile) of all vehicles during this period was 31.7 mph, or below.
- Average speed of all vehicles checked was 25 mph.
- Total number of vehicles tracked: **67,073**. There were **2,518** vehicles tracked over the speed limit. **(3.75%)**
- Average Speeder was tracked between 38.1 – 38.6 mph.
- Maximum speed recorded was **60mph** at 19:15 on 30/04/2024.
- **96.25%** of vehicles tracked were at or below the speed limit (35mph). **64,555** vehicles.
- Next Location: Northampton Road Inbound.



Traffic Analysis Report – 20/05/24- 17/06/24

TRAFFIC ANALYSIS REPORT

For Project: June 2024 - Northampton Road In - Spratton Road In

Project Notes/Address:

Location/Name: Incoming

Report Generated: 19/06/2024 10:58:12

Speed Intervals = 5 MPH

Time Intervals = 5 minutes

Traffic Report From 20/05/2024 10:00:00 through 17/06/2024 09:59:59

85th Percentile Speed = 32.6 MPH

85th Percentile Vehicles = 72,207 counts

Max Speed = 65.0 MPH on 29/05/2024 22:35:00

Total Vehicles = 84,949 counts

AADT: 3033.9

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		3,130	2,951
AM peak	7:00 to 8:00	254	221
PM peak	4:00 to 5:00	318	274

Speed

Speed limit: 35 MPH

85th Percentile Speed: 32.6 MPH

Average Speed: 27.1 MPH

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	566	536	592	617	624	616	517
% over limit	4.9	4.1	4.5	4.5	4.6	5.6	5.8
Avg speeder	38.6	38.5	38.5	38.6	38.4	38.6	38.6

Summary:

- Location: Northampton Road Inbound
- Note: Speed limit is set at 35mph. (30mph+10%+2mph=35mph)
- 85% (85th percentile) of all vehicles during this period was 32.6 mph, or below.
- Average speed of all vehicles checked was 27.1 mph.
- Total number of vehicles tracked: 84,949. There were **4,068** vehicles tracked over the speed limit. **(4.78%)**
- Average Speeder was tracked between 38.4 – 38.6 mph.
- Maximum speed recorded was 65 mph at 22:35 on 29/05/2024
- 95.22% of vehicles tracked were at or below the speed limit (35mph). 80,881 vehicles.
- Next Location: Spratton Road Inbound



Policy and Procedure Reviews

A review of all current policies and procedures took place in time for the Annual Council meeting and subsequent internal and external audits. However, since then new policies have been created. Some of which are for consideration and approval at the June meeting, with others being added to future meeting agendas. These policies are either missing and required by statute or are best practice and will ensure council makes it through the quality council awards application.

Community Infrastructure Levy

The CIL funds, at a total of £3,152.50, in relation to Grange Farm Holcot Road, have been received, thus bringing the total amount of CIL funds available to £22,991.

Having liaised with the CIL department at WNC, they will not allow these funds to be used for the school sports track as any physical developments to the village need to be available to the entire village at any time. They have, however, confirmed the Wellbeing Park is an excellent use of the funds available.

Land to the Rear of the Village Hall

WNC Cllr Harris has confirmed that the developer is in the process of selling the entire Co-op site, which will include the land to the rear of the village hall. The legal agreement in place will still stand, once a new owner has been found, and at that time, the Clerk and Cllr Harris will make contact to secure a meeting to progress all matters.

Youth Club/Provisions

The Clerk and Chair met with a representative of the charity; Clubs for Young People based in Northampton. It was a fruitful meeting with many ideas discussed and a proposal of what they can offer to help set up outreach and youth club provision in the Brixworth, which will be within the monthly meeting pack for review. In the meantime, please feel free to visit their website using the following link [CYPN - CYPN](#).

Wellbeing Park

Both the Primary School and Moulton College have confirmed they would like to be involved in developing raised beds, bird boxes, bat boxes etc for this project.

The green footways have been mown and pictures circulated to council. The Groundsman will ensure these are maintained throughout the year and included on the grass cutting schedule.

The Clerk is currently investigating inclusive play equipment for those children less able and will report back in due course.

Churchyard Maintenance

It was brought to the attention of the Clerk that the current, open, burial ground was overgrown. Both Groundsmen spent all of May working their way through the historical back log of maintenance jobs, mainly strimming. However, due to the weather creating perfect growing conditions, the grass in this area reached an all-time high and due to the Groundsman returning to grass cutting duties around the parish after No Mow May, the churchyard suffered. The lawned areas are still being cut in the churchyard and burial ground, in line with the council schedule, but work to maintain the strimming had stopped. The Clerk has liaised with the Church who confirmed that they had not been able to strim as much as they wanted to, so an Church Clear Up Day has been planned for Saturday 29th June and a social media post added to elicit help from the community.

External Audit

All documents were submitted to the External Auditor (PKF Littlejohn) after the Annual Council meeting in May, but the Clerk has since received communication that the Auditors intend to conduct an intermediate review, which is extra to the standard audit. The Clerk has ensured all requested documents have been submitted for this and awaits their response.

Bow Top Fencing – St David's MUGA/Play Area

This project is now complete with photographs having been circulated to Council prior to the meeting.

Additional Benches – St David's Play Area

These have been delivered and installation will commence.

Staffing Updates

The Cleaner has been working well against the action plan set and is due to meet with the Clerk again in a few weeks' time.

All staff are now using the BLIP system for clocking in and out, to help control time keeping and to aid the Clerk when recording hours for payroll purposes.

Buttercross/Market Cross Repairs

Historic England (H.E.) have confirmed that they will not allow Council to apply for grant funding at the present time as although the monument is scheduled and Grade II listed, it is not currently on their Heritage at Risk Register. However, H.E. requested current photographs and further information - which the Clerk has submitted - and will confirm when their At Risk Team have reviewed it and agreed to add it to the register or not. If this is the case, grant funding can then be applied for directly through them. However, there is no guarantee that funding will be awarded due to the small amount of funds H.E. have available annually. A list of alternative funding sources was issued and will be investigated in due course.

St David's Pitch Remedial Works

The majority of the pitch remedial works have been completed with another review of the goal mouths to take place in a few weeks' time.

The contractor has been asked to review remedial works for the Ashway and a proposal and estimate will be forthcoming in due course.

Drovers Pen - Froghall

The Clerk and Chair will be meeting with a gentleman concerning Drovers Pen to seek historical and ownership information. This will be brought before Council at the July meeting.

Conclusion

June has been extremely busy with all manner of tasks and projects having been overseen or completed, all of which are not mentioned in this report due to the amount of work undertaken.

The Clerk also commenced her HR training course (Senior Leadership), which is going well.

Future Tasks

- Climate Projects including electrical charging points
- Green Audit - mapping of community assets including all green assets
- Wellbeing Park – Spratton Road (various)
- Living Roof bus stop no. 2
- Village Planters
- War Memorial Cleaning
- Buttercross Repairs

Meetings/Training Attended

- Larger Councils Forum Meeting (NCALC and WNC)
- Finance Verification
- Allotments Working Group Meetings
- Weekly meetings with the Chair, Cllr Jackie Bird
- Wellbeing Meeting – WNC Local Area Partnership Lead Justine Horrocks
- Community Exercise Class Meeting – Aspire Wellness Community
- West Haddon Clerk and Chair Meeting
- Resident Meeting concerning St David's Hedge
- Allotments (online) Meeting
- Mentoring Session with TESS Training (part of Senior Leadership course)
- 1 x Full day of training for Senior Leadership Course
- Meeting with the Walgrave Parish Clerk
- WNC Cllr Jonathan Harris Meeting – allotments and youth provisions
- Projects Meeting with Chair, Vice Chair and Admin Staff

Prepared by: Josie Flavell
Parish Clerk/Proper Officer
21st June 2024



Brixworth Parish Council

DRAFT Minutes of the Brixworth Planning Committee Meeting

Monday 10th June 2024 at 7.30pm

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

In attendance:	Councillor Tom Mitchell (Chair), Councillor Ian Barratt, Councillor James Collyer, Councillor Frances Peacock (Vice Chair), Councillor Barbara Lunnon, Councillor Gary Spratt & Councillor Christine Ware
Absent:	
Clerical Support:	Gavin Kirkup
Members of Public:	0

PART ONE – OPENING PROCEDURES

24/031	Welcome by Chairman Councillor Mitchell welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
24/032	Apologies for absence and acceptance of apologies for absence There were no apologies received to consider.	
24/033	Declarations of Interest a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider.	
24/034	Agree and Sign the Minutes of Previous Meeting All present RESOLVED to the Chairman, Cllr Mitchell, approving the Planning Committee Meeting Minutes of 20th May 2024 as a true and accurate record. Prop. Cllr. Mitchell. Sec Cllr. Spratt. Unanimous.	Paper A
24/035	Public Open Forum Session There were no members of the public present.	-

PART TWO – FOR DECISION

	Ref Number	Application Description	Location
24/036	2024/2443/FULL	Remodelling, extension and partial demolition to existing dwelling	Fox Hill Grange Holcot Road Brixworth NN6 9BN

It was noted that this was a proposal to remodel the farm building as well as an extension. It was also noted that the structural engineers report is included which notes the building is currently not structurally sound. Concerns over the impact on the surrounding countryside were raised by Cllr Peacock. It was noted that the property is not able to be seen from the road and has been long vacant and is in disrepair. It was suggested that the benefits of it being remodelled into

Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt, Councillor James Collyer, Councillor Barbara Lunnon, Councillor Gary Spratt and Councillor Christine Ware.

Initialled:



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a purposeful building may outweigh other consideration and policy RA6 gives way for the reuse of redundant farmhouse buildings. Cllr Lunnon noted concerns on road safety access with increased traffic to the building. It was also noted that there were 9 bedrooms, which *may* indicate its future use might not be limited to just residential.

The Planning Committee **RESOLVED** to **SUPPORT** the application with the following comments:
WNC Highways should give consideration, to any remodelling or alterations, to the access routes which should give safe access and egress to the site.

Prop. Cllr. Mitchell. Sec. Cllr. Peacock. Four in favour. One against. Two Abstentions.

	Ref Number	Application Description	Location
24/037	2024/2057/ADV	Installation of advertising sign	Roundabout At Junction Of A508And Northampton Road, Northampton Road, Brixworth

Questions were raised around who was sponsoring the signs and if the responsibility for maintenance of the roundabout would be down to the sponsor. Concerns were also raised over the content of the advertising on the outskirts of the village, and the fact that it would potentially be there for several years. It was noted the signs were not illuminated.

The Planning Committee **RESOLVED** to **SUPPORT** this application with comments. Comments: Will CP Media maintain and sponsor the maintenance of the roundabout?

Prop. Cllr. Mitchell. Sec. Cllr. Peacock. One against.

	REF NUMBER	APPLICATION DESCRIPTION	LOCATION
24/038	2024/1408/MAO	Mixed use development (Local Services Centre) comprising commercial, business and service uses, and the provision of Spa and Wellbeing Centre within Class E; mixed use restaurant and takeaway use (sui generis); and the provision of up to 16 Affordable Houses (Class C3). All matters reserved except for Access	Victors Barns Northampton Road Brixworth

Cllr Mitchell noted that access into the site has been submitted as an approval. This site is designated green space in the neighbourhood plan. Para 4.5 – The view of the people, 96% of the population believe that new housing should not undermine valued green space. New housing should not undermine the form of the village or value of green space and views. Criteria G of policy R1 of the West Northants Joint Core Strategy stipulated the development should be concentrated within the village confines with criteria B and C seeking to protect the character of the village and open space that surrounds it. This is supported by Policies RA6 and RA1 part A. Policy 5 of the neighbourhood plan, this local green space is designated a green space within the plan. By default, we seek to protect this area for a variety of reasons.

National Policy Planning Framework – (December 23 version) the designation of land as local green space allows communities to identify and protect green areas of particular importance to them. (Para 105 of NPPF Dec 23).

Para 106 local green space declaration is also classified when the space is in reasonably close proximity and holding location significance. Policies for managing development within the local green space should be consistent with those of green belts.

Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Gary Spratt and Councillor Christine Ware.

Initialed:



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Northamptonshire Joint Core Strategy. Policy PA1; the council will protect local green spaces. Development of this green space is contrary of policy 5 of the Neighbourhood Plan and S10, BN1, BN2, BN3, BN5 of the West Northamptonshire Joint Core Strategy. It was further noted that the only valid housing needs survey (2013) identified 19 houses that needed to be provided but were consumed by the Barratt's estate. There is no proven need of further need for affordable housing.

Cllr Mitchell had the opinion that this is purely speculative, there are certain documents in the agent's submission that try and support the value of the development, but this is purely speculative and would add more weight if there were defined end users. No evidence of this and no evidence to suggest affordable housing is needed.

Cllr Peacock noted that affordable housing was needed everywhere, not just in Brixworth. Cllr Mitchell noted that a list of potential sites to match the supply for affordable housing developments had been published by WNC.

Cllr Barratt was hoping that the developers would have attended to be able to answer some of his questions. He noted that a survey was completed with only 20 replies, some in favour and some against the development. In contrast, the Neighbourhood Plan consulted every person in the village, with this being 96% agreed this should be a public green space.

They have offered land free of charge to the cricket and tennis club to ensure it remains a playing field. This is positive, but what are the community going to get out of it? There is demand, we are told, for a gym etc, but only 20 people responded to the survey.

The road, concerns around three carriageways not two to make room for a pedestrian refuge. Is the cycle path going to encroached, the cycle path, the layby?

We are told there are a lack of mature trees in the area, a lack of green grass, the amount of vegetation cover, lack of animals, frogs, toads and newts. The survey was completed in September. Cllr Barratt further noted that people will use their car and will not walk. This will encourage traffic, as will the proposed drive through. Para. 5.1.2 does give some predicted vehicle rates. It is likely to give an increase in traffic movement and demand for access.

The green space, the applicant is trying hardest to diminish its importance. This argument is not valid, it is a green space and has been given green space status within the Neighbourhood Plan, which has been endorsed by the residents.

Concerns were raised over the proposal for the transfer of land; with ownership comes responsibility for maintenance work as a good sports ground. Cllr Barratt would like to see extra benefits from the developers, this could be an endowment from the developers or an environmental element to give a cash stream to support the sports clubs, or at least a discussion around the possibility. It was also noted there was no evidence of a demand for office space.

The Planning Committee **RESOLVED** to **NOT SUPPORT** this application.

At this time, we do not support this application. There is insufficient evidence to suggest it is anything but a speculative application. It is contrary to paragraphs: 4.5, 6.42, 6.59 and Policy 5 of the Neighbourhood Plan. It is contrary to NPPF (Dec 23 Version) para. 105 – 107 inclusive and contrary to Policies: S10, BN1, BN2, BN3 and BN5 of WNC Joint Core Policy and contrary PA1 of the Settlements and Countryside Plan part 2, protecting green spaces from development, harming function, openness and performance unless there are special circumstances.

Prop. Cllr Mitchell. Sec. Cllr. Peacock. Unanimous.

Members of Brixworth Parish Council - Planning Committee

*Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Gary Spratt and Councillor Christine Ware.*

Initialed:



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PART THREE – FOR INFORMATION

24/039	Any other business There was no other business to consider.
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PART FOUR – CLOSING PROCEDURES

24/040	Next Ordinary Meeting 1) Next agenda - there were no items reported. 2) All present NOTED the date of the next Planning Committee Meeting on Monday 1st July 2024.
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In the absence of further business, the meeting was closed in full at 20:28pm.

Signed as a true and accurate record:

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Cllr Tom Mitchell - Chairman
Brixworth Parish Council

Date: 1st July 2024

Minutes Prepared By:

Gavin Kirkup
Administrative Assistant
Brixworth Parish Council

Telephone: 01604 347993
Email: parish.clerk@brixworthparishcouncil.gov.uk
Web: www.brixworthparishcouncil.gov.uk

Members of Brixworth Parish Council - Planning Committee

*Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
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