



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>

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,
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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) NCALC – 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: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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 2 nd 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.
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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.
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PART FIVE – CONFIDENTIAL MATTERS

24/067	Allotments – Northampton Road Council received a progress report from Cllr Nixon (meeting paper).
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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 27 th June 2024.
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In the absence of further business, the meeting closed at 21:20pm

Signed as a true and accurate record:

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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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