



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 27th February 2020 at 715pm
in the Community Centre & Library, Spratton Road, Brixworth, Northampton NN6 9DS**

The press and public are also invited to attend

AGENDA

*Supporting
Papers*

1. **Welcome**
2. **Apologies for absence and acceptance of any apologies for absence**
 - 2.1 Consider any received apologies.
3. **Declarations of Interest**
 - 3.1 Members' declarations of interests on agenda items only
4. **Agree and sign the minutes of the previous meeting**
 - 4.1 Parish Council meeting of 30th January 2020

A
5. **Public Open Forum Session**
 - 5.1 This is an opportunity for Parish Residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council. Each will be allowed three (3) minutes to address the Parish Council via the Chairman.
 - 5.1.1 St David's -- Football Club
 - 5.2 Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.
 - 5.3 Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.
6. **Parish Council Surgery**
 - 6.1 Receive a report from the Parish Council Surgery held on Saturday 1st February 2020
 - 6.2 Agree those Parish Councillors attending the next planned Parish Council Surgery to be held on Saturday 7th March 2020

B
7. **Finance**
 - 7.1 Consider the financial transactions and authorise the payments for February 2020
 - 7.2 Receive the latest rolling budget

C
D

	7.3 Receive the Bank Reconciliation Report	E
	7.4 Receive the statement of the Parish Council's Reserves	F
	7.5 Receive the Q3 Report of the Verification Officer	G
8.	Report of the Finance Working Group	
	8.1 Note the Minutes of the Finance Working Group of 17 th February 2020	H
	8.2 Consider the recommendations of the Finance Working Group	
9.	Report of the Personnel Working Group	
	9.1 Note the Minutes of the Personnel Working Group of 28 th January 2020	I
	9.2 Consider the recommendations of the Personnel Working Group	
10.	Procurement	
	10.1 Consider the procurement of a Personnel/ HR Specialist Services	J
11.	Community Safety	
	11.1 Note the January 2020 reported crime data as shown on the Police UK web site.	K
	11.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID)	L
12.	Media & Communications	
	12.1 Receive the minutes of the Media & Communications Committee of 15 th January 2020.	M
13.	Planning	
	13.1 Receive the planning decisions for January 2020	N
	13.2 Receive the minutes of the Planning Committee of 27 th January 2020.	O
	13.4 Note the latest position with regard to the Brixworth Neighbourhood Plan following the Inspectors Report of the Settlements and Countryside Local Plan (Part 2) for Daventry District 2011-2029	P
	13.5 Note the Article 4 Direction for the Brixworth conservation area.	
14.	Highways	
	14.1 Note the adoption by Northants County Council of Farbrook, Brixworth. David Wilson Homes, Northampton Road Phase 3)	Q
	14.2 Consider the relocation of the Brixworth sign and roundel on Northampton Road	R
	14.3 Update the Parish Council on meeting with partners regarding village car parking.	
15.	Consultations	
	15.1 South Northamptonshire Part 2 Local Plan Modifications	S
	15.2 West Northamptonshire - Strategic Land Availability Assessment Methodology - Technical Consultation	
16.	Grants	
	16.1 Consider an application from the Brixworth First Responders	T
17.	Meeting Diary	
	17.1 Consider the draft meeting diary for 2020/ 2021	U
18.	Parish Clerks Report	
	18.1 Receive the Parish Clerk's Report	V
19.	To note General Correspondence - for information only (Not for discussion)	
	19.1 Note the Correspondence listed at Appendix W	W

20. To consider the exclusion of the press and public

20.1 Consider the exclusion of the press and public from the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to meetings) Act 1960

The Press & Public will be requested to leave the meeting (subject to 20.1)

21. Legal Matters

21.1 Receive any updates and consider any actions to be taken.

22. Wages and Salaries

22.1 Consider the wages and salaries for 2020/ 2021

X

The Press & Public to be invited back into the meeting

23. To note the dates of future meetings

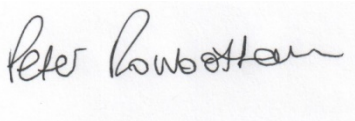
23.1 Planning Committee – Monday 9th March 2020

23.2 Media & Communications Committee – Wednesday 18th March 2020

23.3 Council - Thursday 26th March 2020

24. Urgent matters for report only

(Notified to the Chairman before the meeting)



Mr Peter Rowbotham
Clerk to the Council
23rd February 2020

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When we do need to print we only use 100% recycled paper

Members of the Parish Council

Councillor Stephen James (Chairman) Councillor Sandra Moxon (Vice Chairman)
Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe,
Councillor Stuart Coe, Councillor James Collyer, Councillor Lynne Compton,
Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell,
Councillor Kevin Parker and Councillor Frances Maria Peacock.

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 30th January 2020****Community Centre & Library, Spratton Road, Brixworth****In Attendance:**

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock.

Apologies: Councillor James Collyer

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 2

Apologies received from District Councillor Jonathan Harris and District Councillor Nick Bunting

20/ 4856 Welcome

Councillor James welcomed everyone to the meeting of the Parish Council. He notified every one of the evacuation procedures. Councillors were also reminded that the meeting was being recorded.

20/ 4857 Apologies for Absence

Apologies for absence had been recorded from Councillor Collyer.

It was agreed to accept the apologies. This was proposed by Councillor Moxon and seconded by Councillor Parker. Unanimous.

20/ 4858 Declarations of Interest

None declared.

20/ 4859 Minutes of Previous Meeting (19th December 2019)

The minutes of the Parish Council meeting of 19th December 2019 were agreed as a true and accurate record. This was proposed by Councillor Lovell and seconded by Councillor Mitchell. Unanimous.

20/ 4860 Minutes of Previous Meeting (16th January 2020)

The minutes of the Parish Council meeting of 16th January 2020 were agreed as a true and accurate record, subject to one amendment. District Councillor Harris had none been in attendance. This was proposed by Councillor Lynne Compton and seconded by Councillor Elaine Coe. Unanimous.

20/ 4861 Public Open Forum

An update was provided regarding the popularity of the village Heritage Trail. This was an example of good practise.

A written submission had been made regarding the parking difficulties on Holcot Road. This would be considered as a separate item for consideration.

20/ 4862 Highways – Holcot Road

A local resident had written to the Parish Council concerning the parking issues on Holcot Road, Brixworth. The Parish Council would investigate further the possible use of plastic bollards, refurbishment of the former railway bench (and two others within the Village) together with associated paving and the use of wildflowers within the area.

20/ 4863 Parish Council Surgery – 4th January 2020

The Parish Council had held a Surgery on Saturday 4th January 2020. Councillor Elaine Coe and Councillor Collyer had attended this. A report had been submitted. The issues raised included parking issues on Holcot Road, speeding on Church Street and the lack of dropped curbs around the village. The report was noted by the Parish Council.

20/ 4864 Parish Council Surgery – 1st February 2020

The Parish Council would be holding a Surgery on Saturday 3rd February 2020. Councillor Bird and Councillor Compton would be attending this. A report would be submitted to the next Parish Council meeting.

20/ 4865 Finance - Transactions including Payments for Approval- January 2020

The list of financial transactions and payments for December 2019 was approved by the Parish Council. All invoices for payment had been examined, verified and certified by the Parish Clerk in accordance with the Financial Regulation 5.3. This was proposed by Councillor Parker and seconded by Councillor Peacock. Unanimous.

		Net Amount	VAT	Total	Powers
		£	£	£	
Direct Debit Payments - Financial Reg 6.7					
E.ON	Elec monthly - Ashway Changing Rooms (2nd)	110.48	5.52	116.00	LGA MP 1976 s19
TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
EE Limited	Mobile Phone (15th)	16.87	3.37	20.24	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
Ratcliff Land Surveys	The Ashway and St David's Drawings	1,575.00	315.00	1,890.00	PHA 1875 s164
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19					
O2	Pre-Pay Top Up Groundsman's Phone	20.83	4.17	25.00	LGA1972 s111
Curry's Online	Printer Cartridges	66.66	13.33	79.99	LGA1972 s111

Payments Processed this month but agreed last month – Financial Regulation 5.2 (BACS)					
Nil		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)					
Staff	Net Salaries and Wages (5-week month)	3,891.31	0.00	3,891.31	LGA 1972 s112
HMRC	PAYE	1,114.99	0.00	1,114.99	LGA 1972 s112
LGSS	Pension Scheme	696.70	0.00	696.70	LGA 1972 s112
WG Law	Professional Services	1,250.00	250.00	1,500.00	LGA 1972 s222
Lovell Hardware	Misc. Groundsman's Materials	143.66	28.73	172.39	LGA 1972 s111
Tradepoint B&Q	Saw, Timber and Post Crete	31.41	6.27	37.68	LGA 1972 s111
Bates Wells	Village Car Park Lease	500.00	100.00	600.00	RTRA 1984 ss57 & 63
Zephyr Flags	Flagpole repair	450.00	90.00	540.00	LGA 1972 s137
SLCC	Subscription	227.00	0.00	227.00	LGA 1972 s111
E. ON	Footpath Lighting Maintenance	24.69	4.94	29.63	PCA 1957 s3
E.ON	Electricity for Footpath Lighting	152.75	7.64	160.39	PCA 1957 s3
Amey	Trade Waste Rental @St David's - Jan 20 13 weeks	216.32	43.26	259.58	LGA 1972 s111
KF Troop	Summer Planting	350.00	0.00	350.00	LGA 1972 s144
KF Troop	Spring Bulbs	50.00	10.00	60.00	LGA 1972 s144
Peter Rowbotham	Employment related expenses	125.33	0.00	125.33	LGA 1972 s112
Cheque Payments					
Nil					
Total Expenditure this month to date		11,064.95	892.42	11,957.37	
Receipts					
Brixworth Seniors FC	Pitch Hire St David's Recreation Ground	927.91	0.00	927.91	LG MP Act 1976 s19
Capital Account	Interest	21.53	0.00	21.53	LGA 1972 s111
Total Income this month		927.91	0.00	927.91	
Bank Transfer - Capital to Revenue					
		0.00	0.00	0.00	
Total transferred to revenue this month		0.00	0.00	0.00	
Bank Transfer - Revenue to Capital					
		0.00	0.00	0.00	
Total transferred to capital this month		0.00	0.00	0.00	

20/ 4866 Finance – Rolling Budget

The Rolling Budget for January 2020 was received by the Parish Council.

20/ 4867 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 29th November 2019 was noted by the Council. The Revenue (Current) account indicated a balance of £110,113.47. The Capital (Reserve) account indicated a balance of £122,190.69.

20/ 4868 Finance - Parish Council's Reserves

The Statement of Reserves was received by the Parish Council. There was £42,566.22 held within Restricted Funds and £73,756.61 within Earmarked Reserves. General Reserves was in the region of £77,356.26. The s106 money held by Daventry District Council was approximately £254,425.

20/ 4869 Finance – Budget for 2020/ 2021

The Parish Council agreed that the 2020/ 2021 budget be set at £195,809. This was proposed by Councillor Peacock and seconded by Councillor Mitchell. Unanimous.

20/ 4870 Finance - Precept for 2020/ 2021

The Parish Council agreed that the precept for 2020/ 2021 be set at £166,449. The budget deficit of £9,900 would be met from the Parish Council General Reserves. The precept for a Band D property would remain at £79.19. This was proposed by Councillor Barratt and seconded by Councillor Howarth. Unanimous.

20/ 4871 Procurement – Tree Work

The Parish Council had the powers to have trees in parks, open spaces and highway verges. It has a duty to maintain them in the interests of public safety. (Public Health Act 1875 s164 and Open Spaces Act 1906 ss9 & 10) Following a tree survey 25 separate actions had been identified and tenders had been sought from reputable Arboricultural Contractors. The Parish Council agreed that the lowest submitted tender from the Brampton Valley Group be accepted in the sum of £2,230. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4872 Community Safety – Reported Crime Data

The crime figures for November 2019 had been noted by the Parish Council. The figures had indicated a total 19 reported crimes compared to 17 for the same period in 2018.

20/ 4873 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device based on Station Cottages was noted by the Parish Council.

20/ 4874 Community Safety – Daventry Neighbourhood Policing

Sgt Dobbs, District Neighbourhood Sergeant of the Daventry Rural Policing Team, was leaving his role to take up another post within the Policing Sector. The Parish Council noted his good work locally and asked that good wishes be forwarded onto him.

20/ 4875 Media and Communications – Minutes

The Parish Council received the minutes of the Media & Communications Committee of 19th November 2019.

20/ 4876 Planning – Decisions for December 2019

The Parish Council noted the list of planning decisions issued in December 2019.

20/ 4877 Planning – Minutes for 16th December 2019

The Parish Committee received the minutes of the Planning Committee of 16th December 2019.

20/ 4878 Planning – Minutes for 6th January 2020

The Parish Committee received the minutes of the Planning Committee of 6th January 2020.

20/ 4879 Planning – Settlements and Countryside Local Plan (Part 2) for Daventry District 2011- 2029

The Parish Council had noted the outcome of the Inspectors Report following the Public Enquiry. The case to retain the area of Special Landscape area had been dismissed. The Brixworth Neighbourhood Plan Working Group would be meeting to discuss the implications on the Neighbourhood Plan.

20/ 4880 Environment - Wildflowers

Councillor Mitchell provided a verbal update on the wildflower feasibility project. It was hoped to utilise an area outside of the Village Hall. It was noted that visibility splays on highway verges must be maintained. An item would be brought back to the Parish Council to determine procurement of seeds and arrangements for planting and maintenance.

20/ 4881 Highways – Urban Grass Cutting for 2020

The Parish Council agreed to accept the opportunity to cut the highway grass (including link footways and Rights of Way) under the provision of Section 137 of the Local Government Act 1972. The Parish Council will receive £1,371.23 towards the cost of carrying out this work. This was proposed by Councillor James and seconded by Councillor Barratt. Unanimous.

20/ 4882 Consultations

The Parish Council noted the following consultations –

- X7 Bus Service
- Active Parks Project
- Carers Services Questionnaire
- Temporary Accommodation Policy

Councillors were able to respond as individuals by using the web link on the agenda. The Clerk would ascertain the reason for the planned changes to the X7 bus service.

20/ 4883-Armed Forces Covenant

The Parish Council agree that it should sign the Armed Service Covenant to support the Armed Services Community. This was proposed by Councillor Elaine Coe and seconded by Councillor Mitchell. Unanimous.

20/ 4884 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/ 4885 Correspondence

The list of Correspondence was noted by the Parish Council.

Subject	From
Civic Update	Civic Voice
Planning Workshop	CPRE
CEO Bulletin	NALC
Parish Elections	DDC

20/ 4886 Exclusion of the press and public

The Parish Council agreed to exclude the press and public from the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This was in accordance with the Public Bodies (Admission to meetings) Act 1960. This was proposed by Councillor James and

seconded by Councillor Parker.

The meeting was in closed session from 8:27pm

20/ 4887 Legal Matters – County Court

The Parish Council received and noted a verbal update on the recent County Court judgement. The Parish Council agreed to engage an Advocate for the Appeal Hearing planned for 28th February 2020. This is in accordance with the Local Government Act 1972 s 222. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

At the request of Councillor Moxon, and in accordance with Standing Order 2 (s) the voting on this matter was recorded.

- For the motion: Councillor James, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker.
- Abstentions: Councillor Barratt and Councillor Peacock.
- Against the motion: None

20/ 4888 Grants- Brixworth Music Festival

The Parish Council agreed to request that the Brixworth Music Festival return the grant overpayment of £351.20 which had been made in respect of a financial contribution towards the purchase of a piano. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

The meeting returned to open session at 8.50pm

19/ 4889 Dates of Future Meetings

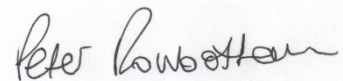
- Planning Committee – Monday 17th February 2020
- Media & Communications Committee – Wednesday 26th February 2020
- Council - Thursday 27th February 2020

19/ 4890 Any Other Urgent Business

The Chairman requested that Parish Councillors commit to using the newly allocated .gov email addresses. The Parish Clerk was requested to recirculate the sign on details. Technical support was available for those Parish Councillors who needed help in setting up the new email addresses.

The meeting finished at 8.53pm

Signed as a true and accurate record



**Councillor Stephen James
Chairman
Brixworth Parish Council
27th February 2020**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
17th February 2020
Telephone: 079 8314 1786**

E Mail: parish.clerk@brixworthparishcouncil.gov.uk



Parish Surgery

Saturday 1st February 2020

Attended by Councillor Jackie Bird and Councillor Kevin Parker

Number	Issue Raised	Who by	Allocated to	Priority (L/M/H)	Status/Latest
1	Overgrown/hanging branches where Froghall meets with Church Street.	Member of Public	Parish Clerk	L	Site visit to ascertain ownership and responsibility.



Brixworth Parish Council - Financial Transactions

C

February 2020

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	E.ON	Elec monthly - Ashway Changing Rooms (3rd)	110.48	5.52	116.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
03	EE Limited	Mobile Phone (17th)	18.50	3.70	22.20	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
04	Ratcliff Land Surveys	Pocket Park Drawings	1,500.00	300.00	1,800.00	PHA 1875 s164
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19						
05	Daventry DC	Planning Advice - Village Hall Car Park	25.83	5.17	31.00	LGA1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
06	Staff	Net Salaries and Wages (4 week month)	3,383.81	0.00	3,383.81	LGA 1972 s112
07	HMRC	PAYE	1,024.79	0.00	1,024.79	LGA 1972 s112
08	LGSS	Pension Scheme	696.70	0.00	696.70	LGA 1972 s112
09	WG Law	Conference Call and Advocates Fee	505.72	55.72	561.44	LGA 1972 s222
10	MSE	Electrical Work - Meeting Room Comm Cntr	158.60	31.72	190.32	LGA1972 s111
11	DVLA	Vehicle Tax	143.00	0.00	143.00	LGA1972 s111
12	ESPO	Recycled A4 paper	19.95	3.99	23.94	LGA1972 s111
13	Brampton Valley Training	Work to Trees following survey	2,230.00	446.00	2,676.00	LGA1972 s111
14	Brixworth Music Festival	Sponsorship of Music Evening	200.00	0.00	200.00	LGA 1972 s145
15	R&G	Grounds Maintainance	182.00	36.40	218.40	PHA 1875 s164
16	NCALC	Training - Year End Audit	36.00	0.00	36.00	LGA 1972 s 111
17	Amey Enterprise MS	Trade Waste - St David's Bin Rental	14.90	2.98	17.88	PHA 1875 s164
18	WAVE Utilities	Water Charges at The Ashway	92.15	0.00	92.15	PHA 1875 s164
19	Peter Rowbotham	Employment related expenses	189.23	0.00	189.23	LGA 1972 s112
20	Peter Rowbotham	Work related expenses	10.82	2.17	12.99	LGA 1972 s112
21	Blason & Sons	Fuel for van	38.73	7.67	46.40	LGA 1972 s 111
Cheque Payments						
	Nil					
Total Expenditure this month todate			10,632.16	911.23	11,543.39	
Receipts						
22	Nat West	Interest on Capital Account - 31st Jan 2020	20.76	0.00	20.76	LGA 1972 s 111
Total Income this month			20.76	0.00	20.76	
Bank Transfer - Capital to Revenue						
23	Nat West	Synch the accounts with the budget	6,395.01	0.00	6,395.01	LGA 1972 s 111
Total transferred to revenue this month			6,395.01	0.00	6,395.01	
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	
Total transferred to capital this month			0.00	0.00	0.00	

All invoices for payment have been examined, verified and certified by the Parish Clerk (Financial Reg 5.3)

Signed
Signed
Date

D 2019-2020 REVENUE BUDGET MONITORING

2019-2020 REVENUE BUDGET MONITORING		2019 -2020 Budget £	April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
1.00 Staff Costs																		
1.01	Clerk's Salary																	
1.02	Clerks Assistant																	
1.03	Employers NI																	
1.04	Groundsman Salary																	
1.05	PT Groundsman Salary																	
1.06	Litter Picker																	
1.07	Cleaner																	
1.08	Local Gov. Pension Scheme Employers Contribution																	
1.09	Additional pensions																	
1.10	Staffing Review																	
Sub Total																		
2.00 Subscriptions and Fees																		
2.01	NALC Subscription	1,710		1,489.40	50.00											1,539	90.02%	(171)
2.02	CPRE Subscription	-		36.00												36	0.00%	36
2.03	ACRE Subscription	100		40.00												40	40.00%	(60)
2.04	SLCC Subscription	200										227.00				227	113.50%	27
2.05	ROSPA	230			219.50											220	95.43%	(11)
2.06	Living Wage	260					60.00									60	23.08%	(200)
2.07	SAGE Payroll Support	200		195.00												195	97.50%	(5)
2.08	SAGE Instant Accounts Support	400				485.27										485	121.32%	85
2.09	Parish on-line mapping	100								90.00						90	90.00%	(10)
2.10	Web site and hosting	1,000				331.00				22.50						354	35.35%	(647)
2.11	Ordnance Survey	-														-	0.00%	-
2.12	IT Support	500														-	0.00%	(500)
2.13	Microsoft license	150	112.80													113	75.20%	(37)
Sub Total		4,850	113	1,760	270	816	60	-	-	113	-	227	-	-	-	3,358	69.25%	(1,492)
3.00 Expenses & Allowances																		
3.01	Clerk's and Assistants allowances	2,500	159.02	182.86	164.26	103.73	131.86	140.63	169.21	206.60	92.93	125.33	189.23			1,666	66.63%	(834)
3.02	Community Allowance	200								25.00			200.00			225	112.50%	25
3.03	Clerk's Telephone	240	16.87	16.87	16.87	16.87	17.92	17.00	16.87	16.87	16.87	16.87	18.50			188	78.49%	(52)
3.04	Chairman's Telephone	200														-	0.00%	(200)
3.05	Parish Councillors Expenses	500														-	0.00%	(500)
Sub Total		3,640	176	200	181	121	150	158	186	248	110	142	408	-	-	2,079	57.12%	(1,561)
4.00 Administration																		
4.01	Audit Costs - Internal	430		338.00												338	78.60%	(92)
	- External	600						400.00								400	66.67%	(200)
4.02	Print Annual Report/Parish Newsletter	1,560			350.00							700.00				1,050	67.31%	(510)
4.03	Insurance - Parish	1,500		1,419.67	- 80.69											1,339	89.27%	(161)
4.04	- Vehicles	1,500			281.43				£647.48							929	61.93%	(571)
4.05	Stationery & Postage	340	80.41	127.95	29.32		25.45					66.66	19.95			350	102.86%	10
4.06	Office Equipment	1,900	35.00	347.82	29.99	113.00	35.00			112.82	94.00		171.79			939	49.44%	(961)
4.07	Training Budget	1,000		36.00				42.00		49.00			36.00			163	16.30%	(837)
4.08	Legal Expenses (Assets)	2,000										500.00				500	25.00%	(1,500)
4.09	Hall Hire	1,250							1,000.00							1,000	80.00%	(250)
4.10	Broadband costs - Information point - Talk Talk	500	50.95	50.95	50.95	50.95	50.95	50.95	50.95	50.95	50.95	50.95	50.95			560	112.09%	60
4.11	General Data Protection Regulations (GDPR)	250														-	0.00%	(250)
4.12	LGR Costs	1,000														-	0.00%	(1,000)
Sub Total		13,830	166	2,320	661	164	111	493	1,698	213	845	618	279	-	-	7,569	54.73%	(6,262)
5.00 Projects & Grants																		
5.01	Community Grants	2,500			2,500.00											2,500	100.00%	-
5.02	Projects	2,500			2,500.00											2,500	100.00%	-
5.03	Neighbourhood Plan	2,500			2,500.00											2,500	100.00%	-
5.04	Calendar	750								640.00						640	85.33%	(110)
5.05	Community Centre	4,000			4,000.00											4,000	100.00%	-
Sub Total		12,250	-	-	11,500	-	-	-	-	640	-	-	-	-	-	12,140	99.10%	(110)
6.00 Legal Costs																		
6.01	Barrister Fees	-														-	0.00%	-
6.02	Solicitor Fees	-														-	0.00%	-
6.03	Solicitor Disbursements'	-														-	0.00%	-
6.04	Court Costs	-														-	0.00%	-
6.05	Travel Expenses	-														-	0.00%	-
6.06	Supporting Clerk Costs	-														-	0.00%	-
Sub Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	-
7.00 Ear Marked Reserves																		
7.01	Election Costs	400	400.00													400	100.00%	-
7.02	Street Lighting	1,500	1,500.00													1,500	100.00%	-
7.03	Kubota Replacement	3,320	3,320.00													3,320	100.00%	-
7.04	Van Replacement	2,500	2,500.00													2,500	100.00%	-
7.05	Small Mower Replacement	-														-	0.00%	-
7.06	CIL Contribution	-														-	0.00%	-
7.07	Strimmer replacement	-														-	0.00%	-
7.08	St Davids Car Park	1,500	1,500.00													1,500	100.00%	-
7.09	Ashway Car Park	1,500	1,500.00													1,500	100.00%	-
7.10	Buildings/Bus shelters	2,000	2,000.00													2,000	100.00%	-
7.11	Play Equipment	3,000	3,000.00													3,000	100.00%	-
Sub Total		15,720	15,720	-	-	-	-	-	-	-	-	-	-	-	-	15,720	100.00%	-
8.00 Environment																		
8.01	Street Lighting of parish footpaths	1,500	143.11			175.78			177.44			177.44				674	44.92%	(826)
8.03	Signs	500							292.25	65.00						357	71.45%	(143)
8.04	Litter bins	1,500								1,500.00						1,500	100.00%	-
8.05	Trees - General	1,000							735.00				2,230.00			2,965	296.50%	1,965
8.06	- Ashway	1,000														-	0.00%	(1,000)
8.07	- Pocket Park	1,000											1,500.00			1,500	150.00%	500
8.08	Footpaths/Highways	1,750														-	0.00%	(1,750)
Sub Total		8,250	143	-	-	176	-	-	1,205	1,565	-	177	3,730	-	-	6,996	84.80%	(1,254)
9.00 Maintenance																		
9.01	Village Enhancement /Maintenance	2,500	100.00	66.62	558.63	- 3.00	12.49	89.60		128.20	131.63	695.70	25.83			1,806	72.23%	(694)
9.02	Vandalism	500		105.00	9.65	21.65		49.99	155.70		1,538.00					1,880	376.00%	1,380
9.03	Plant / Equipment Maintenance & Replacement	-		821.23												821	0.00%	821
9.04	Mower, Van Running Costs	1,750	57.72	123.77			265.00		287.44	869.57	149.12		143.00			1,896	108.32%	146
9.05	Fuel - Van and Mowers	1,750	69.17	75.22	148.50	147.50	139.17	105.83		94.99	50.00	54.17		38.73		923	52.76%	(827)
9.06	Millennium Garden Maintenance	1,100			270.90					120.00	312.90		42.00			746	67.80%	(354)
9.07	Library Shrub Bed	200														-	0.00%	(200)
9.08	Flower boxes	1,000				392.62				79.19		350.00				822	82.18%	(178)
9.09	Pocket Park maintenance	1,000																



Bank Reconciliation - 31 January 2020

SUMMARY

31-Dec-19	Revenue (Current) Account	£	101,266.97
31-Dec-19	Capital (Reserve) Account	£	122,212.12
	bank balance		£223,479.09

RECEIPTS

Precept Income from DDC	£	-
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income	£	927.91
Heritage Grant		
Interest from Capital (Reserve) Account		
Community Centre Recharged cleaning	£	-
Other - refund		
Other - refund pay roll error		
Community Infrastructure Levy		
Total cash in	£	927.91

EXPENDITURE

Value of all staffing costs this month (Wages, on costs & mileage)	£	5,828.33
Value of all other transactions this month	£	6,104.04
Total cash out	£	11,932.37

Total: £ 212,474.63

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

31-Jan-20	Revenue (Current) Account	£	90,262.51
31-Jan-20	Capital (Reserve) Account	£	122,212.12
	bank balance		£ 212,474.63

UNPRESENTED CHEQUES

No unpresented cheques	£	-
Total unpresented cheques	£	-

£ 212,474.63

Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen



BRIXWORTH PARISH COUNCIL

F

Statement of Reserves

February 2020

	Balance as at 31 March 2019	19/20 Budget Allocation	Spend	Balance
<u>Restricted Funds</u>				
Pocket Park Maintenance	2,540.60	0.00	0.00	2,540.60
Crime Prevention Security	2,298.94	0.00	0.00	2,298.94
Ashway POS	1,734.00	0.00	0.00	1,734.00
Ashway/Ridings POS	25,712.30	0.00	0.00	25,712.30
Community Infrastructure Levy	6,000.00	4,280.38	0.00	10,280.38
	38,285.84	4,280.38	0.00	42,566.22
<u>Earmarked Reserves</u>				
Kubota Grass Mower	14,957.00	3,320.00	15,495.00	2,782.00
Van Branding & end of lease costs	7,500.00	2,500.00	9,000.00	1,000.00
Small Mower Replacement Fund	1,200.00	0.00	0.00	1,200.00
Strimmer Replacement Fund	600.00	0.00	0.00	600.00
Projects	6,418.00	2,500.00	98.45	8,819.55
Community Grants	2,962.51	11,500.00	6,214.14	8,248.37
Legal Costs - other	1,500.00	0.00	0.00	1,500.00
Legal Costs- County Court (vired)	0.00	15,000.00	4,570.72	10,429.28
Election Costs	3,345.00	400.00	0.00	3,745.00
Lighting on Parish Footpaths	5,120.00	1,500.00	0.00	6,620.00
Heritage Projects	1,171.00	0.00	827.50	343.50
St David's Car Park	3,000.00	1,500.00	0.00	4,500.00
Litter Bins	0.00	1,500.00	0.00	1,500.00
Play Equipment	3,000.00	3,000.00	0.00	6,000.00
Ashway Car Park	4,500.00	1,500.00	0.00	6,000.00
Pre Neighbourhood Plan	0.00	0.00	0.00	0.00
Post Neighbourhood Plan / Local Plan	4,750.00	2,500.00	1,266.81	5,983.19
Bus Shelter Replacement	1,980.00	2,000	0.00	3,980.00
	62,003.51	48,720.00	37,472.62	73,250.89
	£ 100,289.35	£ 53,000.38	£ 37,472.62	£ 115,817.11
<u>Section 106 (Held by Daventry DC)</u>				
Indoor Sports - Youth (Feb 2022)	72,634.00	0.00	0.00	72,634.00
Outdoor Sports - Youth (Feb 2022)	116,528.00	0.00	0.00	116,528.00
Parks and Gardens (Sept 2022)	65,263.00	0.00	0.00	65,263.00
	£ 254,425.00	£ -	£ -	£ 254,425.00
Toucan Crossing NCC (Sept 2027)	32,500	0.00	0.00	£ 32,500.00

Monthly Summary

Revenue Account	£	90,262.51	
Capital Account	£	122,212.12	
Total Cash in Bank	£	212,474.63	
Less Earmarked & Restricted	£	115,817.11	
Less forecast commitments	£	24,000.00	
Add forecast Income	£	200.00	
Identified as General Reserves	£	72,857.52	41% of precept

Section 106 held by Daventry DC	£	254,425.00
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Section 106 for use by NCC	£	32,500.00
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G

Brixworth Parish Council
Council Meeting – 27th February 2020

Report of the Verification Officer

Quarterly Audit Review, 3rd Quarter 2019-2020

I met with Peter on 19th February 2020 and reviewed a number of the records of the Council's financial transaction as part of our quarterly Financial Audit Review.

I have some observations and recommendations.

1 The Financial Regulations on line were out of date and had been superseded in May 2019. The version agreed at the 2019 Annual Parish Council Meeting had a significant update which has particular relevance to one of the transactions below. **I strongly recommend that the updated Financial Regulations are placed on our web site immediately.**

2. A supplier's invoice for £700 was paid twice. This was due a receipt being treated as a further invoice. Fortunately, the supplier refunded the second payment so there is no financial loss to the Council.

I thank Peter for his openness and clarity when explaining these circumstances.

I recommend Councillors consider any risk reduction procedures which can be made to reduce the likelihood of repetition.

3. A retrospective payment for a broken gate in a play area. This payment exceeded the amount the Clerk is permitted to spend without additional authorisation in the then published Parish Council Financial Regulations.

Paragraph 4.1 allowed only a maximum £250 unauthorised expenditure in conjunction with the Chairman, but this invoice totalled over £500. Under our published Financial Regulations, this looked to be *ultra vires* (ie not permitted)

The order was then placed without the required full council or committee approval. Our regulations allowed the Chairman to authorise additional expenditure only up to £250. And it exceeded the amount spendable on emergency repairs permitted by 4.5 of £500. Legitimising it by disaggregation (splitting the invoice into smaller components) would not be permitted under 4.1.

So under the published regulations, it is my opinion the transaction was *ultra vires*.

But Minute19/4566 cites a very relevant amendment in the up to date unpublished Financial Regulations. This missing amendment in paragraph 4.5 could have been used for the Clerk to use these powers to maintain Council Services in an emergency (the potential emergency being children running out of the play area) and to spend over £500 perfectly legally. This demonstrates the importance of ensuring all published documents are the most recent.

Regulation 11 1 (iii) requires three quotations for products exceeding £100 in value, which this clearly is. However, exceptions are made for repairs to existing equipment. As the gate is of an unique design which Peter says can only be obtained from one manufacturer, the lack of attempts to obtain additional quotations can be accommodated under 11 1 (iii) and **I recommend this be accepted as being in this excepted category.**

I recommend that the gate replacement payment be accepted as an extreme risk under the present paragraph 4.5 making the payment legitimate.

I recommend the regular use of the existing check list of review dates for policies and documents and stress the importance of displaying the current version.

I recommend that the Clerk's decision to make any payments under under 4.5 to be reported to full council as soon as possible. This is required under paragraph 4.5.

4. A payment in October 2019 was made to WG Law for £700 retrospectively. Paragraph 5.5 allows such payments to avoid a charge of interest. The terms and conditions of WG Law have indicated payment due within 14 days. However, interest is not due until 28 days have passed. In my opinion, payment should have been delayed until full council had approved payment. No interest would have been payable so in my opinion the delegated authority claimed under 5.5 to be able to pay this in retrospect is not given by 5.5 and that there was in fact time for Full Council to consider the matter. **I recommend particular attention is paid to 5.5 and that to ensure this delegated authority is in fact needed before authorising a retrospective payment.**

In my opinion, Peter has kept clear records of the financial transactions examined and we had a positive and productive discussion concerning them.

.I thank Peter for his time and co-operation with the audit check.

Ian Barratt, 19.02.20 Verification Officer.

**H**

Brixworth Parish Council

Report to the Council Meeting – 27th February 2020

Report of the Finance Working Group

Present

Councillor James, Councillor Parker, Councillor Lovell and Peter Rowbotham (Clerk)

	Discussion Points	Actions
1	Rolling Budget & Virements	Agreed to look at the format of how the wages are reported. SJ to meet PR to discuss. Individual queries can also be looked at. Any spending recommendations to state the source of funding – i.e Capital, Revenue or Reserves and where it should reside. The accrual column to be utilised.
2	Community Grants	Re write the Grants Policy following the feedback of the Parish Council..
3	Fees and Charges	Fees and Charges to be increased by the RPI rate of inflation (2.7 %) This had been accommodated within the budget.
4	Community Centre	New budget needed preparing based upon actual spend. New entrance matting was expected to be a large expenditure item No pressure to increase the hirers fees.
5	Pensions	Telephone conversation to take place to identify the Parish Councils pension liabilities.
6	Finance System	PR and SJ to look at the Scribe Accounts system which is designed for Parish Councils and has 400 users.

	Recommendations to Council
1.	The £15,000 allocated for Legal Fees from General Reserves be categorised as an 'ear marked reserve' (The minute did not specify where the money should reside)
2.	Fees and Charges be increased by 2.7% from 1 st April 2020.



Brixworth Parish Council

Report to the Council Meeting – 27th February 2020

Report of the Personnel Working Group

Present
Councillor Jackie Bird, Councillor Lynne Compton, Councillor Sandra Moxon and Peter Rowbotham (Clerk)

	Discussion Points	Actions
1	Current HR issues discussed.	Consider buying in specialist HR support to provide assurance to Parish Council on its actions.
2	Appraisals	Clerk to start process with staff. Forms to be sent to Parish Councillors
3	CILCA	To revisit after the election outcome.
4	Assistant	Copy Job Descriptions to be obtained. This will be circulated at the next meeting.
5	HR Policies	Review work programme at the next meeting
6	Future Meetings	To be held on third Tuesday of the month – starting at 10am. Future dates will be – 17 th March 2020 16 th June 2020 15 th September 2020 15 th December 2020 16 th March 2021

	Recommendations to Council
1.	Parish Council be asked to consider the use of a specialist HR Company to offer support.



J

Brixworth Parish Council

Report to the Council Meeting – 27th February 2020

Specialist Support for Personnel and Health & Safety

The last Personnel Working Group had recommended that specialist advice and support be sought which would provide confidence and reassurance to the Parish Council in dealing with complex employment matters. The use of specialists to support the business would also considerably reduce the risk of issues being raised within the legal system.

A lot of the larger Parish Council's utilise such services to continually support the business in a time when employment and H&S legislation can change.

The Parish Clerk was asked by the Working Group to make some enquiries.

Northants CALC has recommended [Peninsula](#) for a Comprehensive Service and also Personnel Advice & Solutions Limited for a more basic service.

The Society of Local Clerks does offer consultancy services, but this is project based only. It does not offer ongoing HR or other support.

I have also contacted 'Select Business Services' which is operated by Wokingham District Council. (via the Google Search) (<https://www.selectbusinessservices.co.uk/>) I am awaiting a response.

Proposals received are as follows –

Personnel Advice and Solutions

- Produce and update Employment Contracts, Staff Handbooks and other policies and procedures
- Provide a telephone/ Email advice line
- Face to Face Support at meetings with employees and Council meetings. Help to conduct meetings re Grievance, discipline, sickness etc.
- Legislation updates

The above service would cost £100 per month. (£1200 per annum)

Peninsula

- A full employment law consultancy review to update all documentation to ensure compliance. This includes employee handbooks, online access to employment stationary, telephony consultancy, weekly law e learning sessions and a monthly newsletter
- BrightHR absence management cloud-based software. Comprehensive logging in and out of staff time via a phone app (QR code) plus holiday and sickness records. This would ensure that all working hours are monitored and also help in monitoring 'lone working'. (Health & safety risk)

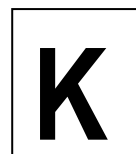
- Advisory Service made up of practising solicitors and HR professionals. Service Level Agreements in place. All information provided can be viewed via an app.
- Solicitors are also able to offer advice on commercial legal matters such as data protection and property.
- Payroll advice on matters such as SSP, PAYE etc.
- Advisory App – providing 24/7 HR advice.
- Insurance – covering the defence at any future Employment Tribunals and H&S matters. Effectively, an entire legal department on a retainer. (Note – conditions apply)
- Health & Safety Service including site visit for 'set up' of a management system
- A compliance Review conducted by a Health & Safety consultant
- Access to an online system (with training) to manage all records
- 24/7 telephone service for H&S
- Advisory App – providing 24/7 HS advice
- Employee Assistance Programme – access to a wellbeing package for employees providing access to help lines on issues such as debt, family, housing, addictions plus a medical line. Intervention offered for stress.

The above service is offered at £237.92 per month. (£2,855.04 per annum) This is a five-year agreement for a comprehensive HR and H&S service.

The Parish Council has an annual staff budget in the region of £90,000.

Recommendation

The Parish Council is asked to consider the offers of the specialist services as outlined above. The cost of provision could be met from General Reserves and this would be contained within an ongoing revenue budget. The legislation supporting this action is the Local Government Act 1972 s111.



Brixworth Parish Council
Council Meeting – 27th February 2020
Reported Crime for January 2020

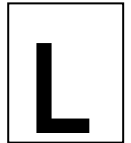
No data available from Police Web Site

Trend

2018	2019	2020
24	20	?



SID Average Speeds by time – Holcot Road Outbound 1st February 2020 to 24th February 2020



Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	12.6	34.5	36.6	28.6	33.2	24.6	14.7	13.8	17.5
1 - 2	13	28.7	27	19.7	35.3	30.3	11.4	14.1	13
2 - 3	28.3	32	27	13.9	25.3	12.4	9.2	22.3	9.5
3 - 4	31.5	13.3	37	10	22	27	10.2	13.3	10.6
4 - 5	21.9	33.9	32.6	9.4	32.8	34.5	13	14.9	15.5
5 - 6	15.2	31.6	31.6	24.2	31.1	31.3	10.2	18.5	11.1
6 - 7	31.9	30.4	30	30.1	31.6	33	11.9	31	13.1
7 - 8	27.4	29.7	29.4	29.1	29.6	28.5	15.4	28.7	19.5
8 - 9	20.8	29.8	30.4	29.3	30.4	28.7	27	25.6	28.2
9 - 10	16.5	30.3	29.3	28.8	29.2	29.3	24.9	22.7	27.4
10 - 11	25.3	28.8	28.6	29.5	28.6	28.5	24.5	27.8	26.5
11 - 12	28.5	27.2	29.4	29.3	29.4	28	19	28.8	22
12 - 13	15.4	28.9	29.7	29.7	28.9	26.4	19	22.8	22
13 - 14	17	16.8	28.8	29.2	28.5	29.6	17.8	21.4	21.5
14 - 15	28	28.6	29.1	29.5	29.1	26.9	18.2	28.8	21
15 - 16	27	29.1	29.7	30.3	28.7	21.5	25.7	28.8	23.2
16 - 17	29.9	20.6	30.1	30.1	29.8	28.4	26.7	27.3	27.7
17 - 18	25.8	21.8	28.7	28.3	28.9	27.8	28.9	26.4	28.3
18 - 19	20.7	28.5	28.4	28.2	29	29.2	21.3	25.8	24.3
19 - 20	28.3	29	29.1	29.5	27.3	29.6	28.2	28.6	28.9
20 - 21	28.8	27.9	28.5	28.5	21.9	29.5	21.7	26.3	24.5
21 - 22	28.9	28.1	29.3	29.2	16.9	28.7	26.3	24.4	27.7
22 - 23	29.9	29.3	31.1	29.8	25.2	21.4	23.2	28.8	22.1
23 - 24	29.7	29.5	31.2	32	15.8	10.4	18.4	21.4	12.1



L

SID-Number of Vehicles this month by time
Holcot Road Outbound
1st February 2020 to 24th February 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	
0 - 1	447	6	9	7	5	42	109	94.8	75.5	3
1 - 2	189	6	2	6	3	23	249	41.2	136	3
2 - 3	4	4	1	9	3	48	390	4.2	219	3
3 - 4	17	89	1	115	4	7	298	45.2	152.5	2
4 - 5	58	25	9	230	13	17	127	67	72	3
5 - 6	631	58	20	69	50	32	691	165.6	361.5	3
6 - 7	279	144	82	138	120	65	1067	152.6	566	3
7 - 8	931	410	214	471	413	212	475	487.8	343.5	3
8 - 9	1307	428	228	434	406	403	172	560.6	287.5	3
9 - 10	1090	250	141	279	344	473	366	420.8	419.5	3
10 - 11	404	214	196	187	376	556	571	275.4	563.5	3
11 - 12	297	245	190	230	316	509	988	255.6	748.5	3
12 - 13	895	230	214	196	381	664	971	383.2	817.5	3
13 - 14	748	585	191	230	379	470	1046	426.6	758	3
14 - 15	305	211	183	213	353	489	1055	253	772	3
15 - 16	393	209	266	230	435	607	414	306.6	510.5	3
16 - 17	374	551	304	274	438	415	323	388.2	369	3
17 - 18	483	435	277	267	442	336	248	380.8	292	3
18 - 19	431	159	193	205	254	300	497	248.4	398.5	3
19 - 20	209	126	138	162	191	194	185	165.2	189.5	3
20 - 21	93	79	99	85	175	115	205	106.2	160	3
21 - 22	68	61	60	73	157	92	70	83.8	81	3
22 - 23	43	39	74	51	80	144	95	57.4	119.5	3
23 - 24	17	18	26	21	137	574	156	43.8	365	3
Totals	9713	4582	3118	4182	5475	6787	10768			
% of Total	21.8%	10.3%	7%	9.4%	12.3%	15.2%	24.1%			



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 15th January 2020

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird and Councillor Sandra Moxon

Apologies:

Absent - Councillor Alan Lovell.

Also, Present: Peter Rowbotham (Parish Clerk)

Members of the Public:

20/ 331 MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting and reminded Councillors of the arrangements in the event of any required emergency exit. The meeting was being recorded.

20/ 332 MC Apologies for Absence

None received.

20/ 333 MC Declarations of Interest

None declared.

20/ 334 MC Minutes of the last meeting (20th November 2019)

The minutes of the last meeting held on 20th November 2020 were agreed as a true and accurate record. This was proposed by Councillor Sandra Moxon and seconded by Councillor Bird. Unanimous.

20/ 335 MC Brixworth Bulletin

It was thought that the 25th January 2020 was the deadline for the next edition of the Brixworth Bulletin.

The current layout of the Bulletin was in a Microsoft Word Format. Alternative formats were discussed. Items were identified - .

- New Councillors - Lina Howarth (EC) and Lynne Compton (JB)
- Chairman's Chat – (EC)

- Precept & Budget (SM)
- Grants - Calendars – local photo needed for this (already in Bulletin)
- Sponsoring a music evening
- Inconsiderate parking (PR)
- Councillor page to include Councillor Howarth and Councillor Compton

20/ 336 MC Posting Plan

- Chairman's Chat – EC
- Crime Prevention - PR
- Fix my street On-line Reporting – PR
- New Photos
- Builders use of the highway and footpaths
- Grant Awards – Sands United / Brixworth Park Run/ Brixworth Cricket Club/ Brixworth Seniors FC
- FAQ – JB
- Tidy Footpaths -PR
- New Van and Mower – naming competition – Facebook only- EC
- New Councillor(s) - EC
- Gritting update– Facebook item only
- Blocking Pavements
- Annual Meeting

20/ 337 MC Community Safety

No items raised. (other than the parking issues already raised)

20/ 338 Matters Referred from Parish Council

Councillor recruitment - Publicity material from NCAALC would be used to promote the need for new Councillors.

Inconsiderate Parking - This was to be raised within the Brixworth Bulletin.

20/ 339 Performance Data

The latest Google Analytics data had been circulated.

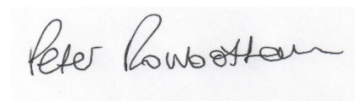
19/ 340 MC Any Other Business

None

19/ 341 MC Date of Next Meeting

Wednesday 12th February 2020 starting at 645pm

The Meeting finished at 7.40pm



Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
12th February 2020

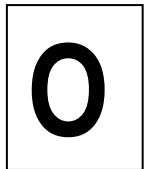
Peter Rowbotham
Parish Clerk
Brixworth Parish Council
10th February 2020
Telephone: 079 8314 1786
Email: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council

Planning Decisions – January 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2019/0995	Works to trees subject to Tree Preservation Order TPO 30	The Sycamores, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE	Object	Approval TPO
DA/2019/0991	Work to tree subject of Tree Preservation Order DA 90	Adj 2, Highfields, Brixworth, Northamptonshire, NN6 9FF	No objections	Approval TPO
DA/2019/0912	Construction of two storey side extension (re-submission of a previously approved scheme under DA/2019/0190 to include a first floor window to side elevation)	22, Spratton Road, Brixworth, Northamptonshire, NN6 9DS	No objections	Approval Householder App



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 27th January 2020

Councillors:	Councillor Frances Peacock, Councillor Elaine Coe, Councillor Stephen James, Councillor Tom Mitchell and Councillor Kevin Parker
In Attendance:	Peter Rowbotham (Parish Clerk)
Apologies for Absence:	Councillor Ian Barratt and Councillor Lynne Compton
Absent:	Councillor Jackie Bird, Councillor Stuart Coe, Councillor James Collyer, Councillor Lina Howarth, Councillor Alan Lovell and Councillor Sandra Moxon.
Members of the Public	2

20/920P Welcome

The Chairman of the meeting welcomed everyone to Planning Committee. Councillor Peacock reminded all those present that the meeting was being recorded and of the evacuation procedure in the event of a fire alarm

20/921P Apologies for Absence

Apologies for absence had been received from Councillor Ian Barratt and Councillor Lynne Compton. These were accepted by the meeting.

20/922P Members' Declaration of Interests

None declared.

20/923P Minutes of the last meeting – 6th January 2020

The minutes of 6th January 2020 were agreed as a true and accurate record of the meeting. This was proposed by Councillor Elaine Coe and seconded by Councillor Mitchell. Unanimous. The minutes were signed by the Chairman.

20/924P

DA/2020/0002

Removal of tree within a conservation area.

Stonecourt 10, Church Street, Brixworth, Northamptonshire, NN6 9BZ

The Parish Council supported this application. This was proposed by Councillor Peacock and seconded by

Initialled.....

Councillor Mitchell. Unanimous.

20/925P

DA/2019/1106

Single storey front extension and first floor rear extension

2, Blackthorn Crescent, Brixworth, NN6 9WD

The Parish Council supported this application. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/926P

DA/2019/1100

Single storey rear and side extension (resubmission)

36, Knightons Way, Brixworth, Northamptonshire, NN6 9UE

The Parish Council objected to this proposal. The scale and massing were not appropriate which was contrary to saved policy EN42 of the Daventry District Local Plan. The development would not blend well with its surroundings. This was proposed by Councillor Peacock and seconded by Councillor Mitchell.

20/927P

DA/2019/1092

Demolition of rear ancillary buildings. Construction of new family room and self-contained annexe for elderly family member (resubmission of DA/2019/0745)

The Old Farmhouse, Harborough Road, Brixworth, Northamptonshire, NN6 9BX

The Applicant addressed the Planning Committee meeting and outlined his proposals. Following discussions with the Daventry District Council efforts had been made to match any new build with the existing buildings.

The Parish Council supported this application but submitted the following observations –

- 1) All materials used on this site should be sympathetic to the Conservation Area
- 2) Care should be taken to ensure the protection and maintenance of the highway verge throughout the construction phase.

This was proposed by Councillor Mitchell and seconded by Councillor Peacock, Unanimous.

20/928P

DA/2019/1071

Single storey porch extension to front and raise existing roof to rear

25, Lesson Road, Brixworth, Northamptonshire, NN6 9EE

The Parish Council supported the proposal. This was proposed by Councillor Peacock and seconded by Councillor James. Unanimous.

20/929P Any Other Business

None

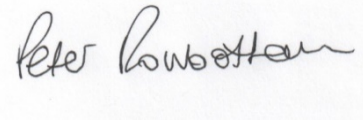
19/ 930P Date of Next Meetings

Monday 17th February 2020.

The meeting finished at 8:00pm

Initialed.....

Signed as a true and accurate record



**Councillor Frances Peacock
Chairman of the Planning Committee
Brixworth Parish Council
17th February 2020**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
11th February 2020**

Telephone: 079 8314 1786
Email parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....



P

Brixworth Parish Council

Report to the Council Meeting – 27th February 2020

Neighbourhood Planning

Daventry District Council adopted the Settlements and Countryside Local Plan (Part 2) at its meeting of Full Council on the 20th February 2020. The Part 2 Local Plan replaces all of the remaining saved policies of the 1997 Daventry District Local Plan and supersedes policy H6 of the West Northamptonshire Joint Core Strategy. It now forms part of the development plan for Daventry District.

Copies of the Part 2 Local Plan, Policies Maps, Adoption Statement and Sustainability Appraisal documents are available to view from the following website:

www.daventrydc.gov.uk/localplan

The Brixworth Neighbourhood Plan Working Group has recently met to discuss the implications and impact of the revised document upon the Neighbourhood Plan. The Parish Council is represented at the meeting.

At the meeting the Working Group has agreed that it would now wait for further guidance from the District Council. It was believed that a workshop for Parish Council was currently being organised and details were awaited.

The Parish Council has made financial provision with earmarked reserves for any further work to the Brixworth Neighbourhood Plan. It has the powers to do so in accordance with the Town and Country Planning Act 1990 s61F (1) (2).

NORTHAMPTONSHIRE COUNTY COUNCIL

HIGHWAYS ACT, 1980 (ADOPTION OF PRIVATE STREETS)

SITE: NORTHAMPTON ROAD, BRIXWORTH - PHASE 3

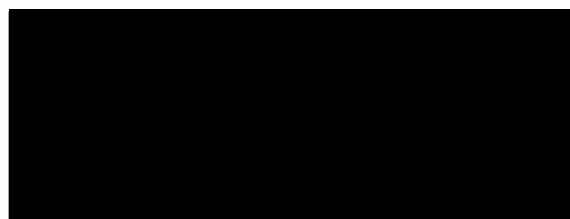
DEVELOPER: DAVID WILSON HOMES LIMITED

Whereas the undermentioned street has been constructed in accordance with an Agreement dated 18th May 1995 between David Wilson Homes Limited and the Northamptonshire County Council made under Section 38 of the Highways Act, 1980 and has been completed to the satisfaction of the County Council, that Council hereby gives notice that the street in question will become Highway maintainable at public expense from the sixth day of February 2020.

BRIXWORTH

Far Brook (including turning heads)

218m



Assistant Director
Environment, Planning and Transportation

NOTE:

A plan showing the precise extent of the adoption can be inspected during normal office hours at One Angel Square, Angel Street, Northampton NN1 1ED (Telephone Northampton 364420).



Brixworth Parish Council

Report to the Council Meeting of 27th February 2020

Highways – Northampton Road, Brixworth

The Parish Council at the last meeting requested that the Clerk obtain a quote for relocating the 'welcome to Brixworth sign' – to the edge of the new 30mph zone on Northampton Road. This would form a new gateway to the village.

As a speed deterrent I was also asked to obtain a quote for the provision of 30mph graphic speed roundels on the road at this entrance.

The NCC County Highways Team has provide a quote for £450 plus VAT to relocate the sign. This work can be carried out under the Road Traffic Regulation Act 1984 s72 (1)

A quote is still awaited for the 30 mph roundels.

Recommendation

The Parish Council is asked to consider the quote for the sign relocation work.



S

Brixworth Parish Council

Report to the Council Meeting of 27th February 2020

Consultations

South Northamptonshire Part 2 Local Plan – Modifications Consultation

In January 2019 South Northamptonshire Council submitted its Part 2 Local Plan to the Secretary of State for Examination. Examination Hearings were held by the Planning Inspector Gareth Fort in June 2019.

Following those Hearings and a further consultation last Autumn a number of Modifications are being proposed to the Submission Plan (dated September 2018). The Council has prepared a schedule setting out those Modifications which are considered necessary in order for the Local Plan to be found sound.

These are required in order to address concerns raised by the Inspector or other representors during the Examination process. For completeness the Council has also included 'Additional Modifications' in this schedule, which are minor changes, corrections and updates, to the Plan, which do not materially alter the content of the Local Plan and its policies.

The schedule setting out the proposed Modifications, along with an addendum to the Plans Sustainability Appraisal is being consulted upon between 20 February 2020 to 03 April 2020. Once the consultation has closed, the Inspector will review the consultation responses and recommend whether the Part 2 Local Plan can be adopted by the Council.

The consultation documents including the Submission Plan, Schedule of Proposed Modifications and Sustainability Appraisal addendum, are available to view on the Council's website at:
<https://www.southnorthants.gov.uk/consultation>

The consultation is limited to the Schedule of Modifications and associated consultation documents listed above and is not an opportunity to comment on other aspects of the submitted Local Plan. There is also no need to re-submit previous representations, as these have already been considered by the Inspector as part of the Examination.

Only representations related to the Schedule of Modifications and the Sustainability Appraisal Addendum will be considered by the Inspector.

Representations can be made online at <https://www.southnorthants.gov.uk/consultation>

By submitting a response form via email to: LocalPlanConsultation@southnorthants.gov.uk

West Northamptonshire - Strategic Land Availability Assessment Methodology - Technical Consultation

The West Northamptonshire Strategic Land Availability Assessment (SLAA) will be an assessment of land availability to help identify a future supply of land for housing and economic development over the plan period covered by the proposed West Northamptonshire Strategic Plan. The SLAA will form a key element of the evidence base to support the Strategic Plan and will assist in the identification of strategic sites that will come forward over the plan period.

A draft methodology for undertaking the SLAA has been produced and we are inviting comments on the methodology which will be taken into account before it is finalised. A copy of the draft methodology is available on the Joint Planning Unit's consultation website:

<https://westnorthantsplan.inconsult.uk/consult.ti/SLAAConsultation/>

Comments can be submitted online via the consultation website or by email:

westnorthantsjpu@northampton.gov.uk.

The deadline for comments is **5.00pm on Friday 27th March**.

Brixworth First Responders

APPLICATION FORM

T

All questions on the Application Form must be fully answered. Additional information in support of an Application may be provided, where appropriate

1. Organisation Details

Name: Brixworth and Surrounding Villages Community First Responders	
Is it a registered charity: no	Charity no.:
How many people use/attend your organisation?:	
How many are Brixworth residents?: 14	
Responders 7 of which are Brixworth Residents	

2. Contact Details

Name of contact:


3. Project / Activity Details

Briefly describe the project or purpose for which you require a grant (you must demonstrate a clear need): All our level 2 responders are being retrained to take blood pressures, temperatures and use blood monitors to check blood sugars from diabetics. We therefore need to buy the equipment for them to use once they are trained. Some will train in February and some in March.

As you know as a group we are self-funding for equipment and uniforms and we have recently had to pay for new uniforms for everyone therefore our funds are somewhat depleted and we need help to fund this new equipment.

How will the funding benefit residents of Brixworth (include the number of beneficiaries living in the Parish)?

The funding will benefit the residents of Brixworth as the information the CFR's will be able to update paramedics on their arrival will help in their decision making in the treatment of the patients.

Unfortunately it's impossible to even guess the number of beneficiaries there will be in this parish as we are unable to predict the number of calls we will get to patients, - hopefully the village will stay healthy and our services will not be called upon.

4. Financial Details

What is the total cost of the project?:	£773.80
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What is the total amount of grant requested?:	£541.36
--	----------------

Details of how the remaining balance will be funded: The other balance will be funded by requests to the other villages parish councils

Details of any fundraising events held / planned or funding received: £1,536.94 received from Walgrave Parish Council for their kit and £1,104 received from Mercedes for a defibrillator for Scaldwell

Details of previous grants from the Parish Council: Two grants from Brixworth Parish Council, they kindly paid for our first kit and gave us further funds when we needed them
--

5. Declaration

I declare that I am authorised to make the application on behalf of the above organisation, that I have read and fully understood the Brixworth Parish Council Grant Application Policy and certify that the information contained in this application is correct.
--

.Signed: Date:

Brixworth First Responders - Statement of Income and Expenditure

Period of 1st January 2019 to 31st December 2019

	<u>Income</u>	2019	2018	<u>Expenditure</u>	2019
	Grants			Equipment purchased	£2,272.38
800.00	Donations	£2,676.00	£1,447.86	Repairs and maintenance	
185.00	Fundraising	£213.00	£96.00	Fundraising	£300.00
	Bank Interest			Sundries	£95.63
<u>985.00</u>	Total Income	<u>£2,889.00</u>	<u>£1,543.86</u>	Total Expenditure	<u>£2,668.01</u>
				Profit/Loss	<u>£220.99</u>

Assets

Balance - NatWest Current Account £6,215.70

Sub-Total

£6,215.70

BANK BALANCE - TOTAL

£6,215.70

Liabilities

£0.00

SETS

£6,215.70

I am a true statement of account for the period 1st January 2019 to 31st December 2019

- Treasurer

I have statement of account has been checked and signed by

CONSTITUTION

NAME

The name of the organisation shall be BRIXWORTH FIRST RESPONDERS

AIMS

The aims of the Group shall be to provide early assistance to patients within a 3 mile radius of Brixworth who need attention when East Midlands Ambulance personnel are 8 minutes or more away.

POWERS

To further these aims the committee shall have power to:

- 1 Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Groups.
- 2 Associate **local authorities, voluntary organisations and individuals** in a common effort to carry out the aims of the Group.
- 3 Do such lawful things as will further the aims of the Group

MEMBERSHIP

Membership shall be open to all persons wishing to become Community First Responders and who are trained/ or will be trained by EMAS and those people associated who may wish to become Trustees.

Voting membership shall be open to all members of the group who hold training certificates issued by EMAS.

The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before the final decision is made.

MANAGEMENT

A Management Committee elected every 3 years at the Annual General Meeting (AGM) shall manage the Group.

The committee shall consist of a chair, secretary, treasurer, and up to four other voting

The committee shall meet four times each year.

At least four committee members must be present at a committee meeting to be able to make decisions.

A proper record of all transactions and meeting shall be kept.

GENERAL MEETINGS

An Annual General Meeting shall be held within 12 months of the date of adoption of this constitution and each year thereafter.

Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.

A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

One third of membership or four members being present, whichever is the greater, shall enable a General Meeting to take place.

Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by two thirds majority of those present and voting.

ACCOUNTS

The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the management committee.

The funds belonging to the group shall be applied only to further aims of the group.

A current record of all income, funding and expenditure will be kept.

DISOLUTION

The group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.

If confirmed, the committee shall distribute any assets remaining after the payment of bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

Signed by Chair 25th September 2014
Print Name

Signed by Secretary 25th September 2014
Print name

Signed by Treasurer..... 25th September 2014
Print Name

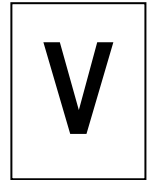


U

DRAFT

Week	Commencing	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Wk14	30-Mar-20	Planning					Surgery	
Wk15	06-Apr-20					BH		
Wk16	13-Apr-20	BH						
Wk17	20-Apr-20	Finance WG Planning		Media	Annual Parish Meeting			
Wk18	27-Apr-20				Full Council		Surgery	
Wk19	04-May-20				Election Day	BH		
Wk20	11-May-20	Planning						
Wk21	18-May-20			Media	Full Council (Annual)			
Wk22	25-May-20	BH			Full Council			
Wk 23	01-Jun-20	Planning					Surgery	
Wk 24	08-Jun-20			Media				
Wk 25	15-Jun-20	Finance WG	Personnel WG					
Wk 26	22-Jun-20	Planning			Full Council			
Wk 27	29-Jun-20						Surgery	
Wk 28	06-Jul-20			Media				
Wk 29	13-Jul-20	Planning						
Wk 30	20-Jul-20							
Wk 31	27-Jul-20				Full Council		Surgery	
Wk 32	03-Aug-20	Planning						
Wk 33	10-Aug-20			Media				
Wk 34	17-Aug-20							
Wk 35	24-Aug-20	Planning			Full Council			
Wk 36	31-Aug-20	BH					Surgery	
Wk 37	07-Sep-20	Finance WG		Media				
Wk 38	14-Sep-20	Planning	Personnel WG					
Wk 39	21-Sep-20				Full Council			
Wk 40	28-Sep-20						Surgery	
Wk 41	05-Oct-20	Planning						
Wk 42	12-Oct-20	Finance WG		Media				
Wk 43	19-Oct-20							
Wk 44	26-Oct-20	Planning			Full Council			
Wk 45	02-Nov-20	Finance WG					Surgery	
Wk 46	09-Nov-20			Media	Full Council (Finance)			
Wk 47	16-Nov-20	Planning						
Wk 48	23-Nov-20				Full Council			
Wk 49	30-Nov-20	Finance WG					Surgery	
Wk 50	07-Dec-20	Planning		Media				
Wk 51	14-Dec-20		Personnel WG		Full Council			
Wk 52	21-Dec-20					BH		
Wk 53	28-Dec-20	BH				BH		
Wk 1	04-Jan-21	Planning Finance WG					Surgery	
Wk 2	11-Jan-21			Media	Full Council (Finance)			
Wk 3	18-Jan-21	Finance WG						
Wk 4	25-Jan-21	Planning			Full Council (inc precept)			
Wk 5	01-Feb-21						Surgery	
Wk 6	08-Feb-21			Media				
Wk 7	15-Feb-21	Planning						
Wk 8	22-Feb-21				Full Council			
Wk 9	01-Mar-21						Surgery	
Wk 10	08-Mar-21	Planning		Media				

Wk 11	15-Mar-21		Personnel WG					
Wk 12	22-Mar-21				Full Council			
Wk 13	29-Mar-21	Planning				BH	Surgery	
Wk 14	05-Apr-21	BH						
Wk 15	12-Apr-21			Media				
Wk 16	19-Apr-21	Planning			Annual Parish Meeting			
		Finance WG						
Wk 17	26-Apr-21				Full Council			
Wk 18	03-May-21	BH					Surgery	
Wk 19	10-May-21	Planning		Media				
Wk 20	17-May-21				Full Council (Annual)			
Wk 21	24-May-21				Full Council			



Brixworth Parish Council

Report of the Parish Clerk

February 2020

1. Overview

Another busy month with plenty of meetings and actions carried out. Next month will see the year end processes being addressed in readiness to the annual audit.

The new Van is scheduled for delivery in March and the branding will be carried out as soon as practical.

There have been staffing issues to address in relation to absence management and statutory sick pay. This work is still in progress and is likely to create ongoing HR issues to address.

2. Updates

Following a number of emails with partners a meeting has been secured with the County and District Council regarding the car parking issues within the Village. I have also been in email correspondence with the Enforcement Team who have confirmed that it has been difficult to issue tickets as offending cars are moved before details have been recorded on the Officers machine.

I have checked with the County Public Transport regarding the reductions of the X7 bus service. Any service reductions are led by a reduction in passenger numbers where the viability is affected. This was raised at the last meeting.

All of the tree works have been completed. I am waiting for a few resistograph which may determine further work.

The Armed Service Covenant has been signed off and the web site has been updated complete with links to other relevant site.

I have spoken to the Company who provides technical supports for our IT / Web Site. He will be looking at the email issues and will be happy to talk through individual issues.

The District Council is looking at the planning issues relating to the Car Park. I am expecting a letter regarding this in the next few weeks.

I have dealt with the FOI request which requested two items of information relating to Council business several years ago.

I have had an issue with the mobile telephone that I was using for Parish Council business. It was failing to charge so a new handset has been purchased.

I have a telephone conversation with the Brixworth Music Festival who may be returning the grant because of the change in circumstances. The generous donation plus other contributions had meant that the Parish Council grant was no longer required. They had appreciated the support of the Parish Council.

I have been looking at a new Finance software system for the Parish Council. The current software is not ideally suited to the public sector and there are better proven products on the market.

The potholes on the Spratton Road Zebra Crossing have at last being resolved. This was following a number of reports and finally an email to the County Councillor who had stepped in. It is hoped that further work will be carried out to restore the surface and the road markings.

I have been speaking to Barratts and the allotment holders regarding them progressing a legal agreement to hand over the allotments to a formal society.

I have been clearing out the filing cabinets in the Community Centre Meeting Room. The documents are several years old and the Parish Council has a duty to dispose of these when they are 'out of time'. Following email correspondence from a Member of the Public who had raised concerns regarding confidentiality, I will be in future be shredding 100% of the disposable items. I am also making enquiries for a local 'scan and dispose' service to reduce the pressure on storage.

3. Assets

The Community Centre requires a new entrance mat. I am getting quotes for this and it is likely to be very expensive.

I have had an email trail on foul language being used at St David's Recreation Ground by Senior Footballers. It is difficult to find an organisation with the powers to act on this. The FA has spoken to offending Club. I have also had two telephone conversations with the Club on the matter.

Pitches on all football pitches are waterlogged. There is little we can do to improve the surfaces. The teams have been asked to rest the pitches as much as possible. They will need a longer close season to recover.

The football pitches as you would expect are very wet and the Clubs have been requested to be sensible in their use. Over playing the pitches will lead to a longer close season where repairs will be required.

4. Service Requests

- Zebra Crossing Spratton Road
- Location of Skip – Northampton Road
- Street Light – off Ironstone Way

5. Meetings Attended this Month

- 5.1 Media & Communications Committee
- 5.2 Finance Working Group
- 5.3 Personnel Working Group
- 5.4 Parish Council
- 5.5 Planning Committee
- 5.6 Neighbourhood Planning Group

- 5.7 Peninsula Business Development Manager
- 5.8 Buildings Group NCC
- 5.9 Verification Officer – re invoices
- 5.10 Frank Allen – re Parish on Line and GIS capabilities

6. Training & Development

- End of Year Audit at NCALC

7. Community Engagement

Only activity through social media. Posts remain varied linked to partner activities and consultation exercises

8. Actions from the previous Council Meetings

Minute	Item	Action	Status
19/4509	Bus Shelters – Mercedes	Clerk to meet Mercedes	To be organised
19/4582	Road Safety Data	Obtain from Road Safety Team	Requested
19/4600	Village Hall	Appoint Solicitor	Progressing
19/4603	Manor Farm	Consult public	Progressing
19/4664	The Ashway Crime Reduction	Look at feasibility of reducing hedge	To start – check legal docs
19/ 4731	Big Lunch	Look at feasibility	Being investigated
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	Sports Council	Review	
19/4735	S106	Receive Bids	
19/ 4742	Music Festival	Consider sponsorship	Agreed – need to pay
19/ 4752	Trees	Quotes	Complete
19/ 4753	Highways	Check enforcement levels	Complete
19/ 4754	CCTV	Install at St David's	First quote in
19/ 4829	Village Hall Car Park	Valuation	Resolved
19/ 4832	Shift Brixworth Sign	E Mail to NCC	Response Received
19/ 4833	ANPR	Letter to PFCC	Awaiting feasibility
19/ 4839	Parking	Apply for TRO	Awaiting assessment
20/ 4862	Holcot Road	Range of improvements	
20/ 4871	Tree Work	Actions from Survey	Complete
20/ 4874	E Mail to Sgt Dobbs	Email of thanks	Complete
20/ 4880	Wildflowers	Progress Schemes	Need to set up group
20/ 4881	Grass Cutting	Confirm acceptance with NCC	Complete
20/ 4883	Armed Services Covenant	Sign Up and Promote	Complete
20/ 4888	Grants	Request Overpayment	Complete
20/ 4890	Emails	Set up .gov addresses	With IT Support

9. Tasks to be undertaken

PRIORITY 1. Statutory

Agenda & Minutes
 Accounts
 Address any dangerous trees – from survey outcomes (H&S)
 Health & Safety Inspection

Risk Assessments
Risk Register

PRIORITY 2. Financial

VAT return

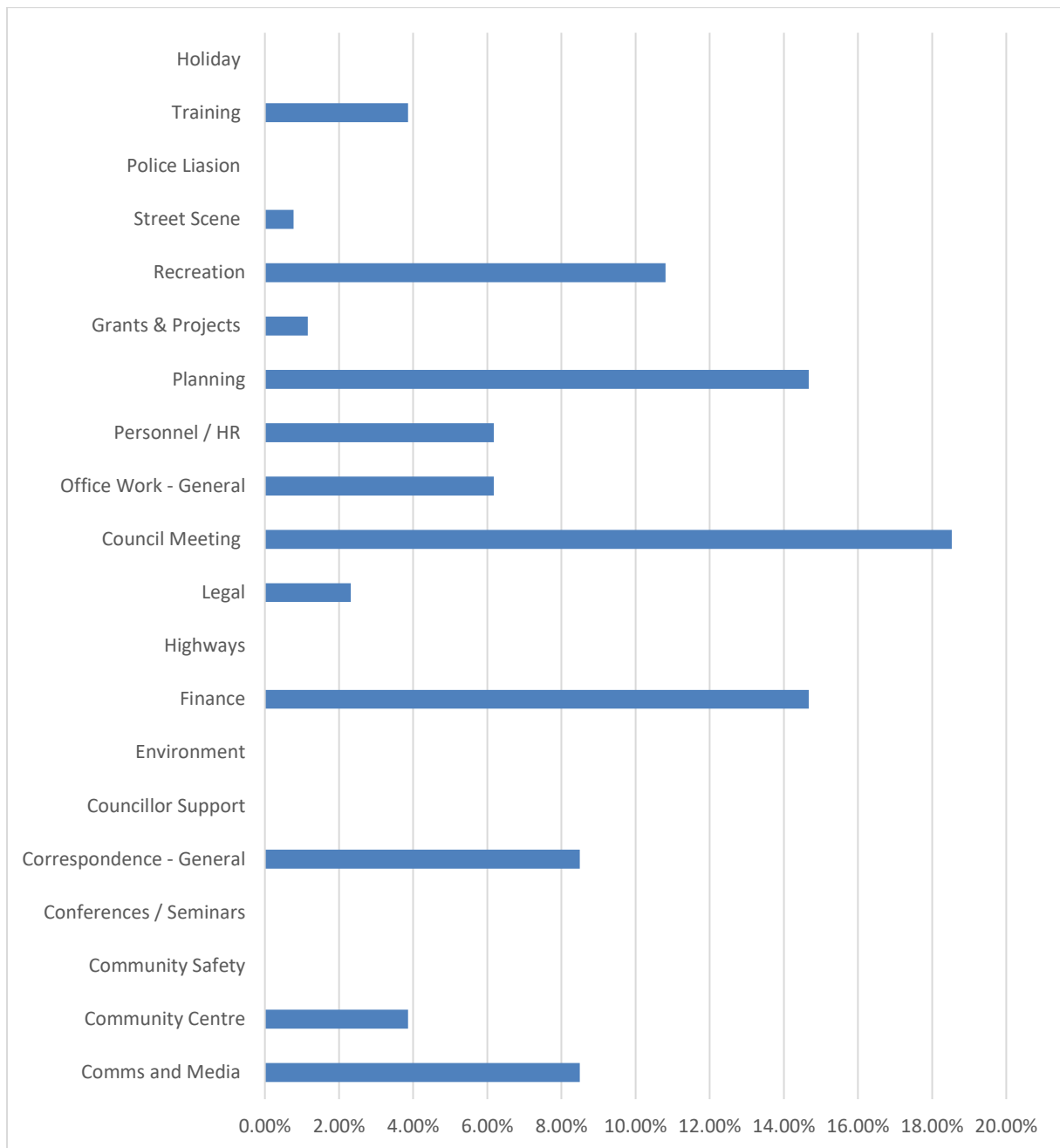
PRIORITY 3. Tasks with Deadlines

Staff Appraisals
Van Purchase
S106 projects – end date 28 February 2019
Funding bid – Toucan Crossing
Village Hall Car Park (Target - end September)
Grounds Maintenance Contract
Bus Shelter partnership with Mercedes

PRIORITY 4. Tasks without deadline

Litter Bin Audit
Web Site & Email
Emergency Planning – review document with Mike Nice
Protective clothing for staff
Staffing Structure
Progress my CILCA
Review Policies
Develop a new budget monitoring report for the Council meeting
Check deeds for Spratton Road regarding any restrictive covenant.
Village Centre Car Parking – identify scale of the problem – check enforcement levels
Dog fouling at St David's
Wildflowers on Parish Land or Highways – next Council meeting
Clean Up Spratton Road Shops
Clear out the meeting room – ongoing

9. Breakdown of my time – February 2020



Peter Rowbotham
Parish Clerk



X

Brixworth Parish Council

General Correspondence

Correspondence not already included within the agenda

	Subject	From
01	Annual Report	Daventry Citizens Advice
02	Litter	CPRE
03	Litter	Keep Britain Tidy Group
04	Minutes Parish Councils Meeting	DDC
05	Pitsford User Group Minutes	Anglian Water

From: CPRE Northamptonshire <info=cprenorthants.org.uk@mmail4.co.uk> on behalf of CPRE Northamptonshire <info@cprenorthants.org.uk>
Sent: 07 February 2020 17:18
To: Brixworth Parish Council
Subject: Lord Lieutenant of Northamptonshire David Laing Awards for Litter Heroes

[View in your browser](#)



The countryside charity
Northamptonshire

Calling the
Litter Heroes of 2020...

...will you be part of the
BIG CLEAN UP?
Helping to remove ugly plastics and the
other stuff that is blighting our
countryside?

To fight litter, this summer a total of £2,000 in prizes will reward litter picking groups from villages, towns, schools and communities across Northamptonshire

Groups of any size can enter. Small ones have just as good a chance of winning as large villages



Litter remains big news. We cannot just dump packaging and other detritus of our 21st century way of life anywhere we choose. Our litter campaign strives to increase awareness and to encourage changes in behaviour, with the aim that plastic and other rubbish never reaches the great outdoors in the first place.

School children are a very important target for that message, as are adults of all ages. Let's motivate them to improve the environment around their own homes - shouldn't be too hard, should it?

The Lord Lieutenant of Northamptonshire
David Laing Awards for Litter Heroes

These are again personally sponsored by David Laing, currently HM Lord-Lieutenant of Northamptonshire and president of CPRE in the county. The prize money may be spent on any community-related project in the local area of each winning group, at their discretion.

Here's how to enter this year's Awards:

- Motivate a team of pickers in your village or town or school or community group. It doesn't matter whether your group are already regular pickers, or intend to start this year.
- Choose a picking date or dates between now and mid June, and let us know your planned date by an email to info@CPRENthants.org.uk (just reply to this email). Think about school term dates, publicity (posters by schoolchildren?), vegetation growth (some groups prefer the early spring, before the grass gets too long), sunset times, other scheduled local events and suchlike. If you are unsure about how to organise a pick, please ask us.
- Afterwards, email your best three or four picking photographs and tell us about your litter pick. We need a few paragraphs describing how it was organised, who was involved and what happened. If you're not sure what to include in your report, ask us what has impressed our judging panel in previous years.

The cheques will be presented to the winners at a meeting in the summer. There will be a number of prize cheques, totalling £2,000 in all, awarded to groups who have involved a wide cross section of their community. Young Litter Heroes Awards will go to children and young people from schools and youth groups.

Happy picking!

CPRE Northants litter campaign team

SEEMS LIKE A GOOD IDEA, BUT NOT SURE THAT YOU CAN HELP?

Then please **forward** this email to other people you know, who you feel might be interested:

- parish & town councillors (clerks: please use your local knowledge)
- school governors
- parents
- teachers
- leaders of voluntary organisations
- members of Residents' Associations
- scouts, guides, cadets and other youth groups
- other community group leaders

and anyone else who prefers village and country roads - and the streets of our market towns - to be litter free.

[Substitute another email address](#)

or to unsubscribe completely from all CPRE Northants emails, [click here](#)

[Unsubscribe](#)

CPRE Northamptonshire - 01604 780000

Registered Address: The Wheatsheaf, Spring Hill Farm, Pitsford, Northampton, NN6 9AA, UK

brixworthpc@gmail.com

From: Keep Britain Tidy <news@KeepBritainTidy.org>
Sent: 12 February 2020 12:00
To: pc_brixworth@daventrydc.gov.uk
Subject: Is Your Council Taking Part In #GBSpringClean 2020?

We're counting on you!

No images? [Click here](#)



Will your council take part in the Great British Spring Clean 2020?

**20 March - 13 April 2020
Sign up now!**

In just over two weeks over 135,000 people have signed up for the **Great British Spring Clean & Great Big School Clean 2020**.

Please join us and support the campaign by registering your town or parish council's involvement [via our short Survey Monkey](#).

Once you complete the form you will also get access to downloadable campaign resources including a social media guide, social media assets, posters and a template press release.

SIGN UP NOW

We're counting on you to help make the Great British Spring Clean even bigger and better in 2020!

Thank you for supporting the Great British Spring Clean.



Brought to you by



In partnership with



Headline partners



Supporting partners



Forward

Keep Britain Tidy is a registered Charity No. 1071737. Registered as a Company limited by guarantee in England & Wales No. 3496361. Registered office at Elizabeth House, The Pier, Wigan, WN3 4EX.

[Unsubscribe](#)

*** View the latest Daventry Calling magazine at <https://www.daventrydc.gov.uk/your-council/news/daventry-calling/> ***

Daventry District Council, Lodge Road, Daventry, Northamptonshire, NN11 4FP

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Daventry District Council is committed to the concept and practice of sustainable development.

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Present:-

Representatives from the following Parish/Town Councils/Meetings:

Badby	Norton
Barby & Onley	Overstone
Brington	Pitsford
Byfield	Preston Capes
Church with Chapel Brampton	Ravensthorpe
Clipston	Scaldwell
Daventry	Spratton
Everdon	Staverton
Flore	Weedon
Guilsborough	Welton
Hollowell & Teeton	Whilton
Kilsby	

Panel:

Councillor Richard Auger – Leader, Daventry District Council
Maria Taylor- Daventry District Council
Ian Smith - KierWSP
Ian Boyes – KierWSP
Sergeant Sam Dobbs – Northamptonshire Police
John Wilson OBE DL – Ministry of Defence

1. Welcome and Introduction

Cllr Richard Auger welcomed everyone in attendance to the meeting and introduced the panel and speakers.

2. Armed Forces Community Covenant

John Wilson OBE DL gave a presentation to the meeting on the Armed Forces Covenant and explained how Parishes can act as advocates to support the armed forces.

The government is delivering a campaign to improve the understanding of the roles of our Armed Forces and to support their needs. The campaign aims to develop and sustain mutually beneficial relationships with communities, businesses and organisations in all sectors, in order to support the Armed Forces. Raising awareness in local councils at all levels is a very important part of this work.

The vehicle for delivery of the campaign is the Armed Forces Covenant; it provides an opportunity to recognise publicly the value that serving personnel, Regulars and Reserves, veterans and military families contribute to our country and to our regions; details are on the [Covenant website](#). Across the UK, over 4800 organisations have signed the Covenant; 530 are in the East Midlands; 77 are in Northamptonshire, including some Town and Parish Councils.

A template Covenant is attached; where necessary, the pledges in Section 2 may be edited to show how you can support Defence personnel in ways best suited to you. Then enter your Council name as shown, sign it, scan it and return it to:

John Wilson The Regional Employer Engagement Director at em-empsp@rfca.mod.uk

Your Covenant will be registered with the MOD and included on the Defence [online list](#) and you will receive an Armed Forces Covenant logo for use on your collateral.

Signing the Covenant qualifies for a Bronze award in the Defence [Employer Recognition Scheme](#); after signing the Covenant you can [submit an application](#).

3. Highways

IS and IB welcomed questions from the audience.

Everdon - Highways policy regarding potholes and the marking of them

IS – Please report via [Fix My Street](#). Following the receipt of a report, the potholes are inspected and marked in white paint for repair where appropriate. Highway inspectors drive the county daily to look at reports that come in from the public reporting highway defects.

For more general enquiries on a parish basis, clerks are welcome to contact IB and IS direct.

Everdon also requested that the excellent services received from NCC Highways to be recorded in the minutes.

Preston Capes – Has there been budget reductions for spend on pothole repairs?

IS – Budgets remain a constant challenge, however they have not been dramatically reduced this financial year.

Hollowell & Teeton – Street lighting and speed limit, particularly 30mph in a built up area are subject to provision of street lighting and ask if changes to street lighting (removal, reduced level of illumination, limited times of operation) have any implications for the provision and enforcement of speed limits?

IB – If there is a system of street lights in a village or town (3 street lights within 200yds) by default it is a 30mph limit. The start of limit will be indicated by the usual 30mph terminal signs and that means that within the system of street lighting, there is no further indication of a 30mph speed limit.

There are instances where there are 30mph speed limits but, where there are no street lights, there will be a traffic regulation order that makes the road in question a 30mph limit. There will be terminal signs at the start and end of the limit, but within the limit there will be small repeater signs.

If lighting has been removed or reduced within the limit and if the speed limit was 30mph by default of the lighting, this would require review and the making of a traffic regulation order to make it legally enforceable if there wasn't sufficient lighting in the area. IB has sought advice from the Police and their view is that most enforcement is carried out in the daylight hours so a driver would not have the excuse that he couldn't see the lighting. This is a grey area if caught overnight, but there are other avenues for prosecution available, such as careless driving. Any further queries, contact IB and he will ensure the lighting is compliant

and if it isn't, a traffic regulation order can be made and repeater signs installed if necessary to ensure it is legally enforceable.

Hollowell & Teeton – Gulley and drain cleaning

IS – Parishes are welcome to contact IS and IB direct, however the best option for parishioners is to report via [Fix My Street](#). There are 6 gulley clearance vehicles in the County that work on a cyclic basis. These vehicles are out every day cleaning gullies, but whenever an emergency is reported, they come off their cycle which then leads to delays. If the blockage causes a risk to property or road safety then it will be attended to as a priority, if not it will be cleansed on the next cycle. Parishes are welcome to employ a recognised contractor with the required traffic management etc, however please seek the advice of IB and IS before proceeding.

Spratton – LED Street Lighting

IS – For accurate advice, please contact Balfour Beatty (NCC street lighting partner).

MT added that next week at Strategy Group a report will be discussed on the Climate Emergency. DDC are doing a number of things around climate change and if there is more efficient street lighting, this can have a positive impact. MT agreed to ask Joely Slinn to contact Spratton PC to discuss further.

Kilsby advised they used to spend £800-£900 per year on streets lighting, but since changing to LED, this has reduced to £80 per year.

NCALC will also be very helpful by putting parishes in touch with each other to share experiences.

Kilsby – Grit bin policy and cold weather treatment programme

IS – All yellow grit bins on the highway network are the responsibility of NCC to fill. A list of roads that are gritted can be found on the [NCC website](#)

4. Police

Sergeant Sam Dobbs provided a policing update to the meeting and crime statistics are attached to these minutes.

Daventry – Development and progress of new policing structure

SD – New structure sees Northamptonshire West and Northamptonshire North. Daventry, South Northants and Northampton Borough have merged under the command of one Superintendent. The neighbourhood policing remains unchanged and Sergeant's and Inspector's remain as before.

The response teams now cover the whole patch, and they respond to where the priority need is.

There is a massive recruitment drive with Northamptonshire Police at present. The Commissioner has set a hard recruitment target to increase officers following the raising of the precept, and alongside this the Government have also offered more funding.

Moulton –What observation does SD have about knife crime in schools?

SD – Operation Sceptor ran earlier in the year and presentations were given to schools and SD acknowledged the massive opportunity to educate in schools. The Knife Angel will be coming to Northampton in June.

Cllr RA thanked Sergeant Dobbs for his work our District over the years and wished him well with his new role as Chair of the Northants Police Federation.

5. Local Government Reorganisation

Councillor Richard Auger provided an update on the LGR programme.

'Go live' date is 1 April 2021, however the Structural Changes Order (SCO) has not been made as yet. The SCO is expected in the coming weeks.

Children's Trust will be in place by 1 July 2020 – this is an attempt to improve and restructure children's services in the county.

Engine Room at One Angel Square – tells the whole story of boroughs and districts, moving towards unitary. There is a stakeholders update which will be circulated to Parishes. Open days will allow for Parish Councils to visit.

Daventry – Plans for DDC building

Cllr RA – There are no plans for the future use of the DDC building at present. The DDC Council Chamber will be used for the West Northants Joint Committee. The next meeting is 3 February 2020.

Flore – Frequency of this meeting

Cllr RA – Happy to hold meetings when necessary. The involvement of the community is vital.

6. General Questions and Answers

Maidwell with Draughton – Proposal for north/south rail along Brampton Valley Way

A response from Simon Bowers, Executive Director for Business:

Whilst naturally the Council is aware of the sensitivities of suggesting the Northampton to Market Harborough line should reopen, and appreciates the concerns this will raise, it is seeking to promote sustainable development, as part of movement to a net zero carbon position no later than 2050. In that context giving a realistic rail option for trips which are currently only practically possible by road needs to be considered. Northampton to Market Harborough could play a valuable role in that. Increasing rail access to Northampton should also help drive denser, higher quality development in central Northampton.

Turning to the specific questions:

(1) The Council has endorsed exploring this possibility; whether this goes beyond exploration will depend on how each stage of work turns out.

(2) Network Rail has carried out an initial technical assessment which indicates there are no technical show-stoppers. The main issue is the need to divert from the old alignment south of Market Harborough and join the Midland Main Line south of the town. This is practical and has the benefit of allowing a south-facing chord to be provided and thus allowing direct

rail connections between Northampton and Kettering, and potentially places beyond, as well as the connection northward to Leicester and so on. It would be necessary to provide a new underbridge of the A14, but this is standard engineering. An initial view on costs and the benefit: cost ratio is awaited.

There are capacity constraints on the railway network both north and south of this link, but Network Rail is already due to look at future enhancements south of Leicester and south of Northampton, so these are unlikely to be an obstacle in the timescales projects such as this require.

(3) If the initial Network Rail results indicate a potentially worthwhile case, the partners would need to consider whether to pursue a Strategic Outline Business Case, and if they did and that was positive, the following stages of the rail investment process.

(4) DDC is currently providing input into the Network Rail study, and considering the option of re-opening with the other West Northamptonshire councils in the West Northamptonshire Strategic Plan work. If it looks as if the line could practically be re-opened, it is likely that it would appear as an option in the Options consultation for the Strategic Plan.

(5) On DDC's request, the Network Rail study includes costs for full replacement of the Brampton Valley Way. The Council would want to ensure a facility of comparable quality was provided if the re-opening went ahead.

In short, it is early days, there is potential but much uncertainty. These things need to be tested and the outcome is not determined. If the scheme did go ahead there would be extensive fresh planting and a new Brampton Valley Way."

7. Date of Next Meeting

Thursday 18 June 2020, 6.30pm, Council Chamber, Daventry District Council.

Apologies:-

Apologies were received from the following Parish Councils: Boughton, Brixworth, Long Buckby, Naseby, Stanford-on-Avon, Thornby

Also in attendance:

Councillor Cecile Irving-Swift, DDC

Councillor Deanna Eddon, DDC

Meeting: Pitsford Water User Group

Date: Wednesday 8th January 2020

Time: 14:00

Location: Pitsford Fishing Lodge

Present:	Jake Williams	Anglian Water (Head of Parks & Conservation)
	Angela Tarry	Anglian Water (Park Manager)
	Dave Rowe	Anglian Water (Head Ranger)
	Beth Eaton	Anglian Water (Administrator)
	Clive de la Fuente	Hollowell Sailing Club (Commodore)
	Miles Odell	Northampton Sailing Club (Commodore)
	Maureen Holliday	Pitsford Parish Council (Clerk)
	Kevin Parker	Brixworth Parish Council (Councillor)

Agenda Items

Action

1. Introductions

Group introduced and welcomed to the meeting.

2. Head Ranger Report/Park Manager Report

Changes at Pitsford

New track works and fencing. Some issues still remain but repairs are being carried out.
Bollards installed down to sailing club.
New rescue boat now in place.
Improved Security around Fishing Lodge.

Challenges

A hot, dry summer impacted on Ravensthorpe and Hollowell with low water levels and presence of blue/green algae. Water levels have returned and are at highest level so shouldn't have the same problems this summer.

Events and Awards

Several triathlons, sponsored walks and cycle rides took place.
Achieved Green Flag Status.

Angling

Good Season at Pitsford for Trout and Predator anglers.
Some good size fish coming out of Pitsford, larger due to feeding on shrimp. Bank Angling has been popular due to the fish coming to shore to feed on the shrimp. Predator fishing has also been very popular over weekends in the winter, due to the large size of pikes in the water.
Rod average at Pitsford is 5.6 & 6.0 at Ravensthorpe.
Trout are restocked each year, usually up to 2lb size to try and limit cormorants.
Improvements for fisherman have included new parking bays for anglers to stop anglers driving down to the water; which is causing problems with the track. Looking at restricting access in winter to limit damage to track caused by driving in bad conditions e.g. rain.
Mixed angling across other 2 sites, with Ravensthorpe particularly poor due to conditions.
Started off well from Feb to June but due to dry weather and low water levels, trout and predator fishing struggled from July to November. Next year should be better due to starting off with higher levels ready for the summer.
Hollowell Syndicate Ticket structure introduced. This has gone down well and helps with knowing who is fishing where.

Coming Up:

Pitsford Resilience Project – Expecting to start next month, near water treatment works. When work starts the Car Park at Grange lane will be closed for up to 25 weeks. Concern raised regarding the increase of people subsequently parking in the village, as already have issues with this due to people not wanting to pay for parking. Council have been asked to avoid road closures around school hours and a traffic management plan is in place to reduce traffic disruption.

Solar project – Hopefully starting around Spring time, due to delay with finances/delivery routes. Planning permission not required. May cause some disruption to Sailing Club, to be discussed before work commences.

4. User Report/Issues**Clive de la Fuente – Hollowell Sailing Club**

Report: All well, slightly down on numbers this year.

The ladies changing room extension is ongoing and looking to be finished by March.

No issues with anglers reported this year.

Addressed allowing SUP's in last years meeting, with the possibility of looking at this again this year.

Q: Regarding trees around the sailing club?

A: Anglian Water has completed a tree survey. Some trees have been taken down and replaced. Plans are in place for tree thinning (softwoods) around Hollowell.

Kevin Parker – Brixworth Parish Council

Q: Brampton Valley Proposal raised – however this does not affect Anglian Water.

Maureen Holliday – Pitsford Parish Council

Main Concern is around the Resilience works, but liaising with Anglian Water throughout regarding plans etc.

Q: Can something be done to clear the footpath from Pitsford to Grange Lane as overgrown and is AW land? A new gate to stop cyclists using footpath would also be a good idea?

A: Yes will look at getting volunteers to clear the footpath and also put a gate up to stop cyclists using the footpath instead of the road to avoid the speed bumps, as this is dangerous for walkers.

Q: Can some water filling stations be placed around the reservoir?

A: Good Idea, will look into this, can be put in Fishing Lodge and talk to Debbie at Brixworth Country Park about installing some there.

Q: Can more signs be put up on tracks around reservoir (keep left) as cyclists and car users both use?

A: 'Share with Care' signs have been placed around the reservoir to encourage shared responsibility on tracks.

Miles Odell – Northampton Sailing Club

Report: 2019 was a year of change at the sailing club. Manager has now left and going back to more volunteer led, with the focus being back on membership value. Will continue with some training outside of memberships but primarily for members. Miles Odell has stepped in as Commodore, with committee in place, to help increase water usage for all different users.

Q: Further to question asked in 2019 meeting regarding parking on road restricting access, can this be looked at ASAP due to H&S (emergency services would not be able to gain access)?

A: Anglian Water have increased bollards in this area but is still an issue. Will look into getting yellow lines down along the road to stop people parking.

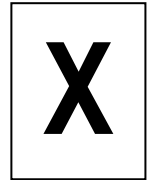
Q: Can anything be done with large numbers of Canadian geese?

A: Dave Rowe has started to leave certain grassed areas at Pitsford slightly longer which does deter the geese grazing in these areas, as the longer grass is not as palatable for them (no new shoots). Would advise leaving a 4 meter strip around water up to the waters edge, which hopefully should help reduce them in that area around the sailing club. This has worked for Anglian Water on the causeway.

5. AOB

None

Next Meeting: Wednesday 13th January 2021 14:00 @ Pitsford Water Fishing Lodge



Brixworth Parish Council

Report to Council Meeting of 27th February 2020

Wages & Salaries 2020/2021

As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, **and salary and wage rates shall be as agreed by council**. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

The Parish Council is therefore requested to consider the wages and salaries which are scheduled to change on 1st April 2020.

The proposed wages and salaries are in line with a national agreement and the Living Wage. (The Parish Council subscribes to the Living Wage Foundation)

Post		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

*Awaiting outcome of pay negotiations.

Recommendation

The Parish Council approve the wage & salaries as outlined above which are in line with either the pay agreement with the National Joint Council for Local Government Service or in line with the current UK 'Real' Living Wage.