



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 28th May 2020 starting at 715pm**

**This will be a 'virtual meeting' using Video Conferencing in accordance with the
Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020**

Press and public can attend and participate

Please email your interest to parish.clerk@brixworthparishcouncil.gov.uk
or join the meeting direct by using this link to [Microsoft Teams](#)
(No installation required – Just use the Browser Option)

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 Annual Parish Council meeting of 21st May 2020
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. This open session is limited to 15 minutes.
 - 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.

A

PART ONE - FOR DECISION

6. **Finance -Monthly Transactions**
 - 6.1 Consider the financial transactions and authorise the payments for May 2020

B

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|-----|---|---|
| 7. | Finance – Report of the Working Group | |
| | 7.1 Note the report of the Finance Working Group of 11 th May 2020 | C |
| | 7.2 Consider the procurement of a replacement Financial Management System | D |
| 8. | St David's Recreation Ground – Central Sports | |
| | 8.1 Consider a request to use space outside of the Central Sports Club for tables & chairs | E |
| | 8.2 Consider appointing a representative to the Central Sports Committee | F |
| | 8.3 Note that the Legal Agreement for Central Sports is subject to renewal on 4 th November 2022 | |
| 9. | Highways – Speed Limits | |
| | 9.1 Consider supporting a request to vary the speed limits on Station Road Brixworth | G |
| 10. | Cycle Path – Northampton Road | |
| | 10.1 Consider improving the signage to enable safer cycling on Northampton Road. | H |
| 11. | S106 Schemes | |
| | 11.1 Note the list of the schemes and the available funding | I |
| | 11.2 Agree to an extra ordinary meeting of the Parish Council on Thursday 18 th June 2020 | |
| | 11.3 Consider the use of specialist services for developing the 'indoor sports' specification for the Community Centre. | |

PART TWO - FOR INFORMATION

- | | | |
|-----|---|---|
| 12. | Finance | |
| | 12.1 Receive the latest rolling budget | J |
| | 12.2 Receive the Bank Reconciliation Report | K |
| | 12.3 Receive the statement of the Parish Council's Reserves | L |
| 13. | Community Safety | |
| | 13.1 Note that the reported crime data is not available until further notice. | |
| | 13.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | M |
| 14. | Planning | |
| | 13.1 Receive the planning decisions for April 2020 | N |
| | 13.2 Receive the minutes of the Planning Committee of 30 th March 2020 | O |
| 15. | Media & Communications | |
| | 15.1 Receive the minutes of the Media & Communications Committee of 22 nd April 2020. | P |
| 16. | Parish Clerks Report | |
| | 16.1 Receive the Parish Clerk's Report | Q |
| 17. | General Correspondence | |
| | 17.1 Note the Correspondence listed at Appendix R | R |
| 18. | Dates of Future Meetings | |
| | 18.1 To note the dates of the next cycle of meetings. | |
| | <ul style="list-style-type: none"> • Planning – 1st June 2020 • Media & Communications – 10th June 2020 • Extraordinary Council (s106 Schemes) – 18th June 2020 (Subject to item 11.2) • Council – 25th June 2020 | |

PART THREE – CONFIDENTIAL

19. To consider the exclusion of the press and public

19.1 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 19.1)

20. Legal Matters

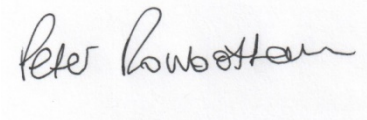
20.1 Receive any updates and consider any actions to be taken.

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

21. Urgent matters for report only

Business must be urgent and must be notified to the Chairman before the meeting



Mr Peter Rowbotham
Clerk to the Council
21st May 2020

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Market Harborough
Leicestershire
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Tel: 079 8314 1786

Email: parish.clerk@brixworthparishcouncil.gov.uk
Web Site: www.brixworthparishcouncil.gov.uk



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 21st May 2020

Video Conferencing

In Attendance:

Councillors: Councillor Stephen James, Councillor Ian Barrett, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Parker (From 8pm)

Apologies: Councillor Alan Lovell and Councillor Frances Peacock.

Apologies also received from District Councillor Jonathan Harris and County Councillor Cecille Irvine Swift

Absent Councillor James Collyer

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 0

20/ 4971 Welcome

Councillor James welcomed everyone to the Annual Meeting of the Parish Council. He reminded the Councillors that the meeting was being recorded.

20/ 4972 Election of Parish Council Chairman

Councillor James was elected as Parish Chairman for 2020/2021. This was proposed by Councillor Parker and seconded by Councillor Stuart Coe. The Acceptance Form was signed by Councillor James and would be passed onto the Clerk as soon as possible.

20/ 4973 Apologies for Absence

Apologies for absence had been received from Councillor Lovell and Councillor Peacock. Councillor Parker would join the meeting later as he had another scheduled video meeting with the District Council.

The apologies were accepted by the meeting.

20/ 4974 Declarations of Interest

None declared.

20/ 4975 Minutes of the Previous Meetings (30th April 2020)

The minutes of the meeting of 30th April 2020 were agreed as a true and accurate record. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4976 Election of Vice Chairman of the Parish Council

Councillor Moxon was elected as Vice Chairman of the Parish Council for 2020/2021. This was proposed by Councillor James and seconded by Councillor Elaine Coe.

20/ 4977 Planning Committee

The continuation, terms of reference and membership of the Planning Committee was agreed. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4978 Election of Chair and Vice Chairman of Planning Committee

Councillor Mitchell was elected Chairman of the Planning Committee. This was proposed by Councillor Moxon and seconded by Councillor Compton Unanimous.

Councillor Peacock was elected as Vice Chairman of the Planning Committee. This was proposed by Councillor Moxon and seconded by Councillor Mitchell. Unanimous.

20/ 4979 Media & Communications Committee

The continuation, terms of reference and membership of the Media & Communications Committee was agreed. This was proposed by Councillor James and seconded by Councillor Bird. The membership would consist of Councillor Elaine Coe, Councillor Bird, Councillor Howarth and Councillor Moxon. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4980 Election of Chair and Vice Chairman of the Media & Communications Committee

Councillor Elaine Coe was elected Chair of the Media & Communications Committee. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Councillor Bird was elected Vice Chairman of the Media & Communications Committee. This was proposed by Councillor Moxon and seconded by Councillor Elaine Coe. Unanimous.

20/ 4981 Finance Working Group

The continuation and terms of reference of the Finance Working Group was agreed. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

The Finance Working Group would consist of Councillor Compton, Councillor James, Councillor Lovell, and Councillor Parker. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4982 Personnel Working Group

The continuation and terms of reference of the Personnel Working Group was agreed. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

The Personnel Working Group would consist of Councillor Bird, Councillor Stuart Coe, Councillor Collyer, Councillor Compton, and Councillor Moxon. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/ 4983 Calendar of Meetings

The meeting date schedule for 2020/2021 was agreed by the Parish Council. This was proposed Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/ 4984 Election of Parish Council Representatives

The representatives for 2020/2021 were agreed as follows:

- Village Hall – Councillor Moxon
- Thomas Roe (2) – Councillor Parker & Councillor Lovell
- NCALC – Councillor James
- Newsletter & Press – Delegated to the Media & Communications Committee
- Highways, Footpaths including Rights of Ways and Trees – Councillor Moxon
- Police Liaison – Councillor Mitchell-
- Verification Officer (Finance) – Councillor Barratt
- Brixworth Sports Council – Councillor Stuart Coe, Councillor Collyer and Councillor Moxon
- Armed Forces – Councillor James and Councillor Moxon (New post – proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

The representatives named above for 2020/2021 were proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4985 Banking Arrangements

The banking arrangements for 2020/2021 were agreed. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/ 4986 Annual Review of Documents

Code of Conduct – The Members Code of Conduct document was adopted. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Standing Orders – The Standing Orders document was adopted. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Financial Regulations- It was agreed that the Financial Regulations document be adopted. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

Asset and Land Register – It was agreed that the Asset and Land Register be adopted. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Risk Register – It was agreed that the Risk Register document be adopted. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

Complaints Procedure – It was agreed that the Complaints Procedure be adopted. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Freedom of Information Publications Scheme- This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

The Data Protection Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Howarth. Unanimous.

Data Breach Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

Records Retention Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

Privacy Policy

This document was approved by the Council. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

20/ 4987 Councils Annual Subscriptions

NCALC – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Society of Local Clerks – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

Campaign for the Protection of Rural England -The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

Northants ACRE – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

The Living Wage Foundation – The Parish Council agreed to renew the annual subscription. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4988 Internal Audit Report

The system of internal control document was agreed by the Parish Council. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4989 Annual Governance Statement 2019 /2020

The Parish Council reviewed the Annual Governance Statement for 2019/2020. The form was subsequently completed and agreed by the Parish Council. The Chairman of the Parish Council signed the completed document. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/ 4990 Accounting Statement 2019/ 2020

The Accounting Statement for 2019/ 2020 had been circulated. The Parish Council approved the submitted Statement. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

20/ 4991 Any Other Urgent Business

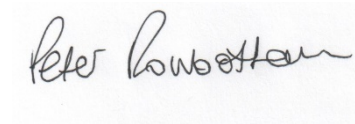
There was no urgent business.

20/ 4992 Dates of Future Meetings

- Full Council – Thursday 28th May 2020
- Planning Committee –Monday 1st June 2020
- Media & Communications – Wednesday 10th June 2020
- Full Council – Thursday 25th June 2020

The meeting finished at 8.45pm

Signed as a true and accurate record

A handwritten signature in black ink, reading "Peter Rowbotham". The signature is written in a cursive style with a large initial 'P'.

**Councillor Stephen James
Chairman
Brixworth Parish Council
28th May 2020**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
24th May 2020
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk**



Brixworth Parish Council - Financial Transactions

B

May 2020

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (11th)	50.95	10.19	61.14	LGA 1972 s111
03	EE Limited	Mobile Phone (15th)	18.73	3.75	22.48	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
04	Zurich Insurance	New Van Insurance (as agreed by Council)	156.00	0.00	156.00	LGA 1972 s111
05	JW Signs	New Van Branding (50%)	264.00	52.80	316.80	LGA 1972 s111
06	Wave	Water Services The Ashway Changing Rooms	41.83	0.00	41.83	LGA (MP) 76 s19
07	Enterprise	Trade Waste St Davids	243.14	48.63	291.77	LGA (MP) 76 s19
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19						
08	Royal Mail	Postage	0.76	0.00	0.76	LGA 1972 s111
09	Royal Mail	Postage	0.76	0.00	0.76	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil					
Payments for approval - Financial Regulation 5.2 (via BACS)						
10	Staff	Net Salaries and Wages (4 week month)	3,588.36	0.00	3,588.36	LGA 1972 s112
11	HMRC	PAYE	1,149.05	0.00	1,149.05	LGA 1972 s112
12	LGSS	Pension Scheme	676.89	0.00	676.89	LGA 1972 s112
13	Peter Rowbotham	Employment Related Expenses	17.33	0.00	17.33	LGA 1972 s111
14	Blasons	Fuel for Van and Mower	76.25	15.25	91.50	LGA 1972 s111
15	R&G	Grounds Maintenance	1,433.90	286.77	1,720.67	PHA 1875 s164
16	Living Wage Foundation	Annual Accrediation	60.00	12.00	72.00	LGA 1972 s111
17	NCALC	Annual Subs, Annual Audit, DPO fee	1,908.39	0.00	1,908.39	LGA 1972 s111
18	Brixworth Landscaping	Fence Repairs to Village Hall Car Park	495.00	0.00	495.00	RTA 1984 s57 (1) (b)
19	Sage	Payroll Licence	195.00	39.00	234.00	LGA 1972 s111
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			10,493.48	474.25	10,967.73	
Receipts						
20	Interest	Capital Account 30th April 2020	19.34	0.00	19.34	LGA 1972 s111
Total Income this month			19.34	0.00	19.34	
Bank Transfer - Capital to Revenue						
	Nil		0.00	0.00	0.00	LGA 1972 s111
Total transferred to revenue this month			0.00	0.00	0.00	
Bank Transfer - Revenue to Capital						
21	Nat West	Transfer budget allocation / CIL to capital	6,730.66	0.00	6,730.66	LGA 1972 s111
Total transferred to capital this month			6,730.66	0.00	6,730.66	

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

Signed
Signed
Date



C

Brixworth Parish Council

Report to the Council Meeting of 28th May 2020

Finance Working Group – 11th May 2020

Video Conferencing

Present		
Councillor James, Councillor Parker and Peter Rowbotham (Clerk)		
	Discussion Points	Actions
1	Community Centre Budget 2020 Pre Covid Rolling budget created Post Covid Rolling Budget reviewed.	Revised rolling budget to be presented on a monthly basis to the Community Centre Trust meeting.
2	2020 2021 Budget Carried out a review of Earmarked Reserves	Projects and event budgets need transferring across to the Capital Account. The monthly Reserves update to include a commitments column.
3.	Financial Management System Talked about moving to software that had been specifically designed for Parish Councils.	The Parish Clerk would present a business case to the Parish Council.
4.	Next Meeting	15 th June 2020 at 10am
Recommendations to the Parish Council		
1.	The Parish Council note the report of the Finance Working Group.	
2.	The Parish Council consider the procurement of a new Financial Management System which is a proven product and designed for Parish Councils.	



D

Brixworth Parish Council

Report to the Council Meeting of 28th May 2020

Proposed Procurement of a replacement Financial Management System

The existing financial management is provided by SAGE. It is primarily designed for the private sector with profit and loss accounts. Although a proven and well-established product it is a complex system covering all aspects of operating a commercial company. It is not designed for local government which has its own specific requirements. As it is a commercial package the level of support is good, but face to face training or consultancy is expensive for a Parish Council.

The existing annual costs for Sage Accounts are £485 per annum. This is due for renewal on 30th June 2020.

Whilst there are many different software options available, most are designed primarily for businesses with Profit and Loss accounts. This means there are complicated ledgers that are unnecessary for councils, and you cannot produce the reports you need to meet our statutory obligations. There are however two Parish Council specialist companies providing financial software that dominate the market. These are Scribe and Rialtas Business Solutions (RBS)

The likely costs, based upon correspondence are as follows –

Scribe - £385 per annum – This is a fully inclusive price of all training and support.

RBS Omega System -£2830 Year One Cost (plus expenses) plus 4 days training at £399 plus expenses. The Running costs are per year £705 thereafter.

The Parish Clerk has seen an online demo of the Scribe product and is satisfied that it meets the requirements of the Parish Council. It will provide efficiencies in terms of better reports and an ordering system which the existing system does not have. This will therefore provide commitment accounting.

Feedback from other Parish Clerks on the social media network provide positive comments on the Scribe product and it has over 400 users. (Including some local Councils)

The Parish Council has the power to have operate a Financial Management System. (Local Government Act 1972 s111)

There are sufficient funds within the budget to fund the Scribe product. (£550 within the Accounting Support)

The Sage and Scribe Product could be run in tandem in year one for £870 to ensure smooth transition, with the additional cost being met from reserves.

Recommendation

The Parish Council consider the purchase of a new Financial System



Brixworth Parish Council

Report to the Council Meeting of 28th May 2020

Request to use space for socialising – Outside of Central Sports, St David's Recreation Ground.

The Trustees of the Central Sports have a lease for land to allow for the provision of a pavilion. This expires on 14th November 2022.

A request has recently been received from the Club to use an area of grass around the existing patio area once the Club House is allowed to reopen again after the existing Covid 19 restrictions are lifted.

The Parish Council may wish to consider the following issues–

- The area would need to be marked up on an agreed plan and cordoned off at the Clubs Expense
- The Club would need a formal letter of agreement exempting that area from the Byelaws
- The Club would take full responsibility for that area including obtaining any licences and the necessary insurance.
- There must be noise controls in place to prevent any nuisance to nearby properties. It is suggested that no external music be permitted and that the extended area would be closed and cleared by a certain time to prevent late night disruption to residents.
- As the recreation area is used by a range of ages (including playing ball games) it is suggested that plastic glasses/ tins be considered for use in the external area. (no bottles or glasses)
- Other users of the recreation ground be consulted on this application.
- It is suggested that a time limit be placed on the agreement.

Recommendation

The Parish Council is asked to consider the request, and if agreeable, determine any terms and conditions.

**F**

Brixworth Parish Council

Report to the Council Meeting of 28th May 2020

Representative to the Central Sports Club

The Trustees of the Central Sports have a lease for land to allow for the provision of a pavilion. This expires on 14th November 2022.

A request has recently been received from the Club to have a Parish Council representative on the Management Committee of the Central Sports Club. (In the same way as the Parish Council has a representative on the Village Hall Committee)

There are clear linkages with the Central Sports Club and the clubs playing at the St David's site. The Club is also a source of funding for the sports clubs as they benefit from any profit. It may also be useful to have some involvement prior to any improvements to the Recreation Grounds facilities and as the Lease is up for re negotiation.

Recommendation

The Parish Council is asked to consider the request.



Brixworth Parish Council

Report to the Council Meeting of 28th May 2020

Proposed Changes to Speed Limits

Issues and concerns have been raised by a Brixworth resident including suggestions for slowing the traffic down on the road to Creaton.



Taking the residents comments into account NCC have suggested that the following solution to the issue raised –

Any proposal would need considering by the Speed Limit Review Panel. The Panel consists of Road Safety officers and the Police and looks at speed and accident data and the nature of the road in question and then, using Department of Transport guidelines determines what the appropriate speed limit for a particular area should be.

- 40mph between Brixworth and the cottages, similarly with the section on Spratton Road from the Brampton Valley Way car park up into the village may be considered for a 40mph (rather than the 30mph). The Panel will generally not support a 30mph limit starting too far out of the main body of the village as this just leads to disrespect of the limit in the actual residential area.

The Residents full request is shown below –

When you leave Brixworth for Creaton on Station Road the highway passes the church allotments and twists down past the station cottages to Creaton, a beautiful road. When you approach this road from the 'old village' you are faced with a change of speed limit from 30mph to 60mph and this is granted to motorists on a blind left-hand bend. This is an attractive road and open for speeds higher than 60mph (as we are all aware happens). This 60mph stretch lasts for approx. 0.4 of a mile, when it again drops to 30mph for the station cottages and then increases again to 60mph on a hidden dip by the Brampton Valley Railway Bridge.

So when you are eager to make haste and use the power of the vehicle/motorcycle you are operating you may (as experience suggests) accelerate on this blind bend from Brixworth and drive not dissimilar as you would on the open by-pass. However behind this blind bend is the allotment owners who may be walking across the road carrying water, tools and in nearly all cases turning their cars around in the middle of the road. Is 60mph really necessary for 0.4 miles of road?

What happens when motorists are able to use this 60mph option (plus some) they hammer down to the railways cottages and some may not wish to change to 30mph and so this stretch by the old railway station, Pytchley Hunt etc is open to excessive speed and ignorance of the reasons why it has been nominated as 30mph, pedestrians and often cyclists. So changing the speed limit out of Brixworth seems to make perfect sense in order to avoid injury to all road users including the allotment users. 30mph isn't adhered to past station cottages now.

Now consider the opposite direction, from Creaton into Brixworth. You have just driven on that lovely road from Creaton managed to get around the sharp right corner that some sadly miss, and then have the hidden dip on the bridge again (where dog walkers and cyclists may be using Brampton Valley Way) and suddenly 30mph, how annoying. You drive as close to 30mph as you can manage (hard it seems these days) and they excitement 60mph ahead.

You race up the hill accelerating as you climb the hill only to find allotment holder in the middle of the road, wheelbarrows slow cyclists having made the climb etc. Cars turning in the road, you are annoyed again and race off to the blind bend down into Brixworth and yikes 30mph....or will you bother, into the sharp left and the quiet older village.

So each direction passes the allotment stretch is blind and potentially dangerous. I've lived in Brixworth for over 20 years, been driving all sizes of vehicles including motorcycles for nearly 40 years, I enjoy the open road and frown at urban speed limits but I do pay attention and look to obey them for obvious reasons. I'm not looking to ruin anyone's driver/ride.

I've never known of any injuries at the allotment location in the time I've lived here however traffic is heavier, more journeys may include a back double or cut through, the village is bigger now and fast Mercedes performance cars are the jewel in our crown and love this drive it seems amongst others willing to use the amazing performance the modern cars offer.

What bought this concern about was last year I returned the allotment use and use the site by the church and its frightening on occasions how fast the traffic is on that road as I walk over carrying plants, tools or pushing a wheel barrow, neither of which involve a quick skip across.

With the vehicles turning it not different to carrying out a 3 point turn on the by-pass although that is more like 70-80 mph on some occasions.

My suggestion is that for the sake of the 0.4 mile why not change the speed to 30mph from Brixworth and protect the lay-by allotment users and cyclists/walkers and keep it 30mph until you get past the sharp right bend pass the railway bridge on the junction to Cottesbrooke estate. Surely this would make much more sense for a growing village. It also helps the use of the Brampton Valley Way where pedestrians may be exiting that track and using the roads close by. It hopefully allows cars to reduce to 30mph before they reach the railway bridge hidden dip coming into the village. 30mph up past Station Cottages, pass the allotment users also means chances are the speeds will be much less by the time a motorist reaches the old village area.

Without wishing to kill all speed in the village, this approach also should be adopted for the Spratton hill. You can clear the entrance to the Brampton Valley car-park doing 60mph if the highway is clear, where again Brampton Valley Way users are waiting to cross the road and cars waiting to pull out that can't even see fast traffic coming down from Spratton, not forgetting the narrow road element on the bridge too. You can motor on up the hill into Brixworth not aware that cyclists are up ahead, tired and moving very slowly (practically walking distance) behind the very last blind bend. Cars race up here and I've been the cyclist, there are no warning signs up the hill suggesting a bike may be hidden up ahead. And with cars coming down the hill crossing the white line in the exact same spot this must be an injury or fatality waiting to happen.

Question is shall we wait until that happens or be aware now and make changes, any reduced speed in our village will help everyone. At the top of Spratton hill there's the farm entrance and junction to Frog Hall and the priority calming set up with possible cars queuing why be allowed to race into all of those hazards. Let's be fair even 30mph signs mean most drivers / riders will be doing way over that after they have entered 30mph instruction.

In particular this year 2020 has seen loss of life and awareness into how precious life is. Reducing speed and reducing road injury is important and slowing down and respecting the village speeds should not be too difficult unless you are a teenager new driver with minimal brain cells.

Seriously I hope this can be raised at the appropriate Parish Council meetings and I can be kept informed of the action taken.

We all hate the mobile speed camera but if this was changed to 30mph there is an ideal opportunity for the Police to use the allotment or Brampton Valley lay-bys to assess the speeds driven. Maybe if the support of the local Police is required as regards highway changes this option may be useful to gain momentum on the subject.

Many thanks for any considerations and for reading my concerns and positive suggestions.

Recommendation

The Parish Councils is asked for comment on the introduction of a possible 40mph section at both locations as its support would add weight to any decision.



H

Brixworth Parish Council

Report to the Council Meeting of 28th May 2020

Proposed Signage Improvements for Cyclists

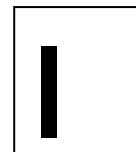
An issue has been raised regarding the lack of signage to encourage the correct safe route that cyclist take on Northampton Road. It is suggested that either directional arrows be placed, or the use of cycling pavement signs be utilised to ensure a safe route for users.

This matter could be taken up with NCC or the developer of the site. (Barratts). NCC are likely to ask for a contribution if the Parish Council wanted to ensure delivery of the required outcomes. The Parish Council has the budget to enable this work.



Recommendation

The Parish Council considers the signage requirements for cyclists on Northampton Road and agree any actions.



Brixworth Parish Council

Report to the Council Meeting of 28th May 2020

Section 106 Projects

Planning obligations are legal obligations entered into to mitigate the impacts of a development proposal. Planning obligations are also commonly referred to as 'Section 106', as well as 'developer contributions' when considered alongside highways contributions and the Community Infrastructure Levy.

Brixworth has already had the benefit of 'S106' funding to enable community projects including the Doctors Surgery and additional parking spaces at the Community Centre on Spratton Road. There are also s106 provisions made for the Sports and Recreation enhancements within the Parish. As this is a legal document the funding areas and timescales are specific. The s106 legal agreement is between the Daventry District Council and the Developer and therefore DDC now holds the funds in an interest bearing account. DDC will only release these funds upon agreed and submitted projects from the Parish Council. Proposals must be in line within the policies of the adopted Neighbourhood Plan.

Northants County Council also hold s106 funding for the provision of a Toucan Crossing on the by pass. (£32,500) This has a timescale for delivery of up to September 2027.

The Parish Council also holds its Community Infrastructure Levy funds – received following some smaller local developments. This funding is held by the Parish Council.

Statement of Developer Funds for Recreation:

Provision and enhancement of Indoor Sports including Sports Hall and Court Facilities	Youth and Adult	February 2022	£72,634
Provision and enhancement of Outdoor Sports Facilities	Youth	February 2022	£116,528
Providing and enhancing Parks and Gardens		September 2022	£65,263

The local Sports Working Group have discussed the options in committing the funding to the maximum benefit to the residents. The restrictive criteria for spending the s106 funds had been challenging but a short list of potential projects is now available. The Community had also been invited to submit proposals which meet the s106 funding criteria through the Brixworth Bulletin articles.

Provision and enhancement of Indoor Sports including Sports Hall and Court Facilities - £72,634

Organisation	Venue	Enhancement	S106 Bid	Notes
Brixworth Short Mat Bowls Club	The Brixworth Centre	Electric Winding Machine for the Bowling Mats	£4705 plus delivery plus VAT	

Peter Rowbotham
Parish Clerk

Brixworth Community Centre Trust	Brixworth Community Centre	Hall refurbished (flooring, lighting etc) to allow table tennis, dancing, possible climbing wall etc	£65,000	<p>It is suggested that a Project Management Management Company to appointed develop this specialist project. The fees could be met from Projects Budget with earmarked reserves. This scheme cannot progress without this support.</p> <p>Need to Check landlord's permission for any work. The Property on long term lease from NCC.</p>
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Provision and enhancement of Youth Outdoor Sports Facilities - £116,528

Brixworth Juniors Football Club,	The Ashway or St David's Recreation Ground	Phase One 7v7 Astro Training Facility	£110,000	Total scheme cost is £400,000. The bid has £280,000 of external funding in place. It also has a further £10,000 of anticipated funding. This scheme is subject to the Football Club being granted a long-term lease on either site. It is also subject to any other permissions it may require .
Brixworth Cricket Club	St David's Recreation Ground	Roller for pitch maintenance New Security Door for Groundsmans Shed	£10,817	The Club has an existing lease with the Parish Council for the wicket area.
Brixworth Parish Council	St David's Recreation Ground	Multi Use Games Area – ie Tennis, Football, Netball, Cricket, Basketball plus outdoor table tennis table.	Maximum amount	Remove the old tennis courts and replace with a MUGA. Play area to be redesigned and modernised. Scheme to be topped up from other funding

				areas – eg CIL, Earmarked Reserves and revenue budget. Overall project cost is in the region of £200,000. A draft illustrative scheme has already being prepared for the site.
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Providing and enhancing Parks and Gardens £65,263

Brixworth Parish Council	St David's Recreation Area	Landscaping to boundary to reduce noise. Seating, litter bins and paths.	Full amount (Currently £65,263)	To complement the play area and MUGA scheme
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Recommendation

The Parish Council is asked to –

1. Note the short list of s106 schemes
2. Agree to an extra ordinary meeting of the Parish Council to take place on Thursday 18th June 2020
3. Note that all of the detailed submissions will be circulated to the Parish Councillors prior to the meeting
4. Invite a representative from each organisation to attend the meeting to answer any questions.
5. Appoint a Capital Project Management Company to prepare a scheme to enable the Community Centre to host indoor sports. The fees to be met from earmarked reserves.



Bank Reconciliation - 31 March 2020

K

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SUMMARY

31-Mar-20	Revenue (Current) Account	£	80,622.57
31-Mar-20	Capital (Reserve) Account	£	115,040.11

bank balance £195,662.68

RECEIPTS

Precept Income from DDC	£	83,224.50
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income		
Heritage Grant	£	-
Interest from Capital (Reserve) Account	£	40.58
Community Centre Recharged cleaning	£	4,000.00
Other -Grant refund		
Other - bank reject		
Other - sponsorship returned		
Community Infrastructure Levy	£	13,240.88

Total cash in £ 100,505.96

EXPENDITURE

Employment Expenses (Wages/ Salaries plus mileage)	£	6,317.62
Value of all other transactions this month	£	4,785.95

Total cash out £ 11,103.57

Total: £ 285,065.07

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

30-Apr-20	Revenue (Current) Account	£	132,583.60
30-Apr-20	Capital (Reserve) Account	£	152,481.47

bank balance £ 285,065.07

UNPRESENTED CHEQUES

No unrepresented cheques £ -

Total unrepresented cheques £ -

£ 285,065.07

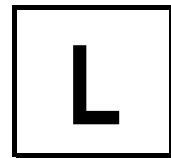
Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen



BRIXWORTH PARISH COUNCIL



Statement of Reserves

May 2020

	Balance as at 31 March 2020	2020/ 2021 Budget Allocation	Spend	Commitments	Balance
<u>Restricted Funds</u>					
Pocket Park Maintenance	2,290.60	0.00	0.00	0.00	2,290.60
Crime Prevention Security	2,298.94	0.00	0.00	0.00	2,298.94
Ashway POS	1,734.00	0.00	0.00	0.00	1,734.00
Ashway/Ridings POS	23,712.30	0.00	0.00	0.00	23,712.30
Community Infrastructure Levy	10,280.38	13,240.88	0.00	0.00	23,521.26
	40,316.22	13,240.88	0.00	0.00	53,557.10

Earmarked Reserves

Kubota Grass Mower	2,782.00	3,500.00	0.00	0.00	6,282.00
Van Branding & end of lease costs	1,000.00	400.00	316.80	316.80	766.40
Small Mower Replacement Fund	1,200.00	0.00	0.00	0.00	1,200.00
Strimmer Replacement Fund	600.00	0.00	0.00	0.00	600.00
Projects	8,819.55	2,500.00	0.00	0.00	11,319.55
Community Grants	9,180.01	5,000.00	0.00	5,000.00	9,180.01
Legal Costs - other	1,500.00	0.00	0.00	0.00	1,500.00
Legal Costs- County Court	10,429.28	0.00	1,077.50	0.00	9,351.78
Election Costs	3,745.00	400.00	0.00	0.00	4,145.00
Lighting on Parish Footpaths	6,620.00	1,500.00	0.00	0.00	8,120.00
Heritage Projects	343.50	0.00	0.00	0.00	343.50
St David's Car Park	4,500.00	1,500.00	0.00	0.00	6,000.00
Litter Bins	1,500.00	1,500.00	0.00	0.00	3,000.00
Play Equipment	6,000.00	3,000.00	0.00	0.00	9,000.00
Ashway Car Park	6,000.00	1,500.00	0.00	0.00	7,500.00
Pre Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00
Post Neighbourhood Plan / Local Plan	5,983.19	2,500.00	0.00	0.00	8,483.19
Calendar	0.00	750.00	0.00	0.00	750.00
Bus Shelter Replacement	3,980.00	2,000	0.00	0.00	5,980.00
Community Centre	0.00	4,000	0.00	0.00	4,000.00
Events	0.00	2,500	0.00	0.00	2,500.00
	74,182.53	32,550.00	1,394.30	5,316.80	100,021.43

Capital Bank Account:	£ 114,498.75	£ 45,790.88	£ 1,394.30	£ 5,316.80	£ 157,501.03
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Section 106 (Held by Daventry DC)

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 (actual)	£	132,583.60	
Capital Account (actual)	£	152,481.47	
Total Cash in Bank	£	285,065.07	
Less Earmarked & Restricted	£	157,501.03	
Less forecast capital commitments	£	5,316.80	
Less forecast revenue commitments	£	150,000.00	
Add forecast Income	£	110,000.00	
Identified as General Reserves	£	82,247.24	49% 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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M

SID Average Speeds by time – Harborough Road Inbound

May 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	26.2	29.3	27	26	27	22.8	25.4	27.2	24.3
1 - 2	0	0	24.5	27	25.3	19.5	22	25.3	20.6
2 - 3	29.5	28.3	27	17	22	32	29	26.4	29.5
3 - 4	0	9.5	28.3	0	27	20.3	32	22.7	23.3
4 - 5	30	28.7	32	0	26	19.5	0	28.4	19.5
5 - 6	29.8	28.9	27.6	29.5	27.4	31.5	29	28.6	30.6
6 - 7	27.2	27.4	27.4	27.2	26.3	25.9	23.4	27.1	25.1
7 - 8	27.5	27.5	27.5	27.4	27.2	27	26.7	27.4	26.9
8 - 9	26.7	26.8	27.1	26.5	25.7	26.8	24.7	26.5	26.2
9 - 10	26	26.2	26.8	26	24.7	25.9	25.6	25.9	25.8
10 - 11	25.5	25.5	24.7	26.1	25.5	25.8	24.3	25.5	25.3
11 - 12	26.2	24.8	25.4	25.9	24.8	24.6	25.9	25.4	25.2
12 - 13	24.9	26.2	26	26.8	25.8	25.3	24.9	25.8	25.2
13 - 14	26	26.6	26.2	26.7	26.1	26.4	25.8	26.3	26.1
14 - 15	26.2	24.9	26.1	25.4	25.9	26	25	25.7	25.5
15 - 16	24.8	25.2	25.8	25.6	26.4	25.7	25.6	25.6	25.7
16 - 17	26.2	26.2	25.9	26.4	26.7	25.7	25.2	26.3	25.5
17 - 18	26.9	26.4	26.3	26.4	26.5	26.4	26.3	26.5	26.3
18 - 19	25.8	26.6	26.2	25.9	26.4	26.1	25.4	26.2	25.8
19 - 20	26.5	26.2	26.6	26.4	26.6	26.4	25.7	26.5	26.1
20 - 21	26.6	24.8	25.1	25	26.4	28.4	27.9	25.6	28.1
21 - 22	27.6	28.7	27.3	27.5	27.2	26.1	25.8	27.6	26
22 - 23	28.2	26.3	24.8	25.8	25.9	27	27.8	26.3	27.4
23 - 24	26.7	25	28.8	27.1	28.5	26.4	23.3	27.4	25.7



M

SID-Number of Vehicles this month by time
Harborough Road Inbound
May 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	11	9	9	5	8	6	8	8.4	7
1 - 2	0	0	2	1	3	4	3	1.2	3.5
2 - 3	2	4	1	1	1	1	5	1.8	3
3 - 4	0	2	4	0	1	3	1	1.4	2
4 - 5	5	3	1	0	5	2	0	2.8	1
5 - 6	31	25	23	24	31	17	10	26.8	13.5
6 - 7	81	66	69	59	75	38	18	70	28
7 - 8	206	208	151	172	186	103	65	184.6	84
8 - 9	222	281	202	206	250	170	77	232.2	123.5
9 - 10	312	325	206	208	322	234	136	274.6	185
10 - 11	295	324	218	230	320	355	224	277.4	289.5
11 - 12	443	315	296	326	445	418	314	365	366
12 - 13	487	358	311	370	462	412	364	397.6	388
13 - 14	503	338	366	356	497	353	340	412	346.5
14 - 15	415	321	294	326	409	398	323	353	360.5
15 - 16	431	304	316	378	466	367	326	379	346.5
16 - 17	511	406	408	413	402	326	284	428	305
17 - 18	437	337	390	390	443	323	209	399.4	266
18 - 19	324	237	250	242	319	283	195	274.4	239
19 - 20	159	175	149	176	245	198	127	180.8	162.5
20 - 21	115	69	92	116	106	98	77	99.6	87.5
21 - 22	69	46	65	47	65	46	39	58.4	42.5
22 - 23	44	46	35	35	55	18	19	43	18.5
23 - 24	13	5	9	17	14	15	4	11.6	9.5
Totals	5116	4204	3867	4098	5130	4188	3168		
% of Total	17.2%	14.1%	13%	13.8%	17.2%	14.1%	10.6%		



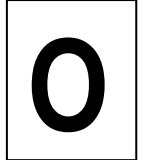
Brixworth Parish Council

Planning Decisions – April 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
PD/2020/0008	Prior approval for single storey rear extension 6m from original dwelling	12, Far Brook, Brixworth, Northamptonshire, NN6 9UN		Prior Approval House Extension
NMA/2020/0012	Non material amendment to application DA/2018/0852 (Single storey rear extension	The Rookery 36, Church Street, Brixworth, Northamptonshire, NN6 9BZ		Approval Non Material Amendment
DA/2020/0204	Felling trees in a conservation area	Fairmount 4, High Street, Brixworth, Northamptonshire, NN6 9DD	No observations	Approval Trees in Cons Area
DA/2020/0105	Listed Building Consent for removal of existing field gate and replace with stone wall and coping detail to match existing.	The George Inn, Northampton Road, Brixworth, Northamptonshire, NN6 9BU	Supports	Approval Listed Building
DA/2020/0104	Removal of existing field gate and replace with stone wall and coping detail to match existing. Remove existing field gate and replace with stone wall and coping detail to match	The George Inn, Northampton Road, Brixworth, Northamptonshire, NN6 9BU	Supports	Approval Full
DA/2020/0103	Change of use of land to residential garden and retention of timber fence and garden shed	Land To Rear Of Hydrangea Cottage 2, Newlands, Brixworth, Northamptonshire, NN6 9DN	Supports	Approval Full



DA/2020/0102	Change of use of land to residential garden and retention of timber fence, garden shed and greenhouse.	Land To Rear Of 14, Newlands, Brixworth, Northamptonshire, NN6 9DN	Supports	Approval Full
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Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 30th March 2020

Video Conferencing

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

In Attendance: Peter Rowbotham (Parish Clerk)

**Apologies for
Absence:** Councillor Jackie Bird

Absent: Councillor Stuart Coe

**Members of
the Public** 0

20/951P Welcome

The Chairman of the meeting welcomed everyone to Planning Committee. Councillor Peacock reminded all those present that the meeting was being recorded. The ongoing Coronavirus issues meant that this was to be a virtual meeting utilising Microsoft Teams Video Conferencing.

20/952P Apologies for Absence

Apologies for absence had been received from Councillor Bird. (technical issue)

20/953P Members' Declaration of Interests

Councillor Peacock declared a non-pecuniary interest in application DA/2020/0204 – Felling of trees in conservation area at Farmount, 4 High Street, Brixworth.

20/954P Minutes of the last meeting – 9th March 2020

The minutes of 9th March 2020 were agreed as a true and accurate record of the meeting. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous. The minutes would be signed by the Chairman as soon as practical.

Initialled.....

20/955P**DA/2020/0204****Felling trees in a conservation area****Fairmount 4, High Street, Brixworth, Northamptonshire, NN6 9DD**

Councillor Mitchell chaired the meeting for this item only. The Parish Council had no observations to make on this application because there was insufficient information. This was proposed by Councillor Mitchell and seconded by Councillor Compton. Unanimous.

20/956P**DA/2020/0190****Non illuminated roundabout sponsorship signs****Two Roundabouts Northampton Road, Scaldwell Road, Brixworth, Northamptonshire**

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

20/957P**DA/2020/0054****Demolition of public house and construction of new A1 retail unit (revised scheme)****The Red Lion Hotel, Harborough Road, Brixworth, Northamptonshire**

The Parish Council confirmed its objections to the original proposal –

- 1.The design, scale, massing and appearance of the proposed new retail building was not in keeping with the sensitive locality and would not promote or enhance local distinctiveness or preserve or enhance the character and appearance of the Brixworth Conservation Area.
- 2.The lack of Parking & the Impact on the Highway

Upon reviewing the revised scheme the Parish Council added the following objections –

3. The Parish Council objected to the use of ‘common’ red brick to the front elevation of the proposed store. This was contrary to Brixworth Neighbourhood Plan Policy 8.1.and the Brixworth Design Statement BG9.
4. The Parish Council objected to the removal of the low boundary stone wall facing onto Harborough Road. This was contrary to Brixworth Neighbourhood Plan Policy 8.4.

This was proposed by Councillor Peacock and seconded by Councillor James. Unanimous.

20/958P**DA/2020/0217****Construction of stable block building****Land Adj Froghall Barn, Froghall, Brixworth, Northamptonshire, NN6 9DJ**

The Parish Council objected to the proposal on the following grounds –

- 1.The proposal is not in accordance with policy RA1a with no exceptions being applicable under RA1b of the Settlements and Local Plan (Part 2) for Daventry District. It is also outside the village confines in an area identified as having sensitivities in the Brixworth Neighbourhood Plan.
- 2.The proposal does not meet the criteria contained with policies RA1C(iii) or RA1C(iv) of the Settlements and Local Plan (Part 2) for Daventry District.
- 3.The proposal interrupts an important view as identified with the Brixworth Neighbourhood

Initialled.....

Plan Policy 3, View 11 (and see table 3, important views, views 2 and 3). ~~This is a sloping site that is both prominent and intrusive.~~ The proposal, which is on a sloping site, is both prominent and intrusive.

4. NPPF para 170 - Planning policies and decisions should contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes. This is a valued landscape area as defined in the Brixworth Neighbourhood Plan.

The objection was proposed by Councillor Barratt and seconded by Councillor Compton.

20/959P Consultation – Proposed Introduction of an Article 4 Direction (removing Permitted Development Rights) Brixworth Strategic Employment Area

Daventry District Council wanted to prevent developers from converting empty office space for residential use through the introduction of an Article 4 Direction. This move would remove this permitted right. The direction included the Brixworth Strategic Employment Area.

The Parish Council supported this proposal. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

20/960P Any Other Business

There was no other business.

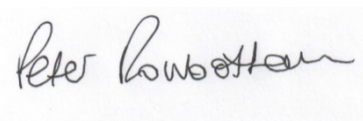
20/ 961P Date of Next Meetings

Monday 20th April 2020.

The meeting finished at 8.15pm

Signed as a true and accurate record

**Councillor Frances Peacock
Chairman of the Planning Committee
Brixworth Parish Council
20th April 2020**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
31st March 2020**

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

Initialed.....



P

Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 22nd April 2020

Video Conferencing

In Attendance:

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

Apologies:

Absent - Councillor Alan Lovell.

Also, Present: Peter Rowbotham (Parish Clerk) and Councillor Lina Howarth.

**Members of
the Public:** 0

20/ 354 MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting which was being recorded.

20/ 355 MC Apologies for Absence

None received.

20/ 356 MC Declarations of Interest

None declared.

20/ 357 MC Minutes of the last meeting (12th February 2020)

The minutes of the last meeting held on 12th February 2020 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird. Unanimous.

20/ 358 MC Brixworth Bulletin

The contents for the next edition were discussed. Councillor James had already submitted his article for Chairman's Chat. The theme would be the ongoing Covid 19 issues. Articles include –

- Domestic Violence
- Environmental Matters – noise, smoke, fly tipping
- Response to Covid 19 – positive aspects
- S106 grants – high level report with reference to St David's focus

- Speed Data
- Dog Poo
- Grants
- NHS Web Site

It was agreed that an article on how we spend the budget should be used later in the year.

Photographs were required for all articles to ensure that the articles were not seen as 'text heavy'.

20/ 359 MC Posting Plan

The Plan for this quarter was as follows -

- Chairman's Chat
- Crime Prevention – Summer safety
- Promote an On-Line Service
- Speed Data
- New Councillors
- Noise complaints
- Dog Poo
- Parish Survey
- Summer Planting
- Grass Cutting

20/ 360 MC Community Safety

The reporting of Domestic Violence was the nominated article within the next Bulletin.

20/ 361 MC Annual Parish Meeting

The Committee noted that the Annual Parish Meeting for 2021 would not now take place.

20/ 362 Matters Referred from Parish Council

No further items had been identified.

20/ 363 Performance Data

The latest Google Analytics data had been circulated for Councillors information.

19/ 364 MC Any Other Business

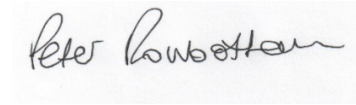
None

19/ 365 MC Date of Next Meeting

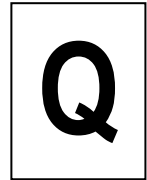
Wednesday 20th May 2020 starting at 645pm

The Meeting finished at 8pm

Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
20th May 2020

A handwritten signature in black ink, reading 'Peter Rowbotham', on a light-colored rectangular background.

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
23rd May 2020
Telephone: 079 8314 1786
Email: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council

Report of the Parish Clerk

May 2020

1. Overview

Homeworking has been continuing. Meetings are being held as scheduled and 8 Council and Committee Meetings have been held. In addition to this there have been Working Parties.

A business as usual approach is ongoing – the highway grass and grounds continue to be maintained. Litter bins continue to be emptied.

There is little sign of the Community Centre reopening. There has also been little indication when the play equipment can start being used again.

I continue to monitor the news and legislation and adjusting the staffing levels as appropriate.

2. Updates

The old van was finally written off because of mechanical failure. I managed to get £120 scrap value after using the internet to find the best deal.

The new van has finally arrived and is in full use. I am awaiting a date for the van to be booked into the sign company for the branding to be applied. The branding will lift the profile of the Parish Council around the village.

Surveyors from the Red Lion Development accessed the garden to survey the land. They used small plant and accessed by using an existing gap in the fence.

Covid 19 had disrupted the supply of plants for the entrances this year. We are now playing catch up. The planters are all filled and are ready to go into place.

There have been problems re the Trade Waste Company and St David's being missed for 4 weeks. Hopefully this is now resolved.

3. Assets

The grounds at both The Ashway and St David's have both been verti-drained.

The fence at the Village Hall Car Park has been repaired following wind damage.

*Peter Rowbotham
Parish Clerk*

I am in the process of working with the British Legion in cleaning up the War Memorial. This is a Parish Council responsibility.

4. Service Requests

- Grass Cutting – opposite the Red Lion
- Names of the Volunteer Group to enable access from vulnerable person

5. Meetings Attended this Month

- 5.1 Finance Working Group
- 5.2 Parish Council
- 5.3 Planning Committee
- 5.4 NCALC Focus Group on Covid 19 issue
- 5.5. Media & Communications Committee
- 5.6 Kompan – MUGA

6. Training & Development

- Internal Audit – online video (free)

7. Community Engagement

Only activity through social media.

Posts remain varied linked to partner activities and Covid 19.

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 (Chased)
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	Postponed
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	Sports Council	Review	
19/4735	S106	Receive Bids	On hold
19/4754	CCTV	Install at St David's	First quote in
19/4832	Shift Brixworth Sign	E Mail to NCC	With NCC to progress
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
20/4880	Wildflowers	Progress Schemes	Need to set up group
20/4890	Emails	Set up .gov addresses	With IT Support
20/4895	Sports Hire Conditions	Write up and agree for new season	To be progressed

20/4896	Fees and Charges	Increase by 2.7%	
20/4905	Procurement	Appoint Personnel Specialist	Underway. Proposals in
	Web Site	Update following Annual Meeting	Will be done in next week or so

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

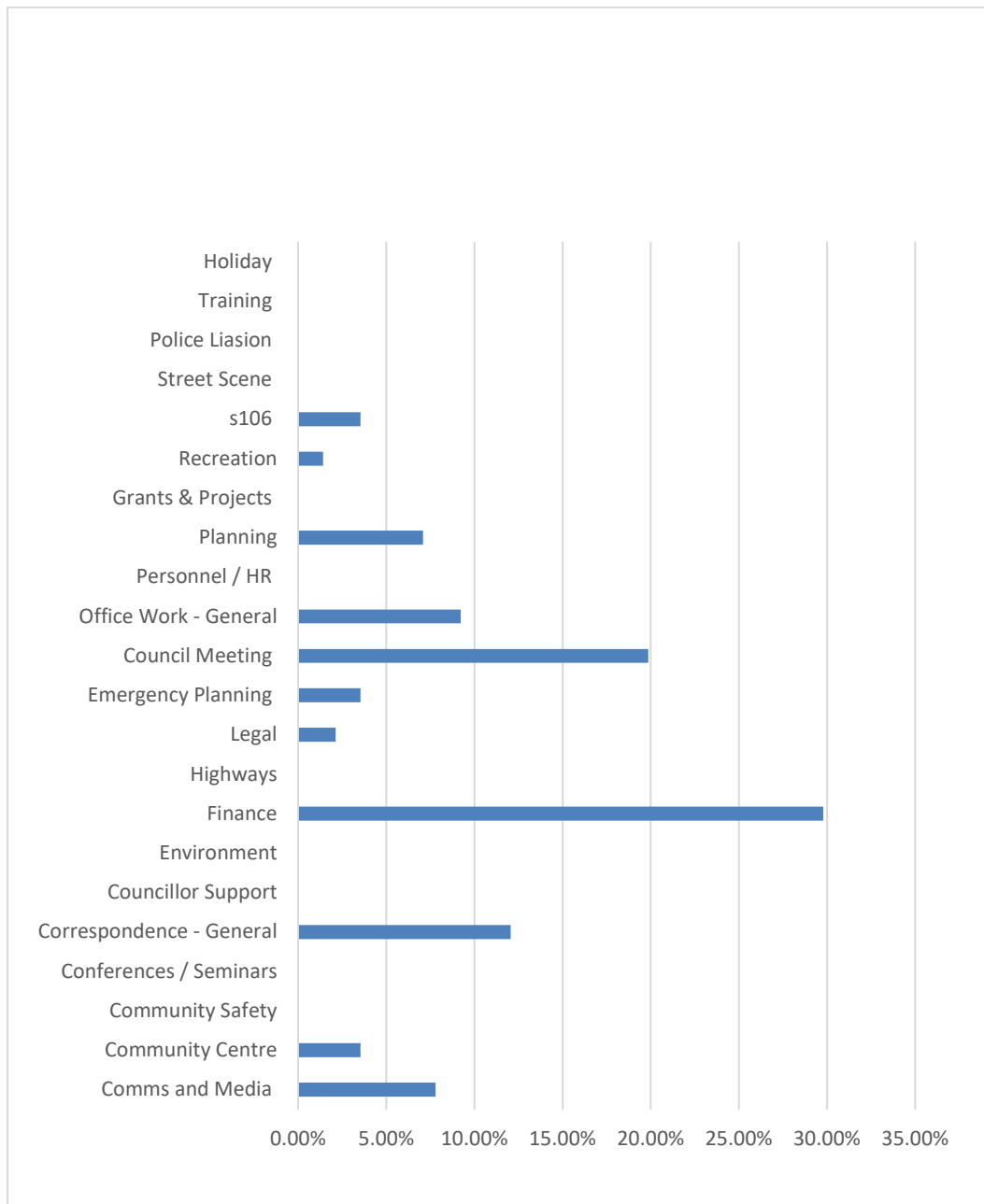
PRIORITY 3. Tasks with Deadlines

Staff Appraisals
Van Purchase
S106 projects – end date 28 February 2019
Funding bid – Toucan Crossing
Village Hall Car Park
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 – May 2020



Peter Rowbotham
Parish Clerk



R

Brixworth Parish Council

General Correspondence

Correspondence not already included within the agenda

	Subject	From
01	New Shadow Cabinet	DDC
02	Neighbourhood Plan Tool Kit	Mike Parsons/ DDC

Peter Rowbotham
Parish Clerk

From: [MICHAEL PARSONS](#)
To: [Bob Chattaway](#); [Frank Allen](#); [Mike Nice](#); [pamic.bates](#); [Rick Spurgeon](#); [Anne & Mark Blaber](#); [Nigel Ozier](#); [Paula Jones](#); [Ian Barratt](#); [Phil Pinder](#); [Jonathan Harris](#)
Cc: [Kevin Parker](#); [Peter Rowbotham](#); [stephen james](#)
Subject: ***SPAM*** Fw: Neighbourhood Plan Review Toolkit
Date: 14 May 2020 14:59:36
Attachments: [Neighbourhood Plan Review Toolkit Appendix 1.docx](#)
[Neighbourhood Plan Review toolkit v1 May 2020.pdf](#)

Good afternoon All

I have received the draft "toolkit" from DDC where NP groups are advised to review their "made" plans in line with the updated NPPF and the new DDC Settlements and Countryside Part 2 Local Plan. That draft toolkit is attached.

I have rapidly read through it once only, but my first impression is that it attempts to be applicable to all situations. The thrust is that we must decide if the policies in our made plan meets both the NPPF and Part 2 plan and submit that decision to DDC to see if they agree.

In the Brixworth NP there is currently a reference to the SLA in Policy 2, so maybe that needs to be considered for modification. If that proves necessary, then all the supporting text in other parts of the document will need to be modified too.

One question that I have is that if matters of fact have changed, ie sites completed, schools and car parks etc modified, or surgery completed - should that be referred to in any NP update? There will be other queries I'm sure as surely the introduction possibly conclusion may need some tweaking! Anybody got any more?

Continue to look after yourselves!

Mike

----- Forwarded message -----

From: Jane Parry <jparry@daventrydc.gov.uk>
To: Jane Parry <jparry@daventrydc.gov.uk>
Sent: Tuesday, 12 May 2020, 14:29:47 BST
Subject: Neighbourhood Plan Review Toolkit

Dear Sir or Madam

The parish councils in Daventry District have done extremely well progressing and getting neighbourhood plans "made". There is now total of 15 made plans, the first was West Haddon, made at the beginning of 2016 and the latest, Maidwell with Draughton, was made towards the end of 2019. The District Council appreciates the huge commitment by the teams of volunteers that have taken on the task and seen it through to the end, so thank you for your enthusiasm and determination.

Recently, a number of neighbourhood plan groups have approached us about reviewing their neighbourhood plan and for guidance on how to approach this. The Council has therefore prepared a Neighbourhood Plan Review Toolkit to assist groups with made plans to consider if a review is needed, what sort of review it will be and the process that should be followed. A copy of the toolkit is

attached, together with a Word document of Appendix 1.

We have developed and trialled the Toolkit with the assistance of one of the groups and I hope that you will find it comprehensive and helpful. It is the first version of the Toolkit so if you have any suggestions for ways it could be improved, please let us know. You may already be thinking about a review, so please take the opportunity to see how the Toolkit could be applied to your own plan.

The intention is to organise briefings with parish councils and neighbourhood plan groups regarding the recently adopted Settlements and Countryside Local Plan (Part 2), and to follow this up with a workshop session specifically on neighbourhood plan review. We will contact you when we have potential dates for these sessions, which due to the current circumstances, will be done virtually. Perhaps you could let me know what your group would like to get out of the session and what format you would be comfortable with in the absence of being able to meet face to face.

The Council will provide support throughout the process, so do not hesitate to contact me if you have any questions.

Kind regards

Jane

Jane Parry

Senior Policy Officer (Planning)

Daventry District Council - Business Team

Lodge Road, Daventry, Northamptonshire, NN11 4FP

01327 302514

*** 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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From: Daventry District Council <news@daventrydc.gov.uk>
Sent: 22 May 2020 12:18
To: Daventry District Council
Subject: Future Northants Media Release: Shadow authorities set to meet for first time in early June

Shadow authorities set to meet for first time in early June

Two new Northamptonshire shadow authorities will hold their first meetings early next month as preparations progress to create the North and West Northamptonshire unitary councils on 1 April next year.

Members of the West Northamptonshire Shadow Authority will meet for the first time on Tuesday, 2 June at 7pm and the North Northamptonshire Shadow Authority will hold its first meeting on Thursday 4 June at 7pm.

The meetings will be held virtually via video-conferencing in the light of the ongoing coronavirus social distancing measures, with all members of the North and West Shadows – 152 and 132 Members – invited to take part.

The North Shadow Authority is made up of the existing Members of Corby, East Northamptonshire, Kettering and Wellingborough councils and County Councillors representing electoral divisions in these areas, with the West Shadow Authority comprising Members of Daventry, Northampton and South Northamptonshire councils and County Councillors covering these geographical areas.

At the two meetings, the shadow authorities will adopt their constitutions and appoint their interim statutory officers (interim Head of Paid Service, monitoring officer and chief finance officer).

The agenda for the West Northants Shadow Authority meeting is available to view at

<https://cmis.northamptonshire.gov.uk/cm5live/WestNorthamptonshireShadowAuthority.aspx>

The North Northants Shadow Authority meeting agenda will be available to view from 27 May at

<https://cmis.northamptonshire.gov.uk/cm5live/NorthNorthamptonshireShadowAuthority.aspx>

The first meetings of the Shadow Executives (executive committees) for each authority will convene next month.

Further details and agendas will be available nearer the date.

The composition of the Shadow Executive is set out in legislation recently passed by government. Cllr Russell Roberts will be the Leader for the Shadow North Northamptonshire Authority with Cllr Martin Griffiths as Deputy Leader whilst Cllr Ian McCord will be the Leader for the Shadow West Northamptonshire Authority with Cllr Jonathan Nunn as Deputy Leader. The full executives for both authorities will be approved at their first full meetings.

All Members of the Shadow Authorities and Shadow Executives will be clear that, when they are debating and making decisions in these bodies, they are representing the new Shadow Authorities and not any other Northamptonshire Council of which they remain a Member. It is important for the work of both the existing sovereign councils and the new shadows that there is this distinction of roles.

-Ends-

Editor's notes

Some Shadow Authority Members are dual-hatted which means they may sit on a district/ borough council and on the county council. It is one member one vote: dual hatted members do not get two votes.

The Shadow North Northants Authority is made up as follows:

Borough Council of Wellingborough councillors - 36 Corby Borough Council councillors - 29 East Northamptonshire Council councillors - 40 Kettering Borough Council councillors - 36 Northamptonshire County Council councillors – 26, of which 15 are dual hatted

The Shadow West Northants Authority is made up as follows:

Daventry District Council councillors – 36 Northampton Borough Council councillors – 45 Northamptonshire County Council councillors – 31, of which 19 are dual hatted South Northamptonshire Council councillors – 42

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