



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 27th August 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 Parish Council meeting of 30th July 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. 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.

PART ONE - FOR DECISION

6. **Finance**
 - 6.1 Consider the financial transactions and authorise the payments for August 2020

B

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|--|--|----------|
| 7. Terms and Conditions for Sports Teams | | |
| 7.1 Consider terms and conditions for the sports teams using Parish Council facilities | | C |
| 8. Retail Working Group | | |
| 8.1 Receive a report and consider the recommendations from the Retail Working Group | | D |
| 9. Specialist Services | | |
| 9.1 Consider the appointment of a specialist company to deliver the Parish Council s106 Projects (Minute 20/5086 refers) | | E |
| 10. Grant Application | | |
| 10.1 Consider a Grant Application from the Olive Branch / Brixworth Community Food Share Group | | F |
| 11. Village Projects | | |
| 11.1 Consider further actions to deliver the wildflower seed project. | | G |
| 11.2 Consider further actions to discourage parking between the Village Hall and the Holcot Road Garage development. | | H |

PART TWO - FOR INFORMATION

- | | | |
|---|--|----------|
| 12. Finance | | |
| 12.1 Receive the latest rolling budget | | I |
| 12.2 Receive the Bank Reconciliation Report | | J |
| 12.3 Receive the statement of the Parish Council's Reserves | | K |
| 13. Community Safety | | |
| 13.1 Note that the reported crime data for Brixworth (June 2020) | | L |
| 13.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | | M |
| 14. Planning | | |
| 14.1 Receive the planning decisions for July 2020 | | N |
| 14.2 Receive the minutes of the Planning Committee of 22 nd June 2020 | | O |
| 14.3 Receive the minutes of the Planning Committee of 20 th July 2020 | | P |
| 15. Parish Clerks Report | | |
| 15.1 Receive the Parish Clerk's Report | | Q |
| 16. General Correspondence | | |
| 16.1 Note the Correspondence listed at Appendix R | | R |
| 17. Dates of Future Meetings | | |
| 17.1 To note the dates of the next cycle of meetings. | | |
| • Media & Communications – 9 th September 2020 | | |
| • Planning Committee 14 th September 2020 | | |
| • Council – 24 th September 2020 | | |

PART THREE – CONFIDENTIAL

- | | |
|---|--|
| 18. To consider the exclusion of the press and public | |
| 18.1 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 18.1)

19. Legal Matters

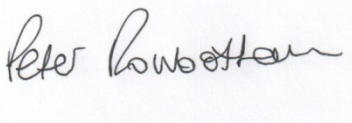
19.1 Receive any legal updates and consider any actions to be taken.

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

20. 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
23rd August 2020

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Market Harborough
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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 Tom Mitchell, Councillor Kevin Parker and Councillor Frances Maria Peacock.

**A****Brixworth Parish Council****Minutes of the meeting held on
Thursday 30th July 2020****Video Conferencing****In Attendance:**

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

Apologies: Councillor Jackie Bird and Councillor Lina Howarth

Absent: Councillor James Collyer

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 3

20/5075 Welcome

Councillor James welcomed everyone to a virtual meeting of the Parish Council which was being held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020. He reminded everyone that the meeting was being recorded.

20/5076 Apologies for Absence

Apologies for absence had been recorded from Councillor Bird and Councillor Howarth. The Parish Council accepted the apologies. This was proposed by Councillor Bird and seconded by Councillor Mitchell. Unanimous.

20/5077 Declarations of Interest

None declared.

20/5078 Minutes of Previous Meeting (2nd July 2020)

The minutes of the Parish Council meeting of 2nd July 2020 were agreed as a true and accurate record subject to Councillor Compton being inserted within 'apologies for absence'. This was proposed by Councillor Elaine Coe and seconded by Councillor Mitchell. Unanimous.

20/5079 Public Open Forum

A member of the local football team asked about the possibility of setting up a Working Group to look at the challenges that had arisen because of the growth in playing numbers across the ages including ladies' football. There had been additional pressure on pitches, changing rooms and storage. The Parish Council considered this request within minute 20/5083.

20/5080 Finance - Transactions including Payments for Approval- July 2020

The list of financial transactions and payments for July 2020 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 Compton and seconded by Councillor Peacock. Unanimous.

			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 (8th)	50.95	10.19	61.14	LGA 1972 s111
03	Peninsula Business Systems	Support Services (10th)	271.62	54.32	325.94	LGA 1972 s111
04	Lex Autolease	Lease Van (14th)	479.15	95.83	574.98	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.73	3.75	22.48	LGA 1972 s111
06	Sage Software	Accountancy System Annual Charge	480.01	96.01	576.02	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
07	Trade UK	Groundsman's materials	141.83	28.33	170.16	LGA 1972 s111
08	Bakers Waste	St David's Trade Waste	24.09	4.82	28.91	LGA MP 1976 s19
09	Bakers Waste	St David's Trade Waste - Bin Delivery	20.00	4.00	24.00	LGA MP 1976 s19
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
10	Royal Mail	Pre-paid postage	4.21	0.00	4.21	LGA 1972 s111
11	Instantprint	Covid Playground Signs	31.66	6.33	37.99	LGA MP 1976 s19
12	Amazon Market Place	Memory Card for voice recorder	20.00	0.00	20.00	LGA 1972 s111
13	Amazon Market Place	Stationery	14.56	2.92	17.48	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)						
14	Staff	Net Salaries and Wages (5-week month)	3,640.04	0.00	3,640.04	LGA 1972 s112
15	HMRC	PAYE	1,144.77	0.00	1,144.77	LGA 1972 s112
16	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
17	Peter Rowbotham	Employment Related Expenses	61.53	0.00	61.53	LGA 1972 s111
18	Blasons	Fuel for Van and Mower	87.18	17.44	104.62	LGA 1972 s111

19	R&G	Grounds Maintenance	556.21	111.24	667.45	PHA 1875 s164
20	CPRE	Annual Membership	36.00	0.00	36.00	LGA 1972 s111
21	EON	Electricity for Street Lighting	151.09	7.55	158.64	PCA 1957 s3
22	EON	Street Lighting Maintenance	24.69	4.94	29.63	PCA 1957 s3
23	Euromec	Kubota Mower Service	230.22	46.27	276.49	LGA 1972 s111
24	ROSPA	Annual Play Equipment Inspection	284.50	56.90	341.40	LGA MP 1976 s19
25	SCS Tyres	Puncture to Mower - new tyre	123.20	24.64	147.84	LGA 1972 s111
26	Parish Council Web sites	Web Hosting	180.00	36.00	216.00	LGA 1972 s111
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			8,851.10	617.34	9,468.44	

Receipts						
27	Nat West	Interest (30th June)	1.38	0.00	1.38	LGA 1972 s111
Total Income this month			1.38	0.00	1.38	

Bank Transfer - Capital to Revenue						
28	Nat West	Budget alignment (when required)	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						
			0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

20/5081 Finance – Q4 Report of the Verification Officer

The Parish Council's Financial Regulation 2.2 states that at least once in each quarter, a member other than a cheque signatory shall act as a Verification Officer to verify bank reconciliations. Councillor Barratt was thanked for his written report. As a result of the submitted report the Parish Council agreed that the Financial Regulations be updated to read -

1. The Clerk may incur expenditure for any items below £250 for the purpose of day to day operational items only. Such spending should be reported to the next available Parish Council meeting.
2. The Clerk may incur expenditure on items between £250 and £1000 in liaison with the Chairman of the Council. (The Council therefore approves expenditure in excess of £1,000) The agreement to spend should be evidenced for audit purposes. Such spending should be reported to the next available Parish Council meeting.
3. In cases of extreme risk (In the Clerk's judgement this would be classified as an emergency) the clerk may authorise revenue expenditure on behalf of the council up to £2000. If possible, this spending should be in liaison with the Chairman of the Council. The agreement to spend should be evidenced for audit purposes. Such spending should be reported to the next available Parish Council meeting.

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

20/5082 Grounds Maintenance

The Grounds Maintenance tenders had been sent out to ten companies to respond. These include companies recommended by other Parish Councils and those who had responded via the Contracts Finder system. Three tenders had been received.

The Parish Council had a sufficient budget to meet the ongoing costs of grounds maintenance. The Parish Council maintained its sports and recreational facilities in accordance with the Local Government (Miscellaneous Provisions) Act 1976 s19. It was agreed that the tender submitted by R&G Grounds Maintenance be accepted in the sum of £13,644.00 per annum. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

20/5083 Recreation Grounds – Sports Liaison Working Group

The Parish Council agreed that a Sports Liaison Working Group be set up to deal with all matters (except Legal Agreements) relating to the Parish Council's Recreation Grounds. Terms of Reference would be developed for approval by the Parish Council. As a Working Group it would not have the authority to make decisions and its role would be to advise the Parish Council. This is in accordance with Standing Orders. Members of the Group would be Councillor Barratt, Councillor Elaine Coe and Councillor Moxon. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5084 Recreation Grounds – Draft Conditions for Terms of Use

Following reports of behavioural issues with players during the 2019/2020 football season the Parish Council had asked that the terms and conditions be introduced for all clubs which could then be enforced should such issues re occur in future seasons. An existing document had been modified and this was agreed by the Parish Council for consultation with the users. This was proposed by Councillor James and seconded by Councillor Moxon. Unanimous.

20/5085 Personnel Working Group

The Parish Council noted the submitted report of the Personnel Working Group. The Parish Council agreed to the progression with the recruitment of an Assistant Parish Clerk with an initial working week of 8 hours. The salary would be £19,945 (pro rata) per annum being the current salary point SCP 19 within the LC1 range as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. (£10.37 per hour). The 'on costs' (approx. £1000) including office chair, stationery, laptop and Microsoft licence would be met from the Parish Councils existing revenue budget. There was sufficient funding within the staffing budget to fund this planned post. The Parish Council had the authority to appoint staff in accordance with the Local Government Act 1972 s112. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

20/5086 Procurement – Specialist Services to support s106 Projects

The Parish Council had agreed to progress with two bids for s106 funding. Both schemes would need resourcing with the right skills to mitigate any risks. The Parish Council had the powers to appoint a specialist company to enable sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s19. With regards to the St David's scheme the Parish Council agreed that revised quotes be submitted for the technical and specialist support. The revised quotes would now be based upon concept design, developed design (including planning if required), technical design (including building regulations approval), the tender and procurement process including assisting the Parish Council with the selection/ decision making process, contract administration and final inspection/handover. No site visits would be required during the construction phase. This was proposed by Councillor James and seconded by Councillor Compton.

20/5087 Adoption of BT Box, Church Street/ High Street.

It was agreed that the Parish Council approach BT regarding the possible adoption of the telephone box on Church Street/ High Street. This could then have alternative uses for the benefit of the local community. This was proposed by Councillor Barratt and seconded by Councillor James. Unanimous.

20/5088 Police Survey on Local Priorities

The Parish Council noted the recent release of an online Police survey to assist in the identification of local priorities. This would now be promoted from the Councils web and social media sites.

20/5089 ROSPA Report

The ROSPA report was an independent specialist annual inspection to ensure the long-term safety of the playground sites, equipment and ancillary items. The full reports had been presented to the Parish Council and several actions had been identified. The Parish Council had the power to provide and manage pleasure grounds in accordance with the Public Health Act 1875 s164. The Parish Council noted the report and agreed that the actions should be carried out as soon as practical. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5090 Village Projects – Former Railway Station Benches

The Parish Council agreed that quotes be sought for the restoration of the former Railway Station benches. Councillor Barratt and Councillor Frances Peacock had carried out research on the history and possible restoration options. It was agreed that quotes be obtained for the work to be carried out creating the same appearance and colour scheme but with carved wooden lettering. The Parish Council has the power to provide seats at roadside areas in accordance with the Parish Council's Act 1957s1. It also has the power to maintain its own open spaces in accordance with the Public Health Act 1875 s164. This was proposed by Councillor James and seconded by Councillor Peacock. Unanimous.

20/5091 Village Projects – Wildflowers

The Parish Council had previously considered the provision of wildflowers within the Village. It was noted that wildflowers could be sown during September, depending on soil conditions. Two sites had been identified – Holcot Road and Northampton Road. It was agreed that highway licences be sought for these two sites and a wildflower scheme be progressed, if practical, during September 2020. The Parish Council had the power to plant on the highway grass verges in accordance with the Highways Act 1980 s96. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5092 Legal Documents for Parish Council Assets

The Parish Clerk reported that it would be useful for record purposes to hold electronic versions of its legal ownership documents. These would then be used for the handling of any enquiries or to readily assist in any site research. The Parish Council agreed to authorise the Parish Clerk to obtain copies of the legal documents. This would be funded from the existing revenue budget. The Parish Council has the power to do anything to facilitate the discharge of its functions in accordance with the Local Government Act 1972 s111. This was proposed by Councillor James and seconded by Councillor Barratt. Unanimous.

20/5093 Finance – Rolling Budget

The Rolling Budget for July 2020 was received by the Parish Council. There were no issues or concerns.

20/5094 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 30th June 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £112,446.30. The Capital (Reserve) account indicated a balance of £157,502.41.

20/5095 Finance - Parish Council's Reserves

The Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and £100,127.03 within Earmarked Reserves. General Reserves was indicated at £82,870.08. The s106 money held by Daventry District Council was £254,425.

20/5096 Community Safety – Reported Crime Data

The crime figures for May 2020 indicated 42 local crimes had been reported. This compared with 18 in 2019 and 33 in 2018.

20/5097 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Northampton Road/ Froxhill Crescent inbound) Harborough Road inbound) was noted by the Parish Council.

20/5098 Planning – Decisions for June 2020

The Parish Council noted the list of planning decisions issued during June 2020.

20/5099 Planning – Minutes for 1st June 2020

The Parish Committee received the minutes of the Planning Committee of 1st June 2020.

20/5100 Retail Working Group – Notes for 15th June 2020

The Parish Committee received the notes of the Retail Working Group of 15th June 2020. The Parish Council agreed the Groups Terms of Reference. This was proposed by Councillor Barratt and seconded by Councillor James. Unanimous.

20/5101 Media and Communications Committee of 10th June 2020.

The Parish Committee received the minutes of the Media and Communications Committee of 10th June 2020.

20/5102 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/5103 Correspondence

The Correspondence was noted by the Parish Council.

	Subject	From
01	CEO Bulletin	NALC
02	South Northants Local Plan	South Northants DC

20/5104 Dates of Future Meetings

- Planning Committee – 3rd August 2020
- Media & Communications – 12th August 2020
- Planning Committee 24th August 2020
- Council – 27th August 2020

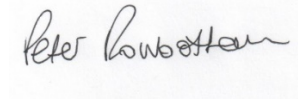
20/5105 Urgent Matters

None raised.

The meeting finished at 9.21pm

Signed as a true and accurate record

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



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
14th August 2020**

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DRAFT



Brixworth Parish Council - Financial Transactions

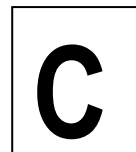
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August 2020

		Net Amount	VAT	Total	Powers
		£	£	£	
Direct Debit Payments - Financial Reg 6.7					
01	Peninsula Business Systems Support Services (29th July)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON Elec monthly - Ashway Changing Rooms (3rd)	117.14	5.86	123.00	LGA MP 1976 s19
03	Lex Autolease Lease Van (3rd)	239.56	47.91	287.47	LGA 1972 s111
04	TalkTalk Business Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited Mobile Phone (17th)	18.73	3.75	22.48	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
	None				
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19					
06	Royal Mail Pre paid postage	2.28	0.00	2.28	LGA 1972 s111
07	O2 Pre pay top up Mobile Phone	20.00	0.00	20.00	LGA 1972 s111
08	Land Registry Deedflow Spratton Road Title Deeds	107.76	0.00	107.76	LGA 1972 s111
09	Lockstation Face Shields - Community Centre	15.55	0.00	15.55	LGA 1972 s133
10	Solopress Hand Sanitiser Dispensers - Community Centre	147.90	29.58	177.48	LGA 1972 s133
11	Value Products Hi Viz Waist Coats	43.39	0.00	43.39	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)					
12	Staff Net Salaries and Wages (4 week month)	3,630.64	0.00	3,630.64	LGA 1972 s112
13	HMRC PAYE	1,142.17	0.00	1,142.17	LGA 1972 s112
14	LGSS Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
15	Peter Rowbotham Employment Related Expenses	28.43	0.00	28.43	LGA 1972 s111
16	Peter Rowbotham Office Related Expenses	91.66	18.33	109.99	LGA 1972 s111
17	Blasons Fuel for Van and Mower	118.42	23.68	142.10	LGA 1972 s111
18	R&G Grounds Maintenance	1,068.00	213.60	1,281.60	PHA 1875 s164
19	Scribe Accountancy System Software Licence	385.00	77.00	462.00	LGA 1972 s111
20	Ratcliffe Updated Survey at St Davids Recreation Ground	193.00	38.60	231.60	PHA 1875 s164
21	Berrys The Pound Annual Fee (Legal Agreement)	0.05	0.00	0.05	PHA 1875 s164
22	Bakers Waste Trade Waste St Davids Recreation Ground	56.39	12.41	68.80	PHA 1875 s164
23	Trade UK Screwfix Swafega and a dood closer	33.30	6.66	39.96	LGA 1972 s111
Cheque Payments					
	Nil	0.00	0.00	0.00	
Total Expenditure this month to date		8,439.66	541.89	8,981.55	
Receipts					
24	Playsafety/ ROSPA Over payment - refund	90.00	0.00	90.00	LGA 1972 s111
25	Nat West Interest (31 July 2020)	1.34	0.00	1.34	LGA 1972 s111
Total Income this month		91.34	0.00	1.34	
Bank Transfer - Capital to Revenue					
26	Nat West Budget alignment (when required)	423.78	0.00	423.78	LGA 1972 s111
Total transferred to revenue this month		423.78	0.00	423.78	
Bank Transfer - Revenue to Capital					
		0.00	0.00	0.00	LGA 1972 s111
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



Brixworth Parish Council

Report to the Council Meeting of 27th August 2020

Terms and Conditions – Recreation Grounds

Following complaints from a local resident regarding some behavioural issues the Parish Council asked the Clerk to review the terms and conditions with a view to providing a mechanism to tackle such future issues.

Existing terms and conditions have now been updated and these have been supplemented with additional paragraphs to meet current expectations.

The documents had been discussed at the newly formed Sports Liaison Working Group at the meeting on 25th August.

The Council provides sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s 19.

There are no financial implications in this report.

Recommendation

The Parish Council is asked to approve the Terms and Conditions.



Brixworth Parish Council

Terms & Conditions for the use of The Ashway Recreation Ground

Season 2020/2021

1. LIAISON

The Sports Clubs and the Parish Council shall have joint review meetings twice per year – February and September and all clubs will be expected to be represented.

Any issues with the Grounds or related matters should be directed via email to the Parish Clerk at parish.clerk@brixworthparishcouncil.gov.uk

All liaison is through the Parish Clerk. Clubs must not contact the Parish Council's contractor or groundsman direct.

Football Club : We also reserve the right to contact R&G as we have to use them to assist with goals at St David's at season start and season end and also we ask them and pay for them to white line the pitches from time to time.

Any correspondence raised by the Parish Council will be directed to the respective Club Secretary via email.

2. REQUIRED PAPERWORK PRIOR TO USE

The following documents are required by the Parish Council on annual basis –

- Electrical Certificate for the Floodlights (Senior Football Club only)
- Public Liability Insurance Certificate
- Copies of any risk assessments – which will also cover COVID issues
- To identify requirements a list of teams using the St David's pitches together with the training schedule and home fixture list is required.
- Copies of the constitution and the latest accounts

Deadline for submission of paperwork –

- Football – September

3. PLAYING AREAS

The Parish Council will maintain the grounds in accordance with its Grounds Maintenance Contract.

The letting and control of pitches is entirely the responsibility of Brixworth Parish Council.

Football

The Council will provide the goal posts. The Club is responsible for providing nets, flags and marking the pitches. Plastic pegs must be used for fixing the nets. The Parish Council will mark the pitches for the start of the season – then the Clubs assume responsibility for subsequent pitch marking.

The football clubs are responsible for ensuring that there are no hazards on the ground before and after playing.

4. ASSOCIATED FACILITIES

The club will be provided with a set of keys for both of the changing rooms, Referee/disabled room and storeroom. Any replacement keys will have to be paid for, at a cost of £10.00 each. Any damage to the home or visitors changing rooms is the responsibility of the home team, who may be charged for it. The club is responsible for ensuring that the changing rooms are locked after use.

The club is responsible for mopping out the showers and sweeping the changing rooms after use, to ensure that they are clean for the next user.

The club must make arrangements to ensure that the building is evacuated in case of a fire. A foam fire extinguisher is located in the storeroom.

The club on agreement with the Clerk and / or groundsman may store equipment/nets etc. in the storeroom. The football club is responsible to ensure that these items are covered by the club's insurance. The Parish Council does not accept any responsibility for these items.

On leaving The Ashway Recreation Ground the gate to the Car Park must be locked securely.

The clubs is responsible for the provision of all first-aid kit.

The Parish Council is responsible for the maintenance and upkeep of the defibrillator.

5. SUB-LETTING

Clubs are not allowed to sub-let any pitches to any another club, without the Council's prior permission.

6. BEHAVIOUR

The Club is reminded that these facilities are overlooked by local villagers/ residents and therefore the Council expects good behaviour at all times.

Clubs on and off field behaviour should meet the expectations of their respective Governing Bodies.

Foul and abusive language, bullying, intimidating and/ or inappropriate behaviour will not be tolerated on Parish Council's land.

The clubs and the Brixworth Parish Council agree that we all play our part in creating a fun, safe and inclusive environment.

7. BREACH OF CONDITIONS

Brixworth Parish Council will consider Brixworth Parish Council to discuss any issues that have been raised. In some cases sanctions may include written warnings and/or the involvement of Governing Bodies & Leagues.

Any safeguarding issues brought to the attention of the Brixworth Parish Council will be referred direct to the games Governing Body without reference to the Clubs.

Clubs may be asked to apologise in writing directly to whoever they may have upset by breaching any conditions, especially those relating to behaviour.

8. PAYMENTS

An Invoice for the season will be sent out in October of each year. Payment to be received via BACS within 28 days of the date of invoice.

Football Club: The Football Club have always received two split payments for the fees and still expect that to happen as the fees are expensive for the seniors.

The fee for the season is set at £



Brixworth Parish Council

Terms & Conditions for the use of The Ashway Recreation Ground

**This Club agrees to the terms and conditions for the use of
The Ashway Recreation Ground**

Season 2020/21

Name of Club –
Name & Address of Secretary
Telephone number of Secretary
E Mail of Secretary
Name & Address of Treasurer
Telephone number of Treasurer
E Mail of Treasurer

I have read and accept the conditions and attach the supporting paperwork as required in Section 2 of the terms and conditions. The club is committed to achieving the behavioural standards as prescribed by the game's Governing Body.

Signed

Name

Position



Brixworth Parish Council

Terms & Conditions for the use of St David's Recreation Ground

Season 2020/2021

1. LIAISON

The Sports Clubs and the Parish Council shall have joint review meetings twice per year – February and September and all clubs will be expected to be represented.

Any issues with the Grounds or related matters should be directed via email to the Parish Clerk at parish.clerk@brixworthparishcouncil.gov.uk

All liaison is through the Parish Clerk. Clubs must not contact the Parish Council's contractor or groundsman direct.

Cricket Club : The Cricket Club do not agree with this condition of not talking to R&G as they may want to hire them direct for tasks that they define.

Football Club : We also reserve the right to contact R&G as we have to use them to assist with goals at St David's at season start and season end and also we ask them and pay for them to white line the pitches from time to time.

Any correspondence raised by the Parish Council will be directed to the respective Club Secretary via email.

2. REQUIRED PAPERWORK PRIOR TO USE

The following documents are required by the Parish Council on annual basis –

- Electrical Certificate for the Floodlights (Senior Football Club only)
- Public Liability Insurance Certificate
- Copies of any risk assessments – which will also cover COVID issues
- To identify requirements a list of teams using the St David's pitches together with the training schedule and home fixture list is required.
- Copies of the constitution and the latest accounts

Deadline for submission of paperwork –

- Football – September
- Cricket – April

3. PLAYING AREAS

The Parish Council will maintain the grounds in accordance with its Grounds Maintenance Contract.

The letting and control of pitches is entirely the responsibility of Brixworth Parish Council.

Football

The football clubs are responsible for providing the goal posts, nets, flags and marking the pitches. The clubs are to ensure that when the goal posts are not in use they are locked up and are kept in a safe condition. Plastic pegs must be used for fixing the nets. The Parish Council will mark the pitches for the start of the season – then the Clubs assume responsibility for subsequent pitch marking.

Football Club: The goals cannot be removed after every match at either location as you are suggesting as this is just not possible.

The football clubs are responsible for ensuring that there are no hazards on the ground before and after playing.

Cricket

The cricket club is responsible for cutting the cricket square. The club is responsible for providing the wickets etc. When the cricket square is 'fenced' off, the club is responsible to ensure that the fence is safe and secure at all times.

The cricket club is responsible for ensuring that there are no hazards on the ground before and after playing.

The cricket club is responsible for the safe storage of the cricket screens.

Linked document – see also the legal agreement between the Brixworth Parish Council and the Brixworth Cricket Club.

4. ASSOCIATED FACILITIES

Clubs with storage at the grounds are responsible for their own storage areas including implementing any appropriate security measures. Clubs should insure any contents.

The clubs are responsible for the provision of all first-aid kit.

5. SUB-LETTING

Clubs are not allowed to sub-let any pitches to any another club, without the Council's prior permission.

6. BEHAVIOUR

The Club is reminded that these facilities are overlooked by local villagers/ residents and therefore the Council expects good behaviour at all times.

Clubs on and off field behaviour should meet the expectations of their respective Governing Bodies.

Foul and abusive language, bullying, intimidating and/ or inappropriate behaviour will not be tolerated on Parish Council's land.

The clubs and the Brixworth Parish Council agree that we all play our part in creating a fun, safe and inclusive environment.

7. BREACH OF CONDITIONS

Brixworth Parish Council will consider Brixworth Parish Council to discuss any issues that have been raised. In some cases sanctions may include written warnings and/or the involvement of Governing Bodies & Leagues.

Any safeguarding issues brought to the attention of the Brixworth Parish Council will be referred direct to the games Governing Body without reference to the Clubs.

Clubs may be asked to apologise in writing directly to whoever they may have upset by breaching any conditions, especially those relating to behaviour.

8. PAYMENTS

An Invoice for the season will be sent out in October of each year. Payment to be received via BACS within 28 days of the date of invoice.

Football Club: The Football Club have always received two split payments for the fees and still expect that to happen as the fees are expensive for the seniors.

The fee for the season is set at £



Brixworth Parish Council

Terms & Conditions for the use of St David's Recreation Ground

**This Club agrees to the terms and conditions for the use of
St David's Recreation Ground**

Season 2020/21

Name of Club –
Name & Address of Secretary
Telephone number of Secretary
E Mail of Secretary
Name & Address of Treasurer
Telephone number of Treasurer
E Mail of Treasurer

I have read and accept the conditions and attach the supporting paperwork as required in Section 2 of the terms and conditions. The club is committed to achieving the behavioural standards as prescribed by the game's Governing Body

Signed

Name

Position



D

Brixworth Parish Council

Retail Working Group – 20th August 2020

Video Conferencing

Present	
Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Elaine Coe, Councillor Stephen James, Councillor Lina Howarth and Peter Rowbotham (Clerk)	
1.	Apologies for Absence
1.1	Apologies had been received from Councillor Jackie Bird, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Kevin Parker and Councillor Frances Peacock and District Councillor Harris.
2.	Updates
1.1	<p>District Councillor Harris had received further correspondence with the Coop. This reads –</p> <p><i>I do understand your concerns regarding these potential plans for the proposed store in your local area -Brixworth, especially if it has been rejected previously.</i></p> <p><i>As a member-owned organisation, your views are extremely welcome in helping us shape the future of our Co-op. I'm not fully sure on the details in regards to whether we have an acquisition site at the Red Lion site or not - so I have reached out to properties to know more before offering any further details. I can also ask if there any current plans on expanding our current Brixworth site. It's in our interest to ensure the local community feel included and supported, as it is our local residents who we would like to come and shop with us. So please be reassured that we will be transparent throughout any potential process, and we are open to listening to everyone's views. If we ever do go ahead with opening a new store, please be reassured that there will be a planning committee in which the communities views will be listened to. We also discuss how we can support the local economy through our local product sourcing and membership incentives. I'd like to conclude by saying that it's of critical importance we are also in regular consultation with all the necessary local authorities. So please be reassured that everybody's voice will be heard.</i></p>
1.2	There had been concerns regarding those who had been 'digitally excluded' from the planning process. Representations were being processed through the Planning Portal and written reps further reduced the opportunity to comment. These issues had been raised with Daventry District Council. It was thought that raising formal complaints would be the only option for those who considered themselves to be disadvantaged.
1.3	It was agreed that the public be asked for opinions on the Coop proposal. It was hoped that fresh views on the retail offer would be welcome and may provide some direction to the Parish Council. The Media & Communications Committee had been charged with asking the community, via Facebook, for their opinion so that the BPC has carried out its duty to consult residents.

3.	Review of Sites
3.1	<ul style="list-style-type: none"> • Spratton Road Rec – This open space site has a restrictive covenant. The Rec could be relocated to provide better sporting facilities elsewhere in the village. Any development would be contrary to the Local Plan and Neighbourhood Plan. Also discussed the option of regenerating this open space . • Mabbutt's Wood Yard – out of village site. Brownfield site. Not an ideal site for retail. • Ferro Fields employment area – Not suitable for retail. In any event nothing was available. • Old Harborough Road – viable site but not a central. Still waiting to hear from the estate agent regarding a particular property (suite 5, Ironstone Way)
3.2	<ul style="list-style-type: none"> • Field adjoining the reservoir. This is a greenfield site. <p>It was agreed that all of the sites be presented to the Coop as alternatives to the Red Lion site. It was also agreed to ask the Coop which sites they had fully investigated and which ones they had previously ruled out.</p>
4.	Actions
4.1	<ul style="list-style-type: none"> • Councillor Moxon to update District Councillor Harris of the meeting outcomes. • The Clerk to book the Community Centre for 2nd September for the Coop meeting • Councillor Elaine Coe to prepare a social media release to gauge public opinion. • An Agenda required for the Coop Meeting – District Councillor Harris to develop.
5.	Next Meeting
5.1	Monday 14 th September 2020 after Planning Committee.
6	Recommendations to the Parish Council
6.1	The Parish Council notes the report and ongoing work of the Retail Working Group.

Meeting ended at 850pm



Brixworth Parish Council

Report to the Council Meeting of 27th August 2020

S106 Schemes – Specialist Support

The Parish Council had agreed to progress with two bids for s106 funding. Both schemes will need resourcing with the right skills to mitigate any risks. Having the available skills to manage the project will enable smoother implementation. The procured service for the Community Centre would cover feasibility through to the delivery stage and will include:

- Project Brief
- Employers requirements and Specification
- Employers Agent
- Tender and Procurement
- Contract Administration
- On site Clerk of Works
- a suitable number of site visits / meetings throughout the design period and construction stage.

The procured service for the St David's MUGA Community Centre would cover feasibility through to the delivery stage and will include:

- Project Brief
- Design
- Employers requirements and Specification
- Employers Agent
- Tender and Procurement including assisting the Parish Council with the selection/ decision making process
- Contract Administration – but no site visits during the construction phase
- Final Inspection and Handover.

This matter was first raised at the Council meeting in May (Minute 20/5008) but this was deferred until the extra ordinary s106 meeting in June 2020. At this meeting on June 18th the Parish Council asked for additional quotes to ensure best value. (Minute 20/5008)

Further quotes have now been requested and the Parish Council will be updated at the meeting –

St David's MUGA

Based on 200k project cost

	V1 Proposal	V1 Value based upon current estimates	V2 Proposal	V2 Value based upon current estimates
Company A	6% of the overall construction costs	£12,000	5.5%	£11,000
Company B	6.2 % of the overall construction costs On site Clerk of Works not allowed for (Architect supervised) Excludes out of pocket expenses, e.g. travel. Specialist design fees for a MUGA pitch would be in the region of £5,000.00	£12,400	6.2%	£12,400
Company C	9.0 % of the overall construction costs	£18,000	8%	£16,000

Community Centre Refurbishment

Based upon 60k project cost

	Proposal	Value based upon current estimates
Company A	10% of the overall construction costs	£6,000
Company B	9.2% of the overall construction costs On site Clerk of Works not allowed for (Architect supervised) Excludes out of pocket expenses, e.g. travel.	£5,520
Company C	9.5% of the overall construction costs	£5,700

Overall Costs

	V1 Value based upon current estimates	V2 Value based upon revised estimates
Company A	£17,820	£17,000

Company B	£17,734	£17,920
Company C	£23, 430	£21,700

The Parish Council has the powers to appoint a specialist company to enable sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s19.

The projects are financed from its Reserves/ CIL and s106 funding. The project can only progress on the basis that Daventry District Council formally agrees the submitted proposals.

Recommendation

It is recommended that the Parish Council considers the submitted quotes.



Grant Application Form

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: The Olive Branch / Brixworth Community Food Share

Is it a registered charity: no

Charity no.:

How many people use/attend your organisation?

The Olive Branch has been running for 21 years, has 21 weekly volunteers and employs 3 residents. It is a limited Company. About 400 customers per week until Covid 19

How many are Brixworth residents?

20 out of 21 volunteers

Brief description of objectives of the organisation and activities in the parish:

Brixworth Community Food Share is a newly established organisation that wants to save food from being wasted in landfill by making a meal to share in the community.

We would use the school to target the meal at people in the community eligible for free school meals, although the meal would be open to all – within the bounds of accommodation and current covid guidelines.

2. Contact Details

Name of contact:
Elaine Coe
Address:
The Old
Bakehouse, 4
Kennel Terrace,
Brixworth,
Northampton NN6
ON

3. Project / Activity Details

Briefly describe the project or purpose for which you require a grant (you must demonstrate a clear need):
We need to buy basic food supplies (for example oil and seasoning) to help to make an interesting and practical meal from the less secure supplies from the Coop.
Although the Co-op would supply the main ingredients, additional vegetables, sauces, etc. would need to be purchased each week to enable the family meals. We would also need to provide for particular requirements e.g vegetarians.
The money would be only used to purchase such items and receipts would be obtained for all purchases. Accounts for each weekly meal would be kept separately from Olive Branch money.
In an ideal world the Olive Branch would be able to pay for this activity. Since Covid 19 this is not possible.

How will the funding benefit residents of Brixworth (include the number of beneficiaries living in the Parish)?
Parish residents can be reassured that food from the local shop is saved from landfill and also that more vulnerable families in the community can access a hot meal.
Due to current Covid 19 restrictions and the demands for social distancing, initially the project would only cater for up to 4 families per week. Hopefully this could be expanded in the future.

4. Financial Details

Current balance in all bank account (s) and investments at the time of this application

£ nil for this project

Estimated annual income and expenditure of organisation:

Income Nil

Expenditure Estimated at £10 per week for food and drinks for estimated 20 people

What is the total cost of the project?

14 weeks X £10 = £140 for Autumn Term (Spring Term £140) £ 280

What is the total amount of grant requested? £ 280

Details of how the remaining balance will be funded:

Coop Food Share scheme makes available food going out of date.
Troops has also offered to supply vegetables if needed.
All labour will be from volunteers
Olive Branch will be used at no cost to the project

Details of any fundraising events held / planned or funding received:

None

Details of previous grants from the Parish Council within the last 5 years:

None

New project.

Any other comments in support of your application?

This is a new project with a partnership between the Olive Branch, community volunteers, the Parish Council and the Brixworth Co-op.

Vulnerable families will be identified with the help of Brixworth Primary School.

Elaine Coe will liaise with the Co-op. Mike Nice will supervise the use of the Olive Branch

Several volunteers from the community, in addition to regular and trained Olive Branch volunteers, have expressed an interest in helping .

The meal will be prepared between 3.00pm and 4.00pm on a Wednesday or Thursday afternoon for serving between 4.00pm and 5.00pm.

5. Declaration

I declare that I am authorised to make the application on behalf of the above organisation.

I have read and fully understood the Brixworth Parish Council Grants Policy and certify that the information contained in this application is correct.at the time of submission.

Signed:

Elaine

Coe

Check – ✓

- Read and understood the Grants Policy?
- Accounts attached?
- Constitution attached?
- Evidence attached of alternative funding sources (if applicable)?
- Evidence attached of the project costs?

- Evidence attached of 'best value - three quotes for those projects costing more than £500?

Please return this form with enclosures to the Clerk of Brixworth Parish Council via email at parish.clerk@brixworthparishcouncil.gov.uk

BCF ACTION LIMITED

**Company Registration Number:
03734674 (England and Wales)**

Unaudited statutory accounts for the year ended 31 March 2019

Period of accounts

Start date: 01 April 2018

End date: 31 March 2019

BCF ACTION LIMITED

Contents of the Financial Statements

for the Period Ended 31 March 2019

Company Information - 3

Report of the Directors - 4

Profit and Loss Account - 5

Balance sheet - 6

Additional notes - 8

Balance sheet notes - 9

BCF ACTION LIMITED

Company Information

for the Period Ended 31 March 2019

Director:

Mr M I Nice

Mr B S Lawes

Mrs D Duncan

Mr V J Salmon

Mrs C E Davies

Mrs A R Cowley

Mrs L K Topham

Registered office:

93
Froxhill Crescent
Brixworth
Northampton
England
NN6 9LN

Company Registration Number:

03734674 (England and Wales)

BCF ACTION LIMITED

Directors' Report Period Ended 31 March 2019

The directors present their report with the financial statements of the company for the period ended 31 March 2019

Principal Activities

The principal activity of the company in the year under review was the operation of a church coffee shop as a service to the local community.

Political and charitable donations

During the year the company made charitable contributions totalling £6,150 (2018: £12,360) which included £6,000 (2018: £11,910) to Brixworth Community Church, the owner of the company. No political contributions were made.

Directors

The directors shown below have held office during the whole of the period from 01 April 2018 to 31 March 2019

Mr M I Nice

Mr B S Lawes

Mrs D Duncan

Mr V J Salmon

Mrs A R Cowley

Mrs L K Topham

The director(s) shown below resigned during the period

Mrs C E Davies

03 October 2018

This report was approved by the board of directors on 19 December 2019

And Signed On Behalf Of The Board By:

Name: Mr M I Nice

Status: Director

BCF ACTION LIMITED

Profit and Loss Account

for the Period Ended 31 March 2019

	<i>Notes</i>	<i>2019</i> £	<i>2018</i> £
Turnover		46,823	47,367
Cost of sales		(31,738)	(26,363)
Gross Profit or (Loss)		15,085	21,004
Administrative Expenses		(16,008)	(22,510)
Operating Profit or (Loss)		(923)	(1,506)
Interest Receivable and Similar Income		16	14
Profit or (Loss) Before Tax		(907)	(1,492)
Tax on Profit		(0)	(0)
Profit or (Loss) for Period		(907)	(1,492)

The notes form part of these financial statements

BCF ACTION LIMITED

Balance sheet

As at 31 March 2019

	<i>Notes</i>	<i>2019</i> £	<i>2018</i> £
Fixed assets			
Tangible assets:	2	1,497	1,711
Total fixed assets:		<u>1,497</u>	<u>1,711</u>
Current assets			
Stocks:		676	755
Cash at bank and in hand:		10,539	15,643
Total current assets:		<u>11,215</u>	<u>16,398</u>
Prepayments and accrued income:		715	1,583
Creditors: amounts falling due within one year:	3	(748)	(0)
Net current assets (liabilities):		<u>11,182</u>	<u>17,981</u>
Total assets less current liabilities:		12,679	19,692
Creditors: amounts falling due after more than one year:	4	(15,400)	(15,400)
Accruals and deferred income:		(508)	(6,614)
Total net assets (liabilities):		<u>(3,229)</u>	<u>(2,322)</u>

The notes form part of these financial statements

BCF ACTION LIMITED

Balance sheet continued

As at 31 March 2019

	<i>Notes</i>	<i>2019</i> £	<i>2018</i> £
Capital and reserves			
Called up share capital:		2	2
Profit and loss account:		(3,231)	(2,324)
Shareholders funds:		<u>(3,229)</u>	<u>(2,322)</u>

For the year ending 31 March 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the board of directors on 19 December 2019

And Signed On Behalf Of The Board By:

Name: Mr M I Nice

Status: Director

The notes form part of these financial statements

BCF ACTION LIMITED

Notes to the Financial Statements

for the Period Ended 31 March 2019

1. Accounting policies

Basis of measurement and preparation

These financial statements have been prepared in accordance with the provisions of Section 1A (Small Entities) of Financial Reporting Standard 102

Turnover policy

Turnover represents sales of goods and services.

Tangible fixed assets depreciation policy

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life

Plant and machinery 20% on cost

Fixtures and fittings 20% on cost

Valuation information and policy

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items.

BCF ACTION LIMITED

Notes to the Financial Statements

for the Period Ended 31 March 2019

2. Tangible assets

	Plant & machinery	Fixtures & fittings	Total
Cost	£	£	£
At 01 April 2018	19,220	10,320	29,540
Additions	324	872	1,196
Disposals	-	-	-
Revaluations	-	-	-
Transfers	-	-	-
At 31 March 2019	<u>19,544</u>	<u>11,192</u>	<u>30,736</u>
Depreciation			
At 01 April 2018	18,048	9,781	27,829
Charge for year	697	713	1,410
On disposals	-	-	-
Other adjustments	-	-	-
At 31 March 2019	<u>18,745</u>	<u>10,494</u>	<u>29,239</u>
Net book value			
At 31 March 2019	<u>799</u>	<u>698</u>	<u>1,497</u>
At 31 March 2018	<u>1,172</u>	<u>539</u>	<u>1,711</u>

BCF ACTION LIMITED

Notes to the Financial Statements

for the Period Ended 31 March 2019

3.Creditors: amounts falling due within one year note

	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>
Trade creditors	748	0
Total	748	0

BCF ACTION LIMITED

Notes to the Financial Statements

for the Period Ended 31 March 2019

4.Creditors: amounts falling due after more than one year

	<i>2019</i> <i>£</i>	<i>2018</i> <i>£</i>
Other creditors	15,400	15,400
Total	15,400	15,400

Other creditors represent funds loaned by Brixworth Community Church and whilst the intention of the company is to repay the loan, no repayment terms or period have been specified.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.



Brixworth Parish Council

Report to the Council Meeting of 27th August 2020

Projects - Wildflowers

This report is carried over from previous meetings on 25 June 2020. (Minute Number 20/ 5050) and 27 August 2020 (Minute Number 20/5091).

Wildflowers within the Village

The Parish Council had earlier identified two sites for wildflowers which are both highway sites. The Parish Council also has the Millenium Gardens which could be utilised.

The advice is that we will need to get a licence from the NCC Regulations Team for cultivating the area. An application has bene sent off and a reply is awaited.

Wildflower scan be sowed during March and April or in September, depending on soil conditions. On lighter soils, autumn-sown seeds generally germinate and establish quickly, although some will not come up until the following spring. At the last meeting it was agreed that sowing in September would be the preferred option.

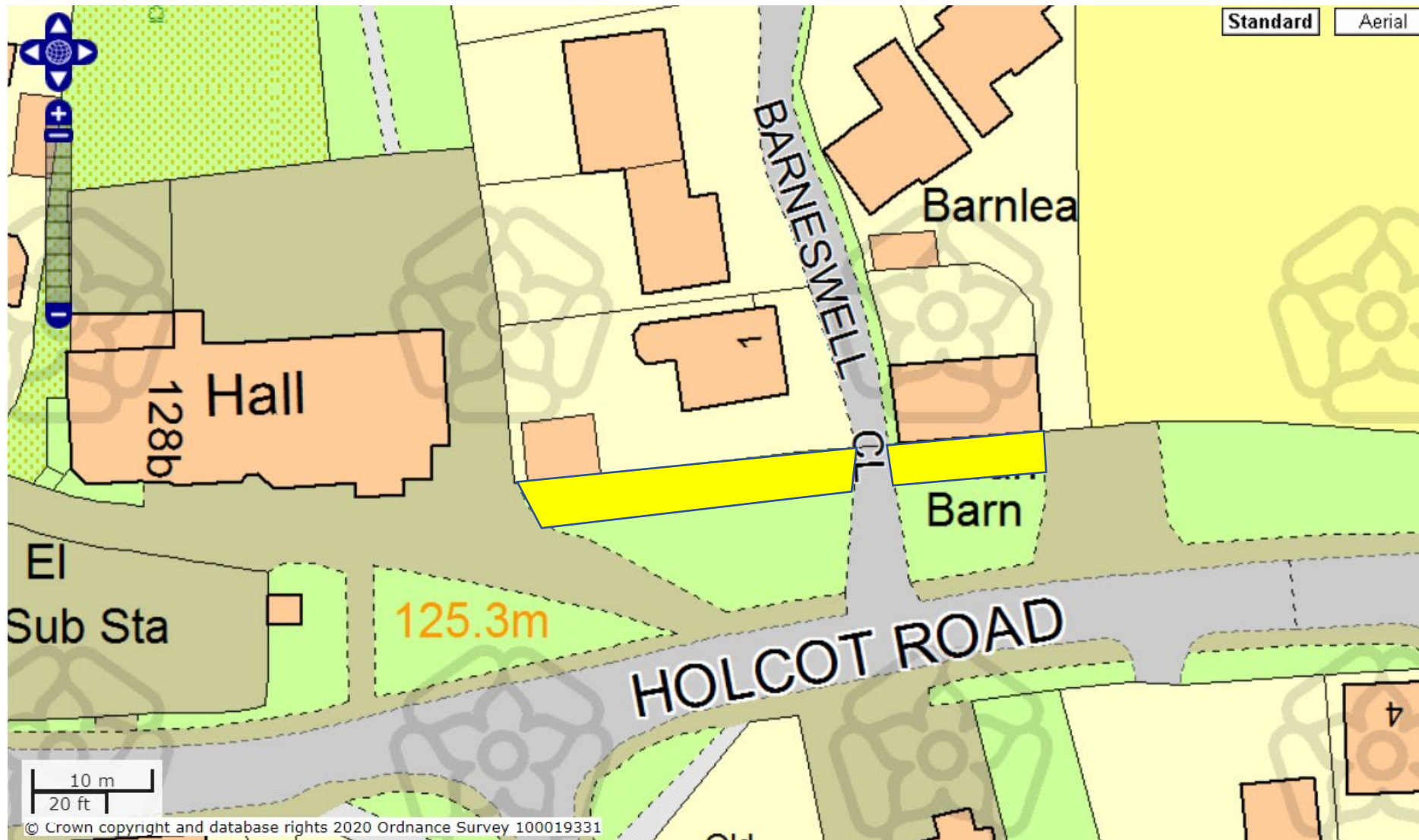
The Parish Council could deliver this project by procurement of the services of a landscape company (or the Grounds Maintenance Contractor) and using the Projects budget to finance it. Seeds can be purchased from Taylor Rigby. At the last meeting the suggested option was to use local volunteers to engage the local community. (Subject to risk assessments) but this may be difficult during COVID.

The project budget has an uncommitted pot £11,319.55. The Council has the power to spend on Open Spaces, Parks and Leisure Grounds. It also has the power to plant on highway verges, but any work would need the prior approval from the Highway Authority.

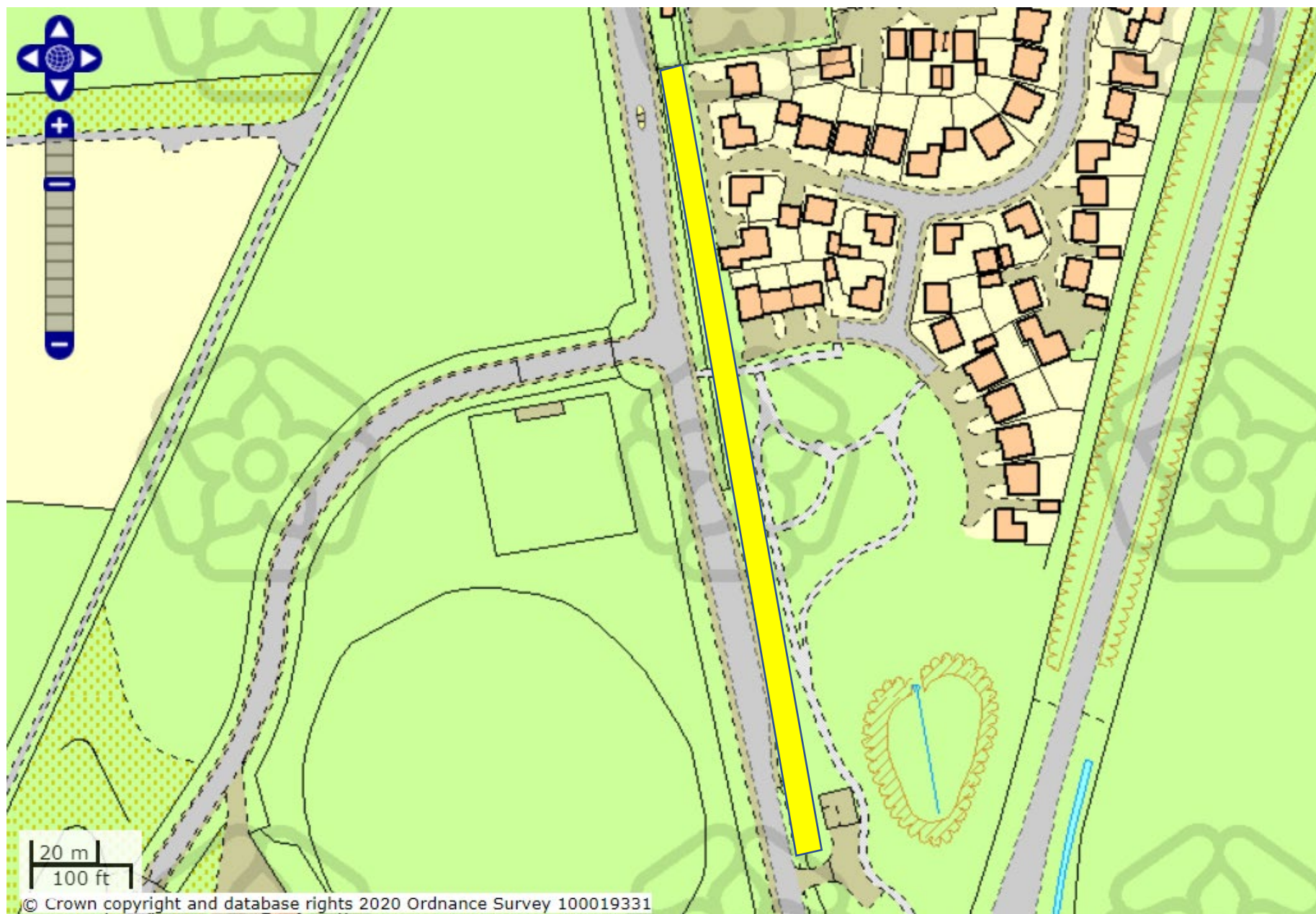
Recommendation

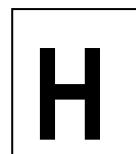
The Parish Council is asked to consider the next actions to deliver Wildflowers within the village.

Proposed Wildflowers – Holcote Road (Highlighted in yellow)



Wildflowers – Northampton Road Brixworth – highlighted in yellow





Brixworth Parish Council

27th August 2020

Holcot Road

Improvement Scheme

Various issues had been raised at the meeting on January 30th 2020. The minutes record the following actions –

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.

Latest Position

Post Replacement.

The Parish Council has in the past has not favoured the use of parking bollards as it incurs ongoing maintenance costs. In this location there are now timber bollards which have rotted. There is indiscriminate parking at this location (and other locations throughout the village) including the Village Green area. The Parish Council had requested further information on the use of plastic bollards. This is an outstanding action.

Seat Area.

The seat is much used. Parents use it when waiting for the Play Group to open and to wait for it to finish as well as passers-by during the day. The area around it is quite uneven having been badly reinstated by Utility activity over the years. It is very difficult for the mower to cut and I go round the area with my strimmer to cut the areas the mower cannot get to. It needs a paved area underneath and round it. The litter bin has no lid and needs renewing. Work is in hand to refurbish the benches and renew the surrounding area. Actions have been identified but this is not a priority.

The grass area fronting Rowan Barn.

This becomes a muddy area every winter and particularly this winter as the builders are using it daily. This area is used by some locals to park but is also used by The Fire Station for parking cars. It is also used for extra parking at busy times at the Village Hall. Grass is often has to be cut round parked cars and it never looks tidy. This area has been identified for wildflowers and this is progressing.

Recommendation

The Parish Council is asked to note the progress and recommend any further actions and timescales.





Bank Reconciliation - 31 July 2020

J

SUMMARY

30-Jun-20	Revenue (Current) Account	£	112,446.30
30-Jun-20	Capital (Reserve) Account	£	157,502.41
	bank balance	£	269,948.71

RECEIPTS

Precept Income from DDC	£	-
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income		
Heritage Grant	£	-
Interest from Capital (Reserve) Account	£	1.34
Community Centre Recharged cleaning		
Other -Grant refund		
Other - bank reject		
Other Income	£	86.66
Community Infrastructure Levy		

Total cash in **£ 88.00**

EXPENDITURE

Employment Expenses (Wages/ Salaries plus mileage)	£	7,361.08
Value of all other transactions this month	£	6,270.30
Total cash out	£	13,631.38

Total: **£ 256,405.33**

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

31-Jul-20	Revenue (Current) Account	99,325.36
31-Jul-20	Capital (Reserve) Account	157,079.97
	bank balance	£ 256,405.33

UNPRESENTED CHEQUES

No unrepresented cheques	£	-
Total unrepresented cheques	£	-

£ 256,405.33

Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen



BRIXWORTH PARISH COUNCIL

K

Statement of Reserves

July 2020

	Balance as at 31 March 2020	2020/ 2021 Budget Allocation	Spend	Commitments	Balance
Restricted Funds					
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	528.00	0.00	872.00
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	1,605.50	5,000.00	100,127.03

To reconcile with Capital Bank Account:	£ 114,498.75	£ 45,790.88	£ 1,605.50	£ 157,078.63
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Section 106 (Held by Daventry DC)

Indoor Sports - Youth & Adult (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

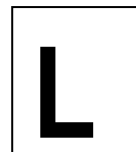
Monthly Summary

Revenue Account (actual)	£ 99,325.36
Capital Account (actual)	£ 157,079.97
Total Cash in Bank	£ 256,405.33
Less Earmarked & Restricted	£ 157,078.63
Less forecast capital commitments	£ 5,000.00
Less forecast revenue commitments	£ 105,000.00
Add forecast Income	£ 110,000.00
Identified as General Reserves	£ 99,326.70

60% of precept

Section 106 held by Daventry DC	£ 254,425.00
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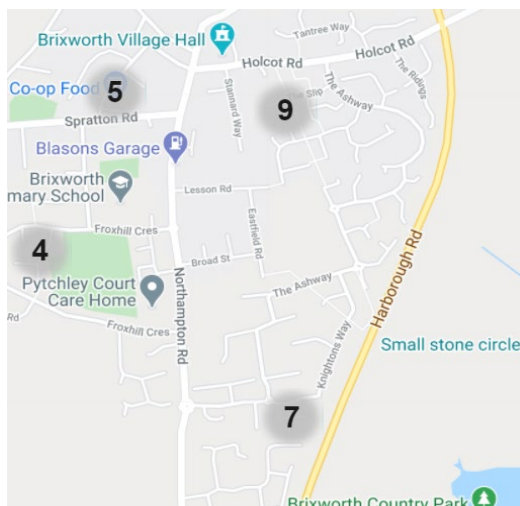
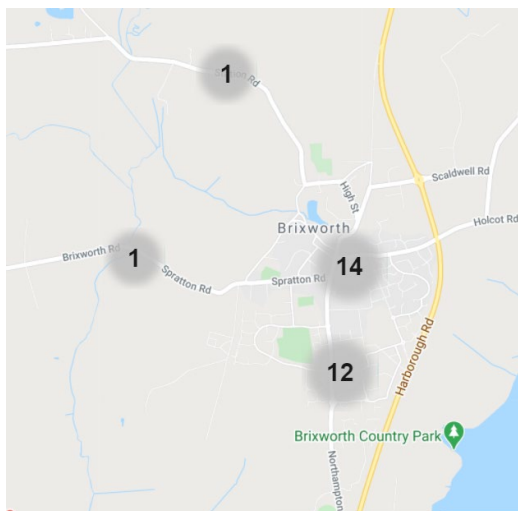
Section 106 for use by NCC	£ 32,500.00
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Brixworth Parish Council

Reported Crime for June 2020

<https://www.police.uk/>



Trend

2018	2019	2020
25	24	28

Notes

- 50% are ASB – 6 reported in High Slade



M

SID Average – Traffic Counts by time –

Spratton Road Inbound July 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	13	6	7	18	12	21	29	11.2	25
1 - 2	3	5	8	4	5	11	17	5	14
2 - 3	6	5	1	4	4	9	10	4	9.5
3 - 4	8	2	4	4	4	4	13	4.4	8.5
4 - 5	4	7	3	2	9	6	6	5	6
5 - 6	62	34	43	40	39	46	10	43.6	28
6 - 7	177	140	145	160	132	77	38	150.8	57.5
7 - 8	334	284	286	296	285	155	82	297	118.5
8 - 9	439	372	391	386	385	246	154	394.6	200
9 - 10	368	300	305	367	351	347	256	338.2	301.5
10 - 11	371	316	341	373	318	491	366	343.8	428.5
11 - 12	349	344	339	352	343	494	437	345.4	465.5
12 - 13	355	318	344	336	321	497	471	334.8	484
13 - 14	368	395	356	366	400	465	470	377	467.5
14 - 15	353	316	317	336	338	436	376	332	406
15 - 16	362	356	432	386	413	407	420	389.8	413.5
16 - 17	442	483	470	546	470	407	395	482.2	401
17 - 18	430	489	470	517	451	386	364	471.4	375
18 - 19	282	298	340	344	319	320	249	316.6	284.5
19 - 20	177	246	201	266	205	293	207	219	250
20 - 21	138	169	132	179	144	179	146	152.4	162.5
21 - 22	78	81	77	84	97	130	85	83.4	107.5
22 - 23	49	58	51	60	69	94	46	57.4	70
23 - 24	16	24	29	34	42	38	27	29	32.5
Totals	5184	5048	5092	5460	5156	5559	4674		
% of Total	14.3%	14%	14.1%	15.1%	14.3%	15.4%	12.9%		



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SID Average Speeder Counts by time –

Spratton Road / Inbound August Data 2020

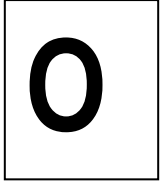
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	5	3	4	4	8	8	10	4.8	9
1 - 2	2	0	3	1	3	5	3	1.8	4
2 - 3	1	1	1	1	2	0	5	1.2	2.5
3 - 4	0	0	1	0	1	1	1	0.4	1
4 - 5	1	1	0	1	1	2	1	0.8	1.5
5 - 6	30	18	12	20	13	14	1	18.6	7.5
6 - 7	50	54	41	49	34	26	17	45.6	21.5
7 - 8	66	53	46	57	43	52	34	53	43
8 - 9	52	45	50	47	58	39	35	50.4	37
9 - 10	41	29	40	33	35	46	38	35.6	42
10 - 11	35	16	32	32	25	41	37	28	39
11 - 12	29	25	28	15	25	40	30	24.4	35
12 - 13	25	24	30	20	36	39	34	27	36.5
13 - 14	36	37	32	44	43	45	42	38.4	43.5
14 - 15	25	20	42	42	35	32	45	32.8	38.5
15 - 16	40	37	41	37	44	33	41	39.8	37
16 - 17	43	39	50	39	41	55	49	42.4	52
17 - 18	48	53	59	39	50	54	60	49.8	57
18 - 19	59	43	44	39	44	59	35	45.8	47
19 - 20	31	31	32	28	25	43	32	29.4	37.5
20 - 21	18	19	19	26	26	25	29	21.6	27
21 - 22	13	8	9	16	16	17	9	12.4	13
22 - 23	15	11	7	9	14	12	15	11.2	13.5
23 - 24	5	12	11	12	11	15	12	10.2	13.5



Brixworth Parish Council

Planning Decisions – July 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2020/0454	Works to trees in a conservation area.	Oak Gates 2, High Street, Brixworth, Northamptonshire, NN6 9DD	Support	Approval Trees in Cons Area
DA/2020/0401	Works to trees subject of Tree Preservation Order DA 273	The Rookery 36, Church Street, Brixworth, Northamptonshire, NN6 9BZ	Insufficient Information to comment	Approval TPO
DA/2020/0391	Conversion of loft space by increasing height of building and installation of do	88A, Northampton Road, Brixworth, Northamptonshire, NN6 9DY	Support	Approval Full
DA/2020/0360	First floor extension over existing garage	20, Waterlee Furlong, Brixworth, NN6 9UY	Support	Approval Householder App
DA/2020/0294	Single storey front extension.	2, The Croft, Brixworth, Northamptonshire, NN6 9PE	Support	Approval Householder App
DA/2018/0565	Change of use from agricultural land for the purposes of a touring caravan site,	Land Adjacent To Brixworth Country Park, Northampton Road, Brixworth, Northamptonshire	Object	Refusal Full.



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 22nd June 2020

Video Conferencing

Councillors: Councillor Tom Mitchell, Councillor Frances Peacock, Councillor Ian Barratt, Councillor Jackie Bird Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Stephen James, Councillor Lina Howarth and Councillor Kevin Parker.

In Attendance: Peter Rowbotham (Parish Clerk)

Apologies for Absence: Councillor Sandra Moxon

Absent: Councillor Stuart Coe

Members of the Public 0

20/978P Welcome

Councillor Mitchell welcomed everyone to the Planning Committee. The meeting was being recorded.

20/979P Apologies for Absence

Apologies for absence had been received from Councillor Moxon which had been accepted by the meeting.

20/980P Members' Declaration of Interests

Councillor Compton declared a non-pecuniary interest in application DA/2020/0391, Conversion of loft space by increasing height of building and installation of dormers at 88a Northampton Road, Brixworth.

20/981P Minutes of the last meeting – 1st June 2020

The minutes of 1st June were agreed, subject to the meeting end time being confirmed, as a true and accurate record of the meeting. This was proposed by Councillor James and seconded by Councillor Peacock. Unanimous. The minutes would be signed by the Chairman as soon as practical.

20/982P

DA/2019/0144 (Amended)

Outline application with main point of access included for development to provide commercial floorspace for Class B1b, B1c, B2 & B8 employment uses (resubmission)
Land To The West Of Mercedes Avenue, Brixworth (Brixworth/Scaldwell Parish), Northamptonshire

Initialled.....

The Parish Council agreed to object to the proposal as outlined in the draft letter submitted for consideration by Aitchison Raffety. The draft letter set out the details of the objection dealing with the following matters:

- Non-compliance with policy
- Speculative nature of the development
- Impact on character and appearance of the area.
- Traffic generation and sustainability.

Additionally the Parish Council highlighted the following policy contraventions-

- The proposal is contrary to RA6 (Open Countryside). It does not meet the criteria to be supported.
- The policy is contrary to RA1. It is outside of the confines of the village. It does not meet the criteria to be supported.
- The policy is contrary to R1 of the West Northants Joint Core Strategy. The development is not an appropriate scale for a rural area.

The objection was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

20/983P

DA/2020/0343

Single storey rear extension and raised patio area

Hydrangea Cottage 2, Newlands, Brixworth, Northamptonshire, NN6 9DN

The Parish Council agreed to support the proposal. This was proposed by Councillor Mitchell and seconded by Councillor James.

20/984P

DA/2020/0360

First floor extension over existing garage

20, Waterlee Furlong, Brixworth, NN6 9UY

The Parish Council agreed to support the proposal. This was proposed by Councillor Mitchell and seconded by Councillor James.

20/985P

DA/2020/0391

Conversion of loft space by increasing height of building and installation of dormers

88A, Northampton Road, Brixworth, Northamptonshire, NN6 9DY

The Parish Council agreed to support the proposal. However it made the observation that any windows overlooking any adjoining properties should have obscured glazing. This was proposed by Councillor James and seconded by Councillor James. (Councillor Compton abstained due to having a non-pecuniary interest)

20/986P

DA/2020/0401

Works to trees subject of Tree Preservation Order DA 273

The Rookery 36, Church Street, Brixworth, Northamptonshire, NN6 9BZ

The Parish Council agreed that there was insufficient information to comment on this proposal. This was proposed by Councillor Mitchell and seconded by Councillor James.

Initialed.....

20/987P

DA/2020/0414

Works to trees subject to Tree Preservation Order DA 90

Brockwood House 40, Church Street, Brixworth, Northamptonshire, NN6 9BZ

The Parish Council was unable to support this application as no details were supplied on the scope and amount of tree work required. This was proposed by Councillor Mitchell and seconded by Councillor Barratt.

20/988P Any Other Business

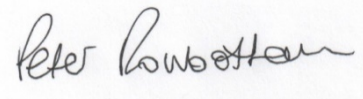
None.

20/989P Date of Next Meetings

Monday 13th July 2020.

The meeting finished at 8.52pm

Signed as a true and accurate record

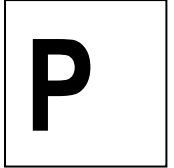


**Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
24th June 2020**

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

Initialed.....



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 20th July 2020

Video Conferencing

Councillors: Councillor Stephen James, Councillor Jackie Bird, Councillor Elaine Coe and Councillor James Collyer.

In Attendance: Peter Rowbotham (Parish Clerk)

Apologies for Absence: Councillor Ian Barratt, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Tom Mitchell, Councillor Kevin Parker and Councillor Frances Peacock.

Absent: Councillor Stuart Coe and Councillor Sandra Moxon.

Members of the Public 1

20/1003/P – Election of Chair for the Meeting

In the absence of the Chair and Vice Chair of the Planning Committee it was agreed that Councillor James should chair the meeting. This was proposed by Councillor Bird and seconded by Councillor Elaine Coe. Unanimous.

20/1004P Welcome

Councillor James welcomed everyone to the Planning Committee and reminded attendees that the meeting was being recorded.

20/1005P Apologies for Absence

Apologies for absence had been received from Councillor Barratt, Councillor Compton, Councillor Howarth, Councillor Mitchell, Councillor Parker and Councillor Peacock. These were received by the meeting.

20/1006P Members' Declaration of Interests

None declared.

20/1007P

DA/2020/0217

Construction of stable block building

Land Adj Frogall Barn, Frogall, Brixworth, Northamptonshire, NN6 9DJ

Initialled.....

The Parish Council considered the latest amended plans for the proposal. It also took into account the views of local residents who had submitted written representations. A resident was also in attendance at the meeting.

The Parish Council agreed to object to this proposal for the following reasons –

- 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. Further, the application fails to meet the objectives 9, 10 and 11 of RA1
- 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 Plan Policy 3, View 11 (and see table 3, important views, views 2 and 3). Whilst the revised location addresses this issue in part, the proposal remains 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.
5. The proposal is not in accordance with policy RA6 of the Settlements and Local Plan (Part 2) for Daventry District. (The intrinsic character, beauty and tranquillity of the open countryside of the District will be recognised). The claimed exception by the applicant for equestrian use cannot be claimed as RA6 is not triggered as the application fails to meet the objectives 1, 10 and 13.

This was proposed by Councillor Elaine Coe and seconded by Councillor Bird.

20/1008P Any Other Urgent Business

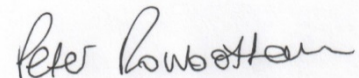
The Cooperative Group had submitted an appeal regarding the Red Lion decision taken by Daventry District Council. Any further representations needed to be submitted via the Appeal Casework Portal by 17th August 2020. This would be promoted via social media. The Parish Councils response would be agreed at the next Planning Committee on 3rd August 2020.

20/1009P Date of Next Meetings

Monday 3rd August 2020.

The meeting finished at 8.00pm

Signed as a true and accurate record



**Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
3rd August 2020**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
21st July 2020**

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

Initialed.....



Q

Brixworth Parish Council

Report of the Parish Clerk

August 2020

1. Overview

Homeworking has been continuing. Meetings are being held as scheduled.

There continues to be a challenging workload with a variety of conflicting priorities. Progress is being made in some areas – but not all!

2. Updates

Work has been in hand carrying out risk assessment and mitigation in readiness for the re-opening of the Community Centre.

A lot of work has been carried out updating the HR policies and procedures. These will be reviewed at the next Personnel Working Group before Council approval and issue to staff. Each member of staff now has access to an Employee Assistant Scheme. All staff will also receive a staff handbook containing all relevant employment information.

All of the s106 projects have now been submitted to Daventry District Council for consideration. These will initially be considered by the Management Team later in the month.

The County Court case will be heard at Northampton in October.

There is a steady response to the retail survey which is currently on social media. There is no clear direction with a complete range of views.

The Grounds Maintenance contract has been signed off by the Contractor.

My laptop has been fixed after the keyboard had failed. A new one has been fitted.

The Financial Regulations have been updated and are on the web site.

I have taken a few days holiday this month.

3. Assets

The Football pitches have all been marked up.

There has been damage to the wooden fence at St David's and this is being repaired. There was also damage to a litter bin and the gate to the play area.

*Peter Rowbotham
Parish Clerk*

A hollow at The Ashway has been filled in to level the ground off.



4. Service Requests

- Ball stop fence – effectiveness raised again by the neighbouring property
- Damaged fence at St Davids
- Access to CCTV
- Litter bins at Saxon Rise

5. Meetings Attended this Month

- 5.1 Retail Working Group
- 5.2 Sports Liaison Working Group
- 5.3 Parish Council
- 5.4 Planning Committee
- 5.5 Peninsula set up meeting

Peter Rowbotham
Parish Clerk

6. Training & Development

None this month

7. Community Engagement

Only activity through social media.

Posts remain varied linked to partner activities and Covid 19.

Red Lion continues to be a hot topic and residents were kept in touch as the matter progressed.

8. Actions from the previous Council Meetings

Minute	Item	Action	Status
20/5081	Verification Officer Report	Update Financial Regs	Complete
20/5082	Grounds Maintenance	Contract let	Complete
20/ 5084	Sports Group	Meeting	Complete
20/5084	Terms and conditions	Consult	Complete
20/5085	Assistant Clerk	Appoint	To progress
20/5086	S106 Specialist	Appoint	Quotes in
20/5087	BT Box	Adopt	To progress
20/5090	Village Benches	Quotes for refurb	To progress
20/5091	Wildflowers	Highway licence	Applied
20/5092	Legal documents	Apply to Land Registry	Started
19/4509	Bus Shelters – Mercedes	Clerk to meet Mercedes	To be organised
19/4582	Road Safety Data	Obtain from Road Safety Team	This data is on line
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	DDC no objection (June 2020)
19/ 4731	Big Lunch	Look at feasibility	Postponed
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	S106	Receive Bids	Progressing
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	Progressing
20/4862	Holcot Road	Range of improvements	Bench scheme underway
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	Complete
20/5043	Procurement Finance System	Purchase and install	Planned for August
20/5072	Covid 19	Risk Assessments / Deep Clean	Planned for August

9. Tasks to be undertaken

PRIORITY 1. Statutory

Agenda & Minutes Accounts Health & Safety Inspection Risk Assessments Risk Register

PRIORITY 2. Financial

VAT return New FMS System

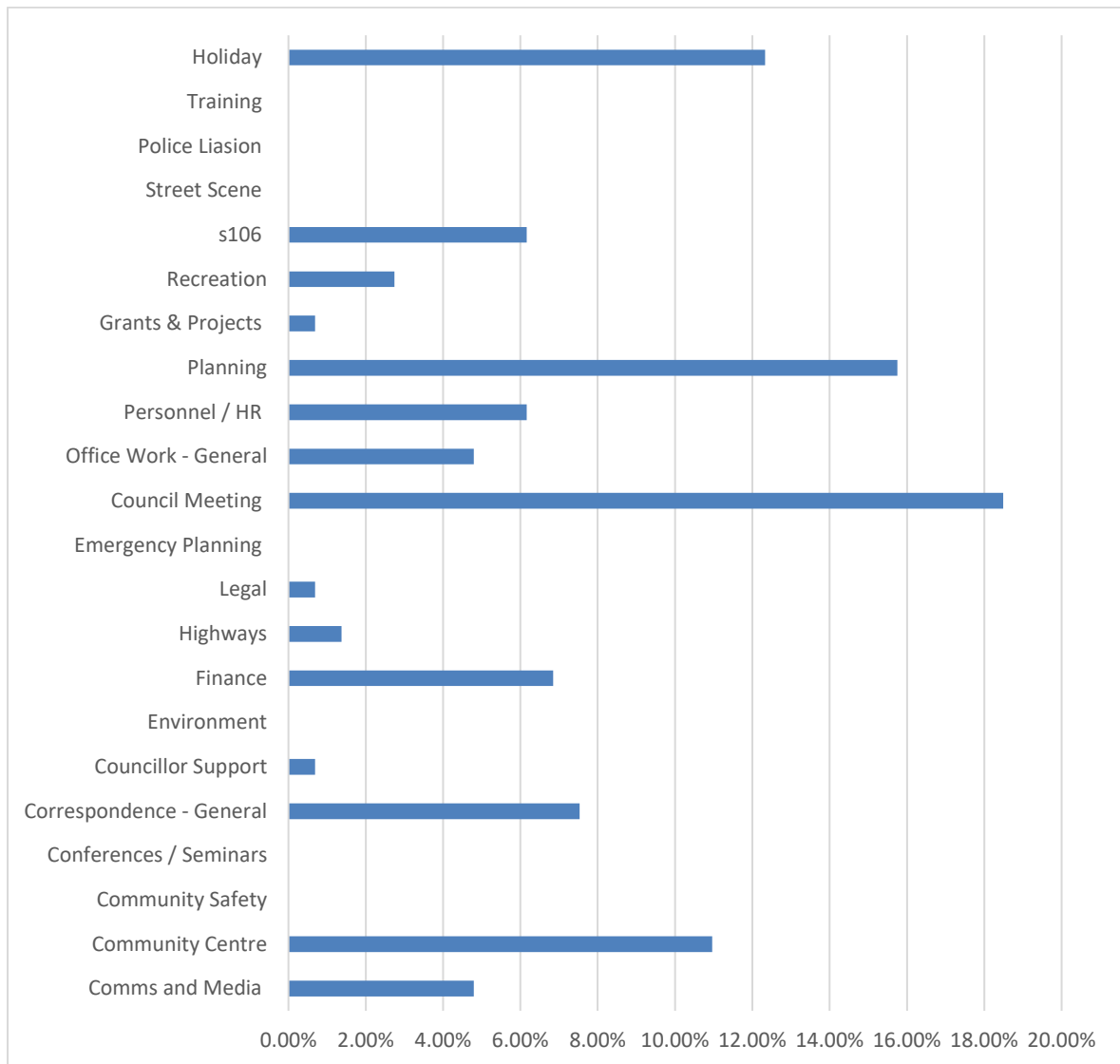
PRIORITY 3. Tasks with Deadlines

Staff Appraisals – One outstanding S106 projects –appoint specialist and submit 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
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9. Breakdown of my time – August 2020





R

Brixworth Parish Council

General Correspondence

Correspondence not already included within the agenda

	Subject	From
01	Bulletin	ACRE
02	Training Bulletin	NCALC
03	ANPR	Police and Fire Commissioner

Peter Rowbotham
Parish Clerk

Northamptonshire ACRE News

AUGUST 2020



WELCOME TO AUGUST



PARISH COUNCIL & COMMUNITY HALLS

To find out about the added benefits of being a member go to:

<https://www.northantsacre.org.uk/thank-you-our-parish-council-members>

Parish Council Membership

- FREE telephone & email advice
- Discounted Rural Officer visits
- Discount on training days, workshops & hosted events
- Advertising via Social Media accounts & Village Viewpoint
- Updates of our services at NACRE & The Barns
- For more information:

<https://www.northantsacre.org.uk/ourservices>

Community Halls Membership

- Discount on charged services
- Advice on funding & applications
- Free Telephone & Email support
- Discounted Community Facilities Advisor visits
- Bi Monthly newsletter
- Free electronic Village Hall information sheets
- Access to specialist legal advice
- For more information:

<https://www.northantsacre.org.uk/ourservices>



NORTHAMPTONSHIRE COVID-19

COMMUNITY CHAMPIONS

[HTTPS://WWW.NORTHANTSACRE.ORG.UK/COVID-19](https://www.northantsacre.org.uk/covid-19)

WE ARE CURRENTLY UNABLE TO CONTINUE WITH THE NORTHAMPTONSHIRE VILLAGE AWARDS SO ALTERNATIVELY WE WOULD LIKE TO INVITE ALL NEIGHBOURHOOD SUPPORT GROUPS TO JOIN IN THE CELEBRATIONS OF NORTHAMPTONSHIRE'S COVID-19 2020 COMMUNITY CHAMPIONS.

THESE CELEBRATIONS WILL SHOWCASE ALL THE WONDERFUL WORK THAT VOLUNTEERS ARE DOING DURING THE PANDEMIC.

TO BE PART OF THE CELEBRATIONS SIMPLY FILL IN OUR ONLINE FORM AND TELL US HOW YOUR GROUP HAS SUPPORTED OTHERS DURING THIS PANDEMIC.

ALL FORMS NEED TO BE RECEIVED BY THE 31ST AUGUST 2020.

FOR MORE DETAILS VISIT OUR WEBSITE

<https://www.northantsacre.org.uk/covid-19>



JAGGER'S JOTTINGS



N. JAGGER

Neil Jagger is a twenty year plus parish councillor at Milton Malsor and has just had his fourth book 'Jagger's Jottings' published which took 3 years to complete.

It consists of 18 short stories - several set in our local countryside.

'Action Group' is about the villagers who cooperated with the Parish Council to fight off a secondary school which was to be located in Milton Malsor but primarily Service Grange Park. The villagers succeeded after a long struggle and the story is a tribute to them, sadly many of them are no longer with us.

If you would like to purchase this book it is available at Book Depository or Amazon.

Emergency Welfare Group Northamptonshire

The Emergency Welfare Group (EWG) is a small charity run by a group of volunteers for the purpose of providing food and drink and welfare during a major incident or emergency within the county.

It was set up to link in with local resilience to support members of the public. We work with Councils, Emergency Planning and the Emergency Services.

We meet monthly in Kettering (currently suspended) and rely on regular contact. The initial purpose was to work from a 'reception centre', within the County dependent on the incident.

Originally designated buildings, Churches, Schools, Leisure Centre's and the like were identified. However, with austerity resulting in severe cuts to Council spending and Emergency Planning. This concept has not been fully maintained.

Our funds are minimal and our membership relatively small. However, lessons from the current Pandemic highlight the need for our organisation in the future.

To attempt to cover the whole County is a big task and I would ask you to consider supporting us either as a member or as a reservist (as and if required)

The public response during the current pandemic has been remarkable and when the 'new norm' arrives we should still be prepared.

We have no offices all volunteers from our own homes

If you are interested in being involved, please email Jennifer.Hedges@northantsacre.org.uk

Thank You



THE HUNSBURY HILL FARM PROJECT

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NORTHAMPTONSHIRE ACRE'S COMMUNITY FESTIVAL

SAVE THE DATE!

SUNDAY 27TH JUNE

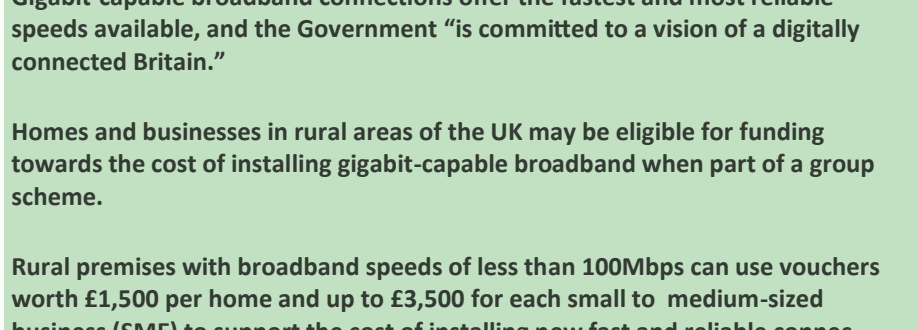
2021

THE HUNSBURY HILL CENTRE
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NORTHAMPTON
NN4 9QX

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Gigabit Broadband Voucher Scheme

Department for Digital, Culture, Media & Sport

Gigabit-capable broadband connections offer the fastest and most reliable speeds available, and the Government "is committed to a vision of a digitally connected Britain."

Homes and businesses in rural areas of the UK may be eligible for funding towards the cost of installing gigabit-capable broadband when part of a group scheme.

Rural premises with broadband speeds of less than 100Mbps can use vouchers worth £1,500 per home and up to £3,500 for each small to medium-sized business (SME) to support the cost of installing new fast and reliable connections.

More information is available via the website.

<https://gigabitvoucher.culture.gov.uk/>

COVID-19 Emergency Surplus Food Grant: phase 2 – WRAP (Waste & Resources Action Programme)

The aim of this grant is to provide vital financial support to small not-for-profit (NFP) organisations who can redistribute surplus food from the likes of retailers, wholesalers, and food manufacturers, to people in need or those considered vulnerable.

This £11 million grant scheme is open to micro-to-small sized NFP operations that currently operate food redistribution activity. Eligible applicants may apply for grants of between £5,000 and £15,000. The grant may be used to fund the eligible capital and revenue costs.

The grant can provide funding support to help deal with any increased demand and capacity issues, additional resource, or costs for transporting the surplus food from the food business to a charity or end beneficiary.

The closing date for applications is 28 August. Funds will be allocated on a first-come-first served basis and the programme may close sooner if all funds are allocated.

<https://www.wrap.org.uk/content/covid-19-emergency-surplus-food-grant-phase-2>

Covid-19 Community-led Organisations Recovery Scheme – Power to Change

This £9.5 million scheme is being delivered by Power to Change, Locality, The Ubele Initiative and Social Investment Business on behalf of the National Lottery Community Fund.

The Covid-19 Community-led Organisation Recovery Scheme offers grants up to £100,000 to community organisations in England who are facing financial difficulties caused by covid-19. The scheme is aimed at organisations delivering services in their local community to support people who are at high risk from covid-19, with an emphasis on Black, Asian and Minority Ethnic (BAME)-led or BAME-supporting businesses.

The Recovery Scheme will be open for applications as follows:

Tuesday 4 August from 10am until 1pm

Tuesday 11 August from 10am until 1pm

<https://www.powertochange.org.uk/get-support/programmes/covid-19-community-led-organisations-recovery-scheme/>

VILLAGE VIEWPOINT SUBMISSIONS

If you would like to advertise your village facilities or have a Community event you would like published in our next issue then please send any information to:

acre@northantsacre.org.uk or contact us on: 01604 765888

Do you have pictures of your village you would like us to showcase on our website, if so then send them to: acre@northantsacre.org.uk and let us promote the beauty of rural Northamptonshire.

For further information about how we handle your personal data and your rights in relation to your personal data please refer to our data protection policy which is available via our website:

<https://www.northantsacre.org.uk/privacy-notice-and-data-protection-policy>

Stay connected, follow us on Social Media

From: Marie Reilly <mreilly@northantscalc.com>
Sent: 19 August 2020 09:51
To: Peter
Subject: *****SPAM***** Northants CALC Training Newsletter

[View this email in your browser](#)



Training Newsletter August 2020 Edition

Marie Reilly, Assoc. CIPD, Training Manager, NCALC mreilly@northantscalc.com, 01327 831482

Please circulate to all your Councillors.

A lot has happened since the last Training Newsletter in April! Read on for more information...

Move to online training

During lockdown, we have successfully delivered many training courses online. We have therefore, made the decision to move all training for the remainder of 2020 to be delivered online. We thought it best to make the decision now for our members rather than to have the uncertainty of "will it go ahead or not". I am working with our trainers to try to minimise the disruption to our current programme so please keep an eye on your emails as confirmation of courses is sent out.

As we move to online training, we recognise there will invariably be connection issues. It is really important to contact us either by email or telephone (leave a message if out of office hours) at the time of the course to avoid unnecessary charges. Which leads me nicely to the next change...

Changes to joining instructions

Our communication with our members becomes more crucial with online training and so we have made a slight change to how to send joining instructions and certificates. We are now asking for the email address of the delegate attending training so we can get the joining instructions directly to them. Should there be any issues on the day of training we can communicate directly, the trainer's contact details will be on the joining instructions.

E-Learning Pilot

I'm also really excited to announce Northants CALC are joining a pilot with NALC to offer members access to e-learning. This is one element towards the development of our training programme and making training more accessible.

As this pilot gets underway, watch this space for more information!

County Training Officer Forum

At the end of July, I attended the very first of its kind County Training Officer Forum. County Training Officers from up and down the country met via Zoom to discuss how the forum can be used to share ideas, support the delivery of training and develop new courses. I'm really looking forward to being a part of this new forum and using it to enhance the training we can offer to our members.

Local Council Award Scheme

We have been supporting NALC's national accreditation panel pilot for the Local Council Award scheme and we're really pleased to announce **Little Stanion Parish Council** has achieved **Foundation Award**.

The pilot is now complete and the national accreditation panel is fully operational. You can find out more information about the award scheme and how to apply by visiting this page <https://www.northantscalculc.com/local-council-award-scheme.html> The next deadline for submission is **1 September 2020**.

“The beautiful thing about learning is that nobody can take it away from you.”

— B.B. King

Upcoming training and events

<https://www.northantscalc.com/list-of-courses.html>

Below is a list of all confirmed training and events for the remainder of 2020
that will be delivered online

September

LGR Q&A - North Northamptonshire

14 September 2020 10:00-12:00

New Clerks Autumn

12 & 19 September 10:00-16:00

Off to a Flying Start

16 September 2020 10:00-12:30

LGR Q&A - West Northamptonshire

18 September 2020 10:00-12:00

Budgeting and Financial Control

29 September 2020 10:00-11:30

Finance for Councillors

29 September 2020 14:00-15:30

October

73rd Northants CALC AGM

3 October 2020 10:00-12:00

Parish and Town Council HR Surgery

13 October 2020

Agendas and Minutes

15 October 2020 10:00-12:00

In Introduction to VAT

23 October 2020 10:00-11:30

November

GDPR Overview

05 November 2020 10:00-12:00

Freedom of Information

10 November 2020 10:00-12:00

December

Off to a Flying Start

07 December 2020 13:30-16:00

If there's something you can't attend or see we're offering drop me a message
and I am collating a list of requests.

Book Now

This email was sent to parish.clerk@brixworthparishcouncil.gov.uk

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From: Northants PFCC <commissioner=northantspfcc.pnn.gov.uk@cmail19.com> on behalf of Northants PFCC <commissioner@northantspfcc.pnn.gov.uk>
Sent: 29 July 2020 16:04
To: parish.clerk@brixworthparishcouncil.gov.uk
Subject: *****SPAM***** ANPR Consultation



Northamptonshire Police, Fire and Crime Commissioner

Proposed expansion of Northamptonshire ANPR network

29th July 2020

We are writing to let you know that we are planning a significant investment to extend the ANPR network in Northamptonshire and further crack down on crime in the county.

We intend to invest £1.3 million to add around 100 fixed cameras to the county's ANPR network. These would be located on the county's borders, at key arterial routes, at strategic locations in rural areas and in our major towns. We have selected sites on the basis of analysis and soon we will launch a consultation to ask you for your views on any proposals to locate new cameras in your area.

Our aim is to give Northamptonshire Police access to as much technological support as possible in the fight to disrupt, deter and investigate crime - ANPR cameras support police in the arrests of hundreds of offenders every year.

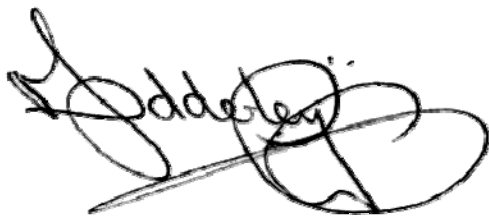
We also want criminals to get the message that Northamptonshire is not a soft touch for criminals and deter people who would come to our county to commit crime.

Please be reassured that the legislation is clear – and we are both committed to this principle – that the use of data and information collected by ANPR cameras is only used in the prevention and detection of crime and, in some cases, to safeguard vulnerable adults.

We will be back in touch in due course with information about the consultation but in the meantime, we have enclosed a factsheet that explains more about ANPR and how it is used and if you have more questions, please do email us on anpr@northants.pnn.police.uk

We have created a factsheet on ANPR, which you can find [HERE](#). Please do feel free to use this in your own channels, supported by the information from our press release, which you can find [HERE](#).

Yours sincerely,



Nick Adderley
Chief Constable



Stephen Mold
Police, Fire and Crime Commissioner



Office of Police, Fire and Crime Commissioner for
Northamptonshire

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