



## **Brixworth Parish Council**

**Councillors are hereby summoned to attend the Parish Council meeting to be held on  
Thursday 29<sup>th</sup> October 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](mailto: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)

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## **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 24<sup>th</sup> September 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.  | <b>Finance</b>   | 6.1 Consider the financial transactions and authorise the payments for October 2020  | <b>B</b> |
|     |  | 6.2 Receive a report from the Finance Working Group and consider any actions   | <b>C</b> |
|     |  | 6.3 Receive the Auditors letter and report confirming the completion of the Annual Governance & Accountability Return (AGAR) for 19/20 and consider any actions. | <b>D</b> |
| 7.  | <b>St David's Play Park &amp; MUGA Working Group</b>                   | 7.1 Receive a report from the St David's Play Park & MUGA Working Group and consider any actions   | <b>E</b> |
| 8.  | <b>Sports Liaison Working Group</b>                                    | 8.1 Receive a report from the Sports Working Group and consider any actions.   | <b>F</b> |
| 9.  | <b>St David's Recreation Ground – Storage Shed Light</b>               | 9.1 Consider a request from Brixworth Juniors FC for an internal light in their Storage Shed. (provided at Football Club's own cost)                             |          |
| 10. | <b>Fees &amp; Charges – Sports Facilities 2021/ 2022</b>               | 10.1 Consider the 21/22 fees and charges for sports pitches  | <b>G</b> |
| 11. | <b>S106 Project – Community Centre (Indoor Sports)</b>                 | 11.1 Consider specialist support for implementing the Community Centre s106 project  | <b>H</b> |
| 12. | <b>St David's Recreation Ground Cricket Wicket - Legal Agreement</b>   | 12.1 Consider a new 25-year legal agreement with the Brixworth Cricket Club  | <b>I</b> |
|     |  | 12.2 Consider the appointment of a solicitor to act on the Parish Councils behalf.   |          |
| 13. | <b>Remembrance Sunday – Purchase of a Wreath</b>                       | 13.1 Consider the purchase a wreath and determine the level of financial contribution.   |          |
| 14. | <b>Thomas Monk Trust vacancy</b>                                       | 14.1 Appoint a second representative to the Thomas Monk Trust.   |          |
| 15. | <b>Brixworth Calendar 2021</b>   | 15.1 Consider ongoing commitment to the community calendar and agree to the chosen charity – The Brixworth Responders  |          |
| 16. | <b>Spratton Road Recreation Ground</b>                                 | 16.1 Consider a resident's request to cut back an Ash tree.  | <b>J</b> |
| 17. | <b>Parking Issues – Holcot Road, Harborough Road &amp; Hunters Way</b> | 17.1 Consider ongoing issues raised with car parking in these areas and agree any actions.   | <b>K</b> |

## PART TWO - FOR INFORMATION

- |     |                |   |          |
|-----|----------------|---|----------|
| 18. | <b>Finance</b> | 18.1 Receive the latest rolling budget                      | <b>L</b> |
|     |                | 18.2 Receive the Bank Reconciliation Report                 | <b>M</b> |
|     |                | 18.3 Receive the statement of the Parish Council's Reserves | <b>N</b> |

- |     |  |   |
|-----|--|---|
| 19. | <b>Community Safety</b>  |   |
|     | 19.1 Note that the reported crime data for Brixworth (August 2020)   | O |
|     | 19.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID)  | P |
| 20. | <b>Planning</b>  |   |
|     | 20.1 Receive the planning decisions for September 2020   | Q |
|     | 20.2 Receive the minutes of the Planning Committee of 14 <sup>th</sup> September 2020  | R |
|     | 20.3 Receive the minutes of the Planning Committee of 5 <sup>th</sup> October 2020   | S |
| 21. | <b>Media &amp; Communications</b>  |   |
|     | 21.1 Receive the minutes of the Media & Communications Committee of 9 <sup>th</sup> September 2020   | T |
| 22. | <b>Parish Clerks Report</b>  |   |
|     | 22.1 Receive the Parish Clerk's Report   | U |
| 23. | <b>General Correspondence</b>  |   |
|     | 23.1 Note the Correspondence listed at Appendix V  | V |
| 24. | <b>Dates of Future Meetings</b>  |   |
|     | 24.1 To note the dates of the next cycle of meetings.  |   |
|     | <ul style="list-style-type: none"> <li>• Media &amp; Communications – 11<sup>th</sup> November 2020</li> <li>• Council (Finance) – 12<sup>th</sup> November 2020</li> <li>• Planning Committee - 16<sup>th</sup> November 2020</li> <li>• Council – 26<sup>th</sup> November 2020</li> </ul> |   |

### PART THREE – CONFIDENTIAL

- |     |   |
|-----|---|
| 25. | <b>To consider the exclusion of the press and public</b>  |
|     | 25.1 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 25.1)***

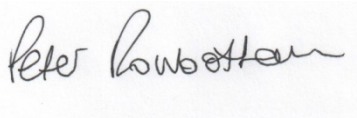
- |     |  |
|-----|--|
| 26. | <b>Legal Matters</b>   |
|     | 26.1 Receive any other legal updates and consider any actions to be taken. |

***The Press & Public to be invited back into the meeting***

### PART FOUR – URGENT MATTERS

- |     |                                       |
|-----|---------------------------------------|
| 27. | <b>Urgent matters for report only</b> |
|-----|---------------------------------------|

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



**Mr Peter Rowbotham**  
**Clerk to the Council**  
 25<sup>th</sup> October 2020

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**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 24<sup>th</sup> September 2020**

#### **Video Conferencing**

##### **In Attendance:**

**Councillors:** Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Lina Howarth and Councillor Kevin Parker (from 7:32pm).

**Apologies:** Councillor Stephen James, Councillor Tom Mitchell and Councillor Frances Peacock.  
District Councillor Bunting & District Councillor Harris had also offered apologies for absence.

##### **Absent:**

**Also Present:** Peter Rowbotham (Clerk)

**Members of  
the Public:** 3

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##### **20/5132 Welcome**

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

##### **20/5133 Apologies for Absence**

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

##### **20/5134 Declarations of Interest**

None declared.

##### **20/5135 Minutes of Previous Meeting (27<sup>th</sup> August 2020)**

The minutes of 27<sup>th</sup> August 2020 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Bird and seconded by Councillor Compton. Unanimous.

**20/5136 Public Open Forum**

It was reported that the Remembrance Day gathering would be considerably downsized this year because of Covid 19. There would be small gathering of organisations around the war memorial but with social distancing in place at all times.

The annual community bulb planting was planned to take place again.

The Food Share project was progressing.

**20/5137 Finance - Transactions including Payments for Approval- September 2020**

The list of financial transactions and payments for September 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 Jackie Bird. Unanimous.

|  |                            |  | Net Amount | VAT   | Total    | Powers          |
|--|----------------------------|--|------------|-------|----------|-----------------|
|  |                            |  | £          | £     | £        |                 |
| <b>Direct Debit Payments - Financial Reg 6.7</b>   |                            |  |            |       |          |                 |
| 01   | Peninsula Business Systems | Support Services (1st)                     | 271.62     | 54.32 | 325.94   | LGA 1972 s111   |
| 02   | E. ON                      | Elec monthly - Ashway Changing Rooms (1st) | 117.14     | 5.86  | 123.00   | LGA MP 1976 s19 |
| 03   | Lex Autolease              | Lease Van (1st)                            | 239.58     | 47.91 | 287.49   | LGA 1972 s111   |
| 04   | TalkTalk Business          | Broadband (8th)                            | 50.95      | 10.19 | 61.14    | LGA 1972 s111   |
| 05   | EE Limited                 | Mobile Phone (15th)                        | 18.73      | 3.75  | 22.48    | LGA 1972 s111   |
| <b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>                                    |                            |  |            |       |          |                 |
| 06   | Brixworth Bulletin         | Issue 64 - 4 pages                         | 350.00     | 0.00  | 350.00   | LGA 1972 s142   |
| <b>Debit Card Payments (Online purchase) - Financial Regs 6.10 &amp; 6.19</b>                    |                            |  |            |       |          |                 |
| 07   | Print2 Logistics           | Hand Sanitisers Sign*                      | 3.64       | 0.74  | 4.38     | LGA 1972 s133   |
| 08   | Vix Pro                    | Frames for Covid Cleaning signs*           | 40.71      | 8.14  | 48.85    | LGA 1972 s133   |
| 09   | AB Yours Limited           | Covid Signage *                            | 3.99       | 0.00  | 3.99     | LGA 1972 s133   |
| 10   | Amazon                     | Books - Legal & Finance                    | 54.99      | 0.00  | 54.99    | LGA 1972 s111   |
| 11   | Amazon                     | Charger Cable for Recorder                 | 12.06      | 2.42  | 14.48    | LGA 1972 s133   |
| <b>Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)</b> |                            |  |            |       |          |                 |
|  | Nil                        |  |            |       |          |                 |
| <b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>                               |                            |  |            |       |          |                 |
| 12   | Staff                      | Net Salaries and Wages (4-week month)      | 3,550.84   | 0.00  | 3,550.84 | LGA 1972 s112   |
| 13   | HMRC                       | PAYE                                       | 1,122.37   | 0.00  | 1,122.37 | LGA 1972 s112   |
| 14   | LGSS                       | Pension Scheme                             | 657.72     | 0.00  | 657.72   | LGA 1972 s112   |
| 15   | Peter Rowbotham            | Employment Related Expenses                | 82.13      | 0.00  | 82.13    | LGA 1972 s111   |
| 16   | Peter Rowbotham            | Office Related Expenses                    | 6.20       | 0.00  | 6.20     | LGA 1972 s111   |
| 17   | Blasons                    | Fuel for Van and Mower                     | 50.17      | 10.03 | 60.20    | LGA 1972 s111   |

|  |                                |   |                 |               |                  |                  |
|--|--------------------------------|---|-----------------|---------------|------------------|------------------|
| 18   | R&G                            | Grounds Maintenance                         | 1,617.11        | 323.42        | 1,940.53         | PHA 1875<br>s164 |
| 19   | Bakers Waste                   | Trade Waste St David's Recreation Ground    | 47.48           | 9.48          | 56.96            | PHA 1875<br>s164 |
| 20   | Trade UK B&Q                   | Materials - St David's Fence Repairs        | 71.16           | 14.23         | 85.39            | PHA 1875<br>s164 |
| 21   | Hassett Fencing                | Materials - St David's Fence Repairs        | 84.48           | 16.90         | 101.38           | PHA 1875<br>s164 |
| 22   | Brixworth Bulletin             | Edition 66 - 4 pages                        | 350.00          | 0.00          | 350.00           | LGA 1972<br>s142 |
| 23   | Chubb Fire and Security        | Fire Equipment - Ashway Changing Rooms      | 70.02           | 13.99         | 84.01            | PHA 1875<br>s164 |
| 24   | Matt Cox Brixworth Landscaping | Replacement slab - Ashway Changing Rooms    | 60.00           | 0.00          | 60.00            | PHA 1875<br>s164 |
| 25   | ESPO                           | Stationary - Paper (2 boxes)                | 38.50           | 7.70          | 46.20            | LGA 1972<br>s111 |
| 26   | Chubb Fire and Security        | Fire Service Contract - The Ashway lighting | 171.11          | 34.22         | 205.33           | PHA 1875<br>s164 |
| 27   | Eon                            | Street Lighting Maintenance                 | 24.69           | 4.94          | 29.63            | PCA 1957<br>s3   |
| 28   | Trade UK B&Q                   | Groundsman's Equipment                      | 46.80           | 9.36          | 56.16            | LGA 1972<br>s111 |
| 29   | NCALC                          | Flying Start Training Session               | 44.00           | 0.00          | 44.00            | LGA 1972<br>s175 |
| 30   | Cartas Jones                   | Rent Millenium Gardens                      | 120.00          | 0.00          | 120.00           | PHA 1875<br>s164 |
| 31   | Mower Shop                     | Blade                                       | 57.76           | 11.55         | 69.31            | LGA 1972<br>s111 |
| 32   | Mower Shop                     | LED Beacon                                  | 64.51           | 12.90         | 77.41            | LGA 1972<br>s111 |
| 33   | BCF Action Limited             | Grant for food scheme                       | 280.00          | 0.00          | 280.00           | LGA 1972<br>s137 |
| <b>Cheque Payments</b>                         |                                |   |                 |               |                  |                  |
|  | Nil                            |   | 0.00            | 0.00          | 0.00             |                  |
| <b>Total Expenditure this month to date</b>    |                                |   | <b>9,780.46</b> | <b>602.05</b> | <b>10,382.51</b> |                  |
| <b>Receipts</b>                                |                                |   |                 |               |                  |                  |
| 34   | Amazon                         | Refund - Cable for Voice Recorder returned  | 14.48           | 0.00          | 14.48            | LGA 1972<br>s111 |
| 35   | Nat West                       | Interest (28 August 2020)                   | 1.21            | 0.00          | 1.21             | LGA 1972<br>s111 |
| <b>Total Income this month</b>                 |                                |   | <b>15.69</b>    | <b>0.00</b>   | <b>1.21</b>      |                  |
| <b>Bank Transfer - Capital to Revenue</b>      |                                |   |                 |               |                  |                  |
|  | Nil                            |   | 0.00            | 0.00          | 0.00             | LGA 1972<br>s111 |
| <b>Total transferred to revenue this month</b> |                                |   | <b>0.00</b>     | <b>0.00</b>   | <b>0.00</b>      |                  |
| <b>Bank Transfer - Revenue to Capital</b>      |                                |   |                 |               |                  |                  |
|  | Nil                            |   | 0.00            | 0.00          | 0.00             | LGA 1972<br>s111 |
| <b>Total transferred to capital this month</b> |                                |   | <b>0.00</b>     | <b>0.00</b>   | <b>0.00</b>      |                  |

### 20/5138 Finance Working Group

The Parish Council received the minutes of the Finance Working Group of 7<sup>th</sup> September 2020.

The Parish Council agreed to the virement of £2,500 from General Reserves to fund the specialist services provided by Peninsula during 2020/2021. (As agreed by the Parish Council on 27<sup>th</sup> February 2020, Minute

Number 20/4905) This spending was in accordance with the Local Government Act 1972 Section 111. This was proposed by Councillor Barratt and seconded by Councillor Elaine Coe. Unanimous.

#### **20/5139 Personnel Working Group**

The Parish Council received the minutes of the Personnel Working Group of 15<sup>th</sup> September 2020. It noted the ongoing support received from Peninsula for both HR and health & safety.

The Parish Council:

1. agreed the revised contracts which would now be used for consultation purposes
2. agreed the staff handbook and the policies contained within
3. agreed to the recruitment of the Assistant Clerk on a salary within the SCP 8 to 12. (Subject to experience)
4. agreed to the person specification and Job Description for the Assistant Clerk post.

The recruitment of the Assistant Clerk was in accordance with powers contained within the Local Government Act 1972 s112. This was proposed by Councillor Bird and seconded by Councillor Moxon.

#### **20/5140 Personnel – 2020 Salary Award**

The Parish Council noted that the unions had accepted a 2.75% pay offer from the employers' side. This negotiated award was backdated to 1<sup>st</sup> April 2020. The pay increase also came with an extra day of annual leave for those with less than five years' service. The basic annual entitlement was now 22 days There was budget provision for the revised wages & salaries. The Parish Council agreed to implement the award with effect from 1<sup>st</sup> April 2020. This was proposed by Councillor Compton and seconded by Councillor Elaine Coe. Unanimous.

#### **20/5141 Personnel – Revised Homeworking Allowance**

The Parish Council agreed to pay £6 a week allowance (£26 a month) to the Parish Clerk to contribute towards the additional costs because of working from home. This covers, for example, the extra cost of gas and electricity for the work area. There was provision within the budget to meet these costs. This was in accordance with the Local Government (Financial Provisions) Act 1963 s5. This was proposed by Councillor Compton and seconded by Councillor Elaine Coe. Unanimous.

#### **20/5142 Planning – Retail Working Group**

The Parish Council received the minutes of the Retail Working Group of 14<sup>th</sup> September 2020. The Working Group had worked with District Councillor Harris looking at alternative sites, transformational options for the current site and addressing the concerns with the current Red Lion proposal. It had also met with a representative of the Coop. The Parish Council noted the report and would now await the decision of the Planning Inspector before identifying any further actions.

#### **20/5143 Sports Liaison Working Group**

The Parish Council received the minutes of the Sports Liaison Working Group of 25<sup>th</sup> August 2020. It agreed the Terms of Reference for the Working Group. This was proposed by Councillor Compton and seconded by Councillor Howarth. Unanimous.

#### **20/5144 Highways – On street Charging for Electric Vehicles**

The Parish Council welcomed the provision of vehicle charging points within the village. It supported the proposed two spaces on Northampton Road. However it did not support the use of the busy lay by on Spratton Road and suggested that these charging points would be better placed 'off street' within the County Council's Library and Community Centre car park. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

**20/5145 Projects- s106 Update**

The Parish Council received an update on the proposed s106 projects. The application forms for funding had been submitted to the Daventry District Council.

The Cricket Club application for equipment was in abeyance because of the lack of a long-term agreement for the use of the land at St David's. The Parish Council agreed that the existing Legal (Assets) Working Group deal with this matter and report back to the Parish Council with its recommendations. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

The Parish Council noted that both the St David's and Community Centre projects needed fully costed up schemes before the District Council could consider the funding bids. It was now necessary for the Parish Council to progress its specification and procurement work in order to meet the DDC requirements.

**20/5146 Projects – s106 Specialist Support**

The Parish Council agreed that this matter should not be deferred any further. This was proposed by Councillor Bird and seconded by Councillor Compton.

The Parish Council agreed to progress the St David's MUGA & Play Park project by utilising ESPO Framework Agreement 115. There was no requirement for specialist support.

The Parish Council agreed to set up a Working Group to enable the delivery of the St David's MUGA & Play Park project. Members of the Group included Councillor Barratt, Councillor Bird, Councillor Compton, Councillor Howarth and Councillor Moxon. The Working Group had no decision-making powers and was advisory only.

The Community Centre project would be presented to a future meeting of the Parish Council.

**20/5147 Projects – Holcot Road**

The Parish Council received a plan for an environmental improvement scheme on open space/ green at Holcot Road near to the Village Hall. A report would be presented to a future meeting of the Parish Council which would include the implementation costs. A Highways Licence would also be required.

**20/5148 Emergency Planning**

The Parish Council had been asked to participate in the Community Flood Resilience Scheme. This work was being coordinated by the Council Council's Emergency Planning Team. It was agreed to ask the wider community for Flood Warden volunteers. This would be referred to the Media & Communications Committee for action. This was proposed by Councillor Moxon and seconded by Councillor Howarth. Unanimous.

**20/5149 The Ashway Recreation Ground – Complaint**

A complaint had been submitted regarding the inaction of the Parish Council in considering the income v expenditure issues at the Ashway Recreation Ground. The complainant expressed concern that the fees and charges were not proportionate to the high level of use of the football pitches which was to the detriment to the precept payers across the wider community. The Complainant was assured that these matters would be raised at the next Sports Liaison meeting. A report would be presented to the next Parish Council meeting on 29<sup>th</sup> October 2020.

**20/5150 The Ashway Recreation Ground – Defibrillator**

The Parish Council had a defibrillator which had been donated by the Football Club following funding by the Football Association together with a Parish Council grant. This was a key item of community equipment and its ongoing maintenance was essential. It would be desirable to have this checked by a competent person at least monthly and someone to tell the Parish Council when to reorder the battery and pads. It was agreed that the Brixworth Responders carry out this work on an ongoing basis in return for a £120 per annum donation. This expenditure was incurred in accordance with the Public Health Act 1936, Section 234. This was proposed by Councillor Bird and seconded by Councillor Compton. Councillor Collyer abstained.

**20/5151 Highways – Gully Cleaning Programme**

The Parish Council agreed to write a letter to the County Council pointing out the dangerous aspects of the drains at both Station Road and Holcot Road which could cause potential flooding. The Parish Council asked that these drains be cleared as a matter of urgency as freezing conditions will exacerbate the problem. This was proposed by Councillor Barratt and seconded by Councillor Compton. Unanimous.

**20/5152 Litter – Saxon Rise**

Saxon Rise was a housing estate with its open spaces being managed by a private company on behalf of its residents. The residents funded this from a 'management fee'. There had been ongoing dissatisfaction with the management of the open space.

The Parish Council agreed to express its concern regarding the amount of litter and detritus on the Saxon Rise play area. The Parish Council considered that the Management Company was failing its duty under the Environmental Protection Act 1990 s89(g). Under this act it was the duty of the occupier of the land to ensure that the land is, so far as is practicable, is kept clear of litter and refuse. This was proposed by Councillor Compton and seconded by Councillor Bird. Unanimous.

**20/5153 Web Site – Accessibility Statement**

The Parish Council agreed the Accessibility Statement for its web site. This was proposed by Councillor Compton and seconded by Councillor Bird. Unanimous.

**20/5154 Finance -Rolling Budget**

The rolling budget for September 2020 was received by the Parish Council. There were no issues or concerns.

**20/5155 Finance – Bank Reconciliation Report**

The Bank Reconciliation report as of 28<sup>th</sup> August 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £94,924.15. The Capital (Reserve) account indicated a balance of £157,079.97.

**20/5156 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 £99,567.03 within Earmarked Reserves. General Reserves was indicated at £109,366.70. The s106 money held by Daventry District Council was £254,425.

**20/5157 Community Safety – Reported Crime Data**

The crime figures for August 2020 indicated 34 local crimes had been reported. This compared with 32 in 2019 and 42 in 2018.

**20/5158 Community Safety – Speed Indicator Device (SID)**

The data from the Speed Indicator Device (Spratton Road outbound) was noted by the Parish Council.

**20/5159 Planning – Decisions for August 2020**

The Parish Council noted the list of planning decisions issued by the Local Planning Authority during August 2020.

**20/5160 Planning – Minutes for 3<sup>rd</sup> August 2020**

The Parish Committee received the minutes of the Planning Committee of 3<sup>rd</sup> August 2020.

**20/5161 Planning – Minutes for 24<sup>th</sup> August 2020**

The Parish Committee received the minutes of the Planning Committee of 24<sup>th</sup> August 2020.

**20/5162 Media & Communications – Minutes for 8<sup>th</sup> July 2020**

The Parish Council received the minutes of the Media & Communications Committee of 8<sup>th</sup> July 2020.

**20/5163 Parish Clerks Report**

The Parish Council received the report of the Parish Clerk.

**20/5164 Correspondence**

The recent correspondence was noted by the Parish Council.

| Number | Subject                                | From                     |
|--------|--|--------------------------|
| 01     | Road Safety Survey                     | Neighbourhood Watch      |
| 02     | Local Cycling and Walking Consultation | Northants County Council |
| 03     | COVID Survey                           | Northants County Council |

**20/5165 Dates of Future Meetings**

- Planning Committee – 5<sup>th</sup> October 2020
- Media & Communications – 14<sup>th</sup> October 2020
- Planning Committee - 26<sup>th</sup> October 2020
- Council – 29<sup>th</sup> October 2020

**20/5166 Exclusion of Press and Public**

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

*The meeting was in closed session from 9:42pm*

**20/5167 Legal Matters – Village Hall Car Park**

The Parish Council received an update regarding the Village Hall car park legal agreement. This would be referred to the Legal (Assets) Working Group for consideration. A further report would be submitted to the Parish Council.

**20/5168 Legal Matters – County Court**

The Parish Council received an update on matters relating to the ongoing County Court case.

*The meeting was back in open session at 9:45pm*

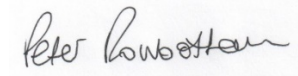
**20/5169 Urgent Matters**

None raised.

***The meeting finished at 9.45pm***

**Signed as a true and accurate record**

**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
8<sup>th</sup> October 2020**



**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
8<sup>th</sup> October 2020**

Telephone: 079 8314 1786

E Mail: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)

DRAFT



# Brixworth Parish Council - Financial Transactions

# B

**October 2020**

|  |                            |  | Net Amount       | VAT             | Total            | Powers          |
|--|----------------------------|--|------------------|-----------------|------------------|-----------------|
|  |                            |  | £                | £               | £                |                 |
| <b>Direct Debit Payments - Financial Reg 6.7</b>   |                            |  |                  |                 |                  |                 |
| 01   | Peninsula Business Systems | Support Services (29th September)              | 271.62           | 54.32           | 325.94           | LGA 1972 s111   |
| 02   | E.ON                       | Elec monthly - Ashway Changing Rooms (1st)     | 117.14           | 5.86            | 123.00           | LGA MP 1976 s19 |
| 03   | Lex Autolease              | Lease Van (1st)                                | 239.58           | 47.91           | 287.49           | f               |
| 04   | TalkTalk Business          | Broadband (8th)                                | 50.95            | 10.19           | 61.14            | LGA 1972 s111   |
| 05   | EE Limited                 | Mobile Phone (15th)                            | 18.73            | 3.75            | 22.48            | LGA 1972 s111   |
| <b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>                                    |                            |  |                  |                 |                  |                 |
|  | None                       |  | 0.00             | 0.00            | 0.00             |                 |
| <b>Debit Card Payments (On line purchase) - Financial Regs 6.10 &amp; 6.19</b>                   |                            |  |                  |                 |                  |                 |
| 06   | Deedflow (Land Registry)   | Title Deeds St David's Rec Ground              | 84.80            | 16.96           | 101.76           | PHA 1936 s87    |
| 07   | Royal Mail                 | Postage - 3 x 76p                              | 2.28             | 0.00            | 2.28             | LGA 1972 s111   |
| 08   | Amazon                     | Toner Cartridges for Printer/ Copier           | 65.00            | 13.00           | 78.00            | LGA 1972 s111   |
| 09   | Amazon                     | Adhesive strips for fixing signs - Comm Centre | 16.36            | 3.27            | 19.63            | LGA 1972 s133   |
| <b>Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)</b> |                            |  |                  |                 |                  |                 |
|  | Nil                        |  |                  |                 |                  |                 |
| <b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>                               |                            |  |                  |                 |                  |                 |
| 10   | Staff                      | Net Salaries and Wages (5 week month )         | 4,040.59         | 0.00            | 4,040.59         | LGA 1972 s112   |
| 11   | HMRC                       | PAYE   | 1,446.57         | 0.00            | 1,446.57         | LGA 1972 s112   |
| 12   | LGSS                       | Pension Scheme                                 | 783.25           | 0.00            | 783.25           | LGA 1972 s112   |
| 13   | Peter Rowbotham            | Employment Related Expenses                    | 47.60            | 0.00            | 47.60            | LG(FP)A 1963 s5 |
| 14   | Blasons                    | Fuel for Van and Mower                         | 69.17            | 13.83           | 83.00            | LGA 1972 s111   |
| 15   | R&G                        | Grounds Maintenance & Wild flowers             | 2,916.00         | 583.20          | 3,499.20         | PHA 1875 s164   |
| 16   | Bakers Waste               | Trade Waste St David's Recreation Ground       | 67.99            | 13.62           | 81.61            | PHA 1875 s164   |
| 17   | Trade UK Screwfix          | Vehicle Wash Brush                             | 4.99             | 1.00            | 5.99             | LGA 1972 s111   |
| 18   | Eon                        | Street Lighting Electricity                    | 152.75           | 7.64            | 160.39           | PCA 1957 s3     |
| 19   | Online Playgrounds         | Wetpour repair kit and caps for play equip     | 100.20           | 20.04           | 120.24           | PHA 1875 s164   |
| 20   | WG Law                     | Professional Services                          | 1,000.00         | 200.00          | 1,200.00         | LGA 1972 s222   |
| 21   | Brixworth Responders       | Donation - in return for Defib services        | 120.00           | 0.00            | 120.00           | PHA 1936 s234   |
| 22   | Lovell Hardware            | Sundry Items                                   | 65.29            | 13.06           | 78.35            | LGA 1972 s111   |
| 23   | PKF Littlejohn             | Annual Audit                                   | 400.00           | 80.00           | 480.00           | LGA 1972 s111   |
| <b>Cheque Payments</b>   |                            |  |                  |                 |                  |                 |
|  | Nil                        |  | 0.00             | 0.00            | 0.00             |                 |
| <b>Total Expenditure this month to date</b>  |                            |  | <b>12,080.86</b> | <b>1,087.65</b> | <b>13,168.51</b> |                 |
| <b>Receipts</b>  |                            |  |                  |                 |                  |                 |
| 24   | Brixworth Comm Centre      | Recharge for COVID 19 items                    | 57.22            | 0.00            | 57.22            | LGA 1972 s 133  |
| 25   | Nat West                   | Interest (30 September 2020)                   | 1.42             | 0.00            | 1.42             | LGA 1972 s111   |
| <b>Total Income this month</b>   |                            |  | <b>58.64</b>     | <b>0.00</b>     | <b>1.42</b>      |                 |
| <b>Bank Transfer - Capital to Revenue</b>  |                            |  |                  |                 |                  |                 |
| 26   | Nat West                   | Pocket Park s106                               | 250.00           | 0.00            | 250.00           | LGA 1972 s111   |
| 27   | Nat West                   | Contribution from Reserves                     | 9,900.00         | 0.00            | 9,900.00         | LGA 1972 s111   |
| <b>Total transferred to revenue this month</b>   |                            |  | <b>10,150.00</b> | <b>0.00</b>     | <b>10,150.00</b> |                 |
| <b>Bank Transfer - Revenue to Capital</b>  |                            |  |                  |                 |                  |                 |
|  | Nil                        |  | 0.00             | 0.00            | 0.00             | LGA 1972 s111   |
| <b>Total transferred to capital this month</b>   |                            |  | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>      |                 |

\* recharged to the Community Centre

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

|        |
|--------|
| Signed |
| Signed |
| Date   |

# Paper C

Report to the Council Meeting of 29<sup>th</sup> October 2020



## Finance Working Group – 20<sup>th</sup> October 2020

### Video Conferencing

| Present   |  |
|---|--|
| Councillor James, Councillor Compton, Councillor Parker and Peter Rowbotham (Clerk) |  |
| <b>1.</b>   | <b>Apologies for Absence</b>   |
| 1.1   | None Received  |
| <b>2.</b>   | <b>Current Financial Position</b>  |
| 2.1   | The current rolling budget, bank reconciliation and statement of reserves had been circulated. There were no concerns.   |
| 2.2   | General Reserves were running high at 66% of the precept. It was noted that the second precept instalment had recently been received and this would be reflected in later paperwork.   |
| 2.3   | Income to be collected included grass cutting, sports clubs and transfers/ contributions the from general reserves to revenue.   |
| <b>3.</b>   | <b>Budget Consultation</b>   |
| 3.1   | A short survey had taken place to assist in the priority decision making process. The survey listed those services that the Parish Council had the powers to deliver. The top three services that were identified included litter bins & litter, keeping footpaths clear and parks & gardens.  |
| <b>4.</b>   | <b>Bids for Funding/ Special Projects</b>  |
| 4.1   | <p>The following items had been submitted –</p> <ul style="list-style-type: none"><li>• £600 - Planning Consultancy Subscription. Submitted by the Planning Committee.</li><li>• £20,000 – Increased staffing costs. Inflation of existing salaries also requested. Submitted by the Personnel Working Group</li><li>• To be determined – Set up costs and maintenance/ running costs of the new Play Park and MUGA pitch. Submitted by the Play Park &amp; MUGA Working Group.</li></ul> <p>The Finance Working Group requested fully costed up proposals for the items listed above. The business requirement for on-going Planning Consultancy would be dependent on the level of voluntary planning support.</p> |

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Peter Rowbotham  
Parish Clerk

|           |  |
|-----------|--|
| <b>5.</b> | <b>Fees &amp; Charges</b>  |
| 5.1       | The Fees and Charges for sport required review. The Clerk had pulled together the information on the cost of provision of football on the two grounds. He was also pulling together the comparative figures from similar sized Council's within Northamptonshire. The Finance Working Group noted that the Parish Council would determine the Fees and Charges but only after consultation with the Sports Liaison Group.  |
| <b>6.</b> | <b>Investment Strategy</b>   |
| 6.1       | The Working Group received a draft Investment Strategy. This document outlined a potential strategy should the Parish Council decide to prudently invest surplus funds held on behalf of the community. It was agreed to investigate more fully at a later date. At this stage, it was agreed to highlight this area of work to the Parish Council.  |
| <b>7.</b> | <b>Any Other Business</b>  |
| 7.1       | The Working Group asked that the Pensions Policy be reviewed. Advice would be sought from the Pensions provider to ensure compliance with any legislation and that the Policy also meets the latest guidance.  |
| <b>8.</b> | <b>Next Meeting</b>  |
| 8.1       | Tuesday 3 <sup>rd</sup> November 2020 at 10am  |
| <b>7</b>  | <b>Recommendations to the Parish Council</b>   |
|           | <ol style="list-style-type: none"> <li>1. The Parish Council notes the report of the Finance Working Group.</li> <li>2. The Parish Council notes that the Finance Working Group is considering an Investment Strategy for future consideration.</li> <li>3. The Parish Council notes that a special budget meeting is to be held on Thursday 12<sup>th</sup> November 2020. All fully costed funding bids should be submitted by Monday 2<sup>nd</sup> November 2020.</li> </ol> |

## Section 3 – External Auditor Report and Certificate 2019/20

D

In respect of **BRIXWORTH PARISH COUNCIL – NH0034**

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

 SIGNATURE REQUIRED

Date

17/10/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## **Brixworth Parish Council**

### **St David's Play Park & MUGA Working Group**

**8th October 2020**

### **Video Conferencing**

| <b>Present</b>   |  |
|--|--|
| Present: Councillor Moxon, Councillor Ian Barrett, Councillor Lynne Compton and Councillor Lynne Howarth.<br><br>Also present – Peter Rowbotham (Parish Clerk) |  |
| <b>1.</b>  | <b>Apologies for Absence</b>   |
| 1.1  | No apologies had been received.  |
| <b>2.</b>  | <b>Appointment of Chair</b>  |
| 2.1  | Councillor Moxon was appointed Chair of the Working Group.   |
| <b>3.</b>  | <b>Remit of the Group</b>  |
| 3.1  | The Working Group would manage and deliver all aspects of the St David's project which was intended to revitalise an area through the provision of a Multi-Use Games Area (MUGA) together with Play Area and associated landscaping, paths and park furniture.   |
| <b>4.</b>  | <b>Draft Terms and Conditions</b>  |
| 4.1  | The draft document was reviewed and some amendments had been made. (Highlighted in yellow within the document) This would be presented to the next Parish Council meeting for approval.  |
| <b>5.</b>  | <b>Finance</b>   |
| 5.1  | <p>The budget was outlined which was made up from s106 funding, CIL funding and Capital funding via the precept. There was further opportunity for additional funding through the current budget process. Running costs would be needed to be included in the 2021/2022 budget which may also include provision for a 'booking' system.</p> <p><i>Current breakdown of budget –</i><br/> S106 – Outdoor Sports (MUGA) – £116,528<br/> S106 – Parks &amp; Gardens (Landscaping, paths and Furniture) - £65,263<br/> CIL – Play Equipment - £23,521<br/> Earmarked Reserves – Car Park - £6,000<br/> Earmarked Reserves – Play Equipment - £9,000<br/> Total budget available to date - £220,312</p> |

|            |  |
|------------|--|
| <b>6.</b>  | <b>ESPO Procurement</b>  |
| 6.1        | The Parish Council had agreed that, subject to the successful s106 funding approval, the procurement of the scheme would be implemented by utilising the ESPO framework 115. On the advice from ESPO the procurement would be split into two lots  |
| 6.2        | Lot 1 of the ESPO framework 115 would be applicable for the outdoor play park.   |
| 6.3        | The correct MUGA lot could only be identified after the Parish Council had agreed the specification and had confirmed the details of its chosen playing surface and fencing requirements.  |
| <b>7.</b>  | <b>Discussions</b>   |
| 7.1        | Feasibility was identified as the first key element of the project. Feasibility, and the contents of the specification document, would be determined by affordability, impact of noise and light, necessary permissions and also the level of local support. (Including residents consultation)  |
| 7.2        | Members of the Working Group thought that ideally floodlighting for the MUGA should be investigated for consideration by the Parish Council.   |
| <b>8.</b>  | <b>Project Plan – Tasks</b>  |
| 8.1        | <ul style="list-style-type: none"> <li>• Project Plan to be devised with tasks and task owners – Councillor Bird</li> <li>• Floodlights – check electrical capacity (Western Power Distribution) and confirm ownership of existing lights – Councillor Bird</li> <li>• Floodlights – ask another authority for advice (MKC) – Councillor Compton</li> <li>• MUGA Surface Specification/ price ranges – investigate the options and report back (Spreadsheet) – Councillor Moxon</li> <li>• Check Planning permission for floodlights &amp; MUGA – Peter Rowbotham</li> <li>• Residents consultation – MUGA, (including any light &amp; noise issues) – Councillors Barratt &amp; Compton.</li> </ul> |
| <b>9.</b>  | <b>Non Project Related Matters</b>   |
|            | <ul style="list-style-type: none"> <li>• Improve the signage into St David's from Froxhill Crescent – Councillor Moxon / Highways</li> <li>• Clear the overgrown residents' bushes from the access road into the Recreation Ground from Froxhill Crescent – Peter Rowbotham</li> </ul>   |
| <b>10.</b> | <b>Next Meeting</b>  |
| 10.1       | Thursday 5 <sup>th</sup> November 2020 starting at 730pm.  |
| <b>11</b>  | <b>Recommendations to the Parish Council</b>   |
| 11.1       | <ol style="list-style-type: none"> <li>1. The Parish Council notes the report and ongoing work of the St David's Play Park &amp; MUGA Working Group</li> <li>2. The Groups Terms of Reference be approved</li> <li>3. The Parish Council considers any other updates from the Working Group</li> </ol>   |

Meeting ended at 9.11pm

# Paper F

Report to the Brixworth Parish Council Meeting on 29<sup>th</sup> October 2020



## Sports Liaison Working Group – 20<sup>th</sup> October 2020

### Video Conferencing

| Present  |   |
|--|---|
| <p><b>Brixworth Parish Council:</b> Councillor Ian Barratt, Councillor Elaine Coe, and Peter Rowbotham<br/><b>Brixworth All Saints Football Club:</b> Rob Kelly<br/><b>Brixworth Cricket Club</b> – Martin Batchelor<br/><b>Brixworth Juniors Football Club</b> – Simon Compton<br/><b>Sands United Football Club</b> – Not represented<br/><b>Brixworth Central Sports Club</b> – Not represented</p> <p>Councillor Elaine Coe chaired the meeting.</p> |   |
| <b>1.</b>  | <b>Apologies for Absence</b>  |
| 1.1  | Apologies had been received from Councillor Sandra Moxon and Jackie Bird (Central Sports Club) and Mike Parsons (Cricket Club)  |
| <b>2.</b>  | <b>Grounds Maintenance Schedule</b>   |
| 2.1  | As requested at the last meeting a copy of the schedule of works for the Grounds Maintenance Contract had been circulated.  |
| 2.2  | With the rain fall and temperatures in September/ October the grass had continued to grow quite fast. The Grounds Maintenance Contract reverted to fortnightly cuts in September making the fields more difficult for sport activity. It was agreed that in these circumstances the Parish Clerk should be able to vary the contract and authorise any additional weekly cuts. This would be recommended as an action to the Parish Council.  |
| <b>3.</b>  | <b>Standing Items for Discussion</b>  |
| 3.1  | <b>Condition of Pitches</b> – The Cricket Club had expressed its concerns regarding the pitches being over played in inclement weather leading to a deterioration of the longer term playing surface. A poor surface for cricket means that the game can become unsafe because of the uneven surface and the use of a hard ball. It was agreed that the winter pitches should be looked each Friday and a judgement call made for the weekends games which would then affect all of the football clubs. Any postponements would be via email and/or text message from the Parish Council. It was accepted that the overall the condition of the pitches had improved but they needed careful management to enable ongoing weekly sport. |

|           |  |
|-----------|--|
| 3.2       | <b>Terms and Conditions</b> – A complaint had been received regarding the use of foul language during a match. In the absence of any feedback this would now be reported to the Parish Council.  |
| 3.3       | <b>Improving Security</b> – The Cricket Club was making arrangements to install a roller shutter door on its storage shed. Further quotes were being sought for an external CCTV system. The option of a monitored service could be investigated.  |
| 3.4       | <b>Fees &amp; Charges</b> – The Parish Council was reviewing its fees & charges as part of the annual budget process. The Clubs were happy with the existing arrangement of an annual agreement which gave them full use of the available pitches. When considering a new level of fees the clubs asked that the Parish Council take into account the white pitch lining that the Junior club had carried out at its own cost. It was also normal practise to discount youth football. The club also pointed out that there was other benefits of an annual agreement including the regular clearing of litter and also clearing up any dog fouling. |
| 3.5       | <b>Long Term Strategy</b> – Ideas for a longer-term strategy included more accessible changing rooms on both sites and an aspiration of a 'clubhouse/base' for the Juniors Football Club on an 'out of village' site. The Group was aware of the difficulties in finding an appropriate recreation site at a time when housing developers had already earmarked potential sites. (Despite being contrary to the Local Plan)  |
| 3.6       | <b>MUGA Update</b> – The Parish Council had set up a Play Park & MUGA Working Group which was currently looking at the feasibility issues for the St David's Recreation Ground. A detailed specification would be drawn up before the procurement process could commence. The Cricket Club asked that the ball stop fence at that part of the ground be higher than at present – after cricket balls had been hit directly into the existing play area. The Cricket Club also asked that a storage area be allocated for equipment as part of the MUGA plans.  |
| 3.7       | <b>Maintenance</b> – The Ball Stop fence was in need for replacement and a quote had been received. Two further quotes were being sought. The Group requested that access behind the net be provided. A request was made to top up the toilet facilities at The Ashway Changing Rooms with soap, toilet rolls and paper towels.  |
| 3.8       | <b>Legal Agreements</b> – The lease for the Cricket Club was up for renewal and the Parish Council was in the process of renewing this. The Central Sports Club lease was due for renewal in 2022. This was also under review. The Group hoped that the Sports Club would be able to further sports development within the village by directing its surplus income towards special projects.   |
| 3.9       | <b>Correspondence</b> – None to report.  |
| <b>4.</b> | <b>Next Meeting</b>  |
| 4.1       | Thursday 12 <sup>th</sup> November 2020 starting at 8pm.   |
| <b>5</b>  | <b>Recommendations to the Parish Council</b>   |
|           | <ol style="list-style-type: none"> <li>1. The report of the Sports Liaison Working Group be noted</li> <li>2. The Parish Clerk be authorised to vary the Grounds Maintenance Contract in September/October of each year if in his opinion additional grass cutting was required.</li> <li>3. The Parish Clerk investigates the complaint of foul language on the football pitch and reports back to the Parish Council.</li> <li>4. The St David's Play Park &amp; MUGA Working Group notes the request for a higher ball stop fence and the use of a storage facility.</li> </ol>   |

|  |   |
|--|---|
|  | 5. The Parish Council notes the comments on the Fees & Charges. |
|--|---|

The meeting ended at 9.22pm



## Fees & Charges – Sports Pitches

The Parish Council operates football pitches and a cricket wicket at St David's Recreation Ground. It also operates football pitches and changing rooms at The Ashway.

The additional grounds maintenance cost as a result of hosting the football at St David's is **£3,965.00**. The Cricket Club carries its own wicket maintenance costs. The Juniors Football Club carry the costs of marking out the pitches on a regular basis at an estimated cost of £800 per annum during the season. (August through to May)

The current income for the St David's Recreation Ground is as follows:

|   |                  |
|---|------------------|
| Cricket Club Legal Agreement  | £ 951.10         |
| Brixworth Juniors (1 pitch plus 3 smaller pitches - training & matches) | £ 951.10         |
| Brixworth Seniors' (1 pitch plus training)                              | £ 951.10         |
| Sands United (1 pitch plus training)                                    | £ 184.85         |
| <b>Annual Income</b>  | <b>£3,038.15</b> |

The Ashway Recreation Ground is used exclusively by the Brixworth Juniors. The facilities include a senior and a junior pitch – and additional markings to enable football for primary school children. There are changing rooms on this site which are used by the Football Club.

The additional grounds maintenance cost as a result of hosting the football is **£5,442.00**. This figure is higher than St David's because of the Parish Council's operational costs of the Changing Rooms. The Juniors Football Club carry the costs of marking out the pitches on a regular basis at an estimated cost of £800 per annum during the season. (August through to May)

|   |                 |
|---|-----------------|
| Brixworth Juniors (1 pitch plus 1 Junior incorporating 2 small pitches) | £ 570.76        |
| <b>Annual Income</b>  | <b>£ 570.76</b> |

The issue of Fees and Charges was discussed at the last Parish Council meeting and the annual review forms part of the budget setting process.

At the last meeting on 24th September (Minute 20/5149) the Parish Council had received a complaint regarding the inaction of the Parish Council in considering the income v expenditure issues at the Ashway Recreation Ground. The complainant expressed concern that the fees and charges were not proportionate to the high level of use of the football pitches which was to the detriment to the precept payers across the wider community. The Complainant had been assured that these matters would be raised at the next Sports Liaison meeting and a further report would be presented to the next Parish Council meeting.

The matter was raised at the last Sports Liaison Group at the meeting on 20<sup>th</sup> October 2020. The Clubs were happy with the existing arrangement of an annual agreement which gave them full use of the available pitches. When considering a new level of fees the clubs asked that the Parish Council take into account the white pitch

lining that the Junior club had carried out at its own cost. It was also normal practise to discount youth football. The club also pointed out that there were other benefits of an annual agreement including the regular clearing of litter and also clearing up any dog fouling.

The Clerk has contacted other similar sized Parish Councils with Northamptonshire for comparable costs. Most do not provide pitches as a direct service.

It must ne noted that these charges are per match – not based on an annual agreement that Brixworth utilise. Charging by the match would be difficult to monitor and an administrative burden.

However this never a straight forward comparison as each 'offer' can be different. The information received is shown below –

### Parish Councils

|                  |  |   |
|------------------|--|---|
| Brackley         | No pitches   |   |
| Deanshanger      | No pitches   |   |
| Earls Barton     | No pitches – Charitable Trust  |   |
| East Hunsbury    | No pitches   |   |
| Irchester        | No pitches – Sports Association  |   |
| Middleton Cheney | No pitches – Playing Fields Assoc  |   |
| Moulton          | No pitches – Football Club operate   |   |
| Rothwell         | No pitches – Borough Council   |   |
| Weldon           | No pitch – sold off for housing  |   |
| Wootton          | <p>Senior Pitch per game: £30<br/> Changing Room: £18<br/> Junior Pitch 11v11 per game: £30<br/> Junior Pitch 9v9 per game: £10<br/> Junior Pitch 7v7 per game: £15<br/> Mini Pitch 5v5 per game: £8</p> <p>MUGA<br/> Private: £18ph<br/> Regular: £15ph<br/> Charity: £10ph<br/> Floodlights: £18ph</p> | Football pitches are made available throughout the football season (mid Sept- April), with a local Cricket team using the grass recreational area from mid April - early September. |

### College

|         |                |  |
|---------|----------------|--|
| Moulton | £120 per match | All inclusive of facilities (high quality) |
|---------|----------------|--|

### District/ Borough Councils

|             |   |  |
|-------------|---|--|
| Northampton | Leisure Trust   |  |
| Kettering   | Adult £25 per match<br>Junior/out of season friendly £12.50 |  |
| Harborough  | All pitches allocated to Clubs                              |  |

## Other Parishes

|                  |   |  |
|------------------|---|--|
| Newbold Verndon  | Football pitch hire: £25.00 per senior match/per pitch and £15.00 per junior match/per pitch<br>Cricket pitch hire: £20.00 per senior match and £16.00 per junior match   |  |
| East Goscote     | Senior Teams £500.00<br>Junior / 9 v9 £340.00<br>Small pitches £210.00 Per Team   |  |
| Broughton Astley | Football pitch hire – per season – one off charge made payable in July £205.00<br>Hire of changing rooms and line marking per game £35.00<br>CHARGES FOR ONE OFF MATCHES<br>Football pitch hire (including line marking and changing rooms £39.00 |  |

The Parish Councils agreed strategic objective is to promote and encourage the provision of a range of leisure, social, recreational and community educational facilities in the parish with an objective to encourage and help to develop more facilities for all ages. This should be taken into account.

The Parish Council provides sports facilities in accordance with the Local Government Act(Miscellaneous Provisions) Act 1976 s19.

## Recommendation

The Parish Council is asked to agree the Fees and Charges for Sports Pitches –

- St David's – Brixworth Cricket Club (for incorporation into the Legal Agreement)
- St David's – Brixworth Juniors FC
- St David's – Brixworth All Saints FC
- St David's – Sands United FC
- The Ashway – Brixworth Juniors FC

Fees and Charges to be applicable from 1<sup>st</sup> April 2021

## Paper H – Report to the Brixworth Parish Council on 29<sup>th</sup> October 2020



### **S106 Schemes – Specialist Support - Community Centre Indoor Sports**

This matter has been discussed at previous meetings. The Play Park & MUGA is being delivered without external support (other than suppliers). However there is no provision for the delivery of the Community Centre project. Should the money not be spent within the timescales then it will be returned to the developer.

The Parish Council had agreed to progress with bids for s106 funding. The Community Centre scheme 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.

This project cannot be delivered without specialist support.

#### **Community Centre Refurbishment**

Based upon 60k project cost

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

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. It has the power to provide public buildings in accordance with the Local Government Act 1972 s133.

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.

As work will be carried out before any s106 approval it is suggested that the Fees be met initially from General Reserves and allocated to an earmarked project. The fees would be recharged to the s106 scheme once the funding had been banked.

### **Recommendation**

It is recommended that the Parish Council considers appointing a specialist company with the skills to deliver the Community Centre indoor sport refurbishment project. The pre application project work to be met from General Reserves.

**Specialist Support for s106 Projects  
Report of Councillor Bird**

**Information regarding ESPO**

Following the August Parish Council meeting discussion regarding the cost of project management and the limited information about ESPO further research has been carried out to clarify a number of points that were raised at the meeting. The main concern was regarding the cost of £17000 for a project manager. All of the documents listed below are available for parish councillors. This is a brief summary for discussion at the September parish council meeting.

**The following people, companies and parish Councils have been contacted:**

1. Jerry Jarman Kompan
2. Steve Sylvester Kompan
3. Marcia Milsom Winkfield PC (£114, 026) (ESPO HAGS)
4. Diane Rogers Wootton PC (Northants) (£100,000) (Project Finder)
5. Rachel Morton ESPO Framework 115
6. Josie Flavell Naseby PC (ESPO Kompan)
7. Suzanne Price West End PC (Contract Finders)
8. Alan Melton Manea PC (£110,000) (ESPO Bendcrite)
9. Paul Lane Crick PC (ESPO AMJ Construction)

**Documents:**

1. Responses to the questions raised by Brixworth PC
2. Kompan Presentation 'Delivering Outdoor Playgrounds – Successful and Safe projects Together'
3. ESPO User Guide Outdoor Playground, Fitness and Sports Facilities
4. ESPO Customer Access Agreement
5. ESPO Invitation to Tender – Bradford Council at Lister Park
6. ESPO Tender and Contract Documents
7. List of KOMPAN Customers who have used ESPO services and invoice value

## **Summary**

ESPO is a not for profit, self-funded organisation so there are no fees to pay, thereby saving Brixworth residents £17,000. ESPO has 30 years experience in public sector procurement and is a local authority owned purchasing and supply consortium. It is jointly owned by the county councils of Cambridgeshire, Leicestershire, Warwickshire, Lincolnshire and Norfolk and City councils of Leicester and Peterborough.

The ESPO 115 framework has no direct cost to the purchaser, their costs are covered by taking a retrospective rebate from the framework suppliers. This framework offers the customer a quick, simple and competitive route to purchase the design and supply, deliver, install and maintain a range of outdoor fitness and play equipment including a range of multi-use games areas along with sports equipment, skate parks etc.

This particular framework is used by a number of public sector bodies including local councils. The framework is easy to use and is UK/EU compliant with the procurement work already completed. The list of suppliers has been assessed during procurement for financial stability, track record, experience and technical and professional ability. All terms and conditions are pre-agreed under the framework and underpin all orders placed.

## **How to Use the Framework**

- 1 Complete the Customer Access Agreement and return it to ESPO
- 2 Establish whether your needs can be met by a single supplier or a further competition process is required.
- 3 Place an order with the supplier.

## **Benefits of Using this system**

ESPO is experienced in providing the specialist suppliers with all the checks in place.

No architect costs and no extra costs for revising plans.

No project management costs as this is covered by the supplier.

Suppliers are all sports and play equipment specialists.

A saving of £17000 for the PC and Brixworth residents.

Cllr Jackie Bird



**Brixworth Cricket Club**  
**St David's Recreation Ground**  
**Lease for Cricket Pitch**

The Brixworth Cricket Club has an existing lease for the use of land at the St David's Recreation Ground as a cricket pitch. This lease now requires renewal.

The existing agreement is attached for information.

The only suggested amendment is that the new term be for a longer lease of 25 years which would be beneficial to both parties. For example, a longer lease enables easier access to external funding.

The local solicitor who had prepared the previous lease is no longer in business. It is suggested therefore that another solicitor be appointed to deal with this. (Shoosmiths have the Parish Council's default solicitor)

The rent is at the level determined at item number 10 – paper G.

The Parish Council has a budget for the Legal Fees. It has the power to provide sports facilities in accordance with the Local Government Act (Miscellaneous Provisions) Act 1976 s19.

**Recommendation**

The Parish Council is asked to agree to the appointment of a solicitor, to continue the terms of the lease and the level of rent. The agreement with the Brixworth Cricket Club to be completed as soon as possible.



DATED 25<sup>th</sup> February 2015

**COUNTERPART LEASE**

relating to

**PART OF ST DAVIDS PLAYING FIELDS, FROXHILL CRESCENT,  
BRIXWORTH, NORTHANTS**

between

**BRIXWORTH PARISH COUNCIL**

and

**BRIXWORTH CRICKET CLUB LIMITED**

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THIS LEASE is dated

25th February

2015

## **PARTIES**

- (1) **BRIXWORTH PARISH COUNCIL** of 4 Well Street Finedon NN9 5JP  
(Landlord).
- (2) **BRIXWORTH CRICKET CLUB LIMITED** incorporated and registered in England and Wales with Company Number 064988941 whose registered office is c/o M W Parsons, 8 Stone Hill Way, Brixworth, Northants NN6 9LW (Tenant).

## **AGREED TERMS**

### **1. INTERPRETATION**

The following definitions and rules of interpretation apply in this lease.

#### **1.1 Definitions:**

**Base Rent:** rent of £878.68 per annum

**Base RPI Month:** the last RPI published before the date of this lease or where there has been at least one review of the Annual Rent in accordance with this lease the month in which the last RPI was published before the most recent prior Review Date.

**The Cricket Pitch:** the land shown edged red on the Plan being part of the St Davids Playing Fields, Froxhill Crescent, Brixworth, Northants.

**Index Rent:** the rent determined in accordance with the clause 7.2

**Landlord's Neighbouring Property:** each and every part of the adjoining and neighbouring property in which the Landlord has an interest known as the St David's Recreation Ground, Froxhill Crescent, Brixworth, Northants (excluding the Cricket Pitch) registered at H M Land Registry under Title Numbers NN48637 NN39455 and.

**Permitted Use:** for playing cricket only.

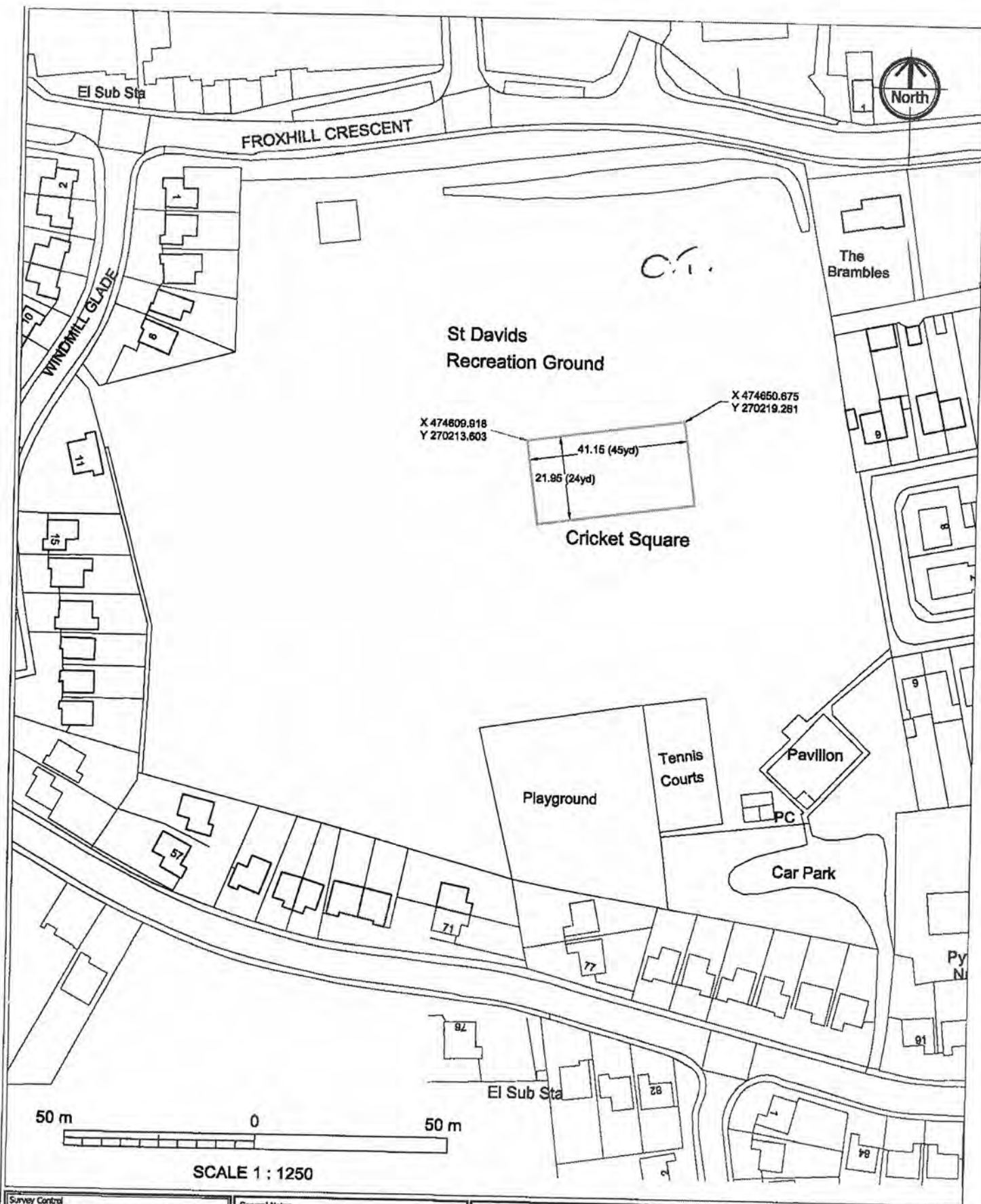
**Plan:** the plan attached to this lease marked "Plan".

**Rent:** rent at the initial rate of £878.68 per annum and then as revised pursuant to this lease if demanded for the Term.

**Rent Payment Dates:** the 1<sup>st</sup> January and 1<sup>st</sup> August in each year

**Review Date:** every anniversary of the term commencement date.

**RPI:** the Retail Prices Index or any official index replacing it.



| Survey Control  |          |           |       |             |
|---|----------|-----------|-------|-------------|
| Station   | Existing | Northings | Level | Description |
|   |          |           |       |             |
| Grid N/A.   |          |           |       |             |
| Levels N/A.   |          |           |       |             |
| Notes: The position of the cricket square has been plotted onto this Ordnance Survey map by use of aerial imagery. A site survey was not carried out. The co-ordinates are approximate. |          |           |       |             |

#### General Notes

1. This plan should only be used for its original purpose. AIMCON Surveys accepts no responsibility if supplied to any other party than the original client.
2. Where underground services are shown, information has been determined without man entry. Whilst every effort has been made to correctly identify services any areas critical to the future proposal should be checked.
3. Tree and hedge species have been identified as accurately as possible and should be treated as indicative. If accurate identification is of critical importance it is recommended an arborist be consulted.
4. Survey information is as result of measurement to existing features and does not imply legal ownership of boundaries or land divisions. Where boundary alignment lines are added to the survey drawing and are taken from legal documents or other information supplied they are done so within the information supplied they are done so within the constraints of drawing quality and scale. They are provided on the basis of opinion and do not imply legal contract.

0 10 20 30 40 50 60

RICs

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**AIMCON SURVEYS**

TOPOGRAPHICAL SURVEYS  
BOUNDARY SURVEYS & SETTING OUT

MEASURED BUILDING SURVEYS  
BOUNDARY SURVEYS

|   |                    |
|---|--------------------|
| Client: Brixworth Parish Council  |                    |
| Title: Land Registry Plan   |                    |
| Site: St David's Recreational Ground<br>St David's Playing Fields<br>Brixworth, NN6 9DU |                    |
| Surveyed: KP  | Date: 15 Feb 2015  |
| Sheet No: 1 of 1  | Scale: 1/1250 @ A4 |
| Job No: 1261  | Rev: -             |

**Service Media:** all media for the supply or removal of electricity, water, sewage, and all other services and utilities and all structures, machinery and equipment ancillary to those media.

**Term:** a fixed term of five years from and including the 25<sup>th</sup> day of February 2015.

**Third Party Rights:** all rights, covenants and restrictions affecting the Cricket Pitch including the matters referred to at the date of this lease in the Property and Charges Register of Title Numbers NN48637, NN39455 and ~~NN48637~~.

**VAT:** value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this lease.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 The Schedules form part of this lease and shall have effect as if set out in full in the body of this lease. Any reference to this lease includes the Schedules.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.8 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.9 A reference to **writing** or **written** excludes faxes and e-mail.
- 1.10 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

- 1.11 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and to use best endeavours to prevent that thing being done by another person.
- 1.12 References to clauses are to the clauses of this lease and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.13 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.14 A reference to the **Tenancy** is to the tenancy granted by this lease.
- 1.15 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this Lease.
- 1.16 Unless the context otherwise requires, a reference to the **Cricket Pitch** is to the whole and any part of it.
- 1.17 Unless expressly provided otherwise, the obligations and liabilities of the parties under this lease are joint and several.
- 1.18 The obligations of the Tenant under this lease are owed to the Landlord. The obligations of the Landlord under this lease are owed to the Tenant.

## **2. GRANT**

- 2.1 The Landlord lets the Cricket Pitch to the Tenant for the Term.
- 2.2 The grant is made together with the ancillary rights set out in clause 3, excepting and reserving to the Landlord the rights set out in clause 4, and subject to the Third Party Rights.

## **3. ANCILLARY RIGHTS**

- 3.1 The Landlord grants to the Tenant the following rights (the **Rights**):
- (a) the right to use any Service Media that belong to the Landlord and serve the Cricket Pitch.

- (b) the right to use the area for the time being forming the outfield for the Permitted Use when playing cricket on the Cricket Pitch.
  - (c) the right to mow and otherwise maintain such outfield in connection with the use of the Cricket Pitch for the Permitted Purpose.
- 3.2 The Rights are granted in common with the Landlord and any other person authorised by the Landlord.
- 3.3 The Tenant shall exercise the Rights in accordance with this lease and only in connection with the Tenant's use of the Cricket Pitch for the Permitted Use but not for any other purpose.
- 3.4 The Tenant shall comply with all laws relating to the Rights and all reasonable regulations in connection with the exercise of the Rights that the Landlord may make and notify to the Tenant in writing from time to time.
- 3.5 Except as mentioned in this clause 3, neither the grant of this Lease nor anything in it confers any right over the Landlord's Neighbouring Property nor any other neighbouring land nor is to be taken to show that the Tenant may have any right over any part of the Landlord's Neighbouring Property or any neighbouring land, and section 62 of the Law of Property Act 1925 does not apply to this lease.
- 3.6 Immediately after the end of the Tenancy (and notwithstanding that the Tenancy has ended), the Tenant shall make an application to remove all entries on the Landlord's title relating to the easements granted by this lease and shall ensure that any requisitions raised by HM Land Registry in connection with that application are dealt with promptly and properly; the Tenant shall keep the Landlord informed of the progress and completion of its application.
- 4. **RIGHTS EXCEPTED AND RESERVED**
- 4.1 The following rights are excepted and reserved from this lease to the Landlord (the **Reservations**) notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Cricket Pitch or loss of amenity for the Cricket Pitch provided that they do not materially affect the use and enjoyment of the Cricket Pitch for the Permitted Use:
  - (a) the right to use and to connect into Service Media on or under the Cricket Pitch; and
  - (b) the right to enter the Cricket Pitch to inspect the condition of the Cricket Pitch and for any purpose mentioned in this lease or connected with it or

with the Landlord's interest in the Landlord's Neighbouring Property any other property at any reasonable time and, except in the case of an emergency, after having given reasonable notice (which need not be in writing) to the Tenant.

4.2 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them, and by anyone authorised by the Landlord.

4.3 The Landlord shall not be liable for any loss or inconvenience to the Tenant by reason of the exercise of any of the Reservations (other than any loss or inconvenience in respect of which the law prevents the Landlord excluding liability).

## 5. THIRD PARTY RIGHTS

5.1 The Tenant shall comply with all obligations on the Landlord relating to the Third Party Rights insofar as those obligations relate to the Cricket Pitch and shall not do anything (even if otherwise permitted by this lease) that may interfere with any Third Party Rights.

5.2 The Tenant shall allow the Landlord and any other persons authorised by the terms of any of the Third Party Rights to enter the Cricket Pitch in accordance with its terms.

## 6. RENT

The Tenant shall pay the Rent in advance by 2 equal Instalments on the Rent Payment Dates without any deduction together with any VAT in respect of it.

## 7. REVIEW OF THE ANNUAL RENT

7.1 In this clause the **President** is the President for the time being of the Royal Institution of Chartered Surveyors or a person acting on his behalf and the **Surveyor** is the Independent valuer appointed pursuant to clause

7.2 The Annual Rent shall be reviewed on each Review Date to equal the greater of the rent payable immediately prior to such Review Date or the index rent determined pursuant to this clause.

7.3 The index rent for a Review Date shall be determined by multiplying the Base Rent by the all items index value of the RPI last published before the month in which the

Review Date falls and then divided the product by the all items index value of the RPI for the Base RPI Month.

- 7.4 The Landlord shall calculate the index rent as soon as reasonably practicable and shall give the Tenant written notice of the index rent as soon as it has been calculated.
- 7.5 If the revised Annual Rent has not been calculated by the Landlord and notified to the Tenant on or before a Review Date, the Annual Rent payable from that Review Date shall continue at the rate payable immediately before that Review Date. On the date no later than five working days after the revised Annual Rent is notified by the Landlord to the Tenant, the Tenant shall pay the shortfall (if any) between the amount it has paid for the period from the Review Date until the Rent Payment Date following the date of the notification of the Revised Annual Rent and the amount that would have been payable had the revised Annual Rent been notified on or before that Review Date.
- 7.6 Time shall not be of the essence for the purposes of this clause.
- 7.7 Subject to clause 7.8 if there are any changes to the methods used to compile the RPI including any change to the items from which the all items index of the RPI is compiled or if the reference based used to compile the RPI changes, the calculation of the indexed rent shall be made taken into account the effect of this change.
- 7.8 The Landlord and the Tenant shall endeavour, within a reasonable time, to agree an alternative mechanism for settling the Annual Rent if either:
- (a) The Landlord or the Tenant reasonably believes that any change referred to in clause 7.7 would fundamentally alter the calculation of the indexed rent in accordance with this clause 7.7 and has given notice to the other party this believes; or
  - (b) It becomes impossible or impractical to calculate the indexed rent in accordance with this clause 7.7.
- 7.9 This alternative mechanism made (where reasonable) include, or consist of, substituting an alternative index for the RPI. In default of agreement between the Landlord and the Tenant, on an alternative mechanism for settling the Annual Rent, the Surveyor shall determine an alternative method acting as expert not as arbitrator.
- 7.10 The Surveyor shall determine a question, dispute or disagreement that arises between the parties in the following circumstances:

- (a) where any question or dispute arises between the parties as to the amount of the Annual Rent payable or as to the interpretation, application or effect of any part of this clause; or
  - (b) where the Landlord and the Tenant fail to reach agreement under clause 7.8 .
- 7.11 The Surveyor shall have full power to determine the question, dispute or disagreement, and shall have power to determine any issue involving the interpretation of any provision of this lease, his jurisdiction to determine the question, dispute or disagreement referred to him or his terms of reference. When determining such a question, dispute or disagreement, the Surveyor may, if he considers it appropriate, specify that an alternative mechanism for setting the Annual Rent should apply to this lease, and this includes (but is not limited to) substituting an alternative index for the RPI.
- 7.12 The Surveyor shall be an independent valuer who is a Member or Fellow of the Royal Institution of Chartered Surveyors. The Landlord and the Tenant may, by agreement, appoint the Surveyor at any time before either of them applies to the President for the Surveyor to be appointed.
- 7.13 The Surveyor shall act as an expert and not as an arbitrator. The Surveyor's decision shall be given in writing, and the Surveyor shall provide reasons for any determination. The Surveyor's written decision on the matters referred to him shall be final and binding in the absence of manifest error or fraud.
- 7.14 The Surveyor shall give the Landlord and the Tenant an opportunity to make written representations to the Surveyor and to make written counter-representations commenting on the representations of the other party to the Surveyor. The parties will provide (or procure that others provide) the Surveyor with such assistance and documents as the Surveyor reasonably requires for the purpose of reaching a decision.
- 7.15 Either the Landlord or the Tenant may apply to the President to discharge the Surveyor if the Surveyor:
  - (a) dies;
  - (b) becomes unwilling or incapable of acting; or
  - (c) unreasonably delays in making any determination.

Clause 7.12 shall then apply in relation to the appointment of a replacement.

7.16 The fees and expenses of the Surveyor and the cost of the Surveyor's appointment and any counsel's fees, or other fees, reasonably incurred by the Surveyor shall be payable by the Landlord and the Tenant in the proportions that the Surveyor directs (or if the Surveyor makes no direction, then equally). [If the Tenant does not pay its part of the Surveyor's fees and expenses within ten working days after demand by the Surveyor, the Landlord may pay that part and the amount it pays shall be a debt of the Tenant due and payable on demand to the Landlord. The Landlord and the Tenant shall otherwise each bear their own costs in connection with the rent review. If either the Landlord or the Tenant does not pay its part of the Surveyor's fees and expenses within ten working days after demand by the Surveyor then:

- (a) the other party may pay instead; and
- (b) the amount so paid shall be a debt of the party that should have paid due and payable on demand to the party that actually made the payment.

The Landlord and the Tenant shall otherwise each bear their own costs in connection with the rent review.

## **8. USE AND MAINTENANCE OF CRICKET PITCH**

8.1 The Tenant shall only use the Cricket Pitch for the Permitted Use.

8.2 The Tenant shall not:

- (a) use the Cricket Pitch for the purposes of conducting a trade or business or in connection with any trade or business;
- (b) permit any trespass on the Cricket Pitch;
- (c) do anything to or on the Cricket Pitch that invalidates or may invalidate, in whole or in part, any insurance effected by the Landlord in respect of the Cricket Pitch or the Landlord's Neighbouring Property;
- (d) make any alteration or addition to the Cricket Pitch.

8.3 The Tenant shall:

- (a) keep the Cricket Pitch clean, tidy and clear of rubbish;
- (b) use all reasonable endeavours to keep the Cricket Pitch free from weeds, mole-heaps and to maintain, cultivate, cut and keep it in accordance with good practice and in particular in accordance with the rules of any league or similar organisation to which the Tenant belongs;
- (c) not allow the removal of any topsoil or turf from the Cricket Pitch;

- (d) not allow any action which may cause pollution to any river, water course or supply of water:
- (e) notify the Landlord immediately if the Tenant finds growing on the Cricket Pitch any injurious weeds specified in either the Weeds Act 1959 or the Ragwort Control Act 2003 and shall co-operate with the Landlord to enable the Landlord to remove the injurious weeds.

8.4 The Tenant shall comply with all laws, requirements and recommendations of any suppliers of any services to the Cricket Pitch.

8.5 The Tenant shall comply with all laws relating to the Cricket Pitch and the use of the Cricket Pitch by the Tenant.

8.6 The Tenant shall send the Landlord a copy of any notice or other communication affecting the Cricket Pitch within seven days of receipt and shall not take any action regarding such notices or communications without the prior consent of the Landlord.

**9. PROHIBITION OF DEALINGS**

The Tenant shall not assign, underlet, charge, part with or share possession or share occupation of the whole or any part of the Cricket Pitch, or grant any right or licence over the whole or any part of the Cricket Pitch in favour of any other person.

**10. INSURANCE**

The Tenant shall maintain, throughout the Term, insurance for a minimum amount of £3,000,000 against liability to third parties for loss, injury or damage arising from the Tenant's use of the Cricket Pitch.

**11. RETURNING THE CRICKET PITCH TO THE LANDLORD**

At the end of the Tenancy, the Tenant shall return the Cricket Pitch to the Landlord in a clean and tidy condition and shall remove from the Cricket Pitch the Tenant's equipment, goods and all other personal possessions belonging to or used by the Tenant.

**12. INDEMNITY**

The Tenant shall indemnify the Landlord and keep the Landlord indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses (including but not

limited to any diminution in the value of the Landlord's interest in the Cricket Pitch and loss of amenity of the Cricket Pitch) suffered or incurred by the Landlord arising out of or in connection with:

- (a) any breach of the terms of this lease;
- (b) any act or omission of the Tenant or any other person on the Cricket Pitch with the Tenant's actual or implied authority; or
- (c) the escape of any horses from the Cricket Pitch.

**13. LANDLORD'S COVENANT FOR QUIET ENJOYMENT**

The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this lease, the Tenant shall have quiet enjoyment of the Cricket Pitch without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

**14. BREAK CLAUSE**

Without affecting any other right or remedy available to it, either party may terminate this lease at any time on giving not less than twelve months' written notice to the other party.

**15. RE-ENTRY AND FORFEITURE**

**15.1** The Landlord may re-enter the Cricket Pitch (or any part of the Cricket Pitch in the name of the whole) at any time after any of the following occurs:

- (a) any rent is unpaid 21 days after becoming payable whether it has been formally demanded or not; or
- (b) any breach of any term of this lease.

**15.2** If the Landlord re-enters the Cricket Pitch (or any part of the Cricket Pitch in the name of the whole) pursuant to this clause, the Lease shall immediately end. Any right or remedy of the Landlord in respect of any breach of the terms of this lease by the Tenant will remain in force.

**16. NOTICES**

**16.1** Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be:

- (a) in writing and for the purposes of this clause an e-mail is not in writing; and

- (b) given by hand or by pre-paid first-class post or other next working day delivery service at the party's registered office address (if the party is a company) or (in any other case) at the party's principal place of business or residence and for the time being in the case of Brixworth Parish Council this should be 4 Well Street, Finedon NN9 5JP or such of the address as may be notified from time to time in writing.

16.2 If a notice complies with the criteria in clause 16.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address;
- (b) if sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting.

16.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

16.4 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this lease.

#### 17. EXCLUSION OF SECTIONS 24-28 OF THE 1954 ACT

17.1 The parties confirm that:

- (a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the 1954 Act, applying to the tenancy created by this lease, before this lease was entered into;

(b)

- (c) there is no agreement for lease to which this lease gives effect.

17.2 The parties agree that the provisions of sections 24 to 28 of the 1954 Act are excluded in relation to the tenancy created by this lease.

#### 18. RIGHTS OF THIRD PARTIES

A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

**19. EXPERT DETERMINATION**

Any dispute arising out of or in connection with this lease shall be determined by an independent expert, who shall act as an expert and not as an arbitrator. The parties shall agree on the appointment of the expert and the terms of the expert's appointment. In the absence of agreement, either party is entitled to request the President for the time being of the Royal Institution of Chartered Surveyors to appoint the expert and agree the terms of the expert's appointment. The parties are entitled to make written submissions to the expert. The expert's fees and any costs incurred by the expert shall be borne by the parties equally or in such other proportions as the expert shall direct.

**20. GOVERNING LAW**

This lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

**21. JURISDICTION**

Subject to clause 19, each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

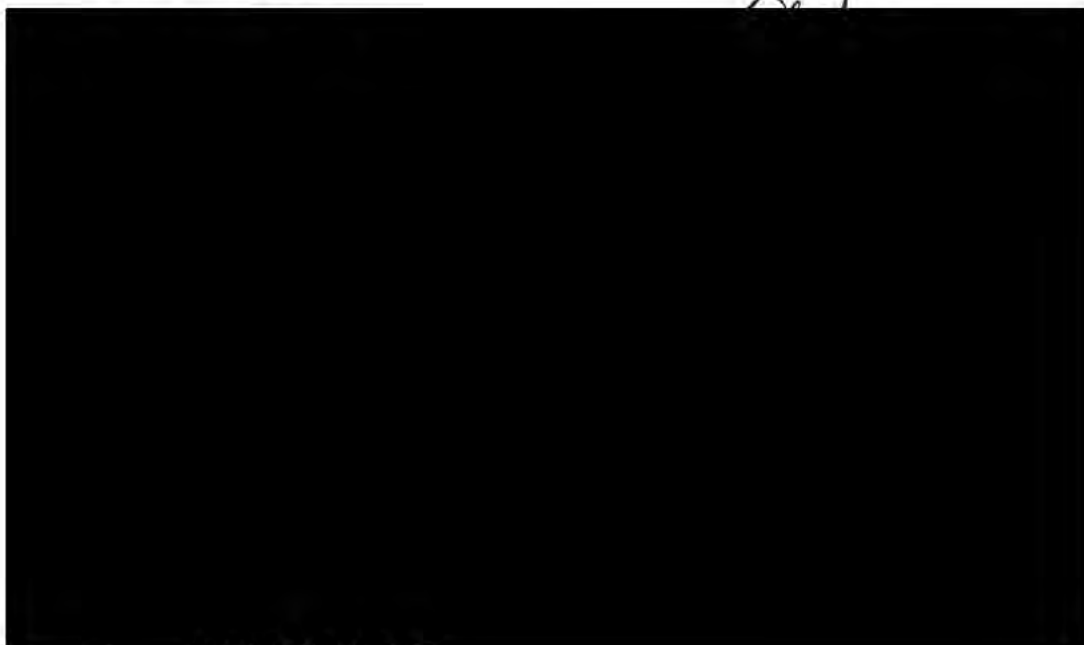
**22. LOCAL AUTHORITY CAPACITY AND POWERS**

The Landlord enters into this lease solely in its capacity as a landowner in respect of the Cricket Pitch and not in any other capacity. Nothing in this lease shall restrict the Landlord's powers or rights as a local authority, local planning authority or statutory body to perform any of its statutory functions.

This lease has been entered into on the date stated at the beginning of it.

Signed as a deed by

**BRIXWORTH CRICKET CLUB**





1 [REDACTED]  
(n [REDACTED]  
(a [REDACTED]

1. Brixworth Cricket Club Limited

proposes to enter into a tenancy of premises at The Cricket Pitch, St David's  
Recreation Ground, Brixworth, Northants

for a term commencing on a date to be agreed

2. The tenant proposes to enter into an agreement with Brixworth Parish Council  
that the provisions of sections 24 to 28 of the Landlord and Tenant Act 1954 (security  
of tenure) shall be excluded in relation to the tenancy.

3. The landlord has served on the tenant a notice in the form, or substantially in the  
form, set out in Schedule 1 to the Regulatory Reform (Business Tenancies) (England  
and Wales) Order 2003. The form of notice set out in that Schedule is reproduced  
below.

4. The tenant has read the notice referred to in paragraph 3 above and accepts the  
consequences of entering into the agreement referred to in paragraph 2 above.

5. (*as appropriate*) I am duly authorised by the tenant to make this declaration.

**To:**

\_\_\_\_\_  
\_\_\_\_\_

[Name and address of tenant]

**From:**

\_\_\_\_\_  
\_\_\_\_\_

[name and address of landlord]

#### IMPORTANT NOTICE

**You are being offered a lease without security of tenure. Do not commit yourself to the lease unless you have read this message carefully and have discussed it with a professional adviser.**

Business tenants normally have security of tenure – the right to stay in their business premises when the lease ends.

**If you commit yourself to the lease you will be giving up these important legal rights.**

- You will have **no right** to stay in the premises when the lease ends.
- Unless the landlord chooses to offer you another lease, you will need to leave the premises.
- You will be unable to claim compensation for the loss of your business premises, unless the lease specifically gives you this right.
- If the landlord offers you another lease, you will have no right to ask the court to fix the rent.

It is therefore important to get professional advice – from a qualified surveyor, lawyer or accountant – before agreeing to give up these rights.

If you want to ensure that you can stay in the same business premises when the lease ends, you should consult your adviser about another form of lease that does not exclude the protection of the Landlord and Tenant Act 1954.

If you receive this notice at least 14 days before committing yourself to the lease, you will need to sign a simple declaration that you have received this notice and have accepted its consequences, before signing the lease.

**But if you do not receive at least 14 days notice, you will need to sign a “statutory” declaration. To do so, you will need to visit an independent solicitor (or someone else empowered to administer oaths).**

Unless there is a special reason for committing yourself to the lease sooner, you may want to ask the landlord to let you have at least 14 days to consider whether you wish to give up your statutory rights. If you then decided to go ahead with the agreement to exclude the protection of the Landlord and Tenant Act 1954, you would only need to make a simple declaration, and so you would not need to make a separate visit to an independent solicitor.

AND I make this solemn declaration conscientiously believing the same to be true  
and by virtue of the Statutory Declaration Act 1835.



*(signature of person before whom declaration is made)*

~~A commissioner for oaths or~~ A solicitor empowered to administer oaths or *(as appropriate)*



## Ash Tree (T89), Spratton Road Recreation Ground, Resident request to cut back

The Clerk has received an email regarding a Parish Council tree on the Spratton Road Recreation Ground.

The resident cleans up the leaves within her boundary but when fallen states that it is dangerous when wet and many times have slipped on them. The leaves also fall on a flat roof and these need clearing to prevent a blocked drain pipe.

This is a young mature Ash tree which is in good condition.



As you be aware under the law, falling leaves are considered a natural product of trees and not something for which the owner of the tree can be held liable. Homeowners, whether they own the tree or simply live next to it, are responsible for the cleanup of natural debris that enters their property.

The Parish Council has the power to maintain the land for local recreation. This is in accordance with the Open Spaces Act 1906 ss9-10.

The Parish Council has an existing budget for the maintenance of this area.

The Clerk has also received another request from a resident to remove a shrub which is blocking gate access onto the Recreation Ground.

### **Recommendation**

The Parish Council is asked to consider the residents request that the Ash Tree (T89) be cut back.



## **Brixworth Parish Council**

### **Parking Issues – Correspondence**

This item is intended to make Parish Councillors aware of the ongoing correspondence and residents views regarding the parking issues within Brixworth.

On the one hand there is a request for further bollards to deter parking and on the other hand there are issues with vehicles being displaced because of any bollards.

This month's emails include –

- Hunters Way – Request for bollards on the grassed areas. As a pedestrian the complainant is getting increasingly annoyed by the thoughtless parking that is going on. (The area is private)
- Holcot Road – new posts have been installed on a verge have displaced cars who now park further down the road. Grass verges, although not in parish council ownership, are being turned into a mess. The cars formerly parked on two areas of land are now concentrated on only one piece.
- Harborough Road - residents, feel that the verges being used as car parks stating that this impacts on the Conservation Area. The suggested solution is the use of bollards and/or wildflowers.

Verge parking, and damage to verges, is a perennial problem throughout many areas and especially during the winter months when the verges do not have an opportunity to dry out. It is not actually an offence to park on a verge unless it causes an obstruction or contravenes any parking restrictions (i.e. yellow lines)".

### **Recommendation**

The Parish Council is asked to note the correspondence and consider any actions that it may wish to take.







## Bank Reconciliation - 30 September 2020

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### SUMMARY

|           |                           |          |                   |
|-----------|---------------------------|----------|-------------------|
| 29-Aug-20 | Revenue (Current) Account | £        | 94,924.15         |
| 29-Aug-20 | Capital (Reserve) Account | £        | 157,081.18        |
|           | <b>bank balance</b>       | <b>£</b> | <b>252,005.33</b> |

### RECEIPTS

|   |          |                  |
|---|----------|------------------|
| Precept Income from DDC                 | £        | 83,224.50        |
| VAT rebate from HMRC                    |          |                  |
| NCC Grass Cutting                       |          |                  |
| Sports Income                           |          |                  |
| Heritage Grant                          | £        | -                |
| Interest from Capital (Reserve) Account | £        | 1.42             |
| Community Centre Recharged items        | £        | 250.25           |
| Community Centre Recharged cleaning     |          |                  |
| Other -refund                           | £        | 14.48            |
| Other - bank reject                     |          |                  |
| Other Income                            |          |                  |
| Community Infrastructure Levy           |          |                  |
| <b>Total cash in</b>                    | <b>£</b> | <b>83,490.65</b> |

### EXPENDITURE

|  |          |                  |
|--|----------|------------------|
| Employment Expenses (Wages/ Salaries plus mileage) | £        | 6,098.91         |
| Value of all other transactions this month         | £        | 8,775.94         |
| <b>Total cash out</b>                              | <b>£</b> | <b>14,874.85</b> |

**Total: £ 320,621.13**

Prepared by the Parish Clerk & Responsible Financial Officer

### ACTUAL CASH IN BANK ACCOUNTS

|           |                           |                     |
|-----------|---------------------------|---------------------|
| 30-Sep-20 | Revenue (Current) Account | 163,538.53          |
| 30-Sep-20 | Capital (Reserve) Account | 157,082.60          |
|           | <b>bank balance</b>       | <b>£ 320,621.13</b> |

### UNPRESENTED CHEQUES

|                                  |          |          |
|----------------------------------|----------|----------|
| No unpresented cheques           | £        | -        |
| <b>Total unpresented cheques</b> | <b>£</b> | <b>-</b> |

**£ 320,621.13**

Checked and Authorised

\*Bank Statement Seen

\*Bank Statement Seen

\*Upon request - the Bank Statements can be viewed by any Parish Councillor



## BRIXWORTH PARISH COUNCIL

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### Statement of Reserves

**October 2020**

|                                | Balance as at 31<br>March 2020 | 2020/ 2021<br>Budget<br>Allocation | Spend       | Commitments | Balance          |
|--------------------------------|--------------------------------|------------------------------------|-------------|-------------|------------------|
| <b><u>Restricted Funds</u></b> |                                |                                    |             |             |                  |
| 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        |
|                                | <b>40,316.22</b>               | <b>13,240.88</b>                   | <b>0.00</b> | <b>0.00</b> | <b>53,557.10</b> |

### **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         | 985.00          | 0.00            | 10,334.55        |
| Community Grants                     | 9,180.01         | 5,000.00         | 250.00          | 5,310.00        | 8,620.01         |
| Legal Costs - other                  | 1,500.00         | 0.00             | 0.00            | 0.00            | 1,500.00         |
| Legal Costs- County Court            | 10,429.28        | 0.00             | 2,077.50        | 3,000.00        | 5,351.78         |
| 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         |
|                                      | <b>74,182.53</b> | <b>32,550.00</b> | <b>3,840.50</b> | <b>8,310.00</b> | <b>94,582.03</b> |

|  |                     |                    |                   |                     |
|--|---------------------|--------------------|-------------------|---------------------|
| <b>To reconcile with Capital Bank Account:</b> | <b>£ 114,498.75</b> | <b>£ 45,790.88</b> | <b>£ 3,840.50</b> | <b>£ 152,608.63</b> |
|--|---------------------|--------------------|-------------------|---------------------|

### **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           |
|  | <b>£ 254,425.00</b> | <b>£ -</b> | <b>£ -</b> | <b>£ 254,425.00</b> |
| Toucan Crossing NCC (Sept 2027)          | 32,500              | 0.00       | 0.00       | £ 32,500.00         |

|                        |
|------------------------|
| <b>Monthly Summary</b> |
|------------------------|

|  |                     |
|--|---------------------|
| Revenue Account (actual)                 | £ 163,538.53        |
| Capital Account (actual)                 | £ 157,082.60        |
| <b>Total Cash in Bank</b>                | <b>£ 320,621.13</b> |
| Less Earmarked & Restricted              | £ 152,608.63        |
| Less forecast capital commitments        | £ 8,310.00          |
| <b>Less forecast revenue commitments</b> | <b>£ 70,000.00</b>  |
| <b>Add forecast Income</b>               | <b>£ 18,000.00</b>  |
| <b>Identified as General Reserves</b>    | <b>£ 107,702.50</b> |

|                |
|----------------|
| 65% of precept |
|----------------|

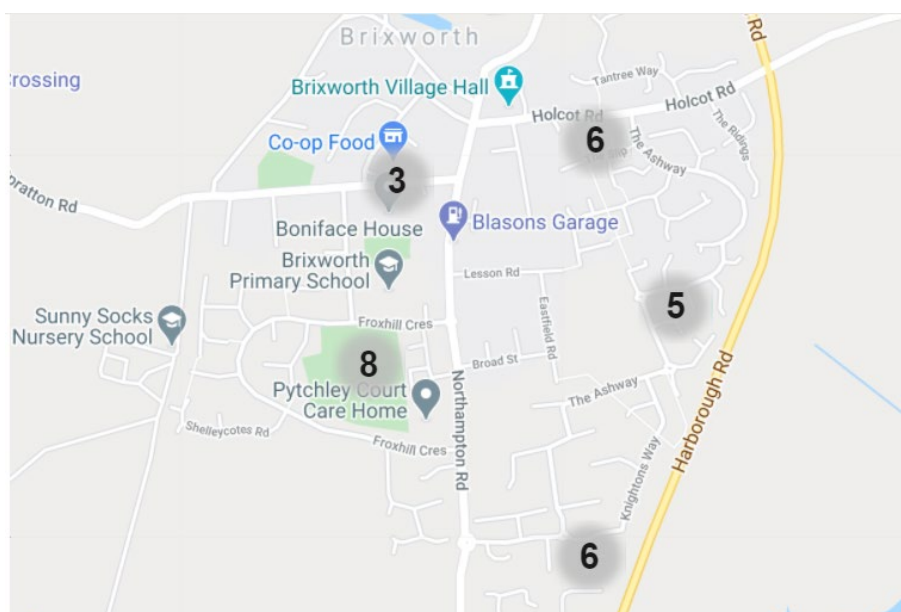
|                                 |              |
|---------------------------------|--------------|
| Section 106 held by Daventry DC | £ 254,425.00 |
|---------------------------------|--------------|

|                            |             |
|----------------------------|-------------|
| Section 106 for use by NCC | £ 32,500.00 |
|----------------------------|-------------|



### Reported Crime for August 2020

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



### Trend

| 2018 | 2019 | 2020 |
|------|------|------|
| 17   | 23   | 29   |



# Paper P – Paper for the Brixworth Parish Council of 29<sup>th</sup> October 2020

## SID Number of Cars by time –

### Station Road / Inbound Data October 2020

| Hour    | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Week<br>Day Avg | Weekend<br>Avg |
|---------|--------|---------|-----------|----------|--------|----------|--------|-----------------|----------------|
| 0 - 1   | 8      | 3       | 7         | 6        | 4      | 52       | 9      | 5.6             | 30.5           |
| 1 - 2   | 1      | 1       | 2         | 2        | 6      | 283      | 15     | 2.4             | 149            |
| 2 - 3   | 2      | 2       | 0         | 3        | 7      | 386      | 1      | 2.8             | 193.5          |
| 3 - 4   | 2      | 0       | 1         | 2        | 4      | 286      | 5      | 1.8             | 145.5          |
| 4 - 5   | 2      | 4       | 6         | 14       | 5      | 200      | 3      | 6.2             | 101.5          |
| 5 - 6   | 51     | 55      | 58        | 73       | 76     | 238      | 7      | 62.6            | 122.5          |
| 6 - 7   | 89     | 57      | 60        | 107      | 112    | 36       | 12     | 85              | 24             |
| 7 - 8   | 366    | 319     | 369       | 517      | 442    | 90       | 36     | 402.6           | 63             |
| 8 - 9   | 451    | 267     | 319       | 479      | 486    | 179      | 79     | 400.4           | 129            |
| 9 - 10  | 303    | 166     | 201       | 300      | 300    | 285      | 148    | 254             | 216.5          |
| 10 - 11 | 281    | 163     | 176       | 264      | 292    | 375      | 231    | 235.2           | 303            |
| 11 - 12 | 180    | 159     | 256       | 253      | 339    | 317      | 305    | 237.4           | 311            |
| 12 - 13 | 146    | 186     | 269       | 321      | 468    | 354      | 312    | 278             | 333            |
| 13 - 14 | 180    | 180     | 270       | 331      | 530    | 313      | 290    | 298.2           | 301.5          |
| 14 - 15 | 187    | 195     | 255       | 311      | 498    | 292      | 311    | 289.2           | 301.5          |
| 15 - 16 | 278    | 304     | 338       | 447      | 519    | 256      | 291    | 377.2           | 273.5          |
| 16 - 17 | 220    | 283     | 308       | 489      | 452    | 266      | 240    | 350.4           | 253            |
| 17 - 18 | 240    | 268     | 381       | 392      | 521    | 262      | 263    | 360.4           | 262.5          |
| 18 - 19 | 117    | 143     | 221       | 294      | 318    | 212      | 189    | 218.6           | 200.5          |
| 19 - 20 | 55     | 69      | 117       | 153      | 210    | 134      | 102    | 120.8           | 118            |
| 20 - 21 | 45     | 29      | 54        | 89       | 170    | 129      | 45     | 77.4            | 87             |
| 21 - 22 | 24     | 28      | 40        | 65       | 145    | 96       | 59     | 60.4            | 77.5           |
| 22 - 23 | 18     | 24      | 27        | 62       | 103    | 25       | 35     | 46.8            | 30             |
| 23 - 24 | 5      | 8       | 12        | 21       | 64     | 23       | 13     | 22              | 18             |
| Totals  | 3251   | 2913    | 3747      | 4995     | 6071   | 5089     | 3001   |                 |                |

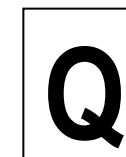


# Paper P for the Brixworth Parish Council meeting of 29<sup>th</sup> October 2020

## SID Average – Number of Speeding Cars –

### Station Road Inbound October 2020

| Hour    | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Week<br>Day Avg | Weekend<br>Avg |
|---------|--------|---------|-----------|----------|--------|----------|--------|-----------------|----------------|
| 0 - 1   | 4      | 1       | 3         | 3        | 3      | 8        | 4      | 2.8             | 6              |
| 1 - 2   | 1      | 0       | 1         | 2        | 3      | 3        | 3      | 1.4             | 3              |
| 2 - 3   | 1      | 0       | 0         | 1        | 4      | 1        | 1      | 1.2             | 1              |
| 3 - 4   | 0      | 0       | 0         | 1        | 3      | 1        | 1      | 0.8             | 1              |
| 4 - 5   | 2      | 2       | 5         | 4        | 3      | 2        | 1      | 3.2             | 1.5            |
| 5 - 6   | 31     | 29      | 38        | 38       | 41     | 7        | 3      | 35.4            | 5              |
| 6 - 7   | 51     | 28      | 31        | 53       | 45     | 14       | 7      | 41.6            | 10.5           |
| 7 - 8   | 140    | 130     | 155       | 189      | 155    | 43       | 18     | 153.8           | 30.5           |
| 8 - 9   | 175    | 112     | 129       | 191      | 172    | 77       | 24     | 155.8           | 50.5           |
| 9 - 10  | 109    | 61      | 60        | 89       | 110    | 101      | 54     | 85.8            | 77.5           |
| 10 - 11 | 85     | 66      | 68        | 89       | 81     | 90       | 69     | 77.8            | 79.5           |
| 11 - 12 | 45     | 54      | 51        | 91       | 93     | 100      | 63     | 66.8            | 81.5           |
| 12 - 13 | 34     | 69      | 80        | 97       | 101    | 107      | 78     | 76.2            | 92.5           |
| 13 - 14 | 49     | 60      | 85        | 105      | 109    | 87       | 87     | 81.6            | 87             |
| 14 - 15 | 48     | 61      | 73        | 101      | 104    | 88       | 97     | 77.4            | 92.5           |
| 15 - 16 | 71     | 89      | 93        | 145      | 133    | 83       | 84     | 106.2           | 83.5           |
| 16 - 17 | 89     | 90      | 135       | 183      | 134    | 70       | 77     | 126.2           | 73.5           |
| 17 - 18 | 100    | 100     | 134       | 127      | 151    | 102      | 74     | 122.4           | 88             |
| 18 - 19 | 39     | 55      | 81        | 94       | 100    | 84       | 65     | 73.8            | 74.5           |
| 19 - 20 | 21     | 26      | 45        | 51       | 45     | 55       | 38     | 37.6            | 46.5           |
| 20 - 21 | 26     | 10      | 15        | 38       | 33     | 32       | 25     | 24.4            | 28.5           |
| 21 - 22 | 12     | 17      | 19        | 36       | 23     | 18       | 28     | 21.4            | 23             |
| 22 - 23 | 13     | 14      | 7         | 19       | 34     | 12       | 17     | 17.4            | 14.5           |
| 23 - 24 | 2      | 5       | 7         | 10       | 16     | 10       | 6      | 8               | 8              |



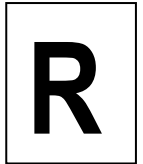
## Brixworth Parish Council

### Planning Decisions – September 2020

| Ref No.      | Description  | Location  | BPC Comment                    | DDC Decision                |
|--------------|--|---|--------------------------------|-----------------------------|
| DA/2020/0638 | Work to trees subject of Tree Preservation Order DA 121  | 53, 55 & 57 Broadlands, Brixworth, Northamptonshire, NN6 9BH              | Insufficient detail to comment | Approval TPO                |
| DA/2020/0595 | Work to tree within a conservation area  | Cherrybank, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE     | Support                        | Approval Trees in Cons Area |
| DA/2020/0564 | Two storey front and side extension.   | 19, The Ashway, Brixworth, Northamptonshire, NN6 9TZ                      | Support                        | Approval Householder App    |
| DA/2020/0522 | Replacement of temporary battery energy storage units with permanent battery energy storage system.                      | Ilmor Engineering Ltd, Quarry Road, Brixworth, Northamptonshire, NN6 9UB  | Support                        | Approval Full               |
| DA/2020/0497 | Decking and outbuilding to rear of property (retrospective).   | Orchard Lodge, Silver Street, Brixworth, Northamptonshire, NN6 9BY        | Observations made              | Approval Householder App    |
| DA/2020/0463 | Formation of agricultural track; provision of hard surface to existing agricultural track.                               | Land Off Pitsford Road, Chapel Brampton, Northamptonshire                 | Support                        | Refusal Full.               |
| DA/2020/0436 | Demolition of three existing garages and construction of new office (Revised scheme to include enlarged basement office) | The Old Bakehouse 4, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL | Support                        | Approval Full               |



|              |                                       |   |         |                             |
|--------------|---------------------------------------|---|---------|-----------------------------|
| DA/2020/0392 | First floor rear extension.           | 14, Grass Slade, Brixworth,<br>Northamptonshire, NN6 9HZ                  | Support | Approval<br>Householder App |
| DA/2020/0217 | Construction of stable block building | Land Adj Froghall Barn, Froghall,<br>Brixworth, Northamptonshire, NN6 9DJ | Object  | Refusal Full.               |



## **Brixworth Parish Council**

### **Minutes of the meeting of the Planning Committee**

**Monday 14<sup>th</sup> September 2020**

#### **Video Conferencing**

**Councillors:** Councillor Tom Mitchell, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stephen James, Councillor Lina Howarth, Councillor Sandra Moxon (from 7:50pm), Councillor Kevin Parker and Councillor Frances Peacock.

**In Attendance:** Peter Rowbotham (Parish Clerk)

**Apologies for Absence:** Councillor Ian Barratt and Councillor James Collyer.

**Absent:** Councillor Stuart Coe and Councillor Lynne Compton.

**Members of the Public** 0

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#### **20/1035P Welcome**

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

#### **20/1036 Apologies for Absence**

Apologies for absence had been received from Councillor Barratt and Councillor Collyer. These were received by the meeting.

#### **20/1037P Members' Declaration of Interests**

Councillor Mitchell declared a non-pecuniary interest in respect of application DA/ 2020/0597, erection of fencing at the side of 38 The Ashway, Brixworth. (retrospective) He did not participate in this item.

#### **20/1038P Minutes of the Meeting of 24<sup>th</sup> August 2020**

The minutes of the Planning Committee of 24<sup>th</sup> August 2020 were agreed as a true and accurate record. This was proposed by Councillor James and seconded by Councillor Peacock. Unanimous. The minutes would be signed by the Chairman as soon as practical.

#### **20/1039P**

##### **DA/2020/0638**

##### **Work to trees subject of Tree Preservation Order DA 121**

##### **53, 55 & 57 Broadlands, Brixworth, Northamptonshire, NN6 9BH**

Initialed.....

The Parish Council observed that there was insufficient technical detail or clarity to enable an informed judgement. In the circumstances it was unable to support the application. This was proposed by Councillor Mitchell and seconded by Councillor Peacock.

**20/1040P****DA/2020/0422 (Amended)****Construction of single storey front and rear extensions and internal alterations****Cherrybank, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE**

This amended design did not address the previous issues raised at the Planning Committee on 9<sup>th</sup> July 2020. (Minute 20/999P). The Parish Council agreed to reiterate its earlier observations expressing concern that this development may be contravening planning policies regarding over massing of the site. It also had some reservations on some aspects of the design. The scale and massing of the extension would also have a considerable impact on the views to the All Saints Church which was considered adverse to an established visual amenity This was proposed by Councillor Mitchell and seconded by Councillor James.

*Councillor Mitchell did not participate in the following item. (See minute 20/1037)  
Councillor Peacock chaired the meeting for this item only.*

**20/1041P****DA/2020/0597****Erection of new fence and fence at side of property (retrospective)****38, The Ashway, Brixworth, Northamptonshire, NN6 9TZ**

The Parish Council supported this proposal. This was proposed by Councillor Peacock and seconded by Councillor James. Councillor Mitchell abstained.

*Councillor Mitchell resumed as Chairman to the meeting.*

**20/1042P****DA/2020/0392 (Amended)****First floor rear extension.****14, Grass Slade, Brixworth, Northamptonshire, NN6 9HZ**

The Parish Council agreed to support this application. This was proposed by Councillor Mitchell and seconded by Councillor Peacock. Unanimous.

**20/1043P****Planning Appeal - Part 2 of the Town & Country Planning (Appeals) (Written Representation Procedures) (England) Regulations 2009****Land At Paddock Lodge, Tantree Way, Brixworth, Northamptonshire, NN6 9UQ****Demolition of existing garage and construction of one pair of semi-detached dwellings (two dwellings) and replacement double garage**

The Parish Council noted that an appeal had been lodged to the Planning Inspectorate which would be dealt with by the District Council using written representations.

**20/1044P Any Other Urgent Business**

There was no urgent business.

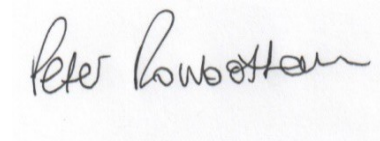
**20/1045P Date of Next Meetings**

Monday 5<sup>th</sup> October 2020.

Initialed.....

***The meeting finished at 7.54pm***

**Signed as a true and accurate record**

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

**Councillor Tom Mitchell  
Chairman of the Planning Committee  
Brixworth Parish Council  
5<sup>th</sup> October 2020**

**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
28<sup>th</sup> September 2020  
Telephone: 079 8314 1786 Email  
[parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)**

Initialed.....

**S**

## **Brixworth Parish Council**

### **Minutes of the meeting of the Planning Committee**

**Monday 5<sup>th</sup> October 2020**

#### **Video Conferencing**

**Councillors:** Councillor Tom Mitchell, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe (From 752pm), Councillor Elaine Coe, Councillor Lynne Compton, Councillor Stephen James, Councillor Lina Howarth, Councillor Sandra Moxon (from 8:12pm) and Councillor Frances Peacock.

**In Attendance:** Peter Rowbotham (Parish Clerk)

**Apologies for Absence:** Councillor Kevin Parker

**Absent:** Councillor Stuart Coe and Councillor James Collyer.

**Members of the Public** 3

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#### **20/1046P Welcome**

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

#### **20/1047 Apologies for Absence**

Apologies for absence had been received from Councillor Parker. The apologies were received by the meeting.

#### **20/1048P Members' Declaration of Interests**

None declared.

#### **20/1049P Minutes of the Meeting of 14<sup>th</sup> September 2020**

The minutes of the Planning Committee of 14<sup>th</sup> September 2020 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous. The minutes would be signed by the Chairman as soon as practical.

#### **20/1050P**

##### **DA/2020/0639**

##### **First floor side extension including Juliet balcony to rear elevation 1 Waterpike, Brixworth, Northamptonshire, NN6 9UR**

Initialled.....

The Parish Council supported the proposal. The Parish Council made the observation that the overlooking window may mean a loss of privacy to the neighbouring property. The overlooking window may also be difficult to maintain. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

**DA/1051P**

**DA/2020/0666**

**Cladding to south-east facing of existing building, retention of existing containers and positioning of portacabin.**

**The Woodyard, A508 Brixworth Bypass, Brixworth, Northamptonshire**

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

**20/1052P**

**DA/2020/ 0699**

**Construction of detached garden room**

**Myton, 9 Northampton Road, Brixworth, Northamptonshire, NN6 9DX**

The Parish Council objected to this proposal on the grounds that it detracted from the existing street scene which was considered to be a well-established building line. This was contrary to the Village Design Statement BG19 which stressed the importance of not allowing infill to the detriment of the original overall style. It was also contrary to policy ENV10 of the adopted Settlements and Countryside Local Plan (Part2) for Daventry District which identified the need for high quality design that integrated with the surrounding area.

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

**20/1053P**

**DA/2020/0726**

**Work to tree subject of Tree Preservation Order DA8**

**4 Pytchley Close, Brixworth, Northamptonshire, NN6 9EW**

The Parish Council agreed that no comments or observations be submitted on this proposal because of insufficient information within the application form. This was proposed by Councillor Mitchell and seconded by Councillor Peacock. Unanimous.

**20/1054P Planning for the Future**

A representative from the Neighbourhood Planning Working Group outlined the issues from the White Paper that could impact upon Brixworth and its existing Plan. It was considered important that local people continued to have their say on planning matters (Localism Act 2011) and there was a risk that the Neighbourhood Plan could be 'downgraded'. The proposals assumed that 'one size fits all' – which was not the case. Concerns were expressed regarding the future use of CIL and the future provision of affordable housing. The emphasis of the proposals was the provision of housing where a holistic approach was needed to ensure the provision of the necessary infrastructure, which would include shops, schools and car parking.

This item was deferred to the next meeting of the Planning Committee which would be held on Monday 26<sup>th</sup> October 2020. The consultation deadline was Thursday 29<sup>th</sup> October 2020. Parish Councillors were asked to forward any comments on the proposals, including 'no comment' emails, direct to the Chairman.

**20/1055P Article 4 Direction – Brixworth Strategic Employment Area**

Daventry DC were planning to make a direction under Article 4 (1) and Schedule 3 of the Town and Country Planning (General Permitted Development) Order 2015. This was a reopening of a previous consultation and the previous supportive comment still applied.

Initialled.....

**20/1056P Planning Advisory Service**

The Parish Council considered a subscription to a specialist planning advisory service at a cost of £50 per month. (£600 per annum) This would be considered as part of the budget process.

**20/1057P Any Other Urgent Business**

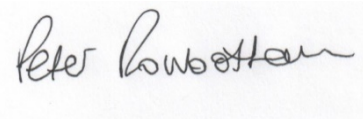
It was noted that a major outline application had been received for commercial/ business and service uses at Northampton Road, north of the Cricket Ground. (DA/2020/0747) This will be considered at the next meeting on 29<sup>th</sup> October 2020. In the meanwhile the Chairman offered to pull together the main issues for the Planning Committee to discuss and consider.

**20/1058P Date of Next Meetings**

Monday 25<sup>th</sup> October 2020.

*The meeting finished at 8.30pm*

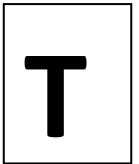
Signed as a true and accurate record



Councillor Tom Mitchell  
Chairman of the Planning Committee  
Brixworth Parish Council  
26<sup>th</sup> October 2020

Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
6<sup>th</sup> October 2020  
Telephone: 079 8314 1786 Email  
[parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)

Initialed.....



## **Brixworth Parish Council**

### **Minutes of the meeting of the Media & Communications Committee**

**Wednesday 9<sup>th</sup> September 2020**

#### **Video Conferencing**

##### **In Attendance:**

**Councillors:** Councillor Elaine Coe, Councillor Jackie Bird and Councillor Lina Howarth

**Apologies:** Councillor Sandra Moxon

**Absent -** None

**Also Present:** Peter Rowbotham (Parish Clerk)

**Members of  
the Public:** 0

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##### **20/393MC Welcome**

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

##### **20/394MC Apologies for Absence**

Apologies for absence received from Councillor Sandra Moxon.

##### **20/395MC Declarations of Interest**

None declared.

##### **20/396MC Minutes of the last meeting (8<sup>th</sup> July 2020)**

The minutes of the last meeting held on 8<sup>th</sup> July 2020 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Howarth Unanimous.

##### **20/397MC Brixworth Bulletin**

Councillor Howarth agreed to act as Editor for the next edition of the Brixworth Bulletin. This would be published late November but would be the Christmas issue.

The Chairman's Chat would be covering the move of local services to the new West Northants Council. It would also include the traditional Christmas Greeting from the Parish Council and would not repeat content covered elsewhere in the newsletter. The first deadline for the artwork was 14<sup>th</sup> October. After this date only observations on minor points should be made.

| <b>Key Dates</b>                            |                                |
|---|--------------------------------|
| Artwork to Media & Communications Committee | 14 <sup>th</sup> October 2020  |
| Deadline for final version                  | 4 <sup>th</sup> November 2020  |
| Deadline for complete artwork (PC Pages)    | 10 <sup>th</sup> November 2020 |
| Published and distributed                   | Last week in November 2020     |

| <b>Content</b>     |   |                       |  |
|--------------------|---|-----------------------|--|
| <b>Page Number</b> | <b>Article</b>  | <b>Author</b>         | <b>Notes</b>   |
| One                | Chairman's Chat   | Councillor James      | Local Government Reorganisation<br>Christmas Greetings                                 |
|                    | Community Grants availability<br>Promotion of scheme  | Councillor Bird       | Brixworth Centre Windows?<br>Responders Equipment                                      |
| Two                | The Red Lion story  | Councillor Moxon?     | What the Parish Council have done/ tried to achieve. Consultation feedback/ what next. |
| Three              | Environmental Improvements<br><br>ASB – being considerate (101 service)                           | Councillor Elaine Coe | Wildflowers on Northampton Road<br>Railway benches<br>Holcot Road                      |
| Four               | Parish Councillors<br>Contact Details/ Dates of meetings<br>New Assistant Clerk<br>(if available) |                       | Two Councillor vacancies<br>Information available from the web site                    |

### **20/398MC Web Site Accessibility**

It was agreed to recommend to the Parish Council the Web Site Accessibility Statement. The website needed to be accessible and fully compliant, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird. Unanimous.

### **20/399 Budget Consultation**

The budget consultation will be carried out again this year using Survey Monkey. The question will include a list of the Parish Council priorities.

### **20/400 Performance Data**

The latest Google Analytics data had been circulated for Councillors information. This was noted by the Committee.

### **20/401 MC Any Other Business**

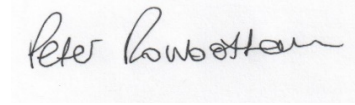
None

### **20/402 MC Date of Next Meeting**

Wednesday 14<sup>th</sup> October 2020 at 645pm

***The Meeting finished at 7.41pm***

**Councillor Elaine Coe (Chair)**  
**Chairman of the Media & Communications Committee**  
**Brixworth Parish Council**  
14<sup>th</sup> October 2020

A handwritten signature in black ink, appearing to read 'Peter Rowbotham', on a light-colored background.

**Peter Rowbotham**  
**Parish Clerk**  
**Brixworth Parish Council**  
15<sup>th</sup> September 2020  
Telephone: 079 8314 1786  
Email: [parish.clerk@brixworthparishcouncil.gov.uk](mailto:parish.clerk@brixworthparishcouncil.gov.uk)



## **Paper U for the Brixworth Parish Council Meeting of 29<sup>th</sup> October 2020**

### **Report of the Parish Clerk**

#### **October 2020**

##### **1. Overview**

Homeworking has been continuing. The recent Government announcement confirms that home working will continue in the foreseeable future.

Meetings are still being held as scheduled using Video Conferencing. The current advice is to continue with this.

There have been a full range of meetings this month.

##### **2. Updates**

Wildflowers have been sown on Northampton Road with flowering due in Spring 2021.

I have attended a free Clerks Conference via Video Conferencing.

I have received a Freedom of Information request regarding correspondence connected with the complaints that were dealt with last year.

The External Auditor was satisfied with the 2019/2020 accounts and the Notice of Conclusion will be placed both on the web site and on the noticeboard.

There have been five applicants for the Assistant Clerk role. Shortlisting will take place next week.

The Village Hall Car Park agreement is very slowly progressing. I have had to chase this up several times. There is a complication with the Title & Ownership and I will be having a telephone meeting to address this.

I have had a response from the Management Company regarding the litter bins. I have been assured that the bins are being emptied every two weeks as scheduled. They are monitoring this although the seasonal change in weather will reduce the amount of litter generated.

I have had a response to the questions raised about gully emptying. This is shown in the correspondence pack.

I will be investigating an allegation of foul language on St David's Recreation Ground.

##### **3. Assets**

The Wickstead 'Rocker' has been broken at St David's. This is so old that parts are not readily available. However, Wickstead are visiting with a view to restoring its full use.

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*Peter Rowbotham*  
Parish Clerk

The recent break at St David's did not impact on the Groundsman's store room. The roller shutters seem to be acting as an effective deterrent.

The Community Centre arrangements for entry have been changed to allow easier access into the Library. Visitors still sign in and masks are worn within the building. (except the Café and Play Group)

#### 4. Service Requests

- Tree – cut back on Spratton Road
- Shrub – cut back on Spratton Road
- Advice on Volunteer Transport
- Tree at St David's Close
- Trade Bins on Pavement
- Parking Holcot Road
- Parking Hunters Way
- Parking Harborough Road
- Request for a litter picker (Volunteer)

#### 5. Meetings Attended this Month

- 5.1 Finance Working Group
- 5.2 Media & Communications Committee
- 5.3 Sports Liaison Working Group
- 5.4 Parish Council
- 5.5 Planning Committee
- 5.6 Scribe Clerks Conference
- 5.7 St David's Play Park & MUGA Working Group

#### 6. Training & Development

None this month

#### 7. Community Engagement

Only activity through social media.

Posts remain varied linked to partner activities and Covid 19.

#### 8. Actions from the previous Council Meetings

| Minute   | Item                        | Action                | Status      |
|----------|-----------------------------|-----------------------|-------------|
| 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 |

Peter Rowbotham  
Parish Clerk

|          |                            |                                       |                              |
|----------|----------------------------|---------------------------------------|------------------------------|
| 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                       | Progress                              | Plans in place               |
| 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

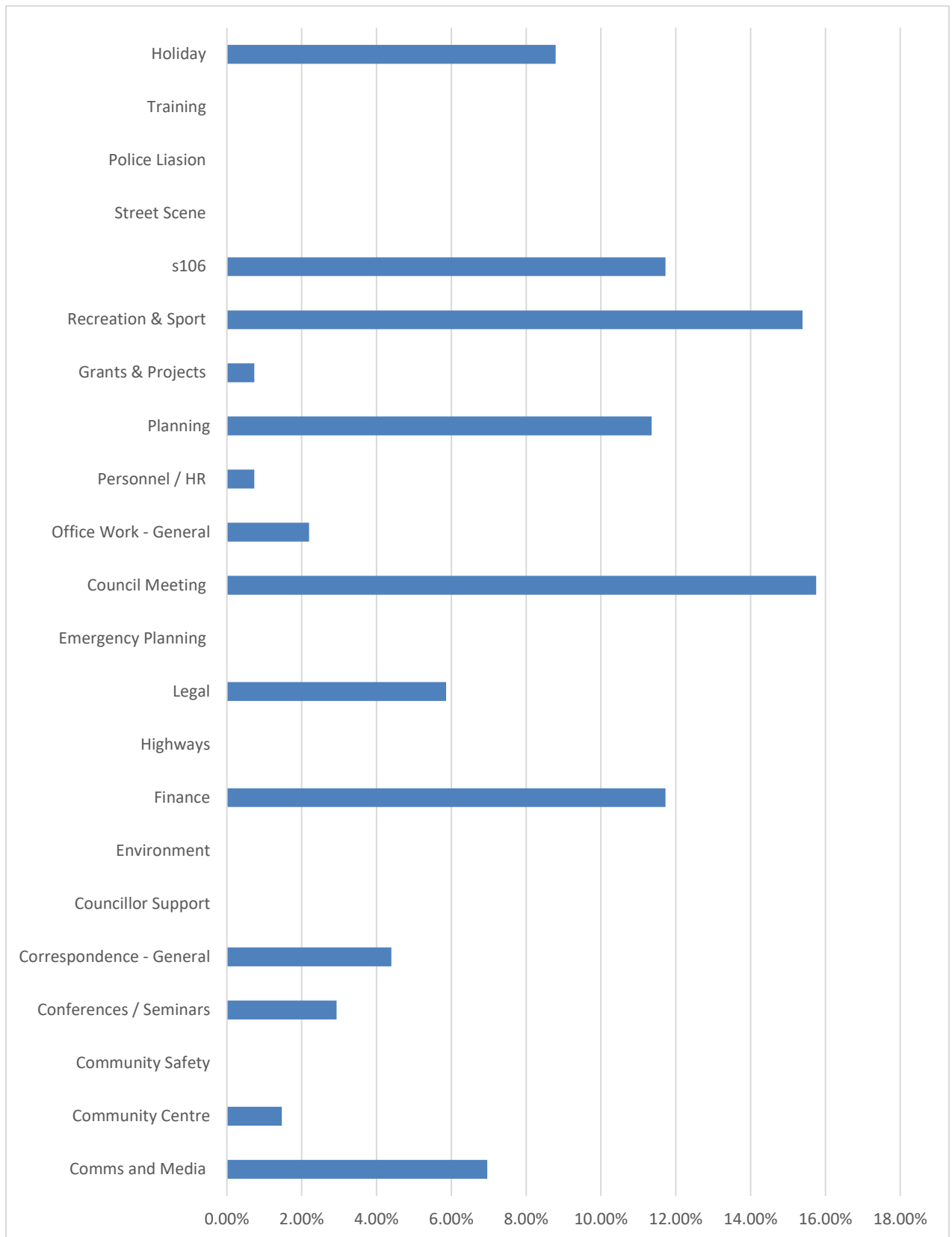
VAT return  
New FMS System

### PRIORITY 3. Tasks with Deadlines

New Assistant Clerk  
Staff Appraisals –  
S106 projects –appoint specialist and submit  
Funding bid – Toucan Crossing  
Village Hall Car Park  
Grounds Maintenance Contract  
Bus Shelter partnership with Mercedes

|  |
|--|
|  |
| <b>PRIORITY 4. Tasks without deadline</b>  |
| Litter Bin Audit<br>Web Site & Email<br>Emergency Planning – review document with Mike Nice<br>Protective clothing for staff<br>Staffing Structure<br>Progress my CILCA<br>Review Policies<br>Develop a new budget monitoring report for the Council meeting<br>Check deeds for Spratton Road regarding any restrictive covenant.<br>Village Centre Car Parking – identify scale of the problem – check enforcement levels<br>Dog fouling at St David's<br>Wildflowers on Parish Land or Highways – next Council meeting<br>Clean Up Spratton Road Shops<br>Clear out the meeting room – ongoing |

## 9. Breakdown of my time – October 2020



*Peter Rowbotham*  
*Parish Clerk*

Paper V – Brixworth Parish Council meeting of 29<sup>th</sup> October 2020



**General Correspondence**

*Correspondence not already included within the agenda*

| Number | Subject                           | From                     |
|--------|-----------------------------------|--------------------------|
| 01     | Village Hall Report               | Village Hall Committee   |
| 02     | Gully Emptying in Brixworth       | Northants County Council |
| 03     | Bulletin 16 October               | NALC                     |
| 04     | Bulletin 23 <sup>rd</sup> October | NALC                     |
| 05     | School terms consultation         | NCC                      |
|        |                                   |                          |
|        |                                   |                          |



BRIXWORTH VILLAGE HALL  
HOLCOT ROAD, BRIXWORTH,  
NORTHAMPTON, NN6 9BS

Telephone: 07531 873471  
email: administrator@brixworthvillagehall.co.uk

# CHAIR REPORT 2019

In many respects this has been a successful year for the Village Hall. Although our bank balance was less at year end than the previous year, we have made considerable strides in eliminating the backlog of maintenance.

Early in the year we replaced the handrails to the steps leading to the rear Emergency Exit.

In June we experienced flooding due to a blocked drain and damaged sealant on the flat roof over the ladies' toilets. This caused us to have to close the hall for several days whilst the internal damage was rectified. Subsequently the felt roof was replaced, a new cover put on the drainpipe and a new external drain fitted to the outside wall. It was also necessary to spend £700 fixing and replacing slates on the pitched roof which is part of the original 1928 building.

Since we have ascertained that the gaps in the walls around the stage area and external wall are not increasing, the redecoration of the Green Room was able to go ahead. The adjacent backstage area has also been repainted, blinds replaced and the Emergency Exit double doors replaced. In addition, the external west wall has been completely repainted. It is unfortunate that the Drama Group who would have been the main beneficiaries of this redecoration, have not been able to use it. We are grateful to the Co op for their donation of £3,433 which enabled this work to go ahead.

Another film show was put on in November. With over 50 tickets sold, a small surplus was made from our showing of Bohemian Rhapsody. An attempt to form a committee of villagers interested in producing future productions aroused little interest. There are no plans to stage any further shows at the time of writing. Consequently, a feasibility study to fit a permanent projector and screen has been put on hold.

The question of management of the car park has made little tangible progress since the Management Committee's resolution of 2018. It is believed that the land has now been registered by the Parish Council which is a prerequisite of drawing up a lease. We were informed in February that the Parish Council had agreed to spend £3,000 on repairing the car park when the lease had been agreed.

You will recall that we agreed a modest increase in hire charges to take effect at the beginning of 2020. However, the use of the hall in 2020 is proving completely

different as I am sure you appreciate. Despite this, I believe that our financial reserves will enable us to get through the current challenges.

I would like to thank the entire committee for their commitment during the year. The village hall couldn't function without the people who give up their free time to oversee it.

On behalf of the committee, I would particularly like to thank our Administrator, Hayley, for her hard work throughout the year. Hayley has repeatedly identified areas of concern and often carried out additional work in order to meet the village hall's high standards and ensure we provide the best service for the local community.

Finally, I would like to extend the thanks of the committee, as well as my personal gratitude, to Tony, our Treasurer. Tony's hard work and dedication to this voluntary role has contributed to our current position where we remain, even during this time of crisis and uncertainty, in a strong and stable position to provide a valuable resource to the community

**Dennis Coles**

**Chair, Management Committee**

# Brixworth Village Hall Management Committee

Accounts for Year Ending 31<sup>st</sup> December 2019

| Balance in Current Accounts       |                  |                   |                  |                   |                                  |                   |
|-----------------------------------|------------------|-------------------|------------------|-------------------|----------------------------------|-------------------|
| 1 <sup>st</sup> January           | 2019             |                   | 2018             |                   | 2019                             | 2018              |
| <b>Current Account and Cash</b>   | <b>£28640.45</b> |                   | <b>£24828.29</b> |                   | <b>Payments</b>                  |                   |
|                                   | <b>£0.12</b>     | <b>£28640.57</b>  | <b>£0.12</b>     | <b>£24828.41</b>  |                                  |                   |
| <b>Receipts</b>                   |                  | <b>2019</b>       |                  | <b>2018</b>       |                                  |                   |
| Net Interest                      |                  | £0.00             |                  | £0.00             | Salaries & Administration        | £8400.00          |
| Regular Hire                      |                  | £26628.75         |                  | £31,491.20        | Gas/Electricity                  | £5904.84          |
| Sundry Hire                       |                  | £2132.50          |                  | £2591.50          | Water                            | £1210.50          |
| Deposits                          |                  | £950.00           |                  | £1300.00          | Insurance                        | £1247.96          |
| Grants: DDC & NCC, etc            |                  | £1110.00          |                  | £0.00             | Property Maintenance             | £15614.91         |
| Donations & Fund Raising          |                  | £4593.37          |                  | £210.00           | Advertising                      | £0.00             |
| Film Nights                       |                  | £228.00           |                  | £481.00           | Health and Safety                | £0.00             |
| Transfer from Savings             |                  | £0.00             |                  | £0.00             | Telephone                        | £225.00           |
| Miscellaneous                     |                  | £0.00             |                  | £0.00             | Deposit Refunded                 | £895.00           |
| Unpaid Cheques, Creditors         |                  | £0.00             |                  |                   | Miscellaneous Expenses           | £546.97           |
|                                   |                  |                   |                  |                   | Cinema Costs                     | £169.00           |
|                                   |                  |                   |                  |                   | Cleaning and Refuse Collection   | £6899.44          |
|                                   |                  |                   |                  |                   | Licenses for Premises            | £180.00           |
|                                   |                  |                   |                  |                   | Capital Costs: Chairs & Stands   | £0.00             |
|                                   |                  |                   |                  |                   |                                  |                   |
|                                   |                  |                   |                  |                   | Total Payments                   | <b>£41,293.62</b> |
|                                   |                  |                   |                  |                   |                                  | <b>£32,261.54</b> |
| <b>Total Receipts</b>             |                  | <b>£35642.62</b>  |                  | <b>£36,073.70</b> | <b>Balance as at 31 December</b> |                   |
| <i>Income less Grants,</i>        |                  | <i>£34,108.12</i> |                  | <i>£36,052.70</i> | <b>Current Account</b>           | <b>2019</b>       |
|                                   |                  |                   |                  |                   | Unpaid cheques as at 31/12/18    | <b>£22,989.45</b> |
| <b>Total Funds available 2018</b> |                  | <b>£64,283.19</b> |                  | <b>£60,902.11</b> | Cash used/in Bank 31/12/18       | <b>£64,283.08</b> |
|                                   |                  |                   |                  |                   | Refurbishment Account            | <b>£0.12</b>      |
|                                   |                  |                   |                  |                   |                                  | <b>£0.12</b>      |

The Accounts have been prepared on the receipts and payments basis, in accordance with previous policy

The costs and income arise from a new initiative to provide a benefit to local residents, in the form of an occasional cinema performance. The first performances (2) have been barely profitable but it is expected that as the facility is developed, that profits will also increase. These are the costs of providing, from an external resource, the film and projection equipment (2 performances to date). The net profit so far is ~£50.00.

### **Account Audit**

I confirm that the Accounts have been properly drawn up in accordance with the historic accounting practice and are in accordance with the records produced by the Treasurer.

[REDACTED]

[REDACTED]

[REDACTED]

## **BRIXWORTH VILLAGE HALL**

### **AGM**

**23<sup>rd</sup> September 2020**

#### **Present**

Dennis Coles, Hayley Wincott, Gill Onley, Sandra Moxon

#### **1. Apologies**

Tony Pratt, John Wardell, Bobby Wardell, Amanda Pilgrim

#### **2. Approval of 2018 AGM meetings minutes**

Minutes approved.

#### **3. Matters arising**

None.

#### **4. Chairman's Report**

See attached.

#### **5. Treasurers Report**

Tony has completed 2019 accounts.

Balance in 2018 £28,000. Balance in 2019 £23,000

Increased expenditure arose from costs for decoration and repairs to the roof.

Reduced income was due to payment timings. We had a grant from the

Coop for £3500 and £1000 from Parish Council.

#### **6. Election of committee**

Amanda and Libby wished to resign from the committee. All other members present or who had sent apologies, wished to continue. As there were no further candidates no election was held. The Chair and Treasurer remain in Office by latent acclamation unless or until another Committee member indicates that they wish to seek office.

#### **7. A.O.B**

It was proposed and unanimously accepted that because of her increased responsibilities Hayley should be promoted to the role of Village Hall Manager.



## Response from Highways re Gully Emptying

Road Sweeping is undertaken by Daventry District Council and is not undertaken in conjunction with our drainage contractors programme. Although probably a good idea it would be difficult to co-ordinate the two as the gully cleaning is on a rolling programme and proposed dates can slip considerably. At this time of year, even if the road is swept one week, after a brief spell of wet / windy weather a large amount of leaves can fall in a few days so you'd be back to square one.

Its more silt and gravel that actually blocks up gullies than leaves. Leaves sitting on top of a gully may mean water bypasses the gully but they usually get washed away by the flow of water or by the wind, and the gully is still operational. Any leaves that do enter the gully soon decompose so it is quite unusual that a gully would be blocked entirely by leaves.

Unlike grass mowing where there is a specific meterage determined in each individual village there is no individual sum allocated based on the number of gullies in a parish as they just get cleared on a cyclic basis. I'm not aware that Parish Councils can fund additional visits by our contractor as this would interfere with their programme however we would have no objection if a Parish Council wishes to fund additional cleaning through an independent contractor.

The following link to NCC's website gives details on drainage / flooding and gives details of the forthcoming programme of gully cleaning.

<https://www.northamptonshire.gov.uk/councilservices/northamptonshire-highways/roads-and-streets/Pages/highway-drainage.aspx>

\*\*\*\*\*

Our maintenance section has asked me to point out that all our cleansing that is carried out by a company called Drainline and the data about each individual gully (i.e. type of gully, record of number of visits, actions taken etc.) is fed into a system called Kaarbontech and used for future reference and to assess assets on the network. If an independent company carries this out we will not be able to track this information going forward as it will not register on the Kaarbontech programme. They would therefore not like an independent company maintaining our asset as the data needs to be correct and up to date in the event of any issues. There may also be problems if a gully was damaged or needed further repair / investigation as part of the cleaning process.

**From:** National Association of Local Councils <newsletter@nalc.gov.uk>  
**Sent:** 16 October 2020 16:00  
**To:** brixworthpc@gmail.com  
**Subject:** 🧑 CHIEF EXECUTIVE'S BULLETIN



# Chief executive's bulletin

## NALC chairman thanks clerks at SLCC conference

Along with our chairman, Cllr Sue Baxter, I was pleased this week to take part in the Society of Local Council Clerks (SLCC) virtual training conference. In her speech yesterday, Sue thanked all clerks for their “tremendous effort and dedication” in supporting communities during the pandemic – you can read more in our news story [here](#). On Tuesday I was part of a panel session along with Lyn Cadwaldr, One Voice Wales, Jonathan Flowers, independent chairman of the Improvement and Development Board, and Rob Smith, SLCC, where we all shared our reflections on recent months and some opportunities for the future of the sector.

## Remembrance Sunday

The Government has published [guidance on Remembrance Sunday](#). This states that the COVID-19 Alert Levels, across all tiers, provide for a specific exception for Remembrance Sunday events for participants and spectators, provided the event organiser undertakes appropriate precautions. So local authorities in England can organise outdoor Remembrance Sunday events at a public war memorial or cenotaph if they complete a COVID-19 risk assessment and take all reasonable measures to limit the risk of transmission of the virus. They must also take into account the [national guidance on outdoor events](#),

including all cleaning and hygiene precautions. It also provides information on what activities can be involved, who can attend, test and trace requirements and communal worship. The Royal British Legion has **updated their website** with suggested COVID-19 safe Remembrance Sunday activities. They have also have created a **virtual field of remembrance** where people can virtually plant their Tribute from home, and explore other Tributes made to remember the fallen.

### **NALC Finance and Scrutiny Committee**

NALC's Finance and Scrutiny Committee met remotely on 15 October, here's a summary:

- Councillors were pleased to authorise the audited accounts, which will be reported to our forthcoming annual general meeting (AGM).
- The Committee received the management accounts for the first quarter and a year-end projection and discussed the impact the pandemic was having on our finances, including some reduced costs and lower-income.
- They agreed to make some changes to the budget in light of this and also recognised the importance of investing in our website and IT systems to support the new normal.

### **County association annual general meetings**

This is the season of remote annual general meetings! I've been impressed with the quality of those I have attended so far – which are much easier to join from your front room and don't require spending half a day on the train! In Avon, I spoke to 50 councillors about the challenges facing the sector and was impressed by its plans to support training in the 94% councils in membership. Some great stuff is happening in Cambridgeshire and Peterborough, dealing with around 50 queries a month and training 500 this year already, with regular Zoom drop-ins going well too and good partnerships in place with other agencies. Our head of policy and communications spoke in Lincolnshire about devolution and local government reorganisation and heard how the county association is already forging good links with all principal councils to ensure they get their voice heard, and who last year delivered over 60 training sessions to more than 1000 delegates. The work of our county associations is genuinely amazing. And we have our own remote AGM on 27

October with 90 delegates already signed up and looking forward to an address by Luke Hall MP, minister for regional growth and local government. Papers for the meeting will be available on the [NALC website](#) – lookout next week for how to tune in to the minister's talk via live stream.

### **New legal guidance**

Two new legal briefings are now available: our guidance on actionable defamation in Legal Topic Note 30 has been refined, and content has been brought up to date; our briefing note on how the 2020/21 National Joint Council agreement affects minimum annual leave entitlements for certain local council staff. Both documents are available in the member's area of the [NALC website](#) (login required).

### **Climate change survey and carbon audit tool**

This week we launched our new [survey](#) on climate change, this explores what local councils are currently doing to tackle climate change in their area, the challenges they encounter and the difficulties they face when taking action. The survey will also help paint an accurate picture of what is happening across the sector and identify support needed to help create more sustainable communities! The deadline to complete the [survey](#) is 29 January 2021.

At this week's County Officer Zoom call we were joined by Jo and James Hand, the co-founders of [Giki Zero](#), a free carbon audit tool that can be used by individuals and organisations to track and reduce carbon output. Beyond the free tool, the pro tool is discounted for charities and public sector bodies and allows tracking individuals and their actions across an organisation. It's a straightforward and informative tool which I would encourage you to check out.

### **Village and Community Halls Survey 2020**

Our policy manager, Chris Borg, was at the online launch of ACRE's [English Village and Community Halls Survey 2020](#) on 13 October. Main findings from the report, which is based on 2100 survey responses, include: 70% of village halls have had significant

improvement work undertaken in the last 5 years; 60% of respondents stated that their village hall was the only meeting place in their village, and 94% of village halls rely heavily on volunteer support. With many village halls being run and managed by local councils, the report I think illustrates how village halls are an economical and social lifeline in rural communities!

### **And finally...**

Congratulations to everyone recognised for their work in communities and local government in the Queen's Birthday honours list published last weekend. Particular well done to Cllr Pat Chrimes, chairman of Cuddington Parish Council, who was awarded an OBE, and Cllr Flo Grainger, chairman of Masham Parish Council, who received the BEM.



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**From:** National Association of Local Councils <newsletter@nalc.gov.uk>  
**Sent:** 23 October 2020 14:00  
**To:** brixworthpc@gmail.com  
**Subject:**  CHIEF EXECUTIVE'S BULLETIN



# Chief executive's bulletin

## Health and Wellbeing Week — last chance to register your place!

Next week is our Health and Wellbeing Week, as part of our online events series, Rebuilding Communities. We have four events that will focus on [the future of health challenges post COVID-19](#), [collaboration for health and wellbeing](#), [local councils and hidden disabilities](#), and [supporting mental health in your community](#).

Our brilliant list of speakers across the events includes Olivia Butterworth, NHS England, Paul Farmer, Mind, Justin Newman, Centre for Ageing Better and Clare Pelham, Epilepsy Society, plus many more!

Prices start from only £30 so [register your place](#) today to avoid disappointment.

## Luke Hall MP address to AGM to be live-streamed

Also taking place next week and kicking off our online events is our Annual General Meeting (AGM) on 27 October. I'm delighted our chairman, Cllr Sue Baxter, was able to secure the attendance of Luke Hall MP, minister of state for Regional Growth and Local Government, who will be addressing the AGM and in an NALC first, we will be live-streaming his speech (scheduled to start at noon) on NALC's [Facebook page](#).

## Rural coalition

The Rural Coalition, which brings together key national organisations including NALC to seek to ensure rural challenges are addressed by government, met this week. We reviewed how to make best use of its recent report ***Rebuilding Rural: Growing Back Better*** – and I would encourage those of you in rural areas to read it and use some of its arguments in your meetings with MPs and other opinion formers. The meeting also heard from the new director of environment strategy at the Department for Environment, Food and Rural Affairs, who is leading on its 25-year environment plan and sees place and community and engaging with community leaders as a key part of meeting current challenges. He also recognised the importance of rural areas not being overlooked as a result of the pandemic.

### **State of the Nation report on transport**

Our policy manager, Chris Borg, and project officer, Claire Goldfinch, attended the Transport Planning Society's (TPS) virtual parliamentary reception and launch of the ***TPS State of the Nation report*** on 20 October 2020. The event was hosted by Transport Select Committee chair Huw Merriman, MP and attendees included the committee's former chair, Lillian Greenwood MP, and committee members Ruth Cadbury, MP and Gavin Newlands, MP. Dr Scott Copsey of the University of Hertfordshire's Smart Mobility Unit, the author of the report spoke before a discussion with MPs and questions from the audience.

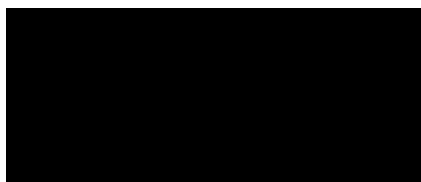
### **#CouncilsCan Day**

A heads up that on 10 November, the second #CouncilsCan Day, organised by the Local Government Association, will take place on Twitter to highlight the local government heroes of the pandemic. I'm really keen on our part of the local government family to get involved and share the amazing work you have also been doing to support your communities. Do lookout for more details next week.

### **And finally...**

You might be interested in two more reports on the hot topic of devolution and local government reorganisation. ***Power in Place: Devolution and Districts Driving Our Recovery*** by the District Councils Network (DCN) argues 'devolution should back the success of districts in delivery' and that they 'represent the best of local government'. The think tank Respublica, supported by the District Councils Network and Unitary Councils Network, has published ***Size Doesn't Matter: the arguments for place-based***

**devolution** which among its conclusions suggests ‘there is also no inherent reason why local government reform should be a condition for devolution’.



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**From:** Consult <consult@northamptonshire.gov.uk>  
**Sent:** 19 October 2020 16:35  
**To:** Consult  
**Subject:** Consultation on Term Dates for Northamptonshire Schools for 2022 to 2023

Northamptonshire County Council is consulting on proposed term dates for the 2022 to 2023 academic year.

The consultation period on these proposed dates will run from:

**Monday 19 October 2020 – Friday 27 November 2020.**

The proposed term dates can be viewed on the [County Council website](#).

The previously agreed term dates (for 2020-21 and 2021-22) can also be located [here](#).

### **Give Us Your Views**

Please send any comments on the proposed term dates for 2022 to 2023 by email to:

[consultationschoolad@northamptonshire.gov.uk](mailto:consultationschoolad@northamptonshire.gov.uk)

Alternatively, you can contact Jan Baines (School Admissions Manager) on 07500 071983 or you can post your response to:

School Admissions Manager  
School Admissions Team  
Northamptonshire County Council  
One Angel Square  
Angel Street  
Northampton  
NN1 1ED

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Details of the above and other past and present consultation and engagement activities are available on Northamptonshire County Council's [Consultation Hub](#).

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