



## **Brixworth Parish Council**

**Councillors are hereby summoned to attend the Parish Council meeting to be held on  
Thursday 17<sup>th</sup> December 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 26<sup>th</sup> November 2020
5. **Public Open Forum Session**
  - 5.1 This is an opportunity for Parish Residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 15 minutes.
  - 5.2 Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.
  - 5.3 Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.

**A**

## PART ONE - FOR DECISION

- |     |  |  |          |
|-----|--|--|----------|
| 6.  | <b>St David's Play Park &amp; MUGA Working Group</b> | 6.1 Receive a report from the St David's Play Park & MUGA Working Group of 10 <sup>th</sup> December 2020 and consider any recommendations and actions. (Including discussing the draft Brief) | <b>B</b> |
| 7.  | <b>Community Centre Indoor Sports Working Group</b>  | 7.1 Receive a report from the Community Centre Indoor Sports Working Group of 2 <sup>nd</sup> December 2020 any consider any recommendations and actions.                                      | <b>C</b> |
| 8.  | <b>Legal Assets Working Group</b>                    | 8.1 Receive a report from the Legal (Assets) Working Group 23 <sup>rd</sup> November 2020 and consider any recommendations and actions.  | <b>D</b> |
| 9.  | <b>Finance</b>                                       | 9.1 Consider the financial transactions and authorise the payments for December 2020   | <b>E</b> |
| 10. | <b>Highways – Urban Grass Cutting for 2021</b>       | 10.1 Consider the opportunity to cut the highway verges for 2021 at an income of £1371.23.   | <b>F</b> |

## PART TWO - FOR INFORMATION

- |     |                                   |  |          |
|-----|-----------------------------------|--|----------|
| 11. | <b>Finance</b>                    | 11.1 Receive the latest rolling budget   | <b>G</b> |
|     |                                   | 11.2 Receive the Bank Reconciliation Report  | <b>H</b> |
|     |                                   | 11.3 Receive the statement of the Parish Council's Reserves  | <b>I</b> |
| 12. | <b>Community Safety</b>           | 12.1 Note the reported crime data for Brixworth for October 2020   | <b>J</b> |
|     |                                   | 12.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID)  |          |
| 13. | <b>Planning</b>                   | 13.1 Receive the planning decisions for November 2020  | <b>K</b> |
|     |                                   | 13.2 Receive the minutes of the Planning Committee of 16 <sup>th</sup> November 2020   | <b>L</b> |
| 14. | <b>Media &amp; Communications</b> | 14.1 Receive the minutes of the Media & Communications Committee of 11 <sup>th</sup> November 2020   | <b>M</b> |
| 15. | <b>Parish Clerks Report</b>       | 15.1 Receive the Parish Clerk's Report   | <b>N</b> |
| 16. | <b>General Correspondence</b>     | 16.1 Note the Correspondence listed at Appendix O  | <b>O</b> |
| 17. | <b>Dates of Future Meetings</b>   | 17.1 To note the dates of the next cycle of meetings.  |          |
|     |                                   | <ul style="list-style-type: none"> <li>• Planning – 4<sup>th</sup> January 2021</li> <li>• Media &amp; Communications Committee – 13<sup>th</sup> January 2021</li> <li>• Council (Finance) – 14<sup>th</sup> January 2021</li> <li>• Planning Committee – 25<sup>th</sup> January 2021</li> <li>• Council – 28<sup>th</sup> January 2021</li> </ul> |          |

### PART THREE – CONFIDENTIAL

#### 18. To consider the exclusion of the press and public

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

*The Press & Public will be requested to leave the meeting (subject to 18.1)*

#### 19. Legal Matters

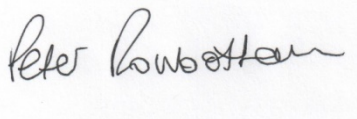
19.1 Receive any other legal updates and consider any actions to be taken.

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

### PART FOUR – URGENT MATTERS

#### 20. Urgent matters for report only

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



**Mr Peter Rowbotham**  
**Clerk to the Council**  
10<sup>th</sup> December 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 Tom Mitchell, Councillor Kevin Parker, and Councillor Frances Maria Peacock.

**A****Brixworth Parish Council****Minutes of the meeting held on  
Thursday 26<sup>th</sup> November 2020****Video Conferencing****In Attendance:**

**Councillors:** Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Francis Peacock.(left at 8:00pm)

**Apologies:** Councillor James Collyer

**Absent:**

**Also Present:** Peter Rowbotham (Clerk)  
District Councillor Harris

**Members of  
the Public:** 2

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**20/5201 Welcome**

Councillor James 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. Councillor James reminded everyone that the meeting was being recorded.

**20/5202 Apologies for Absence**

Apologies for absence had been recorded from Councillor James Collyer. The submitted apologies had been accepted by the meeting.

**20/5203 Declarations of Interest**

Councillor James declared a non-pecuniary interest in the item relating to the release of the grant funding to the Brixworth Centre.

**20/5204 Minutes of Previous Meeting (29<sup>th</sup> October 2020)**

The minutes of 29<sup>th</sup> October 2020 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Peacock and seconded by Councillor Mitchell.



**20/5205 Public Open Forum**

No issues were raised in the public open forum.

**20/5206 s106 Project – Community Centre Indoor Sport**

Written observations from Councillor Mitchell and Councillor Peacock had been circulated to all Councillors. The Parish Council thanked both Councillors for their work on this. The Parish Council agreed that a Working Group be appointed to develop a draft brief outlining proposals for the provision of indoor sports at the Community Centre. Members of the Working Group included Councillors Bird, Mitchell, Moxon and Peacock together with Mike Nice who was the Community Centre Manager. This was proposed by Councillor Moxon and seconded by Councillor Bird.

*Councillor Peacock left the meeting*

**20/5207 s106 Project – St David's Play Park & MUGA Working Group**

The Parish Council noted the report and ongoing work of the St David's Play Park & MUGA Working Group. The Group had three recommendations to the Parish Council, all with financial implications. The Parish Council asked for clarification on the need for an extended/ heightened ball stop fence. The recommendations were deferred to the next meeting of the Parish Council. At this meeting the Working Group would be in a position to present its draft brief and financial implications for consideration by the Parish Council.

**20/5208 Sports Liaison Working Group**

The fees and charges for 2021/ 2022 had been discussed at the meeting of the Sports Liaison Working Group. In the interests of fairness to all of the pitch users, the fees and charges had been reviewed. The revised draft proposals had been based generally on those charged within Northampton Borough and had been used as a basis of consultation. Sports Clubs had been requested to provide information on the number and frequency of training sessions, matches and teams to assist in this process. This information would be presented and further considered by the Sports Liaison Working Group at its meeting on 11<sup>th</sup> January 2021. The decision on setting the fees and charges would be taken at the Parish Council meeting on 28<sup>th</sup> January 2021 as part of the budget/ precept process.

**20/5209 Personnel Working Group**

The Parish Council noted the report of the Personnel Working Group.

**20/5210 Finance - Transactions including Payments for Approval - November 2020**

The list of financial transactions and payments for November 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 Bird and seconded by Councillor Parker. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	Peninsula Business Systems	Support Services (29th)	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 (2nd)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (9th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited	Mobile Phone (16th)	18.73	3.75	22.48	LGA 1972 s111

<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
06	ACRE	Councillor Training - Trust Responsibilities	25.00	0.00	25.00	LGA1972 s175
<b>Debit Card Payments (Online purchase) - Financial Regs 6.10 &amp; 6.19</b>						
07	Amazon	Power Cable for Recorder	12.06	2.42	14.48	LGA 1972 s111
08	Royal Mail	Postage - 3 x 76p	2.28	0.00	2.28	LGA 1972 s111
<b>Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)</b>						
09	Royal British Legion	Poppy Wreath donation	35.00	0.00	35.00	LGA s137
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
10	Staff	Net Salaries and Wages (4-week month)	3,461.08	0.00	3,461.08	LGA 1972 s112
11	HMRC	PAYE	1,128.77	0.00	1,128.77	LGA 1972 s112
12	LGSS	Pension Scheme	675.63	0.00	675.63	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	77.50	15.50	93.00	LGA 1972 s111
15	R&G	Grounds Maintenance & Mowing	778.00	155.60	933.60	PHA 1875 s164
16	Bakers Waste	Trade Waste St David's Recreation Ground	52.16	10.45	62.61	PHA 1875 s164
17	Trade UK Screwfix	Cable ties, bin liners, boots	46.32	1.67	47.99	LGA 1972 s111
18	Wicksteed	Repairs to Rocker at St David's	821.60	164.32	985.92	PHA 1875 s164
19	Brixworth Responders	New pads for defib at The Ashway	40.38	8.07	48.45	PHA 1936 s234
20	On Demand Printers	2021 Calendars	526.00	0.00	526.00	LGA s137
21	ESPO	Batteries for Christmas Trees	102.85	20.57	123.42	LGA 1972 s144
22	Troops	Winter Planted Tubs	291.67	58.33	350.00	HA 1980 s96
23	Troops	Summer Planted Tubs	291.67	58.33	350.00	HA 1980 s96
24	Troops	Daffodil Bulbs	41.67	8.33	50.00	HA 1980 s96
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>9,155.26</b>	<b>625.62</b>	<b>9,780.88</b>	
<b>Receipts</b>						
25	Brixworth Community Centre	Recharge for COVID 19 items	19.63	0.00	19.63	LGA 1972 s 133
26	Nat West	Interest (30 October 2020)	1.29	0.00	1.29	LGA 1972 s111
27	Amazon	Refund - returned power cable	12.06	2.42	14.48	LGA 1972 c111
<b>Total Income this Month</b>			<b>32.98</b>	<b>0.00</b>	<b>35.40</b>	
<b>Bank Transfer - Capital to Revenue</b>						
			0.00	0.00	0.00	LGA 1972 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>						

28	Realign Account with budget		5,674.74	0.00	5,674.74	LGA 1972 s111
<b>Total transferred to capital this month</b>			<b>5,674.74</b>	<b>0.00</b>	<b>5,674.74</b>	

#### **20/5211 - Finance – Joint Meeting between the Finance Working Group and Councillors from the Sports Liaison Group**

The Parish Council noted the report of the joint meeting of the Finance Working Group and the Councillors from the Sports Liaison Group. The Fees and Charges would be agreed at the Parish Council meeting on 28<sup>th</sup> January 2020 following the receipt of further information from the clubs.

#### **20/5212 - Finance – Report of the Finance Working Group – Budget Proposals 2021/2022**

The Working Group was working towards a balanced budget with a recommendation for no planned increase in the precept for 21/22. This was thought appropriate in the current climate. The predicted outturn for 20/21 and the budget for 21/22 had been considered and had been discussed in detail by the Working Group. The latest spreadsheet information had been circulated to the Parish Councillors. The Parish Council did not submit any further comments on the draft budget proposals.

#### **20/5213 Motor Insurance**

The motor insurance policy for the Council was due for renewal. The Parish Council had two vehicles on the policy – The Ford Connect van and the Kubota mower. This policy covered any licensed driver, over the age of 25.

In line with good practise the Parish Council had obtained best value with quotations sought from prominent insurance companies within the Parish Council sector. The Parish Council agreed to accept the lowest quotation submitted by WPS for £740.99. This was proposed Councillor Compton and seconded by Councillor Mitchell. Unanimous.

The Parish Council had the power within the Local Government Act 1972 s111 to do anything which was calculated to facilitate or is conducive or incidental to the discharge of its functions. There was adequate financial provision within the Insurance budget for motor insurance.

#### **20/5214 Consultation – West Northants Council – Local Council Tax Reduction Scheme**

Parish Councillors had been asked to respond as individuals on this consultation.

#### **20/5215 Community Safety – Reported Crime Data**

The Parish Council received the latest crime data for Brixworth. There had recently been an increase in local crime although the increase was related mainly in offences of violence. As a result of the latest spike, local volunteers had expressed an interest in forming a community 'Street Watch' service. There was a formal process and protocol for this to operate which would need to be progressed by those involved.

#### **20/5216 Grants – Release of Funding**

The Parish Council agreed to the release of the £5,000 grant for the provision of new windows at the Brixworth Centre. This had already been agreed in principle at an earlier meeting. (Minute 20/4957) The Parish Council had the power to incur expenditure on public buildings in accordance with the Local Government Act 1972 s133. This was proposed by Councillor Bird and seconded by Councillor Barratt.

*Councillor James did not participate in this item. Councillor Moxon had chaired the meeting for this item only.*

**20/5217 Highways – Use of Bollards**

The County Council reported that it did not generally permit the installation of bollards on grass verges in order to stop parking except on safety grounds. The Parish Council agreed that the Parish Clerk meet up with the County Council representative to discuss options for the sites on Harborough Road and Holcot Road. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

**20/ 5218 Suspension of Standing Order 2 (x)**

Paragraph 2 (x) of the Standing Orders stated that a meeting should not exceed a period of 2.5 hours. In the circumstances it was agreed to suspend Standing Order 2 (x) to enable the meeting to extend to 10pm. This was proposed by Councillor James and seconded by Councillor Parker. Unanimous.

**20/5219 Finance -Rolling Budget**

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

**20/5220 Finance – Bank Reconciliation Report**

The Bank Reconciliation report as of 30<sup>th</sup> October 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £146,933.89. The Capital (Reserve) account indicated a balance of £160,415.17.

**20/5220 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 £94,056.03 within Earmarked Reserves. General Reserves was indicated at £114,906.90. The s106 money held by Daventry District Council was £254,425.

**20/5221 Community Safety – Speed Indicator Device (SID)**

The data from the Speed Indicator Device (Station Cottages Outbound) was noted by the Parish Council.

**20/5222 Planning – Decisions for October 2020**

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

**20/5223 Planning – Committee Minutes for 26<sup>th</sup> October 2020**

The Planning Committee received the minutes of the Planning Committee of 26<sup>th</sup> October 2020.

**20/5224 Media & Communications – Minutes for 14<sup>th</sup> October 2020**

The Parish Council received the minutes of the Media & Communications Committee of 14<sup>th</sup> October 2020.

**20/5225 Parish Clerks Report**

The Parish Council received the report of the Parish Clerk.

**20/5226 Correspondence**

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	Survey on proposed Armed Forces Community Hubs across Northamptonshire	NCC
02	New real Living Wage rates announced	Citizens UK
03	Parish and Town Councils' Liaison Meeting Notes	DCC

04	Press Release	English Regional Transport Association
05	Consultation on Admission Arrangements for Northamptonshire Schools for 2022 Intake	NCC

### **20/5227 Dates of Future Meetings**

- Planning – 7<sup>th</sup> December 2020
- Media & Communications – 9<sup>th</sup> December 2020
- Council – 17<sup>th</sup> December 2020

### **20/5228 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 James and seconded by Councillor Elaine Coe.

*The meeting was in closed session from 9:54pm*

### **20/5229 Finance – Budget Proposals – 2021/ 2022**

The latest spreadsheet information had been circulated to the Parish Councillors. The Parish Council did not submit any further comments on the budget proposals relating to the wages & Salaries budget.

### **20/5230 Legal Matters**

The Parish Council received a verbal update on legal matters.

*The meeting was back in open session from 10:04pm*


### **20/5231 Urgent Matters**

None raised.

***The meeting finished at 10:05pm***

**Signed as a true and accurate record**

**Councillor Stephen James  
Chairman  
Brixworth Parish Council  
17<sup>th</sup> November 2020**



**Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
13<sup>th</sup> December 2020  
Telephone: 079 8314 1786**

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

**B**

## **Brixworth Parish Council**

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

**10<sup>th</sup> December 2020**

### **Video Conferencing**

<b>Present</b>	
<p>Present: Councillor Moxon, Councillor Ian Barrett and Councillor Jackie Bird.</p> <p>Apologies for Absence – Councillor Lynn Compton</p> <p>Also present – Peter Rowbotham (Parish Clerk)</p>	
<b>1.</b>	<b>Welcome</b>
1.1	Councillor Moxon opened the meeting and welcomed Councillors to the Working Group.
<b>2.</b>	<b>Apologies for Absence</b>
2.1	Apologies had been received from Councillor Compton.
<b>3.</b>	<b>Actions from the last meeting</b>
3.1	<ol style="list-style-type: none"><li>1) Councillor Barratt to provide a list of addresses of those properties consulted for record purposes - Complete</li><li>2) The Parish Clerk and Councillor Compton would provide a Risk Register. Complete</li><li>3) The Parish Clerk would ask Daventry District Council for any standard specifications that they may have for Play Parks. Complete</li><li>4) Councillor Moxon to prepare a draft specification for consideration Complete</li><li>5) Request contribution from the General Reserves for the MUGA - £45,000 (Parish Clerk) Complete</li><li>6) Request contribution from 21/22 Earmarked Reserves for the Play Park - £7,000 (Parish Clerk) Complete</li><li>7) Request contribution from the 21/22 Earmarked Reserves for a new Ball Stop Fence. (Parish Clerk) Complete. Need to seek further from Cricket Club on justification.</li><li>8) Ask Daventry DC regarding any further funding opportunities. Complete</li><li>9) Obtain Title Deeds from the Land Registry. Two received. Third to be requested.</li><li>10) Councillor Barratt to share any local knowledge on the site and its play equipment. Complete</li><li>11) Make enquiries on the use of monitored CCTV equipment. Underway. An indication of costs of monitoring would be requested.</li><li>12) Confirm the Lot arrangements for the ESPO procurement. Complete.</li></ol>

<b>4.</b>	<b>Discussion</b>
4.1	<b>Residents Feedback:</b> Details of the feedback had been circulated. The response included a variety of comments including supportive comments and some concerns expressed. A request was made that the feedback be analysed including % returned v % supportive.
4.2	<b>MUGA Specification:</b> The draft specification was discussed, and changes made. Tarmac was the suggested playing surface. This was suitable for a range of sports, was cost effective to install and also had low maintenance costs. Noise from a tarmac surface was a disadvantage. Councillor Moxon reported that the MUGA could be delivered within the s106 budget although the lighting cabling costs had yet to be determined. The MUGA would be on the tennis court site at a size of 37m x 21m to allow the maximum number of sports to be played.
4.3	<b>Play Park Specification.</b> The Play Park specification was discussed. Picnic benches to be metal. Focus of the area was to be on younger children – not the teen years. The preference was all new equipment with the old equipment being removed off site.
4.4	<b>Specification General</b> – The restrictive width of the access road meant that all lorries would need access to the site via St David's Close. Care would be taken when driving on the grass. The outline plan showing the boundaries of both lots were drawn and discussed.
<b>5.</b>	<b>Funding &amp; Budgets</b>
5.1	<p>The latest s106 funding figure indicated -</p> <ul style="list-style-type: none"> <li>• S106 Open space (parks and gardens) £65,263</li> <li>• S106 Outdoor sport / youth £116,528 – with £10,817 provisionally allocated to the Cricket Club</li> </ul> <p><i>Other existing funding -</i>  CIL – Play Equipment - £23,521  Earmarked Reserves – Car Park - £6,000  Earmarked Reserves – Play Equipment - £9,000</p> <p>Request contribution from surplus within the General Reserves <b>for play equipment</b> - £45,000  Request contribution from 21/22 Earmarked Reserves £7,000</p> <p><b>Total budget available for the MUGA is now £105,711 (Subject to Council Approval)</b>  <b>Total budget available for the Play Park is now – £155,784 (Subject to Council Approval)</b></p> <p>The Group was advised that the above budgets were sufficient to deliver both projects.</p>
<b>6.</b>	<b>Timescales</b>
6.1	<ul style="list-style-type: none"> <li>• Draft specification to the Parish Council on 17<sup>th</sup> December 2020</li> <li>• Budget / Precept agreed 28<sup>th</sup> January 2021</li> <li>• Final Specification agreed 28<sup>th</sup> January 2021</li> <li>• Start procurement process – February 2021</li> <li>• On site to complete by July 2021 (or start after September)</li> </ul>
<b>7.</b>	<b>Next Meeting</b>
7.1	<ul style="list-style-type: none"> <li>• Date of Next Working Group Meeting – Monday 18<sup>th</sup> January 2020</li> </ul>
<b>8</b>	<b>Recommendations to the Parish Council</b>
8.1	<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> </ol>

	<ol style="list-style-type: none"> <li>2. Parish Councillors submit any comments on the draft Specification to the Clerk no later than 11<sup>th</sup> January 2021. The final version to be considered by the Parish Council on 28<sup>th</sup> January 2021.</li> <li>3. The Parish Council is asked to consider a £45,000 contribution from the surplus held within General Reserves for the Play Park capital project at its January meeting.</li> <li>4. The Parish Council is asked to earmark a £7,000 contribution from 21/22 budget for the Play Park capital project at its January meeting.</li> </ol>
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## **DRAFT BRIEF**

### **Play Park, Froxhill Crescent, Brixworth NN6 9EA**

ESPO Framework Agreement

115 Outdoor Playground (Lot 1)

#### **1) PROJECT OVERVIEW – PLAY PARK**

Brixworth Parish Council (BPC) is seeking to upgrade the play area with a modern equipment fit for use for children aged two to 12 including those who may experience special needs. This will be complemented with a range of park furniture and landscaping.

The site is located at the St David's Playing Fields (Froxhill Crescent, Brixworth NN6 9EA).

BPC owns and maintains St David's Playing Fields. There is an in-house groundman as well as a contractor responsible for the routine inspection and maintenance of the playing fields.

Some of the oldest items of equipment date back to the 1960s and were donated by local families and therefore there has to be some sensitivity surrounding this. Other equipment has been added on an ad-hoc basis and therefore there is a sense of randomness to the children's play area.

This is an opportunity to create an all-inclusive play park for a wide range of children with a wide range of abilities.

#### **2) PLAY AREA**

##### **2.1) Existing Play Area**

- The existing play area is fenced off from the wider area of St David's Playing Fields and consists of steel and plastic equipment which is reaching the end of its life. The south side of the play area is overlooked by a number of houses with the nearest fence being approx. 15.5 metres from the tennis court.

##### **2.2) Aim of New Play Space**

- Designers should create space which is eye-catching, exciting, unique, innovative and even themed;
- It needs to be accessible and inclusive;
- It needs to be safe - meeting all relevant and existing British & European standards.

### 2.3) Theme/Design Of Play Area

- Modern;
- Exciting – through height and speed;
- Challenging;
- Innovative;
- Safe and family-friendly;
- Secure and where supervision by parents and guardians is enabled;
- Vandal resistant;
- Clean and tidy, and the ease of keeping it so;
- Different but equal amounts of appealing equipment for different age ranges: toddlers and youngsters;
- Accessible and inclusive.

### 2.4) Current Condition of Equipment

The annual ROSPA inspection was carried out in June 2020. The existing play area consists of:

- Fencing - Bow-Top, Timber & Fleur-de-Lys;
- Gates;
- Signage;
- Litter Bins;
- Seating;
- Multiplay - Junior - Slide Climber;
- Swing - Toddler - 1 Bay 2 Seat;
- Parkour;
- Rocker - Rocking Horse;
- Swing - Junior - 1 Bay 2 Seat;
- Rocker – Double;
- Multi-play – Junior;
- Slide – Embankment.



There is no item of equipment that can be considered as inclusive of that would allow play for children of special needs or differing abilities.

The existing fence around the play area is in good condition and it would be preferable to be able to reuse this albeit improve the noise pollution levels when balls are hit against it from outside of the children's play area (needs to conform to EN 15312:2007).

The current play area surface is a combination of grass and safety surfacing.

### **3) SCOPE OF WORKS**

- The design and build of a new inclusive play area for toddlers (ages 2 – 6) and juniors (ages 7 – 12) with paths providing access between the equipment and entrances;
- Setting up the construction area and provision of welfare/toilets, site fencing, signage and security as required;
- The careful removal of the current play area fence and any other items to be retained and reinstallation (if relocation is required as part of the new design);
- Removal and disposal of the existing equipment not being retained and associated surfacing;
- Re-levelling the ground as required;
- Reinstatement of all disturbed surfaces as required;
- To resurface the carpark and access road as a way of mitigating damage caused by construction vehicles.

#### **3.1) ACCESS**

- Pedestrian and vehicular access is from both St David's Close and Froxhill Crescent.
- Construction traffic access would be from St David's Close.







#### 4) PLAY AREA BRIEF

- All playground equipment, construction, design and layout, works and materials shall comply and be certified to BS EN 1176 and BS EN 1177;
- Fence around new, extended play area;
- Remove all existing equipment with the possibility or relocating some items to a different within Brixworth.
- Install new pieces with the potential for adding additional items in the future;
- Provide multi-functional equipment to improve play provision and to rejuvenate the current play area;
- To include traditional play equipment but also equipment which is innovative and dynamic;
- Equipment should be robust
- The play area is to be designed for all year-round use;
- The play area is to include a central focus;
- Themes can be considered eg village life, space, nature;
- The design must be Equality Act compliant and the equipment encourage 'inclusive play' of all abilities regardless of disability. The new play area is to be inclusive by design and accessible/usable all year round and a resource for families with children with special needs (Plan Inclusive Play Areas);
- Provision of challenging physical play.

#### 5) MATERIAL SPECIFICATION

All equipment must be certified to BS EN 1176-1:2008 at all times;

If any timber is used then it must be Robinia EN 350-2 class 1 resistance to rot, minimum 20 year guarantee with galvanised steel shoes and be able to endure vandalism;

All structural posts must be galvanised or stainless steel with a 25 year guarantee against failure;

Any timber used must have a 20 year guarantee;

Any laminated equipment must have a minimum of a 10 year guarantee;

Any timber used must be FSC sourced or similar.

#### 6) LANDSCAPING, PATHS, SURFACING, LITTERBINS, BENCHES, FENCING. ETC

£65,263 has been allocated to landscaping. Consideration must be given to the following:

- Number, size and type of bins - link to themes;
- Easy to maintain landscaping adhering to BPC's Environmental Charter (BPC is a carbon neutral council);
- Sensory garden, wildflowers biodiversity;
- Easy to maintain but attractive paths;
- Safe surfaces (BS??);
- Attractive but vanda-proof benches and tables;
- Fencing & gates.

## 7) FUNDING

### BUDGET

S 106 Open Space Fund (parks and gardens)	Landscaping, paths and surfacing, litterbins, benches, fencing etc	£65,263
CIL & BPC Earmarked Reserves	Earmarked Reserves - Play Equipment 2020/2021	£32,521
	General Reserves Earmarked Reserves 2021/22	£45,000 £7,000
BPC Earmarked Reserves	Car Park & Access Road Improvements	£6,000
<b>Total Scheme Budget</b>		<b>£155,784</b>

All submitted schemes must itemise the expenditure to ensure that it matches the allocated budgets shown above.

COVID-19 has hampered further funding sources as agencies such as SportEngland are focussing on sustaining current facilities rather than providing new ones. However BPC's St David's Play Park and MUGA Working Group will continue to seek to maximise this s106 money through match-funding in the hope that finances will become available in 2021.

The maximum budget for the design and construction of the play park is £84,521 (excluding VAT) and any tenders exceeding this amount will automatically be rejected. The project is seeking to secure the maximum amount of output from the successful bidder for the available budget.

The Parish Council will seek feedback from children, teenagers and adults through a public consultation. The results of this research may well affect the initial designs. Once a preferred supplier has been selected, funding will be secured from Daventry District Council.

- The site could be prone to vandalism and therefore CCTV is being implemented as a separate project;
- The aerial photograph shows the potential to extend the play area to the west;
- There is a country park just one mile away – we need to consider whether to duplicate their facility or not;
- Provision of street furniture;
- Provision of picnic tables.

## 8) EVALUATION CRITERIA FOR THE PLAY PARK

### NON-PRICE (100% as Price is not evaluated - set budget)

There are seven method statements to be provided in total.

Each method statement will be scored on a scale of 0 to 3 points, in accordance with the following scheme:

In the context of the specific question concerned;	
<b>0</b>	the response raises major concerns about understanding or approach which are potentially highly detrimental to satisfactory service delivery or contract performance.
<b>1</b>	the response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
<b>2</b>	the response suggests minor shortcomings of understanding or approach which may impact to a limited extent on service delivery or contract performance.
<b>3</b>	the response raises no concerns about understanding or approach to service delivery or contract performance.

If a tender scores '0' against any one or more method statements, this will give grounds for excluding that tender from any further consideration. For any tenders so excluded, the relevant price will also be excluded from the evaluation.

Tenderers' scores for each method statement will be multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores will then be totalled, with the total expressed as an overall score out of 60.



**Method Statements Scoring**

<b>Non-Price Method Statement Evaluation/Presentation Evaluation (100%)</b>						
<b>Section</b>	<b>Q No</b>	<b>Question</b>	<b>Weighting</b>	<b>Maximum Evaluator Score</b>	<b>Maximum Score available</b>	<b>Total Score</b>
<b>Method Statements</b>	MS 1	Play / Functional Value- Design Process	6	3	18	
	MS 2	Play / Functional Value- Materials / Manufacture / Aesthetics	3	3	9	
	MS 3	Product Range	2	3	6	
	MS 4	Added Value	1	3	3	
	MS 5	Warranty / Guarantee	2	3	6	
<b>Presentation Evaluation</b>	N/A	Presentation (Evaluated from the drawings)	6	3	18	
<b>Maximum Score Available</b>					<b>60</b>	

Method Statements	
<b>MS1</b>	<p><b>Play / Functional Value- Design Process</b></p> <p>Please describe the process of designing the [playground area / fitness area / skate park, etc.]; how you ensure that you create a high quality facility. Your response should include what factors are considered, how the Customer's requirements are understood and met and what opportunities are considered in the design (for example, for play aspects things such as environment, level of challenge, social, sensory, space and play functions such as spinning, sliding, climbing etc. / or for sports surfaces how do you assess which is the appropriate surface to meet the client's needs).</p> <p><b>Response:</b></p>
<b>MS2</b>	<p><b>Play / Functional Value- Materials / Manufacture / Aesthetics</b></p> <p>Describe how your products meet the Customer's requirements referring to the virtues of your equipment, its suitability, durability and the aesthetic design of your products (appeal to the various users).</p> <p><b>Response:</b></p>
<b>MS3</b>	<p><b>Product Range</b></p> <p>Explain the benefits of the products you have chosen for the Customer's project and how these products will meet the requirements of the Customers.</p> <p><b>Response:</b></p>
<b>MS4</b>	<p><b>Added Value</b></p> <p>Describe what other services free of charge you are able to offer, such as stakeholder engagement, removal of old equipment, running an opening day, etc.</p>

	<b>Response:</b>
<b>MS5</b>	<b>Warranty / Guarantee</b> Please state how you meet the required warranty / guarantee stated in the Customer's requirement. Or Please state what guarantee / warrantee you offer to the Customer.
	<b>Response:</b>

## 9) TIME FRAME

**To be confirmed – subject to change and subject to planning permissions**

### Procurement timescale

The further competition process is being conducted in accordance with the following indicative timescale:

- Further competition document issued..... 1<sup>st</sup> February 2021
- Closing date for clarification questions ..... DATE
- Closing date for receipt of further competition document ..... DATE
- Supplier identified and appointed .....by end of March 2021
- Project start date ..... May 2021
- Completion date ..... July 2021

## 10) SITE VISIT

It is recommended that a site visit is made before submitting your bid to ensure a full understanding of the site.

## 11) PLANNING

It is anticipated that planning permission will be required for any elements in the design exceeding 4 metres in height. Once a final design has been agreed the Council will apply for planning permission.

## **12) MAINTENANCE**

- Equipment supplied must be robust, resistant to wear and designed for extensive.
- Maintenance guides will be required and ease of obtaining replacement parts is essential.

## **13) HEALTH AND SAFETY**

- Health and Safety
- Compliance with the Health and Safety at Work Act and any other legislation pertaining to these works is the Contractor's responsibility and should be adhered to at all times.
- Due to the nature of the work (Design and Build), it is envisaged that the selected Contractor will take on the responsibility of Principal Designer and Principal Contractor.
- It is anticipated that the Contractor is to undertake all necessary investigations to establish the nature and condition of the site and must ensure the safety of all persons and the works.
- BPC will provide relevant pre-construction information to all tenderers bidding for the work.
- The Contractor should be aware that the CDM Regulations will apply.
- The Contractor should inform CBMDC at the earliest possibility if it is envisaged that the project is notifiable to HSE in order for an F10 Notification to be sent HSE 14.
- Independent Post Installation Inspection On completion the contractor will appoint an independent provider to complete a post installation inspection (PII). This will be carried out by a competent person, registered on the Register of Play Inspectors International. Any items identified as a failure at the time of the PII will need a second inspection following the remedial works. The site should remain fenced until a satisfactory Post Installation Inspection report is received. Once in receipt of a satisfactory and compliant PII report, BPC will arrange a hand-over meeting with the contractor. Subject to a satisfactory site inspection, a Certificate of Practical Completion will be issued, the fencing will be taken down, and the site will be handed back to BPC.

## **14) DESIGN PLANS**

Design Plans Please submit with your proposal 2 x hard copies of a three dimensional colour perspective minimum size A2 and a plan drawing to scale with dimensions, position of equipment and the area of safety surface, also minimum size A2.

**Provision of a MUGA, Froxhill Crescent, Brixworth NN6 9EA**

**ESPO Framework Agreement**

**115 Outdoor Playgrounds**

**Lot 4.1 Steel MUGA – Macadam Surface**

**1) PROJECT OVERVIEW – MUGA (MULTI-USE-GAMES-AREA)**

This is an opportunity to create an all-inclusive games area for a wide range of children and adults with a wide range of abilities.

Brixworth Parish Council is seeking to regenerate the tennis court by transforming it into a MUGA on St David's Playing Fields (Froxhill Crescent, Brixworth NN6 9EA)

BPC owns and maintains St David's Playing Fields. There is an in-house groundman who inspects and maintains the current tennis court.

This is an opportunity to replace the current disused tennis court and to provide and enhance of sports with an emphasis of introducing new sports such as netball, basketball and hockey into the village.

**2) MULTI-USE GAMES AREA**

**2.1) Existing Area**

- The existing area is fenced off from the wider area of St David's Playing Fields and consists of a set of metal tennis posts. The south side of the play area is overlooked by a number of houses with the nearest fence being approximately 15.5 metres from the tennis court;
- The current disused tennis court measures 33.72m x 16.56m.

**2.2) Aim of New MUGA**

- Designers should create a community space for the provision and enhancement of sports;
- Designers should create space which can provide multiple sports;
- It needs to be accessible and inclusive;
- It needs to be safe – meeting all relevant and existing British & European standards.

### **2.3) THEME/DESIGN OF MUGA**

Modern;  
Exciting;  
Innovative;  
Safe and family-friendly;  
Secure and where supervision by parents and guardians is enabled;  
Vandal resistant;  
Clean and tidy, and the ease of keeping it so;  
Accessible and inclusive.

### **2.4) Current Condition of the Tennis Court**

- A ROSPA report was carried out in 29<sup>th</sup> June 2020
- The outer Fleur-de-Lys fencing is in good condition and the site is secure.
- The existing inner fence around the tennis court is in a poor condition.
- The current tarmac surface is in a poor condition.



### **3) SCOPE OF WORKS**

- To deliver the design, supply and install a new multi-use games area (MUGA);
- Setting up an area and provision of toilets, site fencing, signage and security as required;



- The removal and disposal of the current tennis court fence;
- Removal and disposal of the existing equipment not being retained and associated surfacing;
- Re-levelling the ground as required;
- Reinstatement of all disturbed surfaces as required.

### 3.1 ACCESS

- Pedestrian and vehicular access from St David's Close and Froxhill Crescent.
- Construction traffic access would be from St David's Close.



### 4) MUGA BRIEF

The new sports area will be created on an existing hard surface area. The current available space is 34m X16.5m (561 square metres); The requirement is a minimum **37m x 21m.**

- Suppliers will be given the freedom to layout the new MUGA in the way that makes the most of the existing footprint. There is a degree of flexibility to extend the existing space if it necessary;
- Sport fencing must have proven and effective noise deadening system (EN 15312:2007)
- Site preparation works including the removal of existing fencing;
- Supply and lay of a new sports surface and any necessary drainage works;







- The site could be prone to vandalism and therefore CCTV will be progressed by the Parish Council as a separate project.
- The aerial photograph shows the potential to extend the MUGA to the west;
- Floodlights using the latest LED lamp technology;
- STORAGE – consideration needs to be given to where all the sports equipment will be stored.

## 5) MATERIAL SPECIFICATION

All equipment must adhere to its relevant British Standard such as:

- Five-a-side or small-sided football metal goals should comply with PAS 36-1;
- Five-a-side or small-sided football plastic goals should comply with PAS 36-2;
- Hockey goals should comply with BS EN 750;
- Netball goal posts should be supplied with protective post pads in accordance with AENA requirements.

Fencing must adhere to needs to conform to EN 15312:2007

Surface materials must adhere to BS?? (SPORT ENGLAND RECOMMENDATIONS)

## 6) FUNDING

### BUDGET

S106	£105,711
General Reserves	0
TOTAL BUDGET	£105,711

COVID-19 has hampered further funding sources as agencies such as SportEngland are focussing on sustaining current facilities rather than providing new ones. However BPC's St David's Play Park and MUGA Working Group will continue to seek to maximise this s106 money through match-funding in the hope that finances will become available in 2021.

The maximum budget for the design and construction of the MUGA is **£105,711** (excluding VAT) and any tenders exceeding this amount will automatically be rejected. The project is seeking to secure the maximum amount of output from the successful bidder for the available budget.

The Parish Council will seek feedback from sports clubs. The results of this research may well affect the initial designs. Once a preferred supplier has been selected, funding will be secured from Daventry District Council.

## 7) EVALUATION CRITERIA FOR THE MUGA

### NON-PRICE (100% as Price is not evaluated - set budget)

There are seven method statements to be provided in total.

Each method statement will be scored on a scale of 0 to 3 points, in accordance with the following scheme:

In the context of the specific question concerned;	
<b>0</b>	the response raises major concerns about understanding or approach which are potentially highly detrimental to satisfactory service delivery or contract performance.
<b>1</b>	the response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
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If a tender scores '0' against any one or more method statements, this will give grounds for excluding that tender from any further consideration. For any tenders so excluded, the relevant price will also be excluded from the evaluation.

Tenderers' scores for each method statement will be multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores will then be totalled, with the total expressed as an overall score out of 60.

### Method Statements Scoring

Non-Price Method Statement Evaluation/Presentation Evaluation (100%)						
Section	Q No	Question	Weighting	Maximum Evaluator Score	Maximum Score available	Total Score
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	MS5	Warranty / Guarantee	2	3	6	

<b>Non-Price Method Statement Evaluation/Presentation Evaluation (100%)</b>						
<b>Section</b>	<b>Q No</b>	<b>Question</b>	<b>Weighting</b>	<b>Maximum Evaluator Score</b>	<b>Maximum Score available</b>	<b>Total Score</b>
<b>Presentation Evaluation</b>	N/A	Presentation (Evaluated from the drawings)	6	3	18	
<b>Maximum Score Available</b>					60	

### Method Statements

<b>Method Statements</b>	
<b>MS1</b>	<p><b>Play / Functional Value- Design Process</b></p> <p>Please describe the process of designing the [playground area / fitness area / skate park, etc.]; how you ensure that you create a high quality facility. Your response should include what factors are considered, how the Customer's requirements are understood and met and what opportunities are considered in the design (for example, for play aspects things such as environment, level of challenge, social, sensory, space and play functions such as spinning, sliding, climbing etc. / or for sports surfaces how do you assess which is the appropriate surface to meet the client's needs).</p> <p><b>Response:</b></p>
<b>MS2</b>	<p><b>Play / Functional Value- Materials / Manufacture / Aesthetics</b></p> <p>Describe how your products meet the Customer's requirements referring to the virtues of your equipment, its suitability, durability and the aesthetic design of your products (appeal to the various users).</p> <p><b>Response:</b></p>

<b>MS3</b>	<b>Product Range</b> Explain the benefits of the products you have chosen for the Customer's project and how these products will meet the requirements of the Customers.
	<b>Response:</b>
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	<b>Response:</b>
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	<b>Response:</b>

## 8) TIME FRAME

**To be confirmed – subject to change and subject to planning permissions**

### Procurement timescale

The further competition process is being conducted in accordance with the following indicative timescale:

- Further competition document issued..... 1<sup>st</sup> February 2021
- Closing date for clarification questions ..... DATE
- Closing date for receipt of further competition document ..... DATE

- Supplier identified and appointed .....by end of March 2021
- Project start date ..... May 2021
- Completion date ..... July 2021

## **9) SITE VISIT**

It is recommended that a site visit is made before submitting your bid to ensure a full understanding of the site.

## **10) PLANNING**

It is anticipated that planning permission will be required for any elements in the design exceeding 4 metres in height. Once a final design has been agreed the Council will apply for planning permission.

## **11) MAINTENANCE**

Equipment supplied must be robust, resistant to wear and designed for extensive.

Maintenance guides will be required and ease of obtaining replacement parts is essential.

## **12) HEALTH AND SAFETY**

- Health and Safety
- Compliance with the Health and Safety at Work Act and any other legislation pertaining to these works is the Contractor's responsibility and should be adhered to at all times.
- Due to the nature of the work (Design and Build), it is envisaged that the selected Contractor will take on the responsibility of Principal Designer and Principal Contractor.
- It is anticipated that the Contractor is to undertake all necessary investigations to establish the nature and condition of the site and must ensure the safety of all persons and the works.
- BPC will provide relevant pre-construction information to all tenderers bidding for the work.
- The Contractor should be aware that the CDM Regulations will apply.
- The Contractor should inform CBMDC at the earliest possibility if it is envisaged that the project is notifiable to HSE in order for an F10 Notification to be sent HSE 14.
- Independent Post Installation Inspection On completion the contractor will appoint an independent provider to complete a post installation inspection (PII). This will be carried out by a competent person, registered on the Register of Play Inspectors International. Any items identified as a failure at the time of the PII will need a second inspection following the remedial works. The site should remain fenced until a satisfactory Post Installation Inspection report is received. Once in receipt of a satisfactory and compliant PII report, BPC will arrange a hand-over meeting with the contractor. Subject to a satisfactory site inspection, a Certificate of Practical

Completion will be issued, the fencing will be taken down, and the site will be handed back to BPC.

### **13) DESIGN PLANS**

Design Plans Please submit with your proposal 2 x hard copies of a three dimensional colour perspective minimum size A2 and a plan drawing to scale with dimensions, position of equipment and the area of safety surface, also minimum size A2.

DRAFT



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## **Brixworth Parish Council**

### **Community Centre (Indoor Sports) Working Group**

**2<sup>nd</sup> December 2020**

### **Video Conferencing**

<b>Present</b>	
<p>Present: Councillor Jackie Bird, Councillor Tom Mitchell, Councillor Sandra Moxon and Mike Nice.</p> <p>Apologies for Absence – None</p> <p>Also present – Peter Rowbotham (Parish Clerk)</p>	
<b>1.</b>	<b>Appointment of Chair</b>
1.1	Councillor Bird was appointed Chair of the Working Group.
<b>2.</b>	<b>Terms of Reference</b>
2.1	It was agreed that the recommended Terms of Reference be similar to those adopted for the St David's Play Park project.
<b>3.</b>	<b>Funding levels and s106 criteria</b>
3.1	The s106 agreement stated that the funding must be incurred for the provision of indoor sport.  The amount of s106 funding available to the Community Centre is £66,835.
<b>4.</b>	<b>Note the timescale for delivery</b>
4.1	The Design Brief should be completed and presented to the Parish Council as soon as practical. The overall scheme must be completed by February 2022.
<b>5.</b>	<b>Possible Indoor Sports</b>
5.1	<ul style="list-style-type: none"><li>• Basketball</li><li>• Netball</li><li>• Judo</li><li>• Dancing</li><li>• Table Tennis</li><li>• Yoga</li><li>• Pilates</li><li>• Zumba</li><li>• Gymnastics</li><li>• Martial Arts</li><li>• Sword Fencing</li><li>• Climbing</li></ul>

*Peter Rowbotham  
Parish Clerk*

<b>6.</b>	<b>Writing the Specification</b>
6.1	Before starting work on the Brief the 'as built' information was required. This would include the hall dimensions. The Community Centre Manager would retrieve the Maintenance Manuals and deliver direct to Councillor Mitchell.
6.2	It was agreed that the specification must not be a technical document and should not be overly complicated.
<b>7.</b>	<b>Next Meeting</b>
7.1	<ul style="list-style-type: none"> <li>• Date of Next Working Group Meeting – To be organised</li> </ul>
<b>8</b>	<b>Recommendations to the Parish Council</b>
8.1	The Parish Council notes the report and ongoing work of the Community Centre (Indoor Sports) Working Group
8.2	The Terms of Reference for the Community Centre (Indoor Sports) Working Group be approved.





## **Brixworth Parish Council**

### **Community Centre (Indoor Sport) Project Working Group**

#### **Draft Terms of Reference**

The Parish Council at its meeting on 18<sup>th</sup> June 2020 supported in principle the Section 106 application form for £66,835 for indoor sports provision at the Brixworth Community Centre. (20/5027)

At the meeting on 26<sup>th</sup> November (20/5206) the Parish Council agreed to appoint a Working Group to develop a draft brief which will outline proposals for the provision of indoor sports at the Community Centre.

The Community Centre (Indoor Sport) Project Working Group is 'advisory' only and has no authority to make decisions or to incur expenditure.

#### **1. Purpose**

Develop a draft brief outlining proposals for the provision of indoor sports at the Community Centre in accordance with the legally binding s106 agreement

#### **2. Aims and Objectives**

The Working Group will deliver its outcome by providing a draft brief to the Parish Council for consideration.

#### **3. Responsibilities**

A written report will be submitted to the Parish Council after each Working Party meeting. Any issues relating to the following will be highlighted in the written report –

- 3.1 Confirmation of any timescales
- 3.2 Reporting of any issues or risks
- 3.3 Recommending a course of action or requesting a direction from the Parish Council
- 3.4 Highlighting any financial implications either short or long term.
- 3.5 Consider any contact received and ensure that action is taken.
- 3.6 Health and safety issues
- 3.7 The Group will review and advise the Finance Working Group on any budget issues
- 3.8 Confirmation that the project is on target and that the objectives will be met.

#### **4. Task**

4.1 Develop a detailed design specification

#### **5. Composition**

Membership shall comprise of 4 members of the Parish Council as initially appointed at the Brixworth Parish Council of 26<sup>th</sup> November. This Working Group will be re-appointed, if necessary, at the Annual Meeting of the Parish Council together with other Working Groups and Committees.

- Councillor Bird
- Councillor Mitchell
- Councillor Moxon
- Councillor Peacock

The voluntary Community Centre Manager (Mike Nice) is co-opted to work with this Group.

The meeting will be chaired by a Parish Councillor appointed by the Working Group. The Chairman will act in an impartial way to ensure that all different views are heard and are taken into account.

The meeting will be supported by the Parish Clerk.

#### **6. Quorum**

The Quorum for the shall be three Councillors.

#### **7. Meeting Frequency**

The Community Centre (Indoor Sport) Project Working Group will meet at least monthly and other times when required.

#### **8. Required Outcomes**

The project is delivered via a draft Design Brief which will deliver a project that is-

- 8.1 in accordance with the Parish Council specification
- 8.2 in accordance with Standing Orders and Financial Regulations
- 8.3 on time to meet the funding timescale in accordance with the conditions as specified within the s106 agreements
- 8.4 in accordance with any permissions granted
- 8.5 by utilising any relevant ESPO framework (s) which should meet the procurement requirements
- 8.6 to meet all of the relevant British and European Standards
- 8.7 to meet the expectations of any consultation exercise
- 8.8 able to highlight future maintenance costs, liabilities & resources being clearly identified and budgeted for
- 8.9 able to increase activity in local sport and encourages a diverse range of users. The facilities should be usable by all regardless of ability.
- 8.10 Capable of increasing the range of sporting activities within Brixworth
- 8.11 Capable of increasing the number of visitors to the Community Centre

<b>9 Notes</b>
<p>The Chairman and the Parish Clerk will set the agenda of the Working Group meetings.</p> <p>This is a closed meeting but other stakeholders may be invited by the Group to contribute on specific items.</p> <p>In the current circumstances this is likely to be a video conferencing meeting – invites will be sent out by the Parish Clerk.</p> <p>The Working Group reports its recommendations direct to the Parish Council.</p> <p>Funding issues will be dealt with by the Finance Working Group.</p> <p>Communications issues will be dealt with by the Media &amp; Communications Committee.</p> <p>Staffing implications will be dealt with by the Personnel Working Group.</p>



**D**

## **Brixworth Parish Council**

### **Legal (Assets) Working Group**

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

### **Video Conferencing**

<b>Present</b>	
<p>Present: Councillor Elaine Coe, Councillor Lynne Compton and Councillor Stephen James.</p> <p>Apologies for Absence – None</p> <p>Also present – Peter Rowbotham (Parish Clerk)</p>	
<b>1.</b>	<b>Appointment of Chair</b>
1.1	Councillor James was appointed Chair of the Working Group.
<b>2.</b>	<b>Terms of Reference</b>
2.1	It was agreed that the recommended Terms of Reference be submitted to the Parish Council for approval.
<b>3.</b>	<b>Existing Legal Documents</b>
3.1	<p>The existing legal documents had been shared with the Group.</p> <ul style="list-style-type: none"><li>• Draft Village Hall Car Park Agreement</li><li>• Legal Agreement with Central Sports dated 15 November 1972</li><li>• Legal Agreement with the Cricket Club dated 25 February 2015</li></ul>
<b>4.</b>	<b>Discussion</b>
4.1	<p>Cricket Club</p> <ul style="list-style-type: none"><li>• Advice to be taken on the implications of a 25-year lease</li><li>• Amount of public liability insurance to be clarified (£10m?) – documents to be presented annually</li><li>• CPI or RPI?</li><li>• Base rent to be based upon 22 matches during the season</li><li>• Parish Council reserves the right to charge for additional fixtures</li></ul> <p>Village Hall Car Park</p> <ul style="list-style-type: none"><li>• If possible, determine the number of car parking spaces</li><li>• Days of use to be Monday to Sunday (7 days per week)</li><li>• Hours of use – restricted to 6am until midnight.</li><li>• The Licence to be a peppercorn rent due on 31<sup>st</sup> October of each year</li><li>• The term to be 25 years – with 12 months' notice from either side.</li><li>• Remove paragraph 3.5 – not required</li></ul>

	<ul style="list-style-type: none"> <li>• Remove paragraph 3.21 – not relevant</li> <li>• Paragraph 4.1c - 12 months' notice to terminate of either side</li> <li>• Public liability Insurance liability to be £10m – to be produced annually.</li> </ul> <p>Central Sports</p> <ul style="list-style-type: none"> <li>• Deferred – awaiting comments (not urgent) from the Sports Club.</li> </ul>
<b>5.</b>	<b>Key Actions</b>
5.1	<ul style="list-style-type: none"> <li>• Appoint a solicitor to progress the cricket club lease. The suggestion is Shoosmiths.</li> <li>• Instruct Bates Wells to progress the licence with the additional comments inserted.</li> </ul>
<b>6.</b>	<b>Next Meeting</b>
6.1	<ul style="list-style-type: none"> <li>• Date of Next Working Group Meeting – To be organised</li> </ul>
<b>7</b>	<b>Recommendations to the Parish Council</b>
7.1	The Parish Council notes the report and ongoing work of the Legal (Assets) Working Group.
7.2	A solicitor be appointed to progress the Cricket Club lease – based upon a 25-year term.
7.3	Bates Wells be instructed to incorporate the additional comments into the draft Village Hall Car Park licence.



# Brixworth Parish Council - Financial Transactions

E

December 2020			Net Amount	VAT	Total	Powers
			£	£	£	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	Peninsula Business Systems	Support Services (30th)	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 (16th)	0.00	0.00	0.00	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
06	Geosphere	Parish On Line Mapping System	90.00	18.00	108.00	LGA 1972 s111
<b>Debit Card Payments (On line purchase) - Financial Regs 6.10 &amp; 6.19</b>						
07	Amazon	Stationery	23.32	4.66	27.98	LGA 1972 s111
08	Royal Mail	Postage - 3 x 76p	1.52	0.00	1.52	LGA 1972 s111
<b>Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)</b>						
09	WPS Hallam	Motor Insurance	765.99	0.00	765.99	LGA 1972 s111
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
10	Staff	Net Salaries and Wages (4 week month )	4,822.20	0.00	4,822.20	LGA 1972 s112
11	HMRC	PAYE	196.37	0.00	196.37	LGA 1972 s112
12	LGSS	Pension Scheme	675.63	0.00	675.63	LGA 1972 s112
13	Peter Rowbotham	Employment Related Expenses	47.60	0.00	47.60	LG(FP)A 1963 s5
14	R&G	Grounds Maintenance & Mowing	1,334.33	266.86	1,601.19	PHA 1875 s164
15	The Mower Shop	Mower parts - service	43.85	8.78	52.63	LGA 1972 s111
16	Brixworth Bulletin	Parish Council pages	350.00	0.00	350.00	LGA 1972 s142
17	Parish Council Websites	Domain names renewal	113.90	22.78	136.68	LGA 1972 s111
18	B&Q Trade Point	Materials for fixing post - Spratton Rd Rec	34.43	6.89	41.32	PHA 1875 s164
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>9,178.43</b>	<b>446.25</b>	<b>9,624.68</b>	
<b>Receipts</b>						
19	Nat West	Interest (30 November 2020)	1.25	0.00	1.25	LGA 1972 s111
<b>Total Income this month</b>			<b>1.25</b>	<b>0.00</b>	<b>1.25</b>	
<b>Bank Transfer - Capital to Revenue</b>						
20	Realign Account with budget	Transfer of Funds	1,053.25	0.00	1,053.25	LGA 1972 s111
<b>Total transferred to revenue this month</b>			<b>1,053.25</b>	<b>0.00</b>	<b>1,053.25</b>	
<b>Bank Transfer - Revenue to Capital</b>						
21	Realign Account with budget		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

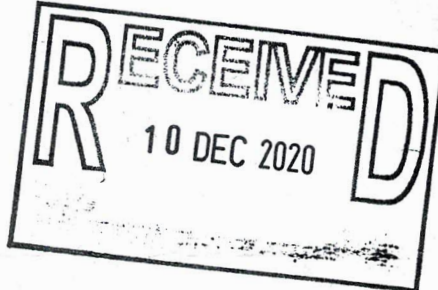
All invoices for payment have been examined, verified and certified by the Parish Clerk (Financial Reg 5.3)

Signed Parish Clerk
Signed Auth Signatory 1
Signed Auth Signatory 2
Date

Mr Rowbotham  
Brixworth Parish Council  
10 Shelland Close  
Market Harborough  
Leicestershire  
LE16 7XU

Please ask for:  
Tel (01604)  
Your ref:  
Our ref:  
Date:

Sheila Gilder  
883400  
SG/EN5/2021  
1 December 2020



Dear Mr Rowbotham

### URBAN HIGHWAY GRASS MOWING 2021

The County Council would like to offer you the opportunity to carry out the cutting of grass within the highway (including link footways and rights of way) and under the provision of Section 136 of the Local Government Act 1972. This offers you the sum of £1371.23 towards the cost of carrying out this work. This sum is based on the rates that our service provider would charge for carrying out the work. Please note that this amount may be reduced due to budget cuts but you will be informed if this is the case.

The enclosed specification and the value of the grant is for grass cutting to the minimum standard required for highway safety. You may wish to carry out the cutting of a greater area and to a higher standard for amenity purposes. The County Council has no objection to this but will make no financial contribution.

You and your contractors must comply with the enclosed terms and conditions when carrying out works, including grass cutting, within the highway. This applies to the whole highway and not just the carriageway or footway.

Should you wish to enter into this agreement, please sign and return the enclosed forms by the end of February at the very latest by post to the address below or e-mail [sgilder@kierwsp.co.uk](mailto:sgilder@kierwsp.co.uk). Failure to do this could result in you not receiving your grant. If you do not wish to enter into the agreement please let me know, by letter or e-mail, as soon as possible so that these works can be undertaken by our contractor.

Yours sincerely

*S Gilder*

Amenity Technician  
For and on behalf of Northamptonshire Highways

Northamptonshire Highways, Harborough Road, Brixworth, Northamptonshire, NN6 9BX  
t. +44 (0)1604 883400  
f. +44 (0)1604 883456

Kier MG Limited is a Limited Company. Registered in England No. 00873179. Registered office: Tempsford Hall, Sandy, Bedfordshire, SG19 2BD.

WSP UK Limited, Registered in England No. 01383511 Office: WSP House, 70 Chancery Lane, London, WC2A 1AF

## Brixworth PARISH COUNCIL

1. The above Parish/Town Council want to maintain the highway verges, link footways and metalled rights of way by grass cutting within the village/s in exercise of their powers under Section 96, sub-section 4 of the Highways Act 1980 and seek the County Council's consent as the Highway Authority to do so. The Parish/Town Council understands that for the purposes of grass cutting the boundaries of the village/s are the speed restriction signs.
2. The Parish Council agrees to indemnify the County Council and it's service provider against any claim in respect of injury, damage or loss arising out of either:-
  - (a) the execution of the grass cutting
  - or
  - (b) the failure by the Parish/Town Council to execute the grass cutting in accordance with the attached minimum specification and procedures, provided always that the Parish/Town Council shall not be liable for any acts, omissions or negligence other than it's own and those of it's own employees officers, agents and workmen.
3. Under section 136 of The Local Government Act 1972 a contribution will be payable from the County Council (via the service provider) towards the cost of grass cutting. The amount payable for the 2021 season will be £1371.23 .

Signed: .....

Status: ..... (Chairman/Clerk)

Date: .....





Northamptonshire County Council

## **Requirements for Parish / Town Council and Contractor Undertaking Urban Highway Grass Mowing**

**1. Insurance**

A public liability insurance of **£5 million pounds** for any one incident has to be taken out by those undertaking the mowing.

**2. Traffic Management**

Should comply with Chapter 8 of the Department of Transport's Traffic Manual. As a minimum "men at work" signs (diagram 7001) with a "Grass Cutting" supplementary plate on all sites.

Sites with a speed limit over 30mph will require additional signage.

Ride on mowers/vehicles must be fitted with rotating amber beacons which must be used at all times when the vehicle is in use.

Operators should be aware of pedestrians and not impinge progress; spotters may be required to ensure pedestrian safety.

**3. Health and Safety.**

Operatives will wear high visibility clothing Long Sleeve tops to class 3 and trousers with retro reflective strips to Class 1. Personal protective clothing must be worn, i.e. steel toe cap and mid sole safety boots, safety goggles, gloves, helmets etc.

All mowers must comply with relevant safety standards be well maintained and fit for purpose.

**4. Noise at Work**

Ear protection to be worn as appropriate governed by legislation.

**5. First Aid**

First Aid kits to be available on site.

**6. Duty of Care**

Parish Councils' should be aware that, as the 'employer', the Parish Council has a 'duty of care', as defined under the Health and Safety at Work Act, and must ensure this is complied with.



**Northamptonshire County Council**

**7. Claim for Payment**

Invoices for completed works should be submitted to Northamptonshire Highways at the end of the mowing season to the below address.

Northamptonshire Highways, Highways Depot, Harborough Road  
Brixworth, Northamptonshire, NN6 9BX.

For the Attention of Sheila Gilder

Or by e-mail [sgilder@kierwsp.co.uk](mailto:sgilder@kierwsp.co.uk)

Invoice to be submitted as per guidelines

If the invoice is not submitted correctly, it will be returned therefore delaying payment.



Northamptonshire County Council

## Specification and Guidance for Parish / Town Council and Contractor Undertaking Urban Highway Grass Mowing

### 1. Specification

Location		Frequency of cuts
Urban (speed limit 40mph and less)	Vision splays and other busy areas where visibility is required for safety	3 cuts/year
	All other grass areas adjoining carriageways, footways and cycleways	

### 2. Guidance

#### a. Metalled Link Footways and Rights of Way

The cutting of grass on metalled link footpaths and metalled rights of way in urban areas has been included where appropriate. The specification for this work requires grass and other vegetation to be cut to ensure paths are cleared up to 2 metres in width or to the boundaries of the adjacent land, whichever is the lesser. (Metalled is defined as bound or unbound hard surface i.e. any surface other than earth, gravel or grass)

#### b. Overhanging Vegetation

The Parish / Town Council are not required to cut back overhanging vegetation growing from outside the footway boundary; this is the responsibility of the landowner. If this is a problem we would ask the Parish Council to approach the landowner in the first instance. If this is not possible or no action is forthcoming the County Council (Highway Authority) may issue an enforcement notice if details of the landowner are known.



## Northamptonshire County Council

### 3. Grassed areas of highway verge in Urban locations as follows:-

- a. It is recommended that the grass to be cut as minimum to the following requirements.
  - All grass on fully developed frontages.
  - The full area of roundabouts and splitter islands except where planted or maintained by others.
  - A minimum 2.4 metre wide strip on undeveloped frontages, where possible, immediately adjacent to the carriageway, except where there is a road junction where the full width should be cut for 100 metres either side of the centre point of any road junction on the same side as the junction.
  - Planted areas such as daffodils and other spring flowering bulbs shall not be mown on the first cycle unless located within a visibility splay.
  - Where a visibility splay at a junction extends outside the urban area the full visibility splay shall be cut to the urban frequency.
  - The Parish / Town Council should also include any sub-parishes, hamlets etc. which come under the jurisdiction of the Parish / Town Council.

An urban boundary is defined as the speed limit sign of 40mph or less. Area of grass to be mowed will be agreed prior to commencement of season. No further changes will be made during the year.

### 4. Cutting of Grass Verges

- a. The whole area shall be cut leaving no areas uncut between the highway boundary and carriageway edge. Where earthen grip drains cross the verge the grass mowing shall follow the profile of the drain.
- b. Grass adjacent to walls and around street furniture, safety fencing, statutory undertakers and other body apparatus (e.g. Markers, phone boxes, grit bins etc.) shall be cut using hand strimmers or similar.
- c. Cuttings shall be removed from metalled surfaces such as footways and carriageways. The removal of cuttings from metalled surfaces shall be done immediately following the mowing of a particular area.

2020-2021 BUDGET		2020 -2021 Budget £
<b>1.00</b>	<b>Staff Costs</b>	
1.01	Clerk's Salary	24,750
1.02	Clerks Assistant	7,467
1.03	Employers NI	4,070
1.04	Groundsman Salary	19,750
1.05	PT Groundsman Salary	3,920
1.06	Litter Picker	4,992
1.07	Cleaner	5,990
1.08	Local Gov. Pension Scheme	8,470
1.09	Additional pensions	7,550
1.10	Staffing Review	
	<b>Sub Total</b>	<b>86,959</b>
<b>2.00</b>	<b>Subscriptions and Fees</b>	
2.01	NALC Subscription	1,510
2.02	CPRE Subscription	50
2.03	ACRE Subscription	150
2.04	SLCC Subscription	250
2.05	ROSPA	250
2.06	Living Wage	100
2.07	SAGE Payroll Support	250
2.08	SAGE Instant Accounts Support	550
2.09	Parish on-line mapping	100
2.10	Web site and hosting	1,000
2.11	Ordnance Survey	-
2.12	IT Support	500
2.13	Microsoft license	150
	<b>Sub Total</b>	<b>4,860</b>
<b>3.00</b>	<b>Expenses &amp; Allowances</b>	
3.01	Clerk's and Assistance allowances	2,750
3.02	Community Allowance	200
3.03	Clerk's Telephone	240
3.04	Chairman's Telephone	200
3.05	Parish Councillors Expenses	200
	<b>Sub Total</b>	<b>3,590</b>
<b>4.00</b>	<b>Administration</b>	
4.01	Audit Costs - Internal	500
4.02	- External	700
4.03	Print Annual Report/Parish Newsletter	1,600
4.04	Insurance - Parish	1,500
4.05	- Vehicles	750
4.06	Stationery & Postage	350
4.07	Office Equipment/website	1,900
4.08	Training Budget	1,500
4.09	Legal Expenses (Assets)	3,000
4.10	Hall Hire	1,500
4.11	Telephone costs - Information point	500
4.12	General Data Protection Regulations (GDPR)	250
4.13	LGR Costs	0
	<b>Sub Total</b>	<b>14,050</b>
<b>5.00</b>	<b>Projects &amp; Grants</b>	
5.01	Community Grants	5,000
5.02	Projects	2,500
5.03	Neighbourhood Plan	2,500
5.04	Calendar	750
5.05	Community Centre	4,000
5.06	Events	2,500
	<b>Sub Total</b>	<b>17,250</b>
<b>6.00</b>	<b>Legal Costs</b>	
6.01	Barrister Fees	-
6.02	Solicitor Fees	-
6.03	Solicitor Disbursements'	-
6.04	Court Costs	-
6.05	Travel Expenses	-
	<b>Sub Total</b>	<b>-</b>
<b>7.00</b>	<b>Ear Marked Reserves</b>	
7.01	Election Costs	400
7.02	Street Lighting	1,500
7.03	Mower Replacement	3,500
7.04	Van Replacement	400
7.05	Small Mower Replacement	-
7.06	CIL Contribution	-
7.07	Strimmer replacement	-
7.08	St Davids Car Park	1,500
7.09	Ashway Car Park	1,500
7.10	Buildings/Bus shelters	2,000
7.11	Litter bins (moved from Highways and Environment)	1,500
7.12	Play Equipment	3,000
	<b>Sub Total</b>	<b>15,300</b>
<b>8.00</b>	<b>Highways &amp; Environment</b>	
8.01	Street Lighting	1,000
8.03	Signs	500
8.08	Footpaths/Hs/Highways	2,000
	<b>Sub Total</b>	<b>3,500</b>
<b>9.00</b>	<b>Environment</b>	
9.01	Trees - Survey	1,000
9.02	Trees - General	1,500
9.03	- Ashway	1,500
9.04	- Pocket Park	1,500
9.05	Hedge/Fencing New/Repair - St Davids	1,000
9.06	- Ashway	1,000
9.07	- Spratton Road	500
9.08	Library Shrub Bed	200
9.09	Flower boxes / Wild Flowers	1,500
	<b>Sub Total</b>	<b>9,700</b>
<b>10.00</b>	<b>Maintenance</b>	
10.01	Village Enhancement/Maintenance	1,000
10.02	Sundry purchases	1,000
10.03	Xmas lighting	1,000
10.04	Ground Maintenance - Ashway	6,500
10.05	- St Davids	8,000





March	Accrual	TotalSpent	% spent	Under/Over Spend
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			77.02%	
			0.00%	
			67.41%	
			74.80%	
			86.18%	
			0.00%	
			74.52%	
			70.26%	
			0.00%	
			0.00%	
			58.23%	

		1553.59	102.89%	44
		36.00	0.00%	(14)
		0.00	0.00%	(150)
		0.00	0.00%	(250)
		284.50	113.80%	35
		60.00	60.00%	(40)
		195.00	78.00%	(55)
		865.01	157.27%	315
		90.00	90.00%	(10)
		449.90	44.99%	(550)
		0.00	0.00%	-
		91.66	18.33%	(408)
		122.80	81.87%	(27)
-	-	3,748	77.13%	(1,112)

		387.48	14.09%	(2,363)
		35.00	17.50%	(165)
		151.06	62.94%	(89)
		0.00	0.00%	(200)
		0.00	0.00%	(200)
-	-	574	15.98%	(3,016)

		345.00	69.00%	(155)
		400.00	57.14%	(300)
		1050.00	65.63%	(550)
		1360.41	90.69%	(140)
		765.99	102.13%	16
		256.24	73.21%	(94)
		32.06	1.69%	(1,868)
		161.99	10.80%	(1,338)
		192.56	6.42%	(2,807)
		0.00	0.00%	(1,500)
		458.55	91.71%	(41)
		45.00	18.00%	(205)
		0.00	#DIV/0!	-
-	-	5,068	36.07%	(8,982)

		5000.00	100.00%	-
		2500.00	100.00%	-
			0.00%	(2,500)
			0.00%	(750)
			0.00%	(4,000)
		2500.00	100.00%	-
-	-	10,000	57.97%	(7,250)

		0.00	0.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
-	-	-	0.00%	-

		400.00	100.00%	-
		1500.00	100.00%	-
		3500.00	100.00%	-
		400.00	100.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
		1500.00	100.00%	-
		1500.00	100.00%	-
		2000.00	100.00%	-
		3000.00	100.00%	-
-	-	15,300	100.00%	-

		528.98	52.90%	(471)
		525.00	105.00%	25
		0.00	0.00%	(2,000)
-	-	1,054	30.11%	(2,446)

		0.00	0.00%	(1,000)
		0.00	0.00%	(1,500)
		0.00	0.00%	(1,500)
		0.00	0.00%	(1,500)
		347.52	34.75%	(652)
		448.00	44.80%	(552)
		0.00	0.00%	(500)
		60.00	30.00%	(140)
		750.00	50.00%	(750)
-	-	1,606	16.55%	(8,094)

		632.38	63.24%	(368)
		689.99	69.00%	(310)
		102.85	10.29%	(897)
		2351.22	36.17%	(4,149)
		3196.77	39.96%	(4,803)

		140.00	9.33%	(1,360)
		0.00	#DIV/0!	-
		0.00	0.00%	-
		1281.12	128.11%	281
		1677.03	67.08%	(823)
		533.44	42.68%	(717)
		100.20	10.02%	(900)
		740.60	67.33%	(359)
		0.00	0.00%	(1,000)
-	-	11,446	42.63%	(15,404)

		821.60	164.32%	322
		2086.98	41.74%	(2,913)
		1534.41	30.69%	(3,466)
		278.11	37.08%	(472)
		1681.67	67.27%	(818)
		0.00	#DIV/0!	-
-	-	6,403	46.57%	(7,347)

		0.00	0.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
		0.00	0.00%	-
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		0.00	0.00%	-
		0.00	0.00%	-
-	-	-		
-	-	104,230	53.23%	(89,974)

		166449.00	100.00%	0
		72.81	36.41%	(127)
		0.00	0.00%	(950)
		0.00	0.00%	(210)
		0.00	0.00%	(950)
		0.00	0.00%	(1,550)
		0.00	#DIV/0!	-
		0.00	0.00%	(4,000)
			0.00%	(250)
			0.00%	(10,000)
			0.00%	-
		0.00	0.00%	(1,350)
		13240.88	0.00%	13,241
		9900.00	0.00%	-
-	-	189,663	96.86%	(6,147)

83,827





## Bank Reconciliation - 30 November 2020

H

### SUMMARY

31-Oct-20	Revenue (Current) Account	160,415.17
31-Oct-20	Capital (Reserve) Account	146,933.89
	<b>bank balance</b>	<b>£ 307,349.06</b>

### RECEIPTS

Precept Income from DDC		
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income		
Heritage Grant		
Interest from Capital (Reserve) Account	£	1.25
Community Centre Recharged items		
Community Centre Recharged cleaning		
Other -refund	£	14.48
Other - bank reject		
Other Income		
Community Infrastructure Levy		
<b>Total cash in</b>	<b>£</b>	<b>15.73</b>

### EXPENDITURE

Employment Expenses (Wages/ Salaries plus mileage)	£	5,313.08
Value of all other transactions this month	£	9,486.94
<b>Total cash out</b>	<b>£</b>	<b>14,800.02</b>

**Total: £ 292,564.77**

Prepared by the Parish Clerk & Responsible Financial Officer

### ACTUAL CASH IN BANK ACCOUNTS

30-Nov-20	Revenue (Current) Account	139,954.89
30-Nov-20	Capital (Reserve) Account	152,609.88
	<b>bank balance</b>	<b>£ 292,564.77</b>

### UNPRESENTED CHEQUES

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

**£ 292,564.77**

Checked and Authorised

\*Bank Statement Seen

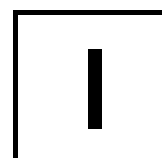
\*Bank Statement Seen

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



## BRIXWORTH PARISH COUNCIL

### Statement of Reserves



**November 2020**

	Balance as at 31 March 2020	2020/ 2021 Budget 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	5,250.00	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	526.00	0.00	224.00
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>9,366.50</b>	<b>3,310.00</b>	<b>94,056.03</b>

<b>To reconcile with Capital Bank Account:</b>	<b>£ 114,498.75</b>	<b>£ 45,790.88</b>	<b>£ 9,366.50</b>	<b>£ 141,556.63</b>
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#### **Section 106 (Held by Daventry DC)**

Indoor Sports - Youth & Adult (Feb 2022)	72,634.00	0.00	0.00	72,634.00
Outdoor Sports - Youth (Feb 2022)	116,528.00	0.00	0.00	116,528.00
Parks and Gardens (Sept 2022)	65,263.00	0.00	0.00	65,263.00
	<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)	£ 139,954.89
Capital Account (actual)	£ 152,609.88
<b>Total Cash in Bank</b>	<b>£ 292,564.77</b>
Less Earmarked & Restricted	£ 141,556.63
Less forecast capital commitments	£ 3,310.00
<b>Less forecast revenue commitments</b>	<b>£ 45,000.00</b>
<b>Add forecast Income</b>	<b>£ 18,000.00</b>
Identified as General Reserves	£ 120,698.14

**73% of precept**

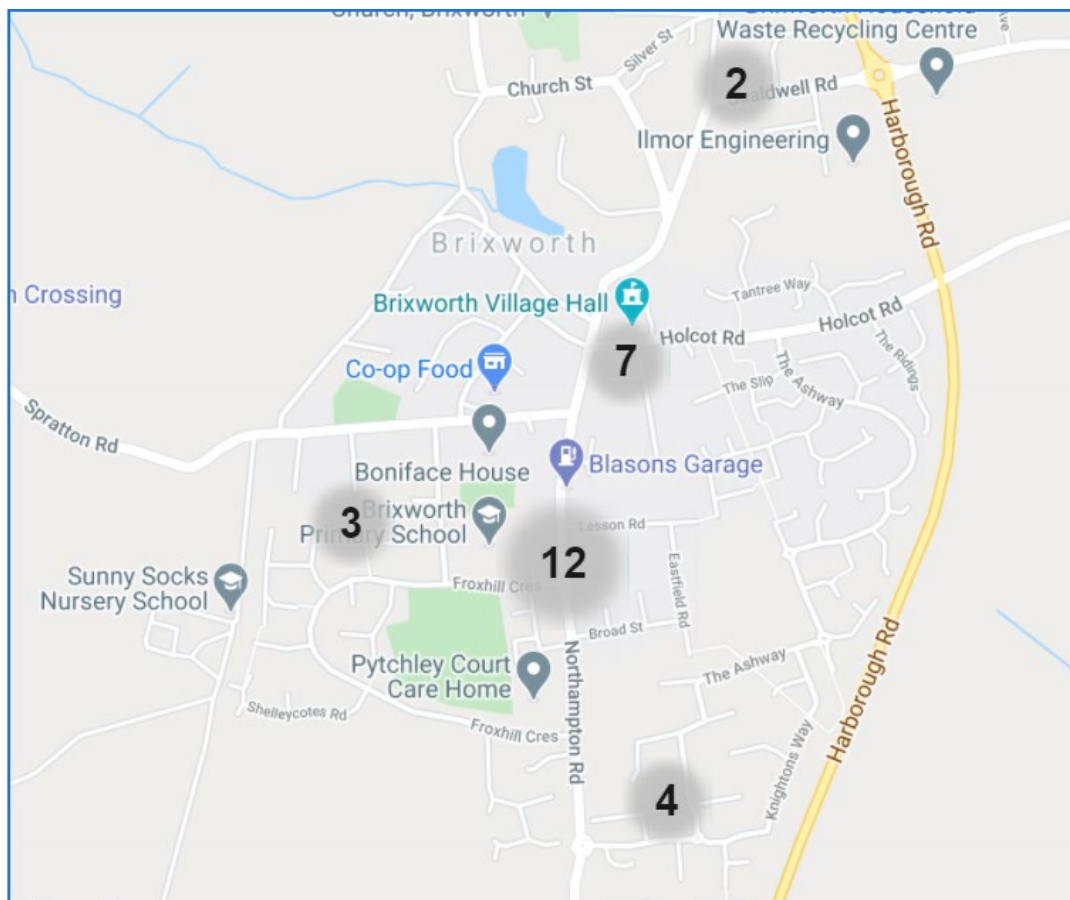
Section 106 held by Daventry DC	£ 254,425.00
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Section 106 for use by NCC	£ 32,500.00
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### Reported Crime for October 2020

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



### Trend

2018	2019	2020
25	28	31

Further details at

<https://www.police.uk/pu/your-area/northamptonshire-police/daventry-rural/?tab=CrimeMap>



# Paper J – Paper for the Brixworth Parish Council of 16<sup>th</sup> December 2020

SID Number of Cars by time

Northampton Road Inbound

December 2020

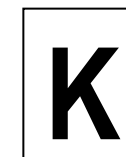
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	14	8	6	8	39	47	47	15	47
1 - 2	15	6	7	6	31	14	22	13	18
2 - 3	35	6	4	4	64	19	9	22.6	14
3 - 4	5	4	3	4	50	6	10	13.2	8
4 - 5	2	8	5	5	5	9	6	5	7.5
5 - 6	31	25	32	50	27	12	4	33	8
6 - 7	50	68	63	158	64	36	19	80.6	27.5
7 - 8	168	177	203	336	200	71	50	216.8	60.5
8 - 9	321	404	445	538	443	199	376	430.2	287.5
9 - 10	181	334	373	652	390	316	293	386	304.5
10 - 11	178	315	321	634	355	417	377	360.6	397
11 - 12	174	396	419	596	436	520	745	404.2	632.5
12 - 13	241	408	460	687	493	564	808	457.8	686
13 - 14	215	403	446	464	462	484	765	398	624.5
14 - 15	218	488	455	457	519	532	420	427.4	476
15 - 16	311	542	630	503	640	554	419	525.2	486.5
16 - 17	302	653	677	628	673	525	406	586.6	465.5
17 - 18	352	608	585	647	653	476	281	569	378.5
18 - 19	205	446	434	447	512	348	180	408.8	264
19 - 20	140	298	335	339	363	247	147	295	197
20 - 21	120	166	282	230	243	156	116	208.2	136
21 - 22	55	130	135	179	153	121	79	130.4	100
22 - 23	43	59	102	299	119	109	49	124.4	79
23 - 24	9	21	25	117	56	47	19	45.6	33
Totals	3385	5973	6447	7988	6990	5829	5647		
% of Total	8%	14.1%	15.3%	18.9%	16.5%	13.8%	13.4%		



Paper J for the Brixworth Parish Council meeting of 16<sup>th</sup> December 2020  
 SID Average – Number of Speeding Cars  
 Northampton Road Inbound  
 December 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	9	4	5	7	8	30	26	6.6	28
1 - 2	10	3	3	4	4	16	17	4.8	16.5
2 - 3	2	4	4	4	3	14	10	3.4	12
3 - 4	1	2	2	2	3	6	7	2	6.5
4 - 5	1	8	4	4	4	6	2	4.2	4
5 - 6	19	14	14	19	19	5	3	17	4
6 - 7	34	41	33	30	32	20	12	34	16
7 - 8	93	85	99	84	100	39	29	92.2	34
8 - 9	195	217	210	182	196	115	41	200	78
9 - 10	130	208	208	155	194	209	115	179	162
10 - 11	110	182	168	149	136	244	186	149	215
11 - 12	103	208	193	164	156	270	197	164.8	233.5
12 - 13	133	227	238	236	198	305	248	206.4	276.5
13 - 14	126	218	242	230	256	297	298	214.4	297.5
14 - 15	98	296	229	243	267	348	246	226.6	297
15 - 16	181	273	284	278	318	299	255	266.8	277
16 - 17	147	285	297	321	275	259	205	265	232
17 - 18	116	227	238	252	257	219	133	218	176
18 - 19	100	228	238	230	245	168	111	208.2	139.5
19 - 20	78	131	173	167	186	133	92	147	112.5
20 - 21	54	111	168	154	135	100	72	124.4	86
21 - 22	38	82	85	86	88	76	43	75.8	59.5
22 - 23	23	43	73	67	82	73	45	57.6	59
23 - 24	9	18	20	22	39	33	12	21.6	22.5





## Brixworth Parish Council

### Planning Decisions – November 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2020/0780	Work to trees subject of Tree Preservation Order TPO44	2, Lone Pine Court, Brixworth, Northamptonshire, NN6 9EH	Supports	Approval TPO
DA/2020/0778	Insertion of front and rear dormers to form rooms in roof space	16, Stannard Way, Brixworth, Northamptonshire, NN6 9BT	Supports	Approval Householder App
DA/2020/0758	Demolition of existing conservatory and construction of single storey rear extension, first floor side extension.	64, Stonehill Way, Brixworth, Northamptonshire, NN6 9LW	Supports	Approval Householder App
DA/2020/0740	Removal of bay window to front elevation and construction of single storey front extension	53, Northampton Road, Brixworth, Northamptonshire, NN6 9DX	Supports	Approval Householder App
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	Supports	Approval Full
DA/2020/0639	First floor side extension including Juliet balcony to rear elevation.	1, Waterpike, Brixworth, Northamptonshire, NN6 9UR	Supports	Approval Householder App
DA/2020/0563	Single storey rear extension.	Marmalade Cottage 93, Northampton Road, Brixworth, Northamptonshire, NN6 9DX	Supports	Approval Householder App



## **Brixworth Parish Council**

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

**Monday 16<sup>th</sup> November 2020**

#### **Video Conferencing**

**Councillors:** Councillor Tom Mitchell, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Lynne Compton, Councillor Stephen James, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock.

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

**Apologies for Absence:** Councillor Ian Barratt and Councillor Lina Howarth

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

**Members of the Public** 1

#### **20/1075P Welcome**

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

#### **20/1076P Apologies for Absence**

Apologies for absence had been received from Councillor Barratt and Councillor Howarth. The apologies were received by the meeting.

#### **20/1077P Members' Declaration of Interests**

None declared.

#### **20/1078P Minutes of the Meeting of 26<sup>th</sup> October 2020**

The minutes of the Planning Committee of 26<sup>th</sup> October 2020 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor Elaine Coe. The minutes would be signed by the Chairman as soon as practical.

#### **20/1079P**

##### **DA/2020/0917**

**Two storey side extension and new front porch and single storey rear extension  
12, Hunt Close, Brixworth, Northamptonshire, NN6 9EG**

Initialled.....

The Parish Council observed that to meet the Brixworth Design Guide policy BG11 the front extension to this property should not protrude further than the existing line of the house. This observation would be submitted to the Planning Authority. This was proposed by Councillor Mitchell and seconded by Councillor James.

**20/1080P****DA/2020/0914****Single storey front extension, conversion of integral garage to a study and rearrangement of off street parking spaces****23, Burrows Vale, Brixworth, Northamptonshire, NN6 9US**

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

**20/1081P****DA/2020/0753****Variation of Condition 2 of planning permission DA/2018/0852 (Single storey rear extension, detached garage/carport building and detached pool room) to amend garage design to create first floor space including an external staircase, gable roof with higher ridge and roof lights plus changes to ground floor openings.****The Rookery 36, Church Street, Brixworth, Northamptonshire, NN6 9BZ**

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

**20/1082P****Planning Appeal - Part 2 of the Town & Country Planning (Appeals) (Written Representation Procedures) (England) Regulations 2009****Change of use from agricultural land for the purposes of a touring caravan site, erection of an amenities building, car parking and roadways****Adjacent to the Brixworth Country Park, Northampton Road, Brixworth, Northamptonshire.**

The Parish Council noted the appeal and would not be submitting any further comments.

**20/1083P Any Other Urgent Business**

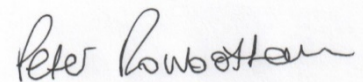
None.

**20/1084P Date of Next Meetings**

Monday 16<sup>th</sup> November 2020.

*The meeting finished at 8.08pm*

Signed as a true and accurate record



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

Peter Rowbotham  
Parish Clerk  
Brixworth Parish Council  
1<sup>st</sup> December 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 11<sup>th</sup> November 2020**

#### **Video Conferencing**

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

**Councillors:** Councillor Elaine Coe, Councillor Jackie Bird Councillor Lina Howarth & Councillor Sandra Moxon.

##### **Apologies:**

**Absent -** None

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

**Members of  
the Public:** 0

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##### **20/403MC Welcome**

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

##### **20/404MC Apologies for Absence**

None received

##### **20/405MC Declarations of Interest**

None declared.

##### **20/406MC Minutes of the last meeting (14<sup>th</sup> October 2020)**

The minutes of the last meeting held on 14<sup>th</sup> October 2020 were agreed as a true and accurate record. This was proposed by Councillor Bird and seconded by Councillor Howarth Unanimous.

##### **20/407MC Brixworth Bulletin**

The content for the latest edition of the Brixworth Bulletin was reviewed. Any Covid 19 articles would be flexible in the likely event of the situation changing with regards to lockdown and local restrictions. Reference would also be made to the socially distanced Remembrance Sunday event. The scheduled publication date was the last week in November.

**20/408MC Community Safety**

The Committee asked that Christmas community safety messages be passed onto the Community via the web site and social media. The Clerk would arrange this.

**20/409 Items Referred from the Parish Council**

None

**20/410 Brixworth Calendar 2021**

The latest proof of the Brixworth Calendar had been circulated. The Committee agreed that this be progressed to printing stage. The chosen charity to benefit from the proceeds was the Brixworth First Responders. This was proposed by Councillor Elaine Coe and seconded by Councillor Howarth. Unanimous.

**20/411 Performance Data**

The performance data was noted by the Committee.

**20/412 MC Any Other Business**

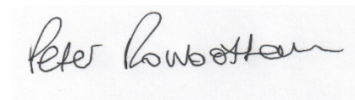
The December meeting would be used as a 'Strategy Meeting'.

**20/413 MC Date of Next Meeting**

Wednesday 9<sup>th</sup> December 2020 at 645pm

***The Meeting finished at 7.37pm***

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



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



## **Paper N for the Brixworth Parish Council Meeting of 17<sup>th</sup> December 2020**

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

#### **December 2020**

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

Homeworking has been continuing. Even with the vaccine the latest Government message suggests April 2021 before a return to 'normal' working.

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

There has been a full range of meetings this month.

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

I am pleased to say that Ciara Wanstall started work this week as the new Assistant Clerk.

The Christmas trees are all in place for 2020. The winter baskets are all ready to go out to the entrance planters. The wildflowers are starting to grow at Northampton Road.

The mower has been serviced by the Groundsman. The unusual warm weather meant another grass cut in November at the Recreation Grounds.

The investigation of the alleged foul language on St David's Recreation Ground is still ongoing as I have had no response from the club involved.

Work is ongoing in support of the s106 projects.

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

The legal work on agreements is ongoing. Shoosmiths have declined Parish Council wishing now to concentrate on corporate work. I will be making enquiries regarding the use of another local solicitor.

##### **4. Service Requests**

- Highway Verges
- Red Lion construction query

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*Peter Rowbotham*  
Parish Clerk



## 5. Meetings Attended this Month

- 5.1 Media & Communications Committee
- 5.2 Planning Committee
- 5.3 Parish Council
- 5.4 St David's Play Park & MUGA Working Group
- 5.5 Local Government in Northants

## 6. Training & Development

- Nil

## 7. Community Engagement

Only activity through social media. Crime has been topical this month.

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
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 online
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

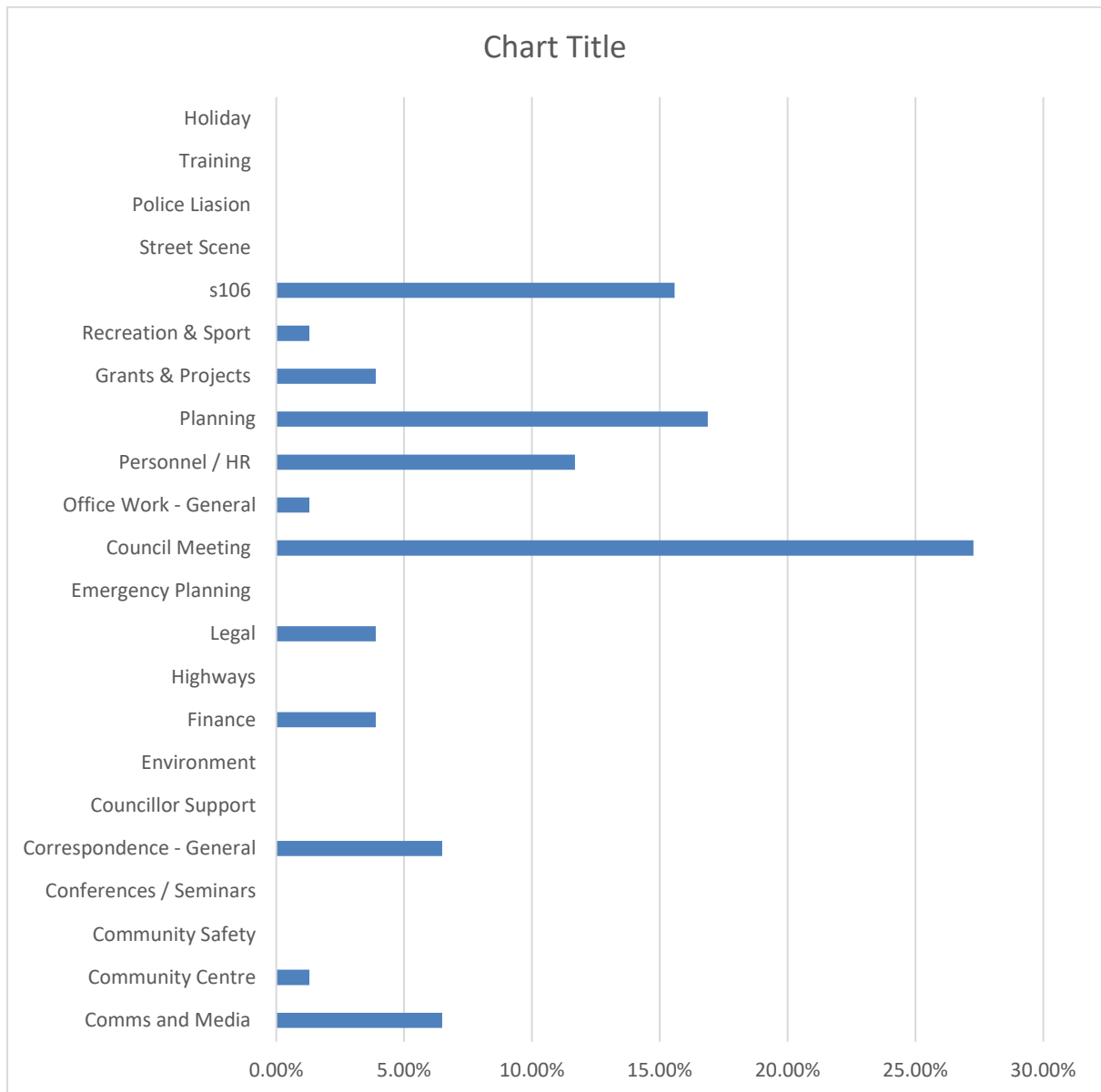
### PRIORITY 3. Tasks with Deadlines

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

### PRIORITY 4. Tasks without deadline

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

## 9. Breakdown of my time – November 2020





### **General Correspondence**

*Correspondence not already included within the agenda*

Number	Subject	From
01	Bulletin	ACRE
02	DACT Services	DACT
03	Highway Bulletin	NCC
04	Chief Executives Bulletin	NALC

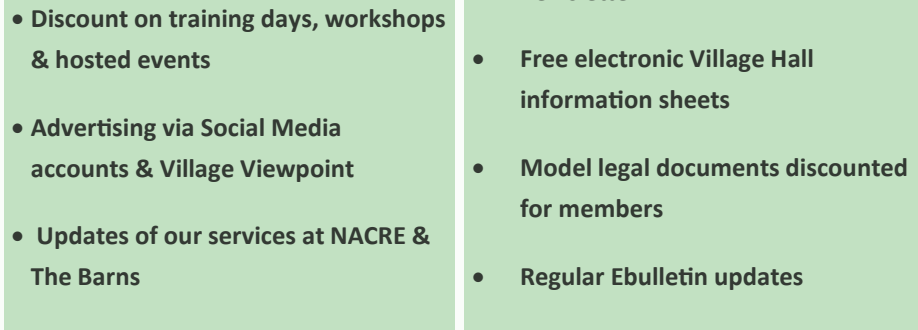
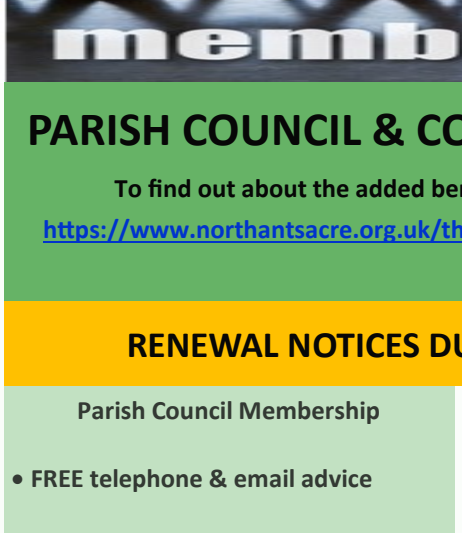


## Northamptonshire ACRE News

DECEMBER 2020



**Wishing you all A Merry Christmas & A Happy New Year!**  
**From all of us at Northamptonshire ACRE**



### PARISH COUNCIL & COMMUNITY FACILITIES

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

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

### RENEWAL NOTICES DUE OUT IN DECEMBER

#### Parish Council Membership

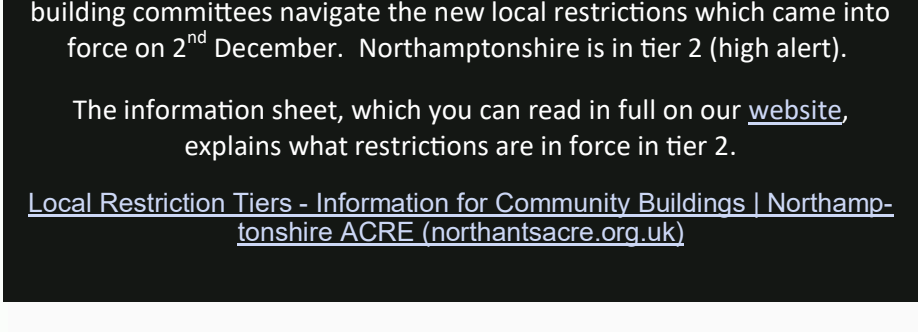
- FREE telephone & email advice
- Discounted Rural Officer visits
- Discount on training days, workshops & hosted events
- Advertising via Social Media accounts & Village Viewpoint
- Updates of our services at NACRE & The Barns
- For more information:

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

#### Community Facilities Membership

- 5 hours free phone & email advice
- Bi Monthly Community Facilities newsletter
- Free electronic Village Hall information sheets
- Model legal documents discounted for members
- Regular Ebulletin updates
- For more information:

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



We would like to thank everyone who attended our AGM, this year hosted on Zoom! What a great turnout it was.

If you were unable to attend and would like a copy of the slides and recording please email: [acre@northantsacre.org.uk](mailto:acre@northantsacre.org.uk)

## COVID-19

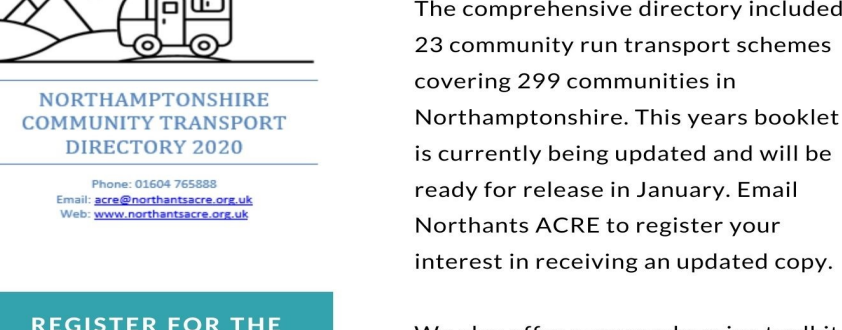
National ACRE has produced an information sheet to help community building committees navigate the new local restrictions which came into force on 2<sup>nd</sup> December. Northamptonshire is in tier 2 (high alert).

The information sheet, which you can read in full on our [website](#), explains what restrictions are in force in tier 2.

[Local Restriction Tiers - Information for Community Buildings | Northamptonshire ACRE \(northantsacre.org.uk\)](#)

## NORTHAMPTONSHIRE GOOD NEIGHBOURS

a project update



*Northamptonshire Good Neighbours become a vital and relied upon village resource*

Our well respected Good Neighbour Project is going from strength to strength. There are now over 30 active Good Neighbour Schemes in the County, and parishes with schemes have reported how valuable the ready made support network was when the pandemic struck. The Good Neighbours really stepped up their support offer, in the Daventry district alone over 7000 individuals were supported by Good Neighbours Schemes between March and August.

We are still looking for new schemes, so if you have a pop up village group that would like to become a Good Neighbour Scheme please get in touch.

To find out your closest scheme please visit the online map on our website.

New good neighbour schemes in Northamptonshire can access between £700 and £1000\* to help with start up costs, as well as free advice and support, training, membership to a friendly network of other schemes and a bank of tried and tested resources.

For more information about Good Neighbours Schemes please contact:

Jenni Hedges  
[jennifer.hedges@northantsacre.org.uk](mailto:jennifer.hedges@northantsacre.org.uk)

\*dependant on location

To view the map please go to: <https://bit.ly/3lVev6m>

## NORTHANTS ACRE TRANSPORT DIRECTORY 2021



NORTHAMPTONSHIRE COMMUNITY TRANSPORT DIRECTORY 2020

Phone: 01604 765888  
 Email: [acre@northantsacre.org.uk](mailto:acre@northantsacre.org.uk)  
 Web: [www.northantsacre.org.uk](http://www.northantsacre.org.uk)

REGISTER FOR THE 2021 EDITION

Email:

[acre@northantsacre.org.uk](mailto:acre@northantsacre.org.uk)

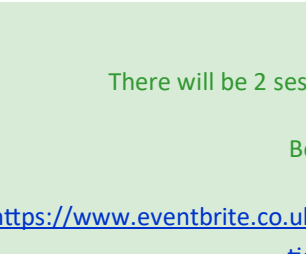
### THE NEW DIRECTORY WILL BE PUBLISHED IN JANUARY

In 2020 our Transport Directory went out to 180 organisations, communities and parishes as well as every GP, Clinic and hospital in Northamptonshire.

The comprehensive directory included 23 community run transport schemes covering 299 communities in Northamptonshire. This years booklet is currently being updated and will be ready for release in January. Email Northants ACRE to register your interest in receiving an updated copy.

We also offer a comprehensive toolkit for any group wishing to set up a community transport scheme.

Contact [acre@northantsacre.org.uk](mailto:acre@northantsacre.org.uk) for more details.



### FUEL POVERTY SURVEY

Northamptonshire ACRE are considering launching a fuel bank to support those in rural areas who are struggling to pay their energy bills, particularly heating oil. Heating oil costs can be high in the winter months and for some households it may mean making a difficult decision between putting

food on the table or putting the heating on. This is of particular concern for the most vulnerable including the elderly and those in poor health. Many more households will be affected by fuel poverty this year due to Covid-19 and a loss of income. The fuel bank would allow our members to donate litres via their online account on Olive to help those in need.

Please take the time to complete our survey on Fuel Poverty:

<https://docs.google.com/forms/d/1-sU1A-sbMEwpdtqX6g7EFBHpI0rhye6Q9oVRd2Rg5HY>

Northamptonshire ACRE

## RURAL FOOD INSECURITY AND POVERTY

### INTRODUCTION

This Autumn Northamptonshire ACRE carried out a Rural food Survey as we were concerned about the availability and accessibility of food in rural Northamptonshire. The finished report is now available and provides a concerning insight into the challenges faced by rural communities.



**60% of respondents did not know where they could access help if they found themselves in need**

#### WHAT DID WE LEARN?

Food poverty is an ever increasing complex issue in Northamptonshire and has been exacerbated by the COVID-19 pandemic. The survey has shown a spotlight on rural communities struggling with the impact of rural bus and shop closures.

Although financial hardship was highlighted by the survey, many people struggle with food poverty who have the means to pay for food, but simply cannot access fresh nutritious food.

#### READ THE REPORT

The report is available on our website:  
<https://bit.ly/nacrerruralfood>

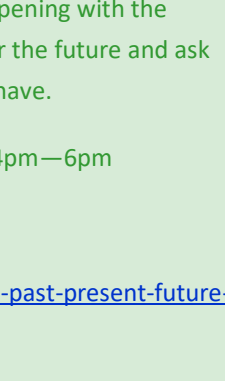
#### HOW CAN YOU HELP?

- Check on your neighbours
- Share information about available support
- Support your local Good Neighbours Scheme

### A HIDDEN CRISIS

Food poverty is not something that we expect to find in rural Northamptonshire, but as bus services have been cancelled, local post offices closed, many people have been cut off from vital resources.

There is a stigma attached to food poverty and many people are embarrassed to ask for help or unsure who to turn to, its important we start to break down the barriers to ensure people get the help they need.



### FARM PROJECT Q&A EVENT

Northamptonshire ACRE will be hosting a Q&A event on Wednesday 13th January 2021 to discuss the Hunsbury Hill Farm Project

This will give you the opportunity to find out more about what is happening with the project and the plans for the future and ask any questions you may have.

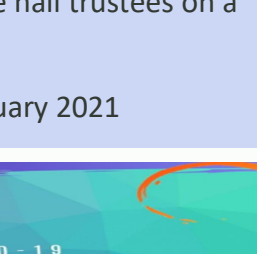
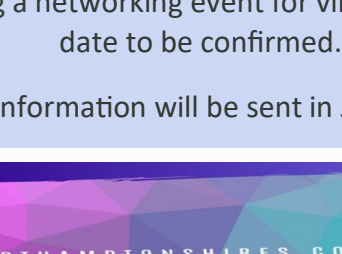
There will be 2 sessions: 10am—12pm and 4pm—6pm

Book your space now:

<https://www.eventbrite.co.uk/e/the-hunsbury-hill-farm-past-present-future-tickets-129016254089>

In the meantime watch our presentation on our plans for the future:

[Heritage Open Day - Hunsbury Hill Farm | Northamptonshire ACRE \(northantsacre.org.uk\)](#)



### VILLAGE HALLS WEEK 2021

Monday 25 January until Sunday 31 January.

This is an annual celebration of community buildings and the great work done by the people who manage them. As part of the week, we will be holding a networking event for village hall trustees on a date to be confirmed.

Further information will be sent in January 2021

## COMMUNITY CHAMPIONS

NORTHAMPTONSHIRE'S COVID-19

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

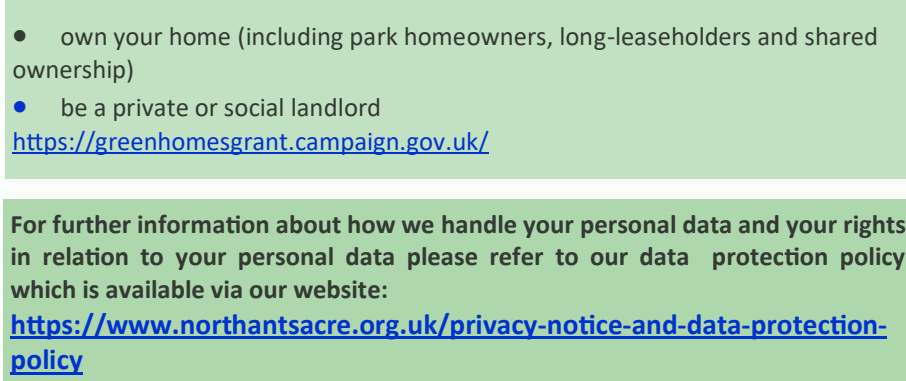
### COMMUNITY CHAMPIONS CELEBRATION EVENING

Northamptonshire's COVID-19 Community Champions Celebrations had an amazing 78 entries showing some amazing work going on throughout local communities.

All of our entries will be presented in a booklet to show all the wonderful work happening around us in this difficult time.

We will also be hosting an evening on Wednesday 12th May 2021 to celebrate all of these individuals and groups.

Make sure you follow us on social media where we will be sharing some of the stories and pictures we have received.



### Green Homes Grant Scheme

The Green Homes Grant Scheme has been extended and now runs to March 2022. The government will provide a voucher worth up to £5,000 or £10,000 to help cover the cost of making energy efficient improvements to your home.

Improvements could include insulating your home to reduce your energy use or installing low-carbon heating to lower the amount of carbon dioxide your home produces.

The government will provide a voucher that covers two-thirds of the cost of qualifying energy efficiency or low carbon heating improvements to your home. The maximum value of the voucher is £5,000.

If you are on a low income and receive certain benefits, you can receive a voucher covering all of the cost of the improvements. The maximum value of the voucher is £10,000.

To apply for the voucher, you must either:

- own your home (including park homeowners, long-leaseholders and shared ownership)
- be a private or social landlord

<https://greenhomesgrant.campaign.gov.uk/>

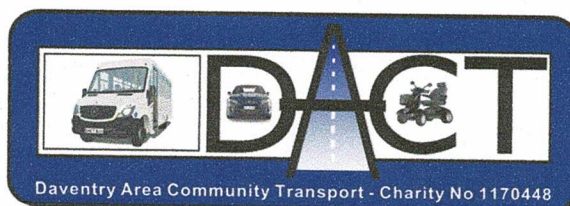
For further information about how we handle your personal data and your rights in relation to your personal data please refer to our data protection policy which is available via our website:

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





DACT  
The Abbey  
Market Square  
Daventry  
Northants  
NN11 4XG



Peter Rowbotham  
Parish Clerk, Brixworth Parish Council  
10 Shelland Close  
Market Harborough  
Leicestershire  
LE16 7XU

We are writing to you today to ask if any of your parishioners would benefit from a home-to-town bus service.

You may have heard of our Dial-a-Ride scheme which runs in Daventry. This is an essential service which offers help to the elderly in Daventry to get into town to do their essential shopping and/or visit medical centres. In turn, this allows those individuals to remain or become more independent when it comes to meeting their needs.

We restarted this service in September after several months' suspension. By putting all the relevant precautions in place, such as face coverings; social distancing; and a strict cleaning regime, we have been able to carry on this important, essential service. The feedback from our passengers has been fantastic! They feel confident and know that travelling with us is safe and secure, and that by just being out of their homes for a couple of hours does wonders for their mental well-being, too.

While COVID-19 is still present in our nation, we know even more how scarce these kinds of services have been in local communities. Therefore, we'd like to expand and offer similar services to villages surrounding Daventry. We are aware that in the past you may have had travel clubs running, using our buses which are now suspended due to the COVID-19 outbreak. However, we have recognised the lifeline that a service like this is for people in Daventry. We believe we can provide this service to you at least once a month, of course maintaining the high standard of safety precautions we currently have in place for our Dial-a-Ride in Daventry.

**We can offer you this service at a reduced rate during these unprecedented times. Under normal circumstances, our hire costs are £50 per session (plus mileage and volunteer driver costs). However, we can offer this service at £25 per session (plus mileage and volunteer driver costs).**

You may feel the uptake in your parish would be limited, so in that case you may want to partner with a neighbouring parish, as we may be able facilitate a service with multiple pick-up points. Should you believe that people in your area would benefit from a service like this, we'd love to hear from you.

Please call us on 01327 701665 to discuss your needs with us. We're open Monday to Friday between 9am-12pm.

Yours sincerely,

Phil Houston, Chief Executive Officer

Car Scheme & Minibus Scheme  
Management & Development  
Mobility Shop & Mobility Repairs

(01327) 701665 701666 701667  
(01327) 701663 & 701669  
(01327) 312555

[info@dact.uk.com](mailto:info@dact.uk.com)  
[www.dact.uk.com](http://www.dact.uk.com)  
[mobility@dact.uk.com](mailto:mobility@dact.uk.com)

DACT IS A REGISTERED CHARITY - Charity Number 1170448

PATRON: The Lord Freeman  
PRESIDENT: Mr James Saunders Watson, HM Lord-Lieutenant of Northamptonshire

**From:** Jason Smithers <JSmithers@northamptonshire.gov.uk>  
**Sent:** 11 December 2020 16:08  
**To:** Cold Ashby; Abthorpe; Apethorpe; Arthingworth; Ashby; Ashley; Ashton; Aynho; Barby and Onley; Barnwell; Barton Seagrave; Benefield; Boddington; Bozeat; Brackley; Braunston; Brigstock; Brixworth; Brockhall; Broughton; Bulwick; Catesby; Chacombe; Church with Chapel Brampton; Cold Higham; Collingtree; Colly Weston; Cotterstock; Cottesbrooke; Cottingham; Courteen; Cranford; Culworth; Deanshanger; Deene and Deenthorpe; Denton; Dingley; Dodford; Duston; Earls Barton; East Hunsbury; Easton Maudit Parish Meeting; Easton on the Hill; Ecton Brook; Elkington; Everdon; Far Cotton and Delapre; Farthinghoe; Fawsley; Fotheringhay; Gayton; Geddington; Grange Park; Great Addington; Great Horrowden; Great Houghton; Great Oxendon; Greatworth; Greens Norton; Grendon; Guilsborough; Hardingstone; Harlestone; harpole; Harrington; Harringworth; Hartwell; Haselbech; Hellidon; Helmdon; Hollowell and Teeton; Irchester; Irthlingborough; Isham; Islip; Kelmash; Kilsby; Kings Cliffe; Lamport and Hanging Houghton; Laxten; Lilford cum Wigsthorpe & Thorpe Achurch Parish Council; Litchborough; Little Addington; Little Houghton; Little Stanion; Loddington; Long Buckby; Lowick and Slipton; Lutten; Maidwell with Draughton; Marston Trussell; Middleton; Middleton Cheney; Milton Malsor; Moreton-pinkney; Moulton ; Naseby; Newbottle; Newnham; Newton Bromswold; Northampton Town; Norton; Old; Orton; Overthorpe; Pattishall; Pilton, Stoke Doyle & Wadenhoe Parish Council; Pitsford; Potterspury; Preston Capes; Radstone; Raunds; Ringstead; Roade; Rothwell; Rushden; Scaldwell; Shutlanger; Silverstone; Stanford; Stanion; Stowe; Strixton; Sywell; Tansor ; Thorpe Mandeville; Thrapston; Titchmarsh; Upper Heyford; Upton; Warmington; Watford; Weekley; Weldon; Wellingborough Town; Weston by Welland; Whilton Parish Council; Whittlebury; Wicken; Wilbarston; Wilby; Winwick; Yardley Gobion; Yardley Hastings; Yelvertoft  
**Subject:** Highway services weekly E- Bulletin 11th December 2020  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Hi and welcome to my penultimate newsletter of 2020. I could squeeze another one in on the 24<sup>th</sup> but think you may well have other things on your mind.

With Christmas fast approaching our teams are working hard and one thing they are doing quite a bit of is clearing vegetation on verges. We do this for a number of reasons including safety and preparing sites for future works.

All year round we pick up issues on our inspections and deal with public reports of hedges or trees obstructing the view or posing a threat to safety.

Where gardens are allowed to flourish they look great but when left they really do start to cause more issues that you might think. It is not just about how they look, but also about safety risks and putting more pressure on our highway maintenance budget.

They pose a hazard to pedestrians and cyclists and restrict the amount of space available on pavements and paths, which are for people, not plants. Paths can become slippery and leaves will lead to more work to clear gullies. Space on roads will also be reduced and could force vehicles into the centre of the carriageway or cause damage to highway infrastructure including streetlights and road and pavement surfaces.

Almost without exception, most boundary hedges and trees are the responsibility of the owner or occupier of the land they front.



The government does provide [guidance](#) for local authorities and, in Northamptonshire, we have a clear process on what people should do and what we will do. Overgrown vegetation bordering the public highway must be managed and cut back to ensure the full width of the footway and carriageway.

Primarily we want to deal with reports quickly so that they do not become more of an issue. Each of our three areas, working out of Wellingborough, Brixworth and Towcester have inspectors who identify and report defects, including over grown vegetation, and this starts the process. We are responsible for 2663 miles of highways network. We look after 2079 miles of footway and cycleway and maintain 1355 miles of Rights of Way and 517 miles of bridleways. Our inspectors just cannot pick up everything and we hugely appreciate the input of you and the public and the reports you log on Street Doctor (the inspector reports are blue pins on the site and public reports are yellow)

I bet every one of us will have experienced waiting to get by on a path or have found ourselves walking on the road because there just isn't enough room and you risk being assaulted by protruding shrubbery and bushes. It is even more important now when our councils are doing all they can to ensure there are safe spaces for people to walk and cycle as part of the [Active Travel Fund Schemes](#).

If there is a hedge or tree that is affecting you or you think it's creating a risk to safety from a neighbour's property, talk to them first. If this does not work or you feel unable to talk to them simply go onto the Street Doctor site and report the issue. This will kick start the process and mean that we will inspect and determine the issue.

If we do see it as a problem we will write to the property owner giving them 14 days to carry out the necessary work, whilst advising them about the [Wildlife and Countryside Act 1981](#) in respect to cutting back vegetation.

This also applies to dead or dying trees. We will write to the landowner to let them know they have a tree or hedge that presents a danger to the public. (Section 154 of the Highways Act 1980)

We are always on hand to advise and the postcard we use gives contact details for our amenities team, just in case people are not sure what to do. It is also important to carry out works safely, without putting anyone else at risk and we often signpost people to approved contractors to make sure this happens and eliminate the risk of anything falling on to the highway.



It's pretty obvious that trees and bushes grow (you would be surprised at how many enquiries we get asking why the grass has grown!) and the key time is in the summer. This year the extremes of sun and rain have allowed plants to flourish and we completely understand how important gardens are to people but we have to ensure we eliminate the risk on to the highway.

We also follow the Natural England advice and avoid and maintenance, cutting back, or clearing vegetation during the bird nesting season from March to August. Even when we are carrying out our own works, we have to assess the location and if birds or any wildlife is found, they stop play, often meaning works need to be delayed. I'll cover that in another newsletter soon.

If, after the 14 days, nothing has been done we will serve notice to the property owner asking them to act now, giving another 14 days. If this doesn't happen we might have to take legal action but to be honest, we want to avoid this as takes up valuable time and resources. In some circumstance we may have to resort to doing the work ourselves but, again, this puts unnecessary pressure on our budgets although we will do all we can to reclaim the associated costs.

There are things to consider before any work takes place. Is it safe to carry out the work and will it put others at danger? The work may need to happen on or over the highway and use traffic management and, in this case, property owners need to get in touch with us for permission. Is it the right time of the year and what impact will work have on the local wildlife? And finally, we need to think about what we will do with the cuttings, as they need to be disposed of responsibly. The local council can advise.



The right hedge or tree can really add to a community and they provide important boundaries between properties and even our own highway land. We know how proud people are of their gardens and really do encourage them. They are our sanctuaries, especially this year but we have to ask that everyone is responsible and do not let our beautiful gardens get out of hand and put safety at risk.

For further advice on nesting season, go to [rspb.co.uk](http://rspb.co.uk)

#### **This week we have:**

Repaired **529** potholes/carriageway defects  
Inspected **2843** and cleansed **2748** gullies

#### **Farthinghoe Bypass Consultation**

This week we held two webinars so that people wanting to know more could talk to our experts and hear more about the plans for the bypass and discuss concerns and ask questions.

I am really pleased so many people got involved and even more so about the number of people taking part in the consultation. There is still time to have your say, so please share this information to make sure everyone has chance to shape this really important major project in our county. [Have you say](#) Sunday 3 January.

If you, or any of your constituents, do have highway issues please use our [Street Doctor](#) service to ensure any enquiries are dealt with correctly. This process ensures issues are recorded and dealt with appropriately. Once reported you will be issued with a unique reference number and be able to follow the progress of your enquiry.

Website: [www.northamptonshire.gov.uk/streetdoctor](http://www.northamptonshire.gov.uk/streetdoctor)

Telephone: **0300 126 1000**

For information and transport and highway updates, follow us on **Twitter @nnhighways**

To view all works and diversions, including Utilities, on the highway visit **one.network**

Regards

Jason Smithers

Cabinet Member For Place, Highways And The Environment

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

Telephone: 07779137081

Twitter: [@smithersjason](https://twitter.com/smithersjason)

Northamptonshire County Council

One Angel Square

Angel Street

Northampton NN1 1ED

<https://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/Pages/default.aspx>

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Northamptonshire County Council. <http://www.northamptonshire.gov.uk>  
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It's pretty obvious that trees and bushes grow (you would be surprised at how many enquiries we get asking why the grass has grown!) and the key time is in the summer. This year the extremes of sun and rain have allowed plants to flourish and we completely understand how important gardens are to people but we have to ensure we eliminate the risk on to the highway.

We also follow the Natural England advice and avoid and maintenance, cutting back, or clearing vegetation during the bird nesting season from March to August. Even when we are carrying out our own works, we have to assess the location and if birds or any wildlife is found, they stop play, often meaning works need to be delayed. I'll cover that in another newsletter soon.

If, after the 14 days, nothing has been done we will serve notice to the property owner asking them to act now, giving another 14 days. If this doesn't happen we might have to take legal action but to be honest, we want to avoid this as takes up valuable time and resources. In some circumstance we may have to resort to doing the work ourselves but, again, this puts unnecessary pressure on our budgets although we will do all we can to reclaim the associated costs.

There are things to consider before any work takes place. Is it safe to carry out the work and will it put others at danger? The work may need to happen on or over the highway and use traffic management and, in this case, property owners need to get in touch with us for permission. Is it the right time of the year and what impact will work have on the local wildlife? And finally, we need to think about what we will do with the cuttings, as they need to be disposed of responsibly. The local council can advise.



The right hedge or tree can really add to a community and they provide important boundaries between properties and even our own highway land. We know how proud people are of their gardens and really do encourage them. They are our sanctuaries, especially this year but we have to ask that everyone is responsible and do not let our beautiful gardens get out of hand and put safety at risk.

For further advice on nesting season, go to [rspb.co.uk](http://rspb.co.uk)

#### **This week we have:**

Repaired **529** potholes/carriageway defects  
Inspected **2843** and cleansed **2748** gullies

#### **Farthinghoe Bypass Consultation**

This week we held two webinars so that people wanting to know more could talk to our experts and hear more about the plans for the bypass and discuss concerns and ask questions.

I am really pleased so many people got involved and even more so about the number of people taking part in the consultation. There is still time to have your say, so please share this information to make sure everyone has chance to shape this really important major project in our county. [Have you say](#) Sunday 3 January.

If you, or any of your constituents, do have highway issues please use our [Street Doctor](#) service to ensure any enquiries are dealt with correctly. This process ensures issues are recorded and dealt with appropriately. Once reported you will be issued with a unique reference number and be able to follow the progress of your enquiry.

Website: [www.northamptonshire.gov.uk/streetdoctor](http://www.northamptonshire.gov.uk/streetdoctor)

Telephone: **0300 126 1000**

For information and transport and highway updates, follow us on **Twitter @nnhighways**

To view all works and diversions, including Utilities, on the highway visit **one.network**

Regards

Jason Smithers

Cabinet Member For Place, Highways And The Environment



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