



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 25th February 2021 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.

Join the meeting direct by [using this link to Microsoft Teams](#)

(No installation required – Just use the Browser Option)

AGENDA

*Supporting
Papers*

1. **Welcome**
2. **Apologies for absence and acceptance of any apologies for absence**
 - 2.1 Consider any received apologies.
3. **Declarations of Interest**
 - 3.1 Members' declarations of interests on agenda items only
4. **Agree and sign the minutes of the previous meeting**
 - 4.1 Parish Council meeting of 28th January 2021
5. **Public Open Forum Session**
 - 5.1 This is an opportunity for Parish Residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 15 minutes.
 - 5.2 Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.
 - 5.3 Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.

A

PART ONE - FOR DECISION

6. **Finance**
 - 6.1 Consider the payments for February 2021
 - 6.1 Consider the Q1 report from the Verification Officer

B

C

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|-----|--|---|
| 7. | Planning | |
| | 7.1 Consider revising the Brixworth Village Design Statement. | |
| 8. | Highways & Footpaths | |
| | 8.1 Consider the quality of reinstatements around the village and agree any actions.
(Councillor Moxon) | |
| | 8.2 Consider the appointment of a Parish Path Warden | D |
| 9. | Legal | |
| | 9.1 Consider the registration of Parish Council land. | E |
| 10. | Sports and Recreation Grounds | |
| | 10.1 Consider the litter collection arrangements on Parish Council land and agree any actions.
(Councillor Bird) | |
| | 10.2 Consider the procurement of electricity at The Ashway Changing Rooms | F |
| 11. | Staffing – Training and Development | |
| | 11.1 Consider the funding of the Parish Clerks CILCA training | G |
| 12. | Environment | |
| | 12.1 Consider the gift of Cherry Trees as part of the Sakura Project | H |
| | 12.2 Consider the further planting of wildflowers as grant aided by DDC | |
| | 12.3 Consider the purchase of further planters for use in Spratton Road. | |
| | 12.4 To note the annual tree survey and consider the required actions | |
| 13. | Street Scene – BT Box | |
| | 13.1 Consider the adoption of the red BT box at Church Street and to note the conditions and implications of any adoption. | I |
| 14. | British Legion | |
| | 14.1 Note the Centenary of the British Legion and consider any actions.
(Councillor James) | |
| 15. | Provisional Meeting Dates for 2021 2022 | |
| | 15..1 Consider the draft meeting diary for 21/22. | J |

PART TWO - FOR INFORMATION

- | | | |
|-----|---|---|
| 16. | Finance | |
| | 16.1 Receive the latest rolling budget | K |
| | 16.2 Receive the Bank Reconciliation Report | L |
| | 16.3 Receive the statement of the Parish Council's Reserves | M |
| 16. | Community Safety | |
| | 17.1 Note the reported crime data for Brixworth for December 2020 | N |
| | 17.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | |
| 18. | Planning | |
| | 18.1 Receive the planning decisions for January 2021 | O |
| | 18.2 Receive the minutes of the Planning Committee of 25 th January 2021 | P |
| 19. | Media & Communications | |
| | 19.1 Receive the minutes of the Media & Communications Committee of 13 th January 2021 | Q |

20. **Parish Clerks Report**
20.1 Receive the Parish Clerk's Report R
21. **General Correspondence**
21.1 Note the Correspondence listed at Appendix S S
22. **Dates of Future Meetings**
22.1 To note the dates of the next cycle of meetings.
 - Planning – 8th March 2021
 - Media & Communications Committee – 10th March 2021
 - Council – 25th March 2021

PART THREE – CONFIDENTIAL

23. **To consider the exclusion of the press and public**
23.1 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 23.1)

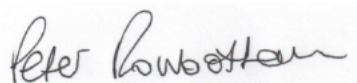
24. **Legal Matters**
24.1 Receive any legal updates and consider any actions to be taken.

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

25. **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
18th February 2021

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

Members of the Parish Council

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

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 28th January 2021****Video Conferencing****In Attendance:**

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker

Apologies: Councillor Frances Peacock.

Absent: Councillor Stuart Coe

Also Present: Peter Rowbotham (Clerk) and Ciara Wanstall (Assistant Clerk)
District Councillor Harris.

Members of the Public: 9 (including 6 members of the Neighbourhood Planning Group)

21/5266 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.

21/5267 Apologies for Absence

Apologies for absence had been recorded from Councillor Peacock (Work commitment) The submitted apology had been accepted by the meeting.

21/5268 Declarations of Interest

Councillor Compton declared a non-pecuniary interest relating to the Sports Fees & Charges (Minute Number 21/5272)

21/5269 Minutes of Previous Meeting (17th December 2020)

The minutes of the meeting held on 17th December 2020 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Mitchell and seconded by Councillor Parker. Unanimous.

21/5270 Minutes of Previous Meeting (14th January 2021)

The minutes of the meeting held on 14th January 2021 were agreed as a true and accurate record. These would be signed as soon as practical. This was proposed by Councillor Mitchell and seconded by Councillor Elaine Coe. Unanimous.

21/5271 Public Open Forum

A representative from the Football Club requested that any discount for the white lining of the pitches be shared on an equal basis between the Junior and the Senior teams. The Parish Council noted this requested and this would be considered as part of the Sports fees and charges review item. (Minute 21/5272)

21/5272 Finance - Sports Fees and Charges 2021/2022

The Parish Council agreed to the Sports Fees for 2021/ 2022. This was proposed by Councillor Parker and seconded by Councillor Moxon.

Brixworth Juniors	St David's	£1215 per annum
Sands United	St David's	£336 per annum year 1
Brixworth All Saints FC	St David's	£168 per annum
Brixworth Cricket Club	St David's	£990 per annum
Brixworth Juniors	The Ashway	£675 per annum

Discounts had been agreed as follows –

- The discount arrangement had been continued for Sands United – 80% in year one but diminishing 10% per year thereafter.
- Brixworth Juniors to be discounted for £1500 per ground per season for white lining costs. The St David's discount would be split equally between the Juniors and the Senior teams.
- Brixworth Juniors would pay less than the Seniors because of the age groups discount (Youth sport)
- Brixworth Seniors benefit from a 10% discount (one year only) because of the club's current financial position.

The Parish Council provided recreation facilities in accordance with the Local Government Miscellaneous Provisions) Act 1976 s19. The anticipated sports income for 2021/2022 would be £3,384.

Councillor Compton did not participate in the above item.

21/5273 Finance – Budget for 2021/2022

The Parish Council agreed that the 2021/ 2022 budget be set at £187,725. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

21/5274 Finance – Precept for 2021/2022

The Parish Council agreed that the 2021/ 2022 precept be set at £166,460. The precept for a Band D property would be £79.49 based upon a tax base of 2094 properties. This was proposed by Councillor Parker and seconded by Councillor Elaine Coe. Unanimous

21/5275 Finance - Transactions including Payments for Approval – January 2021

The list of financial transactions and payments for January 2021 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
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (29th)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (4th)	117.14	5.86	123.00	LGA MP 1976 s19
03	Lex Autolease	Lease Van (4th)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited	Mobile Phone (15th Dec)	18.73	3.75	22.48	LGA 1972 s112
06	EE Limited	Mobile Phone (15th Jan)	18.73	3.75	22.48	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
	None		0.00	0.00	0.00	LGA 1972 s111
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
07	Royal Mail	Postage	0.76	0.00	0.76	LGA 1972 s111
08	Deedflow	Land Register Title Deeds	84.80	16.96	101.76	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
			0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
09	Staff	Net Salaries and Wages (4-week month)	3,957.59	0.00	3,957.59	LGA 1972 s112
10	HMRC	PAYE	1,016.37	0.00	1,016.37	LGA 1972 s112
11	LGSS	Pension Scheme	675.63	0.00	675.63	LGA 1972 s112
12	Peter Rowbotham	Employment Related Expenses	36.80	0.00	36.80	LG(FP)A 1963 s5
13	R&G	Grounds Maintenance Contract	570.00	114.00	684.00	PHA 1875 s164
14	AH Blason & Son	Fuel	45.83	9.17	55.00	LGA 1972 s111
15	ESPO	Office Chair - New Assistant Clerk	113.00	22.60	135.60	LGA 1972 s111
16	ESPO	Mouse/ Mouse Mat & Notebook	29.50	5.90	35.40	LGA 1972 s111
17	Bakers Waste	Trade Waste at St David's	51.71	10.34	62.05	PHA 1875 s164
18	EON	Street Lighting Maintenance	24.69	4.94	29.63	PCA 1957s3
19	EON	Street Lighting Electricity	152.75	7.64	160.39	PCA 1957s3
20	SLCC	Annual Membership	234.00	0.00	234.00	LGA 1972 s111

21	Northants ACRE	Annual Membership - up to 31 March 22	35.00	0.00	35.00	LGA 1972 s111
22	Lovells Hardware	Misc. Materials	84.53	16.91	101.44	LGA 1972 s111
23	Bakers Waste	Trade Waste at St David's	48.20	9.64	57.84	PHA 1875 s164
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			7,877.91	343.88	8,221.79	
Receipts						
24	Nat West	Interest (December 31)	1.30	0.00	1.30	LGA 1972 s111
Total Income this month			1.30	0.00	1.30	
Bank Transfer - Capital to Revenue						
	Realign Account with budget	Transfer of Funds	0.00	0.00	0.00	LGA 1972 s111
Total transferred to revenue this month			0.00	0.00	0.00	
Bank Transfer - Revenue to Capital						
25	Realign Account with budget	From General Reserves as agreed	38,945.45	0.00	38,945.45	LGA 1972 s111
Total transferred to capital this month			38,945.45	0.00	38,945.45	

21/5276 Finance – Verification Report

The Verification Officer advised the Parish Council that he had carried out the first of the verification checks for this financial year and would be reporting on his findings at the next meeting on 25th February 2021.

21/5277 Planning – Revised Brixworth Neighbourhood Plan

A representative of the Neighbourhood Planning Group outlined the minor changes contained within the reviewed Neighbourhood Planning document. The final version of the document had been circulated together with a separate list of the changes. The Parish Council approved the final version of the revised Brixworth Neighbourhood Plan and agreed that this, together with the tracked changes, should now be submitted to the District Council for formal consideration. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous. The Parish Council recorded its thanks to the Neighbourhood Planning Group for its work on the revised plan.

21/5288 Recreation – Sports Liaison Group

The Parish Council received the report of the Sports Liaison Working Group which had met on 11th January 2021. There had been an ongoing issue with Sands United Football Club which had not been resolved. It was agreed that a letter be sent to both the Northants Football Association and the Sands Charity to address concerns originally raised by a member of the public. This was proposed by Councillor James and seconded by Councillor Compton. Unanimous.

21/5299 Projects – St David's Play Park & MUGA (s106)

The Parish Council noted the report and ongoing work of the St David's Play Park & MUGA Working Group. The Working Group had considered the comments received from the Parish Councillors and the residents' comments received from the consultation exercise. The revised completed ESPO framework tender document had been circulated. The Parish Council agreed that –

1. The St David's Play Park have replacement play equipment delivered as part of the project.
2. The surface for the MUGA be an open textured porous macadam area.

3. The MUGA fencing to be noise compliant meeting the EN15312:2007 standard.
4. Floodlighting of 400 lux to be installed at the MUGA.
5. £45,000 to be vired from the Capital projects budget for the provision of replacement play equipment.
6. The ESPO contract be based upon a non-price/ fixed budget basis.
7. The Working Party evaluate the submitted bids and interview the companies before recommending a supplier to an extra ordinary Parish Council meeting to be held on 18th March 2021.
8. The ESPO Invitation to Tender documentation be approved and issued for procurement purposes.
9. The Clerk have delegated authority to complete and issue the ESPO Contract documentation. This work would be carried out in conjunction with the Chairman.
10. A JCT Contract would not be appropriate in this instance.

The Parish Council noted –

1. The timescales for the procurement – with the Contracts being signed on or before 31st March 2021.
2. That the ESPO suppliers were not accredited to the 'Real Living Wage'. The Parish Council asked for a statement from each tenderer regarding their level of commitment to the ethos of the 'Real Living Wage'.

This was proposed by Councillor Compton and seconded by Councillor Bird. Unanimous.

21/5300 Projects – Brixworth Community Centre (s106)

The Parish Council agreed to the Terms of Reference of the Community Centre (Indoor Sport) Project Working Group. The Parish Council further agreed to the specification for the proposed works and asked that the project be progressed to the next stage. This included the work programme complete with timescales and formal consultation with the Northants County Council as landlord. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

21/5301 Legal – Appointment of Solicitor

The Parish Council agreed to appoint Tollers as its solicitor to progress the Cricket Club wicket lease, this being based upon a 25-year term. The appointed Solicitor would also act in all other future property related matters and hold all the of the Council's Deeds and legal paperwork. The Parish Council noted that legal work was not on a fixed fee basis but merely an estimate of the time it could take to complete each item of work. The Parish Council had an annual budget for legal work regarding its assets. The appointment of the Solicitor was made in accordance with its Financial Regulations. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

21/5302 Consultations

The Parish Council noted the consultations regarding the West Northamptonshire Council (WNC) Draft Budget and the Health & Wellbeing Board Pharmaceutical Needs Assessments. Links had been provided to enable Parish Councillors to participate in these consultation exercises.

21/5304 Community Safety – Police Representative

The Parish Council agreed to appoint Councillor Mitchell as its single point of contact with Northamptonshire Police. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

21/5305 Highways – Urban Grass Cutting

The Parish Council agreed to carry out the cutting of the highway verges for 2021 in accordance with the terms and conditions stipulated within the NCC agreement. The income would be £1371.23 which would be processed in accordance with s136 of the Local Government Act 1972.

21/5306 Allotments

The Parish Council had been approached by local allotment holders requesting assistance in acquiring the allotment site at Northampton Road. The Parish Council agreed that tentative discussions, without commitment, continue to take place with the allotment holders and the owner. A detailed report would be provided by the Legal (Assets) Working Group later. The Parish Council has the power to provide allotments in accordance with the Small Holding and Allotments Act 1908 ss23,25. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

21/5307 Finance -Rolling Budget

The rolling budget for January 2021 was received by the Parish Council. There were no issues or concerns.

21/5308 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th December 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £130,632.91. The Capital (Reserve) account indicated a balance of £152,611.18.

21/5309 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 £144,056.03 within Earmarked Reserves. General Reserves was indicated at £75,454.80. (45% of the precept) The s106 money agreed and held by Daventry District Council for the St David's projects was £171,250. The s106 funding for indoor sport identified for the Community Centre and held by the Daventry District Council was £72,634.

21/5310 Community Safety – Crime Data

The Parish Council noted the crime data for November 2020. There had been 60 reported crimes compared to 23 in 2019 and 27 in 2018.

21/5311 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Northampton Road Inbound/ Merry Tom Lane) was noted by the Parish Council.

21/5312 Planning – Decisions for November 2020

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

21/5313 Planning – Committee Minutes for 7th December 2020

The Parish Council received the minutes of the Planning Committee of 7th December 2020.

21/5314 Planning – Committee Minutes for 4th January 2021

The Parish Council received the minutes of the Planning Committee of 4th January 2021

20/5315 Media & Communications – Minutes for 9th December 2021

The Parish Council received the minutes of the Media & Communications Committee of 9th December 2021.

21/5316 Parish Clerks Report

The Parish Council received the report of the Parish Clerk. The Parish Council asked that a letter of thanks be sent to Brixworth Engineering thanking them for fixing the broken 'Tommy' at the Millenium Gardens.

20/5317 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	ANPR	Crime and Fire Commissioner
02	Brixworth Amenity Site – change of operator	NCC
03	Country Park Access	NCC

21/5318 Dates of Future Meetings

- Media & Communications Committee – 10th February 2021
- Planning Committee – 15th February 2021
- Council – 25th February 2021

21/5319 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 Moxon.

The meeting was in closed session from 9.10pm

21/5320 Legal Matters

The Parish Council noted the update regarding the County Court case. No actions were required.

The meeting was back in open session from 9:39pm

21/5321 Complaint

Two recent complaints had been received from one complainant. The Parish Council agreed that the complaints should not be upheld. This was proposed by Councillor James and seconded by Councillor Compton. This was a recorded vote:

For the motion (that the complaint is not upheld): Councillor Bird, Councillor Elaine Coe, Councillor Collyer, Councillor Compton, Councillor James, Councillor Mitchell and Councillor Moxon,

Against the motion: None

Abstentions: Councillor Barratt and Councillor Parker.

21/5322 Village Hall Car Park

The Parish Council was updated on discussions that had taken place regarding the Village Hall Car Park and the retail development at the Red Lion. The Parish Council was aware of the easement allowing access to the

Red Lion property through the Village Hall car park. Further updates would be provided.

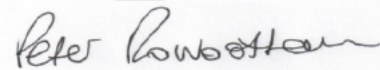
20/5323 Urgent Matters

The Parish Council discussed the offer of several Cherry Trees which could be planted within Brixworth. The planting of the trees would become a legacy from the 2020 Japanese season of culture. The Parish Council welcomed this initiative.

The meeting finished at 9:43pm

Signed as a true and accurate record.

Councillor Stephen James
Chairman
Brixworth Parish Council
25th February 2021



Peter Rowbotham
Parish Clerk
Brixworth Parish Council
8th February 2021
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council - Financial Transactions

B

February 2021

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (29th Jan)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00	PHA 1875 s164
03	Lex Autolease	Lease Van (1st)	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 (15th Feb)	20.43	4.09	24.52	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
			0.00	0.00	0.00	LGA 1972 s111
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19						
06	Royal Mail	Postage (25th Jan)	0.85	0.00	0.85	LGA 1972 s111
07	Royal Mail	Postage (29th Jan)	3.40	0.00	3.40	LGA 1972 s111
08	SLCC Enterprises	Arnold Baker Local Council Admin Book	123.80	0.00	123.80	LGA 1972 s111
09	Microsoft	Second 365 Licence for Assistant Clerk	19.47	0.00	19.47	LGA 1972 s111
10	O2	Pre pay mobile phone top up	16.67	3.33	20.00	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
			0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
11	Staff	Net Salaries and Wages (4 week month)	4,016.59	0.00	4,016.59	LGA 1972 s112
12	HMRC	PAYE	957.37	0.00	957.37	LGA 1972 s112
13	LGSS	Pension Scheme	675.63	0.00	675.63	LGA 1972 s112
14	Peter Rowbotham	Employment Related Expenses	68.75	0.00	68.75	LG(FP)A 1963 s5
15	R&G	Grounds Maintenance Contract	362.79	72.56	435.35	PHA 1875 s164
16	AH Blason & Son	Fuel	50.00	10.00	60.00	LGA 1972 s111
17	Parish Council Web Sites	Web Site Training	45.00	9.00	54.00	LGA 1972 s111
18	Bakers Waste	Trade Waste at St David's	42.87	8.57	51.44	PHA 1875 s164
18	Tradepoint B&Q	Groundsmans materials	29.95	6.00	35.95	PHA 1875 s164
20	Wave	Water Charges The Ashway Changing Room	38.59	0.00	38.59	PHA 1875 s164
21	LPC	Professional Services County Court	1,000.00	200.00	1,200.00	LGA 1972 s222
22	Indigo Computers	IT Support - Outlook and New PC Set Up	60.00	12.00	72.00	LGA 1972 s111
23	Vohkus (Crown Procurement)	Lap Top Assistant Clerk	757.96	151.59	909.55	LGA 1972 s111
24	Brixworth Comm Centre	Annual Cleaning Grant	1,209.00	0.00	1,209.00	LGA 1972 s133
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			10,178.41	595.42	10,773.83	
Receipts						
24	Brixworth Cricket Club	Annual Fee for Cricket Square (pro rata)	380.00	0.00	380.00	PHA 1875 s164
25	Brixworth Juniors FC	Annual Fee for Football Pitches (pro rata)	419.45	0.00	419.45	PHA 1875 s164
26	Nat West	Interest (January 29th)	1.26	0.00	1.26	LGA 1972 s111
Total Income this month			1.26	0.00	1.26	
Bank Transfer - Capital to Revenue						
27	Realign Account with budget		4,419.26	0.00	4,419.26	LGA 1972 s111
Total transferred to revenue this month			4,419.26	0.00	4,419.26	
Bank Transfer - Revenue to Capital						
	Realign Account with budget		0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

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

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

Paper F – Report to the Brixworth Parish Council on 28th January 2021



Report of the Verification Officer

The Parish Council's Financial Regulation 2.2 states that at least once in each quarter, a member other than a cheque signatory shall act as a Verification Officer to verify bank reconciliations.

With the current pressures of COVID it has been more difficult to carry out the verification process with the current lockdown restrictions. It was agreed that, in the current circumstances, there could be a more limited approach to verification. A smaller number of requested transactions could be highlighted and scanned images be provided via email. This could then be followed up by a Video Conferencing Meeting to discuss findings.

Work has been undertaken by the Verification Officer on the transactions so far and his report is shown in this report

–

Brixworth Parish Council

Verification Officer Report Quarter 1 2020

Due to the on-going situation the Council agreed that this be conducted remotely in a covid-safe manner and on a restricted basis with the option of a Zoom or Teams meeting between the Clerk and myself if required.

Eight transactions made between April and June 2020 were selected at random. Documents examined were the monthly Authority for Payments agreed by Full Council, Copies of the Minutes showing the authorisation of payments and copies of the bank statements provided by our Clerk, against the background of our Financial Regulations, Internal Controls and Banking Arrangements policies and accountancy good practice.

We had discussions concerning five of the eight selected accounts and there follows a brief resume and my recommendations. "FR" indicates our Financial Regulations

Westaway Motors Roof Rack

The lease van was not supplied with a roof rack as believed when ordered. A roof rack was purchased and the invoice submitted to Council for retrospective approval.

Findings and Recommendations

I have several concerns over this transaction.

1. There should be increased care and awareness in respect of exactly what is being purchased.
2. Minute 19/4865(3) Apr 2019 gave Council's instructions that fitting out the van for day to day operational needs must be incorporated in the lease. I was not at the meeting when it was agreed, but I suspect this was so as not to exceed any amount allocated in the revenue budget. In any event, this was not done. Instead, a full payment was made without authorisation and retrospective permission sought later. It was only 9 working days until the next full Council meeting when a cash sale could have been discussed and authorised. Instead, the purchase by-passed the Council's right to comment and discuss the changed purchase arrangements.
3. Even if the transaction was made outside the authority given by 19/4865, the amount exceeded what the Clerk is able to spend. It needs written permission from the Chair to exceed £250. (FR4.1) I have seen no evidence that this was done. And as an alternative, my view is that it nowhere near qualifies as an exception under FR 4.5.
4. FR 10.3 requires an effort to be made to seek alternative quotations for purchases.. I would have expected that the two main village garages would have been invited to quote to comply with this. I have no evidence of any alternative quotes being sought.

Further note. The originally supplied roof rails should be retained as the lease company is likely to require the vehicle to be returned "as supplied" at end of lease. I would seek confirmation that we are still in the possession of the roof bars.

Ascomi (web services) and NCC invoice for road markings.

The Ascomi account contained items dating back to 2018 (no reflection on BPC)

Findings and Recommendations

Ascomi

Invoice dated 13th April, reminder received 20th April. And paid 23rd April and approval sought retrospectively. This is not a "regular" payment under FR 5.6, nor listed under Banking Arrangements section 8. There was a Full Council meeting on 30th April 2020 when this could have been properly presented for approval before payment. Retrospective payments deny the Council an opportunity to question a payment. Payment on 30th April would have been only 13 working days since the invoice and I say this was ample opportunity to present it to the meeting for approval prior to payment.

2. There was a payment to Northamptonshire County Council on 30th April 2020 which was paid late as it was held for approval by Council.

I think there is inconsistency between 1 and 2 above.

I recommend that every payment is submitted to Council prior to payment as per FR Clerks limits, and that a check is made that we remove where possible, and no longer pay for redundant web sites.

Living Wage Foundation/

Living Wage Foundation

Findings and Recommendations.

As a measure of Value for Money, in addition to the membership of LWF, I recommend that Council uses the Living Wage logo on its website and stationery. This will show the Council in a positive light and help to raise awareness of the Foundation.

Blasons Garage.

Findings and recommendations.

This is incidental to a verification check as opposed to being part of it but it is something I wish to draw to Council's attention.

It appears from examination of the invoice from Blasons that our groundsman is purchasing petrol in a can. This was twice in April 2020. Of course, with grasscutting petrol-powered equipment, this is a necessity, but does include risk.. I would like confirmation that transporting, storing, and transferring petroleum spirit has been considered in the Council's risk assessment and our Groundsman receives appropriate training and the containers used comply with regulations.

I thank Peter for providing the papers I requested and think we should note that this was a very busy period for him working under much pressure.

Ian Barratt

Verification Officer

Brixworth Parish Council

Paper D – Report to the Brixworth Parish Council on 25th February 2021



Parish Path Warden

The Parish Council has been approached by a member of the public (Brixworth resident) who is willing to act as a 'Parish Path Warden' for Brixworth.

The role of a Path Warden is to walk the parish paths up to four times a year and report any issues.

The new unitary authority will shortly have responsibility for rights of way. The aim of the new authority will be to inspect 20% of the county's rights of way each year - so the Brixworth parish paths will be inspected once every five years. The appointment of a Parish Path Warden would offer a more frequent check.

The role is identified within the NCC Rights of Way Improvement Plan 2018 to 2028.

The Parish Council has the power to repair and maintain public footpaths and bridleways in the council's area in accordance with the Highways Act 1980 ss43,50.

Recommendation

The Parish Council is asked to consider the offer for the volunteer role of Parish Path Warden.



Unregistered land held by the Council

HM Land Registry aim to register any unregistered land held by public bodies by 2025. A redacted copy of the inventory of land owned by the Council is included on pages 2 and 3 of this report showing only the land that is not registered with the Land Registry.

Included within the inventory is St David's Recreation Ground which is made up of 3 legal titles, 2 of which are registered with the Land Registry. An image of the unregistered land is shown on page 4. Tollers Solicitors have recommended registering land sooner rather than later to reduce the risks of lost deeds, property fraud, etc.

Tollers fees for a first registration application depend on the complexity and age of the deeds. Assuming the deeds are relatively straightforward, Tollers fees will be £600 plus VAT and Land Registry fees, including Land Charges searches against each previous owner named in the deeds (if those searches are not already with the deeds) at £2 plus VAT per name, and a registration fee that depends on the property value. Tollers may be able to assist with recommending an agent to value the land (and any other unregistered land going forward).

The Parish Council has £2,746 uncommitted within the 20/21 budget for legal work connected with its assets. The Parish Council has the power to acquire land in accordance with the Local Government Act 1972, ss124,126 and 127. The registration of the land is viewed as an activity that is incidental to the discharge of this function. The appointment of the Solicitor was made at the last meeting of the Parish Council (Minute 21/5301) which was in accordance with the Financial Regulations.

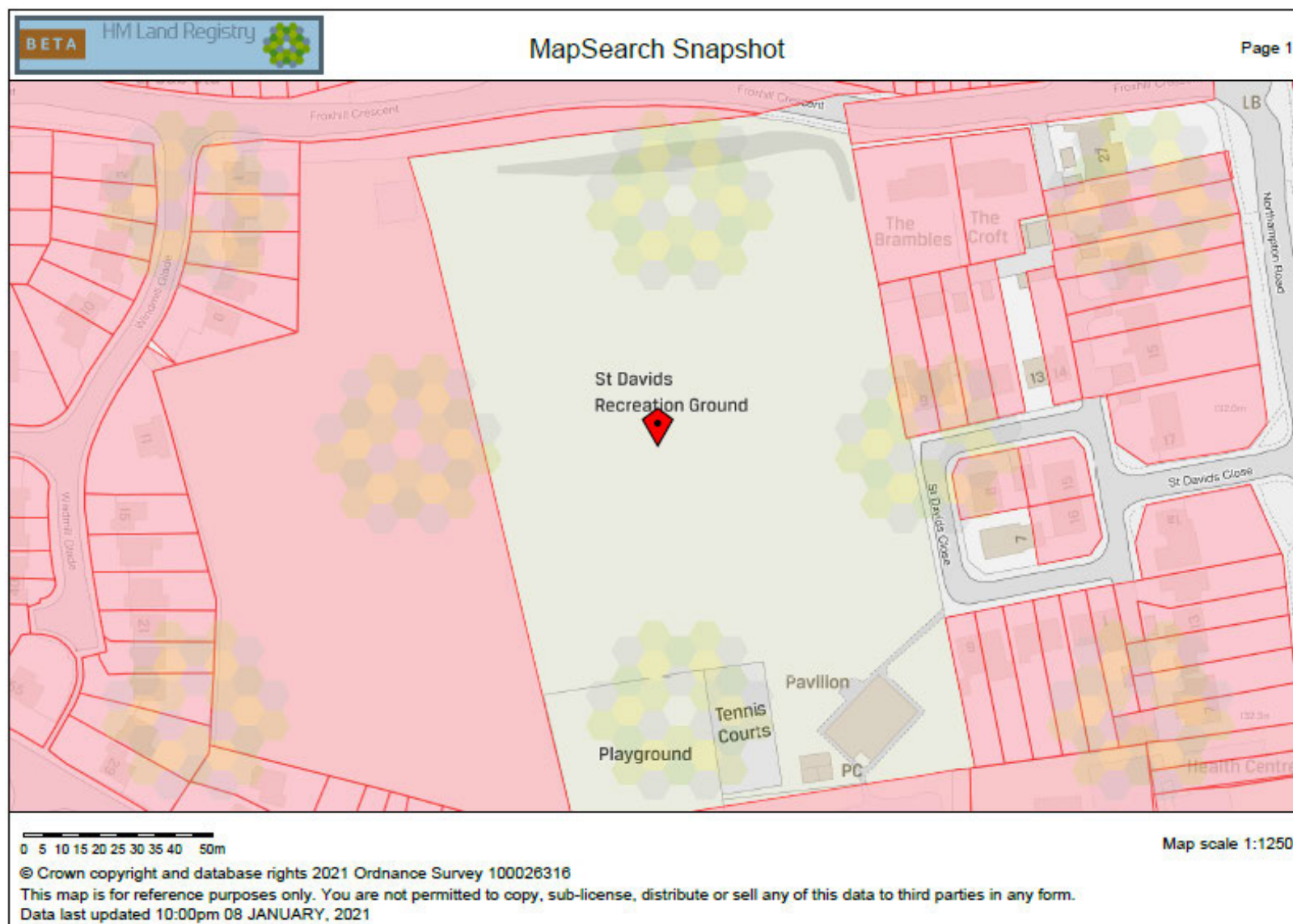
The Parish Council is asked to note that all of the legal documents previously stored by Shoosmiths and those previously held by Kings are now safely in place at Tollers.

Recommendation - The Council instruct Tollers to register the third parcel of land at St David's Recreation Ground thus providing the Council with an insight into what is expected in voluntary first registration of land. Upon registration of St David's and the Village Car Park, the remaining land be registered as soon as practical and as the finances permit. .

No.	Land Details	Description & Tenure	Title No	Solicitors & Documents held	Information	Renew by
06	Breach Close	Small open space	No	Shoosmiths & Harrison (File 1969 Conveyance 2.11.82)	Conveyance – 2.11.82 Barratt Nottingham Ltd	
14	Pytchley Close – Large Green	Not registered	No	Shoosmith & Harrison (File 1831 Two plots of land at Pytchley Close Conveyance 5.11.82 & Deeds of easement 3.11.98)	Conveyance 5.11.82 – Bowden Park Holdings Deed of easement 3.11.98 drain across land to new houses.	
15	Pytchley Close – Near to Spratton Rec. ground	Not registered	No	Shoosmith & Harrison (File 1831 Two plots of land at Pytchley Close Conveyance 5.11.82 & Deeds of easement 3.11.98)		
18	St David's Recreation Ground including Central Sports and the Tennis Courts	Not registered <i>(land to the left of the playground, the car park and the path to the car park are registered)</i>	No	Shoosmith & Harrison (File 1573 Playing fields at Brixworth – Conveyance 1975) (File 1671 Two counterparts leases of Sports Pavilion – 15.11.72 & 79) (File 1682 Land at side of Froxhill Crescent & St David's Recreation Ground - deed of easement 1979)	0.9.39 Conveyance – Park Farm 1975 Conveyance – Bryants 3.6 acres Playing field and car park. 1972 Trustees of Central Sports Committee – counter lease of Pavilion. Right of way. 1979 F R Watkins – counter lease pavilion - extension. 1979 Bryant Deed of easement – sewers and drains.	Central Sports Lease expires 14 th November 2022
22	The Pound	Not Registered – Confirmed by	No	Shoosmith & Harrison (File 3156 Deed of grant)	Deed of grant 2.11.71 EMEB allow electric cables in Pound. States PC as owner of Pound. £0.05 peppercorn rent to Wood Will Trust (C/O	Not owned by BPC?

No.	Land Details	Description & Tenure	Title No	Solicitors & Documents held	Information	Renew by
		Land Registry 11.05			Berrys).	
25	The Slip	Large open space – not registered	No	Shoosmiths & Harrison (File 1969 Land at the Slip and Breach Close Conveyance 2.11.82)	Conveyance – 2.11.82 Barratt Nottingham Ltd	
26	Village Hall and Village Hall Car Park	Not Registered	No	Shoosmith & Harrison Deeds		In the process of being registered with Bates Wells.

Unregistered title of St David's Recreation Ground. Other areas shaded red are registered with the Land Registry.





Utility Provider Comparison

Electricity Supply – Changing Rooms at the Ashway Playing Fields

E.on currently provide the electricity supply which is now out of contract. The annual usage is estimated to be 5,101 kWh and the current direct debit is £123 per month.

Supplier	Standing Charge (pence per day)	Pence per kWh	Estimated Monthly cost (£)
E.on (current supply)	48.00	24.01	116.40
E.on (1 year fixed contract)	30.00	14.19	71.88
E.on (2 year fixed contract)	30.00	14.69	74.09
E.on (3 year fixed contract)	30.00	16.53	82.23
SSE (3 year fixed contract)	30.57	15.29	75.21
Clear Utility Solutions (partnered with Northants CALCs) 3 year term	32.07	15.07	73.68
E.on (quote by Love Energy Savings)	31.00	14.92	75.16
Smartest Energy (quoted by Love Energy Savings)	27.34	15.02	75.00

The biggest monthly saving could be achieved by entering into a 1 year contract with E.on. However, there is no certainty about what the renewal rates will be in 12 months time.

If the Council would prefer a longer term deal, Clear Utility Solutions would offer the best rate. Based on the current information, the contract would cost roughly £64.80 more over the 3 year term but this is based upon the Council being able to renew the 1 year E.on contract at the same rate every year.

The Council has the power to provide and equip buildings for the use of clubs having athletic, social, or educational objectives in accordance with s.19 of the Local Government Miscellaneous Provisions Act 1976.

Recommendation

It is recommended that the Parish Council considers the length of term contract it wishes to enter into.

- If the Council wish to enter a 1 year term contract it is recommended that E.on be selected
- However, if a three year contract is preferred then Clear Utilities would be the most competitive option and electricity.



Parish Clerk – CiLCA Training

The Parish Clerk would like to pursue the formal CiLCA qualification to complement his existing local government qualifications. CiLCA helps Parish Clerks to become more aware of the law and procedures for local councils.

CiLCA is like an A-level; it's a Level 3 qualification tailored for the officers of local councils and takes up to 12 months to complete.

A CiLCA-qualified clerk helps the council gain the General Power of Competence and a Quality or Quality Gold Award. CiLCA would help the council achieve standards of good practice thereby enhancing the reputation of local councils.

There are five units covering the five themes:

- Core Roles in Local Council Administration
- Law & Procedure for Local Councils
- Finance for Local Councils
- Management for Local Councils
- Community Engagement

The Parish Clerk has already attended the module training at NCALC.

Brixworth Parish Council, in accordance with its adopted Training and Development Policy is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their position. Brixworth Parish Council has the power to allocate funds towards training and development of staff and councillors, under S111 of the Local Government Act 1972.

The Training budget is currently set at £1500 and has expenditure of £349.49. The cost of the CiLCA fees are £410.

Recommendation

The Parish Council considers the Clerks request for £410 funding to allow participation in the CiLCA qualification.

Paper H – Report to the Brixworth Parish Council on 25th February 2021



Environment

1.Sakura Project

The Parish Council has been offered 10 trees to be planted at the St David's Recreation Ground. These trees are some of the 6,500 Japanese cherry trees – or Sakura in Japanese – given to the UK by Japan, and planted across the country in parks, gardens and schools to celebrate Japan's relationship with the UK.

The project will be a legacy from the Japan-UK Season of Culture 2019-2020.

These trees will be planted by R&G.

2. Wildflowers

The first batch of wildflowers have been sowed on the Northampton Road (East).

Since then the Parish Council has been successful in obtaining a £1,000 grant from Daventry District Council towards further wildflowers. It is proposed that this money be used on wildflowers on the Holcot Road (near the Village Hall as previously agreed) and also the Northampton Road (West – within 30mph area).

It is proposed that R&G carry out this work.

3.Planters

The Parish Council has £1,500 in the flower boxes project – with £750 being uncommitted. This presents an opportunity to purchase a further 2 Barrier Baskets for Spratton Road complete with brackets for use in the Summer of 2021 and beyond.

4.Annual Tree Survey

The Annual Tree Survey has been completed and the report is attached. There are two trees that need testing with resistograph and a further 4 trees requiring remedial work. None of the works are 'urgent' but the tree work does need completing as soon as practical. Contractors have been contacted regarding quotes for the work. The value of the work is unknown but is likely to exceed the Clerks £1,000 spending limit.

Recommendations

1. The Parish Council accepts the 10 Cherry Trees as part of the Sakura Project and these be planted at St David's Recreation Ground by R&G.

2. The Parish Council accepts the £1,000 grant from Daventry District Council and that wildflowers be planted on Northampton Road and Holcot Road.
3. The Parish Council considers the purchase of two Barrier Baskets from Plantscape using the uncommitted budget.
4. The Parish Council receives the tree report and delegates the Parish Clerk, in consultation with the Chairman, to accept the lowest quotation to enable the tree work to be carried out as soon as practical. (This will waive Financial Regulation 4.1 if necessary)

Easting	Northing	Location	Tree	Species	No Stems	Size	Age	Vigour	Condition	Comments	Recommendations	Priority
475138	270661	The Slip	1	Acer platanoides (Norway Maple)	Single	Medium	Young Mature	Normal	Average	Minor deadwood	No Action	
475138	270667	The Slip	2	Acer platanoides (Norway Maple)	Single	Medium	Young Mature	Normal	Good	Previous recommendations completed	No Action	
475134	270671	The Slip	3	Acer platanoides (Norway Maple)	Single	Medium	Young Mature	Normal	Good		No Action	
475115	270664	The Slip	4	Betula pendula (Birch)	Single	Medium	Mature	Normal	Good		No Action	
475104	270662	The Slip	5	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Normal	Average		No Action	
475097	270659	The Slip	6	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Normal	Average	Previous recommendations completed	No Action	
475098	270653	The Slip	7	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Normal	Good		No Action	
475099	270648	The Slip	8	Prunus padus (Cherry)	Single	Small	Young Mature	Normal	Average	Basal damage. Slight light induced lean	No Action	
475101	270641	The Slip	9	Prunus padus (Cherry)	Single	Medium	Young Mature	Normal	Average	Poorly pruned & basal damage. Previous recommendations completed	No Action	
475108	270647	The Slip	10	Betula pendula (Birch)	Single	Medium	Mature	Normal	Good		No Action	
475110	270655	The Slip	11	Betula pendula (Birch)	Single	Medium	Mature	Normal	Good	Low branch over footpath	Crown raise to 3m	2
475081	270588	The Slip	12	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Normal	Average	Previous recommendations completed	No Action	
475082	270575	The Slip	13	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Normal	Average		No Action	
475078	270572	The Slip	14	Acer pseudoplatanus (Sycamore)	Double	Medium	Young Mature	Normal	Average	Previous recommendations completed	No Action	
475368	270655	The Ridings	15	Sorbus aria (Whitebeam)	Single	Small	Young Mature	Normal	Good	Low branch over footpath	Prune back 1m from footpath edge	2
475371	270651	The Ridings	16	Betula pendula (Birch)	Single	Medium	Young Mature	Normal	Good		No Action	
475371	270655	The Ridings	17	Sorbus aria (Whitebeam)	Single	Small	Young Mature	Normal	Good		No Action	
475371	270661	The Ridings	18	Fraxinus excelsior (Ash)	Single	Medium	Young Mature	Normal	Good		No Action	
475370	270667	The Ridings	19	Sorbus aria (Whitebeam)						Removed		
475368	270670	The Ridings	20	Sorbus aria (Whitebeam)	Single	Medium	Young Mature	Normal	Average		No Action	
475366	270674	The Ridings	21	Crataegus monogyna (Hawthorn)	Multi	Small	Young Mature	Normal	Average		No Action	

Easting	Northing	Location	Tree	Species	No Stems	Size	Age	Vigour	Condition	Comments	Recommendations	Priority
475370	270679	The Ridings	22	Acer platanoides 'Drummondii' (Variegated Norway Maple)	Single	Medium	Young Mature	Normal	Average		No Action	
475369	270676	The Ridings	23	Sorbus aria (Whitebeam)	Single	Medium	Young Mature	Normal	Average		No Action	
475373	270675	The Ridings	24	Acer platanoides 'Crimson King' (Purple Leaved Norway Maple)	Single	Medium	Young Mature	Normal	Average		No Action	
475372	270671	The Ridings	25	Betula pendula (Birch)	Single	Medium	Young Mature	Normal	Good		No Action	
475375	270668	The Ridings	26	Acer platanoides (Norway Maple)	Single	Medium	Young Mature	Normal	Average	Included/weak union appears stable at present	No Action	
475297	270738	The Ridings	28	Fagus sylvatica (Beech)	Single	Medium	Young Mature	Normal	Average	Obscuring street lamp	Prune back from street lamp	2
475367	270673		27	Sorbus aria (Whitebeam)						Removed		
475301	270739	The Ridings	29	Salix chrysocoma (Weeping Willow)						Removed		
475306	270765		30	Fraxinus excelsior (Ash)						Removed		
475123	270697	The Slip	31	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Normal	Average		No Action	
475119	270700	The Slip	32	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Normal	Average		No Action	
474998	270716	Holcot Rd	33	Acer pseudoplatanus (Sycamore)	Single	Medium	Young Mature	Low	Poor	Recently poorly topped	No Action	
474959	270717	Holcot Rd	34	Fagus sylvatica (Beech)	Single	Medium	Young Mature	Normal	Good	Previous recommendations completed	No Action	
474894	270706	Holcot Rd	35	Fagus sylvatica (Beech)	Single	Large	Mature	Normal	Good	Previous recommendations completed	No Action	
474888	270706	Holcot Rd	36	Acer pseudoplatanus (Sycamore)	Multi	Medium	Mature	Normal	Average	Previous recommendations completed	No Action	
474883	270706	Holcot Rd	37	Fraxinus excelsior (Ash)	Double	Medium	Young Mature	Normal	Average		No Action	
474694	270042	Foxhill Crescent	38	Tilia x europaea (Lime)	Single	Large	Mature	Normal	Good	Low branch over footpath	Crown raise to 3m	2
474688	270044	Foxhill Crescent	39	Tilia x europaea (Lime)	Single	Large	Mature	Normal	Good	Roots causing damage to footpath	No Action	
474360	270206	Foxhill Crescent	40	Sorbus intermedia (Swedish Whitebeam)	Single	Small	Young	Normal	Average	Previous recommendations completed	No Action	
474360	270211	Foxhill Crescent	41	Sorbus intermedia (Swedish Whitebeam)	Single	Medium	Mature	Normal	Average	Poorly pruned	No Action	

Easting	Northing	Location	Tree	Species	No Stems	Size	Age	Vigour	Condition	Comments	Recommendations	Priority
474360	270217	Foxhill Crescent	42	Sorbus aria (Whitebeam)	Single	Medium	Mature	Normal	Average	Poorly pruned	No Action	
474463	270289	Foxhill Crescent	43	Sorbus aria (Whitebeam)	Single	Small	Young Mature	Normal	Average		No Action	
474467	270289	Foxhill Crescent	44	Tilia x europaea (Lime)	Single	Medium	Young Mature	Normal	Good	Previous recommendations completed	No Action	
474476	270288	Foxhill Crescent	45	Tilia x europaea (Lime)	Single	Medium	Young Mature	Normal	Good	Previous recommendations completed	No Action	
474484	270286	Foxhill Crescent	46	Tilia x europaea (Lime)	Single	Medium	Young Mature	Normal	Good	Previous recommendations completed	No Action	
474621	270311	Foxhill Crescent	47	Sorbus aucuparia (Rowan)						Removed		
474638	270292	Foxhill Crescent	48	Fraxinus excelsior (Ash)	Single	Medium	Mature	Normal	Average	Previous recommendations completed	No Action	
474634	270288	Foxhill Crescent	49	Aesculus hippocastanum (Horse Chestnut)	Single	Small	Young	Normal	Average	Basal decay. Small basal bark wound.	No Action	
474625	270287	Foxhill Crescent	50	Aesculus x carnea (Red Horse Chestnut)	Single	Small	Young	Normal	Average	Stem exudate. Bark damage. Loose bark. Bacterial Wetwood & Bleeding Canker. Condition has improved since last survey.	No Action	
474539	270249	Foxhill Crescent	51	Crataegus monogyna (Hawthorn)	Double	Medium	Mature	Normal	Poor	Previous recommendations completed	No Action	
474701	270193	St Davids Close	52	Acer pseudoplatanus (Sycamore)	Single	Medium	Mature	Normal	Average		No Action	
474702	270185	St Davids Close	53	Robinia pseudoacacia (False Acacia)	Single	Medium	Mature	Normal	Good	Deadwood has been removed.	No Action	
474704	270179	St Davids Close	54	Acer platanoides 'Crimson King' (Purple Leaved Norway Maple)	Single	Medium	Mature	Normal	Good		No Action	
474706	270171	St Davids Close	55	Malus 'Profusion' (Apple)						Removed		
474519	270606	Pytchley Close	56	Fraxinus excelsior (Ash)	Single	Medium	Young Mature	Normal	Good		No Action	
474522	270612	Pytchley Close	57	Fraxinus excelsior (Ash)	Single	Medium	Young Mature	Normal	Good		No Action	

Easting	Northing	Location	Tree	Species	No Stems	Size	Age	Vigour	Condition	Comments	Recommendations	Priority
474526	270615	Pytchley Close	58	Betula pendula (Birch)	Single	Medium	Mature	Normal	Good		No Action	
474607	270738	Pytchley Close	59	Acer pseudoplatanus (Sycamore)	Single	Large	Mature	Normal	Good	Minor hanging branches in the centre of the crown	Remove hanging branches	2
475087	270842	Eaglehurst	60	Betula pendula (Birch)	Single	Medium	Young Mature	Normal	Good		No Action	
475104	270845	Eaglehurst	61	Acer pseudoplatanus (Sycamore)	Single	Large	Mature	Normal	Good		No Action	
475111	270840	Eaglehurst	62	Acer campestre (Field Maple)	Single	Small	Young Mature	Normal	Good		No Action	
475113	270849	Eaglehurst	G63	6 x Crataegus monogyna (Hawthorn)	Multi	Medium	Mature	Normal	Average		No Action	
475113	270859	Eaglehurst	G64	Group of Acer pseudoplatanus (Sycamore)	Multi	Small	Young	Normal	Average	Self set	No Action	
475134	270856	Eaglehurst	65	Acer campestre (Field Maple)	Single	Medium	Mature	Normal	Average		No Action	
475125	270859	Eaglehurst	G66	6 x Crataegus monogyna (Hawthorn)	Multi	Medium	Mature	Normal	Average		No Action	
475138	270864	Eaglehurst	67	Fraxinus excelsior (Ash)	Double	Large	Mature	Normal	Average	Minor deadwood	No Action	
475146	270862	Eaglehurst	68	Acer campestre (Field Maple)	Single	Medium	Young Mature	Normal	Poor	Squirrel damage	No Action	
475157	270860	Eaglehurst	69	Fraxinus excelsior (Ash)	Single	Small	Young	Normal	Average	Squirrel damage. Tree now fenced off, no access.	No Action	
475161	270855	Eaglehurst	70	Acer pseudoplatanus (Sycamore)	Single	Small	Young	Normal	Average	Squirrel damage	No Action	
475156	270853	Eaglehurst	71	Acer campestre (Field Maple)	Single	Small	Young Mature	Normal	Average	Squirrel damage	No Action	
475146	270843	Eaglehurst	72	Acer campestre (Field Maple)	Single	Medium	Young Mature	Normal	Good		No Action	
475134	270834	Eaglehurst	73	Acer campestre (Field Maple)	Single	Medium	Young Mature	Normal	Good		No Action	
475129	270828	Eaglehurst	74	Acer campestre (Field Maple)	Single	Medium	Young Mature	Normal	Good		No Action	
475111	270823	Eaglehurst	75	Betula pendula (Birch)	Single	Small	Young	Normal	Good		No Action	
475101	270830	Eaglehurst	76	Acer pseudoplatanus (Sycamore)	Single	Small	Young	Normal	Average		No Action	
474737	271098	Cross Hill	77	Acer pseudoplatanus (Sycamore)	Single	Medium	Mature	Normal	Average	Basal cavities/hollows with decay	Test with Resistograph	1
475028	270346	Ashway	78	Fraxinus excelsior (Ash)	Single	XL	Mature	Normal	Average	Minor deadwood. FFB of Inonotus hispidus on main stem at 2.25m, north east.	Test with Resistograph	1
475033	270334	Ashway	79	Fraxinus excelsior (Ash)	Single	XL	Mature	Normal	Average	Previous recommendations completed	No Action	

Easting	Northing	Location	Tree	Species	No Stems	Size	Age	Vigour	Condition	Comments	Recommendations	Priority
474660	270555	Library	80	Fraxinus oxycarpa 'Raywood' (Raywood's Ash)	Single	Small	Young Mature	Normal	Average	Minor deadwood	No Action	
474668	270555	Library	81	Fraxinus oxycarpa 'Raywood' (Raywood's Ash)	Single	Small	Young Mature	Normal	Average	Minor deadwood	No Action	
474674	270555	Library	82	Fraxinus oxycarpa 'Raywood' (Raywood's Ash)	Single	Small	Young Mature	Normal	Average	Minor deadwood	No Action	
474681	270558	Library	83	Fraxinus oxycarpa 'Raywood' (Raywood's Ash)	Single	Small	Young Mature	Normal	Average	Minor deadwood	No Action	
474684	270557	Library	84	Tilia x europaea (Lime)	Single	Medium	Young Mature	Normal	Good		No Action	
474726	271152	Millenium Gardens	85	Acer pseudoplatanus (Sycamore)	Double	Large	Mature	Normal	Average	Previous recommendations completed	No Action	
474728	271157	Millenium Gardens	86	Acer pseudoplatanus (Sycamore)	Single	Large	Mature	Normal	Average	Previous recommendations completed	No Action	
474457	270564	Recreation Ground	87	Prunus avium (Cherry)	Single	Medium	Mature	Normal	Average	Minor root damage near to footpath	No Action	
474447	270564	Recreation Ground	88	Prunus avium (Cherry)	Multi	Medium	Mature	Normal	Average		No Action	
474411	270569	Recreation Ground	89	Fraxinus excelsior (Ash)	Single	Medium	Young Mature	Normal	Good		No Action	
474410	270578	Recreation Ground	90	Prunus avium (Cherry)	Single	Small	Young	Normal	Average		No Action	
474406	270597	Recreation Ground	91	Crataegus monogyna (Hawthorn)	Single	Medium	Young Mature	Normal	Average	Previous recommendations completed	No Action	
474435	270629	Recreation Ground	G92	3 x Acer campestre (Field Maple), 1 x Corylus avellana (Hazel)	Single	Large	Young Mature	Normal	Average		No Action	
474453	270624	Recreation Ground	93	Crataegus crus-galli (Cockspur Thorn)	Single	Large	Mature	Normal	Good		No Action	
474464	270620	Recreation Ground	94	Crataegus crus-galli (Cockspur Thorn)	Single	Large	Mature	Normal	Good		No Action	
474472	270618	Recreation Ground	95	Quercus robur (Oak)	Single	Medium	Young	Normal	Good		No Action	
474476	270617	Recreation Ground	96	Crataegus crus-galli (Cockspur Thorn)	Single	Large	Mature	Normal	Good		No Action	

Easting	Northing	Location	Tree	Species	No Stems	Size	Age	Vigour	Condition	Comments	Recommendations	Priority
474481	270614	Recreation Ground	97	Acer campestre (Field Maple)	Single	Medium	Young Mature	Normal	Good		No Action	
474484	270613	Recreation Ground	98	Acer campestre (Field Maple)	Single	Large	Young Mature	Normal	Good	Minor deadwood	No Action	
474490	270610	Recreation Ground	99	Acer campestre (Field Maple)	Single	Large	Young Mature	Normal	Good	Minor deadwood	No Action	
474502	270606	Recreation Ground	100	Crataegus crus-galli (Cockspur Thorn)	Single	Large	Mature	Normal	Good		No Action	
474510	270603	Recreation Ground	101	Prunus avium (Cherry)	Single	Large	Mature	Normal	Average		No Action	



BT Telephone Box ("the Kiosk") – Church Street/High Street - Adoption of the Kiosk

The Parish Council previously agreed to approach British Telecom ("BT") regarding the possible adoption of the telephone box on Church Street/High Street so it could have alternative uses for the benefit of the local community. (Minute 20/5087).

It is understood that Daventry District Council previously objected to BT removing the telephone box situated outside of the library in August 2020. The objection was based upon the loss of an important public service. (With Parish Council support)

BT - Adopt a Kiosk Scheme

BT have identified the telephone box with the telephone number 01604 880311.

The telephone box is a listed kiosk therefore BT need to undertake a 90 day consultation with Daventry District Council to ensure there are no objections. Assuming there are no objections, the Council need to sign the Sale Agreement, see below, and pay £1 to BT.

Following which, BT will disconnect the phone, the payphone equipment will be removed and the Council will own the kiosk.

BT can maintain the power connection in the kiosk free of charge or the Council can take ownership of the supply.

Sale Agreement

A complete copy of the sale agreement to be entered into can be found here:

<https://btbusiness.custhelp.com/euf/assets/pdf/payphones/Agreement-for-Sale-and-Purchase-of-Telephone-Kiosks-to-a-Local-Authority-parish-England-Wales.pdf?noIntercept/1>

Particular points to note:-

- the purchase price is £1
- BT is under no obligation to reposition, restore or repair the kiosk, it is sold as seen.
- The land under the kiosk is not for sale in the agreement
- The Council will become responsible for the maintenance of the kiosk and will need to do so in accordance with statutory guidance
 - The Council acknowledge that any leaden paint on the kiosk may require specific maintenance procedures
 - The Council acknowledge that the current light fitting may not meet current guidelines and any upgrade will be the responsibility of the Council

- If BT continue to supply electricity to the kiosk, the Council will obtain written prior approval of any electrical device being fitted e.g. a defibrillator.
- The Council will inform the public and emergency services that the kiosk is now their responsibility and will also display a sign to the same effect in the kiosk.
- The Council acknowledge taking or having considered legal advice before entering in to the agreement.
- The Council will indemnify BT for any losses or damages if the Council breach their obligations

The Parish Council has the powers to incur expenditure which in their opinion is in the interests of and will bring direct benefit to the area or its inhabitants, in accordance with s.137 of the Local Government Miscellaneous Provisions Act 1976.

The Council also has the power to provide public buildings in accordance with s.133 of the Local Government Act 1972.

The financial implications would to be considered although any maintenance would be from existing budgets.

The removal of the pay phone at Church Street/ High Street would leave the village with one remaining call box at Spratton Road. The future of this pay phone is constantly under review which could eventually lead to the demise of the public telephone within the village. Currently, approximately 95 percent of households within the United Kingdom own a mobile phone.

Recommendation

It is recommended that the Parish Council considers adopting the kiosk and its alternative uses for the community, whilst noting the details of the contract above, in particular that the payphone equipment would be permanently removed.

Paper Submitted by Councillor James

100th anniversary of the Royal British Legion poppy appeal.

As some of you will have noticed from a recent Facebook post 2021 will be the 100th anniversary of the Royal British Legion poppy appeal.

Locally the aim is amongst other ideas is to provide fifty-five, five foot high 'Tommy's' to represent each of Brixworth's fallen. It is intended that these would be made from 12mm marine plywood and painted black and each one would bear the name of an individual and more information could be added as becomes available.

It is also intended that these are reusable.

It is proposed that £5,500 be allocated to this cause for the local representative to put towards the costs of these.

Clerks Note-

Any British Legion expenditure will be 's137' which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power.

The appropriate limited sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.32 per elector.

There are currently 4370 electors in Brixworth – meaning a maximum s137 spend limit of £36,358.

J**DRAFT**

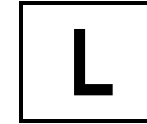
Week	Commencing	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Wk 12	22-Mar-21				Full Council			
Wk 13	29-Mar-21	Planning				Bank Holiday	Surgery	
Wk 14	05-Apr-21	Bank Holiday						
Wk 15	12-Apr-21			Media				
Wk 16	19-Apr-21	Planning		Sports Liasion	Annual Parish Meeting (TBC)			
		Finance WG						
Wk 17	26-Apr-21				Full Council			
Wk 18	03-May-21	Bank Holiday			Election Day		Surgery	
Wk 19	10-May-21	Planning		Media				
Wk 20	17-May-21				Full Council (Annual)			
Wk 21	24-May-21				Full Council			
Wk 22	31-May-21	Bank Holiday					Surgery	
Wk 23	07-Jun-21	Planning		Media				
Wk 24	14-Jun-21							
Wk 25	21-Jun-21				Full Council			
Wk 26	28-Jun-21	Planning					Surgery	
Wk 27	05-Jul-21			Sports Liasion				
Wk 28	12-Jul-21		Personnel WG	Media				
Wk 29	19-Jul-21	Finance WG						
		Planning						
Wk 30	26-Jul-21				Full Council			
Wk 31	02-Aug-21						Surgery	
Wk 32	09-Aug-21	Planning		Media				
Wk 33	16-Aug-21							
Wk 34	23-Aug-21				Full Council			
Wk 35	30-Aug-21	Bank Holiday					Surgery	
Wk 36	06-Sep-21	Planning		Media				

Wk 37	13-Sep-21		Personnel WG					
Wk 38	20-Sep-21							
Wk 39	27-Sep-21	Planning			Full Council		Surgery	
Wk 40	04-Oct-21			Sports Liaison				
Wk 41	11-Oct-21			Media				
Wk 42	18-Oct-21	Finance WG						
		Planning						
Wk 43	25-Oct-21				Full Council			
Wk 44	01-Nov-21	Finance WG					Surgery	
Wk 45	08-Nov-21	Planning		Media				
Wk 46	15-Nov-21							
Wk 47	22-Nov-21		Personnel WG		Full Council			
Wk 48	29-Nov-21	Planning					Surgery	
		Finance WG						
Wk 49	06-Dec-21			Media				
Wk 50	13-Dec-21			Sports Liaison	Full Council			
Wk 51	20-Dec-21	Planning						
Wk 52	27-Dec-21	Bank Holiday	Bank Holiday					
Wk 1	03-Jan-22	Bank Holiday					Surgery	
Wk 2	10-Jan-22	Planning		Media	Full Council (Finance)			
Wk 3	17-Jan-22	Finance WG						
Wk 4	24-Jan-22				Full Council			
Wk 5	31-Jan-22	Planning					Surgery	
Wk 6	07-Feb-22			Media				
Wk 7	14-Feb-22							
Wk 8	21-Feb-22	Planning			Full Council			
Wk 9	28-Feb-22						Surgery	
Wk 10	07-Mar-22			Media				
Wk 11	14-Mar-22	Planning	Personnel WG					
Wk 12	21-Mar-22			Sports Liaison				
Wk 13	28-Mar-22				Full Council		Surgery	

Wk 14	04-Apr-22	Planning						
Wk 15	11-Apr-22	Finance WG				Bank Holiday		
Wk 16	18-Apr-22	Bank Holiday		Media				
Wk 17	25-Apr-22	Planning			Full Council			
Wk 18	02-May-22							
Wk 19	09-May-22							



Bank Reconciliation - 29 January 2021



SUMMARY

31-Dec-21	Revenue (Current) Account	130,306.97
31-Dec-21	Capital (Reserve) Account	152,609.88
	bank balance	£ 282,916.85

RECEIPTS

Precept Income from DDC	
VAT rebate from HMRC	
NCC Grass Cutting	
Sports Income	
Heritage Grant	
Interest from Capital (Reserve) Account	£ 2.56
Community Centre Recharged items	
Community Centre Recharged cleaning	
Other -refund	
Other - bank reject	
Other Income	
Community Infrastructure Levy	
Total cash in	£ 2.56

EXPENDITURE

Employment Expenses (Wages/ Salaries plus mileage)	£ 5,883.59
Value of all other transactions this month	£ 926.06
Total cash out	£ 6,809.65

Total: £ 276,109.76

Prepared by the Parish Clerk & Responsible Financial Officer

* error this month on the bank statement

ACTUAL CASH IN BANK ACCOUNTS

29-Jan-21	Revenue (Current) Account	84,551.87
29-Jan-21	Capital (Reserve) Account	191,557.89
	bank balance	£ 276,109.76

UNPRESENTED CHEQUES

No unpresented cheques	£ -
Total unpresented cheques	£ -

£ 276,109.76

Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen

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



BRIXWORTH PARISH COUNCIL

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Statement of Reserves

Todate

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

Earmarked Reserves

Kubota Grass Mower	2,782.00	3,500.00	0.00	0.00	6,282.00
Van Branding & end of lease costs	1,000.00	400.00	528.00	0.00	872.00
Small Mower Replacement Fund	1,200.00	0.00	0.00	0.00	1,200.00
Strimmer Replacement Fund	600.00	0.00	0.00	0.00	600.00
Projects	8,819.55	7,500.00	985.00	0.00	15,334.55
Projects (St Davids)	0.00	45,000.00	0.00	0.00	45,000.00
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	3,077.50	2,000.00	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 (St Davids)	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	1,209.00	0.00	2,791.00
Events	0.00	2,500	0.00	0.00	2,500.00
	74,182.53	82,550.00	11,575.50	2,310.00	142,847.03

To reconcile with Capital Bank Account:	£ 114,498.75	£ 95,790.88	£ 11,575.50	£ 187,138.63
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Section 106 (Held by Daventry DC)

Indoor Sports - Youth & Adult (Feb 2022) CC	72,634.00	0.00	0.00	72,634.00
Outdoor Sports - Youth (Feb 2022) St Davids	105,987.00	0.00	0.00	105,987.00
Parks and Gardens (Sept 2022) St Davids	65,263.00	0.00	0.00	65,263.00
	£ 243,884.00	£ -	£ -	£ 243,884.00
Toucan Crossing NCC (Sept 2027)	32,500	0.00	0.00	£ 32,500.00

Monthly Summary

Revenue Account (actual)	£	84,551.87	
Capital Account (actual)	£	191,557.89	
Total Cash in Bank	£	276,109.76	
Less Earmarked & Restricted	£	187,138.63	
Less forecast capital commitments	£	2,310.00	
Less forecast revenue commitments	£	10,000.00	
Add forecast Income	£	15,000.00	
Identified as General Reserves	£	91,661.13	55% of precept

Section 106 held by Daventry DC	£	243,884.00
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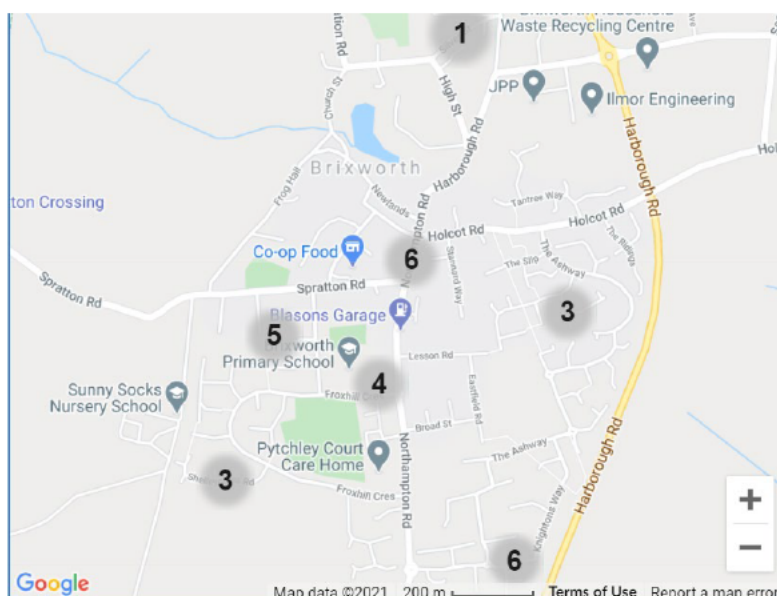
Section 106 for use by NCC	£	32,500.00
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Paper K for the Brixworth Parish Council of 25th February 2021



Reported Crime for December 2020

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



Trend

2018	2019	2020
17	19	28

Violence and sexual offences 13

Anti-social behaviour 7

Burglary 2

All other crime 6



Paper N – Paper for the Brixworth Parish Council of 25th February 2021

SID Number of Cars by time

Holcote Road Inbound

February 2021

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	14	109	3	3	5	12	16	26.8	14
1 - 2	24	358	3	5	3	9	9	78.6	9
2 - 3	7	56	3	3	6	4	40	15	22
3 - 4	7	62	7	5	2	3	2	16.6	2.5
4 - 5	11	5	12	7	7	10	2	8.4	6
5 - 6	36	36	29	35	26	8	1	32.4	4.5
6 - 7	102	78	86	86	79	22	7	86.2	14.5
7 - 8	292	237	222	235	263	96	64	249.8	80
8 - 9	415	291	312	340	261	153	100	323.8	126.5
9 - 10	296	222	262	276	275	214	181	266.2	197.5
10 - 11	297	277	280	267	348	332	290	293.8	311
11 - 12	310	271	351	307	393	496	364	326.4	430
12 - 13	333	332	361	342	427	534	419	359	476.5
13 - 14	365	341	359	388	461	446	380	382.8	413
14 - 15	342	378	448	471	442	448	362	416.2	405
15 - 16	416	414	423	581	537	423	301	474.2	362
16 - 17	543	594	520	543	547	390	277	549.4	333.5
17 - 18	559	536	568	547	518	329	196	545.6	262.5
18 - 19	254	252	315	300	379	330	171	300	250.5
19 - 20	169	142	148	191	178	196	112	165.6	154
20 - 21	85	80	94	103	145	228	81	101.4	154.5
21 - 22	72	48	63	105	103	297	37	78.2	167
22 - 23	34	34	37	64	47	169	30	43.2	99.5
23 - 24	12	15	9	22	12	24	16	14	20
Totals	4995	5168	4915	5226	5464	5173	3458		
% of Total	14.5%	15%	14.3%	15.2%	15.9%	15%	10.1%		



Paper N for the Brixworth Parish Council meeting of 25th February 2021

SID – Number of Speeding Cars

Holcot Road Inbound –

February 2021

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	1	2	3	3	2	6	7	2.2	6.5
1 - 2	1	1	1	2	3	5	2	1.6	3.5
2 - 3	4	3	2	3	3	4	6	3	5
3 - 4	5	3	2	3	2	2	2	3	2
4 - 5	6	3	8	3	3	4	1	4.6	2.5
5 - 6	17	14	13	14	12	3	0	14	1.5
6 - 7	32	28	34	32	33	12	1	31.8	6.5
7 - 8	76	57	54	68	66	24	24	64.2	24
8 - 9	105	67	81	98	67	44	31	83.6	37.5
9 - 10	66	54	79	76	82	70	49	71.4	59.5
10 - 11	63	63	74	82	66	90	65	69.6	77.5
11 - 12	68	62	88	85	81	106	92	76.8	99
12 - 13	68	72	78	87	82	134	79	77.4	106.5
13 - 14	92	86	95	89	104	107	100	93.2	103.5
14 - 15	85	93	78	104	101	113	109	92.2	111
15 - 16	87	106	73	83	115	101	74	92.8	87.5
16 - 17	92	133	93	124	117	100	81	111.8	90.5
17 - 18	128	90	114	107	108	88	65	109.4	76.5
18 - 19	69	83	67	67	85	56	44	74.2	50
19 - 20	51	46	29	47	49	47	37	44.4	42
20 - 21	33	25	34	40	38	25	25	34	25
21 - 22	33	17	22	32	19	15	14	24.6	14.5
22 - 23	13	17	19	25	20	5	14	18.8	9.5
23 - 24	5	10	5	9	7	8	5	7.2	6.5



Paper O for the Council Meeting of 25th February 2021

Brixworth Parish Council

Planning Decisions – January 2021

Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2020/1101	Removal of trees within a conservation area	The Grange 21, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL	Support	Approval Trees in Cons Area
DA/2020/1030	Work to trees subject of Tree Preservation Order TPO 30	Lake House, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE	Support	Approval TPO
DA/2020/0945	Construction of two detached bungalows.	The Manor House, Victors Barn, Northampton Road, Brixworth, Northamptonshire, NN6 9DQ	Object	Refusal Full.
DA/2020/0858	Removal of existing roof covering and structure on former stable. Raise roof level by building up at eaves. Installation of new roof structure and clay pantile covering. Loft conversion with creation of new access to main house through gable wall. Replace existing rear conservatory with new stone and slate garden room extension. Replace existing timber and uPVC windows and doors with timber slimline double glazed windows and doors.	The Firs, Saneco Lane, Brixworth, Northamptonshire, NN6 9DA	Support	Withdrawn



Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2020/0857	Demolition of existing conservatory. Construction of garden room, loft conversion including raising roof height, alterations and replacement windows and detached garden summerhouse.	The Firs, Saneco Lane, Brixworth, Northamptonshire, NN6 9DA	Support	Withdrawn
DA/2020/0652	Change of use from agricultural land for the purposes of a touring caravan site, construction of amenities building, car parking and roadways (revised scheme).	Land Adjacent Brixworth Country Park, Northampton Road, Brixworth, Northamptonshire	Object	Withdrawn
DA/2020/0422	Construction of single storey front and rear extensions and internal alterations	Cherrybank, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE	Object	Approval Householder App

Paper P for the Parish Council Meeting of 25th February 2021



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 25th January 2021

Video Conferencing

Councillors: Councillor Tom Mitchell, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Stephen James, Councillor Sandra Moxon and Councillor Kevin Parker

In Attendance: Peter Rowbotham (Parish Clerk)

Apologies for Councillor Frances Peacock.

Absence:

Absent: Councillor Stuart Coe

Members of the Public 6 (including 5 members of the Brixworth Neighbourhood Planning Group)

21/2016P Welcome

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

21/2017P Apologies for Absence

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

21/2018P Members' Declaration of Interests

None received.

21/2019P Minutes of the Meeting of 4th January 2021

The minutes of the Planning Committee of 4th January 2021 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous. The minutes would be signed by the Chairman as soon as practical.

Initialled.....

21/2020P Brixworth Neighbourhood Plan Review

Mr Parsons from the Neighbourhood Planning Group outlined the history of the Brixworth Neighbourhood Plan and also of the need to update the document. The refreshed document would reflect recent changes in both local and national planning policy and would also have a layout which was considered more accessible.

The Policies within the Neighbourhood Plan remain unchanged and the proposed changes were classified as 'minor' thereby avoiding a full scale review. Following a suggestion to amend Policy 2 (Development in the Open Countryside) Mr Parsons said that he would seek advice from the DDC Planning Policy Unit to seek clarification on whether this would be a 'minor change' or one that could trigger a whole document review.

The Neighbourhood Plan would be presented for consideration to the Parish Council meeting on 28th January 2021.

21/2021P**DA/2020/1084****Construction of shed for storage and fence.****88A, Northampton Road, Brixworth, Northamptonshire, NN6 9DY**

The Parish Council agreed to object to the proposal. There was insufficient information provided. Concerns had been expressed regarding the loss of amenity to the neighbouring property and also the restricted space for maintenance purposes. This was proposed by Councillor Mitchell and seconded by Councillor Moxon.

21/2022P**DA/2020/1107 (Amended)****Single storey rear extension****19, Broadlands, Brixworth, Northamptonshire, NN6 9BH**

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

21/2023/P**DA/2020/1105 (Amended)****Alterations to existing vehicular access and parking area and new pedestrian access****Sunnybank, Station Road, Brixworth, Northamptonshire, NN6 9DF**

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

21/2024/P**DA/2020/1098****Formation of agricultural track; provision of hard surface to existing agricultural track****Land Off Pitsford Road, Chapel Brampton (Pitsford Parish), Northamptonshire**

The Parish Council agreed to object to this proposal on the basis that this would adversely affect the open countryside by the laying of an enhanced hard surfaced track. This was contrary to the West Northamptonshire Joint Core Strategy Policy BN5 and also Policy SP1 of the Part 2 Settlements and Countryside Local Plan. This was proposed by Councillor Moxon and seconded by Councillor Peacock.

Initialed.....

21/2025/P**20/00075/WASVOC**

Variation of condition 6 of planning permission: 12/00034/WAS to allow retention of existing renewable power generation compound

Brixworth Landfill Site, Scaldwell Road, Brixworth, Northamptonshire, NN6 9EN

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

21/2026P - Appeal Decision**DA/2018/0565**

Change of use from agricultural land for the purposes of a touring caravan site, erection of an amenities building, car parking and roadways

Land adjacent to Brixworth Country Park, Pitsford Water, NN6 9DG

The Parish Council noted the appeal notice dismissing the planning appeal.

21/2027P Any Other Urgent Business

The Parish Council noted that a 5-day notice had been issued to remove a Beech tree at 32, Church Street, Brixworth. This was on the grounds of safety as the tree was in very poor condition. Photographic evidence had been provided.

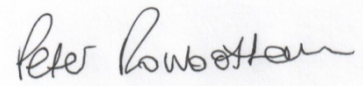
A planning appeal had been lodged against the District Council's decision to refuse permission for the proposal on land to the west of Mercedes Avenue, Brixworth. The Parish Council would be represented at the hearing.

20/2028P Date of Next Meetings

Monday 15th February 2021.

The meeting finished at 8.30pm

Signed as a true and accurate record



Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
15th February 2021

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
2nd February 2021
Telephone: 079 8314 1786 Email
parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....

Paper Q for the Parish Council Meeting of 25th February 2021**Brixworth Parish Council****Minutes of the meeting of the Media & Communications Committee****Wednesday 13th January 2021****Video Conferencing****In Attendance:****Councillors:** Councillor Elaine Coe, Councillor Jackie Bird & Councillor Sandra Moxon.**Apologies:** None**Absent -** None**Also Present:** Peter Rowbotham (Parish Clerk)**Members of
the Public:** 0

21/421MC Welcome

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

21/422MC Apologies for Absence

None received

21/423MC Declarations of Interest

None declared.

21/424MC Minutes of the last meeting (9th December 2020)

The minutes of the last meeting held on 9th December 2020 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird. Unanimous.

21/425MC Brixworth Bulletin

The Posting Plan was reviewed. The proposed content for the next edition of the Brixworth Bulletin was updated.

The draft layout would be sent out by 7th February 2021 for final approval at the meeting on 10th February.

Page 1 Grants/ Brixworth Centre – also promote grants	EC
Page 2 - S106 MUGA and Play Park update	SM
Page 3 Highways and Parking	SM
Page 4 New Member of Staff – Ciara Wanstall	JB

20/426MC Community Safety

Nothing to report.

20/409 Items Referred from the Parish Council

None

20/412 MC Any Other Business

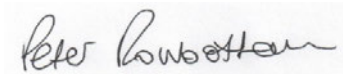
None

20/413 MC Date of Next Meeting

Wednesday 10th February 2021 at 6.45pm

The Meeting finished at 7.15pm

Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
10th February 2021



Peter Rowbotham
Parish Clerk
Brixworth Parish Council
3rd February 2021
Telephone: 079 8314 1786
Email: parish.clerk@brixworthparishcouncil.gov.uk

Paper S for the Brixworth Parish Council Meeting of 28th January 2021



Report of the Parish Clerk

February 2021

1. Overview

Homeworking has been continuing. With the recent Government announcement there are some key dates being identified. The Elections will take place on May 6th as planned. Councillors should make sure that they are aware of the process and ensure that all deadlines for submissions are met. The legislation for video conferencing meetings expires in May. It is possible that this could be extended or even made a permanent feature of local democracy. We will await further advice on the meetings situation.

There has been a full range of meeting of meetings this month.

2. Updates

The tender documentation for the two s106 projects at St David's recreation Ground have been sent out. Completed tenders are expected back on 3rd March. I have had meetings and phone calls with suppliers on this.

The County Council has been formally informed of the intention to refurbish the Community Centre for the purpose of widening its use to include indoor sport.

The County Council has now installed the 30mph roundel at Northampton Road.

Tollers now have all of the Parish Councils legal documents.

I have had a further FOI request which will be dealt with in accordance with the legislation.

The Assistant Clerk has attended training on web site and is also attending an Emergency Planning training course with a view to updating the plan.

I received an email from a local company wanting to sponsor litter bins at the Industrial Estate. This offer was referred to Daventry District Council.

All of the invoices have been sent out for this financial year. Many have been reduced pro rata to take account of the COVID issues.

I have some laptop issues and had needed support to fix. The laptop for the Assistant Clerk has been activated with the Microsoft 365 Licence.

3. Assets

The legal work on agreements is ongoing.

The Village Hall car park agreement is awaiting a plan with the car park spaces all marked up to accompany the draft paperwork. The Village Hall and Car Park is in the process of being registered.

The Cricket Club is progressing. The St David's land is need of registering at the Land Registry.

The Tommy has been repaired and reinstalled at the Millenium Gardens.

The repaired goalmouths at The Ashway have taken well and will be ready for the resumption of football at the end of March.

4. Service Requests

- Highway Verges
- Trees and Shrubs
- Litter on highway verges and at old Tennis Courts
- Litter at the Industrial Estates

5. Meetings Attended this Month

5.1 Media & Communications Committee

5.2 Planning Committee

5.3 Parish Council

6. Training & Development

- I attended a CPRE session on Planning in a Unitary Authority

7. Community Engagement

Only activity through social media. Litter has been mentioned this month.

Our posts remain varied often linked to partner activities and Covid 19. The Election and the need for Parish Councillors has been a recent theme.

8. Actions from the previous Council Meetings

Minute	Item	Action	Status
20/5087	BT Box	Adopt	Progressing
20/5090	Village Benches	Quotes for refurb	To progress
20/5091	Wildflowers	Highway licence	Progressing
20/5092	Legal documents	Apply to Land Registry	Progressing
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
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	Progressing
19/4754	CCTV	Install at St David's	Procurement
19/4832	30 mph roundel	E Mail to NCC	Complete
	Parking	Approach owners	Progressing
20/4862	Holcot Road	Range of improvements	Bench scheme underway
20/4880	Wildflowers	Progress Schemes	Progressing
20/4890	Emails	Set up .gov addresses	To progress after election

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
Invoices
Payments

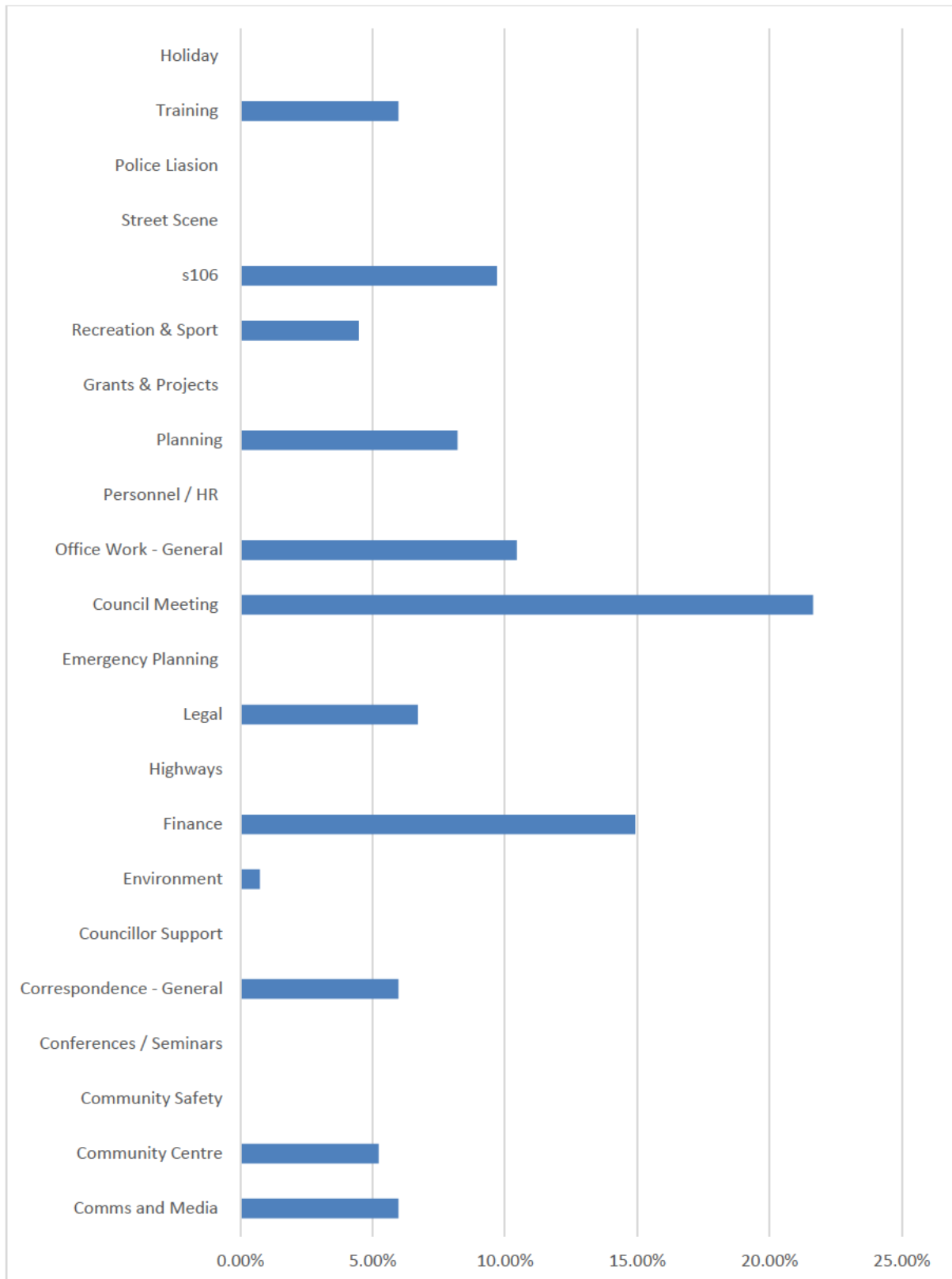
PRIORITY 3. Tasks with Deadlines

Staff Appraisals –
S106 projects – ESPO Framework
Village Hall Car Park
Progress my CILCA
Health and Safety Review

PRIORITY 4. Tasks without deadline

Litter Bin Audit
Web Site & Email
Bus Shelter partnership with Mercedes
Emergency Planning – review document with Mike Nice
Funding bid – Toucan Crossing
Protective clothing for staff
Staffing Structure
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
Clean Up Spratton Road Shops
Clear out the meeting room – ongoing
Clear out the meeting room – ongoing

9. Breakdown of my time – February 2021



Peter Rowbotham
Parish Clerk



General Correspondence

Correspondence not already included within the agenda

Number	Subject	From
01	E Bulletin	ACRE
02	Flood Maintenance Update	EA
03	Good Food Network Event	ACRE
04	Voluntary Sector News	DDC
05	Chief Executives Bulletin	NALC



NORTHAMPTONSHIRE ACRE

FEBRUARY 2021



OUR NEW LOOK BULLETIN!

Welcome to our new look bulletin, we hope you enjoy it. If you would like anything featured in the next edition email acre@northantsacre.org.uk



NORTHAMPTONSHIRE ACRE'S QR CODE

Northamptonshire ACRE now has a QR Code which can be scanned to take you to many aspects of our website and information on the charity. Download a free QR Scanner app and scan this image anywhere you see it to find out more!



MEMBERSHIP RENEWAL 2021 - 2022

Renewal Forms Online:

Parish Council Membership
<https://forms.gle/Yqwt5aRKGzMrFyWa7>

Community Facilities
Membership
<https://forms.gle/Pa4DK2pmWDjnEpyW6>



THE 2021 COMMUNITY TRANSPORT DIRECTORY

Its back! We know this was a great success last year so we are happy to confirm that the latest Community Transport Directory is now available. To get your copy email:
acre@northantsacre.org.uk



THE NATIONAL LOTTERY COMMUNITY FUND

An online event 25 February at 9:30-11.00am

Virtual event - COVID-19 and the impact on staff and volunteer wellbeing.

[Register Now](#)

LET'S TALK

LETS TALK GOOD NEIGHBOURS

An online event is being held on February 23rd at 10.30am to discuss how the Good Neighbours Scheme can help you. To join the event email: jennifer.hedges@northantsacre.org.uk

PARISH COUNCIL NETWORKING EVENT

Developing sustainable food resources in rural areas.

Online Event

Thursday 11th March 2021

Starts at 10am.

[BOOK HERE](#) or email: acre@northantsacre.org.uk



WINTER WELLBEING

Northamptonshire ACRE are providing information on where householders can get support to pay energy bills and keep safe and warm in their home and details on our Bulk Oil Scheme. Go to: www.northantsacre.org.uk



RURAL HOUSING SUMMIT

UK-wide events to inspire and support delivery of community-led affordable homes in rural communities
Sign up for Summit events:
<https://acre.org.uk/our-work/rural-housing-summit-21-27-february-2021>

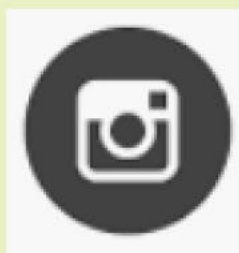
PRINCE'S COUNTRYSIDE FUND

The Princes Countryside Fund are opening for grant applications of up to £10,000 thanks to the support of Barclays.. Find out more:
www.princescountrysidefund.org.uk



SOCIAL MEDIA

Find us and follow us on a number of social platforms. Do not forget to LIKE and SHARE!
[Facebook](#), [Twitter](#),
[Instagram](#) and [LinkedIn](#)



www.northantsacre.org.uk

Routine maintenance factsheet

This factsheet has been developed for Parish and Town Councils to explain what the Environment Agency's responsibilities are, the maintenance activities we may carry out in your area and actions you can take to help address flooding. We are keen to work in partnership with councils and others to reduce flood risk in your local area.

What the Environment Agency does

The Environment Agency is a government agency set up to create better places for people and wildlife and support sustainable development. Our responsibilities are wide ranging and include: -

- managing the risk of flooding from main rivers, reservoirs, estuaries and the sea
- regulating major industry and waste
- treating contaminated land
- water quality and resources
- regulating fisheries
- inland river, estuary and harbour navigations
- conservation and ecology

Routine maintenance

We undertake routine scheduled maintenance along main rivers and sea defences to help reduce flood risk to people and property. Typical activities involve cutting the grass, weed control, removing obstructions from rivers and operating sluice gates and pumping stations. These all form part of a planned yearly maintenance programme which we regularly review. Maintenance is carried out by Environment Agency teams, but also by hired contractors and local Internal Drainage Boards on our behalf.

Our powers to carry out maintenance work are permissive (discretionary) and therefore we have no obligation to exercise these powers unless we are the landowner. We do have a limited budget for maintenance. Works are carried out where they are justified, taking into account the benefits in protecting people and property and ensuring the most effective use of tax payers' money.



Why is it important to maintain defences?

Defences such as grassed embankments (those designated a flood defence) play a vital role in protecting people, property, and businesses from flooding. Maintaining embankments

regularly helps ensure the integrity of the banks is not compromised, which reduces flood risk. Maintaining continuous grass cover on an embankment helps protect and bind it, providing a more resilient surface.

We do cut back vegetation on embankments in order to inspect flood defences fully and identify early signs of damage. We also remove vegetation and obstructions from within river channels which helps the water to flow naturally.

We also carry out works to control invasive species such as Japanese Knotweed if such species will increase flood risk or prevent our assets from operating effectively.

When are the best times to undertake maintenance?

We carry out the majority of grass cutting on main rivers between August and September after the bird nesting season. We do carry out grass cutting at other times during the year to ensure safe access for our teams and machinery. On sea defences, we carry out regular grass cuts throughout the year. Over the winter months, we also remove and thin out woody vegetation (bushes, trees) from embankments to deter vermin and preserve good grass cover.

Our maintenance programmes are scrutinised by colleagues who are specialists in conservation and biodiversity. There is however a balance to be struck - while we do all we can to benefit wildlife, our primary objective when maintaining flood defences is to protect lives and livelihoods.

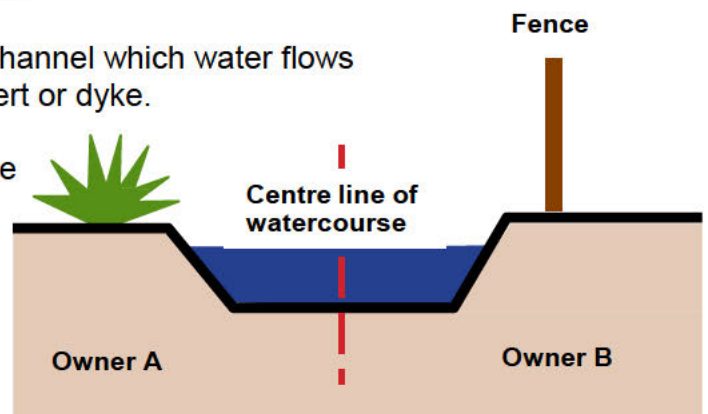
All maintenance operations will have some impact on the environment. We endeavor to select the most appropriate options to minimize the impact for each individual site.

Responsibilities of watercourse owners

While we have a role to undertake maintenance, owners of watercourses also have a responsibility to undertake their own maintenance.

A watercourse includes any natural or artificial channel which water flows through, such as a river, stream, ditch, cut, culvert or dyke.

If a landowner's boundary is along a watercourse it is assumed their land extends to the centre of the channel and they are responsible for its maintenance (riparian ownership). The landowner on the opposite side of the watercourse is responsible for the other half. Please see diagram.



If a landowner owns the land on both sides of the watercourse, they are responsible for all maintenance.

Some guidance to explain the responsibilities of a riparian owner:

- Let water flow naturally without obstruction - do not throw garden waste into a watercourse. Remove any blockages.
- Prevent pollution – do not throw waste water or chemicals into the water.
- Protect wildlife living on the watercourse – do not disturb birds and their nests.

We can support riparian owners with advice and guidance on their maintenance responsibilities. More information can be found on our website www.gov.uk/guidance/owning-

[a-watercourse](#) or please contact us using the contact details on the next page.

Understanding flood risk in your area

It is important to understand local flood risk and what individuals can do to mitigate this.

- Find out if your area is at risk of flooding www.gov.uk/check-if-youre-at-risk-of-flooding
- If your area is at risk, encourage people to sign up to receive free Flood Warnings. This is really easy to do. Just call Floodline on 0345 988 1188 or do it online www.gov.uk/sign-up-for-flood-warnings.
- All the current warnings that have been issued can be seen here <https://flood-warning-information-service/warnings>.
- It is also possible to monitor your local river levels here <https://flood-warning-information.service.gov.uk/river-and-sea-levels>.
- Individuals can think about creating a Flood Plan with actions to take to help reduce the impact of any flooding. Templates for individuals, communities and businesses can be found here www.gov.uk/prepare-for-flooding/future-flooding. People can also call Floodline for a hard copy to be sent to them.
- People should consider preparing an emergency bag of essential items. This might include spare glasses, waterproof coat, medication, water, food, insurance documents and pet food. Hand sanitiser and a face covering could be considered too.
- Think about flood products - air brick covers, flood gates. Alternatives include putting soil in bags to go across doorways.

Contact information

If you have concerns or questions raised by residents in your parish/town, please do get in touch with us using the appropriate contact information below.

Incident Hotline - 0800 80 70 60 (24-hour service)

Call this number to report any of the following incidents:

- flooding
- blockages which could cause flooding from main rivers
- pollution
- unusual changes in the flow of water
- collapsed or badly damaged flood defences (river or sea)

General enquiries

National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY
United Kingdom

Email - enquiries@environment-agency.gov.uk

Telephone - 03708 506 506 (Monday to Friday, 8am to 6pm)

Twitter

Follow us on twitter @EnvAgencyMids, @EnvAgency

From: [Natasha Jimenez Sanchez](#)
To: [acre](#)
Subject: Online Parish Council Network Event - 11/3/21
Date: 18 February 2021 11:54:40

Good morning all,

We'd love to see you at our next online Parish Council Network Event on **11th March at 10am – 12pm** via Zoom.

This online meeting is free to you as a member of Northamptonshire ACRE.

Our recent survey into food poverty and access in rural Northants showed this is an increasingly complex issue in our villages and parishes, which has been exacerbated by the COVID-19 pandemic. Not everyone in rural areas is affluent or able to access good quality, healthy food as needed or know where to go in order to obtain it. What can rural communities do to help ensure everyone has access to affordable, nutritious food and know who to turn to when they find themselves in need? Our latest Parish Councillor network meeting will be looking at these questions and is open to all member Councillors and Clerks.

We have the following agenda:

- The importance of a good food network for resilient communities. General discussion.
- Rural food survey and results – Jenni Hedges
- Rural food map – Jenni Hedges
- Sustainable Food Places - Elaine O'Leary
- Funding for community larders, shops, pubs etc.
- Useful contacts and links
- Q&A
- We are hoping to have a guest speaker and will update with the details once confirmed.

To reserve your place go to Eventbrite <https://www.eventbrite.co.uk/e/parish-councillors-network-online-event-online-tickets-138923059611>

Once you have booked a place on the network meeting, we will send you the Zoom link and joining instructions. If you have any queries about the above, please email

acre@northantsacre.org.uk for more details.

We look forward to seeing you on Zoom.

Sent on behalf of Elaine O'Leary, Chief Executive, Northamptonshire ACRE

Natasha Jimenez Sanchez
Project Administrator
Northamptonshire ACRE (Action with Communities in Rural England)

Please note my working days/hours are Weds, Thurs & Fri 9:30 – 3
I will be working from home until further notice. If you need to contact me, please use email.

If you shop with Amazon and would like them to donate 0.5% of your eligible purchases to Northamptonshire ACRE. Shop using this link; [Amazon Smile Account](#) at no extra cost to you

Northamptonshire ACRE

Registered Charity Number 1080038

The Hunsbury Hill Centre, Harksome Hill, Northampton, NN4 9QX

From: [REDACTED]
Subject: Exciting news for the Voluntary sector in Northamptonshire/DVC News Bulletin/Easy read patient letter for PCN vaccination services/VCSE Online Network
Date: 16 February 2021 16:56:00
Attachments: [image002.png](#)
[Exciting news for the Voluntary sector in Northamptonshire \(42.1 KB\).msg](#)
[Fwd Easy read patient letter for PCN vaccination services \(5.64 MB\).msg](#)
[Carella Davies DVC News bulletin \(12.3 MB\).msg](#)
[VCSE Online Network - Reminder to book your place - Thursday 18th February \(23.2 KB\).msg](#)

Good Afternoon All

Please see below and attached for more updates within the community:-

- External Grant Funding from Northamptonshire County Association Of Local Councils (NCALC) - [grant-funding-update-jan21.pdf \(northantscalc.com\)](#)
- A really important video promoting the Covid vaccine for BAME communities, if you have an opportunity to retweet this or post it in some way to your social media that would be appreciated <https://twitter.com/adilray/status/1353677950550495243>



- **Current Account finder**

Better Business Finance have launched a new Account Finder tool which sets out the available bank account options in a brand agnostic way. It includes an option to filter accounts based on business type, which allows charities to view only relevant products. There is also a 'Covid Update' button on each available product, with those firms currently closed to applications highlighted in yellow and those open to new customers displayed in green.

To access the finder, visit the [Better Business Finance website](https://www.betterbusinessfinance.co.uk/account-opening) at:
<https://www.betterbusinessfinance.co.uk/account-opening>

Best wishes,

[REDACTED]
[REDACTED]
Community Projects Officer



[REDACTED]
[REDACTED]
Daventry District Council, Lodge Road, Daventry, Northamptonshire, NN11 4FP



*** View the latest Daventry Calling magazine at <https://www.daventrydc.gov.uk/your-council/news/daventry-calling/> *** Daventry District Council, Lodge Road, Daventry, Northamptonshire, NN11 4FP T: 01327 871100 W: www.daventrydc.gov.uk Follow us on Twitter at [www.twitter.com/daventrydc](https://twitter.com/daventrydc) Join us on Facebook at www.facebook.com/daventrydistrict Do it Online at www.daventrydc.gov.uk/online/

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From: [National Association of Local Councils](#)
To: brixworthpc@gmail.com
Subject: CHIEF EXECUTIVE'S BULLETIN
Date: 12 February 2021 15:16:16



Chief executive's bulletin

NALC urges the government to strengthen the standards regime

Our chairman, Cllr Sue Baxter, has written to Robert Jenrick MP, secretary of state for Housing, Communities and Local Government, to renew our call for changes to the current standards regime. Sue's letter urges him to respond to the Committee on Standards in Public Life review of local government ethical standards, to support its recommendations and to introduce more robust sanctions such as suspension or disqualification for serious and repeated misconduct. You can read more in our news story [here](#).

Simplify your AGAR documentation process

At the end of each financial year, local (parish and town) councils prepare an Annual Governance & Accountability Return (AGAR) subject to audit. It can be an incredibly stressful time of year for councils, especially for councillors or clerks who are new to their roles or without a financial background. Preparing all the documentation for Year-End using manual processes and multiple spreadsheets can be time-consuming, and many councils find themselves working overtime to get it complete. Read BHIB Councils Insurance's [latest blog](#) on how to remove the stress, allowing you to generate your Year-End Statement in just a few clicks or email them at insurance@bhibcouncils.co.uk for more information.

Smaller Authorities Audit Appointments Limited (SAAA)

Staying on the subject of the local audit, an important part of our work is helping the sector discharge its financial responsibilities through the work of SAAA and Joint Panel on Accountability and Governance (JPAG). This week they agreed on final touches to this year's AGAR return which will be distributed by the audit firms to councils in March for completion by 31 August.

Final local government finance settlement

Among our campaigns is ensuring local councils are not subject to council tax referendum principles; this was a key ask in our submission to the government's Spending Review and our associated lobbying. I'm therefore delighted the final local government finance settlement for 2021/22, debated and approved by MPs on 10 February, confirmed this successful outcome. I'm grateful to so many councils and county associations who I know have also actively lobbied their MPs including recently as part of our annual Lobby Day.

New legal guidance on procurement

This week we updated Legal Topic Note 87 on procurement to take account of procedural procurement changes post-Brexit and includes links to government guidance and a summary of the new advertising requirements. You can access this briefing in the members' area of the [NALC website](#) (login required).

NALC Smaller Councils Committee

NALC's Smaller Councils Committee met remotely on 9 February, here's a summary:

- The committee welcomed new members Cllr Bob Blezzard (Isle of Wight) and Cllr Mike Scott (Northamptonshire)
- It was agreed county association support for smaller councils declaring a climate emergency, would be raised at the next meeting of National Assembly
- The committee shared NALC's urgency on ensuring remote meetings are extended beyond 7 May and were keen to emphasise the inclusivity benefit of holding meetings online
- feedback was provided on NALC's guidance on preparing for a return to face to face meetings and consequences of any delay to May's local elections
- An update on the Star Council Awards was given and the committee made suggestions on how to attract applications from smaller councils

Meeting with Defra

Colleagues from our policy and communications team this week met this week with officials from the Department for Environment, Food and Rural Affairs about the Environment Bill and several linked issues such as tree planting and local nature recovery strategies, and to follow up our recent meeting with rural affairs minister Lord Gardiner. Among the reasons this Bill has been delayed is ensuring it doesn't run out of time in this session of Parliament and we anticipate Committee Stage in the House of Commons being in May where we will be pressing changes to bill around powers, funding and the role of local councils in nature recovery and tackling climate change.

Governance review working group

Along with many of you, we are beginning to think about how the pandemic experience will affect our working practices in the longer term such as office space and developing our IT

and web systems to better support on-line and digital working. A small task and finish group was set up by our National Assembly who met this week and last, concluding that in future we should continue with a mix of face to face and remote meetings and also make greater use of remote meetings to engage with networks of councils and councillors.

Changes to the Local Council Award Scheme

I'm pleased we recently completed a review of the Local Council Award Scheme criteria. Last year saw the scheme reach its five-year milestone and provided us with an opportunity to instigate an evaluation and improvement process. This review looked at the criteria and evidence required for all three levels of Foundation, Quality and Quality Gold, followed by consultation with the sector on proposed changes. These came into effect on 8 February 2021 and new applications will need to meet the updated requirements. You can read more about the review in our [news story](#) and information on the scheme including helpful resources are on the scheme's [page](#) on the NALC website.

In and about

I spent an interesting Saturday morning with one of our smaller county associations on the Isle of Wight (remotely of course!) at a facilitated strategy session looking at how it could develop. I was impressed to hear how local councils on the Island had worked with community hubs to support communities through the pandemic, about the county association's links with key partners, and how they are rightly proud of their training offer and ambitions to support communities build resilience for the future.

Media coverage

I'm sure many of you will have been following the extensive media coverage triggered by recent events and I wanted to highlight a few in particular. I was particularly pleased to hear our chairman Sue plus Cllr Eartha Pond, Queen's Park Community Council, Cllr Donna Fuller, Woughton Community Council and Cllr Emma Benner, Croxley Green Parish Council give a really positive interview (01:06:32 to 1:29:39) on [Times Radio](#) about why they got involved in their community and the great work of their councils. I totally agree with the view in this [Guardian editorial](#) that "civil parishes should receive more attention, especially from anyone who has an interest in the politics of place or – less abstractly – in the public realm in the area where they live". The [Local Government Chronicle](#) were in praise of parish councils in their story by their features editor who said "parish councils have been for me the most enjoyable level of government to report on, largely because this was the tier that felt most human and grounded in community. It was where people came together to make decisions about issues they all personally shared in common in their day-to-day lives".

And finally...

Some of you will know I'm a convert to Twitter after signing up live during our Annual General Meeting in 2014, and since then I've been encouraging county associations and councils to make use of social media as part of their communications. I wanted to give a