



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 30th September 2021 starting at 7:15pm**

Brixworth Community Centre and Library, Spratton Road, Brixworth

Public & Press are welcome to attend.

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 previous meeting:**
 - 4.1 Parish Council Meeting of 24th August 2021

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

PART ONE - FOR DECISION

6. **Finance**
 - 6.1 Consider the payments for September 2021

B
7. **BT Telephone Box – Church Street (IB)**
 - 7.1 Receive a progress report and consider any required actions regarding this active BT Box.

- | | | | |
|-----|---|---|----------|
| 8. | S106 Community Centre (Indoor Sports) | 8.1 Consider a report from the Community Centre (s106) Indoor Sports Working Group. | C |
| 9. | S106 Play Park & MUGA | 9.1 Consider a report and recommendations from the Play Park & MUGA Working Party. | D |
| 10 | Environment (Climate Action) Working Group | 10.1 Agree the Terms of Reference for the Group. | E |
| 11. | Parish Council Surgery | 11.1 Nominate two Parish Councillors to attend the Surgery on Saturday 2 nd October 2021 (10am until 12pm) | |

PART TWO - FOR INFORMATION

- | | | | |
|-----|---|--|----------|
| 12. | Finance | 12.1 Receive the rolling budget 21/22 | F |
| | | 12.2 Receive the Bank Reconciliation Report | G |
| | | 12.3 Receive the statement of the Parish Council's Reserves | H |
| 13. | Community Safety | 13.1 Note the reported crime data for Brixworth for July 2021 | I |
| | | 13.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | J |
| 14. | Planning | 14.1 Receive the planning decisions for August 2021 | K |
| | | 14.2 Receive the minutes of the Planning Committee of 7 th June 2021. | L |
| | | 14.3 Receive the minutes of the Planning Committee of 28 th June 2021. | |
| | | 14.4 Receive the minutes of the Planning Committee of 26 th July 2021. | |
| 15. | Media & Communications Committee | 15.1 Receive the minutes of the Media & Communications Committee of 14 th July 2021 | M |
| 16. | Environment & Transport | 16.1 Receive a written report from Councillor Ware. | N |
| 17 | Personnel Working Group | 17.1 Note the report of the Personnel Working Group of 2 nd September 2021. | O |
| 18. | Parish Clerks Report | 18.1 Receive the Parish Clerk's Report | P |
| 19. | Dates of Future Meetings | 19.1 To note the dates of the next cycle of meetings. | |
| | | <ul style="list-style-type: none"> • Media & Communications – 6th October 2021 • Planning Committee – 25th October 2021 • Parish Council – 28th October 2021 | |

PART THREE – CONFIDENTIAL

20. Exclusion of the press and public

20.1 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

If required -

Suspension of Standing Order 2 (x)

21.2 Paragraph 2 (x) of the Standing Orders states that a meeting should not exceed a period of 2.5 hours. If necessary, the Parish Council should consider suspending Standing Order 2 (x) to enable the meeting to extend beyond 9:45pm should this be needed.

The Press & Public will be requested to leave the meeting (subject to 20.1)

21 Appointment of a Parish Clerk & Responsible Financial Officer

21.1 Consider the recommendation of the Interview Panel of 15th September 2021. (JB)

22 Gigaclear – Proposed Communications Cabinet, Froxhill Crescent

22.1 Consider a proposal from Gigaclear to locate a Comms Cabinet on Parish Council Land.

Q

23. Legal Matters

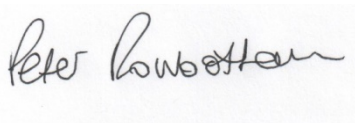
23.1 Receive any legal updates and consider any actions to be taken

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

24. 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
16th September 2021

10 Shelland Close
Market Harborough
Leicestershire
LE16 7XU
Tel: 079 8314 1786

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



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

Members of the Parish Council

Councillor Sandra Moxon (Chairman) Councillor Jackie Bird (Vice Chairman)
Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer,
Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Tony Nixon,
Councillor Kevin Parker, Councillor Frances Peacock, Councillor Gary Spratt and Councillor Christine Ware.



Brixworth Parish Council

Minutes of the meeting held on Tuesday 24th August 2021 at 7:15pm

Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS

In Attendance:

Councillors: Councillor Jackie Bird, Councillor Ian Barratt, Councillor James Collyer, Councillor Barbara Lunnon, Councillor Tom Mitchell, Councillor Tony Nixon, Councillor Kevin Parker, Councillor Frances Peacock, Councillor Gary Spratt, and Councillor Christine Ware

Apologies: Councillor Neal Brown, Councillor Sandra Moxon, Councillor Elaine Coe, Councillor Lynne Compton.

Councillor Jonathan Harris (WNC) had also offered his apologies.

Absent: 0

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 3

21/5536 Welcome

Councillor Bird welcomed everyone to the meeting of the Parish Council. She advised attendees of the evacuation procedures and that the meeting was being recorded.

21/5537 Apologies for Absence

Apologies for absence had been received from Councillor Brown, Councillor Moxon, Councillor Coe and Councillor Compton. The apologies were received by the meeting. This was proposed by Councillor Barratt and seconded by Councillor Peacock. Unanimous.

21/5538 Declarations of Interest

None declared.

21/5539 Minutes of Previous Meeting (29th July 2021)

The minutes of the meeting held on 29th July 2021 were agreed as a true and accurate record. This was proposed by Councillor Nixon and seconded by Councillor Parker.

21/5540 Public Open Forum

A representative from the local Cooperative Store outlined her role as a 'Member Pioneer.' Member Pioneers brought together local causes to make communities a better place to work, play, live and learn. For every pound spent at the store, one penny would be donated to a local cause. The Parish Council welcomed the initiative which could benefit several clubs and assist addressing issues such as mental health and inclusivity.

21/5541 Finance - Transactions including Payments for Approval – August 2021

The list of financial transactions and payments for August 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 Peacock 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 July)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (2nd)	136.19	6.81	143.00	PHA 1875 s164
03	Lex Autolease	Lease Van (2nd)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (9th)	52.95	10.59	63.54	LGA 1972 s111
05	EE Limited	Mobile Phone (16th)	18.95	3.79	22.74	LGA 1972 s111
06	Wave	Water/Sewerage, The Ashway Changing Rooms	45.98	0.00	45.98	PHA 1875 s164
Retrospective Payments - Financial Reg 5.5. (Via BACS)						
07	Nil		0.00	0.00	0.00	
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
08	Postage	Royal Mail Group	2.55	0.00	2.55	LGA 1972 s111
09	Postage	Royal Mail Group	1.29	0.00	1.29	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	None		0	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
10	Staff	Net Salaries and Wages (5-week month)	3,664.78	0.00	3,664.78	LGA 1972 s111
11	HMRC	PAYE	1,192.87	0.00	1,192.87	LGA 1972 s112
12	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
13	Peter Rowbotham	Employment Related Expenses	69.20	0.00	69.20	LG(FP)A 1963 s5
14	R&G	Grounds Maintenance Contract	1,451.00	290.20	1,741.20	PHA 1875 s165
15	AH Blason & Son	Fuel	131.08	26.22	157.30	LGA 1972 s111
16	Bakers Waste	Trade Waste at St David's	96.48	19.30	115.78	PHA 1875 s164
18	PKF	Annual Audit Fee	400.00	80.00	480.00	LAAA 2014 s20
19	Berry's	Annual Rent for The Pound	0.05	0.00	0.05	PHA 1875 s164
20	EON	LED Lanterns to existing footway lights	1,820.00	364.00	2,184.00	PCA 1936 s234
21	EON	LED Lanterns to existing footway lights	780.00	156.00	936.00	PCA 1936 s234

22	West Northants Council	Elections Fee	90.00	0.00	90.00	RofPA 1983
Cheque Payments						
23	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			11,159.34	1,059.14	12,218.48	
Receipts						
24	Nat West	Interest (30th July)	1.83	0.00	1.83	LGA 1972 s111
25	TradePoint	Refund	35.33	7.07	42.40	LGA 1972 s111
Total Income this month			37.16	7.07	44.23	
Bank Transfer - Capital to Revenue						
26	Realign Account with budget		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						
27	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	

21/5542 Appointments

The following appointments were discussed and agreed by the Parish Council:

- Media & Communications Committee – One vacancy remains
- Personnel Working Group – Councillor Spratt. Proposed by Councillor Ware and seconded by Councillor Barratt. Unanimous.
- s106 Play Park & MUGA Working Group – Councillor Barratt and Councillor Spratt. Proposed by Councillor Ware and seconded by Councillor Lunnon. Unanimous.
- Thomas Roe Charity – Councillor Lunnon. Proposed by Councillor Ware and seconded by Councillor Nixon. Unanimous.

21/5543 Highways – Request to Review Speed Limit – A508 By-pass

The Parish Council agreed to support a review of the speed limit on the A508 Brixworth By-pass. This was in interests of road safety. This was proposed by Councillor Mitchell and seconded by Councillor Lunnon. Unanimous.

21/5544 Environment – Climate Change

The Parish Council considered climate change and its response to the challenges that it had identified. Collectively, across local councils, actions could be put into place to create more climate-friendly communities. The Parish Council agreed to the following –

1. Councillor Ware be appointed 'Climate Change Champion'. Proposed by Councillor Lunnon and seconded by Councillor Peacock.
2. A climate emergency be declared. Proposed by Councillor Lunnon and seconded by Councillor Nixon.
3. A Climate Action Working Group comprising of Parish Councillors and residents be appointed to develop a green agenda and action plan for long term climate support, with actions identified for consideration by the Parish Council. Parish Council members to be Councillor Ware, Councillor Lunnon and Councillor Nixon. The

Terms of Reference of the Working Group would be agreed at a future meeting. This was proposed by Councillor Ware and seconded by Councillor Spratt.

The model Environment Policy would also be reviewed at a future meeting of the Parish Council. The Media & Communications Committee would look at incorporating the climate issues into its communications plans.

21/5545 Environment – Queens Green Canopy

The Parish Council considered actions to plant trees to mark the Queen's Platinum Jubilee. The Tree planting season would run between November and March, and this would be the first item for the newly formed Environment (Climate Action) Working Group to progress. Planting sites and species would be identified during a walk around the village. The Parish Council's Grounds Maintenance contractor would be present together with the Tree Officer from the West Northants Council. A further report would be submitted to a future meeting of the Parish Council.

21/5546 Pop Up Shops on Parish Council Land

The Parish Council noted that 'pop up' stalls had operated on Parish Council land which had very often sold food. The Parish Council agreed to contact the Environmental Services Team at West Northants Council to ascertain the operational requirements of operating a stall. A further report would be submitted to update the Parish Council. This was proposed by Councillor Parker and seconded by Councillor Mitchell. Unanimous.

21/5547 BT Phone Box, Church Street

The active BT telephone box on Church Street had recently been refurbished. The Parish Council agreed that the land ownership be confirmed before the possibility of adoption could be discussed. The Parish Clerk would use the online Land Registry facility to locate this information. West Northants Council would also be contacted regarding this land. A further report would be submitted to update the Parish Council.

21/5548 s106 Community Centre (Indoor Sports)

The Parish Council agreed to the appointment of 'Formfive' of Northampton to deliver the required building services from design detail to build completion. The budget was fixed at the s106 contribution of £66,835. This was proposed by Councillor Lunnon and seconded by Councillor Nixon. Unanimous.

Should other enhancements be required then funding from the Parish Council's own budget would be considered. It was noted that the project had not yet received funding approval from the West Northants Council and there was no agreed s106 budget in place at this stage. The current priority was to create a design to support the capital bid.

21/5549 Proposed Communications Cabinet- Froxhill Crescent

Gigaclear had requested a site meeting to discuss the proposal for a new communications cabinet at Froxhill Crescent. It was agreed that Councillor Mitchell and Councillor Ware meet the representatives of Gigaclear and report back to a future meeting of the Parish Council. This was proposed by Councillor Barratt and seconded by Councillor Lunnon. Unanimous.

21/ 5550 Finance – Rolling Budget

The rolling budget for July 2021 had been circulated for information. The report was received by the Parish Council. There were no issues or concerns.

21/5551 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th July 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £86,231.33. The Capital (Reserve) account indicated a balance of £222,315.67.

21/5552 Finance – Statement of Reserves

Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and

£171,157.37 within Earmarked Reserves. General Reserves was indicated at £96,708.63 representing 58% of the precept. The s106 money agreed and held by West Northants 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 West Northants Council was £72,634.

21/5553 – Annual Governance & Accountability Return 2020/ 2021

The External Auditor Report and Certificate for 2020/21 had been issued. Based on the review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) the outcome of the process had been satisfactory and had met the requirements. The Notice of Audit Conclusion would now be issued.

21/5554 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for June 2021. There had been 24 reported crimes compared to 26 in 2019 and 24 in 2018.

21/5555 Community Safety – Speed Indicator Device (SID)

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

21/5556 Planning – Decisions for July 2021

The Parish Council noted the list of planning decisions issued by the West Northants Council, as Local Planning Authority, during July 2021.

21/5557 Planning – Committee Minutes for 7th June 2021

The Parish Council received the minutes of the Planning Committee of 7th June 2021.

21/5558 Sports Liaison Working Group – 28th July 2021

The Parish Council received the notes of the Sports Liaison Group of 28th July 2021.

21/5559 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5560 Dates of Future Meetings

Note - These meeting dates may be subject to change because of Government advice and the availability of COVID secure premises. Best efforts would be made to find premises that offer more space.

- Planning – 6th September 2021
- Media & Communications Committee – 8th September 2021
- Planning Committee – 27th September 2021
- Council – 30th September 2021

21/5561 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 Bird and seconded by Councillor Peacock.

The meeting was in closed session from 8.30pm

21/5562 Legal Matters

The Parish Clerk provided an update on legal matters which was noted by the Parish Council. The Parish Council agreed that the Parish Clerk seek independent advice on the Subject Access Request but without cost. This was proposed by Councillor Lunnon and seconded by Councillor Mitchell.

21/5563 Sports Club - Arrears

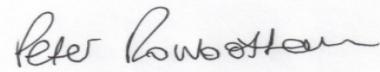
The Parish Council agreed that the Club be requested to clear the outstanding balance within 21 days otherwise it would be assumed that the Club no longer wished to hire the facilities. Payment arrangements for 21/22 should also be put into place. This was proposed by Councillor Collyer and seconded by Councillor Spratt. Unanimous.

21/5564 Urgent Matters**None**

The meeting finished at 8:50pm

Signed as a true and accurate record.

Councillor Sandra Moxon
Chairman
Brixworth Parish Council
30th September 2021



Peter Rowbotham
Parish Clerk
Brixworth Parish Council
13th September 2021
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council - Financial Transactions

B

September 2021

		Net Amount	VAT	Total	Powers
		£	£	£	
Direct Debit Payments - Financial Reg 6.7					
01	Peninsula Business Systems	Support Services (31st August)	271.62	54.32	325.94 LGA 1972 s111
02	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49 LGA 1972 s111
03	TalkTalk Business	Broadband (7th)	52.95	10.59	63.54 LGA 1972 s111
04	EE Limited	Mobile Phone (15th)	18.95	3.79	22.74 LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
05	Nil		0.00	0.00	0.00
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19					
06	HM Land Registry	Land Search	3.00	0.00	3.00 LGA 1972 s111
07	HM Land Registry	Land Search	3.00	0.00	3.00 LGA 1972 s111
08	HM Land Registry	Land Search	3.00	0.00	3.00 LGA 1972 s111
Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS)					
09	British Legion	Contribution to Poppies on Lamp posts (21/5520)	180.00	0.00	180.00 LGA 1972 s137
Payments for approval - Financial Regulation 5.2 (via BACS)					
10	Staff	Net Salaries and Wages (4 week month)	3,664.98	0.00	3,664.98 LGA 1972 s111
11	HMRC	PAYE	1,192.67	0.00	1,192.67 LGA 1972 s112
12	LGSS	Pension Scheme	694.77	0.00	694.77 LGA 1972 s112
13	Peter Rowbotham	Employment Related Expenses	112.40	0.00	112.40 LG(FP)A 1963 s5
14	Peter Rowbotham	Office Related Expenses (Computer Services)	145.83	29.16	174.99 LG(FP)A 1963 s5
15	R&G	Grounds Maintenance Contract and Ball Stop Fence	6,215.00	1,243.00	7,458.00 PHA 1875 s165
16	AH Blason & Son	Fuel	52.00	10.40	62.40 LGA 1972 s111
17	Lovell Hardware	Various Sundry Items	58.58	11.72	70.30 LGA 1972 s111
18	Bakers Waste	Trade Waste at St David's	52.92	10.58	63.50 PHA 1875 s164
19	Form Five	Design/ Spec Community Centre	4,634.70	926.94	5,561.64 LGA 1972 s133
20	EON	Footway Lighting Maintainance	28.28	5.66	33.94 PCA 1957 s3
21	Cartas Jonas	Millenium Gardens Rent	120.00	0.00	120.00 PHA 1875 s164
22	Trade Point Screwfix	Misc Items	40.36	8.07	48.43 LGA 1972 s111
23	Parkinson Partnership	VAT report	600.00	0.00	600.00 LGA 1972 s111
24	Trade Point B&Q	Padlock and Funnel Set	23.56	4.72	28.28 LGA 1972 s111
25	SCS Tyres	Repairs to Mower Tyre	35.00	7.00	42.00 LGA 1972 s111
26	HMRC	Over recovery of Input tax	4,130.94	0.00	4,130.94 LGA 1972 s111
Cheque Payments					
27	Nil		0.00	0.00	0.00
Total Expenditure this month to date		22,574.09	2,373.86	24,947.95	
Receipts					
28	Nat West	Interest (31st August)	1.95	0.00	1.95 LGA 1972 s111
29	Sands United	Annual Fee - Pitch Hire	17.50	0.00	17.50 LGA (MP) 1976 s19
Total Income this month		19.45	0.00	19.45	
Bank Transfer - Capital to Revenue					
30	Realign Account with budget		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					
31	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



S106 Community Centre Indoor Sports Working Group

As agreed at the Parish Council meeting of 24th August (21/5548) 'Formfive' of Northampton was appointed to deliver the required building services from design detail to build completion. The budget was fixed at the maximum s106 contribution of £66,835.

Work has since been undertaken the preparing 'as built' drawings (which we didn't have) and considering what practical designs can deliver indoors sports within the Hall with the available budget. A series of drawings have been prepared.

Work is in hand with all of the specialist contractors and suppliers to ensure we get the best result. Costs will be coming in soon for all options and these will be considered in detail by the appointed Working Group. The Working Group will submit a further detailed report.

Having agreed design and cost proposals in place will enable a formal bid to be made to West Northants Council to release the allocated funds.

Recommendation

The Parish Council notes the report and will consider the Community Centre (Indoors Sports) Working Group report on costed options at the next meeting.

PROPOSED ROOM DATA SHEET		REF: 1403
Job Title:	Sports Pavilion Earls Barton	
Room No.	Room Name	
R01	Mulit-purpose Hall	

REF: 1403

Job Title:	Sports Pavilion Earls Barton
Room No.	Room Name
R01	Mulit-purpose Hall

Room No.	Room Name
R01	Mulit-purpose Hall

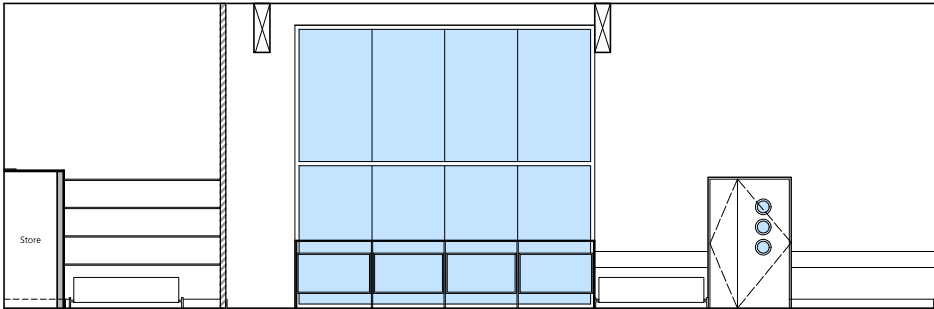
R01	Mulit-purpose Hall
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Architecture and Interior

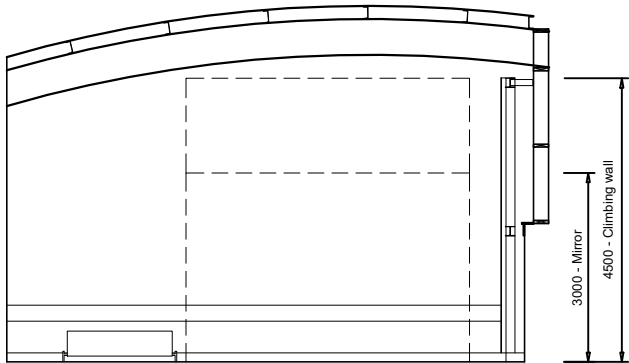
ELEMENT	CONSTRUCTION	FINISH	MANUFACTURES REF	NOTES		
WALLS	15mm British Gypsum Duraline (severe heavy duty rating) on metal studs, taped and Thistle Multi Finish skim	Paint colour TBC - Dulux Trade Diamond matt paint. Overcoating areas previously painted with solvent-based paints, a first coat of Dulux Trade Diamond Eggshell should be used	Make sure surfaces to be painted are sound, clean, dry (new surfaces particularly must be fully dry). See manufacturer info for details	Badminton requires mid green or blue to create contrast for shuttlecock		
FLOOR	Existing vinyl to be removed to expose substrate (dependent on choice of flooring product). Suitability of surface uncovered to be reviewed and leveling screed may be required to create suitable substrate for chosen flooring	Multi-purpose vinyl with slip resistance laid over existing substrate (or over existing vinyl if condition allows/dependent on chosen floor product). Underlay requirement TBC				
CEILING	N/A	N/A				
LIGHTING	Ceiling lights to be replaced and raised. Wall mounted or ceiling mounted lighting to be fitted within store - TBC. New lighting to be energy saving fitting	TBC				
DOORS	-Internal - DG01, DG02					
WINDOW	N/A					
SKIRTING	MATERIAL	FINISH	PROFILE			
	Existing timber skirting	Diamond Glaze from Dulux Trade finish contrasting with wall colour	As existing			
FIXED FURNITURE	Shelving on brackets					
HEATING	N/A					
ELECTRICAL	Stainless steel sockets and switches to match existing					
MISC	Mirror or climbing wall to be installed. If climbing wall is fitted, fixings for harness equipment to be installed.					

Architecture and Interior

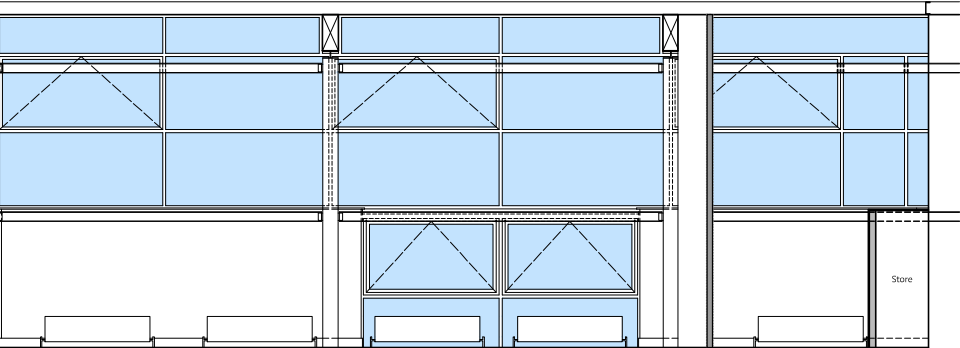
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FLOOR	Existing vinyl to be removed to expose substrate (dependent on choice of flooring product). Suitability of surface uncovered to be reviewed and leveling screed may be required to create suitable substrate for chosen flooring	Multi-purpose vinyl with slip resistance laid over existing substrate (or over existing vinyl if condition allows/dependent on chosen floor product). Underlay requirement TBC		
CEILING	N/A	N/A		
LIGHTING	Ceiling lights to be replaced and raised. Wall mounted or ceiling mounted lighting to be fitted within store - TBC. New lighting to be energy saving fitting	TBC		
DOORS	-Internal - DG01, DG02			
WINDOW	N/A			
SKIRTING	MATERIAL	FINISH	PROFILE	
	Existing timber skirting	Diamond Glaze from Dulux Trade finish contrasting with wall colour	As existing	
FIXED FURNITURE	Shelving on brackets			
HEATING	N/A			
ELECTRICAL	Stainless steel sockets and switches to match existing			
MISC	Mirror or climbing wall to be installed. If climbing wall is fitted, fixings for harness equipment to be installed.			



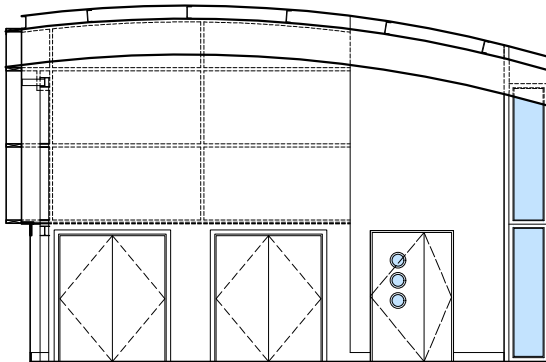
ELEVATION A - NORTH INTERNAL ELEVATION



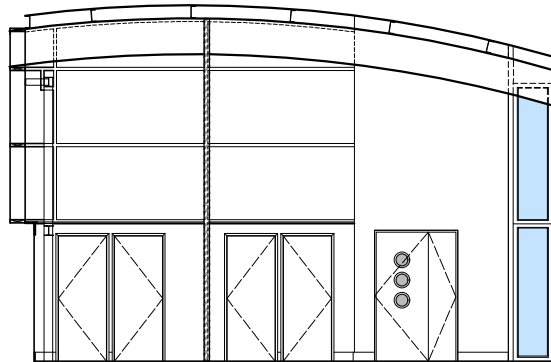
ELEVATION B - EAST INTERNAL ELEVATION



ELEVATION C - SOUTH INTERNAL ELEVATION



ELEVATION D - WEST ELEVATION - NEW WALL



ELEVATION E - WEST INTERNAL ELEVATION

Notes:

All dimensions are to structural elements/openings, not finished surface, unless otherwise stated.

Notes:

All dimensions are to structural elements/openings, not finished surface, unless otherwise stated.

1	14.09.2021	Initial issue for discussion	AA	CFG
Rev	Date	Details	Drawn	Checked

SCROXTON & PARTNERS

Northampton - 01933 698 001
northampton@scroxtonandpartners.co.uk

London - 0203 745 8018
london@scroxtonandpartners.co.uk

Client: Form Five Group Limited

Project Name:
Brixworth Community Centre

Site Address:
Brixworth Community Centre
Church Street, Brixworth
Northampton, NN6 9BZ

Drawing Number: 1403 SAP V1 XX DR A 60650 SO 01 Revision:

Drawing Title:	Volume:
Proposed Room Data Sheet	V1

Drawing Title:	Volume:
Proposed Room Data Sheet	V1

Project Lead: CFG	Stage: 04	Project Phase: Building Regulations
Scale: NTS	Paper: A3	



Brixworth Parish Council

St David's Play Park & MUGA Working Group

31st August 2021

Video Conferencing

Present	
<p>Present: Councillor Sandra Moxon, Councillor Ian Barrett, Councillor Jackie Bird and Lynne Compton</p> <p>Apologies for Absence – Councillor Gary Spratt</p> <p>Also present – Peter Rowbotham (Parish Clerk)</p>	
1.	Welcome
1.1	Councillor Moxon opened the meeting and welcomed Councillors to the Working Group.
2.	Apologies for Absence
2.1	Apologies had been received from Councillor Spratt.
3.	MUGA Tenders
3.1	The Clerk had sought tenders using the ESPO process as agreed by the Parish Council. This was a fixed budget project of £105,000.
3.2	The only returned tender had been classified as a 'Fail' as it had exceeded the fixed budget. Other suppliers had not submitted a tender on the basis that they could not meet the budget.
3.3	Options to bring the costs down were discussed including omitting the floodlights. It was thought essential to retain the noise compliant fencing.
3.4	Regardless of any revised specification the Parish Clerk advised that the tender process would need to take place again. The Parish Council cannot negotiate with one supplier.
4.	Action Plan
4.1	The s106 funding timescales be extended – if possible.
4.2	A meeting take place with the contractor to discuss the variance of budget v actual.
4.3	Outline planning permission be sought in anticipation of the project progressing.
5.	Recommendations to the Parish Council
5.1	1. The Parish Council notes the Action Plan above.
5.2	2. The Parish Council supports the request for a funding time extension and agrees to the seeking of outline planning permission for the MUGA.

Peter Rowbotham
Parish Clerk

6.	Date of Next Meeting
6.1	To be arranged



Brixworth Parish Council

Paper E – Parish Council Meeting of 30th September 2021

Brixworth Climate Action Working Group

Draft Terms of Reference

The Parish Council, at its meeting on 23 August 2021 declared a Climate Emergency. As part of this, the Parish Council agreed to set up the Brixworth Climate Action Working Group to develop a green agenda and action plan for long term climate support.

The Brixworth Climate Action Working Group is 'advisory' only and has no authority to make decisions or to incur expenditure.

Purpose

- To engage the local community in developing and implementing an ongoing Brixworth Climate Action Plan
- To champion, promote and encourage good environmental practices and keep the climate and ecological emergency as a key consideration by all councillors and officers in all council actions

Aims

To deliver a series of recommendations and actions to the Parish Council for agreement in order to become a net carbon neutral parish by 2045.

Composition

3 Parish Councillors and 5 members of the public from the parish to be co-opted at the discretion of the Working Group.

Councillors initially appointed at the Parish Council Meeting of 23 August 2021 were:

Cllr Barbara Lunn

Cllr Tony Nixon

Cllr Christine Ware (Chair)

This working group will be re-appointed at each Annual Meeting for the Parish Council along with other Working Groups and Committees.

Volunteers from the community will be sought through the Media & Communications Committee

Quorum

3 members - inclusive of at least 2 councillors

Meeting Frequency

The group will meet at least bi monthly (every two months) and at other times as required.
The group will report back to full council after each group meeting.

Responsibilities

- Review Environment Policy as presented in October 2019 to ensure it is still appropriate for implementation and amend/ represent for consideration at full council. Ensure the Environment Policy is added to the list of council policies and review dates.
- Development of the Brixworth Climate Action Plan: this may include the following areas:
 - energy usage and sources
 - transport and travel
 - agriculture and food
 - housing, infrastructure and home insulation
 - local business
 - waste and resources
 - environment and land use
- The plan will have short, medium and long term aims.
- Develop a Communication Plan linked to the Brixworth Climate Action Plan to be agreed at full council

Notes

- Members of the public are welcome to attend and participate - this is an open meeting.
- The agenda for the Climate Action Working Group will be set by the Working Group Chair in consultation with the Parish Clerk and other group members.
- Meetings will be held virtually (by video conference) whenever possible to reduce travel and time requirements. The Chair and Parish Clerk will agree who will issue invitations.
- The Climate Action Working Group will develop action plans and recommendations for agreement and authorisation by full council.
- Where The Climate Action Working Group makes recommendations that are impacted by or have impact on the Brixworth Neighbourhood Plan then the CAWG will consult with/ liaise with/ communicate with and involve the Brixworth Strategic Planning Working Group.
- The meeting will be chaired by a Parish Councillor appointed by the Working Group. The Chair will act in an impartial way to ensure that all different views are heard and are taken into account.
- Reports for full council will be prepared by the Working Group.

Approved by full council on.....

Signed (Chair)

Due for review 12 months after approval.

DRAFT

13 September 2021

1.00 Staff Costs	
1.01 Clerk's Salary	
1.02 Clerks Assistant	
1.03 Employers NI	
1.04 Groundsman Salary	
1.05 PT Groundsman Salary	
1.06 Litter Picker	
1.07 Cleaner	
1.08 Local Gov. Pension Scheme (Employer)	
1.09 Additional pensions	
1.10 Staffing Review	
Sub Total	90,090

2.00	Subscriptions and Fees	
2.01	NALC Subscription	1,510
2.02	NALC Planning Helpline	600
2.03	CPRE Subscription	60
2.04	ACRE Subscription	180
2.05	SLCC Subscription	275
2.06	ROSPA	275
2.07	Living Wage	100
2.08	SAGE Payroll Support	250
2.09	SAGE Instant Accounts Support	
2.10	Scribe (New finance package)	385
2.11	Parish on-line mapping	100
2.12	Web site, hosting and emails	500
2.13	Peninsular (HR Consultants)	3,300
2.14	IT Support	500
2.15	Microsoft license	300
	Sub Total	8,335

3.00	Expenses & Allowances	
3.01	Clerk's and Assistance allowances	2,750
3.02	Community Allowance	200
3.03	Clerk's Telephone	480
3.04	Chairman's Telephone	200
3.05	Parish Councillors Expenses	200
	Sub Total	3,830

4.00 Administration	
4.01 Audit Costs - Internal	600
4.02 - External	80
4.03 Print Annual Report/Parish Newsletter	1,600
4.04 Insurance - Parish	1,500
4.05 - Vehicles	950
4.06 Stationery & Postage	350
4.07 Office Equipment	1,000
4.08 Training Budget	1,500
4.09 Legal Expenses (Assets)	3,000
4.10 Hall Hire	1,500
4.11 Broadband and Telephone Costs - Comm Centre	650
4.12 General Data Protection Regulations (GDPR)	100
4.13 LGR Costs	-
4.14	
Sub Total	13,550

5.00	Projects & Grants	
5.01	Community Grants	5,000
5.02	Projects	2,500
5.03	Neighbourhood Plan	2,500
5.04	Calendar	750
5.05	Community Centre	4,000
5.06	Events	2,500
5.07	Brixworth Kitchen	1,000
	Sub Total	18,250

6.00	Legal Costs	
6.01	Barrister Fees	-
6.02	Solicitor Fees	-
6.03	Solicitor Disbursements'	-
6.04	Court Costs	-
6.05	Travel Expenses	-
	Sub Total	-

7.00 Ear Marked Reserves	
7.01 Election Costs	400
7.02 Street Lighting	1,500
7.03 Mower Replacement	3,500
7.04 Van Replacement	400
7.05 Small Mower Replacement	-
7.06 CIL Contribution	-
7.07 Strimmer replacement	-
7.08 St Davids Car Park	1,500
7.09 Ashway Car Park	1,500
7.10 Buildings/Bus shelters	2,000
7.11 Litter bins (moved from Highways & Environment)	1,000
7.12 Play Equipment	3,000
7.13 County Court Case	-
Sub Total	15,300

8.00	Highways & Environment	
8.01	Footway Lighting	1,000
8.03	Signs	500
8.08	Footpaths/Highways	2,000
	Sub Total	3,500

9.00	Environment	
9.01	Trees - Survey	500
9.02	Trees - General	500

[illegible]

1554.21												1554.21	102.93%	44
												0.00	0.00%	(600)
36.00												36.00	60.00%	(24)
												0.00	0.00%	(180)
												0.00	0.00%	(275)
		274.00										274.00	99.64%	(1)
	60.00											60.00	60.00%	(40)
	195.00											195.00	78.00%	(55)
												0.00	#DIV/0!	-
			468.00									468.00	121.56%	83
												0.00	0.00%	(100)
88.00		180.00										268.00	53.60%	(232)
271.62	271.62	271.62	271.62	271.62	271.62							1629.72	49.39%	(1,670)
45.00												45.00	9.00%	(455)
225.60												225.60	75.20%	(74)
2,220	527	726	740	272	272	-	-	-	-	-	-	4,756	57.05%	(3,579)

84.15	69.20	80.00	69.20	69.20	112.40								484.15	17.61%	(2,266)
													0.00	0.00%	(200)
19.49	18.95	19.51	18.95	18.95	18.95								114.80	23.92%	(365)
													0.00	0.00%	(200)
													0.00	0.00%	(200)
104	88	100	88	88	131	-	-	-	-	-	-	-	599	15.64%	(3,231)

350.00				400.00									350.00	58.33%	(250)
	350.00												400.00	50.00%	(400)
			1375.37										350.00	21.88%	(1,250)
													1375.37	91.69%	(125)
													0.00	0.00%	(950)
	24.15			3.84									27.99	8.00%	(322)
	12.40				145.83								158.23	15.82%	(842)
	44.00		32.44										76.44	5.10%	(1,424)
					9.00								9.00	0.30%	(2,991)
													0.00	0.00%	(1,500)
50.95	51.74	52.95	53.35	52.95	52.95								314.89	48.44%	(335)
													0.00	0.00%	(100)
													0.00	#DIV/0!	-
													0.00	#DIV/0!	-
401	96	440	1,461	457	208	-	-	-	-	-	-	-	3,062	22.60%	(10,488)

[illegible][illegible][illegible]

174.11		28.28	151.09		120.00							473.48	47.35%	(527)
												0.00	0.00%	(500)
												0.00	0.00%	(2,000)
174	-	28	151	-	120	-	-	-	-	-	-	473	13.53%	(3,027)

												0.00	0.00%	(500)
		815.00										815.00	163.00%	315

2021-2022 BUDGET

9.03	- Ashway	500
9.04	- Pocket Park	500
9.05	Hedge/Fencing New/Repair - St Davids	350
9.06	- Ashway	820
9.07	- Spratton Road	300
9.08	Library Shrub Bed	200
9.09	Flower boxes / Wild Flowers	1,000
Sub Total		4,670

2021 -2022
Budget
£

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
													0.00	0.00%	(500)
													0.00	0.00%	(500)
					175.00								175.00	50.00%	(175)
					408.00								408.00	49.76%	(412)
					140.00								140.00	46.67%	(160)
15.00													15.00	7.50%	(185)
			392.62										392.62	39.26%	(607)
15	-	815	393	-	723	-	-	-	-	-	-	-	1,946	41.66%	(2,724)

2021-2022 BUDGET

2021 -2022
Budget
£

10.00	Maintenance	
10.01	Village Enhancement /Maintenance	1,000
10.02	Sundry purchases	1,000
10.03	Xmas lighting	1,000
10.04	Ground Maintenance - Ashway	3,200
10.05	- St Davids	5,000
10.06	- Spratton Rd.	-
10.07	Plant Maintenance & Replacement	
10.08	Tennis Court Maintenance	-
10.09	Mower, Van Running Costs	1,000
10.10	Van leases cost	2,500
10.11	Fuel - Van and Mowers	1,250
10.12	Safety Surfaces Maint/Renewal	1,000
10.13	Millennium Garden Maintenance	1,100
10.14	Community Centre Maintenance	2,000
10.15	Difibulators	300
10.16	Pocket park maintenance	1,000
Sub Total		21,350

11.00	Recreation	
11.01	Vandalism	500
11.02	Grass Cutting - St Davids	2,800
11.03	- Ashway	1,800
11.04	Plant Hire & other equipment / Trade waste	750
11.05	Changing Rooms Running Costs	2,500
11.06	Changing Rooms Maintenance	500
Sub Total		8,850

12.00	Aspirations	
12.01		-
12.02		-
12.03		-
12.04		-
12.05		-
12.06		-
12.07		-
12.08		-
12.09		-
12.10		-
12.11		-
12.12		-
Sub Total		-

13.00	Virements	
13.01		
13.02		
13.03		
13.04		
13.05		
13.06		
13.07		
13.08		
13.09		
13.10		
Sub Total		-

Total Expenditure	187,725
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14.00	Income	
14.01	Precept	166,460
14.02	Bank Interest	50
14.03	Sports Club - Cricket	1,100
	- Sands	1,440
	- Senior football	1,800
	- Junior football	1,630
	- Others	-
14.04	Community Hall (Cleaners money)	4,000
14.05	Pocket Park Grass Cutting	250
14.06	106 Income (The Ashway)	9,645
14.07	Miscellaneous	
14.08	NCC Grasscutting - verges	1,350
14.09	CIL Contribution	-
14.10	Contribution from General Reserves	-
Total Income		187,725

VAT INCOME	
Balance	-

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
162.78	45.00	138.20		0.05	180.00								526.03	52.60%	(474)
	86.92	52.00	37.61		122.50								299.03	29.90%	(701)
													0.00	0.00%	(1,000)
567.11	491.67	5.83	80.00	310.00	230.00								1684.61	52.64%	(1,515)
760.00	686.00		40.00	57.00	190.00								1733.00	34.66%	(3,267)
													0.00	#DIV/0!	-
													0.00	#DIV/0!	-
													0.00	#DIV/0!	-
					35.00								35.00	3.50%	(965)
239.58	239.58	239.58	239.58	239.58	239.58								1437.48	57.50%	(1,063)
47.50	108.08	77.17	178.00	157.30	52.00								620.05	49.60%	(630)
													0.00	0.00%	(1,000)
	40.00												40.00	3.64%	(1,060)
	19.99												19.99	1.00%	(1,980)
													0.00	0.00%	(300)
													0.00	0.00%	(1,000)
1,777	1,717	513	575	764	1,049	-	-	-	-	-	-	-	6,395	29.95%	(14,955)

													0.00	0.00%	(500)
167.00	223.00	338.00	338.00	404.00	338.00								1808.00	64.57%	(992)
178.00	338.00	178.00	276.00	370.00	227.00								1567.00	87.06%	(233)
77.46	62.76	51.76	63.81	96.48	52.92								405.19	54.03%	(345)
117.14	192.02	136.19	136.19	136.19									717.73	28.71%	(1,782)
105.31		175.39											280.70	56.14%	(219)
645	816	879	814	1,007	618	-	-	-	-	-	-	-	4,779	54.00%	(4,071)

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

11,420	9,429	9,052	9,596	8,140	7,950	-	-	-	-	-	-	-	54,773	29.18%	(131,007)
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	83230.00												83230.00	50.00%	(83,230)
1.69	1.54	1.46	2.01	1.83	1.95								10.48	20.96%	(40)
													0.00	0.00%	(1,100)
					17.50								17.50	0.00%	(1,423)
													0.00	0.00%	(1,800)
													0.00	0.00%	(1,630)
													0.00	#DIV/0!	-
													0.00	0.00%	(4,000)
													0.00	0.00%	(250)
													0.00	0.00%	(9,645)
													1004.95	0.00%	1,005
	959.00	10.62		35.33									0.00	0.00%	(1,350)
													0.00	0.00%	-
													0.00	0.00%	-
													0.00	0.00%	-
2	84,191	12	2	37	19	-	-	-	-	-	-	-	84,263	44.89%	(103,462)

10,800		5,927		-	4,131								12,596		27,545
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Bank Reconciliation - 31st August 2021

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SUMMARY

30-Jul-21	Revenue (Current) Account	86,231.33
30-Jul-21	Capital (Reserve) Account	222,315.67
	bank balance	£ 308,547.00

RECEIPTS

Precept Income from DDC		
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income	£	17.50
Grants		
Interest from Capital (Reserve) Account	£	1.95
Community Centre Recharged items		
Community Centre Recharged cleaning		
Other -refund	£	42.40
Other - bank reject		
Other Income		
Community Infrastructure Levy		
Total cash in	£	61.85

EXPENDITURE

Employment Expenses (Wages/ Salaries & On Costs only)	£	5,552.42
Value of all other transactions this month	£	6,855.06
Total cash out	£	12,407.48

Total: £ 296,201.37

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

31-Aug-21	Revenue (Current) Account	73,883.75
31-Aug-21	Capital (Reserve) Account	222,317.62
	bank balance	£ 296,201.37

UNPRESENTED CHEQUES

v	No unpresented cheques	£ -
	Total unpresented cheques	£ -

£ 296,201.37

Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen

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



BRIXWORTH PARISH COUNCIL

H

Statement of Reserves

	Balance as at 31 March 2021	2021/ 2022 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)	23,521.26	0.00	0.00	0.00	23,521.26
s106 St Davids Play Park	0.00	0.00	0.00	0.00	0.00
s106 St Davids MUGA	0.00	0.00	0.00	0.00	0.00
s106 Community Centre Indoor Sports	0.00	0.00	4,634.70	0.00	-4,634.70
	53,557.10	0.00	4,634.70	0.00	48,922.40
Earmarked Reserves					
Kubota Grass Mower	6,282.00	3,500.00	0.00	0.00	9,782.00
Van Branding & end of lease costs	872.00	400.00	0.00	0.00	1,272.00
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	15,334.55	2,500.00	5,285.32	0.00	12,549.23
Projects (St Davids)	45,000.00	0.00	0.00	0.00	45,000.00
Tree Planting - Queens Jubilee	0.00	0.00	0.00	0.00	0.00
Community Grants	8,620.01	5,000.00	0.00	0.00	13,620.01
Legal Costs - other	1,500.00	0.00	636.00	0.00	864.00
Legal Costs- County Court	8,038.22	0.00	2,477.78	0.00	5,560.44
Election Costs	4,145.00	400.00	0.00	0.00	4,545.00
Lighting on Parish Footpaths	8,120.00	1,500.00	2,600.00	0.00	7,020.00
Heritage Projects	343.50	0.00	0.00	0.00	343.50
St David's Car Park	6,000.00	1,500.00	0.00	0.00	7,500.00
Litter Bins	3,000.00	1,500.00	0.00	0.00	4,500.00
Play Equipment (St Davids)	9,000.00	3,000.00	0.00	0.00	12,000.00
Ashway Car Park	7,500.00	1,500.00	0.00	0.00	9,000.00
Strategic Planning	8,483.19	2,500.00	384.00	0.00	10,599.19
Calendar	224.00	0.00	0.00	0.00	224.00
Bus Shelter Replacement	5,980.00	2,000.00	0.00	0.00	7,980.00
Community Centre	2,791.00	4,000.00	0.00	0.00	6,791.00
Events	2,500.00	0.00	0.00	0.00	2,500.00
	145,533.47	29,300.00	11,383.10	0.00	163,450.37
	£ 199,090.57	£ 29,300.00	£ 16,017.80		£ 196,354.97

Section 106 (Held by WNC)

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 (Sept 2027)	32,500	0.00	0.00	£ 32,500.00

Monthly Summary

Revenue Account	£ 73,883.75	
Capital Account	£ 222,317.62	
Total Cash in Bank	£ 296,201.37	
Less Earmarked & Restricted	£ 196,354.97	
Less forecast capital commitments	£ -	
Less forecast revenue commitments	£ 84,000.00	
Add forecast Income	£ 100,000.00	
Identified as General Reserves	£ 115,846.40	70% of precept

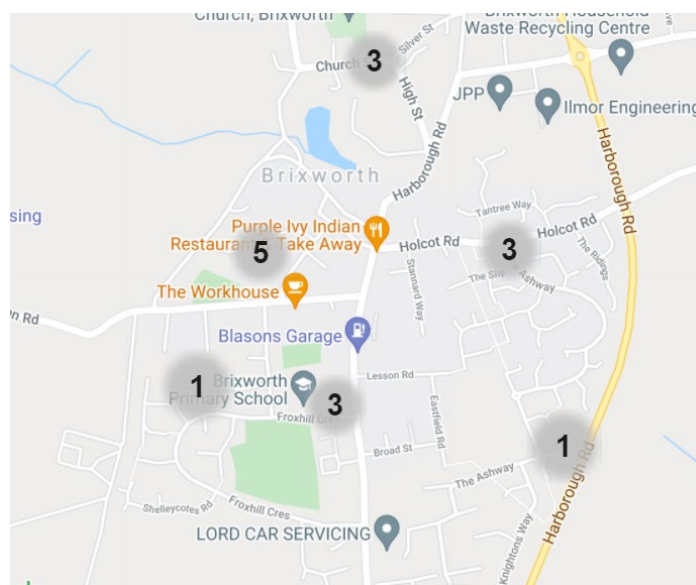
Section 106 held by WNC (Sports / Parks)	£ 243,884.00
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Section 106 for use by WNC (Toucan)	£ 32,500.00
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Reported Crime for July 2021

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



Trend

2019	2020	2021
32	36	23

Violence and sexual offences 10

Anti-social behaviour 5

Criminal Damage 3

Other Crime** 5

***This is a broad category of types not covered in other categories. They range from weapon-related crimes to hate crimes and robbery.*



Paper J – Paper for the Brixworth Parish Council of 27th September 2021

No report available this month due to a technical fault.



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Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 7th June 2021

Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Councillors: Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe and Councillor James Collyer

In Attendance: Peter Rowbotham (Parish Clerk) and Councillor Jonathan Harris ,West Northants Council (WNC)

Apologies for Absence: Councillor Jackie Bird, Councillor Tom Mitchell and Councillor Kevin Parker.

Absent: Councillor Lynne Compton.

Members of the Public 1

21/2086P Chairing the Meeting

In the absence of the Chair of the Planning Committee it was agreed that Councillor Moxon chair the meeting. This was proposed by Councillor Brown and seconded by Councillor Coe. Unanimous.

21/2087P Welcome

Councillor Moxon welcomed everyone to the Planning Committee and reminded attendees of the evacuation procedures and also that the meeting was being recorded.

21/2088P Apologies for Absence

Apologies for absence had been received from Councillor Bird, Councillor Mitchell and Councillor Parker.. These apologies were accepted by the meeting.

21/2089P Members' Declaration of Interests

None

21/2089P Minutes of the Meeting of 24th May 2021

The minutes of 24th May 2021 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor Coe. The minutes had been signed by the acting Chairman.

Initialled.....

21/2090P**WND/2021/0115****Works to trees within a conservation area****Amberwood, Newlands, Brixworth, Northamptonshire, NN6 9DN**

The Parish Council agreed to support this application subject to the views of the WNC Tree Officer. This was proposed by Councillor Brown and seconded by Councillor Barratt. Unanimous.

21/2091P**WND/2021/0118****Removal of trees within a conservation area****Brixworth Hall Archway, Harborough Road, Brixworth, Northamptonshire, NN6 9BX**

The Parish Council agreed to support this application subject to the views of the WNC Tree Officer. This was proposed by Councillor Brown and seconded by Councillor Coe. Unanimous.

21/2092P**WND/2021/0128****Removal of and works to trees subject of Tree Preservation Orders TPO 30 and DA 169.****Brixworth Hall Archway, Harborough Road, Brixworth, Northamptonshire, NN6 9BX**

The Parish Council agreed to support this application subject to the views of the WNC Tree Officer. This was proposed by Councillor Brown and seconded by Councillor Coe. Unanimous.

21/2093P**WND/2021/0042****Demolition of existing conservatory. Construction of garden room, loft conversion, alterations, replacement windows and detached garden summerhouse (revised scheme).****The Firs, Saneco Lane, Brixworth, Northamptonshire, NN6 9DA**

The Parish Council supported this application subject to the retention of the working chimney and the materials being carefully considered and approved by the District Council's Conservation Officer. This was proposed by Councillor Coe and seconded by Councillor Barratt.

21/2094P**WND/2021/0043****Listed Building Consent for conversion of loft above former stables including:- removal of existing roof covering and structure and replacement with new, lowering floor level by replacing existing floor and ceiling with new, creation of new access to main house through gable wall. Replace existing rear conservatory with new brick and glass garden room with flat roof. Replace existing timber and uPVC windows and doors with timber slimline double-glazed windows and doors.****The Firs, Saneco Lane, Brixworth, Northamptonshire, NN6 9DA**

The Parish Council supported this application for Listed Building Consent subject to the retention of the working chimney and the materials being carefully considered and approved by the District Council's Conservation Officer. This was proposed by Councillor Coe and seconded by Councillor Collyer.

21/2095/P**WND/2021/0106****Provision of replacement outdoor play area, landscaping, safety surfacing and fencing.****St David's Recreation Ground, Froxhill Crescent, Brixworth, Northamptonshire**

It was noted that Councillor Barratt had some concerns with regards to possible noise nuisance from the proposed zip wire. This could be investigated further. The Parish Council supported this application. This was

Initialled.....

proposed by Councillor Brown and seconded by Councillor Coe. Unanimous.

21/2096P

WNNMA/2021/0012

**Non material amendment to application DA/2018/1046 relating to phasing of the development
Victors Barn, Northampton Road, Brixworth, Northamptonshire**

The Parish Council agreed to request that the elected Council members of the unitary authority seek clarification on application WNNMA/2021/0012. It requested that all non-material amendments are passed for comment by the Parish Council before the expiration of the consultation period. This was proposed by Councillor Barratt and seconded by Councillor Brown. Unanimous.

21/2095P

Highway - Consultation

Proposed leading bay at Northampton Road, Brixworth

The Parish Council agreed that this proposal should not be progressed until a Delivery Management Plan (DMP) had been submitted to and approved in writing by the Local Planning Authority. This is in accordance with the requirements of the Government Planning Inspector. The DMP should include details of the timing and frequency of vehicular deliveries to the premises (days and times), the type of vehicles to be employed and the control measures to be employed to minimise disturbance to neighbouring properties. An approved DMP is required to meet the planning conditions. This was proposed by Councillor Moxon and seconded by Councillor Brown. Unanimous.

21/2096P

Licencing - Consultation

Coop, Red Lion Site, Northampton Road, Brixworth

The Parish Council considered the electronic Premises Licence Application for the proposed Coop and agreed that it had no objections to the proposal. This was proposed by Councillor Brown and seconded by Councillor Coe. Unanimous.

21/2097P

Planning Scheme of Delegation, West Northamptonshire Council

The Parish Council noted that the new West Northamptonshire Constitution had incorporated a new planning scheme of delegation which would mean that call-in was now only available to the elected members of the West Northamptonshire Council.

21/2098P Any Other Urgent Business

The Parish Council noted that an appeal had been lodged against the refusal of permission for employment uses at land to the west of Mercedes Avenue, Brixworth. (DA/2019/0144) This would be an informal hearing (via Teams) on Tuesday 27th July 2021. The Parish Council would need to consider if it wished to submit any additional comments and also if it wished to be represented at the online hearing. This would be a future item for discussion.

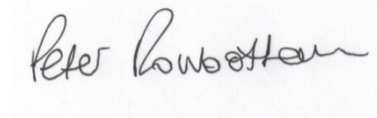
20/2099P Date of Next Meetings

Monday 28th June 2021 at 730pm.

Initialed.....

The meeting finished at 8.30pm

Signed as a true and accurate record



**Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
28th June 2021**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
8th June 2021**

Telephone: 079 8314 1786

Email parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 28th June 2021

Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Councillors: Councillor Tom Mitchell, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe and Councillor Sandra Moxon

In Attendance: Peter Rowbotham (Parish Clerk)

Apologies for Absence: Councillor Neal Brown, Councillor Lynne Compton, and Councillor Kevin Parker.

Absent: Councillor James Collyer.

Members of the Public 0

21/2100P Welcome

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

21/2101P Apologies for Absence

Apologies for absence had been received from Councillor Brown, Councillor Compton and Councillor Parker. These apologies were accepted by the meeting.

21/2102P Members' Declaration of Interests

Councillor Mitchell declared an interest in WND/2021/0189, Single storey rear extension and conversion of integral garage to habitable space at 14, Shelleycotes Road, Brixworth, NN6 9NE. Councillor Mitchell did not participate in this item.

Councillor Coe declared an interest in WND/2021/0179, First floor extension to create additional residential floor space, The Old Post House, 2, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL. Councillor Coe did not vote when this proposal was considered.

21/2103P Minutes of the Meeting of 7th June 2021

The minutes of 7th June 2021 were agreed as a true and accurate record. This was proposed by Councillor Moxon and seconded by Councillor Bird. The minutes had been signed by the Chairman.

Initialled.....

21/2104P**WNNMA/2021/0012****Non material amendment to application DA/2018/1046 relating to phasing of the development.
Victors Barn, Northampton Road, Brixworth, Northamptonshire**

The Parish Council acknowledged that this application was being dealt with by the local planning authority in accordance with Section 73 of the Town and Country Planning Act 1990. It was assumed that there was an error in the applicant's letter to WNC dated 4th May 2021 – referring to a permission of 26th April 2021. The Committee assumed that this should read 2018. The Committee queried whether or not the 2018 outline application was still valid. This was proposed by Councillor Mitchell and seconded by Councillor Moxon. Unanimous.

21/2105**WND/2021/0189****Single storey rear extension and conversion of integral garage to habitable space
14, Shelleycotes Road, Brixworth, NN6 9NE**

The Parish Council supported this application. Proposed by Councillor Moxon and seconded by Councillor Bird.

Councillor Mitchell left the meeting for this item. Councillor Moxon had chaired the meeting for this item which was proposed by Councillor Coe and seconded by Councillor Bird.

21/2106P**WNNMA/2021/0016****Non material amendment to application DA/2018/0293 to include dormer window to west elevation, one less window to first floor east elevation, additional window to north elevation, ridge height of north wing increased 0.8m.****Paddock Lodge, Tantree Way, Brixworth, Northamptonshire, NN6 9UQ**

The Parish Council supported this application. Proposed by Councillor Mitchell and seconded by Councillor Moxon. Unanimous

21/2107P**WND/2021/0179****First floor extension to create additional residential floor space.****The Old Post House, 2, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL**

The Parish Council supported this proposal. However, to adhere to the Village Conservation Area Appraisal and Management Plan (9.4) and the Neighbourhood Plan (Policy 8.1 & Policy 9.1), the following observations had been submitted –

1. Timber window frames should be used.
2. Roof Tiles should be slate.
3. The western elevation should use Ironstone.
4. The northern elevation should use Ironstone.
5. Coping stone should be used on the gable elevation.
6. There should be no mechanical ventilation on the southern elevation.

This was proposed by Councillor Mitchell and seconded by Councillor Moxon.

Councillor Coe did not vote on this matter.

Initialled.....

21/2108P**WND/2021/0127****Single storey extension to front of dwelling.****1, Juniper Thorn, Brixworth, Northamptonshire, NN6 9UX**

The Parish Council supported this application. Proposed by Councillor Mitchell and seconded by Councillor Moxon. Unanimous.

21/2109P**Planning Appeal - Application No: DA/2019/0144****Outline application with main point of access included for development to provide commercial floorspace for Class B1b, B1c, B2 & B8 employment uses (resubmission)****Land to the West of Mercedes Avenue, Brixworth (Brixworth/Scaldwell Parish), Northamptonshire**

The Planning Committee considered taking an active part in the appeal which was subject to an Informal Hearing. The Hearing would take place on Tuesday 27 July 2021 commencing at 10:00 am via Microsoft Teams. Councillor Parker would be asked to represent the Parish Council.

21/2010P Any Other Urgent Business**WND/2021/0259****Work to trees within a Conservation Area****Verge either side of The Grange 21, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL (This is a highway verge)**

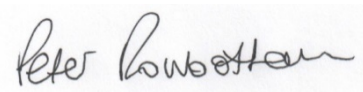
The deadline for this application had meant that the Committee could only comment on an informal basis. Should this proposal had been on the agenda for consideration then the Committee was likely to support the proposal.

20/2011P Date of Next Meeting

Monday 26th July 2021

The meeting finished at 8.39pm

Signed as a true and accurate record



Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
26th July 2021

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
8th July 2021

Telephone: 079 8314 1786

Email parish.clerk@brixworthparishcouncil.gov.uk

Initialled.....



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 26th July 2021

Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS

Councillors:	Councillor Ian Barratt, Councillor Barbara Lunnon and Councillor Christine Ware.
In Attendance:	Peter Rowbotham (Parish Clerk)
Apologies for Absence:	Councillor Jackie Bird, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Tony Nixon, Councillor Kevin Parker and Councillor Christine Ware.
Absent:	Councillor Neal Brown, Councillor Elaine Coe and Councillor James Collyer.
Members of the Public	0
	Councillor Jonathan Harris (West Northants Council) also offered apologies for absence.

21/2112P Chairing the Meeting

In the absence of the Chair and Vice Chair of the Planning Committee it was agreed that Councillor Barratt chair the meeting. This was proposed by Councillor Ware and seconded by Councillor Lennon. Unanimous.

21/2113P Apologies for Absence

Apologies for absence had been received from Councillor Bird, Councillor Compton, Councillor Mitchell, Councillor Moxon, Councillor Nixon and Councillor Parker. These apologies were accepted by the meeting.

21/2114P Members' Declaration of Interests

None,

21/2115P Minutes of the Meeting of 28th June 2021

The minutes of 28th June 2021 would be deferred until the next meeting of the Planning Committee. The minutes would be signed by the Chairman at that time.

21/2116P

WND/2021/0259

Work to trees within a conservation area

Highway verge either side of The Grange 21, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL.

Initialled.....

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

21/2117P

WND/2021/0051 (Amended)

Variation of Condition 3 of planning permission DA/2014/09410 (Conversion of office to form 5 dwellings). Revised floor and elevations to Units 8, 9, 10 & 11, 12 only.
Victors Barn, Northampton Road, Brixworth, Northamptonshire

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

21/2118P

C/2020/0054/4

Demolition of public house and construction of new A1 retail unit (revised scheme)
Condition 6 - Delivery Management plan
The Red Lion Hotel, Harborough Road, Brixworth, Northamptonshire

The Parish Council agreed to support this proposal. This support was based upon the assumption that the loading bay would be for use by all the nearby businesses and not for the exclusive use for the Coop. The practicality of a 12m lorry using a 12m long loading space was questioned. This was proposed by Councillor Lunnon and seconded by Councillor Ware. Unanimous.

21/2119P

WND/2021/0266

Retrospective planning permission for the construction of an open carport and alterations to the external materials of the existing car showroom.
Showroom, Saxon Fields, Northampton Road, Brixworth, Northamptonshire

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

21/2120

Demolition of public house and construction of new A1 retail unit for the Coop
The Red Lion Hotel, Harborough Road, Brixworth, Northamptonshire

In anticipation of various issues being raised either directly by the Coop or residents it was suggested that a Working Group be set up to consider these matters as and when they arise. The Parish Council agreed to defer this matter until such a time that such a Group would be needed. This was proposed by Councillor Lunnon and seconded by Councillor Ware. Unanimous. In the meanwhile any communications/ consultation on this development would be dealt with by the Parish Council or its Planning Committee.

21/2021P Any Other Urgent Business

None raised.

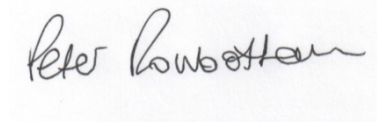
20/2022P Date of Next Meeting

Monday 9th August 2021

The meeting finished at 8.45pm

Initialed.....

Signed as a true and accurate record



Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
6th September 2021

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
31st August 2021

Telephone: 079 8314 1786

Email parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 14th July 2021

Video Conferencing

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird & Councillor Barbara Lunnon

Apologies: Councillor Sandra Moxon

Absent - None

Also Present: Peter Rowbotham (Parish Clerk) and Ciara Wanstall (Assistant Parish Clerk)

**Members of
the Public:** 0

21/462MC Welcome

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

21/463MC Apologies for Absence

Apologies for absence had been received from Councillor Moxon. These were received by the meeting.

21/464MC Declarations of Interest

None declared.

21/464MC Minutes of the last meeting (14th April 2021)

The minutes of the previous meeting held on 14th April 2021 were agreed as a true and accurate record. This was proposed by Councillor Coe and seconded by Councillor Bird. Unanimous.

21/465MC Brixworth Bulletin

Next Edition

Deadline for the next edition was 4th August 2021. The Editor would be Councillor Coe.

Provisional articles identified include:

- Page 1 – Contents - EC

- Page 1 – Chairman's/ Council Chat SM
- Page 1 – The 'Tommy's' on the Community Centre
- Page 2 – Environmental issues including Trees & Flowers
- Page 3 – Parish Council Information
- Page 4 – Domestic Violence advice

Further new Councillor photographs would be organised to update the photo library for future editions.

There would be an informal editorial meeting to view the content and layout on Wednesday 4th August 2021.

21/466MC Community Safety

There were no key messages to the community. (Other than the Domestic Violence advice being promoted via the Bulletin)

21/467MC Document Review

The Committee reviewed the following documents

- Freedom of Information Publication Scheme
- Data Protection Policy
- Data Breach Policy
- Privacy Policy

It was agreed that the Parish Council be recommended to adopt the above as soon as practical. This was proposed by Councillor Bird and seconded by Councillor Coe, Unanimous.

21/468MC Items Referred from the Parish Council

The Committee had been asked to promote the proposed Summer Play Scheme. This had not progressed because of the uncertainty of the event.

21/469MC Any Other Business

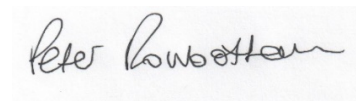
None

21/470MC Date of Next Meeting

Wednesday 6th September 2021 at 6.45pm

The Meeting finished at 7.32pm

Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
6th September 2021



Peter Rowbotham
Parish Clerk
Brixworth Parish Council
1st September 2021
Telephone: 079 8314 1786
Email: parish.clerk@brixworthparishcouncil.gov.uk



PAPER N

Brixworth Parish Council

Environment & Highways Update - For information

September 2021

Overview

- DRAFT Terms of Reference for Brixworth Climate Action Working Group - for discussion and agreement at Full Council Meeting 30 September 2021
- Queens Green Canopy site exploration
- Verges by the new Coop site on Harborough Road
- Poppy Permit

Environment

Brixworth Climate Action Working Group

Once the terms of reference for the Brixworth Climate Action Working Group have been agreed and adopted, the group will work with the Communication and Media Committee to communicate with the parish and seek volunteers from the community to join. A target date for the first meeting will be by the end of November 2021.

Contact has been made with Burwell PC in Cambridgeshire - a parish not dissimilar to Brixworth - which, as one of the first PCs to declare a climate emergency is further ahead with a practical action plan that involves their community. Burwell have kindly given permission for us to use and adapt any of the plans and documents they have already established. In addition they have agreed that we may join their 'Climate Change Forum' to observe and learn from their activity. We are waiting for a date in November/ early December for this.

Queens Green Canopy site exploration

A group of councillors, along with the Parish Clerk and groundsman are planning to meet with Michael Venton, WNC to investigate possible sites, and subsequently species selection for the Queen's Green Canopy Scheme. Date to be confirmed subject to Michael Venton's availability.

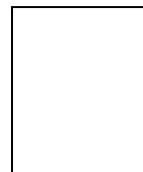
Highways

Verges near the site of the new Coop

We have had a request from a resident on Harborough Road to investigate wildflower verges on the verges up to the site of the new Co-op. This will be investigated with Highways and the Co-op working group and an update provided to full council.

Poppy Permit

Request for permission to display Poppies on lampposts in the village has been requested. Permit is required from 1 October 2021 to 21 November 2021.



Brixworth Parish Council

Personnel Working Group

2nd September 2020

Video Conferencing

Present	
<p>Present: Councillor Sandra Moxon, Councillor Jackie Bird, Councillor Lynne Compton, Councillor Gary Spratt and Councillor Christine Ware.</p> <p>Apologies for Absence – None</p> <p>Also present – Peter Rowbotham (Parish Clerk)</p>	
1.	Appointment of Chair
1.1	Councillor Moxon, as Chairman of the Council had taken on this role.
2.	Apologies for Absence
2.1	None.
3.	Consider the applications for the Parish Clerk & RFO Vacancy
3.1	Four written applications had been submitted and these had been reviewed. The general quality of the applications was thought to be good. It was agreed to interview three of the applicants. The fourth applicant had failed to meet the person specification.
4.	Format of interview
4.1	<p>The Working Group had a range of questions which it had considered for use in the interview. It refined the list of questions and also added a short-written test for each applicant to submit. The draft list of questions would be circulated to the Working Group by the Clerk for further comment.</p> <p>The Interview Panel will consist of Councillor Bird, Councillor Spratt and Councillor Ware.</p>
5.	Timescales
5.1	The interviews will take place on Wednesday 15th September with a 9:30am meet. Interviews times to be 10am, 11.30am and 1pm. This allows time for post interview discussion and breaks.
6.	Recruitment of Assistant Clerk
6.1	The recruitment of the Assistant Clerk would be undertaken by the new Clerk. The recruitment process will start as soon as practical.
7.	Document Review
7.1	<p>The following documents would be reviewed at the next meeting of the Working Group –</p> <ul style="list-style-type: none">• Customer Complaints Policy

Peter Rowbotham
Parish Clerk

	<ul style="list-style-type: none"> Equalities Policy
6.	Next Meeting
6.1	<ul style="list-style-type: none"> To be organised
7	Recommendations to the Parish Council
7.1	The Parish Council notes the report and ongoing work of the Personnel Working Group.

Paper P for the Brixworth Parish Council Meeting of 30th September 2021



Report of the Parish Clerk

September 2021

1. Overview

I have invoiced the West Northants Council to release the funding for the two s106 St David's projects. The receipt of this money is imminent. The second instalment of the precept is also imminent.

I have requested the paperwork to apply for the s106 budget relating to the Community Centre work. This can be completed after the Parish Council agrees the work and the related costings.

I have had one weeks leave this month – returning to work on Monday 27th September. I have; therefore, this week been catching up on emails etc.

I have had the Parish Council laptop serviced as it was showing signs of poor performance. A new battery was also required.

The Parish Council has up to two weeks fuel in the van and mower.

Actions since the last meeting (and feedback)

Highways (21/5543) – The request to review the speed limit has been submitted. However this has since been refused. The overall consensus from the Panel was to decline this request. Given the function, rural characteristics and surrounding open nature of this road the consensus view of the Panel was that a 50mph restriction was unrealistic and non-compliance would be widespread. They know from long experience that merely lowering the speed limit would not translate into conformity without the addition of self-enforcing calming measures.

From a justification perspective it would not be obvious to a careful and competent motorist why a 50mph limit was in place and, furthermore, would not reflect the look and feel of the road environment. In terms of police data analysis it would appear that the vast majority of motorists are travelling close to the compliant margins of the 60mph speed limit which the Panel considers to be the most appropriate restriction for this section of road.

Environment (21/5545) – An invite has been sent to the Tree Officer at WNC. NWC are willing to support the Parish Council but only on a chargeable basis which is £60. The Tree Officers work is now ring fenced to dealing with applications – all other work is now chargeable.

Pop Up Stores (21/5545) – An email was sent to NWC.

NWC Response:

The link below is to the Food Standards agency guidance on community events etc.

Peter Rowbotham
Parish Clerk

[Providing food at community and charity events | Food Standards Agency](#) Current guidance from the FSA is that if the food provision (sale or gift) occurs on a regular basis (more than once a month) and requires an element of hazard control, then it constitutes a 'food business' and requires to be registered and inspected by the Local Authority.

The link below is to the CIEH, Outdoor Catering Guidance:

[cieh-national-guidance-for-outdoor-and-mobile-catering.pdf](#) Registered food businesses will need to comply with this guidance.

The Parish Council as landowners can of course control any activity on its own land and can introduce fees and charges as it sees fit.

BT Phone Box (21/5547)- A search was conducted on the land, and it revealed that the owner was 'Brixworth Urban District Council'. On the assumption that the land was subsequently transferred to Daventry/ WNC I have contacted the new Council for clarification. The response is awaited.

Subject Access Request (21/5562) – I have tried without success to get a non-chargeable independent view on this. I am currently in correspondence with the Society of Local Clerks. WNC declined to assist.

Sports Club Arrears – all paid.

2. Legal Updates

The Cricket Club lease is complete and signed off.

With the Land Registry for Registration –

- Village Hall Car Park
- St David's Recreation Ground- parcel of land

I understand that the turnaround for registering land with the Land Registry is 12 months. We currently have a land parcel at St David's Recreation Ground and the Village Hall car park going through this process.

An Assets Working Group will be held in October. Items for discussion will include –

- Village Hall Car Park
- Allotment's proposal
- Central Sports Lease
- Information Point
- Asset Register

3. Assets

The Gate at The Ashway was damaged and subsequently repaired by the Council's contractor.

The work to the trees at the Eastfield Road footpath has been undertaken.

The ball stop has been completed.

4. Service Requests

What	Where	Action
Car Park Issues / Growth	Breach Close	Refer to owners (residents)
Zebra Crossing dangers	Northampton Road	Referred to WNC
Car Parking Problems	Village Centre	Referred to WNC

5. Meetings Attended this Month

- 5.1 Planning Committee
- 5.2 Parish Council
- 5.3 Community Centre Trust
- 5.3 Media & Communications Committee
- 5.4 Community Centre Design Contractor
- 5.7 St David's MUGA Contractor
- 5.8 Personnel Working Group
- 5.9 Interviews – Parish Clerk & RFO

6. Training & Development

- None

7. Community Engagement

Posts

Social Media	Planning Committee
	Bus Consultation
	Parish Council Surgery

8. Tasks to be undertaken/ underway

PRIORITY 1. Statutory

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

PRIORITY 2. Financial

VAT return
New FMS System

Peter Rowbotham
Parish Clerk

Invoices
Payments
Procurement – s106 projects

PRIORITY 3. Tasks with Deadlines

Recruitment
Subsidence – Tantree Way
Wall collapsing – Millennium Gardens
Staff Appraisals
S106 projects
 MUGA – re tender?
 Play Park – awaiting funding to arrive
 Community Centre – with contractor
Village Hall Car Park – registration.
Health and Safety Review – awaiting visit from Peninsula.
Winter planting in the tubs
,Gov emails for Councillors – to do
County Court case – costs to be resolved
Review & Improve Christmas lights
Tree audit – remove highway and private trees off the BPC list.
Renew Central Sports Lease

PRIORITY 4. Tasks without deadline

Bus Shelters – repair and progress Mercedes sponsorship
Holcot Road Bollards – Village Green
Restore railway Benches
BT Box – adopt and re use
New bigger noticeboard outside Library
Ferro Fields – Find out owners and encourage tidy up
Harborough Road – parking on verges
Coop – work with the developer to get good outcomes for community
Litter Bins – replacement plan
Spratton Road – tidy up shrubs in the Rec
Local Council Awards Scheme
Booking system for pitches and community centre (Hallmaster?)
New signage in the Recs
Repair fence at Spratton Road
CCTV at St David's
Ashway – cut back shrubs near changing rooms (ASB issues)
Ashway – clear out changing rooms
S106 – Toucan Crossing. Encourage WNC scheme
Clean up/ scan at the Meeting Room, Community Centre
Set up TV for training at the Community Centre Meeting Room
Emergency Plan – develop a new plan and appoint flood wardens
Make Scribe Finance live – develop new budget monitoring sheet for Council
Update the Neighbourhood Plan Web Site
Millennium Garden – infill planting
Millennium Gardens – walkway lighting
Queens Jubilee – Planting

9. Breakdown of my time – September 2021

