



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Tuesday 24th August 2021 starting at 7:15pm**

Brixworth Community Centre and Library, (First Floor) Spratton Road, Brixworth
The room is accessible via a lift

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 29th July 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.
 - Includes a visit by a member of staff from the local Coop store to talk about the Pioneer Scheme which promotes local activities and charities.
 - 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 August 2021

B

- | | | | |
|-----|--|--|----------|
| 7. | Appointments | | |
| | 7.1 Consider the following appointments: | | C |
| | <ul style="list-style-type: none"> • One vacancy on the Media & Communications Committee • One vacancy on the Personnel Working Group • Two vacancies on the s106 Play Park & MUGA Working Group • One vacancy on the Thomas Roe Charity | | |
| 8. | Highways – Request for Review of Speed Limit | | |
| | 8.1 Consider a resident's request to support a Speed Panel review of the existing maximum limit between the Mercedes roundabout and the Country Park roundabout. (A508) | | |
| 9. | Environment – Climate Change (CW) | | |
| | 9.1 Consider climate change and the community response | | D |
| 10. | Environment – Queens Green Canopy (CW) | | |
| | 10.1 Consider actions to plant trees from October 2021 to mark the Queen's Platinum Jubilee.
https://queensgreencanopy.org | | |
| 11. | Recreation – Pop Up Shops on Council Land (IB) | | |
| | 11.1 Consider any required actions regarding commercial activity on Parish Council land. | | |
| 12. | BT Telephone Box – Church Street (IB) | | |
| | 12.1 Receive progress report and consider any required actions regarding this active BT Box. | | |
| 13. | Community Centre (S 106 Indoor Sports) | | |
| | 13.1 Consider a fee proposal (via Contract Finder) to progress the Indoor Sports s106 Project | | E |
| 14. | Proposed Communications Cabinet – Froxhill Crescent | | |
| | 14.1 Nominate two Parish Councillors to meet a Gigaclear representative to discuss concerns. | | |

PART TWO - FOR INFORMATION

- | | | | |
|-----|---|--|----------|
| 15. | Finance | | |
| | 15.1 Receive the rolling budget 21/22 | | F |
| | 15.2 Receive the Bank Reconciliation Report | | G |
| | 15.3 Receive the statement of the Parish Council's Reserves | | H |
| | 15.4 Note the satisfactory conclusion of the Annual Audit | | I |
| 16. | Community Safety | | |
| | 16.1 Note the reported crime data for Brixworth for June 2021 | | J |
| | 16.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | | K |
| 17. | Planning | | |
| | 17.1 Receive the planning decisions for July 2021. | | L |
| | 17.1 Receive the minutes of the Planning Committee of 7 th June 2021. | | M |
| 18. | Sports Liaison Working Group | | |
| | 18.1 Receive the notes of Sports Liaison Working Group of 28 th July 2021. | | N |
| 19. | Parish Clerks Report | | |
| | 19.1 Receive the Parish Clerk's Report | | O |

20. Dates of Future Meetings

20.1 To note the dates of the next cycle of meetings.

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

PART THREE – CONFIDENTIAL

21. Exclusion of the press and public

21.1 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 21.1)

22. Legal Matters

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

22.2 Freedom of Information / Subject Access Request – Independent Advice

22.3 Arrears – Sports Club

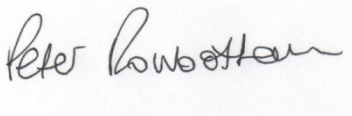
22.4 Red Lion development and the Village Hall Car Park

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

23. 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 August 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 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 29th July 2021 at 7:15pm

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

In Attendance:

Councillors: Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tony Nixon, and Councillor Christine Ware

Apologies: Councillor Jackie Bird, Councillor Neal Brown, Councillor Tom Mitchell, Councillor Kevin Parker and Councillor Frances Peacock

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

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 4

21/5507 Welcome

Councillor Moxon welcomed everyone to the meeting of the Parish Council. She advised attendees of the evacuation procedures and that the meeting was being recorded. Councillor Moxon had initially offered her apologies for the meeting but was now available. The proposed action from Minute 21/5499 was therefore not required.

21/5508 Apologies for Absence

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

21/5509 Declarations of Interest

None declared.

21/5510 Minutes of Previous Meeting (29th June 2021)

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

21/5511 Public Open Forum

An update was provided of the plans in place for the Queens Platinum Jubilee celebrations. Provisional bookings had been made for the entertainment. A meeting would be held in September to progress this event further.

The Cricket Club representative had asked for permission to speak regarding the item concerning the Cricket Club lease.

21/5512 Finance - Transactions including Payments for Approval – July 2021

The list of financial transactions and payments for July 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 Coe and seconded by Councillor Ware.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (30th June)	271.62	54.32	325.94	LGA 1972 s111
02	E. ON	Elec monthly - Ashway Changing Rooms (1st)	136.19	6.81	143.00	PHA 1875 s164
03	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (8th)	53.35	10.67	64.02	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.95	3.79	22.74	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (Via BACS)						
06	Tollers	Legal Work - St David's Registration	636.00	121.20	757.20	LGA 1972 s111
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
07	NALC	Training Course - Levelling Up - Environment	32.44	6.49	38.93	LGA 1975 s175
08	Royal Mail	Postage	0.66	0.00	0.66	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	None		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
09	Staff	Net Salaries and Wages (5-week month)	3,836.38	0.00	3,836.38	LGA 1972 s111
10	HMRC	PAYE	1,235.27	0.00	1,235.27	LGA 1972 s112
11	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
12	Peter Rowbotham	Employment Related Expenses	69.20	0.00	69.20	LG(FP)A 1963 s5
13	R&G	Grounds Maintenance Contract	734.00	146.80	880.80	PHA 1875 s165
14	AH Blason & Son	Fuel	178.00	35.60	213.60	LGA 1972 s111
15	Bakers Waste	Trade Waste at St David's	63.81	12.75	76.56	PHA 1875 s164
16	Tradepoint Screwfix	Groundman's Materials	37.61	7.52	45.13	LGA 1972 s111
17	Scribe	Annual Fee Accountancy System	468.00	93.60	561.60	LGA 1972 s111
18	EON	Footway Lighting - Electricity Supply	151.09	7.55	158.64	PCA 1957 s3
19	KF Troop	Plants - Winter 2020	350.00	0.00	350.00	LGA 1972 s144

20	KF Troop	Plants - Summer 2021	470.00	0.00	470.00	LGA 1972 s144
21	Plantscape	Additional Planters - Spratton Road	392.62	78.52	471.14	LGA 1972 s144
22	BHIB	Annual Insurance	1,375.37	0.00	1,375.37	LGA 1972 s111
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			11,444.91	633.53	12,078.44	
Receipts						
23	Nat West	Interest (30th June)	2.01	0.00	2.01	LGA 1972 s111
Total Income this month			2.01	0.00	2.01	
Bank Transfer - Capital to Revenue						
	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						
	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	

21/5513 Co-option of Parish Councillors

The Parish Council agreed to the co-option of Gary Spratt This was proposed by Councillor Lunnon and seconded by Councillor Coe. Unanimous.

21/5514 Dispensation – Community Centre Business

Dispensation requests had been received from Councillor Spratt to enable him to speak and vote at Parish Council meetings on Community Centre business. This was considered and agreed. This was proposed by Councillor Ware and seconded by Councillor Coe. Unanimous.

21/5515 Appointments

The following appointments were discussed and agreed –

- Media & Communications Committee – One vacancy remains
- Finance Working Group - Councillor Nixon.
- Personnel Working Group – Councillor Ware. One vacancy remains
- Legal (Assets) Working Group – Councillor Nixon.
- Strategic Planning Working Group – Councillor Ware.
- s106 Play Park & MUGA Working Group – Two vacancies remain
- Village Hall Representative – Councillor Nixon
- Environment & Highways – including Transport, Rights of Way, Verges and Trees – Councillor Ware

This was agreed by the Parish Council. Proposed by Councillor Lunnon and seconded by Councillor Nixon. Unanimous.

21/5516 Recreation - Brixworth Cricket Club Lease, St David's Recreation Ground

it was agreed to enter a 25-year lease with the Brixworth Cricket Club for the use of the wicket area at St David's Recreation Ground. This was proposed by Councillor Nixon and seconded by Councillor Bird. Unanimous.

21/5517 Annual Review of Documents

The Media & Communications Committee had reviewed a range of template documents and had recommended adoption by the Parish Council.

Freedom of Information Publication Scheme – Subject to an update relating to West Northants Council it was agreed to adopt this document.

Data Protection Policy – It was agreed to adopt this document.

Data Breach Policy - It was agreed to adopt this document.

Privacy Policy - Subject to a minor amendment it was agreed to adopt this document.

This was proposed by Councillor Coe and seconded by Councillor Lunnon. Unanimous.

21/5518 Litter Bins

Several of the litter bins required renewal and the introduction of a standardised litter bin for use on the Parish Councils own land was discussed. It was agreed to defer this matter. This was proposed by Councillor Moxon and seconded by Councillor Lunnon. Unanimous.

21/5519 Recreation – Ball Stop Fence, St David's Recreation Ground

The Grounds Maintenance contractor had been unable to source timber poles to carry out the repairs. In the circumstances he was now recommending the use of aluminium poles together with netting. The Parish Council agreed to the removal of the timber posts and the installation of 6 metre aluminium poles together with netting at a cost of £3,245. The Parish Council maintained its recreation grounds in accordance with the Public Health Act 1875 s164. This was proposed by Councillor Moxon and seconded by Councillor Coe.

21/5520 British Legion – Poppies on Lampposts

The Parish Council had previously discussed supporting the Centenary of the British Legion. (Minute 21/5342) The local organiser had since approached the Parish Council and requested a donation of £180 to extend the current 'Poppies on lamp posts' scheme. The Parish Council agreed to contribute £180 to the local British Legion for the supply of 'poppies for lamp posts' within Brixworth. The expenditure was in accordance with section 137(4)(a) of the Local Government Act 1972. This was proposed by Councillor Coe and seconded by Councillor Compton. Unanimous.

21/ 5521 Support for the Parish Clerk

This matter was deferred to the Personnel Working Group. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

21/5522 Finance – Rolling Budget

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

21/5523 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th June 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £98,309.77. The Capital (Reserve) account indicated a balance of £222,313.84.

21/5424 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 £99,585.24 representing 60% 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.

21/5425 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for May 2021. There had been 21 reported crimes compared to 42 in 2019 and 18 in 2018.

21/5426 Community Safety – Speed Indicator Device (SID)

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

21/5427 Planning – Decisions for June 2021

The Parish Council noted the list of planning decisions issued by the Local Planning Authority during June 2021.

21/5428 Planning – Committee Minutes for 7th June 2021

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

21/5429 Media & Communications Committee - Minutes for 14th April 2021

The Parish Council received the minutes of the Planning Committee of 14th April 2021.

21/5430 Community Centre (Indoor Sports) Working Group – Minutes 13th July 2021

The Parish Council received the minutes of the Community Centre (Indoor Sports) Working Group of 13th July 2021.

21/5431 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5432 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	Police Priorities	Neighbourhood Alert
02	NALC Newsletter	NALC

21/5433 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 – 9th August 2021
- Media & Communications Committee – 11th August 2021
- Council – 26th August 2021

21/5534 Urgent Matters

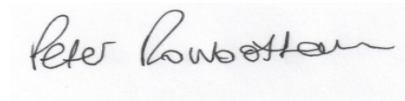
Highway issues affecting pedestrian safety– would be reported directly to the Highway Authority.

An update on the proposed Play Scheme was provided. It was not viable to do this activity in 2021.

The meeting finished at 8:28pm

Signed as a true and accurate record.

**Councillor Sandra Moxon
Chairman
Brixworth Parish Council
26th August 2021**

A handwritten signature in black ink, reading "Peter Rowbotham". The signature is written in a cursive style with a long horizontal stroke at the end.

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



Brixworth Parish Council - Financial Transactions

B

August 2021

		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 (On line 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	0.00	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	9
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	Berrys 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					
26	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 C		Councillor Barratt	Councillor Bird	Councillor Brown	Councillor Coe	Councillor Collyer	Councillor Compton	Councillor Lunnon	Councillor Mitchell	Councillor Moxon	Councillor Nixon	Councillor Spratt	Councillor Parker	Councillor Peacock	Councillor Ware	VACANT	NOTES
Full Council	14		Vice							Chair							
Planning Committee	14								Chair					Vice			
Community Centre Trust Member	14		Vice							Chair							
Media & Comms Committee	5				Chair			Vice								1	
Armed Services Liasion	1																
Finance Working Group	5																
Environment & Highways	1																
Legal (Assets) Working Group	3																
NCALC	1																
Personnel Working Group	5		Chair													1	
Police Liasion	1																
s106 Community Centre Working Group	4								Chair								*plus Mike Nice
s106 Play Park & MUGA Working Group	5									Chair						2	
Sports Working Group	3																
Strategic Planning Working Group	3																
Thomas Roe Charity	2															1	
Verification Officer	1																
Village Hall Rep	1																

	member
	proposed
	vacant

Brixworth Parish Council

Environment and the Climate Emergency

The United Nations International Panel on Climate Change report issued on 9 August 21 made for a frightening reading. West Northants Council (WNC) at their last full council meeting in July:

- reaffirmed the recognition of the Climate Emergency, but disappointingly
- only agreed to investigate signing up to the “UK 100 pledge”, which would have explicitly committed WNC to neutralising the authorities emissions by 2030 and those of WNC’s residents and businesses by 2045.

The National Association of Local Councils (NALC) declared a Climate Emergency in October 2019 and many local councils have done the same. NALC is actively encouraging others to follow their example with a belief that we can make a difference across 10,000 local councils. There are many examples from around the country and NALC has recently issued a booklet (<https://www.nalc.gov.uk/library/our-work/climate-change/3297-climate-change-case-studies/file>) of case studies which are examples of work that can be completed within local communities.

The ideas cover the following areas as a non exhaustive list:

- Carbon off-setting and reduction
- Climate Change Forums
- Community projects
- Designing greener housing
- Electric charging points
- Energy and heating
- Green travel
- Plastic reduction
- Trees and tree management

There is much we as a Parish can do.

In October 2019, and as a result of a Parish Council request to move towards being a ‘greener’ council, a paper was presented for consideration. A copy of this is included as an appendix to this report for your information.

The recommendations included in that paper were not supported by the council at the time of presentation.

We are now being encouraged by NALC to consider what we, as a Parish, can do to play our part in tackling the emergency. NALC are suggesting we consider:

- declaring a climate emergency
- creating a task force to establish a green agenda that includes developing a resilience policy and engage in flood defence measures
- developing and promoting green transport plans including safe routes to school (no idling zones for example)
- ensuring that all council buildings are as energy-efficient as possible and that energy is not wasted through unnecessary heating and lighting
- using green energy sources and environmentally friendly products
- planning for a green community in our neighbourhood plan
- limiting the use of single use plastics in our council
- reducing waste and also recycling as much as possible

- protecting important open spaces and carbon sinks (such as soil for example)
- creating a community orchard, wildflower meadows and supporting allotments
- review our existing powers as a council in regard to climate change

Recommendation

That the council reconsiders the recommendations made in October 2019 and specifically agree that Brixworth Parish Council:

1. Follows the action from WNC and other councils and declare a Climate Emergency
2. Appoint a parish councillor as an 'Environment Champion' to 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
3. Review the model Environment Policy as presented in October 2019 to ensure it is still appropriate for implementation and represent this together with any possible amendments for consideration at the next full council meeting
4. Ensure that any proposal for action by any councillor, committee or working group considers and reports on its impact to the environment as part of the standard reporting protocol
5. Form a Brixworth Climate Action working group of councillors and residents to develop a green agenda and action plan for long term climate support, with actions identified for consideration by full council
6. Through the Media and Communication Committee, establish a communication plan for regular communication and consultation with our community regarding the environment and climate emergency



R

Brixworth Parish Council

Thursday 31st October 2019

'Environment Policy'

At the last meeting of the Parish Council (Minute 19/4716) the Parish Council asked that it could discuss the move towards being a 'Greener Council'.

As a first step the Parish Council may wish to consider the adoption of an Environment Policy. The document, based upon a model template, will be a useful step towards putting actions into place.

The Parish Council may also wish to appoint an 'Environmental Champion' who can examine what more the Parish Council can do to reduce the carbon footprint of its own activities. The Environmental Champion could also link in with the work currently underway with the District Council's Climate Emergency Task Panel.

Recommendation

1. The Parish Council considers appointing a Parish Councillor as an 'Environment Champion' to promote good environmental practises
2. The Parish Council consider adopting the model Environment Policy.



Brixworth Parish Council

Environment Policy

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Introduction

Brixworth Parish Council is committed to support the creation of a sustainable community. The Council also recognises that of its activities will have some negative impact on the environment, and the aim of this policy is to establish broad objectives to enable the development of actions which mitigate the effects of Council operations.

The policy applies to all Brixworth Parish Council operations.

Energy and Water Management

The Parish Council is committed to responsible energy management and will promote energy efficiency throughout its business. Examples of which are:

- 1 Encouraging staff to ensure that electrical equipment and unnecessary lights are switched off when not in use.
- 2 Use the most efficient light bulbs in offices and on footway lights.
- 3 Encouraging staff to close windows and external doors when heating is on
- 4 Encouraging staff to minimise the use of electric heaters
- 5 Encouraging staff, to use water efficiently on Council premises
- 6 Ensure staff and members minimise vehicle miles driven on council business

Recycling and Conservation

The Parish Council will:

- 1 Encourage the recycling of wastepaper and cardboard at all operations and where possible plastics and glass.
- 2 Promote and encourage recycling across the Parish
- 3 Use Recycled Paper products where feasible, including folders, printer papers, toilet rolls and envelopes.
- 4 Minimise the amount of printing and minimise the amount of waste paper
- 5 Observe its duty of care conscientiously with its waste contract
- 6 Utilise electronic communications wherever possible
- 7 Minimise pollution and prevent where possible

Biodiversity and Green Spaces

The Parish Council will:

- 1 Seek to protect and where possible enhance the quality of Brixworth's natural environment and open spaces
- 2 Support the conservation of trees, hedgerows, ponds and streams
- 3 Consider the conservation and promotion of local biodiversity in all its activities but particularly with regard to the management of its land
- 4 Seek to manage its green spaces in a manner that promotes and protects biodiversity

Awareness, Lobbying and Partnerships

The Parish Council will:

- 1 In all relevant communications promote awareness of, and information on environmental issues within the Brixworth community.
- 2 Where appropriate, act as a voice for the local environmental concerns to those agencies given the statutory powers to tackle problems
- 3 Ensure that all individuals involved in the organisation are aware of their responsibilities in implementing this environmental policy
- 4 Where appropriate work with its partners to minimise the effects of noise and light pollution on the Village.
- 5 Examine methods on how environmental performance can be measured.

Sustainable Procurement

The Parish Council will:

- 1 Seek to minimise environmental damage caused through the transportation of goods by sourcing materials and services locally so long as the requirements for value for money and quality are met.
- 2 Ensure that the use of pesticides/herbicides are minimised in its land management and horticultural activities

Sustainable travel

The Parish Council will:

- 1 Encourage car-sharing where possible when a car journey must be made on Council business
- 2 Promote, and support the use of cycling, public footpaths and public transport.

PAPER C		Councillor Barratt	Councillor Bird	Councillor Brown	Councillor Coe	Councillor Collyer	Councillor Compton	Councillor Lunnon	Councillor Mitchell	Councillor Moxon	Councillor Nixon	Councillor Spratt	Councillor Parker	Councillor Peacock	Councillor Ware	VACANT	NOTES
Full Council	14		Vice							Chair							
Planning Committee	14								Chair					Vice			
Community Centre Trust Member	14		Vice							Chair							
Media & Comms Committee	5				Chair			Vice								1	
Armed Services Liasion	1																
Environment (Climate Change) Working Group															Chair		
Finance Working Group	5																
Environment & Highways Rep	1																
Legal (Assets) Working Group	3																
NCALC Rep	1																
Personnel Working Group	5		Chair														
Police Liasion Rep	1																
s106 Community Centre Working Group	4								Chair								*plus Mike Nice
s106 Play Park & MUGA Working Group	5									Chair							
Sports Working Group	3																
Strategic Planning Working Group	3																
Thomas Roe Charity	2																
Verification Officer	1																
Village Hall Rep	1																

	member
	proposed
	vacant



Environment – Queens Green Canopy

The Parish Council is asked to consider progressing this project.

You can view the project at <https://queensgreencanopy.org>

It is recommended that

1. The WNC Tree Specialist, the Council's Grounds Maintenance Contractor, the Parish Clerk and the Parish Council's Environment & Highways rep have a walk around the village to identify suitable types of trees and sites.
2. The Communications & Media Committee be asked to engage the community through the use of social media.
3. Any necessary approvals be sought
4. The Finance Working Group be asked to identify funding for the project for a supply up to a maximum of 70 trees plus high quality tree guards plus installation costs.(and possibly watering)

Paper F – Report to the Brixworth Parish Council on 24th August 2021



S106 Capital Project _ Indoor Sports at the Community Centre, Stratton Road

The Parish Council has already agreed that a scheme be prepared for the Community Centre to encourage the Hall to be used more for indoor sports and activities. It has agreed that £66,835 be requested from the 's106 pot' held by West Northants Council.

There is a deadline for spending this money – this being February 2022.

The project had been listed on 'Contract Finder' in accordance with the Financial Regulations. One small local company had responded and an initial fee proposal has now been submitted.

The proposed design detail and fees is as follows:

1. **Scope:**
 - a. Existing floor plan.
 - b. Proposed floor plan with wall build-ups.
 - c. Up to 3no. Room data sheets to include floor finishes for hall and up to 2no. stores.
 - d. 1 no. client changes
 - e. 1no. design team meeting
2. **Fee:**
 - a. Design - £4,414.00
 - b. OH&P @5% - £220.70
 - c. **Total £4,634.70 +VAT**
3. **Terms:**
 - a. Invoice issued upon completion with CAD versions issued on payment.
 - b. Invoice settlement 15 days from invoice date.

It is important to the project to get the design correct which will equal a commercially viable scheme.

The risk in not progressing this project now is the loss of the s106 funding and non delivery of a community scheme. The Community Centre (Indoor Sports) Working Group are keen to deliver this within the timescales & budget and request the Parish Council's support on this matter.

Recommendation

The Parish Council agrees to the appointment of 'Formfive' of Northampton to deliver the required building services from design detail to build completion. The budget is fixed at ££66,835.

The Design Fees of £4635 be met from General Reserves to enable the project to commence.

G

2021-2022 BUDGET

2021 -2022
Budget
£

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

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
														42.72%	
														11.10%	
														38.09%	
														40.35%	
														28.72%	
														#DIV/0!	
														41.40%	
														30.33%	
														0.00%	
														0.00%	
					-	-	-	-	-	-	-	-	29,156	32.36%	(60,934)

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

1554.21													1554.21	102.93%	44
36.00													0.00	0.00%	(600)
													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									1358.10	41.15%	(1,942)
45.00													45.00	9.00%	(455)
225.60													225.60	75.20%	(74)
2,220	527	726	740	272	-	-	-	-	-	-	-	-	4,484	53.80%	(3,851)

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

84.15	69.20	80.00	69.20	69.20										371.75	13.52%	(2,378)
														0.00	0.00%	(200)
19.49	18.95	19.51	18.95	18.95										95.85	19.97%	(384)
														0.00	0.00%	(200)
														0.00	0.00%	(200)
104	88	100	88	88	-	-	-	-	-	-	-	-	-	468	12.21%	(3,362)

4.00	Administration	
4.01	Audit Costs - Internal	600
4.02	- External	800
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

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												12.40	1.24%	(988)
	44.00		32.44											76.44	5.10%	(1,424)
														0.00	0.00%	(3,000)
														0.00	0.00%	(1,500)
50.95	51.74	52.95	53.35	52.95										261.94	40.30%	(388)
														0.00	0.00%	(100)
														0.00	#DIV/0!	-
														0.00	#DIV/0!	-
401	96	440	1,461	457	-	-	-	-	-	-	-	-	-	2,854	21.06%	(10,696)

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

[illegible]

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	-

[illegible]

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)	1,500
7.12	Play Equipment	3,000
7.13	County Court Case	-
	Sub Total	15,300

[illegible]

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2021-2022 BUDGET

2021 -2022
Budget
£

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
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

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
174.11		28.28	151.09										353.48	35.35%	(647)
													0.00	0.00%	(500)
													0.00	0.00%	(2,000)
174	-	28	151	-	-	-	-	-	-	-	-	-	353	10.10%	(3,147)

													0.00	0.00%	(500)
		815.00											815.00	163.00%	315
													0.00	0.00%	(500)
													0.00	0.00%	(500)
													0.00	0.00%	(350)
													0.00	0.00%	(820)
													0.00	0.00%	(300)
15.00													15.00	7.50%	(185)
			392.62										392.62	39.26%	(607)
15	-	815	393	-	-	-	-	-	-	-	-	-	1,223	26.18%	(3,447)

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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	Difbulators	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
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162.78	45.00	138.20		0.05								346.03	34.60%	(654)
	86.92	52.00	37.61									176.53	17.65%	(823)
												0.00	0.00%	(1,000)
567.11	491.67	5.83	80.00	310.00								1454.61	45.46%	(1,745)
760.00	686.00		40.00	57.00								1543.00	30.86%	(3,457)
												0.00	#DIV/0!	-
												0.00	#DIV/0!	-
												0.00	#DIV/0!	-
												0.00	0.00%	(1,000)
239.58	239.58	239.58	239.58	285.56								1243.88	49.76%	(1,256)
47.50	108.08	77.17	178.00	157.30								568.05	45.44%	(682)
												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	810	-	-	-	-	-	-	-	5,392	25.26%	(15,958)

167.00	223.00	338.00	338.00	404.00									0.00	0.00%	(500)
178.00	338.00	178.00	276.00	370.00									1470.00	52.50%	(1,330)
77.46	62.76	51.76	63.81	96.48									1340.00	74.44%	(460)
117.14	192.02	136.19	136.19	136.19									352.27	46.97%	(398)
105.31		175.39											717.73	28.71%	(1,782)
													280.70	56.14%	(219)
645	816	879	814	1,007	-	-	-	-	-	-	-	-	4,161	47.01%	(4,689)

[illegible][illegible]

11,420	9,429	9,052	9,596	8,186	-	-	-	-	-	-	-	-	46,868	24.97%	(139,634)
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	83230.00														83230.00	50.00%	(83,230)
1.69	1.54	1.46	2.01	1.83											8.53	17.06%	(41)
															0.00	0.00%	(1,100)
															0.00	0.00%	(1,440)
															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)
	959.00	10.62		35.33											1004.95	0.00%	1,005
															0.00	0.00%	(1,350)
															0.00	0.00%	-
															0.00	0.00%	-
2	84,191	12	2	37	-	-	-	-	-	-	-	-	-	-	84,243	44.88%	(103,482)

[illegible]

36,153

2021-2022 BUDGET

02-Feb-20

2021 -2022
Budget
£

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
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G



Bank Reconciliation - 30th July 2021

H

SUMMARY

30-Jun-21	Revenue (Current) Account	98,309.77
30-Jun-21	Capital (Reserve) Account	222,313.84
	bank balance	£ 320,623.61

RECEIPTS

Precept Income from DDC	
VAT rebate from HMRC	
NCC Grass Cutting	
Sports Income	
Grants	
Interest from Capital (Reserve) Account	£ 1.83
Community Centre Recharged items	
Community Centre Recharged cleaning	
Other -refund	
Other - bank reject	
Other Income	
Community Infrastructure Levy	
Total cash in	£ 1.83

EXPENDITURE

Employment Expenses (Wages/ Salaries & On Costs only)	£ 5,766.42
Value of all other transactions this month	£ 6,312.02
Total cash out	£ 12,078.44

Total: £ 308,547.00

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

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

UNPRESENTED CHEQUES

v	No unpresented cheques	£ -
	Total unpresented cheques	£ -

£ 308,547.00

Checked and Authorised

*Bank Statement Seen

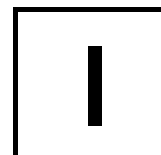
*Bank Statement Seen

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



BRIXWORTH PARISH COUNCIL

Statement of Reserves



	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	0.00	0.00	0.00
	53,557.10	0.00	0.00	0.00	53,557.10
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	178.32	0.00	17,656.23
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	6,276.10	0.00	168,557.37
	£ 199,090.57	£ 29,300.00	£ 6,276.10		£ 215,838.37

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	£ 86,231.33	
Capital Account	£ 222,315.67	
Total Cash in Bank	£ 308,547.00	
Less Earmarked & Restricted	£ 215,838.37	
Less forecast capital commitments	£ -	
Less forecast revenue commitments	£ 96,000.00	
Add forecast Income	£ 100,000.00	
Identified as General Reserves	£ 96,708.63	58% 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
-------------------------------------	-------------

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

Brixworth Parish Council- NH0034

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2020/21

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

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

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/08/2021

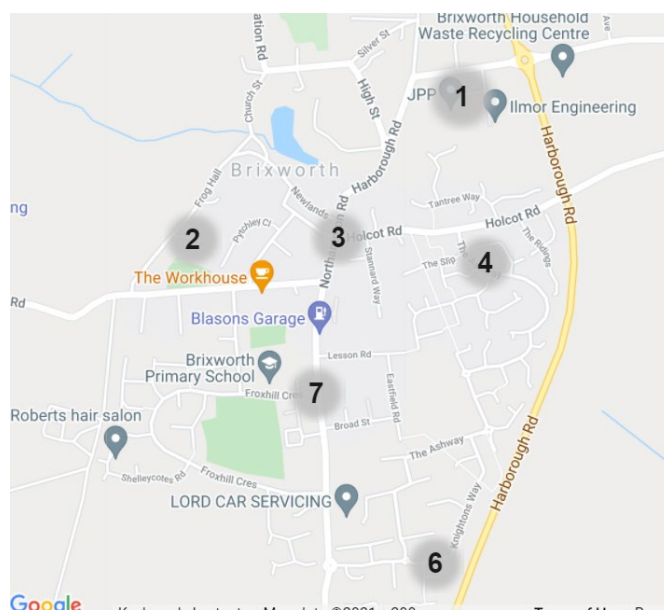
* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Paper K for the Brixworth Parish Council of 24th August 2021



Reported Crime for June 2021

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



Trend

2019	2020	2021
24	26	24

Violence and sexual offences	11
Anti-social behaviour	5
Criminal Damage	1



Paper L – Paper for the Brixworth Parish Council of 24th August 2021

Number of Vehicles

Spratton Road Inbound.

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	13	5	10	10	17	25	37	11	31
1 - 2	4	6	4	9	6	6	31	5.8	18.5
2 - 3	10	7	13	8	10	11	312	9.6	161.5
3 - 4	5	4	2	5	2	6	88	3.6	47
4 - 5	10	5	12	1	12	8	9	8	8.5
5 - 6	37	18	15	24	23	18	12	23.4	15
6 - 7	137	114	110	122	126	37	36	121.8	36.5
7 - 8	451	307	264	282	302	149	103	321.2	126
8 - 9	578	390	383	413	410	231	157	434.8	194
9 - 10	492	296	330	400	386	288	303	380.8	295.5
10 - 11	500	263	313	377	366	352	389	363.8	370.5
11 - 12	484	298	335	370	413	377	418	380	397.5
12 - 13	343	301	344	372	408	342	454	353.6	398
13 - 14	373	333	376	398	409	341	393	377.8	367
14 - 15	374	348	326	327	398	346	388	354.6	367
15 - 16	406	383	395	410	427	333	382	404.2	357.5
16 - 17	511	481	500	512	498	344	444	500.4	394
17 - 18	525	486	515	557	547	310	359	526	334.5
18 - 19	343	319	338	383	347	249	286	346	267.5
19 - 20	219	198	221	209	237	238	249	216.8	243.5
20 - 21	132	123	163	166	159	121	167	148.6	144
21 - 22	75	73	93	99	109	97	96	89.8	96.5
22 - 23	39	34	73	50	56	85	47	50.4	66
23 - 24	21	25	25	32	44	53	21	29.4	37
Totals	6082	4817	5160	5536	5712	4367	5181		
% of Total	16.5%	13.1%	14%	15%	15.5%	11.8%	14.1%		



Paper L for the Brixworth Parish Council meeting of 24th August 2021

SID – Number of Speeding Cars

Spratton Road Inbound

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0 - 1	2	2	2	3	5	12	5	2.8	8.5	32.3
1 - 2	0	0	0	1	0	1	5	0.2	3	28.7
2 - 3	1	1	0	0	2	4	5	0.8	4.5	29.2
3 - 4	1	2	1	1	0	1	0	1	0.5	31.5
4 - 5	1	0	2	0	1	0	2	0.8	1	24.5
5 - 6	12	8	4	6	7	9	2	7.4	5.5	34.1
6 - 7	48	35	33	34	42	14	11	38.4	12.5	33.5
7 - 8	72	50	64	63	55	36	38	60.8	37	31.1
8 - 9	53	35	52	46	50	32	25	47.2	28.5	29.3
9 - 10	60	24	36	34	30	37	52	36.8	44.5	29
10 - 11	41	23	24	24	35	24	44	29.4	34	28.9
11 - 12	34	18	23	23	25	36	53	24.6	44.5	28.3
12 - 13	20	16	12	30	30	36	35	21.6	35.5	28.4
13 - 14	29	29	22	29	33	19	49	28.4	34	28.6
14 - 15	34	31	17	27	34	23	37	28.6	30	28.8
15 - 16	22	17	28	22	30	35	44	23.8	39.5	28.3
16 - 17	35	19	43	33	48	28	53	35.6	40.5	28.5
17 - 18	44	31	29	38	31	41	63	34.6	52	28.5
18 - 19	34	30	32	24	47	39	41	33.4	40	29.1
19 - 20	33	26	35	29	33	38	36	31.2	37	29.9
20 - 21	25	23	26	31	30	21	23	27	22	30.7
21 - 22	17	10	11	20	15	19	15	14.6	17	30.3
22 - 23	11	7	19	11	12	13	8	12	10.5	32
23 - 24	7	5	17	9	13	7	8	10.2	7.5	33.7
Totals	636	442	532	538	608	525	654			
% of Total	16.2%	11.2%	13.5%	13.7%	15.5%	13.3%	16.6%			



Paper L – Paper for the Brixworth Parish Council of 24th August 2021

Number of Vehicles

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20 - 21	132	123	163	166	159	121	167	148.6	144
21 - 22	75	73	93	99	109	97	96	89.8	96.5
22 - 23	39	34	73	50	56	85	47	50.4	66
23 - 24	21	25	25	32	44	53	21	29.4	37
Totals	6082	4817	5160	5536	5712	4367	5181		
% of Total	16.5%	13.1%	14%	15%	15.5%	11.8%	14.1%		



Paper L for the Brixworth Parish Council meeting of 24th August 2021

SID – Number of Speeding Cars

Spratton Road Inbound

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2 - 3	1	1	0	0	2	4	5	0.8	4.5	29.2
3 - 4	1	2	1	1	0	1	0	1	0.5	31.5
4 - 5	1	0	2	0	1	0	2	0.8	1	24.5
5 - 6	12	8	4	6	7	9	2	7.4	5.5	34.1
6 - 7	48	35	33	34	42	14	11	38.4	12.5	33.5
7 - 8	72	50	64	63	55	36	38	60.8	37	31.1
8 - 9	53	35	52	46	50	32	25	47.2	28.5	29.3
9 - 10	60	24	36	34	30	37	52	36.8	44.5	29
10 - 11	41	23	24	24	35	24	44	29.4	34	28.9
11 - 12	34	18	23	23	25	36	53	24.6	44.5	28.3
12 - 13	20	16	12	30	30	36	35	21.6	35.5	28.4
13 - 14	29	29	22	29	33	19	49	28.4	34	28.6
14 - 15	34	31	17	27	34	23	37	28.6	30	28.8
15 - 16	22	17	28	22	30	35	44	23.8	39.5	28.3
16 - 17	35	19	43	33	48	28	53	35.6	40.5	28.5
17 - 18	44	31	29	38	31	41	63	34.6	52	28.5
18 - 19	34	30	32	24	47	39	41	33.4	40	29.1
19 - 20	33	26	35	29	33	38	36	31.2	37	29.9
20 - 21	25	23	26	31	30	21	23	27	22	30.7
21 - 22	17	10	11	20	15	19	15	14.6	17	30.3
22 - 23	11	7	19	11	12	13	8	12	10.5	32
23 - 24	7	5	17	9	13	7	8	10.2	7.5	33.7
Totals	636	442	532	538	608	525	654			
% of Total	16.2%	11.2%	13.5%	13.7%	15.5%	13.3%	16.6%			



Paper R for the Council Meeting of 24th August 2021

Brixworth Parish Council

Planning Decisions – July 2021

Ref No.	Description	Location	BPC Comment	WNC Decision
WNNMA/2021/0017	NON MATERIAL AMENDMENT	Berry Bank, Silver Street, Brixworth, Northamptonshire, NN6 9BY		Approval Non Material Amendment
WNNMA/2021/0016	NON MATERIAL AMENDMENT	Paddock Lodge, Tantree Way, Brixworth, Northamptonshire, NN6 9UQ	Support	Approval Non Material Amendment
WNNMA/2021/0012	NON MATERIAL AMENDMENT	Victors Barn, Northampton Road, Brixworth, Northamptonshire	Observations	Approval Non Material Amendment
WND/2021/0259	Work to trees within a conservation area	Verge either side of The Grange 21, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL	Support	Approval Trees in Cons Area
WND/2021/0189	Single storey rear extension and conversion of integral garage to habitable space.	14, Shelleycotes Road, Brixworth, NN6 9NE	Support	Approval Householder App



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	Support	Approval TPO
WND/2021/0127	Single storey extension to front of dwelling.	1, Juniper Thorn, Brixworth, Northamptonshire, NN6 9UX	Support	Refusal Householder
WND/2021/0106	Provision of replacement outdoor play area, landscaping, safety surfacing and fencing.	St David's Recreation Ground, Froxhill Crescent, Brixworth, Northamptonshire	Support	Approval Full
WND/2021/0073	Work to trees subject of Tree Preservation Order DA 90.	1A, Froghall, Brixworth, Northamptonshire, NN6 9DH	Observations	Approval TPO
WND/2021/0051	Variation of Condition 3 of planning permission DA/2014/09410	Victors Barn, Northampton Road, Brixworth, Northamptonshire	Support	Approval Rem/Var of Condition



Paper N

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.

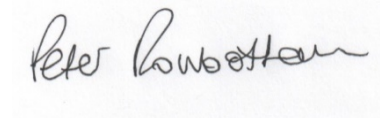
20/2099P Date of Next Meetings

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.....



Sports Liaison Working Group – 28th July 2021

Video Conferencing

Present	
<p>Brixworth Parish Council: Councillor Neal Brown, Councillor Elaine Coe, and Peter Rowbotham Brixworth All Saints Football Club: Brixworth Cricket Club – Mike Parsons Brixworth Juniors Football Club – Simon Compton Sands United Football Club – Peter Allen Brixworth Central Sports Club – Martin Jones</p> <p>Councillor Elaine Coe chaired the meeting</p>	
1.	Apologies for Absence
1.1	Councillor Sandra Moxon
2.	St David's Recreation Ground - Cricket Club Legal Agreement
2.1	The Sports Clubs had agreed to work together to continue their existing arrangements which allowed both sports to be played during the season overlap. The Clubs supported the legal agreement between the Parish Council and the Cricket Club. The Parish Council would now be formalising the agreement.
3.	Standing Items for Discussion
	<ul style="list-style-type: none"> • Condition of pitches – One pitch at The Ashway had a goalmouth that may need further attention. The Council's Groundsman would monitor the newly turfed areas and were if necessary. The issue of the brambles and shrubs on the Eastfield Road side of the ground was an issue for young goalkeepers retrieving the ball. This would be discussed at the next meeting. • Compliance of terms and conditions – no issues raised • Fees & Charges – Annual review starts again in the Autumn. Existing charges to be circulated. • Long term strategy – There was a request for enhanced changing rooms. The concept and drawings would need developing. Parish Councillors had visited the Changing Rooms to see the issues. Storage was an issue, and a container was discussed as an option. Councillor Elaine Coe would discuss with Simon Compton and bring this matter back for further discussion. • MUGA update – this had been presented on a new framework agreement for procurement. The deadline for bids was 20th August 2021. • Maintenance Issues – the Ball Stop Fence is in the process of being replaced/ repaired. There had been a problem getting timber posts. Aluminium posts would be used. • Security – The Parish Council would look at progressing a CCTV system for the Storage areas at St David's including the new MUGA. • Correspondence to report - none

4.	Other Issues to raise
4.1	<p>Councillor Brown advised that he was keen to introduce a rugby team to the village. He would be having discussions on this in 2022. This would have an impact on the usage levels of the sports fields.</p> <p>The alleyway into St David's car park needed cutting back. The Parish Council's Groundsman would attend to this.</p> <p>Football training would start in mid-August – using the middle areas – not the pitches. This would be on Tuesday/ Wednesday and Thursday evenings.</p> <p>Clubs were asked to remind members that the facilities were situated within residential areas and should be considerate with parking etc.</p>
5.	Date of Next Meeting
5.1	Wednesday 6 th October 2021 at 8pm

Paper P for the Brixworth Parish Council Meeting of 24th August 2021



Report of the Parish Clerk

August 2021

1. Overview

My priorities this month include recruitment of a replacement Clerk, progressing the s106 projects and dealing with an FOI and a Subject Access Request.

Two areas I wish to highlight where I seem to have repeat correspondence –

Garage sites – communal private garage sites are often not maintained, and I have regular reports of rubbish, potholes, missing a man hole cover etc. The expectation is that the Council should pick these tasks up at its own expense. This is not the case, and it remains the landowner's responsibility.

Overhanging trees – I am getting several calls reporting Parish Council trees overhanging private properties. Each case has to be judged individually on its merits. Where possible, as a responsible landowner, work will take place to deal with the problem but not at the cost of impacting on the overall health of the tree. The Pocket Park is one such area where regular issues are raised.

2. Legal Updates

The Cricket Club has been signed and returned to the Parish Council's solicitor.

We need a Legal Asset Working Group meeting to start looking at the Brixworth Sports Lease and also at the proposed allotments transfer.

The Village Hall Car Park Registration Documents are still with the Land Registry. We are also processing the land registration documents for a parcel of land at St David's Recreation Ground.

I will provide an update on other legal matters at the meeting.

3. Assets

The sports grounds are looking good. Pitches are in good condition. The goals will go back later in the month.

The hedges had been cut at the Recreation Grounds by R&G. This was raised as an issue by a local resident. I had contacted R&G for comment -

The law does not prevent hedge trimming at any time, but it is an offence to "intentionally damage or destroy" nesting birds. The general practice therefore is to either carry out light hand trimming as is done by many property owners or observe a generally accepted period of nesting. There is no legally defined

Peter Rowbotham
Parish Clerk

period for nesting and most references would state March to August but that doesn't necessarily include August. R&G usually waits until the middle of August and the reason for starting as early as possible is because many of the hedges involved, especially alongside footpaths and roads, can become a hazardous to pedestrians and traffic.

Having reviewed the comments I have asked that all hedge cutting be carried out between September to February.

I have arranged for the Pocket Park to be tidied up as there is deadwood and overgrown affect the functionality of the area.

4. Service Requests

What	Where	Action
Overgrown Trees are blocking the streetlight	Ashway Playing Fields	Referred to R&G
Overgrown tree branches	Pocket Park	Referred to R&G
Ownership issues	Saxon Fields	Respond to resident
Overgrown Bushes	The Ridings	Referred to R&G

5. Meetings Attended this Month

- 5.1 Parish Council
- 5.2 Formfive – Community Centre
- 5.3 Community Centre Trust
- 5.4 FOI/ SOR Specialist
- 5.5 Media – informal editorial meeting
- 5.6 Councillor Moxon & Councillor Bird – Signing session
- 5.7 New Councillor – informal induction
- 5.8 Wickstead Leisure – MUGA
- 5.9 Kompan - MUGA
- 5.10 Sports Liaison Working Group

6. Training & Development

- None

7. Community Engagement

Posts

Web Site	Updated meeting dates
	Agenda and Minutes
Social Media	Daventry District Forum
	WNC Comms Consultation
	Northamptonshire Carers
	New Kissing Gate near to the Church

8. Tasks to be undertaken/ underway

PRIORITY 1. Statutory

Agenda & Minutes
Accounts
Health & Safety Inspection
Risk Assessments
Risk Register
Recruitment
S106 Schemes

PRIORITY 2. Financial

VAT return
New FMS System
Invoices
Payments
Procurement – s106 projects

PRIORITY 3. Tasks with Deadlines

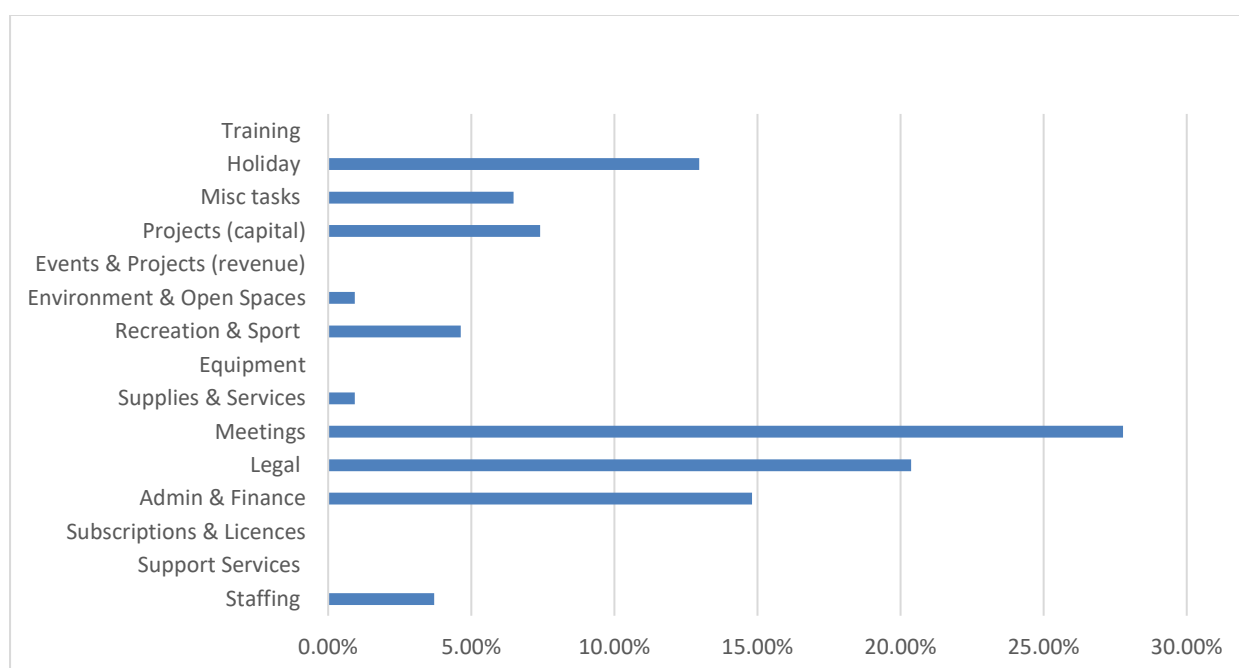
Recruitment
Ball Stop fence – St David's.
Subsidence – Tantree Way
Wall collapsing – Millennium Gardens
Staff Appraisals
S106 projects
 MUGA – use the new framework – chase funding.
 Play Park – seek planning permission – chase funding.
 Community Centre – use Contracts Finder
Village Hall Car Park – with Solicitor and awaiting reply.
Health and Safety Review – advice received from Peninsula – distribute.
Summer planting in the tubs
Tommy's up at the library by 6th May
, Gov emails for Councillors
Cricket Club Lease – St David's – with solicitor
County Court case – conclusion
Review & Improve Christmas lights
Tree audit – remove highway and private trees off the BPC list.
Renew Central Sports Lease

County Court Case – ongoing matters

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 LED heads on the footway lighting
New bigger noticeboard outside Library
Ferro Fields – Find out owners and encourage tidy up
Harborough Road – parking on verges
Renew utilities for Community Centre and The Ashway
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

9. Breakdown of my time – August 2021



Peter Rowbotham
Parish Clerk