



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 16th December 2021 starting at 7:15pm**

Brixworth Community Centre and Library, Spratton Road, Brixworth

Public & Press are welcome to attend.

Due to Covid 19 everyone is asked to take a lateral flow test before attending and wear a mask during the meeting.

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 meetings:**
 - 4.1 Parish Council Meeting of 25th November 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 December 2021 **B**

| | | |
|-----------------------------------|--|---|
| | 6..2 To agree draft budget and agree precept | C |
| 7. | Climate Change Working Group | |
| | 7.1 Consider a report from the Climate Change Working Group and agree any actions | D |
| | 7.2 To consider proposal for a Community Orchard | |
| 8. | Personnel Working Group | |
| | 8.1 To receive a report from the Personnel Working Group and agree actions regarding recommendations | E |
| 9. | Payroll Provider | |
| | 9.1 To receive report from the Clerk and consider instructing payroll provider | F |
| 10. | Parish Council Surgery | |
| | 10.1 Receive a report on the Surgery held on Saturday 4 th December 2021. | G |
| | 10.2 Note that Councillor Ware and Councillor Compton will be attending the Surgery on 8 th January 2021 | |
| | 10.3 Nominate two Parish Councillors to attend the Surgery on Saturday 5 th February 2022 (10am until 12pm) | |
| 11. | Safeguarding | |
| | 11.1 To consider adopting a Safeguarding Policy (amended following last meeting) | H |
| 12. | MUGA | |
| | 12.1 To receive report from MUGA working group | |
| | 12.2 Appoint a contractor and agree any other actions | |
| 13. | Venue of Parish Council Meetings | |
| | 13.1 To agree service level agreement to hold Parish Council meetings in Brixworth Library | I |
| 14. | Training | |
| | 14.1 To receive NCALC training newsletter, review training needs and agree any additional training | J |
| 15. | Information Point/Parish Office Licence | K |
| | 15.1 To receive report from Assets Working Group and agree actions | |
| PART TWO - FOR INFORMATION | | |
| 16. | Finance | |
| | 16.1 Receive the rolling budget 21/22 | L |
| | 16.2 Receive the Bank Reconciliation Report | M |
| | 16.3 Receive the statement of the Parish Council's Reserves | N |
| | 16.4 Receive proposed fees and charges | O |
| 17. | Community Safety | |
| | 17.1 Note the reported crime data for Brixworth for October 2021 | P |
| | 17.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | Q |

18. **Planning**
 18.1 Receive the planning decisions for November 2021 R
 18.2 Receive the minutes of the Planning Committee of 25th October 2021. S
19. **Media and Communications Committee** T
 19.1 To receive the minutes of the Media and Communications Meeting held on 10th November 2021
20. **Indoor Sports Project**
 20.1 To receive update on s106 money
21. **Parish Clerks Report**
 21.1 Receive the Parish Clerk's Report U
22. **Dates of Future Meetings**
 22.1 To note the dates of the next cycle of meetings.
- Planning Committee – 20th December 2021
 - Parish Council (To agree budget and precept) – 13th January 2021

PART THREE – CONFIDENTIAL

23. **Exclusion of the press and public**
 23.1 Consider the exclusion of the press and public from the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to meetings) Act 1960
- If required -*
- Suspension of Standing Order 2 (x)**
 23.2 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)

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

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

25. **Urgent matters for report only**

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

Katrina Jones

Mrs Katrina Jones
Clerk to the Council
 10th December 2021

The Parish Council Office
 Brixworth Community Centre & Library
 Spratton Road
 Brixworth
 Northants NN6 9DS
 Tel: 079 8314 1786

Email: parish.clerk@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 - Financial Transactions

B

December 2021

| | | Net Amount | VAT | Total | Powers |
|--|-----------------------------|---|---------------|------------------|------------------------|
| | | £ | £ | £ | |
| Direct Debit Payments - Financial Reg 6.7 | | | | | |
| 01 | Peninsula Business Systems | Support Services (1st) | 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 | EON | Electricity | 283.36 | 14.17 | 297.53 PHA 1875 s164 |
| 04 | TalkTalk Business | Broadband (8th) | 50.83 | 12.71 | 63.54 LGA 1972 s111 |
| 05 | EE Limited | Mobile Phone | 18.95 | 3.79 | 22.74 LGA 1972 s111 |
| Retrospective Payments - Financial Reg 5.5. (via BACS) | | | | | |
| | Nil | | | | |
| Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19 | | | | | |
| 06 | Amazon | Office supplies | 165.42 | 41.36 | 206.78 LGA 1972 s111 |
| Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS) | | | | | |
| | Nil | | | | |
| Payments for approval - Financial Regulation 5.2 (via BACS) | | | | | |
| 07 | Staff | Net Salaries and Wages (4 week month) | 4,264.13 | 0.00 | 4,264.13 LGA 1972 s111 |
| 08 | HMRC | PAYE | 1,021.12 | 0.00 | 1,021.12 LGA 1972 s112 |
| 09 | WPS Hallam | Van and Mower Insurance | 821.32 | 0.00 | 821.32 LGA 1972 s111 |
| 10 | Chubb Fire & Security Ltd | Emergency Lighting System Service (Ashway Changing Rooms) | 175.39 | 35.08 | 210.47 PHA 1875, s.164 |
| 11 | R&G | Grounds Maintenance Contract | 1,212.00 | 242.40 | 1,454.40 PHA 1875 s165 |
| 12 | NCALC | Off to a Flying Start | 44.00 | 0.00 | 44.00 LGA 1972 s175 |
| 13 | AH Blason & Son | Fuel | 58.33 | 11.67 | 70.00 LGA 1972 s111 |
| 14 | Bakers Waste | Trade Waste at St David's | 6.00 | 1.20 | 7.20 PHA 1875 s164 |
| Cheque Payments | | | | | |
| 14 | Nil | | 0.00 | 0.00 | 0.00 |
| Total Expenditure this month to date | | 8,632.05 | 464.61 | 9,096.66 | |
| Receipts | | | | | |
| 15 | Nat West | Interest (30th November) | 3.30 | 0.00 | 3.30 LGA 1972 s111 |
| 16 | Brixworth Community Centre | Cleaning | 4,940.00 | 0.00 | 4,940.00 |
| 17 | Brixworth All Saints | Fees | 168.00 | 0.00 | 168.00 |
| 18 | Brixworth Cricket | Fees | 990.00 | 0.00 | 990.00 |
| 19 | Brixworth Juniors | Fees | 1,890.00 | 0.00 | 1,890.00 |
| 20 | HMRC | VAT Reclaim (10th December) | 10,699.67 | 0.00 | 10,699.67 VAT Act 1994 |
| Total Income this month | | 18,690.97 | 0.00 | 18,690.97 | |
| Bank Transfer - Capital to Revenue | | | | | |
| 21 | 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 | | | | | |
| 22 | Realign Account with budget | | 0.00 | 0.00 | 0.00 TCPA 1970 s106 |
| 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 |



Brixworth Parish Council
Environment & Highways Update - For information - For Decision
December 2021

Overview

- **BCAG Update - meeting 6 December 2021**
- **Tree Walk and Queen's Green Canopy**
- **Brixworth Bus Shelter Living Roofs**
- **Graffiti/FlyTipping/Footpaths**

Environment

Brixworth Climate Action Group

2nd meeting on 6th December - notes attached.

Tree Walk and Queen's Green Canopy

Work following action plan presented in November is progressing - nothing to report on these points this month.

We have been approached by CPRE who have potential funds for hedgerows. I, along with others from BCAG are meeting Robin Jones from CPRE on Friday 10th for more information. Given timescales for the issue of papers for council I will update council on this meeting verbally on 16th December.

For decision:

Council agrees to allow an application to CPRE for funding for hedgerows planting in line with the tree walk.

For interest: Iain Welters and the lovely people at Orange and Black Coffee Co are making fantastic progress with the Green Canopy. With the help of the Country Park Rangers they are planting over 100 trees in the Country Park on Sunday 19 December. The aim is to plant an avenue of trees to form The Queen's Green Avenue as part of the Jubilee Celebrations. If you would like to get involved then they ask that you dress warmly, take a flask of tea and head to the Country Park at midday. Iain has the support of some of our local businesses who are making regular donations as part of their sustainability plans - £1 donation gets a tree - and this scheme is putting around 100 trees per month into our local countryside.

Bus Shelter Green Roof Project

Nothing to report this month.

Highways

Graffiti to speed signs on Station Road

Still in situ but has been reported

Fly tipping on A508

Reported

Vegetation on pathways

The Ashway - cleared

A508 - yet to be cleared



Brixworth Parish Council

Payroll Services

The Parish Council's internal audit report, provided by an NCALC appointed auditor, in May 2021 recommended that the Parish Council outsource payroll to an external payroll provider.

Payroll provision has been included in the proposed budget for 2022/23.

I have obtained three quotes which are as follows (based on 5 employees):

| Company | Quote (inclusive) | Notes |
|---------|--|--------------------------|
| A | £25 per month (do not do pension) | Autella Payroll Services |
| B | £38.25 per month (do not do pension) | PATA Payroll Service |
| C | £14 per month (plus £120 per year for LGPS pension scheme) | DM Payroll Services Ltd |

Recommendation

It is recommended that the Parish Council select a payroll provider to carry out the payroll from January 2022.

I have used company A and C before and based on cost, value for money and past experience would recommend company C.

Paper G for the Brixworth Parish Council Meeting of 16th December 2021



**Report from Councillor Bird and Councillor Parker
on Councillor Surgery held on 4th December 2021**

We had a visit from 3 parish councillors and two residents one asked if we had any masks and the other a bus timetable to Rushden Lakes.

Now that the clerk is based at the information centre most days and the lack of support from residents for the surgery raises the question as to the purpose and usefulness of the surgery.

Brixworth Parish Council

Safeguarding Children, Young people and Vulnerable Adults (“Safeguarding”) Policy 2021

SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities. The Parish Council will review it annually.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may need community care services

To whom this policy applies.

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work. It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during their duties MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks. BEFORE commencement of such duties.
- Display on Parish Council notice boards in the village & in the Village Hall the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate. Hiring of facilities to groups for use with children, young people or vulnerable adults

The Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish Facilities must always follow the policy and procedures. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

SECTION 4

Allegations against staff and volunteers

The Parish Council should follow the procedures for managing allegations against staff/volunteers on the SBC Safeguarding website. No attempt should be made to investigate or act before consultation with West Northants Council.

Authority Designated Officer. See contact details below.

Designated Office 01604 362993 or **Andy** directly on 01604 367862 **NSPCC** 0800 1111

You should always call 999 in an emergency – for example when someone's life is at risk or someone is seriously injured or critically ill.

Whistleblowing

We recognise that children or vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.

All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Designated Officer or Safeguarding Team as to how to handle such allegations.

The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the Designated Officer.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

Declaration

Councillor..... has been designated as Safeguarding Officer from within the Brixworth Parish Council

Brixworth Parish Council is fully committed to safeguarding the well-being of children, young people and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Brixworth Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

We regularly work with other agencies and West Northants Council to ensure compliance with changing laws and guidelines in relation to safeguarding. The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.



Training Newsletter December 2021 Edition

Marie Reilly, Training Manager, NCALC mreilly@northantscal.com, 01327 831482

Please circulate to all your Councillors.

Welcome to the final Training Newsletter edition for 2021 and what a busy training year it's been!

This year alone, we have:

- delivered over 40 Council Development Training sessions
 - delivered almost 200 courses
 - trained almost 1000 individuals

We're looking forward to next year!

2022 Training Programme

Thank you to those who completed the survey. The data showed:

- There is a clear preference for online training – less travel, more convenient to working/family life and eco friendly

- Online training during the day is the preference for clerks
- Online training during the evening is the preference for councillors
- Networking is a missed opportunity only face to face training can offer
- Where face to face training is preferred, it should be in a central location during the day.
- Covid is, understandably, a concern to responders so any face to face training should have measures put in place to ensure it is covid safe

We have used this data to help plan the 2022 training programme which is now live on the website ready to take bookings. We will be continually updating what's on offer so please do keep checking.

NEW COURSE - Responding to Planning Applications

This course looks at the practical element of responding to planning applications. What should and shouldn't be included in your responses. The following areas are covered:

- Pre-application inquiries
- The process: timescales
- Assessing the application
- The parish council response
- What happens next?
- Appeals and legal challenges

This course is for clerks and councillors that have previously attended Planning Nuts and Bolts or have a sound knowledge of planning policy.

The course tutor, Steve Ellis was a Planning Officer at Daventry District Council. He retired from Daventry District Council in March 2021, after nearly 13 years at the authority. He is a member of the Royal Town Planning Institute.

Click here for more information and to book a place <https://www.northantscalc.com/responding-to-planning-apps.html>

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1 Day Emergency First Aid at Work

We've been asked for Emergency First Aid at Work training and would like to know if there is a wider need for this training.

This course is suitable for First-Aiders working in lower hazard environments such as offices and shops. On completion of training, successful candidates should be able to understand the role of the first aider including reference to:

- the importance of preventing cross infection;
- the need for recording incidents and actions;
- use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer cardiopulmonary resuscitation;
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

Administer first aid to a casualty who is

- unconscious (including seizure);
- choking;
- wounded and bleeding;
- suffering from shock;
- having a suspected heart attack;

Please register your Council's interest by completing this short form by the end of 2021 <https://forms.office.com/r/5rw8X7D6qj>

Councillor Development Framework

After it's launch in May 2021, the Councillor Development Framework has had a lot of interest from Councils and individual Coouncillors. We even have one council who is going through the framework with the whole council.

To date we have had **four** Councillors complete the [Foundation](#) stage and **two** who have completed the [Leader](#) stage, congratulations to all of them!

More information about the Councillor Development Framework can be found here <https://www.northantscalc.com/councillor-development-framework.html>



CiLCA 2022

Dates have now been confirmed for the CiLCA 2022 training programme. If you would like to find out more about CiLCA and register your interest please visit this page <https://www.northantscalc.com/cilca-2022.html>

Upcoming Training and Events 2022

Below is a list of training and events

*For our most up to date list of courses and events
visit <https://www.northantscalc.com/list-of-courses.html>*

January

[Beyond Facebook](#) ***NEW***

07 Jan 2022 12:00-14:00

[Building an effective council communications strategy](#) ***NEW***

13 Jan 2022 10:00-12:00

[Planning Nuts and Bolts](#)

13 Jan 2022 19:00-21:00

[Data Protection for Clerks & Officers](#)

14 January 2022 10:00-12:00

[Off to a Flying Start](#)

19 January 2022 10:00-12:30

[Freedom of Information essentials for Local Councils](#)

25 January 2022 10:00-12:00

[Data Protection for Councillors](#)

25 January 2022 18:30-20:30

[Social Media Skills for Councillors](#)

27 January 2022 19:00-21:00

February

[Responding to Planning Applications](#) ***NEW***

8 February 2022 19:00-21:00

[An intro to Employment law](#)

9 February 2022 17:00-19:00

[New Clerks Spring 2022](#)

(delegates must attend both days)

Day 1 Saturday 26 February 2022 10:00-16:00

Day 2 Saturday 5 March 2022 10:00-16:00

March

[Data Protection for Clerks & Officers](#)

3 February 2022 10:00-12:00

[Off to a Flying Start](#)

08 March 2022 18:30-21:00

[The Code of Conduct in Practice](#)

14 March 2022 19:00-21:00

[Agendas and Minutes](#)

30 March 2022 10:00-12:00

E-learning is now available to access here
<https://www.northantscalc.com/e-learning.html>

Upcoming Finance Training

Below is a list of finance training

For our most up to date list of courses and events

visit <https://www.northantscalc.com/list-of-courses.html>

[An Introduction to VAT](#)

11 Jan 2022 10:00-11:30

27 Jan 2022 10:00-11:30

[Finance for Councillors](#)

19 January 2022 10:00-11:30

24 May 2022 10:00-11:30

[Year-end Accounts & Audit](#)

25 January 2022 10:00-11:30

26 January 2022 10:00-11:30

1 February 2022 10:00-11:30

2 February 2022 10:00-11:30

3 March 2022 10:00-11:30

8 March 2022 10:00-11:30

More dates are available online

“Have a very Merry Christmas and a lovely New Year.”

— Marie Reilly, Training Manager NCALC

In-House Training

We've created a new form for you to complete to request in house training for your council. You can find this form via this

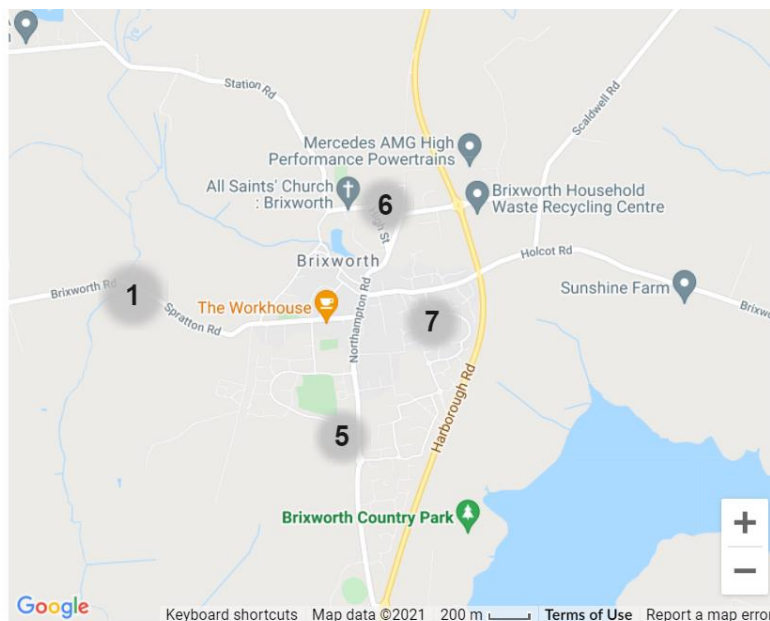
link <https://forms.office.com/r/zDDH3XHnCD> or on our

webpage <https://www.northantscalc.com/whole-council-training.html>



Reported Crime for November 2021

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



Trend

| 2019 | 2020 | 2021 |
|------|------|------|
| 28 | 31 | 19 |

Crime type Instances

Violence and sexual offences 9

Burglary 3

Public order 2

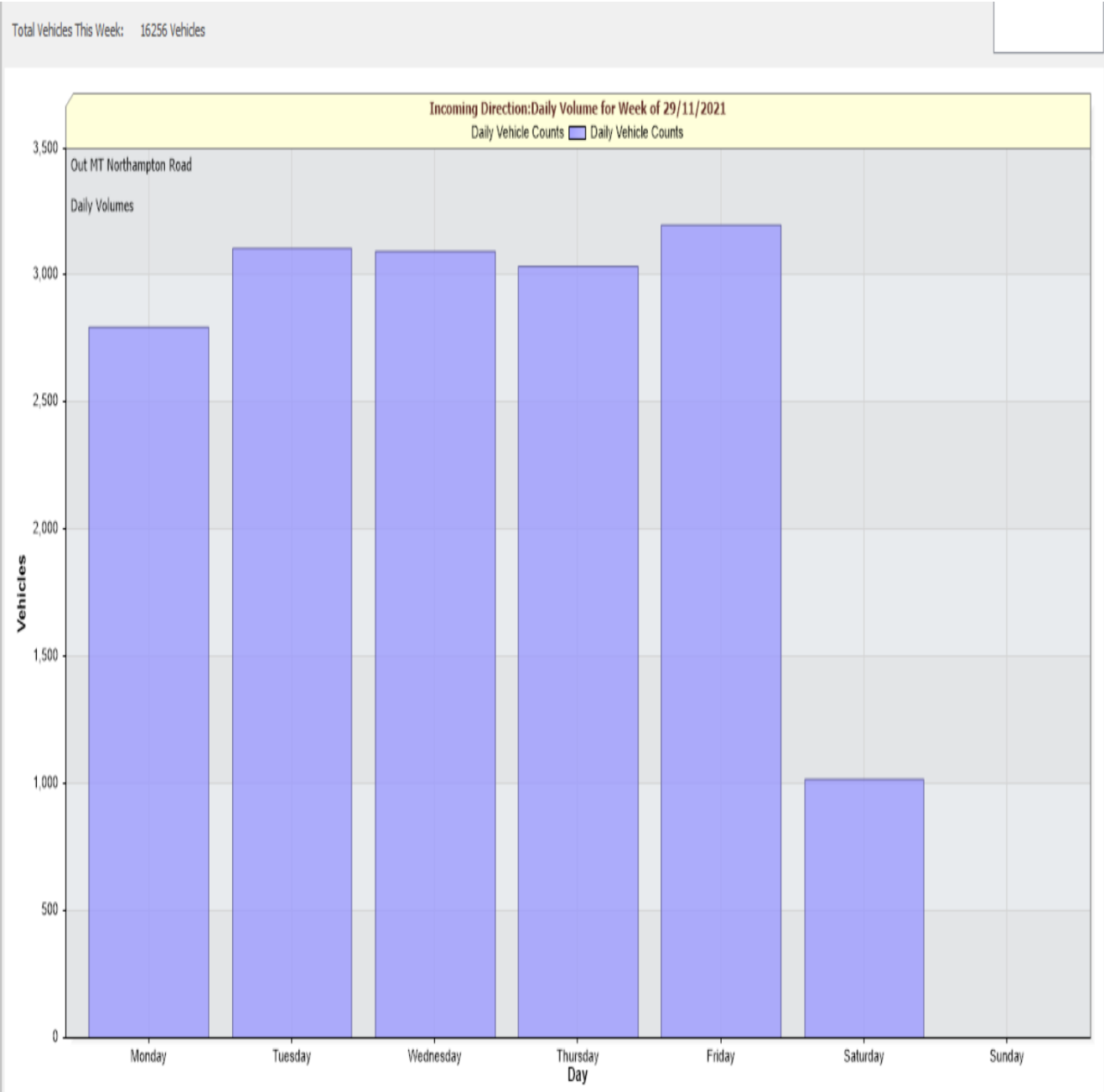
All other crime** 5

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

Katrina Jones
Parish Clerk

Paper Q for Parish Council Meeting on 16th December 2021 – Speed Sign Data

| | Hour | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Week Day Avg | Weekend Avg | Week Day 85% Avg Speed |
|---|------------|--------|---------|-----------|----------|--------|----------|--------|--------------|-------------|------------------------|
| ▶ | 0 - 1 | * | * | 3 | 5 | 4 | 28 | * | 4 | 28 | 36.5 |
| | 1 - 2 | * | * | 5 | 2 | 5 | 8 | * | 4 | 8 | 38.3 |
| | 2 - 3 | * | * | 1 | 1 | 1 | 6 | * | 1 | 6 | 40 |
| | 3 - 4 | * | * | 0 | 1 | 2 | 2 | * | 1 | 2 | 37.5 |
| | 4 - 5 | * | * | 4 | 4 | 1 | 4 | * | 3 | 4 | 36.7 |
| | 5 - 6 | * | * | 34 | 22 | 27 | 16 | * | 27.7 | 16 | 39.7 |
| | 6 - 7 | * | * | 75 | 76 | 66 | 18 | * | 72.3 | 18 | 37.9 |
| | 7 - 8 | * | * | 119 | 112 | 107 | 43 | * | 112.7 | 43 | 35.3 |
| | 8 - 9 | * | * | 146 | 157 | 159 | 115 | * | 154 | 115 | 36.1 |
| | 9 - 10 | * | * | 123 | 144 | 145 | 134 | * | 137.3 | 134 | 36.9 |
| | 10 - 11 | * | * | 123 | 106 | 93 | 157 | * | 107.3 | 157 | 36.9 |
| | 11 - 12 | * | * | 67 | 87 | 110 | 94 | * | 88 | 94 | 35.8 |
| | 12 - 13 | * | * | 92 | 89 | 117 | * | * | 99.3 | 0 | 36.5 |
| | 13 - 14 | * | * | 112 | 104 | 120 | * | * | 112 | 0 | 37.2 |
| | 14 - 15 | * | * | 98 | 110 | 123 | * | * | 110.3 | 0 | 37.4 |
| | 15 - 16 | * | * | 93 | 115 | 120 | * | * | 109.3 | 0 | 36.4 |
| | 16 - 17 | * | * | 100 | 99 | 113 | * | * | 104 | 0 | 36.6 |
| | 17 - 18 | * | * | 114 | 82 | 89 | * | * | 95 | 0 | 36.6 |
| | 18 - 19 | * | * | 93 | 84 | 104 | * | * | 93.7 | 0 | 37.6 |
| | 19 - 20 | * | * | 67 | 60 | 79 | * | * | 68.7 | 0 | 37.7 |
| | 20 - 21 | * | * | 39 | 41 | 59 | * | * | 46.3 | 0 | 40.3 |
| | 21 - 22 | * | * | 30 | 32 | 23 | * | * | 28.3 | 0 | 38.8 |
| | 22 - 23 | * | * | 12 | 17 | 30 | * | * | 19.7 | 0 | 40.8 |
| | 23 - 24 | * | * | 10 | 15 | 8 | * | * | 11 | 0 | 40 |
| | Totals | 0 | 0 | 1560 | 1565 | 1705 | 625 | 0 | | | |
| | % of Total | 0% | 0% | 28.6% | 28.7% | 31.3% | 11.5% | 0% | | | |





Paper R for the Council Meeting of 16th December 2021

Brixworth Parish Council

Planning Decisions – November 2021

| Ref No. | Description | Location | BPC Comment | WNC Decision |
|---------------|--|--|-------------|-----------------------------|
| WND/2021/0728 | Works to trees within a conservation area | Old Hare And Hounds 7, Church Street, Brixworth, Northamptonshire, NN6 9BZ | Support | Approval Trees in Cons Area |
| WND/2021/0705 | Works to a tree subject of tree preservation order DA 287 | Old Hare And Hounds 7, Church Street, Brixworth, Northamptonshire, NN6 9BZ | Support | Approval TPO |
| WND/2021/0662 | Alterations to roof including hip to gable extension and construction of rear do | 15, Eastfield Road, Brixworth, Northamptonshire, NN6 9ED | Support | Approval Householder App |



Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 8th November 2021 at 7.30pm

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

Councillors: Councillor Tom Mitchell (Chairman), Councillor Frances Peacock (Vice Chairman) (arrived at 7.35pm), Councillor Jackie Bird, Councillor Elaine Coe, Councillor James Collyer, Councillor Barbara Lunnon, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Gary Spratt.

In Attendance: Katrina Jones (Parish Clerk) and Peter Rowbotham (Outgoing Parish Clerk).

Apologies for Absence: Councillor Ian Barratt, Councillor Neal Brown, Councillor Lynne Compton, Councillor Tony Nixon and Councillor Christine Ware.

Absent: -

Members of the Public 0

21/2151P Apologies for Absence

Apologies for absence had been received from Councillor Ian Barratt, Councillor Neal Brown, Councillor Lynne Compton, Councillor Tony Nixon and Councillor Christine Ware. It was **RESOLVED** to accept these apologies. Prop. Cllr Moxon, Sec. Cllr Moxon, unan.

21/2152P Members' Declaration of Interests

None declared.

21/2153P Minutes of the Meeting of 25th October 2021

It was **RESOLVED** to agree the minutes of 25th October 2021 as a true and accurate record. Prop. Cllr Mitchell, Sec. Cllr Lunnon.

21/2154P

WND/2021/0662

Alterations to roof including raising ridge height to form gable and associated rear dormer 15, Eastfield Road, Brixworth, Northamptonshire, NN6 9ED

It was **RESOLVED** to support this application. Prop. Cllr Mitchell, Sec. Cllr Moxon, unan.

21/2155P

Initialed.....

2021 /2022

Min 21/2151P– 21/2158P

WND/2021/0705

Works to a tree subject of tree preservation order DA 287

Old Hare And Hounds 7, Church Street, Brixworth, Northamptonshire, NN6 9BZ

It was **RESOLVED** to support this application. Prop. Cllr Mitchell, Sec. Cllr Moxon, unan.

21/2156P

WND/2021/0728

Works to trees within a conservation area

Old Hare And Hounds 7, Church Street, Brixworth, Northamptonshire, NN6 9BZ

It was **RESOLVED** to support this application. Prop. Cllr Mitchell, Sec. Cllr Moxon.

21/2157P Any Other Urgent Business

None raised. Councillors were reminded to provide comments on the West Northamptonshire Strategic Plan.

20/2158P Date of Next Meeting

Monday 29th November 2021.

The meeting finished at 7.36pm

Signed as a true and accurate record

Signed:

**Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
29th November 2021**

**Minutes prepared by Katrina Jones
Parish Clerk
Brixworth Parish Council
9th November 2021**

Telephone: 079 8314 1786

Email parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 10th November 2021

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

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird, Councillor Barbara Lunnon & Councillor Sandra Moxon.

Apologies: None

Absent - None

Also Present: Katrina Jones (Parish Clerk) and Peter Rowbotham (Outgoing Parish Clerk)

**Members of
the Public:** 0

21/481MC Welcome

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

21/482MC Apologies for Absence

No apologies for absence had been received.

21/483MC Declarations of Interest

None declared.

21/484MC Minutes of the last meeting (8th September 2021)

The minutes of the previous meeting held on 8th September 2021 were agreed as a true and accurate record.
Prop. Councillor Bird, Sec, Councillor Lunnon. Unanimous.

21/485MC Brixworth Bulletin – Guidelines

It was agreed to defer this item until the next meeting.

21/486MC Brixworth Bulletin - Consider the content and progress for next edition. (Deadline 10th November)

The Committee discussed the layout and content of the latest article. The final content was agreed.

21/487MC Brixworth Calendar 2022

It was noted that the calendar had been sent to the printers.

21/488MC Posting Plan – Review

It was noted that there was nothing to discuss on this item at this time.

21/489MC Community Safety – Messages to the community

It was agreed that these would continue as informed.

21/490MC Items referred from the Parish Council.

None.

21/491MC Any other business (Items to be notified to the Chairman before the meeting)

None.

21/492MC Date of Next Meeting

Wednesday 8th November 2021 at 6.45pm

The Meeting finished at 7.21pm

Signed by:

**Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
8th December 2021**

Minutes prepared by:

Katrina Jones

Parish Clerk

Brixworth Parish Council

1st December 2021

Telephone: 079 8314 1786

Email: parish.clerk@brixworthparishcouncil.gov.uk

Paper U for the Brixworth Parish Council Meeting of 16th December 2021



Report of the Parish Clerk

December 2021

1. Overview

Thank you to those Councillors who have already met with me for a one to one meeting. If I have not already arranged a meeting with you I will do so in the new year, government restrictions allowing.

You will be aware of the Plan B measures introduced by the government and may be wondering what this means for the Parish Council. Parish Council meetings must continue to take place in person as no legislative provision has been introduced to allow them to take place remotely. However, in order to follow the guidelines and help limit the spread of Covid everyone is encouraged to take a lateral flow test before attending Parish Council meetings and wear a mask for the duration of the meetings. Hand sanitiser will also be available at the entrance to the meeting.

For future meetings I have made enquiries about using the upstairs of the library and Councillor Spratt has kindly met with the library manager to discuss this. The library is offering the use of the space for meetings free of charge. The service level agreement is on the agenda to be agreed if Councillors are minded to agree this venue for future meetings from January 2022.

The MUGA tenders were received on 10th December. I am in the process of scoring these and arranging for presentations to the MUGA working group. A recommendation will then be made to the Parish Council.

This month gov.uk email addresses were set up for all councillors. All emails are now being sent to these addresses only. If you are having any difficulty accessing your account please let me know.

I have been booking training for Councillors who have identified courses they would like to attend and this is on the agenda for the Parish Council to review and identify areas of interest.

Enquiries from members of the public: I have been contacted by a member of the public regarding traffic parking on double yellow lines and blocking their driveway – Councillor Parker has been assisting by liaising with WNC to see if any assistance can be provided. I have also had a complaint from a user of the community centre about not being provided the specific dates when the work will be carried out and the amount of notice. Unfortunately at the time of writing this I still haven't had a decision from WNC about the s106 money to enable an order to be placed for the Indoor Sports Project.

2. Legal Updates

Land Registry for Registration – Ongoing

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

Katrina Jones
Parish Clerk

3. Assets

4. Service Requests

None.

5. Meetings Attended this month

- 5.1 Planning Committee
- 5.2 Climate Change Working Group
- 5.3 Community Centre Trust
- 5.4 Media and Communications Committee
- 5.5 Sports Liaison Working Group
- 5.6 Legal Assets Working Group
- 5.7 MUGA Working Group
- 5.8 Personnel Working Group
- 5.9 Finance Working Group

6. Training & Development

- None.

7. Community Engagement

Posts

| | |
|--------------|------------------------|
| Social Media | Parish Council Surgery |
| | Parish Council Meeting |
| | |
| | |

8. Tasks to be undertaken/ underway

PRIORITY 1. Statutory

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

Katrina Jones
Parish Clerk

PRIORITY 2. Financial

VAT return
New FMS System
Invoices
Payments
Procurement – s106 projects

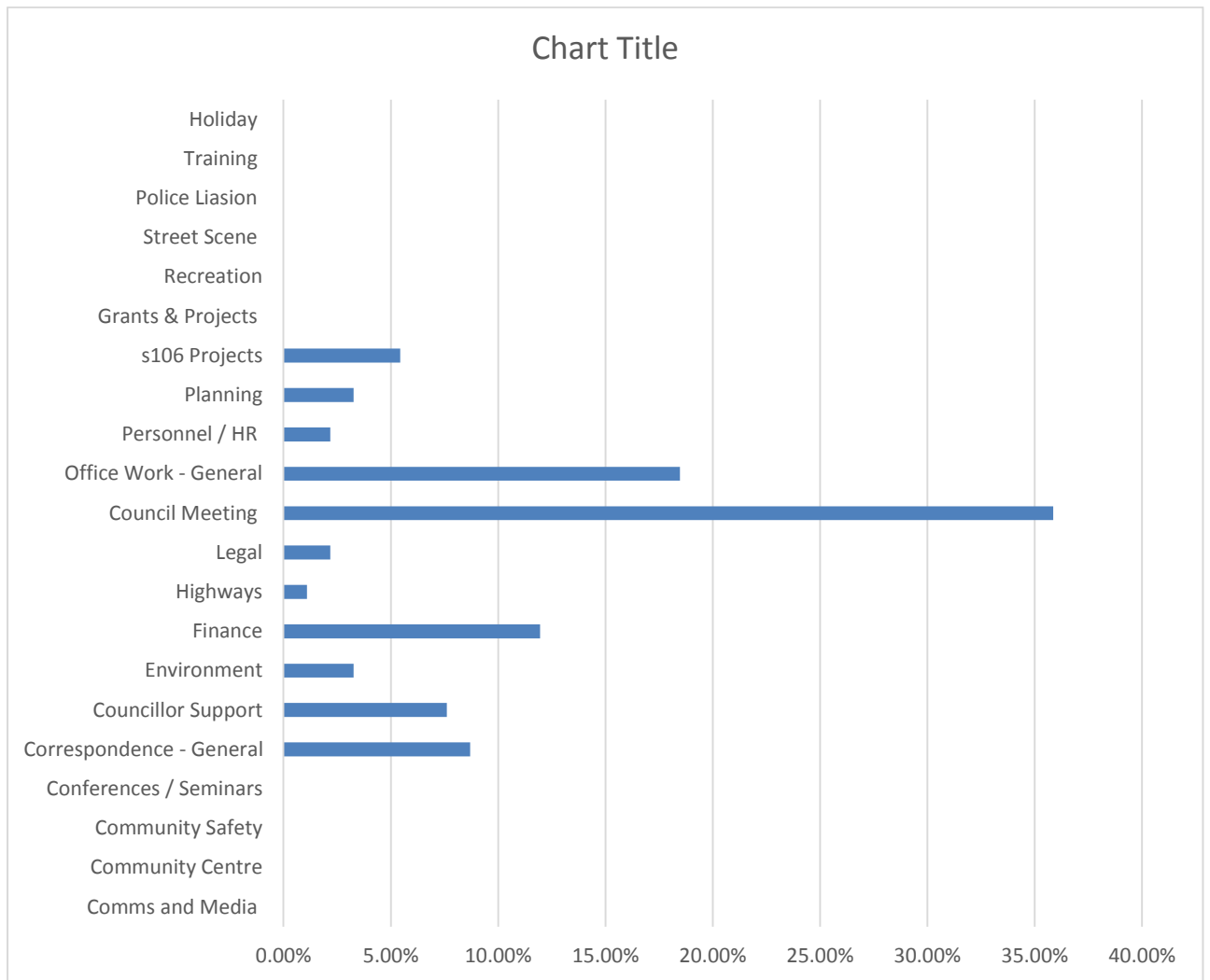
PRIORITY 3. Tasks with Deadlines

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 – December 2021



Katrina Jones
Parish Clerk