



## **Brixworth Parish Council**

### **Draft Minutes of the meeting held on Thursday 27<sup>th</sup> January 2022 at 7:15pm**

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

#### **In Attendance:**

**Councillors:** Councillor Sandra Moxon (Chairman), Councillor Jackie Bird (Vice Chairman), Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Barbara Lunnion, Councillor Tom Mitchell, Councillor Tony Nixon, Councillor Kevin Parker, Councillor Frances Peacock, Councillor Gary Spratt and Councillor Christine Ware.

**Apologies:** Councillor Ian Barratt and Councillor Neal Brown.  
Councillor Jonathan Harris (WNC) had also offered his apologies.

**Absent:** -

**Also Present:** Peter Rowbotham (Acting as Parish Clerk).

**Members of  
the Public:** 3

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#### **22/5682 Welcome**

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

#### **22/5683 Apologies for Absence**

Apologies for absence had been received from Councillor Ian Barratt and Councillor Neal Brown. The Parish Council agreed to accept the apologies. This was proposed by Councillor Peacock and seconded by Councillor Parker. Unanimous.

#### **22/5684 Declarations of Interest**

Councillor Compton declared a non-pecuniary interest in the items relating to the request to use the St David's Recreation Ground (22/5687) and the proposed fees and charges for sports clubs (22/5688).

#### **22/5685 Minutes of Previous Meeting (16th December 2021)**

It was agreed to approve the minutes of the meeting held on 16<sup>th</sup> December 2021. This was proposed by

Councillor Ware and seconded by Councillor Nixon.

### **22/5686 Public Open Forum**

A representative of the Cricket Club notified the Parish Council that an external defibrillator had been installed at the Northampton Road premises. The Parish Council's web site would need to be updated to include this new community asset. The representative also highlighted that the approved community grant money from West Northants Council had not yet been received.

A representative of the Brixworth Juniors Football Club asked about the maintenance of the Parish Council Defibrillator at The Ashway and arrangements for new pads. There was an arrangement in place with the Brixworth First Responders to provide new pads and maintain its upkeep.

*It was agreed to reschedule the agenda to deal with the sports issues early in the meeting. This was proposed by Councillor Compton and seconded by Councillor Lunnon. Unanimous*

### **22/5687 Recreation – Request to use St David's Recreation Ground**

Brixworth Juniors Football Club had submitted a request to use the St David's Recreation Ground for a football fun day on either the 12<sup>th</sup> or the 19<sup>th</sup> of June 2022.

The Parish Council agreed that the Recreation Ground could be used by the Juniors Football Club subject to the main pitch area not being used and the event date being confirmed. This was proposed by Councillor Moxon and seconded by Councillor Bird.

Councillor Compton did not participate in the item.

### **22/5688 Recreation – Fees and Charges for Sports Clubs 2022/2023**

The Parish Council's annual budget setting process included consideration of the fees to be charged to sports clubs using The Ashway and St David's Recreation Grounds. A paper had been presented outlining the methodology of the proposed fees based upon a 'fair share' basis of the overall running costs.

It was agreed to adopt the charging proposals as calculated within the report:

- Brixworth All Saints £399
- Sands United £399
- Brixworth Juniors – St David's - £685
- Brixworth Juniors – The Ashway - £1644

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

Councillor Compton did not participate in the item.

### **22/5689 Finance - Transactions including Payments for Approval – January 2022**

It was agreed to approve the list of financial transactions and payments for January 2022. 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 Moxon and seconded by Councillor Lunnon. Unanimous

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services	271.62	54.32	325.94	LGA 1972 s111
02	Lex Autolease	Lease Van	239.58	47.91	287.49	LGA 1972 s111
03	TalkTalk Business	Broadband	50.83	12.71	63.54	LGA 1972 s111

04	EE Limited	Mobile Phone	19.26	4.82	24.08	LGA 1972 s111
<b>Retrospective Payments - Financial Reg 5.5. (Via BACS)</b>						
	Nil					
<b>Debit Card Payments (Online purchase) - Financial Regs 6.10 &amp; 6.19</b>						
	Nil					
<b>Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS)</b>						
	Nil					
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
05	Staff	Net Salaries and Wages	4,264.13	0.00	4,264.13	LGA 1972 s111
06	HMRC	PAYE and NIC liability	1,451.07	0.00	1,451.07	LGA 1972 s112
07	Parish Online	Mapping subscription	105.00	21.00	126.00	LGA 1972 s111
08	R & G	Tree work, tidying pocket park and aerating pitches	1,035.00	207.00	1,242.00	PHA 1875 s165
09	NCALC	Training	68.00	0.00	68.00	LGA 1972 s175
10	Troops	Winter baskets	447.92	89.58	537.50	PHA 1875 s165
11	Bakers Waste	St David's trade waste removal	70.29	14.02	84.11	PHA 1875 s164
12	Screwfix	Grounds maintenance items	64.71	4.94	69.65	LGA 1972 s111
13	Form Five	Indoor Sports Project - Community Centre Hall (invoice 1 of 3)	6,095.58	1,219.12	7,314.70	LG(MP)A 1976, s19
14	ESPO	Supplies	118.66	29.66	148.32	LGA 1972 s111
<b>Cheque Payments</b>						
15	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>14,301.65</b>	<b>1,705.08</b>	<b>16,006.53</b>	
<b>Receipts</b>						
16	Nat West	Interest (31st December)	3.14	0.00	3.14	
<b>Total Income this month</b>			<b>3.14</b>	<b>0.00</b>	<b>3.14</b>	
<b>Bank Transfer - Capital to Revenue</b>						
17	Realign Account with budget		0.00	0.00	0.00	
<b>Total transferred to revenue this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Bank Transfer - Revenue to Capital</b>						
18	Realign Account with budget		0.00	0.00	0.00	
<b>Total transferred to capital this month</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**22/5690 Climate Change Working Group**

Councillor Ware had provided an update report. Another Working Group meeting had been held and the projects were progressing. An action plan was being prepared, including a tree for the Queens Jubilee. These actions would be considered at the next meeting of the Parish Council on 24<sup>th</sup> February 2022.

**22/5691 Open Spaces – Pytchley Close**

The Parish Council owned an open space at Pytchley Close which had a high hedge on its boundary adjoining a residential property. It was thought that this hedge could be cut back to 8 feet high. There were issues to be addressed including confirmation of ownership (as it's a boundary fence) and the impact of any severe works on the hedge. The adjoining residents would be consulted prior to any decision being taken. It was agreed to defer this work but resolve to address the outstanding matters within the next six months. This was proposed by Councillor Moxon and seconded by Councillor Coe.

**22/5692 St David's Recreation Ground – Proposed CCTV**

Two quotes had been received for the provision of a CCTV system at St David's Recreation Ground. Further work was required to add more cameras to cover the Parish Councils store and the car park. A model CCTV policy would be adopted. This matter was deferred until the next meeting of the Parish Council which would be held on 24<sup>th</sup> February 2022.

**22/5693 Parish Council Surgery**

The monthly Parish Council surgery was held on Saturday 8<sup>th</sup> January 2022 with Councillor Compton and Councillor Ware in attendance. No substantive issues had been raised by residents.

The next Surgery on Saturday 5<sup>th</sup> February 2022 would be attended by Councillor Collyer and Councillor Lunnon. This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

**22/5694 St David's Recreation Ground, MUGA**

The Parish Council agreed that the proposed floodlights be included within the planning application for the MUGA. It also agreed that a double gate be provided to the MUGA, replacing a single gate, at no extra cost. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

**22/5695 Asset Management Project**

The Parish Council agreed to appoint the Clerk, Councillor Barratt and Councillor Nixon to the NCALC Asset Management Project Working Party. This was proposed by Councillor Mitchell and seconded by Councillor Compton. Unanimous.

**22/5696 West Northants Council Tree Policy & Strategy**

This matter was deferred until the next meeting of the Parish Council which would be held on 24<sup>th</sup> February 2022.

**22/5697 Finance – Rolling Budget**

The Rolling Budget report for January 2022 was not available at the meeting.

**22/5698 Finance – Bank Reconciliation Report**

The Bank Reconciliation report was not available at the meeting.

**22/5699 Finance – Statement of Reserves**

The Statement of Reserves was not available at the meeting.

**22/5700 Community Safety – Crime Data**

The Community Safety crime data was not available at the meeting.

#### **22/5701 Planning – Decisions for December 2021**

The planning decisions for December 2021 were not available at the meeting.

#### **22/5702 Planning – Committee Minutes for 8<sup>th</sup> December 2021**

The Parish Council received the minutes of the Planning Committee of 8<sup>th</sup> December 2021.

#### **22/5703 s106 Projects – Update**

The Parish Council noted the verbal report on the Community Centre refurbishment project. Work had started on site. The s106 funds had yet to be received from the West Northants Council.

The St David's MUGA planning application would be submitted by the Parish Council unless it was allowed for within the tender document.

The St David's play area work was underway. A complaint had been received regarding loss of privacy because of the height of the play equipment. The Parish Council had consulted residents on its proposals and also the Planning Authority had consulted on the application. No concerns from the resident had been received. The resident could submit a formal complaint if they considered appropriate. The Parish Council agreed that two Parish Councillors meet with the complainant to discuss the concerns. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

The Parish Council noted the progress reports.

#### **22/5704 Parish Clerks Report**

A Parish Clerk's report was not available at the meeting.

#### **22/5705 Dates of Future Meetings**

- Planning Committee – 31<sup>st</sup> January 2022
- Parish Council – 24<sup>th</sup> February 2022

#### **22/5706 Exclusion of Press and Public**

The Parish Council agreed to exclude the press and public from the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This was in accordance with the Public Bodies (Admission to meetings) Act 1960. This was proposed by Councillor Coe and seconded by Councillor Ware. Unanimous

*The meeting was in closed session from 9.02pm*

#### **22/5707 Legal Matters**

No updates were available.

#### **22/5708 Personnel Matters**

The Parish Clerk had resigned from her post providing one weeks notice in accordance with the Employment Contract. Feedback on the reasons for leaving had been provided and there was now an opportunity for the Parish Council to address these matters. The Personnel Working Group would lead on this work and advise the Parish Council of its recommendations.

The Parish Council agreed to appoint a temporary member of staff to support the existing workload. The Parish Council also agreed that the vacant post would be offered to a candidate from the previous recruitment process on a salary to be negotiated. (In the region of SCP 26 LC2) This was proposed by Councillor Ware and seconded by Councillor Spratt. Unanimous

*The meeting was in open session from 9.40pm*

**22/5709 Urgent Matters**

None

***The meeting finished at 9:43pm***

**Signed as a true and accurate record:**

**Chairman  
Brixworth Parish Council**

A handwritten signature in black ink, appearing to read 'Peter Rowbotham', is written over a light blue rectangular background.

**Minutes prepared by Peter Rowbotham  
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