



## **Brixworth Parish Council**

### **Minutes of the Full Council meeting held on**

**Thursday 24<sup>th</sup> February 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 Ian Barratt, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tony Nixon, and Councillor Christine Ware.

**Apologies:** Councillor Neal Brown, Councillor Tom Mitchell, Councillor Kevin Parker, Councillor Frances Peacock and Councillor Gary Spratt. Prop. Cllr. Moxon. Sec. Cllr. Lunnon.

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

#### **Absent:**

**Also Present:** Ruth Gasson (Parish Clerk)  
Peter Rowbotham (Consulting Ex Parish Clerk)

**Members of the Public:** PC Joshua Tyers, PCSO Jo Wright

#### **22/5710 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.

#### **22/5711 Apologies for Absence**

Apologies for absence had been received from: Councillor Neal Brown, Councillor Tom Mitchell, Councillor Kevin Parker, Councillor Frances Peacock and Councillor Gary Spratt. The Parish Council agreed to accept the apologies. Prop. Cllr. Moxon, Sec. Cllr. Lunnon. Unanimous.

#### **22/5712 Declarations of Interest**

None

#### **22/5713 Minutes of Previous Meeting (27th January 2022)**

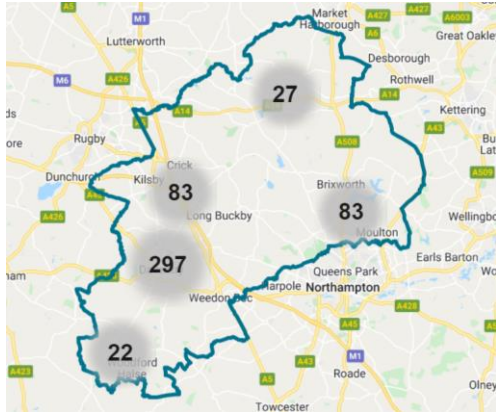
Matters Arising 4691 Cllr. Nixon to discuss with Cllr Ware.

It was agreed to approve the minutes of the meeting held on 27th January 2022. Prop. Cllr. Coe. Sec. Cllr. Lunnon. Abstentions Cllr. Barratt.

#### **22/5714 Public Open Forum**

**22/5715 Police**

Introductions from the police officers present, who explained their roles, and their team, which also includes PCSO Kev Lumbis, PCSO Paul Miller and PC Martin, who has just joined them. They also outlined the area that they cover, detailed below:



The officers asked the council for any questions or issues.

Discussions followed around the installation of CCTV at St David's Recreation Grounds and the officers were canvased for their opinion. They advised:

- That it will require signage.
- It needs to be facing away from residential houses.
- They were very supportive and thought it was a great idea.

Cllr Coe left the meeting at 19.23pm.

Cllr Compton asked about the current issues facing the police in the Brixworth parish.

The officers advised that the main issues were:

- Road safety.
- Rural crime.
- ASB hasn't been a problem lately, no issues since last year.
- Suggested we should endeavour to shut and lock the gate at the side of the Community Centre to try to stop unwanted gatherings as the nights get lighter.
- No rises in burglaries in our parish.

Cllr Moxon suggested a media article regarding the Police for the website, to include photos. **Action:** Clerk to work with Media WG to arrange photos.

The officers said they would like to combine the Police and Cllrs. surgery **Action:** Clerk to send details of the surgeries to the police.

Cllr Barratt asked if sex and violent crime was increasing based on the parish crime statistics map.

- The officers advised that there are continuing issues with certain areas within the parish, as outlined on the [Crime Map](#).
- Police will continue to tackle.

Cllr Moxon thanked the officers and advised it was good to see Jo back within the parish.

Cllr. Coe returned to the meeting at 19.35.

The police officers left the meeting at 19.35.

**22/5716 Finance - Transactions including Payments for Approval – February 2022**

		<b>February 2022</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total</b>	<b>Powers</b>
			<b>£</b>	<b>£</b>	<b>£</b>	
<b>Direct Debit Payments - Financial Reg 6.7</b>						
01	Peninsula Business Systems	Support Services (31st January)	271.62	54.32	325.94	LGA 1972 s111
02	Lex Autolease	Lease Van (1st February)	239.58	47.91	287.49	LGA 1972 s111
03	TalkTalk Business	Broadband (8th February)	50.83	12.71	63.54	LGA 1972 s111
04	EE Limited	Mobile Phone (15th February)	19.51	3.90	23.41	LGA 1972 s111
05	EON Next	Ashway Changing Rooms - Electricity (22nd Feb)	414.58	20.73	435.31	PHA 1875 s164
06	Anglian Water	Ashway Changing Rooms - Water (22nd Feb)	48.95	0.00	48.95	PHA 1875 s164
<b>Retrospective Payments - Financial Reg 5.5. (via BACS)</b>						
07	On Demand Printers	Brixworth Calendar	472.80	0.00	472.80	LGA 1972 s137
08	NCALC	Training	38.00	0.00	38.00	LGA 1972 s111
09	Brixworth Bulletin	4 Pages - Parish Council News	350.00	0.00	350.00	LGA 1972 s142
10	Trade UK	Groundsmans Items	36.64	7.33	43.97	LGA 1972 s111
11	Trade UK	Gravel	6.62	1.33	7.95	LGA 1972 s111
12	EON	Footway Lighting - electricity used	116.40	5.82	122.22	PCA 1957
13	EON	Footway Lighting - maintenance	28.28	5.66	33.94	PCA 1957
14	Bakers Waste	Trade Waste - St Davids - November	49.60	9.92	59.52	PHA 1875 s165
15	One2One Recruitment	Admin Support - Parish Office - wc 31 Jan	325.26	0.00	325.26	LGA 1972 s111
16	One2One Recruitment	Admin Support - Parish Office - wc 7 Feb	325.26	0.00	325.26	LGA 1972 s111
<b>Debit Card Payments (On line purchase) - Financial Regs 6.10 &amp; 6.19</b>						
17	Amazon Business	Key Cupboard	31.25	6.25	37.50	LGA 1972 s111
18	Amazon Business	Storage boxes	21.65	3.33	24.98	LGA 1972 s111
19	Land Registry	Land & Property Search	6.00	0.00	6.00	LGA 1972 s111
20	Land Registry	Land & Property Search	6.00	0.00	6.00	LGA 1972 s111
21	West Northants Council	Planning Fee - MUGA	254.33	4.67	259.00	PHA 1875 s164
<b>Payments Processed this month but agreed previously - Financial Regulation 5.2 (via BACS)</b>						
	Nil				0.00	
<b>Payments for approval - Financial Regulation 5.2 (via BACS)</b>						
22	Staff	Net Salaries and Wages	2,630.89	0.00	2,630.89	LGA 1972 s112
23	HMRG	PAYE and NIC liability	381.89	0.00	381.89	LGA 1972 s112
24	R & G	Grounds Maintenance Contract	714.00	142.80	856.80	PHA 1875 s165
25	Blasons	Petrol for van	66.67	13.33	80.00	LGA 1972 s111
26	Trade Point - Screwfix	Protective clothing and stock items	64.71	4.95	69.66	LGA 1972 s111
27	Trade Point - B&Q	Postcrete , posts etc	41.69	8.34	50.03	LGA 1972 s111
28	Bakers Waste	St Davids waste removal	63.72	12.74	76.46	PHA 1875 s164
29	Peter Rowbotham	Support Services	650.00	0.00	650.00	LGA 1972 s111
30	One2One Recruitment	Admin Support - Parish Office - wc 14 Feb	271.05	54.21	325.26	LGA 1972 s111
31	FormFive	Community Centre Hall (invoice 2 of 3) s106 funded	27,430.13	5,486.02	32,916.15	LG (MP) A 1976 s19
32	Lovells	Misc Store Items	26.23	5.25	31.48	LGA 1972 s111
33	Councillor Moxon	Office Stationery for temp Admin Assistant	24.96	0.83	25.79	LGA 1972 s111
34	SLCC	Membership for new Parish Clerk	285.00	0.00	285.00	LGA 1972 s111
35	Euromec	Mower service	392.59	78.52	471.11	LGA 1972 s111
36	Kompan	St Davids Play Area - supply and install	82,913.78	16,582.76	99,496.53	PHA 1875 s164
<b>Cheque Payments</b>						
	Nil		0.00	0.00	0.00	
<b>Total Expenditure this month to date</b>			<b>119,070.47</b>	<b>22,573.63</b>	<b>141,644.09</b>	
<b>Receipts</b>						
37	Nat West	Interest	3.14	0.00	3.14	LGA 1972 s111
38	Peter Rowbotham	Overpayment of salary - as prev reported	952.86	0.00	952.86	LGA 1972 s111
39	West Northants Council	s106 funds for Community Centre	60,955.79	0.00	60,955.79	TCPA 1990 s106
<b>Total Income this month</b>			<b>61,911.79</b>	<b>0.00</b>	<b>61,911.79</b>	
<b>Bank Transfer - Capital to Revenue</b>						
40	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>						
41	Realign Account with budget		59,087.32	0.00	59,087.32	TCPA 1970 s106
<b>Total transferred to capital this month</b>			<b>59,087.32</b>	<b>0.00</b>	<b>59,087.32</b>	

**22/5716 Finance cont.**

It was resolved to approve the list of financial transactions and payments for February 2022. All invoices for payment had been examined, verified, and certified by the Parish Clerk, Peter Rowbotham in accordance with the Financial Regulation 5.3.

Prop. Cllr. Barratt, Sec. Cllr. Ware. Unanimous.

**22/ 5717 St. David's Recreational Ground Proposed CCTV** (Paper C)

To agree quotes for CCTV at St. David's Playing Fields (Paper C)

Cllr. Coe asked why such varied prices. Cllr. Moxon gave details:

- The same brief was submitted to all suppliers.
- Quote A is for HD and quotes B & C are for IP, however, one is using a different installation method.
- HD will last 3 years.
- IP will last 10 years and update automatically, additional cameras can be added as they have transmitters.

Cllr. Barratt inquired about on-going costs:

- One year free, then various costs on-going.

Cllr. Compton asked who was the most local

- Quote A is the most local.
- B is the second closest.
- C is the farthest away.

Cllr. Ware asked about the picture quality.

- IP has better image quality. Identify, Recognise, Observe and Detect.

Cllr. Barratt inquired about security of the cameras.

- Data is downloaded to the cloud and then viewing would be in accordance with GDPR.

Cllr. Bird proposed we select Quote B (the cheapest IP cameras). Sec. Cllr. Ware. Unanimous.

**Action:** Clerk to contact chosen supplier.

**22/5718 Environment and Highways – Consultation on WNC Tree Policy** (Paper Db)

The Climate and Environment working group devised a proposal for the WNC tree Policy and Strategy Task and Finish Scrutiny Review Task and Finish Group for approval from the full council. (Paper Db) It was resolved to approve this paper. Prop. Cllr. Ware, Sec. Cllr. Lunnon. Unanimous.

**22/5719 Environment and Highways – Tree Walk** (Paper Da)

Regarding the maintenance plan for trees owned by the BPC from the Tree Walk, although we contacted six suppliers, we only received one quote, Paper Dc.

We did consult with residents, and they are keen for the maintenance to take place.

It was resolved to delegate for the Clerk to attempt to obtain another quote and make the decision. If the RFO has tried but has been unsuccessful to obtain three quotes, then a decision can still be made (Public Contracts Regulations 2015 111)

Prop. Cllr. Ware, Sec. Cllr. Lunnon. Unanimous.

**Action:** Clerk to try source another quote and choose supplier.

**22/5720 Environment and Highways – Possible Tree Donation** (Paper D)

Residents donated apricot tree. It was resolved to accept the tree if resident digs it up and we ask the groundsman to plant on Spratton Road to save on costs. Prop. Cllr Ware. Sec. Cllr. Bird. Unanimous.  
**Action:** Cllr. Ware to speak to resident and Groundsman.

#### **22/5721 Environment and Highways – Queen's Jubilee Tree**

Regarding the purchase of a legacy tree. It was resolved to delegate to the Clerk to obtain quotes for the legacy tree. Prop. Cllr Compton Sec. Cllr Lunnon. Unanimous.  
**Action:** Clerk to obtain quotes.

#### **22/5722 Environment and Highways – Commemorative Plaque**

It was resolved for Cllr Ware to speak to Mike Nice regarding green plaques. Prop. Cllr. Bird. Sec. Cllr Lunnon. Unanimous.  
Clerk to ask Groundman to renovate the WI Plaque.  
**Actions:** Cllr. Ware/Clerk.

#### **22/5723 Environment and Highways – Refill Van Location and Parking**

Cllr Ware to direct to WNC to advise on the correct location and investigate further options.  
**Action:** Cllr. Ware.

#### **22/5724 Parish Council Surgery (Paper E)**

The monthly Parish Council surgery was held on Saturday 5th February 2022 with Cllr. Collyer and Cllr. Lunnon in attendance.

- Feedback was received complementing the new play area.
- No substantive issues had been raised by residents.

The next surgery is on Saturday 5th March 2022 will be attended by the Police and Cllr. Bird and Cllr.Coe.  
**Action:** Clerk to promote and add open access form for long term surgery volunteers.

#### **22/5725 The Parish Beacon in the Church Car Park (Paper F)**

Cllr. Barratt advised that it has come to light that Beacon 218 belongs to BPC.

It needs to be added to the assets register and covered by insurance. A framework also needs putting in place, around lighting it.

**Actions:** Cllr. Nixon to locate the historic paperwork. Cllr. Ware to make Mike Nice aware to apply to the Lord Lieutenant to light the Beacon. Clerk to see if it is listed separately for insurance. Cllr. Compton will contact another Town Council for their Policy and Risk Assessment.

Deferred till the next meeting on 31<sup>st</sup> March 2022.

#### **22/5726 Bus from Brixworth to Market Harborough (Paper G)**

In response to John Hunt, Chair, Spratton Parish Council regarding bus subsidy. It was resolved to subsidise the bus service with a donation of £1000.00 (under section 137 of the Local Government Act 1972) with the caveat, if possible, that if the service gets cancelled within the next year, that we would be allocated a pro rata refund. Prop. Cllr. Moxon Sec. Cllr. Lunnon. Unanimous.

**Action:** Clerk to respond to John Hunt.

#### **22/5727 Projects – St. David's Recreation and Community Centre**

MUGA Update – Application has gone in, without the floodlights. Will use Contact Finder for three quotes for obtaining floodlights (resolution 21/5638), deadline Autumn/Winter 2022.

**Action:** Clerk to obtain quotes.

Play Area Update - Meeting with Kompan re the snagging and trees. Hopefully open for the start of April (Sat 2nd April 2022).

**Actions:** Cllr. Moxon to confirm tree replacement with Kompan. Media WG to plan opening.

Community Hall Update – Just the floor to finish, handover hopefully at the end of next week.

#### **22/5728 Community Safety - Crime Data** (Paper H)

Received the Crime Data.

Speed Data to now be done quarterly.

#### **22/5729 Finance – Rolling Budget** (Paper J)

Received the Rolling Budget.

#### **22/5730 Finance – Bank Reconciliation Report** (Paper K)

Received the Bank Reconciliation Report.

#### **22/5731 Finance – Statement of Reserves** (Paper L)

Received the Statement of the Parish Council's Reserve.

#### **22/5732 Media Committee (Paper O)**

Received the minutes of the Media Committee 7th February 2022.

#### **22/5733 Planning – Decisions for January 2022**

Received Decisions for January 2022.

#### **22/5734 Planning – Committee Minutes for 31st January 2022** (Paper M)

Received the minutes of the Planning Committee for 31<sup>st</sup> January 2022.

#### **22/5735 Parish Clerks Report**

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

#### **22/5736 Dates of Future Meetings**

- Media 9th March 2022
- Planning 14th March 2022
- Personnel Working Group 15th March 2022
- Full Council Meeting 31st March 2022

#### **22/5737 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 Cllr. Coe. Sec. Cllr Bird. Unanimous.

*The meeting was in closed session from 20.55pm*

**22/5738 Legal Matters**

No updates were available.

**22/5739 Personnel Matters**

No updates were available.

**22/5740 Complaints**

An update was given by Cllr. Bird.

21.03 Cllr. Lunnon left.

*The meeting was in open session from 21.07pm*

**2/5741 Personnel Matters**

The Personnel Working Group reported that they have successfully appointed Ruth Gasson as Clerk and Gavin Kirkup as Admin Assistant to the Clerk starting on the 4<sup>th</sup> April 2020 for 20 hours a week.

It was resolved to confirm these appointments Prop. Cllr. Bird Sec. Cllr. Ware. Unanimous.

Cllr. Ware also wanted to express thanks to Cllr. Bird. and Cllr. Moxon for their hard work in the interim period. Prop. Cllr. Ware. Sec. Cllr. Compton. Unanimous.

**22/5742 Urgent Matters**

The Clerk will be renewing the annual agreement for highways grass cutting in order to meet the WNC deadline (28.02.22). This will be formally considered at the next meeting on the 31<sup>st</sup> March 2022.

Cllr. Ware made Cllrs. aware of the WNC consultation re the Public Spaces Protection Order (PSPO) to promote responsible dog ownership and prohibit smoking in certain public spaces across the former administrative council areas of Daventry District and South Northants.

The consultation closes on 4<sup>th</sup> April 2022.

Cllr. Moxon gave an update regarding the Co-op, provided by Councillor Jonathan Harris (WNC).

Cllr. Ware and Cllr. Coe volunteered for the Rural Health & Wellbeing Event on Wednesday 30<sup>th</sup> March 2022.

*The meeting finished at 21:14 pm*

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

**Minutes prepared by**

**Chairman  
Brixworth Parish Council**

**Ruth Gasson  
Parish Clerk  
Brixworth Parish Council**  
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