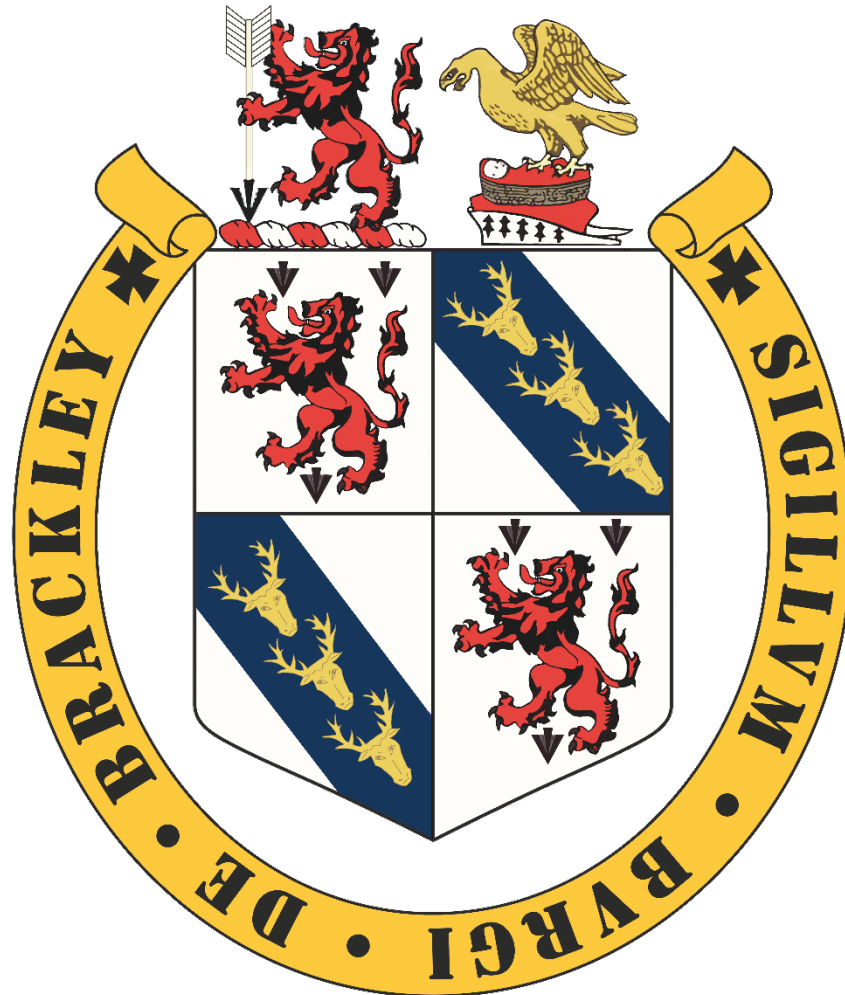


BRACKLEY TOWN COUNCIL



AGENDA & MINUTES

For the consideration of the Meeting

To be held on

Monday 2 December 2024

BRACKLEY TOWN COUNCIL

20 High Street, Brackley, Northants, NN13 7DS

Telephone: (01280) 702441

www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

To: All Brackley Town Councillors

You are hereby summoned to attend a meeting of **Brackley Town Council**, to be held on **Monday 2 December 2024** at the Town Hall. Meeting at 7.05 pm.

27 November 2024



Town Clerk

AGENDA

Members of the Press and Public are invited to attend

279/24 Apologies for Absence

280/24 Town Mayor's Announcements

281/24 Public Participation

The meeting is open for the public to address the Council on matters relevant to its business. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chair of the meeting. Please state your name and address before asking your question.

282/24 Declarations of interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Brackley Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992.

283/24 Approval of Minutes

To receive and, if accepted, approve the minutes of the meeting of Council on Monday 4 November 2024.

Recommendation – to approve the minutes of the meeting of Council on Monday 4 November 2024.

284/24 Committee Minutes

To receive the following approved Committee minutes:

Planning & General Works 21 October 2024 and 4 November 2024
Finance & Policy 21 October 2024

Recommendation – to receive the Committee minutes en block

285/24 Questions for Chairs Relating to Received Minutes

To provide an opportunity for Councillors to ask questions relating to received minutes for committees of which they are not members.

286/24 Unitary Council Representative – if available.**287/24 Appointment of Councillors for Monthly Payment Audit**

Two councillors are required to sign and approve the monthly payment audit following the next Finance and Policy Committee meeting or in the office on Tuesday 17 December between 10am and 2pm.

288/24 To receive details of a Code of Conduct complaint – attached

To receive details of a code of conduct complaint against Cllr E Wiltshire and to consider the suggested sanction of Equality and Diversity training.

Recommendation – to note the finding of the Monitoring Officer and to agree the sanction of Equality and Diversity training for all councillors.

289/24 South Northamptonshire Youth Engagement (SNYE) request for Funding

Members are asked to consider the attached email from SNYE and the suggested response regarding match funding over the next two years.

Recommendation: to agree the match funding over the next two years and send out the suggested response.

290/24 SNYE Request to use 20 High Street as postal address

Officers have received a request from SNYE to use our office as their postal address. They will not put Brackley Town Council as their address, but 20 High Street. They have assured us that any mail will be collected swiftly.

Recommendation – to allow SNYE to use 20 High Street as their postal address.

291/24 Request for New Police Liaison Representative

Request for a member to be the Police Liaison Representative for Brackley Town Council.

292/24 Signing of transfer of Carpenter's Place – Vistry (RB/11569)

To approve the signing of the Land Transfer for Carpenter's Place by the Town Mayor and Town Clerk.

Recommendation: to approve the signing of the Land Transfer at Carpenter's Place.

293/24 Request to Purchase a mower – report attached

This was on the Direct Responsibilities meeting for 18 November but as the meeting was inquorate, is being brought to this full council meeting.

To provide information on the purchase of a used Trimax mower to meeting the growing demands of Brackley Town Council.

Recommendation: to purchase a used Trimax Stealth mower to the value of £5000.

294/24 Matters for Information

295/24 Exclusion of Press and Public

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

296/24 Land Dispute

Report attached – members' instruction is requested.

297/24 External works, Old Fire Station – Quote attached.

This was on the Direct Responsibilities meeting for 18 November but as the meeting was inquorate, is being brought to this full council meeting.

It is necessary to replace the guttering at the rear of the Old Fire Station and due to restricted access there will be a need for scaffolding. Two quotes are attached.

Recommendation: To approve the quote for £4,125 plus VAT and to action the works as soon as possible.

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Minutes of the **Planning & General Works Committee** held on **Monday 21 October 2024** in Brackley Town Hall, Market Place, Brackley NN13 7AB.

Present: Cllor Bagot-Webb (Chair), Baker, Kew, King, Langford, Manley, Nash, Watt, Weaver, E Wiltshire and P Wiltshire

Officer: Town Clerk

223/24 Apologies for Absence

Apologies received and accepted from Cllr King.

224/24 Declaration of interest

None

225/24 Public participation

None

226/24 Minutes

On the proposition of Cllr Manley, it was **RESOLVED** to:

Receive and approve the minutes of the previous meeting held on 7 October 2024

227/24 Planning Applications

Members considered planning applications as outlined on the attached schedule. Comments will be submitted.

228/24 Matters for Information

None

Meeting Closed: 19:35

Signed:

APPROVED

Dated:

4/11/24

Please Ctrl + click on the blue application number to follow the link to the application

Application Number	Closing Date	Location	Proposal	Town Council Comments
WNS/2021/0492/ EIA	1 Nov	Land to the West of Brackley, NN13 6FA	Outline permission, with access not reserved, for up to 700 residential dwellings, areas of public open space, a rugby pitch, landscaping, allotments, sustainable drainage and associated infrastructure. Application accompanied by an Environmental Statement. Amendment Details: Submission of updated/additional 'further information' in relation to the Environmental Statement and submission of updated Planning Statement, Transport Assessment, Travel Plan and Heads of Terms.	We would like to see the redacted information.
2024/4262/FULL	24 Oct	Unit 3, Buckingham Road, Brackley NN13 7EL	Change of use from offices (Use Class E) to a training centre (Use Class F1)	No comment
2024/4369/FULL	29 Oct	The Unicorn Hotel, Bridge Street, NN13 7EP	Replacement of existing windows with new, double glazed, polymer frames (part retrospective)	BTC strongly object to the statement of "undistinguished presence" as this building has a significant presence in the south of the town. BTC object to the windows and feel that in a conservation area, these should be replaced with like for like.
FOR INFORMATION ONLY				
2024/4459/TPO		Communal Area outside flats, Burgess Square NN13 7FA	Crown reduction to 2 x copper beach, crown lift to 1 x yew tree	Noted

Please note, this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available to download at: www.brackleynorthants-tc.gov.uk

APPROVED

Minutes of the **Planning & General Works Committee** held on **Monday 4 November 2024** in Brackley Town Hall, Market Place, Brackley NN13 7AB.

Present: Councillors Bagot-Webb (Chair), Baker, Kew, King, Manley, Nash, Watt, Weaver, E Wiltshire and P Wiltshire.

Officers: Town Clerk and Deputy Town Clerk

252/24 Apologies for Absence

Apologies received and accepted from Cllr Langford

253/24 Declaration of interest

None

254/24 Public participation

None

255/24 Minutes

On the proposition of Cllr Baker, it was **RESOLVED** to:
approve the minutes of the previous meeting held on 21 October 2024.

256/24 Planning Applications

Members considered the planning applications as outlined on the attached schedule. Comments will be submitted.

257/24 Matters for Information

Meeting closed 20:50

Signed:

APPROVED

Dated:

18/11/24

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Application Number	Closing Date	Location	Proposal	Town Council Comments
2024/4783/FULL	8 Nov	94 High Street Brackley NN13 7DR	Replacement of kitchen window, sunroom windows and back door	Support – no comment
2024/4858/FULL	8 Nov	38 Orion Drive Brackley NN13 6GD	Extension and part conversion of garage to provide ancillary accommodation comprising home office and gym	Support – no comment.
2024/4846/FULL	8 Nov	47 Lathbury Road Brackley NN13 6HW	Proposed bay window, part garage conversion with associated internal and external works	Support – no comment.
2024/4893/MAR	11 Nov	Land at Lauda Drive Brackley	Reserved Matters Application for the erection of a Gateway Building (Phase 2) of application 2023/5463/MAF	Support – no comment
2024/4897/FULL	12 Nov	Land West of 14 Ashwin Close Brackley NN13 6LZ	New detached dwelling	Support - no comment
2024/4860/TCA	20 Nov	College House Managers Office College House High Street Brackley NN13 7NR	Removal of 1 x small Thuja Occidentalis	Support – no comment
2024/4983/TCA	14 Nov	Kilmory 17 Church Road Brackley NN13 7BU	Tree removal and trimming of various species	Comment - Brackley Town Council would like the focus be on trimming the trees and removal only if absolutely necessary.
2024/4815/FULL	14 Nov	Bregtil, Old Town, Brackley, NN13 7BZ	Proposed Single Storey Side Extension with Associated Internal and External works	Comment - Very populated area and need to be considerate of neighbours during the build. Consideration should be given to overdevelopment of site.
2024/4997/TCA	14 Nov	16 Market Place Brackley NN13 7BG	Removal of 1 x Pear Tree and 2 x Willow Trees	No comment
For information only				
2024/4561/LDP	20 Nov	11 Stuart Road, NN13 6HZ	Lawful development certificate (proposed) for single storey rear extension with minor internal alternations	Noted

APPROVED

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Minutes of the **Finance and Policy Committee** to be held on **Monday 21 October 2024**, held at Brackley Town Hall, Market Place, Brackley, NN13 7AB.

Present: Cllrs Bagot-Webb, Judd, Nash, Sharps, Tiller, Weaver, E Wiltshire, P Wiltshire and Young (Chair).

Officer: Town Clerk

229/24 Apologies for absence

Apologies received and accepted from Cllr King and Cllr Cartmell

230/24 Declarations of interest

Cllr E Wiltshire - 508

231/24 Public participation

None

232/24 Approval of minutes

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

approve the minutes of the meeting of the Finance & Policy Committee on Monday 16 September 2024.

233/24 Finance reports

On the proposition of Cllr E Wiltshire, it was **RESOLVED** to:

receive for approval:

- a) List of accounts for October Payment Schedule Part 1 of £209,966.76 & Payment Schedule Part 2 of £2,418.19
- b) Bank Reconciliation August and September 2024
- c) Balance sheet August and September 2024

234/24 Half Year Budget Monitoring Reports

On the proposition of Cllr Nash, it was **RESOLVED** to:

receive for approval:

- a) Half Yearly Income & Expenditure Report
- b) Half Yearly EMR Report

Cllr Nash wanted noted that she is encouraged with the income from the buildings.

235/24 Matters for discussion

Cllr required for tomorrow – Cllr Tiller will stand in for Cllr King

Meeting Closed: 19:44

Signed:

APPROVED

Dated:

18/11/24

Email from the Monitoring Officer, West Northamptonshire Council

Code of Conduct Complaint - Cllr E Wiltshire, Brackley Town Council

Further to our email correspondence regarding the above complaint, I can confirm that the Monitoring Officer, in consultation with an Independent Person, has decided:

The Monitoring Officer decided that your complaint is suitable for alternative resolution without investigation. The Monitoring Officer is minded to resolve the behaviour aspects of this complaint by recommending to the Parish Council that training is delivered to Cllrs of Brackley Town Council on equality and diversity and civility and respect. The training should be for all Councillors of Brackley Town Council.

May I ask if you could inform the Monitoring Officer when this training has taken place for all Councillors of Brackley Parish Council and provide an attendance list of those Councillors who received the training.

Regards

For and on behalf of the Monitoring Officer

Email from SNYE

I hope you are well. I am writing on behalf of SNYE to respectfully request match funding of £30,000 over two years to support our ongoing projects in Brackley for young people.

Our work directly aligns with the councils commitment to improving the well-being of local residents, and with your support, we believe we can make an even greater impact. The requested match funding will help enable us to:

Run youth clubs in the town

- Organise events throughout the holidays for young people and their families
- Manage the youth council to give young people a voice
- Intergenerational projects
- Other projects

Specifically, we are seeking:

- £15,000 in Year 1
- £15,000 in Year 2

Your partnership would greatly enhance our ability to leverage other funding sources and ensure sustainable growth for the initiatives that benefit our shared community.

Thank you for considering our request. We deeply appreciate the council's ongoing support of organisations like ours, and we look forward to the possibility of working together.

Best wishes,

Secretary
South Northants Youth Engagement

Agenda Item: 289/24

Suggested Response to Request

Dear SNYE

I hope this email finds you well. On behalf of Brackley Town Council, I am pleased to confirm our commitment to providing £30,000 in match funding over the next two years to support your important work in our community.

This funding will be allocated as follows:

- Year 1: £15,000
- Year 2: £15,000

We deeply value the positive impact SNYE has on our residents, and we are confident that this financial support will further empower your efforts to make a meaningful difference. Our council is proud to partner with local organisations like yours that share our dedication to improving the well-being of our young people.

Please let us know if there are any next steps or formal documentation required from our side to finalise this commitment.

Thank you for all that you do, and we look forward to continuing our collaboration.

Warm regards,

BRACKLEY TOWN COUNCIL

Full Council Meeting Monday 2 December 2024

Purpose of Report: To provide information on the purchase of a used Trimax mower to meet the growing demands of Brackley Town Council.

Recommendation: To purchase a used Trimax Stealth Mower to the value of £5000

Main Issues and Considerations:

With the growing amount of new open spaces being adopted by Brackley Town Council and the need for greater flexibility within our mowing schedule it is thought we could take some areas of our mowing inhouse.

To achieve this, we would need a finishing mower. We have investigated suitable machines and the Trimax stealth mower was identified as well-built, capable of doing a good job and be a long-lasting machine.

Having discussed the options with dealers, we have been offered a used machine (3 years old) which has only completed around 300hrs of work which is very low. The machine has been on hire and is in excellent condition having been supplied and maintained by the dealer.

The machine has 2 folding wings which enables a narrow transport width but when unfolded provides a 3.4m cutting width.

By purchasing this mower, we would be able to trial doing some of our mowing areas in house such as St James Lake, Mill Lane and Carpenters Place.

By purchasing a used machine, we would be making a considerable saving on a new machine whilst still having good reliability. The cost of a new machine is Cira £18,000 at list price and given the amount of work we have this is not justified.

The mower would be fully serviced before purchase. The estates manager has inspected the machine and can confirm it is in excellent condition.

The mower could be used on our existing tractors so no further investment would be required.

Financial considerations

The purchase price of the used machine is £5000 +VAT and could be covered by existing budget from our parks and open spaces ~~budget~~.

Given the new price of circa £18,000 this is a very good deal.

Staffing considerations

No additional staffing would be required.

Author

Mark Stopps
Estates Manager