



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 30th January 2020 at 715pm
in the Community Centre & Library, Spratton Road, Brixworth, Northampton NN6 9DS**

The press and public are also invited 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 the previous meeting**
 - 4.1 Parish Council meeting of 19th December 2019
 - 4.2 Parish Council meeting of 16th January 2020

**A
B**
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.
 - 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.
6. **Parish Council Surgery**
 - 6.1 Receive a report from the Parish Council Surgery held on Saturday 4th January 2020
 - 6.2 Agree those Parish Councillors attending the next planned Parish Council Surgery to be held on Saturday 1st February 2020

C
7. **Finance**
 - 7.1 Consider the financial transactions and authorise the payments for January 2020
 - 7.2 Receive the latest rolling budget
 - 7.3 Receive the Bank Reconciliation Report

**D
E
F**

	7.4 Receive the statement of the Parish Council's Reserves	G
	7.5 Agree the Budget for 2020 2021 (Report of Working Group attached)	H
	7.6 Agree the Precept for 2020 2021	
8.	Procurement	
	8.1 Agree to the procurement of arboricultural services to carry out work to Parish Council trees.	I
9.	Community Safety	
	9.1 Note the December 2019 reported crime data as shown on the Police UK web site.	J
	9.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID)	K
	9.3 Note that Sgt Dobbs, District Neighbourhood Sergeant of Daventry District is leaving his post	L
10.	Media & Communications	
	10.1 Receive the minutes of the Media & Communications Committee of 19 th November 2019	M
11.	Planning	
	11.1 Receive the planning decisions for December 2019	N
	11.2 Receive the minutes of the Planning Committee of 16 th December 2019	O
	11.3 Receive the minutes of the Planning Committee of 6 th January 2020	P
	11.4 Note the Inspectors Report of the Settlements and Countryside Local Plan (Part 2) for Daventry District 2011-2029	Q
12.	Environment	
	12.1 Consider the use of wildflowers and trees within the village of Brixworth	R
13.	Highways	
	13.1 Consider a resident's letter regarding land near the Village Hall, Holcot Road.	S
	13.2 Consider the opportunity to cut the urban highway grass mowing for 2020	T
14.	Consultations	
	14.1 X7 Bus Service	U
	14.2 Active Parks Project	
	14.3 Carers Services Questionnaire	
	14.4 Temporary Accommodation Policy 2020 Consultation	
15.	Armed Services Covenant	
	15.1 Consider a commitment to the Armed Forces Covenant and to support the Armed Forces Community	V
16.	Parish Clerks Report	
	16.1 Receive the Parish Clerk's Report	W
17.	To note General Correspondence - for information only (Not for discussion)	
	17.1 Note the Correspondence listed at Appendix X	X
18.	To consider the exclusion of the press and public	
	18.1 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	

The Press & Public will be requested to leave the meeting (subject to 18.1)

19. Legal Matters

19.1 Receive any updates and consider any actions to be taken.

20. Grants

20.1 Receive a report on a potential breach of the Grants Policy

The Press & Public to be invited back into the meeting

21. To note the dates of future meetings

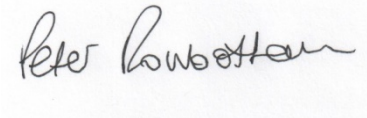
21.1 Planning Committee – Monday 17th February 2020

21.2 Media & Communications Committee – Wednesday 26th February 2020

21.3 Council - Thursday 27th February 2020

22. Urgent matters for report only

(Notified to the Chairman before the meeting)



Mr Peter Rowbotham
Clerk to the Council
24th January 2020

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Market Harborough
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Members of the Parish Council

Councillor Stephen James (Chairman) Councillor Sandra Moxon (Vice Chairman)
Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe,
Councillor Stuart Coe, Councillor James Collyer, Councillor Lynne Compton,
Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell,
Councillor Kevin Parker and Councillor Frances Maria Peacock.

**A****Brixworth Parish Council****Minutes of the meeting held on****Thursday 19th December 2019****Community Centre & Library, Spratton Road, Brixworth****In Attendance:**

Councillors: Councillor Stephen James, Councillor Elaine Coe, Councillor James Collyer, Councillor Alan Lovell and Councillor Tom Mitchell

Apologies: Councillor Ian Barratt, Councillor Jackie Bird, Councillor Stuart Coe, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Peacock.

Absent: Councillor Lynne Compton

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 1

District Councillor Jonathan Harris in attendance

19/ 4815 Welcome

Councillor James welcomed everyone to the meeting of the Parish Council. He notified every one of the evacuation procedures. Councillors were also reminded that the meeting was being recorded.

19/ 4816 Apologies for Absence

Apologies for absence had been recorded from Councillor Barratt, Councillor Bird, Councillor Stuart Coe, Councillor Moxon, Councillor Parker and Councillor Peacock. It was agreed to accept the apologies. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

19/ 4817 Declarations of Interest

None declared.

19/ 4818 Minutes of Previous Meeting (28th November 2019)

The minutes of the Parish Council meeting of 28th November 2019 were agreed as a true and accurate record. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

19/ 4819 Minutes of Previous Meeting (16th December 2019)

The minutes of the Parish Council meeting of 16th December 2019 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor Lovell. Unanimous.

19/ 4820 Co-option of Parish Councillor

Lina Howarth was co-opted to the Parish Council. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

19/ 4821 Dispensation – Community Centre Business

The dispensation request received from Councillor Howarth to enable her to speak and vote at Parish Council meetings on Community Centre business was considered and agreed. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

19/ 4822 Public Open Forum

No items raised.

19/ 4823 Parish Council Surgery – 7th December 2019

The Parish Council had held a Surgery on Saturday 7th December 2019. Councillor Bird and Councillor Compton had attended this. The written report was noted by the Parish Council. The report highlighted that car parking continued to be a community concern. The Parish Council asked that information be obtained regarding the existing level of enforcement within the village. The Media & Communications Committee would be highlighting the various issues to the local community.

19/ 4824 Parish Council Surgery – 4th January 2020

The Parish Council would be holding a Surgery on Saturday 4th January 2020. Councillor Elaine Coe and Councillor Collyer would be attending this. A report would be submitted to the next Parish Council meeting.

19/ 4825 Finance - Transactions including Payments for Approval- December 2019

The list of financial transactions and payments for December 2019 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 Mitchell and seconded by Councillor Lovell. Unanimous.

		Net Amount	VAT	Total	Powers
		£	£	£	
Direct Debit Payments - Financial Reg 6.7					
EON	Elec monthly - Ashway Changing Rooms (2nd)	110.48	5.52	116.00	LGA MP 1976 s19
TalkTalk	Broadband (10th)	50.95	10.19	61.14	LGA 1972 s111
EE	Mobile Phone (16th)	16.87	3.37	20.24	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
Fenland Leisure	New gate Toddler Area Spratton Road	544.00	108.80	652.80	PHA 1875 s164
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19					
		0.00	0.00	0.00	
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)					
		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)					
Staff	Net Salaries and Wages (4-week month)	3,671.61	0.00	3,671.61	LGA 1972 s150

HMRC	PAYE	1,086.99	0.00	1,086.99	LGA 1972 s150
LGSS	Pension Scheme	696.70	0.00	696.70	LGA 1972 s150
R&G	Grounds Maintenance Contracted Services	1,816.32	363.25	2,179.57	LGA MP 1976 s19
Blason's Garage	Fuel	54.17	10.83	65.00	LGA 1972 s111
Tradepoint B&Q	Misc. Items - various projects	131.63	20.32	151.95	LGA 1972 s111
The Mower Shop	Items for Mower end of season service	149.12	29.83	178.95	LGA 1972 s111
Brixworth Bulletin	Parish Council pages (2 editions)	700.00	0.00	700.00	LGA 1972 s142
Amey	Trade Waste Rental - St David's – December 2019	4.47	0.89	5.36	LGA 1972 s111
Hassett Fencing	Ballast and Post Crete- Spratton Rd/ St David's	33.20	6.64	39.84	PHA 1875 s164
Peter Rowbotham	Employment related expenses	92.93	0.00	92.93	LGA 1972 s112
DMH Solutions	Software Upgrade - Risks	59.00	11.80	70.80	LGA 1972 s150
ESPO	Compact Lamps for Office	35.00	7.00	42.00	LG MP Act 1976
Wickstead	Spiders Replacement Climbing Wall	1,538.00	307.60	1,845.60	PHA 1875 s164
Cheque Payments					
Nil					
Total Expenditure this month to date		10,791.44	886.04	11,677.48	
Receipts					
Brixworth Juniors	Football Pitch Hire	1,484.75	0.00	1,484.75	LG MP Act 1976 s19
NCC	Grass Cutting Income	1,371.23	0.00	1,371.23	HA 1980 s96
Capital Account	Interest	19.41	0.00	19.41	LGA 1972 s111
Total Income this month		2,855.98	0.00	2,855.98	
Bank Transfer - Capital to Revenue					
		0.00	0.00	0.00	
Total transferred to revenue this month		0.00	0.00	0.00	
Bank Transfer - Revenue to Capital					
		0.00	0.00	0.00	
Total transferred to capital this month		0.00	0.00	0.00	

19/ 4826 Finance – Rolling Budget

The Rolling Budget for December 2019 was received by the Parish Council. Two overspends were highlighted for future virement – Vandalism and Spratton Road Recreation Ground. Both had incurred unexpected expenditure to the playground equipment.

19/ 4827 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 29th November 2019 was noted by the Council. The Revenue (Current) account indicated a balance of £110,113.47. The Capital (Reserve) account indicated a balance of £122,190.69.

19/ 4828 Finance - Parish Council's Reserves

The Statement of Reserves was received by the Parish Council. There was £42,566.22 held within Restricted Funds and £75,314.61 within Earmarked Reserves. The s106 money held by Daventry District Council stood at £254,425.

19/ 4829 Procurement – Land Valuation of Parish Council Car Park

A valuation of the Parish Council Car Park to the rear of the Village Hall was required. This was necessary to register the land with the Land Registry. This was proving difficult because of the lack of valuation formula. It was agreed that the Clerk contact more Surveyors in order to obtain a reasonably accurate quote. The Council can incur expenditure for the provision of off-street parking in accordance with the Road Traffic Regulations Act 1984, s57 (1) (b). This was proposed by Councillor James and seconded by Councillor Tom Mitchell. Unanimous.

19/ 4830 Procurement – VE Day

The Parish Council noted the progress of the local VE Day celebrations so far and it had confirmed its commitment to the street party event which would be delivered in partnership with other community groups. A budget of £1000 would be allocated for the VE Day Celebration. The Council can incur expenditure on entertainment in accordance with the Local Government Act 1972 s 145. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

19/ 4831 Community Safety – Reported Crime Data

The crime figures for November 2019 had been noted by the Parish Council. The figures had indicated a total of 23 reported crimes in November 2019 compared to 28 reported crimes in November 2018.

19/ 4832 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device based on Northampton Road (Inbound) was noted by the Parish Council. As a speed deterrent the Clerk was requested to find out the cost of relocating the 'Brixworth Welcome Sign' in line with the 30mph sign. The Clerk would also ask for a price for 30mph graphic speed roundels on the road.

19/ 4833 Community Safety – ANPR

The Police, Fire and Crime Commissioner for Northamptonshire has contacted all Parish Councils regarding an opportunity to pay for their own Automatic Number Plate Recognition (ANPR) camera. This could have a positive impact on crime detection within the Parish. This could be purchased from General Reserves and the Parish Council has the powers to spend on various crime prevention measures using the Local Government Rating Act 1997 s31. The Parish Council expressed a 'non-committal' interest in having ANPR within Brixworth. This was proposed by Councillor James and seconded by Councillor Mitchell.

19/ 4834 Media and Communications – Minutes

The Parish Council received the minutes of the Media & Communications Committee of 23rd October 2019.

19/ 4835 Planning – Decisions for November 2019

The Parish Council noted the list of planning decisions issued in November 2019.

19/ 4836 Planning - Minutes

The Parish Committee received the minutes of the Planning Committee of 24th November 2019.

19/ 4837 Finance Working Group

A report on the activity of the Finance Working Group was presented. This was noted by the Parish Council.

19/ 4838 Environment - Wildflowers

Councillor Mitchell provided a verbal update. A further report would be submitted to the Parish Council at its meeting on 30th January 2020.

19/ 4839 Highways – Parking Regulations

A resident had raised the issue of having double yellow lines at the bottom of Brampton Way where it meets Spratton Road. The Resident had the experience in driving down Brampton Way only to find cars parked on both sides just before the junction making it awkward for the car that was turning into Brampton Way. The Parish Council agreed that this proposal be supported and that the appropriate form be submitted by the Parish Clerk. The Parish Council also requested that the costs and practicality of increased enforcement be investigated. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

19/ 4840 Sponsorship Request – Brixworth Music Festival

The "Brixworth Showcase" would take place on Thursday 14th May at the church. This evening event was part of the Brixworth Music Festival and would feature some young local singers. The Parish Council agreed that it would sponsor this event at a cost of £200. The Parish Council may contribute towards the expenses for the provision of entertainment within the community in accordance with the Local Government Act 1972 s145. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

19/ 4841-Armed Forces Covenant

This matter was deferred. The Clerk would enquire regarding the levels of commitment from other Parish Councils.

19/ 4842 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

19/ 4843 Correspondence

The list of Correspondence was noted by the Parish Council.

Subject	From
Chief Executive's Bulletin	NALC
Newsletter	NALC

19/ 4844 Exclusion of the 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 James and seconded by Councillor Elaine Coe. Unanimous.

The meeting was in closed session from 8:45pm

19/ 4845 Legal Matters

The Parish Council received and noted a verbal update on the recent County Court judgement.

The meeting returned in open session at 9:01pm

19/ 4846 Dates of Future Meetings

- Planning Committee – Monday 6th January 2020

- Media & Communications Committee – Wednesday 15th January 2020
- Council (Finance) – Thursday 16th January 2020
- Planning Committee – Monday 27th January 2020
- Council - Thursday 30th January 2020 (Precept Setting)

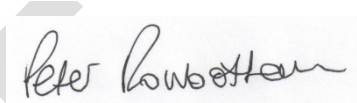
19/ 4847 Any Other Urgent Business

None

The meeting finished at 9:01pm

Signed as a true and accurate record

**Councillor Stephen James
Chairman
Brixworth Parish Council
30th January 2020**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
3rd January 2020
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk**

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**B****Brixworth Parish Council****Minutes of the meeting held on****Thursday 16th January 2020****Community Centre & Library, Spratton Road, Brixworth****In Attendance:**

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Alan Lovell and Councillor Kevin Parker.

Apologies: Councillor James Collyer, Councillor Tom Mitchell and Councillor Sandra Moxon.

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 0

District Councillor Jonathan Harris in attendance

20/ 4848 Welcome

Councillor James welcomed everyone to the meeting of the Parish Council. He notified every one of the evacuation procedures. Councillors were also reminded that the meeting was being recorded.

20/ 4849 Apologies for Absence

Apologies for absence had been recorded from Councillor Collyer, Councillor Mitchell and Councillor Moxon. It was agreed to accept the apologies. This was proposed by Councillor Parker and seconded by Councillor Compton. Unanimous.

20/ 4850 Declarations of Interest

None declared.

20/ 4851 Finance Working Group Report

The Finance Working Group presented its proposed budget and precept proposals for 2020/ 2021. The Working Group recommended a budget based upon its previous discussions with the Parish Council. It had suggested that the budget deficit caused by the increased spending be met from a precept increase of 2.94%.

There was agreement that the Parish Council should include inflation within the budget and that the anticipated increased operational costs should also be included. However, the Parish Council noted the current level of

finance being held in General Reserves. This had been accumulated through effective budget management and sound procurement. The amount of Reserves was within the limits quoted within the adopted Reserves Policy.

Following discussion on the Parish Council's finances, the following figures would be submitted to the Parish Council meeting of 30th January 2020 for ratification:

- The proposed 2020/ 2021 budget be £195,809. This was proposed by Councillor Compton and seconded by Councillor Howarth. Unanimous.
- The precept for 2020/ 2021 remain the same (zero increase) with the budget deficit of £9,900 being met from the Parish Council Reserves. The precept for a Band D property would remain at £79.19. This was proposed by Councillor Barratt and seconded by Councillor Compton. Unanimous.

20/ 4852 Exclusion of the 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 James and seconded by Councillor Parker. Unanimous.

The meeting was in closed session from 7.49pm

20/ 4853 Staffing Matters – Financial Implications

No issues had been raised.

20/ 4854 Legal Matters

The Parish Council received and noted a verbal update on the recent County Court judgement.

The meeting returned in open session at 7.52pm

20/ 4855 Dates of Future Meetings

- Planning Committee – Monday 27th January 2020
- Council - Thursday 30th January 2020 (Precept Setting)

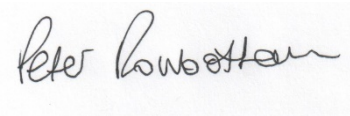
19/ 4856 Any Other Urgent Business

None

The meeting finished at 7.53pm

Signed as a true and accurate record

**Councillor Stephen James
Chairman
Brixworth Parish Council
30th January 2020**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
20th January 2020**

Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk



Parish Surgery

Saturday 4th January 2020

Attended by Councillor Elaine Coe and Councillor Collyer

Number	Issue Raised	Who by	Allocated to	Priority (L/M/H)	Status/Latest
1	<i>Details to be submitted</i>				
2.					

3.					
4.					
5.					



Brixworth Parish Council - Financial Transactions

D

Januray 2020

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	E.ON	Elec monthly - Ashway Changing Rooms (2nd)	110.48	5.52	116.00	LGA MP 1976 s19
02	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
03	EE Limited	Mobile Phone (15th)	16.87	3.37	20.24	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
04	Ratcliff Land Surveys	The Ashway and St Davids Drawings	1,575.00	315.00	1,890.00	PHA 1875 s164
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19						
05	O2	Pre Pay Top Up Groundsmans Phone	20.83	4.17	25.00	LGA1972 s111
06	Currys On Line	Printer Cartridges	66.66	13.33	79.99	LGA1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
07	Staff	Net Salaries and Wages (5 week month)	3,891.31	0.00	3,891.31	LGA 1972 s112
08	HMRC	PAYE	1,114.99	0.00	1,114.99	LGA 1972 s112
09	LGSS	Pension Scheme	696.70	0.00	696.70	LGA 1972 s112
10	WG Law	Professional Services	1,250.00	250.00	1,500.00	LGA 1972 s222
11	Lovell Hardware	Misc Groundsmans Materials	143.66	28.73	172.39	LGA1972 s111
12	TradePoint B&Q	Saw, Timber and Post Crete	31.41	6.27	37.68	LGA1972 s111
13	Bates Wells	Village Car Park Lease	500.00	100.00	600.00	RTRA 1984 ss57 & 63
14	Zephyr Flags	Flagpole repair	450.00	90.00	540.00	LGA 1972 s137
15	SLCC	Subscription	227.00	0.00	227.00	LGA 1972 s111
16	E.ON	Footpath Lighting Maintainance	24.69	4.94	29.63	PCA 1957 s3
17	E.ON	Electricity for Footpath Lighting	152.75	7.64	160.39	PCA 1957 s3
18	Amey	Trade Waste Rental@St Davids - Jan 20 13 wks	216.32	43.26	259.58	LGA 1972 s111
19	KF Troop	Summer Planting	350.00	0.00	350.00	LGA 1972 s144
20	KF Troop	Spring Bulbs	50.00	10.00	60.00	LGA 1972 s144
21	Peter Rowbotham	Employment related expenses	125.33	0.00	125.33	LGA 1972 s112
Cheque Payments						
	Nil					
Total Expenditure this month todate			11,064.95	892.42	11,957.37	
Receipts						
22	Brixworth Seniors FC	Pitch Hire St David's Recreation Ground	927.91	0.00	927.91	LG MP Act 1976 s19
23	Capital Account	Interest	21.53	0.00	21.53	LGA 1972 s111
Total Income this month			927.91	0.00	927.91	
Bank Transfer - Capital to Revenue						
			0.00	0.00	0.00	
Total transferred to revenue this month			0.00	0.00	0.00	
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	
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
Signed
Date

2019 -2020
Budget
£

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
														83.31%	
														0.00%	
														87.24%	
														83.34%	
														86.66%	
														83.68%	
														84.56%	
														77.62%	
														0.00%	
														0.00%	
														69.96%	
	1,489.40	50.00											1,539	90.02%	(171)
	36.00												36	0.00%	36
	40.00												40	40.00%	(60)
		219.50							227.00				227	113.60%	27
				60.00									220	95.43%	(11)
	195.00												60	23.08%	(200)
			485.27										195	97.50%	(5)
							90.00						485	121.32%	85
			331.00				22.50						90	90.00%	(10)
													354	35.35%	(647)
													-	0.00%	-
													-	0.00%	(500)
	112.80												113	75.20%	(37)
113	1,760	270	816	60	-	-	113	-	227	-	-	-	3,358	69.25%	(1,492)
159.02	182.86	164.26	103.73	131.86	140.63	169.21	206.60	92.93	125.33				1,476	59.06%	(1,024)
16.87	16.87	16.87	16.87	17.92	17.00	16.87	25.00						25	12.50%	(175)
							16.87	16.87	16.87				170	70.78%	(70)
													-	0.00%	(200)
176	200	181	121	150	158	186	248	110	142	-	-	-	-	0.00%	(500)
														45.92%	(1,969)
	338.00												338	78.60%	(92)
		350.00			400.00								400	66.67%	(200)
		- 80.69						700.00					1,050	67.31%	(510)
	1,419.67	281.43				£647.48							1,339	89.27%	(161)
80.41	127.95	29.32		25.45									929	61.93%	(571)
35.00	347.82	29.99	113.00	35.00					66.66				330	97.00%	(10)
	36.00				42.00		112.82	94.00					768	40.40%	(1,132)
							49.00						127	12.70%	(873)
						1,000.00			500.00				500	25.00%	(1,500)
50.95	50.95	50.95	50.95	50.95	50.95	60.95	50.95	50.95	50.95				1,000	80.00%	(250)
													510	101.90%	9
													-	0.00%	(250)
													-	0.00%	(1,000)
166	2,320	661	164	111	493	1,698	213	845	618	-	-	-	7,290	52.71%	(6,540)
		2,500.00											2,500	100.00%	-
		2,500.00											2,500	100.00%	-
		2,500.00					640.00						640	85.33%	(110)
-	-	4,000.00											4,000	100.00%	-
-	-	11,500	-	-	-	-	640	-	-	-	-	-	12,140	99.10%	(110)
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	-
400.00													400	100.00%	-
1,500.00													1,500	100.00%	-
3,320.00													3,320	100.00%	-
2,500.00													2,500	100.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
1,500.00													1,500	100.00%	-
1,500.00													1,500	100.00%	-
2,000.00													2,000	100.00%	-
3,000.00													3,000	100.00%	-
15,720	-	-	-	-	-	-	-	-	-	-	-	-	15,720	100.00%	-
143.11			175.78			177.44			177.44				674	44.92%	(826)
						292.25	65.00						357	71.45%	(143)
							1,500.00						1,500	100.00%	-
						735.00							735	73.50%	(265)
													-	0.00%	(1,000)
													-	0.00%	(1,000)
													-	0.00%	(1,750)
143	-	-	176	-	-	1,205	1,565	-	177	-	-	-	3,266	39.59%	(4,984)
100.00	66.62	558.63	- 3.00	12.49	89.60		128.20	131.63	695.70				1,780	71.19%	(720)
	105.00	9.65	21.65		49.99	155.70		1,538.00					1,880	376.00%	1,380
	821.23												821	0.00%	821
57.72	123.77			265.00		287.44	869.57	149.12					1,753	100.15%	3
69.17	75.22	148.50	147.50	139.17	105.83	94.99	50.00	54.17					885	50.55%	(865)
		270.90				120.00	312.90						704	63.98%	(396)
													-	0.00%	(200)
			392.62				79.19		350.00				822	82.18%	(178)
													-	0.00%	(1,000)
227	1,192	988	559	417	245	658	1,440	1,873	1,046	-	-	-	8,644	88.20%	(1,156)
162.81	270.77	435.32	325.62	378.73	825.48	353.88	162.81						2,915	58.31%	(2,085)
126.14	164.50	208.39	164.50	290.64	451.87		202.85	126.14					1,735	34.70%	(3,265)
							407.35	170.22	14.00				592	59.16%	(408)
													-	0.00%	(1,000)
						232.71	8.94	4.47	216.32				462	92.49%	(38)
257.45	233.44	110.48	132.33	119.98	110.48	111.80	288.61	110.48	110.48				1,586	56.63%	(1,214)
													-	0.00%	-
		727.39						689.35	630.00				2,047	31.49%	(4,453)
		1,140.51		479.08				1,126.97	788.00				3,535	44.18%	(4,465)
28.06							92.55	563.20	157.00				841	168.16%	341
													-	0.00%	(1,000)
													-	0.00%	-
574	669	2,622	622	1,268	1,388	1,309	849	2,508	1,902	-	-	-	13,712	43.81%	(17,588)
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
													-	0.00%	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	-
					15,000								15,000	0.00%	-
-	-	-	-	15,000	-	-	-	-	-	-	-	-	15,000		-
23,467	12,482	22,445	8,561	22,958	7,938	10,687	10,523	10,791	9,743	-	-	-	139,596	70.26%	(59,084)
81,810.00					81,810.00								163,620	91.37%	(15,450)
18.26	19.68	18.37	21.47	19.45	20.25	20.75	19.41	21.43					179	1790.70%	169
						917.91							-		
						180.35							180	0.00%	(20)
	912.40								927.91				1,840	0.00%	890
								1,484.75					1,485	0.00%	(15)
					4,000.00								4,000	100.00%	-
													-	0.00%	(250)
													-	0.00%	(10,000)
1,371.23					114.58								2,742	210.96%	1,442
	4,280.38							1,371.23					4,280	0.00%	4,280
83,199	5,212	18	21	19	85,945	1,119	19	2,877	928	-	-	-	178,327	89.76%	(20,353)
															38,731



F

Bank Reconciliation - 31 December 2019

-

SUMMARY

29-Nov-19	Revenue (Current) Account	£	110,113.47
29-Nov-19	Capital (Reserve) Account	£	122,190.69
	bank balance		£232,304.16

RECEIPTS

Precept Income from DDC	£	-
VAT rebate from HMRC		
NCC Grass Cutting	£	1,371.23
Sports Income	£	1,484.75
Heritage Grant		
Interest from Capital (Reserve) Account	£	21.43
Community Centre Recharged cleaning	£	-
Other - refund		
Other - refund pay roll error		
Community Infrastructure Levy		

Total cash in **£ 2,877.41**

EXPENDITURE

Value of all staffing costs this month (Wages, on costs & mileage)	£	5,548.23
Value of all other transactions this month	£	6,154.25

Total cash out **£ 11,702.48**

Total: **£ 223,479.09**

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

31-Dec-19	Revenue (Current) Account	£	101,266.97
31-Dec-19	Capital (Reserve) Account	£	122,212.12
	bank balance		£ 223,479.09

UNPRESENTED CHEQUES

No unrepresented cheques	£	-
Total unrepresented cheques	£	-

£ 223,479.09

Checked and Authorised

*Bank Statement Seen

Bank Statement Seen



BRIXWORTH PARISH COUNCIL

H

Statement of Reserves

	Balance as at 31 March 2019	19/20 Budget Allocation	Spend	Balance
-				
<u>Restricted Funds</u>				
Pocket Park Maintenance	2,540.60	0.00	0.00	2,540.60
Crime Prevention Security	2,298.94	0.00	0.00	2,298.94
Ashway POS	1,734.00	0.00	0.00	1,734.00
Ashway/Ridings POS	25,712.30	0.00	0.00	25,712.30
Community Infrastructure Levy	6,000.00	4,280.38	0.00	10,280.38
	38,285.84	4,280.38	0.00	42,566.22
<u>Earmarked Reserves</u>				
Kubota Grass Mower	14,957.00	3,320.00	15,495.00	2,782.00
Van Branding & end of lease costs	7,500.00	2,500.00	9,000.00	1,000.00
Small Mower Replacement Fund	1,200.00	0.00	0.00	1,200.00
Strimmer Replacement Fund	600.00	0.00	0.00	600.00
Projects	6,418.00	2,500.00	98.45	8,819.55
Community Grants	2,962.51	11,500.00	6,214.14	8,248.37
Legal Costs - other	1,500.00	0.00	0.00	1,500.00
Legal Costs- County Court (vired)	0.00	15,000.00	4,065.00	10,935.00
Election Costs	3,345.00	400.00	0.00	3,745.00
Lighting on Parish Footpaths	5,120.00	1,500.00	0.00	6,620.00
Heritage Projects	1,171.00	0.00	827.50	343.50
St David's Car Park	3,000.00	1,500.00	0.00	4,500.00
Litter Bins	0.00	1,500.00	0.00	1,500.00
Play Equipment	3,000.00	3,000.00	0.00	6,000.00
Ashway Car Park	4,500.00	1,500.00	0.00	6,000.00
Pre Neighbourhood Plan	0.00	0.00	0.00	0.00
Post Neighbourhood Plan / Local Plan	4,750.00	2,500.00	1,266.81	5,983.19
Bus Shelter Replacement	1,980.00	2,000	0.00	3,980.00
	62,003.51	48,720.00	36,966.90	73,756.61
	£ 100,289.35	£ 53,000.38	£ 36,966.90	£ 116,322.83
<u>Section 106 (Held by Daventry DC)</u>				
Indoor Sports - Youth (Feb 2022)	72,634.00	0.00	0.00	72,634.00
Outdoor Sports - Youth (Feb 2022)	116,528.00	0.00	0.00	116,528.00
Parks and Gardens (Sept 2022)	65,263.00	0.00	0.00	65,263.00
	£ 254,425.00	£ -	£ -	£ 254,425.00
Toucan Crossing NCC (Sept 2027)	32,500	0.00	0.00	£ 32,500.00

Monthly Summary

Revenue Account	£ 101,266.97
Capital Account	£ 122,212.12
Total Cash in Bank	£ 223,479.09
Less Earmarked & Restricted	£ 116,322.83
Less forecast commitments	£ 30,000.00
Add forecast Income	£ 200.00
Identified as General Reserves	£ 77,356.26

43% of precept

Section 106 held by Daventry DC	£ 254,425.00
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Section 106 for use by NCC	£ 32,500.00
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**Brixworth Parish Council
Finance Working Group
Budget Report
2020/2021**

**Parish Council Meeting
30th January 2020**

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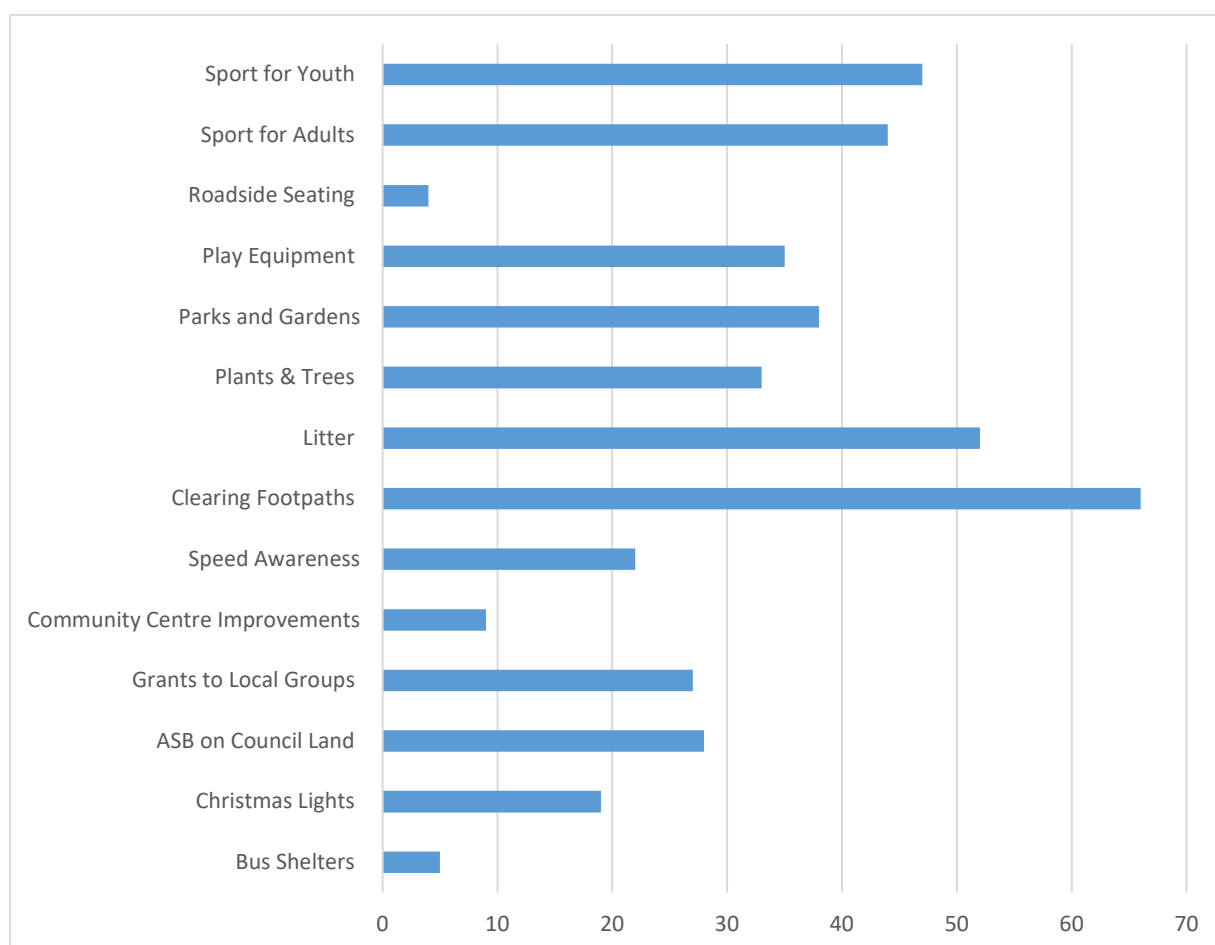
Summary

As part of their remit the Finance Working Group are charged with the responsibility of producing a budget for the forthcoming fiscal year 2020/2021 for full Council approval.

Each year presents its own challenge and this year has been no exception, the aim being to provide facilities and amenities that the village requires as it continues to grow whilst being aware of residents' income.

During 2019 the Parish Council carried out a consultation exercise with its residents using social media, web site and printed forms.

The following priorities were identified in this consultation:



The Council recognises that the footpaths/ rights of way, although under the jurisdiction of the County Council, continues to be an area highlighted for improvement. It therefore plans to direct its own resources to clear the footpaths and ensure that these are kept clear for pedestrians.

The Parish Council will be looking at funding better and more suitable litter bins for its own land which includes St David's Recreation Ground and The Ashway Playing Fields. and. It will be working with the District Council to improve efficiency and performance. It will also continue to support the local litter picking community groups by providing equipment and protective clothing.

The consultation had highlighted both sport and play equipment as an area for action. The Parish Council is hoping to be directing its Section 106 money and Community Infrastructure Levy towards these

activities. Both of these funds are as a result of housing developer contributions following building within the village.

It is proposed to maintain the Community Grant to enable local groups to deliver valuable capital projects. An amount of £2,500 has been included within this year's proposed budget. The funding will be allocated in accordance with the Parish Council's Grants Policy which will be reviewed during 2020. Likewise the Village Project Budget, for those community tasks managed directly by the Parish Council, continues with £2,500 allocated.

As with last year, the Working Group considers that the aspirations contained within the four-year plan remain unsustainable in the current climate. Any expenditure on local events such the VE Day 75 year celebrations for Brixworth may be accommodated from General Reserves.

The 'Real Living Wage' will be continued. These rates are reviewed each November by the Living Wage Foundation. This is the only independently-calculated wage rate based on what people need to live. This is currently £9.30 per hour.

The Working Group continues with its appraisal of the various headings used for Budget Allocation and has made further adjustments to these headings for the coming year. This will lead to greater understanding of where monies are spent in the future and provides clarity for audit purposes.

Whilst the uncertainty of the Unitary Council remains in place the Working Party believe that no additional costs will be incurred during the forthcoming year.

The proposal, as agreed with the Parish Council at its meeting on 16th January 2020, is to increase Parish Council spending in 2020 /2021 by £9,629 and the budget deficit of £9,900 to be met from General Reserves. This will mean no increase in the Parish Council precept for 2020/2021. An occupier of a Band D property within Brixworth would continue to pay £79.18 per annum for Parish Council services during 2020/2021.

The Finance Working Group recommends that the Parish Council adopts this report and its recommendation highlighted above.

In October 2014 the Brixworth Parish Council set up a Finance Working Group to complete a set of tasks including the preparation of an annual budget.

Scope and Terms of Reference

The Working Group was set up in October 2014. Since then the terms of reference have been developed to include the following areas:

- Preparing an Annual Budget Report and recommending the budget and precept.
- Budget Monitoring
- Financial Regulations
- Risk Management
- Insurance
- Internal Control & Financial Systems
- Audit Reports
- Review of Financial Policies

Task

- Review the current status of restricted and earmarked reserves
- Project the 2019/2020 year end budget result
- Prepare a proposal for 2020/2021 budget
- Propose the 2020/2021 precept

How the Budget is formatted

The budget is broken down into two criteria:

- Income
- Expenditure

Within the Expenditure section there are now 12 subsections:

- Staff Costs
- Subscriptions and Fees
- Expenses and Allowances
- Administration
- Projects and Grants
- Earmarked Reserves
- Highways
- Environment
- Maintenance
- Recreation
- Aspirations
- Virements

Terminology

Earmarked Reserves

Earmarked reserves are reserve funds that have been put aside by Brixworth Parish Council for use on a specific project or task, e.g. money put aside to build up sufficient funds to replace a vehicle when it reaches end-of-life. This however can be reallocated should the need arise.

Restricted Reserves

Restricted reserves are funds that have been provided to Brixworth Parish Council for a specific purpose and must not be used for any other purpose. A typical example of this would be a S106 restricted fund that is provided from a developer contractor for an agreed purpose such as ongoing playing field maintenance.

General Reserves

General reserves are the money held by the Parish Council to pay for the operational needs of the village and to protect the village when an urgent or emergency event occurs. Brixworth Parish Council strives to maintain a general reserve of between £30,000 and £80,000 in accordance with its adopted Reserves Policy.

Virements

This term is used to describe expenditure that has been authorised by Council for a non-budgeted item or for a possible over expenditure. A virement is a result of effective monitoring and delivers efficient budget management.

Finance Working Group Members

Councillor Stephen James, Councillor Kevin Parker and Councillor Alan Lovell form the Group supported by the Parish Council Clerk & Responsible Financial Officer, Peter Rowbotham.

The group had meetings on the following dates:

- 8th July 2019
- 7th October 2019
- 4th November 2019
- 14th November 2019
- 2nd December 2019
- 6th January 2020
- 20th January 2020

The Living Wage



Following the introduction of the 'Real' Living Wage during 2015/16, it is the Finance Working Group's recommendation that the Parish Council continues supporting this scheme.

The National Living Wage, set by the Government is increasing from £8.21 to £8.72 during 2020. The Real Living Wage, which is independently calculated, is set at £9.30 per hour. There are nearly 6,000 accredited Living Wage Employers within the UK including Brixworth Parish Council.

It is a condition of our accreditation that all contractors we employ pay the Real Living Wage. This is something we should include within our tendering process and ensure that this will be met prior to entering into any contracts.

The Budget Plan

Staff Costs

As this section of the report relates to employee remuneration rates, it is considered confidential and will not be reported in detail.

The overall salaries, wages and associated employee cost (NI, pensions etc.) represent the largest budget area in financial terms, representing 44.41 % of the total budget.

As part of Government initiatives the Parish Council began to offer pensions to the qualifying employees from November 2016. This was duly carried out and the necessary payment made into their pension account. We continue to make provision should any other member of staff wish to join the scheme.

Subscriptions and Fees

This section represents 2.48% of the Councils expenditure.

Expenses and Allowances

This section covers the following areas of expense:

- Clerks Allowance
- Community Allowance
- Clerks telephone expenses
- Chairs telephone allowance
- Parish Councillors expenses

During this financial year no expenses have been claimed by the Chairman or any Councillors. It is considered prudent to keep these allowances as last year.

This section represents 1.83% of the Council's expenditure.

Administration

This section like others has been overhauled for transparency and will include the following headings:

- Audit Costs
- Print Annual Report/Parish Newsletter
- Insurance – Parish and Vehicles
- Stationery & Postage
- Office Equipment/website
- Training Budget
- Legal Expenses
- Hall Hire for meetings
- Broadband and Telephone costs to the Information Point
- General Data Protection Regulation

Allowance has been made for legal expenses working on new lease agreements with both with Central Sports regarding St David's Recreation Ground, Northants County Council regarding the Information Point within the Community Centre and the Village Hall Car Park.

The training budget has been maintained at the same level as previous year.

The Administration costs equate to 7.18% of the Council's budget.

Projects and Grants

The budgets for both Community Grants and Village Projects are recommended to stay at last year's levels. There is a budget of £2,500 for the Neighbourhood Plan which may be needed as the Plan moves to its review stage. There is £4,000 allocated for an annual grant to the Community Centre & Library which covers the cleaning costs. Increasing the sustainability of the Community Centre was highlighted as a priority in the budget consultation exercise. The Projects and Grants costs equate to 8.81% of the Council's budget.

Earmarked Reserves

As with the Projects and Grants these have been maintained or increased slightly, items covered in this section are:

- Election Costs – reserves continue to fund future election charges from Daventry DC.
- Lighting of the Parish Council footpaths.
- Mower Replacement.
- End of lease charges on van.

Over the last year it has become evident that the Earmarked reserves list should be increased to cover the following items:

- St David's Carpark
- Ashway Carpark

Following the introduction of the Community Infrastructure Levy (CIL) the Parish council will receive payment for new housing and retail developments that proceed within the village. These sums are ringfenced within the Earmarked Reserves ready for expenditure in line with the CIL Guidelines

This section represents 7.81% of the Council's expenditure.

During 2019/20 the Council will take possession of a new van, on a four-year lease, and it has also purchased a new mower

Money previously set aside for new litter bins has been moved to Earmarked Reserves with a few of working with Daventry to provide bins of a larger capacity with a possible split for recycling.

Highways

An allowance has been made to clear and maintain the rights of way that run through the Village. There is also a budget for the running costs for the lights which illuminate the Parish Council paths. This section represents 1.79% of the Council's expenditure.

Environment

The Council has undertaken a survey of all trees under its ownership, a task that will now be carried out on an annual basis. Costs have been allowed for this and work subsequently recommended. The Library shrub bed and the Entrance and Fence Planters is also included in this heading. This section represents 4.95% of the Council's expenditure.

Maintenance

The Maintenance section relates to maintenance, repair costs etc to the following facilities:

- Village Enhancement /Maintenance
- Vandalism
- Plant Maintenance & Replacement
- Mower and Van Running Costs
- Millennium Garden Maintenance
- Christmas Lights

This section represents 13.71% of the Council's expenditure.

Recreation

The Recreation section relates to ground maintenance, running costs etc to the following areas:

- Grass Cutting – split between the St David's and The Ashway Playing Fields
- Hedge/Fencing New/Repair – split between the St David's, The Ashway and the Spratton Road Playing and Recreation areas
- Plant Hire & other equipment
- Changing Rooms Running Costs

This section represents 7.02% of the Council's expenditure.

Aspirations

These have been generated from The Business Plan published in 2016. Whilst the Business Plan generated a substantial list it was felt at this time none should be carried forward into the current budget proposals. It is planned to review the Business Plan for the newly elected Parish Council for the period 2020 to 2024.

Income

Brixworth Parish Council's income comes from four sources:

- The Precept, collected by Daventry District Council on our behalf.
- S106 draw down to meet maintenance costs on the Ashway (it should be noted that S106 funds for this are likely to be spent within the next 3 years)
- Contribution from Northamptonshire County Council towards the cost of grass cutting.
- Rent for use of Recreation grounds from the sports clubs.
- CIL Contributions – see note in Earmarked Reserves regarding these contributions

Conclusion

The Parish Council is asked to:

- **Agree the Brixworth Parish Council 2020/21 Budget proposal which will increase spending by £9,629 to £195,809.**
- **Agree the precept as discussed by the Parish Council on 16th January 2020. This is no increase on the precept to be collected and the budget deficit of £9,900 would be met from General Reserves.**

The Finance Working Group believes the proposals within the report provide a good balance between fiscal responsibility, a progressive agenda and maintaining value for money for 2020/2021.

Our objective is to continue to provide the village with value for money and security for the future.

Appendix

2020/2021 Brixworth Parish Council Budget Proposal – Expenditure

	Budget 2019 -2020 £	Projected 2019- 2020 Spend £	Proposed 2020 -2021 Budget £	% increase on 2019-20 Budget	% of total spend
1.00 Staff Costs	84,040	70,628	86,959	3.47%	44.41%
2.00 Subscriptions and Fees	4,850	4,488	4,860	0.21%	2.48%
3.00 Expenses & Allowances	3,640	2,168	3,590	-1.37%	1.83%
4.00 Administration	13,830	10,463	14,050	1.59%	7.18%
5.00 Projects & Grants	12,250	12,250	17,250	40.82%	8.81%
6.00 Legal Costs	-	15,000	-	#DIV/0!	0.00%
7.00 Ear Marked Reserves	17,220	17,220	15,300	-11.15%	7.81%
8.00 Highways & Environment	3,750	850	3,500	-6.67%	1.79%
Environment			9,700		
9.00 Maintenance	24,100	21,160	26,850	11.41%	13.71%
10.00 Recreation	13,800	8,125	13,750	-0.36%	7.02%
11.00 Aspirations	-	-	-	#DIV/0!	0.00%
12.00 Virements					
Total Expenditure	177,480	162,352	195,809	10.33%	95.05%

2020/2021 Brixworth Parish Council Budget Proposal – Income

	Budget 2019 -2020 £	Projected 2019- 2020 Budget £	Proposed 2020 -2021 Budget £	% increase on 2019-20 Budget	% of total income
INCOME					
12.01 Precept	163,620	163,620	166,449	1.73%	90.86%
12.02 Bank Interest	10	130	200	1900.00%	0.11%
12.03 Sports Club	4,500	920	950	-78.89%	0.52%
12.04 Community Hall (Cleaners money)	4,000	4,000	4,000	0.00%	2.18%
12.05 Pocket Park Grass Cutting	250	250	250	0.00%	0.14%
12.06 106 Income (The Ashway)	10,000	10,000	10,000	0.00%	5.46%
12.07 Miscellaneous	-	-	-	#DIV/0!	0.00%
12.08 NCC Grasscutting - verges	1,300	1,371	1,350	3.85%	0.74%
12.09 CIL Contributions	-	6,000	-	#DIV/0!	0.00%
Total Income	183,680	186,291	183,199	-0.26%	100.00%

Brixworth Parish Council Ear Marked Reserves

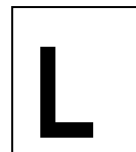
EARMARKED RESERVES

	2019/2020. Year end	2019/2020 spend	2020/2021 Budget	Total
Legal Costs	-	-	0	-
Kubota	12,557	3,320	3500	19,377
Van Replacement Fund	5,000	2,500	400	7,900
Small Mower Replacement Fund	1,200	-	0	1,200
Strimmer Replacement Fund	600	-	0	600
Projects	3,918	2,500	2500	8,918
Community Grants	7,748	2,500	5000	15,248
Election Costs	2,945	400	400	3,745
Street Lighting	3,620	1,500	1500	6,620
Heritage Trail	721	-	0	721
St Davids car park	1,500	1,500	1500	4,500
Ashway car park	1,500	1,500	1500	4,500
Play Equipment	-	3,000	3000	6,000
Buildings /Bus shelters	-	1,980	2000	3,980
Neighbourhood Plan Pre approval	-	-	0	-
Neighbourhood Plan Post approval	(1,500)	2,500	2500	3,500
Calendar	650	650	1000	2,300
Litter bins	1,500	1,500	1000	
Total Earmarked Funds	41,959	25,350	24,800	89,109

Section 106 & CIL monies

In addition, the Council is working with partners to ensure developer contributions are incurred for the benefit of the Brixworth Community. S106 and CIL funds are held by the Parish Council, District Council or County Council for the following:

- Indoor sports facilities
- Outdoor sports facilities
- Parks and gardens
- Toucan crossing
- Pocket Park maintenance
- Crime Prevention security
- The Ashway Public Open Space
- The Ashway / Ridings Public Open Space



Brixworth Parish Council

30th January 2020

Procurement of Arboricultural Services

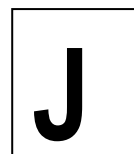
The Parish Council has powers to have trees in parks, open spaces and highway verges. It has a duty to maintain them in the interests of public safety. (Public Health Act 1875 s164 and Open Spaces Act 1906 ss9 & 10)

Following a tree survey 25 separate actions have been identified.

Tenders have been sought from reputable Arboricultural Contractors. A report outlining the submitted tenders will be submitted at the meeting.

Recommendation

The Parish Council selects the tender that represents best value for money and request that the work be completed as soon as practical.



Brixworth Parish Council
Reported Crime for December 2020
30th January 2020



Trend

2017	2018	2019
21	17	19



SID Average Speeds by time – Station Cottages Outbound 1st January 2020 to 27th January 2020

K

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	37	27	33.7	8.7	27	38.9	31.5	26.7	35.2
1 - 2	27	34.5	32	24.5	27	33.7	29.5	29	31.6
2 - 3	52	45.6	41.2	47	42	47	34.5	45.5	40.8
3 - 4	0	43.7	40.8	23.2	43	47	27	30.1	37
4 - 5	36	39.5	37	37.7	38.4	42	32	37.7	37
5 - 6	38.6	36.2	38.7	37	37.5	35.1	35.3	37.6	35.2
6 - 7	32.4	33	31.3	33.3	34.5	30.2	28.4	32.9	29.3
7 - 8	29.2	29.1	29.5	30.7	29.5	28.6	30.6	29.6	29.6
8 - 9	30.9	31.2	30.6	31.9	31.7	32.3	28.8	31.3	30.5
9 - 10	31.9	31.3	31.3	31.1	31.6	30.1	29.1	31.5	29.6
10 - 11	31.4	31.1	30.2	30.7	30	30	29.5	30.7	29.7
11 - 12	32.2	25.6	29.7	30.8	31.6	31.8	30.6	30	31.2
12 - 13	32.3	31.2	31.2	29.1	31.1	33.1	30.7	31	31.9
13 - 14	30.8	32.1	30.8	30.9	30.8	31.1	30.7	31.1	30.9
14 - 15	30.7	31.6	31.8	29.7	31.2	31.1	31.8	31	31.5
15 - 16	31.6	31	31.7	31	30.9	32	32.2	31.2	32.1
16 - 17	30.8	31.9	32.5	31.9	32.1	32.5	28.1	31.8	30.3
17 - 18	30.7	31.4	31.2	31.8	32.2	31.1	31.8	31.5	31.4
18 - 19	32	32.6	28.4	32.6	32.3	33.8	32.8	31.6	33.3
19 - 20	32.1	32.1	23.8	26.1	33.1	32	33.1	29.5	32.6
20 - 21	32.5	30.8	12.4	30.4	31.6	33.5	33.9	27.5	33.7
21 - 22	30.1	31.6	12.1	31.7	32.4	34	35.6	27.6	34.8
22 - 23	34.6	34.2	11.7	33.3	32.5	34.7	33.4	29.2	34.1
23 - 24	31.1	34.7	11.2	34.2	34.8	35	33.7	29.2	34.3



K

SID-Number of Vehicles this month by time Station Cottages Outbound 1st January 2020 to 27th January 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	1	2	9	113	1	8	8	25.2	8
1 - 2	1	2	5	2	1	3	2	2.2	2.5
2 - 3	1	7	6	3	11	2	2	5.6	2
3 - 4	0	3	4	9	5	1	1	4.2	1
4 - 5	14	4	11	7	7	7	2	8.6	4.5
5 - 6	30	33	35	41	37	13	3	35.2	8
6 - 7	99	53	51	83	52	24	16	67.6	20
7 - 8	299	241	246	262	264	63	48	262.4	55.5
8 - 9	502	395	456	454	433	139	90	448	114.5
9 - 10	219	190	205	237	252	209	140	220.6	174.5
10 - 11	144	159	174	213	231	239	168	184.2	203.5
11 - 12	145	211	202	200	192	225	223	190	224
12 - 13	154	136	193	256	257	202	227	199.2	214.5
13 - 14	185	149	206	230	256	216	204	205.2	210
14 - 15	210	165	230	250	280	232	197	227	214.5
15 - 16	261	238	258	313	330	187	190	280	188.5
16 - 17	248	299	312	366	380	184	180	321	182
17 - 18	354	374	370	423	404	151	131	385	141
18 - 19	213	201	262	277	294	109	77	249.4	93
19 - 20	83	92	216	179	119	66	47	137.8	56.5
20 - 21	51	39	373	62	52	49	38	115.4	43.5
21 - 22	41	49	278	55	51	40	20	94.8	30
22 - 23	14	22	234	38	44	26	12	70.4	19
23 - 24	10	19	151	24	31	10	9	47	9.5
Totals	3279	3083	4487	4097	3984	2405	2035		
% of Total	14%	13.2%	19.2%	17.5%	17%	10.3%	8.7%		



Sam Dobbs BA FRSA PGCE
Neighbourhood Policing Sergeant
Daventry District

Daventry Police Station
New Street
Daventry
NN11 4BS

Telephone | for all non-emergency calls, dial **101**
If dialling from outside Northamptonshire, use 03000 111222

Extension 343805
Email | sam.dobbs@northants.police.uk

Date | Saturday 18 January 2019

Dear Sir/Madam/Friend

I really know the meaning of mixed emotion as I write this letter to go out to our community, via Neighbourhood Alert and to key contacts, just as I have written so many times over my nine years as your Neighbourhood Sergeant. I'm at the same time happy and sad to tell you that on 1 March 2020 I'll be leaving my position at Daventry in a move I hadn't expected or envisaged and which I'll explain, as you've always fed back to me your appreciation of knowing some of the detail of our work and the way we do it.

With 29 years' service to the Force, I'd always envisaged retiring from my current post later this year but had started a conversation with the Chief Constable about the possibility of staying longer as, like many colleagues, I'm totally enthused by his vision and leadership and see some real hope in the challenges faced by policing our county. I'm equally fired up by the great policing team on our Daventry District and its amazing community and partnerships here, which I've grown to admire and love.

During my more recent time at Daventry, I'd also been working as a work-placed representative of the county's Police Federation, elected as its Equality Lead. Police Officers aren't allowed to be in a union and so, by statute, in years past, the Police Federation was formed to be the statutory organisation to represent Constables, Sergeants, Inspectors and Chief Inspectors in all manner of things - consultees and a sounding board in the strategic decisions of the Force, as well as giving advocacy and support for police officers in equality & diversity matters, health & safety, conduct, performance and discipline, wellbeing, and more.

The Federation is funded by member subscription and do all this by representing, influencing and negotiating - locally, regionally and nationally. Twenty officers are elected to our Council, ten of whom serve on our Board, and three of whom work full time police officers in our county office, including the post of Chair. All others, like me at the moment, do their Federation work in their own time or in time allowed by the Chief Constable.



In December, that post of Chair of the Northamptonshire Board became vacant and an election was called with a very healthy turnout. I stood, alongside a very worthy candidate, and my colleagues returned me as the new Chair: a bitter/sweet start to 2020 as, being a full-time post, it means hanging up my boots at Daventry, pulling up the tent pegs, stretching my comfort zone and moving to Wootton Hall Park. It's an honour and a privilege and I feel humbled by the support and trust placed in me as I commit myself to staying on in policing in a role I'd not envisaged and which will need my full commitment and passion, representing and supporting policing.

Working with you, fighting crime, protecting people, building partnerships, reassurance and confidence has been the greatest privilege of my career. The contacts, support and critical friendships we've developed have been fundamental. We are also blessed with some superb officers and staff on our District who share a real passion for policing. It is them and you that make leaving so tough. I shouldn't forget how working here has also sustained me during the most challenging times in my personal life and I'll never forget the support I've been given and the friendships formed.

You have a new policing commander in Superintendent Chris Hillery. He leads the policing of the districts of Daventry & South Northants and Northampton Borough. He's someone who I respect and trust and he has insisted on the need to find you a new Neighbourhood Sergeant who will be a good fit for the community, and for our team, to work alongside Sgt Chris Thomas and Insp Tracy Moore. To that end, I'm delighted that Sgt Simon Pinchin will take up my role in the immediate future pending a wider recruitment process and as of today, Supt Hillery has (sensibly but unusually) allowed a hand-over period so I can start my new role on 1 March. Simon's pedigree in policing has been neighbourhood-based (he was Northampton Town Centre sergeant for many years) albeit he has more recently been sergeant on our Serious Collision Investigation Unit. His arrival makes me far more comfortable in my departure, if that makes sense?

I will miss what I have come to consider 'my community' but know that trusted and valued relationships, contacts and active social media will continue, regardless of where I work from. I certainly hope so anyway. One job I'll try and do before I leave is to provide my usual yearly round-up for your parish meetings and newsletters, so you haven't quite heard the last of me yet!

Thanks is a tiny word to use to express my gratitude and appreciation for all that we've achieved in the last nine years, doing policing WITH you and not TO you. But simply, after lots of words, **thanks a million.**

Yours sincerely



SAM DOBBS
Daventry District Neighbourhood Sergeant





Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 20th November 2019

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird and Councillor Sandra Moxon

Apologies:

Absent - Councillor Alan Lovell.

Also, Present: Peter Rowbotham (Parish Clerk)

Members of the Public:

19/ 319 MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting and reminded Councillors of the arrangements in the event of any required emergency exit. The meeting was being recorded.

19/ 320 MC Apologies for Absence

None received.

19/ 321 MC Declarations of Interest

None declared.

19/ 323 MC Minutes of the last meeting (23rd October 2019)

The minutes of the last meeting held on 23rd October 2019 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird. Unanimous.

19/ 324 MC Brixworth Bulletin

Despite some difficulties with the cutting and pasting of some documents all of the available space had been utilised. The final art work for the Bulletin was reviewed by the Committee. A photograph had been used with each article. The use of call out boxes containing key information would be used.

Articles were reviewed by the Committee. Future items would include a review of the recent successful grants and the budget/ precept

19/ 325 MC Posting Plan

- Chairman's Chat – EC
- Crime Prevention - PR
- Fix my street On-line Reporting – PR
- Grant Awards – Sands United / Brixworth Park Run/ Brixworth Cricket Club/ Brixworth Seniors FC
- FAQ – JB
- Tidy Footpaths -PR
- Results from Budget Survey – PR
- New Van and Mower – naming competition – Facebook only- EC
- New Councillor(s) - EC
- Gritting update– Facebook item only
- Blocking Pavements

19/ 326 MC Community Safety

Work was in hand to work in partnership to encourage cyclists to wear cycle helmets. The Fire Service would be able to promote this with the Parish Council sponsoring any competitions.

19/ 327 Matters Referred from Parish Council

The Parish Council had asked the Media & Communications Committee to promote the availability of the s106 funding. This would be actioned via the web site and Brixworth Bulletin.

19/ 328 Calendar

The Brixworth 2020 Calendar had been printed and was now available in the local shops.

19/ 329 Web Site

Several improvements had been implemented. The new logo and new images were added to the Home Page. Cookies and improved accessibility had been installed. The file upload capacity had been increased to enable Council papers to be available. Google Analytics had been set up. The Committee welcomed the improvements.

A request was made for the meeting dates to be more accessible. This would be implemented.

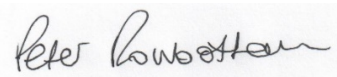
19/ 330 MC Any Other Business

The street scene staff have all been issued with new branded high visibility jackets. This will improve the profile of the Parish Council around the village. The jackets meet the relevant health and safety standards.

19/ 331 MC Date of Next Meeting

Wednesday 15th January 2020 starting at 645pm

The Meeting finished at 7.35pm



Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
15th January 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
10th January 2020
Telephone: 079 8314 1786

Email: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council

Planning Decisions – December 2019

Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2019/0975	Work to and removal of trees within a conservation area	The Sycamores, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE	Object	Approval Trees in Cons Area
DA/2019/0930	Work to a tree subject to Tree Preservation Order DA 322	Lodge Barns, Harborough Road, Brixworth, Northamptonshire, NN6 9BX	Object	Approval TPO
DA/2019/0913	Two storey front extension, new roof and conversion of loft to habitable rooms including dormers to rear.	4, Far Brook, Brixworth, Northamptonshire, NN6 9UN	Object	Approval Householder App
DA/2019/0889	Raise roof to create rooms in roof space including dormer to rear roof elevation and roof lights to front roof elevation	24, Pytchley Close, Brixworth, Northamptonshire, NN6 9EW	Object	Approval Householder App
DA/2019/0863	Change of use of building from Use Class B1 (Industrial) to a Podiatry Clinic (Use Class D1)	Building To Rear Of 105A , Northampton Road, Brixworth, Northamptonshire	No objection	Approval Full
DA/2019/0846	Construction of second agricultural barn	Land Off Merry Tom Lane, Chapel Brampton (Brixworth Parish), Northamptonshire	No objection	Approval Full
DA/2019/0776	Demolition of existing single storey side extension and construction of two storey side extension	23, Pytchley Way, Brixworth, Northamptonshire, NN6 9EF	No objection	Approval Householder App



DA/2019/0747	Variation of Condition 3 of planning permission DA/2014/0117 (Conversion and extensions to offices to form 7 dwellings) alterations to the elevations and floor plans to Units 1-7 including a first floor extension, dormer window, Juliet balcony.	Units 1 -7 Victors Barn, Northampton Road, Brixworth, Northamptonshire	No objection	Approval Rem/Var of Condition
DA/2019/0570	Change of use of land to residential garden with two outbuildings (Retrospective).	Land Adj 36, Knightons Way, Brixworth, Northamptonshire, NN6 9UE	Object	Approval Full



0

Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 16th December 2019

Councillors:	Councillor Frances Peacock, Councillor Ian Barratt, Councillor Elaine Coe, Councillor James Collyer, Councillor Stephen James, Councillor Alan Lovell, Councillor Tom Mitchell and Councillor Kevin Parker
In Attendance:	Peter Rowbotham (Parish Clerk)
Apologies for Absence:	Councillor Stuart Coe, Councillor Lynne Compton and Councillor Sandra Moxon.
Absent:	Councillor Jackie Bird.
Members of the Public	0

19/ 903P Welcome

The Chairman of the meeting welcomed everyone to Planning Committee. Councillor Peacock reminded all those present that the meeting was being recorded and of the evacuation procedures in the event of a fire alarm

19/ 904P Apologies for Absence

Apologies for absence had been received from Councillor Stuart Coe, Councillor Lynne Compton and Councillor Sandra Moxon. These were accepted by the meeting.

19/ 905P Members' Declaration of Interests

None declared.

19/ 906P Minutes of the last meeting – 25th November 2019

The minutes of were agreed as a true and accurate record of the meeting. (The date on the minutes was changed to read 25th November) This was proposed by Councillor James and seconded by Councillor Peacock Unanimous. The minutes were signed by the Chairman.

19/ 907P

DA/2019/0975

Work to and removal of trees within a conservation area

The Sycamores, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE

The submitted paperwork was not of the required quality to allow proper consideration. In the circumstances

Initialled.....

the Parish Council objected to the application because of the lack of concise information. This was proposed by Councillor Barratt and seconded by Councillor Peacock. Unanimous.

19/ 908P

DA/2019/0995

Works to trees subject to Tree Preservation Order TPO 30

The Sycamores, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE

The submitted paperwork was not of the required quality to allow proper consideration. In the circumstances the Parish Council objected to the application because of the lack of concise information. This was proposed by Councillor Mitchell and seconded by Councillor Peacock. Unanimous.

19/ 909P

DA/2019/0991

Work to tree subject of Tree Preservation Order DA 90

Adj 2, Highfields, Brixworth, Northamptonshire, NN6 9FF

The Parish Council had no objections to the proposal subject to the work being carried out by a qualified tree surgeon. This was proposed by Councillor Peacock and seconded by Councillor Mitchell. Unanimous.

19/ 910P

DA/2019/0925

Outline application for construction of one dwelling all matters reserved other than access

Land Adj 12, Knightons Way, Brixworth, Northamptonshire, NN6 9UE

The Parish Council objected to the proposal as it was contrary to planning policies R1, HS36, EN36 EN42 (c) and Neighbourhood Plan Policy 1 sub section 5 and paras 6.11 and 6.14. This was proposed by Councillor Mitchell and seconded by Councillor Peacock. Unanimous.

19/ 911P Any Other Business

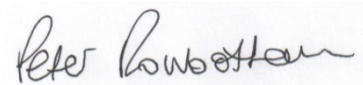
None

19/ 912P Date of Next Meetings

Monday 6th January 2020.

The meeting finished at 847pm

Signed as a true and accurate record



Councillor Frances Peacock
Chairman of the Planning Committee
Brixworth Parish Council
6th January 2019

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
30th December 2019

Telephone: 079 8314 1786
Email parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....

**P**

Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 6th January 2020

Councillors:	Councillor Frances Peacock, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stephen James, Councillor Lina Howarth Councillor Tom Mitchell and Councillor Kevin Parker
In Attendance:	Peter Rowbotham (Parish Clerk)
Apologies for Absence:	Councillor Lynne Compton, Councillor Alan Lovell, Councillor Sandra Moxon,
Absent:	Councillor James Collyer
Members of the Public	0

20/913P Welcome

The Chairman of the meeting welcomed everyone to Planning Committee. Councillor Peacock reminded all those present that the meeting was being recorded and of the evacuation procedures in the event of a fire alarm

20/914P Apologies for Absence

Apologies for absence had been received from Councillor Lynne Compton, Councillor Alan Lovell and Councillor Sandra Moxon. These were accepted by the meeting.

20/915P Members' Declaration of Interests

None declared.

20/916P Minutes of the last meeting – 16th December 2019

The minutes of 16th December 2019 were agreed as a true and accurate record of the meeting. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous. The minutes were signed by the Chairman.

Initialled.....

20/917P**DA/2019/0912****Constriction of two storey side extension to include a first floor window to side elevation
(Re submission of plans – previously approved scheme under DA/2019/0190)**

The Parish Council had no objections to the amended proposal.

This was proposed by Councillor Barratt and seconded by Councillor Peacock. Unanimous.

20/918P Any Other Business

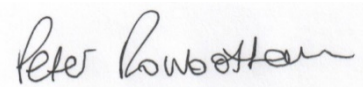
Clarity was sought regarding pre meeting discussions/ correspondence between Parish Councillors. It was not good practice to pre-empt discussion at the Planning Committee meeting because of the risk of accusations of pre determination. However, a council's decision would always be safe from challenge if the approach is objective and fair and all of the relevant and material issues were considered.

19/ 919P Date of Next Meetings

Monday 27th January 2020.

The meeting finished at 7:47pm

Signed as a true and accurate record

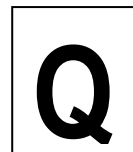


**Councillor Frances Peacock
Chairman of the Planning Committee
Brixworth Parish Council
27th January 2020**

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
6th January 2020**

Telephone: 079 8314 1786
Email parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....



Brixworth Parish Council

30th January 2020

Daventry Settlements and Countryside Part 2 Local Plan Examination

Daventry District Council submitted the Settlements and Countryside Local Plan (Part 2) for Daventry District to the Secretary of State on the 19th December 2018. The Secretary of State appointed Gareth Wildgoose BSc (Hons) MSc MRTPI to conduct an independent examination of the Local Plan, hearings for which took place in June 2019.

The District Council received the report of the Planning Inspector on the 10th January 2020. The Inspector concluded that with the recommended Main Modifications (consulted on between 23rd September and 4th November 2019), the Settlements and Countryside Local Plan (Part 2) for Daventry District is sound and compliant with the legal requirements.

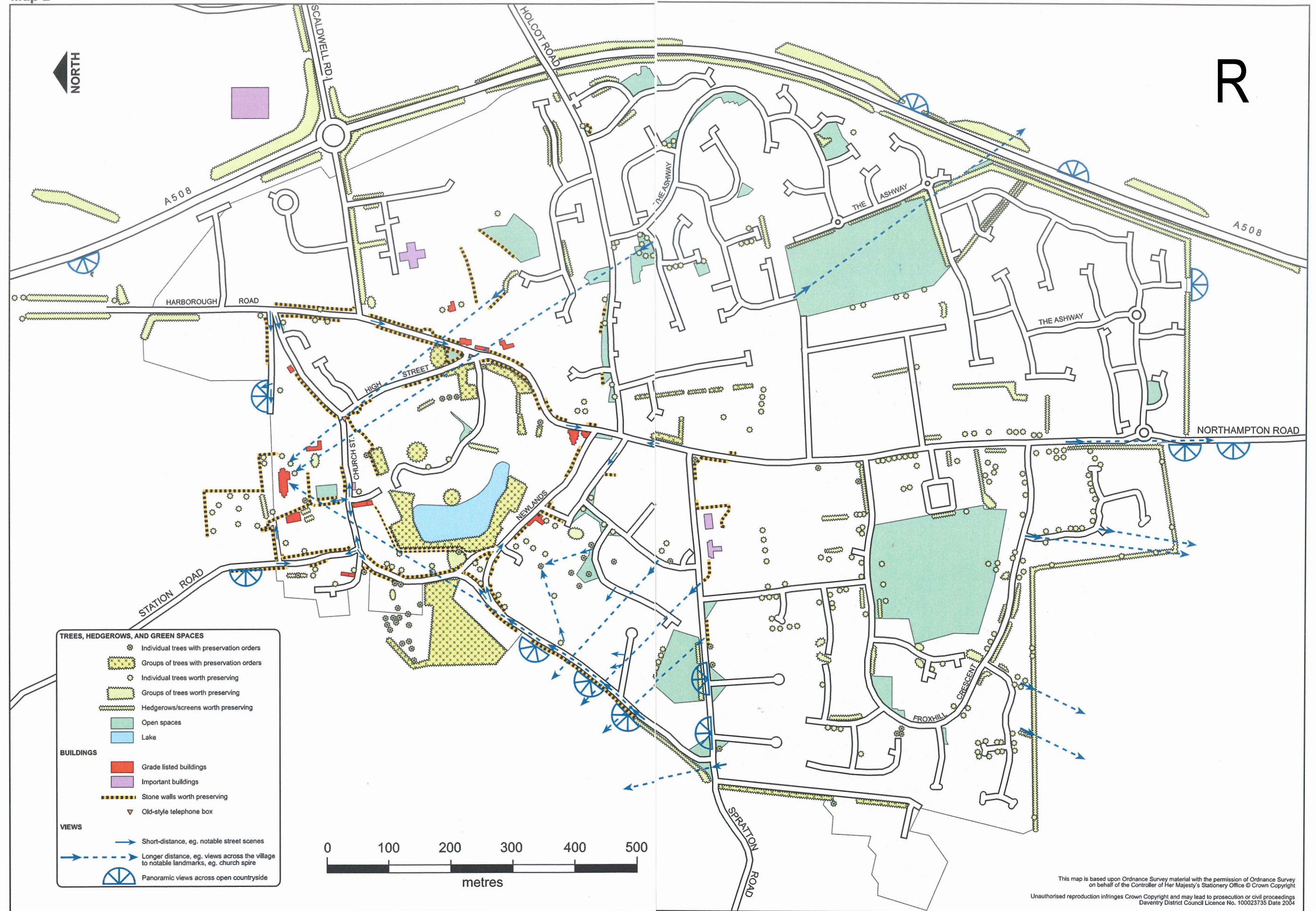
The Inspector's Report, incorporating the final schedule of Main Modifications, can be viewed via the link below:

- [DDC Web Page](#)

The Parish Council may wish to note in particular, paragraph 101 of the Inspectors Report –

*101. The boundary changes include additional areas that reflect the distinctive and unique characteristics of each of the three SLAs in the context of the District as a whole, with particular emphasis upon boundaries of predominant landscape character types. The changes also remove areas that do not comprise those characteristics or have been influenced by urbanising features and agricultural intensification. **The modifications of the boundaries include the justified removal of some land on the western edges of Brixworth, Lamport and Hanging Houghton and Maidwell and Draughton from the Hemplow Hills, Cottesbrooke and Brington SLA, on the basis of a lack of rarity of the landscape character types relative to the District as a whole. The land west of Brixworth is otherwise designated in the NP as an area of high landscape sensitivity. Landscape and scenic quality of local importance will still reasonably be taken into account when assessing proposals in those areas and others as they would otherwise be subject to criteria as set out within Policy ENV1 of the Plan and relevant policies of any NPs.***

The Inspector's Report and his recommended Main Modifications will be considered by the District Council's Strategy Group and its Full Council in February 2020. The Schedule of Additional Modifications and changes to the policies maps will also be considered. A hard copy of the report is available in the Library.





S

Brixworth Parish Council

30th January 2020

Holcot Road

Residents Letter

I collect the litter in the vicinity and trim round the posts after the mower has been round. This part of our village needs some renovation work and I think the Section 106 from the adjoining new development should be used.

Post Replacement. The grass areas were protected some years ago with white painted posts but these have rotted at the base and are gradually being lost, this is encouraging indiscriminate parking and damage to the grass areas. These need replacing on the Village Green area and on the grass area in front of the wall to 1 Barneswell. Posts similar to the Causeway posts would be appropriate.

Old Station Seat Area. The seat is much used. Parents use it when waiting for the Play Group to open and to wait for it to finish as well as passers-by during the day. The area around it is quite uneven having been badly reinstated by Utility activity over the years. It is very difficult for the mower to cut and I go round the area with my trimmer to cut the areas the mower cannot get to. It needs a paved area underneath and round it. The litter bin has no lid so often the wind channelling up the lane blows the litter out. Also it does not drain catching rain water, causing lost capacity and smells in summer. I bail out the water when it gets bad. I also litter pick about once a week if I am at home. The area under the seat needs paving. It would be nice if there was a plate to say that the seat was originally on the village railway platform and for the Victoria Jubilee Beech on The Village Green to also have a plate.

The grass area fronting Rowan Barn. This becomes a muddy area every winter and particularly this winter as the builders are using it daily. This area is used by some locals to park but is also used by The Fire Station for parking cars. It is also used for extra parking at busy times at the Village Hall. Grass is often has to be cut round parked cars and it never looks tidy. As adjoining landowner I would not object to the hardening of this area for parking.

Attached are some photos illustrating the situation. I will be pleased to meet somebody from the Parish Council to discuss the area though I will be away till the New Year.



Mr Rowbotham
Brixworth Parish Council
10 Shelland Close
Market Harborough
Leicestershire
LE16 7XU

Please ask for:
Tel (01604)
Your ref:
Our ref:
Date:

Sheila Gilder
883400
SG/EN5/2020
16 December 2019

Dear Mr Rowbotham

URBAN HIGHWAY GRASS MOWING 2020

The County Council would like to offer you the opportunity to carry out the cutting of grass within the highway (including link footways and rights of way) and under the provision of Section 136 of the Local Government Act 1972. This offers you the sum of £1371.23 towards the cost of carrying out this work. This sum is based on the rates that our service provider would charge for carrying out the work. Please note that this amount may be reduced due to budget cuts but you will be informed if this is the case.

The enclosed specification and the value of the grant is for grass cutting to the minimum standard required for highway safety. You may wish to carry out the cutting of a greater area and to a higher standard for amenity purposes. The County Council has no objection to this but will make no financial contribution.

You and your contractors must comply with the enclosed terms and conditions when carrying out works, including grass cutting, within the highway. This applies to the whole highway and not just the carriageway or footway.

Should you wish to enter into this agreement, please sign and return the enclosed forms by the end of February at the very latest by post to the address below or e-mail sgilder@kierwsp.co.uk. Failure to do this could result in you not receiving your grant. If you do not wish to enter into the agreement please let me know, by letter or e-mail, as soon as possible so that these works can be undertaken by our contractor.

Yours sincerely

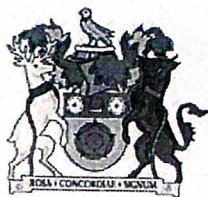
S Gilder

Amenity Technician
For and on behalf of Northamptonshire Highways

Northamptonshire Highways, Harborough Road, Brixworth, Northamptonshire, NN6 9BX
t. +44 (0)1604 883400
f. +44 (0)1604 883456

Kier MG Limited is a Limited Company. Registered in England No. 00873179. Registered office: Tempsford Hall, Sandy, Bedfordshire, SG19 2BD.

WSP UK Limited, Registered in England No. 01383511 Office: WSP House, 70 Chancery Lane, London, WC2A 1AF



Northamptonshire County Council

Specification and Guidance for Parish / Town Council and Contractor Undertaking Urban Highway Grass Mowing

1. Specification

	Location	Frequency of cuts
Urban (speed limit 40mph and less)	Vision splays and other busy areas where visibility is required for safety	3 cuts/year
	All other grass areas adjoining carriageways, footways and cycleways	

2. Guidance

a. Metalled Link Footways and Rights of Way

The cutting of grass on metalled link footpaths and metalled rights of way in urban areas has been included where appropriate. The specification for this work requires grass and other vegetation to be cut to ensure paths are cleared up to 2 metres in width or to the boundaries of the adjacent land, whichever is the lesser. (Metalled is defined as bound or unbound hard surface i.e. any surface other than earth, gravel or grass)

b. Overhanging Vegetation

The Parish / Town Council are not required to cut back overhanging vegetation growing from outside the footway boundary; this is the responsibility of the landowner. If this is a problem we would ask the Parish Council to approach the landowner in the first instance. If this is not possible or no action is forthcoming the County Council (Highway Authority) may issue an enforcement notice if details of the landowner are known.



Northamptonshire County Council

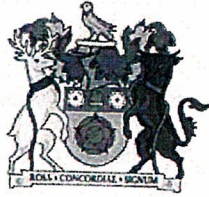
3. Grassed areas of highway verge in Urban locations as follows:-

- a. It is recommended that the grass to be cut as minimum to the following requirements.
 - All grass on fully developed frontages.
 - The full area of roundabouts and splitter islands except where planted or maintained by others.
 - A minimum 2.4 metre wide strip on undeveloped frontages, where possible, immediately adjacent to the carriageway, except where there is a road junction where the full width should be cut for 100 metres either side of the centre point of any road junction on the same side as the junction.
 - Planted areas such as daffodils and other spring flowering bulbs shall not be mown on the first cycle unless located within a visibility splay.
 - Where a visibility splay at a junction extends outside the urban area the full visibility splay shall be cut to the urban frequency.
 - The Parish / Town Council should also include any sub-parishes, hamlets etc. which come under the jurisdiction of the Parish / Town Council.

An urban boundary is defined as the speed limit sign of 40mph or less. Area of grass to be mowed will be agreed prior to commencement of season. No further changes will be made during the year.

4. Cutting of Grass Verges

- a. The whole area shall be cut leaving no areas uncut between the highway boundary and carriageway edge. Where earthen grip drains cross the verge the grass mowing shall follow the profile of the drain.
- b. Grass adjacent to walls and around street furniture, safety fencing, statutory undertakers and other body apparatus (e.g. Markers, phone boxes, grit bins etc.) shall be cut using hand strimmers or similar.
- c. Cuttings shall be removed from metalled surfaces such as footways and carriageways. The removal of cuttings from metalled surfaces shall be done immediately following the mowing of a particular area.



Northamptonshire County Council

Requirements for Parish / Town Council and Contractor Undertaking Urban Highway Grass Mowing

1. Insurance

A public liability insurance of **£5 million pounds** for any one incident has to be taken out by those undertaking the mowing.

2. Traffic Management

Should comply with Chapter 8 of the Department of Transport's Traffic Manual. As a minimum "men at work" signs (diagram 7001) with a "Grass Cutting" supplementary plate on all sites.

Sites with a speed limit over 30mph will require additional signage.

Ride on mowers/vehicles must be fitted with rotating amber beacons which must be used at all times when the vehicle is in use.

Operators should be aware of pedestrians and not impinge progress; spotters may be required to ensure pedestrian safety.

3. Health and Safety.

Operatives will wear high visibility clothing Long Sleeve tops to class 3 and trousers with retro reflective strips to Class 1. Personal protective clothing must be worn, i.e. steel toe cap and mid sole safety boots, safety goggles, gloves, helmets etc.

All mowers must comply with relevant safety standards be well maintained and fit for purpose.

4. Noise at Work

Ear protection to be worn as appropriate governed by legislation.

5. First Aid

First Aid kits to be available on site.

6. Duty of Care

Parish Councils' should be aware that, as the 'employer', the Parish Council has a 'duty of care', as defined under the Health and Safety at Work Act, and must ensure this is complied with.



Northamptonshire County Council

7. Claim for Payment

Invoices for completed works should be submitted to Northamptonshire Highways at the end of the mowing season to the below address.

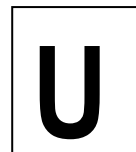
Northamptonshire Highways, Highways Depot, Harborough Road
Brixworth, Northamptonshire, NN6 9BX.

For the Attention of Sheila Gilder

Or by e-mail sgilder@kierwsp.co.uk

Invoice to be submitted as per guidelines

If the invoice is not submitted correctly, it will be returned therefore delaying payment.



Brixworth Parish Council

30th January 2020

Bus Services

Stagecoach have advised the Council that they are proposing to make changes to their bus services from Saturday 22nd / Sunday 23rd February.

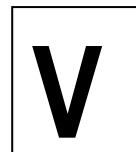
Changes to the service affecting Brixworth is shown below -

*X7 - The 1740 from Northampton to Brixworth extended to Market Harborough on Mondays to Fridays.
The 2110 Leicester to Northampton journey withdrawn on Mondays to Fridays. The 1910 from Northampton to Leicester journey to only run as far as Market Harborough on Mondays to Fridays.
Additional running time introduced in the morning and afternoon peaks on Monday to Friday and running time redistributed between Great Oxendon and Kingsthorpe on Saturdays.*

The majority of changes are due to Stagecoach reviewing their commercial network.

Stagecoach have asked that if you want to comment on these proposals

Suggestions / comments (including those submitted through their online questionnaire) may not be considered / acted upon in the February changes but would be taken into account in later Network Reviews.



Brixworth Parish Council

30th January 2020

Armed Services Covenant

You may be aware of a campaign by the government to improve the understanding of the roles of our Armed Forces and to support their needs. The campaign aims to develop and sustain mutually-beneficial relationships with communities, businesses and organisations in the public and private sectors in order to support the employment of Reservists, improved transition to civilian life for those leaving the Forces and improved career opportunities for Service spouses / partners. The campaign also supports adult volunteers in the military sponsored cadet organisations. Raising awareness of these matters in local government is an important part of the campaign.

The foundation for relationships with the Armed Forces community is the **Armed Forces Covenant**. The Covenant is a means to develop a mutually-beneficial relationship with members of the Armed Forces community who work in your localities or access your services. It also provides an opportunity to recognise publicly the value that serving personnel, Regulars and Reserves, veterans and military families contribute to our country; details are on the [Covenant website](#). Across the UK, almost 4400 organisations have signed the Covenant; 471 are in the East Midlands, including some Town and Parish Councils.

Those who have such a relationship with Defence gain access to a Defence '[menu of benefits](#)': attract highly skilled military personnel, ex-Regulars or Reservists with core transferable skills such as IT, catering, driving, first aid and business and technical qualifications; gain access to recruitment platforms targeted at Service leavers and Service spouses, all with transferrable skill sets; have a positive impact to your Council's reputation and corporate social responsibility; get acknowledgment of your support through the Defence Employer Recognition Scheme; gain access to free personal development training and leadership activities; receive discounted rates on versatile and affordable venues for hire across the UK.

All LAs at County, City, District and Borough level have signed the Covenant and we encourage Town and Parish Councils to do the same.

Key to the Covenant are the bespoke pledges in Section 2 which you should consider and, where necessary, edit to show how you can support Defence personnel in ways best suited to you.

The Covenant is attached to this paper.

Recommendation

The Parish Council is asked if it wishes to sign up to the Armed Forces Covenant.



XXXX Town / Parish Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

XXXX Town / Parish Council

Signed:

Name:

Position:

Date:

Council Logo if appropriate

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We **XXXXXX Town / Parish Council** will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant.

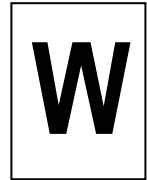
- *No member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*

Section 2: Demonstrating our Commitment

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by:

- **Armed Forces Champion:** appointing an Armed Forces Champion to promote support for the Armed Forces community;
- **Promoting the Armed Forces:** promoting the fact that we are an Armed Forces-friendly Council, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- **Veterans:** Recognising that military veterans are a valued part of our community; facilitating and encouraging their participation in civic and community events and providing a link to the Veterans Gateway on our website;
- **Armed Forces Events:** promoting Armed Forces events such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- **Armed Forces Charities:** encouraging support for Armed Forces charities;

2.2 We will publicise these commitments on our website, setting out how we will seek to honour them.



Brixworth Parish Council

Report of the Parish Clerk

January 2020

1. Overview

There has been progress on a number of tasks this month.

The tree work procurement will be finalised this month and legal matters are progressing.

Car Parking issues across the village have been repeatedly reported and I have asked that this be discussed in a partner forum. This is now being addressed in a JAG (Joint Action Group) which consists of DDC, NCC and Police. I will receive feedback on this after this week.

The Topographical surveys of the Councils land are now all complete.

I continue to receive a lot of enquiries on highway issues – state of roads, highway verges and parking are the themes at present.

I reported the fly tipping issues at Merry Tom Lane – it was pleasing to see that Daventry DC had responded and cleared the site within 2 days.

2. Updates

The Village Hall car park solicitor is progressing with the Car Park lease. He is currently registering the land with the Land Registry and in the process of confirming exact boundaries. It appears that legal documentation has not been updated as the Village Hall has extended. I am also enquiring regarding any possible change of use for the play area – which seems contrary to the original planning conditions. The fencing liability of the Parish Council is shown on the document and does not include the whole site. When the agreement is finalised and signed off the Parish Council have allowed £3,000 towards resurfacing of an area near the car park entrance.

I will be progressing the proposed CCTV re St David's. The Parish Council have not suffered any more break ins since the wooden door was replaced with shutters. CCTV and improved lighting will benefit the other users of the site.

The Police Commissioners Office is looking into the ANPR initiative and will come back to the Parish Council if it is feasible to progress.

Our request for a Traffic Regulation Order at Spratton Road/ Brampton Way is being assessed by the County Council.

*Peter Rowbotham
Parish Clerk*

I have received an FOI request for two pieces of information relating to the Employment Tribunal issue.

I have supplied information to a Parish Council in St Austell, Cornwall on our planter scheme after the Clerk had viewed photographs on line of the Brixworth signs.

I have had a few technical issues with Microsoft on the laptop which has now been resolved. (Re install of 365)

I have posted information on the Thomas Monk Charity on-line to promote the grants.

I have dealt with a follow up on a grant claim to check that the money was used for the purpose claimed on the application form.

The Structural Change Order (SCO), which is the legal instrument for creating the unitary councils was expected in November/December 2019 but it was eventually delayed by the general election. Officials at the Ministry of Housing, Communities and Local Government (MHCLG) have said that first the Joint Committee on Statutory Instruments (JCSI) needs to be reformed following the election and then the SCO can continue its progress through the parliamentary procedures. The whole process usually takes 6-8 weeks, so we're now looking at late February or early March. You can read the draft SCO and follow its progress at <https://statutoryinstruments.parliament.uk/timeline/WjY9gKI6/SI-2019/>. To keep up to date with the Local Government Reorganisation (LGR) Programme visit <https://futurenorthantswest.org/> or <https://futurenorthantsnorth.org/>.

3. Assets

There had been problems with the Trade Waste Collections from St David's in January. Amey, the Waste Company are unresponsive (and unreliable) and are unable to provide me with any contract details or even the day of collection. It seems that finding an alternative supplier is the only alternative.

The flagpole at the Community Centre needed attention. The ropes had jammed meaning that the hinged post needed lowering. It is now all fixed and ready for us again.

I have completed the business rate relief form for the Community Centre.

The football pitches as you would expect are very wet and the Clubs have been requested to be sensible in their use. Over playing the pitches will lead to a longer close season where repairs will be required.

The Juniors Football Club had left some blue liner paint at The Ashway and this had then been deliberately spilt on grass and play equipment. This had been subsequently cleared up by the Groundsman.

4. Service Requests

- Various issues on Holcot Road – Parking, benches and open spaces.
- Zebra Crossing Spratton Road
- Highway Verges, Harborough Road
- Highway Verges St Andrews Court
- Planning Enforcement Kennel Terrace
- Burial Fees
- Trade Waste in Kennel Terrace

5. Meetings Attended this Month

- 5.1 Media & Communications Committee
- 5.2 Finance Working Group
- 5.3 Personnel Working Group
- 5.4 Parish Council (Finance Meeting)
- 5.5 Planning Committee
- 5.6 Neighbourhood Plan Reps
- 5.7 Parish Council

6. Training & Development

- None this month. Short Courses booked include end of year audit and elections.

7. Community Engagement

Only activity through social media. Posts remain varied linked to partner activities and consultation exercises such as The Country Park.

8. Actions from the previous Council Meetings

Minute	Item	Action	Status
19/4509	Bus Shelters – Mercedes	Clerk to meet Mercedes	To be organised
19/4582	Road Safety Data	Obtain from Road Safety Team	Requested
19/4600	Village Hall	Appoint Solicitor	Progressing
19/4603	Manor Farm	Consult public	Progressing
19/4664	The Ashway Crime Reduction	Look at feasibility of reducing hedge	To start – check legal docs
19/ 4731	Big Lunch	Look at feasibility	Being investigated
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	Sports Council	Review	
19/4735	S106	Receive Bids	
19/ 4742	Music Festival	Consider sponsorship	Agreed – need to pay
19/ 4752	Trees	Quotes	
19/ 4753	Highways	Check enforcement levels	
19/ 4754	CCTV	Install at St David's	First quote in
19/ 4829	Village Hall Car Park	Valuation	Resolved
19/ 4832	Shift Brixworth Sign	E Mail to NCC	Awaiting reply
19/ 4833	ANPR	Letter to PFCC	Awaiting feasibility
19/ 4839	Parking	Apply for TRO	Awaiting assessment
19/4840	Sponsorship	Brixworth Music Festival	Payment to be arranged

9. Tasks to be undertaken

PRIORITY 1. Statutory

Agenda & Minutes
Accounts
Address any dangerous trees – from survey outcomes (H&S)
Health & Safety Inspection

Peter Rowbotham
Parish Clerk

Risk Assessments
Risk Register

PRIORITY 2. Financial

VAT return

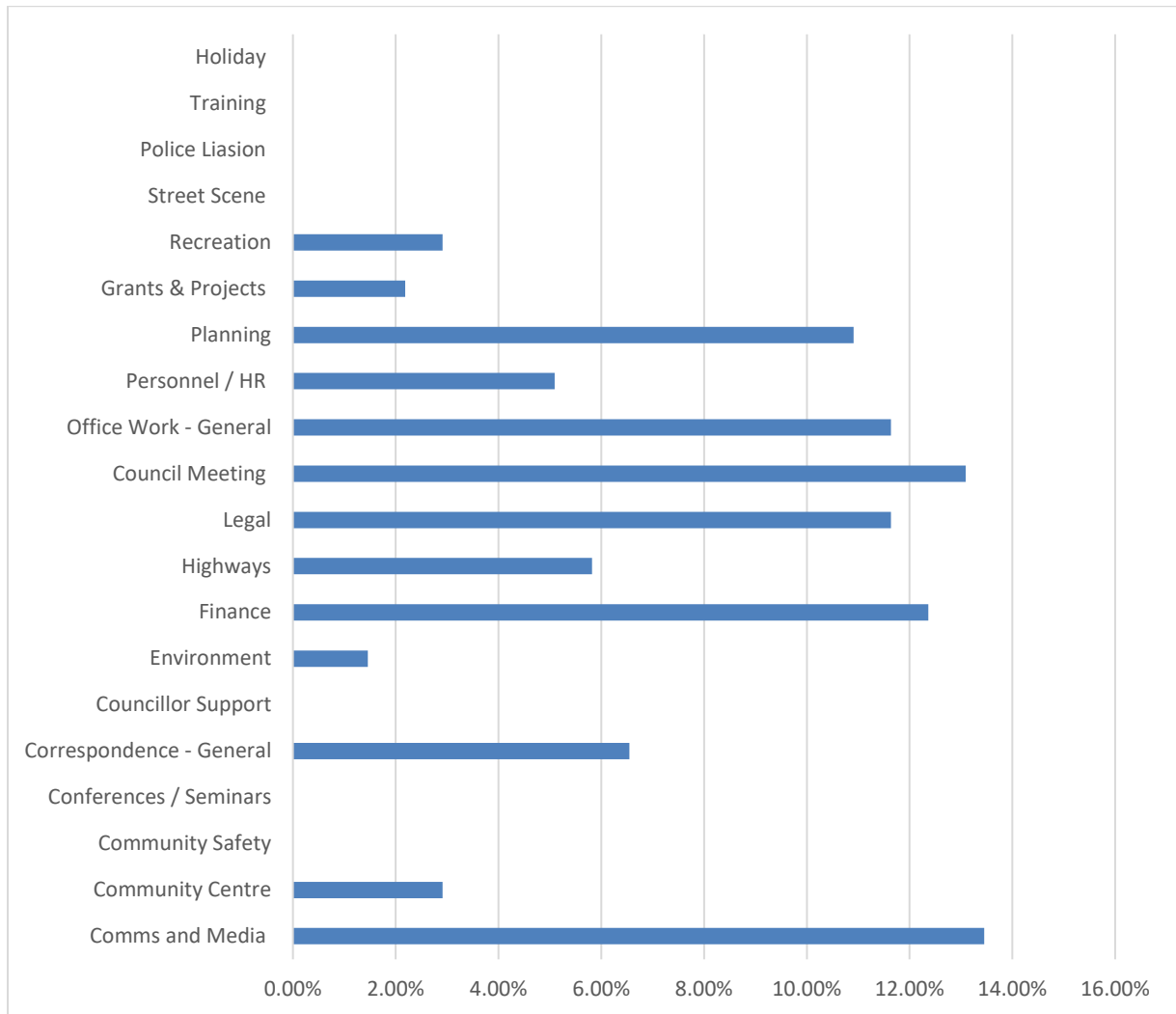
PRIORITY 3. Tasks with Deadlines

Staff Appraisals
Van Purchase
S106 projects – end date 28 February 2019
Funding bid – Toucan Crossing
Village Hall Car Park (Target - end September)
Grounds Maintenance Contract
Bus Shelter partnership with Mercedes

PRIORITY 4. Tasks without deadline

Litter Bin Audit
Web Site & Email
Emergency Planning – review document with Mike Nice
Protective clothing for staff
Staffing Structure
Progress my CILCA
Review Policies
Develop a new budget monitoring report for the Council meeting
Check deeds for Spratton Road regarding any restrictive covenant.
Village Centre Car Parking – identify scale of the problem – check enforcement levels
Dog fouling at St David's
Wildflowers on Parish Land or Highways – next Council meeting
Clean Up Spratton Road Shops
Clear out the meeting room – ongoing

9. Breakdown of my time – January 2020





X

Brixworth Parish Council

General Correspondence

Correspondence not already included within the agenda

	Subject	From
01	Civic Update	Civic Voice
02	Planning Workshop	CPRE
03	CEO Bulletin	NALC
04	Parish Elections	DDC

From: Civic Voice <info@civicvoice.org.uk>
Sent: 24 January 2020 16:00
To: pc_brixworth@daventrydc.gov.uk
Subject: civic update - 24th January 2020



civic update

24th January 2020

You can contact us by:

Email: info@civicvoice.org.uk

Twitter: [@civic_voice](https://twitter.com/civic_voice)

Website: <http://www.civicvoice.org.uk/contact/>

Key dates for the diary:

- Civic Voice Members and Board Awayday 29th February, Birmingham (Invite Only)
- Civic Voice 10th anniversary - April 17th 2020
- Civic Voice Annual Conference, Blackpool, May 1st & 2nd
- [National Civic Day June 20, 2020](#)
- Civic Voice AGM 2020 - December 9th, London

Joan Humble, Chair of Civic Voice calls for planning powers to be passed down from Whitehall to the Community Hall



Joan Humble, speaking at the Civic Voice AGM at Senate House, London

Speaking at the the civic movement's Annual General Meeting in London on Tuesday 21st January, Joan Humble, Chair of Civic Voice said:

"We need to change the way things are done so that we have an Accessible, Balanced and Collaborative planning system. One that is more focused on people-planning and less party politics-led planning. A system that is more accessible and less adversarial. One that is more balanced and less bureaucratic. One that has more collaboration and less confrontation. One that has more democracy and less division. I call on all civic societies to get themselves registered in the local Statement of Community Involvement, so that we can start the journey to making the system more accessible. If we work together as a movement, we can ensure power is passed down from Whitehall to the local Community Hall".

Joan used the meeting to share a review of [Civic Voice in 2019](#) and highlighted some key initiatives to celebrate Civic Voice's 10th anniversary, in 2020. She explained that at Civic Voice, our vision is simple: we want to see a society, where every individual can say, I care about where I live. To make that a reality, our strategy for 2020-2023 will focus on building up the membership of the civic movement to get everyone engaged in our towns, cities and villages, so she set a challenge for all civic societies to register for National Civic Day in 2020.

We hope you will work with us to make this happen. Read the Civic Voice Review for 2019 [here](#).

A national housing audit suggests that the majority of new build developments and homes are poor or mediocre.



This week, Civic Voice's Sarah James spoke at the launch of the new 'Housing design quality' audit report, co-produced by UCL's Place Alliance and the Campaign to Protect Rural England (CPRE).

The nationwide audit, commissioned in the summer of 2019, was the first of its type, since, CABI, conducted similar regional reports in 2004-2007. The housing audit assessed 142 schemes against criteria including street design, environmental performance, character, accessibility and local amenities.

Sarah James was an advisor to the authors throughout and was invited to speak at the launch, to share her perspectives.

The housing audit revealed that:

- Less affluent communities are ten times more likely to get worse design, even though better design is affordable;
- Low-scoring housing developments scored especially badly in terms of character and sense of place, with architecture that does not respond to the context in which it is located;
- The worst reported aspects of housing design include developments dominated by access roads and the poor integration of storage, bins and car parking, leading to unattractive and unfriendly environments with likely negative health and social implications;

- Some gains have been made – developments scored relatively highly for safety and security and were also typically successful at integrating a variety of house sizes.

Only 26% of new schemes and developments were to be considered good or very good. Whilst this increased from 18% in 2007, it highlights the difficulty in producing consistently good developments.

Read the report [here](#). Please share this with your colleagues.

Sarah James said: "I was pleased to speak at the event to members of the public, policy makers and partner organisations. My message was that at a time of unprecedented house building, the housing industry can either accept the report and ignore it, or recognise the importance of it and start implementing the lessons now. As a campaigning organisation, Civic Voice will be applying pressure to Government to ensure that developments which do not meet minimum requirements should be refused on design grounds. It is important that Civic Societies read this report and share it wider."

Ian Harvey speaks to London community groups and says "We need an ABC Planning System"



Last week, Ian Harvey, Executive Director for Civic Voice was invited to speak to community groups in the latest gathering for London civic societies, to share his thoughts on public participation in the planning system.

In a passionate rallying call to arms, Ian said: "We need to give communities a meaningful voice at every stage of the planning system" and in doing so, "create an Accessible, Balanced and Collaborative Planning System, which ensures we move from talking to the 'already engaged' to having 'everyone engaged'".

Alongside calling for an "ABC Planning System" Ian used the meeting to calling for the Government to:

- Introduce a 'pre-application community consultation stage' and a 'limited community right of appeal' into the planning system.
- Strengthen Statements of Community Involvement (SCIs) so that the statements set out, in accessible Plain English, how the local authority and developers will be expected to meaningfully engage with local communities on planning.
- Introduce an 'Office for Public Participation' to oversee standards and consistency in public consultations. For major developments it would be an independent 'honest broker' to carry out the pre-application consultation with the local community, removing any perceived conflict of interest for the developer.

If you would like Ian or a Trustee from Civic Voice to speak at one of your future meetings, please contact info@civicvoice.org.uk.

Help shape Civic Voice's Strategic Plan for 2020-2023



We aim to be a membership body that really listens to our membership. Membership surveys provide us with valuable insight into your thoughts about Civic Voice and what we are doing on a national level. Carrying out surveys helps us to understand your local experiences, which then informs what support and services you need and we deliver.

Fill in the survey [here](#).

Following the success of Civic Survey 2017 with over 400 responses, we are undertaking the survey again to give us further insight into our 2012-2023 Strategic Plan.

The results will help us to create a detailed action plan for various aspects of work that will then be included in the Civic Voice 2020 Strategic Plan, to be launched at the Civic Voice Conference in May 2020.

Join the Civic Voice + 10% campaign in 2020



Speaking at the Civic Voice AGM in London, Ian Harvey called on all civic societies to join a nationwide initiative to get more people to join the civic movement.

Responding to calls from civic societies that 80% of groups do not expect their membership to increase in the next 2 years, Civic Voice is setting a challenge to all groups to commit to growing membership by 10% of their current number. Civic Voice will feature groups throughout the year and will announce the winning group in December 2020.

Ian said: "It is important to our relevance and influence that we can show that we have a growing membership. Many civic societies across the country are facing serious challenges with declining membership. We need to change this. By asking groups to commit to the "Civic Voice @10" challenge and to recruit 10% more members, based on current numbers, is a good way for us to work together as a movement and show people the role that civic societies can play in giving people an independent voice in their local town".

To support you along the way, we will offer guidance and toolkits. First thing we need you to do? appoint an individual in your society to be our named contact to communicate with!

We will ask groups to share figures with us on a quarterly basis, and then share a national update so we can see who is leading the way for the civic movement.

Have you had success in recruiting members recently? Share your story with us and we will highlight you to other civic societies. Email us info@civicvoice.org.uk.

Civic Day 2020: Putting civic societies at the heart of communities



Many civic societies across the country are facing serious challenges, with a declining membership, but we believe that a focus in 2020 on National Civic Day could be part of the solution.

In 2020, we have a huge opportunity to build on the first ten years of Civic Voice and influence the future agenda impacting on our towns, cities and villages. But to achieve this, we need to develop strong policies that reinforce our values, appeal to our potential supporters and can be delivered by Government. That's where you come in. Powered by Civic Voice, Civic Day is part of a growing movement changing how people collaborate and interact with the place where they live.

National Civic Day inspires residents to take action and 'be civic', 'be innovative', 'be thought-provoking' to transform their historic high street and conservation area through hundreds of actions in one day. Civic Day is a national celebration of civic pride. It is taking place on **June 20 2020**.

Civic Day is a national celebration of civic pride. It is taking place on June 20 2020 and we need your support. We believe that the future of conservation areas can be positive. We believe we can put communities in control of conservation areas. We believe we can see more communities such as [The Deal Society](#) playing a central role in long term management of their local area.

[Put June 20th 2020 in your diary today](#) as we work together to put civic societies at the heart of our communities



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Daventry District Council is committed to the concept and practice of sustainable development.

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From: CPRE Northamptonshire <info=cprenorthants.org.uk@mmail4.co.uk> on behalf of CPRE Northamptonshire <info@cprenorthants.org.uk>
Sent: 27 January 2020 19:38
To: Brixworth Parish Council
Subject: CPRE Northants April 2020 Planning Roadshow

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The countryside charity
Northamptonshire

Planning Roadshow 2 April 2020

Unitary Authorities - Learning from Experience

Our next Planning Roadshow for parish and town councillors is at Great Houghton village hall on Thursday 2 April, starting at 7.00 pm, with light refreshments from 6.30 pm.

At our October roadshow we had a very strong attendance from local parish councillors. Many of them expressed an obvious deep concern as to how Northamptonshire's new unitary authorities would work. Therefore we have arranged presentations from two speakers with current experience of working closely with the Manchester unitary authority, together with the deputy leader of Northamptonshire County Council.

This will be invaluable to Northamptonshire as a practical example to us of how the new authorities here might work. As counties we share a lot of the same issues. This is an opportunity to fill in some of the gaps in our knowledge and gain from their experience, and to hear of the current local situation.

The speakers are: (photos and biographies from LinkedIn and CPRE sources)



Cllr Elizabeth Bowen

Debra G McConnell

Chair of CPRE Lancashire. Former career as solicitor for a major bank and in private practice. Career break for motherhood with lots of study and voluntary work whilst raising daughter. Teaching land law, treasurer of school PTA, reading support and librarian at primary school and part time volunteer at Oxfam. Also voluntary work for the National Trust and Oxfam locally. Fellow of the Linnean Society.

Jackie Copley

Masters degree in Urban Design. Understands fully the combined authority, having worked in a number of the constituent councils, with over 25 years experience in a variety of settings. Professional planning manager for CPRE Lancs. Working relationships with all the mayors and politicians of the Greater Manchester combined authority. Experience of urban and rural planning issues at the national, strategic local and neighbourhood level.

Lizzy Bowen is deputy leader of NCC and Nene District councillor for the Conservatives. Among her many NCC responsibilities she is closely involved with the Unitary agenda. She is also a JP, has years of business and consultancy experience and represents the county at the Local Government Association.

Cllr Bowen hopes to allay some of the myths about the transition to Unitaries, whilst being realistic about the outcomes.

All three speakers will participate in a Q & A session. As always at CPRE Roadshows, there will be the chance to meet colleagues from other parish councils and to chat over refreshments. Do come to share your experiences and learn from others addressing issues similar to your own.

This event is free for up to two councillors from those parishes that are CPRE members, or which decide to join. Others are welcome, subject to availability of places: tickets cost the same as a one-year CPRE membership subscription.

To request reservations or query bookings, please reply to this email - as usual, these will be handled by Sue Baylis. Likewise, if you have questions on the subject matter of the meeting, please reply and these will be forwarded accordingly.

This email is intended for all parish & town councils and parish meetings in Northamptonshire, and others interested in the ever-changing subject of rural planning.


PC & TC CLERKS: Please forward this email to your Chair(s) and/or all Councillor(s) with a relevant portfolio – thank you.

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CPRE Northamptonshire - 01604 780000

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From: National Association of Local Councils <newsletter@nalc.gov.uk>
Sent: 24 January 2020 15:38
To: brixworthpc@gmail.com
Subject:  CHIEF EXECUTIVE'S BULLETIN



Chief executive's bulletin

New Code of Audit Practice

I was pleased this week to be briefed by the National Audit Office (NAO) on the [new Code of Audit Practice](#), which has been laid in Parliament. We are hopeful that the revised Code's emphasis on proportionality and the expectation of better communication around objection work might help address some of the concerns that smaller councils, in particular, have raised with us, and which we have raised with the NAO and through the Redmond Review. The new Code comes into force on 1 April 2020 and will apply from audits of local bodies' 2020/21 financial statements onwards.

Rural Coalition

The Rural Coalition – which brings together key national organisations including NALC, Action with Communities in Rural England, National Farmers Union and CPRE (The Countryside Charity) to ensure rural areas are not overlooked by the government – met on 22 January and was attended by myself and our chairman, Cllr Sue Baxter. The meeting received an update from a deputy director from the Department for Environment, Food and Rural affairs on emerging themes in the new government including progress on extending rural proofing, which the coalition has consistently called for. We pressed the importance of the forthcoming devolution white paper to include action on rural areas and support vital local community infrastructure. The emerging theme that emerged from discussions was the importance of engaging with new rural MPs! So I would urge you to make contact with your MP as part of Lobby Day preparations by writing to congratulate them, flagging up

local issues, invite them to events, meetings and any openings, and crucially tell them the brilliant things you are doing to make your communities stronger.

NALC Larger Councils Committee

The Larger Councils Committee held its first meeting of 2020 at CCLA's London offices on 21 January. Cllr Paul Harvey (West Bletchley Council) was re-elected as committee chairman for 2020, and Cllr Peter Astell (Beverley Town Council) vice-chairman for 2020 – well done both! The committee received a presentation on the [NALC strategic plan 2019-22](#) (login required) and engagement with the new government and discussed some ways it could support these through its work programme such as sharing good practice and events, engagement with MPs, and our campaigns on council tax referendums and the toilet tax.

Great British Spring Clean 2020

This week our policy adviser, Andrew Tubb, was in Parliament for the launch of the Keep Britain Tidy (KBT) Great British Spring Clean 2020. This year's event will take place from 20 March to 13 April and aims to build on last year's success of over 560,000 #LitterHeroes joining forces to collect litter. I think this campaign provides a significant opportunity for local councils to bring the community together, help health and social wellbeing, and improve the environment – you can find out more [here](#), and please do get involved!

Code of conduct workshops

Over the last couple of weeks, colleagues from NALC and county associations have attended workshops convened by the Local Government Association (LGA) on developing a new model code of conduct. The sessions were attended by representatives from bodies across local government including monitoring officers, and considered types of codes and what the content of the recommended new code should be, by way of case studies, plus consideration of the role of social media. Issues raised by our colleagues included sanctions, training and interests. In terms of next steps, we expect draft model code to be consulted upon in coming months as the LGA is aiming to publish the new code at its conference in July.

NALC phone system upgrade

We will be upgrading our phone system on 27 January, and while there is expected to be very little disruption, lines may be unavailable for a short period during the changeover. Do please bear this in mind if you are calling NALC, and if you are unable to get through just try later or email nalc@nalc.gov.uk

And finally...

Huge congratulations to colleagues at the Northamptonshire County Association of Local Councils (NCALC) on the fantastic news a new town council for Northampton – becoming the country's biggest parish council – will be among the five new councils created on 1 April. Great to see some coverage on the [BBC](#) and in [LGC](#) where you can read more, including quotes from NCALC colleagues and NALC.

Jonathan Owe



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From: [Jane Lyons](#)
Cc: [Leanne Marlow](#); [Louise Stone](#); [Gill Kennedy](#); [Ian Vincent](#)
Subject: Daventry District Council Parish Elections - 7th May 2020
Date: 27 January 2020 13:41:40
Attachments: [Timetable for 7.5.19..docx](#)
[Nomination pack incl election agent notification form P and C.doc](#)

Good afternoon all

As you are most probably aware, your parish is up for election this year and I just wanted to give you some information in advance to help you with your preparations.

The parish elections will be held alongside the Police, Fire and Crime Commissioner Elections and, subject to our Structural Changes Order going through Parliament, the Shadow Unitary elections will also be held on the same day.

I have attached the timetable of election events for your information and have highlighted below the events you need to be especially aware of:

31st March – last date for Notice Of Election: we are planning to put our notice of election for the parishes up on 27th March. Nomination forms cannot be received by us until the day after this date so by putting it up a little earlier, this means we can widen our window of acceptance.

8th April at 4.00pm: this is the deadline for when we can receive nomination papers.

We will be holding Candidate and Agents briefings before this date at three venues:

Daventry District Council – Monday 23rd March at 5.30pm

Northampton Borough Council – Wednesday 25th March at 5.30pm

South Northamptonshire District Council – TBC.

You can come along to any of these meetings and we will have nomination forms for you to take away for your candidates. We suggest that your prospective candidates also come to these meetings as it is their own responsibility to complete and deliver their own nomination forms and not yours. Usually, however, the Clerk does deliver to us the forms when completed and it is up to you if you want to take on that responsibility.

The forms, when completed, should be returned to **Daventry District Council only** and not to any other council as you are under the Daventry area. You or your candidates will need to make an appointment between Monday 30th March to Wednesday 8th April (weekdays only), between the hours of 10am and 4pm for an informal check.

Costs of the elections will depend on how many elections will be held in your parish on 7th May. Therefore costs may be shared between the Police, Fire and Crime Commissioner and Unitary elections – we will not know for sure until after 8th April. I have worked out approximate costs to you should your election be contested but it should be noted that these costs are for a stand-alone election for your parish and not shared with any other. Please let me know if you require these figures.

Below is a link to the Electoral Commission's guidance for candidates standing at Parish Councils in England which should prove very useful to your candidates.

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

Also attached is the Electoral Commission's version of the nomination pack should you decide you would like to start the process early. Please note, however, that the register you will need for elector numbers will be the March register.

If you have any questions, please give myself or any Elections Team member a call or email us at electoralservices@daventrydc.gov.uk.

Best wishes

Jane

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