



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Tuesday 31st March 2020 at 715pm**

This will be a 'virtual meeting' using Video Conferencing
(In accordance with the Coronavirus Act 2020)

It is hoped that the press and public are able to attend (by request only)

Please email your interest to parish.clerk@brixworthparishcouncil.gov.uk

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 27th February 2020
5. **Public Open Forum Session**
 - 5.1 This is an opportunity for Parish Residents and members of other Councils, once recognised by the Chairman, to make brief representations or ask questions of the Parish Council. Each will be allowed three (3) minutes to address the Parish Council via the Chairman. This open session is limited to 20 minutes.
 - 5.2 Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.
 - 5.3 Those who wish to comment on an agenda item are encouraged to do so at this time or they may ask the Chairman to be allowed to speak when the subject is raised.

A

PART ONE - FOR DECISION

6. **Finance**
 - 6.1 Consider the financial transactions and authorise the payments for March 2020
7. **Business Continuity**
 - 7.1 Consider the recommendations contained within the attached report

B

C

8. **Risk Analysis**
8.1 Consider the Risk Register D

PART TWO - FOR INFORMATION

9. **Parish Council Surgery**
9.1 Receive a report from the Parish Council Surgery held on Saturday 7th March 2020 E
10. **Finance**
10.2 Receive the latest rolling budget F
10.3 Receive the Bank Reconciliation Report G
10.4 Receive the statement of the Parish Council's Reserves H
11. **Report of the Finance Working Group**
11.1 Note the Minutes of the Finance Working Group of 9th March 2020 I
12. **Community Safety**
12.1 Note the January 2020 reported crime data as shown on the [Police UK](#) web site. J
12.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) K
13. **Planning**
13.1 Receive the planning decisions for February 2020 L
13.2 Receive the minutes of the Planning Committee of 19th February 2020. M
14. **Highways**
14.1 Note the outcomes of the parking meeting with Northants County Council/ Kier and Daventry District Council N
15. **Parish Clerks Report**
15.1 Receive the Parish Clerk's Report O
16. **General Correspondence**
16.1 Note the Correspondence listed at Appendix P P
17. **Dates of Future Meetings**
17.1 To note the dates of the next cycle of meetings.
These meetings may be cancelled or 'virtual' if legislation permits.
 - Planning – 20th April 2020
 - Media & Communications – 22nd April
 - Council – 30th April 2020

PART THREE – CONFIDENTIAL

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)

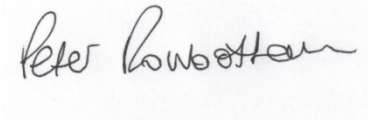
19. **Legal Matters**
19.1 Receive any updates and consider any actions to be taken.

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

20. Urgent matters for report only

Business must be notified to the Chairman before the meeting



Mr Peter Rowbotham
Clerk to the Council
18th March 2020

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When we do need to print we only use 100% recycled paper

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 27th February 2020****Community Centre & Library, Spratton Road, Brixworth****In Attendance:**

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Lynne Compton, Councillor Lina Howarth, Councillor Alan Lovell, Councillor Tom Mitchell, Councillor Sandra Moxon, Councillor Kevin Parker and Councillor Frances Peacock (from 730pm)

Apologies: Councillor James Collyer

Absent: Councillor Stuart Coe

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 2

Apologies also received from District Councillor Jonathan Harris.

20/ 4891 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/ 4892 Apologies for Absence

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

20/ 4893 Declarations of Interest

None declared.

20/ 4894 Minutes of Previous Meeting (30th January 2020)

The minutes of the Parish Council meeting of 30th January 2020 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor Bird Unanimous.

20/ 4895 Public Open Forum

A resident had complained about the behaviour of a local football Team who had played its games on St David's Recreation Ground. The Bye Laws were not applicable in this instance. The Football Association was unable to act in this matter. The Parish Council asked the Clerk to prepare a 'Conditions of Hire' for consideration by the Parish Council which would then address the issue.

20/ 4896 Parish Council Surgery – 1st February 2020

The Parish Council had held a Surgery on Saturday 1st February 2020. Councillor Bird and Councillor Parker had attended this, and a written report had been submitted.

20/ 4897 Parish Council Surgery – 7th March 2020

The Parish Council's next planned Surgery was to be held on Saturday 7th March 2020. Councillor Mitchell and Councillor Lovell would be attending this. A report would be submitted to the next Parish Council meeting.

20/ 4898 Finance - Transactions including Payments for Approval- February 2020

The list of financial transactions and payments for February 2020 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 Parker and seconded by Councillor Mitchell. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	E. ON	Elec monthly - Ashway Changing Rooms (3rd)	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 (17th)	18.50	3.70	22.20	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
04	Ratcliff Land Surveys	Pocket Park Drawings	1,500.00	300.00	1,800.00	PHA 1875 s164
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
05	Daventry DC	Planning Advice - Village Hall Car Park	25.83	5.17	31.00	LGA1972 s111
11	DVLA	Road Tax - 6 months - Van	143.00	0.00	143.00	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)						
06	Staff	Net Salaries and Wages (4-week month)	3,383.81	0.00	3,383.81	LGA 1972 s112
07	HMRC	PAYE	1,014.79	0.00	1,014.79	LGA 1972 s112
08	LGSS	Pension Scheme	696.70	0.00	696.70	LGA 1972 s112
09	WG Law	Conference Call and Advocates Fee	505.72	101.14	606.86	LGA 1972 s222
10	MSE	Electrical Work - Meeting Room Comm Centre	158.60	31.72	190.32	LGA1972 s111
12	ESPO	Recycled A4 paper	19.95	3.99	23.94	LGA1972 s111
13	Brampton Valley Training	Work to Trees following survey	2,230.00	446.00	2,676.00	LGA1972 s111

14	Brixworth Music Festival	Sponsorship of Music Evening	200.00	0.00	200.00	LGA 1972 s145
15	R&G	Grounds Maintenance	182.00	36.40	218.40	PHA 1875 s164
16	NCALC	Training - Year End Audit	36.00	0.00	36.00	LGA 1972 s 111
17	Amey Enterprise MS	Trade Waste - St David's Bin Rental	14.90	2.98	17.88	PHA 1875 s164
18	WAVE Utilities	Water Charges at The Ashway	92.15	0.00	92.15	PHA 1875 s164
19	Peter Rowbotham	Employment related expenses	189.23	0.00	189.23	LGA 1972 s112
20	Peter Rowbotham	Work related expenses	10.82	2.17	12.99	LGA 1972 s112
21	Blason & Sons	Fuel for van	38.33	7.67	46.00	LGA 1972 s 111
Cheque Payments						
	Nil					
Total Expenditure this month to date			10,621.76	956.65	11,578.41	
Receipts						
22	Nat West	Interest on Capital Account - 31st Jan 2020	20.76	0.00	20.76	LGA 1972 s 111
Total Income this month			20.76	0.00	20.76	
Bank Transfer - Capital to Revenue						
23	Nat West	Synch the accounts with the budget	6,395.01	0.00	6,395.01	LGA 1972 s 111
Total transferred to revenue this month			6,395.01	0.00	6,395.01	
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	
Total transferred to capital this month			0.00	0.00	0.00	

20/ 4899 Finance – Rolling Budget

The Rolling Budget for January 2020 was received by the Parish Council.

20/ 4900 Finance – Bank Reconciliation Report

The Bank Reconciliation report as at 31st January 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £90,262.51. The Capital (Reserve) account indicated a balance of £122,212.12.

20/ 4901 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 £73,250.89 within Earmarked Reserves. General Reserves was in the region of £72,857.52. The s106 money held by Daventry District Council was approximately £254,425.

20/ 4902 Finance – Q3 Report of the Verification Officer

The Parish Council considered the report of the Verification Officer. The report recommended –

1. Risk reduction procedures to be in place to reduce the likelihood of duplicate payments.

2. The payment for a playground gate replacement be accepted as an extreme risk under the present paragraph 4.5 making the payment legitimate.
3. Schedule a regular check of review dates for policies and documents and ensure that all the latest documents are online.
4. Any payments made by the Clerk under 4.5 of the Financial Regulations to be reported to full council as soon as possible.
5. Attention is paid to Financial Regulation 5.5 to ensure that delegated authority is required before authorising a retrospective payment.

The recommendations contained within the report were agreed by the Parish Council. This was proposed by Councillor Barratt and seconded by Councillor Peacock. Unanimous.

20/ 4903 Finance Working Group

The Finance Working Group had met on 17th February 2020 and had submitted a report to the Parish Council.

The Parish Council agreed –

1. The £15,000 allocated for Legal Fees from General Reserves be categorised as an 'ear marked reserve'
2. Fees and Charges be increased by 2.7% from 1st April 2020.

This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/ 4904 Personnel Working Group

The Personnel Working Group had met on 27th February 2020 and had submitted a report to the Parish Council. The report was received by the Parish Council.

20/4905 Procurement

The Personnel Working Group at its meeting on 27th February 2020 had recommend the use of a specialist company to provide support for both HR and Health & Safety. This support would ensure that the Parish Council would meet its legal obligations and therefore reduce the risk of any possible litigation.

The Parish Council considered the submitted proposal. The Parish Council had preferred the option of a break clause within any 5-year agreement. The Clerk was asked to benchmark the proposal and also to address the issue of contract termination within the 5-year period. An opt out would only be pursued because of under performance by the supplier.

The Parish Council agreed to delegate the negotiation and to conclude an agreement with an opt out clause to the Parish Clerk. An alternative proposal would also be sought. This was proposed by Councillor Parker and seconded by Councillor Compton.

20/ 4906 Community Safety – Reported Crime Data

The crime figures for January 2020 was not available to review at the time of the meeting.

20/ 4907 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device based on Holcote Road (Outbound) was noted by the Parish Council. The data errors identified within the report would be taken up with the supplier.

20/ 4908 Media and Communications Committee – Minutes

The Parish Council received the minutes of the Media & Communications Committee which was held on 15th January 2020.

20/ 4909 Planning – Decisions for January 2020

The Parish Council noted the list of planning decisions issued during January 2020.

20/ 4910 Planning – Minutes for 27th January 2020

The Parish Committee received the minutes of the Planning Committee of 27th January 2020.

20/ 4911 Planning – Settlements and Countryside Local Plan (Part 2) for Daventry District 2011- 2029

Daventry District Council had adopted the Settlements and Countryside Local Plan (Part 2) at its meeting of Full Council on the 20th February 2020. The Part 2 Local Plan replaced all of the remaining saved policies of the 1997 Daventry District Local Plan and superseded policy H6 of the West Northamptonshire Joint Core Strategy. It now forms part of the development plan for Daventry District.

The Neighbourhood Plan Working Group had agreed that it would now wait for further guidance from the District Council before considering the position and status of its adopted plan. It was believed that a DDC workshop for Parish Council was currently being organised and details were awaited.

20/ 4912 Article 4 Direction for the Brixworth Conservation Area

Daventry District Council at its meeting on Thursday 20th February 2020 confirmed an Article 4(1) Direction relating to the Brixworth Conservation Areas. The Article 4(1) Directions served to remove permitted development rights, so that certain forms of development require a planning application to be submitted. This was to better manage development within the conservation area. The report was noted.

20/ 4913 Highways – Adoption of Farbrook, Brixworth

The Parish Council noted that Farbrook (Off The Ashway) had now been adopted by the Highway Authority.

20/ 4914 Highways – Relocation of Brixworth Sign, Northampton Road, Brixworth

The Parish Council agreed to relocate the Brixworth sign towards the 30-mph entry point. The County Highways Team had provided a quote for £450 plus VAT to relocate this sign. The work could be carried out under the Road Traffic Regulation Act 1984 s72 (1). There is adequate budget provision. This was proposed by Councillor Mitchell and seconded by Councillor Elaine Coe. Unanimous.

20/ 4915 Highways – Car Parking

The Parish Council had noted that a meeting had been organised between Partners to discuss the ongoing issues and concerns with car parking particularly with regard to the Village Centre.

20/ 4916 Consultations

The Parish Council noted the following consultations.

1. South Northamptonshire Part 2 Local Plan Modifications
2. West Northamptonshire - Strategic Land Availability Assessment Methodology - Technical Consultation

20/ 4917 Grants

An application had been received from the Community First Responders who serve Brixworth and surrounding areas. It was agreed that a grant of £541.36 be awarded towards the cost of equipment and Uniforms. This was proposed by Councillor Parker and seconded by Councillor Peacock. Unanimous.

20/ 4918 Meeting Diary

The draft meeting diary for the 2020/ 2021 Municipal Year had been circulated for comment. There was no issues or concerns raised with the proposed dates.

20/ 4919 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

20/ 4920 Correspondence

The list of Correspondence was noted by the Parish Council.

Subject	From
Annual Report	Daventry Citizens Advice
Litter	CPRE
Litter	Keep Britain Tidy Group
Minutes Parish Councils Meeting	DDC
Pitsford User Group Minutes	Anglian Water

20/ 4921 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 Mitchell.

The meeting was in closed session from 8:25pm

20/ 4922 Legal Matters – County Court

The Parish Council received an update on current matters. The current case was ongoing.

20/ 4923 Wages and Salaries

The Parish Council agreed the wages and salaries for 2020/ 2020. These were in line with either the pay agreement with the National Joint Council for Local Government Service or in line with the current UK 'Real' Living Wage. This was proposed by Councillor James and seconded by Councillor Bird. Unanimous.

The meeting was in open session from 8:31pm

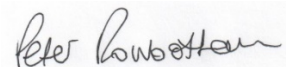
19/ 4924 Dates of Future Meetings

- Planning Committee – Monday 9th March 2020
- Media & Communications Committee – Wednesday 18th March 2020
- Council - Thursday 26th March 2020

19/ 4925 Urgent Matters

No urgent business was raised.

The meeting finished at 8.33pm
Signed as a true and accurate record



Councillor Stephen James
Chairman
Brixworth Parish Council
26th March 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
12th March 2020

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 E Mail: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council - Financial Transactions

B

March 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 (10th)	51.10	10.22	61.32 LGA 1972 s111
03	EE Limited	Mobile Phone (16th)	19.59	3.92	23.51 LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
04	Staff	Net Salaries and Wages (4 week month)	3,359.61	0.00	3,359.61 LGA 1972 s112
05	HMRC	PAYE	1,038.99	0.00	1,038.99 LGA 1972 s112
06	LGSS	Pension Scheme	696.70	0.00	696.70 LGA 1972 s112
07	R&G	Grounds Maintainance	824.58	164.91	989.49 PHA 1875 s164
08	AH Blason & Son	Fuel for Van and Mower	89.17	17.83	107.00 LGA 1972 s111
09	Loft Promotions	Leaflet for Brixworth Covid Response	80.00	0.00	80.00 LGA 1972 s137
10	Trade Point	Goods	50.41	10.08	60.49 PHA 1987 s164
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19					
11	Pitchcare Online	Weedkiller	45.20	9.04	54.24 PHA 1987 s164
12	Next Directory	Flowers for Staff Member	20.83	4.17	25.00 LGA 1972 s111
13	Contribution to Salvation Army	In memory of Staff Member (Family request)	50.00	0.00	50.00 LGA 1972 s137
14	Amazon Market Place	Computer Cable for Meeting Room	11.11	2.23	13.34 LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)					
15	Brixworth First Responders	Grant Award for equipment	541.36	0.00	541.36 PHA 1936 s234
Payments for approval - Financial Regulation 5.2 (via BACS)					
16	Berrys	Annual payment for The Pound	0.05	0.00	0.05 PHA 1875 s164
17	NCALC	Training - Planning for Elections	44.00	0.00	44.00 LGA1972 s111
18	Matt Cox	Replacing Slabs at The Ashway Changing Rooms	250.00	0.00	250.00 LGMP Act 1976 s19
19	On Demand Printers	A Board Posters - Monthly Surgery	50.00	10.00	60.00 LGA1972 s111
20	Northants Acre	Annual Subscription	35.00	0.00	35.00 LGA1972 s111
21	Peter Rowbotham	Employment related expenses	168.43	0.00	168.43 LGA 1972 s111
Cheque Payments					
	Nil		0.00	0.00	0.00
Total Expenditure this month todate			7,536.61	237.92	7,774.53
Receipts					
22	Elite Fitness	Use of St Davids Recreation Ground	200.00	0.00	200.00 LGMP Act 1976 s19
23	Brixworth Music Festival	Grant Repayment	1,500.00	0.00	1,500.00 LGA 1972 s 144
24	Brixworth Music Festival	Sponsorship Refund	200.00	0.00	200.00 LGA 1972 s 144
25	Community Centre	Cleaning Recharge for 2020 2021	4,000.00	0.00	4,000.00 LGA 1972 s133
26	Nat West	Interest on Capital Account - 28 Feb 2020	18.75	0.00	18.75 LGA 1972 s 111
Total Income this month			5,918.75	0.00	5,918.75
Bank Transfer - Capital to Revenue					
27	Nat West	Transfer unallocated money to revenue	816.51	0.00	816.51 LGA 1972 s111
Total transferred to revenue this month			816.51	0.00	816.51
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



Brixworth Parish Council

Thursday 26th March 2019

Business Continuity Plans – Coronavirus 19

No one had been expecting the level of impact that the Coronavirus has had on the world. It has disrupted every aspect of life across countries and communities. It continues to impact on us locally and also directly on the daily operations of the Parish Council. There is no end in sight of the current emergency.

This report highlights some of the current issues and the necessary actions that the Parish Council should either note or consider for action.

The three main priorities for the Council are:

- a) Ensuring the Health and safety of staff, Councillors, volunteers, contractors and Members of the Public participating in Council activities
- b) Maintaining effective and lawful decision-making processes
- c) The continuing operation of essential services and contractual obligations

1 MEETINGS

There is no specific Government directive that council meetings or parish meetings cannot go ahead, but the Prime Minister announced on 23 March 2020 that the Government "*will stop all gatherings of more than two people in public, excluding people you live with*".

There is yet no specific advice from the Ministry of Housing, Communities and Local Government (MHCLG) that requires councils to suspend normal business meetings. Ordinary and common-sense precautions should be taken in line with NHS guidance.

Before the 'lock down' decision of Monday 23rd March, there was already considerable doubt regarding the holding of meetings. An announcement was expected this week regarding the provision for holding council meetings remotely (e.g. via phone or video conferencing). The provisions are likely to be for a limited period and for those limited matters which currently require full council decisions. Any relaxation may come with appropriate safeguards to ensure transparency and democratic accountability.

Some councils have made the decision to cancel meetings altogether. This is unlawful but Northants CALC will stand full square behind any member council that receives a legal challenge. Defence will be easier if alternatives have been explored.

Some councillors have been minded to simply mothball the council for several months and do nothing. This is not an option. The work of the council must continue, and it must continue to meet its statutory obligations.

Recommendations

1 The Parish Council notes that it is no longer practical to hold face to face meetings and the use of video conferencing be used for virtual meetings until further notice.

2 That such meetings should only take place if new legislation is introduced to permit video conferencing. (Coronavirus Act 2020 received Royal Assent on 25th March 2020)

3 Meetings only take place where necessary and if essential business decisions are required. Non-essential business will to be deferred until later in the year.

2. STATUTORY OBLIGATIONS

Many aspects of parish and town council business are discretionary and can be deferred if necessary. There are however several things that must be done by law and that have a statutory deadline.

Examples are:

- Holding the Annual Parish Meeting on a date between 1 March and 1 June inclusive.
- Holding the Annual Meeting of the Parish Council on a day in May
- Approving for signature the Annual Governance and Accountability Return (AGAR) before 1 July.

Should the Government advise or mandate that local authority meetings should not take place, I would expect the Government to deal with the associated consequences, such as the statutory time frames. The National Association of Local Councils (NALC) is in communications with the Government and the Local Government Association (LGA) and will make sure that parish councils' duties are properly taken into account.

The Parish Council also has various powers in the arena of public health but are not the responsible body (that lies with the County Council).

It should be noted that Councils will now be able to use their discretion on deadlines for Freedom of Information requests

Recommendations

1.The Parish Council postpones the Annual Meeting of the Parish until further notice.

2. If legislation permits, the Annual Parish Council Meeting be held via Video Conferencing.

3. The Annual Governance and Accountability Return (AGAR) be dealt with via a meeting held via Video Conferencing.

3. LOCAL ELECTIONS 2020

The Local elections scheduled to take place on Thursday 7 May 2020 have been postponed until May 2021

Recommendations

- 1.The Parish Council notes that the 2020 local elections have been postponed.**
- 2.The one vacancy be filled via co-option later in the year.**

4. SERVICES

The following services have been withdrawn until further notice – based upon the Government Advice

- Brixworth Information Point
- The Community Centre, Spratton Road
- Play areas

The following have been suspended and are currently under active consideration (Risk Assessment)

- Grass Cutting
- Litter Bins
- Grounds Maintenance

There is no organised sport planned at St David's or The Ashway Recreation Grounds. The Cricket Club will not be using St David's this coming season (Which may not be suitable anyway if Grounds Maintenance is suspended). They have asked that the annual fee is waived. The Football Clubs may ask for discounts based upon the missed games.

The cancelling of the routine Grounds Maintenance work will have a longer-term detrimental effect on the pitches possibly making them unfit for use next season.

Recommendations

- 1.The Parish Council agrees to the closure of the Brixworth Information Point, the Community Centre and its play areas. This is in accordance with the latest Government advice.**
- 2. Grass cutting, litter/ dog bin collection and grounds maintenance continue to be provided, subject to risk assessment.**
- 3. The Finance Working Group be asked to look at pro rata refunds to the Sports Clubs with a view to reporting back with a recommendation to the Parish Council**

5. STAFFING

The Parish Clerk is now working from home on a permanent basis. He no longer visits the Information Point. It is a 'business as usual' approach but in very different circumstances.

The Community Centre & The Ashway Changing Rooms Cleaner has been asked to stay at home until further notice. The buildings are not being used.

The Groundsman is currently not working subject to a risk assessment. It is hoped that limited essential duties will be carried out during the emergency period. The Groundsman is also 'on call' for any emergencies.

Recommendation

1 The Parish Council notes the staffing position during the current Coronavirus Emergency.

6. EVENTS

The Parish Council had intended to be active in both the VE Day Celebrations and 'The Big Lunch Neighbourhood Get together'. Budget provision had been made. It is suggested that both these events be cancelled.

An alternative date could be sought for a community street party to mark the end of the current emergency.

Recommendation

1.The Parish Council cancels the planned VE Day and the Big Lunch commitments for 2020

2.The possibility of holding a community street party later in the year be investigated.

7. DELEGATION

Many (but not all) council functions can be delegated to a committee or to an officer. Councils may wish to consider providing for delegation to the Parish Clerk to make any decision that must be made if the council is incapacitated and therefore unable to hold a meeting.

Blanket delegations are unsatisfactory and should be avoided. Any delegation needs to be clear, specific and time limited. There should also be a requirement to publish any decisions taken under the delegated authority as soon as possible.

Recommendation

1.In the event that it is not possible to convene a meeting of the council in a reasonable time, the Parish Clerk shall have delegated authority to make decisions on behalf of the council where such a decision cannot reasonably be deferred and must be made in order to comply with a deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under

this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council following closure of the current emergency'

8. FINANCIAL REGULATIONS

The Finance Working Group had reviewed the Financial Regulations at its meeting on 9th March 2020.

The Working Group had recommended some changes to spending limits to improve operational effectiveness and also resilience in any emergency.

Recommendations

The Parish Council agrees to update the Financial Regulations as follows -

Paragraph 4.1 -Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- **the council for all items over £2,500.**
- **a duly delegated committee of the council for items under £1000; or**
- **the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.**

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk (or email evidence), and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

Paragraph 4.5- In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work including addressing any safeguarding issues. This is whether or not there is any budgetary provision for the expenditure, subject to a limit of £2500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Paragraph 6.18 - Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.

Paragraph 7.9 – The Parish Clerk has delegated authority to ensure the prompt payment of monthly salaries and wages. These payments to be made to the timescale specified within the Contract of Employment and at the rates agreed annually by the Parish Council. All such payments to be made by BACS and reported to the Parish Council as soon as practical.

Paragraph 11h - When it is to enter into a contract of less than £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is above £1,000 but below £2,500 then the Clerk/ RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

9. ONGOING MONITORING

Northants CALC is keeping member parish councils informed as the Coronavirus outbreak progresses. NCALC are liaising with colleagues at the National Association of Local Councils and with county, district and borough councils to help local government bodies in Northamptonshire to respond proactively and proportionately.

NCALC are also communicating any significant developments (e.g. directives from the Government or from the Ministry of Housing, Communities and Local Government (MHCLG)) to all member councils immediately via a web page.

The Parish Clerk has also subscribed to the latest news via the .Gov Coronavirus Web Page.

Recommendations

The Parish Council notes that the valuable support it has received from NCALC in this emergency situation.

Assessment year: 2019

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Bus Shelters	Power to provide and maintain shelters	Clerk	7	7	1	<input type="text"/>
Bye Laws	Power to make bye-laws in regard to pleasure grounds Cycle parks	Clerk	1	1	0	<input type="text"/>
Car Parks	Powers to provide	Clerk	17	17	3	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	Clerk	1	1	0	<input type="text"/>
Commons and Common Pastures	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	Clerk	17	17	3	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives.	Clerk	16	13	4	<input type="text"/>
Computing	Power to facilitate discharge of any function	Clerk	3	3	3	<input type="text"/>
Council Meetings	Power to meet	Clerk	4	4	1	<input type="text"/>
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	Clerk	4	4	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	Clerk	1	1	0	<input type="text"/>
Employment of Staff	Duty to Appoint	Clerk	8	8	2	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	Clerk	11	11	2	<input type="text"/>
GDPR	Duty to comply with the regulations.	Clerk	23	23	3	<input type="text"/>
Gifts	Power to accept gifts	Clerk	1	1	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land	Clerk	14	14	3	<input type="text"/>
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	Clerk	7	7	3	<input type="text"/>

Assessment year: 2019

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Local functions	N/a - Local group to cover any risks not listed in other groups	Clerk	1	1	0	<input type="text"/>
Meeting of the Council	Duty to meet	Clerk	5	4	0	<input type="text"/>
Newsletters	Power to provide information relating to matters affecting local government	Clerk	7	7	1	<input type="text"/>
Nuisances	Power to deal with offensive ditches	Clerk	1	1	0	<input type="text"/>
Open spaces	Power to acquire land and maintain	Clerk	13	13	4	<input type="text"/>
Planning & Development Control	Rights of consultation	Clerk	1	1	0	<input type="text"/>
Play Areas	Power to provide	Clerk	4	4	1	<input type="text"/>
Provision of Office Accommodation	Power to provide	Clerk	6	6	0	<input type="text"/>
Provision of Website/Internet Access	Power to provide 'free resource'	Clerk	2	2	0	<input type="text"/>
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	Clerk	16	16	4	<input type="text"/>
Shelters & Seats	Power to provide	Clerk	6	6	1	<input type="text"/>
Street/Footway Lighting	Power to light roads and public places		8	8	2	<input type="text"/>
Tourism	Power to encourage tourism to the councils area	Clerk	2	2	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	Clerk	3	3	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	Clerk	4	4	0	<input type="text"/>
War memorials	Power to maintain, repair, protect and alter war memorials	Clerk	3	3	0	<input type="text"/>
Web Sites	Power for councils to have their own websites	Clerk	19	19	1	<input type="text"/>

Assessment year: 2019

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Completed by:		Overall totals/s cores	236	232	42	

Date:

Position:

- How to complete:
1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.

Risk / Hazard		Assessment year: 2019				
ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date Action completed
Bus Shelters						
265	Environmental Vandalism.	High Medium	6	Weekly inspections and cleaning of the bus shelters be introduced.	Clerk	30/06/2020 <div></div>
To minimise the risk of loss/damage/injury arising from vandalism.						
Arrange regular monitoring of sites.						
Liaise with local enforcement agencies.						
Instigate appropriate action against offenders.						

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Stephen James

Signed by responsible Finance officer:

Peter Rowbotham

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
 - 3. Action by date - the proposed date that this action should be completed by.
 - 4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard		Likelihood & Impact		Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
ID	Requirement / Control							
<u>Car Parks</u>								
168	Physical	Personal injury.	Medium	4	Regular and documented inspections to be undertaken.	Clerk	19/04/2020	<div></div>
To minimise risk of injury to persons using council facility.						Clerk		
Arrange regular physical inspection of car parks and maintain records.								
Ensure that appropriate insurance cover is held and reviewed annually.								
Ensure that all staff have appropriate training and adhere to approved working practices.								
Ensure that the correct practices are in place.								
169	Physical	Maintenance of Car Park Surfaces.	Medium	4	Regular inspection of the car park.	Clerk	19/04/2020	<div></div>
To ensure that car park surfaces are maintained to the desired standard.						Clerk		
Define responsibility for and carry out periodic physical inspection, maintain records.								
Make arrangements for any required work to be carried out.								
172	Physical	Vandalism.	Medium	4	Regular recorded visits.	Clerk	19/04/2020	<div></div>
To minimise the risk of loss/damage/injury arising from vandalism.						Clerk		
To minimise the impact on service provision.								
Arrange regular monitoring of sites.								
Maintain liaison with local enforcement agencies.								
Instigate appropriate action against offenders.								

Submitted to council: _____

No of issues listed: 3

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Stephen James _____

Signed by responsible Finance officer: Peter Rowbotham _____

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
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 - 4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<u>Commons and Common Pastures</u>							
241	Environmental Grass cutting/mowing/hay.	Medium Medium	4	Ensure reliable contractor is in place. Ensure BPC mowing is effective.	Clerk	19/04/2020	<input type="text"/>
	<p><i>To ensure proper control of common land resources.</i></p> <p>Ensure that grass cutting/ sale of hay is subject to tender bids. Enforce conditions of contract. Inspect contractor's insurance documentation.</p>						
245	Environmental Dog fouling.	Medium Medium	4	Review signage	Clerk	19/04/2020	<input type="text"/>
	<p><i>To minimize the health hazard associated with dog fouling.</i></p> <p>Ensure appropriate signage in place. Provide bags/receptacles for dog waste. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs.</p>						
239	Physical Uncontrolled/unauthorised usage.	Medium Medium	4	Set up system for regular inspections	Clerk	20/04/2020	<input type="text"/>
	<p><i>To minimise risk arising from uncontrolled use.</i></p> <p>Ensure that grazing etc. is carry out only in accordance with Council policy. Ensure that a signed agreement is in place for all users. Ensure that recreational use is restricted to approved activity. Enforce regulations, bye-laws controlling use.</p>						

Submitted to council: _____

No of issues listed: **3**

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Stephen James* _____

Signed by responsible Finance officer: *Peter Rowbotham* _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Community Centres							
225	Environmental Cleaning.	Medium Medium	4	Cleaning Spec to be agreed and monitored	Clerk	30/06/2020	<input type="text"/>
	Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical checks.				Clerk		
226	Environmental Vandalism.	Medium Medium	4	Speak to Crime Prevention Officer regarding improvements to front and side of building. Possible use of CCTV.	Clerk	31/07/2020	<input type="text"/>
	To minimise the risk of loss/damage/injury arising from vandalism. Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with antisocial behaviour. Instigate legal action against perpetrators where appropriate.				Clerk		
214	Physical Security of buildings	Medium Medium	4	Determine key holders and review security with Crime Prevention Officer	Clerk	31/08/2020	<input type="text"/>
	To maintain a high standard of security. Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.				Clerk		
220	Physical Maintenance of buildings.	Medium Medium	4	Prepare a rolling Maintenance Plan and set up a sinking fund.	Clerk	30/06/2020	<input type="text"/>
	To ensure that council property is properly maintained and minimise loss/damage/injury. Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialist/other services. Arrange adequate insurance cover.				Clerk		

Submitted to council: _____

No of issues listed: **4**

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Stephen James* _____

Signed by responsible Finance officer: *Peter Rowbotham* _____

How to complete (individual risk section):

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2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Computing							
318	Physical Loss/damage arising from unauthorised use.	Medium Medium	4	Clerk changed passwords and keeps all systems secure.	Clerk	30/04/2020	<input type="text"/>
	Maintain security of computer. Access restricted through use of controlled passwords. Passwords are changed periodically. Maintain physical security of computer and site.						
325	Physical Loss arising from theft/misappropriation.	Medium High	6	Laptop kept in a secure environment. All data is duplicated on One Drive.	Clerk	30/06/2020	<input type="text"/>
	Maintain adequate security of site and equipment. Access to Council offices only available when Council staff are present. The building is alarmed and all equipment is security tagged. All computers are password protected. High security of site and equipment is maintained at all times.						
27	Technical Crash of IT System.	Medium Medium	4	All data is maintained on One Drive. IT equipment is good quality. Software is robust.	Clerk	21/04/2020	<input type="text"/>
	To minimise risk arising from breakdown of equipment. Council computer systems are backed up daily, and backup devices rotated regularly. Council ensures equipment is properly maintained. Access is restricted to authorised users. Only approved software is used. Council operate up to date anti-virus software. Council has a backup laptop it could independently use in the event of a total crash.						

Submitted to council: _____

No of issues listed: **3**

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Stephen James* _____

Signed by responsible Finance officer: *Peter Rowbotham* _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Risk / Hazard

Assessment year: 2019

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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Council Meetings

218	Administration/Legal	Access.	Medium Medium	4	Clerk to pursue CILCA. Note on agenda about access to meetings.	Clerk	31/05/2020
To meet all statutory requirements and maintain effective administration.							
Ensure public access is available to all meetings of the Council, except for meetings of the Staff and Salaries committees.							
Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors.							
Disability access should be provided.							
Specific area should be set aside for press & public.							

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Stephen James

Signed by responsible Finance officer:

Peter Rowbotham

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
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(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard		Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Assessment year: 2019	
ID	Requirement / Control					Action by date	Action completed
<u>Employment of Staff</u>							
23	Administration/Legal	Failure to comply with Employment Law.	Medium Medium	4	Engage Employment Specialist.	Clerk	24/04/2020
To ensure that the council fulfils its responsibilities.						Clerk	
Contracts of employment issued to all employees.							
Annual review of Staff Contracts of Employment undertaken.							
Clerk has responsibility for maintaining up to date knowledge of new legislation and brining this to the attention to all relevant parties.							
Training arranged as and when required including Clerks CPD.							
19	Professional	Loss of key staff.	Medium Medium	4	All procedures to be well documented,	Clerk	30/06/2020
To avoid problems arising from loss of key personnel.						Clerk	
Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a k ey member of staff.							

Submitted to council: _____

No of issues listed: 2

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Stephen James _____

Signed by responsible Finance officer: Peter Rowbotham _____

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
 - 3. Action by date - the proposed date that this action should be completed by.
 - 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Financial Management							
39	Administration/Legal Failure to comply with Inland Revenue regulations.	Medium Medium	4	All procedures to be documented to ensure completion within the timescales.	Clerk	24/04/2020	<div></div>
	Efficient financial administration. Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay. Ensure that regular returns to Inland Revenue; prepared by the Clerk or responsible financial officer; checked by the Assistant Clerk Arrange prompt payment of all sums due.						
40	Administration/Legal Failure to comply with Customs & Excise regulations.	Medium Medium	4	Activity diary to be compiled to ensure that all processes are complete in time.	Clerk	24/04/2020	<div></div>
	Efficient financial administration. VAT properly administered, with returns being made on a quarterly basis. Refer to guidance from HMRC where necessary. Ensure that all input tax and output tax is properly recorded. Complete and submit VAT claims promptly and on time. All claims reconciled to cashbook.						

Submitted to council:

Minute reference:

Date:

No of issues listed: 2

Signed by chairperson - Chairperson name: Stephen James

Signed by responsible Finance officer: Peter Rowbotham

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
GDPR							
836	Administration/Legal Non identification of who holds and can access the data	Medium Medium	4	Information Audit to be carried out		29/08/2020	<input type="text"/>
	<p><i>To record and identify all data held and who can access it.</i></p> <p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, so the information audit</p>						
837	Administration/Legal Non identification of security and controls of data held.	Medium Medium	4	Information Audit to be carried out	Clerk	29/08/2020	<input type="text"/>
	<p><i>To record and identify what security and controls are in place to the secure the data.</i></p> <p>NCALC is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, so the information audit</p>						
856	Administration/Legal Non compliance of Council members and contractors.	Medium Medium	4	Training Courses to include GDPR	Clerk	30/11/2020	<input type="text"/>
	<p><i>That all employees, volunteers, councillors and contractors understand how to comply with GDPR regulations.</i></p> <p>GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned. All employees, volunteers, councillors and contractors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.</p>						

Submitted to council: _____

No of issues listed: **3**

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Stephen James* _____

Signed by responsible Finance officer: *Peter Rowbotham* _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Land							
157	Environmental Vandalism	High Medium	6	Regular inspections and prompt action	Clerk	30/04/2020	<input type="text"/>
<p><i>To minimise the risk of loss/damage/injury arising from vandalism.</i></p> <p>Land is inspected on a regular basis. Security is reviewed regularly and local police are consulted as and when required. The Council will instigate legal action against perpetrators where appropriate.</p>							
158	Environmental Fly tipping	Medium Medium	4	Weekly checks of all areas	Clerk	24/04/2020	<input type="text"/>
<p><i>To minimize risks associated with fly tipping.</i></p> <p>Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. All Council owned land is inspected on a regular basis. Members of the public are encouraged to report any issues they identify. The Council will address any issues as they arise. The Council will liaise with the police and/or other authorities where necessary.</p>							
161	Financial Failure to collect income	Medium Medium	4	Payment dates into a diary.	Clerk	24/04/2020	<input type="text"/>
<p><i>To minimize risk of loss.</i></p> <p>Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Clerk responsible for collection of income All income due to the Council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts</p>							

Submitted to council: _____

No of issues listed: **3**

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Stephen James* _____

Signed by responsible Finance officer: *Peter Rowbotham* _____

How to complete (individual risk section):

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(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Litter							
7	Administration/Legal Inefficient service provision	Medium Medium	4	Review Staffing Structure	Clerk	31/07/2020	<input type="text"/>
	<i>To employ trained/experienced personnel.</i> Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues All staff have a written contract of employment. Protective clothing and personal safety equipment issued to all operational staff.				Clerk		
4	Environmental Vandalism/theft/damage	Medium Medium	4	Regular inspections	Clerk	24/04/2020	<input type="text"/>
	<i>To minimise the risk of loss/damage/injury arising from vandalism.</i> Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.				Clerk		
2	Physical Failure to empty	Medium Medium	4	review staffing	Clerk	30/05/2020	<input type="text"/>
	<i>To maintain high standard of service provision.</i> Define responsibility for clearing bins. Implement effective programme. Ensure appropriate plans in place for emergency/overflow situation.				Clerk		

Submitted to council: _____

No of issues listed: **3**

Minute reference: _____

Date: _____

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Signed by responsible Finance officer: *Peter Rowbotham* _____

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(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard		Likelihood & Impact		Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
ID	Requirement / Control							
Newsletters								
127	Physical	Non production of newsletter		Medium	4	On the Media & Communications Work Programme	Clerk	24/04/2020
				Medium				
	Clerk responsible for ensuring all publication deadlines are met. Contracts with printers are agreed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions.						Clerk	

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Stephen James

Signed by responsible Finance officer:

Peter Rowbotham

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
 - 3. Action by date - the proposed date that this action should be completed by.
 - 4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Open spaces							
368	Environmental Vandalism	High Medium	6	Regular inspections	Clerk	30/05/2020	<input type="text"/>
	To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour. Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.				Clerk		
117	Physical Personal injury.	Medium Medium	4	Regular monitoring checks of the grounds	Clerk	31/07/2020	<input type="text"/>
	To minimize the risk of personal injury to persons using council facilities. Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place and detailed records maintained. Ensure that appropriate insurance cover is in place.				Clerk		
780	Physical Injury to public or employees as a result of defective vehicles or machinery.	Medium Medium	4	Regular machinery check	Clerk	29/05/2020	<input type="text"/>
	To ensure that any conditions that might lead to personal injury are minimised and properly controlled. Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained equipment is available as appropriate. Ensure that any risks to the public are minimised and eliminated wherever possible.				Clerk		
781	Physical Protection of manual workers from health risks associated with the land.	Medium Medium	4	H& S inspections. Use specialist supplier	Clerk		<input type="text"/>
	To minimise health and safety risks . Define standards required. Provide for any necessary training. Provide for appropriate protective clothing. Ensure any hazardous material is properly dealt with. Ensure that all workers have any necessary licences, certificates for use have been obtained. Ensure that all relevant regulations are adhered to and understood by all relevant parties.						

Submitted to council: _____

No of issues listed: **4**

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Stephen James* _____

Signed by responsible Finance officer: *Peter Rowbotham* _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard		Likelihood & Impact		Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
ID	Requirement / Control							
Play Areas								
322	Physical	Personal Injury	Medium	4	Weekly Inspections	Clerk	24/04/2020	
To ensure play surfaces & equipment are in a safe condition.								
Define responsibility for regular inspection of play areas.								
Define responsibility for and ensure regular inspection of play equipment & play surfaces.								
Arrange periodical inspection and report by suitably qualified RoSPA inspector.								
All high and medium risks identified in the RoSPA report are actioned and removed. Low risk items are also removed unless the level of expenditure involved is considered too high for the level of the risk identified.								

Submitted to council: _____ No of issues listed: 1

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Stephen James _____

Signed by responsible Finance officer: Peter Rowbotham _____

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
 - 3. Action by date - the proposed date that this action should be completed by.
 - 4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Public buildings and Village hall							
112	Administration/Legal	Absence of service level agreements	Medium Medium	4	SLA for building users	Clerk	31/10/2020
	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.				Clerk		<input type="text"/>
111	Financial	Failure to collect income.	Medium Medium	4	System in place for payments	Clerk	25/03/2020
	To collect and bank all income due. Determine responsibility for collection of income. Ensure that all income due to the Council and received is properly recorded. Ensure receipts are issued for all income received. Arrange for prompt banking of all income. Ensure procedures are in place for issue of reminders for unpaid accounts. Follow defined procedure for reminders.				Clerk		<input type="text"/>
102	Physical	Maintenance of buildings	Medium Medium	4	Maintainance Plan to be drawn up.	Clerk	31/07/2020
	To ensure proper maintenance of premises and minimize risk of loss/damage/injury. Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Detailed records kept of all work scheduled/completed. That each building is individual risk assessed.				Clerk		<input type="text"/>
105	Physical	Vandalism.	Medium Medium	4	Speak to Crime Prevention Officer	Clerk	30/07/2020
	To minimise the risk of loss/damage/injury arising from vandalism. Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.				Clerk		<input type="text"/>

Submitted to council: _____

No of issues listed: **4**

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Stephen James* _____

Signed by responsible Finance officer: *Peter Rowbotham* _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Risk / Hazard		Assessment year: 2019			
ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by
Shelters & Seats					
370	Environmental	Vandalism	Medium Medium	4	Inspection Sheets
To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.				Clerk	29/08/2020
Maintain liaison with enforcement agencies. The Council should instigate legal action against perpetrators where appropriate.				Clerk	

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name:

Stephen James

Signed by responsible Finance officer:

Peter Rowbotham

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
 - 3. Action by date - the proposed date that this action should be completed by.
 - 4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2019

Risk / Hazard		Likelihood & Impact		Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
ID	Requirement / Control							
Street/Footway Lighting								
85	Environmental	Vandalism	Medium	4	Inspection Sheets		30/06/2020	
	To minimise the risk of loss/damage/injury arising from vandalism.					Clerk		
	Maintain efficient and effective security.							
	Maintain liaison with local enforcement agencies.							
	Take action as appropriate against offenders.							
83	Physical	Security of inspection plates etc.	Medium	6	Need for regular inspections	Clerk	31/07/2020	
	To maintain service standards.					Clerk		
	Arrange for regular inspection of equipment.							
	Ensure contractual arrangements in place for renewal/repair.							

Submitted to council: _____

No of issues listed: 2

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Stephen James _____

Signed by responsible Finance officer: Peter Rowbotham _____

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
 - 3. Action by date - the proposed date that this action should be completed by.
 - 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

Assessment year: 2019

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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Web Sites

376	Administration/Legal	Dependence upon an individual	Medium Medium	4	Employ an Assistant Clerk to undertake duties including Web Site	Clerk	30/06/2020	
					To ensure that the site activity is not restricted to one person.	Clerk		
					Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status.			
					Provide training where necessary to minimise risk.			

Submitted to council: _____

No of issues listed: 1

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: Stephen James _____

Signed by responsible Finance officer: Peter Rowbotham _____

- How to complete (individual risk section):
- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 - 2. Action by person - the name or names of the persons taking the relevant actions.
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(not recorded on LCRS .

**D**

Parish Surgery

Attended by:
Councillor Alan Lovell and Councillor Tom Mitchell

Saturday 7th March 2020

Number	Issue Raised	Who by	Allocated to	Priority (L/M/H)	Status/Latest
1	General condition of the footpath and verge along Northampton road, adjacent to Lesson road junction and in particular between no's 31-33 as a result of parking and lack of footpath maintenance following utility work.	Resident at Number 35 Northampton Road	Parish Clerk	M	Report via Street Doctor
2	Provision of more yellow lines at junctions, namely Froxhill Cres/Brampton Way to deter parking of vehicles and obstruction to visibility lines at junctions. Car parked in these	Local resident lives in Stonehill.	Parish Clerk	M	Will be an agenda item for future meeting

	areas makes it difficult to see on-coming traffic.				
3	Update needed in respect of the timber parking post on the village green to deter parking and those additional post needed in front of Rowan Barn. Explained that BPC were looking into this to seek consent from NCC to install plastic post	Resident	Parish Clerk	M	Plans being investigated for this area
4	The new Red Lion Planning application – general concerns that this will go ahead (<i>quote - the Co-op will get their way</i>) and parking and safety impact. Q - <i>Will the car park have charging points?</i>	Two local residents.	Parish Clerk	L	Parish Council have objected to the current application. Charging points will encourage longer stay parking at the store.



Bank Reconciliation - 28 February 2020

SUMMARY

31-Jan-20	Revenue (Current) Account	£	90,262.51
31-Jan-20	Capital (Reserve) Account	£	122,212.12
	bank balance		£212,474.63

RECEIPTS

Precept Income from DDC	£	-
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income	£	-
Heritage Grant	£	-
Interest from Capital (Reserve) Account	£	39.51
Community Centre Recharged cleaning	£	-
Other - refund		
Other - refund pay roll error		
Community Infrastructure Levy		
Total cash in	£	39.51

EXPENDITURE

Employment Expenses (Wages/ Salaries plus mileage)	£	5,286.53
Value of all other transactions this month	£	6,291.88
Total cash out	£	11,578.41

Total: £ 200,935.73

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

28-Feb-20	Revenue (Current) Account	£	78,684.10
28-Feb-20	Capital (Reserve) Account	£	122,251.63
	bank balance		£ 200,935.73

UNPRESENTED CHEQUES

No unpresented cheques	£	-
Total unpresented cheques	£	-

£ 200,935.73

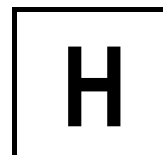
Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen



BRIXWORTH PARISH COUNCIL



Statement of Reserves

March 2020

Restricted Funds

	Balance as at 31 March 2019	19/20 Budget Allocation	Spend	Balance
Pocket Park Maintenance	2,540.60	0.00	250.00	2,290.60
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	2,000.00	23,712.30
Community Infrastructure Levy	6,000.00	4,280.38	0.00	10,280.38
	38,285.84	4,280.38	2,250.00	40,316.22

Earmarked Reserves

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	4,741.14	9,721.37
Legal Costs - other	1,500.00	0.00	0.00	1,500.00
Legal Costs- County Court (vired)	0.00	15,000.00	4,570.72	10,429.28
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	35,999.62	74,723.89

£	100,289.35	£	53,000.38	£	38,249.62	£	115,040.11
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Section 106 (Held by Daventry DC)

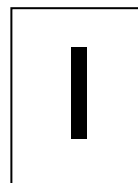
Indoor Sports - Youth (Feb 2022)	72,634.00	0.00	0.00	72,634.00
Outdoor Sports - Youth (Feb 2022)	116,528.00	0.00	0.00	116,528.00
Parks and Gardens (Sept 2022)	65,263.00	0.00	0.00	65,263.00
	£ 254,425.00	£ -	£ -	£ 254,425.00
Toucan Crossing NCC (Sept 2027)	32,500	0.00	0.00	£ 32,500.00

Monthly Summary

Revenue Account	£	78,684.10	
Capital Account	£	122,251.63	
Total Cash in Bank	£	200,935.73	
Less Earmarked & Restricted	£	115,040.11	
Less forecast commitments	£	8,000.00	
Add forecast Income	£	6,500.00	
Identified as General Reserves	£	84,395.62	47% 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

Report to the Council Meeting – 31st March 2020

Finance Working Group – 9th March 2020

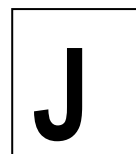
Present

Councillor James, Councillor Parker, Councillor Lovell and Peter Rowbotham (Clerk)

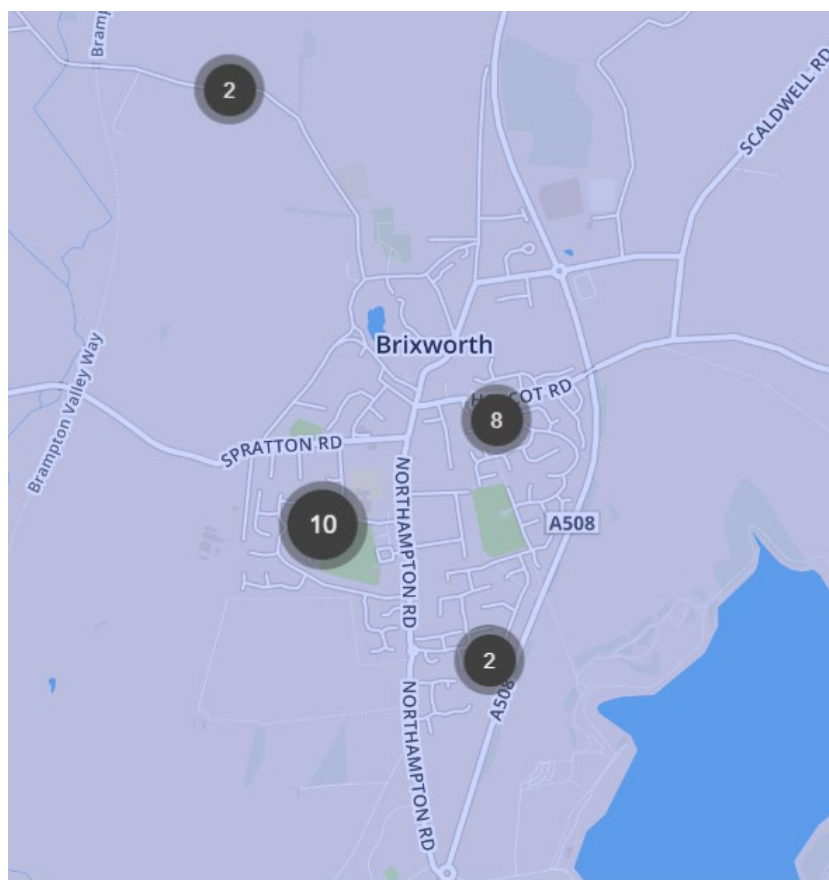
Councillor Jackie Bird (For Grants Policy only)

	Discussion Points	Actions
1	The Grants Policy was discussed and reviewed. The comments made at the Parish Council meeting had been incorporated in to its latest draft document.	The revised Grants Policy would be presented to a future Council Meeting for consideration.
2	The Parish Council's Financial Regulations were reviewed in anticipation of the Annual Parish Council meeting. Several revisions would be recommended to the Parish Council to improve operational efficiency and resilience.	The revised document, in a draft format, would be presented at the Annual Parish Meeting to be held on Thursday 21 st May 2020.
3	Risk Register. An updated software package had been purchased for use by the Parish Clerk. He would score the risks and present to the next meeting of the Parish Council.	The revised Risk Register for 2019/ 2020 would be prepared and presented to the next Parish Council meeting.
4	Next Meeting	Monday 20 th April 2020

	Recommendations to Council
1.	Consider the revised Grants Policy as soon as practical.
2.	Consider the revised Financial Regulations at the Annual Meeting
3.	Consider the revised Risk Register as soon as practical.



Brixworth Parish Council
Reported Crime for February 2020
31st March 2020



Trend

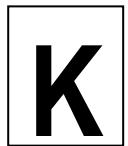
2018	2019	2020
26	24	22

Notes

- Three burglaries on Stonehill Way



SID Average Speeds by time – Holcot Road Inbound 1st March 2020 to 23rd March 2020



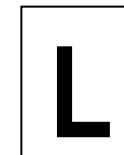
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	31	24.9	29.5	36.3	32.7	29.7	27.9	30.9	28.7
1 - 2	28.7	28	28.7	28.7	29.9	28.5	27	28.9	27.5
2 - 3	28	34.5	39	26	35	16.1	28.3	32.5	19.3
3 - 4	35.6	30.6	28.9	34	32	9.5	30.3	32.2	10
4 - 5	29.5	27	32.1	28.1	33.9	15.4	28	30.5	21.2
5 - 6	26.1	28.1	29.1	30.1	28.6	8.6	31.6	28.1	11.3
6 - 7	28.9	28.5	29.2	29.3	29.5	25.4	29.2	29.1	26.8
7 - 8	27	26.5	27.4	26.4	26.8	28.3	29.1	26.8	28.7
8 - 9	26.5	26.1	26.3	26.3	26.3	27.3	25.9	26.3	26.7
9 - 10	26.7	26.9	27.2	26.9	26.1	26.6	26.2	26.8	26.4
10 - 11	26	26.8	26.1	26.7	23.8	25	26	25.7	25.5
11 - 12	26.7	26.7	25.7	26.4	26.1	26	26.2	26.3	26.1
12 - 13	26.1	26.2	26.7	26.6	26.3	25.9	26.4	26.4	26.2
13 - 14	27.2	25.9	27	26.8	26.6	26.9	26.8	26.7	26.8
14 - 15	26.1	25.8	25.6	27.3	26.6	26.3	26.9	26.3	26.6
15 - 16	26.5	26.2	23.6	26.4	26.2	26.9	26.9	25.8	26.9
16 - 17	26.1	26.7	19.4	26.7	26.8	26.7	27.3	24.7	27
17 - 18	26.5	26.6	26.5	26.6	23.8	27.2	26.5	26	26.8
18 - 19	25.6	25.9	25.7	26.6	26.5	26.4	27.3	26	26.8
19 - 20	26.2	26.2	25.8	25.9	25.4	26.2	27.4	25.9	26.8
20 - 21	26.7	27.3	26.8	26.6	28	29.2	27	27.1	27.9
21 - 22	27.3	28.7	27.7	27.9	28	28.8	29.6	27.9	29.3
22 - 23	29.1	29.2	28.9	28.9	30	26.9	31.5	29.2	28.6
23 - 24	30	28.9	29.6	29.4	30.4	28.6	35.7	29.7	31



K

SID-Number of Vehicles this month by time
Holcot Road Inbound
1st March 2020 to 23rd March 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	9	7	6	7	7	33	45	7.2	39
1 - 2	3	5	3	6	7	10	22	4.8	16
2 - 3	5	2	5	4	5	22	8	4.2	15
3 - 4	7	7	8	8	5	119	3	7	61
4 - 5	2	6	11	9	8	14	12	7.2	13
5 - 6	59	39	33	39	32	77	10	40.4	43.5
6 - 7	146	120	116	114	117	62	36	122.6	49
7 - 8	561	421	440	437	377	110	122	447.2	116
8 - 9	693	627	608	554	574	217	127	611.2	172
9 - 10	352	324	373	340	401	319	330	358	324.5
10 - 11	290	307	324	298	397	469	459	323.2	464
11 - 12	312	331	330	346	359	469	570	335.6	519.5
12 - 13	389	370	363	306	420	443	617	369.6	530
13 - 14	351	348	405	305	399	528	607	361.6	567.5
14 - 15	402	385	422	372	449	489	561	406	525
15 - 16	655	540	610	582	666	422	531	610.6	476.5
16 - 17	679	749	974	638	654	410	506	738.8	458
17 - 18	750	790	805	740	783	396	478	773.6	437
18 - 19	531	499	464	481	446	274	289	484.2	281.5
19 - 20	305	291	284	282	309	213	214	294.2	213.5
20 - 21	167	188	128	181	146	109	149	162	129
21 - 22	119	126	139	133	73	69	91	118	80
22 - 23	79	87	98	91	79	87	51	86.8	69
23 - 24	30	36	30	37	45	57	29	35.6	43



Brixworth Parish Council

Planning Decisions – February 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
DA/2020/0002	Removal of tree within a conservation area.	Stonecourt 10, Church Street, Brixworth, Northamptonshire, NN6 9BZ	Support	Approval Trees in Cons Area
DA/2019/1106	Single storey front extension and first floor rear extension	2 , Blackthorn Crescent, Brixworth, NN6 9WD	Support	Approval Householder App
DA/2019/1092	Demolition of rear ancillary buildings. Construction of new family room and self-contained annexe for elderly family member (resubmission of DA/2019/0745)	The Old Farmhouse, Harborough Road, Brixworth, Northamptonshire, NN6 9BX	Support	Approval Householder App
DA/2019/1071	Single storey porch extension to front and raise existing roof to rear	25, Lesson Road, Brixworth, Northamptonshire, NN6 9EE	Support	Approval Householder App
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	Object	Refusal Outline.

**M**

Brixworth Parish Council

Minutes of the meeting of the Planning Committee

Monday 17th February 2020

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

20/931P 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 procedure in the event of a fire alarm

20/932P Apologies for Absence

Apologies for absence had been received from Councillor Barratt, Councillor Elaine Coe, Councillor Howarth, Councillor Lovell, Councillor Moxon and Councillor Parker. These were accepted by the meeting.

20/933P Members' Declaration of Interests

None declared.

20/934P Minutes of the last meeting – 27th January 2020

The minutes of 27th January 2020 were agreed as a true and accurate record of the meeting. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous. The minutes were signed by the Chairman.

20/935P

DA/2020/0034

Two storey rear extension

103, Froxhill Crescent, Brixworth, Northamptonshire, NN6 9LN

The Parish Council supported this application. The Parish Council asked for assurance from the Planning Authority that the 45-degree rule had been applied for this application. (The 45 degree rule prevents

Initialled.....

unreasonable impact upon the amenities enjoyed by the neighbours). This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/936P

DA/2020/0081

Work to tree subject of Tree Preservation Order TPO 121

61, Broadlands, Brixworth, Northamptonshire, NN6 9BH

The Parish Council objected to this application because of insufficient information. The applicant had not justified the reason for any work. This was proposed by Councillor Peacock and seconded by Councillor Compton. Unanimous.

20/937P

DA/2020/0037

Demolition of existing garage and construction of one pair of semi-detached dwellings (two dwellings) and replacement double garage

Land At Paddock Lodge, Tantree Way, Brixworth, Northamptonshire, NN6 9UQ

The Parish Council supported this application. This was proposed by Councillor Peacock and seconded by Councillor Mitchell.

20/938P Any Other Business

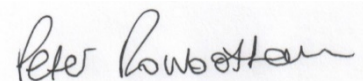
None

20/ 939P Date of Next Meetings

Monday 9th March 2020.

The meeting finished at 7:52pm

Signed as a true and accurate record



Councillor Frances Peacock
Chairman of the Planning Committee
Brixworth Parish Council
9th March 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
18th February 2020

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

Initialed.....



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Brixworth Parish Council

Report to the Council Meeting – 31st March 2020

Meeting with DDC & NCC re Village Car Parking – 4th March 2020

Present

Councillor James (BPC), Councillor Moxon (BPC), County Councillor Cecille Irvine Swift (NCC)
Peter Rowbotham (BOC), Keith Fagan, Keith Thursfield (DDC) , Ian Boyes and Phil Donaldson (NCC)

Action Points

1. A Guide to On Street Car Parking had been prepared and this would be circulated to PCSOs. Better knowledge will lead to more effective enforcement.
2. Additional Traffic Regulation Orders may be possible. (But wary of displacement)
3. BPC to approach the Fish Shop owner regarding using adjoining land for landscaping to prevent verge parking.
4. The NCC Library Car Park to be possibly used as a shopper's overflow car park with directional signage, removing the gates and improved lighting.
5. The Parish Council to look at promoting 'civic pride' in the hope of educating people not to park on the verges.

Recommendations to Council

- | | |
|----|--------------------------------------|
| 1. | The Parish Council notes this report |
|----|--------------------------------------|



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Brixworth Parish Council

Report of the Parish Clerk

March 2020

1. Overview

As you would expect, this has been an unusual month with the emerging global crisis with Covid 19.

I have been monitoring the news and legislation and adjusting the staffing levels as appropriate.

I will be now be homeworking all of the time until further notice.

2. Updates

It was sad to note that the Councils part time Litter Picker had passed away in hospital after a short illness. A donation has been sent to the Salvation Army, as requested by the family. The funeral had been family only.

Legal matters are progressing. There is a further County Court Hearing in May but this may be postponed because of the current restrictions. The Village Hall and Car Park is in the process of being registered with the Land Registry.

I have been installing and testing Microsoft Teams as the video conferencing solution for the Parish Council. This was in anticipation of the legislation being passed through Parliament. This should work for us but its introduction may present operational difficulties. Be prepared!

I had arranged payment of the printing of the Covid 19 leaflet to enable the matching of community volunteers to the those who may need assistance.

Links have been added to the Web Site home page to both the .gov and NHS web sites where the latest Covid19 information is available.

3. Assets

Following contact from a local resident (after a major graffiti attack) on the Ashway Changing Rooms a programme of work has been identified to bring back the building to a good standard. The walls have been power washed. There is painting to be completed and benches to be repaired. The broken slabbing has already been replaced.

The Play Areas at Spratton Road and St David's are being locked up to prevent use. The Ashway cannot be locked up but we are looking to remove the swing seats.

The Community Centre is closed as directed by the Government.

*Peter Rowbotham
Parish Clerk*

The fence at the Parish Council car park has blown down. I had sought three quotes. The chosen contractor will do the work as soon as materials become available again. (The fencing supply company is closed)

4. Service Requests

- Changing Rooms – The Ashway
- Fly tipping Station Road Brixworth

5. Meetings Attended this Month

- 5.1 Finance Working Group
- 5.2 Parish Council
- 5.3 Planning Committee
- 5.4 Ellis Wittam Business Manager (Video Conferencing)
- 5.5 Local Government Reorganisation
- 5.6 Daventry DC – Car Parking issues
- 5.7 Roade PC – Play Equipment Site Visit
- 5.8 Appraisal – Groundsman
- 5.9 Appraisal – Cleaner

6. Training & Development

- Elections Training

7. Community Engagement

Only activity through social media.

Posts remain varied linked to partner activities.

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	Postponed
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	Sports Council	Review	
19/4735	S106	Receive Bids	On hold
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	With NCC to progress
19/4833	ANPR	Letter to PFCC	Awaiting feasibility
19/4839	Parking	Apply for TRO	Awaiting assessment

20/4862	Holcot Road	Range of improvements	
20/4871	Tree Work	Actions from Survey	Awaiting Report
20/4880	Wildflowers	Progress Schemes	Need to set up group
20/4890	Emails	Set up .gov addresses	With IT Support
20/4895	Sports Hire Conditions	Write up and agree for new season	To be progressed
20/4896	Fees and Charges	Increase by 2.7%	
20/4905	Procurement	Appoint Personnel Specialist	Underway. Proposals in

9. Tasks to be undertaken

PRIORITY 1. Statutory

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

PRIORITY 2. Financial

VAT return

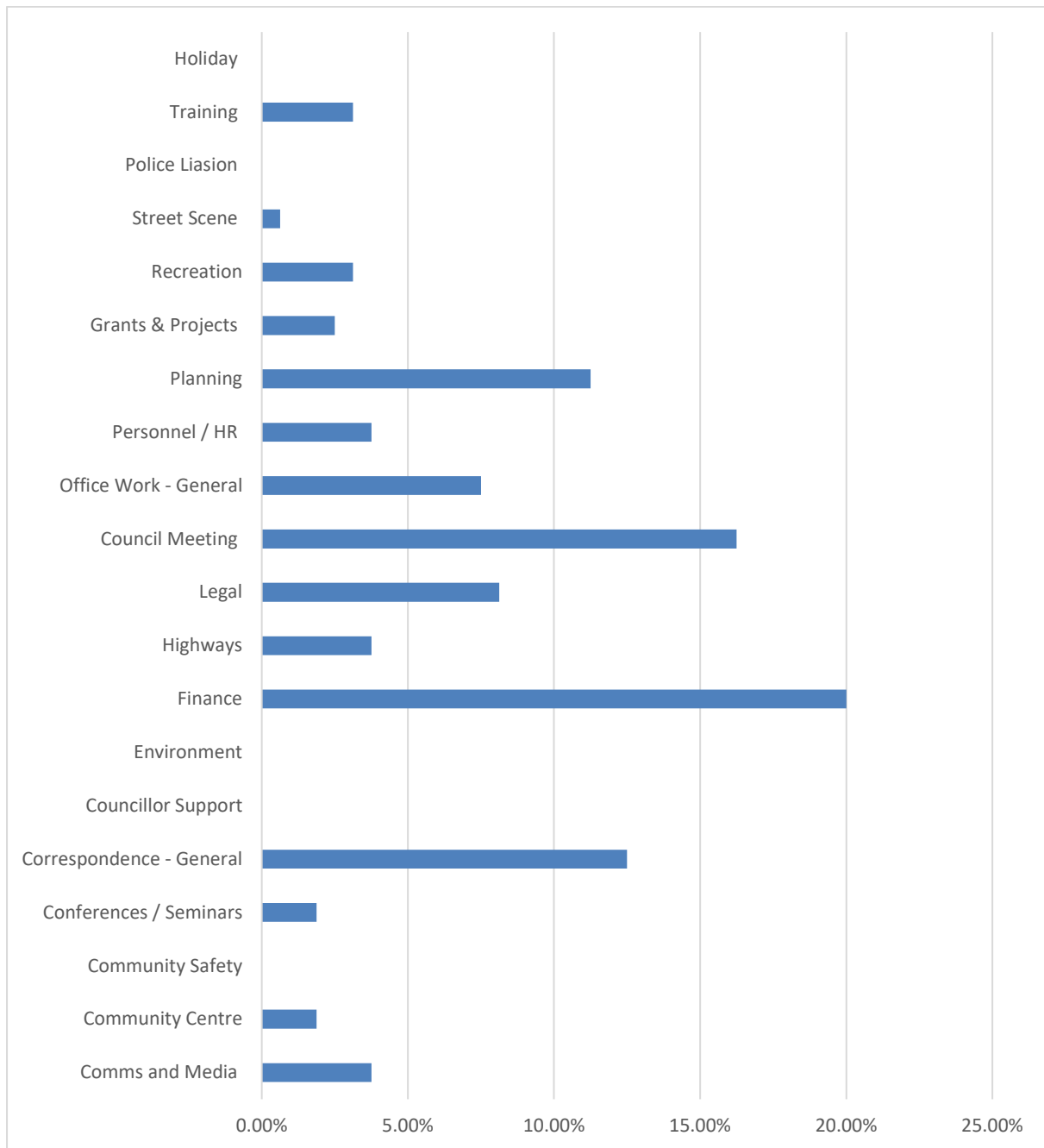
PRIORITY 3. Tasks with Deadlines

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 – March 2020



Peter Rowbotham
Parish Clerk



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Brixworth Parish Council

General Correspondence

Correspondence not already included within the agenda

	Subject	From
01	Planning Enforcement	Daventry DC
02	Convid 19 Statement	Northants CC

To: [REDACTED]
Subject: PC_Brixworth
Container bodies sited on land off the A508 Harborough Road, Brixworth

Good morning

Just as an update with regards to this site, and as you may already be aware, most of the container bodies have been removed with only 2 left on site.

Whilst acknowledging this significant improvement, and having reviewed this with the Development Control Manager, the preference remains that all containers be removed from the land forthwith. However, we would accept the retention of 2 containers on site providing they were not double stacked and where they would be set back away from the access gate.

This has been outlined to the owner who has since offered a further commitment that the final 2 containers will be removed within 6 months. In light of the significant improvement achieved without resorting to formal measures, the Development Control Manager is content to set this back for a further 6 months in anticipation it will be fully resolved and the remaining container bodies removed from site.

Again as a general overview of how planning enforcement works, enforcement, in terms of both timing and whether the Council undertakes it at all, is a discretionary process by law and needs to be expedient and proportionate in line with the National Planning Policy Framework. The enforcement service carried out by the council as the local planning authority is underpinned by negotiation and the Council will take a constructive approach in looking to remedy identified breaches in planning control.

It is only when all informal avenues have been exhausted that consideration will be given to the expediency and proportionality of enforcement action. Enforcement action and expediency are dictated objectively by planning policy and are investigated, and conclusions drawn, on an individual basis and a determination made entirely on its merits.

In summary, we will look to resurrect this matter in September 2020 and take a view at that time.

Your ongoing patience is appreciated.

[REDACTED]
[REDACTED]
Daventry District Council
Lodge Road
Daventry
NN11 4FP

[REDACTED]
www.daventrydc.gov.uk

Please note this is an officers' opinion it is without prejudice to any applications submitted to the Local Planning Authority and does not bind the Council to any particular decision.

This email relates to an enforcement enquiry and the contents are strictly confidential and should not be passed on to any person without the authors express consent.

From: Liam Beasley <mail@northamptonshire.vuelio.uk.com>
Sent: 19 March 2020 13:53
To: brixworthpc@gmail.com
Subject: NCC NEWS RELEASE : COVID-19 - COUNTY COUNCIL CROSS PARTY LEADERS STATEMENT



PR 11545

19 March 2020

For Immediate Release

COVID-19 - COUNTY COUNCIL CROSS PARTY LEADERS STATEMENT

We can all agree that we are facing an unprecedented situation nationally and we are rightly concerned for our friends, neighbours, businesses and our residents, especially those who may be vulnerable or elderly.

As a local authority, we face a challenging few months ahead. We are assured the Council has been working with every partner and agency across the county, with the support of Government, to prepare and implement robust plans to manage the impact of Corona Virus. The Council will do whatever is needed to keep residents safe. The critical incident plan was mobilised last week and since then the Council has been putting in place comprehensive teams, plans and contingencies.

There is a comprehensive joint COVID command and control structure in place between all partners and a single strategic command centre with all senior leaders coming together to oversee the response. This structure has been in place for 3 weeks and plans are progressing well. Our own emergency planning team have been working with services tirelessly to support this and the public health service has been at the forefront of system planning and decisions. It is important we make informed and sensible decisions to manage the situation effectively.

Right now schools are being communicated with and advice is being offered in relation to the announcement made regarding schools yesterday afternoon.

This will not be a quick fix and we are having to prioritise our effort. The Chief Executive, Elected Members and Commissioners agree that the virus outbreak must have our full attention and to that end the authority is now repurposing staff to these tasks and vital services. Our key frontline services, like Adults and Children's Social care will continue to function and staff are being repurposed and will work closely with partners and our hospitals to make sure we can still keep people safe in appropriate settings. This may mean moving people in the short term but their safety and wellbeing will be the first concern.

In line with our plan this means the Council has stood down some lower priority services to focus our staff and effort on preparing to support those who need our help. As soon as possible and it is safe these services will be resurrected.

Protecting our own workforce will be vital and therefore the decision was taken yesterday to allow staff who can to work from home to do so where they are not in one of the critical or front line services or needed to support our COVID response. All staff will remain in contact and will be set clear tasks and rules about how they work and what we need from them.

We recognise that community and community spirit is one of the most vital resources we have in this situation. This is particularly the case in a county with a diversity of rural and urban areas with many vulnerable and elderly residents. We support efforts to harness this spirit in a way that keeps people and volunteers safe. The Council has a dedicated community resilience lead within our emergency planning team who will be coordinating this.

The Council will be making arrangements to publish information online on behalf of all partners shortly, and to which all volunteer and community groups can be directed to get advice, guidance and to be safely connected to those in need, and who our residents can be certain are genuine in their offer of help. As soon as this is available we will advise all members of where to direct offers of help and where to get information.

We would like to thank all members and staff in advance for their professionalism and support during this challenge and believe that by us all working together we will get safely through this.

Thank you

Leader of the Council Matt Golby
Labour Group Leader, Bob Scott
Liberal Democrat Group Leader, Chris Stanbra,

From Liam Beasley, media relations specialist, tel 01604 367324 or 07392 280476;

Attachments

- Covid-19 cross party support.jpg [Covid-19 cross party support.jpg](#)
- COVID-19 - COUNTY COUNCIL CROSS PARTY LEADERS STA [COVID-19 - COUNTY COUNCIL CROSS PARTY LEADERS STA](#)



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