



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 24th September 2020 starting at 715pm**

**This will be a 'virtual meeting' using Video Conferencing in accordance with the
Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020**

Press and public can attend and participate

Please email your interest to parish.clerk@brixworthparishcouncil.gov.uk
or join the meeting direct by using this link to [Microsoft Teams](#)
(No installation required – Just use the Browser Option)

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 August 2020

A

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 15 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.

PART ONE - FOR DECISION

- | | | | |
|-----|--|--|----------|
| 6. | Finance | 6.1 Consider the financial transactions and authorise the payments for September 2020 | B |
| | | 6.2 Receive the report of the Finance Working Group and consider any actions. | C |
| 7. | Personnel | 7.1 Receive the report of the Personnel Working Group and consider any actions. | D |
| | | 7.2 Note the revised salaries and holiday allocation from 1 st April 2020 | E |
| | | 7.3 Consider implementing the recently revised homeworking allowance for the Clerk. | F |
| 8. | Retail Working Group | 8.1 Receive a report from the Retail Working Group and consider any actions. | G |
| 9. | Sports Liaison Working Group | 9.1 Receive a report from the Sports Working Group and consider any actions. | H |
| 10. | On Street Charging for Electric Vehicles – Consultation | 10.1 Consider the NCC consultation on the provision of Electric Vehicle Only bays within Brixworth | I |
| 11. | S106 Projects | 11.1 Receive an update on the s106 projects and consider any actions | J |
| | | 11.2 Consider specialist support for the s106 projects** | K |
| | | <i>**The Chairman has asked that this matter be deferred until the meeting on 29th October 2020</i> | |
| 12. | Village Projects | 12.1 Consider an environmental improvement scheme for Holcot Road. | L |
| 13. | Emergency Planning | 13.1 Consider joining a Community Flood Resilience Pathfinder Scheme | M |
| 14. | The Ashway – Complaint | 14.1 Consider a written complaint regarding overuse of the Football pitches on The Ashway. | N |
| 15. | Defibrillator at The Ashway | 15.1 Consider a service level agreement for the maintenance of the defibrillator at The Ashway. | O |
| 16. | Drains – Gully Cleaning programme | 16.1 Consider if the existing levels of service are appropriate for the Parish | P |
| 17. | Saxon Rise Play Area – Litter | 17.1 Consider Parish Council involvement in the ongoing maintenance issues at Saxon Rise | Q |
| 18. | Web Site Accessibility Statement | 18.1 Consider the Parish Council's Web Site Accessibility Statement | R |

PART TWO - FOR INFORMATION

- | | | | |
|-----|----------------|---|----------|
| 19. | Finance | 19.1 Receive the latest rolling budget | S |
| | | 19.2 Receive the Bank Reconciliation Report | T |
| | | 19.3 Receive the statement of the Parish Council's Reserves | U |

- | | | |
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| 20. Community Safety | | |
| 20.1 Note that the reported crime data for Brixworth (July 2020) | | V |
| 20.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID) | | W |
|
21. Planning | | |
| 21.1 Receive the planning decisions for August 2020 | | X |
| 21.2 Receive the minutes of the Planning Committee of 3 rd August 2020 | | Y |
| 21.3 Receive the minutes of the Planning Committee of 24 th August 2020 | | Z |
|
22. Media & Communications | | |
| 22.1 Receive the minutes of the Media & Communications Committee of 8 th July 2020 | | A1 |
|
23. Parish Clerks Report | | |
| 23.1 Receive the Parish Clerk's Report | | B1 |
|
24. General Correspondence | | |
| 24.1 Note the Correspondence listed at Appendix C1 | | C1 |
|
25. Dates of Future Meetings | | |
| 25.1 To note the dates of the next cycle of meetings. | | |
| • Planning Committee – 5 th October 2020 | | |
| • Media & Communications – 14 th October 2020 | | |
| • Planning Committee - 26 th October 2020 | | |
| • Council – 29 th October 2020 | | |

PART THREE – CONFIDENTIAL

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| 26. To consider the exclusion of the press and public | |
| 26.1 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 26.1)

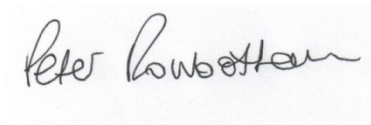
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| 27. Legal Matters | |
| 27.1 Consider the draft licence for the Village Hall Car Park | D1 |
| 27.2 Receive any other legal updates and consider any actions to be taken. | |

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

- | | |
|---|--|
| 28. Urgent matters for report only | |
|---|--|

Business must be urgent and must be notified to the Chairman before the meeting



Mr Peter Rowbotham
Clerk to the Council
20th September 2020

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Market Harborough
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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 Tom Mitchell, Councillor Kevin Parker, and Councillor Frances Maria Peacock.

Paper A – Meeting of 24th September 2020**Brixworth Parish Council****Minutes of the meeting held on****Thursday 27th August 2020****Video Conferencing****In Attendance:**

Councillors: Councillor Stephen James, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stuart Coe, Councillor Lynne Compton, Councillor Tom Mitchell, Councillor Sandra Moxon and Councillor Kevin Parker.

Apologies: Councillor James Collyer, Councillor Lina Howarth and Councillor Frances Peacock.

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 3

20/5106 Welcome

Councillor James welcomed everyone to a virtual meeting of the Parish Council which was being held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020. He reminded everyone that the meeting was being recorded.

20/5107 Apologies for Absence

Apologies for absence had been recorded from Councillor Bird, Councillor Collyer and Councillor Howarth. The Parish Council accepted the apologies. This was proposed by Councillor Mitchell and seconded by Councillor Compton. Unanimous.

20/5108 Declarations of Interest

Councillor Elaine Coe declared an interest in the grant application for funding towards the Brixworth Community Food Share Group. (See Minute 20/5115)

20/5109 Minutes of Previous Meeting (30nd July 2020)

Minute 20/5082 did not clarify the length or total costs of the Grounds Maintenance contract. The following sentence would be inserted – 'The contract will run from 1st September 2020 to 31st August 2023 at a cost of

£40,932 over the contract period'. Subject to this amendment the minutes of 30th July 2020 were agreed as a true and accurate record. This was proposed by Councillor Compton and seconded by Councillor James. Unanimous.

20/5110 Public Open Forum

District Councillor Harris reported that he had continued to work with the Retail Working Group. He also advised that the process for pavement licences for serving refreshments had been changed by Daventry District Council.

A member of the public raised the issue of overuse of the grass at The Ashway Recreation Ground by the Football Club. Concern was expressed that the grass would not be sustainable with the existing level of use. Concern was also expressed regarding the cost to the precept payer on maintaining the grounds compared to the income received from the Football Club. The Parish Council would look into the matters raised.

20/5111 Finance - Transactions including Payments for Approval- August 2020

The list of financial transactions and payments for August 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 Compton and seconded by Councillor Elaine Coe. Unanimous.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (29th July)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (3rd)	117.14	5.86	123.00	LGA MP 1976 s19
03	Lex Autolease	Lease Van (3rd)	239.56	47.91	287.47	LGA 1972 s111
04	TalkTalk Business	Broadband (7th)	50.95	10.19	61.14	LGA 1972 s111
05	EE Limited	Mobile Phone (17th)	18.73	3.75	22.48	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)						
	None					
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
06	Royal Mail	Pre-paid postage	2.28	0.00	2.28	LGA 1972 s111
07	O2	Prepay top up Mobile Phone	20.00	0.00	20.00	LGA 1972 s111
08	Land Registry Deedflow	Spratton Road Title Deeds	107.76	0.00	107.76	LGA 1972 s111
09	Lockstation	Face Shields - Community Centre	15.55	0.00	15.55	LGA 1972 s133
10	Solopress	Hand Sanitiser Dispensers - Community Centre	147.90	29.58	177.48	LGA 1972 s133
11	Value Products	Hi Viz Waist Coats	43.39	0.00	43.39	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil					
Payments for approval - Financial Regulation 5.2 (via BACS)						
12	Staff	Net Salaries and Wages (4-week month)	3,630.64	0.00	3,630.64	LGA 1972 s112
13	HMRC	PAYE	1,142.17	0.00	1,142.17	LGA 1972 s112

14	LGSS	Pension Scheme	657.72	0.00	657.72	LGA 1972 s112
15	Peter Rowbotham	Employment Related Expenses	28.43	0.00	28.43	LGA 1972 s111
16	Peter Rowbotham	Office Related Expenses	91.66	18.33	109.99	LGA 1972 s111
17	Blasons	Fuel for Van and Mower	118.42	23.68	142.10	LGA 1972 s111
18	R&G	Grounds Maintenance	1,068.00	213.60	1,281.60	PHA 1875 s164
19	Scribe	Accountancy System Software Licence	385.00	77.00	462.00	LGA 1972 s111
20	Ratcliffe	Updated Survey at St David's Recreation Ground	193.00	38.60	231.60	PHA 1875 s164
21	Berry's	The Pound Annual Fee (Legal Agreement)	0.05	0.00	0.05	PHA 1875 s164
22	Bakers Waste	Trade Waste St David's Recreation Ground	56.39	12.41	68.80	PHA 1875 s164
23	Trade UK Screwfix	Swarfega and a door closer	33.30	6.66	39.96	LGA 1972 s111
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			8,439.66	541.89	8,981.55	
Receipts						
24	Playsafety/ ROSPA	Over payment - refund	90.00	0.00	90.00	LGA 1972 s111
25	Nat West	Interest (31 July 2020)	1.34	0.00	1.34	LGA 1972 s111
Total Income this month			91.34	0.00	1.34	
Bank Transfer - Capital to Revenue						
26	Nat West	Budget alignment (when required)	423.78	0.00	423.78	LGA 1972 s111
Total transferred to revenue this month			423.78	0.00	423.78	
Bank Transfer - Revenue to Capital						
			0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

20/5112 Terms and Conditions for Sports Teams

The Parish Council considered the revised terms and conditions for immediate implementation. Subject to minor amendments the terms and conditions were agreed by the Parish Council. This was proposed by Councillor James and seconded by Councillor Parker.

20/5113 Retail Working Group

The Parish Council noted the ongoing work of the Retail Working Group. The public consultation did not provide a clear mandate for the Group. The meeting with the Coop was planned and a report would come back to the Parish Council in due course.

20/5114 Specialist Services

The Parish Council at its meeting on 18th May 2020 had agreed to progress with two bids for s106 funding. Both schemes would need resourcing with the right skills to mitigate any risks. The Parish Council had the powers to appoint a specialist company to enable sports and recreational facilities in accordance with the

Local Government Miscellaneous Provisions Act 1976 s19.

The Parish Council considered that competitive further quotes be sought for this work to ensure best value. (Minute 20/5033)

At the meeting on 30th July 2020 (Minute Number 20/5086) it was agreed that revised quotes be submitted for the technical and specialist support. The revised quotes had been based upon concept design, developed design (including planning if required), technical design (including building regulations approval), the tender and procurement process including assisting the Parish Council with the selection/ decision making process, contract administration and final inspection/handover. No site visits would be required during the construction phase.

In accordance with Minute 20/5086 revised quotes had been submitted and Councillors had been informed of the financial outcomes contained within the submitted quotes. The Parish Council asked that all of the detailed quotation responses be circulated, and this matter be deferred until the next meeting.

20/5115 Grant Application – Community Food Share

Councillor Elaine Coe did not participate in this item. (Non-pecuniary interest)

The Parish Council supported the pilot scheme for the Brixworth Community Food Share Group. The Parish Council agreed a grant of up to £560 towards this project. The first payment would be £280, as requested by the Group. The balance could be called upon as required. This would be funded from the Community Grants budget and the payment would in accordance with the Local Government Act 1972 s137. This was proposed by Councillor James and seconded by Councillor Stuart Coe. Unanimous.

20/5116 Village Projects – Wildflower Seeds

It was agreed that the wildflower project be progressed. This project would be implemented by the Council's grounds maintenance contractor. There was an allocation of £2,500 within the revenue budget. The Parish Council had the powers to carry out this work in accordance with the Highways Act 1980 s96. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/5117 Village Projects – Holcot Road

This matter was deferred to the next meeting so that an environmental improvement scheme could be devised for this area. The objectives were to enhance the area, protect the village green and to deter parking.

20/5118 Finance – Rolling Budget

The Rolling Budget for August 2020 was received by the Parish Council. There were no issues or concerns.

20/5119 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 31st July 2020 was noted by the Council. The Revenue (Current) account indicated a balance of £99,325.36. The Capital (Reserve) account indicated a balance of £157,079.97.

20/5120 Finance - Parish Council's Reserves

The Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and £100,127.03 within Earmarked Reserves. General Reserves was indicated at £99,326.70. The s106 money held by Daventry District Council was £254,425.

20/5121 Community Safety – Reported Crime Data

The crime figures for July 2020 indicated 28 local crimes had been reported. This compared with 24 in 2019 and 25 in 2018.

20/5122 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Northampton Road/ Froxhill Crescent inbound) Harborough Road inbound) was noted by the Parish Council.

20/5123 Planning – Decisions for July 2020

The Parish Council noted the list of planning decisions issued by the Local Planning Authority during July 2020.

20/5124 Planning – Minutes for 22nd June 2020

The Parish Committee received the minutes of the Planning Committee of 22nd June 2020.

20/5125 Planning – Minutes for 20th July 2020

The Parish Committee received the minutes of the Planning Committee of 20th July 2020.

20/5126 Parish Clerks Report

The Parish Council received the report of the Parish Clerk. The recruitment process for the Assistant Clerk would commence in September 2020 as indicated in the report of the Personnel Working Group of 23rd June 2020. (Subject to no COVID restrictions)

20/5127 Correspondence

The Correspondence was noted by the Parish Council.

	Subject	From
01	Bulletin	ACRE
02	Training Bulletin	NCALC
03	ANPR	Police & Fire Commissioner

20/5128 Dates of Future Meetings

- Media & Communications – 9th September 2020
- Planning Committee 14th September 2020
- Council – 24th September 2020

20/5129 Exclusion of Press and Public

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

The meeting was in closed session from 9:18pm

20/5130 Legal Matters

The Parish Council received a verbal update regarding the ongoing County Court case. It would await correspondence from the Court on this matter.

The meeting was back in open session at 9:27pm

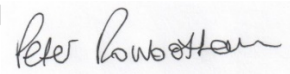
20/5131 Urgent Matters

None raised.

The meeting finished at 9.28pm

Signed as a true and accurate record

**Councillor Stephen James
Chairman
Brixworth Parish Council
24th September 2020**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
15th September 2020**

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Brixworth Parish Council - Financial Transactions

B

September 2020

		Net Amount	VAT	Total	Powers
		£	£	£	
Direct Debit Payments - Financial Reg 6.7					
01	Peninsula Business Systems	Support Services (1st)	271.62	54.32	325.94 LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (1st)	117.14	5.86	123.00 LGA MP 1976 s19
03	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49 LGA 1972 s111
04	TalkTalk Business	Broadband (8th)	50.95	10.19	61.14 LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.73	3.75	22.48 LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
06	Brixworth Bulletin	Issue 64 - 4 pages	350.00	0.00	350.00 LGA 1972 s142
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19					
07	Print2 Logistics	Hand Sanitisers Sign*	3.64	0.74	4.38 LGA 1972 s133
08	Vix Pro	Frames for Covid Cleaning signs*	40.71	8.14	48.85 LGA 1972 s133
09	AB Yours Limited	Covid Signage *	3.99	0.00	3.99 LGA 1972 s133
10	Amazon	Books - Legal & Finance	54.99	0.00	54.99 LGA 1972 s111
11	Amazon	Charger Cable for Recorder	12.06	2.42	14.48 LGA 1972 s133
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)					
Nil					
Payments for approval - Financial Regulation 5.2 (via BACS)					
12	Staff	Net Salaries and Wages (4 week month)	3,550.84	0.00	3,550.84 LGA 1972 s112
13	HMRC	PAYE	1,122.37	0.00	1,122.37 LGA 1972 s112
14	LGSS	Pension Scheme	657.72	0.00	657.72 LGA 1972 s112
15	Peter Rowbotham	Employment Related Expenses	82.13	0.00	82.13 LGA 1972 s111
16	Peter Rowbotham	Office Related Expenses	6.20	0.00	6.20 LGA 1972 s111
17	Blasons	Fuel for Van and Mower	50.17	10.03	60.20 LGA 1972 s111
18	R&G	Grounds Maintenance	1,617.11	323.42	1,940.53 PHA 1875 s164
19	Bakers Waste	Trade Waste St David's Recreation Ground	47.48	9.48	56.96 PHA 1875 s164
20	Trade UK B&Q	Materials - St David's Fence Repairs	71.16	14.23	85.39 PHA 1875 s164
21	Hassett Fencing	Materials - St David's Fence Repairs	84.48	16.90	101.38 PHA 1875 s164
22	Brixworth Bulletin	Edition 66 - 4 pages	350.00	0.00	350.00 LGA 1972 s142
23	Chubb Fire and Security	Fire Equipment - Ashway Changing Rooms	70.02	13.99	84.01 PHA 1875 s164
24	Matt Cox	Replacement slab - Ashway Changing Rooms	60.00	0.00	60.00 PHA 1875 s164
25	ESPO	Stationary - Paper (2 boxes)	38.50	7.70	46.20 LGA 1972 s111
26	Chubb Fire and Security	Fire Service Contract - The Ashway lighting	171.11	34.22	205.33 PHA 1875 s164
27	Eon	Street Lighting Maintenance	24.69	4.94	29.63 PCA 1957 s3
28	Trade UK B&Q	Groundsman's Equipment	46.80	9.36	56.16 LGA 1972 s111
29	NCALC	Flying Start Training Session	44.00	0.00	44.00 LGA 1972 s175
30	Cartas Jones	Rent Millenium Gardens	120.00	0.00	120.00 PHA 1875 s164
31	Mower Shop	Blade	57.76	11.55	69.31 LGA 1972 s111
32	Mower Shop	LED Beacon	64.51	12.90	77.41 LGA 1972 s111
33	BCF Action Limited	Grant for food scheme	280.00	0.00	280.00 LGA 1972 s137
Cheque Payments					
Nil			0.00	0.00	0.00
Total Expenditure this month to date			9,780.46	602.05	10,382.51
Receipts					
34	Amazon	Refund - Cable for Voice Recorder returned	14.48	0.00	14.48 LGA 1972 s111
35	Nat West	Interest (28 August 2020)	1.21	0.00	1.21 LGA 1972 s111
Total Income this month			15.69	0.00	1.21
Bank Transfer - Capital to Revenue					
Nil			0.00	0.00	0.00 LGA 1972 s111
Total transferred to revenue this month			0.00	0.00	0.00
Bank Transfer - Revenue to Capital					
Nil			0.00	0.00	0.00 LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00

* recharged to the Community Centre

All invoices for payment have been examined, verified and certified by the Parish Clerk (Financial Reg 5.3)

Signed
Signed
Date

Paper C

Report to the Council Meeting of 24th September 2020



Finance Working Group – 7th September 2020

Video Conferencing

Present	
Councillor James, Councillor Compton, Councillor Parker and Peter Rowbotham (Clerk)	
1.	Apologies for Absence
1.1	None Received
2.	Audits
2.1	The Parish Council Internal Auditor follows a list of items in the visit – which on this occasion was ‘virtual’ with documents produced upon request.
2.2	NCALC had been asked about the brevity of the report. NCALC had replied –
2.3	The minimum reporting requirement for internal audit is met by completing the annual internal audit report on page 5 of the Annual Governance and Accountability Return (AGAR), so there is actually no requirement at all to provide a cover letter at all. However, we’ve always felt that the annual internal audit letter is a very important part of the service and the proper practices confirm that “Internal audit may also report in greater detail to the authority as required.”
2.4	The annual internal auditor’s letter is not designed to be a tome though. It has some boilerplate text top and bottom and then in between normally a few bullet points to draw the council’s attention to particular matters. A short report is essentially a “clean bill of health” indicating that there were no areas for improvement identified by the internal audit.
2.5	The Working Group noted the NCALC response. It was noted that Financial Regulation 2.6. had a local condition that the Internal Auditor would be changed every 4 years
3.	Bank Accounts
3.1	The Working Group considered having a third bank account to reduce risk and also possibly take advantage of any better interest rates. It was agreed that the Working Group look at an Investment Strategy. This would be discussed at a later meeting.
4.	Current Financial Position
4.1	There are no issues with the rolling budget. A virement was needed to cover the Peninsula Costs for HR & HS support services. (£2500 from General Reserves. The Parish Council has the power to spend in accordance with the Local Government Act 1972 section 111.

4.2	The current bank statements had been provided to validate the information provided on the Bank Reconciliation. These statements are always available for inspection at any time.
4.3	The list of Reserves was noted by the Working Group. .
5.	Budget 2021 – 2022
5.1	The first draft of the budget had been circulated for initial thoughts and discussion. Initial changes need to reflect the Assistant Clerk, any restructure, SAGE accounts, tree survey, Defibrillator and Community Centre grant. Income may change as a result of a review of fees and charges and views would be sought from the Sports Liaison Working Group. Advice on salaries etc would need to come from the Personnel Working Group. This information would be required by November.
5.2	The budget consultation exercise would be carried out in conjunction with the Media & Communications Committee.
5.3	The Group noted that the Parish Council did have a business plan but this needed refreshing. The existing Plan included those Projects that were being held in abeyance.
6.	Next Meeting
.6.1	Tuesday 20 th October 2020 at 10am
7	Recommendations to the Parish Council
	<ol style="list-style-type: none"> 1. The Parish Council notes the report of the Finance Working Group. 2. The Parish Council agree to the virement of £2500 from General Reserves to fund the specialist services provided by Peninsula during 2020/2021. (As agreed by the Parish Council on 27th February 2020, Minute Number 20/4905) This spending is in accordance with the Local Government Act 1972 section 111.



Personnel Working Group Meeting – 15th September 2020

Video Conferencing

Present	
<p>Councillor Bird, Councillor Moxon and Peter Rowbotham (Clerk)</p> <p>Councillor Collyer was working.</p> <p>Councillor Bird Chaired the meeting.</p>	
1.	Covid in the Workplace
1.1	Prior to the office within the Library & Community Centre reopening a full risk assessment would need to be carried out. At present meetings should continue to be carried out with video conferencing. It was hoped that the Community Centre could be used as an office but the pre-school group has moved in on an emergency basis. The Meeting Room and Information is likely to be too small for more than one staff. The risk assessment will identify the issues. The possibility of using upstairs in the Library was raised as an option.
2.	Revised Contracts
2.1	Revised contracts had been worked through with Peninsula. These would be discussed with staff as part of the consultation process. These have been revised
3.	Staff Handbook
3.1	A draft staff handbook had been prepared. This had been the subject to on-line meetings with Peninsula. This was now in a position to be released to staff. This document contains a number of new policies which the Parish Council needed to adopt.
4.	Employee Assistance Service
4.1	As part of the Peninsula service the Parish Council employees now have access to the Employee Assistance service. This 24/7 service allows employees access to an advice line to deal with a full range of issues. This was noted by the Working Group.
5.	Revised Salaries/ holiday allowance and
5.1	The Working Group was updated on recent changes to salaries and holidays as negotiated by the NJC. For local government. This would be reported to the next meeting of the Parish Council for approval.
6.	Home Working Allowance
6.1	A revised home allowance had been introduced by HMRC. This would be presented to the Parish Council at its next meeting for consideration.

7.	Recruitment of Clerks Assistant
7.1	The Personnel Working Group received the Job Description for the new post. This would be 8 hours per week on scale SCP 8 to 12. There was a budget for the post. On costs include a laptop and software. The advert would be placed on social media and also circulated via NCALC. Interview panel to be the Clerk plus Councillor Bird. The advert would be out on 25 th September.
8.	Budget 2021/ 2022
8.1	The Personnel Working Group discussed the financial requirements as part of the budget planning process. The Group would want inflation added to the existing salaries budget plus £20k for growth/ restructure issues.
9.	Other Business Raised
9.1	Appraisals were discussed. Peninsula would be asked for advice on best practise on the process. The Clerks appraisal needed carrying out. This would be completed by the end of October 2020.
9.2	An overview of the Peninsula role would be provided to the Parish Council.
9.3	Councillor Bird offered to deliver the e training to staff as part of reasonable adjustment.
10.	Date of Next Meeting
10.1	The next scheduled meeting was set for 15 th December.
10.2	The Working Group asked for an additional meeting for 3 rd November 2020.
11	Recommendation to the Parish Council
11.1	The Parish Council notes the report of the Personnel Working Group
11.2	The Parish Council notes the ongoing services provided by Peninsula delivered as part of the 5 year agreement.
11.3	The Parish Council agrees with the revised contracts for consultation purposes.
11.4	The Parish Council agrees with the Staff Handbook and the policies contained within it.
11.5	The recruitment of the Assistant Clerk progress on a salary within the SCP 8 to 12. (Subject to experience)
11.6	The Job Description and Person Spec be approved.



Peninsula Services

The Parish Council since signing up to Peninsula has now access to a range of professional services.

HR Support

- We have worked with Peninsula working and revising our contracts. These are now regarded as 'water tight'. We now have a staff handbook complete with the full range of policies. We also have a driver policy for the van users to adhere to.
- We can call our CIPD-qualified advisers (24/7) as much and as often we like for advice—no matter how big or small the problem.
- Staff now have access to an Employee Assistance Service providing 24/7 support on a range of personal issues.
- We now have access to HR software This will be used to log annual leave, track attendance and also store an infinite amount of documents securely in the cloud. We have access to HR template documents – including COVID documents.
- We have access to a clocking in/ out system for all staff. This will be introduced in due course.

Health & Safety

- Peninsula's workplace health & safety services gives us everything we need to meet HSE rules and protect the staff.
- I have already had a pre meeting to discuss our position statement. I have also received advice on COVID Risk Assessments. We will receive a complete inspection when the COVID situation improves. This visit will identify your risks and hazards. We will get practical advice on how to meet UK laws
- For each year of our contract, a consultant gets in touch to review our health & safety processes and gives us advice on how to keep the business safe.
- We have access to easy-to-use health & safety software that lets us manage risk assessments, documents and processes in one secure place online.
- We have access to e-learning packages on a range of relevant subjects
- We have already used the Risk Assessment template for COVID issues.



JOB DESCRIPTION ASSISTANT TO THE PARISH CLERK

Job Title	Assistant to The Parish Clerk
Reporting to	The Parish Clerk
Location	Community Centre & Library, Spratton Road, Brixworth
Office Attendance	Work from the Brixworth office in the Library and Community Centre for a minimum of two days a week. (2 x 4 hours)
Weekly Hours	8 hrs some flexibility (subject to review)
Pay scale(NEW)	Within the range of SCP 8 to 12 Starting equivalent to £10.65 per hour.

Overall Purpose of Role

The Assistant to the Parish Council Clerk's main responsibility is to provide support to the Clerk in his/her duties to ensure the smooth running of the Parish Council.

Some evening work may occasionally be necessary. The post holder will cover for the Parish Clerk during periods of annual leave and must have the experience and confidence to deputise in this way.

Main Duties of the Post

Media & Communications

Produce the parish council pages of the Brixworth Bulletin newsletter, and other required publicity. This will be in accordance with the Branding Guidelines and Communications Policies of the Parish Council.

Update and maintain the Brixworth Parish Council website and social networking media.

Ensure that all council policies are up to date and available online.

Maintain the Parish Council's noticeboard (s) ensuring that it is always up to date and relevant.

Customer Contact

Provide a front-line customer service from the Community Centre & Library dealing with all enquiries and responding to

these in a prompt and efficient manner. (Liaising with partners as and when necessary)

Respond to any formal requests for information

Respond to emails, web messages and social media direct messages and any other correspondence.

Meetings

Assist in the preparation and distribution of meeting papers as required in accordance with the Council's calendar of meetings.

Organise the annual statutory meeting of the Brixworth Parish.

Take minutes of meetings as and when required.

Document Management

Assist in the recording and storage of all the Councils minutes and legal records.

Scanning of all Council documents and disposing of documents in accordance with the document retention policy.

Administrative Tasks

Administer the council's activities during the Clerk's absence

Booking training courses for both staff and Councillors

Carry out the monthly banking of receipts from the Community Centre.

Ensure the safe keeping of all keys for Council assets.

Providing general admin support to the Parish Clerk.

General

Assist in the pursuance of the Parish Council Quality Mark.

Assist in the delivery of any of the Councils projects.

Assist the Parish Clerk in fulfilling the duties of the Parish Council

Undertake such duties appropriate to the post as directed by the Parish Clerk.

Undertake training courses relevant to the role.

Criteria	Essential	Desirable
Education	A good standard of education	A relevant local government qualification Willingness to study for the Certificate in Local Government
Experience	Previous administrative experience of a similar nature to the required duties	Minute taking and servicing of Committees Experience working in or with Local Government Experience of partnership working with voluntary and private sectors
Skills and Knowledge	Ability to plan and effectively carry out own work schedule with minimal supervision	Knowledge of Local Government
	Proven ability to carry out a range of administrative tasks efficiently and to a high standard	
	Microsoft Word, Excel, PowerPoint, Publisher and Outlook skills	Advanced skills
	To be willing and comfortable with learning new systems and adapting to the changes within Parish Councils.	Track record of continued learning and development
	Experience of Social Media and updating Web Sites.	
	Customer Care – People skills including excellent communications skills and empathy.	NVQ
Personal Qualities	Ability to work with a wide range of people with diplomacy and tact. Strong interpersonal skills Methodical and thorough approach to tasks	Problem solving abilities
Other	Availability to attend occasional evening meetings	

STATEMENT OF MAIN TERMS OF EMPLOYMENT

This statement, together with the employee handbook, forms part of your contract of employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which Brixworth Parish Council, 10 Shelland Close, Market Harborough, LE16 7XU.

Employs:

Your employment began on No previous employment counts as part of your period of continuous employment.

JOB TITLE

You are employed as Parish Clerk and Responsible Finance Officer and your duties have been specified by the Parish Council. Your duties as outlined in the Job Description may be modified from time to time to suit the needs of the business. You are responsible directly to the Parish Council.

PROBATIONARY PERIOD

You join us on an initial probationary period of three months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Line Manager and you should not consider your probationary period to have passed until such notification has been received. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

PLACE OF WORK

You will normally be required to work at your home address and Brixworth Community Centre, Spratton Road, Brixworth, NN6 9DS. various locations within the local area. You will not be required to work outside the United Kingdom.

HOURS OF WORK

Your normal hours of work are not variable, your normal hours of work are 30 per week. To be worked flexibly across Monday to Friday with a minimum of two hours per day (10.00am until 12.00 noon), between 9.00am and 10.00pm as per the needs of the business. With a 30 minute unpaid lunch break each day.

REMUNERATION

Your salary is currently £ per annum payable monthly in arrears in BACS as detailed on your pay statement. In your first year of employment your salary will be proportionate to the amount of time left in the year.

Your salary range is within the LC2 range (SCP 30-34) as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

Subject to satisfactory performance, you will progress automatically through the range LC2 in salary scale SCP 30-34 by annual increments until you reach the maximum salary in the range. Your increment will be payable on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding a relevant qualification.

COLLECTIVE AGREEMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- i) Company mobile phone;
- ii) Mileage expenses
- iii) Business office expenses
- iv) an Employee Assistance Programme

Details of the above are shown separately.

The above do not form part of your contract of employment and may be amended or withdrawn at any time.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 20 days. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

You will be entitled to five additional day's annual leave after five years' each completed service.

Conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer.

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay:

The public/bank holidays each year are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Entitlements are pro-rata for part-time employees.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

We may require you to take any outstanding annual leave entitlement during your notice period.

SICK LEAVE, PAY AND CONDITIONS

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which, provides payment during periods of certificated sickness as follows:

during 1st - year of service	one months full pay and (after completing 4 months service) 2 months full pay.
during 2nd - year of service	2 months full pay and 2 months half pay.

during 3rd - year of service	4 months full pay and 4 months half pay.
during 4th & 5th - year of service	5 months full pay and 5 months half pay.
after 5-years' service	6 months full pay and 6 months half pay.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

OTHER PAID LEAVE

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

- i) Maternity, paternity, adoption, shared parental leave with pay in line with statutory entitlements in place from time to time;
- ii) Qualifying parents are entitled to parental bereavement leave in line with statutory entitlements in place from time to time

TRAINING

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules and procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you must apply, either verbally or in writing, to a designated Councillor within five working days of the decision you are complaining against. The Parish Council will exercise discretion in hearing appeals which are submitted outside of this timeframe. Further information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, raise a grievance promptly with your Line Manager, either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Parish Council to effectively deal with your grievance if the complaints relate to something which took place a long time ago. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period but less than 5 years' service - 1 month.

5 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from your Line Manager.

SIGNATURE:

For and on behalf of the Employer

DATE:

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a relevant agreement.

SIGNATURE:

Employee

DATE:

STATEMENT OF MAIN TERMS OF EMPLOYMENT

This statement, together with the employee handbook, forms part of your contract of employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which Brixworth Parish Council, 10 Shelland Close, Market Harborough, LE16 7XU.

Employs:

Your employment began on No previous employment counts as part of your period of continuous employment.

JOB TITLE

You are employed as and your duties will be as advised by your Line Manager. Your Line Manager is the Parish Clerk. Your duties may be modified from time to time to suit the needs of the business.

PROBATIONARY PERIOD

You join us on an initial probationary period of three months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Line Manager and you should not consider your probationary period to have passed until such notification has been received. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

PLACE OF WORK

You will normally be required to work at various locations within the local area. You will not be required to work outside the United Kingdom.

HOURS OF WORK

Your contracted annual hours of employment are hours in the year commencing to the

The days on which you are required to work are usually over Monday to Friday with occasional weekend work when required. You will normally be expected to work between 7.00am and 6.00pm. You will not be required to work for more than hours per day. You are entitled to a 30 minute unpaid lunch break each day.

Your hours per week will vary dependant on the months, will be required to work as follows:

44 Hours per week for the Mondays of April to October

30 Hours per week for the months of November, February and March

22 Hours per week for December and January

Actual/ start and finish times will be communicated to you in advance by your Line Manager.

REMUNERATION

Your salary is calculated on the basis of contracted annual hours at £ per hour. This equates to £ per annum paid in twelve equal monthly payments of £ paid by credit transfer as detailed on your pay statement. This amount will be adjusted for all absences other than authorised holiday. In your first year of employment your salary will be proportionate to the amount of time left in the year. We will ensure that you always receive no less than the Real Living Wage.

Where your employment ends, for any reason when only part of the year has been completed, your pay will be calculated to ensure that the payment which you receive equates to the actual hours that you have worked. Any shortfall in pay will be added to your final payment and any overpayment will be deducted. This calculation is also made at the end of the year and again the same adjustment based on hours worked for any overpayment and underpayment will be made.

COLLECTIVE AGREEMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- i) Company mobile phone;
- ii) PPE provided
- iii) an Employee Assistance Programme

Details of the above are shown separately.

The above do not form part of your contract of employment and may be amended or withdrawn at any time.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 21 days. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

You will be entitled to four additional day's annual leave after five years' each completed service.

Conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer.

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay.

The public/bank holidays each year are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Entitlements are pro-rata for part-time employees.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

We may require you to take any outstanding annual leave entitlement during your notice period.

SICK LEAVE, PAY AND CONDITIONS

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which, provides payment during periods of certificated sickness as follows:

during 1st - year of service	one months full pay and (after completing 4 months service) 2 months full pay.
during 2nd - year of service	2 months full pay and 2 months half pay.
during 3rd - year of service	4 months full pay and 4 months half pay.
during 4th & 5th - year of service	5 months full pay and 5 months half pay.
after 5-years' service	6 months full pay and 6 months half pay.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

OTHER PAID LEAVE

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

- i) Maternity, paternity, adoption, shared parental leave with pay in line with statutory entitlements in place from time to time;
- ii) Qualifying parents are entitled to parental bereavement leave in line with statutory entitlements in place from time to time

TRAINING

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

You are also required to undertake the following external training courses:

1. COSHH training
2. health & safety
3. working with heights (ladders)
4. ROSPA training

The cost of this mandatory training will be borne by the Company

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules and procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you must apply, either verbally or in writing, to a designated Councillor within five working days of the decision you are complaining against. The Parish Council will exercise discretion in hearing appeals which are submitted outside of this timeframe. Further information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, raise a grievance promptly with your Line Manager, either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Parish Council to effectively deal with your grievance if the complaints relate to something which took place a long time ago. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period but less than 5 years' service - 1 month.

5 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from your Line Manager.

SIGNATURE:

For and on behalf of the Employer

DATE:

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a relevant agreement.

SIGNATURE:

Employee

DATE:

STATEMENT OF MAIN TERMS OF EMPLOYMENT

This statement, together with the employee handbook, forms part of your contract of employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which Brixworth Parish Council, 10 Shelland Close, Market Harborough, LE16 7XU.

Employs:

Your employment began on No previous employment counts as part of your period of continuous employment.

JOB TITLE

You are employed as and your duties will be as advised by your Line Manager. Your Line Manager is the Parish Clerk. Your duties may be modified from time to time to suit the needs of the business.

PROBATIONARY PERIOD

You join us on an initial probationary period of three months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Line Manager and you should not consider your probationary period to have passed until such notification has been received. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

PLACE OF WORK

You will normally be required to work at various locations within the local area. You will not be required to work outside the United Kingdom.

HOURS OF WORK

Your contracted annual hours of employment are 390 hours in the year commencing to the

The days on which you are required to work are usually over Monday to Saturday. You will normally be expected to work between the hours of 7.00am and 6.00pm. You will not be required to work for more than 5 hours per day.

Your hours per week will vary dependant on the months, will be required to work as follows:

1 April – 30 September 26 weeks at 10 hours per week, 1 hour Monday to Friday and 5 hours on Saturday.
1 October – 31 March 5 hours per week on Saturdays.

Actual/ start and finish times will be communicated to you in advance by your Line Manager.

You may be required to work additional hours when authorised and as necessitated by the needs of the business.

REMUNERATION

Your salary is calculated on the basis of contracted annual hours at £ per hour. This equates to £ per annum paid in twelve equal monthly payments of £ paid by credit transfer as detailed on your pay statement. This amount will be adjusted for all absences other than authorised holiday. Any additional hours will be paid at your basic hourly rate. In your first year of employment your salary will be proportionate to the amount of time left in the year. We will ensure that you always receive no less than the Real Living Wage.

Where your employment ends, for any reason when only part of the year has been completed, your pay will be calculated to ensure that the payment which you receive equates to the actual hours that you have worked. Any shortfall in pay will be added to your final payment and any overpayment will be deducted. This calculation is also made at the end of the year and again the same adjustment based on hours worked for any overpayment and underpayment will be made.

COLLECTIVE AGREEMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- i) Company mobile phone;
- ii) PPE provided
- iii) an Employee Assistance Programme

Details of the above are shown separately.

The above do not form part of your contract of employment and may be amended or withdrawn at any time.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 21 days. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

You will be entitled to four additional day's annual leave after five years' each completed service.

Conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer.

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay.

The public/bank holidays each year are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Entitlements are pro-rata for part-time employees.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

We may require you to take any outstanding annual leave entitlement during your notice period.

SICK LEAVE, PAY AND CONDITIONS

Any sickness absence taken is paid in line with the current SSP scheme.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

OTHER PAID LEAVE

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

- i) Maternity, paternity, adoption, shared parental leave with pay in line with statutory entitlements in place from time to time;
- ii) Qualifying parents are entitled to parental bereavement leave in line with statutory entitlements in place from time to time

TRAINING

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

You are also required to undertake the following external training courses:

1. COSHH training
2. health & safety
3. Working with heights (ladders)
4. ROSPA training

The cost of this mandatory training will be borne by the Company

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules and procedures that will apply when dealing with capability or disciplinary issues are shown under the headings “Capability Procedures” and “Disciplinary Procedures” in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you must apply, either verbally or in writing, to a designated Councillor within five working days of the decision you are complaining against. The Parish Council will exercise discretion in hearing appeals which are submitted outside of this timeframe. Further information can be found in the Employee Handbook under the heading “Capability/Disciplinary Appeal Procedure” to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, raise a grievance promptly with your Line Manager, either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Parish Council to effectively deal with your grievance if the complaints relate to something which took place a long time ago. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period but less than 5 years' service - 1 month.

5 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from your Line Manager.

SIGNATURE:

For and on behalf of the Employer

DATE:

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a relevant agreement.

SIGNATURE:

Employee

DATE:

STATEMENT OF MAIN TERMS OF EMPLOYMENT

This statement, together with the employee handbook, forms part of your contract of employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which Brixworth Parish Council, 10 Shelland Close, Market Harborough, LE16 7XU.

Employs:

Your employment began on No previous employment counts as part of your period of continuous employment.

JOB TITLE

You are employed as and your duties will be as advised by your Line Manager. Your Line Manager is the Parish Clerk. Your duties may be modified from time to time to suit the needs of the business.

PROBATIONARY PERIOD

You join us on an initial probationary period of three months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Line Manager and you should not consider your probationary period to have passed until such notification has been received. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

PLACE OF WORK

You will normally be required to work at Brixworth Community Centre, Spratton Road, Brixworth, NN6 9DS. You will not be required to work outside the United Kingdom.

HOURS OF WORK

Your normal hours of work are not variable. Your normal hours per week are to be worked as follows:

Mondayam topm
 Tuesdayam topm
 Wednesdayam topm
 Thursdayam topm
 Fridayam topm

Should you work more than six hours consecutively, you are required to take a 20 minute unpaid break.

You may be required to work additional hours when authorised and as necessitated by the needs of the business.

REMUNERATION

Your wage is currently £ per hour payable monthly by BACS as detailed on your pay statement. Any authorised additional hours worked will be paid at your basic hourly rate. We will ensure that you always receive no less than the Real Living Wage.

COLLECTIVE AGREEMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- i) an Employee Assistance Programme
- ii) a company mobile phone
- iii) PPE provided

Details of the above are shown separately.

The above do not form part of your contract of employment and may be amended or withdrawn at any time.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 21 days. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

You will be entitled to four additional day's annual leave after five years' each completed service.

Conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer.

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay:

The public/bank holidays each year are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Entitlements are pro-rata for part-time employees.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

We may require you to take any outstanding annual leave entitlement during your notice period.

SICK LEAVE, PAY AND CONDITIONS

Any sickness absence taken is paid in line with the current SSP scheme.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

OTHER PAID LEAVE

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

- i) Maternity, paternity, adoption, shared parental leave with pay in line with statutory entitlements in place from time to time;
- ii) Qualifying parents are entitled to parental bereavement leave in line with statutory entitlements in place from time to time

TRAINING

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

You are also required to undertake the following external training courses:

- 1. health & safety
- 2. COSHH training

The cost of this mandatory training will be borne by the Company

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules and procedures that will apply when dealing with capability or disciplinary issues are shown under the headings “Capability Procedures” and “Disciplinary Procedures” in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you must apply, either verbally or in writing, to a designated Councillor within five working days of the decision you are complaining against. The Parish Council will exercise discretion in hearing appeals which are submitted outside of this timeframe. Further information can be found in the Employee Handbook under the heading “Capability/Disciplinary Appeal Procedure” to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, raise a grievance promptly with your Line Manager, either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Parish Council to effectively deal with your grievance if the complaints relate to something which took place a long time ago. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period but less than 5 years' service - 1 month.

5 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from your Line Manager.

SIGNATURE:

For and on behalf of the Employer

DATE:

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a relevant agreement.

SIGNATURE:

Employee

DATE:

Document for your approval

48 HOUR OPT OUT AGREEMENT

This Agreement is made between

Brixworth Parish Council
10 Shelland Close,
Market Harborough,
LE16 7XU
(“the Company”)

and

(“the Worker”)

48 hour maximum average working week

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours. The Company and the Worker agree that this limit shall not apply to the Worker. This Agreement will remain in force indefinitely. The Worker, or the Company, may terminate this Agreement at any time by giving not less than three months’ written notice to the other.

SIGNATURE: _____	SIGNATURE: _____
Worker	On behalf of Brixworth Parish Council
NAME: _____	NAME: _____
Print	Print
DATE: _____	DATE: _____



Employee Handbook

Brixworth Parish Council

Contents	Page
Employee Handbook Issues And Updates	2
Introduction	3
Joining Our Organisation	4
Salaries and Wages, etc.....	5
Holiday Entitlement and Conditions	7
Sickness/Injury Payments and Conditions.....	8
Employee Assistance Programme	10
Safeguards.....	11
Standards.....	16
Health, Safety, Welfare and Hygiene.....	17
Lone Worker Policy	18
General Terms and Procedures	20
Anti-Bribery Policy	24
Anti-Tax Evasion Policy	25
Whistle-blowers.....	27
Capability Procedures.....	28
Disciplinary Procedures	29
Capability / Disciplinary Appeal Procedure.....	33
Grievance Procedure	34
Personal Harassment Policy and Procedure.....	35
Equality, Inclusion and Diversity Policy	39
Termination of Employment	41

Employee Handbook Issues And Updates

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Introduction

WELCOME TO OUR TEAM

We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information please refer to your Line Manager.

Please note that we provide equal opportunities and are committed to the principle of equality in accordance with legislative provisions. We expect your support in implementing these policies. We will not condone any unlawful discriminatory act or attitude in the course of your employment or in your dealings with our clients, suppliers, contract workers, members of the public or with fellow employees. Acts of unlawful discrimination, harassment or victimisation will result in disciplinary action.

General amendments to the Employee Handbook will be issued from time to time.

Document for your approval

Joining Our Organisation

INDUCTION

At the start of your employment with our Company, you are required to complete an induction programme, during which all our policies and procedures (including Health and Safety) will be explained to you. Information relating to these will be given to you at the induction.

JOB DESCRIPTION

Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

PERFORMANCE AND REVIEW

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses.

JOB FLEXIBILITY

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or duties within our business. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential for operational efficiency as the type and volumes of work are always subject to change.

MOBILITY

Although you are usually employed at one particular site, it is a condition of your employment that you are prepared, whenever applicable, to transfer to any other of our sites. This mobility is essential to the smooth running of our business.

OTHER POLICIES AND PROCEDURES

The Company has a number of other policies and procedures that will have been explained to you during your induction. Copies of these will have been provided to you separately or are available on request from the office.

Salaries and Wages, etc

ADMINISTRATION

Payment

- a) For all staff the pay period is the calendar month. Basic salaries are paid by the last Friday of the current month.
- b) You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.
- c) Any pay queries that you may have should be raised with your Line Manager.

Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

Income Tax and National Insurance

At the end of each tax year, you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

Pay Reviews

Salaries are normally reviewed annually in April and any increase is at our discretion. The review does not imply an automatic increase in salary.

LATENESS/ABSENTEEISM

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your area of work.

All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

PENSION SCHEME

We operate a contributory pension scheme to which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Parish Council.

BLIP

We use an online app called 'Blip' to record your working hours. You will be asked to register a mobile device on the 'Blip' app. We will print an OCR code that will be placed on the wall. Upon arrival into work, you should use the 'Blip' app to scan the OCR code. This will record your time of arrival. You should scan the OCR code again on departure. It is not permissible under any circumstances for any employee to 'Blip' in or out on behalf of another. In the event that you forget or are unable to do this for any reason, you must report this to your Line Manager immediately. The information collated using this system is used as a roll call in the event of an evacuation, to ensure employees are paid accurately and for monitoring purposes. It is therefore imperative that the information is accurate. You should be aware that falsifying records is considered a gross misconduct offence in accordance with our disciplinary procedures. Failure to adhere to this procedure may result in summary dismissal and/or incorrect or delayed pay.

Document for your approval

Holiday Entitlement and Conditions

ANNUAL HOLIDAYS

Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment (Form SMT).

It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

We intend to operate an online system for booking holidays via BrightHR. You will be given the rights to request absence online and you will also be able to view your holiday entitlement online at any time. This is to give you the facility to easily plan your holidays throughout the year.

Once you have registered your holiday request online, you will receive an e-mail from your Line Manager authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to your Line Manager. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the department.

You should give at least four weeks' notice of your intention to take holidays of a week or more and one week's notice is required for odd single days.

You may not normally take more than two working weeks consecutively.

If you are a Groundsman at least two weeks' annual leave should be taken during the winter months.

Your holiday pay will be at your normal basic pay unless shown otherwise on your Statement of Main Terms.

PUBLIC/BANK HOLIDAYS

Due to the nature of our work, public/bank holidays are recognised and are treated as normal working days.

Sickness/Injury Payments and Conditions

NOTIFICATION OF INCAPACITY FOR WORK

You must notify us by telephone on the first day of incapacity at the earliest possible opportunity and by no later than 9.00am. Text messages and e-mails are not an acceptable method of notification. Other than in exceptional circumstances notification should be made personally, to your Line Manager.

You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. The notification procedures should be followed on each day of absence unless you are covered by a medical certificate.

If your incapacity extends to more than seven calendar days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

EVIDENCE OF INCAPACITY

Medical certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work.

If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and forward this to us without delay. Subsequently you must supply us with consecutive medical certificates to cover the whole of your absence.

PAYMENTS

You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.

Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

Any contractual sickness/injury payments are shown in your individual Statement of Main Terms of Employment.

Any days of contractual sickness/injury payments that qualify for SSP will be offset against SSP on a day-to-day basis. A deduction will be made for any other state benefits received if you are excluded or transferred from SSP.

If you are entitled to any payments in excess of SSP and your entitlement expires, full or part payment may be allowed at our discretion where it is considered that there are special circumstances warranting it.

Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

RETURN TO WORK

You should notify your Line Manager as soon as you know on which day you will be returning to work if this differs from the date of return previously notified.

If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your Line Manager.

Upon returning to work after any period of sickness/injury absence, you may be required to attend a “return to work” interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with the strictest confidence.

GENERAL

Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.

If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined by our Occupational Health Specialists, Health Assured Limited.

Employee Assistance Programme

We recognise that sometimes you may face certain challenges in your work and home life that are difficult to deal with. We subscribe to a confidential and professional life management service that provides you with a qualified counsellor who can offer personal support for any practical or emotional challenges you may be facing. The service is initially provided via telephone and online advice but face to face meetings will be arranged where this is felt clinically appropriate. This service is totally confidential. More details of this service are available from your Line Manager.

Document for your approval

Safeguards

RIGHTS OF SEARCH

Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to assist us in this matter should we feel that such a search is necessary.

Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.

We reserve the right to call in the police at any stage.

CONFIDENTIALITY

All information that:

- a) is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
- b) relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort; and
- c) has not been made public by, or with our authority;

shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

You must make yourself aware of our policies on data protection in relation to personal data and ensure compliance with them at all times.

DATA PROTECTION

The General Data Protection Regulation (GDPR) and the current Data Protection Act regulates our use of your personal data. As an employer, it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

We will process data in line with our privacy notices in relation to both job applicants and employees.

You have several rights in relation to your data. More information about these rights is available in our “Policy on your rights in relation to your data”. We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.

You are required to comply with all Company policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

COUNCIL PROPERTY AND COPYRIGHT

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by a Senior Manager.

VIRUS PROTECTION PROCEDURES

In order to prevent the introduction of virus contamination into the software system, the following must be observed:

- a) unauthorised software including public domain software, USBs, external hard drives, CDs or internet downloads must not be used; and
- b) all software must be virus checked using standard testing procedures before being used.

USE OF COMPUTER EQUIPMENT

In order to control the use of the Council's computer equipment and reduce the risk of contamination the following will apply:

- a) the introduction of new software must first of all be checked and authorised by your Line Manager before general use will be permitted;
- b) only authorised staff should have access to the Council's computer equipment;
- c) only authorised software may be used on any of the Council's computer equipment;
- d) only software that is used for business applications may be used;
- e) no software may be brought onto or taken from the Council's premises without prior authorisation;
- f) unauthorised access to the computer facility will result in disciplinary action; and
- g) unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

E-MAIL AND INTERNET POLICY

Introduction

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of internet and e-mail within the Company. The internet and e-mail system have established themselves as an important communications facility within the Company and have provided us with contact with professional and academic sources throughout the world. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

Internet

Where appropriate, duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the Company name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

Procedures – Acceptable/Unacceptable Use

Unauthorised or inappropriate use of the internet system may result in disciplinary action which could result in summary dismissal.

The internet system is available for legitimate business use and matters concerned directly with the job being done. Employees using the internet system should give particular attention to the following points:

- i) comply with all of our internet standards;
- ii) access during working hours should be for business use only; and
- iii) private use of the internet should be used outside of your normal working hours.

The Parish Council will not tolerate the use of the Internet system for unofficial or inappropriate purposes, including:

- i) accessing websites which put our internet at risk of (including but not limited to) viruses, compromising our copyright or intellectual property rights;
- ii) non-compliance of our social networking policy;
- iii) connecting, posting or downloading any information unrelated to their employment and in particular pornographic or other offensive material; or
- iv) engaging in computer hacking and other related activities, or attempting to disable or compromise security of information contained on the Parish Council's computers.

You are reminded that such activities (iii. and iv.) may constitute a criminal offence.

E-mail

The use of the e-mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the Parish Council's position on the correct use of the e-mail system.

Procedures - Authorised Use

Unauthorised or inappropriate use of the e-mail system may result in disciplinary action which could include summary dismissal.

The e-mail system is available for communication and matters directly concerned with the legitimate business of the Company. Employees using the e-mail system should give particular attention to the following points:

- i) all comply with Parish Council communication standards;
- ii) e-mail messages and copies should only be sent to those for whom they are particularly relevant;
- iii) e-mail should not be used as a substitute for face-to-face communication or telephone contact. Abusive e-mails must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding;
- iv) if the e-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The Parish Council will be liable for infringing copyright or any defamatory information that is circulated either within the Parish Council or to external users of the system; and
- v) offers or contracts transmitted by e-mail are as legally binding on the Parish Council as those sent on paper.

The Parish Council will not tolerate the use of the e-mail system for unofficial or inappropriate purposes, including:

- i) any messages that could constitute bullying, harassment or other detriment;
- ii) personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);
- iii) on-line gambling;
- iv) accessing or transmitting pornography;
- v) transmitting copyright information and/or any software available to the user; or
- vi) posting confidential information about other employees, the Company or its clients or suppliers.

Monitoring

We reserve the right to monitor all e-mail/internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring your usage will mean processing your personal data. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

USE OF SOCIAL NETWORKING SITES

Any work related issue or material that could identify an individual who is a client or work colleague, which could adversely affect the Company, a client or our relationship with any client must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment or mobile device.

Document for your approval

Standards

WASTAGE

We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of our organisation.

You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. The following points are illustrations of this:

- a) handle machines, equipment and stock with care;
- b) turn off any unnecessary lighting and heating. Keep doors closed whenever possible;
- c) ask for other work if your job has come to a standstill; and
- d) start with the minimum of delay after arriving for work and after breaks.

The following provision is an express written term of your contract of employment:

- a) any damage to vehicles, stock or property that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
- b) any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and
- c) in the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess up to a maximum of £250.00.

In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

STANDARDS OF DRESS

As you are liable to come into contact with clients and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

HOUSEKEEPING

Both from the point of view of safety and of appearance, work areas must be kept clean and tidy at all times.

Health, Safety, Welfare and Hygiene

SAFETY

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.

You must not take any action that could threaten the health or safety of yourself, other employees, clients or members of the public.

Protective clothing and other equipment that may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You should report all accidents and injuries at work, no matter how minor, in the accident book and to your Line Manager.

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

NO SMOKING POLICY

Smoking on the premises or in the Parish Council vehicles is not permitted. This includes e-cigarettes.

HYGIENE

Any exposed cut or burn must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

FITNESS FOR WORK

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

MANUAL HANDLING

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

Lone Worker Policy

The Parish Council will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.

Your Line Manager will ensure that:

- a) loneworking is avoided as far as is reasonably practicable;
- b) emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- c) a risk assessment is completed by a person competent to do so prior to employees working alone;
- d) any employee working alone is capable of undertaking the work alone;
- e) arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- f) persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone; and
- g) training records are kept.

The person conducting the lone working assessment will:

- a) give consideration to the greater risks to expectant mothers and young persons;
- b) involve the employee who is working alone in the assessment process and the development of safe working methods;
- c) advise the employee undertaking the lone working of the findings of the assessment; and
- d) maintain a file of all lone working.

Employees working alone will:

- a) follow the safe working arrangements developed by the Company for lone working;
- b) take reasonable steps to ensure their own safety; and
- c) inform their Line Manager of any incidents or safety concerns.

Leading Statutory Authority

Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).

Employers have a general duty under the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of their employees as far as is reasonably practicable, which includes providing safe systems, a safe place of work and suitable arrangements for employees' welfare.

Regulation 3 of the Management of Health and Safety at work Regulations 1999 requires a suitable and sufficient assessment of risks arising from work activities (including lone working) to be undertaken.

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 requires employers to consider the physical and mental capabilities of employees when deciding on the tasks they will undertake.

Lone working is not permitted under certain legislation. It is prudent for employers to review any regulations specific to their business prior to allowing lone working.

In relation to a lone working risk assessment consideration should be given to:

- a) the remoteness of the workplace;
- b) potential communication problems;
- c) the likelihood of a criminal attack;
- d) potential for verbal and physical abuse;
- e) vulnerability of lone workers to feelings of isolation, stress and depression;
- f) whether all the plant, equipment, materials, etc. can be handled safely by one person;
- g) whether the person is medically fit and suitable to work alone;
- h) how the lone worker will be supervised;
- i) how the lone worker will obtain help in an emergency such as an assault, vehicle breakdown, accident or fire; and
- j) whether there is adequate first-aid cover.

General Terms and Procedures

CHANGES IN PERSONAL DETAILS

You must notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

OTHER EMPLOYMENT

If you already have any other employment or are considering any additional employment you must notify us so that we can discuss any implications arising from the current working time legislation.

PRIVATE WORK

You are forbidden from undertaking any private work without authorisation from the Parish Council. You will not be allowed to undertake any work which could otherwise have been undertaken by the Parish Council. In the event of you being approached to undertake such work you must report the approach to your Line Manager.

TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your Line Manager and will normally be without pay.

MATERNITY/PATERNITY/ADOPTION LEAVE AND PAY

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify your Line Manager at an early stage so that your entitlements and obligations can be explained to you.

PARENTAL/SHARED PARENTAL LEAVE

If you are entitled to take parental leave or shared parental leave in respect of the current statutory provisions, you should discuss your needs with your Line Manager who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the business.

TIME OFF FOR DEPENDANTS

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your Line Manager who, if appropriate, will agree the necessary time off.

BEREAVEMENT LEAVE

Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your Line Manager and agree appropriate time off.

TRAVEL EXPENSES

We will reimburse you for any reasonable expenses incurred whilst travelling on our business. The rules relating to travelling expenses will be issued separately. You must provide receipts for any expenditure.

FRIENDS AND RELATIVES CONTACT / TELEPHONE CALLS / MOBILE PHONES

You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency. Personal telephone calls, both incoming and outgoing are only allowed in the case of emergency. Permission to make outgoing personal calls should be sought from your Line Manager. Personal mobile phones use should be kept to a minimum during working hours.

It is illegal to use a mobile phone without a hands-free set whilst driving. It is our policy that you should not use any mobile phone whilst driving without a hands-free set. You should pull over to the side of the road in an appropriate place before making or receiving any telephone calls. In the event of being unable to pick up a call because you cannot find a safe place to park, you must return the call as soon as conveniently possible.

COUNCIL MOBILE PHONES

The Parish Council mobile phones are to be used for business purposes only except in the case of an emergency. Therefore any personal use deemed excessive by the Parish Council may be repayable by the employee. The Parish Council reserve the right to deduct the appropriate sums from your salary in the event that repayments are not made. Internet usage on Parish Council mobile phones is subject to the same provisions set out in our E-mail and Internet Policy. The Parish Council reserves the right to monitor all communications made on the Parish Council mobile phones in order to ensure compliance with our policies and procedures.

BUYING OR SELLING OF GOODS

You are not allowed to buy or sell goods on your own behalf on our premises or during your working hours.

COLLECTIONS FROM EMPLOYEES

Unless specific authorisation is given by your Line Manager no collections of any kind are allowed on our premises.

CLIENT RELATIONS

Our business involves the provision of services to clients and some of our employees are employed to perform work on behalf of those clients, sometimes on the client's own premises. Due to this relationship, our clients may, on rare occasions, require that such an employee be removed from a job in accordance with their contract with us. In such circumstances, we will investigate the reasons for such requests. However, if our client maintains their stance we will then take all reasonable steps to ensure that alternative work is provided. If this is not possible we may have no alternative but to terminate such an individual's employment. This procedure is separate from any concurrent disciplinary matter that may need to be addressed.

BEHAVIOUR AT WORK

You should behave with civility towards fellow employees, and no rudeness will be permitted towards clients or members of the public. Objectionable or insulting behaviour, or bad language will render you liable to disciplinary action.

You should use your best endeavours to promote the interests of the business and shall, during normal working hours, devote the whole of your time, attention and abilities to the business and its affairs.

Any involvement in activities which could be construed as being in competition with us is not allowed.

BEHAVIOUR OUTSIDE OF WORK

The Parish Council recognises the importance of work/life balance. However, owing to the nature of the business, the home insists on employing staff of the highest integrity, we expect you to maintain these standards outside of working hours. Activities that result in adverse publicity to ourselves, or which cause us to lose faith in your integrity, may give us grounds for your dismissal.

ADVERSE WEATHER/TRAVEL ARRANGEMENT DISRUPTION

Every reasonable effort should be made to attend work in accordance with your contract. In the event that you are unable to attend work owing to inclement weather conditions and/or severe disruption to your travel arrangements, you should report your absence through the normal absence reporting procedures. Your absence will be unpaid unless you have sufficient annual leave in which case you may request to use this. Alternatively, you may be able to work additional hours to compensate for the lost hours at the sole discretion of the management and subject to availability.

DRIVING LICENCE

If driving is a necessary part of your role it is imperative that you maintain a valid driving licence suitable for the vehicle you operate at all times during your employment. You are required upon request to produce your driving licence to the management. We may also require you to provide us with the ability to access your driving licence details online. If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. If you are required to drive as part of your job and we are unable to find alternative employment, your employment may be terminated.

Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

FINES

Any fines imposed by relevant authorities including (but not limited to) speeding and parking will be payable by the employee. The Parish Council takes no responsibility for the payment of fines incurred by the employee during their employment. In the event that the Parish Council receives the summons on the employee's behalf or owing to a fine incurred by the employee, we may pay the fine and deduct the cost from the employee's pay. This is an express written term of your contract of employment.

CAR INSURANCE

If your position requires you to use your own car for business purposes, you must ensure that your car insurance provides adequate cover. Proof of adequate insurance, Driving Licence, Tax and an MOT Certificate must be produced for scrutiny by the Parish Council, upon renewal and at any time when so requested.

COUNCIL TOOLS/EQUIPMENT

The Parish Council provides tools and/or equipment necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost, damaged or mislaid tools and/or equipment to your Line Manager. You must return all Council tools and/or equipment upon the termination of employment by either party. Failure to return tools and/or equipment, or any loss or damage suffered as a result of your negligence, will result in a deduction to cover the cost of the tools/ equipment being made from monies due to you. This is an express written term of your contract of employment.

THIRD PARTY INVOLVEMENT

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. We will seek your consent at the relevant time to share relevant 'special categories of data' where it is necessary for the purposes of that hearing.

RECORDING OF FORMAL MEETINGS

We reserve the right to record any formal meetings whether conducted by us or a third party, a copy of the recording can be made available on request. All personal data collected for this purpose will be processed in line with the current Data Protection Act.

Document for your approval

Anti-Bribery Policy

INTRODUCTION

Bribery is a criminal offence. The Parish Council prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the Parish Council.

POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Company in order to gain commercial, contractual or regulatory advantage for the Company, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

SUSPICION

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

REPORTING

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to your Line Manager. You may be asked to give a written account of events.

Staff are reminded of the Company's Whistleblowing Policy which is available in this Employee Handbook.

GIFTS AND HOSPITALITY

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from your Line Manager.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from your Line Manager.

RECORD KEEPING

A record will be made by your Line Manager of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and the Council reserves the right to amend this policy without prior notice

Anti-Tax Evasion Policy

INTRODUCTION

Tax evasion is a criminal offence. The Parish Council prohibits any form of tax evasion. Involvement in the criminal facilitation of tax evasion exposes the Parish Council and the person facilitating the evasion to a criminal offence. It will also damage our reputation and the confidence of our customers, suppliers and business partners.

Indicators of tax evasion are:

- a) request for payment by cash;
- b) overly-complex payment mechanisms;
- c) services/goods provided to jurisdictions that do not subscribe to Common Reporting Standards;
- d) transactions involving overly complex supply chains;
- e) transactions involving private banking facilities; and/or
- f) records are incomplete or missing.

Our position is simple: we conduct our business to the highest legal and ethical standards. We will not be party to tax evasion or the facilitation of tax evasion of any form. Such acts would damage our reputation and expose us, and our staff and representatives, to the risk of fines and imprisonment.

We take a zero-tolerance approach to tax evasion facilitation by our people and our third party representatives. We are committed to:

- a) rejecting the facilitation of tax evasion; and
- b) not recommending the services of others who do not have reasonable prevention procedures in place.

We require compliance in regards to this from everyone connected with our business. Integrity and transparency are of utmost importance to us.

DEFINITIONS OF TAX EVASION

Tax evasion is the practice of using illegal methods to avoid paying tax. It frequently involves contrived, artificial transactions that serve no purpose other than to reduce tax liability.

POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to take part in any activity relating to tax evasion.

If we suspect that you have taken part in such activity, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

If you, as an employee or person working on our behalf, suspect any activity related to tax evasion or attempted tax evasion has taken place, even if you are not personally involved, you are expected to report this to a Senior Manager. You may be asked to give a written account of events.

TRAINING/MONITORING/REVIEW

The Parish Council will ensure that it gives all relevant training for staff in relation to financial crime detection and prevention, it will ensure it monitors and enforces compliance with the prevention procedures and regularly review the effectiveness of prevention procedures, refining them where necessary.

CONCERNS

Staff are reminded of the Company's Whistleblowing policy which is available in this Employee Handbook, or upon request.

Document for your approval

Whistle-blowers

INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

QUALIFYING DISCLOSURES

1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Company has committed a “relevant failure” by:

- a) committing a criminal offence;
- b) failing to comply with a legal obligation;
- c) a miscarriage of justice;
- d) endangering the health and safety of an individual;
- e) environmental damage; or
- f) concealing any information relating to the above.

2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Company will take any concerns that you may raise relating to the above matters very seriously.

3) The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

THE PROCEDURE

1) In the first instance you should report any concerns you may have to a Senior Manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.

2) If you do not report your concerns to a Senior Manager you should take them direct to the appropriate organisation or body.

TREATMENT BY OTHERS

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

Capability Procedures

INTRODUCTION

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

JOB CHANGES/GENERAL CAPABILITY ISSUES

If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.

If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.

If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.

If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

PERSONAL CIRCUMSTANCES/HEALTH ISSUES

Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances that prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances, we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.

Disciplinary Procedures

INTRODUCTION

It is necessary to have a minimum number of rules in the interests of the whole organisation.

The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures should ensure that:

- a) the correct procedure is used when requiring you to attend a disciplinary hearing;
- b) you are fully aware of the standards of performance, action and behaviour required of you;
- c) disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
- d) you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind;
- e) other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee at all stages of the formal disciplinary process;
- f) you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and
- g) if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

DISCIPLINARY RULES

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other specific conditions, procedures, rules etc. that are contained within this handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT

(These are examples only and not an exhaustive list.)

You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- a) failure to abide by the general health and safety rules and procedures;
- b) smoking in designated non-smoking areas;
- c) consumption of alcohol on the premises;
- d) persistent absenteeism and/or lateness;
- e) unsatisfactory standards or output of work;
- f) rudeness towards clients, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language;
- g) failure to devote the whole of your time, attention and abilities to our business and its affairs during your normal working hours;
- h) unauthorised use of e-mail and internet;
- i) failure to carry out all reasonable instructions or follow our rules and procedures;
- j) unauthorised use or negligent damage or loss of our property;
- k) failure to report immediately any damage to property or premises caused by you;
- l) use of our vehicles without approval or the private use of our commercial vehicles without authorisation;
- m) failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs;
- n) if your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction;
- o) carrying unauthorised goods or passengers in our commercial vehicles or the use of our vehicles for personal gain; and
- p) loss of driving licence where driving on public roads forms an essential part of the duties of the post.

SERIOUS MISCONDUCT

Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation, you may be issued with a final written warning in the first instance.

You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

RULES COVERING GROSS MISCONDUCT

Occurrences of gross misconduct are very rare because the penalty is dismissal without notice and without any previous warning being issued. It is not possible to provide an exhaustive list of examples of gross misconduct. However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct. Examples of offences that will normally be deemed as gross misconduct include serious instances of:

- a) theft or fraud;
- b) physical violence or bullying;
- c) deliberate damage to property;
- d) deliberate acts of unlawful discrimination or harassment;
- e) possession, or being under the influence, of drugs* at work and/or testing positive for drug use in a random sample drug test in line with our policy; and

*For this purpose, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.

- f) breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person.

(The above examples are illustrative and do not form an exhaustive list.)

DISCIPLINARY PROCEDURE

Disciplinary action taken against you will be based on the following procedure:

OFFENCE	FIRST OCCASION	SECOND OCCASION	THIRD OCCASION	FOURTH OCCASION
Unsatisfactory Conduct	Formal verbal warning	Written Warning	Final written warning	Dismissal
Misconduct	Written Warning	Final written Warning	Dismissal	
Serious misconduct	Final written warning	Dismissal		
Gross misconduct	Dismissal			

We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal.

If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.

In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

DISCIPLINARY AUTHORITY

The operation of the disciplinary procedure contained in the previous section, is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher or lower level of seniority, in the event of the appropriate level not being available, or suitable, progressing any action at whatever stage of the disciplinary process.

ALL EMPLOYEES	
Formal verbal warning	Line Manager
Written warning	Line Manager
Final written warning	Line Manager
Dismissal	Line Manager

PERIOD OF WARNINGS

Formal verbal warning

A formal verbal warning will normally be disregarded for disciplinary purposes after a three month period.

Written warning

A written warning will normally be disregarded for disciplinary purposes after a six month period.

Final written warning

A final written warning will normally be disregarded for disciplinary purposes after a twelve month period.

GENERAL NOTES

If you are in a supervisory or Managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct.

In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.

Gross misconduct offences will result in dismissal without notice.

You have the right to appeal against any disciplinary action.

Capability / Disciplinary Appeal Procedure

You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.

If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.

It may be necessary, because of the size of our organisation, for the appeal to be heard by the person who took the original action and it is therefore important that your appeal gives details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.

If you are appealing on the grounds that you have not committed the offence, it may be necessary for the person conducting the appeal to have a complete re-hearing so that there can be a reappraisal of all matters before a decision is made to grant or refuse the appeal.

You may be accompanied at the appeal hearing by a fellow employee of your choice and the result of the appeal will be made known to you in writing, normally within five working days after the hearing. This is the final stage of the appeal process.

Document for your approval

Grievance Procedure

It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.

You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.

If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.

If you wish to appeal you must inform a designated Councillor within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the Council will be represented by a more Senior Manager than attended the first meeting (unless the most Senior Manager attended that meeting).

Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

The Parish Council May bring in a third party to assist in dealing with any grievances raised.

Personal Harassment Policy and Procedure

INTRODUCTION

Harassment or victimisation on the grounds of the following protected characteristic: age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.

Personal harassment takes many forms but whatever form it takes, it is unlawful under the Equality Act 2010 and will not be tolerated.

This policy will be reviewed regularly to ensure it remains up to date and in order to monitor its effectiveness.

SCOPE

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all those who work for us. This includes employees, workers, agency workers, volunteers and contractors in all areas of our Company, including any overseas sites.

DEFINITIONS

Harassment

This is unwanted conduct related to a relevant protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Unwanted conduct can include:

- a) spoken words;
- b) banter;
- c) written words;
- d) posts or contact on social media;
- e) imagery;
- f) graffiti;
- g) physical gestures;
- h) facial expressions;
- i) mimicry;
- j) jokes or pranks;
- k) acts affecting a person's surroundings;
- l) aggression; and
- m) physical behaviour towards a person or their property.

Sexual Harassment

This is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

- a) sexual comments or jokes;
- b) displaying sexually graphic pictures, posters or photos;
- c) suggestive looks, staring or leering;
- d) propositions and sexual advances;
- e) making promises in return for sexual favours;
- f) sexual gestures;
- g) intrusive questions about a person's private or sex life or a person discussing their own sex life;
- h) sexual posts or contact on social media;
- i) spreading sexual rumours about a person;
- j) sending sexually explicit emails or text messages; and
- k) unwelcome touching, hugging, massaging or kissing.

Less favourable treatment for rejecting or submitting to unwanted conduct

This occurs when:

- a) someone is subjected to unwanted conduct:
 - i) of a sexual nature;
 - ii) related to sex; or
 - iii) related to gender reassignment.
- b) the unwanted conduct has the purpose or effect of:
 - i) violating their dignity; or
 - ii) creating an intimidating, hostile degrading, humiliating or offensive environment for them, and
- c) they are treated less favourably because they submitted to, or rejected the unwanted conduct.

CIRCUMSTANCES WHICH ARE COVERED

This policy covers behaviour which occurs in the following situations:

- a) a work situation
- b) a situation occurring outside of the normal workplace or normal working hours which is related to work, for example, a working lunch or social event with colleagues;
- c) outside of a work situation but against a colleague or other person connected to the Company, including on social media;
- d) against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

COMPLAINING ABOUT PERSONAL HARASSMENT

Informal Complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be your Line Manager who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal Complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of your Line Manager as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- a) the name of the alleged harasser;
- b) the nature of the alleged harassment;
- c) the dates and times when the alleged harassment occurred;
- d) the names of any witnesses; and
- e) any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.

You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

DISCIPLINARY ACTION

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.

When deciding on the level of disciplinary sanction to be applied, we will take into consideration aggravating factors such as abuse of power over a more junior colleague.

If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

THIRD PARTY HARASSMENT

Third party harassment occurs when one of our workforce is subjected to harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our clients, customers, suppliers, members of the public. Third party harassment of our workforce will not be tolerated.

Should you be subjected to third party harassment, you are encouraged to report this as soon as possible to your Line Manager.

Should a client or customer harass a member of our workforce, they will be warned that continued provision of our service to them will cease if they are to act in a similar way again. Should their behaviour recur, they will be informed that our service to them will cease. Any criminal acts will be reported to the police, and we will share information relating to the incident with our other branches to ensure that we maintain a consistent approach to the cessation of our services.

Equality, Inclusion and Diversity Policy

STATEMENT OF POLICY

The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfill their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

TRAINING AND PROMOTION

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with this policy.

MONITORING

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;

the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and

recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Termination of Employment

RESIGNATIONS

All resignations must be supplied in writing, stating the reason for resigning your post.

TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE

If you terminate your employment without giving or working the required period of notice, as indicated in your individual Statement of Main Terms of Employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

RETURN OF OUR PROPERTY

On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

RETURN OF VEHICLES

On termination of your employment you must return your Company Vehicle in your possession to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

GARDEN LEAVE

If either you or the Parish Council serves notice on the other to terminate your employment, the Company may require you to take “garden leave” for all or part of the remaining period of your employment.

NB.

During any period of garden leave you will continue to receive your full pay and any other contractual benefits.



Wages and Salaries / Terms and Conditions

The pay negotiations for 2020/21 have been concluded.

Salary

The unions accepted the 2.75% offer from the employers' side. It is backdated to 1 April 2020. The spreadsheet is attached. This affects 4 posts within the Council. (including the new one)

Holiday Entitlement

The pay increase comes with an extra day of annual leave for those clerks with less than five years service, so the basic annual entitlement is now 22 days for those with less than five years service and 25 days for those with more than five years.

The financial implications of the award are –

BPC1 – £25,415.68 per annum

BPC2 - £19,698 per annum

BPC3 – £10.24 per hour

BPC5 - £4,430.92

Recommendation

The Parish Council agrees to the implementation of the 2020 pay award.

Enter Your Contracted Hours	37	hours per week
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																			Previous Year Comparison				
		Column1	SCP	From 1 April 2020	Equivalent Hourly Rate	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	Total Gross Pay 2020/21	From 1 April 2019	Equivalent Hourly Rate2	% Increase		
LC1	Substantive		5	£19,312	£10.04	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£1,609.33	£19,312.00	£18,795	£9.77	2.75		
			6	£19,698	£10.24	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£1,641.50	£19,698.00	£19,171	£9.96	2.75		
			7	£20,092	£10.44	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£1,674.33	£20,092.00	£19,554	£10.16	2.75		
			8	£20,493	£10.65	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£1,707.75	£20,493.00	£19,945	£10.37	2.75		
			9	£20,903	£10.86	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£1,741.92	£20,903.00	£20,344	£10.57	2.75		
	Above		10	£21,322	£11.08	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£1,776.83	£21,322.00	£20,751	£10.79	2.75		
			11	£21,748	£11.30	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£1,812.33	£21,748.00	£21,166	£11.00	2.75		
			12	£22,183	£11.53	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£1,848.58	£22,183.00	£21,589	£11.22	2.75		
			13	£22,627	£11.76	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£1,885.58	£22,627.00	£22,021	£11.45	2.75		
			14	£23,080	£12.00	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£1,923.33	£23,080.00	£22,462	£11.67	2.75		
LC2	Below		15	£23,541	£12.24	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£1,961.75	£23,541.00	£22,911	£11.91	2.75		
			16	£24,012	£12.48	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£2,001.00	£24,012.00	£23,369	£12.15	2.75		
			17	£24,491	£12.73	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£2,040.92	£24,491.00	£23,836	£12.39	2.75		
			18	£24,982	£12.98	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£2,081.83	£24,982.00	£24,313	£12.64	2.75		
			19	£25,481	£13.24	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£2,123.42	£25,481.00	£24,799	£12.89	2.75		
	Substantive		20	£25,991	£13.51	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£2,165.92	£25,991.00	£25,295	£13.15	2.75		
			21	£26,511	£13.78	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£2,209.25	£26,511.00	£25,801	£13.41	2.75		
			22	£27,041	£14.05	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£2,253.42	£27,041.00	£26,317	£13.68	2.75		
			23	£27,741	£14.42	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£2,311.75	£27,741.00	£26,999	£14.03	2.75		
			24	£28,672	£14.90	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£2,389.33	£28,672.00	£27,905	£14.50	2.75		
LC3	Substantive		25	£29,577	£15.37	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£2,464.75	£29,577.00	£28,785	£14.96	2.75		
			26	£30,451	£15.83	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£2,537.58	£30,451.00	£29,636	£15.40	2.75		
			27	£31,346	£16.29	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£2,612.17	£31,346.00	£30,507	£15.86	2.75		
			28	£32,234	£16.75	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£2,686.17	£32,234.00	£31,371	£16.31	2.75		
			29	£32,910	£17.10	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£2,742.50	£32,910.00	£32,029	£16.65	2.75		
	Above		30	£33,782	£17.56	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£2,815.17	£33,782.00	£32,878	£17.09	2.75		
			31	£34,728	£18.05	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£2,894.00	£34,728.00	£33,799	£17.57	2.75		
			32	£35,745	£18.58	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£2,978.75	£35,745.00	£34,788	£18.08	2.75		
			33	£36,922	£19.19	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£3,076.83	£36,922.00	£35,934	£18.68	2.75		
			34	£37,890	£19.69	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£3,157.50	£37,890.00	£36,876	£19.17	2.75		
LC4	Substantive		35	£38,890	£20.21	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£3,240.83	£38,890.00	£37,849	£19.67	2.75		
			36	£39,880	£20.73	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£3,323.33	£39,880.00	£38,813	£20.17	2.75		
			37	£40,876	£21.25	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£3,406.33	£40,876.00	£39,782	£20.68	2.75		
			38	£41,881	£21.77	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£3,490.08	£41,881.00	£40,760	£21.19	2.75		
			39	£42,821	£22.26	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£3,568.42	£42,821.00	£41,675	£21.66	2.75		
	Above		40	£43,857	£22.79	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£3,654.75	£43,857.00	£42,683	£22.18	2.75		
			41	£44,863	£23.32	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£3,738.58	£44,863.00	£43,662	£22.69	2.75		
			42	£45,859	£23.84	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£3,821.58	£45,859.00	£44,632	£23.20	2.75		
			43	£46,845	£24.35	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£3,903.75	£46,845.00	£45,591	£23.70	2.75		
			44	£48,017	£24.96	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£4,001.42	£48,017.00	£46,732	£24.29	2.75		
LC5	Below		45	£49,213	£25.58	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£4,101.08	£49,213.00	£47,896	£24.89	2.75		
			46	£50,451	£26.22	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£4,204.25	£50,451.00	£49,101	£25.52	2.75		
			47	£51,702	£26.87	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£4,308.50	£51,702.00	£50,318	£26.15	2.75		
			48	£52,843	£27.47	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£4,403.58	£52,843.00	£51,429	£26.73	2.75		
			49	£54,323	£28.23	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£4,526.92	£54,323.00	£52,869	£27.48	2.75		
	Substantive		50	£55,684	£28.94	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£4,640.33	£55,684.00	£54,194	£28.17	2.75		
			51	£57,071	£29.66	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£4,755.92	£57,071.00	£55,544	£28.87	2.75		
			52	£58,975	£30.65	£4,914.58	£4,914.58	£															

Notes

Column D shows the headline gross annual salary applicable from 1 April 2020 to 31 March 2021

Column E shows the equivalent hourly rate applicable from 1 April 2020 to 31 March 2021

Columns F to Q show the gross monthly salary payable from April 2020 to March 2021

Column R shows the total gross salary payable for 2020/21

Columns S to U show the 2019/20 salary figures and the percentage increase to 2020/21



Brixworth Parish Council

Working at Home (Parish Clerk Only)

The Clerk is able to claim tax relief for some of the bills that need to be paid because of working from home on a regular basis.

This covers, for example, the extra cost of gas and electricity for the work area. This does not, however, include items such as Broadband which is used for both private and business use.

From 6th April 2020 the employer can pay up to £6 a week (£26 a month) to cover these additional costs because of working from home. For previous tax years the rate was £4 a week (£18 a month).

The existing amount claimed is therefore £216 per annum. The revised arrangements will cost £312 per annum.

Recommendation

The Parish Council is asked to consider implementation of the revised home working allowance.



Brixworth Parish Council

Retail Working Group – 14th September 2020

Video Conferencing

Present	
Councillor Sandra Moxon, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Stephen James, Councillor Lina Howarth, Councillor Tm Mitchell, Councillor Kevin Parker, Frances Peacock, District Councillor Jonathan Harris and Peter Rowbotham (Clerk)	
1.	Apologies for Absence
1.1	Apologies had been received from Councillor Ian Barratt and Councillor James Collyer.
2.	Report of the meeting with the Coop
2.1	District Councillor Harris provided an update on the meeting with the Coop which was held on 3 rd September. The Parish Council had been represented at this meeting by Councillor Moxon, Councillor James and the Parish Clerk. The residents had also been represented.
2.2	The aims for the meeting were broadly to explore the following areas: <ul style="list-style-type: none">• Existing plan (notwithstanding ongoing appeal)• Traffic concerns/ Impact on Conservation Area etc - discuss issues with agent/developer/easement issues and overall approach. - resident issues/feedback on surveys - community engagement - issues - what has been considered and ruled out/what's their vision for what they want/need/ service provision etc - provisional options/ideas on alternatives
2.3	The meeting lasted approximately two hours and included a 'discovery' walk to point out various issues of concern to the Coop representative. (Head of Acquisitions and Development)
2.4	Context was provided in terms of the village, its development and growth, perspectives and views through various recent surveys of residents with the broad conclusion that people were not averse to the provision of a new store but ideally not at the location of the Red Lion. One major theme emerging from the survey was the concerns about parking both in the current Spratton Road location and the proposed Red Lion site.
2.5	The Coop representative explained that had explored various options previously before progressing the Red Lion site. The main problem with the current location is that is not to modern specification and did not meet customer expectations.
2.6	Time was taken to walk to the site and discussions continued regarding the siting within the conservation area - traffic flow and potential parking challenges - identified roads for overspill report) –

2.7	the recent introduction of Heras fencing/bins/access – and the wasted space to the rear of the scheme in the Red Lion garden. Ideas were discussed on how the Red Lion site could be maximised on order to improve car parking numbers on the site. (Subject to the Coop being successful in the Planning Appeal)
3.	Update
3.1	On Thursday 10th September the Coop provided a 'draft' schematic indicating how they believe an additional 9 parking spaces could be found though redesigning the space at the back. A walkway would be provided from the rear parking area down to the store main entrance. This would then give a total of 23 spaces but would not fundamentally change concerns over access in and out at the front of the building, but it may be sufficient to prevent road parking, assuming that people could be encouraged to park to the rear.
3.2	However, the additional cost would most likely not create any additional parking. District Councillor Harris had expressed disappointment on this front and agreed to share where the discussion had got to with the RWG.
3.3	Possible actions to be considered could be the provision of a Traffic Regulation Order (Yellow lines), a traffic calming scheme together with a 20mph limit with the use of bollards to maintain grass verges. The additional issue for the village is the possibility of 3 empty retail units on Spratton Road.
3.4	The Coop had confirmed that it would have further dialogue with the village following the appeal decision.
4.	Actions
4.1	<ul style="list-style-type: none"> No further actions until the outcome is known from the Planning Appeal process.
5.	Next Meeting
5.1	<ul style="list-style-type: none"> To be determined. (Following the Appeal decision)
6	Recommendations to the Parish Council
6.1	The Parish Council notes the report and ongoing work of the Retail Working Group.



Sports Liaison Working Group – 25th August 2020

Video Conferencing

Present	
<p>Brixworth Parish Council: Councillor Ian Barratt, Councillor Elaine Coe, Councillor Sandra Moxon and Peter Rowbotham</p> <p>Brixworth All Saints Football Club: Rob Kelly</p> <p>Brixworth Cricket Club – Mike Parsons</p> <p>Brixworth Juniors Football Club – Simon Compton</p> <p>Sands United Football Club – Peter Allen</p>	
1.	Apologies for Absence
1.1	Apologies had been received from Jackie Bird (Central Sports Club)
2.	Appointment of Chair
2.1	The Parish Council, as the meeting host, would chair the meetings.
2.2	Councillor Barratt agreed to chair this meeting. Parish Councillors would continue to chair the Group on a rota basis.
2.	Remit of the Group
2.1	<p>An overview of the aims and objectives of the Working Group had been provided. The Group needed to work effectively in partnership to deliver the required outcomes.</p> <p>The required outcomes were identified as</p> <ul style="list-style-type: none"> • Local sport on Parish Council land to be coordinated effectively with the limited resources being well used • Facilities are well managed • There is increased availability of sustainable pitches with fewer postponed games • Increased number of sports clubs and more people being active • Clubs are working together and sharing good practise and resources • Sports clubs are accessible and affordable to all and equality, diversity & inclusion is integrated into everything
3.	Draft Terms and Conditions
3.1	The Parish Council would be reviewing its existing Terms and Conditions. As part of the consultation process the Group was asked for its views. The documents could be revised as and when necessary.
3.2	Brixworth Juniors asked that the payments for the season continue to be split into two invoices. Membership was not paid annually so cash flow was always a problem.

3.3	The Cricket Club asked if they could continue to ask R&G to do work directly for them. This stipulation only applied to the St David's site. R&G could be used at the Northampton Road ground as a separate arrangement.
3.4	The goal net pegs used are metal – and not plastic as requested in the Terms & Conditions. It was confirmed that this was acceptable on the condition that all were collected up after each match. This was to protect the Grounds Maintenance equipment.
3.5	Should any complaints be submitted to the Parish Council then all of the circumstances would be taken into account. The Clubs involved would always have the opportunity to answer any issues raised by complainants. It was accepted that some complainants could be seen as vexatious but each complaint would be dealt with upon the submitted evidence.
3.6	Removing the goal posts after each game was not an option as aluminium posts were not being used and there was also a lack of storage. The goal mouth wear, because of weekday casual football, would therefore continue to be a problem.
4.	Grounds Maintenance Contract
4.1	The Grounds Maintenance Contract had recently been let to R&G for a three-year period.
4.2	It was confirmed that R&G would only mark the pitches once at the beginning of each football season. The pitches would be marked as per the drawings provided by the Parish Council.
4.3	The schedule for grounds maintenance would be circulated for information only. The Parish Council would continue to be responsible for the monitoring of the Contract and all liaison with the Contractor.
5.	Discussion
5.1	The Parish Council asked that it be kept up to date of all confirmed fixtures. The All Saints & Juniors Football Clubs indicated that the whole seasons fixtures were not available. However, links to web sites which indicate the arranged games could be provided to the Parish Clerk. Sands United would email its fixtures to the Clerk.
5.2	The level of usage of the pitches was discussed. The Football season runs from 1 st September until 31 st May of each year. A plan would be provided by the Clubs on which teams play on which pitch. The Cricket Club has its season run from 1 st April until 30 th September of each year. The grounds were always in high demand especially as they were also intended as valuable public open space for all to enjoy including those participating in casual sports. It was agreed that the Grounds needed a 'recovery' period each year.
5.3	It was noted that the Brixworth Juniors trained in Moulton on weekdays between October and April of each year.
5.4	The ownership of the floodlights at St David's was discussed. These lights require an urgent electrical inspection and the subsequently issued safety certificate needed to be provided to the Parish Council. Central Sports had already indicated that these lights belong to the Brixworth All Saints Football Club. This had also been confirmed by the Parish Council.
5.5	Sands United and the other Football Clubs needed to speak to each other and agree the splitting of costs of shared equipment and materials. (e.g. Goals maintenance, white lining etc) The partnership approach to delivering sport on a shared cost basis needed developing.
6.	Items for Future Meetings
6.1	<ul style="list-style-type: none"> Condition of pitches – divots (MP)

	<ul style="list-style-type: none"> • Compliance of terms and conditions (BPC) • Improving security (MP) • Fees and Charges Review (BPC) • Long term strategy (SC) • Equality Issues/ Protected Groups (EC (BPC) / SC) • MUGA update (BPC) • Maintenance Issues (BPC) • Correspondence (BPC) • Open Discussion – other issues to raise (ALL)
7.	Next Meeting
7.1	Tuesday 20 th October 2020 starting at 8pm.
8	Recommendations to the Parish Council
8.1	<ol style="list-style-type: none"> 1. The Parish Council notes the report and ongoing work of the Sports Liaison Working Group 2. The Groups Terms of Reference be approved

Meeting ended at 9.15pm



Brixworth Parish Council
Sports Liaison Working Group

Terms of Reference

The Parish Council at its meeting on 30th July 2020 (Minute 20/5083) discussed the existing pressures on the Parish Councils own sports facilities. This was leading to an overuse of the facilities which was not sustainable. The Parish Council was also keen to involve the local clubs in the overall operation and development of its own sites.

1. Purpose

Work towards high quality sustainable and inclusive recreation facilities through effective partnership working and proportionate investment. Providing sound advice to the Parish Council

2. Aims and Objectives

1. Support and encourage the development of local sport for the Brixworth community on the Parish Council sites through liaison and partnership working.
2. Ensure that the existing facilities are well maintained and maximised but without being overused.
3. Provide constructive feedback on the Grounds Maintenance Contractor Performance. This will include a review of all expenditure to ensure the effective and efficient use of resources. (The budget will continue to be presented direct to the Parish Council).
4. Provide support and direction to the sports clubs to enable them to deliver an enhanced sporting experience of the Brixworth community.
5. Ensure local knowledge is shared. Identify what the issues are, articulating why they need resolution, and putting forward ideas on how they might be resolved.
6. Improve communication by sharing information and feeding back comments.
7. Work in a collaborative and open manner, focussing discussion on finding appropriate solutions.
8. Work towards a vision to achieve sporting facilities for the Brixworth community.
9. Report the outcomes and actions as a result of any breaches in terms of terms and conditions or proven complaints.
10. Ensure that all users of the recreation grounds receive fair and equal treatment
11. Ensure that grounds are all operated in line with the legal agreements including complying with any restrictive covenants

12. Ensure adherence to the terms of all leases and agreements granted
13. Endeavor to secure funding whenever possible and identify ant improvements
14. Ensure that all business is conducted in accordance with the policies and procedures of the Brixworth Parish Council.

3. Composition

Membership shall comprise of 3 members of the parish council as appointed at the Annual Meeting of the Brixworth Parish Council.

- Councillor Barratt
- Councillor Elaine Coe
- Councillor Moxon.

The meeting will be chaired by a Parish Councillor on a rotational basis. This is to ensure that the purpose of the Liaison Group is achieved. The Chairman will act in an impartial way to ensure all different views are heard.

The following are invited to join the Working Group –

- Brixworth All Saints Football Club & Brixworth Juniors Football Club
- Brixworth Cricket Club
- Central Sports Club
- Sands United Football Club.

Continuity from one meeting to the next is important for the effectiveness of the group. The Clubs will therefore identify named individuals, but that individual can send a substitute should they not be able to attend a meeting.

- The meeting will be supported by the Parish Clerk. (Notes will be prepared by the Council)

4. Quorum

The Quorum for the Sports Liaison Working Group shall be two Councillors plus clubs.

5. Meeting Frequency

The Sports Liaison Working Group will meet at least twice per annum and other times when required.

The discussions and recommendations will be reported to the Parish Council after each meeting.

6. Responsibilities

A written report will be submitted to the Parish Council after each Working Party meeting indicating:

- Confirmation of any timescales
- Reporting of any issues or risks
- Recommending a course of action or requesting a direction from the Parish Council
- Highlighting any financial implications either short or long term.
- Consider all complaints received and ensure that action taken, BPC to deal with full council.
- Health and safety issues

- The Group will review and advise the Parish Council on fees and charges
- To ensure that the playing fields are used and prioritised for Brixworth residents

7. Outcomes

- Local sport on Parish Council land is coordinated effectively and the limited resources are well used
- Facilities are well managed
- There is increased availability of sustainable pitches with fewer postponed games
- Increased number of sports clubs and more people being active
- Clubs are working together and sharing good practise and resources
- Sports clubs are accessible and affordable to all and equality, diversity & inclusion is integrated into everything
- The Parish Council receives regular reports on progress

8 Notes

The Chairman and the Parish Clerk will set the agenda of the Liaison Group meetings.

This is a closed meeting with a limit of one representative per club.

In the current circumstances this is likely to be a video conferencing meeting – invites sent out by the Parish Clerk.

The Sports Liaison Working Group reports direct to the Full Council.

Fees and Charges for Recreation Grounds will be dealt with by the Finance Working Group.

A Task & Finish Panel has been appointed to deal with the legal agreements with Central Sports and the Cricket Club.

The Sports Liaison Working Group is 'advisory' only and has no authority to make decisions or to incur expenditure.



Consultation

16/09/2020

Dear Councillors

VIRGIN PARK AND CHARGE 2 (VPACH2)

I am writing to update you on the Virgin Park and Charge 2 project. This is an INNOVATE UK sponsored project which aims to demonstrate how on-street charging can be deployed at scale and pace across the UK. Northamptonshire is an ideal place for this activity because of the low levels of charging point availability, and the barrier this presents to the uptake of ultra-low emission ('plug-in') vehicles (ULEVs).

Despite the challenges presented by Covid-19, the project has made significant progress. We have worked with Liberty Charge (part of Liberty Global who also own Virgin Media) to review the feedback received from public consultations carried out earlier this year. Taking the feedback into account, there have been some sites that we are not planning to progress at this stage. For those sites where Liberty Charge are still planning to progress, they have now carried out detailed site surveys or are in the process of doing so. There are still some internal checks to be undertaken, but we are now in a position to begin the process of consulting on the Traffic Regulation Orders related to the Electric Vehicle Only bays associated with the charge points.

Traffic Regulation Order public consultation

The Traffic Regulation Orders (TRO) will be advertised in the local press, via notices displayed in the affected roads and will be published on our [Traffic Regulation Order webpage](#) along with details of how to submit any comments. Notification emails will be sent out to you advising on Traffic Regulation Orders located in your area and outline the deadline for submitting comments.

We are still working with Liberty Charge to identify a delivery programme but we anticipate that the first on-street charging points will be installed by the end of the year, and I will keep you updated on progress.



Northamptonshire
County Council



SMART MOVE
NORTHAMPTONSHIRE

Public consultation on additional proposed locations

Following further desktop studies, we are now ready to consult on a further 60 potential on-street electric charge point locations which are listed below.

Area	Road/ postcode
Brackley	High Street, NN13 6FB
Brixworth	Northampton Road, NN6 9DX Spratton Road, NN6 9PE
Bugbrooke	High Street, NN7 3PA
Irthlingborough	Addington Road, NN9 5ST



Northamptonshire
County Council



SMART MOVE
NORTHAMPTONSHIRE

Northampton and surrounding area	<p> Pound Lane, Moulton NN3 7SD High Street, Hardingstone NN4 6DD 30-10 The Green, Hardingstone NN4 7BU High Street, Wootton NN4 6LW Castle Street – A, NN1 2RS Castle Street – B, NN1 2RS Scarletwell Street - A, NN1 2JW Scarletwell Street – B, NN1 2SF Earl Street, NN1 3AX Craven Street, NN1 3EZ London Road (A508), NN4 8AS St. Leonard's Road – A, NN4 8DN St. Leonard's Road – B, NN4 8DW St. Leonard's Road – C, NN4 8DW Euston Road, NN4 8DT Delapre Street, NN4 8EU Abbey Road, NN4 8EY Rothersthorpe Road, NN4 8JA Towcester Road, NN4 8LW Birchfield Road East, NN3 2HG Fullingdale Road, NN3 2QJ Danefield Road, NN3 2SR Beech Avenue, NN3 2HE Main Road, Duston NN5 6JF Highlands Avenue, NN3 6BH The Drive, NN1 4SA Brookland Road – A, NN1 4SN Brookland Road – B, NN1 4SN Brookland Road – C, NN1 4SL St. George Street, NN1 2TR Mill Road, NN2 6AX Essex Street, NN2 6DR Arthur Street – A, NN2 6DX Arthur Street – C, NN2 6DX Symington Street, NN5 5EZ Newcombe Road, NN5 7AZ Countess Road – A, NN5 7DY Countess Road – B, NN5 7DY Gladstone Road , NN5 7EG Harlestone Road, NN5 7AG Dorset Road, NN2 7PT Greenwood Road, NN5 5ER Lincoln Road, NN5 5JU Holmecross Road, NN3 8AW Freehold Street – A, NN2 6EN Freehold Street – B, NN2 6EN Balfour Road, NN2 6JE Edinburgh Road, NN2 6PH </p>
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Raunds	Brook Street, NN9 6LL Brook Street, NN9 6UF Mackenzie Road, NN9 6EF
Rushden	High Street, NN10 0QE A5028, NN10 0NB
Thrapston	High Street, NN14 4JJ Sackville Street, NN14 4PA

Liberty Charge will be sending a letter directly to properties in each of the roads affected to inform them of the consultation and to ask for their views via the consultation portal, which is available at:

https://www.surveymonkey.co.uk/r/nccvpach_B3

For those without access to the internet, the letter will detail how to obtain a paper copy of the consultation survey. The feedback from the consultation will be reviewed by ourselves and Liberty Charge to inform which sites they will be taking forward for further investigation. The deadline for any comments is **9th October 2020**.

This work forms an important part of a broader [Smart Move Northamptonshire initiative](#). Updates on the VPACH2 project will be posted there as well as on our [Electric Vehicles webpage](#).

If you have any further questions then please direct them to ULEV@northamptonshire.gov.uk.

Kind regards



Cllr Jason Smithers

Cabinet Member for Place, Highways and the Environment

Northamptonshire County Council



Northamptonshire
County Council



SMART MOVE
NORTHAMPTONSHIRE



S106 Projects – Update

General

Submissions have been forwarded to the Daventry District Council for consideration. As agreed at the Parish Council meeting on 18th June 2020 the following projects received support –

- The Brixworth Bowls Club received support for its application for £5058.80 for an electric winding machine for bowls mats. This would be situated at the Brixworth Centre.
- £66,835 for indoor sports provision at the Brixworth Community Centre.
- The Brixworth Cricket Club received support for its application for £10,817 for a new roller and security doors for its St David's cricket facility.
- £171,250 for the provision of a MUGA (together with play area and associated landscaping) at the St David's Recreation Ground.

Bowls Club Application

No issues raised to date.

Cricket Club Application

This application cannot progress without a long-term lease being renewed for this site. This could be progressed on the existing terms and conditions. The Parish Council will need to consider this matter. (A task and finish group consisting of Councillors James, Compton and Elaine Coe was set up to review the Central Sports Lease and this Group could be used for this matter)

Community Centre Application

Further information is required by DDC before a decision on this particular application can be made. The wording of the S106 agreement makes it clear that the contribution must be used "to fund the provision and/or enhancement to indoor youth and adult recreation facilities." Therefore DDC will need full details of the anticipated works, including quotations, so that they can assess the enhancement aspect. Prior to specifying the detailed requirements there may be a need to consult.

St David's MUGA and associated landscaped area

The District Council needs quotations for the works to be undertaken, including details of the new sports / play equipment that the Parish Council anticipate installing. Depending on the size of the equipment planning permission may be required. Prior to specifying the detailed requirements there may be a need to consult.

Recommendation

The Parish Council is asked to consider its next actions

1. Renew the Cricket Club lease at St David's Recreation Ground – to be progressed by the existing St David's Legal Task & Finish Group.
2. The Parish Council considers how best the Community Centre scheme can progress to the next stage. (Consultation/ specification/ detailed quotations)
3. The Parish Council considers how best the St David's MUGA and landscaping scheme can progress to the next stage. (Consultation/ specification/ detailed quotations)



S106 Schemes – Specialist Support

This matter was deferred from the last meeting of the Parish Council. (Minute 20/5114) As requested all of the papers have since been circulated to all Councillors.

Councillor Bird has also submitted a paper on this matter for Councillors consideration, and this is attached to this report.

The Parish Council had agreed to progress with two bids for s106 funding. Both schemes will need resourcing with the right skills to mitigate any risks. Having the available skills to manage the project will enable smoother implementation. The procured service for the Community Centre would cover feasibility through to the delivery stage and will include:

- Project Brief
- Employers requirements and Specification
- Employers Agent
- Tender and Procurement
- Contract Administration
- On site Clerk of Works
- a suitable number of site visits / meetings throughout the design period and construction stage.

The procured service for the St David's MUGA Community Centre would cover feasibility through to the delivery stage and will include:

- Project Brief
- Design
- Employers requirements and Specification
- Employers Agent
- Tender and Procurement including assisting the Parish Council with the selection/ decision making process
- Contract Administration – but no site visits during the construction phase
- Final Inspection and Handover.

This matter was first raised at the Council meeting in May (Minute 20/5008) but this was deferred until the extra ordinary s106 meeting in June 2020. At this meeting on June 18th the Parish Council asked for additional quotes to ensure best value. (Minute 20/5008)

Further quotes had been requested –

St David's MUGA

Based on 200k project cost

	V1 Proposal	V1 Value based upon current estimates	V2 Proposal	V2 Value based upon current estimates
Company A	6% of the overall construction costs	£12,000	5.5%	£11,000
Company B	6.2 % of the overall construction costs On site Clerk of Works not allowed for (Architect supervised) Excludes out of pocket expenses, e.g. travel. Specialist design fees for a MUGA pitch would be in the region of £5,000.00	£12,400	6.2%	£12,400
Company C	9.0 % of the overall construction costs	£18,000	8%	£16,000

Community Centre Refurbishment

Based upon 60k project cost

	Proposal	Value based upon current estimates
Company A	10% of the overall construction costs	£6,000
Company B	9.2% of the overall construction costs On site Clerk of Works not allowed for (Architect supervised) Excludes out of pocket expenses, e.g. travel.	£5,520
Company C	9.5% of the overall construction costs	£5,700

Overall Costs

	V1 Value based upon current estimates	V2 Value based upon revised estimates
Company A	£17,820	£17,000

Peter Rowbotham
Parish Clerk

Company B	£17,734	£17,920
Company C	£23, 430	£21,700

The Parish Council has the powers to appoint a specialist company to enable sports and recreational facilities in accordance with the Local Government Miscellaneous Provisions Act 1976 s19.

The projects are financed from its Reserves/ CIL and s106 funding. The project can only progress on the basis that Daventry District Council formally agrees the submitted proposals.

Recommendation

It is recommended that the Parish Council considers the submitted quotes and next actions.

**Specialist Support for s106 Projects
Report of Councillor Bird**

Information regarding ESPO

Following the August Parish Council meeting discussion regarding the cost of project management and the limited information about ESPO further research has been carried out to clarify a number of points that were raised at the meeting. The main concern was regarding the cost of £17000 for a project manager. All of the documents listed below are available for parish councillors. This is a brief summary for discussion at the September parish council meeting.

The following people, companies and parish Councils have been contacted:

1. Jerry Jarman Kompan
2. Steve Sylvester Kompan
3. Marcia Milsom Winkfield PC (£114, 026) (ESPO HAGS)
4. Diane Rogers Wootton PC (Northants) (£100,000) (Project Finder)
5. Rachel Morton ESPO Framework 115
6. Josie Flavell Naseby PC (ESPO Kompan)
7. Suzanne Price West End PC (Contract Finders)
8. Alan Melton Manea PC (£110,000) (ESPO Bendcrite)
9. Paul Lane Crick PC (ESPO AMJ Construction)

Documents:

1. Responses to the questions raised by Brixworth PC
2. Kompan Presentation 'Delivering Outdoor Playgrounds – Successful and Safe projects Together'
3. ESPO User Guide Outdoor Playground, Fitness and Sports Facilities
4. ESPO Customer Access Agreement
5. ESPO Invitation to Tender – Bradford Council at Lister Park
6. ESPO Tender and Contract Documents
7. List of KOMPAN Customers who have used ESPO services and invoice value

Summary

ESPO is a not for profit, self-funded organisation so there are no fees to pay, thereby saving Brixworth residents £17,000. ESPO has 30 years experience in public sector procurement and is a local authority owned purchasing and supply consortium. It is jointly owned by the county councils of Cambridgeshire, Leicestershire, Warwickshire, Lincolnshire and Norfolk and City councils of Leicester and Peterborough.

The ESPO 115 framework has no direct cost to the purchaser, their costs are covered by taking a retrospective rebate from the framework suppliers. This framework offers the customer a quick, simple and competitive route to purchase the design and supply, deliver, install and maintain a range of outdoor fitness and play equipment including a range of multi-use games areas along with sports equipment, skate parks etc.

This particular framework is used by a number of public sector bodies including local councils. The framework is easy to use and is UK/EU compliant with the procurement work already completed. The list of suppliers has been assessed during procurement for financial stability, track record, experience and technical and professional ability. All terms and conditions are pre-agreed under the framework and underpin all orders placed.

How to Use the Framework

- 1 Complete the Customer Access Agreement and return it to ESPO
- 2 Establish whether your needs can be met by a single supplier or a further competition process is required.
- 3 Place an order with the supplier.

Benefits of Using this system

ESPO is experienced in providing the specialist suppliers with all the checks in place.

No architect costs and no extra costs for revising plans.

No project management costs as this is covered by the supplier.

Suppliers are all sports and play equipment specialists.

A saving of £17000 for the PC and Brixworth residents.

Cllr Jackie Bird



Holcot Road Improvement Scheme

Various issues had been raised at the meeting on January 30th 2020. The minutes record the following actions –

20/ 4862 Highways – Holcot Road

A local resident had written to the Parish Council concerning the parking issues on Holcot Road, Brixworth. The Parish Council would investigate further the possible use of plastic bollards, refurbishment of the former railway bench (and two others within the Village) together with associated paving and the use of wildflowers within the area.

At the last meeting on 27th August this matter was deferred so that an environmental improvement scheme could be drawn up.

This scheme would look at the Village Green, seating area and open spaces. There is budget provision for projects. The Parish Council has the legal powers to implement such works. (Some consultation will be necessary)

Recommendation

The Parish Council is asked to consider the environmental improvement scheme.



Flood Resilience

Community Flood Resilience Pathfinder Scheme

NCC are looking for communities to sign up to the third phase of the Community Flood Resilience Pathfinder scheme, which aims to make them more able to deal with flooding and feel better prepared for any emergency. NCC have contacted BPC as Brixworth had been identified as somewhere that is at risk from flooding and that it could benefit greatly from this scheme.

The objectives of the project are:

- The promotion of flood resilience to communities in Northamptonshire
- To work with up to 30 communities to develop and improve community and household level preparedness to flood risk through both prevention and preparedness measures
- To support up to 30 communities through the implementation of small scale asset integration works
- To support the further development of the [NCC Flood Toolkit](#)
- To recruit and train further surface water flood wardens
- To enhance the role and training available to Northamptonshire surface water flood wardens

Applicants would need to identify community members who can be flood wardens and someone who will be the main point of contact for their area. In return BPC would then benefit from a flood survey, which would be undertaken by civil engineers and support in developing community action plans and longer-term solutions which may involve purchasing equipment for which there is funding available.

From the flood risk map (image shown it appears that there is some 'high chance flood' areas in Brixworth. The project mostly focuses on surface water flooding or flash flooding so this would fit in with that.





Recommendation

The Parish Council considers participating in the Community Flood Resilience Pathfinder Scheme.

If it agrees to participate then the Parish Council considers a lead Councillor to work on this.



Risk of Flooding from Surface Water

-  This is in an area that has a **HIGH** chance of flooding from surface water. This means that each year, this area has a chance of flooding of greater than 1 in 30 (3.3%).
-  This is an area that has a **MEDIUM** chance of flooding from surface water. This means that each year, this area has a chance of flooding of between 1 in 100 (1%) and 1 in 30 (3.3%).
-  This is an area that has a **LOW** chance of flooding from surface water. This means that each year, this area has a chance of flooding of between 1 in 1000 (0.1%) and 1 in 100 (1%).
-  This is an area that has a **VERY LOW** chance of flooding from surface water. This means that each year, this area has a chance of flooding of less than 1 in 1000 (0.1%).



Complaint – The Ashway Playing Fields

“This has been raised this during Public Forum sections of Council meetings, but the over use is getting worse. They (The Football Club) have been on the playing field everyday this week. (3rd September) Yesterday I took pictures of over 50 cars in the car park and I took pictures). This was at a time when it was torrential rain, yet they still continue to dig up the ground.

I would now like to make a formal complaint to the Parish Council on the lack of action despite this being raised in the last 2 Council meetings”.

Recommendation

The Parish Council is asked to determine what action (if any) it wishes to take.

The Parish Council agree a response to this complaint.



The Ashway Playing Fields - Defibrillator

The Parish Council has a defibrillator which was donated by the Football Club – and funded by the Football Association.

This is a key item of community equipment and it is considered that this should be maintained by those who are more likely to use it. Essential maintenance would include replacing the pads after each use and batteries on an end of life basis.

It would be desirable to have this checked at least monthly (by a competent person) and someone to tell the Parish Council when to reorder the battery and pads. We already carry out weekly visual checks now for vandalism.

The Clerk has approached the Brixworth Responders to ask if this Group would be interested in this work in return for a £120 donation.

The Parish Council would continue to order direct any supplies as may be required by the Group to keep the Defibrillator fit for use at all times. This partnership approach would ensure that the equipment is always fit for use.

Recommendation

The Parish Council is asked to agree this approach to maintenance of the defibrillator.



Gully Cleaning Programme

I have been asked to present this item for consideration by the Parish Council.

Concerns have been expressed regarding the level of service within the Brixworth parish.

In general NCC will visit and clean every gully on the 'A' Road network and in known flood risk areas at least annually.

NCC keep records of every gully they attend to include when they visited, what they did and what they found (including recording silt levels). NCC then use this information to plan for future cleaning and for some streets in some areas may only get a visit every 3 years due to low silt levels.

NCC have a programme of works based on historical data that has been collected over the last 11 years.

Read more at

<https://www.northamptonshire.gov.uk/councilservices/northamptonshire-highways/roads-and-streets/Pages/highway-drainage.aspx>

Specific concerns have been expressed regarding Holcot Road and Station Road.

The gully cleaning programme lead at NCC has confirmed that the gullies within the derestricted (60mph) section of Holcot Road were cleared earlier this year when surface dressing was undertaken along here. The remaining ones, within the 30mph section of Holcot Road, will be include in the programme of other works in the village in March 2021.

Station Road will be done separately in October/November time.

Recommendation

The Parish Council is asked for its comments on the gully emptying service within Brixworth.



Saxon Rise – Litter Problems

Saxon Rise is a 'Barratt' estate with its open spaces being managed by a private company on behalf of its residents. The residents fund this from a 'management fee'.

The contractor who empties the private bins has not been performing. (Or the bin is too small for the site) One resident has complained to the Parish Council and the District Council about this – but the bin belongs to a private estate and is their responsibility. The Parish Council has already contacted the Management Company on two occasions regarding this matter. (Even though it was stated, incorrectly, on social media that the Parish Council was 'not interested')



This is a topical issue with the National Association of Parish Councils. Many of these 'fleecehold' arrangements are not working across the country with claims of overcharging and poor service. As NCALC has pointed out to the Parish Clerk 'the trouble with filling the gap left by the management company is that the more the parish council does, the less the management company is likely to do'.

A Councillor has asked that this matter be placed on the agenda for consideration.

Options

1. The legal powers aspect of this are straightforward. The Litter Act 1983 provides the parish council with the power to install bins, subject to obtaining the consent of the management company (<https://www.legislation.gov.uk/ukpga/1983/35>).
2. Keep contacting the Management Company until the required service standards are achieved. (Ideally the residents should be doing this already)
3. Ask to see if the Management Company would be interested in transferring the land, including a play area, to the Parish Council.
4. Do nothing

Recommendation

The Parish Council is asked for consider this matter.



Accessibility Statement for the Web Site

This website is run by Brixworth Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- most older PDF documents are not fully accessible to screen reader software

What to do if you cannot access parts of this website

If you need information on this website in a different format:

- email : clerk@brixworthparishcouncil.gov.uk
- call 079 8314 1786

We will then consider your request and get back to you in 14 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

- The Parish Clerk, Peter Rowbotham via email at clerk@brixworthparishcouncil.gov.uk
- Call the Parish Clerk, Peter Rowbotham on 079 8314 1786
- Via our contact form; <https://www.brixworthparishcouncil.gov.uk/contact-us/>

Approved September 2020

Next Review September 2021

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

Contacting us by phone or visiting us in person

Find out how to contact us at <https://www.brixworthparishcouncil.gov.uk/contacting-the-council/>

Technical information about this website's accessibility

Brixworth Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance Status

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances listed below.

Non-compliance with the accessibility regulations

Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.1 success criterion 1.1.1 (non-text content).

We plan to add text alternatives for all images by December 2020. When we publish new content, we'll make sure our use of images meets accessibility standards.

Disproportionate Burden

No disproportionate burden is being claimed.

Content that is not within the scope of the accessibility regulations.

PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This does not meet:

- WCAG 2.1 success criterion 4.1.2 (name, role value).
- WCAG 2.0 success criterion 2.4.5 Multiple Ways
- WCAG 2.0 success criterion 2.4.8 Location

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix documents such as agendas, minutes and financial documents prior to 2018.

We are required, by law, to upload a number of documents that have been approved and signed (the end of year audit for example), we do so by scanning the document and uploading as a PDF filetype.

Approved September 2020

Next Review September 2021

The very nature of a scanned document is not accessible and often OCR conversion of the document is not perfect. We will review this, likely in 2025 to see if technology or regulations have changed.

Any new PDFs or Word documents we publish will meet accessibility standards, unless these documents are scanned documents. If you wish to obtain a copy of any document on this website, please contact the clerk via the methods mentioned above.

What we are doing to improve accessibility

We will be running regular accessibility checks and ensure that new content added to the website meets accessibility requirements where possible.

Preparation of this accessibility statement

This statement was prepared on 5th September 2020.

This website was last tested on 5th September 2020. The test was carried out via Brixworth Parish Council (self-evaluation) on representative pages following the Government accessibility checklist and using the Wave Accessibility Evaluation Tool.

We focussed on the most popular website pages to test, including the [homepage](#).

Approved September 2020

Next Review September 2021



Bank Reconciliation - 31 July 2020

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SUMMARY

30-Jun-20	Revenue (Current) Account	£	112,446.30
30-Jun-20	Capital (Reserve) Account	£	157,502.41
	bank balance	£	269,948.71

RECEIPTS

Precept Income from DDC	£	-
VAT rebate from HMRC		
NCC Grass Cutting		
Sports Income		
Heritage Grant	£	-
Interest from Capital (Reserve) Account	£	1.34
Community Centre Recharged cleaning		
Other -Grant refund		
Other - bank reject		
Other Income	£	86.66
Community Infrastructure Levy		

Total cash in **£ 88.00**

EXPENDITURE

Employment Expenses (Wages/ Salaries plus mileage)	£	7,361.08
Value of all other transactions this month	£	6,270.30

Total cash out **£ 13,631.38**

Total: **£ 256,405.33**

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

31-Jul-20	Revenue (Current) Account	99,325.36
31-Jul-20	Capital (Reserve) Account	157,079.97
	bank balance	£ 256,405.33

UNPRESENTED CHEQUES

No unpresented cheques	£	-
Total unpresented cheques	£	-

£ 256,405.33

Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen



BRIXWORTH PARISH COUNCIL

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Statement of Reserves

July 2020

	Balance as at 31 March 2020	2020/ 2021 Budget Allocation	Spend	Commitments	Balance
Restricted Funds					
Pocket Park Maintenance	2,290.60	0.00	0.00	0.00	2,290.60
Crime Prevention Security	2,298.94	0.00	0.00	0.00	2,298.94
Ashway POS	1,734.00	0.00	0.00	0.00	1,734.00
Ashway/Ridings POS	23,712.30	0.00	0.00	0.00	23,712.30
Community Infrastructure Levy	10,280.38	13,240.88	0.00	0.00	23,521.26
	40,316.22	13,240.88	0.00	0.00	53,557.10
Earmarked Reserves					
Kubota Grass Mower	2,782.00	3,500.00	0.00	0.00	6,282.00
Van Branding & end of lease costs	1,000.00	400.00	528.00	0.00	872.00
Small Mower Replacement Fund	1,200.00	0.00	0.00	0.00	1,200.00
Strimmer Replacement Fund	600.00	0.00	0.00	0.00	600.00
Projects	8,819.55	2,500.00	0.00	0.00	11,319.55
Community Grants	9,180.01	5,000.00	0.00	5,560.00	8,620.01
Legal Costs - other	1,500.00	0.00	0.00	0.00	1,500.00
Legal Costs- County Court	10,429.28	0.00	1,077.50	0.00	9,351.78
Election Costs	3,745.00	400.00	0.00	0.00	4,145.00
Lighting on Parish Footpaths	6,620.00	1,500.00	0.00	0.00	8,120.00
Heritage Projects	343.50	0.00	0.00	0.00	343.50
St David's Car Park	4,500.00	1,500.00	0.00	0.00	6,000.00
Litter Bins	1,500.00	1,500.00	0.00	0.00	3,000.00
Play Equipment	6,000.00	3,000.00	0.00	0.00	9,000.00
Ashway Car Park	6,000.00	1,500.00	0.00	0.00	7,500.00
Pre Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00
Post Neighbourhood Plan / Local Plan	5,983.19	2,500.00	0.00	0.00	8,483.19
Calendar	0.00	750.00	0.00	0.00	750.00
Bus Shelter Replacement	3,980.00	2,000	0.00	0.00	5,980.00
Community Centre	0.00	4,000	0.00	0.00	4,000.00
Events	0.00	2,500	0.00	0.00	2,500.00
	74,182.53	32,550.00	1,605.50	5,560.00	99,567.03

To reconcile with Capital Bank Account:	£ 114,498.75	£ 45,790.88	£ 1,605.50	£ 157,078.63
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Section 106 (Held by Daventry DC)

Indoor Sports - Youth & Adult (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 (actual)	£	94,924.15	
Capital Account (actual)	£	157,081.18	
Total Cash in Bank	£	252,005.33	
Less Earmarked & Restricted	£	157,078.63	
Less forecast capital commitments	£	5,560.00	
Less forecast revenue commitments	£	90,000.00	
Add forecast Income	£	110,000.00	
Identified as General Reserves	£	109,366.70	66% of precept

Section 106 held by Daventry DC	£	254,425.00
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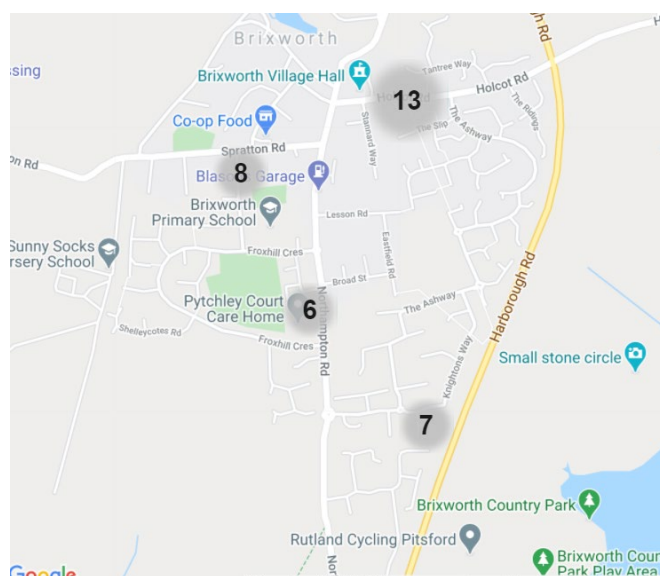
Section 106 for use by NCC	£	32,500.00
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Paper V – Paper for the Brixworth Parish Council of 24th September 2020



Reported Crime for July 2020

<https://www.police.uk/>



Trend

2018	2019	2020
42	32	34

Notes

- ASB – 6 reported in High Slade



Paper W for the Brixworth Parish Council meeting of 24th September 2020
 SID Average – Traffic Counts by time –
 Spratton Road Outbound September 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0 - 1	7	12	7	12	10	13	25	9.6	19	34.8
1 - 2	2	0	1	1	7	14	13	2.2	13.5	31.3
2 - 3	3	2	5	4	5	2	7	3.8	4.5	31.5
3 - 4	4	4	2	3	6	5	4	3.8	4.5	31.2
4 - 5	21	12	13	10	9	6	4	13	5	33.3
5 - 6	49	64	68	68	59	22	16	61.6	19	34.8
6 - 7	128	126	148	105	137	44	31	128.8	37.5	33.1
7 - 8	455	483	513	501	491	146	88	488.6	117	29.5
8 - 9	829	683	786	821	765	206	114	776.8	160	28.5
9 - 10	422	362	350	355	437	310	242	385.2	276	28.1
10 - 11	310	330	371	344	363	426	344	343.6	385	28.1
11 - 12	227	338	362	394	438	473	409	351.8	441	27.9
12 - 13	265	352	350	463	423	550	454	370.6	502	27.7
13 - 14	288	350	396	423	447	462	484	380.8	473	28.2
14 - 15	305	466	458	441	526	455	409	439.2	432	27.3
15 - 16	410	578	610	677	719	705	388	598.8	546.5	27.8
16 - 17	384	617	564	604	574	606	389	548.6	497.5	28.1
17 - 18	439	604	604	731	664	511	361	608.4	436	28.3
18 - 19	228	423	385	438	396	330	266	374	298	28.8
19 - 20	142	320	341	288	277	270	205	273.6	237.5	28.7
20 - 21	74	146	183	154	183	143	129	148	136	29.1
21 - 22	60	120	108	93	105	98	80	97.2	89	32
22 - 23	30	55	67	63	74	68	50	57.8	59	33.3
23 - 24	15	21	24	29	48	51	15	27.4	33	31.7
Totals	5097	6468	6716	7022	7163	5916	4527			
% of Total	11.9%	15.1%	15.7%	16.4%	16.7%	13.8%	10.6%			



Paper W – Paper for the Brixworth Parish Council of 24th September 2020
 SID Speeder Counts by time –
 Spratton Road / Outbound Data September 2020

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg	Week Day 85% Avg Speed
0 - 1	4	3	4	1	3	5	6	3	5.5	34.8
1 - 2	1	0	0	0	3	6	7	0.8	6.5	31.3
2 - 3	0	1	2	1	1	0	2	1	1	31.5
3 - 4	0	0	0	1	2	1	1	0.6	1	31.2
4 - 5	2	1	3	1	1	2	0	1.6	1	33.3
5 - 6	14	22	21	22	20	10	2	19.8	6	34.8
6 - 7	30	33	45	29	39	10	9	35.2	9.5	33.1
7 - 8	56	46	54	61	61	29	18	55.6	23.5	29.5
8 - 9	49	49	41	39	41	16	15	43.8	15.5	28.5
9 - 10	5	20	22	21	14	18	20	16.4	19	28.1
10 - 11	14	18	18	18	15	6	16	16.6	11	28.1
11 - 12	13	15	9	17	13	14	4	13.4	9	27.9
12 - 13	12	12	20	17	10	20	24	14.2	22	27.7
13 - 14	12	26	22	16	19	9	10	19	9.5	28.2
14 - 15	13	18	13	23	12	15	17	15.8	16	27.3
15 - 16	16	19	23	24	19	25	14	20.2	19.5	27.8
16 - 17	21	25	25	33	18	27	18	24.4	22.5	28.1
17 - 18	23	28	22	21	35	26	30	25.8	28	28.3
18 - 19	30	29	29	24	32	40	18	28.8	29	28.8
19 - 20	15	22	30	15	15	24	12	19.4	18	28.7
20 - 21	8	14	20	12	18	15	17	14.4	16	29.1
21 - 22	12	21	19	17	20	14	15	17.8	14.5	32
22 - 23	13	21	20	20	18	12	12	18.4	12	33.3
23 - 24	2	9	6	10	5	6	5	6.4	5.5	31.7



Paper X for the Brixworth Parish Council meeting of 24th September 2020

Planning Decisions – September 2020

Ref No.	Description	Location	BPC Comment	DDC Decision
PD/2020/0038	Construction of agricultural building for storage of straw	Jubilee Farm, Brixworth Road, Spratton, Northamptonshire, NN6 9DS		Prior Approval Not Required
DA/2020/0548	Work to tree within a conservation area	The Brown House 18, Newlands, Brixworth, Northamptonshire, NN6 9DN	Support	Approval Trees in Cons Area
DA/2020/0414	Works to trees subject to Tree Preservation Order DA 90	Brockwood House 40, Church Street, Brixworth, Northamptonshire, NN6 9BZ	Insufficient information	Approval TPO
DA/2020/0342	Construction of summerhouse in rear garden	14, Newlands, Brixworth, Northamptonshire, NN6 9DN	Support	Approval Householder App
DA/2019/0144	Outline application with main point of access included for development to provide commercial floorspace for Class B1b, B1c, B2 & B8 employment uses	Land To The West Of Mercedes Avenue, Brixworth (Brixworth/Scaldwell Parish), Northamptonshire	Object	Refusal Outline.

Paper Y – Brixworth Parish Council meeting of 24th September 2020**Brixworth Parish Council****Minutes of the meeting of the Planning Committee****Monday 3rd August 2020****Video Conferencing**

Councillors: Councillor Tom Mitchell, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Elaine Coe, Councillor Compton (From 7:53), Councillor Stephen James, Councillor Sandra Moxon (from 7:47), Councillor Kevin Parker and Councillor Frances Peacock.

In Attendance: Peter Rowbotham (Parish Clerk)

Apologies for Councillor Lina Howarth.

Absence:

Absent: Councillor Stuart Coe, Councillor James Collyer.

**Members of
the Public** 3

20/10104P Welcome

Councillor James welcomed everyone to the Planning Committee and reminded attendees that the meeting was being recorded.

20/1011P Apologies for Absence

Apologies for absence had been received from Councillor Lina Howarth. These were received by the meeting. This was proposed by Councillor James and seconded by Councillor Mitchell. Unanimous.

20/1012P Members' Declaration of Interests

None declared.

20/1013P Minutes of the Meeting of 9th July 2020

The minutes of the Planning Committee of 9th July 2020 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/1014P Minutes of the Meeting of 20th July 2020

The minutes of the Planning Committee of 20th July 2020 were agreed as a true and accurate record. This was proposed by Councillor James and seconded by Councillor Elaine Coe. Unanimous.

Initialled.....

20/1015P**DA/2020/0522****Replacement of temporary battery energy storage units with permanent battery energy storage system.****Ilmor Engineering Ltd, Quarry Road, Brixworth, Northamptonshire, NN6 9UB**

The Parish Council supported this proposal. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/1016P**DA/2020/0548****Work to tree within a conservation area****The Brown House 18, Newlands, Brixworth, Northamptonshire, NN6 9DN**

Subject to the tree not having a Tree Preservation Order, the Parish Council supported the proposal. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/1017P**DA/2020/0054****Application Appeal Number: APP/Y2810/W/20/3254497****Appeal by The Co-Operative Group****The Red Lion Hotel, Harborough Road, Brixworth****Demolition of public house and construction of new A1 retail unit (revised scheme)**

The Parish Council agreed that a representation be submitted on behalf of the Parish Council. This would be in the form of a short letter highlighting the key issues together with an accompanying detailed document providing traffic and speed data. Councillor Mitchell would compile and submit the letter. The draft letter would be circulated to all Committee members for comment. This was proposed by Councillor Mitchell and seconded by Councillor James.

20/1018P**DA/2019/0144****Outline application with main point of access included for development to provide commercial floorspace for Class B1b, B1c, B2 & B8 employment uses (resubmission)****Land to the West of Mercedes Avenue, Brixworth**

The Parish Council agreed that it would be represented at the Daventry District Council Planning Committee on 5th August 2020 by Councillor Barratt. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/1019P Any Other Urgent Business

There was no urgent business.

20/1009P Date of Next Meetings

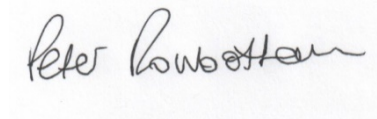
Monday 24th August 2020.

The meeting finished at 8.10pm

Signed as a true and accurate record

Initialled.....

Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
24th August 2020



Peter Rowbotham
Parish Clerk
Brixworth Parish Council
17th August 2020
Telephone: 079 8314 1786 Email
parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....

Paper Z – Brixworth Parish Council meeting of 24th September 2020**Brixworth Parish Council****Minutes of the meeting of the Planning Committee****Monday 24th August 2020****Video Conferencing**

Councillors: Councillor Tom Mitchell, Councillor Jackie Bird, Councillor James Collyer, Councillor Compton (From 7:45pm), Councillor Stephen James, Councillor Sandra Moxon (from 7:50pm), and Councillor Frances Peacock (from 7:35pm) .

In Attendance: Peter Rowbotham (Parish Clerk)

Apologies for Absence: Councillor Lina Howarth and Councillor Kevin Parker.

Absent: Councillor Ian Barratt, Councillor Elaine Coe and Councillor Stuart Coe.

Members of the Public 0

20/1021P Welcome

Councillor Mitchell welcomed everyone to the Planning Committee and reminded attendees that the meeting was being recorded.

20/1022 Apologies for Absence

Apologies for absence had been received from Councillor Howarth and Councillor Parker. These were received by the meeting.

20/1023P Members' Declaration of Interests

None declared.

20/1024P Minutes of the Meeting of 3rd August 2020

The minutes of the Planning Committee of 3rd August 2020 were agreed as a true and accurate record. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/1025P**DA/2020/0564****Two storey front and side extension.****19, The Ashway, Brixworth, Northamptonshire, NN6 9TZ**

Initialled.....

Subject to the access arrangements to the rear garden being clarified, the Parish Council agreed to support this application. This was proposed by Councillor Mitchell and seconded by Councillor James.

20/1026P

DA/2020/0595

Work to tree within a conservation area

Cherrybank, Brixworth Hall Park, Brixworth, Northamptonshire, NN6 9DE

Subject to the views of the District Council's Arboriculturalist, the Parish Council agreed to support this application. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/1027P

DA/2020/0563

Single storey rear extension

Marmalade Cottage 93, Northampton Road, Brixworth, Northamptonshire, NN6 9DX

The Parish Council made comment regarding the poor standard of the submitted drawings. However, the Parish Council supported the application. This was proposed by Councillor Mitchell and seconded by Councillor James. Unanimous.

20/1028P

DA/2020/0436 (Amended)

Demolition of three existing garages and construction of new office (Revised scheme to include enlarged basement office)

The Old Bakehouse 4, Kennel Terrace, Brixworth, Northamptonshire, NN6 9DL

The Parish Council agreed to support this application. This was proposed by Councillor Mitchell and seconded by Councillor Peacock.

20/1029P

DA/2020/0575

Single storey porch extension to front and raise existing roof to rear (revised scheme).

25, Lesson Road, Brixworth, Northamptonshire, NN6 9EE

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

20/1030P

DA/2020/0497

Decking and outbuilding to front of property (retrospective)

Orchard Lodge, Silver Street, Brixworth, Northamptonshire, NN6 9BY

The Parish Council considered that the plans did not accurately and clearly reflect the context that this application had upon the Conservation Area. It was agreed that this observation be submitted. This was proposed by Councillor Mitchell and seconded by Councillor Peacock. Unanimous.

20/1031P

DA/2019/0144

Outline application with main point of access included for development to provide commercial floorspace for Class B1b, B1c, B2 & B8 employment uses (resubmission)

Land to the West of Mercedes Avenue, Brixworth

The Parish Council agreed that thanks be formally recorded for the support that had been provided at the

Initialled.....

recent Daventry District Council Planning Committee. This included the efforts of fellow Parish Councillors, District Councillors and representatives from other Parish Council's. This was proposed by Councillor Mitchell and seconded by Councillor Peacock. Unanimous.

20/1032P**'Planning for the Future'**
Government White Paper

The Parish Council considered how best the Parish Council could respond to the White Paper entitled 'Planning for the Future', which proposed radical changes to the planning and development control system in England. A briefing note from NCALC had been circulated and the deadline for comments would be 15th October 2020. It was agreed to ask the Neighbourhood Planning Working Group for its comments. The Chairman would also formulate his own views and these would be discussed again at the Planning Committee meeting on 5th October 2020. All other Parish Councillors would also have had the opportunity to read about the proposals and feed into the process.

20/1033P Any Other Urgent Business

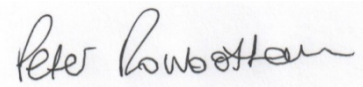
There was no urgent business.

20/1034P Date of Next Meetings

Monday 14th September 2020.

The meeting finished at 8.25pm

Signed as a true and accurate record



Councillor Tom Mitchell
Chairman of the Planning Committee
Brixworth Parish Council
14th September 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
1st September 2020
Telephone: 079 8314 1786 Email
parish.clerk@brixworthparishcouncil.gov.uk

Initialed.....

Paper A1- Brixworth Parish Council meeting of 24th September 2020



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 8th July 2020

Video Conferencing

In Attendance:

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

Apologies:

Absent -

Also, Present: Peter Rowbotham (Parish Clerk)

**Members of
the Public:** 0

20/ 384 MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting which was being recorded.

20/ 385 MC Apologies for Absence

None received.

20/ 386 MC Declarations of Interest

None declared.

20/ 387 MC Minutes of the last meeting (10th June 2020)

The minutes of the last meeting held on 10th June 2020 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird. Unanimous.

20/ 388 MC Brixworth Bulletin

The draft pages for the next Bulletin had been reviewed by Committee members. Changes had been suggested which would be taken on board. Councillor Bird would be editing the pages this time. The final draft would be discussed on an informal basis outside of the Committee meeting on 15th July 2020.

It was thought that the Red Lion story would appear in the main body of text because of the stories significance.

Page Number	Article	Author	Notes
One	Chairman's Chat	Councillor James	Inc s106 news and reference to Red Lion App
One	Community Grants availability	Councillor Moxon	
Two	Enhancing Sport	Councillor Bird	Virtual Meetings Good Neighbourhood Scheme
Three	Covid 19	Councillor Elaine Coe / Councillor Lina Howarth	Virtual Meetings Good Neighbourhood Scheme
Four	Parish Councillors Contact Details/ Dates Review of Structure	Councillor Moxon	

20/ 389 Matters Referred from Parish Council

No further items had been identified.

20/ 390 Performance Data

The latest Google Analytics data had been circulated for Councillors information. This was noted by the Committee.

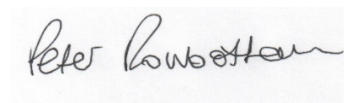
19/ 391 MC Any Other Business

None

19/ 392 MC Date of Next Meeting

Wednesday 12th August 2020 at 645pm

The Meeting finished at 7.49pm



Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
 12th August 2020

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
 15th July 2020
 Telephone: 079 8314 1786
 Email: parish.clerk@brixworthparishcouncil.gov.uk



Paper B1 for the Brixworth Parish Council Meeting of 24th September 2020

Report of the Parish Clerk

September 2020

1. Overview

Homeworking has been continuing. The recent Government announcement confirms that home working will continue in the foreseeable future. I have had the occasional meeting outdoors including the Coop meeting and getting signatures on formal documents. Face to face meetings will continue to be kept to an absolute minimum.

Meetings are still being held as scheduled using Video Conferencing. The current advice is to continue with this although some Councils are keen to meet again. There is some pressure nationally that video conferencing continue beyond the COVID crisis as it is proving popular.

2. Updates

Work was in hand to re open the Community Centre when the Brixworth pre-school urgently required accommodation. We have managed to slot in the pre school group with minimal disruption. Dancing classes still take place on a Saturday. Some groups cannot start until the new year but the current COVID restrictions may have prevented Groups restarting any way.

The County Court case scheduled for October has been postponed. We are awaiting further correspondence from the Court on the next steps.

I now have a draft legal document from our solicitor for the Village Hall Car Park.

I have applied for a highway licence on behalf of the British Legion for 'poppies on lamp posts'

The order for Wildflowers on Northampton Road has been placed.

3. Assets

The grass cutting is now carried out on a fortnightly basis.

The broken slab at The Ashway Changing Rooms has been repaired.

The fence at St David's has been fully repaired.

I have a quote for a replacement ball stop fence. I need a further two quotes to comply with the Financial Regulations.

4. Service Requests

- Fly posting - removed
- Trade Bins at The Red Lion – reported to DDC and NCC
- Over flowing bin at Saxon Rise – reported twice to the Management Company
- Damaged fence at St David's - done
- Litter bins at Saxon Rise – reported to BPC
- Bonfire at the Northampton Road allotments – passed to DDC and allotment group
- Bus Stops – info supplied
- Gully emptying - reported to BPC

5. Meetings Attended this Month

- 5.1 Finance Working Group
- 5.2 Personnel Working Group
- 5.3 Media & Communications Committee
- 5.4 Retail Working Group
- 5.5 Sports Liaison Working Group
- 5.6 Parish Council
- 5.7 Planning Committee
- 5.8 NCALC meeting on Local Government Reorganisation
- 5.9 Meeting with the Assistant Groundsman
- 5.10 Meeting with the Brixworth Food Project

6. Training & Development

None this month

7. Community Engagement

Only activity through social media.

Posts remain varied linked to partner activities and Covid 19.

8. Actions from the previous Council Meetings

Minute	Item	Action	Status
20/5081	Verification Officer Report	Update Financial Regs	Complete
20/5082	Grounds Maintenance	Contract let	Complete
20/ 5084	Sports Group	Meeting	Complete
20/5084	Terms and conditions	Consult	Complete
20/5085	Assistant Clerk	Appoint	To progress
20/5086	S106 Specialist	Appoint	Quotes in
20/5087	BT Box	Adopt	To progress
20/5090	Village Benches	Quotes for refurb	To progress
20/5091	Wildflowers	Highway licence	Applied
20/5092	Legal documents	Apply to Land Registry	Started

19/4509	Bus Shelters – Mercedes	Clerk to meet Mercedes	To be organised
19/4582	Road Safety Data	Obtain from Road Safety Team	This data is on line
19/4600	Village Hall	Appoint Solicitor	Progressing (Chased)
19/4603	Manor Farm	Consult public	Progressing
19/4664	The Ashway Crime Reduction	Look at feasibility of reducing hedge	DDC no objection (June 2020)
19/ 4731	Big Lunch	Look at feasibility	Postponed
19/4731	Good Neighbour Scheme	Promote	Outstanding. (M&C?)
19/4735	S106	Receive Bids	Progressing
19/4754	CCTV	Install at St David's	First quote in
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	Progressing
20/4862	Holcot Road	Range of improvements	Bench scheme underway
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	Complete
20/5043	Procurement Finance System	Purchase and install	Planned for August
20/5072	Covid 19	Risk Assessments / Deep Clean	Planned for August

9. Tasks to be undertaken

PRIORITY 1. Statutory

Agenda & Minutes
Accounts
Health & Safety Inspection
Risk Assessments
Risk Register

PRIORITY 2. Financial

VAT return
New FMS System

PRIORITY 3. Tasks with Deadlines

New Assistant Clerk
Staff Appraisals –
S106 projects –appoint specialist and submit
Funding bid – Toucan Crossing
Village Hall Car Park
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

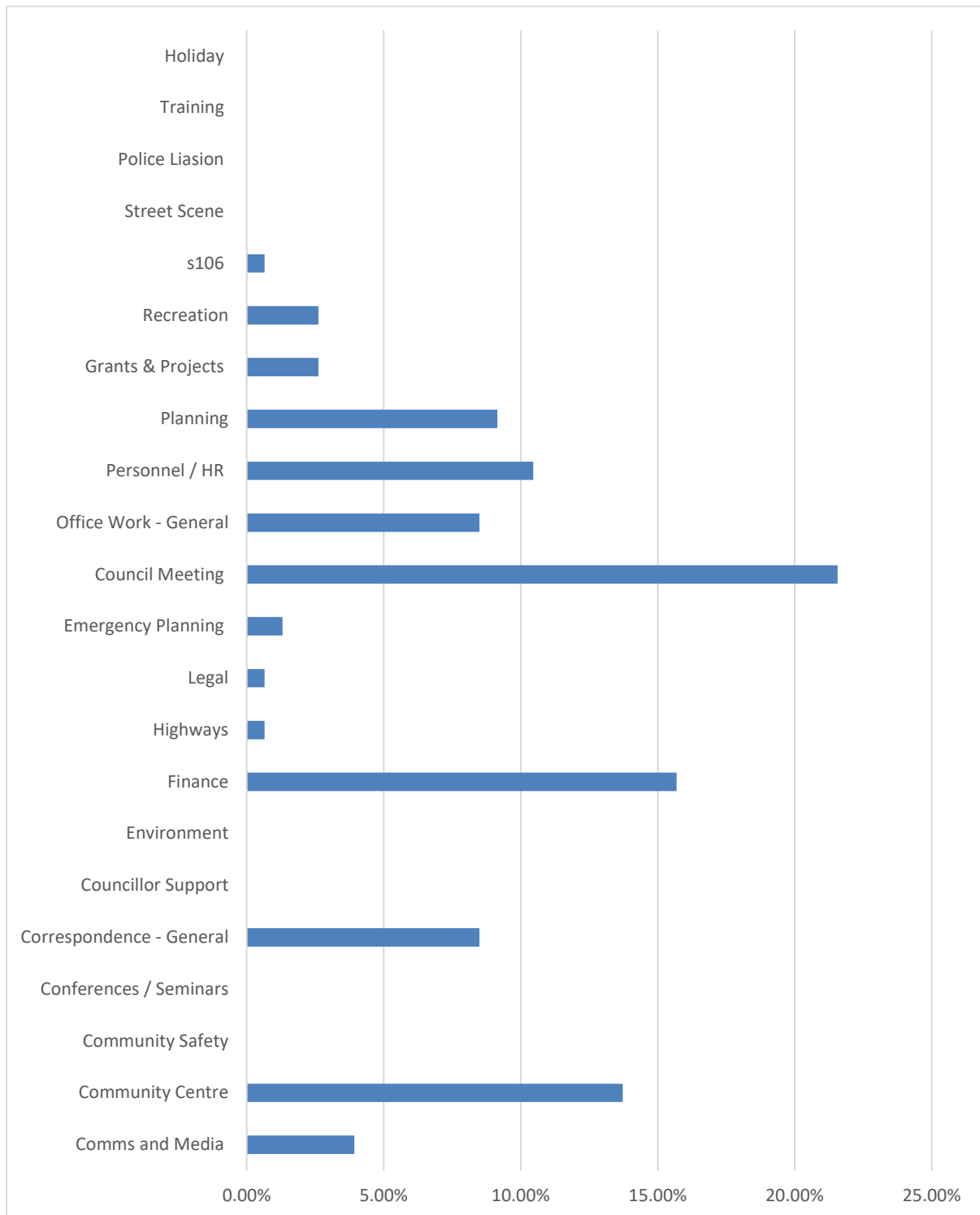
Dog fouling at St David's

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 – September 2020



Peter Rowbotham
Parish Clerk

Paper C1 – Brixworth Parish Council meeting of 24th September 2020



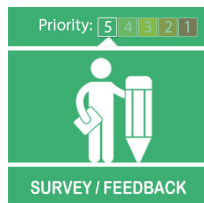
General Correspondence

Correspondence not already included within the agenda

Number	Subject	From
01	Road Safety Survey	Neighbourhood Watch
02	Local Cycling and Walking Consultation	Northants County Council
03	COVID Survey	Northants County Council

Peter Rowbotham
Parish Clerk

From: alert@neighbourhoodalert.co.uk
Sent: 17 September 2020 14:58
To: pc_brixworth@daventrydc.gov.uk
Subject: ***SPAM*** Survey: Give Your Opinions on Road Safety 17/09/2020 14:58:06 [339571]



Survey: Give Your Opinions on Road Safety

A national survey is asking what people across the country think about roads policing and enforcement.

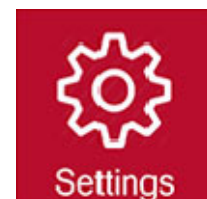
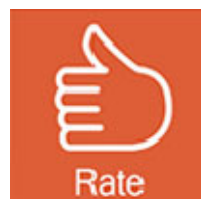
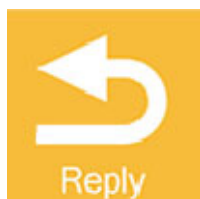
Tell us your opinion so that your comments can be included in a national review.

To fill out the form follow this link: www.surveymonkey.co.uk/r/apccsaferoads

Message Sent By

Holly Patterson (Police, Social Media Engagement Officer, Corporate Communications)

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From: Kat Woodcock <mail@northamptonshire.vuelio.uk.com>
Sent: 09 September 2020 09:45
To: brixworthpc@gmail.com
Subject: NCC NEWS RELEASE : Northamptonshire County Council launches Public Consultation on Northampton Local Cycling and Walking Infrastructure Plan



PR 11615

09 September 2020

For Immediate Release

Northamptonshire County Council launches Public Consultation on Northampton Local Cycling and Walking Infrastructure Plan

Northamptonshire County Council has launched a consultation on the Northampton Local Cycling and Walking Infrastructure Plan and is seeking views from the public.

The Northampton Local Cycling and Walking Infrastructure Plan supports an ambition for Northampton to become a leading centre for active travel, which fully embraces walking and cycling. The document outlines the walking and cycling measures that could be introduced to transform levels of walking and cycling in the town.

Cllr Jason Smithers, county council cabinet member for Highways and Place, said: "It's a really exciting time for cycling and walking in Northamptonshire. The Emergency Active Travel Fund has enabled us to investigate and trial light segregation, but it is clear from the feedback we received from the Commonplace consultation that people also want to see permanent solutions to improve the environment for those walking and cycling.

"This is the first Local Cycling and Walking Infrastructure Plan to be published in Northamptonshire and follows the methodology set out by government. It outlines our future plans and it's really important in placing us in the best possible position to benefit from funding in the future.

"Encouraging people to do more walking and cycling for local journeys not only brings huge health and wellbeing benefits, but also improves air quality and helps to reduce congestion."

The Northampton Local Cycling and Walking Infrastructure Plan includes a summary of the analysis work undertaken, a network plan which identifies the preferred routes and core walking zones for further development, alongside a prioritised programme of infrastructure improvements for future investment.

The Council is looking for people's views on the scope of the document, its approach and whether any changes are needed to the schemes proposed to ensure that they meet the new cycling design guidance [LTN 1/20 Cycling Infrastructure Design](#).

For details of how to comment and to read the document please go to the [consultation hub](#). People have until Friday 23 October 2020 to submit their comments.

ENDS

For more information please contact Kat Woodcock kwoodcock@northamptonshire.gov.uk
;

Attachments

- Northamptonshire County Council launches Public C [Northamptonshire County Council launches Public C](#)



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[#RL-11615:637352412352818031#]

From: [Consult](#)
To: [Consult](#)
Subject: COVID-19 in Northamptonshire - Community Engagement
Date: 08 September 2020 20:14:37

Northamptonshire County Council (NCC), and all our partners who are working together on the coronavirus pandemic, want to hear from members of our communities.

We want to gather feedback to understand your views on the spread of coronavirus in the county and to identify what might be helping or stopping people from following guidance.

We will ask you about getting tested, about social distancing (keeping 2 metres apart) and self-isolation (staying at home if you have symptoms or a positive test) so that we can identify ways of making all of these things easier for our residents.

Please note that your answers to this survey are anonymous and the results of all responses will be analysed by NCC public health and engagement teams with the overall findings being shared with our incident response team and Oversight and Engagement Board.

Have your say

Please give us your views by completing our [online questionnaire](#).

The consultation closes at **midnight on 5 October 2020**.

Details of the above and other past and present consultation and engagement activities are available on Northamptonshire County Council's [Consultation Hub](#).

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