



Brixworth Parish Council

**Councillors are hereby summoned to attend the Parish Council meeting to be held on
Thursday 29th July 2021 starting at 7:15pm**

Brixworth Community Centre and Library, Spratton Road, Brixworth

Public & Press are welcome to attend.

AGENDA

*Supporting
Papers*

1. **Welcome**
2. **Apologies for absence and acceptance of any apologies for absence**
 - 2.1 Consider any received apologies.
3. **Declarations of Interest**
 - 3.1 Members' declarations of interests on agenda items only
4. **Agree and sign the minutes of previous meeting:**
 - 4.1 Parish Council Annual Meeting of 29th June 2021
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.

A

PART ONE - FOR DECISION

6. **Finance**
 - 6.1 Consider the payments for July 2021
7. **Co-option of Parish Councillors**
 - 7.1 Consider the co-option of one Parish Councillor.
 - 7.2 Consider dispensation for the co-opted Councillors relating to Community Centre business

B

C

8. Appointments		
8.1 Consider the following appointments:		D
<ul style="list-style-type: none"> One vacancy on the Media & Communications Committee One vacancy on the Finance Working Group Two vacancies on the Personnel Working Group One vacancy on the Legal (Assets) Working Group One vacancy on the Strategic Planning Working Group One vacancy – Village Hall Representative One Vacancy – Highways/Transport & Environment 		
9. Brixworth Cricket Club Legal Agreement		
9.1 Consider the legal agreement for a 25 year lease at St David's Recreation Ground		E
10. Annual Review of Documents		
10.1 Consider the adoption of the following key documents: (as recommended by the Media & Communications Committee)		
<ul style="list-style-type: none"> Freedom of Information Publication Scheme Data Protection Policy Data Breach Policy Privacy Policy 		F G H I
11. Litter Bins		
11.1 Consider using a standardised litter bin on Parish Council land.		J
12. Recreation – Ball Stop Fence		
12.1 Receive an update and consider further actions		K
13. British Legion – Poppies on Lamp Posts		
13.1 Consider making a donation of £180 towards 'Poppies on Lamp posts'		L
14. Short Term Office Support for the Parish Clerk		
14.1 Consider short term office support for the Parish Clerk		M
PART TWO - FOR INFORMATION		
15. Finance		
15.1 Receive the rolling budget 21/22		N
15.2 Receive the Bank Reconciliation Report		O
15.3 Receive the statement of the Parish Council's Reserves		P
16. Community Safety		
16.1 Note the reported crime data for Brixworth for May 2021		Q
16.2 Note the data downloaded from the Parish Council's Speed Indicator Device. (SID)		R
17. Planning		
17.1 Receive the planning decisions for June 2021.		S
17.1 Receive the minutes of the Planning Committee of 7 th June 2021.		T
18. Media & Communications Committee		
18.1 Receive the minutes of 14 th April 2021.		U
19. Community Centre (Indoor Sports) Working Group		
19.1 Receive the minutes of 13 th July 2021.		V

20. **Parish Clerks Report**
20.1 Receive the Parish Clerk's Report W
21. **General Correspondence**
21.1 Note the Correspondence listed at Appendix X X
22. **Dates of Future Meetings**
22.1 To note the dates of the next cycle of meetings.
- Planning – 9th August 2021
 - Media & Communications – 11th August 2021
 - Parish Council – 26th August 2021

PART THREE – CONFIDENTIAL

23. **Exclusion of the press and public**
23.1 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
- If required -**
- Suspension of Standing Order 2 (x)**
23.2 Paragraph 2 (x) of the Standing Orders states that a meeting should not exceed a period of 2.5 hours. If necessary, the Parish Council should consider suspending Standing Order 2 (x) to enable the meeting to extend beyond 9:45pm should this be needed.

The Press & Public will be requested to leave the meeting (subject to 23.1)

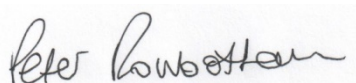
24. **Legal Matters**
24.1 Receive any legal updates and consider any actions to be taken.

The Press & Public to be invited back into the meeting

PART FOUR – URGENT MATTERS

25. **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
14th June 2021

10 Shelland Close
Market Harborough
Leicestershire
LE16 7XU
Tel: 079 8314 1786

Email: parish.clerk@brixworthparishcouncil.gov.uk
Web Site: www.brixworthparishcouncil.gov.uk



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

Members of the Parish Council

Councillor Sandra Moxon (Chairman) Councillor Jackie Bird (Vice Chairman)
Councillor Ian Barratt, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer,
Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell,
Councillor Tony Nixon, Councillor Kevin Parker, Councillor Frances Peacock and Councillor Christine Ware.



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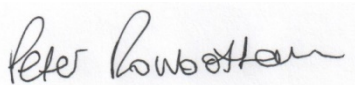
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Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell,
Councillor Tony Nixon, Councillor Kevin Parker, Councillor Frances Peacock and Councillor Christine Ware.

**A****Brixworth Parish Council****Minutes of the meeting held on
Tuesday 29th June 2021 at 730pm****Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS****In Attendance:**

Councillors: Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Jackie Bird, Councillor Neal Brown, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tom Mitchell and Councillor Frances Peacock.

Apologies: Councillor Kevin Parker.

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 1

21/5470 Welcome

Councillor Moxon welcomed everyone to the meeting of the Parish Council. She advised attendees of the evacuation procedures and that the meeting was being recorded.

21/5471 Apologies for Absence

Apologies for absence had been received from Councillor Parker. These were received by the meeting. Proposed by Councillor Bird and seconded by Councillor Barratt.

21/5472 Declarations of Interest

Councillor Brown declared a non-pecuniary interest in the item approving the monthly payments (Minute number 21/5475)

21/5473 Minutes of Previous Meeting (26th May 2021)

The minutes of the meeting held on 26th May 2021 were agreed as a true and accurate record. This was proposed by Councillor Brown and seconded by Councillor Coe.

21/5474 Public Open Forum

A matter was raised and discussed later in the meeting regarding the proposed Cricket Club lease. (Minute number 21/5481)

21/5475 Finance - Transactions including Payments for Approval – June 2021

The list of financial transactions and payments for June 2021 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 Coe. Councillor Brown abstained (Non pecuniary interest).

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (1st June)	271.62	54.32	325.94	LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (1st)	136.19	6.81	143.00	PHA 1875 s164
03	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (10th)	52.95	10.59	63.54	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	19.51	3.90	23.41	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (Via BACS)						
06	Staff	Net Salaries and Wages (4-week month)	3,667.18	0.00	3,667.18	LGA 1972 s111
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
07	Amazon	Projector Cable	10.62	2.12	12.74	LGA 1972 s111
08	Fenland Play Equipment	Gate stop - playground	20.50	4.10	24.60	PHA 1875 s164
09	Amazon	Projector Cable	12.40	2.48	14.88	LGA 1972 s111
10	Zephyr	Replacement Union Flag	117.70	23.54	141.24	LGA 1972 s133
11	Royal Mail	Postage	0.85	0.00	0.85	LGA 1972 s111
12	O2	Top up mobile phone	16.67	3.33	20.00	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	Nil		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
13	HMRC	PAYE	1,190.47	0.00	1,190.47	LGA 1972 s112
14	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
15	Peter Rowbotham	Employment Related Expenses	80.00	0.00	80.00	LG(FP)A 1963 s5
16	R&G	Grounds Maintenance Contract	516.00	103.20	619.20	PHA 1875 s165
17	AH Blason & Son	Fuel	77.17	15.43	92.60	LGA 1972 s111
18	Bakers Waste	Trade Waste at St David's	51.76	1.34	53.10	PHA 1875 s164
19	Tradeport B&Q	Combination Lock - The Ashway Rec Gate	5.83	1.17	7.00	PHA 1875 s164
20	Tradeport Screwfix	Groundman's Materials	35.33	7.07	42.40	LGA 1972 s111
21	Parish Council Websites	Web Site Hosting	180.00	36.00	216.00	LGA 1972 s111

22	Brampton Valley Group	Annual Tree Maintenance	815.00	163.00	978.00	PHA 1875 s164
23	Brixworth Bulletin	Four Page Advertisement	350.00	0.00	350.00	LGA 1972 s142
24	Chubb	The Ashway Changing Rooms Emergency Lights	175.39	35.08	210.47	PHA 1875 s164
25	ESPO	Office Stationery	23.30	4.66	27.96	LGA 1972 s111
26	EON	Footway Lighting - Maintenance	28.28	5.66	33.94	PCA 1957 s3
27	ROSPA	Play Equipment Inspections	274.00	54.80	328.80	PHA 1875 s164
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			9,063.07	586.51	9,649.58	
Receipts						
28	Nat West	Interest (28th May)	1.46	0.00	1.46	LGA 1972 s111
29	Amazon	Credit - returned cable	10.62	2.12	12.74	LGA 1972 s111
30	HMRC	VAT Repayment	5,926.56	0.00	5,926.56	VAT Act 1994 s33
Total Income this month			5,938.64	2.12	5,940.76	
Bank Transfer - Capital to Revenue						
	Realign Account with budget		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						
31	Realign Account with budget		35,167.04	0.00	35,167.04	LGA 1972 s111
Total transferred to capital this month			35,167.04	0.00	35,167.04	

21/5476 Co-option of Parish Councillors

The Parish Council agreed to the co-option of Barbara Lunnon, Anthony John Nixon, Frances Maria Peacock and Christine Sarah Ware. This was proposed by Councillor Barratt and seconded by Councillor Compton.

Recorded Vote

For: Councillor Barratt, Councillor Bird, Councillor Coe, Councillor Collyer, Councillor Compton, Councillor Mitchell and Councillor Moxon.

Against: Councillor Brown

21/5477 Dispensation – Community Centre Business

Dispensation requests had been received from Councillor Lunnon, Councillor Nixon and Councillor Peacock to enable them to speak and vote at Parish Council meetings on Community Centre business. This was considered and agreed. This was proposed by Councillor Brown and seconded by Councillor Mitchell. Unanimous.

21/5478 Appointments

The following appointments were discussed and agreed –

- Vice Chair of Planning Committee – Councillor Peacock. Proposed by Councillor Mitchell and seconded by Councillor Compton.

- Media & Communications Committee – Councillor Lunnon. Proposed by Councillor Compton and seconded by Councillor Coe.
- Vice Chair of the Media & Communications Committee – Councillor Lunnon. Proposed by Councillor Moxon and seconded by Councillor Coe.
- Finance Working Group - Councillor Lunnon. Proposed by Councillor Moxon and seconded by Councillor Compton. One vacancy remains.
- Personnel Working Group – Two vacancies remain.
- Community Centre (Indoor Sports) Councillor Lunnon. Proposed by Councillor Moxon and seconded by Councillor Bird.
- Legal (Assets) Working Group – One vacancy remains.
- Strategic Planning Working Group – One vacancy remains.
- Village Hall Representative – One vacancy remains.
- Highways & Transport – including Rights of Way, Verges and Trees – One vacancy remains.
- Armed Services Liaison – Councillor Collyer. Proposed by Councillor Moxon and seconded by Councillor Bird.

21/5479 Queens Platinum Jubilee – Tree Planting

To mark and celebrate the Queen's Platinum Jubilee in 2022 every Town and Parish Council in Northamptonshire had been invited to "Plant a Tree for the Jubilee" as part of a nationwide celebration. The Parish Council agreed to participate in this project. It was agreed that a further report be submitted including types of trees, suitable locations and costs. Proposed by Councillor Moxon and seconded by Councillor Compton.

21/5480 Queens Platinum Jubilee – Celebration Activities

The Parish Council agreed to participate in the nationwide Jubilee celebrations which would take place between 3rd to 6th June 2022. The local celebration event on Sunday 5th June would be in partnership with other organisations within the village. Further details would be submitted to enable financial provision to be made within the 2022/2023 budget. Proposed by Councillor Bird and seconded by Councillor Barratt.

21/5481 Recreation - Brixworth Cricket Club Lease

Following comments received from a representative of the Brixworth Juniors Football Club it was agreed to refer this matter to the Sports Liaison Working Group for further discussion. This was proposed by Councillor Moxon and seconded by Councillor Bird.

21/5482 Ground Floor Office – Community Centre, Spratton Road, Brixworth

The Community Centre had a ground floor office which was let via a licence from the Northants County Council – now West Northants Council. It was agreed that the Parish Council use the existing the Information Point as a workplace and registered office for the Parish Council. The Information Point service would continue to be provided with this information service being supplemented using volunteers. Proposed by Councillor Brown and seconded by Councillor Mitchell.

21/5483 Annual Review of Documents

Members Code of Conduct. The Parish Council adopted this document. Proposed by Councillor Compton and seconded by Councillor Brown.

Standing Orders.

Paragraph 2c would be amended to read:

The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. When the formal notice of

meeting (agenda) is issued to Councillors it should include, whenever possible, a set of all available supporting papers.

Paragraph 8b would be amended to read:

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording, *in the form of a briefing note*, to the Proper Officer at least 5 clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Parish Council adopted this document with the above amendments to paragraphs 2c and 8b. Proposed by Councillor Moxon and seconded by Councillor Brown.

Financial Regulations. The Parish Council adopted this document. Proposed by Councillor Brown and seconded by Councillor Compton.

21/5483 Energy Contract – The Ashway

E.on had provided the electricity supply to The Ashway which was now out of contract. This was previously considered at the meeting on 25th February 2021. This had not progressed because of administrative complications relating to the requirement of financial references. In the circumstances it was agreed to renew the Contract with E.on for a further one-year period. The Council provide recreational facilities in accordance with the Public Health Act 1875 s164. There is financial provision for the energy supply at the Ashway Changing Rooms. This was proposed by Councillor Coe and seconded by Councillor Brown.

21/5484 Litter Bins

The trade waste contractor had confirmed that all waste collected from the Council's litter bins was recycled. The proposed design of a new standard litter bin to replace the dilapidated litter bins would now be circulated to all Councillors for comment. This would be on the agenda for the next meeting.

21/5485 Summer Play Sessions

It was agreed that Milton Keynes Play Association should be requested to run five play sessions on Parish Council land. The Parish Council would utilise its funding powers under s137 of the Local Government Act 1972 and the cost would be £1815. There is provision within the 'events' budget. Should the pilot scheme be successful then financial provision would be made within the 2022/2023 budget. Proposed by Councillor Mitchell and seconded by Councillor Brown.

21/ 5486 Play Equipment – ROSPA Inspection Report

All of the Parish Councils playground sites had recently been inspected and the full reports had been circulated. Short term work had been identified and the costs would be met from existing budgets. Longer term, the play areas in need of a refresh would benefit from both s106 and CIL funds. The Parish Council had the power to provide and manage pleasure grounds in accordance with the Public Health Act 1875 s164. The Parish Council agreed that the report be noted and that necessary actions be carried out as soon as practical. This was proposed by Councillor Mitchell and seconded by Councillor Brown.

Councillor Brown left the meeting at 9.13pm

21/5487 Footway Lighting

The Parish Council was advised of the need to upgrade its lights to meet current standards and because of the lack of availability of replacement parts. The low-pressure sodium lamps used by the Parish Council were being phased out. The replacement lanterns would be LED. The Parish Council provides lighting in accordance with the Parish Councils Act 1957 s3. There is budget provision for the work which would cost £2470. Proposed by Councillor Moxon and seconded by Councillor Mitchell.

21/5488 Parish Council Surgeries

The Parish Council agreed that its Saturday morning surgeries recommence on the first Saturday in September 2021. (4th) Proposed by Councillor Moxon and seconded by Councillor Bird.

21/5489 Finance – Rolling Budget

The rolling budget for June 2021 had been circulated for information. The report was received by the Parish Council. There were no issues or concerns.

21/5490 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 28th May 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £102,204.75. The Capital (Reserve) account indicated a balance of £222,311.83.

21/5491 Finance – Statement of Reserves

Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and £171,793.37 within Earmarked Reserves. General Reserves was indicated at £102,204.75 (61% of the precept) The s106 money agreed and held by Daventry District Council for the St David's projects was £171,250. The s106 funding for indoor sport identified for the Community Centre and held by the Daventry District Council was £72,634.

21/5492 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for April 2021. There had been 13 reported crimes compared to 24 in 2019 and 23 in 2018.

21/5493 Community Safety – Speed Indicator Device (SID)

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

21/5494 Planning – Decisions for May 2021

The Parish Council noted the list of planning decisions issued by the Local Planning Authority during May 2021.

21/5495 Planning – Committee Minutes for 4th May 2021

The Parish Council received the minutes of the Planning Committee of 4th May 2021.

21/5496 Planning – Committee Minutes for 24th May 2021

The Parish Council received the minutes of the Planning Committee of 24th May 2021.

21/5497 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5498 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	Press Release – Relief Road Funding	WNC
02	NALC Newsletter	NALC
03	Trees	Local Resident
04	NALC Newsletter	NALC
05	Press Release – Corporate Plan	WNC
06	NALC CEO Bulletin	NALC
07	NALC CEO Bulletin	NALC
08	NALC CEO Bulletin	NALC

21/5499 Dates of Future Meetings

Note - These meeting dates may be subject to change because of Government advice and the availability of COVID secure premises.

- Media & Communications Committee – 14th July 2021
- Planning Committee – 26th July 2021
- Council – 29th July 2021

The Chair and Vice Chair would both be unavailable for the Council meeting of 29th July 2021. The Parish Council agreed that Councillor Compton should chair this meeting. Proposed by Councillor Bird and seconded by Councillor Moxon.

21/5500 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 Coe and seconded by Councillor Compton.

The meeting was in closed session from 9:24pm

21/5501 Suspension of Standing Order 2(x)

Paragraph 2 (x) of the Standing Orders stated that a meeting should not exceed a period of 2.5 hours. As the meeting was likely to run beyond 9:45pm the Parish Council agreed to suspend Standing Order 2 (x). Proposed by Councillor Coe and seconded by Councillor Bird.

21/5502 Legal Matters

The Parish Council received a further update regarding the County Court case. The Parish Council agreed that its Solicitor be instructed to write to the Claimant making a generous offer of writing-off the sum of £4,455 providing that he agreed to pay the remaining sum of £5,800 which represented 56% of the total owed. This was the Council's final offer. This was proposed by Councillor Bird and seconded by Councillor Compton.

The meeting was back in open session from 9:55pm

21/5503 Staffing Matters

The Parish Council agreed to advertise the post of Parish Clerk & Responsible Finance Officer as a full-time post (37 hours per week) on the grade LC2/ LC3, SCP 24 to 36. (£28,672 to £39,880) The weekly hours of the Assistant Clerk would be increased to 15 hours. The grade of the Assistant Clerk would remain at SCP 8 to 12. (£8,307 to £8,993) There was unlikely to be any major financial implications this accounting year, depending on starting salaries. However this position would need reassessing as part of the budget setting process for 2022/2023. Proposed by Councillor Moxon and seconded by Councillor Bird.

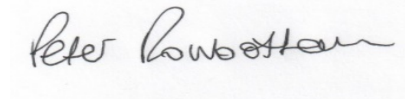
21/5504 Urgent Matters

None

The meeting finished at 9:57pm

Signed as a true and accurate record.

Councillor Sandra Moxon
Chairman
Brixworth Parish Council
29th July 2021



Peter Rowbotham
Parish Clerk
Brixworth Parish Council
8th July 2021
Telephone: 079 8314 1786
E Mail: parish.clerk@brixworthparishcouncil.gov.uk

DRAFT



Brixworth Parish Council - Financial Transactions

B

July 2021

		Net Amount	VAT	Total	Powers
		£	£	£	
Direct Debit Payments - Financial Reg 6.7					
01	Peninsula Business Systems	Support Services (30th June)	271.62	54.32	325.94 LGA 1972 s111
02	E.ON	Elec monthly - Ashway Changing Rooms (1st)	136.19	6.81	143.00 PHA 1875 s164
03	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49 LGA 1972 s111
04	TalkTalk Business	Broadband (8th)	53.35	10.67	64.02 LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.95	3.79	22.74 LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (via BACS)					
06	Tollers	Legal Work - St Davids Registration	636.00	121.20	757.20 LGA 1972 s111
Debit Card Payments (On line purchase) - Financial Regs 6.10 & 6.19					
07	NCALC	Training Course - Levelling Up - Environment	32.44	6.49	38.93 LGA 1975 s175
08	Royal Mail	Postage	0.66	0.00	0.66 LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)					
	None		0.00	0.00	0.00
Payments for approval - Financial Regulation 5.2 (via BACS)					
09	Staff	Net Salaries and Wages (5 week month)	3,836.38	0.00	3,836.38 LGA 1972 s111
10	HMRC	PAYE	1,235.27	0.00	1,235.27 LGA 1972 s112
11	LGSS	Pension Scheme	694.77	0.00	694.77 LGA 1972 s112
12	Peter Rowbotham	Employment Related Expenses	69.20	0.00	69.20 LG(FP)A 1963 s5
13	R&G	Grounds Maintenance Contract	734.00	146.80	880.80 PHA 1875 s165
14	AH Blason & Son	Fuel	178.00	35.60	213.60 LGA 1972 s111
15	Bakers Waste	Trade Waste at St David's	63.81	12.75	76.56 PHA 1875 s164
16	Tradepoint Screwfix	Groundmans Materials	37.61	7.52	45.13 LGA 1972 s111
17	Scribe	Annual Fee Accountancy System	468.00	93.60	561.60 LGA 1972 s111
18	EON	Footway Lighting - Electricity Supply	151.09	7.55	158.64 PCA 1957 s3
19	KF Troop	Plants - Winter 2020	350.00	0.00	350.00 LGA 1972 s144
20	KF Troop	Plants - Summer 2021	470.00	0.00	470.00 LGA 1972 s144
21	Plantscape	Additional Planters - Spratton Road	392.62	78.52	471.14 LGA 1972 s144
22	BHIB	Annual Insurance	1,375.37	0.00	1,375.37 LGA 1972 s111
Cheque Payments					
	Nil		0.00	0.00	0.00
Total Expenditure this month to date			11,444.91	633.53	12,078.44
Receipts					
23	Nat West	Interest (30th June)	2.01	0.00	2.01 LGA 1972 s111
Total Income this month			2.01	0.00	2.01
Bank Transfer - Capital to Revenue					
	Realign Account with budget		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					
	Realign Account with budget		0.00	0.00	0.00 LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00

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

Signed Parish Clerk
Signed Auth Signatory 1
Signed Auth Signatory 2
Date



C

Brixworth Parish Council

Parish Councillor

Application Form for Co-option

Name:	Gary Spratt
Occupation:	I am currently a fraud analyst for Barclays bank until the end of July, then becoming an operations manager for Northamptonshire Council – looking after Libraries

Please provide some brief background details as to why you wish to become a Parish Councillor.

I wish to play an active part within the village, I believe that all amenities should be fully accessible for both disabled and abled bodied people. I have lived in Brixworth for over twenty five years and have strong ties to the village as my wife works in the village post office, my stepson & daughter in law reside in the village and 2 out of 3 children go to the village school. I want to help ensure that our youth have suitable amenities. I personally have MS and am a wheelchair user and can offer an insight into things that maybe over looked and from a different perspective. I hope to be elected in being able to support the parish council in achieving what is best for our village

Please let us know what skills or experience you would be able to bring to the Parish Council. Include any previous community/council work. This information will possibly become public knowledge.

I am a naturally enthusiastic and positive team player with excellent and proven supervisory skills. I am a self-starter with a well-developed sense of organisation and priority, which I have gained in a variety of customer facing environments. I am a logical thinker with a pragmatic approach to problem solving and decision-making. I have excellent people skills, which have developed my negotiating and communication skills.

Skills:

- Able to tackle new situations enthusiastically and with determination.
- Capable of working on own initiative and as part of a team in an environment where pressure is common.
- Training, coaching and people development ensuring that the team be come multi-skilled,
- Leadership Skills such as motivating, delegating and supporting.
- Time Management ensuring that deadlines are met and meetings attended.

I am currently the safeguarding and welfare officer for both Brixworth tennis club and Northampton Saint Wheelchair Rugby team part of Northampton Saints. I have worked in both the financial and hospitality sector for over 30 years

Please sign the following declaration to indicate that you have read and understood the regulations.

- ☒ I declare that I am not disqualified from serving as a Member of Brixworth Parish Council
- ☒ I am aged 18 or over at the date of this election or appointment
- ☒ I am a UK or commonwealth citizen / a citizen of the Republic of Ireland / a citizen of another Member state of the European Union
- ☒ I am an elector of the parish, or I have for the whole of the previous 12 months occupied (as owner or tenant) land or other premises in the parish, or during the previous 12 months have worked in the parish (as your principal or only place of work), or for the whole of the previous 12 months lived in the parish or within three miles of the parish boundary.

Signature

Date

06/07/2021

All applicants are asked to note that;

- It is not possible to guarantee that you will be appointed;
- A Parish Councillor who, without the consent of the Parish Council has failed to attend full Parish Council meetings for a continuous period of six months (from the date of the first meeting missed), shall be disqualified
- Your personal data will be stored and maintained on computer systems which are registered under The Data Protection Act 1998.
- You do not have to be connected to a political party.
- All elected/ co-opted Parish Councillors will be required to sign and abide by the Code of Conduct and the [seven principles of public service](#).

Thank you for your interest

PAPER D		Councillor Barratt	Councillor Bird	Councillor Brown	Councillor Coe	Councillor Collyer	Councillor Compton	Councillor Lennon	Councillor Mitchell	Councillor Moxon	Councillor Nixon	Councillor Parker	Councillor Peacock	Councillor Ware	Councillor Vacant	NOTES
Full Council	14		Vice							Chair						
Planning Committee	14								Chair				Vice			
Media & Comms Committee	5				Chair			Vice								
Armed Services Liasion	1															
Finance Working Group	5															
Highways & Environment	1															
Legal (Assets) Working Group	3															
NCALC	1															
Personnel Working Group	5		Chair													
Police Liasion	1															
s106 Community Centre Working Group	4*								Chair							*plus Mike Nice
s106 Play Park & MUGA Working Group	5									Chair					2	
Sports Working Group	3															
Strategic Planning Working Group	3															
Thomas Roe Charity	2															
Verification Officer	1															
Village Hall Rep	1															

	member
	proposed
	vacant

DATED:

2021

LEASE

Relating To

**Part of St Davids playing fields, Froxhill Crescent,
Brixworth, Northamptonshire**

Brixworth Parish Council

and

Brixworth Cricket Club Limited

Reference: SCH/313908.001

Date: 13 May 2021

www.tollers.co.uk

LR2. Title number(s)	LR2.1 Landlord's title number(s)
	LR2.2 Other title numbers
	NN48637 and NN39455
LR3. Parties to this lease	<p data-bbox="646 398 1307 533">Landlord BRIXWORTH PARISH COUNCIL of 10 Shelland Close, Market Harborough, Leicestershire, LE16 7XU</p> <p data-bbox="646 566 1307 768">Tenant BRIXWORTH CRICKET CLUB LIMITED incorporated and registered in England and Wales with company number 06498941 whose registered office is at 8 Stone Hill Way, Brixworth, Northamptonshire, NN6 9LW</p> <p data-bbox="646 801 828 835">Other parties</p>
LR4. Property	<p data-bbox="646 869 1323 1003">In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.</p> <p data-bbox="646 1003 1323 1070">See the definition of "Property" in Clause 1.1 of this Lease.</p>
LR5. Prescribed statements etc.	<p data-bbox="646 1104 1323 1305"><i>LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.</i></p> <p data-bbox="646 1339 716 1373">None</p> <p data-bbox="646 1406 1323 1473"><i>LR5.2 This lease is made under, or by reference to, provisions of.</i></p> <p data-bbox="646 1507 716 1541">None</p>
LR6. Term for which the Property is leased	The term specified in the definition of "Contractual Term" in Clause 1.1. of this lease. ¹
LR7. Premium	None
LR8. Prohibitions or restrictions on disposing of this lease	This lease contains a provision that prohibits or restricts dispositions.

LR9. Rights of acquisition etc.	LR9.1 Tenant 's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land
	None
	LR9.2 Tenant's covenant to (or offer to) surrender this lease
	None
	LR9.3 Landlord's contractual rights to acquire this lease
	None.
LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property	None
LR11. Easements	LR11.1 Easements granted by this lease for the benefit of the Property
	The easements set out in clause 3 of this Lease are granted by this Lease for the benefit of the Property.
	LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property
	The easements set out in clause 4 of this Lease are granted or reserved over the Property for the benefit of other property..
LR12. Estate rentcharge burdening the Property	None.
LR13. Application for standard form of restriction	None
LR14. Declaration of trust where there is more than one person comprising the Tenant	Not applicable.

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PARTIES

- (1) BRIXWORTH PARISH COUNCIL of 10 Shelland Close, Market Harborough, Leicestershire, LE16 7XU (the **Landlord**);
- (2) BRIXWORTH CRICKET CLUB LIMITED incorporated and registered in England and Wales with company number 06498941 whose registered office is at 8 Stone Hill Way, Brixworth, Northamptonshire, NN6 9LW (the **Tenant**).

AGREED TERMS

1. Interpretation

The following definitions and rules of interpretation apply in this Lease.

1.1 Definitions:

Annual Rent: rent at the initial rate of £990.00 per annum exclusive of VAT and then as revised pursuant to this Lease and any additional rent payable pursuant to clause 8.

Base RPI Month: November 2020.

Base Rent: rent of £990.00 per annum.

Break Date: a date which is at least 12 months after service of the Break Notice.

Break Notice: written notice to terminate this lease specifying the Break Date.

Contractual Term: a term of years beginning on, and including, the date of this Lease and ending on, and including 2046.

Conveyance: a conveyance dated 20 September 1939 made between Martins Bank Limited (1), A Hamson & Son Limited (2) and the Parish Council of Brixworth (3).

Default Interest Rate: 4% per annum above the Interest Rate.

Interest Rate: the base rate from time to time of Barclays Bank, or if that base rate stops being used or published then a comparable commercial rate reasonably determined by the Landlord.

Landlord's Neighbouring Property: each and every part of the adjoining and neighbouring property in which the Landlord has an interest known as St David's Recreation

Ground, Froxhill Crescent, Brixworth, Northamptonshire as registered at HM Land Registry with title numbers NN48637 and NN39455 and comprised in the Conveyance.

LTA 1954: Landlord and Tenant Act 1954.

Permitted Use: for playing cricket only.

Property: the freehold property at St Davids playing fields, Froxhill Crescent, Brixworth, Northamptonshire shown edged red on the plan attached to this Lease and being part of the land comprised in the Conveyance.

Rent Payment Dates: the 1st January and the 1st August in each year.

Review Date: 1 January 2022 and every anniversary of that date.

RPI: the Retail Prices Index or any official index replacing it.

Service Media: all media for the supply or removal of electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities, and all structures, machinery and equipment ancillary to those media.

Third Party Rights: all rights, covenants and restrictions affecting the Property including the matters referred to at the date of this Lease in the property and charges registers of title numbers NN48637 and NN39455 and the matters referred to in the Conveyance.

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 A reference to this Lease, except a reference to the date of this Lease or to the grant of this Lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental to it.
- 1.3 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this Lease. A reference to the **Tenant** includes a reference to its successors in title.
- 1.4 The expressions **landlord covenant** and **tenant covenant** each has the meaning given to it by the Landlord and Tenant (Covenants) Act 1995.
- 1.5 Unless the context otherwise requires, a reference to the **Property** is to the whole and any part of it.
- 1.6 A reference to the **term** is to the Contractual Term.

- 1.7 A reference to the **end of the term** is to the end of the term however it ends.
- 1.8 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.9 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.10 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.11 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use reasonable endeavours to prevent that thing being done by another person.
- 1.12 Unless the context otherwise requires, any words following the term **including, include, in particular, for example**, or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or terms preceding those terms.
- 1.13 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.14 A reference to **writing** and **written** excludes fax and email.
- 1.15 Unless the context requires, references to clauses are to the clauses of this Lease.
- 1.16 Clause headings shall not affect the interpretation of this Lease.
- 1.17 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.18 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.19 Unless expressly provided otherwise, the obligations and liabilities of the parties under this Lease are joint and several.

- 1.20 In relation to any payment, a reference to a **fair proportion** is to a fair proportion of the total amount payable, determined conclusively (except as to questions of law) by the Landlord.

2. Grant

- 2.1 The Landlord lets the Property to the Tenant for the Contractual Term.
- 2.2 The grant is made together with the ancillary rights set out in clause 3, excepting and reserving to the Landlord the rights set out in clause 4, and subject to the Third Party Rights.
- 2.3 The grant is made with the Tenant paying the following as rent to the Landlord:
- (a) the Annual Rent and all VAT in respect of it;
 - (b) all interest payable under this Lease; and
 - (c) all other sums due under this Lease.

3. Ancillary rights

- 3.1 The Landlord grants the Tenant the following rights (the **Rights**):
- (a) the right to use any Service Media that belong to the Landlord and serve the Property; and
 - (b) the right to use the area for the time being forming the outfield for the Permitted Use when playing cricket on the Property; and
 - (c) the right to mow and otherwise maintain such outfield in connection with the use of the Property for the Permitted Use.
- 3.2 The Rights are granted in common with the Landlord and any other person authorised by the Landlord.
- 3.3 The Tenant shall exercise the Rights in accordance with this Lease and only in connection with the Tenant's use of the Property for the Permitted Use but not for any other purpose.
- 3.4 The Tenant shall comply with all laws relating to the Rights and all reasonable regulations in connection with the exercise of the Rights that the Landlord may make from time to time and notify to the Tenant in writing.
- 3.5 Except as mentioned in this clause 3, neither the grant of this Lease nor anything in it confers any right over the Landlord's Neighbouring Property nor any other neighbouring property nor is to be taken to show that the Tenant may have any right over any part of the

Landlord's Neighbouring Property or any neighbouring property, and section 62 of the Law of Property Act 1925 does not apply to this Lease.

4. Rights excepted and reserved

4.1 The following rights are excepted and reserved from this Lease to the Landlord (the **Reservations**) notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property provided that they do not materially affect the use and enjoyment of the Property for the Permitted Use:

- (a) the right to use and to connect into Service Media on the Property which are in existence at the date of this Lease, or which are installed or constructed during the term, for the benefit of the Landlord's Neighbouring Property;
- (b) the right to lay, repair, maintain, renew, inspect, replace or reroute any Service Media, on the Property for the benefit of the Landlord's Neighbouring Property;
- (c) at any time during the term, the full and free right to develop the Landlord's Neighbouring Property and any neighbouring or adjoining property in which the Landlord acquires an interest during the term as the Landlord may think fit;
- (d) the right to enter the Property to inspect the condition of the Property and for any other purpose mentioned in or connected with:
 - (i) this Lease;
 - (ii) the Reservations; or
 - (iii) the Landlord's interest in the Property.

4.2 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them, and by anyone authorised by the Landlord.

4.3 The Tenant shall allow all those entitled to exercise any of the Reservations to enter the Property at any reasonable time and, except in the case of an emergency, after having given reasonable notice to the Tenant (which notice need not be in writing), with or without their workers, contractors, agents and professional advisors.

4.4 No party exercising any of the Reservations, nor its workers, contractors, agents or professional advisors, shall be liable to the Tenant or other occupier of or person at the

Property for any loss, damage, injury, nuisance or inconvenience arising by reason of the exercise of any of the Reservations except for:

- (a) physical damage to the Property; or
- (b) any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.

5. Third Party Rights

- 5.1 The Tenant shall comply with all obligations on the Landlord relating to the Third Party Rights insofar as those obligations relate to the Property and shall not do anything (even if otherwise permitted by this Lease) that may interfere with any Third Party Rights.
- 5.2 The Tenant shall allow the Landlord and any other person authorised by the terms of any of the Third Party Rights to enter the Property in accordance with its terms.

6. Annual Rent and other payments

- 6.1 The Tenant shall pay the Annual Rent and any VAT in respect of it by two equal instalments in advance on or before the Rent Payment Dates.
- 6.2 Payments of Annual Rent and any VAT in respect of it shall be made by banker's standing order or by any other method that the Landlord reasonably requires at any time by giving notice to the Tenant.
- 6.3 The Tenant shall pay all present and future rates, taxes and other impositions and outgoings payable at any time during the term in respect of the Property, its use and any works carried out there, except:
 - (a) any taxes payable by the Landlord in connection with any dealing with or disposition of the reversion to this Lease; or
 - (b) any taxes (other than VAT) payable by the Landlord by reason of the receipt of any of the rents due under this Lease.
- 6.4 If any rates, taxes or other impositions and outgoings are payable in respect of the Property together with other property, the Tenant shall pay a fair proportion of the amount payable.
- 6.5 The Tenant shall pay the costs and expenses (assessed on a full indemnity basis) of the Landlord, including any solicitors' or other professionals' costs and expenses and whether incurred during or after the end of the term, in connection with or in contemplation of the enforcement of the tenant covenants of this Lease and with any consent applied for in

connection with this Lease and the preparing and serving of any notice in connection with this Lease under section 146 or 147 of the Law of Property Act 1925 or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the court.

6.6 If any Annual Rent or any other money payable under this Lease has not been paid by the date it is due, whether it has been formally demanded or not, the Tenant shall pay the Landlord interest on that amount at the Default Interest Rate (both before and after any judgment). Such interest shall accrue on a daily basis for the period from the due date to and including the date of payment.

6.7 The Annual Rent and all other amounts due under this Lease shall be paid by the Tenant in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

7. Rent review

7.1 The Annual Rent shall be reviewed on each Review Date to equal the Annual Rent payable immediately before that Review Date (or which would then be payable but for any abatement or suspension of the Annual Rent or restriction on the right to collect it) or, if greater, the indexed rent determined pursuant to this clause.

7.2 The indexed rent for a Review Date shall be determined by multiplying the Base Rent by the All Items index value of the RPI for the month two months before the month in which that Review Date falls, then dividing the product by the All Items index value of the RPI for the Base RPI Month.

7.3 The Landlord shall calculate the indexed rent as soon as reasonably practicable and shall give the Tenant written notice of the indexed rent as soon as it has been calculated.

7.4 If the revised Annual Rent has not been calculated by the Landlord and notified to the Tenant on or before the relevant Review Date, the Tenant shall continue to pay the Annual Rent at the rate payable immediately before that Review Date. On the date no later than five working days from and including the date that the revised Annual Rent is notified by the Landlord to the Tenant, the Tenant shall pay the shortfall (if any) between the amount of Annual Rent that the Tenant has paid for the period from and including that Review Date and the amount of Annual Rent for that period that would have been payable had the revised Annual Rent been calculated by the Landlord and notified to the Tenant on or before that Review Date.

7.5 Time shall not be of the essence for the purposes of this clause.

- 7.6 Subject to clause 7.7, if there is any change to the methods used to compile the RPI, including any change to the items from which the All Items index of the RPI is compiled, or if the reference base used to compile the RPI changes, the calculation of the indexed rent shall be made taking into account the effect of this change.
- 7.7 The Landlord and the Tenant shall endeavour, within a reasonable time, to agree an alternative mechanism for setting the Annual Rent if either:
- (a) the Landlord or the Tenant reasonably believes that any change referred to in clause 7.6 would fundamentally alter the calculation of the indexed rent in accordance with this clause 7, and has given notice to the other party of this belief; or
 - (b) it becomes impossible or impracticable to calculate the indexed rent in accordance with this clause 7.

This alternative mechanism may (where reasonable) include, or consist of, substituting an alternative index for the RPI.

- 7.8 The Landlord and the Tenant shall each bear their own costs in connection with the rent review.

8. Additional rent

- 8.1 The parties acknowledge that the Annual Rent is based on the Tenant playing a maximum of 22 cricket matches on the Property in any calendar year.
- 8.2 If the Tenant plays more than 22 cricket matches on the Property in any calendar year, the Annual Rent for that calendar year shall be increased by an amount equal to:

$$(A / 22) \times B$$

where:

A = the Annual Rent otherwise payable in that calendar year (taking into account any rent review due pursuant to clause 7).

B = the number of cricket matches in excess of 22 played in that calendar year.

- 8.3 The additional rent calculated pursuant to clause 8.2 shall be payable on the date no later than five working days from and including the date that the last cricket match is played in that calendar year and in any event, no later than the next Rent Payment Date.

9. Insurance

The Tenant shall at its own expense procure and maintain insurance in respect of all third party liability risks in relation to the Tenant's use of the Property with a reputable insurance company to provide cover in respect of each and every claim of not less than £10 million.

10. VAT

10.1 All sums payable by the Tenant are exclusive of any VAT that may be chargeable. The Tenant shall pay VAT in respect of all taxable supplies made to it in connection with this Lease on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.

10.2 Every obligation on the Tenant, under or in connection with this Lease, to pay the Landlord or any other person any sum by way of a refund or indemnity, shall include an obligation to pay an amount equal to any VAT incurred on that sum by the Landlord or other person, except to the extent that the Landlord or other person obtains credit for such VAT under the Value Added Tax Act 1994.

11. Use, repairs and alterations

11.1 The Tenant shall not use the Property for any purpose other than the Permitted Use.

11.2 The Tenant shall not:

- (a) use the Property for the purposes of conducting a trade or business or in connection with any trade or business;
- (b) use the Property for any purpose or in any manner that is illegal, hazardous or dangerous, or would cause loss, damage, injury, nuisance or inconvenience to the Landlord, any other tenants of the Landlord or any other owner or occupier of neighbouring property;
- (c) do anything to or on the Property that invalidates or may invalidate, in whole or in part, any insurance effected by the Landlord in respect of the Property or the Landlord's Neighbouring Property;
- (d) permit any trespass on the Property;
- (e) obstruct any public road, footpath, right of way or any means of access to the Property;
- (f) remove any topsoil, turf, stone or gravel from the Property; or

- (g) use the Property for playing cricket outside of the period from 1 April to 30 September (inclusive) in each year except with the prior written approval of the Landlord.

11.3 The Tenant shall keep the Property and, at the end of the term, leave the Property, clean, tidy and clear of rubbish and shall keep and leave clean and in good repair, order and condition and free from obstruction all Service Media on the Property.

11.4 The Tenant shall use all reasonable endeavours to keep the Property free from weeds, mole-heaps and to maintain, cultivate, cut and keep it in accordance with good practice and in particular in accordance with the rules of any league or similar organisation to which the Tenant belongs and shall notify the Landlord immediately if the Tenant finds growing on the Property any injurious weeds specified in either the Weeds Act 1959 or the Ragwort Control Act 2003 and shall cooperate with the Landlord to enable the Landlord to remove the injurious weeds.

11.5 The Tenant shall not:

- (a) install or re-route any Service Media on the Property without the Landlord's prior written consent, such consent not to be unreasonably withheld; or
- (b) make any alteration or addition to the Property or install or erect any equipment, buildings or other structures on the Property; or
- (c) allow any action which may cause pollution to any river, water course or supply of water.

12. Compensation on vacating

Any right of the Tenant or anyone deriving title under the Tenant to claim compensation from the Landlord on leaving the Property under the LTA 1954 is excluded, except to the extent that the legislation prevents that right being excluded.

13. Compliance with laws

13.1 The Tenant shall comply with all laws relating to:

- (a) the Property and the occupation and use of the Property by the Tenant;
- (b) the use of all Service Media at or serving the Property and shall comply with all laws, requirements and recommendations of any suppliers of any services to the Property;
- (c) any works carried out at the Property; and

(d) all materials kept at or disposed of from the Property.

13.2 Within five working days after receipt of any notice, order, direction or other formal communication affecting the Property or the Landlord's interest in the Property (and whether or not served pursuant to any law), the Tenant shall:

(a) inform the Landlord and send the Landlord a copy of the relevant document; and

(b) not take any action in relation to the said notice, order, direction or other communication without the prior written consent of the Landlord.

13.3 The Tenant shall not apply for any planning permission for the Property without the Landlord's consent.

14. Prohibition of dealings

The Tenant shall not assign, underlet, charge, part with or share possession or share occupation of this Lease or the Property or assign, part with or share any of the benefits or burdens of this Lease, or in any interest derived from it, whether by a virtual assignment or other similar arrangement or hold the lease on trust for any person (except by reason only of joint legal ownership), or grant any right or licence over the Property in favour of any third party.

15. Returning the Property to the Landlord

15.1 At the end of the term, the Tenant shall return the Property to the Landlord in the repair and condition required by this Lease and remove from the Property all chattels belonging to or used by the Tenant.

15.2 The Tenant irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any chattels, fittings or items it has fixed to the Property and which have been left by the Tenant on the Property for more than ten working days after the end of the term. The Landlord shall not be liable to the Tenant by reason of that storage or disposal. The Tenant shall indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

16. Indemnity

16.1 The Tenant shall indemnify the Landlord and keep the Landlord indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses (including but not limited to any

diminution in the value of the Landlord's interest in the Property and loss of amenity of the Property) suffered or incurred by the Landlord arising out of or in connection with:

- (a) the use of the Property in connection with the Permitted Use;
- (b) any breach of any tenant covenants in this Lease; or
- (c) any act or omission of the Tenant or any other person on the Property with the Tenant's actual or implied authority.

17. Landlord's covenant for quiet enjoyment

The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this Lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this Lease.

18. Re-entry and forfeiture

18.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:

- (a) any rent is unpaid 21 days after becoming payable whether it has been formally demanded or not; or
- (b) any breach of any condition or tenant covenant of this Lease.

18.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this Lease shall immediately end. Any right or remedy of the Landlord in respect of any breach of the terms of this Lease by the Tenant will remain in force.

19. Break Clause

19.1 Either the Landlord or the Tenant may terminate this lease by serving a Break Notice on the other party.

19.2 Following service of a Break Notice this lease shall terminate on the Break Date.

19.3 Termination of this lease on the Break Date shall not affect any other right or remedy that either party may have in relation to any earlier breach of this lease.

20. Registration of this Lease

20.1 The Tenant must:

- (a) apply to register this Lease at HM Land Registry promptly following the grant of this Lease;
- (b) ensure that any requisitions raised by HM Land Registry in connection with its application to register this Lease at HM Land Registry are responded to promptly and properly; and
- (c) send the Landlord official copies of its title within one month of completion of the registration.

20.2 The Tenant must make an application to HM Land Registry to close the registered title of this Lease promptly following the end of the term, and must:

- (a) ensure that any requisitions raised by HM Land Registry in connection with its application to close the registered title are responded to promptly and properly; and
- (b) keep the Landlord informed of the progress and completion of that application.

21. Entire agreement

This Lease constitutes the whole agreement between the parties and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.

22. Notices, consents and approvals

22.1 Except where this Lease specifically states that a notice need not be in writing, any notice given under or in connection with this Lease shall be:

- (a) in writing and for the purposes of this clause an email is not in writing; and
- (b) given by hand or by pre-paid first-class post or other next working day delivery service at the party's registered office address (if the party is a company) or (in any other case) at the party's principal place of business or residence.

22.2 If a notice complies with the criteria in clause 22.1, whether or not this Lease requires that notice to be in writing, it shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address; or

- (b) if sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting.

22.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

22.4 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this Lease.

22.5 Where the consent of the Landlord is required under this Lease, a consent shall only be valid if it is given by deed, unless:

- (a) it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and
- (b) it expressly states that the Landlord waives the requirement for a deed in that particular case.

If a waiver is given, it shall not affect the requirement for a deed for any other consent.

22.6 Where the approval of the Landlord is required under this Lease, an approval shall only be valid if it is in writing and signed by or on behalf of the Landlord, unless:

- (a) the approval is being given in a case of emergency; or
- (b) this Lease expressly states that the approval need not be in writing.

22.7 If the Landlord gives a consent or approval under this Lease, the giving of that consent or approval shall not imply that any consent or approval required from a third party has been obtained, nor shall it obviate the need to obtain any consent or approval from a third party.

23. Rights of third parties

A person who is not a party to this Lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Lease.

24. Expert determination

Any dispute arising out of or in connection with this lease shall be determined by an independent expert, who shall act as an expert and not an arbitrator. The parties shall agree on the appointment of the expert and the terms of the expert's appointment. In the absence of agreement, either party is entitled to request the President for the time being of the Royal Institution of Chartered Surveyors to appoint the expert and agree the terms of the expert's

appointment. The parties are entitled to make written submissions to the expert. The expert's fees and any costs incurred by the expert shall be borne by the parties equally or in such other proportions as the expert shall direct.

25. Governing law

This Lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

26. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Lease or its subject matter or formation (including non-contractual disputes or claims).

27. Local Authority capacity and powers

The Landlord enters into this lease solely in its capacity as a landowner in respect of the Property and not in any other capacity. Nothing in this lease shall restrict the Landlord's powers or rights as a local authority, local planning authority or statutory body to perform any of its statutory functions.

28. Exclusion of sections 24 to 28 of the LTA 1954

28.1 The parties confirm that:

- (a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this Lease, before this Lease was entered into;
- (b) [] who was duly authorised by the Tenant to do so made a statutory declaration dated [] in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and.
- (c) there is no agreement for lease to which this Lease gives effect.

28.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this Lease.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a deed by affixing the Common Seal of BRIXWORTH PARISH COUNCIL in the presence of an Officer duly authorised for this purpose:

.....
Signature of council member

Name

.....
Signature of council member / clerk

Name

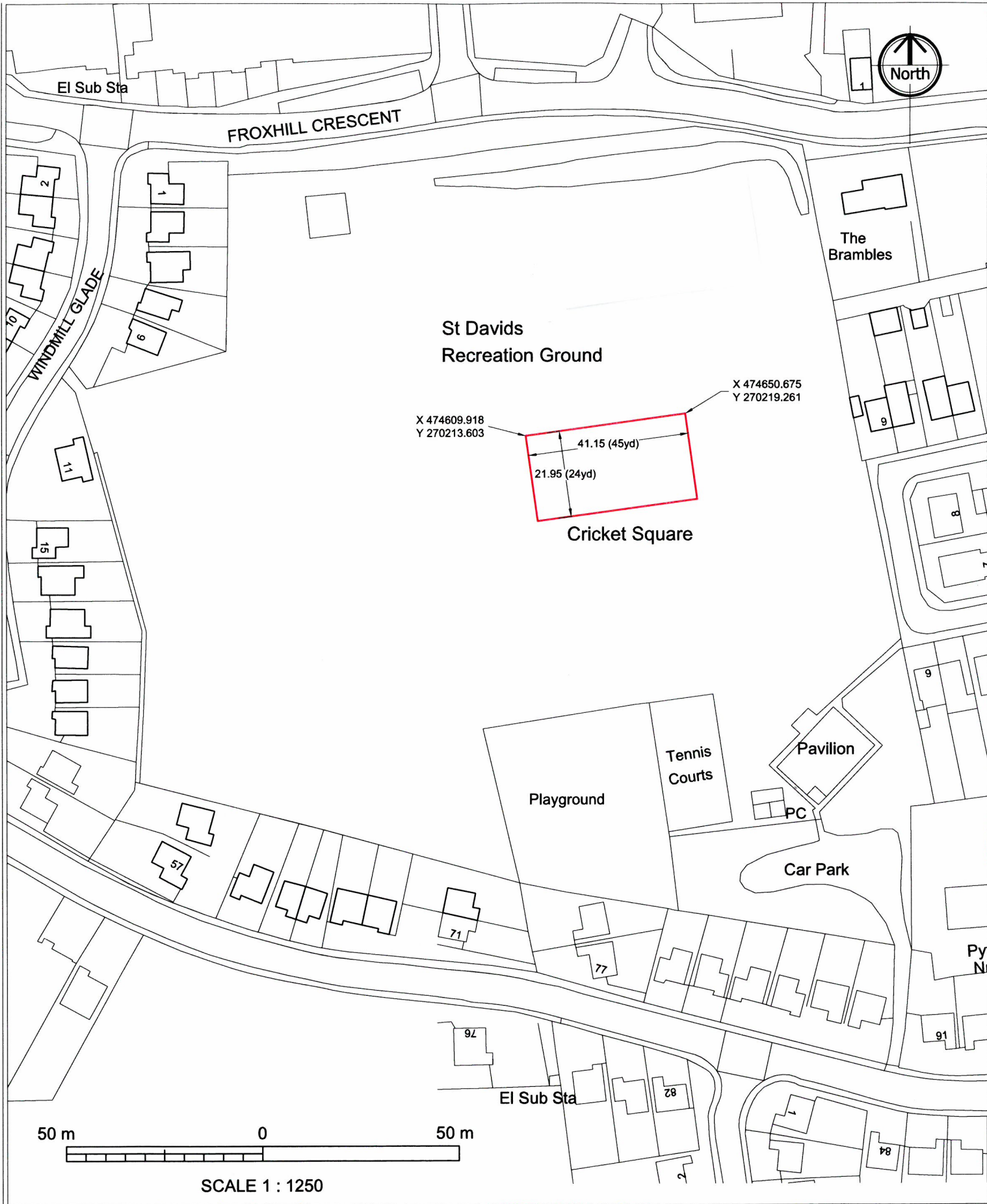
Executed as a deed by BRIXWORTH CRICKET CLUB LIMITED acting by a duly authorised
director in the presence of: Signature

Signature of witness

Name

Address

.....



Survey Control				
Station	Easting	Northing	Level	Description
Grid N/a.				
Levels N/a.				
Notes: The position of the cricket square has been plotted onto this Ordnance Survey map by use of aerial imagery. A site survey was not carried out. The co-ordinates are approximate.				


General Notes

1. This plan should only be used for its original purpose. Aimcon Surveys accepts no responsibility if supplied to any other party than the original client.
2. Where underground services are shown, information has been determined without man entry. Whilst every effort has been made to correctly identify services any areas critical to the future proposal should be checked.
3. Tree and hedge species have been identified as accurately as possible and should be treated as indicative. If accurate identification is of critical importance it is recommended an arborist be consulted.
4. Survey information is as result of measurement to existing features and does not imply legal ownership of boundaries or land divisions. Where boundary alignment lines are added to the survey drawing and are taken from legal documents or other information supplied they are done so within the information supplied they are done so within the constraints of drawing quality and scale. They are provided on the basis of opinion and do not imply legal contract.


Rev No. Revision Note

Date Signed

0 10 20 30 40 50 60

 RICS

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 AIMCON SURVEYS

TOPOGRAPHICAL SURVEYS
ENGINEERING SURVEYS & SETTING OUT

MEASURED BUILDING SURVEYS
BOUNDARY DISPUTES

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Client	Brixworth Parish Council		
Title	Land Registry Plan		
Site	St David's Recreational Ground St Davids Playing Fields Brixworth, NN6 9DU		
Surveyed	KP	Date	16 Feb 2015
Sheet No	1 of 1	Scale	1/1250 @ A4
Job No.	1261	Rev.	-



FREEDOM OF INFORMATION ACT 2000

Publication Scheme

The purpose of this publication scheme is to be a means by which the council can make a significant amount of information available routinely. The scheme will ensure that the council will publish more information proactively and help it to develop a greater culture of openness and transparency.

The authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership and focus for the community.

Please note the exempt classes of information at the end of this document.

Please note that the majority of this information is available to view on our web site at www.brixworthparishcouncil.gov.uk

Core Classes of Information

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Minutes of council meetings and committees (limited to the last 2 years)	e-mail	Free
	Hard copy	50p per sheet
Procedural standing orders	e-mail	Free
	Hard copy	50p per sheet
Council's annual report to Parish Meeting	e-mail	Free
	Hard copy	50p per sheet

2. Code of Conduct

Information	Format in which it is available	Charge for supply (yes/no)
Member's declaration of acceptance of office	Hard copy	50p per sheet
Member's Register of Interests	Hard copy	50p per sheet
Register of Interests Book	Hard copy	50p per sheet

3. Periodic Electoral Review

Information	Format in which it is available	Charge for supply (yes/no)
Information relating to the last Periodic Electoral Review of the council area	Last Periodic Electoral Review available from the District Council. No recent change.	

Information relating to the latest boundary review of the council area	County Division and District Ward boundaries available from the relevant principal authority – no recent change in Parish Area	
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4. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Terms and conditions of employment	e-mail	Free
	Hard copy	50p per sheet
Job Descriptions	As above	As above

5. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Responses to planning applications (last two years)	e-mail	Free
	Hard copy	50p per sheet

6. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
Annual return form – limited to the last financial year	Hard copy	50p per sheet
Annual statutory report by auditor (internal and external) – limited to the last financial year	Hard copy	50p per sheet
Receipt and payment books, receipt books of all kinds, bank statements from all accounts – limited to last financial year	Available for inspection by appointment, notes may be taken	Free
	Hard copy	50p per sheet
Precept request - limited to last financial year	Hard Copy	50p per sheet
VAT records - limited to last financial year	Available for inspection by appointment, notes may be taken	Free
	Hard copy	50p per sheet
	Hard copy	50p per sheet
Financial standing orders and regulations	e-mail	Free
	Hard copy	50p per sheet
Assets register – including details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.	e-mail	Free

	Hard copy	50p per sheet
Financial risk assessments	e-mail Hard copy	Free 50p per sheet

Optional Documents within Core Classes

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Agendas (Limited to in each case to the forthcoming meeting and after publication of summons to meeting)	e-mail By post	Free 50p per sheet plus cost of postage
Supporting papers for council meetings and committee meetings (Limited to in each case to the forthcoming meeting and after publication of summons to meeting)	Available for inspection by appointment, notes may be taken	Free

EXCLUSIONS

Core classes of Information

Employment Practice and Procedure

"Personal records" ie appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning documents

Copies of planning consultations, the Development Plan, Structure Plan, Local plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

Audit and Accounts

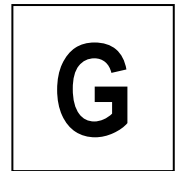
All commercially sensitive information eg quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, ie if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

NOTE:

DATA IS AVAILABLE FOR INSPECTION BY APPOINTMENT ONLY.

REQUESTS FOR COPIES MUST BE MADE IN WRITING OR BY EMAIL TO THE CLERK.

HARD COPIES MUST BE PAID FOR ON RECEIPT AND PLEASE ALLOW FOR AT LEAST FIVE WORKING DAYS.



Data Protection Policy

The Data Protection Policy

Brixworth Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Brixworth Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Brixworth Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**

This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

This means that data is collected for specific, explicit and legitimate purposes only.

- **Data is relevant to what it is needed for**

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- **Data is accurate and kept up to date and is not kept longer than it is needed**

Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Brixworth Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Brixworth Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Brixworth Parish Council Office and are not available for public access. All data stored on the Brixworth Parish Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Brixworth Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Brixworth Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Brixworth Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

Brixworth Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.



Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Brixworth Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Brixworth Parish Council's duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Brixworth Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Brixworth Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

Adopted May 2018
Reviewed July 2021
Next Review May 2022

When notifying the individual affected by the breach, Brixworth Parish Council must provide the individual with (ii)-(iv) above.

Brixworth Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Brixworth Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Brixworth Parish Council without undue delay. It is then Brixworth Parish Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

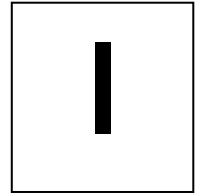
Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

There are two privacy notices. The first is to be used for residents and members of the general public (but not for staff, councillors or anyone with a role in the local council). The second privacy notice is for staff members, councillors and anyone else with a role in the council.]



Brixworth Parish Council

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Brixworth Parish Council which is the data controller for your data.

Other data controllers the council works with:

- [e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies]

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;

- To maintain our own accounts and records;
 - To seek your views, opinions or comments;
 - To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
 - To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
 - To process relevant financial transactions including grants and payments for goods and services supplied to the council
 - To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.brixworthpc.org.uk. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Brixworth Parish Council - Email: parish.clerk@brixworthparishcouncil.gov.uk



Brixworth Parish Council

PRIVACY NOTICE

For staff*, councillors and Role Holders**

*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Brixworth Parish Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.

- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.

- Where we need to carry out our legal obligations.
- Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.brixworthparishcouncil.gov.uk This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Brixworth Parish Council

Email: brixworthpc@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Adopted May 2018

Reviewed May 2019

Next Review May 2020



Litter Bins – Standardisation

This matter was deferred from the last meeting. (Minute 21/5484)

Details of a proposed bin have been circulated together with pictures of the existing bins. These are attached for reference together with a case study.

The Parish Council maintains and empties the litter bins at its Recreation Grounds and Pocket Park. It owns 14 litter bins.

The litter bins vary in design and functionality and are in need of a planned replacement plan. The current supplier for Daventry district is Glasdon – who are also dominant throughout the public sector.

The Parish Council has £3,000 within its reserved budget for replacement litter bins.

The Parish Council has the power to provide and maintain litter bins in accordance with the Litter Act 1983 ss5-6.

It is always difficult to select one product with trying to agree in a large group. It is unlikely that everyone will agree to a single outcome. The range of emails and comments reflected this. For clarity I am seeking advice on the preferred option the Parish Council would like to see as a practical solution.

Recommendation

The Parish Council is asked to consider the following points in order to arrive at a suitable replacement litter bin for use in its Recreation Grounds –

1. **What Size?** – The capacity of a standard outdoor [street litter bin](#) will generally sit somewhere between 60 to 135 litres.
2. **What type of finish?** – Plastic/ Metal /Timber?
3. **Bin Top?** Open or closed. If closed is it flat or curved?
4. **Colour** – if not timber what colour?
5. **Use of Council logo** – Council branding builds recognition & trust. Is this important?
6. **Budget?** Is the cost per bin an issue?

The range of bins can be seen at the Glasdon web site at [Outdoor Litter Bins & External Waste Bins - Glasdon UK](#)

The Parish Clerk asks the Parish Council for advice. Do nothing is, of course, an option.

14 Litter Bins – Brixworth Parish Council



✓ ♀ Ashway 1



✓ ♀ Ashway 2



✓ ♀ Ashway 3



✓ ♀ Ashway 4



✓ ♀ Ashway 5



✓ ♀ Ashway 6



✓ ♀ Ashway Missing Bin



✓ ♀ Pocket Park



✓ ♀ Spratton Road Play area



✓ ♀ St Davids 1 Basketball Court



✓ ♀ St Davids 3



✓ ♀ St Davids Playground 4



✓ ♀ St Davids Playground 5



✓ ♀ The Pound



Originator Alison Bradley
Company GUK
Division GD
Date 18/03/2021
Account # 590114937
Account Name Brixworth Parish Council
Enquiry # / Sales Order # EQ70046180

DESIGNER : LM

PRODUCT : Futuro

JOB TYPE :

☒ Printed Self-adhesive vinyl.



Glasdon U.K. Limited

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BLACKPOOL
Lancashire
FY4 4UL

Tel: (01253) 600410

Fax: (01253) 792558

E-mail: sales@glasdon-uk.com

Web: www.glasdon.com

LITTER MANAGEMENT AT OLD BUSHMILLS DISTILLERY



THE OLD **BUSHMILLS**™ DISTILLERY
CO LTD

Problem Identified

The Old Bushmills Distillery has been Ireland's major distiller of whiskey ever since it first opened in 1608. Situated on the North Coast of Northern Ireland, the distillery is a popular tourist attraction.

The distillery had previously been using old whiskey barrels as litter bins, but over time it became apparent that they were too small, resulting in the risk of overflowing litter. Due to the distillery being so close to the coast, seagulls often scattered litter from the open-topped barrels. There had also been complaints from operatives who experienced difficulties with emptying the heavy bins.

The distillery identified a need for a strong, durable bin with a large capacity and aperture flaps to accommodate a large volume of litter being created and to combat the problems the seagulls were causing.

Solution

After visiting the Glasdon website, the Old Bushmills Distillery requested a site visit by a specially trained Glasdon representative. Following discussions, the Futuro™ bin was identified as the ideal solution, and 22 of these bins were chosen in black and installed around the distillery. Reflecting pride in their clean image, the litter bins were personalised with the distinctive black and gold distillery logo.

The stylish Futuro has a large 100 litre capacity and the hooded design of the unit keeps litter securely contained. The bin has large apertures, and some of the units were fitted with aperture flaps to prevent seagulls from scattering litter. Futuro has an operator-friendly design with a large, front-opening door which allows easy access to the liner which can then be removed for emptying with minimal lifting.

Manufactured in highly durable Durapol® material, Futuro is weather resistant and will not chip or rust. Futuro also incorporates a stainless steel stubber plate for extinguishing cigarettes, whilst protecting the bin's surface.

Resulting Benefits

The hooded design and aperture flaps of the Futuro have eliminated the problem of overflowing litter and the seagull nuisance. The front opening door has enabled safe and easy emptying and the large capacity provides the added benefits of less frequent emptying and reduced maintenance costs.

The Futuro litter bins have helped to reduce the amount of litter around the distillery and their smart appearance has helped to enhance the corporate image of the Old Bushmills Distillery.




What the Customer Says...

“The Futuro with its large capacity and front opening door has dramatically reduced the man hours taken litter-picking and emptying bins. The overall appearance of the litter bins with personalisation has undoubtedly helped to enhance the corporate image of the company.”

Mr Billy Sharpe, Safety and Materials Manager, Old Bushmills Distillery.

We are grateful to the Old Bushmills Distillery for the kind help given in the production of this case study.

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This leaflet is printed on 80% recycled paper

GN404/00

St David's Recreation Ground, Off Froxhill Crescent, Brixworth
Replacement Ball Stop Fence (shown in orange)





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Brixworth Parish Council

Ball Stop Fence at St David's Recreation Ground

The ball stop fence on St David's Recreation Ground needs replacement and is no longer fit for purpose.

At the meeting on 15th March (21/5367) the Parish Council agreed that this work should be completed as soon as practical and authorised the required expenditure (£3,245) to make the fence safe. The Parish Council maintains recreation grounds in accordance with the Public Health Act 1875 s164.

The Ball Stop fence has high level fencing and at the lower level the hedge should prevent the ball from entering the garden. It is claimed that the balls go through the hedge and players are entering the garden to retrieve the ball.



The Grounds Maintenance contractor has been unable to source the timber poles to carry out the repairs. In the circumstances he is now recommending the use of aluminium poles together with netting. This work can be carried within the original quote of £3,245 and there is financial provision within the budget.

Recommendation

The Parish Council is asked for to agree to the removal of the timber posts and the installation of 6 metre aluminium poles together with netting at a cost of £3,245.



Poppies on Lampposts

100th anniversary of the Royal British Legion poppy appeal.

The Parish Council had previously discussed supporting the Centenary of the British Legion. (Minute 21/5342)

The local organiser has now approached the Parish Council and requested a donation of £180 to extend the current 'poppies on lamp posts' scheme.

Any British Legion expenditure will be 's137' which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power.*

There is budget provision for a donation to be made.

Recommendation

The Parish Council considers the request for £180 for the supply of 'poppies for lamp posts' within Brixworth and if agreed, this be classified as s137 spending.

**The appropriate limited sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector. There are currently 4370 electors in Brixworth – meaning a maximum s137 spend limit of £36,751.70.*

2021-2022 BUDGET

2021-2022 BUDGET		2021 -2022 Budget £
8.00	Highways & Environment	
8.01	Footway Lighting	1,000
8.03	Signs	500
8.08	Footpaths/Highways	2,000
Sub Total		3,500
9.00	Environment	
9.01	Trees - Survey	500
9.02	Trees - General	500
9.03	- Ashway	500
9.04	- Pocket Park	500
9.05	Hedge/Fencing New/Repair - St Davids	350
9.06	- Ashway	820
9.07	- Spratton Road	300
9.08	Library Shrub Bed	200
9.09	Flower boxes / Wild Flowers	1,000
Sub Total		4,670

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
174.11		28.28	151.09										353.48	35.35%	(647)
													0.00	0.00%	(500)
													0.00	0.00%	(2,000)
174	-	28	151	-	-	-	-	-	-	-	-	-	353	10.10%	(3,147)
													0.00	0.00%	(500)
		815.00											815.00	163.00%	315
													0.00	0.00%	(500)
													0.00	0.00%	(500)
													0.00	0.00%	(350)
													0.00	0.00%	(820)
													0.00	0.00%	(300)
15.00													15.00	7.50%	(185)
			392.62										392.62	39.26%	(607)
15	-	815	393	-	-	-	-	-	-	-	-	-	1,223	26.18%	(3,447)

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2021-2022 BUDGET

02-Feb-20

2021 -2022
Budget
£

April	May	June	July	August	September	October	November	December	January	February	March	Accrual	TotalSpent	% spent	Under/Over Spend
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Paper M – Report to the Brixworth Parish Council on 29th July 2021



Short term support for the Parish Clerk

The current workload continues to be high with many projects underway running alongside the legal work and the 'routine' business of running a Parish Council including several meetings every month. With the holiday season and the Assistant Clerks vacancy the option of bringing in short term support is being considered.

Councillor Compton has made enquires locally to seek the availability of those with the necessary skills or experience.

Should someone step forward the Parish Council is requested to support such a move. There is budget provision because of the under spend with the Assistant Clerks salary.

Recommendation

The Parish Council agrees to the use of a temporary member of staff should someone suitable be available.



Bank Reconciliation - 30th June 2021

0

SUMMARY

28-May-21	Revenue (Current) Account	102,204.75
28-May-21	Capital (Reserve) Account	222,311.83
	bank balance	£ 324,516.58

RECEIPTS

Precept Income from DDC		
VAT rebate from HMRC	£	5,926.56
NCC Grass Cutting		
Sports Income		
Grants		
Interest from Capital (Reserve) Account	£	2.01
Community Centre Recharged items		
Community Centre Recharged cleaning		
Other -refund	£	12.74
Other - bank reject		
Other Income		
Community Infrastructure Levy		

Total cash in **£ 5,941.31**

EXPENDITURE

Employment Expenses (Wages/ Salaries & On Costs only)	£	5,552.42
Value of all other transactions this month	£	4,281.86

Total cash out **£ 9,834.28**

Total: **£ 320,623.61**

Prepared by the Parish Clerk & Responsible Financial Officer

ACTUAL CASH IN BANK ACCOUNTS

30-Jun-21	Revenue (Current) Account	98,309.77
30-Jun-21	Capital (Reserve) Account	222,313.84
	bank balance	£ 320,623.61

UNPRESENTED CHEQUES

v	No unpresented cheques	£ -
	Total unpresented cheques	£ -

£ 320,623.61

Checked and Authorised

*Bank Statement Seen

*Bank Statement Seen

*Upon request - the Bank Statements can be viewed by any Parish Councillor



BRIXWORTH PARISH COUNCIL

P

Statement of Reserves

	Balance as at 31 March 2021	2021/ 2022 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 (St Davids)	23,521.26	0.00	0.00	0.00	23,521.26
s106 St Davids Play Park	0.00	0.00	0.00	0.00	0.00
s106 St Davids MUGA	0.00	0.00	0.00	0.00	0.00
s106 Community Centre Indoor Sports	0.00	0.00	0.00	0.00	0.00
	53,557.10	0.00	0.00	0.00	53,557.10
Earmarked Reserves					
Kubota Grass Mower	6,282.00	3,500.00	0.00	0.00	9,782.00
Van Branding & end of lease costs	872.00	400.00	0.00	0.00	1,272.00
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	15,334.55	2,500.00	178.32	0.00	17,656.23
Projects (St Davids)	45,000.00	0.00	0.00	0.00	45,000.00
Tree Planting - Queens Jubilee	0.00	0.00	0.00	0.00	0.00
Community Grants	8,620.01	5,000.00	0.00	0.00	13,620.01
Legal Costs - other	1,500.00	0.00	636.00	0.00	864.00
Legal Costs- County Court	8,038.22	0.00	2,477.78	0.00	5,560.44
Election Costs	4,145.00	400.00	0.00	0.00	4,545.00
Lighting on Parish Footpaths	8,120.00	1,500.00	0.00	0.00	9,620.00
Heritage Projects	343.50	0.00	0.00	0.00	343.50
St David's Car Park	6,000.00	1,500.00	0.00	0.00	7,500.00
Litter Bins	3,000.00	1,500.00	0.00	0.00	4,500.00
Play Equipment (St Davids)	9,000.00	3,000.00	0.00	0.00	12,000.00
Ashway Car Park	7,500.00	1,500.00	0.00	0.00	9,000.00
Strategic Planning	8,483.19	2,500.00	384.00	0.00	10,599.19
Calendar	224.00	0.00	0.00	0.00	224.00
Bus Shelter Replacement	5,980.00	2,000.00	0.00	0.00	7,980.00
Community Centre	2,791.00	4,000.00	0.00	0.00	6,791.00
Events	2,500.00	0.00	0.00	0.00	2,500.00
	145,533.47	29,300.00	3,676.10	0.00	171,157.37
	£ 199,090.57	£ 29,300.00	£ 3,676.10		£ 221,038.37

Section 106 (Held by WNC)

Indoor Sports - Youth & Adult (Feb 2022) CC	72,634.00	0.00	0.00	72,634.00
Outdoor Sports - Youth (Feb 2022) St Davids	105,987.00	0.00	0.00	105,987.00
Parks and Gardens (Sept 2022) St Davids	65,263.00	0.00	0.00	65,263.00
	£ 243,884.00	£ -	£ -	£ 243,884.00
Toucan Crossing (Sept 2027)	32,500	0.00	0.00	£ 32,500.00

Monthly Summary

Revenue Account	£ 98,309.77	
Capital Account	£ 222,313.84	
Total Cash in Bank	£ 320,623.61	
Less Earmarked & Restricted	£ 221,038.37	
Less forecast capital commitments	£ -	
Less forecast revenue commitments	£ 100,000.00	
Add forecast Income	£ 100,000.00	
Identified as General Reserves	£ 99,585.24	60% of precept

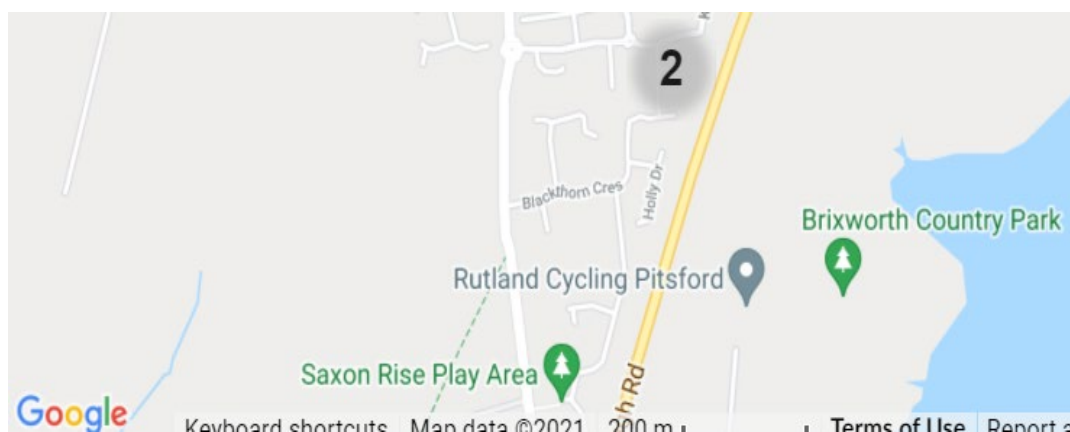
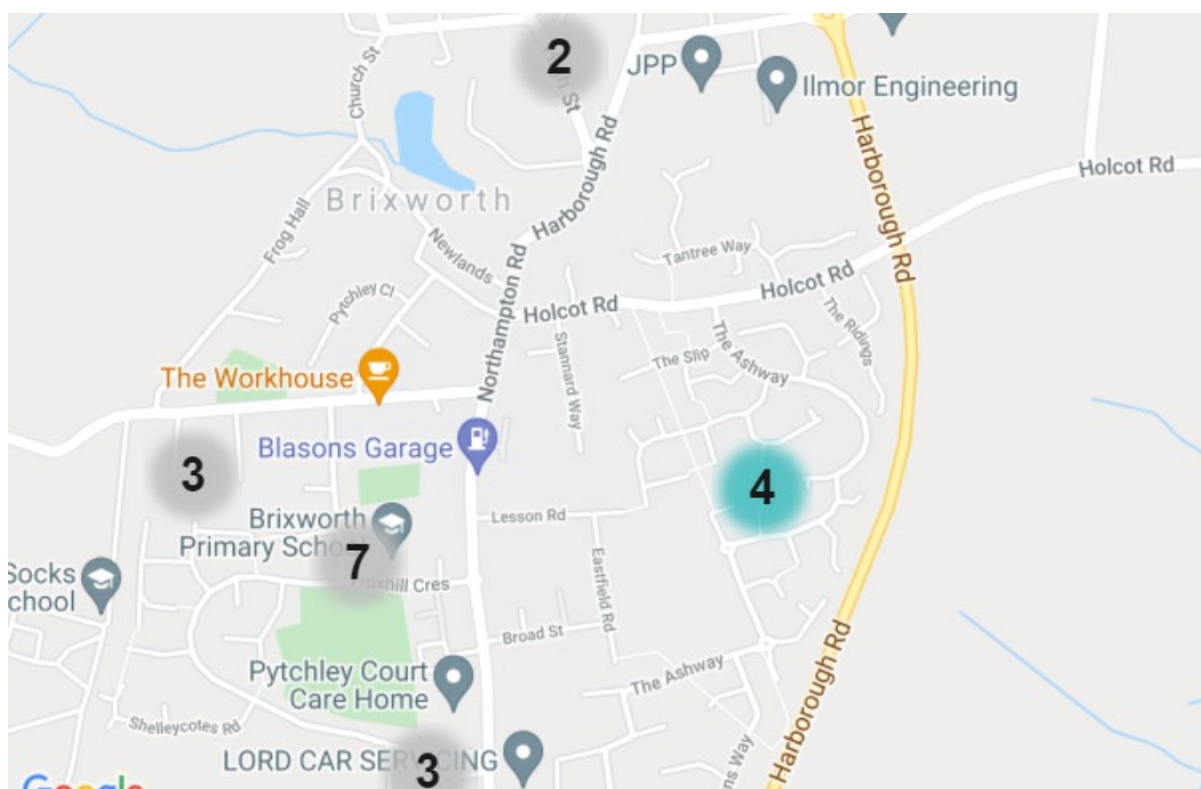
Section 106 held by WNC	£ 243,884.00
-------------------------	--------------

Section 106 for use by NCC	£ 32,500.00
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Reported Crime for May 2021

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



Trend

2019	2020	2021
18	42	21

8 Violence & Sex offences

4 ASB

3 Other Crime

6 All other crime



Paper R– Paper for the Brixworth Parish Council of 29th July 2021

Number of Vehicles

Northampton Road (Froxhill Crescent) Outbound.

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	36	25	18	33	19	87	89	26.2	88
1 - 2	21	8	6	13	21	27	40	13.8	33.5
2 - 3	10	5	9	13	6	25	33	8.6	29
3 - 4	10	1	8	2	2	12	16	4.6	14
4 - 5	28	6	16	13	17	11	9	16	10
5 - 6	80	76	71	98	56	50	28	76.2	39
6 - 7	277	209	218	263	218	126	62	237	94
7 - 8	462	399	384	530	481	288	141	451.2	214.5
8 - 9	742	547	539	799	701	445	226	665.6	335.5
9 - 10	539	483	458	691	756	659	406	585.4	532.5
10 - 11	478	402	419	599	597	913	580	499	746.5
11 - 12	437	419	423	568	713	902	702	512	802
12 - 13	415	444	442	736	698	1053	804	547	928.5
13 - 14	456	502	491	713	672	904	807	566.8	855.5
14 - 15	477	465	473	607	662	910	758	536.8	834
15 - 16	561	530	484	853	784	769	639	642.4	704
16 - 17	637	565	611	866	790	705	640	693.8	672.5
17 - 18	792	756	712	1010	930	707	556	840	631.5
18 - 19	587	657	592	914	875	605	560	725	582.5
19 - 20	438	446	445	661	651	526	522	528.2	524
20 - 21	287	266	307	347	472	332	283	335.8	307.5
21 - 22	235	228	254	328	278	270	191	264.6	230.5
22 - 23	120	128	185	163	248	225	148	168.8	186.5
23 - 24	40	69	92	91	144	165	164	87.2	164.5
Totals	8165	7636	7657	10911	10791	10716	8404		
% of Total	12.7%	11.9%	11.9%	17%	16.8%	16.7%	13.1%		



Paper R for the Brixworth Parish Council meeting of 29th July 2021

SID – Number of Speeding Cars

Northampton Road (Froxhill Crescent) Outbound

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Day Avg	Weekend Avg
0 - 1	1	2	0	0	1	0	5	0.8	2.5
1 - 2	1	0	0	0	0	1	0	0.2	0.5
2 - 3	0	0	1	2	0	2	1	0.6	1.5
3 - 4	2	0	0	0	0	1	0	0.4	0.5
4 - 5	1	0	0	0	0	1	0	0.2	0.5
5 - 6	2	6	4	7	4	5	2	4.6	3.5
6 - 7	5	3	6	2	3	1	2	3.8	1.5
7 - 8	0	1	3	1	1	2	2	1.2	2
8 - 9	0	0	1	3	1	2	1	1	1.5
9 - 10	0	0	0	1	1	2	3	0.4	2.5
10 - 11	0	0	0	1	2	1	1	0.6	1
11 - 12	0	0	0	1	0	0	5	0.2	2.5
12 - 13	1	3	0	4	1	2	1	1.8	1.5
13 - 14	2	0	1	1	1	4	2	1	3
14 - 15	1	2	2	2	0	7	3	1.4	5
15 - 16	1	0	1	0	1	6	3	0.6	4.5
16 - 17	0	1	0	0	0	2	1	0.2	1.5
17 - 18	0	0	2	0	1	1	4	0.6	2.5
18 - 19	4	4	3	2	5	5	4	3.6	4.5
19 - 20	7	3	1	2	3	3	5	3.2	4
20 - 21	8	3	5	1	5	6	2	4.4	4
21 - 22	3	6	5	0	7	2	5	4.2	3.5
22 - 23	2	4	2	1	4	1	1	2.6	1
23 - 24	0	0	0	1	2	4	1	0.6	2.5



Paper R for the Council Meeting of 29th July 2021

Brixworth Parish Council

Planning Decisions – June 2021

Ref No.	Description	Location	BPC Comment	WNC Decision
WND/2021/0118	Removal of trees within a conservation area	Brixworth Hall Archway, Harborough Road, Brixworth, Northamptonshire, NN6 9BX	Support	Approval Trees in Cons Area
WND/2021/0115	Works to trees within a conservation area	Amberwood, Newlands, Brixworth, Northamptonshire, NN6 9DN	Support	Approval Trees in Cons Area
WND/2021/0074	Fell tree within a conservation area	All Saints' Church, Church Street, Brixworth, Northamptonshire	Support	Approval Trees in Cons Area
DA/2021/0292	Variation of Condition 2 of planning permission DA/2020/0054 to include repositioning of rear entrance door; addition of flat roof between east/west ridges; new retaining wall to west elevation; minor changes to landscaping; re-location of cycle stands.	The Red Lion, Harborough Road, Brixworth, Northamptonshire, NN6 9BU	Support	Approval Rem/Var of Condition



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 14th April 2021

Video Conferencing

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird & Councillor Sandra Moxon.

Apologies: None

Absent - None

Also Present: Peter Rowbotham (Parish Clerk) and Ciara Wanstall (Assistant Parish Clerk)

**Members of
the Public:** 0

21/451MC Welcome

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

21/452MC Apologies for Absence

None received.

21/453MC Declarations of Interest

None declared.

21/454MC Minutes of the last meeting (10th March 2021)

The minutes of the last meeting held on 10th March 2021 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Bird. Unanimous.

21/455MC Brixworth Bulletin

Next Edition

Deadline for the next edition was 9th May 2021. The Committee was looking at 28th April for the first draft with an editorial meeting on 5th May to finalise the content and layout.

Provisional articles identified include:

- Page 1 – Contents - EC

- Page 1 – Chairman's/ Council Chat EC
- Pages 2 & 3 Play Park and MUGA – procurement update including a picture (SM)
- Co-option (EC)
- Page 4 -New Councillors (JB)
Other possible items-
- Local Policing Review (PR)
- Brixworth Wombles (JB)

There were no grant awards to be promoted.

New Councillor photographs would be organised to update the photo library.

21/456MC Community Safety

There were no key messages to the community.

21/456MC Future Campaigns – Litter

This was a holding item and would be brought forward to coincide with any regional/ national campaigns.

21/457MC Web Site

The Assistant Parish Clerk provided a review of the additional web pages that have been developed including projects, grants, and defibrillator locations. The Committee noted this work to expand the on-site content.

Bulletin articles would be used on the web site as and when it is released.

Plain English terms on the web site data sheets would be prepared for a future meeting.

20/459MC Items Referred from the Parish Council

No issues raised.

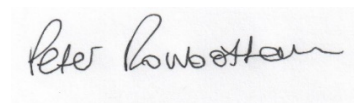
20/460MC Any Other Business

None

20/461MC Date of Next Meeting

Wednesday 26th May 2021 at 645pm

The Meeting finished at 8.08pm



Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
26th May 2021

Peter Rowbotham
Parish Clerk
Brixworth Parish Council
7th May 2021
Telephone: 079 8314 1786
Email: parish.clerk@brixworthparishcouncil.gov.uk

**V**

Brixworth Parish Council

Community Centre (Indoor Sports) Working Group

13th July 2021

Video Conferencing

Present	
<p>Present: Councillor Tom Mitchell and Councillor Barbara Lunnon <i>*not quorate</i></p> <p>Apologies for Absence – Mike Nice</p> <p>Also present – Peter Rowbotham (Parish Clerk)</p>	
1.	Review of the Scheme
1.1	Councillor Mitchell provided an overview of the project to date. Background papers were forwarded to Councillor Lunnon for information. The project included upgrades to the lighting, floor and storage to enable more sport to be played within the village. Possible sports included judo, table tennis, gymnastics, sword fencing plus Zumba, dancing, pilates, yoga etc.
2.	Contracts Finder
2.1	In accordance with the procurement requirements the project had been advertised on Contracts Finder but there had been just one response. The Employers Requirements had been finalised and had been used on the Contract Finder system.
3.	Moving Forward
3.1	The Clerk would arrange an on site meeting with the interested contractor.
4.	Note the timescale for delivery
4.1	The Design Brief should be completed and presented to the Parish Council as soon as practical. The overall scheme must ideally be completed by March 2022.
5.	Next Meeting
5.1	<ul style="list-style-type: none">• Date of Next Working Group Meeting – To be organised

Paper W for the Brixworth Parish Council Meeting of 29th July 2021



Report of the Parish Clerk

July 2021

1. Overview

This is a shorter report this month because of the earlier timing.

The return to face to face meetings is underway. Teams are now only used for closed meetings such as Working Groups.

The vacant post of Parish Clerk has been readvertised with the revised terms and conditions. The closing date is 13th August. I am willing to stay on for a 'reasonable' period to allow for this recruitment. It remains important that there is a structured handover of systems, passwords etc – including access to the bank accounts.

The planning decision notice is due for the s106 project for a new play area together with landscaping at St David's. The Community Centre s106 project remains difficult to progress. There is a meeting with a possible contractor next month. The MUGA tender documents have been sent out after a short delay from ESPO in releasing the framework.

2. Legal Updates

The legal work is all progressing – albeit slowly.

The Cricket Club lease is on this agenda. There are no objections from the Sports Clubs.

The Village Hall Car Park lease is with the solicitors still – I understand that the Land Registry is in the process of registering the land. There are possibilities of the Coop working in partnership with the Parish Council to bring into use the land to the rear of the Red Lion site for community purposes. Discussions are ongoing.

3. Assets

The goal posts have been removed from the Recreation Grounds. The worn grass areas are in the process of being restored.

The groundsman is attending to the issues found in the ROSPA inspection report.

*Peter Rowbotham
Parish Clerk*

4. Service Requests

What	Where	Action
Grass too long at junction creating hazard	Holcot Road	Referred to WNC
Growth through fence from highway land	Breach Close	Referred to WNC

5. Meetings Attended this Month

- 5.1 Planning Committee
- 5.2 Parish Council
- 5.3 New Councillors to receive completed forms together with Q&A
- 5.4 Councillor Nixon & Councillor Moxon – Village Hall Rep hand over
- 5.5 Media & Communications Committee
- 5.6 Community Centre (Indoor Sports) Working Group

6. Training & Development

- None

7. Community Engagement

Posts

Web Site	Vacancy
	Thomas Roe Charity
	Wildflowers
Social Media	Vacancy
	Thomas Roe Charity
	Wildflowers
	Housing Drop In Sessions

8. Tasks to be undertaken/ underway

PRIORITY 1. Statutory

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

PRIORITY 2. Financial

Peter Rowbotham
Parish Clerk

VAT return
New FMS System
Invoices
Payments
Procurement – s106 projects

PRIORITY 3. Tasks with Deadlines

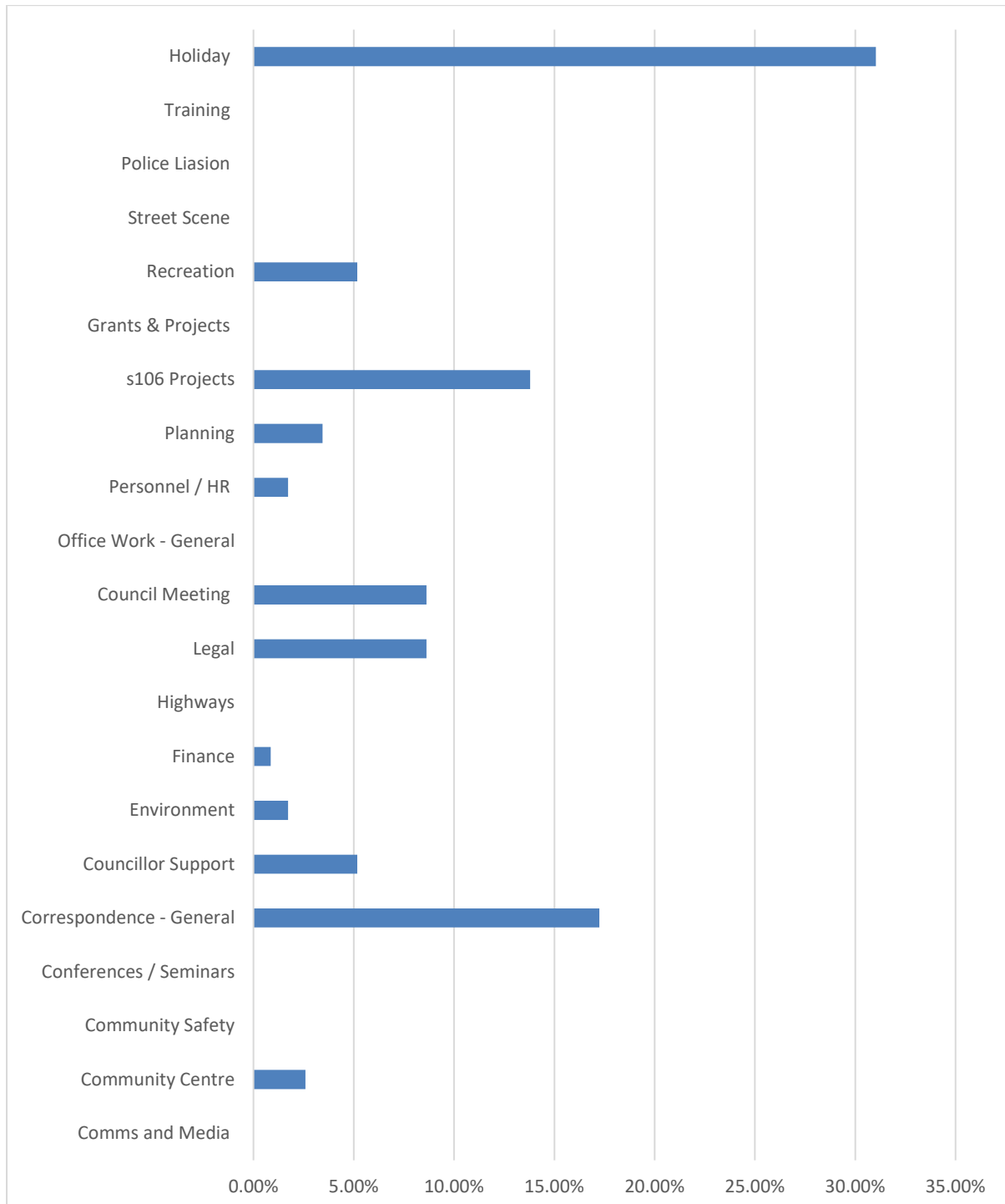
Recruitment
Ball Stop fence – St David's.
Subsidence – Tantree Way
Wall collapsing – Millennium Gardens
Staff Appraisals
S106 projects
 MUGA – use the new framework – chase funding.
 Play Park – seek planning permission – chase funding.
 Community Centre – use Contracts Finder
Village Hall Car Park – with Solicitor and awaiting reply.
Health and Safety Review – advice received from Peninsula – distribute.
Summer planting in the tubs
Tommy's up at the Library by 6th May
,Gov emails for Councillors
Cricket Club Lease – St David's – with solicitor
County Court case – conclusion
Review & Improve Christmas lights
Tree audit – remove highway and private trees off the BPC list.
Renew Central Sports Lease
County Court Case – ongoing matters

PRIORITY 4. Tasks without deadline

Bus Shelters – repair and progress Mercedes sponsorship
Holcot Road Bollards – Village Green
Restore railway Benches
BT Box – adopt and re use
New LED heads on the footway lighting
New bigger noticeboard outside Library
Ferro Fields – Find out owners and encourage tidy up
Harborough Road – parking on verges
Renew utilities for Community Centre and The Ashway
Coop – work with the developer to get good outcomes for community
Litter Bins – replacement plan
Spratton Road – tidy up shrubs in the Rec
Local Council Awards Scheme
Booking system for pitches and community centre (Hallmaster?)
New signage in the Recs
Repair fence at Spratton Road
CCTV at St David's
Ashway – cut back shrubs near changing rooms (ASB issues)
Ashway – clear out changing rooms
S106 – Toucan Crossing. Encourage WNC scheme
Clean up/ scan at the Meeting Room, Community Centre
Set up TV for training at the Community Centre Meeting Room
Emergency Plan – develop a new plan and appoint flood wardens
Make Scribe Finance live – develop new budget monitoring sheet for Council

Update the Neighbourhood Plan Web Site

9. Breakdown of my time – July 2021



Peter Rowbotham
Parish Clerk

Paper X– Brixworth Parish Council meeting of 29th July 2021



General Correspondence

Correspondence not already included within the agenda

Number	Subject	From
01	Police Priorities	Neighbourhood Alert
02	NALC Newsletter	NALC

Peter Rowbotham
Parish Clerk

From: alert@neighbourhoodalert.co.uk
Sent: 08 July 2021 09:47
To: pc_brixworth@daventrydc.gov.uk
Subject: Locally Identified Priorities - Daventry District



Locally Identified Priorities - Daventry District

Following a public survey to establish priorities across Daventry area, the below priorities came out top and have been agreed to be targeted during July to September 2021:

- Road Safety and Road Traffic Offences
- Rural Crime
- Vehicle Crime

We will on a monthly basis provide updates through Neighbourhood Alert, Twitter, Facebook and local area Northants Website around the work that we are undertaken and outcomes. The Daventry Neighbourhood Teams will be working with internal teams and partners to target these priorities.



Message Sent By

Katrina Heath

(Northamptonshire Police, Neighbourhood Police Team Co-ordinator, Daventry & South Northants)

To reply or forward please use the below or these links: [Reply](#), [Rate](#), [Forward / Share](#).



Reply



Rate



Share



Settings

To login to your account, [click here](#), To report a fault, [click here](#)



You are receiving this message because you are registered on Northamptonshire Neighbourhood Alert. Various organisations are licensed to send messages via this system, we call these organisations "Information Providers". Please note that this message was sent by The Police and that The Police does not necessarily represent the views of Northamptonshire Neighbourhood Alert or other Information Providers who may send you messages via this system.

You can instantly review the messages you receive and configure which Information Providers can see your information by clicking [here](#), or you can [unsubscribe](#) completely, (you can also review our terms and conditions and Privacy Policy from these links). You can also send unsubscribe requests to unsubscribe@neighbourhoodalert.co.uk

This email communication makes use of a "Clear Image"(gif) to track results of the email campaign. If you wish to turn off this tracking for future emails, you can do so by not downloading the images in the e-mail itself.

VISAV Limited is the company which built and owns the Neighbourhood Alert platform that powers this system. VISAV's authorised staff can see your data and is registered with the Information Commissioner's Office as the national Data Controller for the entire database. VISAV needs to see your data in order to be able to manage the system and provide support; it cannot use it for commercial or promotional purposes unless you specifically opt-in to Membership benefits. [Review the website terms here](#).

From: [National Association of Local Councils](#)
To: brixworthpc@gmail.com
Subject: CHIEF EXECUTIVE'S BULLETIN
Date: 09 July 2021 10:01:59



Chief executive's bulletin

NALC adds a new event on affordable rural housing to its schedule

We've added a new online event on making rural housing more affordable to our schedule, which takes place on 17 November 2021. You'll hear from an expert panel on the difference local (parish and town) councils can make to influence local initiatives to make housing cheaper and affordable in rural areas – against the odds. We have an excellent lineup of speakers in Lord Best (Affordable Housing Commission), Martin Collett (English Rural) and Richard Quallington (Action for Communities in Rural England). Our events are selling out fast, so [register early to avoid disappointment](#).

English Rural launch a new guide on rural housing for councillors

English Rural has launched their new guide, *Parish Councillors' Guide to Rural Affordable Housing*, aimed at local (parish and town) councillors on affordable rural housing. The guide is an interactive document packed with information, case studies and short videos — [read the guide](#).

NALC hosts historic first meeting of women councillors

NALC held its first National Network: Women councillors meeting on 5 July 2021, chaired by Cllr Sue Baxter. The network aims to help women councillors from local councils connect, learn, support and share good practices. Issues women councillors face were discussed, such as behaviour, progressing into leadership roles, using gender-neutral terms, and accessing help and advice — [read more in our news story](#).

Star Council Awards judging

On 7 July 2021, the Star Council Awards judging took place, which had a record-breaking number of nominations. The panel featured Lynda Addison (Transport Planning Society), Margaret Clark (Rural Coalition), Albert Joyce (Ministry of Housing, Communities and Local Government), Luke Perkins (BHIB Councils Insurance) and Joanie Willett (University of Exeter). We want to thank the panel for their time and support of the awards. They were impressed with how local councils have risen to the challenge over the last 18-months. We'll be announcing the finalists in due course, so watch this space!

NALC is hiring!

We've got two exciting internship opportunities for budding communications and campaigns professionals. We would be grateful if you could share these through your communication channels to help us unearth the next generation of talent. You can find more details of the two internships ([communications](#) and [campaigns](#)) on our website.

Finance and Scrutiny Committee

NALC's Finance and Scrutiny Committee met on 8 July 2021 to discuss several items, which included:

- The management accounts.
- The auditor gave a positive opinion on the accounts for the year to 31 March 2021 and the progress of the audit.
- 2022/23 budget plans for the affiliation fee recommendation to the Annual General Meeting after considering projects, development plans and reserve levels.
- Officers reported progress on income for quarter one.
- Review of some internal and governance documents.

NALC partners

As we continue to form new [commercial partners](#) to help support county associations and local councils. I'm delighted to share the news we've renewed our long-term partnerships with BHIB Councils Insurance, Blachere Illumination and CCLA.

In recent weeks, it's been good to catch up with our partners to discuss the work we've been doing, the last 12-months and the critical issues facing the sector. This week the policy and communications team met with BHIB Council Insurance to put names to new faces and overview key responsibilities to build stronger relations. Justin Griggs attended Blachere Illumination's corporate event this week with their other partners, such as the National Association of British Market Authorities and Scotland's Towns. He spoke about our events programme, the growing sector and local councils' role during the pandemic, and tackling climate change.

It was also great to see [Blachere Illumination visit Cllr Baxter](#) with their heart prop

as part of their tour to honour the hard work and commitment of people and organisations that have positively impacted this year.

Cratus Communications fringe event on climate change

It was great to speak about the extraordinary work local councils are doing in tackling the climate emergency at the Cratus Communications *Small councils, big opportunities for climate action* fringe session as part of the LGA Virtual Annual Conference 2021. The panel included NALC's Justin Griggs, as well as Cllr John Fuller (District Councils Network), Cllr Ed Gemmell (Haselmere Town Council) and Joe Pitts-Cunnigham (Bioregional). If you missed the session, it's available on the Cratus website to [watch again](#).

As climate change is one of our main work themes, we've created a [dedicated web page](#) full of case studies, resources and other helpful information.

CIPFA — Public Finance Live

The Chartered Institute of Public Finance and Accountancy (CIPFA) event, [Public Finance Live](#), took place between 7 and 8 July 2021. It's great to see CIPFA hold a session specifically on local councils and the failure of centralism, which featured sector advocate Jackie Weaver. She shared her take on local councils and how they aren't utilised enough nor funded adequately.

And finally...

It was [Thank You Day](#) on 4 July 2021. I want to thank everyone involved in the sector. From councillors to clerks and council staff. From [our partners](#) to county associations and my 109 colleagues. On the day, Cllr Baxter [shared her thanks on Twitter](#), which featured in a [BBC article](#) on community events to thank COVID-19 heroes.



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