



BOUGHTON PARISH COUNCIL

ANNUAL PLAN

2017 - 2018

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1 WHAT IS THE PURPOSE OF THE PARISH COUNCIL ANNUAL PLAN?

- It sets out the Parish Council's short-term and long-term vision for the Parish as well as its
 - purpose
 - values
 - objectives and
 - key priorities.

- Its aim is to give residents a clear understanding of
 - what the Parish Council wants to achieve over the next financial year and
 - how it intends to deliver this.

- It sets out what the Parish Council can achieve
 - directly or
 - by influencing relevant authorities.

- It is also intended to help the local community to have a better understanding of what the Parish Council does and sets out which issues are its responsibility.

2 THE PARISH COUNCIL

What is a Parish Council?

There are three tiers of local government relevant to the Parish of Boughton, each with different responsibilities.

Boughton Parish Council is the first and most local tier, playing an important role promoting the Parish, representing the interests of residents and supporting the work of different groups in the community.

Daventry District Council is the second tier, responsible for services including planning, waste and recycling, and street cleaning.

Northamptonshire County Council is the third tier, responsible for highways, education, health and social services, public rights of way and libraries.

The role of the Parish Council

The Parish Council's mission is to promote and enhance the way of life in the Parish of Boughton.

The Parish Council maintains high standards of conduct when carrying out its business in full compliance with the seven principles of public life, which are the basis of the ethical standards expected of public office holders

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The Parish Council's role can be divided into three key areas: -

Governance

To demonstrate good governance in managing the business and finances of Boughton Parish Council.

- Manage the Parish Council's budget and set the Parish Precept to ensure best value and publish budget on website

- Ensure areas of land owned by the Parish Council are administered efficiently and in the best interests of the Parish
- Maintain open spaces and public rights of way
- Produce an Annual Plan to guide future activities and expenditure
- Abide to current Standing Orders, Financial Regulations and Code of Conduct
- Review policies and procedures regularly and make available on the village website
- Conduct an annual audit
- Pay invoices promptly
- Maintain an asset register and risk register

Community

To play a key role within the community engaging with parishioners (including Boughton Rise), organisations and local businesses and provide facilities for the community to enhance the environment and parish life.

- Listen to and represent local people's interests, encouraging public participation at Council Meetings
 - Post agendas on noticeboards and on website at least three clear days before a meeting
 - Provide contact details for all Councillors on website and noticeboards
- Improve the local environment
- Submit views on planning applications
- Support voluntary and community groups for the benefit of the Parish
- Provide leadership in the community
- Encourage parishioners to participate in village life/activities

Development

To strive for continuous improvement in the running of the Parish Council.

- Ensure that Councillors and employees are managed and trained to perform their duties to their best ability and are kept up to date with all relevant regulations
- Publicise and encourage attendance at workshops, training courses and seminars within the county

- Produce a Training and Development policy and appropriate budget to facilitate identified training needs

Fulfilling the role of the Parish Council

The Parish Council meets formally nine times a year on the second Monday of each month (excluding February, August and December) and discuss, debate and decide on matters affecting the Parish. Parishioners and other members of the public are welcome to attend the meetings and Public Open Forum sessions at every meeting provide the opportunity to address the Council or ask questions.

Boughton Parish Council is made up of nine Councillors who are elected every four years. Elections were last held in May 2016 and are next scheduled to be held in May 2020.

Councillors are unpaid and commit their time to maintaining and improving the Parish of Boughton as an attractive and sustainable place in which to live, work and visit. A full list of Councillors, their contact details and areas of responsibility is available on the village website www.boughtonnorthants.co.uk and are set out in section 6 of this document.

3 AIMS AND OBJECTIVES

Our high level strategic aims and objectives are: -

To provide effective, efficient and accountable local government for the Parish

- Creating a socially inclusive, caring and economically viable community which embraces all its residents irrespective of age, culture, income, race or religion
- enabling and encouraging residents to be fully involved in the life of the community and its development
- operating in an open and transparent manner

To be a strong voice and advocate for Parishioners

- understanding, communicating and being responsive to their views, needs and aspirations
- producing good, clear communications and encouraging dialogue between the Parish Council and its Parishioners

To work to improve the Parish environment, both built and natural

- preserving and protecting the distinctiveness of the Parish and its heritage assets as it grows and develops
- building a safer community for everyone, working with the Police and Neighbourhood Watch to keep crime low in the Parish
- consulting on planning applications to ensure recommendations adhere to the Village Design Statement, statutory regulations and are in the interests of the community
- liaising with and supporting the work of voluntary organisations within the Parish through grants and practical support as appropriate

To manage the Parish Council's assets and finances

- effectively and efficiently to achieve best value

4 KEY PRIORITIES 2017-2018

Action	By when	Owner
<p>Buckton Fields</p> <ul style="list-style-type: none"> • Continue to monitor the development of Phase 1 of Buckton Fields (East) and attend regular meetings of the Buckton Fields Liaison Committee • Encourage new residents to become involved in Boughton Parish life <ul style="list-style-type: none"> ○ Parish noticeboard to be erected ○ Promote village website • Contribute to the development process of Phase 2 of Buckton Fields (West) at an early stage <ul style="list-style-type: none"> ○ establish a Working Party for this purpose. • Working Party to liaise with developers and Daventry District Council to secure the best possible agreement for the Parish including <ul style="list-style-type: none"> ○ schools ○ transport/traffic ○ amenities ○ open areas 	4 meetings per annum	
<p>Northampton Northern Orbital Road and Northampton West Relief Road</p> <ul style="list-style-type: none"> • Contribute to the planning process for both new road schemes • Play an active role in communicating the proposed options, along with the implications for each, to the Parish <ul style="list-style-type: none"> ○ publicising consultation dates widely to all parishioners ○ communicating the views of Parishioners clearly to Northamptonshire County Council • Ensure the natural landscape and heritage assets of the village are protected 		
<p>Traffic</p> <ul style="list-style-type: none"> • Continue to work with Parishioners, the Police and Northamptonshire Highways to monitor speed and volume of traffic through the village • Consider alternative or additional traffic calming measures if speed or volume of traffic increases 		

<ul style="list-style-type: none"> • Work with Boughton School to encourage parents to be more considerate with parking and driving behaviours when dropping off or collecting pupils from school 		
<p>Police Community Support Officer (PCSO)</p> <ul style="list-style-type: none"> • Progress possibility of part-funding a PCSO with neighbouring parishes • Work with DDC to employ shared PCSO, agree terms and conditions and line management 		
<p>Training</p> <ul style="list-style-type: none"> • Ensure Councillors and the Clerk have access to and are encouraged to undertake high quality training and development opportunities 		
<p>Village Information Pack</p> <ul style="list-style-type: none"> • Draft and agree content of Village Information Pack to be distributed to new residents 		
<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> • Consider and discuss the production of a Neighbourhood Plan for the Parish • Progress work on Neighbourhood Plan completing initial stages and producing fully costed proposal for consideration in the 2018-19 budget 		
<p>Conservation Areas</p> <ul style="list-style-type: none"> • Work with Daventry District Council to identify areas within the Parish which could attain Conservation Status • Submit proposals and achieve Conservation Status for these areas 		
<p>Litter</p> <ul style="list-style-type: none"> • Monitor litter, bin emptying and dog fouling throughout the village. Bring any problems to the attention of DDC <ul style="list-style-type: none"> ○ Purchase and site dog waste bin at entrance to Pocket Park • Promote regular litter picking sessions around the Parish to maintain a clean, tidy and safe environment <ul style="list-style-type: none"> ○ Acquire litter picking equipment for the Parish 		

5 PARISH COUNCIL'S MAIN AREAS OF RESPONSIBILITY

Specific functions

The following are the specific functions that are the sole responsibility of the Parish Council: -

- Call and chair the Annual Parish Meeting
- Hold regular Parish Council Meetings
- Set precept and manage Parish Council budget
- Provide notification of local planning applications within and which affect the Parish
- Act as statutory consultee on planning applications
- Provide and maintain
 - street lighting for public places
 - signs and noticeboards
 - litter and dog bins
- Repair and maintain
 - bus shelter and street furniture in the ownership of the Parish Council
 - public open spaces
- Plant and preserve trees and ensure the maintenance of highway verges
- Provide grant funding for community groups that provide services to benefit the community of Boughton

General functions

The Parish Council also has a duty to: -

- make decisions about issues that affect the Parish
- represent the interests or needs of the Parish or
- express the views and wishes of Parishioners

with other statutory bodies and authorities where it has no statutory powers, or does not have a formal legal position. These include the following activities: -

- Liaison with local charities
 - Boughton Village Hall
 - Richard Humfrey Trust
 - Boughton Pocket Park (Playground and Field)
 - Obelisk Spinney Pocket Park (Nature Reserve)

- Planning of suitable village events
- Maintaining association with local organisations including
 - The Parish Church
 - Boughton Primary School
 - Neighbourhood Watch
 - Care of the Elderly
 - Ladies Fellowship
 - Coffee Morning
 - Cricket Club
 - Kingsthorpe Meadows Pocket Park
- Active involvement in local committees and forums including
 - Buckton Fields Liaison Group
 - Boughton Quarry Liaison Group
 - OMBBH Liaison Forum (Overstone, Moulton, Boughton, The Bramptons, Harlestone)
- Liaising with and maintaining association with the following organisations to ensure good quality services are provided to the Parish
 - Daventry District Council
 - Northamptonshire County Council
 - Northampton Borough Council
 - Northamptonshire County Association of Local Councils (NCALC)
 - Northamptonshire Police
 - Northamptonshire ACRE
 - Council for the Protection of Rural England
 - Peter Bennie Limited
 - E-ON
 - Kier WSP (Highways)

6 PARISH COUNCILLORS – ROLES AND RESPONSIBILITIES

Councillor and Role	Contact Details	Key Responsibilities
Cllr John Clarke Chairman	Cotswold Humfrey Lane Boughton 01604 847976	Governing Policies and Procedures Consultation Responses Annual Information Plan Village Hall Representative Village Design Statement Planning Applications Neighbourhood Watch OMBBH Group
Cllr Kevin Greatorex Vice Chairman	35 Howard Lane Boughton 01604 842332	Boughton Pocket Park Richard Humfrey Charity Trustee
Cllr Alan Dale	1 Greville Close Boughton 01604 843040	Footway Lighting Obelisk Spinney Pocket Park
Cllr Rosie McDonnell	Spring Field Moulton Lane Boughton 01604 820017	Footpaths and Rights of Way Tree Warden
Cllr Steve Potter	Hillgarth, Butchers Lane, Boughton 01604 846710	Highways and Traffic Boughton Primary School Trustee
Cllr Judy Shephard	Windbreck Butchers Lane Boughton 01604 843275	Village Design Statement Richard Humfrey Charity Trustee OMBBH Working Group
Cllr Stephen Trott	The Rectory, Humfrey Lane, Boughton 01604 845655	Richard Humfrey Charity Trustee Chairman of Parochial Church Council
Cllr Russell Wilson	Hillside Church Street Boughton 01604 820003	Internal Financial Control Finance, Insurance, Auditing Risk Assessment Budget and Precept Asset Register Governing Policies and Procedures
Cllr Terri Wright	The Barn Butchers Lane Boughton 01604 820759	Village Design Statement
Mrs Jayne Bunting Parish Clerk and Responsible Financial Officer	6 Horseshoe Close Brixworth 01604 882527 boughtonpc@btconnect.com	