

BOUGHTON PARISH COUNCIL

ANNUAL PLAN

2018 – 2019

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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 intended to help the local community have a better understanding of what the Parish Council does and it also sets out which issues are the Parish Council's 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 the budget on the Parish 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 them available on the Parish 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, organisations and local businesses across the Parish 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 discusses, debates and decides 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

Actions <i>(New actions for 2018-19 shown in italics)</i>	Progress made during 2017-18
<p>Buckton Fields</p> <p>Phase 1</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 Forum (BFLF). • Encourage new residents to become involved in Boughton Parish life. • <i>Review and improve communications to new residents including</i> <ul style="list-style-type: none"> ○ <i>erection of new Parish noticeboard in Buckton Fields</i> ○ <i>promote the use of the Parish website for information.</i> • <i>Consider appointing a Parish Councillor with specific responsibility for Buckton Fields, to meet regularly with residents and to report on any issues at each Parish Council meeting or refer to relevant authority or forum for further action.</i> <p>Phase 2</p> <ul style="list-style-type: none"> • 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. 	<p>Meetings of BFLF have received progress reports and addressed areas of concern.</p> <p>New Buckton Fields Community Group established to improve and promote communications between new residents, the Parish Council and other local groups.</p> <p>Working party established, worked with Daventry District Council, developers and external advisors to respond to the planning application for Buckton Fields (West).</p> <p>Response included full Community List for the Parish.</p>
<p>Northampton Northern Orbital Road and Northampton West Relief Road</p> <p><i>Northampton County Council (NCC) has implemented emergency expenditure controls and the Government is appointing Commissioners to assist with governance. Until they have been appointed, decisions relating to long term commitments such as the North West Relief Road and the Northern Orbital Route are not appropriate. It is therefore</i></p>	

uncertain when a paper responding to last year's consultation will be taken to Cabinet

- Contribute to the planning process for both new road schemes.
- Ensure the natural landscape and heritage assets of the village are protected.
- Play an active role in communicating the proposed options, along with the implications for each, to the Parish
 - publicising consultation dates widely to all parishioners
 - communicating the views of Parishioners clearly to Northamptonshire County Council.

Throughout the year the Parish Council has received regular updates and reviewed progress of both new road schemes.

In July 2017, the Parish Council prepared a full response to Northamptonshire County Council's consultation.

Traffic

- Continue to work with Parishioners, the Police and Northamptonshire Highways to monitor speed and volume of traffic through the village and through Buckton Fields.
 - *The Parish Council are joining a VAS scheme, an initiative of NCC Highways, and will loan a mobile speed indication device for up to a period of three months during the year.*
- Consider alternative or additional traffic calming measures if speed or volume of traffic increases.
- Work with Boughton School to encourage parents to be more considerate with parking and driving behaviours when dropping off or collecting pupils from school.

Traffic survey to monitor speed and volume of traffic through the village was undertaken in April 2018 for one week.

Build-out by school completed and additional yellow lines added to restrict parking in area.

Police Community Support Officer (PCSO)

- Progress possibility of part-funding a PCSO with neighbouring parishes.
- Work with DDC to employ shared PCSO, agree terms and conditions and line management.
- *The Parish Council will continue to investigate the part-funding of a PCSO, thoroughly reviewing the detail of all contracts and documentation. Proposals were put to the Parish at the Annual Parish Meeting held on 9 April 2018 and at the Neighbourhood Watch AGM on 22 April 2018.*

Discussions with, Northamptonshire Police and Ward parishes have been ongoing.

Funding calculations and Terms of Employment have been discussed by the Parish Council and a working party has been established to consider all documentation in detail.

<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>Parish Clerk successfully completed CILCA training.</p> <p>Councillors attended training on Planning and new councillor training with NCALC.</p>
<p>Communications</p> <ul style="list-style-type: none"> • Review content of and redesign Parish website to ensure all content is well sign-posted and clear. • Promote Parish website as first point of reference for all Parish communications and information. • Draft and agree content of Village Information Pack to be distributed to new residents. • <i>Review and improve all Parish communications and communication channels as necessary to ensure clarity, effectiveness and maximum reach.</i> • <i>Create a new Welcome to Boughton leaflet which provides all new residents with clear information about the Parish and the provision of key services in the area.</i> 	
<p>Neighbourhood Plan</p> <ul style="list-style-type: none"> • Consider and discuss the production of a Neighbourhood Plan for the Parish. • Consider progress work on Neighbourhood Plan, completing initial stages and producing fully costed proposal for consideration. 	<p>A neighbourhood plan has been considered and continues to be something the Parish Council wishes to consider. However, funding for other initiatives has taken priority in the 2018-19 budget.</p>
<p>Conservation Areas</p> <ul style="list-style-type: none"> • Work with Daventry District Council (DDC) to identify areas within the Parish which could attain Conservation Status. <ul style="list-style-type: none"> ○ a public consultation will run until 4 June 2018 • Submit proposals and achieve Conservation Status for these areas. 	<p>DDC is undertaking a review of the Conservation Area; the last review was undertaken in 2003.</p> <p>As part of the review, DDC will assess whether the current boundary is fit-for-purpose and produce an up-to-date Appraisal and Management Plan. If adopted, this document would sit alongside the Boughton Village Design Statement as a Supplementary Planning</p>

	Document and would be a material consideration in the determination of planning decisions in the Parish.
<p>Litter</p> <ul style="list-style-type: none"> • Monitor litter, bin emptying and dog fouling throughout the Parish. Bring any problems to the attention of DDC <ul style="list-style-type: none"> ○ <i>work with developers to ensure dog waste bins are available in Buckton Fields as required.</i> • 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. 	<p>Discussions with DDC have been ongoing. Reporting of excess litter has resulted in clearing of litter from verges in the Parish.</p> <p>Litter picking equipment has been purchased and litter picking sessions have been carried out throughout the year.</p>

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, or 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.
- Ensure transparent and effective communications with all Parishioners through the Parish website and Parish noticeboards.

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
 - Preston Hedges Academy Trust
 - 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 Forum
 - Buckton Fields Community 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 S Potter Chairman	Hillgarth, Butchers Lane, Boughton 01604 846710	Highways and Traffic Governing Policies and Procedures Annual Plan
Cllr Terri Wright Vice Chairman	The Barn Butchers Lane Boughton 01604 820759	Village Design Statement Annual Plan
Cllr John Clarke	Cotswold Humfrey Lane Boughton 01604 847976	Village Hall Representative Planning/OMBBH Forum Neighbourhood Watch Annual Plan Police Liaison Representative
Cllr Kevin Greateorex	35 Howard Lane Boughton 01604 842332	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	Trees/Footpaths and Environment
Cllr Judy Shephard	Windbreck Butchers Lane Boughton 01604 843275	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
Mrs Jayne Bunting Parish Clerk and Responsible Financial Officer	6 Horseshoe Close Brixworth 01604 882527 boughtonpc@btconnect.com	