



To: All Members of Brington Parish Council

You are hereby summoned to attend the Brington Parish Council Meeting to be held on Wednesday 20th May 2026 starting at 7.45pm. All Members of the Public and Press are welcome.

Signed: Rachael Ball
Rachael Ball
(Parish Clerk)

Dated: 14 May 2026

1.		Election of the Chair of Bringtons Parish Council and receipt of their declaration of acceptance of office form																																																
2.		Election of the Vice Chair																																																
3.		Apologies To receive and approve apologies for absence.																																																
4.		Disclosures of prejudicial or personal interests To receive Councillor Disclosures of prejudicial or personal interests for items on the agenda.																																																
5.		Minutes of the last Council Meeting To approve and sign as an accurate record Minutes of the Meeting held on 15 th April 2026. https://bringtons-pc.gov.uk/wp-content/uploads/2026/05/Draft-Minutes-15-04-26.doc																																																
6.		Public Time (The Council allows 15 minutes for public participation; members of the public should not speak for more than 3 minutes each).																																																
7.		<p>Finance</p> <p>a. To report the bank balances – as of the 30th April 2026</p> <table border="1"> <tr> <td>Business Premium Account</td> <td>30431.89</td> </tr> <tr> <td>Current Account</td> <td>76.73</td> </tr> </table> <p>b. To note receipts</p> <table border="1"> <tr> <td>WNC (1st half of the precept)</td> <td>12489.00</td> </tr> </table> <p>c. To note the payments made from 15th April 2026 to 7th May 2026</p> <p>d. To authorize the payments (invoices may be presented at the meeting for authorization).</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Invoice Number</th> <th>Gross</th> <th>VAT</th> <th>Net</th> <th>Description</th> <th>Legal Power</th> </tr> </thead> <tbody> <tr> <td>Rachael Ball</td> <td></td> <td>558.39</td> <td>0</td> <td>558.39</td> <td>Wages - May</td> <td>LGA 1972, Section 112</td> </tr> <tr> <td>HMRC</td> <td></td> <td>181.75</td> <td>0</td> <td>181.75</td> <td>Tax and NI</td> <td>LGA 1972, Section 112</td> </tr> <tr> <td>Parish Online</td> <td></td> <td>60</td> <td>10</td> <td>50</td> <td>Mapping Software</td> <td>LGA 1972, Section 111</td> </tr> <tr> <td>Third Avenue</td> <td>2555</td> <td>62.4</td> <td>10.4</td> <td>52</td> <td>Website and support</td> <td>LGA 1972, Section 142</td> </tr> <tr> <td>Compete 366</td> <td>27885</td> <td>5.9</td> <td>0.98</td> <td>4.92</td> <td>Back up of data</td> <td>LGA 1972, Section 111</td> </tr> </tbody> </table>	Business Premium Account	30431.89	Current Account	76.73	WNC (1 st half of the precept)	12489.00	Payee	Invoice Number	Gross	VAT	Net	Description	Legal Power	Rachael Ball		558.39	0	558.39	Wages - May	LGA 1972, Section 112	HMRC		181.75	0	181.75	Tax and NI	LGA 1972, Section 112	Parish Online		60	10	50	Mapping Software	LGA 1972, Section 111	Third Avenue	2555	62.4	10.4	52	Website and support	LGA 1972, Section 142	Compete 366	27885	5.9	0.98	4.92	Back up of data	LGA 1972, Section 111
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		Valda Electricity	1837273	153.4	7.3	146.1	Electricity March (already collected by DD)	Parish Councils Act 1957 - Section 3
		R&G	122653	391.2	65.2	326	Mowing on the 7th/ 14th and 27 April	Highways Act 1980 - Section 96
				1413.04	93.88	1319.2		
	e.	To receive and note that Cllr James has checked the accounts for April and sign the relevant check list						
	f.	To agree the Barclays Bank mandate						
	g.	To agree the Unity Bank mandate						
	h.	To agree the direct debit for Valda Electricity for May 2026- 2027						
	i.	To agree the direct debit for HMRC for May 2026-April 2027						
	j.	To agree the standing order for the Clerk's wage for May 2026 – April 2027						
	k.	To agree the internal controller for Bringtons Parish Council for 2026-2027						
	l.	To review the revised budget for 2026- 2027						
	m.	To review the actual spent vs the budget						
8.		To receive reports from:						
	a.	The Chair						
	b.	Parish Clerk						
	c.	West Northants Council						
	d.	Police – Report and Update						
9.		Update on Reading Room						
		To receive an update from the Council's Reading Room representative.						
10.		Planning						
	a.	To consider the following Planning Applications and any additional application(s) presented after the publication of the agenda):						
		2026/1497/S73 Variation of condition 3 (private use restriction) to amend the wording to include 'the private use of the owner and or occupier of Strawberry Fields only' of planning permission WND/2022/1000 (Construction of stable block consisting of 4 stables and 2 tie up areas, outdoor riding arena, winter turnout area and concrete yard. Amendments to parking arrangements) Strawberry Fields Blacksmiths Lane Little Brington Northamptonshire						
		2026/1854/FULL Proposed carport and outdoor kitchen Steeple Barn Steeple Lane Little Brington NN7 4HN https://wnc.planning-register.co.uk/Planning/Display/2026/1854/FULL?cuuid=0E541807-7423-48D5-BB9F-A0828EDFB135						
		NOTIFICATION OF TREE WORK AT DAIRY FARM MAIN STREET GREAT BRINGTON NN7 4JB INTENDED TREE WORK INCLUDES: T1 BEECH TREE- REDUCE BY APPROXIMATELY 20% (2 METERS) TO SHAPE. T2 ACER - REDUCE BY APPROXIMATELY 20% (1.5 METERS). REASON IS TO SHAPE AND CREATE MORE LIGHT TO GARDEN AND PROPERTY.						
	b.	To Note Previous Planning Application Decisions.						
	c.	To note Planning related issues (if any) and additional Planning Issues presented after publication of the Agenda.						

11		Policies To agree the following policies a. Standing Orders https://bringtons-pc.gov.uk/statutory-content/ b. Financial regulations https://bringtons-pc.gov.uk/statutory-content/ c. Code of conduct https://bringtons-pc.gov.uk/statutory-content/ d. Budget and 3 year forecast policy e. Vexatious Complaints Policy
12		Staffing Committee To consider a staffing committee and appointment members if applicable.
13		Working Parties Terms of Reference Remembrance Day Working Party
14		Roles and responsibilities To agree the following roles and responsibilities for the council
15		To obtain consent from Councillors the receipt of agendas by email under section 8 of the Electronic Communications Act 2000
16		To confirm NCalc as the Councils Data Protection Officer
17		Zipline in Little Brington To make any decisions where appropriate
18		To note any updates from Althorp Estates
19		Rent increase to the playing field, Great Brington
20		Mowing of back lane It is proposed that the Parish Council make provisions in the budget to add the mowing of Back Lane to the existing contract with R&G Landscape. The mowing to coincide with the existing schedule/contract. Motion proposed by Cllr James
21		Remembrance Day It is proposed that the Parish Council Chair or representative lay a wreath on behalf of the Parish and organise an Act of Remembrance jointly with St Mary's Church at the Parish War Memorial on Remembrance Sunday 2026 It is further proposed to apply for a temporary road closure for the duration of the ceremony and to invite Earl Spencer or, should he be unavailable, a representative of the Lord Lieutenant to attend and lay a wreath. Motion proposed by D Kennedy.
22	a. b. c.	Correspondence Received Questions from resident Tree issue 8 Hamilton Lane Northamptonshire Climate and Sustainability Walk – Saturday 27 th June 2026
23		Items for information only For Councillors to raise matters that do not require a decision
24		Date and time of the next meeting Wednesday 17 th June 2026

Payments from 1st April until 7th May 2026

Date	Voucher No	Description	Supplier	Receipts (£)	Payments (£)	VAT (£)	Balance (£)	Bank Account	Payment Method
01/04/26	1	Opening balance					285.46	Current account	
07/04/26	2	Electricity	Valda Energy		159.73	7.99	125.73	Current account	BACS
22/04/26	3	Supply to the cricket pavillon	Eon		32.55	1.63	93.18	Current account	DD

22/04/26	4	Mobile Phone bill	Tesco		10.5	0	82.68	Current account	DD
24/04/26	5	Bank up data	Compete 366		5.95	1.19	76.73	Current account	DD
01/05/26	6	transfer	Savings account	1000			1076.73	Current account	Transfer
01/05/26	7	Rachael Ball	Salary - April		558.59	0	518.14	Current account	BACS
05/05/26	8	Electricity	Valda Energy		153.4	7.67	364.74	Current account	DD
08/05/26	9	Mobile Phone bill	Tesco		10.5	0	354.24	Current account	DD
12/05/26	10	Tax and NI	HMRC		181.55	0	172.69	Current account	BACS
12/05/26	11	Website support	Tompkins Creative		62.4	12.4	110.29	Current account	BACS
12/05/26	12	transfer	Savings account	1500			1610.29	Current account	Transfer
12/05/26	13	Annual bin emptying - Hamilton Lane	WNC		423.11	0	1187.18	Current account	BACS
12/05/26	14	Mowing	R&G		391.2	65.2	795.98	Current account	BACS
12/05/26	15	Rent playing field - Little Brington	Althorp		120	20	675.98	Current account	BACS
12/05/26	16	transfer	Savings account	300			975.98	Current account	Transfer
12/05/26	17	Membership and Audit	NCALC		742.02	123.67	233.96	Current account	BACS
12/05/26	18	Underpayment of invoice in Dec 2025	NCALC		0.4	0	233.56	Current account	BACS

Revised Budget

BRINGTON PARISH COUNCIL AT 21 Jan 2026			Draft Budget 2026-27	Revised Draft Budget 2026-27
RECEIPTS		b/f	2629.43	18227.00
	Precept		24978.17	24978.00
	Grants/Donations		15000.00	0.00

	Bank interest		250.00	50.00
	VAT claims		5500.00	4500.00
	Kimbles Field Hire		0.00	0.00
	Refunds			
	Total receipts		48,357.60	47,755.00
PAYMENTS				
	Audit Fees (int & ext)		300.00	606.00
	Subscriptions (NALC/CPRE/SLCC)		800.00	437.00
	Bank Charges		-	72.00
	Election Fees WNC		0.00	0.00
	Insurance		650.00	800.00
	Clerk Salary Inc PAYE		10000.00	10000.00
	Provision for Clerks necessary additional hours		1000.00	0.00
	Clerk & Cllr Expenses		600.00	500.00
	Phone / Office (incl cllr training & IT)		500.00	900.00
	Electricity		3000.00	3000.00
	Grass Cutting Dog Waste Bin Emptying		4500.00	4500.00
	Newsletter		400.00	400.00
	LB Field		100.00	100.00
	Kimbell's Field		1000.00	600.00
	Village events / groups	e.g DACT bus	600.00	600.00
	Parish Improvements		350.00	400.00
	LBPF Improvements (Play Area) Zip Wire & H&S Inspection		15500.00	14044.44
	IT		850.00	1300.00
	Reading Room Rent		1000.00	1000.00
	Property Maintenance Contribution to Reserves		1000.00	1000.00
	Future Project Evaluations		500.00	400.00
			4000.00	4200.00

	Total Payments		46,650.00	44,859.44
	Payments less Receipts		<i>1707.60</i>	<i>2895.56</i>
Other Income				
			Draft Budget 2026-27	Draft Budget 2026-27
Contribution to Reserves			1650.00	0.00
Property Maintenance Contribution to Reserves			1000.00	0.00
Section 106 Ringfenced				
S172 Ref WND/2023/0062			4543.71	0.00

Budget vs Actual Spend

			Draft Budget 2026-27		Draft Budget 2026-27	
RECEIPTS		b/f	2629.43	12489.00	18227.00	
	Precept		24978.17		24978.00	
	Grants/Donations		15000.00		0.00	
	Bank interest		250.00		50.00	
	VAT claims		5500.00		4500.00	
	Kimbles Field Hire		0.00		0.00	
	Refunds					
	Total receipts		48,357.60		47,755.00	
PAYMENTS						
	Audit Fees (int & ext)		300.00	305.76	606.00	300.24
	Subscriptions (NALC/CPRE/SLCC)		800.00	372.71	437.00	64.29
	Bank Charges		-		72.00	72.00
	Election Fees WNC		0.00		0.00	0.00
	Insurance		650.00		800.00	800.00
	Clerk Salary Inc PAYE		10000.00	740.03	10000.00	9259.97
	Provision for Clerks necessary additional hours		1000.00		0.00	0.00
	Clerk & Cllr Expenses		600.00		500.00	500.00
	Phone / Office (incl cllr training & IT)		500.00	21.00	900.00	879.00
	Electricity		3000.00	345.68	3000.00	2654.32
	Grass Cutting Dog Waste Bin Emptying		4500.00	814.31	4500.00	3685.69
	Newsletter		400.00		400.00	400.00
	LB Field		100.00	100.00	100.00	0.00
	Kimbells Field		1000.00		600.00	600.00
	Village events / groups	e.g DACT b	600.00		600.00	600.00
	Parish Improvements		350.00		400.00	400.00
	LBPF Improvements (Play Area) Zip Wire & H&S Inspection		15500.00		14044.44	14044.44
	IT and Website		850.00	68.35	1300.00	1231.65
	Reading Room Rent		1000.00		1000.00	1000.00
	Property Maintenance Contribution to Reserves		1000.00		1000.00	1000.00
	Future Project Evaluations		500.00		400.00	400.00
			4000.00		4200.00	4200.00
	Total Payments		46,650.00	2,767.84	44,859.44	42091.60

Budget & 3-Year Forecast Policy

1. Purpose

This policy defines the process for setting the annual budget and maintaining a rolling three-year financial forecast.

2. Scope

This policy applies to all councillors, the Clerk, and any committees or working parties involved in financial planning

3. Budget Timeline

The budget will be prepared between October and January each year, with the precept approved before submission deadlines.

4. Responsibilities

The Clerk/RFO will prepare draft budgets. Full council will review proposals and approve the final budget and precept.

5. Forecasting Approach

The Council will maintain a 3-year rolling forecast to support long-term planning, asset management, and financial sustainability.

6. Budget Preparation

The budget will be based on prior year performance, known commitments, asset maintenance needs, and council priorities.

Year 1 forms the detailed budget. Years 2 and 3 provide indicative projections based on known trends, inflation, and planned projects.

7. Key Assumptions

Forecasts should include assumptions on inflation, staff cost increases, contract changes, and anticipated income levels.

8. Reserves Strategy

The Council will maintain adequate general and earmarked reserves in line with guidance and risk assessment.

Forecasting must consider the use and replenishment of earmarked and general reserves over the 3-year period.

9. Precept Planning

The precept will be calculated as the difference between planned expenditure and expected income.

The forecast will inform future precept levels to avoid significant year-on-year fluctuations.

10. Review and Update

The forecast will be reviewed and updated annually alongside the budget-setting process.

11. Monitoring

Performance against Year 1 budget and longer-term projections will be reported regularly. Reports will be presented to the council by the internal controller or RFO. All variances will be explained.

Vexatious Complaints Policy

Bringtons Parish Council

1. Introduction

Brington Parish Council

This policy identifies situations where a complainant, either individually or as part of a group, may be considered to be habitual, persistent or vexatious. The following clauses form the Parish Council's policy for responding to such situations.

1.1 Definitions

For the purposes of this policy:

- **Habitual** means repeated or recurring behaviour.
- **Vexatious** refers to actions pursued without sufficient grounds and primarily intended to cause annoyance, disruption or distress.

1.2 Purpose of the Policy

This policy is intended to assist the Council in identifying and managing unreasonable behaviour by complainants whose actions hinder the proper consideration of complaints or place excessive demands on Council resources.

1.3 Scope

For the purposes of this policy, "complaints" include:

- complaints submitted under the Council's Complaints Procedure;
- requests made under the Freedom of Information Act 2000;
- requests made under the Data Protection Act 2018; and
- persistent correspondence relating to Council business.

1.4 General Principles

Bringtons Parish Council recognises that complainants may sometimes feel frustrated or dissatisfied. The Council will always seek to respond fairly, politely and reasonably.

However, habitual or vexatious complaints can place unreasonable demands on the time and resources of Councillors and staff. In some cases, there may be nothing further that can reasonably be done to resolve a matter.

1.5 Legitimate Complaints

A complainant will not automatically be regarded as vexatious simply because they:

- make a complaint;
- challenge a decision;
- request further clarification; or
- express dissatisfaction with the outcome of a complaint.

1.6 Aim

The aim of this policy is to ensure that all complaints are dealt with in a manner that is consistent, fair, proportionate and reasonable.

2. Habitual or Vexatious Complaints

For the purposes of this policy, habitual or vexatious complaints may involve:

- repeated and/or obsessive pursuit of unreasonable complaints or unrealistic outcomes; and/or
- reasonable complaints pursued in an unreasonable manner.

2.1 Prior Warning

Before implementing this policy, the Council will normally provide the complainant with:

- a written warning;
- an explanation of the concerns regarding their behaviour; and
- a copy of this policy.

2.2 Decision to Apply the Policy

Where behaviour continues and is considered habitual, unreasonable or vexatious, the Clerk, in consultation with the Chair of the Council, may recommend that restrictions be imposed.

2.3 Notification

The complainant will be notified in writing:

- why the policy is being applied;
- what restrictions are being imposed; and
- the duration of those restrictions.

2.4 Review

The status of the complainant will be kept under review. If the complainant demonstrates a more reasonable approach, restrictions may be reduced or removed.

3. Defining Unreasonable or Vexatious Behaviour

3.1 General Definition

Bringtons Parish Council defines unreasonable persistent or vexatious complainants as individuals whose behaviour, due to the nature or frequency of contact with the Council, hinders the Council's ability to deal properly with complaints or conduct normal business.

3.2 Examples of Behaviour

Examples of unreasonable or vexatious behaviour may include, but are not limited to:

- pursuing complaints with little or no grounds;
- refusing to specify the basis of a complaint;
- refusing to cooperate with the complaints process;
- refusing to accept that certain matters are outside the Council's powers or jurisdiction;
- making excessive or repetitive contact with the Council;
- demanding immediate or unreasonable responses;
- using abusive, offensive, discriminatory or threatening language;
- harassing or intimidating Councillors or staff;
- introducing unrelated issues during an ongoing complaint;
- repeatedly changing the substance of a complaint;
- refusing to accept the outcome of a complaint investigation;

- repeatedly submitting the same complaint after the process has concluded;
- contacting multiple Councillors or external organisations simultaneously about the same issue;
- publishing unfounded allegations about the Council or its staff;
- secretly recording meetings or conversations without consent;
- pursuing unrealistic outcomes despite explanations being provided.

The above list is not exhaustive, and a single action alone may not justify application of this policy.

4. Imposing Restrictions

4.1 Initial Action

The Clerk shall first consult with the Chair of the Council before any formal action is taken.

The complainant will normally receive a written warning requesting that the behaviour cease.

4.2 Continued Behaviour

If the behaviour continues, the Council may impose proportionate restrictions on communications.

4.3 Possible Restrictions

Restrictions may include:

- limiting contact to one named officer or Councillor;
- requiring communication in writing only;
- refusing to respond to repetitive correspondence on the same matter;
- restricting telephone calls to specific times or durations;
- requiring meetings to take place in the presence of a witness;
- refusing contact except through a representative;
- blocking abusive or excessive email communications.

4.4 Duration

Restrictions will normally apply for between three and six months, although this may be extended in exceptional circumstances.

4.5 Serious Cases

Where behaviour threatens the safety or welfare of Councillors, staff or others, the Council may:

- report the matter to the police;
 - seek legal advice; or
 - take other appropriate action without prior warning.
-

5. New Complaints

Any new complaint submitted by a complainant subject to this policy will still be considered on its merits.

The Council will determine whether any restrictions already in place remain necessary and proportionate.

The Council will not ignore legitimate complaints solely because a complainant has previously been subject to this policy.

6. Review of Restrictions

6.1 Regular Review

The Clerk and Chair of the Council shall review restrictions:

- after three months; and
- at appropriate intervals thereafter.

6.2 Notification

The complainant will be informed in writing if restrictions are extended, amended or removed.

7. Record Keeping

7.1 Records

The Clerk shall maintain appropriate records including:

- the name of the complainant;
- the nature of the behaviour;
- correspondence and evidence;
- restrictions imposed;
- dates of reviews; and
- outcomes of decisions.

7.2 Confidentiality

Records will be maintained in accordance with the Data Protection Act 2018 and the Council's data protection policies.

8. Review of Policy

This policy shall be reviewed every three years or sooner if required by changes in legislation or Council procedures.

Adopted by: Bringtons Parish Council

Date: _____

Review Date: _____

Brington Parish Council

Brington Parish Council

Terms of Reference – Staff Committee (Aligned with NALC Model Policies)

1. Purpose

The Staff Committee is established to manage all staffing matters in accordance with recognised best practice, including guidance from the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and ACAS. The Committee ensures the Council complies with employment law and applies the National Joint Council (NJC) terms and conditions (“Green Book”) where applicable.

2. Membership

- The Committee shall consist of 3–5 Councillors.
- Members shall be appointed annually at the Annual Meeting of the Council.
- The quorum shall be three members.
- The Committee shall elect its own Chair at the first meeting.
- The Chair of the Council may be an ex-officio member unless conflicted.
- Members involved in a grievance or disciplinary matter must not participate in related decisions or appeals.

3. Meetings

- Meetings shall be held as required.

- Meetings will normally be held in confidential session under the Public Bodies (Admission to Meetings) Act 1960 due to the nature of business.
- The Committee shall be supported administratively by the Clerk unless the matter relates to the Clerk, in which case an alternative arrangement will be made.

4. Scope and Responsibilities

The Committee shall operate in line with adopted Council policies, including:

- Disciplinary Policy
- Grievance Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Data Protection Policy
- Recruitment and Selection Policy

4.1 Recruitment and Appointment

- Oversee recruitment processes in accordance with NALC guidance.
- Approve job descriptions, person specifications, and contracts of employment.
- Conduct interviews and make recommendations to full Council for appointment.

4.2 Line Management of the Clerk

- The Committee (or delegated members including the Chair of the Council) shall act as the line manager for the Clerk.
- Conduct annual appraisals in line with SLCC guidance.
- Set objectives and review performance.

4.3 Pay and Conditions

- Apply NJC pay scales (SCP) and national agreements.
- Review salaries annually and recommend changes to full Council.
- Approve incremental progression where applicable.

4.4 Disciplinary Matters

- Implement the Council's disciplinary procedure in line with ACAS Code of Practice.
- Investigate allegations and conduct hearings where delegated.
- Ensure separation between investigation, hearing, and appeal stages.

4.5 Grievance Handling

- Manage grievances in accordance with ACAS guidance and Council policy.
- Appoint independent members to hear grievances where required.

4.6 Appeals

- Appeals must be heard by a panel of Councillors who were not involved in the original decision.
- The Staff Committee shall not normally act as the appeal body unless properly constituted as a separate panel.

4.7 Training and Development

- Identify and approve training in line with Council priorities.

- Support professional development, including SLCC membership and qualifications where appropriate.

4.8 Health, Safety and Welfare

- Ensure compliance with Health and Safety legislation.
- Monitor staff welfare and working conditions.

5. Delegated Authority

- The Committee has delegated authority to act on routine staffing matters within approved budgets.
- Decisions with significant financial implications or policy changes must be referred to full Council.
- Urgent staffing matters may be handled by the Chair of the Council in consultation with the Committee Chair, subject to later ratification.

6. Confidentiality and Data Protection

- All staffing matters shall be treated as strictly confidential.
- The Committee must comply with the Data Protection Act 2018 and UK GDPR.
- Personal data must only be processed for legitimate Council purposes.

7. Reporting

- The Committee shall report to full Council, ensuring confidentiality is preserved.
- Minutes may be redacted where necessary.

8. Review

- These Terms of Reference shall be reviewed annually.
- The Committee shall also review relevant employment policies on a rolling basis in line with NALC updates.

9. Adoption

Adopted by Brington Parish Council on: _____

Signed: _____
Chair of the Council

Terms of Reference for the Remembrance Day Working Party

Bringtons Parish Council

1. Purpose

The Remembrance Day Working Party (“the Working Party”) is established by Bringtons Parish Council to plan, coordinate and support the annual Remembrance Day commemorations within the parish.

The Working Party will ensure that events are organised in a respectful, safe and inclusive manner, reflecting the traditions and wishes of the local community.

2. Objectives

The objectives of the Working Party are to:

- Organise the annual Remembrance Sunday and/or Armistice Day commemorations.
- Liaise with relevant organisations including:
 - local churches;
 - veterans’ organisations;
 - schools;
 - emergency services;
 - community groups; and
 - the Royal British Legion.
- Coordinate arrangements for:
 - wreath laying;
 - road closures;
 - traffic management;
 - public safety;

- sound systems;
 - seating and accessibility;
 - publicity and programmes.
 - Promote community participation and civic engagement.
 - Ensure compliance with all relevant health and safety, safeguarding and insurance requirements.
 - Manage any budget allocated by the Parish Council and make recommendations for expenditure where required.
 - Review each event and make recommendations for future improvements.
-

3. Status

The Working Party is an advisory group only and has no delegated decision-making powers unless specifically authorised by the Parish Council.

All recommendations requiring expenditure, policy decisions or formal approval must be referred to the Parish Council.

4. Membership

The Working Party shall consist of:

- Parish Councillors appointed by the Parish Council;
- The Parish Clerk (or nominated officer);
- Representatives of relevant local organisations (where appropriate);
- Volunteers or residents invited by the Working Party or Parish Council.

The Parish Council shall appoint the Chair of the Working Party.

Membership may be reviewed annually.

5. Meetings

- Meetings shall be held as required in the lead-up to Remembrance Day.
 - The Chair may call additional meetings where necessary.
 - Notes or minutes of meetings shall be recorded and circulated to members and reported to the Parish Council.
 - A quorum shall consist of at least three members, including one Parish Councillor.
-

6. Reporting

The Working Party shall report regularly to the Parish Council and provide:

- updates on planning and arrangements;
 - recommendations requiring approval;
 - post-event feedback and evaluation;
 - financial updates where applicable.
-

7. Finance

Any expenditure must:

- fall within the approved budget; or
- receive prior approval from the Parish Council in accordance with the Council's financial regulations.

The Working Party may assist with grant applications or fundraising activities subject to Council approval.

8. Conduct and Standards

Members of the Working Party shall:

- act in accordance with the Parish Council's Code of Conduct;
 - declare any relevant interests;
 - treat all participants and attendees with dignity and respect;
 - maintain political neutrality during commemorative events.
-

9. Review

These Terms of Reference shall be reviewed annually by the Parish Council or sooner if required.

Adopted by: Bringtons Parish Council

Date: _____

Parish Councillor Roles and Responsibilities currently

Role	Responsibilities
Cllr K White	2 nd Bank Account Signatory of Barclays Representative of Parish Council, Liaison with Althorp Estate Liaison with the Clerk
Cllr N Tompkins	Notice Board Updating, Play Area & Outdoor Gym issues. Events Liaison with the Parish Clerk
Cllr S Beeusaert	Parish Council IT Lead 2 nd Bank Account Signatory of Unity Bank
Cllr R Gardner	Play Area Inspections Lead Remembrance Day Activities Sundry small landscape issues (clearing logs, signs etc)
Cllr M Roach	Reading Room Lead, Sundry small landscape issues, (Dog Bins, Signs) Kimbell's Field Pavilion Electricity Meter 3 rd Bank Account Signatory of Unit Bank
Cllr J James	3rd Bank Account Signatory of Barclays Reading Room sub committee Internal controller
Cllr R Welsford	Road Safety Issues Lead Northamptonshire Police Lead Remembrance Day Activities
Cllr D Kennedy	Community Issues Lead Remembrance Day Activities Reading Room Committee Member

Correspondences

a.

1. who is monitoring ivy growing up large tree on the green great brington?
2. What happened to towpath warden?
3. Who is tree warden?
4. Any update from Althorp re back lane pound land shrub hedge over growth?

b.

Afternoon Rachael,

I have visited Mr XXXX today at his property as I was in the area and took the attached photos. The canopy is as can be seen very close to roof and touching the chimney when the wind blows. He appreciates the trees are subject to a TPO and has gone through the application process in the past to have works done and the tree surgeon XXXX identified in his email to undertake the works undertook the previous works, but the issue is the damage being caused by the squirrels is worsening and he is worried about the wires being chewed and the strong potential of chewing through the guttering then getting under and into the roof space.

The proposal would be to prune the branches directly over the roof and chimney back from the roof to create clearance of up to 5 feet to appropriate secondary growth points, done by the named tree surgeon XXXX. The issue is the damaged being done to the lead flashing aided by the easy access for the squirrels from the overhanging pine branches and if an application were submitted what damage would be done during the consultation process.

Are you able to ask your councillors if the works to trim back the overhanging branches can be undertaken due to issues or does an application need to be submitted.

It is a difficult situation, I do not believe the pruning back from the roof would detrimentally impact the trees balance, would be necessary to create appropriate clearance and having seen the proximity of the canopy to the roof on site today I would support the proposed works (meeting the tree surgeon on site to agree exact works) but the issue is the squirrel damage.

If you could circulate and get back to me with responses I would be very grateful.

Many thanks

xxx

Natural Environment Officer: Landscape

Specialist Services – Natural Environment

Planning Service Growth Directorate

c. Northamptonshire Climate & Sustainability Walk – Saturday 27 June 2026

CAN Champions are invited to take part in the **Northamptonshire Lieutenancy's Climate & Sustainability Walk** on **Saturday 27 June 2026**.

This friendly, accessible **3.6-mile walk** around **Upton Country Park** and the **River Nene** brings together organisations and individuals involved in climate action and sustainability, offering a great opportunity to connect, share ideas and meet like-minded people.

The walk starts and finishes at the **Elgar Centre Café, Upton**, with arrival from **10.00am** and a welcome at **10.15am**.

<https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=9rFq2WDmUE2ez1oK8hIXI8XOWhnjFNBjvM1jr-IKv5UODJHMFHUIhOS1VFM0xCMIBRQjFSS0dYMC4u>