



# BRINGTONS

Parish Council

[www.bringtons-pc.gov.uk](http://www.bringtons-pc.gov.uk) email:clerk@bringtons-pc.gov.uk

**To: All Members of Brington Parish Council**

**You are hereby summoned to attend the Brington Parish Council Meeting to be held on Wednesday 15<sup>th</sup> July 2026 starting at 7.45pm. All Members of the Public and Press are welcome.**

**Signed: Rachael Ball**

**Rachael Ball  
(Parish Clerk)**

**Dated: 09 July 2026**

1.		<b>Apologies</b> To receive and approve apologies for absence.																																										
2.		<b>Disclosures of prejudicial or personal interests</b> To receive Councillor Disclosures of prejudicial or personal interests for items on the agenda.																																										
3.		<b>Minutes of the last Council Meeting</b> To approve and sign as an accurate record minutes of the meeting held on 17 <sup>th</sup> June 2026																																										
4.		<b>Public Time</b> (The Council allows 15 minutes for public participation; members of the public should not speak for more than 3 minutes each).																																										
5.	a.	<b>Finance</b> To report the bank balances – as of the 30 <sup>th</sup> June 2026																																										
		<table border="1"> <tr> <td>Business Premium Account</td> <td>£25696.51</td> </tr> <tr> <td>Current Account</td> <td>£689.70</td> </tr> <tr> <td>Unity Bank</td> <td>£0.00</td> </tr> </table>	Business Premium Account	£25696.51	Current Account	£689.70	Unity Bank	£0.00																																				
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	c.	To authorize the payments (invoices may be presented at the meeting for authorization).																																										
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							1957 - Section 3
		R&G	122834	492.67	82.1 1	410.56	Mowing Highways Act 1980 - Section 96
		DM Payroll	5322	79.20	13.2 0	66.00	Payroll LGA 1972, Section 111
		ICO	Z23287 07	47.00	0	47.00	Data protection fee LGA 1972, Section 111
	d.	To confirm Cllr Beeusuert has checked the accounts for June and sign the relevant internal control paperwork.					
	e.	To note the budget report for June					
8.		<b>Planning</b>					
	a.	To consider the following Planning Applications and any additional application(s) presented after the publication of the agenda):					
	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.					
9.		<b>To receive reports from:</b>					
	a.	The Chair					
	b.	<a href="#">Parish Clerk</a>					
	c.	West Northants Council					
	d.	Police – Report and Update					
10.		<b>Wickstead Play equipment</b> To note the cancellation charges of £2808.88. This may be used as a credit towards an alternative play equipment purchased with Wickstead play equipment. To make any decisions where appropriate					
11.		<b>To note the resignation of the Clerk and make any decisions required.</b>					
12.		<b>Finance Scrutiny Task and Finish Group</b>					
	a.	To approve the terms of reference for the group					
	b.	To appoint members of the council to the group					
	c.	To agree the date that final report must be received by 9 <sup>h</sup> September 2026					
13.		<b>To note any updates from Althorp Estates</b>					
14.		<b>Household survey</b>					
	a.	To note the draft survey by Cllr Kennedy and make any decisions required					
	b.	To agree the start and end for the survey to be sent out					
	c.	To agree the budget for the project.					
15		<b>Policies</b>					
	a.	<a href="#">Pension Policy</a>					
16		<b>Correspondence Received</b>					
	a.	<a href="#">Emergency Plan</a>					
17		<b>Items for information only</b> For Councillors to raise matters that do not require a decision					
18		<b>Date and time of the next meeting</b> Wednesday 16 <sup>th</sup> September 2026					

## Clerk's Report – July 2026

Since the last meeting, I have completed and submitted the Council's External Audit documentation.

As I prepare to leave my role, I have been working to ensure that all outstanding matters are up to date and that arrangements are in place for a smooth handover.

## **Banking**

The Council's Unity Trust Bank account is now fully operational. Funds have been transferred from the Barclays account, which is not compliant with the Council's Financial Regulations, into the new Unity account.

The Barclays account will remain open until the second half of the precept is received in September. Once these funds have been paid in, the account can be closed. The account closure mandate has already been submitted and is expected to be completed by the end of this month.

The majority of the Council's funds held with Unity Trust Bank have been placed into a savings account, where they will continue to earn interest. In the interim, Councillors Roach and Beeusaert have access to the Unity account to ensure continuity of the Council's financial management.

## **Highways Meeting with West Northamptonshire Council**

On Tuesday 7 July 2026, the Chair of Brington Parish Council and I met with Councillor Butler, Cabinet Member for Highways and Transport at West Northamptonshire Council, to discuss several ongoing highways concerns affecting the parish.

We visited the road adjacent to the Church in Great Brington, where Councillor Butler was already aware of the issues. However, after inspecting the site in person, he acknowledged that the condition of the road is significantly worse than previously understood. He has committed to arranging for a highways surveyor to revisit the site. Whilst this represents a positive step forward, it is important to recognise that this is unlikely to be a quick fix, as West Northamptonshire Council will need time to assess the problem fully and develop a long-term solution rather than carrying out temporary repairs.

Councillor Butler was also shown the wider deterioration of roads across the parish, particularly Port Road towards Upper Harlestone and Flore Road, where increased traffic and heavy goods vehicles have caused considerable damage.

We also travelled along Roman Road to demonstrate the impact of the ongoing long-term road closure. During our visit to the closure, it was evident that little work was taking place on site. Councillor Butler has agreed to return with officers from the Highways team to review the situation and consider what further action can be taken, with the aim of helping to progress the works more quickly.

Councillor Butler has also confirmed that he will attend a future Parish Council meeting once further information and updates are available.

I would like to thank Councillor Butler for giving over three hours of his time to meet with us and to see the issues firsthand. We hope this marks a positive step towards achieving meaningful improvements for the parish.

## **Finance**

The Council's VAT reclaim has been submitted to HMRC. A repayment of **£4,892.08** is expected to be received into the Unity Trust Bank account within the next six weeks.

I have also followed up the outstanding grass mowing grant of **£1,542.82**, which is due to be paid to the Council.

The National Lottery grant has now been formally closed, and all associated invoices have been submitted, accepted and reconciled, bringing the project to a successful conclusion.

As I conclude my time as Clerk, I have focused on ensuring that the Council's financial and administrative affairs are up to date, all outstanding projects and funding streams have been appropriately finalised, and arrangements are in place to support a smooth transition for my successor.

## **Parish Council Internal Audit Scrutiny Panel Terms of Reference**

### **1. Purpose**

The purpose of the Internal Audit Scrutiny Panel ("the Panel") is to undertake an objective review of the Internal Auditor's report for the financial year ended 31 March 2026, together with the Council's response to the findings, and to provide recommendations to Full Council on any further actions required to strengthen governance, financial management, internal controls and accountability.

The Panel shall act in an advisory capacity only and shall make recommendations to Full Council. It shall not exercise delegated decision-making powers unless specifically authorised by Full Council.

### **2. Objectives**

The Panel shall:

- a) Review the findings, recommendations and conclusions contained within the Internal Audit Report.
- b) Review the Clerk's responses and evidence of actions already taken.
- c) Assess whether the recommendations of the Internal Auditor have been adequately addressed.
- d) Identify any outstanding risks, weaknesses or areas requiring further improvement.
- e) Consider whether existing policies, procedures and controls are sufficient to prevent recurrence of the issues identified.
- f) Produce a report for Full Council setting out:
  - Findings;
  - Areas of agreement with the Internal Auditor;
  - Actions already completed;
  - Outstanding actions;
  - Recommendations for further improvements;
  - Proposed timescales for implementation.

### **3. Scope of Review**

The Panel shall review matters arising from the Internal Audit Report, including but not limited to:

- Business continuity arrangements.
- Banking and financial controls.
- Budget monitoring and reserve management.
- Governance arrangements and committee structures.
- Minute-taking and record management procedures.
- Employment practices and overtime management.
- Lease and contractual management processes.
- Internal control arrangements.
- Councillor training and development.
- Any other matters directly arising from the Internal Audit Report.

The Panel shall not reinvestigate individual personnel matters or make findings relating to the conduct of individual employees.

### **4. Membership**

The Panel shall consist of [3–5] councillors appointed by Full Council.

Where practicable:

- Members should not have direct responsibility for the matters being scrutinised.
- The Chair of the Panel shall be elected by the Panel at its first meeting.
- The Clerk shall provide administrative support but shall not be a member of the Panel.

The Panel may invite officers, councillors, professional advisers or other relevant individuals to provide information or clarification.

## **5. Powers**

The Panel may:

- Request documents relevant to the review.
- Seek factual clarification from the Clerk, Responsible Financial Officer, councillors and professional advisers.
- Review Council policies, minutes, financial reports and supporting records.
- Make recommendations to Full Council.

The Panel shall not:

- Instruct officers directly.
- Commit Council funds.
- Exercise powers delegated to Full Council or any committee.
- Conduct disciplinary or grievance investigations.

## **6. Working Arrangements**

The Panel shall:

- Meet as required to complete its review.
- Conduct its work in an open, fair and evidence-based manner.
- Consider both the Internal Auditor's findings and the Council's responses.
- Focus on learning, improvement and good governance.

Meetings may be held in private where confidential information is being considered in accordance with the Local Government Act 1972.

## **7. Reporting**

The Panel shall submit a written report to Full Council containing:

- A summary of its review.
- Evidence considered.
- Conclusions reached.
- Recommendations for action.
- Proposed implementation timescales.

The report shall be presented to Full Council for consideration and determination.

## **8. Duration**

The Panel shall be established as a time-limited working group and shall cease to exist upon completion of its final report and acceptance of that report by Full Council, unless Full Council resolves otherwise.

## **9. Review of Terms of Reference**

These Terms of Reference may be amended by resolution of Full Council at any time.

# **Pension Policy**

**Adopted: July 2026**

**Review Date: July 2029**

**Responsible Officer: Clerk to the Council**

## **1. Purpose**

Brington Parish Council is committed to meeting its legal duties as an employer under the Pensions Act 2008 and associated legislation. The Council will ensure that all eligible employees have access to a qualifying workplace pension scheme and that pension contributions are made accurately and on time.

The Council's nominated workplace pension provider is NEST (National Employment Savings Trust).

## **2. Scope**

This policy applies to all employees of Brington Parish Council.

Councillors are not employees of the Council and are therefore not eligible to participate in the Council's workplace pension scheme through their role as elected members.

## **3. Workplace Pension Scheme**

Brington Parish Council has appointed NEST as its automatic enrolment pension provider.

The Council will:

- Comply with all automatic enrolment legislation.
- Assess workers' eligibility in accordance with the Pensions Act 2008.
- Automatically enrol eligible employees into NEST.
- Provide the required statutory communications to employees.
- Make employer pension contributions in accordance with legal requirements or contractual arrangements.
- Deduct employee contributions through payroll and pay these to NEST within the required timescales.
- Maintain accurate pension records.

## **4. Automatic Enrolment**

Employees will be assessed for automatic enrolment based on:

- Age;
- Earnings; and
- Employment status.

Eligible employees will be automatically enrolled into NEST unless they choose to opt out in accordance with pension legislation.

Employees who are not automatically enrolled but have the legal right to join or opt into the pension scheme may do so by notifying the Council in writing.

## **5. Contributions**

The Council will make employer pension contributions at least at the statutory minimum rate unless a higher contribution has been agreed by the Council.

Employee contributions will be deducted through payroll at the applicable statutory or agreed rate.

Contribution rates will be reviewed whenever statutory requirements change.

## **6. Opting Out**

Employees who have been automatically enrolled may choose to opt out of the pension scheme in accordance with NEST procedures.

The Council will not:

- Encourage employees to opt out.
- Influence an employee's decision regarding pension membership.
- Process opt-out requests other than through the official NEST process.

If an employee opts out within the statutory opt-out period, any contributions deducted will be refunded in accordance with pension regulations.

## **7. Re-enrolment**

The Council will comply with its legal duty to re-enrol eligible employees approximately every three years, as required by legislation.

Employees who have previously opted out may therefore be automatically re-enrolled if they meet the qualifying criteria.

## **8. Pension Records**

The Clerk (or appointed payroll provider) will maintain records required under pension legislation, including:

- Employee enrolment status;
- Contributions paid;
- Opt-in and opt-out notices;
- Re-enrolment dates; and
- Statutory communications.

Records will be retained for the periods required by law.

## **9. Payroll**

The Council's payroll provider will calculate pension contributions and submit contribution information to NEST on behalf of the Council.

The Clerk is responsible for ensuring that payroll information supplied is accurate and that contributions are authorised for payment.

## **10. Data Protection**

Personal information relating to pensions will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Council's Privacy Policy.

## 11. Review

This policy will be reviewed every three years, or sooner if there are changes to pension legislation, NEST requirements, or the Council's employment arrangements.

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### Document Control

Version	Date	Approved By	Review Due
1.0	15.7.26	Brington Parish Council	July 2029

### Correspondent received

We used to have an Emergency plan for the villages which contained a list of those more vulnerable in an emergency situation (kept with their permission). We used to occasionally use this list in cases of severe weather eg heavy prolonged snow to check all was well or whether they had any needs. I just wondered if the PC has updated the plan in recent years and considered any action in view of the significant hot weather to ensure the safety of the residents of the villages.