

BARBY AND ONLEY PARISH COUNCIL BUSINESS PLAN 2017- 2020

1st Edition
Adopted 4th September 2017
Review date

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BUSINESS PLAN 2017- 2020

The Parish Council Business Plan sets out the Parish Council's vision for the parish, its aims, values, objectives and key priorities for the next three years.

It aims to:

- Give Barby and Onley parishioners a clear understanding of what the Parish Council does and what it is trying to achieve.
- Work more closely with residents, businesses and community groups.
- Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future.
- Ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process.
- Ensure that residents have the opportunities to be heard at every stage, and have the capacity to be effective citizens.

Objectives:

This Business Plan is part of the council's commitment to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. Outcomes of the strategy include:

- Improved communication through the establishment of new channels of engagement.
- More residents understanding the role of Councillors and getting the best effect.
- Improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
- Improved satisfaction with local public services.

Defining the Community

Barby & Onley is a rural Parish situated in Northamptonshire. The principal authorities are:

- Daventry District Council (DDC)
- Northamptonshire County Council (NCC)

The parish consists of the two villages of Barby and Onley, with 531 residential properties accommodating 1258 people of all ages (figures obtained from the 2011 census and excludes residents in communal establishments).

The community may be defined as consisting of:

- Residents of the Village,
- Users of Parish Council Services,
- Village Hall Trustees & their users,
- Head Teacher and Governors of Barby C E Primary School,
- Young people who live and/or go to school in the Village,
- Retail and other and Businesses in the community,
- Interest groups – clubs and societies e.g. WI, Youth Club etc
- Voluntary organisations,
- Church Groups,

- Farming Community,
- Groups of people defined by a common factor such as age, disability, faith.
- Councillors and public service representatives including Council Staff.

Provision of Information to the Community and Opportunities for Community Involvement

It is recognised that members of the community may wish to engage with the Council at different levels - from the odd email or letter with a suggestion on how a service could be improved, to regular attendance at a Council meeting.

- The Parish Office can be contacted by telephone or email.
- The telephone numbers and addresses of all the Councillors are published on notice boards, website, in 'Barby & Onley Village News' and in the Annual Report.
- The Parish Council website address is widely published and contains all the information an individual might wish to know about the work of the Parish Council, including meeting minutes, policy documents, financial statements, annual report and how to contact anyone associated with the Council. Anything not on the website can be obtained from the Clerk on request.
- The council submit articles to the village newsletter on a monthly basis. It is delivered to every household in the parish.
- Information is published on the 3 noticeboards around the parish.
- There is a 20-minute time of public participation at each council meeting.
- An Annual Report is prepared and sent out to every household in the parish.
- The council undertakes consultations by questionnaire and public meetings as appropriate, for specific issues.

Active feedback is sought and Councillors encourage people to participate in local affairs using a range of communication techniques.

Involvement with Partnerships.

The council has representatives on the following: -

- Barby Village Hall Trustees
- Barby Sportfield and Cricket Club
- Barby Tennis Management committee
- Daventry District Council.
- Onley Park Residents Association
- Onley Village Hall Trustees

THE PARISH COUNCIL

Overview

There are three tiers of local government, each with different responsibilities: -

1st Tier. Barby and Onley Parish Council is the local tier, with an important role to play in promoting the villages and outlying settlements, representing their interests and supporting the work of different groups within the community.

2nd Tier. Daventry District Council (DDC) is responsible for services including housing and environmental services. DDC is also responsible for strategic planning policies for all development including housing and employment sites via its Local Plan.

3rd Tier. Northamptonshire County Council's (NCC) responsibilities include highways, relating to roads and footways (pavements), education, health and social services, public rights of way and libraries.

The Parish Council works to its Standing Orders and Financial Regulations, these lay down the rules by which we operate and conduct our business. We also expect Parish Councillors to adhere to the Council's Code of Conduct also adopted from DDC. Working groups work to terms of reference agreed in Council.

Elections are held every four years, with residents electing eleven Parish Councillors. Last held in May 2015, the next election will be in May 2019. The Chairman and Vice Chairman are elected by councillors annually.

Councillors are unpaid, and commit time to improving Barby and Onley Parish and maintaining the area as an attractive and sustainable place in which to live, visit and do business.

Role of Council Members and Clerk

The Parish is non-political with 11 Councillors, identified in the Parish newsletter and website. They each have a number of different roles, which are also published in the Council's annual report. These embrace a range of activities from the following:

- Planning Development - Councillors consider and comment upon all planning applications submitted in the parish as a consultee
- Finance - managing our finances, project managing
- Recreational Ground management
- Highways - lighting
- Liaison with other Parish Councils
- Risk Assessment
- Footpaths

The Clerk is the Proper Officer and Responsible Finance Officer of the Council and administers the entire spectrum of council work.

The full Council meets on the second Monday each month in either the Village Hall of Barby or Onley (advertised in the newsletter). All meetings are open to the public with a period set aside for members of the public to address the council.

Financial Information

Income

The residents of Barby and Onley (mainly through the 'precept') fund the Parish Council. The precept is the local tax levied by the Parish Council, collected by Daventry District Council on our behalf as part of the Council Tax bill.

On average, £91.07 per year (band D property) of Barby and Onley residents' total Council Tax (i.e. under £2.00 per week) contributes to the Parish Council precept.

Expenditure

The budgeted expenditure for the Council in 2017/18 is £45565. This shows an increase of 4.69% on 2016/17.

The main items of expenditure for 2017-8 are:

- Office administration, salaries, contractors
- General ground maintenance (open spaces, playing fields and parks)
- Insurance
- Street Lighting replacement program
- Arboricultural Report
- Tennis Court refurbishment
- Play Area upgrades – Barby and Onley
- Replacement of parish equipment

Budget 2017 – 2018

Budget - See Appendix A

Parish Council Assets – see Appendix B

We have fully allocated the budget for this year and therefore, unless the Council is able to secure new grant funding, any new activities or facilities that require additional resources would either have to replace an existing activity or we would have to fund them from limited reserves or via an increase in the precept.

Our unallocated reserve is money the Council holds in case there is a major problem that affects the Council's business. This could be any disaster that requires major emergency funding.

Currently the Council holds contingency reserves of £150000 of which £119000 is ring fenced for open spaces in Onley following an agreement with Ministry of Justice.

The Parish Council owns small amount of property and land in the Parish. We hold these assets on behalf of the community and are responsible for maintaining their value.

- Onley Open Space
- Tennis Court
- Sports Pavillion

A FOCUS FOR OUR ACTIONS

The Parish Council has identified key priorities, which we wish to concentrate on over the next three years. These priorities form the basis of the “Focus for our Actions Plan”, and the plan is contained within the attached Appendix C

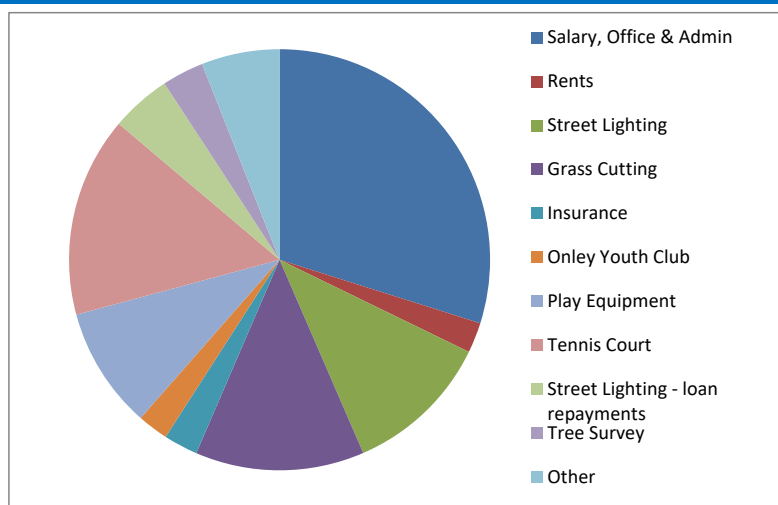
APPENDIX A

Barby & Onley Parish Council Key Financial Summary

Forecast Expenditure 2017-2018

%

	£	%
Salary, Office & Admin	18,653	30%
Rents	1,454	2%
Street Lighting	7,048	11%
Grass Cutting	8,104	13%
Insurance	1,637	3%
Onley Youth Club	1,480	2%
Play Equipment	5,826	9%
Tennis Court	9,600	15%
Street Lighting - loan repayments	2,884	5%
Tree Survey	2,000	3%
Other	3,747	6%
Total Parish Council spend	62,433	100%



Key Projects being undertaken

	Total £	June	July	August	September
Street Lighting upgrade to LED	40,000	25,000			15,000
Playground New Equipment	5,826	6,000			
Tennis Court Resurfacing	9,600			9,600	
Tree Survey	2,000				2,000
Total Major Project Spend	57,426				

NB: Loans repayable over 5 & 10 years - £2,884 current year

Sources of Income for 2017 - 2018

	Total £	
Precept	45,566	Half received April & September from Daventry District Council
Reserves used	12,610	Monies set aside in previous years to fund: Tennis Court resurfacing, Playground Equipment and Tree Survey
Tennis Club one off contribution	4,700	
Total Income	62,876	This funds the Parish Council's estimated spend for 2017 - 2018

Cash Flow - Spending & Sources of Income

	Expenditure	Income	Loan
Parish Annual running costs	42,123		
Annual Precept		45,566	
Loans for Lighting Improvements			40,000
Loan Repayment this year	2,884		
Key Major Projects	17,426		
Play Equipment	5,826		
Tennis Court	9,600		
Tree Survey	2,000		
Reserves used this year		12,610	
Tennis Club Contribution		4,700	
Surplus being Expenditure less Income	443		
	62,876	62,876	

Data prepared 14 August 2017

**APPENDIX B
BARBY & ONLEY PARISH COUNCIL ASSET REGISTER 2015 to 2016**

Purchased assets
during 2015/16
CHQ No;

<u>ASSETS</u>	Cost Base from Insurance Document 2009	Insured value/ Replacement	ASSET FIGURE BDO 2015/16 £	
<u>BUILDINGS</u>	376396			
Sports Pavillion		204228.54		
Tractor Shed		6127.15		
Cricket Scorebox				
Toilet Block		4084.13		
Bus Shelter	2027.00			
CCTV Village Hall	3990.00			
<u>PLAY EQUIPMENT</u>	35731.00	28812.54		
1 x Log Roll				
Bouncing Butterfly/Bird/Kangar				
2 Seat Swing				
Wicksteed Commando Bridge				
Playdale Tower/Suspension Br				
1 x Playdale Cradle				
1 x Playdale Beanthwaite				
1 x Playdale Junior Swing				
1 x Balance Beam/C				
3 x Playdale Log Walk				
1 x Playdale Wobble				
1 x Playdale Burma				
1 x Playdale Swing				
Roundabout			2775	
Wicksteed springie scramble bike				
Bench Seat		287	287	
Hags SMP Swing - Onley			3016	
<u>OFFICE CONTENTS</u>	1200.00	1311.27		
Computer with monitor			490	
Keyboard				
Printer				
Windows XP and Wireless router				
<u>SPORTS EQUIPMENT</u>				
(MUGA)	11000.00	12020		
3 x Basket Ball Hoops				
Skate Ramp		23000	27600	
Youth Club Equipment			448.39	22846
<u>DEFIBRILLATOR</u>			2020	22861
<u>STREET FURNITURE</u>				
Benches	1536.00			
Lamp Posts	103.00			
VAS			3000	
	431983.00		431983	
Detailed Breakdown of Street Furniture:-				
Street Lights				
Barby	76 @	£1	76	
Onley	20 @	£1	20	
Dog Waste Bins				
Barby	5 @	£150	750	35
Onley	3 @	£150	450	
Seats/Benches				
Barby	7 @	£400	2800	
Barby Bus Shelter	1 @	£239	239	22858
Onley	1 @	400	400	
Litter Bins				
Barby	9 @	250	2250	
Onley	3 @	250	750	
Grit Bin				
Barby	1 @	150	150	
Onley	1 @	150	150	
Flag Pole				
Barby	1 @	600	600	1108
War Memorial				
Barby	1	Not insured		
Twining Plaque			97.62	
A3 Laminator for OPRA held by Cllr Cotton			26.67	
			8493.62	
			473028.06	
<u>LAND HOLDINGS</u>				
Onley Open Space	Title Numbers from Land Registry	NN309832		
Onley Village Hall was gifted from Home Office to Barby & Onley Parish Council (No deeds but referred to on Transfer document)				
Play Area School Close, Barby Title Number NN268688				
Barby Sports Field, Play Area and Tennis Court are leased from Barby Town Lands Charity on 21 year Renewed 2015				
Leases held by Ladders Solicitors with copies held by the Clerk.				

APPENDIX C

Focus	Proposed Action	Implication
Administering the Council	Administering the Council	Administering the Council
To maximise grant opportunities. To liaise and maintain good relations with the public and private organisations with the Council.	To continue to seek appropriate grant opportunities for capital expenditures Parish Council to attend appropriate seminars, meetings and workshops	To seek and apply to appropriate grant applications and meet time requirements Attendance may be outside normal working hours
Our Village Environment	Our Village Environment	Our Village Environment
Planning	Planning	Planning
We will liaise with District Council and County Councils on planning issues to try to ensure the adequacies of the infrastructure to cope with increased number of dwellings in line with the Neighbourhood Plan - negotiation of Community Infrastructure Levy (CIL) agreements in traffic management, services, and education.	Work with District Councils in building closer relationships with identifying appropriate S106 and CIL agreements in large scale development.	Parish Council's powers are restricted within the Planning process
Litter/Dog Fouling	Litter/Dog Fouling	Litter/Dog Fouling
The Parish Council receives a high number of complaints from residents about litter and dog fouling.	Work alongside DDC to tackle dog fouling problem areas and try new initiatives within problem areas. To review the location of litter bins and dog bins, parishioners' concerns Work alongside DDC with dealing with litter/fly tipping and dog fouling. Organise and promote an annual litter pick and takeover responsibility for litter picking within the 30mph limit	Possible increase in expenditure costs and manpower.
Christmas Lights	Christmas Lights	Christmas Lights
To maintain and improve Christmas tree lights	To establish a Business partnership, to build up reserves, enhance village planting Projects that could be installed around the village.	Possible increase in expenditure costs. Requires co-operation from businesses and schools
Highways	Highways	Highways

APPENDIX C

Focus	Proposed Action	Implication
<p>Introduce measures to improve traffic management specifically village centre. Look at possible car park for school drop off.</p> <p>To assist in reducing speed throughout the village</p> <p>Gritting of roads and pavements</p> <p>We will help residents if they have a problem reporting highway faults on their behalf with our contacts at County Council.</p> <p>Parish Council will press for road repairs and maintenance.</p> <p>Maintain and review Trees on council land / open spaces every three years</p>	<p>Liaise with District Council in introducing parking restriction and provision of public Car Park for school drop off.</p> <p>To work in partnership with our local PCSO to target problematic areas.</p> <p>Endeavour to re-energise the Speed watch campaign.</p> <p>Continue to lobby County Highways to improve traffic flow and speed of traffic through the village.</p> <p>Continue to work with colleagues at County to ensure salt bins are filled and gritting takes place at key locations</p> <p>Parish Council will continue to provide grit for designated pavements.</p> <p>Use Street Doctor reports and report back to council at monthly planning meetings</p> <p>To report defects to the Parish Councils County representative</p> <p>Parish council to first get a full survey and report completed</p>	<p>Requires co-operation and assistance from the Police and County Council</p> <p>N/A</p>
Crime and Disorder	Crime and Disorder	Crime and Disorder
<p>Looking to support through grant system Youth Club Initiatives</p> <p>Liaise with Police on reducing crime within the Parish</p>	<p>To encourage appropriate applications that meet our requirements</p> <p>Continue to work with Police to keep crime low in the Parish, help with the Local Police with initiatives for our local area, i.e. Bike Marking, Smart Water?</p>	<p>N/A</p> <p>Initiatives may take place outside normal working hours</p>
Other/Miscellaneous	Other/Miscellaneous	Other/Miscellaneous
<p>To review and improve signage and to install village maps in appropriate locations.</p> <p>Flowers and Planters</p>	<p>Open spaces Committee to look into signage/maps identifying locations and style.eg. Marina Development, Church History, Old Onley</p> <p>Seek sponsors to provide and maintain for the benefit of the community.</p>	<p>Site surveys and meetings with key personnel</p>

APPENDIX C

Focus	Proposed Action	Implication
The Parish Economy	The Parish Economy	The Parish Economy
<p>Barby and Onley Parish Council wishes to encourage and promote the economic and commercial vitality of the parish to ensure its future prosperity and sustainability:</p>	<p>Carefully assess the overall impact of Change of Use planning applications</p> <p>Working closely with local businesses and try to establish a Business/Traders group to encourage community involvement of business/traders.</p> <p>Where practical, and in accordance with our Standing Orders, try to source services from local business.</p> <p>Supporting the principle of Small Business Saturday and seek to promote the parish as a place to do business and encourage tourism and local visitors whenever we have the opportunity.</p> <p>Represent village businesses when dealing with other tiers of local government. In particular when events such as road closures directly affect traders or there are opportunities for traders by joining forces with District or County initiatives</p>	<p>Local Traders may not wish to form a Traders Group</p> <p>Meetings may have to be held outside normal working hours.</p>
Leisure, Community & Education	Leisure, Community & Education	Leisure, Community & Education
Allotments	Allotments	Allotments
<p>Promote use of Allotments</p>	<p>look to seek and obtain suitable areas of land as required - Onley</p>	<p>Within existing work programme</p>
Open Spaces	Open Spaces	Open Spaces
<p>The Parish Council will maintain for each of our open spaces current management reevaluating regularly the potential of each site.</p>	<p>Maintain the playing fields for the whole community keeping the grass cut short for games and recreation.</p> <p>Continue to provide play areas for children of all ages keeping them well maintained and safe. Our volunteers or contractors and Play Inspectors will inspect them regularly.</p> <p>Broaden the age range of our play/sports facilities.</p>	<p>Possible increase in expenditure costs and manpower</p>

APPENDIX C

Focus	Proposed Action	Implication
	<p>Fund and support organisations and events for younger members of the community and encourage their participation in village life.</p> <p>Maintain for each of our open spaces a current management plan balancing public access, visual appeal and the needs of wildlife promoting biodiversity.</p> <p>Work with key organisations to help with our management plans to maintain these sites as best we can, given the resources available to us. Look to Revenue streams to assist in maintenance via village Hall committees.</p> <p>Encourage teams of volunteers to help maintain the sites within the scope of the management plans.</p> <p>Open spaces will remain open to all members of the community at all times regardless of any events that may take place on the land</p> <p>Continue to participate in the Remembrance Day services in the parish and ongoing maintenance of the war memorial and gardens.</p> <p>Seek grants and match funding as projects arise</p> <p>To identify the potential of each Open Space area and endeavour to realise its potential, look at Open Spaces Management Plan for each site, ensuring each open space is fully utilised.</p> <p>Support activities that promote health and wellbeing of our residents such as the Fun Run, Fitness Facilities, and Multi Use Games Arena.</p>	
Education	Education	Education
<p>Strengthen/build relationships with all the schools in the village.</p> <p>To raise awareness of defibrillator facility in the village.</p>	<p>Encourage schools, parents and students to be involved in Parish initiatives</p> <p>Identify the location of defibrillators on the Parish Councils website, Parish map.</p> <p>Organise training when required.</p>	<p>Requires co-operation and assistance from the Schools</p> <p>Site survey and meetings with key people</p>
Community	Community	Community

APPENDIX C

Focus	Proposed Action	Implication
<p>To offer support, encouragement to the number of volunteer organisations within the Village. i.e. Village Halls, Community Groups, First Responders, youth Club</p> <p>Involve the community in Parish Council initiatives.</p> <p>Speed aware</p>	<p>To review all grant applications to ensure they comply with the Parish Council's overall aims.</p> <p>Involve the community in Parish Council initiatives, i.e. wild meadow planting, sponsorship of trees, etc.</p> <p>To consult the community on large issues.</p> <p>Involve the community and provide training</p>	<p>Already undertaken by the council</p> <p>Additional Health and Safety policies would have to be written for all new initiatives.</p> <p>Extra expenditure costs on additional equipment.</p> <p>On going</p>