

BRACEBRIDGE HEATH PARISH COUNCIL

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Annual reports from Bracebridge Heath Parish Council



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Members of council

Thanks must go as always to all members of council for their contributions and dedication across the last twelve months, and in many cases, for the last four years or more. Being a member of council is not limited to turning up at the village hall one evening each month. Councillors attend meetings of committees and sub-committees as well as full council. All of these meetings expect a considerable amount of preparation; briefing documents to be digested, financial breakdowns to be considered, reports to be presented. They are responsible for public finances and must set a precept which reflects the needs of the whole community. Parish councils are not divided by party loyalty but instead function as a team. Each councillor will bring their own skills and experience to contribute to that team. Councillors are expected to deal with staff appointments and management, to set budgets, maintain accounts, maximise assets and properties, initiate new projects, search for grant funding and act throughout as responsible employers. Councillors consider the information gathered and make group decisions, accepting collective responsibility at all times. No individual councillor can be responsible for any single decision, nor can they commit council to expenditure or activity without a resolution in a meeting.

Each councillor signs a Declaration of Acceptance of Office and must observe an ethical Code of Conduct when dealing with matters on behalf of the community. Each one completes a register of interests and will declare these interests when they coincide or conflict with the interests of the community. Transparency is expected throughout.

Councillors consult with and listen to members of their own community. They then represent that community in discussion with other elected bodies and with public organisations. Some are appointed representatives to other organisations. Many councillors choose to serve on other bodies as well, but these appointments are independent of council. In addition, councillors offer their time on behalf of residents and to represent the parish within and beyond the village. Appendix A towards the back of this report shows all appointments made on behalf of council within committees and for other organisations.

Scheduled election

A whole-council election will take place on May 2nd 2019. The pre-election period (Purdah) will start on 14th March, from which point all council communication including social media is limited by legislation.

A new council will take office on May 7th. Members of this community are requested to consider standing for election; everyone in the community has skills and experience which they can contribute for the next four years. Nominations are open at NKDC offices between March 14th and April 3rd; full details are available from www.n-kesteven.gov.uk/localelections2019

To all members of the retiring council; thank you for your service to this community. To those standing again, and to all new candidates, I wish you well in your campaign.

Councillor attendance

Attendance data for councillors is available from the parish council website, updated monthly. A breakdown of attendances for the period since March 2018 can be found at Appendix B.

Committees and sub-committees

A full breakdown of activities from each committee and sub-committee will be made as part of this annual report.

Number of meetings planned March 1 st 2018 - 28 th February 2019		
Whole council	Annual Parish Meeting	1
	Full council	11 (no meeting in August)
Standing committees	Finance and General Purposes	12
	Planning, Lighting and Roads	12
	Playing Fields, Allotments & Open Spaces	6 (1 meeting not held because inquorate)
Sub-committees	Neighbourhood Plan	12
	Woodland and Cemetery Development	6

Residents should be aware that the organisation of committees will change from May 2019.

- All standing committees will close and be replaced by new committees with redefined terms of reference and schedule of meetings.
- The Neighbourhood Plan sub-committee will continue as now but it is expected that the task assigned to it will be completed within the foreseeable future. Thanks go to the community members who sit on this sub-committee.
- The Woodland and Cemetery Development sub-committee has reached a point from which ongoing activities can be passed back directly to council committees. Thanks go to Mrs Thomson and Mrs Varlow who have served as community members on this sub-committee for several years.

Membership of council

Council has seen a number of changes since the last Annual Parish Meeting.

- Mr Williams resigned in August 2018 (elected February 2017).

Following Mr Williams' resignation, ten residents requested an election which was held on the 1st November. Three candidates stood with a turnout of 12.2%.

The cost of this election was £3587.81. Council chose not to issue voting reminder cards which saved approximately £2200.

- Cllr Moran was elected.
- Mr Lowery resigned in December 2018 (elected as councillor May 2015, elected vice-chairman of council May 2018).
- Mr Donaldson resigned in January 2019 (elected June 2017).

Because the resignations of Mr Lowery and Mr Donaldson fall within six months of a scheduled election, there is no requirement to advertise the vacancies. Council decided not to co-opt nor to appoint a new vice-chairman until May.

The election of November 2018 brings the total expenditure on elections since May 2015 for residents of Bracebridge Heath to £15,902.33. See Appendix C.

Bracebridge Heath Parish Council is fully committed to supporting democracy within this community. It is up to the residents of this village to call for an election when a vacancy occurs. However, it is also important for residents to know the costs associated with elections.

Employees

We are very proud of all our staff who work diligently to offer a professional service to this community. The clerk and assistant clerk form a very efficient team to deal with all office-based activities and our caretaker maintains the parish well. We have said thank you and goodbye to Mrs Lowery who has stepped down from her role at the pavilion after many years; we have welcomed her replacement, Mrs Shirley, who has taken over a widened role as facilities cleaner for 10 hours each week.

Continuing professional development

All employees and members of council are encouraged to attend training courses. Parish council continues to subscribe to the Lincolnshire Association of Local Council's training programme which provides a wide range of courses available to all members and staff for a reasonable cost.

A list of courses and events attended since March 2018 is at Appendix D.

Christmas tree

As in recent years, the tree was placed on the corner of Grantham Road and Bentley Drive. A ceremony to light the tree was held with Rev Jacqueline Bell and Rev Melanie Greenall from Bracebridge Heath churches.

Remembrance Service

Thanks again go to Reverend Jacqueline Bell and her colleagues at the Church of St John the Evangelist, to Bracebridge Heath Women's Institute for arranging refreshments, and to our uniformed youth organisations for their participation at the Church and war memorial.

One big change this year was that Bracebridge Heath Parish Council took responsibility for organising road closures and stewarding the event. In the past, we have relied on the assistance of local police but this is no longer available. Council is immensely grateful to Mr D Parr who took on the role of event manager and to the team of stewards who stepped forward to assist.

Council had been very concerned beforehand that the location of our memorial would make it impossible to hold a civic event like this, but training and support from Lincolnshire Police and Lincolnshire County Council meant that our volunteers were very well prepared. Thanks have been sent to the Chief Constable to pass on to his colleagues, and council has offered the benefit of our experience to support other communities in the future.

Best Kept Village

Bracebridge Heath entered again in 2018. No feedback was received regarding progress within the competition. Thanks go to everyone who has assisted in keeping the village looking good.

Grass verge cutting

Bracebridge Heath Parish Council has entered into an agreement with Lincolnshire County Council to cut grass verges within the parish for twelve months from April 2019. Contractors will be instructed to carry out seven cuts per year, five more than the current position with LCC. This will incur an additional cost to the parish council of up to £2600 per year.

This agreement does not affect our current contract with Continental Landscapes to cut grass on public amenity spaces including play areas, the recreation ground and burial ground. Glendale will cut grass verges on behalf of North Kesteven District Council at other locations across the village.

Library

As in previous years, thanks must go to our volunteers who allow our community library to open for 14 hours per week across 4 days. Their contribution is much valued by council and by library users within the community.

Details of the library refurbishment can be found under the report from the Finance and General Purposes committee.

Precept 2019-2020

Bracebridge Heath Parish Council has requested an increase in the precept for 2019-2020 of 25.36%. For a Band D household, this works out at an additional £14.48 per year, £1.21 per month or 28p per week. A Band D household will pay £71.60 across the year.

	2016-2017		2017-2018		2018-2019		2019-2020	
Expenses	£101,737.55		£109,241.64		£120,264.06		£151,326.00	
Income from other sources	£13,220.84		£12,905.27		£12,880.27		£15,115.77	
Redistributed grant via NKDC	£1,968.49		£1,968.49		£499.60		Nil	
PRECEPT (Net Budget Requirement)	£ 86,548.22		£95,273.00		£106,884.19		£136,210.23	
Band 'D' equivalent	£47.92		£51.36		£57.12		£71.60	
Increase on previous year	2.13%	£1	7.18%	£3.44	11.21%	£5.76	25.36%	£14.48

It is acknowledged that the precept has risen each year. Bracebridge Heath Parish Council still continues to set a low precept compared with neighbouring villages and communities of a similar size within North Kesteven.

A number of additional factors have contributed to the increase for 2019-2020. These include:

- Increased costs of utilities and other services;
- Reduction in central government grant via NKDC;
- Additional salary costs because of considerable increases in required staffing hours;
- Repairs, ongoing maintenance and further development for facilities and amenities;
- Grass verge cutting agreement;
- Election costs- see Appendix C.

Staffing costs have increased over time as the demands of the role of council employees have changed. Seven years ago, the council employed one clerk for 10 hours per week. Our clerk and assistant clerk are now employed for a combined total of 35 hours per week, although they regularly work for considerable hours beyond this figure. Our caretaker is fulltime. Salaries and pensions have increased over this period. We are aware that our residents value the contribution made to this village by each of our employees. These contributions all need to be paid for.

Our office staff have also faced additional pressures for several months before Christmas, receiving repeated requests made under the Freedom of Information Act and complaints under GDPR. These have been answered fully in accordance with all relevant legislation but have nevertheless had an impact on the ability of our clerks to get on with their regular tasks. Our clerk has estimated that it has taken her about 49 working hours to deal with requests since September 2018, plus another estimated 51 hours of councillor time which cannot be paid for. This has also included £799.20 in solicitor's fees to assist with this task. Requests made using these frameworks will be dealt with appropriately but do incur considerable costs.

Six parish councillors sit on this committee and it has met twelve times this year. The main purposes of this committee are to oversee the parish council finances, staffing, policies, grants to organisations, communications and the community library. Other items which do not fit into the other committees also tend to be looked at by this committee such as the possible expansion of parish council premises, elections, GDPR and Freedom of information requests. A full list can be seen on the parish council website under Policies and Documents.

Finance

The 2018-19 budget was set at £138680.04 but it is likely to be overspent this year. Any overspend will be covered by our general reserves. This overspend is spread through all three standing committees. With regard to this committee's overspend, it was due to several factors:

- Increase in staffing hours due to additional work required to cover parishioners' requests, extra council work and GDPR/FOI requests.
- As landlord of the village hall there are certain repairs that are the parish council's responsibility. This year there have been major items involving heating and the hall floor.
- Unexpected costs such as Remembrance service stewarding e.g. high visibility vests and radios

The parish council finances are looked at in detail every month and any invoices are scrutinised before they are signed off. The council does look at value for money when looking at any expenditure. An example of this was the decision at the last by-election not to spend approximately £2200 on polling cards to every household having looked at the turnout and costs of previous by elections.

The parish council has resolved that the 2019-20 budget be set at £151326 and the precept request to NKDC would total £136210.23. The difference will be made up from grants and income generated from Recreation ground/Pavilion lettings, allotment rents etc. Appendix E gives a breakdown of expenditure since 2016.

Grants

This committee looks at grant applications from community groups in twice a year. This year the grant allocation of £4000 was underspent by £1030. Grants varying from £150 to £500 were given to nine different organisations. Organisations are encouraged to apply for grants for specific projects which will benefit the village. The Grant Awarding policy can be found on our website and guidance is available from the clerk to help check that applications meet the criteria for consideration.

Policies

Like any organisation this council has to have a suite of policies to comply with the law. These are regularly reviewed by this committee. Many can be found on the parish council website. One major task this year was the General Data Protection Regulation (GDPR) to ensure we have the relevant privacy notices and all our data is correctly stored. This has entailed many hours of work for our clerk and assistant clerk.

Staffing and volunteers

This committee is responsible for staffing matters including, pay and staff welfare. At the present time our staff complement is four, three of whom are part time. Our thanks go to the parish council staff and volunteers for all the hard work that they do for our community.

Library

This year the library has been completely refitted inside. The new units are all moveable. The redesigned layout makes it much easier to hold meetings and for the clerk and assistant clerk to work in there. There is still work to be done such as Wi-Fi and heating but that is reliant on the landlord, Lincolnshire County Council, either doing the work or giving permission for it to be done. The parish council also hopes to be able to install an outside light and provide outside storage to make it easier to use 'the behind the scene' library facilities.

Future plans for the village hall and pavilion

It is recognised that as the parish grows the village hall and pavilion will not be big enough in their present form to serve the needs of the community. Both buildings serve different purposes; one leaning more to community groups and the other more towards organised youth groups and recreation. It has been decided to look again at the extension of the pavilion and either rebuild or remodel the village hall. This is at its early stages but we should be able to let the parishioners know at some time in the coming year the likely cost of these enterprises.

Communication with the village

Heathcliff View continues to include news from Bracebridge Heath Parish Council every month to every household in the village. Parish News includes council information to subscribers each month and to every house in December. The parish information sheet, previously distributed in December, will now be delivered to coincide with the civic year, following the election in May. Parish council maintains 10 noticeboards across the village.

Bracebridge Heath Parish Council now has three active presences on Facebook:

- Bracebridge Heath Parish Council Facebook group has 1443 members;
- Bracebridge Heath Neighbourhood Planning Group has 163 members;
- Bracebridge Heath Community Library Facebook page has 222 followers.

Parish council information can be found at <http://parishes.lincolnshire.gov.uk/BracebridgeHeath/>
The Neighbourhood Plan sub-committee has an additional website at <https://ilovebbh.com/>

This committee has a membership of eight councillors who have met twelve times since the last Annual Meeting. The work of the committee is split into four main parts, the main part being planning applications. This year (Apr 2018 –Mar 2019) the committee had a budget of £9162 which has not been sufficient for its needs due to the cost of electricity and new light standards. The overspend may be between £1000 and £2000.

Planning

As stated last year, the parish council acts as consultees to the NKDC Planning Committee and does not have the power to grant or refuse applications. All the comments the committee submit on planning applications have to be in line with national planning conditions (material considerations) and the Central Lincolnshire Plan. Once Bracebridge Heath’s Neighbourhood Plan is in place any planning applications will also have to be in line with its policies.

This year there has been a 43% rise in the number of planning applications the committee has looked at. Forty–three applications in total.

The table below gives a summary of the planning applications.

	Applications	Applications where comments or objections were submitted to NKDC
Domestic property: one storey extension	16	4
Domestic property: two storey extension	4	2
Domestic property: other e.g. garage conversion, fencing, etc.	11	8
Domestic property: New build within property curtilage	1	1
St John’s Hospital site e.g. satellite, garden sheds etc.	3	3
Demolition and rebuild	3	1
Linden development off Westminster Drive	3	3
Appeals/ request for enforcement officer visit	2	2

Committee members are expected to carefully look at the planning applications before the meeting. This includes looking at the plans, comments made on the NKDC planning website, paper and online maps etc. In the meeting each application is thoroughly discussed before any decision is made on whether to send in any comments to NKDC. Any objections are evidenced against the national and local plan planning conditions.

A list of planning objection criteria (material considerations) can be found at <https://www.planningportal.co.uk/faqs/faq/4/what-are-material-considerations>

Lighting

The street lights on the three main roads through Bracebridge Heath are the County Council’s responsibility, as are the lights on the estates off Bath Road, Lichfield Road and Sycamore Grove. The parish council is responsible for most other street lighting in residential areas. Some of the parish’s light standards have had to be replaced this year due to age and damage. This, with the increased cost of electricity, has meant that this budget has been overspent.

Notice Boards and Bus Shelters

There was a request from a parishioner asking if new bus shelters could be built in the village on London Road near the Hospital Cottages and on the south side of St John’s Road near St John’s Square. This was investigated and a decision was taken that neither were feasible at the present time. The provision of a bus shelter by the hospital cottages will be looked at again once the parish council owns the area of woodland near the war memorial.

Roads and grit bins

The parish council is only responsible for one road in Bracebridge Heath – Red Hall Farm Lane. The rest are the responsibility of the County Council or residents living alongside private roads. This committee does liaise with our County Councillor and Highways over repairs and ways to improve road safety. We have been assured that the repair of St John's Road will be in this year's budget but it cannot be carried out until the weather is warmer. The committee also asked for a traffic survey to be carried out on the short cut between Sleaford Road to Grantham Road (Broadway and St John's Road) so that the increase in traffic after the Eastern Bypass is completed can be measured. This initial survey has apparently taken place but we have yet to get any results. The parish council has asked for weight and speed restrictions on these roads but that has been refused on the grounds that there are no other suitable roads joining Sleaford and Grantham Road within a reasonable distance of the end of the Eastern bypass.

New and replacement grit bins have been requested this year. Please remember the salt within them is for public roads and footpaths and not for private drives.

It was reported last year that white gates on the entrances to the village (except London Road) were to be ordered. At the present time this has not yet happened due to finding competent qualified people to install them. Time pressures on our parish clerk caused by other parish matters has meant the matter has had to be put on hold.

There are seven members serving this committee with meetings planned six times each year.

Play parks

This committee is responsible for overseeing the maintenance and repairs required at the three play parks in the village (Grantham Road, Stane Drive and at the recreation ground). As well as the regular checks carried out by our village caretaker, an annual play inspection is conducted by an independent inspector who reports on any issues of safety and upkeep required for the play equipment and skate park. Following the play inspection report in August 2017, the roundabout at the Grantham Road park was repaired in April 2018 and the slide was replaced in August 2018.

Grass cutting and grounds maintenance

This committee continues to monitor the quality of the grass cutting within areas of parish council control. This includes the amenity areas at the recreation ground, burial ground, the Grantham Road park and the verges of Red Hall Farm Lane. The parish council chairman's report gives details of new arrangements for the forthcoming year for the cutting of grass verges within the village.

Thanks go to our village caretaker who carries out litter picking and maintenance across all areas and helps us to maintain a clean and tidy village.

Allotments

Our allotment garden on Grantham Road has a total of 78 plots of which six are currently vacant. This year the committee has overseen changes to the tenancy agreements for our allotment tenants. It is hoped that the new annual agreement will reduce the number of unworked plots. To help maintain the site, council hired two skips earlier this year to enable tenants to dispose of unwanted materials on their plots. This was very successful and our thanks go to the tenants who assisted with the tidy up of the site as well as our village caretaker who helped to clear a number of unkempt plots. A new system of checking plots is in place to ensure vacated plots are left in a suitable condition.

If you are interested in taking up an allotment plot please contact our assistant clerk who will provide all the relevant information – assistantclerk@bracebridge-heath.co.uk.

Street furniture – litter and dog bins

This committee is responsible for street furniture in the parish including the provision of seating and dog and litter bins. Following a request from a parishioner, two additional litter bins have been provided at the recreation ground. This village is well provided with bins including 37 dog waste bins and 37 litter bins across the village. Requests for new bins and any maintenance issues are considered by this committee.

Recreation ground and the pavilion

This committee oversees the maintenance of the recreation ground including the football pitches, multi-use games area (MUGA), tennis courts, bowling green, skate park and the pavilion building.

Thanks go to our facilities cleaner and caretaker for maintaining these facilities.

Committee expenditure

The committee budget was overspent this year largely owing to the cost of repair and replacement of play park facilities. Members of the committee continue to scrutinise the budget and obtain value for money. It is also acknowledged that the cost of electricity for the recreation ground and pavilion has risen and the committee is now investigating the provision of LED lighting to increase efficiency.

A Neighbourhood Plan is not just about what should be built and where. It covers a lot more than that, including preservation of historic heritage, the protection of green spaces, the provision of village amenities such as cycle and footpaths, the look and feel of the village going into the future and much more.

Bracebridge Heath's Neighbourhood Plan has come on apace over the past year. The Plan committee, comprising both residents and parish councillors, has worked hard to consolidate the views of the parishioners into a robust set of policies and recommendations which will help to form the future of the village.

We had a good response to the questionnaire which was made available to everyone in the village last year, through direct home delivery in the Heathcliff View magazine and online. This included a section for adults and some questions for younger members of the community. We issued a questionnaire for businesses in the village too.

From the answers to those questions, from comments made, discussions with parishioners at the numerous community engagement events we have held, and with the invaluable help of consultants from Community Lincs, the Plan draft document is now at the stage where it has been sent to NKDC for a 'health check'. Their experts will make sure that our Plan is being solidly constructed, is lawful in its policy content and that it will stand the test of time. They will give us a list of any issues or things we've missed, which we can then use to make adjustments. All this help is either free or government-funded. There is no cost to the village.

Once we know that the Plan is heading in the right direction, we can look ahead to writing the final draft and planning for the final public consultation which will, hopefully, be held later this year. This will give village residents a chance to again submit their thoughts about whether the Plan meets their wishes and needs or not.

Once all of the necessary consultations are complete and the draft has been passed as fit for purpose, the Neighbourhood Plan can be registered as a legal document which has to be taken into serious account by planners and builders going forward.

I would like to thank everyone who has had an input into the Neighbourhood Plan process so far. You have contributed to the creation of a most important document which will help to protect and enhance Bracebridge Heath for many years to come.

The sub-committee has five members: 3 councillors and 2 community members. Six meetings have been held this year. This sub-committee does not have its own budget.

The sub-committee was set up to look after the development of the woodland and cemetery area.

There are four distinct zones:

- Zone 1 Burial Ground (St John's Hospital Cemetery)
- Zone 2 Burial Ground to Minster Court (Woodland Walk)
- Zone 3 Minster Court to Hospital Cottages (area behind the War Memorial)
- Zone 4 Hospital Cottages to Homestead

Three of these zones are now owned by the parish council. The fourth, Zone 3, belongs to Mabec and will not be handed over to the parish council until the St John's Hospital development is complete.

This year the sub-committee has overseen the following activities:

1. Installation of a parking post to restrict vehicular access to the burial ground
2. Exploration of different methods of controlling cow parsley within the Woodland Walk area in Zone 4 as it still remains a problem. There appears to be no easy solution.
3. Commission of Mr Peter Tree to run a community wood carving project under the auspices of ArtsNK. The parish council agreed to spend £300 on woodcarving tools for the residents to use. A small group of residents have since met regularly to continue this project.
4. In July 2018, Dr Katherine Fennelly from the University of Lincoln carried out a preliminary survey of the burial ground but the results were disappointing because of the particularly dry summer. Dr Fennelly has since been invited to carry out a second small scale archaeological survey. This project will be to identify features within the cemetery and is dependent on Dr Fennelly obtaining grants to do the work. Hopefully this will lead us to be able to put a memorial on the site to approximately 3600 people buried there.
5. A map and heritage trail were discussed with a view to producing a trail for the village. It is hoped that residents will form a group to carry this forward.
6. Discussed and obtained prices for putting informative noticeboards and signage in the cemetery and in the other zones which show the history of the area. This is still in its early stages. It is hoped that grants may be available to help with the cost of this work.
7. Iron railings along Sleaford Road. Although this has been looked at in general, it is clear that opinion is divided in the village on what to do with them or if removed what to replace them with. We are mindful that if we want the area to be walked along/used by young families there needs to be some sort of barrier between that area and the very busy A15. It may be that each zone will be looked at separately to see what is best for that area. Consultation will be needed with our parishioners over what they think.
8. Finally, our thanks go to Colin for the vast amount of work he has done in the woodland and burial ground to keep it neat, tidy and as far as possible free of litter

Appendix A – Councillor responsibilities

Member	Roles within council				Representative to	
	March- April 2018		2018-2019		March- April 2018	2018-2019
<i>Cllr P Burley</i>	FGP (C)	FB council group	PFAOS	FB council group		
<i>Cllr R Clements</i>	PLR		PLR PFAOS			
<i>Cllr I Donaldson Resigned January 2019</i>	PLR NP WCD		PLR (to Aug '18) FGP (Sep – Oct '18) NP			
<i>Cllr G Fletcher</i>	Council (VC) FGP PFAOS PLR WCD (Sub)	FB council group	PFAOS FGP		VHMC	VHMC
<i>Cllr Mrs P Humphrey</i>	PFAOS PLR		PLR WCD NP (Sub)		CL	CL NW (Sep - Oct '18)
<i>Cllr J Kilcoyne</i>	Council (C) FGP PFAOS PLR WCD FB		Council (C) FGP PFAOS PLR WCD (Sub)	FB council group	LALC	LALC
<i>Cllr C Lowery Resigned December 2018</i>	FGP PFAOS (C)		Council (VC) FGP PFAOS PLR			
<i>Cllr Mrs S Manders</i>	FGP (VC) PLR (C) WCD (C) NP (Sub)		FGP (C) PLR (C) WCD NP (Sub)		Cliff	Cliff
<i>Cllr J Moran Elected November 2018</i>			FGP PLR			
<i>Cllr Mrs S Stamp</i>	PLR		PFAOS			CC (Sep '18)
<i>Cllr Mrs K Trought</i>	PLR (VC) NP WCD		FGP (VC) PLR (VC) NP WCD (C)	FB council group FB NP group	Cliff	Cliff
<i>Cllr Mrs A Walker</i>	PFAOS PLR NP (C) WCD (VC)		PFAOS PLR NP(C) WCD FGP (Jan '19)	FB NP group	BC	BC
<i>Cllr J Ward</i>	PFAOS (VC)	FB council group	PFAOS (C)		AHA	AHA Cliff (Sub) NW (Nov 2018)
<i>Cllr S Williams Resigned August 2018</i>	FGP		FGP		CC NW	CC NW

Key	(C) Chairman	(VC) Vice-chairman	(Sub) Substitute member		
FGP	Finance & General Purposes standing committee			AHA	Bracebridge Heath Allotment Holders' Association
PLR	Planning, Lighting & Roads standing committee			BC	Bracebridge Heath Bowls Club
PFAOS	Playing Fields, Allotments & Open Spaces standing committee			CC	Bracebridge Heath Cricket Club
NP	Neighbourhood Plan sub-committee			CL	Bracebridge Heath Community Library
WCD	Woodland and Cemetery Development sub-committee			NW	Bracebridge Heath Neighbourhood Watch
FB	Parish council Facebook group administrator (council/ Neighbourhood Plan/ Community Library)			Cliff	Cliff Cluster Bracebridge Heath – Leadenham
				LALC	Lincolnshire Association of Local Councils (elected member)
				VHMC	Bracebridge Heath Village Hall Management Committee

Any organisation which would like to have a council representative should contact the Parish Clerk. These appointments are reviewed in May each year.

Appendix B – Councillor attendance data

Attendance at council meetings						
Member	Summonses to meetings	Meetings attended	Meetings for which apologies were received & accepted	Meetings for which apologies were not received or accepted	Meetings attended as an observer	% attendance
<i>Clr P Burley</i>	18	13	5	0	0	72.22%
<i>Clr R Clements</i>	29	13	16	0	0	44.83%
<i>Clr I Donaldson Resigned January 2019</i>	31	25	4	2	0	80.65%
<i>Clr G Fletcher</i>	31	29	1	1	0	93.55%
<i>Clr Mrs P Humphrey</i>	31	24	5	2	7	77.42%
<i>Clr J Kilcoyne</i>	43	39	2	2	4	90.70%
<i>Clr C Lowery Resigned December 2018</i>	30	19	11	0	0	63.33%
<i>Clr Mrs S Manders</i>	47	44	3	0	4	93.62%
<i>Clr J Moran Elected November 2018</i>	12	10	0	2	0	83.33%
<i>Clr Mrs S Stamp</i>	18	6	7	5	0	33.33%
<i>Clr Mrs K Trought</i>	51	49	2	0	0	96.08%
<i>Clr Mrs A Walker</i>	47	36	11	0	0	76.6%
<i>Clr J Ward</i>	17	16	1	0	0	94.12%
<i>Clr S Williams Resigned August 2018</i>	11	1	7	3	0	9.09%

Appendix C – Election data 2015-2019

Contested elections in Bracebridge Heath since 2015													
	Vacancies	Candidates	Electorate	Ballot papers issued	Turnout	Papers rejected	Administered by	Note	Councillors elected	Reason for election	Cost to residents of Bracebridge Heath	Cost per registered elector	Cost per ballot paper issued
May 2015	13	16	4210	2369	56.27%	168	NKDC	Combined with general and district council elections	Cllrs Burley, Clements, Fletcher, Mrs Humphrey, Kilcoyne, Lowery, Macdonald, Mrs Manders, Parr, Mrs Stamp, Swinton, Mrs Trought, Ward	All seats elected as part of 4-yearly cycle	£3198.14	£0.76	£1.35
Feb 2017	1	4	4373	536	12.26%	4	NKDC	Stand-alone election	Cllr Williams	Resignation of Mr Macdonald, December 2016	£5542.36	£1.27	£10.34
June 2017	1	2	4465	3015	67.62%	181	City of Lincoln Council	Combined with general election	Cllr Donaldson	Resignation of Mr Parr, April 2017	£3574.02	£0.80	£1.19
November 2018	1	3	4731	577	12.2%	5	NKDC	Stand-alone election	Cllr Moran	Resignation of Mr Williams, August 2018	£3587.81	£0.76	£6.22

Seats filled by co-option in Bracebridge Heath					
	Vacancies	Candidates	Councillor elected	Reason for election	Cost of election to residents of Bracebridge Heath
Nov 2015	1	1	Cllr Mrs Walker	Resignation of Mr Swinton, July 2015	£0

Total cost of elections 2015-2019 £15,902.33

Appendix D - Continuing Professional Development record 2018 – 2019

Date completed	Attendee	Course	Provider
21/03/2018	Mrs S Knowles	VAT/HMRC updates	LALC
09/05/2018	Cllr Mrs Trought	Community engagement / grant funding and bid writing	LALC
19/06/2018	Mrs S Knowles	Planning/S106/Neighbourhood Plans	LALC
19/06/2018	Cllr Mrs Manders	Planning/S106/Neighbourhood Plans	LALC
19/06/2018	Cllr Mrs Trought	Planning/S106/Neighbourhood Plans	LALC
23/06/2018	Cllr Lowery	Traffic management training	Lincolnshire Police
05/07/2018	Mrs R Fraser	Health and Safety	LALC
05/07/2018	Cllr Mrs Manders	Health and Safety	LALC
07/07/2018	Cllr Mrs Trought	Traffic Management training	Lincolnshire Police
10/07/2018	Mrs R Fraser	Play Areas & Risk Management	LALC
27/09/2018	Cllr Mrs Manders	Local Council Networking Day	LALC
27/09/2018	Cllr Kilcoyne	Local Council Networking Day	LALC
27/09/2018	Cllr Mrs Trought	Local Council Networking Day	LALC
17/10/2018	Cllr Kilcoyne	LALC AGM	LALC
17/10/2018	Cllr Mrs Trought	LALC AGM	LALC
22/10/2018	Mrs R Fraser	Library operations	GLL
30/01/2019	Cllr Kilcoyne	Lincoln Transport Strategy stakeholders workshop	Lincolnshire County Council
26/02/2019	Mr Wordley	Dog Warden	NKDC
27/02/2019	Cllr Mrs Manders	Data protection and Freedom of Information	LALC

Planned training sessions

20/03/2019	Cllr Mrs Manders	Financial Management	LALC
20/03/2019	Mrs S Knowles	Financial Management	LALC
05/06/2019	Mrs R Fraser	Play area inspections	LALC
05/06/2019	Mr Wordley	Play area inspections	LALC

Appendix E - Budget summary 2016 – 2020

	2016/2017	2017/2018	2018/2019	2019/2020
Planning, Lighting and Roads	Budget	Budget	Budget	Budget
Electricity	£7,200.00	£5,582.09	£5,582.09	£7,500.00
New Standards	£2,580.00	£2,580.00	£2,580.00	£4,000.00
Bus Shelters	£1,000.00	£1,000.00	£1,000.00	£250.00
Notice Boards	-	£0.00	£0.00	£250.00
Committee Total	£10,780.00	£9,162.09	£9,162.09	£12,000.00
Playing Fields, Allotments & Open Spaces	Budget	Budget	Budget	Budget
Repairs/New Equipment	£4,000.00	£4,000.00	£4,000.00	£10,000.00
Grass Cutting / Grounds	£7,080.00	£10,962.50	£10,962.50	£10,459.00
Allotments	£1,151.00	£1,151.00	£1,151.00	£1,100.00
Dog Bins	£500.00	£500.00	£0.00	£500.00
Litter Bins	£500.00	£500.00	£500.00	-
Recreation Ground	£4,054.00	£3,512.00	£5,000.00	£6,500.00
Bowling Green	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Committee Total	£18,285.00	£21,625.50	£22,613.50	£29,559.00
Finance & General Purposes	Budget	Budget	Budget	Budget
Salary & Fees	£40,480.39	£44,612.05	£53,971.47	£70,000.00
Telephone	£500.00	£500.00	£500.00	£850.00
Postage & Copying	£500.00	£500.00	£500.00	-
Stationery / Computers	£1,250.00	£1,250.00	£1,250.00	£1,500.00
Room Hire	£500.00	£500.00	£500.00	£500.00
Insurance	£2,500.00	£2,700.00	£2,700.00	£2,700.00
Audit	£600.00	£600.00	£600.00	£600.00
Travel	£750.00	£750.00	£750.00	£600.00
Subscriptions	£1,100.00	£1,200.00	£1,200.00	£1,200.00
Elections	£2,000.00	£4,000.00	£8,000.00	£11,500.00
Grants	£4,000.00	£4,000.00	£4,000.00	£4,000.00
Village Hall maintenance grants	£5,000.00	£5,000.00	£5,000.00	£5,000.00
Newsletter	£350.00	£350.00	£350.00	£350.00
War Memorial	-	£0.00	£0.00	-
Christmas	£500.00	£500.00	£500.00	-
Events	-	-	-	£800.00
Environmental Matters	£500.00	£500.00	£500.00	-
Defibrillators	-	-	-	£1,000.00
Dog Waste Clearing	£3,200.00	£3,300.00	-	-
Chairmans Allowance	£500.00	£500.00	£500.00	£500.00
Professional Fees	£2,000.00	£2,000.00	£2,000.00	£3,000.00
Training and Development	£500.00	£500.00	£500.00	£500.00
Community Library	£5,287.00	£5,192.00	£5,167.00	£5,167.00
Neighbourhood Plan	-	-	-	-
Contingency	£655.16	£0.00	£0.00	£0.00
Committee Total	£72,672.55	£78,454.05	£88,488.47	£109,767.00
Total Expenses	£101,737.55	£109,241.64	£120,264.06	£151,326.00
Income				
Forecast Income	Budget	Budget	Budget	Budget
Allotment Rental	£828.00	£828.00	£828.00	£828.00
NKDC Grant - Litter	£1,204.77	£1,204.77	£1,204.77	£1,204.77
NKDC Grant - Dog Warden	£631.07	£0.00	£0.00	-
Recreation Ground	£5,150.00	£5,560.50	£5,560.50	£6,800.00
Library	£5,287.00	£5,192.00	£5,167.00	£5,167.00
Neighbourhood Plan Grant	-	£0.00	£0.00	-
Parish agreement grass verges	-	-	-	£1,116.00
Other Income	£120.00	£120.00	£120.00	-
Total Income	£13,220.84	£12,905.27	£12,880.27	£15,115.77
	2016/2017	2017/2018	2018/2019	2019/2020
Precept Requirement	£88,516.71	£96,336.37	£107,383.79	£136,327.00
Redistributed Grant	£1,968.49	£1,968.49	£499.60	£0.00
PRECEPT (Net Budget Requirement)	£86,548.22	£95,273.00	£106,884.19	£136,327.00
Taxbase	£1,806.21	£1,855.10	£1,871.36	£1,902.30
Band 'D' equivalent	£47.92	£51.36	£57.12	£71.66