

Town & Parish Council Conference

22nd November 2016

Welcome and Introduction

Cllr Tracey Stock

Deputy Executive Member, Corporate Resources

Agenda

- Welcome and introduction
 1. Emergency Planning
 2. LGSS Law
 3. Town & Parish Precept Setting – 2017/18
 4. Volunteering: Watch Schemes
 5. Silsoe Community Sports Centre
- Devolution – a table discussion on joint working and volunteering
- Feedback
- Close

Emergency Planning

Mark Conway
Emergency Planning Manager

Emergencies



Emergency Response

Central Bedfordshire Council have a Duty First Contact Officer on duty 24/7 every day of the year. This is the single point of contact that the emergency services and other responders have to notify Central Bedfordshire Council about an emergency situation or significant event.

Contacting the Duty First Contact Officer

Email: emergency@centralbedfordshire.gov.uk

Direct line (Mobile): 07964 111942

What happened?

Bloor Homes on the development site in Ampthill (Abby Lane) struck a High Pressure Pipeline on 16.11. 2016 at approx. 1600hrs.

The area was cordoned off by Police and Fire. The pipeline was releasing gas and there was a strong smell of gas across the area. National Grid Gas attended and advised that there was no immediate risk to life or of an explosion. They were unable to make the fix with the gas still running and had to shut the pipeline down, which has left Ampthill, Maulden and Clophill without gas.

6036 Properties affected:

- Pipeline had to be fixed
- Each property required a visit by a gas engineer to make the gas safe
- Gas pipelines to be refilled
- Each property required a second visit by a gas engineer to reconnect the gas
- Vulnerable people needed to be identified as quickly as possible to check on them and offer assistance

Incident

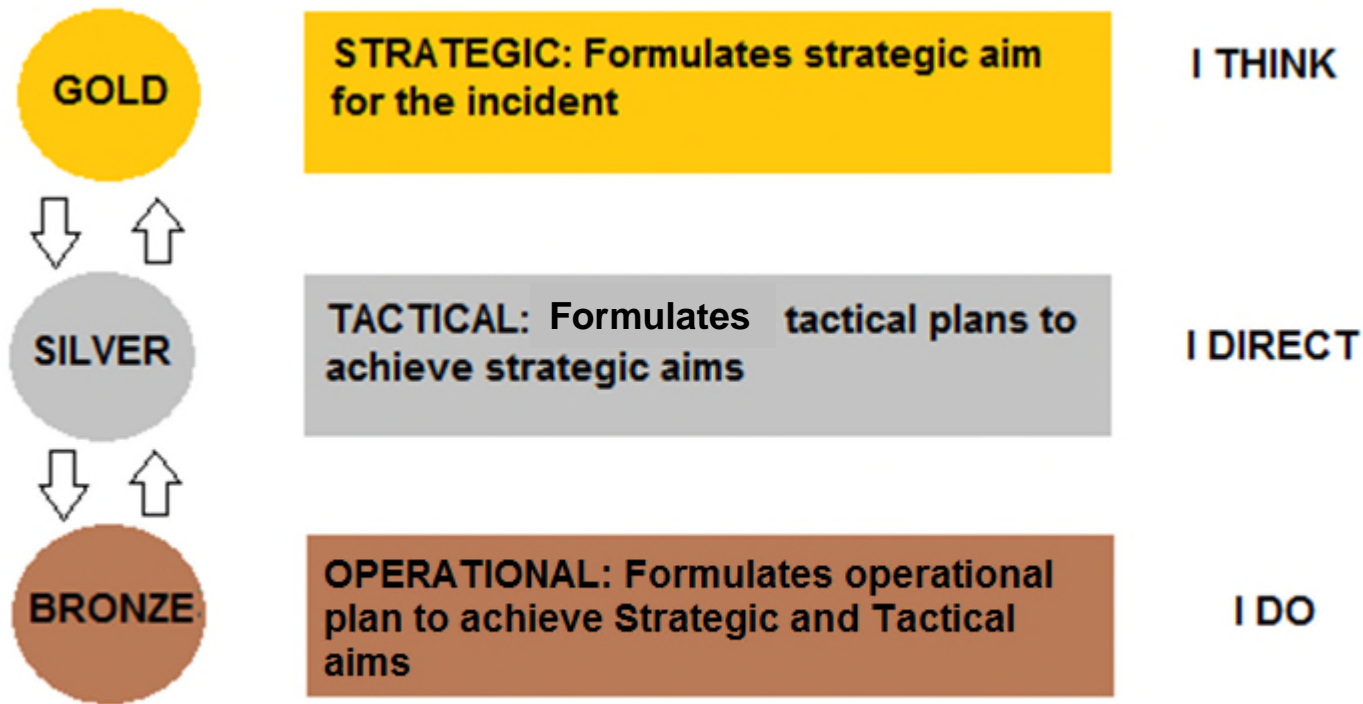
Area	No. of properties	No. Gas Users	Gas Still Off (only because unable to get into the property)
Clophill	1032	870	18
Ampthill (Maulden)	1097	975	26
Ampthill East	2214	1895	139
Ampthill West	1693	1383	72
Total	6036	5123	234



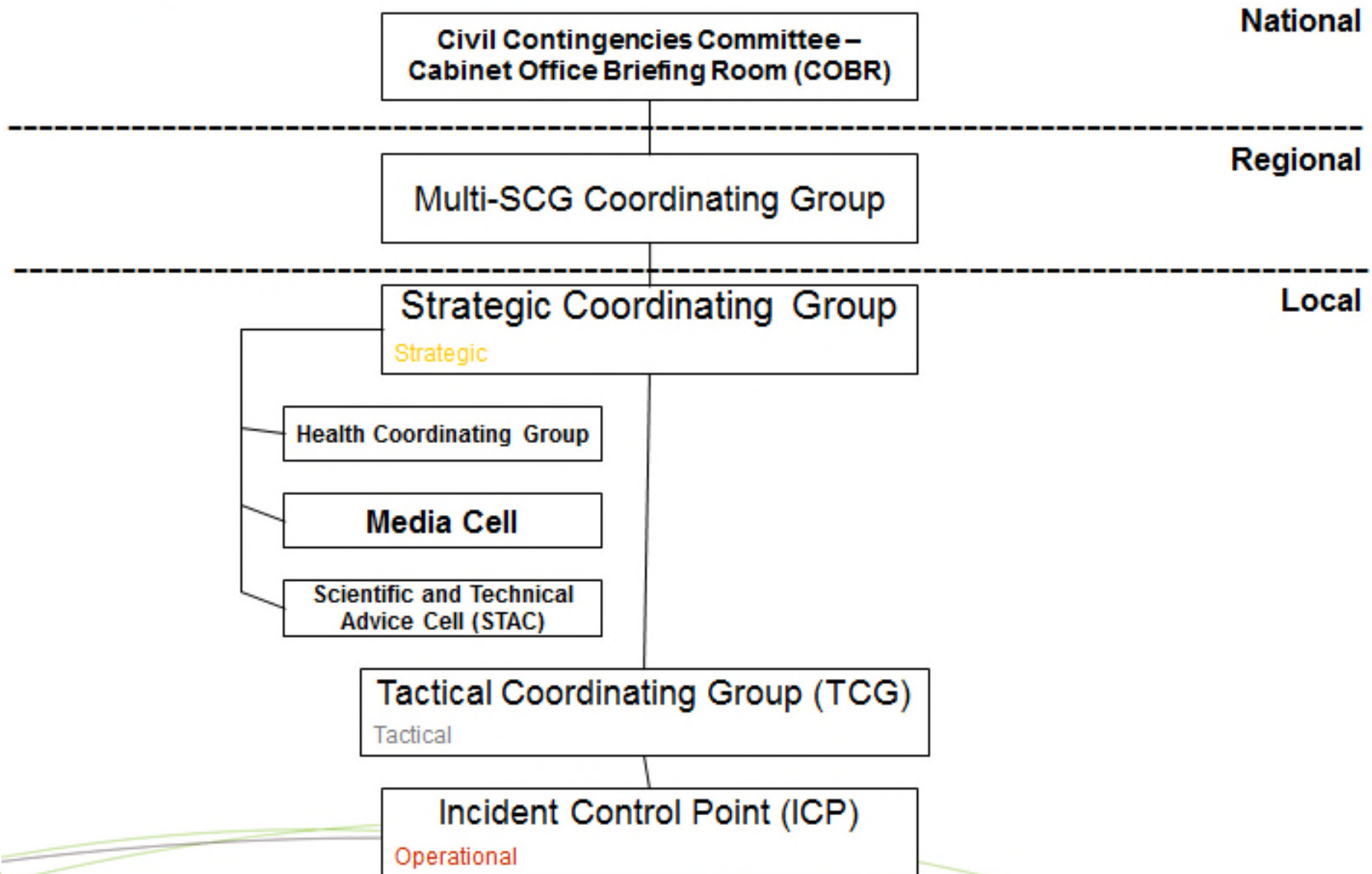
Strategy

- Protect the vulnerable
- Protect the electricity supply
- Restore gas as quickly and safely as possible
- Minimise the risk to the wider community
- Maximise the safety of responders
- Gather multi agency information and intelligence to support and guide strategic, tactical and operational decision making
- Warn, inform and advice local communities and key stakeholders
- Gather learning to improve our responses in the future
- Develop a multi-agency recovery plan.

Command and Control Structure – How do we manage an emergency/major incident?



Command and Control



What could you have done as the Town or Parish Council?

Before – to be prepared

During – to help the response

After – to help community recovery

A Special Town & Parish Council Emergency Workshop?

Legal Shared Service Update Town and Parish Conference 22 November 2016

Chris Rushworth

CBC Legal Services Business Relationship Manager

Fiona McMillan

LGSS Law

- In respect of the statutory functions under the Localism Act ('core work') LGSS Law will continue to provide services to T&PCs without direct charge to them
- These costs will continue to be met from the core legal budget managed by CBC
- In respect of other ('non-core') matters T&PCs may wish to seek advice direct from LGSS Law on a chargeable basis
- Your LGSS Law contact will advise if your legal query falls under the Core or Non-Core category



Town and Parish Conference 22nd November 2016



Who are LGSS Law?



- LGSS was set up as a Shared Service in October 2010 between Cambridgeshire County Council and Northamptonshire County Council to provide legal services to the two founding Councils and also to a range of external clients in the public and not-for-profit sector.
- In March 2015 LGSS Law was granted the ability to become a company owned by non-lawyers (an “alternative business structure”) and became LGSS Law Ltd on 1st April 2015, wholly owned by Cambridgeshire and Northamptonshire County Councils
- In April 2016 Central Bedfordshire Council joined LGSS Law as our third local authority owner.
- LGSS Law Ltd now employs nearly 150 members of staff within specialist legal teams and provides services to more than 100 organisations across the public and not-for-profit sectors, including local authorities, clinical commissioning groups, foundation trusts, charities and fire services.

Code of Conduct & Governance

- Quentin Baker is the CBC Monitoring Officer and leads a governance team at LGSS Law.
- A key part of our work with parish councils is the ethical framework and how it affects councils and their members.
- We can advise you on declaration of interests, dispensations, pre-determination & bias and the member code of conduct
- We can also advise on governance procedures.



LGSS Law for parish council legal advice

- LGSS Law has an extensive experience of dealing with the issues that face parish councils, parish councillors and clerks.
- With our local authority background we are uniquely placed to understand the local government context for parish council legal issues and the legal framework in which you operate.
- We can advise you on points of law and procedure in relation to the administration of your parish council and can help resolve disputes over a wide range of issues
- We can also help you bring your community projects to fruition
- We offer a huge team of lawyers covering all areas of law at your disposal at extremely cost-effective rates.

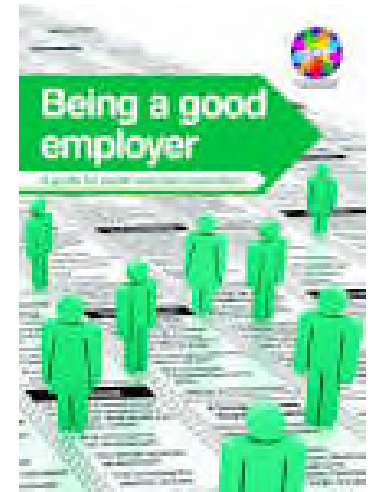
Common parish council legal issues

- Village greens
- Common land
- Rights of way
- Interaction with charities
- Land issues - ownership, occupation and use
- Allotments
- Contracts
- Affordable housing
- Dealing with access to information and requests under the Freedom of Information Act 2000



Employment issues

- Proper employment knowledge and procedures are often beyond the experience of parish and town councils.
- We can advise on good practice and legal requirements whether you are appointing, managing or terminating relationships with your employees
- We can represent you in Employment Tribunals/legal proceedings



Community Projects

We can advise on community projects such as:

- The building of new community centres or village halls
- The outsourcing of council services
- The laying out of recreational facilities and allotments
- The buying, selling, leasing and development of land
- We can also help and advise on the creation of special purpose vehicles for community benefit e.g. Trusts or companies.



Find out more....



For further information on LGSS Law Ltd:

- Go to www.lgsslaw.com
- Pick up one of our brochures on your way out tonight.
- Email me on Fiona.McMillan@LGSSLaw.co.uk



Questions



Town and Parish Precept Process – 2017/18

Sarah Michael

Senior Finance Manager – Strategy

Phil Martin

Finance Manager - FPS Strategy

Precept Setting 2017-18

22nd November 2016



Why are we here ?

- Last year we provided detailed guidance in the form of a presentation to all Town & Parish Councils via email as well as at the annual training session.
- Despite this, only 39 of the 79 Town & Parish Council's submitted a fully completed and correct Parish Precept request form. The remaining 40 contained errors or were incomplete.

This short presentation will highlight the most common issues that we found & hopefully help you to avoid them.

- Understanding why your Tax Base Changes.
- Update on Referendum Principles.

Common Issues with Submissions

There were 27 different combinations of 'issues' with the returns Towns and Parishes provided us with last year.

1. Incomplete Returns (missing figures)

		2015-16	2016-17	Movement (%)
Precept Requirement (whole Pounds only)	A	£12,000	£12,000	-1.3
Tax Base	B	154	156	1.3%
Band D Council Tax for Town / Parish, per dwelling	C (= A / B)	£77.92	£	

Band D figure & % change not entered.

If we processed this one the Precept would have been £11.3m!!

		2015-16	2016-17	Movement (%)
Precept Requirement (whole Pounds only)	A	£23,653	£ [REDACTED]	[REDACTED]
Tax Base	B	457	467	2.2%
Band D Council Tax for Town / Parish, per dwelling	C (= A / B)	£51.76	£24,112.00	X?

Common Issues with Submissions

2. The maths doesn't work

		2015-16	2016-17	Movement (%)
Precept Requirement (whole Pounds only)	A	£7,796	£7,796	
Tax Base	B	101	113	11.9%
Band D Council Tax for Town / Parish, per dwelling	C (= A / B)	£77.19	£77.19	0.0%

A/B does not equal C

The % change figure is wrong

		2015-16	2016-17	Movement (%)
Precept Requirement (whole Pounds only)	A	£7,426	£8168	10.9%
Tax Base	B	173	178	2.9%
Band D Council Tax for Town / Parish, per dwelling	C (= A / B)	£42.92	£45.89	2.26%

Using the new Tax Base for 2016-17 and your requested total precept, please calculate and complete the Band D Council Tax per dwelling box.

6.9%
A

Common Issues with Submissions

3. “Keep it the same”

A number of Parishes last year told us they wished to “Keep it the same”.

If your Tax Base has changed (For 90% of you it will) then it is not possible for your Precept and Band D figures to remain the same (The Maths won't work).

		<u>2016/17</u>	<u>2017/18</u>	Change (%)
Precept Requirement (whole Pounds only)	A	£100,000	£	
Tax Base	B	1,000	1,500	50%
Band D Council Tax for Town / Parish, per dwelling	C (= A / B)	£100	£	

Keep what the same ?

- If Precept remains £100k then Band D will be £66.67
- If Band D remains the same the Precept will be £150,000

Common Issues with Submissions

4. Other Problems

- One Parish sent us two returns, in the same envelope, with different Precept Requirement figures on each.
- Confusion regarding the Precept Calculator. Some Parishes misunderstood and thought they needed to choose between the methods , believing they resulted in a different answer or involved different calculation methods.
- Many did not use the Precept Calculator, which resulted in missing/ incorrect figures.
- Transposition errors were common.
- In some cases Precept returns differed from the figures recorded in Parish Council minutes.

Common Issues with Submissions

How a return should look;

Town / Parish Name		2015-16	2016-17	Movement (%)
Precept Requirement (whole Pounds only)	A	£134,606	£142,939	+6.20%
Tax Base	B	1,929	1,939	0.5%
Band D Council Tax for Town / Parish, per dwelling	C (= A / B)	£69.78	£73.72	+ 5.6%

- Use the Precept Calculator to calculate your figures and include a copy of it with your return.
- Please check the arithmetic before you submit.

Please note that we can't assume anything - we need you to be very clear about what you require from your residents.

Method 1 To calculate the charge per Band D dwelling at the precept you require, use the table below

Please enter your own figures in the yellow box only.

	2016/17	2017/18	% change
Precept (£)	134,606	142,939	6.2%
divided by			
Tax base	1,929	1,939	
equals to			
Band D CT charge (£)	69.78	73.72	5.6%

Method 2 To calculate the precept using the Band D charge per dwelling you require, use the table below

Please enter your own figures in the yellow box only.

	2016/17	2017/18	% change
Precept (£)	134,606	142,943	6.2%
divided by			
Tax base	1,929	1,939	
equals to			
Band D CT charge (£)	69.78	73.72	5.6%

Why your tax base changes

- The one factor that seems to cause confusion to Towns and Parishes is the fact that the Tax Base can change!
- It is highly likely that your tax base will change each year (90% changed between 2016/17 & 2017/18).
- The Tax Base is as at a point in time and for larger Towns / Parishes it will change on a daily basis, as the circumstances of your residents change as well new development or demolition.

Why your tax base may change ;



Single
Person
Discount



Occupied
by
students



Discounts
for
disabled
people



Resident
moved into
Hospital or
a care
home



Housing
Growth



Demolition

Central
Bedfordshire

Council
Tax
Support



Resident
in prison



Property
is in
Probate

The referendum principle Consultation

The DCLG Technical Consultation closed in October. We are awaiting the outcome.

The proposals are:

- A referendum principle of 2% for the larger higher-spending town and parish councils, those with a precept of over £500k and a £75.46 Band D charge.
- They are also considering extending the principle to all local precepting authorities.

As soon as we have more information we will send a communication to you all.

6. Help!

A drop-in Session has been arranged for Thursday 1st December between 1pm and 3pm in room PH 3 at Priory House.

Contact us :

- Precepts@centralbedfordshire.gov.uk
- Phil Martin 0300 300 6132
- Sarah Michael 0300 300 4559

Questions?

Volunteering: Watch Schemes

Juliet Wright

Watch Scheme Development Co-ordinator,
Bedfordshire Police

Councillor Tony Morris

Leighton Linlade Town Council



Watch Schemes

WATCH COORDINATOR Juliet Wright

October 2016

SpeedWatch



- 56 schemes
- Sharing 22 devices
- 932 volunteers made up of:
 - 330 Bedford Borough
 - 575 Central Beds
 - 27 Luton
 - 142 Volunteers across the county trained this year

Warning Letters To Date

• January	545	• June	1,079
• February	567	• July	604
• March	810	• August	549
• April	825	• September	529
• May	967	• October	656

Planned SpeedWatch Training 2017



- Saturday 21st January
- Saturday 1st April
- Thursday 27th July
- Saturday 21st October



Neighbourhood Watch



- Luton 190 Schemes
- 4,000+ members
- Bedford 1,000 Schemes
- 9,000 members
- Central 150 Schemes
- 4,000 members

StreetWatch



11 schemes across BEDFORDSHIRE

- Ampthill
- Marston
- Barton
- Wootton
- Biggleswade
- Houghton Regis
- Shefford
- Harlington
- Clifton
- Caddington

StreetWatch



- 100 plus Bedfordshire police volunteers
- Actively tasked
- Trained on Operation Cocoon
- Participating in Operation Fidelity, Operation Beneke
- Integral part of Operation Salcoats



‘ENGAGEMENT’ *plus* ‘ENERGY &
ENTHUSIASM’

Equals

A STRONGER COMMUNITY



LEIGHTON-LINSLADE
TOWN COUNCIL

Cllr Tony Morris

Chair - Police Liaison
Committee

About our Town

- Historic market town – market held since Medieval times.
- Between 2001 and 2011, population growth of 14% to 37,430 residents.
- Anticipated future rapid growth to the south and east of the town will bring the population to just under 47,000.
- Leighton-Linslade is one of the UK's largest precepting authority with an annual budget of just over £2million.
- Fast transport links – a commuter town.
- Key issues: Traffic, Car Parking, Anti-social Behaviour and other petty crimes

To promote wellbeing for our community
To promote and develop a vibrant town

Our Aspirations – SPEED Watch, STREET Watch & NEIGHBOURHOOD Watch

- ☐ Support the Police – Operation Dodford ?
- ☐ Help to keep the community safe with weekly speed checks at key points within the town.
- ☐ Provide a reassuring presence, particularly for the elderly and vulnerable
- ☐ Encourage the role of ‘good neighbours’ within the community
- ☐ Encourage members of the community to volunteer across the range of the three Watch Schemes

What are we actually doing ?

Copying the model of Caddington
Parish Council
Special thanks to John Waller & Cllr
Matt Thomlin

- ❑ Single over arching LEIGHTON-LINSLADE Watch Scheme – *simplification of organisation, marketing, funding & website*
- ❑ Initially leading with Town Councillor Volunteers
- ❑ Encourage use of specialist APPS for both STREET & NEIGHBOURHOOD (TRYGVE & Nextdoor)
- ❑ Firstly SPEED WATCH(2 joint co-ordinators) done, next: STREET WATCH(2 co-ordinators) – one for Leighton Buzzard and one for Linslade.
- ❑ Review of existing NEIGHBOURHOOD WATCH Schemes
 - ✓ We don't actually know the status of existing schemes ?
 - ✓ New Communities – new challenges, new opportunities
- ❑ Use of **VOLUNTARY & COMMUNITY ACTION** to help with recruitment of volunteers (Contact: Gina Croxford, Bossard House LB)

What difference will it *'hopefully'* make to our residents ?

- ❑ Our elderly, our young and our most vulnerable will feel safer. Whether that be in their homes, walking in the street, or simply going about their normal lives.
- ❑ Neighbourhoods will become real communities, where people might actually get to know each other.
- ❑ New residents to the town will feel more engaged with the town, with the market, with the shops and the activities ... all those good things that we, the old established residents love so much about our town.

Christmas Greetings from our 2 Carols !!!



Councillors Carol Chambers and
Carole Perham

Speedwatch in the rain - Johnson Drive, Leighton Buzzard 16th
November 2016

Silsoe Community Sports Centre

Councillor Ian Kelly

Vice Chairman, Silsoe Parish Council

John Robinson

Chairman, Silsoe Recreational Trust



Silsoe Community Sports Centre

A CASE STUDY

The Initial Decisions

- ▶ Parish Council
 - ▶ Fully engage with planning process
- ▶ Cranfield University
 - ▶ Master Plan
 - ▶ Legacy
 - ▶ Community Centre
 - ▶ Land for a New School
 - ▶ Community Open Space / Community Woodland
- ▶ Outline Agreement
 - ▶ CBC Leisure Services
 - ▶ Cranfield University
 - ▶ Silsoe PC

The Specification

▶ Design

- ▶ Main Hall - 2 Badminton Courts
- ▶ Kitchen
- ▶ Lounge / Bar
- ▶ Meeting Rooms
- ▶ MUGA
- ▶ Changing Facilities
- ▶ Football Pitches

▶ Cranfield University request a Business Plan

▶ S106 Document

Work really starts here

- ▶ Working Committee Appointed
 - ▶ CBC Representative – **Sarah Hughes** Community Engagement Manager
 - ▶ Parish Representatives
 - ▶ CBC Ward Member – **Alison Graham**
- ▶ Professional Feasibility Study paid for by:-
 - ▶ CBC - Partnerships and Community Engagement Team
 - ▶ CBC - Leisure Services Department
 - ▶ Bloor Homes Ltd
 - ▶ Silsoe PC
- ▶ Village Consultation Events
- ▶ The Silsoe Community Recreational Trust Established

The Building Project

- ▶ Bloor Homes commence building on site – April 2013
- ▶ Working Committee progress meetings
 - ▶ Bloor Homes Ltd
 - ▶ CBC - Partnerships and Community Engagement Team
 - ▶ Parish Council Representatives
- ▶ Feasibility Study - Interior Design Changes - Gym
- ▶ Building Handover
 - ▶ Parish Council employs Building Surveyor
- ▶ Building handed over 4th December 2015

Management of the Centre

- ▶ The Trust
 - ▶ Overall supervision by the Trust
 - ▶ Ensure benefit to the community
- ▶ Stevenage Leisure Limited
 - ▶ day to day management of the facilities
 - ▶ Sports activities
 - ▶ Community activities
 - ▶ Volunteer Scheme

S106 Agreement still continues

- ▶ Sports Centre – now in operation
- ▶ Football pitches – 2017
- ▶ Cricket Pitch & Community Woodland – to follow
- ▶ The project management by the Trust, supported by CBC Community Engagement Team continues.....

It takes a long time



Silsoe Community Sports Centre



Silsoe Community Sports Centre



Silsoe Community Sports Centre



Two very
satisfied
customers



Communicate

Consult at every opportunity

T a k e A d v i c e

Communicate

Business Plan

Thank You

**Involve everyone
you can**

Communicate

Make
Decisions

Business Plan

Consult at every opportunity

Questions?

Table discussion questions:

Volunteering

Do you have a bank of volunteers in your parish? What volunteering schemes do they engage in? Where are there any gaps and how might they be filled?

Devolution

Are there any services you would like to see devolved to your parish? If so, which? What are the barriers to taking on these services and how could you overcome them?

Feedback