

# WEST HUNSBURY PARISH COUNCIL

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Clerk: Mrs Alison Benson

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## To All Parish Councillors

I hereby summon you to attend The Annual Meeting of the Parish Council followed by the Full Parish Council Meeting, which will take place on: **Thursday 17<sup>th</sup> May 2018** at 7.30pm – 9.30pm at the Parsons Meade Community Room, West Hunsbury, Northampton, NN4 9PS.

The meeting will be recorded.

*Alison Benson*

Clerk to the Council

10<sup>th</sup> May 2018

## AGENDA ANNUAL COUNCIL MEETING

- 18/062 To elect a Chairman and receive Declaration of Acceptance of Office
- 18/063 To elect a Vice-Chairman and receive Declaration of Acceptance of Office
- 18/064 To receive any apologies for absence and approve reasons for absence
- 18/065 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda
- 18/067 To review the Bank Mandate
- 18/068 To appoint the Responsible Financial Officer
- 18/069 To appoint Internal Control Councillor
- 18/070 To appoint Working Party members for the Wednesday Club
- 18/071 To consider the need for any other Working Parties
- 18/072 Policies and procedures
  - a. To adopt new standing orders
  - b. To adopt new Records Retention Policy to replace current Archive & Retention Policy
  - c. To re-adopt all policies and procedures of the Council subject to annual review throughout the year as per review dates
- 18/073 To consider insurance requirements and renew policy

## AGENDA FULL COUNCIL MEETING

- 18/074 To receive any apologies and approve reasons for absence
- 18/075 To receive pecuniary and non-pecuniary Declarations of Interest in respect of items on agenda
- 18/076 To approve and sign the Minutes of the Council Meeting held on the 26<sup>th</sup> April 2018
- 18/077 Public Session

(Residents are invited to address the Council. The session will last for 15 minutes with each contribution lasting a maximum of 3 minutes. Each resident may speak once. Representations shall not require a response at the meeting or start a debate. Residents must address the Chairman who may direct that a written or oral response be given.)

- 18/078 To Receive Reports from**
- a. Police Representatives
  - b. Borough Councillor
  - c. County Councillors
- 18/079 To review correspondence received**
- 18/080 To Receive Clerk's updating report**
- 18/081 Meeting reports**
- a. To receive report from meeting with NCC Highways
  - b. To receive reports from members attending any other meetings on behalf of WHPC
- 18/082 Financial Matters**
- a. To authorise new payments (attached)
  - b. To consider and approve the annual governance statements 2017-18
  - c. To receive the report of the Internal Auditor
  - d. To approve and sign the accounting statements 2017-18
  - e. Confirmation of the dates of the period for the exercise of public rights
- 18/083 Planning**
- a. To receive any decisions/updating reports
  - b. To consider application N/2018/0563 – erection of boundary dwarf wall replacing previous fencing (retrospective) – 3 Whistlets Close
- 18/084 General Data Protection Regulations**
- a. To adopt the Data Map
  - b. To adopt Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and updated Records Retention Policy
  - c. To adopt Privacy Notices
  - d. To receive completed Security Compliance Checklists from all Councillors
  - e. To note that the council is already registered as a Data Controller with the ICO and has already appointed Northants CALC as its Data Protection Officer
  - f. To receive security compliance checklists from councillors
- 18/085 To receive logo designs and adopt the preferred choice**
- 18/086 To discuss concerns regarding the security of the Hunsbury Hill Park Car Park and the possible provision of a lockable barrier**
- 18/087 To review gateway planters' maintenance and repair**

**18/088 To consider adding councillors' photographs to website**

**18/089 Next Meetings**

**Thursday 24<sup>th</sup> May 2018 7pm – Annual Meeting of the Parish**

**Thursday 21<sup>st</sup> June 2018 - Full Council Meeting**