

May 2024



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To All Parish Councillors: I hereby summon you to attend the **Annual Parish Council Meeting**, which will take place on **Thursday May 16th 2024 at 7.00pm** at Parsons Meade Community Centre

All parishioners and members of the press are invited to attend.

Please be aware the meeting may be recorded.

A handwritten signature in black ink, appearing to read 'Fiona Young', is written over a faint horizontal line.

Clerk, Fiona Young

AGENDA

24/74 Election of Chairman and the signing of the Acceptance of Office

24/75 Election of Vice Chairman

24/76 To receive and approve any apologies for absence.

24/77 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda

24/78 To approve and sign the Minutes of the Ordinary Council Meeting held on April 18th 2024

24/79 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.

24/80 To Receive Reports from

a) Police Representative. Full crime report has been circulated to councillors. There is a change in crime reporting to parishes. 18 crimes were reported but none were Serious Acquisition Crimes (vehicle crime, robbery or burglary)

b) West Northants Councillors

24/81 To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report. Clerk attended the WNC Planning briefing May 16th.

24/82 Matters arising from previous minutes, for report only

- Letters sent as instructed at the last meeting, items covered on the agenda as updates.
- Internal audit completed and circulated to councillors, no actions required

Annual Parish Council meeting items.

24/83 Appointment of members to existing committee and working parties

24/84 Review and adoption of appropriate standing orders and financial regulations;

24/85 Review and approval of the asset register

24/86 Confirmation of arrangements for insurance cover in respect of all insurable risks and approval of the quote of £401.24 for the coming year (council is in Year 2 of a 3 Yr LTA)

24/87 Review and approval of the following policies

Absence Policy	Audit Plan	Code of Conduct
Complaints Policy	Correspondence & Media Policy	Data Breach Policy
Data Protection Policy	Dignity at Work Policy	Disciplinary Policy
Equality & Diversity Policy	Financial Risk Assessment	Financial Regulations
Freedom of Information Policy	Governance risk Assessment	Internal Control Procedures
Internal Control Terms of Reference	Records Retention Policy	Scope and nature of Internal Controls
Standing Orders	Vexatious Complaints Policy	

24/88 Review of the Council's and/or staff subscriptions to other bodies and confirm councils regular direct debit or standing order payments.

24/89 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

24/90 Annual Governance

1. Resolution to approve Section 1 of the Annual Return – Statement of Internal Controls
2. Resolution to approve Section 2 of the Annual Return – Accounting Statement
3. Resolution to accept the Internal Audit Report
4. Resolution to set the date for the Exercise of Electors Rights as 3rd June to 12 July 2024

24/92 Finance

1. **Resolution to approve the following payments for May, plus any that arrive between agenda publication and the meeting.**

Payable to	Details	Amount £
F Young	Salary + mileage	896.62
HMRC	Tax & NI	268.77
Clear Councils Insurance	Annual insurance premium	401.24
L Hook	Reimburse Lampost Poppies	300.00
Friends of WH Parks	Grant for wood carver	480.00*
Tesco Mobile	Parish phone	6.86**

*paid between meetings

** paid by direct debit

2. **Resolution to approve the bank reconciliation statement for 30th April 2024**

Bank Balance at 1st April 2024 £3090.48 + £35803.59

Plus Receipts £20157.47

Less Payments £3575.70

Total - £55,475.84

Bank Balance at 30 April 2024 = £24,672.25+£30,803.59 = £55,475.84

3. **To confirm that the monthly internal controls checks have been completed.**

24/93 Planning

1. New applications

2024/2056/FULL, 1 Whitegates Northampton NN4 9XA Two single storey rear extensions. Garage conversion. Construction of a new detached double garage

2024/1822/FULL 12 Woodhall Close, Northampton, NN4 9UB Garage extension for habitable use

2. Local Plan Consultation – Chairman to update

24/94 Community Events Committee – Cllr Hook to update Council

24/95 Bus service update

24/96 Flooding – Cllr Hook to update following a meeting with WNC officers.

24/97 Hill Fort Close

- Cllr Hook and Cllr Barker to report
- Council to consider making an application for timed parking restrictions on Hill Fort Close.

May 2024

24/98 Community Speedwatch – to update council

24/99 Newsletter – To update following publication of the poster.

24/100 Correspondence and actions when needed.

- Collingtree and Milton Malsor Scouts – enquiry about the park gate closure times
- Knife Amnesty (Northants Police)
- Acre May bulletin
- Resident complaint regarding building works in the parish, Clerk advised to contact WNC Planning.
- Resident complaint about the mowing levels in the parish, Clerk advised this is largely due to No Mow May
- Resident email about caravans at Danes camp
- Several enquiries about the bus service

24/101 Next meeting date June 20th 2024