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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 15<sup>th</sup> 2025 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**

**25/70 Resolution to elect a Chairman and to sign the Declaration of Acceptance of Office**

**25/71 Resolution to elect a Vice-Chairman**

**25/72 All councillors to sign the Acceptance of Office form, the Consent to receive an Electronic Summons form and to receive the Register of Interest Forms.**

**25/71 To receive and approve any apologies for absence.**

**25/72 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda**

**25/73 Resolution to co-opt new councillors to the vacant seats.**

**25/74 To approve and sign the Minutes of the Ordinary Council Meeting held on April 17<sup>th</sup> 2025**

**25/75 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.

**25/76 To Receive Reports from**

**a) Police Representative.** Full crime report has been circulated to councillors. There were 8 crimes recorded in April.

**b) West Northants Councillors –** to welcome the new West Northants Councillors to the meeting, the new councillors are as follows –

Cllr Pinder Chauhan, Cllr Ronald Firman, Cllr Glenn Butcher

**25/77 To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.**

**25/78 Matters arising from previous minutes, for report only**

- Clerk to confirm a letter was sent to the owner of the Hill Shop
- Clerk to confirm that all planning responses were submitted
- Clerk to confirm that a letter of approval was sent to the Friends of West Hunsbury Parks regarding the Vikings Event.
- Clerk to confirm the letter was sent to Helen Howard regarding drop down kerbs

**25/79 Review and approval of the asset register**

**25/80** Confirmation of arrangements for insurance cover in respect of all insurable risks and approval of the quote for the coming year ( council is in Year 3 of a 3 Yr LTA)

**25/81 Review and adoption of the following key documents**

- Standing Orders
- Financial Regulations
- Risk Assessment – Financial and Governance
- Code of Conduct

**25/82 Review and adoption of the following policies;**

Absence Policy	Audit Plan	Complaints Policy	Correspondence & Media Policy
Data Breach Policy	Data Protection Policy	Dignity at Work Policy	Disciplinary Policy
Equality & Diversity Policy	Freedom of Information Policy	Internal Control Procedures	Internal Control Terms of Reference
Records Retention Policy	Scope and nature of Internal Controls	Vexatious Complaints Policy	

**25/83 Review of the Council’s and/or staff subscriptions to other bodies and confirm councils regular direct debit or standing order payments.**

Direct debits – ICO £35.00 annually, Tesco mobile £7.40 monthly

**25/84** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. Currently at 7pm on the third Thursday in the month with the exception of August. Meeting dates as follows – June 19<sup>th</sup>, July 17<sup>th</sup>, Sept 18<sup>th</sup>, Oct 16<sup>th</sup>, Nov 20<sup>th</sup>, Dec 18<sup>th</sup>, Jan 15<sup>th</sup>, Feb 19<sup>th</sup>, March 19<sup>th</sup>.

**25/85 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 June 3<sup>rd</sup> to July 14<sup>th</sup> 2025

## 25/86 Finance

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

Payable to	Details	Amount £
Clerk	Salary May	928.11
HMRC	Tax and NI	342.57
L Hook	Reimburse	40.00
Clear Council Insurance	Annual premium	479.28
SLCC Bookshop	13 <sup>th</sup> Ed Local Council administration % share	78.33

2. **Resolution to approve the bank reconciliation statement for 30<sup>th</sup> April 2025**

Bank Balance at 1<sup>st</sup> April 2025 £13,747.52 + £31,270.01 = £45017.053

Plus Receipts £14,250.00

Less Payments £3250.28

Total - £56,017.25

Bank Balance at 30 April 2025 = £24,747.24 + £31,270.01 = £56,017.25

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

## 25/87 Planning

1. New applications 2025/1716/FULL at 5 Fienesgate Northampton NN4 9XQ Change of use from dwelling house (C3) to residential institution (C2)

2. To note Decisions.

**25/88 Community Events Committee** – Cllr Hook to update Council

**25/89 Anglian Water / Tree removal** – Cllr Hook to update

**25/90 Parish Plan** – To confirm next steps and approve a printing budget and delivery strategy

**25/91 Correspondence and actions when needed.**

- Anglian Water – tree removal, on agenda.
- Northampton Chronicle & Echo – Travellers and tree cutting, Cllr Hook to respond.

**25/92 Next meeting date June 19<sup>th</sup> 2025**