

WHITTLEBURY PARISH COUNCIL

Councilors' are summoned and members of the public and press invited to a the **ANNUAL MEETING OF THE PARISH COUNCIL** to be held on **THURSDAY 12th MAY 2022** at 7.30 pm in the Hockenheim Suite at Whittlebury Hall to transact the following business

1	To receive nominations and ELECT THE CHAIRMAN												
2	To complete DECLARATION OF ACCEPTANCE OF OFFICE form by Chair												
3	CHAIRMAN'S ANNOUNCEMENTS												
4	To process DECLARATION OF ACCEPTANCE OF OFFICE Forms and other documentation by all Members												
5	CHAIRMAN'S ANNOUNCEMENTS												
6	i)To determine any DISPENSATION REQUESTS received in advance of the meeting. ii)To invite any DECLARATIONS OF INTEREST by members on Agenda items. iii) To remind members of the REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS following any changes, within 28 days of the changes.												
7	To receive and accept and APOLOGIES Members are reminded that apologies need to come directly to the Clerk so that a quorum can be determined												
8	To note the signing of the MINUTES of the 2021 ANNUAL MEETING at the June 2021meeting of the Parish Council and to further sign the MINUTES of Council meeting held 24 th April 2022 in line with Standing Order 5a(iii).												
9	To receive nominations and ELECT A VICE CHAIRMAN												
10	To consider APPOINTMENTS TO GROUPS AND OUTSIDE BODIES a) Good Neighbours b)Police Liaison Member Appointments to PC Sub Groups will be addressed at the next full meeting of the Council.												
11	To consider, amend as necessary and adopt the following POLICIES OF THE COUNCIL: a) Standing Orders b) Financial regulations c) Complaints Procedure d) Dignity at work e) FOI Publications scheme f)Scope and nature of Internal controls and audit g) Internal controls terms of reference h) Risk Assessment i) Safeguarding j)Training Statement of Intent k) Website Policy l) GDPR policies x6. m) Good Neighbours Scheme x 7 n) CCTV/ANPR Policy o) Correspondence Policy and Communication and e mail protocol p) Social Media Policy q) Grant Aid Policy. i)Information Policy												
12	To appoint an INTERNAL VERIFIER for the Council's Accounts												
13	To appoint the INTERNAL AUDITOR for the Council's Accounts												
14	To appoint the RESPONSIBLE FINANCIAL OFFICER of the Council												
15	To give DELEGATED POWERS TO THE CLERK to determine, in consultation with members, suitable open issues. Actions to be ratified at the next meeting of the Council												
16	To fix the DATES AND PLACE OF MEETINGS OF THE PARISH COUNCIL for the year being the second Thursday of each month, excepting August and December , or as otherwise designated by the Clerk as necessary in the Reading Room												
	TO ADDRESS THE REGULAR BUSINESS OF THE PC MEETING AS FOLLOWS												
17	To receive any ISSUES MEMBERS OF THE PUBLIC WISH TO RAISE (Max 15 mins and 3 mins per speaker), To receive any REPORT from the Unitary Council Member												
18	To receive the following REPORTS and action as necessary: 18.1 PLANNING SUBGROUP – (Cllrs Barnett, Craven, Cunningham, Chairman): Report of the Group on: i) To consider the following Applications – None at date of Agenda ii) Permissions received iii) Refusals received iv) Any other planning matters referred to Full Council – a)Update on latest position on Skybirds signage. b) Update on Neighbourhood Plan possibilities – Cllr Craven												
19	FINANCE SUBGROUP – (Cllrs Craven, Neuhoff, Chairman, RFO): Report of the Group on: To recommend APPROVAL of the following payment												
	<table border="1"> <thead> <tr> <th>Payment Ref</th> <th>AMOUNT</th> <th>INCL VAT OF</th> <th>PAYEE</th> <th>DETAILS</th> <th>POWER</th> </tr> </thead> <tbody> <tr> <td>OL5/1</td> <td>£628.63) £ 27.58)</td> <td></td> <td>Linda Paice</td> <td>Salary Shared admin</td> <td>LGA 1972 s112 LGA 1972 s111</td> </tr> </tbody> </table>	Payment Ref	AMOUNT	INCL VAT OF	PAYEE	DETAILS	POWER	OL5/1	£628.63) £ 27.58)		Linda Paice	Salary Shared admin	LGA 1972 s112 LGA 1972 s111
Payment Ref	AMOUNT	INCL VAT OF	PAYEE	DETAILS	POWER								
OL5/1	£628.63) £ 27.58)		Linda Paice	Salary Shared admin	LGA 1972 s112 LGA 1972 s111								

		£656.21				
OL5/2	£140.60			HMRC	Tax	LGA 1972 s112
OL5/3	£70.27	11.71		DNH Contracts	Dog bin maintenance	Open Spaces Act
OL5/4	£35.00) £25.00) £60.00			Northants ACRE	Membership Course fee	LGA 1972 s143 LGA 1972 s111
OL5/5	£57.56			Roger Harrington	Zoom Fees	LGA 1972 s111
OL5/6	£505;65			Gallagher	Insurance renewal	Accs and Audi Regs
OL5/7	£1415.84	235.97		Alan Page	RR Electrics	GPOc

- ii) To note any **Receipts** 30th April 2022
- iii) To not the report of the Internal Auditor
- iv) To received and sign Section 2 of the Annual Audit Return 2021-22 being the Accounting Statement for 2021-22
- v) To note formalisation of disbanding of the Recreation Society and transfer of funds to the Council's Instant Access Account

19.3 **HIGHWAYS & INFRASTRUCTURE SUBGROUP** – (Cllrs Barnett, Garnor, Chairman(advisory):
Report of the Group on:

- i) Highway **Issues to report** and consider.
- ii) Feedback from **previously reported issues**
- iii) To receive any further update on Gigaclear and Openreach works
- iv) To note Update from Dame Andrea Leadsom MP on Towcester Relief Road

19.4 **LIGHTING** – i) Any faulty lights to report
ii) Any other lighting issues

195 **SILVERSTONE CIRCUIT/MEPC LIAISON GROUP** – (Cllrs Cunningham, Neuhoff, Harrington):
Report of the Group on:

- i) Feedback from latest meetings

19.6. **READING ROOM LIAISON GROUP** – (Cllrs Harrington, Cunningham):
Report of the Group on:

- i) Update on progress since the last meeting

19.7 **POLICE LIAISON** (Chairman) – i) Report on latest meetings/issues raised

198 **OTHER INTERNAL REPORTS** - i) **Good Neighbour Scheme** - (Cllrs Harrington and Neuhoff):
Report as necessary including noting receipt of Minutes of the recent AGM

- ii) **Public Rights of Way** – (Parish Path Warden and Clerk) – a) PW to raise issues with the Clerk to be reported as necessary.
- iii) **Queens Platinum Jubilee update - Recreation Society** (Cllr Craven)
- iv) **Community Website and social media management** – Cllrs Harrington, Garnor and Clerk) – a) Update since last meeting
- v) **Community Emergency Plan** - (Cllrs Harrington, Craven, Garner and Chairman) - Update
- vi) Further consideration on **Cloud Storage** -
 - a) Clarification by Cllr Harrington of exactly what and where he considered relevant PC documentation should be stored and how members get access to it which was not already available elsewhere.
 - b) Clarification from the National Association of Local Council's Legal Topic Note on the 'Need to Know'.
- vii) Update on maintenance of the Wildlife Park area by Cllr Cunningham

19.9 **REPORTS ON EXTERNAL ISSUES** – (Clerk or as delegated) :

- i) **Odours issues** – to receive the latest update.

20 **CORRESPONDENCE**- i) To receive any general correspondence. ii) To note contact regarding proposed visits of a Coffee Wagon

21 **CONSULTATION DOCUMENTS** – I) WNC Housing Strategy

22 To receive any **ITEMS FOR THE NEXT MEETING AGENDA**

	<i>Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk members of the public and press will be asked to leave</i>
22	To consider the annual review of the Clerk 's salary and conditions.
23	DATE OF NEXT MEETING - Thursday June 9 th 2022 at 7.30pm in the Reading Room unless otherwise advised. Members were reminded of the Annual Village Meeting planned for Thursday May 26 th in the Reading Room at 7pm for 7.30pm

Linda Paice

LINDA PAICE, MILCM
9 Bradden Way
Greens Norton
Towcester
Northants NN12 8BY
Tel: 01327 353622
4th May 2022

MIKE PETERS
Chairman
π28 Church Way
Whittlebury
Northants

Members of the public are welcomed at all meetings opportunity speak will be given at the appropriate time within the meeting.

Members of the public may also address the Council upon individual items listed on the agenda for a period not longer than 3 minutes provided that three clear days notice is given to the Parish Clerk of the intention.

Parish Council meetings are held in a public place and attendees need to be aware that under new legislation the meeting may be recorded and/or photographs taken. If any member of the public intends to record or take photographs, as a courtesy will you please declare this at the beginning of the meeting.