



NOTICE OF PARISH COUNCIL MEETING

1. Please switch off mobile phones as they may disrupt a meeting.
2. Councillors and parishioners are advised that this meeting maybe recorded.

Chairman: John Hunt

Clerk: Mrs E Gibson
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To members of the Council:
You are hereby summoned to attend the

Annual Meeting of Spratton Parish Council

To be held on Tuesday 19th May 2020 via Zoom **7.30 pm** for the purpose of transacting the following business.

Members of the public and press are invited to address the Council at its Open Forum from 7.30 pm to 7.45 pm. To attend the meeting please use the following details. To help manage the meeting prior notice of attendance would be appreciated:

<https://us02web.zoom.us/j/86797152747?pwd=V2JCaS9aU2piVmpqR043RTVob2dZUT09>

Meeting ID: 867 9715 2747

Password: 230113

A G E N D A

- 01.20 ELECT A CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**
- 02.20 ELECT A VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**
- 03.20 PUBLIC FORUM:** Members of the public and press are invited to address the Council at its Open Forum. 15 minutes. Speakers have up to 3 minutes each.
- 04.20 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE.**
- 05.20 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 21ST APRIL 2020.**
- 06.20 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.**
- 07.20 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS.**
1. To receive for relevant items on the agenda
 2. To receive details of any changes to registrable interest forms (if any)
- 08.20 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS (previously circulated).**
Parish Council to discuss and make resolution on the following: -
- a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - b) Review of the terms of references for committees/steering/advisory groups.
 - c) Receipt of nominations to existing committees/steering/advisory groups.
 - d) Appointment of any new committees/steering/advisory groups, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- 09.20 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES e.g. Village Organisations, District Council, REC Committee, Highways and arrangements for reporting back.** Council to make resolution as necessary.
- 10.20 WARDENS**
To review, accept new nominations and appoint. Council to make resolutions on appointments.
- 11.20 STANDING ORDERS, FINANCIAL REGULATIONS AND RISK ASSESSMENT**
1. To review and approve changes to Standing Orders necessary in respect of any new legislation.
 2. Parish Council to review Financial Regulations and make resolution to adopt.
 3. Parish Council to review Risk assessment and Risk Management document and make resolution to adopt.
- 12.20 POLICY REVIEWS:** Council to review the policies and resolve to re-adopt as appropriate (list attached).
- 13.20 INVENTORY OF LAND AND ASSETS (including buildings and office equipment)**
Parish Council to review and make resolution to adopt. **Note: Current insurance runs until September 2021.**
- 14.20 MEMBERSHIP OF OTHER BODIES (by Council and/or employees)**
Parish Council to review and make resolution as to continuation or otherwise. In particular the following:
- a) Northamptonshire County Association of Local Councils – NCALC.
 - b) Society of Local Council and Clerks – SLCC.

15.20 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2020/21 AND THE ANNUAL PARISH MEETING (HELD IN SPRATTON VILLAGE HALL UNLESS OTHERWISE STATED)
Parish Council make resolution to review and adopt.

Tuesday 16 th June 2020	Tuesday 19 th January 2021
Tuesday 14 th July 2020	Tuesday 16 th February 2021
Tuesday 15 th September 2020	Tuesday 16 th March 2021
Tuesday 20 th October 2020	Tuesday 20 th April 2021
Tuesday 17 th November 2020	Tuesday 18 th May 2021 (Annual Meeting Of The Parish Council)

Annual Parish Meeting T.B.C

Council to make a resolution to allow flexibility in meeting dates. Council may review the above dates and re-arrange if necessary. Public notice of any changes of meeting dates will be communicated via the noticeboard or website at least one week in advance of meeting date.

16.20 RESOURCES (STAFFING AND STRATEGY) COMMITTEE

- a) Update (if any)
- b) Annual Return 2019/20
 - 1. Resolution to approve Annual Governance Statement.
 - 2. Resolution to approve Annual Return.
 - 3. Resolution to approve End of Year accounts and explanation of variances (if any)
- c) Internal Audit – The council’s internal audit for year ending 31st March 2019 has taken place. A copy of the report has been circulated to Councillors and will be made available on the Council’s website. Council to consider and make resolution to accept internal auditor’s report.
- d) Income received.
- e) Payment of outstanding invoices. Parish Council resolution to approve those listed plus additional received between 13th May and 19th May 2020 (if any) circulated at meeting.

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
29/04/2020	Zeta Specialist Lighting	Streetlighting upgrade LED	BT	£8,209.50	£1,641.90	£9,851.40
20/05/2020	Midshire Masons	Stonework planning application	BT			£250.00
20/05/2020	R&G	Mowing	BT	£1,193.14	£238.62	£1,431.76
25/05/2020	E Gibson	May Salary	BT			£789.46
25/05/2020	NEST	Pensions contribution	DD			£56.37
22/05/2020	O2	Office phone	DD	£32.84	£6.57	£39.41

- f) Bank balances, Bank Reconciliation and Receipts and Payments report to 30th April 2020: Parish Council to make resolution to approve.
- g) REC Grant Application: Council to consider REC grant application and make a resolution regarding this.

17.20 PLANNING EXECUTIVE COMMITTEE

- a) Update (if any) for information only.
Homecare Grown Farm: Up-date to be received and Council to discuss any resolution necessary.
- b) Planning Applications to consider and make resolution-

Application No.	Description	Location	Respond by	Case Officer
DA/2020/0300	Construction of side and rear extension	Lihov 4 The walk, Spratton	18.05.2020 (extension agreed)	Rob Burton
DA/2020/0243	Construction of dwelling on footprint of former demolished barn	Millers Barn, Welford Road, Spratton	14.05.2020 (extension agreed)	Anna Lee

- c) Planning application decisions to report- None.

18.20 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

- a) Headstone Application: Cllrs have had sight of the application Council to make resolution regarding this.
- b) Gate widening on EVC: To received up-date. Council to discuss and make any resolution necessary.
- b) Mowing –Council to discuss mowing and make any resolutions necessary.
- c) Village Handyman – Council to discuss any work for the village handyman and make resolutions.

- 19.20 HIGHWAYS ADVISORY GROUP (including Street lighting Advisory Group)**
Parish Council to receive and consider update reports and Advisory Group recommendations in respect of the following: -
- a) **Highways Issues** - To receive up-date and Parish Council to discuss and make resolutions.
 - b) **Street lighting** - To receive up-date and Parish Council to discuss and make resolutions.
- 20.20 COMMUNITY ENGAGEMENT ADVISORY GROUP:** Parish Council to receive and consider any updated reports and Advisory Group recommendations.
- a) **Covid-19 village response.** Council to consider any issues arising from Coronavirus and current policies and make and resolutions as necessary.
- 21.20 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated).**
- a) Concerns raised by resident regarding levels of traffic using Spratton Hall School. Resident was concerned that the traffic may increase as the school is planning to open a new forest school. Parishioner requested the Council consider writing to the school with these concerns. Council to consider and make a resolution as necessary.
- 22.20 GENERAL CORRESPONDENCE RECEIVED (For Information)- None.**
- 23.20 DATE OF NEXT MEETING – Tuesday 16th June 2020 at 7.30pm**

Signed:



Date: 13th May 2020

Clerk to Spratton Parish Council