

# 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 21<sup>st</sup> May 2019 in Spratton Village Hall, School Road, Spratton at **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.**

### AGENDA

- 73.19 ELECT A CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**
- 74.19 ELECT A VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**
- 75.19 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.
- 76.19 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE.**
- 77.19 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 16<sup>th</sup> APRIL 2019.**
- 78.19 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.**
- 79.19 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)
- 80.19 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.
- 81.19 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.
- 82.19 WARDENS**  
To review, accept new nominations and appoint. Council to make resolutions on appointments.
- 83.19 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. Cllrs to make a resolution that ***"BACS payments are to be actioned solely by the RFO, once the invoice/payment has been authorised by two Cllrs as signatories"***.
  3. Parish Council to review Risk assessment and Risk Management document and make resolution to adopt.
- 84.18 POLICY REVIEWS:** Council to review the following policies and resolve to re-adopt as appropriate
1. Data Protections policy
  2. Data Breach policy
  3. Subject Access Requested procedure
  4. GDPR Security Compliance checklist
  5. DATA Protection Data Map
  6. Reserves Policy
- 85.19 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.**

- 86.19 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.
- 87.19 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2019/20 AND THE ANNUAL PARISH MEETING (HELD IN SPRATTON VILLAGE HALL UNLESS OTHERWISE STATED)**  
Parish Council make resolution to review and adopt.
- 88.19 SPC ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**  
Parish Council to make resolution to approve.

**89.19 RESOURCES (STAFFING AND STRATEGY) COMMITTEE**

- a) **Update** (if any)
- b) **Annual Return 2018/19**
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 31<sup>st</sup> March 2019 took place on 2<sup>nd</sup> May 2019. 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** –  
**25/04/19 DDC Precept (first payment) - £20,500**  
**26/04/19 DDC CIL Payment - £12,505.35 Ref: DA/2017/0407 Yew Tree Cottage**  
**26/04/19 Bank Interest - £20.32**  
**17/04/19 VAT Refund - £2,201.99**
- e) **Payment of outstanding invoices.** Parish Council resolution to approve those listed plus additional received between 15<sup>th</sup> May and 21<sup>st</sup> May 2019 (if any) circulated at meeting.

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
08/05/19	Welford PC	Bus refund	Bank transfer			£120.64
08/05/19	Northants ACRE	Community Facility	Bank transfer			£40.00
13/05/19	Jones Wholesale	Stationery	Debit card	£1.49	£0.30	£1.79
13/05/19	Tesco	Refreshments	Debit card			£23.09
22/05/19	NCALC	Cllr training	Bank transfer			£72.00
22/05/19	NCALC	Annual Membership	Bank transfer			£688.34
22/05/19	Merland	Poster printing	Bank transfer	£4.40	£0.88	£5.28
22/05/19	S Barnett	Greenworks				£375.00
22/05/19	Village hall	Meetings	Bank transfer			£36.00
22/05/19	R & G	Mowing	Bank transfer			£1025.42
25/05/19	E Gibson	May Salary	Bank transfer			£762.70
25/05/19	E Gibson	HW Allowance	Bank transfer			£18.00
25/05/19	NEST	Pension contribution	Direct Debit			£56.37
22/05/19	O2	Office phone	Direct Debit	£31.98	£6.40	£38.38
22/05/19	E.on	Streetlighting electricity	Bank transfer	£175.00	£35.00	£210.00

- f) **Bank balances, Bank Reconciliation and Receipts and Payments report to 30<sup>th</sup> April 2019:** Parish Council to make resolution to approve.
- g) **Newsletter advertising review:** Cllr to discuss newsletter advertising rates. Cllr to make resolution regarding this.

**90.19 PLANNING EXECUTIVE COMMITTEE**

- a) **Update** (if any) for information only.
- b) **Planning Applications to consider and make resolution-**

Application No.	Description	Location	Respond by	Case Officer

- c) **Planning application decisions to report-**

- 91.19 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP**
- a) **Update** – To receive and Parish Council to discuss and make resolutions.
    - 1. **Benches at Millennium Garden:** Cllrs to discuss options and make a resolution as necessary.
    - 2. **Headstone Application:** Cllrs have had sight of the application Council to make resolution regarding this.
  - b) **Mowing** – Council to discuss mowing schedule and make any resolutions necessary.
  - c) **Village Handyman** – To receive and Parish Council to discuss and make resolutions.
  - d) **Churchyard Wall** – Council to discuss church wall, work to be completed on the wall and retrospective planning application for re-building of the stone column. Council to make a resolution as needed.
  - e) **Roly Banks** – Cllrs to discuss the mowing and maintenance in this area. Resolution to be made a necessary.
- 92.19 NATURAL SPRATTON INCLUDING SPRATTON POCKET PARK ADVISORY GROUP**  
Parish Council to receive and consider update reports and Advisory Group recommendations in respect of the following:-
- a) **Jubilee Wood**
  - b) **Spratton Pocket Park**
- 93.19 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 and Parish Council to discuss and make resolutions.  
**Re-painting of road humps in the village:** Council to discuss humps that need painting in the village and make resolution as necessary.
  - b) **Street lighting** - To receive and Parish Council to discuss and make resolutions. Clerk has obtained quotes from comparison company for streetlight electricity provider. Council to consider quotes and make resolution as necessary.
- 94.19 COMMUNITY ENGAGEMENT ADVISORY GROUP:** Parish Council to receive and consider any updated reports and Advisory Group recommendations.
- a) **Phone-box:** Council to receive any up-date regarding this and make any resolution as required to progress the project.
- 95.19 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated).**
- a) Daventry District Council's Scrutiny and Improvement Committee have undertaken to review the waste collection service that came into operation last year. Feedback from the Parish Council is sought. The response is required by Friday 31st May 2019. Council to consider questionnaire and make a resolution regarding their response.
- 96.19 GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation)-** None.  
Items received of interest to parishioners will be displayed on the Noticeboard or Website where relevant.
- 97.19 DATE OF NEXT MEETING – Tuesday 18<sup>th</sup> June 2019 at 7.30pm**
- 98.19 To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 3d: The public and press should leave the meeting during the consideration of: Staffing issues.**

Signed:



Date: 15<sup>th</sup> May 2019

Clerk to Spratton Parish Council

**2019-20**

**Meeting dates**

Tuesday 18<sup>th</sup> June 2019  
 Tuesday 16<sup>th</sup> July 2019  
 Tuesday 17<sup>th</sup> September 2019  
 Tuesday 15<sup>th</sup> October 2019  
 Tuesday 19<sup>th</sup> November 2019  
 Tuesday 17<sup>th</sup> December 2019  
 Tuesday 21<sup>st</sup> January 2020  
 February 2020 (to be agreed)  
 Tuesday 17<sup>th</sup> March 2020  
 Tuesday 21<sup>st</sup> April 2020  
 Tuesday 19<sup>th</sup> May 2020  
 Annual Village Meeting (to be agreed)