

GLAPTHORN PARISH COUNCIL

Parish Clerk: Alan Tresadern 30 Lytham Park, Oundle PE8 4FB
Telephone: 01832 275281 Email: parish.clerk@glapthorn.org.uk

To Members of the Parish Council:

You are summoned to attend the **Annual Parish Council Meeting**, combined with the **First Ordinary Parish Council Meeting of 2018-19**, to be held at the Glapthorn Village Hall on **Thursday 17th May 2018 at 7.30pm**

A.P. Tresadern

Alan Tresadern
Clerk to the Council

8th May 2018

AGENDA (rev4)

1. To elect the Chairman for 2018-19 and to receive the Chairman's declaration of acceptance of office.
2. To elect a Vice-Chairman.
3. To receive and accept apologies for absence.
4. To receive member's declaration of interest in any item on the following agenda and to consider any dispensations.
5. **Public forum - members of the public are invited to express their views and concerns on matters relating to this agenda and other items of note.**
6. General Data Protection Regulation (2018/19 – (GDPR) compliance:
 - 6.1. To appoint the Northants CALC Data Protection Officer Service as the council's Data Protection Officer
 - 6.2. To adopt the Data Map
 - 6.3. To adopt the Data Protection Policy
 - 6.4. To adopt the Subject Access Request Procedure
 - 6.5. To adopt the Data Breach Policy
 - 6.6. To adopt the Records Retention Policy
 - 6.7. To adopt the Privacy Notices
 - 6.8. To receive completed Security Compliance Checklists from all Councillors and committee members.
 - 6.9. To resolve that the council registers as a Data Controller with the Information Commissioner's Office (ICO) and pays the Data Protection Fee of £40 or £35 if paid by direct debit.
7. To consider a request from the Village Hall Committee to accept one of the vacant positions on the Committee, as required by the Village Hall Trust Deed..
8. To confirm the appointment of the following roles for 2018-19:
 - 8.1. Data Protection Officer
 - 8.2. Finance Committee members (3)
 - 8.3. Traffic Committee members (3)
 - 8.4. Internal Controls Councillor
 - 8.5. Emergency Plan coordinator
 - 8.6. Flood Warden

- 8.7. Footpath Warden
- 8.8. Neighbourhood Plan Advisory Committee members (2)
- 8.9. Glapthorn Playfield Association Advisory Committee members (2)
- 8.10. Neighbourhood Watch coordinator
- 8.11. ACRE Best Village Committee representative

9. To approve the following dates (Thursdays) for Parish Council meetings 2018-19:

- 21st June– Planning only (if required)
- 19th July – Ordinary meeting
- 16th August - Planning only (if required)
- 20th September – Ordinary meeting
- 18th October - Planning and Finance meeting
- 15th November– Ordinary meeting
- 13th December - Planning only (if required)
- 17th January – Ordinary meeting
- 21st February - Planning only (if required)
- 21st March– Ordinary meeting
- 18th April (Annual Parish Meeting)
- 18th April - Planning only (if required)
- 16th May (Annual Parish Council Meeting)

10. To review and adopt NEW Standing Orders.

Report from the Clerk – “The document, based on NEW Model Standing Orders issued by NALC, has been circulated to all councillors prior to the meeting. I have reviewed the policy and recommend that it be adopted without change”.

11. To review and re-adopt the following Policies and Procedures:

- 11.1. Financial Regulations
- 11.2. Procedures for Financial Control and Internal Audit
- 11.3. Equal Opportunities & Diversity Policy.

Report from the Clerk – “The documents have been circulated to all councillors prior to the meeting. I have reviewed the policies and procedures and recommend that they are re-adopted without change”

12. To consider and adopt the following NEW Policies and Procedures:

- 12.1. Volunteer Policy
- 12.2. Child Protection Policy
- 12.3. Safeguarding Policy

Report from the Clerk – “The documents have been circulated to all councillors prior to the meeting. I have reviewed the policies and procedures and recommend they are adopted without change”

13. To review the Insurance Policy

Report from the Clerk – “I have received two quotations for the policy and recommend that the council accept a proposal from Aviva, via BHIB insurance brokers at an annual sum of £303.58 for a three year-fixed price contract. A saving of £92 per annum against budget”.

14. To note the Asset Register.

Report from the Clerk – “I have reviewed the current value of all items and it is within the cover provided by the insurance policy.

15. To review the council's subscriptions to other bodies;

Report from the Clerk – “Glapthorn Parish Council make annual subscriptions to ACRE, NALC and SLCC and I recommend all are continued”.

16. Finance report for year ended 31st March 2018

- 16.1. To resolve that Glapthorn Parish Council is exempt from external audit due to the gross annual income/expenditure being less than £25,000.
- 16.2. To receive the Financial Statement for the year ended 31st March 2018.
- 16.3. To receive and note the annual internal audit report and consider the recommendations.
- 16.4. To approve Section 1, Annual Governance Statement, of the Annual Return for 2017-18.
- 16.5. To consider Section 2, Accounting Statements, of the Annual Return for 2017-18, and resolve to approve the Accounting Statements, ensuring the Accounting Statements are signed and dated by the person presiding at the meeting.
17. To appoint an Internal Auditor for 2018-19.
Report from the Clerk – "I recommend the re-appointment of NCALC as provider of our Internal Audit service.
18. To approve the following regular payments (inclusive of VAT):
 - 18.1. To County Life for Nene Valley News distribution – monthly £23.84
 - 18.2. To E.on for street light energy – quarterly £41.60
19. To consider the use of the Gigaclear free-of-charge installation at the Village Hall and determine if the Parish Council should make the monthly payments £34.42, due from September 2018.
20. To resolve that the minutes of the Extra-Ordinary Meeting of the Parish Council, held on the 19th April 2018, be signed as a correct record.
 - 20.1. To consider any matters arising from the minutes referenced in the item above, not covered in the following agenda.
21. Neighbourhood Plan:
 - 21.1. To receive a report from the Glapthorn Neighbourhood Planning Group (GNPG).
Report from the Clerk – "A draft response has been circulated to all councillors prior to the meeting, for consideration
 - 21.2. To approve the 'Referendum Version' of the Glapthorn Neighbourhood Plan, incorporating the Independent Examiner's recommendations.
 - 21.3. To note the Referendum will be held on Thursday 5th July 2018.
22. To agree a response to Oundle Neighbourhood Plan under their Regulation 14 consultation. *Report from the Clerk – "A draft response has been circulated to all councillors prior to the meeting, for consideration".*
23. To receive a report from the Flood Warden and approve expenditure **up to** £650 to cover 50% of the cost of a CCTV survey of the surface water drains on Main Street by Brookside (£941.46) and associated traffic management (circa £200 and £600).
24. To receive a report from the Footpath Warden.
25. To consider new and current planning applications, and note any decisions taken by higher authority.

New: 8/00671/FUL Change of use from agricultural land to residential land (retrospective) at Land Rear Of 3 Main Street Glapthorn Northamptonshire (PP-06857144)

Decisions: 18/00375/VAR Barns. Cotterstock Road. Variation of Condition 17 (approved plans), Condition 2 (Terms of consent) and Condition 6 (Stonework) pursuant to 16/02399/FUL Change of use of redundant agricultural barns to a single residential dwelling and associated access. To allow rebuild works to be undertaken to main walls. The remainder of the development would be implemented in accordance with details approved under 16/02399/FUL **Permission granted.**

26. To receive a general report from the Clerk.
27. Correspondence
28. Finance report for year ending 31st March 2019
 - 28.1. To receive a report of the financial position of the council as at 30th April 2018.
 - 28.2. To approve the bank reconciliation as at 30th April 2018.
 - 28.3. To approve receipts and payments as per list circulated by the Clerk.
29. To accept the results of national pay negotiations and agree a new salary scale for the Parish Clerk, applicable from 1 April 2018, of a 2% increase on SCP20 being the pay scale previously agreed by the council for the Parish Clerk for 2018-19 – Minute 19.2 dated 19th November 2015.
30. To approve the purchase of a replacement printer, an HP Eco-tank or similar, for £180.00 as itemised in the budget 2018-19.
31. To approve the purchase of a secure cabinet, to house the projector remote control, to be installed within the village hall for up to £100.
32. To approve the purchase of a secure filing cabinet for council papers in compliance with the NEW data protection regulations at a price of £100 plus VAT.
33. To resolve to close the meeting to the public in order to discuss commercially sensitive material relating to the proposed purchase of land for the recreational area.
34. To receive a report from the Glapthorn Playing Field Association, formerly the Recreational Land Procurement Group. *Report from the Clerk – “The report has been circulated to all councillors prior to the meeting, for consideration”.*
35. To approve the sum of £656 for solicitor’s fees, required to produce, and send, a Draft Heads of Terms to Bruce Wilkinson, owner of the land under consideration for purchase as a ‘Playing Field/Recreational Area. *Clerk’s note: Part of this sum, £250, was previously agreed therefore the request is for the balance of £406.*
36. Matters for future consideration.
37. Date of next meeting.
38. Closure