

GLAPTHORN PARISH COUNCIL

Parish Clerk: Alan Tresadern 30 Lytham Park, Oundle PE8 4FB
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To Members of the Parish Council:

You are summoned to attend the **Annual Parish Council Meeting** and the **First Ordinary Meeting of 2019-20** to be held consecutively on **Thursday 23rd May 2019** at **7.30pm.** in **St. Leonard's Church.** **NOTE CHANGE OF VENUE.**

AP Tresadern

Alan Tresadern
Clerk to the Council

16TH May 2019

AGENDA (Rev)

Part 1 - Annual Parish Council Meeting:

19. To elect the Chairman for 2019-20 and to receive the Chairman's declaration of acceptance of office.
20. To elect a Vice-Chairman.
21. To receive and accept apologies for absence.
22. To receive member's declaration of interest in any item on the following agenda and to consider any dispensations.
23. **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.**
24. To resolve that the minutes of the Ordinary Meeting of the Parish Council, held on the 21st March 2019, be signed as a correct record and to consider any matters arising from the minutes referenced in the item above, not covered in the following agenda.
25. To resolve that the minutes of the Extra-Ordinary Meeting of the Parish Council, held on the 4th April 2019, be signed as a correct record and to consider any matters arising from the minutes referenced in the item above, not covered in the following agenda.
26. To confirm the appointment of the following roles for 2019-20:
 - 26.1. Data Protection Officer – NCALC (fee £10.00 p.a.)
 - 26.2. Traffic Committee members
 - 26.3. Glapthorn Playfield Works Committee
 - 26.4. Glapthorn Playing Field Association representative(s)
 - 26.5. Windy Spire Committee
 - 26.6. Internal Controls Councillor
 - 26.7. Emergency Plan coordinator
 - 26.8. Flood Warden

- 26.9. Footpath Warden
- 26.10. Neighbourhood Plan Liaison Councillor
- 26.11. Neighbourhood Watch coordinator

27. To review and adopt the Standing Orders:

Report from the Clerk – “The document has been circulated to all councillors prior to the meeting. I have reviewed the policy and recommend that it be adopted without further change”.

28. To review and adopt the Financial Regulations:

Report from the Clerk – “The document has been circulated to all councillors prior to the meeting. I have reviewed the policy and recommend that it be adopted without further change”.

29. To review the inventory of assets:

Report from the Clerk – “I have reviewed the current location and value of all items. All assets are accounted for and values are within the cover provided by the insurance policy.

30. To review the Insurance Policy

Report from the Clerk – “The insurance policy, under-written by Aviva, through BHIB insurance brokers, is at the second year of a three-year fixed contract and will renew for an annual sum of £306.40. This includes a small uplift as previously agreed, to cover a new clause of key person cover”.

31. To review the council’s subscriptions to other bodies;

Report from the Clerk – “Glaphorn Parish Council make annual subscriptions to SLCC, ACRE and NCALC (Staff costs LGA 1972 s112); and ICO (Data Protection (Charges and information) Regulations 2018 r 3). I recommend all are continued”.

32. To review and adopt the Complaints Procedure:

Report from the Clerk – “The document has been circulated to all councillors prior to the meeting. I have reviewed the policy and recommend that it be adopted without further change”.

33. To review and adopt the Freedom of Information and the Data Protection Policies:

Report from the Clerk – “The documents have been circulated to all councillors prior to the meeting. I have reviewed the documents and recommend that it be adopted without further change”.

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

35. *Report from the Clerk – “The Council has many policies and procedures, all of which are reviewed and re-adopted every year. Following consultation with the Internal Auditor, I am recommending the review period for all of the documents listed below is changed from every year to, every other year, with staggered review dates. I have reviewed the following documents and recommend they are re-adopted at this meeting without further change, and reviewed again in 2021”*

- 35.1. Equal Opportunities & Diversity Policy.
- 35.2. Planning Application Handling Procedure
- 35.3. Risk Assessment Policy

I have reviewed the following documents and I recommend they are not reviewed by the Council at this meeting but are considered on future dates, to be decided, and reviewed every two years”.

- 35.4. Child Protection Policy
- 35.5. Privacy Policy
- 35.6. Safeguarding Policy
- 35.7. Volunteer Policy
- 35.8. Subject Access Request Procedure
- 35.9. Records Retention Policy
- 35.10. Social Media Policy
- 35.11. Home Working Policy
- 35.12. Financial Control and Internal Audit Procedure

36. To review the Council’s expenditure incurred under s.137 of the Local Government act 1972.

37. To approve the following dates (Thursdays) for Parish Council meetings 2019-20:

- 20th June– Planning only (if required)
- 18th July – Ordinary meeting
- 15th August - Planning only (if required)
- 19th September – Ordinary meeting
- 17th October - Planning and Finance meeting
- 14th November– Ordinary meeting
- 12th December - Planning only (if required)
- 16th January – Ordinary meeting
- 20th February - Planning only (if required)
- 20th March– Ordinary meeting
- 17th April (Annual Parish Meeting)
- 17th April - Planning only (if required)
- 15th May (Annual Parish Council Meeting)

38. Finance report for year ended 31st March 2019

- 38.1. To receive the Financial Statement for the year ended 31st March 2019.
- 38.2. To receive and note the annual internal audit report and consider the recommendations.
- 38.3. To approve Section 1, Annual Governance Statement, of the Annual Return for 2018-19.
- 38.4. To consider Section 2, Accounting Statements, of the Annual Return for 2018-19 and resolve to approve the Accounting Statements, ensuring the Accounting Statements are signed and dated by the person presiding at the meeting.

39. To appoint an Internal Auditor for 2019-20.

Report from the Clerk – “I recommend the re-appointment of NCALC as provider of our Internal Audit services.

40. To approve the following regular Direct Debit payments (exclusive of VAT):

- 40.1. E.on for street light energy – currently quarterly £53.25 (PC Act 1957,s.3; HA 1980, s.301).

40.2. Gigaclear for Village Hall broadband – currently monthly £34.42, (LGA 1972 s142 (1AA))

41. To approve the following Standing Order Payments (exclusive of VAT):

41.1. County Life for Nene Valley News distribution – monthly £23.84, (LGA 1972, s.142. (1AB) (a))

Part 2 - First Ordinary Meeting 2019-20:

42. To consider new and current planning applications, and note any decisions taken by higher authority.

New:

42.1. To consider activity relating to land off Cotterstock Road, Oundle part of which lies within the Parish of Glapthorn.

42.2. 19/00701/CND - Discharge of conditions pursuant to application for two new cottage style dwellings. Conditions 3, 12 and 17 - Land Adjacent The Cottage Benefield Road Glapthorn Northamptonshire PE8 5BQ

42.3. 19/00549/FUL - The Removal of a Modern Agricultural Building and Construction of 1 No. Self-Build Residential Dwelling to Enhance the Setting of the Adjacent Listed Manor House - Manor Farm Cotterstock Road

42.4. 19/00795/FUL - Proposed single storey rear extension at Stable Cottage 1 Lower Farm Main Street

Decisions:

42.5. 19/00092/FUL- Retention of kitchen to existing annexe, The Cottage Benefield Road – **Permission Granted**

42.6. 18/02045/VAR - Variation of condition 5 to allow the retention of balcony and patio doors, The Cottage Benefield Road – **Permission Granted**

43. To receive copies of the minutes from meetings of the Playing Field Works Committee held on 28 March 2019 and 16 April 2019, plus an update on progress to-date.

44. To consider the drawdown of part of the CFF grant, up to c.£15,000 to cover costs associated with the Planning Conditions imposed by the Planning Authority

45. To receive a copy of the minutes from the Windy Spire Committee meeting held on 25 April 2019, plus an update on progress to-date.

46. To consider making an application for a CFF grant 2019 of £10,000 for either support of the Playing Field Project Planning Application costs, or for the development of Windy Spire pocket park.

47. To receive a report from the Recruitment Committee

48. Change of Bank Account update from the Clerk

49. To receive a report on the ACRE Village Award entry

- 50.** To approve (under LGA 1976 (Misc. Prov. s.19) the sum of £500 to be granted to the Glaphorn Village Hall (in lieu of rent for use of Village Hall) as per Parish Council Minute 9 of 17th August 2017 and the 2019/20 Budget.
- 51.** To approve (under LGA 1976 (Misc. Prov. s.19) the sum of up to £500 to be gifted to the Glaphorn Village Hall, as per Parish Council Minute 9 of 17th August 2017 and the 2019/20 Budget as a contribution to the renewal of the heating system.
- 52.** Correspondence
- 53.** To receive a General Report from the Clerk
- 54.** Finance report for current financial year:
- 54.1. To receive a report of the financial position of the council as at 30th April 2019.
 - 54.2. To approve the bank reconciliation as at 30th April 2019.
 - 54.3. To approve receipts and payments as per list circulated by the Clerk.
- 55.** To consider responding to an open consultation on the content of the Revised Draft North Northamptonshire Statement of Community Involvement Consultation 2019
- 56.** Vehicle Activated Signs:
- 56.1. To approve an application for a Street Works Licence to enable the installation of posts to accept Vehicle Activated Signs (VAS) on Benefield Road in the vicinity of the school.
 - 56.2. To receive a report from Cllr. Mike Newton on the procurement of the Vehicle Activated Signs (LG & RA 1997.s30).
- 57.** Matters for future consideration.
- 58.** Date of next meeting.
- 59.** Closure