

# GLAPTHORN PARISH COUNCIL

Parish Clerk - Liz Holland, 20 Gordon Road, Oundle, Peterborough PE8 4LD

Telephone: 07932 359489 Email: parish.clerk@glapthorn.org.uk

*2018 Northamptonshire CALC Council of the Year*

*ACRE Overall Best Village Award 2019*

---

## **Draft MINUTES** of the ANNUAL MEETING held on Wednesday 19th May 2021 In Glapthorn Village Hall

**Councillors present: Mr M Moss (Chairman) (MM), Ms N Buchanan (NM), Mr D Cashmore (DCa), Mr D Chapple (DCh), Mr N Knowles (NK)**

**In attendance: Liz Holland (clerk)**

### **428. Declarations of acceptance of office**

All councillors signed their declarations of acceptance of office witnessed by the clerk. Cllr Stark signed his on Zoom on 18.5.21, witnessed by the clerk (following NCALC advice)

### **429. Elect the Chair**

Mr Malcolm Moss was **PROPOSED** by Cllr Chapple and **SECONDED** by Cllr Buchanan. **ALL AGREED**. Cllr Moss signed the declaration of acceptance of office witnessed by the clerk

### **430. Public open time**

No residents were present

### **431. ACCEPT apologies for absence**

Apologies were **ACCEPTED** from Cllr Stark.

### **432. RECEIVE Declarations of Disclosable Pecuniary or Other Interests and any Dispensation requests**

There were none

### **433. Elect the Vice chair**

Cllr David Cashmore was **PROPOSED** by Cllr Chapple and **SECONDED** by Cllr Moss. **ALL AGREED**. The Chair went on to thank Cllr Knowles for his time as vice-chair

### **434. CONFIRM appointments**

The following appointments were all **AGREED**

- 434.1. Data Protection Officer – NCALC (fee £10.00 p.a.)
- 434.2. Glapthorn Playing Field Association representative(s) – Cllr Knowles
- 434.3. Internal Controls Councillor - Cllr Stark (to be confirmed by email acceptance)
- 434.4. Emergency Plan coordinator – Roy Kerr
- 434.5. Flood Warden – Roy Kerr was suggested. Cllr. Knowles will ask him **ACTION: NK**
- 434.6. Footpath Warden – Cllr Buchanan

### **435. Review and adopt the Standing Orders: **ALL AGREED****

### **436. Review and adopt the Financial regulations: **ALL AGREED****

### **437. Proposal to confirm the Insurance Policy; **ALL AGREED****

### **438. Proposal to confirm the council's subscriptions to NCALC & the ICO: **ALL AGREED****

**439. Review and adopt**

- 439.1. The complaints procedure
- 439.2. Freedom of Information Policy
- 439.3. Data Protection Policy
- 439.4. Data Breach policy

**ALL AGREED**

**ACTION: 435 to 439 clerk to prepare documents and DCa will update the website**

**440. Proposal to agree dates for Parish Council meetings 2021 - 22:**

The following dates were **ALL AGREED**

- 16th June– Ordinary meeting
- 21<sup>st</sup> July – Ordinary meeting
- 18th August - Provisional only / planning
- 15th September – Ordinary meeting
- 20<sup>th</sup> October - Provisional only / planning
- 17th November– Ordinary meeting
- 15th December - Provisional only / planning
- 19th January – Ordinary meeting
- 16th February - Provisional only / planning
- 16th March– Ordinary meeting
- 20<sup>th</sup> April - Provisional only / planning

It was **AGREED** that dates at the village hall will be booked and paid for whether or not a meeting takes place.

**ACTION: clerk to book**

**441. The PROPOSAL to APPROVE the bank mandate was AGREED.** Signatories remain any two of Cllr Moss, Cllr Stark and the clerk.

**442. The PROPOSAL to APPROVE the following regular payments (exclusive of VAT):**

- 442.1. E.on for street light energy – quarterly direct debit £55.60 (PC Act 1957,s.3; HA 1980, s.301). **AGREED**
- 442.2. County Life for Nene Valley News distribution – monthly £23.84, (LGA 1972, s.142. (1AB) (a)) **REJECTED** The clerk was asked to find out what is happening with NVN distribution as a copy had not been received in the village for months. **ACTION: clerk**

The annual meeting closed and moved directly on to the ordinary meeting