

# NASEBY PARISH COUNCIL

## NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

On Thursday 09 May 2019 at 7.30pm

Council Members are hereby summoned to attend a meeting of Naseby Parish Council to be held in The Village Hall, Fairfax Room, Haslebech Road, Naseby, NN6 6DE

Please inform the Clerk of your apologies, if you are unable to attend.

Email: [clerk.nasebypc@outlook.com](mailto:clerk.nasebypc@outlook.com)

**Public Participation:** In accordance with Standing Order 3(e)(f) members of the public and press are invited to address Council about any matter relating to the business to be transacted during the public forum. A total period not exceeding 15 minutes will be set aside for this purpose with a 3 minute period given to each person in attendance.

### AGENDA

#### ANNUAL MEETING

**19/291 ELECTION OF CHAIRMAN**

To elect the Chairman and receive their Declaration of Acceptance of Office.

**19/292 ELECTION OF VICE CHAIRMAN**

To elect the Vice Chairman and receive their Declaration of Acceptance of Office.

**19/293 APOLOGIES**

To consider and accept all apologies reported.

**19/294 DECLARATION OF ACCEPTANCE OF OFFICE**

To note all members' Declarations of Acceptance of Office for the new Council year.

**19/295 DECLARATION OF INTERESTS**

- a) To consider any Declarations of any Disclosable Pecuniary or Other Interests.
- b) To consider any Dispensations or written requests for dispensation of DPI

**19/296 MINUTES**

Resolve to the Chairman approving and authorising the Ordinary Meeting Minutes of the 04 April 2019 and Extra Ordinary Meeting Minutes of 2<sup>nd</sup> May 2019.

**19/297 APPOINTMENT OF INTERNAL CONTROLLER****19/298 APPOINTMENT OF REPRESENTATIVES**

Resolve to re-appointment council members to the following roles:

- Footpath and Tree Warden
- Village Hall Committee Representative
- Mowing Warden
- Highways and Road Safety Officer
- Street Lighting Warden
- Defibrillator Inspector
- Neighbourhood Watch & Police Liaison
- Speed Display Sign Co-ordinator
- Welcome Pack Co-ordinator
- Grants Officer

Resolve to approve two new roles and PC representatives as follows:

- Play Area Construction Officer
- Information Officer

**19/299 APPOINTMENTS TO WORKING GROUPS**

Resolve to appoint two Parish Council representatives to the Play Area Working Group – see Agenda Item 19/314.

<b>19/300</b>	<b>CHEQUE SIGNATORIES/AUTHORISATIONS</b>
	<ul style="list-style-type: none"> <li>a) Resolve to adopt and approve the list of cheque signatories.</li> <li>b) Resolve to add two new signatories to the Natwest account – Cllr Howat and Cllr Carter.</li> </ul>
<b>19/301</b>	<b>REVIEW OF MEMBERS INTERESTS</b>
	To consider and record all members' interests, including any changes.
<b>19/302</b>	<b>APPROVE COUNCIL GOVERNANCE</b>
	<ul style="list-style-type: none"> <li>a) Resolve to re-adopt the Standing Orders.</li> <li>b) Resolve to re-adopt the Financial Regulations</li> </ul>
<b>19/303</b>	<b>APPROVE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19</b>
	<ul style="list-style-type: none"> <li>a) Resolve to the Chairman and Clerk/RFO approving Section 01 Annual Governance Statement of the Annual Governance and Accountability Return for year ended 31<sup>st</sup> March 2019, as presented to council prior to the meeting.</li> <li>b) Resolve to the Chairman approving Section 02 Accounting Statement of the Annual Governance &amp; Accountability Return for year ending 31<sup>st</sup> March 2019, as circulated to council prior to the meeting.</li> </ul>
<b>19/304</b>	<b>APPROVE COUNCIL POLICIES</b>
	<ul style="list-style-type: none"> <li>a) Resolve to re-adopt the Asset Register.</li> <li>b) Resolve to re-adopt all current policies and procedures.</li> <li>c) Resolve to re-adopt Parish Council Risk Assessment.</li> </ul>

## ORDINARY MEETING

<b>19/305</b>	<b>PUBLIC PARTICIPATION (OPEN MEETING)</b>	
	To hear any Parishioner issues/views	
<b>ITEMS FROM PREVIOUS MINUTES</b>		
19/306	<u>Village Hall Grant (Min Ref. 19/263)</u> To further consider the grant application made by the Village Hall.	ALL
19/307	<u>Play Area Construction &amp; Lease (Min Ref. 19/265 &amp; 19/280)</u> <ul style="list-style-type: none"> <li>a) Receive an update report from Chairman Reedman and Clerk</li> <li>b) Resolve to approve the Kompan quotation at a cost of £80,100 inc. VAT.</li> <li>c) Agree to ring-fence the VAT refund for future play area costs.</li> </ul>	PG/JF
19/308	<u>Defibrillator (Min Ref. 19/266)</u> Receive an update report from Cllr Dyett concerning purchasing pads for children of 8 years and under.	LD
19/309	<u>Speed Indicator Devices (Min. Ref 19/267)</u> Receive an update report from Chairman Reedman concerning the recent operational faults.	PG
19/310	<u>59/60 Bus Services Subsidy (Min Ref 19/270)</u> Receive an update report from Chairman Reedman.	PG
19/311	<u>Banking Arrangements (Min Ref 19/271)</u> <ul style="list-style-type: none"> <li>a) Receive an update report from the Clerk concerning a new bank account due to the £85k limit.</li> <li>b) Resolve to open another bank account from the list of banks circulated prior to the meeting.</li> <li>c) Resolve to the Chairman and Cllr Dyett signing all associated bank forms.</li> </ul>	JF
19/312	<u>Noticeboard (Min. Ref 19/274)</u> Receive an update report from Cllr Nicholson.	PN
19/313	<u>Best Village Award Application (Min. Ref 19/276)</u> Receive an update report from Cllr Howat.	SH
<b>GENERAL MATTERS</b>		
19/314	<u>Play Area Working Group</u> RESOLVE to set up a working group for the Play Area project and the following: <ul style="list-style-type: none"> <li>a) Choose two Council members as representatives.</li> <li>b) Approve the draft Terms of Reference.</li> </ul>	ALL
19/315	<u>Councillor's Areas of Responsibility</u> Agree council members Areas of Responsibility.	ALL
19/316	<u>Chairman's Report 2018/19</u> Receive the Chairman's report for the previous council year.	PG

19/317	<u>Naseby Village Design Statement</u> Consider if this document requires updating.	ALL	
19/318	<u>Neighbourhood Plan</u> Re-consider whether to commence with a 'Plan' for Naseby parish.	ALL	
19/319	<u>Street Lighting Guide</u> Resolve to give permission to NCalc using the following Naseby PC items in their 'A Practical Guide to Street Lighting' booklet: <ul style="list-style-type: none"> <li>▪ Redacted Western Power Distribution unmetered supply certificate</li> <li>▪ A copy of the Naseby Parish street lighting online map</li> <li>▪ A copy of the redacted Lighting Inventory</li> </ul>	PG	
19/320	<u>Monthly Mobile Phone Contract</u> Resolve to approve the monthly direct debit set up with Vodafone for £19.00 for the new Parish Council phone for the Clerk.	ALL	
19/321	<u>Strategy Review / Future Planning Meeting</u> Agree to a date for the next meeting to review progress.	PN	
19/322	<u>Annual Parish Meeting</u> To discuss any items or ideas which arose from the meeting and agree actions.	PG	
19/333	<u>Declaration of Climate Emergency</u> Agree to Council exploring the issue of climate emergency and if / how the Council could support the initiative.	PN	
19/334	<u>Clerk's Salary Payments</u> Agree to the Clerk's salary being paid by Direct Debit from June onwards, and for Council members to authorise the bank forms for this purpose.	JF	
19/335	<u>Tree Surgery Works</u> To agree to instruct a tree surgeon to carry out works to a tree in the play area, as per the Salcey Tree Survey. Costs to be obtained.	PG	
19/336	<u>Catton Close Grass &amp; Hedge</u> To resolve whether to adopt the grass and hedge at the front of the Catton Close social housing development.	JF	
19/337	<u>Northants CALC 2019-20 Membership &amp; Audit Fees</u> <ul style="list-style-type: none"> <li>a) Resolve to pay the cost of £352.42 for the 2019/20 year membership.</li> <li>b) Resolve to pay the cost of £218.00 for the Internal Audit service</li> </ul>	JF	
<b>PLANNING</b>			
19/338	<u>DA/2019/0340 Planning Application – Hollytrees, High Street, Naseby, NN6 6DD</u> Single storey rear extension.	ALL	
19/339	<u>DA/2019/0209 Lawful Development Certificate Application - Land Adj Purlieu Farm, Thornby Road, Naseby, NN6 6BY</u> Lawful Development Certificate (Existing) for the storage of builders materials and equipment	ALL	
<b>19/340</b>	<b>ACCOUNTS</b>		
<u>Accounts for Payment – Current Account</u>			
To consider and resolve to all payments being made, as set out in the below table.			
Ref.	Payee	Description	Amount
<b>PAYMENTS VIA CHEQUE</b>			
001310	Josie Flavell	Clerk's May Salary & Home Allowance. Including Annual Parish Meeting expenses and mileage.	£492.33
001311	Maximow	Grass Cutting fees April Inv. 1962	£294.00
001312	Northants CALC	Annual membership and internal audit fees	£570.42
0013132	Rugby Pest Control	Quarterly mole contract fee. Inv. 3085	£60.00
<b>Direct Debit Payments</b>			
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv.	£61.91

		65955822 (March)	
D/D	Vodafone	Monthly phone contract – Parish Council phone for Clerk	£19.00
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 66297572 (May)	£63.64
<b>CANCELLED CHEQUES – PAID by Direct Debit</b>			
001306	Opus Energy Ltd	Street lighting unmetered supply – Inv. 65955822	£61.91
19/341	<b>Balance of Accounts as at 06.05.2019</b>		<b>Earmarked Reserves:</b>
	a). Current Account	£TBC	Play Area £15,000
	b). Business Reserve Account	£91,494.28	Sports Court £1,000
			Lottery Grant for Pay Area £10,000
			CIL Money £7,524
19/342	<b>Income</b>		
	<b>Date</b>	<b>Account</b>	<b>Income Received</b>
	TBC		
			<b>Amount</b>
<b>COUNCILLOR UPDATES ON AREAS OF INTEREST</b>			
19/343	<u>HIGHWSAYS</u> To receive a report from Cllr Howat.		SH
19/344	<u>STREET LIGHTING</u> To receive an update from Chairman Reedman.		PG
19/345	<u>NEIGHBOURHOOD WATCH</u> To receive an update from Chairman Reedman.		PG
19/346	<u>VILLAGE HALL COMMITTEE</u> To receive an update from Cllr Dyett.		LD
19/347	<u>PLAYGROUND</u> To receive an update from Cllr Carter.		PC
19/348	<u>NASEBY BATTLEFIELD PROJECT</u> To receive a report from Cllr Howat.		SH
19/349	<u>TREES &amp; FOOTPATHS</u> To receive a report from Cllr Carter.		PC
19/350	<u>DEFIBRILLATOR</u> To receive a report from Cllr Dyett.		LD
19/351	<u>WELCOME BOOKLET</u> To receive an update report from Cllr Nicholson.		PN
19/352	<u>WIND FARM</u> To receive an update report.		PG
19/353	<b>CIRCULATIONS TO NOTE</b>		
	Email: Resident of Hammonds Mews regarding grass cutting.		
	Email: NALC – 2019-20 membership fees		
	Letter: Opus Energy – Correction to recent price changes		
19/354	<b>ITEMS FOR NEXT AGENDA</b>		

Signed:



Josie Flavell – Clerk to Naseby Parish Council