

NASEBY PARISH COUNCIL

NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

On Thursday 07 May 2020 at 7.30pm

Council Members are hereby summoned to attend a meeting of Naseby Parish Council to be held via the video conference facility Zoom, as per the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Should a member of public wish to join this meeting, Zoom login details can be found on the homepage of the Parish Council website and the password can be obtained from the Parish Clerk.

Please can all Council members inform the Clerk of your apologies, if you are unable to attend.

Email: 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

20/684	ELECTION OF CHAIRMAN
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To elect the Chairman and receive their Declaration of Acceptance of Office.

20/685	ELECTION OF VICE CHAIRMAN
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To elect the Vice Chairman and receive their Declaration of Acceptance of Office.

20/686	APOLOGIES
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To consider and accept all apologies reported.

20/687	DECLARATION OF ACCEPTANCE OF OFFICE
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To note all members' Declarations of Acceptance of Office for the new Council year.

20/688	DECLARATION OF INTERESTS
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- a) To consider any Declarations of any Disclosable Pecuniary or Other Interests.
- b) To consider any Dispensations or written requests for dispensation of DPI

20/689	MINUTES
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Resolve to the Chairman approving and authorising the Ordinary Meeting Minutes of the 02 April 2020.

20/690	APPOINTMENT OF INTERNAL CONTROLLER
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Resolve to re-appoint Cllr Howat and Cllr Carter as Internal Control Councillors.

20/691	APPOINTMENT OF REPRESENTATIVES
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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 Officer
- Speed Display Sign Co-ordinator
- Welcome Pack Co-ordinator
- Grants Officer
- Information Officer
- Play Area Officer

20/692	APPOINTMENTS TO WORKING GROUPS
Finance Working Group – Chairman, Vice Chairman and Cllr Davies and the Clerk.	
20/693	CHEQUE SIGNATORIES/AUTHORISATIONS
Resolve to approve the current list of cheque signatories as per the current bank mandate for the new municipal year.	
20/694	REVIEW OF MEMBERS INTERESTS
To consider and record current members' interests and including any changes.	
20/695	APPROVE COUNCIL GOVERNANCE
a) Resolve to re-adopt the Standing Orders. b) Resolve to re-adopt the Financial Regulations	
20/696	APPROVE ANNUAL GOVERNANCE STATEMENT (AGAR) 2019-20
Resolve to the Chairman and Clerk/RFO approving Section 01 Annual Governance Statement of the Annual Governance and Accountability Return for year ended 31 st March 2020, as presented to council prior to the meeting.	
20/697	APPROVE ANNUAL ACCOUNTING STATEMENT (AGAR) 2019-20
Resolve to the Chairman approving Section 02 Accounting Statement of the Annual Governance & Accountability Return for year ending 31 st March 2020, as circulated to council prior to the meeting.	
20/698	APPROVE COUNCIL POLICIES
a) Resolve to re-adopt the current Asset Register. b) Resolve to re-adopt all current policies and procedures. c) Resolve to re-adopt the current Parish Council Risk Assessment.	
20/699	CANCELLED CHEQUE SUMMARY REPORT
To note the contents of the Cancelled Cheque Summary Report for year ending 31 st March 2020.	
20/700	BANK RECONCILIATIONS
To note the approval of all bank reconciliations for quarter 3 and 4, including year-end, as reviewed, and approved by Internal Control Councillor Howat.	


ORDINARY MEETING

20/701	PUBLIC PARTICIPATION (OPEN MEETING)	
To hear any Parishioner issues/views		
ITEMS FROM PREVIOUS MINUTES		
20/702	<u>Bus Routes 59/60 Update (Min Ref. 20/632)</u> a) To receive an update from Cllr Reedman. b) Resolve to approve a part payment of £463.62 (to July 2020) from the total amount of £2767.54 already budgeted for this service during this financial year and recorded under minute reference 20/632(b).	PR
20/703	<u>Village Hall Update (Min. 20/628)</u> To receive an update from the Cllr Reedman.	PR
20/704	<u>Street Lighting Unmetered Supply Contract (Min. Ref. 20/664)</u> a) To receive an update from the Clerk. b) Resolve to approve a quote from those received and circulated prior to the meeting.	JF
20/705	<u>Village Hall Playing Field Drainage (Min. Ref. 20/667)</u> a) To receive an update from Cllr Reedman concerning this project and the grant application with KWCB via Friends of Naseby Play Area. b) Resolve to approve a quote from those received.	PR
GENERAL MATTERS		
20/706	<u>Northants CALC 2019-20 Membership & Audit Fees</u> a) Resolve to pay the cost of £359.31 for the 2020/21 year membership. b) Resolve to pay the cost of £222 for the Internal Audit service	ALL
20/707	<u>Fly Tipping</u> To receive a report from Cllr Carter concerning fly tipping on Thornby Lane.	PC

GENERAL MATTERS				
20/708	<u>Playing Field Title</u> a) To receive an update from Cllr Reedman concerning the transfer of the title to the CIO. b) Resolve to two council members authorising documents pertaining to the transfer of the title.			PR
20/709	<u>Annual Insurance Policy Renewal</u> To consider all quotes received (as circulated prior to the meeting) with regards to the annual insurance policy and agree to approve a quote.			JF
20/710	<u>New Footpath – Naseby Village Green</u> To consider the Naseby Village Green initiative of creating a new footpath along Clipston Road to link to Fairfax View via the obelisk.			RJ/JF
20/711	<u>Naseby Cinema Club Proposal</u> To consider a proposal from Naseby Cinema Club concerning financial contributions			ALL
20/712	<u>Banking Arrangements</u> a) Due to COVID-19, resolve to rescind the resolution made at the March Ordinary meeting (03/03/20) under minute reference 20/635, to switch bank accounts to HSBC until such time sanctions are lifted. b) Resolve to apply for online banking with current bank Natwest and for the Chairman and Clerk/RFO to approve all necessary forms outside of the council meeting.			JF
20/713	<u>Naseby News</u> Resolve to agree a date for the next publication of Naseby News.			ALL
20/714	<u>Vodafone Contract Price Increase</u> To note the price increase of 46p on the mobile phone contract which takes the monthly amount to £19.46.			ALL
20/715	<u>COVID-19 Update</u> To receive an update on action to support residents during the coronavirus crisis.			PN
20/716	<u>HMRC Tax Code Changes</u> To note the Clerk's tax code; changing from 449T to 382T as of 1 st April 2020, resulting in less tax being paid and the monthly salary increasing from £386.68 to £450.37 per month.			ALL
PLANNING				
20/717	<u>DA/2019/0537 Planning Application – The Fitzgerald Arms, Church Street, Naseby, NN6 6DD</u> Discuss any updates concerning this planning application.			ALL
20/718 ACCOUNTS				
<u>Accounts for Payment – Current Account</u>				
<ul style="list-style-type: none"> Council consider and RESOLVED to all payments being made, as set out in the table below. 				
Ref.	Payee	Description	Power to Pay	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE				
S/O	Josie Flavell	Clerk's May Salary and home working allowance	LGA 1972 S112 LGA 1963 S5	£424.18
001430	Josie Flavell	1 x month reimbursement for mobile/Vodafone contract fees APRIL	LGA 1972 S172	£19.00
001431	Parish Council Websites Ltd	Final 3 month fee of cancellation of contract. Inv. NASEBY-04R <i>*Incorrectly reported cheque no. at the April meeting</i>	LGA 1972 S172	£60.00
001433	Viking Direct	Stationery – Inv. 42181	LGA 1972 S112	£39.58
001434	Viking Direct	Ring binders for new council year – Inv. 44385	LGA 1972 S142	£5.23
001435	Parish Magazine Printing	Production of Feb/March edition of Naseby News – Inv. 5866	LGA 1972 S142	£221.95
001436	Josie Flavell	Clerk's expenses (mileage to bank and car parking) - April	LGA 1972 S112	£15.37
001437	Northants CALC	2020-21 Internal Audit and Annual subscription fees Inv. 0435	LGA 1972 S111	£581.31
001438	Northamptonshire ACRE	2020-21 Membership fees	LGA 1972 S111	£35.00
001439	On Demand Digital Printing Ltd	Printing fees for Coronavirus/Good Neighbours leaflet – Inv. 18851	LGA 1972 S137	£58.00
001440	Spratton Parish Council	Part payment of bus routes 59/60 subsidy to July 2020	Transport Act 1985 ss22-23	£463.62
001442	E.on Energy Solutions	Street lighting maintenance fee for Qtr. 4 of 2019-20 Inv. 098110	Highways Act 1980 s 270	£72.77

001443	Rachel Johnston	Reimbursement for purchase of dog waste chalk spray	Open Space Act 1906	£19.89								
001444	Rugby Pest Control	Quarterly fee – Inv. 4634	Open Space Act 1906	£60.00								
001445	HMRC	NI contribution for April – replacement cheque	LGA 1972 S112	£33.01								
001446	Maximow	Grass cutting fees for April – Inv. 202008	Open Space Act 1906	£202.00								
001447	HMRC	NI contribution for May – replacement cheque	LGA 1972 S112	£33.01								
001449	Penny Nicholson	Reimbursement for payment of delivery of Covid-19 leaflets to all houses in the parish.	LGA 1972 S137	£20.00								
001450	Josie Flavell	<ul style="list-style-type: none"> ▪ Salary back pay to 1st April due to tax code change. Old salary £386.68, new salary £450.37 after tax. Current standing order is set at old salary amount plus home working allowance. April and May's owed at £63.69 per month. ▪ 1 x month reimbursement for mobile/Vodafone contract fees for MAY at £19.46. 	LGA 1972 S112	£146.84								
Direct Debit Payments												
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 68237364 (March)	Highways Act 1980 s 270	£72.15								
CANCELLED CHEQUES												
001421	HMRC	April's NI/Tax contribution – tax code change and monthly amounts changed	-	£96.80								
001425	Spratton Parish Council	Whole amount was entered onto cheque but only part payment is now required – cheque was originally on hold.	-	£2767.54								
001429	HMRC	May's NI/Tax contribution – tax code change and monthly amounts changed	-	£96.80								
001432	Rugby Pest Control	Notified Clerk that the invoice submitted was incorrect.	-	£60.00								
001441	HMRC	June's NI/Tax contribution – tax code change and monthly amounts changed	-	£96.80								
001449	Josie Flavell	Incorrect amount inserted onto the cheque.	-	£71.84								
20/719	INCOME Bank Statements not received in time to add detail to the agenda.											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Date</th> <th style="width: 30%;">Account</th> <th style="width: 30%;">Income Received</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>April 2020</td> <td>Business Reserve A/C</td> <td>-</td> <td style="text-align: right;">-</td> </tr> </tbody> </table>				Date	Account	Income Received	Amount	April 2020	Business Reserve A/C	-	-
Date	Account	Income Received	Amount									
April 2020	Business Reserve A/C	-	-									
20/720	Balance of Accounts as at 33.04.20 Council noted all balances and reserves.		Earmarked Reserves:									
	a). Current Account	£0.00	Sports Court	£2,000								
	b). Business Reserve Account	No info available	CIL Money	£7,524								
COUNCILLORS AREAS OF INTEREST												
20/721	HIGHWAYS			SH								
20/722	STREET LIGHTING			PR								
20/723	NEIGHBOURHOOD WATCH & POLICE			RJ								
20/724	VILLAGE HALL COMMITTEE			LD								
20/725	NASEBY BATTLEFIELD PROJECT			SH								
20/726	TREES AND FOOTPATHS			PC								
20/727	DEFIBRILLATOR			LD								
20/728	WELCOME BOOKLET			JF/PN								
20/729	WIND FARM COMMUNITY FUND			PR								
CIRCULATIONS TO NOTE												
20/730	Emails: NCC and DDC – various Covid-19 updates Emails: NCALC – legislative updates Email: PKF Littlejohn – external internal information and updates Letter: HMRC P11D forms											
20/731	ITEMS FOR THE NEXT AGENDA											

Signed:



Josie Flavell – Clerk to Naseby Parish Council