



AGENDA

THE ANNUAL PARISH COUNCIL MEETING

On Thursday 04 May 2023 at 07:00pm

Council members are hereby summoned to attend the Annual Meeting of the Parish Council to be held at the Methodist Chapel, Gynwell, Naseby

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

Email: clerk.nasebypc@outlook.com

Signed:*Flavell*.....Proper Officer/Clerk

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

23/873 ELECTION OF CHAIRMAN

RESOLVE to elect a Chairman for the 2023-24 year.

23/874 ELECTION OF VICE CHAIRMAN

RESOLVE to elect a Vice Chairman for the 2023-24 year.

23/875 APOLOGIES

To receive and accept apologies.

23/876 DECLARATION OF INTERESTS

- To receive declarations of any Disclosable Pecuniary or Other Interest.
- To receive dispensations or written requests for dispensation of DPI.

23/877 MINUTES

RESOLVE to approve the Ordinary Meeting Minutes of the 6th of April 2023.

23/878 APPOINTMENT OF INTERNAL CONTROLLER

RESOLVE to appoint an Internal Control Councillor.

23/879 APPOINTMENT OF REPRESENTATIVES

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

- Footpath and Tree Warden – Cllr Collins
- Village Hall Committee Representative – Cllr Collins
- Mowing Warden – Cllr Hall
- Highways and Road Safety Officer – Cllr Howat
- Street Lighting Warden – Cllr Reedman
- Neighbourhood Watch & Police Liaison Representative – to be agreed.
- Speed Display Sign Co-ordinator – Cllr Davies

<ul style="list-style-type: none"> ▪ Welcome Pack Co-ordinator – Cllr Anderson ▪ Grants Officer – Cllr Reedman ▪ Information Officer – The Clerk ▪ Play Area Officer – Cllr Reedman 	
23/880	APPOINTMENTS TO WORKING GROUPS
RESOLVE to approve the members of the Finance Working Group as: <ul style="list-style-type: none"> ▪ Cllr Reedman ▪ Cllr Davies ▪ Cllr Howat ▪ Parish Clerk – Josie Flavell. 	
23/881	BANK SIGNATORIES/MANDATE
RESOLVE to consider any changes to the current bank mandate and approve the banking forms (if required) for the new municipal year.	
23/882	REVIEW OF MEMBERS INTERESTS
To consider any changes and agree to amend the Register of Interests.	
23/883	APPROVE COUNCIL GOVERNANCE
a) RESOLVE to re-adopt the Standing Orders. b) RESOLVE to re-adopt the Financial Regulations	
23/884	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 all Risk Assessments as follows: <ul style="list-style-type: none"> - Covid-19 RA - General and Management RA - Financial RA 	

ORDINARY MEETING		
23/885	PUBLIC PARTICIPATION (OPEN MEETING)	
To hear any Parishioner issues/views		
ITEMS FROM PREVIOUS MINUTES		
23/886	<u>Play Area (Min Ref. 22/842)</u> RESOLVE to agree a revised inspection rota.	PR
23/887	<u>Parking Restrictions - Knight's Hill and High Street Corner (Min. Ref. 22/839)</u> To receive an update regarding the residents' decision concerning the options issued by WNC Highways.	PR
23/888	<u>Outdoor Gym Equipment (Min. 22/840)</u> To receive a progress report and approve the final quote from Sunshine Gym.	DH
23/889	<u>West Northants Council – Local Government Boundary Review (Min Ref. 22/848)</u> RESOLVE to agree a comment response.	ALL
23/890	<u>Market Cross (Min Ref. 22/847)</u> To receive an update report from the stone supplier and Stonemason.	SD
GENERAL MATTERS		
23/891	<u>SECTION 01 – Annual Governance and Accountability Return 31st March 2023</u>	ALL

	RESOLVE to the Chairman and Clerk/RFO authorising Section 01 Governance Statement of the AGAR for year ending 31 st March 2023, as circulated to council prior to the meeting.		
23/892	<u>SECTION 02 – Annual Governance and Accountability Return 31st March 2023</u> RESOLVE to the Chairman and Clerk/RFO authorising Section 02 Accounting Statement of the AGAR for year ending 31 st March 2023, as circulated to council prior to the meeting.	ALL	
GENERAL MATTERS			
23/893	<u>Internal Audit Report – Year-ending 31st March 2023</u> Council received and NOTED the contents of the Internal Audit report for year-ending 31 st March 2023.	ALL	
23/894	<u>Annual Insurance Policy Renewal</u> a) RESOLVE to approve the quote received from BHIB Ltd (current insurer) at a cost of £628.55 (exc. IPT tax) for the 2023/24 insurance policy. b) To NOTE receipt of the 2 other quotes received, which were both over £1,500.00 for the year.	ALL	
23/895	<u>Parking Restriction Application Request – Fairfax Rise</u> RESOLVE to consider and approve a request from a resident to have double yellow lines installed on the corner of Fairfax Rise.	SH	
23/896	<u>Resignation of Councillor</u> To NOTE the resignation of Cllr Paul Woobey with immediate effect.	ALL	
23/897	<u>Casual Vacancy and Recruitment of Councillors</u> a) To NOTE the casual vacancy as result of Cllr Woobey’s resignation. b) To NOTE the casual vacancy notice has been submitted to West Northants Council Elections Dept. and added to the Council website. c) To discuss and agree the best way to recruit 2 new councillors.	ALL	
23/898	<u>CCTV Update</u> To receive a progress report concerning issues with the CCTV system.	PR/AC	
23/899	<u>Bus Service 59/60 Update</u> To receive an update concerning recent communication from Spratton Parish Council.	PR	
PLANNING			
23/900	<u>WND/2023/0219 Planning Application – Naseby Lodge, Thornby Road, Naseby</u> Installation of tennis courts.	ALL	
23/901	<u>WND/2023/0148 Planning Application – Distribution Warehouses Development J1 A14</u> To retrospectively agree/note the objection response submitted between meetings.	ALL	
23/902	<u>WND/2022/1129 Planning Application – Land Adj. The Royal Oak Public House, Church Street, Naseby – Self Build Dwelling</u> To NOTE that the called in application is to be considered on the 10 th May rather than the 3 rd .	ALL	
23/903 ACCOUNTS			
<u>Accounts for Payment – Current Account</u> RESOLVE to approve all payments being made via BACS, Standing Order and Direct Debit, as set out in the table below.			
Ref.	Payee	Description	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE			

S/O	Josie Flavell	Clerk's May Salary and home working allowance (Salary £440.13 – Allowance £37.50)	£507.60														
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone May)	£25.00														
BACS	Josie Flavell	Clerk's expenses – reimbursement for payment of annual membership fee for Parish Online	£72.00														
BACS	Josie Flavell	Expenses: Annual Parish Meeting supplies and mileage <i>Total amount to be confirmed at the meeting and recording I the minutes</i>	£TBC														
BACS	HMRC	May Tax	£117.40														
BACS	Parish Magazine Printing	Production of Spring edition of Naseby News – Inv. 8476	£306.30														
BACS	Spratton Parish Council	Bus Service 59/60 Contribution for 23/24 Inv. 240423	£1603.68														
BACS	The Play Inspection Co.	2023 Play Area Inspection Fee – Inv. 84877	£239.50														
BACS	Northants CALC	2023 Annual Membership and Audit fees Inv. 2901	£706.66														
BACS	Northants ACRE	2023 Annual Membership fee Inv. TBC	£42.00														
BACS	Maximow	Grass cutting playing field Inv. 164	£240.60														
BACS	BHIB Ltd	Annual Insurance premium Inv. LCO01868	£700.98														
BACS	Naseby Methodist Church	Hall hire fees – Council meeting May	£15.00														
Direct Debit Payments																	
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 73936882 (Mar-April)	£94.61														
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. TBC (Mar-April)	£3.89														
23/904	INCOME To NOTE all income.																
	<table border="1"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Income Received</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>28/04/23</td> <td rowspan="3">Business Reserve A/C</td> <td>West Northants Council 1st Half Precept 2023/24</td> <td>£14,697.50</td> </tr> <tr> <td>28/04/23</td> <td>Bank Interest - April</td> <td>£26.09</td> </tr> <tr> <td>31/03/23</td> <td>Bank Interest - March</td> <td>£29.58</td> </tr> </tbody> </table>			Date	Account	Income Received	Amount	28/04/23	Business Reserve A/C	West Northants Council 1 st Half Precept 2023/24	£14,697.50	28/04/23	Bank Interest - April	£26.09	31/03/23	Bank Interest - March	£29.58
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23/905	Balance of Accounts To NOTE all balances.		Earmarked Reserves: To NOTE all reserves.														
	Balance as at 28th April 2022		General reserve £45,047.00														
	a). Current Account	£47,467.22	Play Area £1,000														
	b). Business Reserve Account	£0.00	Information Board £1,000														
			Street Lighting £420.00														
			TOTAL £47,467.00														
COUNCILLORS AREAS OF INTEREST																	
23/906	HIGHWAYS		SH														
23/907	STREET LIGHTING		PR														
23/908	POLICE & FIRE LIASON		TBC														
23/909	VILLAGE HALL COMMITTEE		AC														

23/910	NASEBY BATTLEFIELD PROJECT	SH
23/911	MOWING WARDEN	DH
23/912	TREES AND FOOTPATHS	AC
23/913	DEFIBRILLATOR	JF
23/914	WELCOME BOOKLET	MA
23/915	WIND FARM COMMUNITY FUND	PR
CIRCULATIONS TO NOTE		
23/916	To NOTE all circulation as follows: <ul style="list-style-type: none"> ▪ NCALC Emails ▪ West Northants Council communications 	
23/917	ITEMS FOR THE NEXT AGENDA	