

Stanwick Parish Council

Chairman: Councillor Mark Taylor

Clerk to the Council: Ms J. L. Hodgson

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Date: 10th May 2024

Dear Councillor

Councillors are hereby summoned to attend, and members of the public and press are invited to attend, the **Annual Meeting** of the Stanwick Parish Council to be held in the Committee Room, Stanwick Village Hall, Spencer Parade, Stanwick on Thursday 16th May 2024 commencing at 7.15 p.m. to transact the following business:

J Hodgson

Ms J L Hodgson

Clerk to the Council

Note: Communication Policy para 3.3.3. will not apply where an internet connection is required to access information relevant to the meeting e.g. reports and planning applications etc.

AGENDA

- 24.1** Election of the Chairman of the Council for the year & Declaration of Office
- 24.2** To elect a Vice Chairman
- 24.3** To receive apologies for absence and to determine if the absence is approved. (Reason to be advised)
- 24.4** Declaration of interest by any Councillor who has a Disclosable Pecuniary Interest or other interest in any of the following agenda items
- 24.5** To remind councillors of the requirement to keep their Register of Interests up to date
- 24.6** Approval of Minutes for 21st March 2024 as a correct record
- 24.7** To review the Councillor Code of Conduct, to acknowledge the seven principle of public life & to acknowledge the Civility & Respect Pledge
- 24.8** To remind Councillors of the Councillor Development Training Matrix and their personal training budget
- 24.9** To review and confirm arrangements for the delegation of powers to the Clerk
- 24.10 Appointment of Committees**
 - a. To decide whether the Staffing Committee should be continued & appoint members to the Staffing Committee if appropriate
 - b. To review the Terms of Reference for the Staffing Committee if appropriate
 - c. To determine the Events Committee should be continued & appoint members to the Events Committee if appropriate
 - d. To review the Terms of Reference for the Events Committee
 - e. To determine whether there should be any other committees and if so, what they should be

24.11 Policies that are reviewed annually. To undertake the annual review of the following policies, to approve any amendments and confirm they are fit for purpose (Policies available on website)

- a. Standing Orders (no amendments required)
- b. Financial Regulations (New model Financial Regulations for adoption)
- c. Complaints procedure (no amendments required)
- d. Freedom of Information Policies (Schedule of Information; Supplementary Policy) (no amendments required)
- e. Data Protection Policies (Data Breach; Data Protection; General Privacy*; Privacy*) (no amendments required except *Clerks email address updated)
- f. News Media Policy (no amendments required)
- g. Social Media Policy ('X' to replace "Twitter")
- h. Internet Banking Policy (no amendments required)

24.12 Representation on outside bodies. To appoint representatives for the bodies listed below

- a. East Northants Joint Action Group
- b. Stanwick Village Hall Trust (1 councillor)
- c. Ringstead Quarry Liaison Group (2 councillors)

24.13 Review of inventory of land and assets including buildings and office equipment & confirm accuracy

24.14 Review and confirmation of arrangements for insurance cover for all insured risks, including Fidelity Guarantee level, and approve payment of the premium £984.09

24.15 To appoint the Internal Auditor for 2024-25, approve terms of appointment, and the Data Protection Officer (NCALC)

24.16 To note the number of subject access requests and requests made under the Freedom of Information Act in the previous 12 months (zero)

24.17 To approve membership of outside bodies (and approve payment annual subscriptions when they become due)

- a. Northamptonshire County Association for Local Councils
- b. Northamptonshire Action in Communities in Rural England (ACRE)
- c. Open Spaces Society
- d. Society of Local Council Clerks
- e. National Society of Allotment and Leisure Gardeners
- f. Campaign for the Protection of Rural England (CPRE)

24.18 To note the maximum permissible expenditure under Local Government Act 1972 section 137 for the year 2024-2025 (£15869.00)

24.19 To set the dates, times and place of ordinary meetings of the full Council for the year ahead (18th July, 19th Sept, 21st November, 16th Jan 2025, 20th March & 15th May 2025)

24.20 To assign councillor portfolios for Finance & Internal Control and Community Safety and any other portfolios as appropriate

24.21 Banking arrangements

- a. To confirm banking signatories
- b. To review efficiency and security of the banking services provided (Fin. Reg. 6.1)

24.22 Public speaking time. Members of the public have an opportunity to address the Council on any matter for a maximum of two minutes subject to an overall public speaking time of 15 minutes. Anyone wishing to speak should notify the Chairman or Clerk prior to the commencement of the meeting.

24.23 To receive reports from North Northamptonshire Council Councillors

24.24 Financial matters

a. Internal Control

- i. To receive the budget variance report and statement of accounts & quarterly report
 - ii. To receive a report in relation to VAT
 - iii. To receive a report in relation to PAYE
 - iv. To receive details of any grants received or given
 - v. To receive any incident reports on council owned land (accident 8/05/24)
- b. To approve for payment the schedule of payments presented
 - c. To receive a report from the Internal Control Councillor
 - d. To receive the report from the Internal Auditor
 - e. Approval and adoption of the Receipts and Payments Accounts and Supporting Statement for the year 2023-24
 - f. To complete & sign section 1 of the Annual Governance & Accounts Return for the year 2023-24
 - g. To approve & sign section 2 of the Annual Governance & Accounts Return for the year 2023-24
 - h. To note the dates for the exercise of electors rights re inspection of the annual accounts
 - i. To note that the Council is in a 3 year contract with Yu Energy for power supply to street lights (x5)
 - j. To approve the addition of clauses Financial 13 and 14 to the Financial and Governance Risk Assessment
 - k. To consider what action, if any, the Council should take to minimise risk caused by the limitations of the Financial Services Compensation Scheme
 - l. To consider how the Council could increase income via interest receipts
 - m. To receive an update on the land sale (Minute 23.159 refers)

24.25 Planning Matters

a. Planning consultations: To determine the response to North Northamptonshire Council on the planning applications listed below

NE/24/00313/FUL Full Planning Permission. Construction of pergola to rear elevation, replacement of a boarded window and double doors with 2 small windows and a single door to rear elevation and installation of Insulated panel to existing roof Location: Blands Yard Church Street

b. To note planning decisions made by North Northamptonshire Council

24.26 To receive meeting/training reports from Councillors (where not otherwise specified on the agenda)

24.27 To discuss the latest reports for remediation to the Church path and agree next steps

24.28 To discuss the church flood light costs and agree any next steps

24.29 To consider a request from the Bowls Club for the recreation ground gate to be replaced & agree any next steps

24.30 To receive an update on the matter of a Community Governance Review (Minute 23.161 b refers)

24.31 To review the Annual Parish Meeting (18th April), identify any actions to be taken & agree 2025 date

24.32 To discuss potential green area development schemes that could be eligible for grant funding

24.33 Community safety

- a. To receive a report from the Joint Action Group
- b. To note any current community safety issues
- c. To note that a Police Speed Enforcement Van has been requested for Raunds Road

24.34 Highway matters

- a. To discuss parking issues on Church Street and High Street
- b. To discuss surface water flooding on Public Right of Way PH11 (The Avenue)

c. To consider purchasing a sign for the junction of Mansfield St and Dolben Avenue

24.35 Grounds maintenance

a. To note or discuss any issues identified

24.36 Allotments & Community Garden

a. Report from Community Garden

b. To note issues with central allotment path

c. To receive report of annual rent collection & plot allocation

d. To consider permitting a communal bark chipping spot near the car park with a 'trusted' provider

24.37 To note that the War Graves Commission sign has been erected at the cemetery (23.157 refers)

24.38 To note that framed portrait of King Charles has been received

24.39 To receive the list of correspondence received since the last meeting

24.40 To note the date of the next scheduled meetings & any future agenda items

27th June 2024 Events Committee Meeting (19.00)

18th July 2024 Council meeting (19.15)

19th September 2024 Council meeting (19.15)

21st November 2024 Council meeting (19.15)

16th January 2025 Council meeting (19.15)

20th March 2025 Council meeting (19.15)

15th May 2025 (Annual Council Meeting 19.15)

End