

# **BRAFIELD ON THE GREEN PARISH COUNCIL**

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**Please be advised that there will be the Annual Parish Meeting at 7.00 pm followed by the Annual Meeting of the Parish Council (A.G.M.) including the routine meeting of the Parish Council on Monday 23rd May 2022, in the Sargeant Memorial Hall.**

## **AGENDA - ANNUAL PARISH MEETING**

- 1. APOLOGIES**
- 2. MINUTES OF PREVIOUS ANNUAL PARISH MEETING (17.5.21)**
- 3. CHAIRMAN'S REVIEW OF PAST YEAR**
- 4. PRECEPT - £17000 for year end 31.3.22**

## **AGENDA OF THE PARISH COUNCIL AGM**

- 1. ELECTION OF CHAIRMAN** – To elect a chairman for the next 12 months
- 2. APOLOGIES FOR ABSENCE** – TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE
- 3. SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE**
- 4. DECLARATIONS OF INTERESTS** – members are asked to declare any interest and the nature of that interest which they may have in any items under consideration at this meeting.
- 5. ELECTION OF VICE-CHAIRMAN** – To elect a Vice Chairman for the next 12 months.
- 6. REVIEW OF FINANCES** – TO AGREE AND REVIEW FINANCES, RISK ASSESSMENT, INSURANCE INCLUDING FIDELITY INSURANCE (set at £250,000) INCLUDING USE OF NCALC AS INTERNAL AUDITOR AND OF COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER.
- 7. ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS** (previously circulated and to be added to website)
- 8. CONFIRMATION OF ADOPTION OF CODE OF CONDUCT** (on website)
- 9. CONFIRMATION OF PROCEDURE FOR HANDLING REQUESTS MADE**

**UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS** ((previously circulated and to be added to website)

**10. CONFIRMATION OF ARRANGEMENTS FOR DEALING WITH PLANNING APPLICATIONS.**

**11. APPOINTMENT OF STREET LIGHTING WARDEN, TREE AND FOOTPATH, AND HIGHWAY WARDENS.**

**12. DATES FOR MEETINGS FOR NEXT YEAR** - To confirm that the Parish Council Meetings for the year 2022 to 2023 will take place in the months of Jan, Mar, May, July, Sept, Nov on different days of the month. Extraordinary meetings will be held as necessary.

**13. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 21<sup>st</sup> MARCH 2022.**

**14. MATTERS ARISING AND CLERK'S REPORT**

**15. PUBLIC QUESTIONS, COMMENTS AND REPRESENTATIONS (a maximum of 15 minutes):**

In this item on the agenda of meeting residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration, for a maximum of 3 minutes, and at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself.

**16. DISTRICT AND COUNTY COUNCIL REPORTS IF AVAILABLE**

**17. GDPR COMPLIANCE**

a) To appoint the Northants CALC DPO Service as the council's Data Protection Officer and confirm compliance with documents below which are on website:

Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.

d) To agree Security Compliance Checklists to be completed by new Councillors –

f) To confirm arrangement that the council is registered with the ICO and pays the relevant Data Protection Fee (currently £35 per annum)

g) GDPR Councillor Resignation Checklist

**18. PLANNING**

A) LOCAL – See Planning Register for other information on local planning applications etc, below

B) STRATEGIC

**19. ESTATE MATTERS**

A) FOOTPATHS –

B) LIGHTING

C) GREEN & POND – UPDATE ON TREE WORKS

- D) PLAY AREA –
- E) GENERAL ESTATE MATTERS

## **20. COUNCIL TO CONSIDER PURCHASE OF LITTER BINS**

## **22. SOCIAL & COMMUNITY MATTERS**

- A) POLICE MATTERS
- B) CHILDREN & YOUNG PEOPLE
- C) GENERAL COMMUNITY ISSUES

## **23. HIGHWAY ISSUES**

## **24. COMMUNICATIONS – not covered elsewhere in agenda**

### **INCOMING**

Notable correspondence circulated to Councillors

- i. Northants CALC eUpdates
- ii. NCALC - Northants CALC Training Courses
- iii. Village Hopper

## **25. ASSET MAPPING REGISTER**– completed and submitted by Cllr Nelson and Clerk

**26. WEBSITE** – to be updated after this meeting with amended policies where necessary.

## **27. ANNUAL ACCOUNTS - COUNCIL TO AGREE AND ADOPT (THESE ALREADY CIRCULATED):**

- SECTION ONE, The Annual Governance Statement 2021/22
- SECTION TWO The Accounting Statements 2021/22
- DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS as 13<sup>th</sup> June – 22<sup>nd</sup> July

## **28. FINANCE**

### **A) PAYMENTS TO BE AGREED**

BHIB LTD Insurance	Annual Premium	£1137.45
Brown and Barden	March & April cut inv 5037&5047	£384.00
Cllr Morgan	Bench treatment	£25.50
NCALC	Sub and Audit	£
Green Leaf Garden Sers	Play area grass Invs 1690&1721	£320.00
Npower - Jan - Mar	Elec Supplies, inv 3158069	£818.73
V Hartley	Exps and Broadband May 21-22	£359.14
Netwise	V2 upgrade premium for website	£238.80
Shire Lumsden	Newsletter printing inv 22161	£42.00

### **B) OTHER FINANCIAL MATTERS**

Bank Balances - current A/C at 28.4.22 - £24868.51 (includes £8500, 50% precept for 2021/22)  
 NCALC Internal Audit – On going  
 ICO Check - carried out by Cllr Allingham.

**29. COUNCIL TO CONSIDER REQUEST FROM : Denton Village Surgery - Volunteer Patient Transport Scheme Update – DONATION OF £100**

**30. SUMMARY OF ACTION POINTS FOR COUNCILLORS ARISING FROM THIS MEETING**

**31. FUTURE AGENDA ITEMS AND COUNCILLORS' COMMENTS**

**32. ITEMS FOR NEWSLETTER –** to be listed by Cllr Nelson. Comments and suggestions for the new Newsletter format to be discussed.

**33. DATE AND TIME OF FUTURE MEETINGS – TO BE ARRANGED**

**Signed----- Date-----**

**Planning Register at 16.5.22**

<u>Reference No.</u>	<u>Location</u>	<u>Proposal / Description</u>	<u>Valid Date</u>	<u>Determined</u>	<u>Decision</u>
<a href="#"><u>WNS/2022/0873/LDP</u></a>	6 Cares Orchard Brafield On The Green NN7 1AR	Certificate of Lawfulness for Proposed Development comprising of Attic conversion/rear dormer	09/05/2022	N/A	Pending