

BRAFIELD ON THE GREEN PARISH COUNCIL

Mrs V. Hartley, Clerk to the Council, Tel: [01604 858360]

Email brafielddonthegreenpc@gmail.com

Mr Gerald Couldrake, Chair to the Council

PLEASE BE ADVISED THAT PARISH COUNCILLORS ARE SUMMONED AND THE PUBLIC INVITED TO ATTEND THE MEETING OF THE PARISH COUNCIL AT THE SARGEANT MEMORIAL HALL ON WEDNESDAY 17th MAY 2023 AT 7.30PM.

1. **ELECTION OF CHAIRMAN** – To elect a chairman for the next 12 months
2. **CO-OPTION OF NEW COUNCILLOR MARTIN ANDREWS AND SIGNING OF ACCEPTANCE OF OFFICE**
3. **APOLOGIES FOR ABSENCE** – TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE
4. **SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE**
5. **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.
6. **ELECTION OF VICE-CHAIRMAN** – To elect a Vice Chairman for the next 12 months.
7. **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.
8. **ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS** (previously circulated and to be added to website)
9. **CONFIRMATION OF ADOPTION OF CODE OF CONDUCT** (on website)
10. **CONFIRMATION OF PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS** ((previously circulated and to be added to website)
11. **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 and Councillor Resignation Checklist.
 - f) To confirm arrangement that the council is registered with the ICO and pays the

relevant Data Protection Fee (currently £35 per annum)

12. CONFIRMATION OF ARRANGEMENTS FOR DEALING WITH PLANNING APPLICATIONS.

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

14. DATES FOR MEETINGS FOR NEXT YEAR - To confirm that the Parish Council Meetings for the year 2023 to 2024 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.

15. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 15th MARCH 2023.

16. MATTERS ARISING AND CLERK'S REPORT

17. 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.

18. West Northamptonshire Council Report if available

19. Planning Applications for comment - none

20. Estate Matters:

- Footpaths – any issues for report
- Street lighting – any issues for report

21. Play Area – update - Any health and safety concerns.

22. Highways

- Updates on Fix my Street reports
- Billing Road – traffic calming – Update

23. Council to discuss the degradation of the triangle next to the Green.

24. Finance

- Approval of Payments and Bank Reconciliation (see annexed list) –
- Council to review Fidelity Insurance currently at £250,000.

25. ANNUAL ACCOUNTS - COUNCIL TO AGREE AND ADOPT (THESE ALREADY CIRCULATED):

- SECTION ONE, The Annual Governance Statement 2022/23
- SECTION TWO The Accounting Statements 2022/23
- CERTIFICATE OF EXEMPTION TO BE SIGNED
- DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS as 5th June – 14th July

- COUNCIL TO REVIEW INTERNAL AUDIT REPORT FOR YEAR END 2023

26. Website Enhancement – Council to review
27. Items for Village Newsletter
28. Any other items for future meetings
29. Summary of Action points for each councillor.
30. Date and time of next meetings

VM Hartley 10.5.23

Payments to be agreed at meeting on 17th May 2023

Payee	Detail	Total	Net	Vat	Ref
BHIB Ltd	Annual Insurance Premium	1142.19			59
N Power	Supplies ¼ to 31.3.23	513.71	489.25	24.46	60
Signs of the Times Ltd	Coronation Sign	515.40	412.00	85.90	61
NCALC	Sub and IAS (£207)	625.96	582.56	43.40	62
Brown and Barden	March and April grass	432.00	72.00	360.00	63
V Hartley	Exps including Internet	341.26			64
Green Leaf Gardening	Grass cut of Play Area	80.00			65

Total £3650.52

£

Bank Reconciliation

Current Account Balance at 10.5.23 - £10768.60 - £3650.52 = £7118.08

Deposit Account Balance at 10.5.23 - £10070.47