

BRAFIELD ON THE GREEN PARISH COUNCIL

Mrs V. Hartley, Clerk to the Council, Tel: [07936 419863]

Email brafieldonthegreenpc@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 22nd MAY 2024 AT 7.30PM.

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 AND COMPLAINTS PROCEDURE POLICY.** (both previously circulated and to be added to website)
10. **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)
11. **CONFIRMATION OF ARRANGEMENTS FOR DEALING WITH PLANNING APPLICATIONS.**

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

13. DATES FOR MEETINGS FOR NEXT YEAR - To confirm that the Parish Council Meetings for the year 2024 to 2025 will take place in the months of Jan, Mar, May, July, Sept, Nov on the third Wednesday of the month. Extraordinary meetings will be held as necessary.

14. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 17th MARCH 2024.

15. MATTERS ARISING AND CLERK'S REPORT

16. 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.

17. West Northamptonshire Council Report if available

18. Planning Applications for comment - none

19. Estate Matters:

- Footpaths – any issues for report
- Street lighting – any issues for report
- Pond – update on flooding issue and planning permission to jet the pipe

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

21. Highways

- Updates on Fix my Street reports
- Village Name plates and gateways ordered.

22. Finance

- Approval of Payments and Bank Reconciliation (see annexed list) –

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

- SECTION ONE, The Annual Governance Statement 2023/24
- SECTION TWO The Accounting Statements 2023/24
- DATES FOR ADVERTISEMENT OF THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS as 3rd June – 12th July
- COUNCIL TO REVIEW INTERNAL AUDIT REPORT FOR YEAR END 2024

24. Items for Village Newsletter

25. Any other items for future meetings

26. Summary of Action points for each councillor.

27. Date and time of next meetings

VM Hartley 1.5.24

Payments to be agreed at meeting on 15th May 2024

Payee	Detail	Total	Net	Vat	Ref
Clear Councils(formally BHIB Ltd)	Annual Insurance Premium	1293.11			1
WNC	Village Nameplates&gates	5592.65	4660.54	932.11	2
N Power	Supplies ¼ to 31.3.24	1212.57	1154.83	57.74	3
NCALC	Sub and IAS (£207)	662.64	616.24	46.40	4
Brown and Barden	April grass	216.00	180.00	36.00	5
V Hartley	Exps including Broadband May 23 – May 24	308.48			6
V Hartley	Microsoft Licence (Family)	79.99			7
Green Leaf Gardening	Grass and hedge cut of Play Area	400.00			8
*V Hartley	Salary Apr - June	tbc			9
*R Aldridge	Salary Apr - June	tbc			10
*S Gautrey	Salary Apr - June	tbc			11
*B Osborne	Payroll services	tbc			12
WNC	Deposit for VAS device	740.00			Chq 208

Total £ £

*To be paid after 30.6.24

Bank Reconciliation

Current Account Balance at 15.5.24 - £

Deposit Account Balance at 15.5.24 - £