

NOTICE OF PARISH COUNCIL MEETING

1. Please switch off mobile phones as they may disrupt a meeting.
2. Councillors and parishioners are advised that this meeting maybe recorded.



Chairman: John Hunt

Clerk: Mrs E Gibson
14 The Scarplands
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To members of the Council:
You are hereby summoned to attend the

Annual Meeting of Spratton Parish Council

To be held on Tuesday 15th May 2018 in Spratton Village Hall, School Road, Spratton at **7.30 pm** for the purpose of transacting the following business.

Members of the public and press are invited to address the Council at its Open Forum from 7.30 pm to 7.45 pm.

AGENDA

- 71.18 ELECT A CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.**
72.18 ELECT A VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.
73.18 PUBLIC FORUM: Members of the public and press are invited to address the Council at its Open Forum. 15 minutes. Speakers have up to 3 minutes each.
74.18 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE.
75.18 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 17th APRIL 2018.
76.18 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.
77.18 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS.
1. To receive for relevant items on the agenda
2. To receive details of any changes to registrable interest forms (if any)
78.18 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS (previously circulated).
Parish Council to discuss and make resolution on the following: -
a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
b) Review of the terms of references for committees/steering/advisory groups.
c) Receipt of nominations to existing committees/steering/advisory groups.
d) Appointment of any new committees/steering/advisory groups, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
79.18 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES e.g. Village Organisations, District Council, REC Committee, Highways and arrangements for reporting back. Council to make resolution as necessary.
80.18 WARDENS
To review, accept new nominations and appoint. Council to make resolutions on appointments.
81.18 STANDING ORDERS, FINANCIAL REGULATIONS AND RISK ASSESSMENT
1. To review and approve changes to Standing Orders necessary in respect of any new legislation.
2. Parish Council to review Financial Regulations and make resolution to adopt.
3. Parish Council to review Risk assessment and Risk Management document and make resolution to adopt.
82.18 INVENTORY OF LAND AND ASSETS (including buildings and office equipment)
Parish Council to review and make resolution to adopt. **Note: Current insurance runs until September 2018.**
83.18 MEMBERSHIP OF OTHER BODIES (by Council and/or employees)
Parish Council to review and make resolution as to continuation or otherwise. In particular the following:
a) Northamptonshire County Association of Local Councils – NCALC.
b) Society of Local Council and Clerks – SLCC.
84.18 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2018/19 AND THE ANNUAL PARISH MEETING (HELD IN SPRATTON VILLAGE HALL UNLESS OTHERWISE STATED)
Parish Council make resolution to review and adopt.
85.18 SPC ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2018
Parish Council to make resolution to approve.

86.18 RESOURCES (STAFFING AND STRATEGY) COMMITTEE

- a) Update (if any)
- b) Annual Return 2017/18
 - 1. Resolution to approve Annual Governance Statement.
 - 2. Resolution to approve Annual Return.
 - 3. Resolution to approve End of Year accounts and explanation of variances (if any)
- c) Internal Audit – The council’s internal audit for year ending 31st March 2018 took place on 30th April 2018. A copy of the report has been circulated to Councillors and will be made available on the Council’s website. Council to consider and make resolution to accept internal auditor’s report.
- d) Income received –
 - 02/04/18 Burial fee - £250.00
 - 26/04/18 Precept - £20,500.00
 - 30/04/18 Bank Interest - £2.84
 - 30/04/18 DDC CIL Payment - £7,271.22

e) Payment of outstanding invoices. Parish Council resolution to approve those listed plus additional received between 9th May and 15th May 2018 (if any) circulated at meeting.

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
18/04/18	E Gibson	Stamps	Bank transfer			£6.72
18/04/18	E Gibson	McAfee Virus protection	Bank Transfer	£54.16	£10.83	£64.99
08/05/18	O2	Office phone	DD	£31.20	£6.24	£37.44
15/05/18	S Smith	April Mowing	3183			£592.00
18/05/18	E.ON	May streetlight electricity	3184	£171.62	£34.32	£205.94

- f) Bank balances, Bank Reconciliation and Receipts and Payments report to 30th April 2018: Parish Council to make resolution to approve.
- g) PCSO – Council to receive any up-dates regarding the appointment of the PCSO and make any resolutions as necessary.
- h) Bus Cuts – Council to discuss any up-dates regarding the bus cuts and make any resolutions as necessary.

87.18 PLANNING EXECUTIVE COMMITTEE

- a) Update (if any) for information only.
- b) Planning Applications to consider and make resolution-

Application No.	Description	Location	Respond by	Case Officer
TPO/ DA/497 2018	Tree Preservation Order Silver Birch T1	Corner of front garden 33 Brixworth Road, Spratton	16.05.18	M Venton

- c) Planning application decisions to report- DA/2017/1252, 32 St Lukes Close, Spratton – Planning permission refused.
- d) Planning Application withdrawn: Application DA/2017/1176, Adj Former Police House, 25 Smith Street, Spratton – Application withdrawn.

88.18 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

- a) Update – To receive and Parish Council to discuss and make resolutions.
- b) Mowing – Council to discuss mowing schedule and make any resolutions necessary.
- c) Village Handyman – To receive and Parish Council to discuss and make resolutions.
- d) Litter Picking Agreement- The litter picking agreement has been received from DDC. Cllrs have ben provided with a copy previously. Council to consider agreement and make resolution accordingly as to whether the agreement should be entered into.

89.18 NATURAL SPRATTON INCLUDING SPRATTON POCKET PARK ADVISORY GROUP

Parish Council to receive and consider update reports and Advisory Group recommendations in respect of the following:-

- a) Jubilee Wood
- b) Spratton Pocket Park

- 90.18 HIGHWAYS ADVISORY GROUP (including Street lighting Advisory Group)**
Parish Council to receive and consider update reports and Advisory Group recommendations in respect of the following: -
- a) **Highways Issues** - To receive and Parish Council to discuss and make resolutions.
 - b) **Street lighting** - To receive and Parish Council to discuss and make resolutions.
- 91.18 COMMUNITY ENGAGEMENT ADVISORY GROUP:** Parish Council to receive and consider any updated reports and Advisory Group recommendations.
- a) **Phone-box:** Council to receive any up-date regarding this and make any resolution as required to progress the project.
- 92.18 GENERAL DATA PROTECTIONS REGULATIONS (GDPR)**
- a) NCALC have issued an agreement for the Provision of a Data Protection Officer (DPO). Cllrs have had sight of this agreement. Council to consider and make a resolution regarding this agreement and the appointment of a DPO. A DPO must be in place by 25th May 2018.
 - b) **GDPR documents for Council to adopt:** NCALC have forwarded documents covering policies and practice they suggest Councils adopt to aid compliance with GDPR. Clerk have reviewed and amended these documents for SPC. Cllr have previously had sight of these documents. Council to discuss and approve the following documents:
 - Subject Access Request Procedure.
 - GDPR Security Compliance Checklist.
 - Data Breach Policy.
 - Data Protection Policy.
 - Records Retention Policy.
 - Data Protection Data Map.
- 93.18 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated).**
- 94.18 GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation)- None.**
Items received of interest to parishioners will be displayed on the Noticeboard or Website where relevant.
- a) **Parish and Town Council Meeting – Thursday 14th June 2018 at 6.30pm.** Council to discuss who may attend on their behalf and any agenda items. Council to make resolution regarding this.
 - b) **Saxon Spires Patient Participation Group (SSPPG):** Letter received from SSPPG requesting help with funding extra equipment. The Cllrs have all had sight of this letter. Council to discuss and make resolution as necessary.
 - c) **Newsletter article/dates/notices deadline – 19th May 2018.**
- 95.18 DATE OF NEXT MEETING – Tuesday 19th June 2018 at 7.30pm**

Signed:



Date: 9th May 2018

Clerk to Spratton Parish Council