

# GREAT ADDINGTON PARISH COUNCIL

Friday 10 February 2017

To members of the public

You are hereby invited to attend a meeting of Great Addington Parish Council to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 22 February 2017 at 7:45 pm for the purpose of transacting the following business.

*H. Hoier*

Mrs Helen Hoier (Clerk/RFO to the Council)  
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## AGENDA

### 17/549 Formalities.

- a) **To receive and approve apologies for absence.**  
The Council will receive any apologies from Councillors and consider formal approval of the reasons provided.
- b) **To receive information requests/comments from members of the public.**  
The Council will receive and process any information requests/comments from members of the public in accordance with the Freedom of Information Act 2000 and Standing Orders.
- c) **To receive declarations of discloseable pecuniary/other interests by Councillors and dispensation requests.**  
Councillors will refer to the latest guidance regarding declaration of discloseable pecuniary interests (DPIs) and granting of dispensations.
- d) **To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted.**  
The Council will consider whether this procedure is required for any agenda items containing confidential information.

### 17/550 To confirm the minutes of the meeting held on Wednesday 18 January 2017.

Subject to approved amendments, the minutes of this meeting will be confirmed as a correct record and a copy will be published on the Council's website.

### 17/551 To consider appointing a working party to review this Council's governance documents.

The Council will consider appointing a working party of at least two members to review its Standing Orders, Financial Regulations and any other governance documents to ensure they are fit for purpose and comply with current legislation.

### 17/552 Minor items (for information and/or delegated action only).

- a) **To receive and note reports from District and County representatives.**
  - (i) Cllr D Hughes (ENC Woodford Ward).
  - (ii) Cllr S Hughes (NCC Irthlingborough Division).
- b) **To receive and note decisions notified by ENC Planning Services.**  
**16/02411/FUL full planning application for a proposed single storey rear extension at The Spinneys, Woodford Road, Great Addington.**  
This application has been permitted subject to conditions.
- c) **To receive and note monthly reported crime figures notified by Northamptonshire Police.**
- d) **To receive and note correspondence/reports/publications from other organisations.**
  - (i) E-mail regarding street lighting projects in Great Addington.
  - (ii) Central and East Northamptonshire Citizens Advice Bureau (February 2017).

- (iii) **Voluntary Impact Northamptonshire (February 2017).**
- (iv) **HMRC Business Help and Support (February 2017).**
- (v) **Keep Britain Tidy (January/February 2017).**
- (vi) **Rural Services Network (January/February 2017).**
- e) **To receive and note on-going items.**  
The Council will receive and note updates from Councillors and the Clerk regarding any on-going items/delegated actions which are not within the Four Year Plan.
  - (i) **Allocation of the Transparency Fund for Smaller Authorities grant.**
  - (ii) **Councillor e-mail housekeeping.**
  - (iii) **Community Speed Watch 2017.**

**17/553 East Northamptonshire Council (ENC).**

- a) **To consider this Council's response to the East Northamptonshire Local Plan Part 2: Initial statutory consultations under 2012 Local Planning Regulations 18 and 35; 2004 Environmental Assessment Regulations 11 and 12; and 2010 Conservation of Habitats Regulation 102.**  
The Council will consider its response to this new site specific development plan document for East Northamptonshire consultation for which the deadline is Monday 13 March 2017. Background information has been circulated previously and is available using the link below: [www.east-northamptonshire.gov.uk/consultation](http://www.east-northamptonshire.gov.uk/consultation)
- b) **To receive and note ENC correspondence/reports/publications (for information only).**

**17/554 Northamptonshire County Council (NCC).**

- a) **To consider this Council's response to the Northamptonshire Highways Parish Satisfaction Questionnaire.**  
The Council will consider its response to this consultation regarding the effectiveness and delivery of services provided by Northamptonshire Highways for which the deadline is Friday 24 February 2017.
- b) **To receive and note NCC correspondence/reports/publications (for information only). Superfast Northamptonshire Newsletter (January 2017).**

**17/555 Constituency for Corby.**

**To receive and note parliamentary correspondence/reports/publications sent on behalf of Mr T Pursglove MP (for information only).  
Tom Pursglove MP's Westminster Report (January/February 2017).**

**17/556 To note the latest details of this Council's Four Year Plan; confirm its priorities; and consider the options and resources available regarding achieving its short, medium and long term objectives (including any legal responsibilities).**

The Council will note the latest details of this action plan which has been introduced by the Chairman to assist in confirming the Council's priorities, achieving its objectives and monitoring its progress over the next four years.

- a) **To note the latest details and consider proposals by this Council regarding upgrading the street lighting.**
- b) **To note the latest details and consider proposals by this Council regarding its purchase of traffic calming schemes.**
- c) **To note the latest details and consider proposals by this Council regarding its purchase of a village commemorative sign.**
- d) **To consider the addition of two new objectives to this Council's Four Year Plan.**
  - (i) **Review of governance documents.**
  - (ii) **Adoption of the red telephone box in Main Street.**

**17/557 Community.**

**To note this Council's copy for the March 2017 issue of Saints Alive!**

The Council will note copy which has been submitted along with the regular items for inclusion in this issue for which the deadline is Thursday 16 February 2017 (prior to the scheduled meeting).

**17/558 Northamptonshire Action with Communities in Rural England (NACRE)/Northamptonshire County Association of Local Councils (NCALC)/Society of Local Council Clerks (SLCC).**

**To receive and note NACRE/NCALC/SLCC correspondence/reports/publications (for information only).**

- a) **NACRE Neighbourhood Plan Day (Thursday 25 May 2017).**
- b) **NCALC eUpdate (January/February 2017).**
- c) **SLCC Northants Branch 2017 Programme.**

**17/559 Finance.**

- a) **To adopt new financial procedures which have been drafted to meet online banking authorisation requirements and which will replace paragraphs 6.10 and 6.15 of this Council's Financial Regulations adopted on Wednesday 15 June 2016.**  
The Council will adopt formally these procedures which confirm authorisation instructions when payments are made by internet banking transfer and/or any method other than a cheque signed by two authorised signatories.
- b) **To review the effectiveness of this Council's arrangements for the management of risk and systems of internal control for the year ended 31 March 2017.**  
The Council will undertake a review of these procedures to ensure that they are adequate and have been maintained in accordance with proper accounting practices.
- c) **To confirm the scope of work regarding the 2017/18 All Saints Church mowing contract and to consider inviting tenders from approved contractors.**  
The Council will review the current arrangements regarding this contract (with particular reference to the frequency/timing of cuts required throughout the season) before confirming formally the scope of work and considering inviting tenders from approved contractors.
- d) **To receive and approve the monthly financial statements and bank reconciliation.**  
The Council will receive and scrutinise these documents to ensure that its bank balances reconcile to receipts and payments.
- e) **To approve payment of a 50% deposit for the supply and installation of four vehicle activated signs to Stocksigns Ltd.**  
The Council will approve cheque 100312 for payment of £5,534.40 inclusive of 20% VAT in respect of quotation 4011B/purchase order GAPC004/proforma invoice RAH270713/1 (Local Government Rating Act 1997, s 30).
- f) **To approve payment to All Saints Church, Great Addington Parochial Church Council for the annual Saints Alive! subscription (2016/17).**  
The Council will approve cheque 100313 for payment once confirmation has been received that the proposed transaction of £100 has been budgeted accurately (Local Government Act 1972, s 142).

**17/560 To confirm any additional business to be included on the agenda of the next meeting.**

The Council will note any additional business and confirm if it is of sufficient relevance to be included on the agenda of the next meeting.

**17/561 To confirm and list action items from this meeting.**

The Council will confirm details of the activity/task, person delegated and completion date for each action item from the meeting.

**17/562 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 15 March 2017 at 7:45 pm).**