

# GREAT ADDINGTON PARISH COUNCIL

Thursday 18 May 2017

To members of the public

You are hereby invited to attend the Annual Meeting of Great Addington Parish Council to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 24 May 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

### 17/590 Election of Offices.

- a) **To elect the Chairman for 2017/18.**  
The Council will elect the Chairman for 2017/18 which will be followed by the signing of the Chairman's Declaration of Acceptance in the presence of the Clerk.
- b) **To elect the Vice-Chairman for 2017/18.**

### 17/591 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.

### 17/592 Financial appointments.

- a) **To appoint the Responsible Financial Officer (RFO) for 2017/18.**
- b) **To appoint the Internal Controllers for 2017/18.**
- c) **To appoint the bank signatories for 2017/18.**
- d) **To appoint the Internal Auditor for 2018/19.**

### 17/593 Governance.

- a) **To approve any amendments to this Council's governing documents.**  
The Council will conduct an annual review of any governing documents which are not within the Four Year Plan.
- b) **To approve any amendments to this Council's procedures.**  
The Council will conduct an annual review of any procedures which are not within the Four Year Plan.
- c) **To approve any proposed amendments to this Council's delegation arrangements.**  
The Council will review its delegation arrangements to ensure that they are adequate.

- d) **To appoint representatives of this Council to external bodies.**  
The Council will review its reporting arrangements when appointing representatives.
- e) **To confirm the dates and times of ordinary Council meetings for 2017/18.**

**17/594 To confirm the minutes of the meeting held on Wednesday 19 April 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.

**17/595 East Northamptonshire Council (ENC).**

- a) **To consider this Council's response to 17/00773/FUL full planning application for a steel portal framed cattle shed at Site 1028 Former Quarry, Cranford Road, Great Addington.**

The Council will consider its response to this full planning application for which the deadline is Thursday 25 May 2017. Background information has been circulated previously and is available using the link below:

<http://pawebssrv.east-northamptonshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OO91OPGO07T00>

- b) **To consider this Council's response to 17/00802/TPO tree preservation order application for the ash tree within the group A6 on the TPO order 9 to be removed, and works to the large yew tree (also in group A6) to shape the tree and remove dead and damaged branches from the canopy at Great Addington House, Woodford Road, Great Addington.**

The Council will consider its response to this tree preservation order application for which the deadline is Thursday 25 May 2017. Background information has been circulated previously and is available using the link below:

<http://pawebssrv.east-northamptonshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OONZADGOM5F00>

- c) **To consider this Council's response to 17/00958/FUL full planning application for proposed single storey rear extension incorporating flat roof, plus Juliet balcony to first floor bedroom at The Spinneys, Woodford Road, Great Addington.**

The Council will consider its response to this full planning application for which the deadline is Thursday 8 June 2017. Background information has been circulated previously and is available using the link below:

<http://pawebssrv.east-northamptonshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=OPQSGPGOMFU00>

- d) **To receive and note correspondence regarding local opposition to 16/02119/FUL full planning application for which permission has been granted.**

**17/596 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 note the latest details and consider proposals by this Council regarding its review of governance documents.**
- e) **To note the latest details and consider proposals by this Council regarding its adoption of the red telephone box in Main Street.**

**17/597 Community.**

- a) **To note issues of concern raised at the Annual Parish Meeting (of electors) and to consider the options and resources available to this Council.**

The Council will note concerns expressed by residents at this meeting and consider the options and resources available to address these issues.

- (i) **Poor condition of the footway between Great and Little Addington.**
- (ii) **Inconsiderate parking on Woodford Road and other areas of Great Addington.**
- (iii) **Unsatisfactory repair of the cobbled area at the junction of Cranford Road and Main Street.**

- b) **To receive and note correspondence from Insp D Lyon (Wellingborough and East Northants District) regarding neighbourhood policing and the allocation of resources.**  
The Council will receive and note this correspondence regarding new neighbourhood policing communication and meeting attendance procedures.
- c) **To note this Council's copy for the June 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 18 May 2017 (prior to the scheduled meeting).

**17/598 Finance.**

- a) **To receive and approve this Council's financial statements, bank reconciliation and asset register for the year ended 31 March 2017.**  
The Council will receive and scrutinise these financial documents prior to the Clerk/RFO's certification of the 2016/17 accounting statements.
- b) **To approve Sections 1 and 2 of the Annual Return for the year ended 31 March 2017.**  
The Council will approve the Annual Return for the year ended 31 March 2017 in accordance with the Accounts and Audit (England) Regulations 2015.
  - (i) **To approve Section 1 – Annual governance statement 2016/17.**  
The Council will approve this section of the Annual Return in order to report publically on its arrangements for ensuring that its business has been conducted in accordance with current legislation and proper practices.
  - (ii) **To approve Section 2 – Accounting statements 2016/17.**  
The Council will approve this section of the Annual Return once confirmation has been received that the accounting statements present fairly the Council's financial position.
- c) **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.
- d) **To approve payments in accordance with relevant legislation.**  
The Council will approve the monthly schedule of payments once confirmation has been received that the proposed transactions have been budgeted accurately.
  - (i) **Payment to Aon UK Ltd for the annual insurance premium (June 2017-May 2018).**  
CHQ300004 - £313.41 inclusive of 12% IPT (Local Government Act 1972, s 111).
  - (ii) **Payment to JME Ground Services Ltd for All Saints Church mowing (April 2017).**  
CHQ300005 - £67.50 inclusive of 20% VAT (Local Government Act 1972, s 215).
  - (iii) **Payment to The Marketing Team for website development and training.**  
CHQ300006 - £450.00 inclusive of 20% VAT (Local Audit and Accountability Act 2014, s 38).
  - (iv) **Payment of the Clerk's reimbursement for web hosting supplied by HostPapa Inc (May 2017-May 2018).**  
CHQ300007 - £142.45 inclusive of 20% VAT (Local Audit and Accountability Act 2014, s 38).
  - (v) **Payment of the Clerk's reimbursement for allocation of the Transparency Fund for Smaller Authorities grant.**  
CHQ300008 - £649.31 inclusive of 20% VAT (Local Audit and Accountability Act 2014, s 38).
  - (vi) **Payment to RAO Stationers Ltd for inkjet cartridges.**  
CHQ300009 - £54.13 inclusive of 20% VAT (Local Government Act 1972, s 111).

**17/599 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.

**17/600 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 21 June 2017 at 7:45 pm).**