

# GREAT ADDINGTON PARISH COUNCIL

Thursday 15 February 2018

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 21 February 2018 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

### 18/707 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.

### 18/708 To confirm the minutes of the meeting held on Wednesday 17 January 2018.

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.

### 18/709 Governance.

#### To approve this Council's draft revised Standing Orders.

The Council will consider recommended revisions to this governing document following a review within the Four Year Plan.

### 18/710 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.**
- c) **To receive and note correspondence/reports/publications from other organisations.**
  - (i) E.ON Monthly Market Report (February 2018).
  - (ii) HMRC Business Help and Support (January/February 2018).
  - (iii) Keep Britain Tidy (January/February 2018).
  - (iv) Local Council Public Advisory Service (January/February 2018).
  - (v) Rural Services Network (January/February 2018).
- d) **To receive and note the action log from previous meetings.**

The Council will receive and note updates from Councillors and the Clerk regarding the progress of delegated actions/on-going items which are not within the Four Year Plan.

**18/711 East Northamptonshire Council (ENC).**

To receive and note ENC correspondence/reports/publications (for information only).  
ENC Council meeting documents.

**18/712 Northamptonshire County Council (NCC).**

To receive and note NCC correspondence/reports/publications (for information only).

- a) E-mail regarding the Northamptonshire Waste Partnership 'In to Win' Competition.
- b) Corporate Performance Report (October-December 2017).
- c) First for Wellbeing Newsletter (February 2018).

**18/713 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 2018).

**18/714 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 its purchase of traffic calming schemes.
- b) To note the latest details and consider proposals by this Council regarding its purchase of a village commemorative sign.
- c) To note the latest details and consider proposals by this Council regarding its review of governance documents.
- d) To note the latest details and consider proposals by this Council regarding its adoption of the red telephone box in Main Street.
- e) To note the latest details and consider proposals by this Council regarding upgrading footpath access to the Nene Valley Greenway.

**18/715 Community.**

- a) To consider the options and resources available to this Council regarding developing a Neighbourhood Plan.

The Council will consider the options and resources available regarding this right to shape the development of the local area introduced by the Localism Act 2011, including possible co-operation with neighbouring communities. Background information has been circulated previously and is available using the link below:

<https://mycommunity.org.uk/wp-content/uploads/The-Good-Councillors-Guide-to-Neighbourhood-Planning.pdf>

- b) To note the latest details of this Council's new initiative to address the issue of inconsiderate parking.

The Council will note the latest details of this initiative whereby advisory leaflets are issued explaining the impact of parking inconsiderately.

- c) To note an issue of concern regarding the height of conifer trees in Lower Street and to consider the options and resources available to this Council.

The Council will note concerns expressed regarding the recent damage to overhead cables along with potential implications for public safety and consider the options and resources available to address this issue.

- d) To receive and note correspondence from a local resident regarding access to a mains gas supply in Great and Little Addington.

- e) To note this Council's copy for the March 2018 issue of Saints Alive!

The Council will note copy submitted along with the regular items for inclusion in this issue for which the deadline is Friday 15 February 2018 (prior to the scheduled meeting).

**18/716 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 Annual Report (2016/17).**
- b) **NCALC eUpdate (January/February 2018).**
- c) **NCALC Training Calendar (Spring 2018).**
- d) **SLCC Northants Branch Training Programme (Spring 2018).**

**18/717 Finance.**

- a) **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 2018.**  
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.
- b) **To confirm the scope of work regarding the 2018/19 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.
- 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 receive and approve the monthly internal control checklist.**  
The Council will receive and scrutinise this document to enable it to test specific internal controls, report findings and approve corrective action if necessary.
- e) **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 the Information Commissioner for the data controller notification fee (2017/18).**  
PAY000033 - £35.00 (Data Protection Act 1998, s 18).
  - (ii) **Payment to Northants CALC for the Emergency Planning course fee (6628).**  
PAY000034 - £36.00 (Local Government Act 1972, s 111).
  - (iii) **Payment to the Public Works Loan Board for the bi-monthly loan repayment.**  
PAY000035 - £498.14 (National Loans Act 1968, s 3).

**18/718 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.

**18/719 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.

**18/720 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 21 March 2018 at 7:45 pm).**