

‘GAYTON PARISH COUNCIL

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PLEASE BE ADVISED THAT PARISH COUNCILLORS ARE SUMMONED AND THE PUBLIC INVITED TO ATTEND THE **ANNUAL MEETING OF THE PARISH COUNCIL AT GAYTON VILLAGE HALL ON THURSDAY 23rd MAY 2024 AT 7.30 PM** . (following the Annual Parish Assembly)

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 DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN.**
4. **DECLARATIONS OF INTERESTS** – To receive declarations made under the Council’s Code of Conduct related to business on the agenda.
5. **ELECTION OF VICE-CHAIRMAN** – To elect a Vice Chairman for the next 12 months
6. **OPEN FORUM** - Members of the public are invited to address the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. The session will last for a maximum of 15 minutes; each member of the public may speak for a maximum of 3 minutes. Discussion may take place; decisions can only be made on items already included on the agenda. Members of the public may not take part in any other part of the Parish Council meeting.
7. **REVIEW OF FINANCES AND GOVERNANCE OF PARISH COUNCIL :**
(previously circulated)
 - **COUNCIL TO ADOPT CODE OF CONDUCT** (previously circulated)
 - **COUNCIL TO AGREE INFORMATION AVAILABLE FROM GAYTON PARISH COUNCIL UNDER MODEL PUBLICATION SCHEME**
 - **COUNCIL TO ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS**
 - **RISK ASSESSMENT, INCLUDING USE OF NCALC AS INTERNAL AUDITOR**
 - **COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER.**
 - **POLICY ON INTERNAL CONTROL**
8. **GDPR COMPLIANCE** – Parish Council to agree:
 - a) To appoint the Northants CALC DPO Service as the council’s Data Protection Officer

b) To resolve that the council continues to register with the ICO and pay the relevant Data Protection Fee (£35).

c) Also the to adopt the following policies and documents

- Data Breach Policy
- Records Retention Policy
- Data Protection Policy
- Councillors Resignation Check list
- GDPR – Security Compliance Check list – to be signed by each/new councillor
- Subject Access Request Procedure

9. COUNCIL TO AGREE AND CHAIRMAN TO SIGN THE FOLLOWING :

- i) **SECTION ONE AND TWO OF THE ANNUAL RETURN for year-end 31.3.24 AND ASSOCIATED DOCUMENTATION.**
- ii) **DATES FOR EXERCISE OF PUBLIC RIGHTS TO BE AGREED AS MONDAY 3 JUNE - FRIDAY 12th JULY 2024**

The NCALC Internal Audit has been conducted remotely and report circulated. Papers and notices including agreed dates for 'Exercise of Public Rights' will be posted after this meeting on the website.

10. DATES FOR MEETINGS FOR NEXT YEAR - To confirm that the Parish Council Meetings for the year 2024 to 2025 will *generally* take place on the second Thursday of the months of January, February, March, May, June, July, September, October, November. If this is not feasible, it will be re-arranged. Extraordinary meetings will be held as necessary.

11. To confirm arrangements for dealing with PLANNING Applications – Clerk to receive notification of an application and circulate it as soon as possible. An extension to be obtained if necessary and response from consultation to be made immediately after next meeting.

12. CONFIRMATION OF APPOINTMENT OF REPRESENTATIVES TO ACT AS TREE AND FOOTPATH WARDENS, INCLUDING LEAD ON FOOTPATHS WORKING PARTY.

13. CONFIRMATION OF APPOINTMENT OF COMMUNICATIONS REPRESENTATIVE/S

14. CONFIRMATION OF GRASS CUTTING CONTRACT FOR 2024 SEASON.

15. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 21st March 2024.

16. WNC REPORT FROM CLLR COOPER - Circulated

17. CLERK'S REPORT – Any issues raised since Agenda sent out

18. PLAY AREA –

- Any issues arising from 2 weekly inspections - Clerk to report

19. SPINNEY – Any issues arising from 2 weekly inspections – Clerk to report.

Management using working parties to be reviewed, Parish Council to consider whether they want Glennyss Woodcock and Sue Simmonds to carry out this Gayton Spinney Survey and ask the villagers of Gayton what they want from the Spinney.

20. WEBSITE and COMMUNICATIONS – new website up and running

21. NOTABLE CORRESPONDENCE NOT COVERED IN AGENDA-

22. PLANNING - Applications update – refer WNC PLANNING REGISTER below

23. WESTGATE HOUSE – Update in any planning information if available

24. FINANCE

- To agree the following payments:

Ref	Payee	Detail	VAT	Net	Total
1-	BHIB Ltd	Insurance premium	-	-	£1130.30
2-	AGH Services	Grass cutting	-	-	£903.00
3-	Parish Council websites	New Website			£273.60
4-	NCALC	Annual sub (inc IAS £207)			£684.45
5-	V Hartley	Expenses from May 2023 - May2024-	-	-	£373.50
6-	V Hartley	Office use for 2023-4 (per budget)-			£339.00
7-	N Power	Supplies Jan – Mar	50.44	1008.87	£1059.31
8-	CPRE	Annual sub			£36.00
9-	Sue Simmonds	3 year Web Hosting for Village website			£292.91
dd-	Tesco	Mobile April 24 (shared 33.3%)			<u>£17.49</u>
Total					£5109.56

50% precept - £16000 received from SNC

Calculated balance at 14.5.24 - £19497.38

50% of annual mobile costs – (£142.09) to be paid by Litchborough Parish Council

25. COUNCIL TO CONSIDER GAYTON AND TIFFIELD COMMUNITY TRANSPORT – GRANT FUNDING REQUEST (REGISTERED CHARITY NO 1118336) FOR £1000

26. STREET LIGHTING

- Reports of any faults

27. HIGHWAYS and RIGHTS OF WAY - Report of Highway issues

27. COUNCILLORS' COMMENTS, future agenda items

28. DATE AND TIME OF NEXT MEETING – Thursday 20th June?

VM Hartley

16.5.24

Reference No.	Location	Proposal / Description	Valid Date	Decision Issue Date	Decision
2024/2159/FULL	38 Hillcrest Road Gayton NN7 3HG	Proposed two storey rear extension	10/04/2024		Pending
2024/1922/COND	Windyridge 19 Bugbrooke Road Gayton NN7 3EU	Discharge of Condition 10 (Noise assessment) & Condition 11 (Details of boundary enclosures for Planning Permission WNS/2022/1600/RES (Approval of the following reserved matters: Access, Appearance, Landscaping, Layout and Scale pursuant to S/2020/0312/OUT Outline application for residential development of 4 no. Dwelling/House with all matter reserved application is for three dwellings)	10/04/2024		Pending
2024/1671/FULL	Anchor Farm Banbury Lane Rothersthorpe NN7 3JF	Change of use and extension to a redundant traditional barn to create 1 no. dwelling and erection of an outbuilding	29/03/2024		Pending
2024/2011/LDP	Land At Wrights Lane Gayton	Proposed siting of a static caravan for ancillary use on a leisure plot	28/03/2024		Pending