

wGAYTON PARISH COUNCIL

Mrs V. Hartley, Clerk to the Council, clerkgaytonpc@gmail.com

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 11th MAY 2023 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. **CO-OPTION OF NEW COUNCILLOR IF AVAILABLE**
7. **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.
8. **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**
9. **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

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

- SECTION ONE AND TWO OF THE ANNUAL RETURN for year-end 31.3.23 AND ASSOCIATED DOCUMENTATION.**
- DATES FOR EXERCISE OF PUBLIC RIGHTS TO BE AGREED AS MONDAY 5 JUNE - FRIDAY 14th JULY 2023**

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.

11. DATES FOR MEETINGS FOR NEXT YEAR - To confirm that the Parish Council Meetings for the year 2023 to 2024 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.

12. 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.

13. APPOINTMENT OF REPRESENTATIVES TO ACT AS TREE AND FOOTPATH WARDENS, INCLUDING FOOTPATHS WORKING PARTY.

14. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 23rd March 2023.

15. WNC REPORT FROM CLLR COOPER - Circulated

16. CLERK’S REPORT – Any issues raised since Agenda sent out

17. UPDATE ON LATEST POSITION OF SOLAR FARM APPLICATION –

18. PLAY AREA –

- Any issues arising from 2 weekly inspections - Clerk to report
- Annual Inspection by Wicksteed – Council to consider work to be done at cost of £1111.

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

20. CORONATION – Brief report on recent festivities,

21. WEBSITE and COMMUNICATIONS – new website up and running

22. NOTABLE CORRESPONDENCE NOT COVERED IN AGENDA-

23. PLANNING - Applications update – refer to entries on WNC PLANNING REGISTER
– no entries at time of writing

24. WESTGATE HOUSE - UPDATE -

25. FINANCE

- To agree the following payments:

Ref	Payee	Detail	VAT	Net	Total
1-	BHIB Ltd	Insurance premium	-	-	£838.38
2-	AGH Services	Grass cutting	-	-	£858.00
3-	Parish Council websites	New Website			£861.42
4-	NCALC	Annual sub (inc IAS £207)			£578.10
5-	Leandra Bramham	50% cost of Coronation mugs	-	-	£227.50
6-	V Hartley	Expenses from Mar 22- May2023-			£399.47
7-	V Hartley	Office use for 2022-3 (per budget)-			£339.00
8-	N Power	Supplies Jan – Mar			£448.86

Total £ 4,550.73

50% precept - £14875 received from SNC

Calculated balance at 4.5.23 - £22356.62

26. STREET LIGHTING

- Reports of any faults
- Update on upgrade – Clerk has been promised work would be carried out shortly

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

27. COUNCILLORS' COMMENTS, future agenda items

28. DATE AND TIME OF NEXT MEETING – Thursday 8th June

VM Hartley *4.5.23*