

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 14th MAY 2026 AT 7.30 PM** .

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. **CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**
4. **DECLARATIONS OF INTERESTS** – To receive declarations made under the Council's Code of Conduct related to business on this 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 - 15 minutes.
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**
 - **COUNCIL TO APPOINT COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER.**
 - **COUNCIL TO REVIEW EFFECTIVENESS OF INTERNAL CONTROL**
 - **IT POLICY**
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 (£47).

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. CONFIRMATION OF APPOINTMENT OF REPRESENTATIVES TO ACT AS:

- i) TREE AND FOOTPATH WARDENS, INCLUDING LEAD ON FOOTPATHS WORKING PARTY AND SPINNEY WORKING PARTY.**
- ii) COMMUNICATIONS REPRESENTATIVE/S**
- iii) GRASS CUTTING CONTRACT FOR 2026 SEASON.**

10.

11. COUNCIL TO AGREE/NOTE AND CHAIRMAN TO SIGN THE FOLLOWING:

- i) The NCALC Internal Audit has been conducted remotely and report circulated. Any items to be reviewed.**
- ii) Papers and notices including agreed dates for ‘Exercise of Public Rights’ will be posted after this meeting on the website.**
- iii) SECTION ONE AND TWO OF THE ANNUAL RETURN for year-end 31.3.26 AND ASSOCIATED DOCUMENTATION.**
- iv) DATES FOR EXERCISE OF PUBLIC RIGHTS TO BE AGREED WEDNESDAY JUNE 3rd - TUESDAY JULY 14th 2026**

- 12. DATES FOR MEETINGS FOR NEXT YEAR -** To confirm that the Parish Council Meetings for the year 2026 to 2027 will *generally* take place on the third Thursday of the months of January, March, May, July, September, November If this is not feasible, it will be re-arranged.
Extraordinary meetings will be held as necessary.

- 13. 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 obtained if necessary and response from consultation to be made immediately after next meeting.

14. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 29th March 2026.

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

16. PLAY AREA –

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

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

**18. POTHOLES AT VILLAGE HALL – CAUSED A FALL TO A RESIDENT.
COUNCIL TO DECIDE ON REPAIR.**

19. NEIGHBOURHOOD PLANNING – Update

20. WEBSITE and COMMUNICATIONS – Policies and Financial records to be updated after this meeting.

21. NOTABLE CORRESPONDENCE NOT COVERED IN AGENDA-

22. PLANNING – Appeal 6003817-2025/4555/PIP-Highlands, 12 Milton Road, Gayton, NN73HE – Decision - Appeal Dismissed

23. FINANCE

- The following payments were agreed:

Ref	Payee	Details	Net	VAT	Gross
dd	N Power	¼ to 31.3.26	927.32	46.37	973.69
1	Clear Councils Insurance	Insurance Premium			1357.97
2	Sim's Mowing Invoices 14756,14517	Grass cutting	1280.00	256.00	1536.00
3	NCALC	Annual sub	618.51	50.45	668.96
4	V Hartley	Expenses from May 2025 - May2026 (includes broadband)			328.70
5	V Hartley	Office use for 2025-6 (as per budget)-			366.00
dd	Tesco	Mobile – April			7.42
dd	Bank charges	April			4.25
dd	Tesco	Mobile May			7.86
6	Texprep	Printing Gayton News	196.70	-	196.70
Total					£3115.89

- 50% precept - £17,250.00 received from SNC
- £52.34 to be received from both Brafield and Litchborough Parish Councils for annual mobile costs for year ending 31.3.26. (33.3% each)
- Balance at 7.5.26 - £52,464.05

24. COUNCIL TO NOTE GAYTON AND TIFFIELD COMMUNITY TRANSPORT — Annual Report to be received. Council to agree to make donation.

25. STREET LIGHTING - Reports of any faults

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

i) in particular to discuss how to reduce car drivers still parking and blocking pavements – in Baker Street, Blisworth Road and Back Lane. Cllr A Goddard has put out request for considerate parking on Facebook.

ii) Hillcrest Road Signs – been removed. Clerk has reported to WNC to request replacement

26. COUNCILLORS' COMMENTS, future agenda items

27. DATE AND TIME OF NEXT MEETING – Thursday 16th July 2026

WNC Planning Register for Gayton at 7th May 2026 – no new planning applications during latest period