

# GREAT ADDINGTON PARISH COUNCIL

Thursday 14 June 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 20 June 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

### 18/758 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.

### 18/759 To confirm the minutes of the Annual Meeting of the Council held on Wednesday 16 May 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.

### 18/760 To adopt the latest version of the NALC Records Retention Policy with approved amendments and consider upgrading this Council's HostPapa Inc web hosting account to ensure continuous website backup.

The Council will adopt this policy which applies to all hard copy and electronic documents and will consider increasing its website backup storage capacity.

### 18/761 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.**  
**18/00759/LBC listed building consent application for the installation of secondary glazing units to all of the current 14 wooden single glazed windows throughout the property at The Hare and Hounds Inn, Main Street, Great Addington.**  
Notification has been received that this listed building consent application has been permitted subject to conditions.

- c) **To receive and note correspondence/reports/publications from other organisations.**
  - (i) **E.ON Monthly Market Report (May/June 2018).**
  - (ii) **HMRC Business Help and Support (April/May/June 2018).**
  - (iii) **Keep Britain Tidy (April/May 2018).**
  - (iv) **Public Sector Network Newsletter (April/May 2018).**
  - (v) **Rural Services Network (April/May/June 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.

**18/762 East Northamptonshire Council (ENC).**

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

- a) **E-mail regarding free training in applying for funding.**
- b) **E-mail regarding the Tree Management – Guidance and Principles Consultation.**
- c) **Monitoring Officer Town and Parish Councils Briefing (May/June 2018).**

**18/763 Northamptonshire County Council (NCC).**

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

- a) **E-mail regarding the Consultation on Direct Payments or Personal Budget Rate for People with Personal Assistants.**
- b) **E-mail regarding Northamptonshire Carers and the Connecting Communities Project.**
- c) **Superfast Northamptonshire Newsletter (June 2018).**

**18/764 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 (May/June 2018).**

**18/765 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.**

**18/766 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.

- 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 consider the options and resources available to this Council regarding litter picking arrangements.**

- d) **To approve this Council's copy for the July 2018 issue of Saints Alive! and the local press.**

The Council will approve copy to be submitted along with the regular items for inclusion in this issue for which the deadline is Thursday 21 June 2018.

**18/767 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) **NCALC eUpdate (May/June 2018).**
- b) **SLCC News Bulletin (April/May/June 2018).**
- c) **SLCC Northamptonshire Branch Thursday Training Days (June 2018).**

**18/768 Finance.**

- a) **To receive and approve the quarterly statement of receipts and payments under each budget heading.**

The Council will receive and scrutinise these documents to enable it to establish actual performance against its budget and consider explanations of any significant variances.

- b) **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.

- c) **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.

- 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 JME Ground Services Ltd for May 2018 All Saints Church mowing (6604).**

PAY000050 - £216.00 inclusive of 20% VAT (Local Government Act 1972, s 215).

- (ii) **Payment of the Clerk's salary (April-June 2018).**

PAY000051 - £395.15 (Local Government Act 1972, s 112).

- (iii) **Payment to HM Revenue & Customs for PAYE (April-June 2018).**

PAY000052 - £98.60 (Local Government Act 1972, s 112).

- (iv) **Payment to Unity Trust Bank plc for service charges (April-June 2018).**

PAY000053 - £18.00 (Local Government Act 1972, s 111).

**18/769 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.

**18/770 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.

**18/771 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 18 July 2018 at 7:45 pm).**