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Clerk: **Elaine Gibbon**
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Hillrise
School Hill
Newnham
NN11 3HG

3 January 2024

Dear Councillor

You are summoned to an Ordinary meeting of the Parish Council at **7.00pm** on **Monday 8th January 2024** in the Village Hall.

Public and press are invited to attend.

AGENDA

ITEM NO	*BUSINESS*	*RESPONSIBLE*
01.01.24	**To receive and approve apologies for absence**	*All*
02.01.24	**Declarations of Interest for items on the agenda**	*All*
03.01.24	**To approve and sign the Minutes of the Parish Council Meeting held on 4 December 2023**	*All*
04.01.24	**Public Time (3 minutes per speaker)**	
05.01.24	**Vacancy for Parish Councillor – update** "Parish in the Pub" – Thursday 18 January 2024 at 7pm	*Clerk*
06.01.24	**Traffic Calming** (a) Update on status of SIDs	*Cllr Collins*
	(b) Data from the SIDs – next steps	*Cllr Hammersley*
07.01.24	**Budget 24/25** Finalise and approve budget for 2024/25	*All*
08.01.24	**Precept for 2024/25** (a) Determine and approve precept for 2024/25	*All*
	(b) Complete and sign PR1 form for Precept request	*Chair and Clerk*
09.01.24	**Correspondence & Ad Hoc items**	
	(a) Christmas Event – *23 December 2023 – Feedback & whether this event will be repeated next year*	*All*
	(b) Green Waste Bin Burial Ground – *lid has been damaged, new bin required - update*	*Clerk*

(c) Defibrillators – (*i) periodic review of units (ii) registration on The Circuit (iii) confirm donation of £150 to South Northants Community Responders for Defib training* — *Cllrs Bastin & Reynolds, Clerk*

(d) Action Log – *matters arising (if any)* — *All*

(e) Complete online audit for WNC re Electrical Equipment — *All*
https://forms.office.com/e/eT3WYCSwmt
(circulated to all councillors 12/12/23)

10.01.24 Financial

(a) Bank Balance at 3 January 2024 is **£33,826.01** of which **£32,690.77 is held in the interest-bearing account**

(b) Approve payment of the invoices on the **attached schedule** — *All*

(c) Monies received (since last meeting): £270 re burial of the late Mr Malcolm Payne & £238.88 bank interest

(d) Bank Reconciliation Statement for Q3 (1/10/2023 to 31/12/2023) — *Clerk*

(e) Expenditure against Budget – 3rd Quarter — *Clerk*

(f) VAT Reclaim – the amount to be reclaimed is for the period from 12/05/22 to 01/04/23 and is for £5,756.01 (subject to final check) — *Clerk*

(g) Financial Accounting Software
(i) *General review of findings to date* — *Cllr Hammersley,*
(ii) *Clerk (as RFO) and in consultation with Chair to propose way forward re financial accounting* — *Clerk*
Please see separate sheet 'Finance – the way forwards'

11.01.24 Working Parties and Projects for 2024/25 — *All*
Discussion of projects and leads to take forwards

12.01.24 Policy Reviews
(a) Identify the current policies which need to be reviewed — *Clerk*
(b) Annual schedule for review of policies

13.01.24 Planning

(a) **Issues**: *None notified at date of agenda*

(b) **Applications:**

2023/7886/FULL – 4 Bradbury Road, Newnham NN11 3HD – Rear single storey extension, new front porch and shingle replacement with cladding to front and rear — *All*
***Any comments need to be made by 12 January 2024**.*

2023/7243/FULL – 8 Thornton Close, Newnham NN11 3HW – Proposed two storey side extension — *All*
Any comments need to be made by 29 December 2023

(c) **Decisions:** *None notified at date of agenda*

14.01.24 Health & Safety

(a) Burial Ground – *leaf clearance update* — *Cllr Simpson*

(b) Churchyard -*Update re Faculty & Planning Application* — *Cllr Simpson*

(c) Play Area – *Monthly checklist from Alf Reynolds* — *Cllr Hammersley*

15.01.24 Items for discussion at next meeting *All*

16.01.24 Date of next Meeting

Monday 5 February 2024 at 7.00pm in the Village Hall *All*

JANUARY 2024 MEETING SCHEDULE OF INVOICES

(a) Ratify the following payment made since the date of the last meeting (4 December 2023):

	Payee	Details	Amount	VAT	Total	Stat.Power
B/P	Rob Haynes	Inv 116 – bank and leaf clearance – Staverton Road and Wet Lane	£165.00		£165.00	OSA 1906 – Sec's 10 & 15 & LGA 1972 – S.111

(b) Approve payment of the following invoices:

	Payee	Details	Amount	VAT	Total	Stat.Power
	NVHMC	Hire of hall 4/12/23 x 2 hours	16.00		16.00	LGA 72 – Sec 111
	Elaine Gibbon (Amazon)	Printer Cartridge	25.67	5.13	30.80	LGA 72 – Sec 111
	Rob Tonge Bartora	Inv B123423 dated 31/12/2023 covering SIDs maintenance from 31/10/23 to 17/11/23 & removing poppies from lamp posts to 31/12/2023	90.00		90.00	LGA 72 – Sec 111

(c) Direct Debits, Standing orders & regular monthly payments:

	Payee	Details	Amount	VAT	Total	Stat.Power
D/D	Yu Energy Retail Ltd	Unmetered supply to Street Lights Bill 01334884 (01/11/23 to 30/11/23) **Paid on 08/12/23**	61.45	3.07	64.52	LGA 72 – Sec 111
D/D	Yu Energy Retail Ltd	Unmetered supply to Street Lights Bill 01334885 (01/11/23 to 30/11/23) **Paid on 08/12/23**	10.86	0.54	11.40	LGA 72 – Sec 111

S/O	Gigaclear	Broadband – Village Hall – Bill No G05314789 16/12/23 to 15/01/24 **Paid on 27/12/23**	30.00	6.00	36.00	LGA 72 – Sec 111
B/P	Elaine Gibbon	Clerk's Salary (November 2023) **Paid 01/12/23**	640.80		640.80	LGA 72 – Sec 111
B/P	Elaine Gibbon	Clerk's Salary (December 2023) **Paid 02/01/24**	482.30		482.30	LGA 72 – Sec 111
B/P	Unity Bank	Quarterly account service charge	18.00		18.00	LGA 72 – Sec 111

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