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CLERK: MRS ELAINE GIBBON (from 22/5/23)

"HILLRISE"  
SCHOOL HILL  
NEWNHAM  
NN11 3HG

TEL: 07955 644586

10 May 2023

Dear Councillor

You are summoned to the **Annual** meeting of the Parish Council at 7.30pm on Monday 15 May 2023  
in the Village Hall

**Public and press are invited to attend.**

**Agenda**

- 01.05.23 Election of Chair
- 02.05.23 Election of Vice-Chair
- 03.05.23 Appointment of Internal Financial Controller
- 04.05.23 Appointment of Data Protection Officer
- 05.05.23 Appointment of Bank signatories
- 06.05.23 To receive and approve apologies for absence.
- 07.05.23 Declarations of Interest for items on the agenda.
- 08.05.23 To approve and sign the Minutes of the meeting held on 3 April 2023
- 09.05.23 Public Time (3 minutes per speaker)
- 10.05.23 Appointment of new Parish Clerk & Responsible Financial Officer
- 11.05.23 Traffic Calming

a) Data update and operational situation of all Speed Indicator Devices ("SID's")

### 12.05.23 Correspondence & Ad Hoc items

- a) Installation of new Ornate Light on The Green and approval of expenditure to install new power outlet on The Green as a spur from the new light.
- b) Work by the Woodland Trust in the Nuttery – response to issues raised.
- c) Approval of electrical works in Village Hall for i) Broadband and ii) connection to the shed in the Churchyard.
- d) Planting of 29 Saplings – update
- e) Entrance signs to the village plus painting on the roads of 30 mph – update
- f) Coronation Celebrations – review, including volunteers for the “Big Help Out”
- g) Purchase of Aluminum tree markers - update
- h) Whole Council Training – 26 June 2023
- i) Armed Forces Covenant – adoption
- j) Approve the purchase of a laptop (including software) & a mobile phone for use by The Clerk
- k) Approve the purchase of a tablet with an MS Operating system to download data from SID’s
- l) Allocation of Councillor Responsibilities

### 13.05.23 Financial

- a) Bank balance at 10 May 2023 is £47,015.65 of which £28,605.76 is held as General & Earmarked Reserves

- b) To ratify payment of the following accounts:-

	Payee	Details	Amount	VAT	Total	Stat.Power
B/P	WNC	23/24 Rates Bill for the Burial Ground	86.46		86.46	LGA 72 - Sec 112
B/P	Roots Tree Surgeons Ltd	Completion of trees work in the Churchyard	1500.00	300.00	1,800.00	LGA 72 - Sec 111
B/P	Gigaclear Ltd	1 <sup>st</sup> & 2 <sup>nd</sup> monthly payments following installation (£36 per month- to be paid by DD in future)	60.00	12.00	72.00	LGA 72 - Sec 111
B/P	Intents Marquees Ltd	2 <sup>nd</sup> deposit for Marquee & Equipment hire for Coronation Party	1,109.70	221.94	1,331.64	LGA 72 – Sec 111

- c) To approve payment of the following accounts:-

	Payee	Details	Amount	VAT	Total	Stat.Power
B/P	NVHMC	Hire of Village Hall – April Meeting plus Interviews	62.50		62.50	LGA 72 - Sec 111

B/P	LCH Hedging and Grass Maintenance Ltd	Grass Cutting x 4 (6, 12, 20 & 27 April)	1,120.00	224.00	1,344.00	LGA 72 - Sec 111
B/P	Northants CALC Ltd	23/24 Membership fee, Internal Audit fee and Data Protection Officer fee	620.73	53.20	673.93	LGA 72 - Sec 111
B/P	Jim Simpson	Inv No's 77180058 & 78493170 (March & April) from Indeed.com – advert for Clerk	170.89		170.89	LGA 72 – Sec 111
B/P	Jim Simpson	Viking Office Supplies – Paper & Laminates	60.25	12.05	72.30	LGA 72 – Sec 111
B/P	Jim Simpson	Leisure Mart – Removable locking parking post for the Green	47.63	9.52	57.15	LGA 72 – Sec 111
B/P	Jim Simpson	3 extra padlock keys for parking post	15.00	3.00	18.00	LGA 72 – Sec 111
B/P	Information Commissioners Office	Data Protection Fee 23/24	40.00 (or £35.00 if paid by DD)		40.00 (or £35.00 if paid by DD)	LGA 72 – Sec 111
B/P	Huws Gray Ltd	Inv No IE317790 (Wood, paint & Postcrete for posts on The Green)	634.02 (Waiting for Huws Gray to confirm figures)	126.80	760.82	LGA 72 – Sec 111
B/P	Electricity Network Contractors Ltd	Supply & installation of Ornate Light on The Green				
B/P	Electricity Network Contractors Ltd	Supply & Installation of Electricity Unit on The Green				
B/P	Bartora Ltd	Handy Person Inv (Rob Tonge) re SIDs (to 30/4/23)	60.00		60.00	LGA 71 – Sec 111
B/P	Rob Haynes	Handy Person Inv (to 5/5/23)	425.83	4.17	430.00	LGA 72 - Sec 111
B/P	Alf Reynolds	Handy Person Inv (to 30/4/23)	720.00		720.00	LGA 72 - Sec 111

B/P	Judith Dorkins	Handy Person Inv (to 30/4/23)	100.00		100.00	LGA 72 - Sec 111
B/P	Intents Marquees Ltd	Final Invoice for Marquee & Equipment hire for Coronation Party	216.45	43.29	259.74	LGA 72 - Sec 111
B/P	Judith Dorkins	Coronation Party Expenses	304.23	38.37	342.59	LGA 72 - Sec 111
B/P	Trevor Collins	Stone Refurb - Laptop for use by the Clerk	125.33	25.07	150.40	LGA 72 - Sec 111
B/P	Trevor Collins	Screwfix – Commando plugs & socket to make a splitter for tree lights on The Green	17.97	3.00	17.97	LGA 72 - Sec 111
B/P	Trevor Collins	Festive Lights – Connectors for tree lights on The Green	52.27	10.46	62.73	LGA 72 - Sec 111
B/P	Trevor Collins	City Electrical Factors – Commando lead & sockets for tree lights on The Green	38.12	7.62	45.74	LGA 72 - Sec 111

- d) Monies received:- on 5/4/23 £270 Burial Fees re Debbie Bayliss, on 12/4/23 £60 Memorial Fees re Barron Walton, on 28/4/23 £17,361.00 being 50% of the 23/24 Precept
- e) Expenditure v Budget (4<sup>th</sup> Quarter and year end to 31/3/23)
- f) Reserves position as at year end 31/3/23 (& opening position 1/4/23)
- g) Completion of Section 2 of the Annual Governance & Accountability Return (“AGAR”) for the financial year 22/23

#### 14.05.23 Policy Reviews

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Freedom of Information

#### 15.05.23 Planning

##### a) Issues

None raised

##### b) Applications

i) **WND/2023/0246** – Construction of rear first floor extension – Dolphin Cottage, Mounts Lane, Newnham, NN11 3ES - **observations required by 10 May 2023**

ii) **2023/5078/PND** – Application to determine if prior approval is required for an extension to an agricultural building for the erection of a livestock handling area – Newnham Lodge, Weedon Road, Newnham, NN11 3EP – **observations required by 15 May 2023**

iii) **2023/5114/TCA** – Notification of tree works in Conservation Area – Dormers, Church Street, Newnham, NN11 3ET – **observations required by 17 May 2023**

iv) **2023/5101/PND** – Application to determine if prior approval is required for the erection of agricultural building for use as a muck store – Newnham Lodge, Weedon Road, Newnham, NN11 3EP – **observations required by 30 May 2023**

**c) Decisions**

None notified

**16.05.23 Health and Safety**

- a) Burial Ground –
- b) Churchyard – installation of handrails along the slopes leading down to the dip and up towards Mounts Lane
- c) Play Area – Rospa Inspection being carried out in June 2023

**17.05.23 Annual Meeting**

- a) Annual Parish Meeting (of local organisations as distinct from the Annual Parish Council Meeting) – **to be held on Monday 22 May 2023** starting at 7.00pm in the Village Hall with ‘nibbles’ & drink afterwards
- b) Update of attendee’s & presentations plus any agenda items

**18.05.23 Items for discussion at next meeting**

**19.05.23 Date of Next Meeting**

*Monday 5 June 2023 at 7.30.p.m. in the Village Hall*

JS

10.05.23