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East Hunsbury
Parish Council

To: All Parish Councillors

You are hereby summoned to attend the Annual Meeting of East Hunsbury Parish Council to be held at **Blacky More Community Centre** on **Tuesday, 21st May 2024 commencing at 7.00pm.**

Parishioners and members of the press are invited to attend. Please be aware that this is a public meeting and you may be filmed, recorded, or published.

The purpose of the meeting is to transact the following business.

A handwritten signature in black ink, appearing to read 'C. Holgate', is positioned above the printed name of the clerk.

Issued by: Mrs C. Holgate
Clerk to the Council

Date: 15th May 2024

AGENDA

- 24/052 Election of Chairman and Declaration of Acceptance of Office
- 24/053 Election of Vice-Chairman
- 23/054 To receive and approve apologies for absence.
- 24/055 To receive and approve for signature the minutes of the Ordinary Meeting of the Council held on Tuesday 16th April 2024.
- 24/056 **Declarations of Interest**
Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate.
- 24/057 **Co-option of Councillors**
The Council has three vacancies to be filled by co-option.
To consider the two applications received for the vacancies and to fill such vacancies by majority vote.
- 24/058 **Police and Public Session**
To receive a report from the Neighbourhood Police Team on local issues.
To receive a report from West Northants Councillors.

Members of the public are invited to address the Council.

The public session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes.
Members of the public should address their representations through the Chairman of the meeting.
- 25/059 To receive brief reports on outside meetings from Councillors and the Clerk and to receive the Clerks Report.

24/060 Northampton South SUE

To receive an update on the Collingtree Park development following the meeting held with Vistry on 9th May 2024.

24/061 Planning

a) To consider planning applications and representations received by the parish council.

Ref. no	Location	Application Details
2024/2138/MAO	Northampton South Western Expansion	Development of up to 361 market and affordable homes, and associated infrastructure, including open space, play space, landscaping, SuDs, and green infrastructure, and demolition of ruinous agricultural structure. Outline, all matters reserved Planning application: 2024/2138/MAO - Planning register Planning register West Northamptonshire Council (planning-register.co.uk)
Notification of Tree Work - For note only:	Wotton Hall Police Headquarters, Wootton Hall Park, Mereway Northampton NN4 0JQ	Intended tree work includes: crown lifts, epicormic reduction and removal of various trees and shrubs covered under TPO 237-g7

Any planning application received between the publication of this agenda and the council meeting shall be added for discussion at the meeting.

24/062 Committees and Councillors roles

- a) To agree and resolve to adopt the Terms of Reference for the Resources Committee, Community Engagement Committee, and the Parks and Open Spaces Committee
- b) To appoint members to the Resources Committee
- c) To appoint members to the Community Engagement Committee
- d) To appoint members to the Park and Open Spaces Committee
- e) To appoint the Internal Controls Councillor
- f) To appoint members to External Bodies:
 - i. Police Liaison Representative

24/063 Annual Governance

- a) To review and approve the Asset Register
- b) To approve the Bank Reconciliations to 31st March 2024
- c) To approve the Balance Sheet made up to 31st March 2024
- d) To receive and accept the report of the Internal Auditor
- e) To resolve the Annual Governance Statement 2023/24 – Section 1 of the Annual Return
- f) To receive year end information and to resolve the Accounting Statements for 2023/24 – Section 2 of the Annual Return
- g) To approve the period for exercise of electors' rights
- h) To appoint NCALC Internal Audit Service as the Internal Auditor for 2024/25

24/064 Finance and related matters

- a) To approve the payments made in May 2024, plus any that arrive between the publication of the agenda and the meeting.
- b) To approve the bank reconciliation statement to 30th April 2024.
- c) To approve the use of Standing Orders for the payment of salaries
- d) To approve the list of Regular Payments arising as a result of a continuing contract, subscription to other bodies, statutory duty, or obligation
- e) To approve the use of standing orders or direct debit payments for regular payments
- f) To approve the changes to the bank mandate

24/065 Administration

- a) To resolve membership of NCALC for 2024/25
- b) To appoint Northants CALC DPO Service as the Council's Data Protection Officer

- c) To agree the time and place of ordinary meeting of the Council up to and including the next annual meeting of the Council
- d) To approve and adopt the following documents and policies:
 - i. Code of Conduct
 - ii. Standing Orders
 - iii. Financial Regulations
 - iv. Governance Risk Assessment
 - v. Internal Control policy(Other documents due for review will be brought to Council during the year.)
- e) To agree a subscription for M365 Co-Pilot

24/066 Exclusion of public and press

RESOLVED that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

24/067 Staffing matters

To note the review of staff contracts carried out by Chris Moses, and to approve the changes as specified in the Confidential Report on Staffing.

24/068 FOI/Complaint

To note the ongoing FOI/complaint and receive an update.

24/069 Insurance claim

To receive an update on the insurance claim.