



## SIBBERTOFT PARISH COUNCIL

Clerk & RFO: Mrs CE Valentine  
 c/o 20 Styles Place  
 Yelvertoft  
 NN6 6LR  
 clerk@sibbertoftparishcouncil.gov.uk

# AGENDA

### **SIBBERTOFT ANNUAL PARISH COUNCIL MEETING**

**I hereby give notice that a Parish Council meeting will be held on  
 Tuesday 7<sup>th</sup> May 2024 at 20:00hrs in The Reading Room, Sibbertoft.**

To all members of the council, you are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Dated 1<sup>st</sup> May 2024

Please note that photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent so long as the meeting is not disrupted. (Openness of Local Government Bodies Regulations 2014).  
 Members of the public and press are welcome to attend. Please make yourself known to the Clerk.

*Clare E Valentine*

#### Business to be transacted.

<b>1</b>	<b>ELECTION OF CHAIRMAN</b>
<b>2</b>	<b>TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN</b>
<b>3</b>	<b>TO RECEIVE APOLOGIES OF ABSENCE</b>
<b>4</b>	<b>ELECTION OF VICE-CHAIRMAN</b>
<b>5</b>	<b>1. TO RECEIVE AND SIGN DECLARATION FOR ACCEPTANCE OF OFFICE FROM COUNCILLORS</b> <b>2. TO RECEIVE AND COMPLETE THE REGISTER OF INTERESTS</b> <b>3. TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA</b> Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a disclosable pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business.
<b>6</b>	<b>TO APPROVE AND ADOPT THE GDPR POLICY AND COMPLETE GDPR POLICY COMPLIANCE FORMS</b>
<b>7</b>	<b>TO ADOPT THE CODE OF CONDUCT</b>
<b>8</b>	<b>TO REVIEW AND ADOPT THE STANDING ORDERS</b>
<b>9</b>	<b>TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS (5)</b>
<b>10</b>	<b>TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS (REVIEWED &amp; READOPTED 2023)</b>
<b>11</b>	<b>TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILTY</b>
<b>12</b>	<b>TO CONFIRM BANKING SIGNATORIES, BANKING ADMIN AND AUTHORISING ONLINE BANKING PAYMENTS AND DIRECT DEBITS. TO CONFIRM DIRECT DEBITS AND REVIEW MEMBERSHIPS.</b>
<b>13</b>	<b>TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT</b>
<b>14</b>	<b>TO REVIEW AND ADOPT THE ASSET REGISTER</b>
<b>15</b>	<b>TO REVIEW ANNUAL INSURANCE AND FIDELITY GUARANTEE</b> Insurance due for renewal 1 <sup>st</sup> June 2024 - Consider quotes.
<b>16</b>	<b>TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES</b> Highways Liaison; Police Liaison and Neighbourhood Watch; Lights and Rural Footpaths; Defibrillator Service Check; Recreation Ground; H & S; Litter-picking Co-ordinator; Website Administrator; HR & Staffing Matters; Reading Room Representative and Sibbertoft Peace Park.
<b>17</b>	<b>TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER</b>
<b>18</b>	<b>TO READOPT COUNCIL POLICIES AND PROCEEDURES</b>
<b>19</b>	<b>SIGNING OF THE MINUTES</b>
	To approve the minutes of the ordinary Parish Council meeting held on 2 <sup>nd</sup> April 2024.



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<b>20</b>	<b>PUBLIC PARTICIPATION</b>
	Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of three minutes. Members of the public should address their representations through the Chairman.
<b>21</b>	<b>PLANNING</b>
	<p><b>1. <u>NEW APPLICATIONS:</u></b>          To consider any applications not otherwise on the agenda.</p> <p>To search and comment on applications: <a href="https://wnc.planning-register.co.uk/">https://wnc.planning-register.co.uk/</a></p>
<b>22</b>	<b>MATTERS ARISING AND OUTSTANDING FROM THE MEETING OF THE 2<sup>nd</sup> of April 2024</b>
a)	<p><b>West Northamptonshire Local Plan and Community Governance Review Part 2</b>          To consider a response to Sibbertoft local plan consultation. Free-to-attend planning briefings with West Northamptonshire Council (WNC) will take place online on Thursday 16 May 2024 from 1000 to 1100 on the draft West Northamptonshire Local Plan (WNLP), which is currently out for consultation.          To consider responding to the Community Governance Review Part 2.</p>
b)	<p><b>Village Litter pick</b>          Updates on the litter pick arrangements</p>
c)	<p><b>Sibbertoft Peace Park</b>          Actions for the Parish Council for consideration          Landscaping and gardening          Open Gardens/fete          Banking/ Fund Raising</p>
d)	<p><b>Kings Coronation and Queens Jubilee</b>          Commemorative bricks update for The Pound.</p>
e)	<p><b>80<sup>th</sup> anniversary of D-Day</b>          To consider preparations and expenditure for the 80<sup>th</sup> anniversary of D-Day on 6<sup>th</sup> June 2024.</p>
<b>23</b>	<b>REPORTS, TO RECEIVE AND AGREE ACTIONS REQUIRED IN THE FOLLOWING AREAS:</b>
a)	<p><b>Highways (Cllr GK) Matters can be reported directly via: <a href="https://fixmystreet.northamptonshire.gov.uk">https://fixmystreet.northamptonshire.gov.uk</a> :</b></p> <ol style="list-style-type: none"> <li>1. Church Street Road repairs</li> <li>2. Westhorpe House drainage issues</li> <li>3. Anglian Water sewage works upgrades.</li> <li>4. Potholes along the Naseby Rd and the airfield road</li> <li>5. Road sign repairs at top of Welland Rise following car accident. – need photo</li> <li>6. Village road sweep requested and gutter clearance.</li> <li>7. Order placed for Annual village weed spray.</li> <li>8. Anti verge parking posts near the manor – need refitting into the ground.</li> </ol>
b)	<p><b>Recreation Ground</b></p> <ol style="list-style-type: none"> <li>1. To receive any updates for consideration regarding the play equipment and play area.</li> <li>2. To note the ROSPA play safety Inspection is scheduled for June 24 £78.00 + VAT.</li> </ol>
c)	<p><b>Police Liaison Representative Report</b>          To receive information for consideration regarding Police, Fire and Neighbourhood Watch.</p>
<b>24</b>	<b>FINANCE</b>
a)	<p>To approve the bank reconciliation statement. Bank balance on 30<sup>th</sup> April 2024 £17,679.84</p> <p>To confirm the first half of the 2024-2025 precept received on 26<sup>th</sup> April £9000.00</p>



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b)	To approve the following payments for May 2024.				
Date	Payee	Details	Amount £	Payment method	Power to pay
07.05.24	Clare Valentine	Clerk Salary April 2024	402.60	BP	LGA (1972) s112
07.05.24	HMRC	PAYE 2024	98.80	BP	LGA (1972) s112
07.05.24	CPRE	April 2024 Subscription	5.00	DD	LGA (1972), s111
07.05.24	Ionos Cloud Ltd	Email monthly fee	4.20	DD	LGA (1972), s111
07.05.24	Tesco Mobile	Parish Mobile April 2024	9.71	DD	LGA (1972) s111
07.05.24	Yu Energy	Street Lighting April 24	323.39	DD	Highways Act 1980, s.301
07.05.24	Yu Energy	Street Lighting April 24	22.65	DD	Highways Act 1980, s.301
07.05.24	DM Payroll	6 monthly inv for services	60.00	BP	LGA (1972) s111
07.05.24	Leicestershire Gardens	Inv 24/010 March grass cutting.	300.00	BP	Open Spaces Act 1906
07.05.24	E.on Energy Solutions Ltd	Quarterly Street Lighting Maintenance inv 123090	138.60	BP	Highways Act 1980, s.301
07.05.24	Sibbertoft Reading Room	Hire of the room during 2023 inv 1016	85.00	BP	LGA 1972, section 133
07.05.24	Sibbertoft Reading Room	Hire of the Room 2024 Jan – June 2024	66.50	BP	LGA 1972, section 133
		Total	£1516.45		
<b>25</b>	<b>Internal / External Audit and Year End 2024-2025</b>				
	<ol style="list-style-type: none"> <li>1. To approve the year-end report (2023/2024) provided by the Clerk/RFO  <u><b>Annual Governance and Accountability Return (AGAR)</b></u></li> <li>2. Annual Internal Audit Report – To approve the report from the internal auditor appointed by NCalc for 2024-2025</li> <li>3. To approve and sign The Certificate of Exemption (gross expenditure is below £25k) and confirm the Parish Councils exemption from the Limited Assurance Review.</li> <li>4. To approve and sign Section 1 Annual Governance Statement</li> <li>5. To approve and sign Section 2 Annual Accounting Statement</li> <li>6. To note VAT 126 return to be submitted for £477.66</li> </ol>				
<b>26</b>	<b>Correspondence</b>				
	<ul style="list-style-type: none"> <li>• Town and Parish Briefing April 2024</li> <li>• There are several consultations for comment. Open consultations can be found via link:  <a href="https://westnorthants.citizenspace.com/">https://westnorthants.citizenspace.com/</a> <b>West Northants Consultation Hub</b>            New Draft Local Plan; Local Flood Risk Management Strategy Objectives; Local Habitats and Biodiversity.</li> <li>• Northants Police Daventry Rural newsletter</li> </ul>				
<b>27</b>	<b>Future agenda items</b>				
<b>28</b>	<b>Date of next meeting:</b>				
	Ordinary Parish Council Meeting 20:00 hrs on Tuesday 4 <sup>th</sup> June 2024				