

SIBBERTOFT PARISH COUNCIL

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

Agenda

SIBBERTOFT ORDINARY PARISH COUNCIL MEETING

I hereby give notice that a Parish Council meeting will be held on
Tuesday 12th May 2026 at 20:00 hrs 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 7th May 2026.

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

3094	**ELECTION OF CHAIRMAN**
3095	**TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN**
3096	**TO RECEIVE APOLOGIES OF ABSENCE**
3097	**ELECTION OF VICE-CHAIRMAN**
3098	**TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA** 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.
3099	**TO APPROVE AND ADOPT THE GDPR POLICY AND COMPLETE GDPR POLICY COMPLIANCE FORMS**
3100	**TO ADOPT THE CODE OF CONDUCT**
3101	**TO REVIEW AND ADOPT THE STANDING ORDERS**
3102	**TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS (5)**
3103	**TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS (REVIEWED & READOPTED 2023)**
3104	**TO CONFIRM THE PARISH COUNCIL MEETS THE ELEGIBILITY CRITERIA TO ADOPT THE GENERAL POWER OF COMPETENCE**
3105	**TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILTY**
3106	**TO CONFIRM BANKING SIGNATORIES, BANKING ADMIN AND AUTHORISING ONLINE BANKING PAYMENTS AND DIRECT DEBITS. TO CONFIRM DIRECT DEBITS AND REVIEW MEMBERSHIPS.**
3107	**TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT**
3108	**TO REVIEW AND ADOPT THE ASSET REGISTER**
3109	**TO REVIEW ANNUAL INSURANCE AND FIDELITY GUARANTEE** Insurance due for renewal 1st June 2026 - review quotes.
3110	**TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES** Highways Liaison; Police Liaison Representative 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.
3111	**TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER AND INTERNAL AUDITOR**
3112	**TO READOPT COUNCIL POLICIES AND PROCEDURES**
	Members should disclose any interests in the business to be discussed. A disclosable pecuniary interest requires withdrawal from the meeting during that item.



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3113	**SIGNING OF THE MINUTES**
	To approve the minutes of the meeting held on 7th April 2026.
3114	**PUBLIC PARTICIPATION**
	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.
3115	**WARD COUNCILLOR REPORT** To receive a report from the Ward Councillor.
3116	**PLANNING -** Planning portal: https://wnc.planning-register.co.uk/
	a) New applications: To consider any applications not otherwise on the agenda. **b)** Current applications:

Reference No.▶	Location▶	Proposal / Description▶	Valid Date▲	Decision Issue Date▶	Decision▶
2026/1661/FULL	Lowe Farm Nobold Hill Clipston Road Sibbertoft LE16 9UB	Loft conversion, new rooflights and dormer windows plus internal alteration at first floor	31/03/2026		Pending

c)	Updating the Village Design Statement consider next steps and any decision on spend.
3117	**NEW MATTERS ON THE AGENDA AND OUTSTANDING FROM THE MEETING OF THE 7th April 2026**
a)	Highways updates and Fixmystreet reports & vegetation issues
	• Multiple potholes reports logged on fixmystreet around the village for April – May requiring attention.
	• 8744612 – Overgrown vegetation & blocked ditch causing flooding. Church Street/Springcroft field. Action ongoing as of 2nd April 26.
	• 8812698 – Drain cover collapse Church Street Investigating as of 01.02.26 No change passed to ANGLIA WATER 10.04.2
	• 8808571 –-White lines completion of the repaint around village as of 31.01.26 . new 8796881 new case with priority 4, 26 wks lead time on repairs.
	• *To report road or street issues go to: https://fix.westnorthants.gov.uk/*
3118	**REPORTS, TO RECEIVE AND AGREE ACTIONS REQUIRED IN THE FOLLOWING AREAS:**
	Bus Shelter. Consider replacement option via West Northamptonshire Council funding
	Sibbertoft Peace Park Update on the project, plans and spend Open Gardens – requests on grant/spend for Parish Council Information Noticeboards and next steps
	Recreation Ground Play area any areas requiring attention/expenditure. Next play area inspection booked for June 2026 – Playsafety RoSPA - Annual Inspection £83
	Police Liaison Representative Policing updates and any further action for the Parish Council relating to Neighbourhood Watch.
	Litter picking Village litter Pick (JW)



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3119	**FINANCE**
a)	To approve the bank reconciliation statement. Bank balance on 06.05.26 £ £ 15,476.64 . To confirm receipt of the 1st half precept received on 29.04.26 £10,000.00
b)	To approve the following payments for May 2026:

Date	Payee	Details	Amount £	Payment method	Power to pay
12.05.26	Staffing	April 2026	-	BP	LGA (1972) s112
12.05.26	HMRC	PAYE 2026	-	BP	LGA (1972) s112
12.05.26	CPRE	Subscription	5.00	DD	LGA (1972), s111
12.05.26	Ionos Cloud Ltd	Email monthly fee	4.20	DD	LGA (1972), s111
12.05.26	Tesco Mobile	Parish Mobile	10.29	DD	LGA (1972) s111
12.05.26	Lloyds Bank	Service charge	4.25	BP	LGA (1972) s111
12.05.26	British Gas	Street lighting	*Awaiting*	BP	Highways Act 1980
12.05.26	West Northants Council	Green bin subs inv 424003381784	69.00	BP	Litter Act 1983 s5 (1)
12.05.26	Zurich Insurance Ltd	Inv Annual insurance	500.00	BP	LGA (1972) s111
12.05.26	BWP Creative Ltd	Annual website/email fee inv 4401	273.60	BP	LGA (1972) s142
12.05.26	Northants CALC	Inv 5356 annual membership	614.37	BP	LGA (1972) s111

3120	**CORRESPONDENCE** • WNC Road Safety Questionnaire – closes 13th May for Pc to respond. • West Northamptonshire Council, in partnership with the University of Northampton, is currently running a short public survey to gather residents' views on the future of Major Events across West Northants.- closes on Friday 15 May https://app.onlinesurveys.jisc.ac.uk/s/northampton/west-northamptonshire-public-events-survey • Newsletter – April 2026 - Northamptonshire Police & Fire Commissioner or go to https://northantspfcc.org.uk/newsletter-april-2026/ • Parish and Town Briefing Town & Parish Briefing 45 link: https://sway.cloud.microsoft/WD9XdlT1D9OixrA5?ref=email
3121	**Future agenda items**
3122	**Date of next meeting**: Ordinary Parish Council Meeting Tuesday 2nd June 2026 at 8pm. The Reading Room, Sibbertoft