



## HACKLETON PARISH COUNCIL

Clerk: Alison Benson

Tel:- 07464429630

Email: [clerk@hackletonparishcouncil.gov.uk](mailto:clerk@hackletonparishcouncil.gov.uk)

**To all Parish Councillors:** You are hereby summoned to attend **The Annual** meeting of Hackleton Parish Council to be held on **Tuesday 14<sup>th</sup> May 2024, 7.30pm, in The Annexe, Hackleton Village Hall** for the purpose of transacting the following business.

**Members of the public and press are welcome to attend.**

(Please be aware that the meeting may be recorded either openly or covertly.)

Signed: *Alison Benson* 8<sup>th</sup> May 2024

### Agenda

078/24	<b>Election of Chairman</b>
079/24	<b>Election of Vice-Chairman</b>
080/24	<b>To receive apologies for absence</b>
081/24	<b>To receive and approve for signature the minutes of the full Parish Council meeting held on 9<sup>th</sup> April 2024</b>
082/24	<b>To note any matters arising from the minutes of the last full meeting not included on this agenda (for report only)</b>
083/24	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda</b> (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)
084/24	<b>To receive any requests for dispensation</b> (Any requests for dispensation must be made in writing to the Proper Officer)
085/24	<b>Public Time</b> <b>a. Invitation to Unitary Councillor to provide updating report</b> <b>b. Invitation to public to address Council</b> (This session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the chairman of the meeting, who may direct that a written or oral response be given.)
086/24	<b>Councillor Appointments</b> <b>a. To appoint members to the following committees/working parties/roles</b> <ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Internal Control Councillor(s)</li> <li>• Councillor to oversee Parish Mag' in conjunction with the Clerk</li> <li>• Longland Meadow Volunteers Group</li> </ul>

	<ul style="list-style-type: none"> <li>• Village Hall Representatives</li> <li>• Judith Willoughby Charity Representatives</li> <li>• Hackleton School Governor</li> <li>• Wildlife, Biodiversity &amp; Environment Working Party</li> <li>• Health &amp; Wellbeing Working Party</li> <li>• Highways &amp; Road Safety Working Group</li> <li>• Flooding Working Party</li> <li>• Footpaths</li> </ul> <p><b>b. To consider any if other committees/working parties/roles should be established</b></p>
<b>087/24</b>	<b>To receive an updating report from the Clerk</b>
<b>088/24</b>	<b>To receive reports from Councillors attending outside meetings</b>
<b>089/24</b>	<p><b>Finance &amp; Governance</b></p> <ul style="list-style-type: none"> <li><b>a. To review the Bank Mandate</b></li> <li><b>b. To review and approve all direct debit mandates which are currently in place</b></li> <li><b>c. To review the council's insurance requirements and renew insurance policy</b></li> <li><b>d. To review the Cemetery Fees</b></li> <li><b>e. To review the Recreation Ground Fees</b></li> <li><b>f. To review the Parish Mag' Advertising Fees</b></li> <li><b>g. To receive the report of the Internal Auditor</b></li> <li><b>h. To review the effectiveness of internal control, internal audit and risk management</b></li> <li><b>i. To ratify payments made out of meeting and approve payment of outstanding invoices/accounts</b></li> <li><b>j. To receive accounting information including bank reconciliation for month 1 of the financial year ending 31<sup>st</sup> March 2025</b></li> <li><b>k. To note the receipt of the first tranche of precept from WNC and agree to transfer £50,000.00 to deposit account</b></li> <li><b>l. To receive the outcome of the HMRC Employer Duties Review</b></li> </ul>
<b>090/24</b>	<p><b>Policy and Procedure Review</b></p> <ul style="list-style-type: none"> <li><b>a. To review and re-adopt the following documents without amendment</b></li> <li>• Cemetery Regulations</li> <li>• Code of Conduct</li> <li>• Communication Policy</li> <li>• Complaints Procedure</li> <li>• Data Breach</li> <li>• Data Map</li> <li>• Data Protection Policies, Procedures &amp; Notices</li> <li>• Death of a Senior National Figure</li> <li>• Dignity at Work</li> <li>• Equal Opportunity Policy</li> <li>• Finance &amp; Governance Risk Assessment</li> <li>• Freedom of Information Policy</li> <li>• Grant Funding Policy</li> <li>• Grievance Procedure</li> <li>• Health &amp; Safety Policy</li> <li>• Internal Control Procedures</li> <li>• Litter Picking Risk Assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Lone Working Policy &amp; Guidance</li> <li>• Longland Meadow conditions of hire &amp; use</li> <li>• Privacy Notice</li> <li>• Records Retention Policy</li> <li>• Recreation Ground Conditions of hire &amp; use</li> <li>• Reserves Policy</li> <li>• Risk Assessment</li> <li>• Scheme of Delegation</li> <li>• Sickness &amp; Absence Policy</li> <li>• Standing Orders (with one minor amendment)</li> <li>• Training Statement of Intent <ul style="list-style-type: none"> <li>b. To receive draft Financial Regulations for discussion, review and amendment in readiness for adoption at the next meeting</li> <li>c. To appoint a Working Party of Councillors to review and update the Business Plan</li> <li>d. To request the Wildlife, Biodiversity &amp; Environment Working Party review and update the Wildlife, Biodiversity &amp; Environment Plan</li> <li>e. To review all risk assessments</li> </ul> </li> </ul>
091/24	<p>To agree responses to the following consultations/surveys</p> <ul style="list-style-type: none"> <li>a. West Northamptonshire Draft Local Plan</li> <li>b. Community Governance Review Phase 2 consultation</li> <li>c. Local Flood Management Strategy</li> <li>d. WNC Town &amp; Parish Liaison Function Satisfaction Survey</li> </ul>
092/24	<p><b>Health &amp; Wellbeing</b></p> <ul style="list-style-type: none"> <li>a. To receive updating report</li> <li>b. To agree next steps for the working party</li> </ul>
093/24	<p><b>The Spread Eagle Public House</b> To consider next steps following the successful nomination of the Spread Eagle as an Asset of Community Value</p>
094/24	<p><b>Recreation Ground</b> To receive an update on the play equipment replacement project</p>
095/24	<p><b>Footpath from the Village Hall Car Park to St Johns Way</b> To receive quotation for resurfacing works from WNC in the sum of £11,847.04 net plus any costs associated with a footpath diversion route temporary traffic regulation if appropriate</p>
096/24	<p><b>D-Day 80 Beacon Lighting Event</b> To receive updating report</p>
097/24	<p><b>Annual Parish Meeting to be held on 23<sup>rd</sup> May 2024 at 7pm</b> To agree arrangements for the evening</p>
098/24	<p><b>Proposed Land Transfer from Grand Union Housing</b> To agree to transfer the green open spaces at the top and bottom of Carey Road and in front of The Crescent from Grand Union Housing Group to Hackleton Parish Council for £1.00 subject to both parties covering the cost of their own legal fees</p>
099/24	<p><b>Honorary Freedom of the Parish Board</b> To approve design of the Honorary Freedom Board to be erected in the Village Hall cost £1020.00</p>
100/24	<p><b>Highways</b></p> <ul style="list-style-type: none"> <li>a. To receive confirmation from WNC Highways that they do not have the budget to re-surface Hatch Lane but they are hoping to attend at some point this financial year to deal with the worst of the road</li> </ul>

	<p><b>b. To thank a local resident for their offer to download all SID data and to provide monthly reporting</b></p> <p><b>c. To receive the speed data for Brafield Road</b></p> <p><b>d. To consider pursuing traffic calming measures for Brafield Road</b></p>
<b>101/24</b>	<p><b>Grounds Equipment Storage</b></p> <p><b>To discuss issues regarding the lack of storage space within the container and agree next steps</b></p>
<b>102/24</b>	<p><b>Exclusion of the press and public – due to the confidential nature of the business to be transacted the press and public are excluded from the next items on the agenda</b></p>
<b>103/24</b>	<p><b>To receive a request for reimbursement of costs from the Groundsman</b></p>
<b>104/24</b>	<p><b>Date of Next Meeting 11<sup>th</sup> June 2024</b></p> <p>Members are requested to forward any items for the next full Council agenda to the Clerk by 1st June 2024</p>