

# EAST HADDON PARISH COUNCIL

## NOTICE OF PARISH COUNCIL MEETING

1. Please switch off mobile phones as they may disrupt a meeting.
2. Councillors and parishioners are advised that this meeting maybe recorded.

Chair: Councillor Marysia Wells

Clerk: Mrs Emma Gibson  
14 The Scarplands  
Duston  
Northampton  
NN5 6EY

Tel/Fax 07715651904  
Email: clerk@easthaddonparishcouncil.gov.uk

Dear Councillor

You are hereby summoned to attend the following

**The Annual Meeting of East Haddon Parish Council  
On Thursday May 9<sup>th</sup> 2024 at 7.30pm at East Haddon Village Hall.**

for the purpose of transacting the following business.

**EAST HADDON ANNUAL MEETING OF THE PARISH  
MAY 9<sup>th</sup> 2024 at 7.00 pm**

### AGENDA

**01.24 Chairman's Report – a summary of the activities of the Parish Council**

**02.24 Statement of Parish Council Accounts 2023-24**

**03.24 Report from WNC Cllrs**

**04.24 Reports from village organisations**

**05.24 Public forum**

**06.24 Close the meeting**

### **ANNUAL MEETING OF EAST HADDON PARISH COUNCIL**

**Members of the public and press are invited to address the Council at its Open Forum from 7.30 pm to 7.45 pm.**

### **A G E N D A**

#### **2024.01 PUBLIC FORUM:**

- This is an opportunity for Parish Residents, and members of other Councils, once recognised by the Chair, to make brief representations or ask questions of the Parish Council. Each will be allowed three minutes to address the Parish Council.
- Although the Parish Council will endeavour to answer all questions put to it, persons asking questions should not expect immediate answers, but rather a formal written response in due course.
- Those who wish to comment on an agenda item should do so at this time. All speakers will normally be asked to introduce themselves and address their remarks to the Chair.
- The minutes will not show names of representatives or be a verbatim report of the Public Forum.

#### **2024.02 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE.**

**2024.03 ELECTIONS OF CHAIRMAN:** Council to elect a Chair and Vice Chair and receive declaration of acceptance of office.

**2024.04 CO-OPTION OF CLLR:** Council to consider any applications for the Cllr Vacancy and make a resolution.

**2024.05 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 28<sup>th</sup> MARCH 2024.**

#### **2024.06 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS FOR RELEVANT ITEMS ON THE AGENDA:**

##### **To receive**

1. Non-pecuniary
2. Disclosable Pecuniary Interest

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**2024.07 Council to re-appoint representatives to the Playing Field Association, Village Hall Committee and Police Liaison Representative.** Council to resolve to approve nominated Cllrs.

**2024.08 Council to review Standing Orders, Financial Regulations and Risk Assessment:**

1. To review and approve changes to Standing Orders necessary in respect of any new legislation.
2. Parish Council to review Financial Regulations and make resolution to adopt.
3. Parish Council to review Risk Assessment and Risk Management document and make resolution to adopt.

**2024.09 INVENTORY OF LAND AND ASSETS (including buildings and office equipment)**

Parish Council to review and make resolution to adopt.

**2024.10 MEMBERSHIP OF OTHER BODIES (by Council and/or employees)**

Parish Council to review and make resolution as to continuation or otherwise. In particular the following:

- a) Northamptonshire County Association of Local Councils – NCALC.
- b) Society of Local Council and Clerks – SLCC.

**2024.11 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2023/24 AND THE ANNUAL PARISH MEETING (HELD IN EAST HADDON VILLAGE HALL UNLESS OTHERWISE STATED)**

Parish Council make resolution to review and adopt.

**Meeting dates 2024-25**  
**Thursday 25<sup>th</sup> July 2024**  
**Thursday 26<sup>th</sup> September 2024**  
**Thursday 28<sup>th</sup> November 2024**  
**Thursday 30<sup>th</sup> January 2025**  
**Thursday 27<sup>th</sup> March 2025**

**Thursday 8<sup>th</sup> May 2025, Annual Meeting of the Parish followed by usual meeting**

Council to make a resolution to allow flexibility in meeting dates. Council may review the above dates and re-arrange if necessary. Public notice of any changes of meeting dates will be communicated via the noticeboard or website at least one week in advance of meeting date.

**2024.12 RESOURCES (STAFFING AND STRATEGY) COMMITTEE**

a) Update (if any)

b) Annual Return 2023/24

1. Resolution to approve Annual Governance Statement (Section 1).
2. Resolution to approve Annual Return Accounting Statement (Section 2).
3. Resolution to approve End of Year accounts and explanation of variances (if any).
4. Council to agree dates for the exercise of public rights as Monday 3<sup>rd</sup> June 2024 and 12<sup>th</sup> July 2024.

c) **Internal Audit** – The Council’s internal audit for year ending 31<sup>st</sup> March 2024 has taken place. A copy of the report has been circulated to Councillors and will be made available on the Council’s website. Council to consider and make resolution to accept Internal Auditor’s report.

**2024.13 RESOURCES**

a) **Income received: £610.00** Plot purchases. **£13,211.00** WNC 1<sup>st</sup> Precept Payments.

b) **Payment of outstanding invoices:** Parish Council resolution to approve those listed plus additional received between 3<sup>rd</sup> May 2024 and 9<sup>th</sup> May 2024.

DATE	PAYEE	DETAIL	PAYMENT METHOD	AMOUNT EX vat	VAT	TOTAL AMOUNT
17.04.24	Elm Tree	Mowing #1788	BT			£130.00
17.04.24	Elm Tree	Mowing #1806	BT			£130.00
17.04.24	EH Village Hall	Meeting hire Nov 23	BT			£20.00
17.04.24	EH Village Hall	Meeting hire Jan 24	BT			£20.00
17.02.24	EH Village Hall	Meeting hire Mar 24	BT			£20.00
17.04.24	NCALC	Annual membership subscription	BT	£634.70	£46.40	£681.10
10.04.24	Yu Energy	Street lighting Mar 24	BT	£124.31	£6.22	£130.53
10.04.24	Yu Energy	Street lighting Mar 24	BT	£19.37	£0.97	£20.34
25.04.24	Clerk	Apr 24 Salary	BT			-----
25.04.24	HMRC	PAYE Apr 24	BT			-----
01.05.24	Connolly Accountants	Payroll Apr 24	DD	£15.98	£3.20	£19.18
08.05.24	Yu Energy	Street Lighting Apr 24	DD	£18.79	£0.94	£19.73
08.05.24	Yu Energy	Street Lighting Apr 24	DD	£114.94	£5.75	£120.69

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03.05.24	Elm Tree	Mowing #1824	BT			£130.00
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- c) **Bank balances, Bank Reconciliations and Receipts and Payments report to 31<sup>st</sup> March 2024 and 1<sup>st</sup> May 2024.**  
Council to make resolution to approve.
- d) **Playing Fields Grant Application:** Council to consider grant application from the Playing Field Association.
- e) **Funding request letter Long Buckby Library:** Council to consider funding request from Long Buckby Library.

## 2024.14 PLANNING EXECUTIVE COMMITTEE

- a) **Planning Applications to consider and make resolution:** None.
- b) **Planning application decisions to report (if any):** 2024/1101/PA – **Approved.**
- c) **Planning appeals for information:** None.
- d) **Planning Committee for information:** None.

## 2024.15 CHURCHYARD CEMETERIES, OPEN SPACES AND PARISH PROPERTY

- a) **Cemetery Issues:** Council to review final measurements for ashes plots and agree headstone tablet sizes.
- b) **Mowing/Maintenance Issues (if any):** Council to consider quotation to weed spray cemetery path and tree removal.
- c) **Village Committee updates:** Cllrs to report on any Committees at which they have been in attendance.  
Council to make resolutions that maybe required upon receiving updates.
- d) **Church Clock:** Update to be received and resolution made as needed.

## 2024.16 HIGHWAYS

- a) **Speeding and parking issues:** Update to be received after Cllrs meeting with WNC Highways liaison officer.  
Council to consider and make any resolution necessary.

## 2024.17 CONSULTATIONS REQUIRING A RESPONSE: Council to consider any additional consultations received between the 3<sup>rd</sup> May 2024 and 9<sup>th</sup> May 2024.

- **West Northants Local Plan Consultation:** PC to discuss and agree which Cllrs should provide comments on this. Responses due by 2<sup>nd</sup> June 2024. [New Local Plan for West Northamptonshire](#)

## 2024.18 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated).

## 2024.19 DATE OF NEXT MEETING: Date of next meeting Thursday 25<sup>th</sup> July 2024 at 7pm.



Signed.....  
Emma Gibson, Clerk to East Haddon Parish Council

Date: 3<sup>rd</sup> May 2024

### Meeting dates 2024-25

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