

# BLISWORTH PARISH COUNCIL

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You are hereby summoned to attend the **Annual Meeting** of **Blisworth Parish Council** to be held in Blisworth Village Hall on **Monday 9th May 2022 at 7.30 pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

## AGENDA

1.	Election of Chairman and Declaration of Acceptance of Office.
2.	Election of Vice Chairman.
3.	Co-option of Parish Councillors.
4.	To receive apologies.
5.	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. 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.
6.	To receive and approve for signature, the minutes of the Ordinary meeting held on 4th April 2022.
7.	To note any matters arising from the minutes not included on the agenda for report only.
8.	Correspondence.
9.	Clerk's report circulated separately.
10.	Queen's Jubilee Discussion and Update: <ul style="list-style-type: none"><li>a. Proposal for commemorative tree and a plaque. Update from Clerk. Resolve to approve approach for purchase of tree, guard and plaque.</li><li>b. Events Working Group Update Resolve to approve:<ul style="list-style-type: none"><li>(i) Details of planned activities. (ii) Details of Risk Assessments, Health &amp; Safety and Insurance requirements. (iii) Position regarding insurance for the Queen's Love of Gardens - Open Gardens Event (04/04/22), following update from the Councils insurers.</li><li>(iv) Finalise the financial plan and any additional funding requirements.</li></ul></li></ul>
11.	Correspondence from social media: Update from Cllr Read.
12.	Report on data from SID devices (Towcester and Stoke Road): Update from Cllr Read.
13.	Police & Neighbourhood Watch Scheme: Update from Cllr Read.
14.	Resolve to renew the Council's insurance (renewal date 1 June 2022).
15.	Resolve to approve the purpose of £250 s137 Grant to Blisworth Friendship Group (agreed on 26 April 2021, Minute Point: 29) from a coach trip to a boat trip subject to submission of invoice.
16.	Resolve to discuss and agree process and budget for the purchase of soil and plants for the village planters
17.	Gateway Grant Update
18.	Resolve to undertake community walk with Gigaclear Project Delivery Lead and appoint a councillor to take on this responsibility.
19.	Discuss Gateway Rail Freight Interchange – discuss response to new proposed planning application.

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20.	<p>Finance &amp; Administration</p> <p>a. Banking Issues:</p> <p>i. Banking Mandate. Update from Clerk.</p> <p>ii. Bank reconciliation to 31/03/2022 to close end of year accounts for 2021/2022, circulated separately prior to meeting.</p> <p>iii. Resolve to transfer £10,000.00 to Business Reserve Account.</p> <p>iv. Resolve to contact NatWest and cancel uncashed cheques from 2021/2022 Accounts as per advice from internal auditor (NCALC).</p> <p>Chq no. 2739 Issued 11/02/19 - £30.00</p> <p>Chq no. 3016 Issued 07/06/21 - £0.50 (50p added to Chq No. 2886)</p> <p>Chq no. 2869 Issued 04/10/21 - £17.50</p> <p>b. To note receipts and approve the following payments and any others that arrive after publication of the agenda:</p>
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RECEIPTS			
Date	Payee	Detail	Amount
31/03/2022	NatWest	Interest	£0.23*
			*BR Account

PAYMENTS						
Invoice	PAYEE	PURPOSE	CHQ/DD	Total Amount Including VAT	VAT	Amount Excluding VAT
00022157	Shire Lumsden Ltd	1000 R&A Leaflets	Chq	130.00	0.00	130.00
014	Alan North	R&A OCT - Iss 141 April - May 2022	Chq	62.00	0.00	62.00
7494	Complete Ground Management Ltd	Tree works at Closed Cemetery	Chq	1,080.00	180.00	900.00
WNFP00015417	A Billing	Temporary Events Notice for Queen's Jubilee Celebrations	Chq	21.00	0.00	21.00
	A Billing - Salary	Clerk's Salary April 2022	Chq	733.50	0.00	733.50
	A Billing - Expenses	Clerk's Expenses for April 2022	Chq	31.15	0.00	31.15
8833289	Viking Raja Group	Toner Brother TN-2410 Ink Cartridge PG540/541 PK 100 Plastic Wallets	Chq	101.70	16.95	84.75
4059	N&P Garden Services	Grass Cut inclu Eastfield Park w/c 11/4/22 £615.00 & w/c 25/4/22 £615.00 Plus £5.00 cheque fee	Chq	1,482.00	247.00	1,235.00
02/05/2022 3030859419	IONOS	Website Fee	DD	10.80	1.80	9.00
March 2022	SSE	Electricity Supply 02.03.2022 - 01.04.2023	DD	106.36	5.06	101.30
04/05/2022	Waves	Water Supply	DD	88.00	0.00	88.00
				<b>3846.51</b>	<b>450.81</b>	<b>3395.70</b>

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21.	Reappoint Internal Control Councillor
22.	Resolve to renew the Human Resources Committee Terms of Reference and resolve to reappoint committee members.
23.	Resolve to reappoint the Police Liaison Representative.
24.	Resolve to renew the Events Working Group members.
25.	<p>To resolve to agree membership of NCALC for 2022/23.</p> <p>To resolve to appoint Northants CALC DPO Service as the Council's Data Protection Officer</p> <p>To resolve to agree the Calendar of Meetings of the Council for the year 2022/23 as the 1<sup>st</sup> Monday of each month where possible.</p> <p>To resolve to agree arrangements for dealing with Planning Applications  Clerk to check WNC Planning Application website and circulate planning applications as soon as possible. An extension to be obtained if necessary and response from consultation to be made immediately after next meeting.</p>
26.	<p>To approve and readopt/adopt the following policies:</p> <p>BPC s137 Grants Policy and Form</p> <p>BPC Media Request for Information Policy</p> <p>BPC Social Media Policy</p> <p>BPC Data Breach Policy</p> <p>BPC Equality and Diversity Policy</p> <p>BPC Records Retention Policy</p> <p>BPC Subject Access Request Procedure</p> <p>BPC Grievance Policy</p> <p>Code of Conduct</p> <p>GDPR-Councillor-Resignation-Checklist</p>
27.	Resolve to agree the purchase of Litter Citizen certificates for Blisworth School as part of the Litter Group's Litter Campaign (£30.00 for 200 certificates).

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28.	Planning & Development.		
	<b>Application &amp; Date Comments Due</b>	<b>Location</b>	<b>Description</b>
	WNS/2022/0742/DCOR  <b>For information only</b>	NGRFI Land west of M1-J15	Requirement 25(1) - Contamination Risk relevant to works Nos 15, 16 and 17 (Highways Works) [Approval of details pursuant to Schedule 2 Requirement of The Northampton Gateway Rail Freight Interchange Order 2019]
	WNS/2022/0820/FUL  Comments by 19 May 2022	Oakwood Farm House Towcester Road Blisworth NN7 3DL	Variation of condition 5 (private use of manège) and the removal of condition 6 (lighting) of S/2018/2275/FUL (Change of use of land from agriculture and the provision of a riding manège and horse walker) Require permission to be granted for the use of the manège by third party resident horses/liveries and the installation of external lighting to enable the use of the manège after dark in the winter months.
	WNS/2022/0819/MAF  Comments by 19 May 2022	Stables at Oakwood Farm House Towcester Road Blisworth NN7 3DL	Change of use of agricultural land to graze a small number of horses and subsequently request the change of use of stables to accommodate non private use
29.	Village Maintenance & Open Spaces:		
	<ul style="list-style-type: none"> <li>a. Play area: <ul style="list-style-type: none"> <li>a. Monthly safety inspection report: Update from Cllr Wilson.</li> <li>b. Resolve to confirm purchase options order for signage and position of new signage.</li> <li>c. Resolve to agree the proposed plan for new play equipment at Eastfield Play Area in Blisworth.</li> </ul> </li> <li>b. Defibrillator: Confirmation of satisfactory checks and any issues. Update from Cllr Read.</li> <li>c. Allotments &amp; Closed cemetery: Please note late quote for repairs to Closed Cemetery wall (received on 24/04/2022 for £1,432.10 (£238.68 VAT)). Update from Chairman.</li> </ul>		
30.	Resolve to approve the updated Asset Register for April 2022. Update from Cllr Read		
31.	Resolve to approve recruitment poster designs, wording and printing budget.		
32.	Councillor Surgery – Resolve to agree on a representative from the Council for May.		
33.	Resolve to approve training for new councillor. Off to a Flying Start - £44.00.		
34.	Public Session: <ul style="list-style-type: none"> <li>a. District Councillor Report.</li> <li>b. Members of the public.</li> </ul>		
35.	Response to issues raised in the public session.		
36.	Resolve to approve approach to the request for a 25-year lease of allotment land from Blisworth Football Club Limited.		
37.	To agree the date of next meeting <b>Monday, 6th June 2022</b> at 7.30pm.		
38.	Close.		

Signed:

Angela Billing, Clerk

3rd May 2022