

BLISWORTH PARISH COUNCIL

Address: 48 Pond Bank, Blisworth, Northamptonshire, NN7 3EL

Email: blisworthparishcouncil@gmail.com

Website: <https://parish.blisworthvillage.org>

You are hereby summoned to attend an **Annual Meeting** of Blisworth Parish Council to be held in Blisworth Village Hall on **Tuesday 2nd May 2023 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.	Election of Finance Councillor.								
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 Monday, 3rd April 2023.								
7.	To note any matters arising from the minutes not included on the agenda for report only.								
8.	Clerk's report circulated separately.								
9.	Public Session: <ul style="list-style-type: none"> a. District Councillor Report. b. Members of the public. 								
10.	Response to issues raised in the public session.								
11.	Planning and Development. <table border="1" data-bbox="199 1093 1412 1346"> <thead> <tr> <th>Application & Date Comments Due</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>WNS/2023/0473/FUL Comments by 9 May 2023.</td> <td>4 Towcester Road Blisworth NN7 3BL</td> <td>Proposed two storey side extension and alterations.</td> </tr> </tbody> </table>			Application & Date Comments Due	Location	Description	WNS/2023/0473/FUL Comments by 9 May 2023.	4 Towcester Road Blisworth NN7 3BL	Proposed two storey side extension and alterations.
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12.	Correspondence from social media: Update from Cllr Read.								
13.	Police & Neighbourhood Watch Scheme: Update from Cllr Read.								
14.	Report on data from SID/VAS devices: Update from Cllr Read.								
15.	Gateway Update. Update from Cllr Wilson.								
16.	Discuss response to TR050006 – Northampton Gateway Rail Freight Interchange decision and agree next steps.								
17.	Discuss response to Anesco solar farm proposal Appeal, Gayton and agree next steps.								
18.	Agree response to Local Government Boundary Commission.								
19.	Discuss arrangements for Annual Parish Meeting (for residents of Blisworth Parish) and agree next steps.								
20.	Village Maintenance & Open Spaces: <ul style="list-style-type: none"> a. Play area: Monthly safety inspection report: Update from Cllr Wilson. b. Defibrillator: Confirmation of satisfactory checks and any issues. Update from Cllr Read. c. Allotments & Closed Cemetery. 								
21.	Internal Control: <ul style="list-style-type: none"> a) Internal Control Checklist: Update from Cllr Brown. b) Financial & Management Risk Assessment: 								

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	i. To receive declarations of gifts/hospitality and review record of gifts/hospitality received by Councillors or the Clerk to date.
22.	Resolve to agree amendments to BPC S137-Policy and Form. Discuss request for an S137 grant from Blisworth Baptist Church for £450.00 towards costs for stocking the Leisure Hall.
23.	Resolve to adopt the Dignity at Work Policy.
24.	Resolve to sign the Civility and Respect Pledge.
25.	Resolve to agree GDPR Security Compliance checklist.
26.	To approve and readopt BPC Financial & Management Risk Assessment Record.
27.	Resolve to renew the Human Resources Committee Terms of Reference and resolve to reappoint committee members.
28.	Resolve to reappoint core members for Finance Working Group.
29.	Resolve to reappoint the Police Liaison Representative.
30.	Resolve to renew the Events Working Group members.
31.	Resolve to approve the updated Asset Register for April 2023. Update from Cllr Read
32.	<p>To approve and readopt/adopt the following policies:</p> <ol style="list-style-type: none"> 1. BPC Asset Register Policy 2. BPC Complaints-Procedure 3. BPC Data Protection Policy 4. BPC Data-Breach-Policy 5. BPC Disciplinary Policy 6. BPC Equality Diversity Policy 7. BPC Finance Working Group Terms of Reference 8. BPC Financial Reserves Policy 9. BPC Freedom of Information Policy 10. BPC Human-Resources-Committee-Terms-of-Reference 11. BPC Internal Control Policy 12. BPC Internal Controls Checklist 13. BPC IT and Communications Policy 14. BPC Performance Management Appraisal and Development Plan Policy 15. BPC Record of gifts/hospitality received by Councillors or the Clerk 16. BPC Records-Retention-Policy 17. BPC s137-Policy and Form 18. BPC Social-Media-Policy 19. BPC Standing Orders 20. BPC Subject-Access-Request-Procedure 21. BPC Training and Development Policy 22. BPC Website Accessibility Policy 23. BPC-Asset-Register 24. BPC-Financial-Regulations 25. BPC-GDPR-Data-Map 26. BPC-Grievance-Policy 27. BPC-Media-Request for Information Policy 28. Code-of-Conduct May 2022 29. Events Working Group 30. GDPR-councillor-resignation-checklist 31. RA Allotments 32. RA Closed Cemetery
33.	<p>To resolve to agree membership of Northants CALC and NALC for 2023/24.</p> <p>To resolve to appoint Northants CALC Internal Audit Service 2023/24.</p>

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	<p>To resolve to appoint Northants CALC DPO Service as the Council's Data Protection Officer 2023/24. Total costs: £944.62 (plus VAT £53.20) = £997.82.</p> <p>To resolve to agree the Calendar of Meetings of the Council for the year 2023/24 as the first 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 after next meeting.</p>
34.	<p>Finance & Administration</p> <p>Banking Issues:</p> <ol style="list-style-type: none"> Bank reconciliation to 31/03/2023 to close end of year accounts for 2022/2023. Annual subscription/grant aid in support of SNAST Neighbourhood Watch for £25.00 for the period June 2023 - May 2024. Review quotes for grit bin for Westbrook Alley. Review quote for Annual Insurance Cover and discuss next steps. Review option to transfer savings to Skipton Community Saver account. To note receipts and approve the following payments and any others that arrive after publication of the agenda:

RECEIPTS			
Date	Payee	Detail	Amount
31.03.2023	NatWest	Interest	£39.30*
			*BR Account

PAYMENTS						
Invoice	PAYEE	PURPOSE	CHQ/DD	Total Amount Including VAT	VAT	Amount Excluding VAT
521877620/0022	SSE	Electricity Supply 02.02.2023 - 01.03.2023	DD	£112.82	£5.37	£107.45
28065	Merland Copy Shop Ltd	1000 King's Coronation Leaflets	3219	£50.00	£0.00	£50.00
LW-237396	Reimburse A Billing for payment to My-Accessories.co.uk	G38PIN_METAL Badge Pin components for King's Coronation	3220	£52.66	£0.00	£52.66
	Waves	Water Supply - May	DD	£55.00	£0.00	£55.00
	IONOS	Website Fee - 01/05/2023 - 31/05/2023	DD	£6.00	£1.00	£5.00
Totals				£276.48	£6.37	£270.11

35.	Councillors' reports and items for future agenda.
36.	Council Surgery – Resolve to agree on a representative(s) from the Council for Tuesday, 9th May 2023.
37.	To agree the date of next meeting Monday, 6th June 2023 at 7.30pm.
38.	Close.

Signed:

Angela Billing, Clerk

Date: 25.04.2023