

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 the **Annual** meeting of **Blisworth Parish Council** to be held in Blisworth Village Hall on **Monday 13th May 2024 at 7.30 pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

AGENDA

BPC/30/ 24-25	Election of Chairman and Declaration of Acceptance of Office.		
BPC/31/ 24-25	To receive apologies.		
BPC/32/ 24-25	Election of Vice Chairman.		
BPC/33/ 24-25	Election of Finance Councillor.		
BPC/34/ 24-25	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.		
BPC/35/ 24-25	To receive and approve for signature, the minutes of the Ordinary meeting held on 08.04.2024.		
BPC/36/ 24-25	To note any matters arising from the minutes not included on the agenda for report only.		
BPC/37/ 24-25	Clerk's report circulated separately.		
BPC/38/ 24-25	Public Session: a. District Councillor Report. b. Members of the public.		
BPC/39/ 24-25	Response to issues raised in the public session.		
BPC/40/ 24-25	Planning and Development.		
	Application & Date Comments Due	Location	Description
	2024/1354/FULL Extension agreed to 13/05/2024	Mill Wharf Gayton Road Blisworth NN7 3BN	Proposed erection of two mobile units for permanent use within the marina. Application updated description: Retrospective application for the change of use of land from Class E to Sui Generis for the siting of 2 mobile catering units and associated outdoor seating area. Revised Description: Retrospective application for the change of use of land from Class E to Sui Generis for the siting of 2 mobile catering units and associated outdoor seating area. As per information received from WNC Planning 12 April 2024.
BPC/41/ 24-25	Correspondence from social media: Update from Cllr Read.		

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BPC/42/ 24-25	Police & Neighbourhood Watch Scheme: Update from Cllr Read.
BPC/43/ 24-25	Report on data from SID/VAS devices: Update from Cllr Read.
BPC/44/ 24-25	To discuss the Draft Local Plan strategy and agree next steps.
BPC/45/ 24-25	Traffic Working Group report. Update from Cllr Brown. <ol style="list-style-type: none"> a. To resolve to agree quote to strim around village entrances signage to allow Cllr Brown and Clerk to paint village entrances signage boards. b. To resolve to agree purchase of paint and painting equipment for village entrances signage boards.
BPC/46/ 24-25	Village Maintenance & Open Spaces: <ol 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. Update from Cllr Billing.
BPC/47/ 24-25	Internal Control: Financial & Management Risk Assessment: To receive declarations of gifts/hospitality and review record of gifts/hospitality received by Councillors or the Clerk to date.
BPC/48/ 24-25	To approve amendments and readopt BPC Financial & Management Risk Assessment Record.
BPC/49/ 24-25	Resolve to renew the Terms of Reference and reappoint group lead councillor and core members for the Human Resources Committee.
BPC/50/ 24-25	Resolve to renew the Terms of Reference and reappoint group lead councillor and core members for Finance Working Group.
BPC/51/ 24-25	Resolve to renew the Terms of Reference and to reappoint group lead councillor and core members for Traffic Working Group.
BPC/52/ 24-25	Resolve to reappoint the Police Liaison Representative.
BPC/53/ 24-25	To approve the updated Asset Register 2023 – 2024 for the purposes of the AGAR 2023-2024. Update from Clerk.
BPC/54/ 24-25	To approve and readopt the BPC Asset Register Policy.
BPC/55/ 24-25	To approve amendments and readopt BPC-GDPR-Data-Map.
BPC/56/ 24-25	To approve amendments and readopt BPC Freedom of Information Policy.
BPC/57/ 24-25	To approve amendments and readopt BPC Internal Control Policy.
BPC/58/ 24-25	To approve and readopt/adopt the following policies: <ol style="list-style-type: none"> 1. BPC Complaints-Procedure 2. BPC Data Protection Policy 3. BPC Data-Breach-Policy 4. BPC Dignity at Work Policy 5. BPC Disciplinary Policy 6. BPC Duty to Conserve and Enhance Biodiversity Policy 7. BPC Equality Diversity Policy 8. BPC Financial Reserves Policy 9. BPC Financial-Regulations 10. BPC GDPR Security Compliance checklist 11. BPC GDPR-councillor-resignation-checklist 12. BPC Grievance-Policy

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	<ul style="list-style-type: none"> 13. BPC Human-Resources-Committee-Terms-of-Reference 14. BPC Internal Controls Checklist 15. BPC IT and Communications Policy 16. BPC Media-Request for Information Policy 17. BPC Performance Management Appraisal and Development Plan Policy 18. BPC Record of gifts/hospitality received by Councillors or the Clerk 19. BPC Records-Retention-Policy 20. BPC s137-Policy and Form 21. BPC Social-Media-Policy 22. BPC Standing Orders 23. BPC Subject-Access-Request-Procedure 24. BPC Training and Development Policy 25. BPC Website Accessibility Policy 26. Code-of-Conduct May 2022 27. RA Allotments 28. RA Closed Cemetery
BPC/59/ 24-25	To resolve to agree membership to Northants CALC and NALC for 2024/2025.
BPC/60/ 24-25	To resolve to appoint Northants CALC Internal Audit Service 2024/2025.
BPC/61/ 24-25	To resolve to appoint Northants CALC DPO Service as the Council's Data Protection Officer 2024/2025.
BPC/62/ 24-25	To resolve to agree the Calendar of Meetings of the Council for the year 2024/25 as the first Monday of each month, where possible.
BPC/63/ 24-25	To resolve to agree arrangements for dealing with Planning Applications: Clerk to check for West Northants Council Planning Application notifications and circulate planning applications to all councillors ahead of meetings. An extension to be obtained if necessary and response from consultation to be made as soon as possible after the meeting.
BPC/64/ 24-25	<p>Finance & Administration</p> <p>Banking Issues:</p> <ul style="list-style-type: none"> a. Bank reconciliation to 13/05/2024. b. To note first instalment of Precept. c. To review and adopt the Asset Register for Insurance. Update from Cllr Read. d. To review 2024-2025 quote for Annual Insurance Cover and discuss next steps. Update from Cllr Read. e. To note amendments to Unity Trust bank mandate. f. To appoint a further Councillor to view and authorise payments on Unity Trust current account. g. To note and agree next steps for cost of compost and plants for planters. h. To note the findings and recommendations of the Internal Audit for 2023-2024. i. To receive Finance Working Group. Update from Cllr Root. j. Review and agree to adopt the Reserves Allocations for the 2024/2025 Financial Year. k. Resolve to accept the map provided by Blisworth Football Club to mark the extent of the land to be leased for 30 years to Blisworth Football Club for the purpose of registering the land with HM Land Registry, subject to advice from Wellers Law Group. l. To review and agree the amendments on the Football Club 30-year lease as per advice received from Wellers Law Group. m. To note training costs for the NALC Lunchtime Lowdown - Annual Meetings on 23/04/2024; Attendee: Angela Billing (Clerk and RFO). Costs per attendee £10.00 plus VAT as agreed by Chair and Vice-Chair in accordance with Blisworth Parish Council Financial Regulations. n. To agree NALC Lunchtime Lowdown - Casual Vacancies and Co-Options on 04/06/2024; Attendee: Angela Billing (Clerk and RFO). Costs per attendee £10.00 plus VAT. o. To note receipts and approve the following payments and any others that arrive after publication of the agenda.

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BPC/65/ 24-25	Councillors' reports and items for future agenda.
BPC/66/ 24-25	Council Surgery – Resolve to agree on a representative(s) from the Council for the next Council Surgery.
BPC/67/ 24-25	To agree the date of next meeting Monday, 3rd June 2024 at 7.30pm.
BPC/68/ 24-25	Close.

Signed:

Angela Billing, Clerk

Date: 07.05.2024