

Scaldwell Parish Council

Chairman: Mr Eugene O'Leary

Parish Clerk: Miss Alicia Schofield, 2 Paddocks Close, Walgrave Northants NN6 9XJ T. 01604 780192

Email: pc_scaldwell@daventrydc.gov.uk

To all members of the Parish Council:

You are hereby summoned to the Annual General Meeting of
Scaldwell Parish Council on **Wednesday 18 May 2016,**
7.00pm in the Village Hall, School Lane, Scaldwell.

Members of the public and press are warmly invited to attend

**Prior to the start of the meeting all newly elected Parish Councillors are required
to sign a 'Declaration of Acceptance of Office'**

Agenda

- 16/43 To elect a Chairman and Chairmen to sign the 'Acceptance of Office'**
- 16/44 To elect a Vice-Chairman**
- 16/45 To receive apologies and to approve reasons for absence**
- 16/46 To receive any declarations of interest for items on the agenda** (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)
- 16/47 Public address: to receive comment and take questions from the public** (Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting)
- 16/48 Approval and signing of minutes**
- To approve and sign the minutes of the meeting 16 March 2016
 - To approve and sign the minutes of the planning meeting 6 April 2016
 - To approve and sign the minutes of the planning meeting 27 April 2016
- 16/49 To report on actions or matters arising from the minutes** (*for information only*)
- 16/50 To appoint Parish Council Representatives**
- Foundation of Thomas Roe** (PL, MV)
 - Scaldwell Relief in Need Charity** (PL, MV)
 - Scaldwell Parish Trust** (PL, MV)
 - Friends of the Playing Field** (working party PL, EO'L, A Curtis, G Carter, M Wharton)
 - Village Hall Management Committee** (E O'L)
 - Neighbourhood Watch** (Co-ordinator S Dodds-Smith, village contacts AC JL)
 - Tree Warden** (D Lewis)
 - Snow Warden** (MA)
 - Footpath Warden** (D Kimbell)

16/51 Council policies, procedures and regulations

- a) To review and approve the Standing Orders
- b) To review and approve the Code of Conduct
- c) To review and approve the Freedom of Information: Model Publication Scheme and Schedule of Information
- d) To review and approve the Risk Management Policy and Risk Assessment
- e) To review and approve the Finance Regulations

16/52 Independent Internal Auditor: to agree to the use of the NCALC Independent Internal Audit service 2016/17 and to agree their terms of reference

16/53 Insurance

- a) To review and confirm the insurance provision
- b) To review and agree the asset register for insurance purposes

16/54 Annual accounts for year ending 31 March 2016

- a) To receive annual accounts report
- b) To approve the annual governance statement
- c) To approve the annual return accounts and accounting statement

16/55 Planning applications: to receive update

- a) DA/2016/0208: work to tree within a conservation area, Home Farmhouse, The Green
- b) DA/2016/0226: remove tree within a conservation area, Peters Farm, West End
- c) DA/2016/0376, construction of agricultural building, land off Holcot Lane

16/56 Playing field

- a) To receive update report from the 'Friends of Scaldwell Playing Field' and agree any actions
- b) To consider the Risk Assessment inspection reports received since the last meeting and agree any actions

16/57 Correspondence: to consider and agree any actions

- a) Letter, 29 February, Citizens Advise Daventry and District, contribution towards core work
- b) Consultation, NCC, public health nursing services for children and young people (12 June)
- c) To receive other items of correspondence (*for information only*)

16/58 Clerk's hours of employment to approve an increase in the Clerk's working hours from 21 hours per month to 25 per month

16/59 Finance

- a) To receive financial report for the period since the last meeting, review performance against budget and agree any actions
- b) To approve the following payments made:

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
30/04/16	884	HMRC	Employee tax liability P1		£52.60

- c) To approve the following payments to be made:

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
30/04/16	883	Alicia Schofield	Salary and expenses for April		£232.84
18/05/16	885	R&G	Grass cutting	£122.5	£735.16
18/05/16	886	E-ON	Street light maintenance ¼ to	£11.78	£70.68

			31/03/16		
18/05/16	887	E-ON	Street light electricity supply ¼ to 31/03/16	£12.94	£271.83
18/05/16	888	NCALC	Membership and audit service 2016/17		£382.42
18/05/16	889	ACRE	Membership 2016/17		£35.00
18/05/16	890	Smith of Derby	Parish clock service	£43.80	£262.80
18/05/16	891	Came & Company	Annual insurance renewal		£831.16
18/05/16	892	Wicksteed Leisure Ltd	Annual playing field inspection	£14.20	£85.20
18/05/16	893	Playdale Playgrounds Ltd	Replacement swings seats	£23.45	£140.69
31/05/15	894	HMRC	Employee tax liability P2		£52.60
31/05/15	895	Alicia Schofield	Salary & expenses for May		£232.84
			TOTAL		£3,385.82

16/60 Regular reports: to receive reports and agree any actions (to include but not be limited to): :

- a) **Working parties (Broadband, Website, Highways)**
- b) **Grass cutting (R&G)**
- c) **Tree management**
- d) **Highways/ROW**
- e) **NHW/Police**
- f) **Parish Councillors**

16/61 Newsletter: to agree any articles for the next edition of the newsletter

16/62 Forthcoming meetings: to note the meeting dates for 2016:
20 July, 21 September, 16 November

Signed  Alicia Schofield, Clerk to Scaldwell Parish Council Dated 12 May 2016