

EVERDON PARISH COUNCIL
Website: www.everdonpc.co.uk

Chairman: Mr. Kevin Nichols

Clerk: Mrs Erica Fothergill
7 Exeter Close
Daventry
Northamptonshire
NN11 4SY
Tel. 01327 310864
Email: clerk@everdonpc.co.uk

To members of the Council:

You are hereby summoned to attend the Annual Meeting of Everdon Parish Council.

Venue: Village Hall, High Street, Everdon on Monday 14 May 2018

Time: At 7:00pm, for the purpose of transacting the following business.

Members of the public and press are invited to attend and may address the Council at its Open Forum.

AGENDA

1.	Election of Chairman.								
2.	Election of Vice-Chairman.								
3.	Councillors to complete the following forms: <table border="1" style="width: 100%;"><tr><td>All</td><td>Complete Declaration of Acceptance of Office & Expenses Return</td></tr><tr><td>New</td><td>Undertaking of Compliance with the Code of Conduct for Members</td></tr><tr><td>New</td><td>Complete Registrable Interest form</td></tr><tr><td>Re-elected</td><td>Review Registrable Interest Form</td></tr></table>	All	Complete Declaration of Acceptance of Office & Expenses Return	New	Undertaking of Compliance with the Code of Conduct for Members	New	Complete Registrable Interest form	Re-elected	Review Registrable Interest Form
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4.	To consider the co-option of a Councillor, due to insufficiency of nominations following the election.								
5.	To re-confirm Council's eligibility to use the General Power of Competence , namely that the Council meets all eligibility criteria by having a qualified clerk and more than two thirds of the councillors were elected.								
6.	Public Open Forum – Will be conducted in terms of paragraphs 3(e) to 3(k) of our Standing Orders (available on the Council's website), summarised briefly as follows: A member of the public is entitled to speak only once on agenda items, for no longer than 3 minutes. The period of time for public participation, which is at the Chairman's discretion, shall not exceed 10 minutes. In accordance with the above, a question asked by a member of the public during a public participation session, shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Clerk for a written or oral response.								
7.	To consider requests for dispensation , if any, as appropriate.								
8.	To approve apologies for absence.								
9.	To receive members' Declarations of Interest for items on the agenda.								

10.	To approve and sign the minutes of the statutory meeting of the Parish Council held on Monday 9 April 2018.				
11.	To consider Councillors' training requirements.				
12.	Finance Committee				
	<ul style="list-style-type: none"> • Appointment of Members; • Review Committee's Terms of Reference; • Appoint Internal Control Councillor. 				
13.	To consider the following appointments:				
	1.	Footpath Wardens.			
	2.	Village Design Statement Co-ordinator.			
	3.	Community Speedwatch Co-ordinator.			
	4.	Parish newsletter editor.			
	5.	Highways Representative.			
	6.	Police Representative.			
14.	Finance				
	1.	To approve and sign the bank reconciliation for April 2018.			
	2.	To approve and sign the receipts and payments for April 2018.			
	3.	To consider the 2017/18 Internal Audit Report and any issues arising from the report.			
	4.	Resolution to continue using Northants CALC's internal auditors to carry out the council's internal audits.			
	5.	To review and approve the Financial Regulations adopted by the Council on 12 September 2016, and last reviewed on 15 May 2017.			
	6.	To review and approve the Asset Register.			
	7.	To review insurance quotation for £312.26, received from Came & Company. The quotation also includes the SID, Cyber Liability, Devolved Services and Community Property and GDPR/DPO liability cover.			
	8.	To consider the acquisition of council e-mail addresses for all Councillors at a cost of £143.52 + VAT for the year, as well as Google Cloud unlimited storage at £9.99 a month + VAT.			
	9.	To approve the Direct Debit in respect of Council's ICO subscription.			
	10.	Resolution to approve payment of outstanding accounts:			
		Pay-ment	Payee	Description	
		Online	Computer Dr	Technical website assistance	£ Gross Amount
		Online	E Fothergill	April salary, expenses, overtime and stationery	210.00
		Online	Came & Co.	2018/19 Insurance premium – fixed until 2020	502.14
		Online	NCALC	2018/19 Membership subs. and internal audit	312.26
		Online	E-On	4 th quarter 2017/18 Electricity	416.79
					193.73

	Online	S Haynes	Mowing – 1 st cut	200.00
	Chq 1270	St Mary's Church	Churchyard maintenance grant	500.00
15.	To review and approve the Council's Risk Assessment.			
16.	To review, approve and adopt the new Standing Orders issued in April 2018.			
17.	To determine the dates of ordinary meetings up to and including the next Annual Parish Council meeting in May 2019.			
18.	To appoint a General Data Protection (DPO) Officer and review compliance.			
19.	To review and adopt the following (GDPR) Policies:			
	1.	Data Protection Policy.		
	2.	Data Breach Policy.		
	3.	Records Retention Policy.		
	4.	Subject Access Request Procedure.		
	5.	Councillors' Security Compliance Checklist.		
20.	To review approve the following existing policies and procedures:			
	1.	Policy for dealing with the press/media.		
	2.	Policy on recording meetings.		
	3.	Procedures for handling requests made under the Freedom of Information (FOI) Act 2000 and the Data Protection Act 1998.		
	4.	Freedom of Information Complaints Procedure.		
21.	Planning			
	Application	Address	Details	Comments
	DA/2018/0172	The Cottage & Warwick Cote, The Green, Everdon	New greenhouse (retrospective)	No comment
	DA/2018/0015	The Plough, Newnham Rd Everdon	Variation of Conditions 6 and 7 of planning permission DA/2016/1045 (Conversion of ground and first floors of barn to holiday let, extensions and alterations to existing stables) to allow for a longer term let as a sole or main place of residence	To be considered

22.	Correspondence received - for information only, no action to be taken.
1.	Daventry District Council (DDC) advised that, on Thursday, 14th June the town is hosting the finish of the Northamptonshire stage of this year's ladies' cycle race which takes place from Rushden to Daventry. More information is available on the noticeboard and website www.everdonpc.co.uk
2.	DDC and South Northants Council are inviting voluntary and community groups to a funding fair at Towcester Racecourse on Wednesday 16 May from 09:30 – 3pm to network with popular funders. See notice on www.everdonpc.co.uk
23.	To appoint representatives to attend DDCs Parish & Town Council's Meeting on 14 June 2018 at 6.30pm in the Council Chamber, Daventry District Council offices.
24.	To consider CPRE's Planning Roadshow, including 'How to object to inappropriate applications and Practical examples of successful techniques' for parish and town councillors. The 1 st two places are free and training will take place at Great Houghton village hall on Thursday 7 June, starting at 7.00pm.
25.	To receive updates on the following Highway matters: <ul style="list-style-type: none"> • Community Speed Watch 2018; • Annual site meeting with Highways
26.	Date of next meeting – the next Parish Council meeting will be held on Monday 11 June 2018 at 7.00pm.



Erica Fothergill
Clerk / Responsible Financial Officer
Everdon Parish

Issued: 08/05/2018