

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

Chairman: Mr. Kevin Nichols

Clerk: Mrs Erica Fothergill
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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 15 May 2017

Time: At 6:00pm, 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.	To elect a Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2.	To elect a Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
3.	Resolution to approve and sign the minutes of the statutory meeting of the Parish Council held on Monday 11 April 2017.
4.	Public Open Forum – Will be conducted in terms of paragraphs 1c to 1l 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.
5.	To consider requests for dispensation, if any, as appropriate.
6.	Resolution to approve apologies for absence.
7.	To receive members' Declarations of Interest for items on the agenda.
8.	To review and approve the Standing Orders adopted by the Council on 11 November 2013 and last reviewed on 9 May 2016.
9.	To review and approve the Financial Regulations adopted by the Council on 12 September 2016, adapted to the council's operational requirements.
10.	To review and approve the Council's Risk Assessment.
11.	Review of delegation arrangements to the finance committee and Clerk/RFO.
12.	Review membership and terms of reference for the finance committee.
13.	Appointment of internal control officer to oversee the council's finances.

14.	To review Declarations of Interest and submit any changes to DDC's Monitoring Officer.			
15.	To determine the dates of ordinary meetings up to and including the next Annual Parish Council meeting in May 2017.			
16.	To review and approve the Asset Register to ensure that all assets are adequately insured.			
17.	To review and approve the following 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 (Fol) Act 2000 and the Data Protection Act 1998.			
4	Freedom of Information Complaints Procedure.			
18.	Finance			
1	Resolution to approve and sign the bank reconciliation for April 2017.			
2	Resolution to approve and sign the Income and Expenses for April 2017.			
3	To consider the internal auditor's section of the Annual Return and the 2016/17 Internal Audit Report and issues, if any, arising from the report.			
4	Resolution to continue using Northants CALC's internal auditors to carry out the council's internal audits.			
5	To consider whether to fix the term of insurance at one or three years.			
6	To consider whether to apply to the Transparency Fund 2017/18 for funding to pay for the clerk's time with regard to website maintenance. This is the last year applications can be made.			
7	Resolution to approve payment of outstanding accounts:			
	Payment	Payee	Description	VAT £
	Online	E Fothergill	April Salary and expenses plus 9 hrs overtime	450.96
	Online	Came & Co.	2017/18 Insurance premium – fixed for 3 yrs.	280.00
	Online	Northants CALC	2017/18 Membership subs. and internal audit	409.24
	Online	E-On Electricity	4 th quarter 2016/17	8.43
	Online	E-On Maint.	Replaced photocell LC18 at Cherry Bank	4.69
	Chq 1266	St Mary's Church	Grant	500.00
19.	Planning			
	Application	Address	Details	Comments
	DA/2017/0338	30 Stubbs Road Everdon	Listed Building Consent for repairs to rear roof and flat roofed dormer window	Supported
	DA/2017/0343	Club Cottage, High Street, Everdon	Listed Building Consent for insertion of wood burner and flue liner, heightening of chimney and re-thatching of ridge piece	To be considered
20.	To consider Everdon's conservation village status and the impact on planning applications.			

21.	Correspondence received - for information only, no action to be taken.
1	Daventry District Council (DDC) Daventry advised that District Memory Café meetings for people with dementia will be held monthly at Abbey Centre, Market Square, Daventry. All these meetings start at 1.00 pm and finish at 3.00 pm. Dates are available on the Parish Council's website www.everdonpc.co.uk and on the notice board.
2	Angelina Farrant, a voluntary worker Volunteer Co-ordinator who is leading on a joint project devised by DDC and Daventry Volunteer Centre, which aims to promote and support the development of a network of clean green volunteers across the district are looking for volunteers to join them. Please contact her if you're interested in volunteering on 01327 300614 or info@daventryvolunteers.org.uk
22.	To consider the Fete Committee's request to use the Green for the Village Fete on Monday 28 th August.
23.	To receive feedback the CPRE's Spring Roadshow attended by the Chairman & Vice-Chairman on 27 th April.
24.	To consider a request for low-level fencing to surround the village green.
25.	To appoint representatives to attend DDC's Parish & Town Council's Meeting on 15 June 2017 at 6.30pm in the Council Chamber, Daventry District Council offices.
26.	To consider Part 2 of DDC's Settlements and Countryside Local Plan and the protection it will include for parishes in the Parish Annexes.
27.	To receive updates on the following Highway matters: <ul style="list-style-type: none"> • Community Speed Watch 2017; • Overgrown hedge and garden at 1 Long Row Close; • Ongoing damage to the village green; • Repair of rural verges; • Overgrown footpaths / stile repairs; • Outstanding works on Stubbs Road, near to the bridge.
28.	Date of next meeting – the next Parish Council meeting will be held on Monday 12 June 2017 at 7.00pm.



Erica Fothergill
Clerk / Responsible Financial Officer
Everdon Parish

Issued: 09/05/2017