



To all Parish Councillors: You are hereby summoned to attend **The Annual** meeting of Hackleton Parish Council to be held on **Tuesday 13th May 2025, 7.30pm, in The Annexe, Hackleton Village Hall** for the purpose of transacting the following business.

Members of the public and press are welcome to attend.

(Please be aware that the meeting may be recorded either openly or covertly.)

Signed: *Alison Benson* 8th May 2025

Agenda

078/25	Election of Chairman
079/25	Election of Vice-Chairman a. To consider if a Vice-Chairman should be elected b. To appoint a Vice Chairman if appropriate
080/25	To receive signed Declarations of Acceptance of Office
081/25	To receive apologies for absence
082/25	To receive and approve for signature the minutes of the full Parish Council meeting held on 8th April 2025
083/25	To note any matters arising from the minutes of the last full meeting not included on this agenda (for report only)
084/25	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)
085/25	To receive any requests for dispensation (Any requests for dispensation must be made in writing to the Proper Officer)
086/25	Public Time a. Invitation to Unitary Councillor to provide updating report b. Invitation to public to address Council (This session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the chairman of the meeting, who may direct that a written or oral response be given.)
087/25	Councillor Appointments a. To appoint members to the following committees/working parties/roles <ul style="list-style-type: none"> • Planning Committee • Internal Control Councillor(s) • Councillor to oversee Parish Mag' in conjunction with the Clerk

	<ul style="list-style-type: none"> • Longland Meadow Volunteers Group • Village Hall Representative(s) • Judith Willoughby Charity Representatives • Hackleton School Governor • Wildlife, Biodiversity & Environment Working Party • Health & Wellbeing Working Party • Highways & Road Safety Working Group • Flooding Working Party • Footpaths <p>b. To consider any if other committees/working parties/roles should be established</p>
088/25	To receive an updating report from the Clerk
089/25	To receive reports from Councillors attending outside meetings
090/25	Councillor Vacancy <ul style="list-style-type: none"> a. To hear from any prospective candidates b. To co-opt a new councillor to fill the current vacancy
091/25	Finance & Governance <ul style="list-style-type: none"> a. To receive the report of the Internal Auditor and agree any actions b. To consider if any events that occurred during the financial year, have consequences, or potential consequences, on HPC's finances. If any such events are identified, to determine whether the financial consequences need to be reflected in the statement of accounts. c. To approve the completion of Section 1 of the Annual Governance and Accountability Return 2024/2025 d. To approve Section 2 of the Annual Governance and Accountability Return 2024/2025 e. To confirm the dates for the exercise of public rights f. To adopt the General Power of Competence g. To review the Bank Mandate h. To review and approve all direct debit mandates i. To receive and approve amended Asset Register j. To review the council's insurance requirements and renew insurance policy k. To review the effectiveness of internal control, internal audit and risk management l. To appoint Northants CALC as internal auditors for a 5-year term m. To appoint Northants CALC as Data Protection Officer for a 5-year term n. To ratify payments made out of meeting and approve payment of outstanding invoices/accounts o. To receive accounting information including bank reconciliation for month 1 of the financial year ending 31st March 2026
092/25	Policy and Procedure Review <ul style="list-style-type: none"> a. To review and re-adopt the following documents without amendment (apart from logo change) <ul style="list-style-type: none"> • Cemetery Regulations • Code of Conduct • Communication Policy • Complaints Procedure • Data Breach • Data Map • Data Protection Policies, Procedures & Notices

	<ul style="list-style-type: none"> • Death of a Senior National Figure • Dignity at Work • Equal Opportunity Policy • Finance & Governance Risk Assessment • Freedom of Information Policy • Grant Funding Policy • Grievance Procedure • Health & Safety Policy • Internal Control Procedures • Litter Picking Risk Assessment • Lone Working Policy & Guidance • Longland Meadow conditions of hire & use • Privacy Notice • Records Retention Policy • Recreation Ground Conditions of hire & use • Reserves Policy • Risk Assessment • Scheme of Delegation • Sickness & Absence Policy • Training Statement of Intent <ul style="list-style-type: none"> b. To adopted amended Standing Orders c. To adopt amended Financial Regulations d. To consider drafting a new 5-year Business Plan e. To adopt amended Wildlife, Biodiversity & Environment Policy & Plan f. To review all risk assessments
093/25	Community Flood Stores To agree locations, size and content of the stores
094/25	VE-Day 80 Beacon Lighting Event To review the event
095/25	Annual Parish Meeting to be held on 22nd May 2025 at 7pm To agree final arrangements for the evening
096/25	Village Gateways To receive update
097/25	Invitation to WNC Annual Parish Conference 12th June 2025 10am – 2:30pm
098/25	Exclusion of the press and public – due to the confidential nature of the business to be transacted the press and public are excluded from the next items on the agenda
099/25	Vacancy for Parish Team – Environment Officer <ul style="list-style-type: none"> a. To review applications received b. To agree interview and appointment process
100/25	Date of Next Meeting 10th June 2025 Members are requested to forward any items for the next full Council agenda to the Clerk by 1st June 2025