



## Annual Council Meeting 11<sup>th</sup> May 2021 Minutes

Date: 11 <sup>th</sup> May 2021 Time: 7.30pm Venue: Hackleton Village Hall	
Parish Councillors In attendance: T Barwick, F Billingham (Chairman), T Charteress, J Clark, R Hawkesford, P Heap, C Lloyd, L Nash, G Tobutt, G Ward & J Willmer. Also in attendance: Unitary Councillor A Grant & Parish Clerk A Benson.	
<i>The meeting was held in accordance with Covid-19 guidelines. Prior to the first agenda item Councillors signed their declarations of acceptance of office. The Chairman welcomed everybody and congratulated Councillors on their election.</i>	
064/21	<b>Election of Chairman</b> <b>RESOLVED: To Elect Councillor F Billingham as Chairman.</b>
065/21	<b>Election of Vice-Chairman</b> <b>RESOLVED: To elect Councillor P Heap as Vice-Chairman.</b>
066/21	<b>To receive apologies for absence</b> No apologies were received.
067/21	<b>Approval of the Minutes of Parish Council Meeting 13<sup>th</sup> April 2021</b> <b>RESOLVED: The minutes of the meeting 13<sup>th</sup> April 2021 be approved.</b>
068/21	<b>Matters arising</b> Response awaited from Andrea Leadsom regarding the Recreation Ground.
069/21	<b>Declarations of Interest</b> – There were no declarations of interest.
070/21	<b>Requests for Dispensations</b> – There were no requests for a dispensation.
071/21	<b>General Power of Competence</b> <b>RESOLVED: To adopt the General Power of Competence.</b>
072/21	<b>Policy and Procedure Review</b> <b>RESOLVED: To re-adopt the following documents without amendment:</b> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Data Protection Policies, Procedures &amp; Notices</li> <li>• Equal Opportunity Policy</li> <li>• Freedom of Information Policy</li> <li>• Grant Funding Policy</li> <li>• Grievance Procedure</li> <li>• Health &amp; Safety Policy</li> <li>• Internal Control Procedures</li> <li>• Litter Picking Risk Assessment</li> <li>• Lone Working Policy &amp; Guidance</li> <li>• Records Retention Policy</li> <li>• Scheme of Delegation</li> <li>• Sickness &amp; Absence Policy</li> <li>• Standing Orders</li> <li>• Training Statement of Intent</li> </ul>

	<p><b>RESOLVED: To re-adopt the following documents with amendments as previously circulated:</b></p> <ul style="list-style-type: none"> <li>• Communication Policy</li> <li>• Complaints Procedure</li> <li>• Data Map</li> <li>• Finance &amp; Governance Risk Assessment</li> <li>• Financial Regulations</li> <li>• Recreation Ground Conditions of hire &amp; use</li> <li>• Reserves Policy</li> <li>• Risk Assessment</li> </ul> <p><b>RESOLVED: Councillors Charteress &amp; Willmer to review Cemetery Regulations in line with draft Wildlife &amp; Biodiversity Policy.</b></p>
073/21	<p><b>Committees/Working Parties/Roles</b></p> <p><b>RESOLVED to appoint the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Planning Committee – Councillors Clark, Hawkesford, Heap, Lloyd, Nash &amp; Ward.</b></li> <li>• <b>Internal Control Councillors – Councillors Barwick &amp; Nash.</b></li> <li>• <b>Neighbourhood Plan Steering Group – Councillors Hawkesford, Lloyd &amp; Willmer.</b></li> <li>• <b>Councillor to oversee Parish Mag’ in conjunction with the Clerk – Councillor Charteress.</b></li> <li>• <b>Councillor to undertake twice yearly risk assessments – Councillor Tobutt.</b></li> <li>• <b>Village Hall Representatives – Councillors Barwick, Heap &amp; Tobutt.</b></li> <li>• <b>Judith Willoughby &amp; Relief in Needs Charity Representatives – Councillors Heap &amp; Billingham.</b></li> <li>• <b>Hackleton School Governor – Councillor Lloyd.</b></li> </ul>
074/21	<p><b>Internal Auditor</b></p> <p><b>RESOLVED: To appoint Northants CALC as internal auditor for a 4-year term.</b></p>
075/21	<p><b>Data Protection Officer</b></p> <p><b>RESOLVED: To appoint Northants CALC as Data Protection Officer for a 4-year term.</b></p>
076/21	<p><b>Public Time</b></p> <p>West Northants Unitary Councillor Andrew Grant introduced himself and explained how attendance at HPC meetings will either be split between the three Unitary Councillors or undertaken to give more continuity. He looks forward to representing the Parish and hopes to protect the local rural area.</p>
077/21	<p><b>Clerk’s Report</b></p> <ul style="list-style-type: none"> <li>• Grand Union Housing have been requested to remove the waste from the corner of The Crescent following remedial works after the flooding. They apologise for their oversight and delay.</li> <li>• The Longland Meadow volunteers have been issued with Hi-Viz vests and signage to be used at each working group.</li> <li>• The Neighbourhood Plan expenditure 2020-21 on the consultant has not been for the full amount of the last grant so we have to repay £300.</li> <li>• Work hasn’t started on the sink-hole on Newport Pagnell Rd with Highways now suggesting 6-8 weeks.</li> <li>• No response from Morris Homes regarding dog bins etc. despite continued chasing.</li> <li>• Work on both bus shelters is booked but we await start dates.</li> <li>• Moles are an issue on the Meadow, we are looking into trying to get them eradicated.</li> <li>• Chased WNC as the planning permission change of use on the cemetery extension still not approved.</li> <li>• We cannot register religious buildings as assets of community value.</li> <li>• The large green bin for the Cemetery has been delivered.</li> <li>• The replacement bench for the Recreation Ground is on order.</li> <li>• Litter/dog signage is with printer.</li> <li>• We were too late to apply for the grant for the feasibility study for the cycleway.</li> <li>• Parking issues continue in Grafton Court. The residents have now approached Salcey Forest for help in asking people to park responsibly.</li> </ul>

<b>078/21</b>	<p><b>Finance &amp; Governance</b></p> <p>a. The year-end report of the Internal Control Councillors was received: <b>RESOLVED: To accept the report with no actions required.</b></p> <p>b. <b>RESOLVED: No events have occurred during the financial year 2020-21 that have consequences, or potential consequences on HPC's finances and need to be reflected in the statement of accounts.</b></p> <p>c. <b>RESOLVED: The Asset Register as at 30<sup>th</sup> April 2021 is correct and up to date subject to clarification on 4x bench purchase.</b></p> <p>d. The Insurance policy was reviewed. <b>RESOLVED: To renew the Insurance policy with Zurich cost £759.23.</b></p> <p>e. The bank mandate was reviewed. <b>RESOLVED: To retain Councillors Charteress, Clark, Heap &amp; Willmer as signatories.</b></p> <p>f. <b>RESOLVED: To approve the following direct debit mandates for the current financial year: Vodafone, NEST, CPRE, ICO, SSE, Screwfix &amp; Wave.</b></p> <p>g. <b>RESOLVED: To ratify payments made out of meeting and approve payment of outstanding invoices/accounts as schedule presented.</b> Councillor Nash had carried out the monthly check of invoices.</p> <p>h. The receipts and payments account together with the bank reconciliation for one month to 30<sup>th</sup> April 2021 was received and compared to budget. <b>RESOLVED: The figures presented represent the current financial position of HPC. The bank reconciliation as at 30<sup>th</sup> April 2021: Current account £85,965.16 deposit account £30,071.84.</b></p> <p>i. <b>RESOLVED: To ratify the Covid-19 risk assessment for face-to-face meetings as annexed to the agenda.</b></p>
<b>079/21</b>	<p><b>Open Spaces</b></p> <p>The licence and plan for the re-location of the storage container were received. <b>RESOLVED: To approve and sign the licence and plan.</b></p>
<b>080/21</b>	<p><b>Remembrance</b></p> <p><b>RESOLVED: To purchase sufficient poppies for all street lights within the parish. To make a donation of £1.00 Per poppy to the Royal British Legion.</b></p>
<b>081/21</b>	<p><b>Cemetery</b></p> <p>An application for a tablet to sit within an existing grave with kerbs was considered. <b>RESOLVED: To approve the application.</b></p>
<b>082/21</b>	<p><b>Business Plan</b></p> <p>a. The need for a Business Plan was discussed to enable HPC to have a clear vision for the next 4-years. <b>RESOLVED: To produce a Business Plan.</b></p> <p>b. A discussion took place on the best way to produce a Business Plan. <b>RESOLVED: To hold an informal meeting once Covid-19 social distancing measures are relaxed.</b></p>
<b>083/21</b>	<p><b>The following correspondence was noted</b></p> <p>a. Further complaints from residents regarding the Piddington Airfield have been forwarded to Planning Enforcement and residents are compiling a log of activity at the Airfield.</p> <p>b. Towfood Community Larder.</p> <p>c. Complaints regarding abandoned Voi scooters in The Choakles.</p>
<b>084/21</b>	<p><b>Next meeting 8<sup>th</sup> June 2021.</b> Members are requested to forward any items for the agenda to the Clerk by 27<sup>th</sup> May 2021</p>

The meeting closed at 8:30pm.