

CRICK PARISH COUNCIL

NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

On Monday 17th May 2021 at 7.00pm

Council Members are hereby summoned to attend a meeting of Crick Parish Council to be held at Crick Primary School, Main Road, Crick

Please inform the Clerk of your apologies if you are unable to attend.

Tel: 01788 823040 Email: clerk@crickparishcouncil.org.uk

Public Participation: Members of the public and press are invited to address Council on any matter relating to the business to be transacted during the public session. Up to 20 minutes will be set aside for this purpose.

AGENDA

ITEM	ANNUAL PARISH COUNCIL MEETING OPENING PROCEDURES	RESP
21/001	To elect the Chairman of the Council.	ALL
21/002	To receive the Declaration of Acceptance of Office from the elected Chairman.	Chair
21/003	To elect the Vice Chairman of the Council.	ALL
21/004	To receive the Declaration of Acceptance of Office from members.	ALL
21/005	To receive and approve apologies for absence	ALL
21/006	To consider any Declarations of Disclosable Pecuniary or Other Interests (DPI).	ALL
21/007	To consider any Dispensations or written requests for dispensation of DPI.	ALL
21/008	To receive Declarations of Interests forms from members.	ALL
21/009	To RESOLVE to the Chairman approving the minutes of the Ordinary Meeting on 26 th April 2021.	ALL
ITEM	CO-OPTION PROCEDURES	RESP
21/010	To fill vacancies on the Council by co-option. https://www.crickparish.org.uk/uploads/ncalc-guidance-for-coopting-after-elections-2021.pdf	ALL
ITEM	GOVERNANCE PROCEDURES	RESP
21/011	To RESOLVE to adopt the Standing Orders Standing Orders (crickparish.org.uk)	ALL
21/012	To RESOLVE to: a) adopt the Code of Conduct Code of Conduct (crickparish.org.uk) b) elected members signing the Undertaking of Compliance with the Code of Conduct.	ALL
21/013	To RESOLVE to adopt the Financial Regulations Financial Regulations 2019 (crickparish.org.uk)	ALL
21/014	To RESOLVE to adopt the Policies and Procedures Policies & Procedures Crick Community (crickparish.org.uk)	ALL
21/015	<u>Annual Governance and Accountability Return 2020/21</u> To consider and approve the Annual Governance and Accountability Return at agar-section-1-and-2-unapproved-31st-march-2021.pdf (crickparish.org.uk) and to: a) RESOLVE to the Chairman and RFO approving Section 01 Annual Governance Statement 2021/22 b) RESOLVE to the Chairman approving Section 02 Accounting Statements 2020/21.	ALL
21/016	<u>Bank Mandate</u> To RESOLVE to: a) add newly elected councillors to the Bank Mandate. b) apply for an online banking security token for the newly elected Chairman.	ALL

	c) approve Councillor Jamieson remaining an online banking approver.	
21/017	<p><u>GDPR Compliance:</u></p> <p>a) To record the receipt of GDPR security compliance from newly elected councillors</p> <p>b) To record the receipt of GDPR security compliance from resigning councillors</p> <p>c) To confirm NCALC as the Council's Data Protection Office (DPO)</p> <p>d) To confirm the Council is registered with the ICO</p>	ALL
ITEM	APPOINTMENTS	RESP
21/018	<p><u>Appointment of Areas of Responsibility</u></p> <p>To appoint Councillors to the areas of special responsibility:</p> <p>a) Burial Ground (1)</p> <p>b) Crick News (1)</p> <p>c) Community Help (1)</p> <p>d) Dog Fouling (1)</p> <p>e) Footpaths/Bridleways and Trees (1)</p> <p>f) Greens & Maintenance (all allocated areas)</p> <p>g) Highways (1)</p> <p>h) Housing & Other Developments (2)</p> <p>i) Internal Control (1)</p> <p>j) Junction 18 Forum (2)</p> <p>k) Legal (1)</p> <p>l) Neighbourhood Plan (2)</p> <p>m) Planning (1)</p> <p>n) Police Liaison (1)</p> <p>o) Social Media & Communications (1)</p> <p>p) Street Lighting (1)</p> <p>q) Website (1)</p> <p>r) Youth Matters (1)</p>	ALL
21/019	<p><u>Appointments to Village Organisations</u></p> <p>To appoint Councillors to Village Organisations:</p> <p>a) Crick Playing Fields Association (2)</p> <p>b) Crick Woodlands Committee (2)</p> <p>c) Crick Village Hall Management Trustees (2)</p> <p>d) Crick Community Sports Centre Committee (2)</p> <p>e) Crick Parochial Charity (2)</p> <p>f) Crick Education Foundation (2)</p> <p>g) Crick Old School Trustees (2)</p> <p>h) Crick Scarecrow and Music Festival Committee (2)</p>	ALL
21/020	<p><u>Appointments to Working Groups</u></p> <p>To appoint Councillors to Working Groups:</p> <p>a) Traffic Management Working Group (2)</p> <p>b) Open Space (Elms Farm) Working Group (3)</p> <p>c) Special Projects Working Group (3)</p> <p>d) Jubilee Woods Access Track Working Group (2)</p>	ALL

ITEM	ORDINARY MEETING	RESP
21/021	To receive reports from Police and WNC representatives.	Various
21/022	Public Session (Open Meeting).	Various
ITEM	ITEMS FROM PREVIOUS MINUTES	RESP
21/023	<u>Update of Crick Village Neighbourhood Plan (CVNDP) (Min Ref 20/463)</u> To receive an update.	CC
21/024	<u>Yelvertoft Road Lighting (Min Ref 20/465)</u> To RESOLVE to engage E.On to supply and install a scheme of street lighting for the Yelvertoft Road at a cost of £14,585 excl VAT, as detailed in the quotation circulated by the clerk prior to the meeting.	RL/EN
21/025	<u>Jubilee Woods Access Track Working Group (Min Ref 20/469)</u> To RESOLVE to utilise Butcher's Pet Care Community Fund to contribute up to £1,300 for this project should this be a condition of obtaining grant funding, rather than utilise reserves.	JG/CC
21/026	<u>Subsidence on Crick Playing Field (Min Ref 20/431)</u> To RESOLVE to engage Richmond Groundworks to repair the drain on the Playing Field, at a cost of £1,100 excl VAT, as per the quotation circulated by Councillor Jones.	JJo
21/027	<u>Crick Community Sports Centre (CCSC) Boundary (Min Ref 20/475)</u> To consider CCSC's proposal to change the current boundary in line with the suggestion from Paul Lane, circulated by the Clerk on 10 th May 2021.	EN
21/028	<u>CCTV Policy (Min Ref 20/488)</u> To RESOLVE to adopt the CCTV Policy at CCTV Policy (crickparish.org.uk)	EN
21/029	<u>Churchyard Garden Waste Bins (Min Ref 20/496)</u> To RESOLVE to ratify the payment of £35 to West Northamptonshire Norse in respect of renewal of garden waste collection service for 2021/22 for the second bin at the Churchyard, as Norse are no longer providing this service free of charge to places of worship.	ALL
ITEM	GENERAL MATTERS	RESP
21/030	<u>Training Courses</u> To RESOLVE to approve the cost of: a) £38.00 for the Clerk to attend GDPR Update training course provided by Northants CALC on 21st September. b) £44.00 for the newly elected Chairman to attend Chairmanship training course provided by Northants CALC. c) £44.00 for the newly elected and newly co-opted Councillors to attend Off to a Flying Start training course provided by Northants CALC.	ALL
21/031	<u>General Maintenance</u> To RESOLVE to appoint David Davis as a replacement for general maintenance contractor at a rate of £15/hour for 6 hours per month.	EN
21/032	<u>BT Contract</u> To RESOVLE to renew BT contract which comes to an end on 9 th July 2021.	ALL
21/033	<u>Hall Hire</u> To RESOLVE to approve Crick Primary School hall hire cost of £24.00.	ALL
21/034	<u>Face Shields</u> To RESOLVE to ratify the purchase of 10 face shields at a cost of £76.99 excl VAT.	ALL
ITEM	PLANNING	RESP
21/035	<u>Notification of Planning Applications received for comment.</u> a) WND/2021/0020 – Marsh Cottage, 17, The Marsh, Crick. Installation of external insulation and render. Replacement and alterations to existing windowsills. b) DA/2021/0337 –Springwater Farm, Watford Road, Crick. Siting of mobile home. c) DA/2021/0341 – 7, Monks Way, Crick. Conservatory to rear elevation.	ALL

21/036	<u>Notification of Planning Application Decisions received from the Planning Authority.</u> a) <u>DA/2021/0142</u> Bungalow Farm, Watford Road, Crick. Conversion of building to dwelling. Approval.	ALL
ITEM	FINANCE	RESP
21/037	<u>Accounts for Payment</u> To consider and RESOLVE to all payments being made, as set out in Appendix 1.	ALL
21/038	<u>Income</u> To consider and NOTE all income received in the month as set out in Appendix 2. To note receipt of £56,731.50 from West Northamptonshire Council (WNC) on 4 th May 2021, in respect of the first instalment of the 2021/22 Precept.	ALL
21/039	<u>Cash Balances as at 30th April 2021</u> To NOTE balances per Cashbook as follows: a) Current Account £111,668.69. b) Community Fund Account £4,163.68. c) Fixed Rate Deposit Account £33,150.40. TOTAL per Cashbook £148,982.77.	ALL
21/040	<u>Earmarked Reserves as at 30th April 2021</u> To NOTE general and earmarked reserves as follows: Access Track project £1,300.00. Access Track repairs £1,000.00. Community Fund £4,163.68. DWH Phase 5 £14,756.00. DWH Existing Maintenance £5,600.00. Heritage Board Balance £314.00. Somme Memorial Site £3,210.12. Burial Ground Improvements £6,000.00. Eldon Wall £500.00. Traffic Calming/Entrances £20,000.00. Watford Rd SID NSRA Grant £3,114.32. Yelvertoft Rd Lighting £15,000.00. Total Earmarked Reserves £74,958.12. Total Unplanned Reserve £63,137.32. Total Cash After Reserves £10,887.33.	ALL
ITEM	COUNCILLOR AREAS OF INTEREST	RESP
21/041	<u>Highways & Traffic Working Group</u> To receive a report.	MM
21/042	<u>Policing</u> To receive a report.	JJo
21/043	<u>Rights of Way</u> To receive a report.	JG
21/044	<u>The Special Projects Working Group</u> To receive a report.	RL
ITEM	CIRCULATIONS TO NOTE	RESP
21/045	a) Email: Member of the public re inconsiderate parking at Crick Community Sports Field. b) Email: Northants CALC Weekly update.	ALL
ITEM	CLOSING PROCUDRES	RESP
21/046	<u>Items for next Agenda</u> Councillors are asked to notify the Clerk of items they wish to be included on the next agenda.	ALL

Signed:



Clerk to Crick Parish Council

APPENDIX 1 - PAYMENTS TABLE

Ref.	Payee	Description	Power	Amount
BACS	WN Norse	Annual service charge litter bin nr Post Office	Litter Act 1983 s5 s6	£346.56
BACS	A P Beevor	Grass cutting 6 th /7 th /19 th /20 th April 2021	Local Government Act 1972 s101 s136	£856.80
BACS	Scarecrow Festival	Grant from Parish Council	Local Government Act 1972 s145	£500.00
BACS	Scarecrow Festival	Grant from Butcher's Pet Care Community Fund	Local Government Act 1972 s145	£1,500.00
BACS	Employee(s)	Homeworking Allowance 19 th April – 17 th May 4 weeks	Local Government Act 1972 s112	£24.00
BACS	Employee(s)	Net pay	Local Government Act 1972 s112	£1,728.64
BACS	NCALC	Community Infrastructure Levy Training	Local Government Act 1972 s175	£38.00
BACS	Viking	Lever arch files and dividers for new council year	Local Government Act 1972 s111	£18.76
BACS	Viking	Ring binder (back order)	Local Government Act 1972 s111	£2.74
BACS	ICCM	Corporate Membership for 2021/22 year	Local Government Act 1972 s214	£95.00
BACS	Crick School	Hall Hire	Local Government Act 1972 s111	£24.00
BACS	Plantsman	Churchyard Grass Management March/April	Local Government Act 1972 s214	£1,230.00
DR	WN NORSE	Garden Waste renewal 21/22	Local Government Act 1972 s215	£35.00
D/D	NEST	Employee pension scheme	Local Government Act 1972 s112	£152.54
D/D	BT	March phone/broadband M021 VM	Local Government Act 1972 s111	£49.91

APPENDIX 2 - INCOME TABLE

Date	Current Account	Amount
Apr 2021	WPD Wayleaves	£57.78
Date	Community Fund Account	Amount
Apr 2021	None received.	Nil
Date	Fixed Rate Deposit Account	Amount
Apr 2021	Interest received.	£5.05