

# Great Oxendon Parish Council

All Councillors are hereby summoned to attend the General meeting of Great Oxendon Parish Council to be held at the Village Hall, Main Street, Great Oxendon on Monday 11<sup>th</sup> October 2021 at 7.30pm

*Members of the public and press are invited to attend and to participate in the Open Forum*

## AGENDA

### GENERAL MEETING

Present.

27. To receive and approve apologies for absence.
28. To receive Declaration of Personal and Prejudicial Interests 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 Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)
29. To receive and approve for signature the minutes of the meeting held on 13 Sept 2021
30. Matters arising from the Minutes of the Meetings held on 13 Sept 2021
  - (20) **Bank Mandate** – New HSBC form needs to be completed after the meeting and require signatures from all signatories including the Clerk.
  - (22) **iv. Audit 2020/21** – For Note: Clerk submitted the new Certificate. Clerk awaiting confirmation of no further action.
  - (25) **Bus Shelter** – Resolution required to approve the quote as provided by J Reedman for repair works to the bus shelters
31. Open Forum (Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting)
32. Appointment of Vice-Chair
33. Policies - Internal Control Document – to be signed, circulated for comment ahead of meeting
34. Policies - Financial Regulations 2021 – to be signed, circulated for comment ahead of meeting
35. Grants Funding Discussion for Village Projects
  - i. Speed sign grant from Road Safety Community Fund, up to 5k available. Clerk secured funding for Maidwell last month.
  - ii. Kelmarsh Wind Farm Fund
  - iii. Community Garden

36. **Budget/Precept 2022/23** - Document to be circulated ahead of meeting. Precept must be resolved at meeting 10<sup>th</sup> January 2022 at the latest as submission to West Northants is expected mid January.
37. CiLCA Training for Clerk – Opportunity for Clerk to attend Certificate in Local Council Administration (CiLCA) course next March 2022 at a discounted rate as well as an opportunity to split 50/50 with Maidwell with Draughton PC. Please see extra information circulated prior to meeting.
38. Finance:
- i. Resolution to approve the monthly payments (listed below)

Date of Meeting: 11 Oct 2021

**Payments to be Approved not yet Paid**

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
10/09/2021	Your Locale	Neighbourhood Plan Consultant - Invoice 2	3,500.00	700.00	4,200.00
01/09/2021	Leicestershire Gardens	Inv 21/144 - Mowing for Aug21	230.00	0.00	230.00
15/09/2021	Eon Energy Solutions Ltd	Quarterly Street Light Maintenance - to end Sept21	37.37	7.47	44.84
01/10/2021	Mrs Sarah Smith	Parish Clerk Salary - Oct21	293.80	0.00	293.80
01/10/2021	Mrs Sarah Smith	Expenses - Amazon 50% A4 Copy Paper & Printer Ink	14.71	2.95	17.66
01/09/2021	Matt King	Bus Shelter Cleaning (Invoice to be received)	40.00	0.00	40.00

**Payments to be Approved - Paid via Direct Debit**

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
11/08/2021	BT Group PLC	Broadband & Telephone - Direct Debit	29.95	5.99	35.94
11/09/2021	BT Group PLC	Broadband & Telephone - Direct Debit	29.95	5.99	35.94
01/10/2021	HMRC	HMRC - Employer Tax Jul-Aug21	34.80	0.00	34.80

- ii. Receive the accounts to 30<sup>th</sup> Sept 2021
    - a. Receipts
    - b. Expenditure
    - c. Bank Reconciliation
    - d. Statement of Reserves
    - e. Neighbourhood Plan Grants Expenditure
    - f. Spend v Budget
    - g. Copy of Payments to be Approved
    - h. HSBC Bank Statement – Community Account
    - i. HSBC Bank Statement – Reserve Money Manager Account
39. Planning and Licensing Consultations:
- i. Discussed at previous meeting, to be Noted. WND/2021/0068 Hemsby House, 29 Main Street, Great Oxendon – Listed Building Consent for replacement windows. **Deadline passed 1<sup>st</sup> October 2021.**
40. To receive an update from Councillors with regards to areas of responsibility:
- i. Planning and Neighbourhood Plan – Councillor Hogarth
  - ii. Highways: Roads, Footpaths & Trees – Councillor Rumsey
  - iii. Public Rights of Way – Councillor Barker and Councillor Lindsay-Smith
  - iv. Police & Community Safety – Councillor Barker
  - v. Environment - TBC
  - vi. Community engagement and communication – Councillor Patel-Brown
  - vii. Lighting - Councillor Patel-Brown
  - viii. Audit and Compliance – Rota

**41. Urgent Matters for report only (Notified to the Chairman before the meeting)**

- i. Discussion about Chair for meeting on 8<sup>th</sup> November due to Chairman absence
- ii. Outstanding Election Expense forms check – legal requirement to return form even if expenses are zero
- iii. Reminder – please set up your outlook email addresses (as per Internal Auditor recommendations) ASAP

**42. Date and Time of Next Meeting – The next meeting will be held on Monday 8<sup>th</sup> November 2021, 7:30pm at the Village Hall, Great Oxendon.**

**For Note - Dates of Future Meetings**

Monday 8<sup>th</sup> November 2021  
Monday 13<sup>th</sup> December 2021  
Monday 10<sup>th</sup> January 2022  
Monday 14<sup>th</sup> February 2022  
Monday 14<sup>th</sup> March 2022  
Monday 11<sup>th</sup> April 2022

**43. Close of Meeting**



Mrs Sarah Smith, Parish Clerk  
Great Oxendon Parish Council  
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Web: <http://www.greatoxendon.org>

04.10.2021