

WEST HADDON PARISH COUNCIL

EXECUTIVE OFFICER: Mrs Gill Wells

Email: executiveofficer@westhaddonparishcouncil.gov.uk

Councillors - You are summoned to attend a **Full Council Meeting Tuesday 7th April 2020, 7.30pm**, which will be held via Zoom Conference call – link to be sent to all Councillors.

Due to Covid 19 restrictions press and public will not be present at this meeting – the meeting will be recorded.

Members of the Public are invited to email the Executive Officer with any issues / concerns relating to Council business.

Gill Wells

2nd April 2020

Item No.	OPENING PROCEDURES
19/450	REPORTS FROM POLICE, DDC & NCC REPRESENTATIVES TO BE RECEIVED IN WRITTEN FORMAT.
19/451	PUBLIC SESSION – Members of the public are invited to forward issues for debate by councillors via the email address above.
19/452	APOLOGIES – Motion required to accept apologies and reasons for absence.
19/453	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012.
19/454	REQUESTS FOR DISPENSATIONS to be received by email to the Clerk. The Council are asked to consider requests for dispensation.
19/455	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING 3 RD March 2020 – to be signed remotely and forwarded to the Clerk for filing.
19/456	MATTERS ARISING – Members or Officers are asked to raise queries / issues relating to decisions made at the previous meeting 3 rd March 2020 – please note no decisions can be made under this item.
Item No.	GOVERNANCE MATTERS
19/457	COVID 19 & STATUTORY UPDATES / REQUIREMENTS FOR THE OPERATION AND MANAGEMENT OF THE PARISH COUNCIL, MEETINGS AND ITS IMPACT ON STANDING ORDERS.
19/458	DELEGATED AUTHORITY SCHEME – To Approve the following:- <i>“The Executive Officer shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a statutory or commercial deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.”</i>
19/459	CEMETERY REGULATIONS / FEES – For consideration and approval.
Item No.	PLANNING, NEIGHBOURHOOD DEVELOPMENT & HIGHWAYS
	– Plans can be viewed on the website - www.daventrydc.gov.uk/vds & residents are asked to forward any observations prior to the meeting – all observations received will be noted and all forwarded to the planning authority as debate is restricted due to the Covid 19 restrictions.
19/460	Notification of planning applications received for consultation and observation received from parishioners:- <ul style="list-style-type: none"> • DA/2020/0225 – 22 Nursery Close; • DA/2020/0185 – Three Roundabouts, West Haddon Road Bypass, Crick Road; • DA/2020/0172 – Mallard Cottage, Foxhill Road; • DA/2020/0094 – 59 Old Forge Drive.
19/461	WEST HADDON CONSERVATION AREA & NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE / ACTIONS REQUIRED.
19/462	MORRISON PARK ROAD LAND TRANSFER – To receive an update on the transfer.
19/463	VAS Sign update / requirements.
Item No.	FINANCE & HUMAN RESOURCES
19/464	BANK RECONCILIATION & FINANCE REVIEW:- <ul style="list-style-type: none"> • To receive and consider the latest detailed bank reconciliation & finance review (Budget versus expenditure) which is to be approved and signed by the Chair of the Council in accordance with the Councils internal control policy and procedure remotely and forwarded to the Clerk for filing.
28/02/2020	Current

Current A/C	£31,495.53
Reserve A/C	£8,374.26
Unity A/C	£38,668.76
Still to be banked	£0.00
Unpresented Cheques	-£1,001.80
28/02/2020	£77,536.75
19/465	INVOICES FOR PAYMENT - To consider and approve the list of invoices received for payment, including 3 month uploading of contractual payments i.e. salaries; HMRC; Pension payments to be set up online and authorised but payment not to be paid until the normal day of payment i.e. the day after the approved monthly Full Council dates, that being the first Tuesday of the month.
19/466	GRANTS – To approve grant applications received and Covid 19 response to aid clubs; charities ; organisations in the Community.
19/467	VAS SIGN UPDATE / REQUIREMENTS.
19/468	S106 FOOTPATH ENHANCEMENT – Quotes received for consideration & approval.
Item No.	<u>COMMUNICATION & EVENTS</u>
19/469	NEWSLETTER – To consider publication and delivery issues amid the Covid 19 crisis and advertising costs.
19/470	SOCIAL MEDIA – To consider the Council response to the Covid 19 crisis through Social Media usage.
Item No.	<u>FACILITIES & ASSET MANAGEMENT</u>
19/471	TO RECEIVE A REPORT FROM THE FACILITIES & ASSET MANAGEMENT COMMITTEE.
19/472	PAVILION DEVELOPMENT UPDATE / REQUIREMENTS.
Item No.	<u>SPECIFIC AGENDA ITEMS / CONSULTATIONS / TRAINING FOR DISCUSSION AND CONSIDERATION</u>
19/473	GOOD NEIGHBOUR SCHEME UPDATE & ACTION REQUIRED.
Item No.	<u>CLOSING PROCEDURES</u>
19/474	ITEMS FOR THE NEXT FULL COUNCIL MEETING – Members are asked to notify the Clerk of items they wish to be included on the next agenda.
18/475	DATES OF NEXT MEETINGS:- N.B. Dates will be confirmed once agendas are issued and are dependent upon government restrictions and statutory requirements in line with the Covid 19 crisis. As it stands – meetings will be held by conference call. <ul style="list-style-type: none"> • Communication & Events Committee – 14th April 2020 – 7.30pm – 8.30pm • Assets & Facilities Management Committee – 15th April 2020 – 7.30pm – 8.30pm • Finance & Human Resources Committee – 28th April 2020 – 7.30pm – 8.30pm • Annual Parish Council Meeting - 5th May 2020 – 7.00pm – 8.00pm • Full Council Meeting – 5th May 2020 8.00pm – 9.30pm • Annual Parish Meeting – TBC