

SIBBERTOFT PARISH COUNCIL

Clerk to Sibbertoft Parish Council

Fiona Young

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To all members of the council, you are summoned to attend the Ordinary Meeting of Sibbertoft Parish Council to be held at 7.30pm, 22 June 2021, The Red Lion, Welland Rise, Market Harborough, for the purpose of transacting the following business.

Agenda

1. **Receive and approve apologies for absence**
2. **Receive and approve for signature the minutes of the Annual Meeting and Ordinary Meeting of Sibbertoft Parish Council held on 18th May 2021**
3. **Public Participation**

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 three minutes. Members of the public should address their representations through the chairman.
4. **Receive declarations of interest under the Council's Code of Conduct relating to business in 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.
5. **Matters arising and outstanding from the meeting of the 18th May 2021**
 - i. Dog Mess – Cllr Putt has reinstated the Paint Means Poo campaign following the increase in dog mess being reported in the last meeting. Clerk (PSN) advertised on Facebook and noticeboards.
 - ii. CPRE subscription has been set up by monthly DD of £3.00 and will commence in late June 2021 (PSN)
 - iii. Reading Room Council noticeboard has had a wood preservative applied by the Clerk (PSN)
 - iv. Parish ZOOM account has now been cancelled as from 24th June 2021 (Cllr MH)
 - v. Naseby Road sign has been reinstated in its original site by Cllr Walpole –**to be confirmed**
6. **Communication - Full documents circulated to all Councillors**

NCALC – weekly updates
7. **Resolution to appoint an Interim Clerk and RFO .**
8. **Annual Council Policy Reviews:**

Council to review and adopt the following policies and prime documents:

 - i. Training Policy
 - ii. Health & Safety
 - iii. Equal Opportunities
 - iv. Complaints Procedure
 - v. Risk Assessment
 - vi. Record Management & Document Retention

- vii. Data Protection
 - viii. Data Breach
 - ix. Subject Access Request
- NB: Standing Orders and Financial Regulations were adopted in April 2021

9. Reports:

- i. Highways (Cllr GK)
 - Road repairs
 - Naseby Road sign reinstatement
 - Speed Sign update
- ii. Recreation Ground Inspection (Cllr ME)
- iii. Neighbourhood Watch & Police Liaison Officer (Cllr CT)

10. Audit 2020 - 2021

Confirmation that the external auditors have received the relevant documentation

11. Finance

Council to approve the following June 2021 payment schedule and to ratify payments already made.

BACS:	P Stephenson – Clerks Final May salary inc Holiday pay		466.00
	P Stephenson – Stationery claim for files – approved GK		8.00
	M Holmes - ZOOM		14.39
	P Stephenson – Pirate Ship flags for Recreation Ground		13.20
	F Young – Salary part May and June		325.36
	Play Safety – Annual inspection		189.60
Direct Debit:	IONOS Email Hosting Service		2.40
	YU Energy		

12. Council administration

- a. Resolution to delegate to the Interim Clerk the power to purchase a dedicated parish council mobile phone on a simple text and call only contract at a maximum cost to the council of £10/month
- b. Resolution to purchase MS Office 365 at £59.99 for one year
- c. Council email system, to discuss issues and resolve action.

13. Future agenda items

14. Date of next meeting. July 20th 2021

Signed:

F Young

Fiona Young
 Clerk to Sibbertoft Parish Council
 15.06.2021