



Clerk & RFO: Mrs CE Valentine
 c/o 20 Styles Place
 Yelvertoft
 NN6 6LR

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Agenda

The Annual Parish Council Meeting of Sibbertoft Parish Council

I hereby give notice that the Annual Parish Council meeting will be held on Tuesday 3rd May 2022 at 20:00 hrs in The Reading Room, Sibbertoft.

To all members of the council, you are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Dated 27th April 2022.

Please note that photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent so long as the meeting is not disrupted. (Openness of Local Government Bodies Regulations 2014). Members of the public and press are welcome to attend. Please make yourself known to the Clerk.

PLEASE NOTE WITH EFFECT FROM 1ST MAY 2022 THE NEW PARISH COUNCIL WEBSITE WILL BE:

www.sibbertoftparishcouncil.gov.uk

CLERK EMAIL: clerk@sibbertoftparishcouncil.gov.uk

Clare E Valentine

1	ELECTION OF CHAIRMAN
2	TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN
3	TO RECEIVE APOLOGIES OF ABSENCE
4	ELECTION OF VICE-CHAIRMAN
5	<p>1. TO RECEIVE AND SIGN DECLARATION FOR ACCEPTANCE OF OFFICE FROM COUNCILLORS 2. TO RECEIVE AND COMPLETE THE REGISTER OF INTERESTS 3. TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA</p> <p>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.</p>
6	TO APPROVE AND ADOPT THE GDPR POLICY AND COMPLETE GDPR POLICY COMPLIANCE FORMS
7	TO ADOPT THE CODE OF CONDUCT
8	TO REVIEW AND ADOPT THE STANDING ORDERS (REVIEWED & READOPTED 2021)
9	TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS (5)
10	TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS (REVIEWED & READOPTED 2021)
11	TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTIBILTY
12	TO CONFIRM BANKING SIGNATORIES, BANKING ADMIN AND AUTHORISING ONLINE BANKING PAYMENTS
13	TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT
14	TO REVIEW AND ADOPT THE ASSET REGISTER
15	TO REVIEW ANNUAL INSURANCE AND FIDELITY GUARANTEE Insurance due for renewal 1 st June 2022 - Consider quotes.
16	TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES Highways Liaison Police Liaison and Neighbourhood Watch Lights and Rural Footpaths Defibrillator Service Check Recreation Ground H & S Litter-picking Co-ordinator Website Administrator



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	HR & Staffing Matters
17	TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER
18	TO READOPT COUNCIL POLICIES AND PROCEDURES
19	TO CONSIDER THE ELIGIBILITY TO ADOPT THE GENERAL POWER OF COMPETENCE (GPOC) AS DESCRIBED IN THE LOCALISM ACT SECTION 1-8. The PC has full a quota of elected members and a CiLCA qualified clerk.
20	SIGNING OF THE MINUTES
21	To approve the minutes of the Ordinary Parish Council meeting of 5 th April 2022.
22	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.
23	PLANNING
	<p>To consider the following planning applications received for comment:</p> <ol style="list-style-type: none"> WND/2022/0188 Work to tree subject of tree preservation order Sibbertoft Manor Nursing Home 3, Church Street, Sibbertoft, Northamptonshire, LE16 9UA Awaiting decision To receive and consider for comment any other applications not otherwise on the agenda. <p>Link to search applications: Davenport District Council (davenportyc.gov.uk)</p>
24	MATTERS ARISING AND OUTSTANDING FROM THE MEETING OF THE 5th of April 2022.
a)	The gift of land adjacent to the recreation ground. To receive and consider updates regarding the future memorial garden.
b)	Street Lighting To receive update on LED street lighting and possible upgrade (Chairman/Clerk)
c)	Sustainable Sibbertoft (Cllr RW) To receive an update regarding idea of a small windfarm purchased via grant or crowd funding, to generate electricity for the purpose of a payback electricity scheme for the village. (Cllr RW)
d)	Village Spring Clean/Litter Pick (Cllr CT) <ol style="list-style-type: none"> To receive update on the event on the 10th of April 2022. To receive update for consideration on the path overgrown between Welland Rise & Berkely Street (the Jitty) – possibly to be looked at during litter pick event.
25	Gliding Club tugs and gliders flying over the village (Cllr ME) To consider any feedback or actions following last meeting.
26	REPORTS, TO RECEIVE AND AGREE ACTIONS REQUIRED IN THE FOLLOWING AREAS:
a)	Highways (Cllr GK) To receive updates regarding Highway matters and potholes.
b)	Recreation Ground (Cllr ME) <ol style="list-style-type: none"> To note cleaning scheduled for 3rd May 2022 for the cleaning of the play equipment at the recreation ground.
c)	Neighbourhood Watch & Police Liaison (Cllr CT) To receive a report

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e)	Website To receive update on the website and email accounts.
27	FINANCE
a)	To receive and approve the bank reconciliation statement. Bank balance on 25 th April 2022 £13,591.02 Bank Reconciliation prepared by Clerk for approval.
b)	To approve the following payments in May 2022:

Date	Payee	Details	Amount £	Payment method	Power to pay
03 May 2022	Clare Valentine	Clerk Salary	280.39	BP	LGA (1972) s112
03 May 2022	HMRC	Tax & NI	70.00	BP	LGA (1972) s112
03 May 2022	Spratton Parish Council	UNO Bus	250.00	BP	Transport Act 1985, s.106A
03 May 2022	Leicestershire Gardens	Inv 22/037 March Mowing	225.00	BP	Open Spaces Act 1907
08 April 2022	YU Energy	Street Lighting April 22	74.67	DD	Highways Act 1980, s301
03 May 2022	YU Energy	Street lighting April 22	12.23	DD	Highways Act 1980, s301
03 May 2022	CPRE	May Subscription	3.00	DD	LGA (1972) S142
03 MAY 2022	Ionos Cloud Ltd	Email monthly fee	2.40	DD	LGA (1972) S142

c)	Internal / External Audit and Year End 2021-2022 <ol style="list-style-type: none"> 1. To approve the year-end report (2021/2022) provided by the Clerk/RFO <u>Annual Governance and Accountability Return (AGAR)</u> 2. Annual Internal Audit Report – To approve the report from the internal auditor appointed by NCalc for 2021/2022 3. To approve and sign The Certificate of Exemption (gross expenditure is below £25k) and confirm the Parish Councils exemption from the Limited Assurance Review. 4. To approve and sign Section 1 Annual Governance Statement 5. To approve and sign Section 2 Annual Accounting Statement 6. To note VAT 126 return submitted for £ 292.83
28	Future agenda items
29	Date of next meeting: Tuesday 7 th June 2022 at 8pm in The Reading Room.