

EYDON PARISH COUNCIL



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Please be advised the Parish Councillors are summoned and the public invited to attend the Annual Meeting of Eydon Parish Council at 7.30pm on Tuesday 11<sup>th</sup> of May 2021, in the Village Hall, Eydon.

**AGENDA**

1. **Councillors present.**
2. **The Parish Council is to elect a Chairman for the period to the Annual Meeting of 2022.**
3. **The Chairman is to complete and sign the Acceptance of Office document.**
4. **The Parish Council is to receive and consider for approval apologies for absence.**
5. **Declaration of Interest** on agenda items by Parish Councillors.
6. **Resolution to approve and sign the Minutes of the Eydon Parish Council Meeting held on the 22<sup>nd</sup> of April 2021 as a true record of that meeting.**
7. **Officer elections, appointments and procedural adoptions:** The Parish Council is to undertake the following, effective to the Annual Meeting of 2022:-
  - a. Appointment of Vice Chairman.
  - b. Appointment of Internal Control Officer.
  - c. Appointment of internal auditor. – NCALC, to be confirmed.
  - d. Confirmation of signatories to bank accounts.
  - e. Appointment of newsletter correspondent.
  - f. Appointment of Eydon Educational Trust Nominative Trustee.
  - g. Appointment of Eydon Community Sportsfield Committee representative.
  - h. Appointment of Eydon Village Hall Committee representative.

- i. Appointment of Highways Warden
- j. Appointment of Eydon Tree Warden.
- k. Appointment of Eydon Rights of Way Warden.
- l. Appointment of Litter Pick coordinator.
- m. Confirm routine meetings schedule for the period to the Annual Meeting of 2022.
- n. Adopt the Financial Regulations, Standing Orders, Finance and General Purposes working group terms of reference, Planning working group terms of reference, Financial Risk Management document, Complaints Procedure document, Dealing with Media Requests for Information document, Records Retention Policy, Data Breach Policy, Subject Access Request Policy, Data Protection Policy, Eydon Jubilee Fund terms of reference, Code of Conduct document, and Burial Ground regulations.
- o. Confirm the system of Internal Control.
- p. Appointment of Northants CALC as Data Protection Officer.

**8. Matters arising:** (for information only)

**9. Public comment:**

**10. Planning Matters:**

- 1. The Parish Council is to consider and respond to the consultation requests for the following planning applications:

- 1. Application No. WNS/2021/0086/FUL

- Proposal: Remove existing windows and replace with oak finished timber framed windows, alter rear window to form a fire escape, remove internal concrete partition wall, remove existing asbestos roofing material above kitchen area and replace with modern roofing sheet material.

- Location: 12 School Lane Eydon NN11 3PH

- 2. Application No. WNS/2021/0087/LBC

- Proposal Listed building consent to remove existing windows and replace with oak finished timber framed windows, alter rear window to form a fire escape, remove internal concrete partition wall, remove existing asbestos roofing material above kitchen area and replace with modern roofing sheet material.

- Location 12 School Lane Eydon NN11 3PH

3. Application No. WNS/2021/0131/FUL

Proposal: Conversion of old stable into new granny annex.

Location: Home Farm 42 High Street Eydon NN11 3PP

4. Application No. WNS/2021/0132/LBC

Proposal: Listed building consent for the conversion of old stable into new granny annex.

Location: Home Farm 42 High Street Eydon NN11 3PP

**11. Highway and byway issues:**

The Parish Council is to:

1. Receive reports from the Highways and/or Rights of Way Wardens if available.

**12. Village Hall wifi system:** The Parish Council is to consider correspondence from Gigaclear regarding the renewal of the Community Hub agreement.

**13. Streetlights' maintenance and replacement programme:** The Parish Council is to receive and consider an update of the replacement programme.

**14. Consultations:** The Parish Council is to consider and respond if appropriate to the following consultation request:

1. None received.

**15. Reports:**

The Parish Council is to receive and consider reports from the following if available:

1. Eydon Village Hall, including correspondence from a resident concerning a recently installed problematic exterior light.
2. Eydon Community Sports Field.
3. Eydon Educational Trust.

**16. Financial Matters:**

1. Receipts. The Parish Council is to note the following receipts received since the previous meeting.

1. To be confirmed.

2. Payments.

The Parish Council is to consider for approval or note as appropriate the following payments:

1. Texprep: EVN production: £116.90
2. The Ground Care Company: Village grass mowing: £350.00 + £70.00 VAT  
£420.00
3. Northants CALC: K Simmons training course: £44.00

3. Bank balances: The Parish Council is to note the Unity Trust Bank statement balances on the 3<sup>rd</sup> of May 2021:

Current Account: Statement awaited.

Deposit Account: Statement awaited.

4. Internal audit report: The Parish Council is to receive and consider the final report from the internal auditor for the year 2020/21 if available.

5. External Audit for financial year 2020/21:

The Parish Council is to complete:

1. The Annual Governance Statement for 2020/21
2. The Parish Council is to approve the Accounting Statement for 2020/21 and supporting documents.
3. The Parish Council is to agree the “Confirmation of the dates for the exercise of public rights”.

6. Insurance: The Parish Council is to consider correspondence received from Came and Co and agree the insurance cover arrangements following the expiry of those existing at the end of May.

17. **Notable Correspondence**: The Parish Council is to consider the following notable correspondence received since the previous meeting that has not been covered above:

1. Northants CALC: update newsletters.

18. **Councillors’ comments** and statement of items for inclusion on a future agenda.

19. **Confirm date, time and venue of the next Parish Council Meeting.**

20. **Close of meeting.**

*A Hartley 5<sup>th</sup> of May 2021*