

To: All Parish Councillors

You are hereby summoned to attend the **Annual** meeting of **Wootton Parish Council** to be held at Wootton Community Centre on **Monday 20th May 2024** commencing at **6.30pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

Issued by:

Date:

14th May 2024

Tina Charteress

Agenda

- 070/24** To elect the Chairman of Wootton Parish Council
- 071/24** To elect the Vice-Chairman of Wootton Parish Council
- 072/24** To receive apologies
- 073/24** To re-adopt the following policies:
- Standing Orders
 - Complaints
 - Code of Conduct
 - Equal Opportunities
 - Internal Control
 - Health & Safety
 - Governance Risk Assessment
 - Building Risk Assessment
 - Fire Risk Assessment
 - Data Protection
 - Records Retention
 - Data Breach
 - Death of a Senior National Figure
 - Freedom of Information
 - General Privacy Notice
 - Lone Worker Policy
 - Asset Register
 - Travellers Policy
- 074/24** To appoint NCALC as Data Protection Officer
- 075/24** To appoint Internal Control Councillors
- 076/24** To appoint Bank Signatories
- 077/24** To agree Committees & Sub-Committees & to appoint Members to them & to discuss Cllr responsibility areas
- 078/24** To appoint a Police Liaison Representative
- 079/24** To receive and approve for signature the minutes of the meeting held on 15th April 2024
- 080/24** To receive declarations of interest 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 during the transaction of that item of business.)*
- 081/24** To receive requests for dispensation – requests for dispensation must be made to the Proper Officer in writing

082/24 Police & Public Session

(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. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the chairman of the meeting, who may direct that a written or oral response be given.)

083/24 To receive the Chairman's Report

084/24 To receive the Clerk's Report

085/24 To co-opt new councillors to fill two vacant positions

086/24 Finance & Administration

- a To approve the payments made between 11th April – 14th May 2024
- b To receive the bank balances for the end of April 2024
- c To receive the budget vs actuals report

087/24 Annual Return

- a. To agree the Annual Governance Statements for 2023/2024
- b. To agree the Annual Accounting Statement for 2023/2024
- c. To agree the dates for the Exercise of Public Rights
- d. To receive the Internal Auditors Report and to note any action

088/24 To consider a Section 137 grant application from Wootton Seniors Club

089/24 To agree a response to the Local Plan consultation

090/24 To agree a response to the Flood Risk Management Strategy

091/24 To agree proposed football pitch marking for the 2024/2025 season and to agree to Wootton St George Youth club's request to field an extra team

092/24 To consider a request for a wildflower meadow at the Simpson Manor Memorial Garden

093/25 To discuss the management of the new trees following an email from the Forestry Commission

094/24 To agree a quote from RF Doors to fix the broken library shutter

095/24 To consider quotes for creating a path around the Coffee Shop

096/24 To consider a consultation from Northamptonshire Highways re parking restrictions on Hermitage Way

097/24 To consider a request from a local resident for parking restrictions on the visual splay coming out of Elm Grove

098/24 Planning

a **To consider the following planning applications:**

2024/1532/FULL	Merryfield House Rest Home 90 High Street Wootton Northampton NN4 6JR	Remove existing metal railing fence and install new brick retaining boundary wall
2024/1726/FULL	75 Battalion Drive, Northampton, NN4 6RX	Single storey rear extension, side canopy and alterations to the front
2024/2015/FULL	3 Volunteer Close, Northampton, NN4 6SB	Demolition of existing garage, proposed single storey extension to rear and two storey side extension

2024/2186/FULL	65 Villa Way Northampton NN4 6JH	Loft room in the conversion, new front window and roof windows
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- 099/24** **To receive a report from Councillors attending meetings**
- 100/24** **Exclusion of the press and public – due to the confidential nature of the business to be transacted the press and public are excluded from the next items on the agenda:**
- 101/24** **To discuss & consider staff matters**
- 102/24** **To note the date of the next meeting –Parish Council Meeting: 17th June 2024.**