

Curtlee Hill, Wootton, NN4 6ED

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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 22nd May 2023** commencing at **7.00pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

Issued by:

Date: 17th May 2023

Tina Charteress


Agenda

- 093/23** To elect the Chairman of Wootton Parish Council
- 094/23** To elect the Vice-Chairman of Wootton Parish Council
- 095/23** To receive apologies
- 096/23** To re-adopt the following policies:
- Standing Orders
 - Financial Regulations
 - 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
 - Code of Conduct
 - Death of a Senior National Figure
 - Freedom of Information
 - General Privacy Notice
 - Lone Worker Policy
 - Asset Register
- 097/23** To appoint NCALC as Data Protection Officer
- 098/23** To appoint Internal Control Councillors
- 099/23** To appoint Bank Signatories
- 100/23** To agree Committees & Sub-Committees & to appoint Members to them & to discuss Cllr responsibility areas
- 101/23** To appoint a Police Liaison Representative
- 102/23** To receive and approve for signature the minutes of the meeting held on 17th April 2023
- 103/23** 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.)*
- 104/23** To receive requests for dispensation – requests for dispensation must be made to the Proper Officer in writing
- 105/23** 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.)

106/23 To receive the Clerk’s Report

107/23 Finance & Administration

- a To approve the payments made between 13th April - 17th May 2023
- b To receive the bank balances for the end of April 2023
- c To receive the Actuals vs Budget report

108/23 Annual Return

- a. To agree the Annual Governance Statements for 2022/2023
- b. To agree the Annual Accounting Statement for 2022/2023
- c. To agree the dates for the Exercise of Public Rights
- d. To receive the Internal Auditors Report and to note any action

109/23 Community Centre

- a To consider football arrangements during the summer and pre-season
- b To consider a quotation for the replacement of 7 carpark lights
- c To consider erecting a Beacon at the Community Centre
- d To consider the purchase of new furniture for the Jubilee Room
- e To consider the purchase of walkie talkies for staff members
- f To consider the purchase of a “Bleed Kit”
- g To consider a quotation to repair/replace the front doors at the Community Centre
- h To discuss & consider planting at the Community Centre

110/23 Open Spaces

- a To consider the purchase of a water tank and/or watering bags to water the new trees using the UTCF maintenance grant

111/23 To discuss the land transfer from David Wilson Homes & to consider a way forward

112/23 To consider the following planning applications:

WNN/2023/0292	19 Ditchford Close	Change of mixed use from Residential garage to mix use of office therapy room and residential use after hours including conversion of garage & wheelchair access
WNN/2023/0419	31 Green Lane, Wootton	Removal of conservatory and erection of single storey rear extension and two single storey side extensions with a new dormer & chimney
WNN/2023/0389	35 Curlbrook Close, Wootton	Proposed front porch & rear single storey extension
WNN/2023/0217	23 Langford Drive, Wootton	Ground floor extension to the side of existing dwelling, new dormer in roof space to extend bathroom, retention of UPVC clad side dormer, UPVC cladding to front gable and render to walls
WNS/2023/5030/SCR	Hardingstone Rise	EIA screening opinion for up to 1000 new homes, 2 form entry primary school, local centre, locally equipped area for play (LEAP, allotments landscaping and drainage, access and associated development Hardingstone Rise

113/23 To receive a report from Councillors attending meetings

114/23 To receive a report from Councillors attending the Cllr monthly Surgery and to consider any requests

115/23 To note the date of the next meeting – Parish Council Meeting: 19th June 2023 & the Finance Committee on the 5th June