Moulton Parish Council

Minutes of Annual Council Meeting

Date: 16th May 2023 **Time:** pm

Location: Moulton Community Centre

Agenda		
Item:		
55/23	Election of Chairman	
	Cllr Paul took the chair and invited nominations for the position of Chair. Cllr Swallow	
	proposed Cllr Aarons for the position of Chair, seconded by Cllr Paul.	
	It was resolved to appoint Cllr Aarons as Chair	
	Acceptance of Office form signed by Cllr Aarons and Executive Officer.	
56/23	Election of Vice Chair	
	Cllr Aarons invited nominations for the position of Vice Chair. Cllr Marshall nominated	
	Cllr Paul, seconded by Cllr Aarons.	
	It was resolved to appoint Cllr Paul as Vice-Chair.	
57/23	Conduct a Public Session (Duration and content at Chairman's discretion)	
	None required	

Record Attendance, Absence and Apologies from councillors not in attendance. Resolution to accept:

58/23	Councillors (Parish):	Cllr Aarons (DA), Cllr Paul (GP), Cllr Swallow (YS), Cllr Fehnert (SF) Cllr Moss (GM), Cllr Swannell (MS), Cllr Conway (DC), Cllr Hinkson (DH), Cllr Marshall (JM), Cllr Bennett (NB)
	Councillors (West Northants):	None
	Executive Officer:	Jane Austin
	Other Attendees:	1 resident
	Apologies:	Cllr Curran (CC) work commitments, Cllr White (KW) unwell, Cllr Morrow (TM)
	Absence:	None

Agenda	Discussion Content:	Action:
Item:		
59/23	Record any Declarations of Interest on subjects included on this agenda.	Action:
	Councillors are reminded that if they have either a Disclosable Pecuniary Interest or	
	other interest in any of the agenda items then they should declare the interest and	
	withdraw from the debate or meeting as appropriate:	

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Authority and Responses to be determined at Full Council Appendix 2 71/23 Finance, Administration and Governance Related Matters Action Recommendations from Finance Committee Meeting 2nd May 2023	70/23	Planning Related Matters:	Action:
71/23 Finance, Administration and Governance Related Matters Action Recommendations from Finance Committee Meeting 2nd May 2023		1.Planning Applications -Planning Committee Responses previously submitted to Planning	1
Recommendations from Finance Committee Meeting 2nd May 2023		Authority and Responses to be determined at Full Council Appendix 2	<u> </u>
	71/23	Finance, Administration and Governance Related Matters	Action:
1. Approve Payments as Listed in Appendix 1. Resolution to Approve		Recommendations from Finance Committee Meeting 2nd May 2023	
		Approve Payments as Listed in Appendix 1. Resolution to Approve	
It was resolved to approve and make the payments listed in Appendix 1 EO			EO
2. Approval of the Annual Internal Audit Report 2022/23. Resolution to Approve.			
It was resolved to approve the Internal Audit Report 2022/23			
Cllr Paul requested that the Asst Clerk be formally thanked for her efforts in completing		Cllr Paul requested that the Asst Clerk be formally thanked for her efforts in completing	ı

	the End of Year documentation.	
	3. Approval of Section 1 Annual Governance Statement, Annual Governance and	
	Accountability Return 2022/23 Part 3. Resolution to Approve	
	It was resolved to approve Section 1 Annual Governance Statement, Annual Governance	
	and Accountability Return 2022/23 Part 3.	
	4. Approval of Section 2 Accounting Statements, Annual Governance and	
	Accountability Return 2022/23 Part 3. Resolution to Approve	
	It was resolved to approve Section 2 Accounting Statement, Annual Governance and	
	Accountability Return 2022/23 Part 3	
	5. Approval of Explanation of Significant Variances. Resolution to Approve	
	It was resolved to approve the explanation of significant variances.	
	6. Approve End of Year Accounts Year Ended 31st March 2023. Resolution to	
	Approve	
	It was resolved to approve the End of Year Accounts 31 st March 2023.	
	7. Approve Level of General Reserves. Resolution to Approve	
	It was resolved to approve the level of General Reserves at £87,461.	
	8. Approve Asset Register as at 31 st March 2023. Resolution to Approve	
	It was resolved to approve the Asset Register as at 31 st March 2023.	
	Finance, Administration and Governance Related Matters Cont.	
	9. Appointment of Internal and External Auditors	
	It was resolved to appoint Ncalc to undertake the Internal Audit and PKF Littlejohn to	
	undertake the External Audit.	
	10. Discuss Purchase of New Bench to commemorate Kings coronation. Resolution	
	to Approve.	
	It was resolved not to purchase a new bench to commemorate the Kings Coronation.	
	Three votes for, four votes against.	
	Finance, Administration and Governance Related Matters Continued:	
	11. To confirm NCalc as the Councils Data Protection Officer (DPO)	
	It was resolved to confirm Ncalc as the Councils Data protection Officer	
	12. To confirm MPC is registered with the Information Commissioners Office (ICO)	
	The EO confirmed that MPC is registered with the Information Commissioners Office	
	13. Annual Review, Approval and Adoption of Council Policies. Resolution to	
	Approve and Adopt.	
	It was resolved to approve and adopt the Governance Risk Assessment and Risk	
	Management Policy	
	14. Approval and Adoption of Council Policies. Resolution to Approve and Adopt.	
	It was resolved to approve and adopt the following new policies:	
	Gifts and Hospitality, Information Security, Lone Working Risk Assessment, COSHH Risk	
	Assessment, Data Breach log, Subject Access Report log and Health and Safety policy.	
72/23	Next Meeting Date - Tuesday 6th June 2023	

Chairman's Acceptant	ce Signature.	 Date

Appendix 1 May Payments

Supplier	Invoice Details	Payment Amount (£ net)
700 Refrigeration	A/C to Fitzjohn balance payment	£10,712.50
MoSounds	NHS property move (to be re-charged)	£55.00
Royal British Legion	Coronation bunting and lamppost signs	£182.98
Steele & Bray	MCC extension - Cert Payment No. 2	£66,218.34
NFP Workshops	Café staff training	£190.00
Northants CALC Ltd	Office staff training	£495.00
Glasdon	Lifebuoy	£64.67
Codner Creative	Public Gardens lock/unlock - April 2023	£150.00
Gopak	10 x tables and 1 x trolley	£1,553.60
Rialtas Business Solutions	Bookings software, annual support and maintenance	£157.29
Rialtas Business Solutions	Omega cashbook and purchase ledger, annual support and maintenance	£441.33
Ashby Computer Services	Microsoft 365 charges	£106.37
Initial Washroom Hygiene	Toilet air fresheners	£10.50
Initial Washroom Hygiene	Toilet hygiene bins	£40.65
Complete Bus Solutions	Stationery and office consumables (x 3 invoices)	£116.40
Northamptonshire ACRE	Parish Council Membership 2023/2024	£35.00
Waterdene	Café stock (x 5 invoices/ x 1 credit)	£609.73
Prestige Landscapes	Greenworks and village maintenance monthly charge (April 2023)	£5,427.57
Prestige Landscapes	Sandy Hill seeding	£985.00
Yellow Bourbon Coffee Roasters	Café coffee (x 2 invoices)	£380.60
Steele & Bray	MCC extension - Cert Payment No. 3	£51,571.88
K Lawson	MCC caretaking April 2023	£33.63

Appendix 2 Planning Applications

Application Details	Planning Committee Response
WND/2022/0412	Nisar Mogul
	07/04/23
Appeal: APP/w2845/W/22/3312154	No Comments
Location: Land adj 31, Park View, Moulton, Northamptonshire, NN3 7TP	
Description: New house, specifically for an older person (s) or retired person(s).	

Description: Installation of front and rear dormers to allows rooms in roof space Location: Lagden 3, Oakley Drive, Moulton, Northamptonshire, NN3 7UH WND/2023/0192 Description: Removal of trees within conservation area Location: Dairy Farmhouse 1, Overstone Road, Moulton, Northamptonshire, NN3 7UG APPEAL WNC REFERENCE: WND/2021/0534 LOCATION: LAND TO REAR OF 18, HIGH STREET, MOULTON, NORTHAMPTONSHIRE, NN3 7SR PROPOSAL: REMOVAL OF ATTACHED GARAGE AT 18 HIGH STREET, DEMOLITION OF BARNS AND ERECTION OF 3NO. DWELLINGS. EXISTING PERIMETER WALL MADE GOOD AND REPOINTED. WND/2023/0209 Proposal: Installation of dormer and side extension Location: Randomstones 51, Ashley Lane, Moulton, Northamptonshire, NN3 7TH WND/2023/0225 Proposal: Construction of first floor/traising existing ridge height. Internal alterations Location: The Firs 31, Park View, Moulton, Northamptonshire, NN3 7TP WND/2023/0241 Proposal Construction of 894 square metres of class E (commercial, business and service) floor space split between tow buildings and four individual units Location Land west of Sandy Hill Lane, Moulton, Northamptonshire WND/2022/1060 Proposal: Construction of single storey rear extension Location: Construction of single storey rear extension Location: 24, Manor Road, Moulton, Oilver Billing 15/05/23 Sent to Planning 24/04/23	WND/2023/0186		Mr O Billing
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No.2023/5172/FULL		Oliver Billing
Proposal:	Replacement of timber windows	30/05/23
	with new UPVC white windows	Sent to Planning 10/05/23
	and new composite front door.	
Location:	47 West Street Moulton West	
	Northamptonshire NN3 7SB	