

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 Item:	Discussion Content:	Action:
59/23	Record any Declarations of Interest on subjects included on this agenda. <i>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:</i>	Action:

	Cllr Aarons reminded councillors of their duty to declare an interest on agenda items if necessary.	
60/23	Dispensations: To consider written requests for dispensation of DPI	
	None	
61/23	Appoint Councillor Responsibilities	
	Appoint Councillor Responsibilities It was resolved to appoint the following councillor positions: Lead for Local Council Award Scheme – Cllr Fehnert Health and Wellbeing inc Library Liaison – Cllr Swallow Ecology Improvement – Cllr Swannell Highways – Cllr Curran Attend Police and Crime Commissioner Meetings- Cllr Aarons Councillors to appoint workgroups, if necessary, as and when required.	
62/23	Appoint Committees and Working Groups	
	It was resolved to appoint the following committees: Finance – Cllr Paul, Cllr Fehnert, Cllr Moss, Cllr Aarons, Cllr Swallow Planning – Cllr A Morrow, Cllr Moss, Cllr Bennett, Cllr Marshall, Cllr Hinkson It was resolved to delegate powers to the Planning Committee to submit responses to planning applications to WNC in between full council meetings. Climate Change – Cllr Fehnert, Cllr White, Cllr Aarons	
63/23	Appoint Representatives as appropriate including Police Liaison Representative	
	It was resolved to appoint Brian Walton as the Parish Footpath Warden	
64/23	Confirm Governing Instruments to be adhered to	
	It was resolved to confirm the following Governing Instruments to be adhered to: Financial Regulations 2023 Standing Orders 2023 Code of Conduct 2023	
65/23	To obtain consent from councillors to send and receive agendas by electronic means.	
	It was resolved to confirm consent from councillors to send and receive agenda via email	
66/23	Confirm eligibility to use General Power of Competence	
	It was resolved to confirm eligibility to use the General Power of Competence	
67/23	Accept Minutes of Council Meeting held on 4th April 2023. Resolution to accept and sign.	Action:
	It was resolved to accept the minutes of the council meeting held on 4th April 2023.	
68/23	Report on Previous Agenda Items	
	The EO reported that the café element of the build is scheduled for handover on Friday.	
69/23	Councillors Monthly Update -Councillors to report back on actions during the previous month. Resolution to Approve Actions.	
	Cllr Fehnert update council regarding Mulberry Homes. Cllr Conway has a meeting with the Director of Planning and the EO has a meeting next week on site to discuss partial handover of the POS and car park.	
70/23	Planning Related Matters:	Action:
	1.Planning Applications -Planning Committee Responses previously submitted to Planning 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	
	1. Approve Payments as Listed in Appendix 1. Resolution to Approve	
	It was resolved to approve and make the payments listed in Appendix 1	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	

	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 31st 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	

Meeting Closed at 8.20pm Copies to: Parish Councillors (13), West Northants Councillors (3),

Chairman's Acceptance 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 Appeal: APP/w2845/W/22/3312154 Location: Land adj 31, Park View, Moulton, Northamptonshire, NN3 7TP Description: New house, specifically for an older person (s) or retired person(s).	Nisar Mogul 07/04/23 No Comments

<p>WND/2023/0186</p> <p>Description: Installation of front and rear dormers to allows rooms in roof space</p> <p>Location: Lagden 3, Oakley Drive, Moulton, Northamptonshire, NN3 7UH</p>	<p>Mr O Billing 06/04/23 No Comments</p>
<p>WND/2023/0192</p> <p>Description: Removal of trees within conservation area</p> <p>Location: Dairy Farmhouse 1, Overstone Road, Moulton, Northamptonshire, NN3 7UG</p>	<p>Mr M Venton 12/04/23 No Comments</p>
<p>APPEAL WNC REFERENCE: WND/2021/0534</p> <p>LOCATION: LAND TO REAR OF 18, HIGH STREET, MOULTON, NORTHAMPTONSHIRE, NN3 7SR</p> <p>PROPOSAL: REMOVAL OF ATTACHED GARAGE AT 18 HIGH STREET, DEMOLITION OF BARNES AND ERECTION OF 3NO. DWELLINGS. EXISTING PERIMETER WALL MADE GOOD AND REPOINTED.</p>	<p>Mr Nisar Mogul 02/05/23 No Comments</p>
<p>WND/2023/0209</p> <p>Proposal: Installation of dormer and side extension</p> <p>Location: Randomstones 51, Ashley Lane, Moulton, Northamptonshire, NN3 7TH</p>	<p>Oliver Billing 09/05/23 No Comments</p>
<p>WND/2023/0225</p> <p>Proposal: Construction of first floor/raising existing ridge height. Internal alterations</p> <p>Location: The Firs 31, Park View, Moulton, Northamptonshire, NN3 7TP</p>	<p>Tim Cantwell 09/05/23 No Comments</p>
<p>WND/2023/0241</p> <p>Proposal Construction of 894 square metres of class E (commercial, business and service) floor space split between tow buildings and four individual units</p> <p>Location Land west of Sandy Hill Lane, Moulton, Northamptonshire</p>	<p>Chuong Phillips 13/05/23 Sent to Planning 21/04/23</p>
<p>WND/2022/1060</p> <p>Proposal: Construction of single storey rear extension</p> <p>Location: 24, Manor Road, Moulton, Northamptonshire, NN3 7QU</p>	<p>Oliver Billing 15/05/23 Sent to Planning 24/04/23</p>

<p>No.2023/5172/FULL</p> <p>Proposal: Replacement of timber windows with new UPVC white windows and new composite front door.</p> <p>Location: 47 West Street Moulton West Northamptonshire NN3 7SB</p>	<p>Oliver Billing 30/05/23 Sent to Planning 10/05/23</p>
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