

Moulton Parish Council

Minutes of Annual Council Meeting

Date: 21st May 2024 **Time:** 7.30pm

Location: Moulton Community Centre

Agenda Item:		
52/24	Election of Chairman	
	<p>Cllr Paul took the chair and invited nominations for the position of Chair. Cllr Paul proposed Cllr Aarons for the position of Chair, seconded by Cllr Marshall. No further nominations.</p> <p>It was resolved to appoint Cllr Aarons as Chair</p> <p>Acceptance of Office form signed by Cllr Aarons and Executive Officer.</p>	
53/24	Election of Vice Chair	
	<p>Cllr Aarons invited nominations for the position of Vice Chair. Cllr Aarons nominated Cllr Paul, seconded by Cllr Marshall.</p> <p>It was resolved to appoint Cllr Paul as Vice-Chair.</p>	
54/24	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:

55/24	Councillors (Parish):	Cllr Aarons (DA), Cllr Paul (GP), Cllr Swallow (YS), Cllr Fehnert (SF) Cllr Conway (DC), Cllr Hinkson (DH), Cllr Marshall (JM), Cllr Bennett (NB), Cllr Morrow (TM). Cllr White (KW), Cllr Ronnie (IR)
	Councillors (West Northants):	None
	Executive Officer:	Jane Austin
	Other Attendees:	1 resident
	Apologies:	Cllr Moss (GM) holiday, Cllr Swannell (MS) unwell. EO to send the best wishes of council to Cllr Swannell.
Absence:	None	

Agenda Item:	Discussion Content:	Action:
56/24	<p>Record any Declarations of Interest on subjects included on this agenda.</p> <p><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></p>	Action:

	<p>Cllr Aarons reminded councillors of their duty to declare an interest on agenda items if necessary.</p> <p>Cllr Conway declared an interest in agenda item 70/24</p> <p>Cllr White declared a personal interest in agenda item 70/24 as family residence faces Moulton Football Club.</p>	
57/24	Dispensations: <i>To consider written requests for dispensation of DPI</i>	
	None	
58/24	Appoint Councillor Responsibilities	
	<p>Appoint Councillor Responsibilities</p> <p>It was resolved to appoint the following councillor positions:</p> <p>Library, Health and Wellbeing – Cllr Swallow</p> <p>Ecology Improvement – Cllr Swannell</p> <p>Moulton Parish Church Liaison – Cllr Marshall</p> <p>Highways – Vacancy</p> <p>Attend Police and Crime Commissioner Meetings- Cllr Aarons</p> <p>Councillors to appoint workgroups, if necessary, as and when required.</p>	
59/24	Appoint Committees and Working Groups	
	<p>It was resolved to appoint the following committees:</p> <p>Finance – Cllr Paul, Cllr Fehnert, Cllr Moss, Cllr Aarons, Cllr Swallow</p> <p>Planning – Cllr A Morrow, Cllr Moss, Cllr Bennett, Cllr Marshall, Cllr Hinkson</p> <p>It was resolved to delegate powers to the Planning Committee to submit responses to planning applications to WNC in between full council meetings.</p> <p>Neighbourhood Plan Review including Climate Change – Cllr Fehnert, Cllr White, Cllr Aarons, Cllr Moss, Cllr Swannell – to convene and meet when necessary</p>	
60/24	Appoint Representatives as appropriate including Police Liaison Representative	
	<p>It was resolved to appoint Brian Walton as the Parish Footpath Warden.</p> <p>It was resolved to appoint Cllr Hinkson as the Police Liaison Representative</p>	
61/24	Confirm Governing Instruments to be adhered to	
	<p>It was resolved to confirm the following Governing Instruments to be adhered to:</p> <p>Financial Regulations 2024</p> <p>Standing Orders 2024</p> <p>Code of Conduct 2024</p>	
62/24	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 agendas via email	
63/24	Confirm eligibility to use General Power of Competence	
	It was resolved to confirm eligibility to use the General Power of Competence	
64/24	Accept Minutes of Council Meeting held on 18th April 2024. Resolution to accept and sign.	Action:
	It was resolved to accept the minutes of the council meeting held on 18 th April 2024.	
65/24	Report on Previous Agenda Items	
	a) It was resolved to lay a small posy at the memorial in the Public Gardens on Thursday 6 th June.	
66/24	Councillors Monthly Update -Councillors to report back on actions during the previous month. Resolution to Approve Actions.	
	None	
67/24	Co-option of New Councillor to fill Vacancy. Resolution to Approve	
	It was resolved to co-opt Roger Smart onto council to fill the current councillor vacancy. Cllr Smart and the EO completed the requisite documentation	
68/24	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	
	No further updates.	

	2. Update on Local Plan Consultation. Resolution to Agree Actions	
	Planning Committee to submit a response to the Local Plan by 2 nd June. Cllr Warren highlighted that the proposals for Policy N19 (2000 A43) were one third of the total allocation for housing in West Northants which would lead to coalescence of Overstone and Moulton. Cllr Warren reminded council that Daventry District Council had fought hard for villages to retain their identity and prevent coalescence with Northampton.	
	3. Update on Flood Risk Strategy consultation. Resolution to Agree Actions	
	It was resolved not to submit a response.	
69/24	Finance, Administration and Governance Related Matters	Action:
	Recommendations from Finance Committee Meeting 14th May 2024	
	1. Approve Payments as Listed in Appendix 1. Resolution to Approve	
	No payments to be made.	
	2. Approval of the Annual Internal Audit Report 2023/24. Resolution to Approve.	
	It was resolved to approve the Internal Audit Report 2023/24 Cllr Paul requested that the HR and Finance Manager be formally thanked for her efforts in completing the End of Year documentation.	EO
	3. Approval of Annual Governance and Accountability Return Form 3 year ended 31st March 2024. Resolution to Approve.	
	It was resolved to approve the Annual Governance and Accountability Return Form 3 year ended 31 st March 2024.	
	4. Approval of Section 1 Annual Governance Statement, Annual Governance and Accountability Return 2023/24 Part 3. Resolution to Approve	
	It was resolved to approve Section 1 Annual Governance Statement, Annual Governance and Accountability Return 2023/24 Part 3.	EO
	5. Approval of Section 2 Accounting Statements, Annual Governance and Accountability Return 2023/24 Part 3. Resolution to Approve	
	It was resolved to approve Section 2 Accounting Statement, Annual Governance and Accountability Return 2023/24 Part 3	EO
	6. Approval of Explanation of Significant Variances. Resolution to Approve	
	It was resolved to approve the explanation of significant variances.	
	7. Approve End of Year Accounts Year Ended 31st March 2024. Resolution to Approve	
	It was resolved to approve the End of Year Accounts 31 st March 2024. Cllr Aarons expressed his thanks to Cllr Paul, EO and Finance Manager for keeping to the budget and producing timely end of year accounting information.	
	8. Approve Level of General Reserves. Resolution to Approve	
	It was resolved to approve the level of General Reserves at £87563.	
	9. Approve Asset Register as at 31st March 2024. Resolution to Approve	
	It was resolved to approve the Asset Register as at 31 st March 2024.	
	Finance, Administration and Governance Related Matters Cont.	
	10. 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.	
	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 GDPR Controller documentation is in order and up to date	
	The EO confirmed that the GDPR Controller documentation is in order and up to date.	
	13. To confirm MPC is registered with the Information Commissioners Office (ICO)	
	The EO confirmed that MPC is registered with the Information Commissioners Office	
	14. Approval and Adoption of Scheme of Delegation Policy. Resolution to Approve	

	and Adopt.	
	It was resolved to approve and adopt the Scheme of Delegation Policy.	EO
70/24	Update from Moulton Football Club. Resolution to Approve Plans.	
	All councillors had received an update from Moulton Football Club regarding proposals to develop and enhance facilities.	
71/24	Next Meeting Date – Tuesday 4th June 2024	

Meeting Closed at 8.20pm Copies to: Parish Councillors (14), West Northants Councillors (3),

Chairman’s Acceptance Signature.....Date.....

Appendix 1 May Payments

None

Appendix 2 Planning Applications

Application Details		Planning Committee Response
Application No. Proposal Location	2024/1285/FULL Proposed installation of mechanical and electrical equipment including 12no. external air source heat pumps and 4no. thermal store units within an existing enclosure and the installation of 176no. solar PV panels on the roof. Moulton Leisure Centre Pitsford Road Moulton NN3 7QL	Oliver Billing 09/04/24 No Objections
Application No. Proposal Location	2024/1232/FULL Proposed extensions and alterations to existing bungalow Silverburne, 68 Overstone Road, Moulton, NN3 7UX	Nathan Healey 12/04/2 No Objections
Application No. Proposal Location	2024/1597/ADV Installation of signage comprising of 1 set of externally illuminated fascia text; 1 externally illuminated projection sign; 1 non illuminate amenity board and 3 non illuminated wall signs. The Telegraph Inn 30 West Street Moulton NN3 7SB	Oliver Billing 15/04/24 No Objections

Application No. Proposal	2024/1598/LBC Listed building consent for installation of signage comprising of 1 set of externally illuminated fascia text; 1 externally illuminated projection sign; 1 non illuminate amenity board and 3 non illuminated wall signs.	Oliver Billing 16/04/24 No Objections
Location	The Telegraph Inn 30 West Street Moulton NN3 7SB	
Application No. Proposal	2024/1382/FULL Rear extension to create extra living space area and an additional bedroom	Afiya Banu 16/04/24 No Objections
Location	29 Fuller Road Moulton NN3 7RA	
Application No. NOTIFICATION OF TREE WORK AT CONIFERS 6 PITSFORD ROAD MOULTON NN3 7SS APPLICATION_TYPE INTENDED TREE WORK INCLUDES: NT1 HORSE CHESTNUT; PRUNE OVERHANGING BRANCHES BACK AS CLOSE TO THE BOUNDARY	2024/1694/TCA	Michael Venton 16/04/24 No Objections
Application No. Proposal Location	2024/1621/FULL Single story flat roof rear extension 5 Wantage Close, Moulton, NN3 7UY	Afiya Banu 29/04/24 No Objections
Application No. Proposal	2023/7754/MAR Reserved Matters application following approval of Outline Planning Permission DA/2013/0850 (access, appearance, landscaping, layout and scale - for new 2 Form Entry Primary School building and associated external works including parking areas, play areas, Multi Use Games Area with toilet block and store, landscaping and boundary treatment) pursuant to Condition 1 of outline planning approval DA/2013/0850 granted approval on 27.08.2015.	Rebecca Grant 23/04/24 For information only
Location	Land situated between Overstone Lane and The Avenue, with further plot to South of The Avenue.	
Application No. Proposal	2024/2160/FULL Single storey flat roof extension to rear of existing house. Existing conservatory to be demolished.	Afiya Banu 16/05/24 No Objections
Location	13 Tarrant Close Moulton NN3 7UT	
Application No. Proposal	2024/1523/FULL Removal of existing garage door to front of property and replaced with brown UPVC window to match existing. Brick infill to match existing.	Afiya Banu 16/05/24 No Objections
Location	Hadlands 130 Northampton Lane North Moulton NN3 7QW	

Application No.	2024/2157/FULL	Molly Finch
Proposal	Single storey front extension.	17/05/24
Location	1 Church View Moulton NN3 7FZ	No Objections
Application No.	2024/2055/FULL	Oliver Billing
Proposal	Single storey rear extension to create a small garden room and utility room.	17/04/24
Location	Fourjays Cross Street Moulton NN3 7RZ	No Objections
Application No.	2024/2064/FULL	Chuong Phillips
Proposal	Proposed Light industrial building.	17/05/24
Location	Land at Sandy Hill Lane, Moulton	No Objections