

Pitsford Parish Council www.pitsfordvillage.co.uk

Notice of Pitsford Parish Annual Council Meeting

To members of the Council: You are hereby summoned to attend a meeting to be held on **Tuesday 14th May 2024,** at 7:30pm, Pitsford Village Hall, Pitsford High Street.

Public and Press are welcome to attend.

Public Participation: In accordance with Standing Order 3 (e & f), members of the public and press are invited to address the Council about any matter relating to the business to be transacted, and any function of the Council. A period not exceeding 15 minutes will be set aside at the start of the meeting for this purpose unless directed by the chairman of the meeting.

Apologies to the Clerk, Sarah Stock; email clerk@pitsfordparishcouncil.org.uk

9th May 2024

Apologies received:

2024/01 To elect a Chairman.

2024/02 To elect a vice-Chairman.

2024/03 Declarations of Interest.

Councillors to make declarations of interest on matters relating to this agenda.

2024/04 Public Session

Meeting adjourned for members of the public to address the council on matters related to this agenda. (Duration and content at Chairman's discretion)

Verbal Updates (no decision can be made on items in this part of the agenda)

- Churchyard shed: Cllrs MH/KI to progressing planning application.
- Village Hall Registration: Awaiting confirmation of completion.
- Cemetery: Plaque to acknowledge the Carvel family donation and PC Funding ongoing.
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2024/05 To approve minutes from: 12th March (available from www.pitsfordvillage.co.uk).

2024/06 Internal Audit, Annual Governance Statements & External Audit Submission

Internal Audit: Council to receive and review internal auditor's report. There are no concerns raised.

Annual Governance Statements: Council to confirm the accounts have been prepared with a sound system of internal control and accord with the Annual Governance Statement presented to the council.

External Audit: Council to review the covering letter and documentation which will be submitted to the external auditor. This includes a bank reconciliation supported by statements, signed accounting statements with an explanation of variances and a copy of the asset register. External audit report is received in September.

All documents were circulated to councillors by email and are available on the website.

2024/07 Policy Review. The council is asked to review and adopt the following policy documents.

Available at https://pitsfordvillage.co.uk/parish-council/policies

Antibully & Harassment
Biodiversity Policy
Burial Fees & Cemetery Regulations
Code of Conduct
Data Protection & Breach Policy & GDPR Check List
Financial Control and Internal Audit Procedure
Financial Risk Assessment
Financial Regulations*
Grant Policy & Application Form
Standing Orders

New model financial regulations were published by NCALC at the beginning of May. NCALC recommend clerks review the regulations, and amend as required, before asking the council to adopt the regulations.
Council insurance runs from the 1st June. New policy schedule will be published in due course.

2024/08 Councillor Roles & Responsibilities

Council to review and re-allocate roles as necessary.

Parochial Church Council	Cllr Keith Isaacs
Churchyard and Cemetery	Clerk & Cllr Maureen Holliday
Pitsford Sports field Management Committee	Cllr Chelsey Furniss
Parish and Town CCLs Meeting	Any Councillor
Pitsford Village Institute	?
Neighbourhood Watch	Cllr Chelsey Furniss
Police Liaison Representative	Cllr Chelsey Furniss
Internal Control Officer	Clerk & Cllr Mary Podesta
Defibrillator Monitor	Cllr Chelsey Furniss

2024/09 Bank Reconciliation & YTD Budget vs Expenditure review.

Council to accept the bank reconciliation.

Opening Balance 2024/25	**£26,505**	
YTD Income	£20,669	
YTD Expenditure (inc VAT & pending unity payments)		£5,117
Current Account (Unity 20427472)		£7,819
Reserve Account (Unity 20428196)		£35,796
Balance b/f		£43,615
YTD Closing balance (less pending expenditure)		**£42,057**
2024/25 YTD Unclaimed VAT	£320	

2024/010 Accounts for Payment & Receipts. Council to approve the following items for payment:

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
(DD) SSE Energy Solutions	IV00535306	16.3.24	£70.37	£ 4.44

(DD) West Northants Council	2024/25 Green Waste Service	8.4.24	£58.00		
(DD) West Northants Council	2024/25 Green Waste Service	8.4.24	£116.00		
(SO) Sarah Stock	April Salary	28.4.24	£382.48		
(SO) HMRC	6 Mar 24 - 5 Apr 24	28.3.24	£20.00		
Brixworth Fencing	church gate	4.4.24	£200.00		
Northamptonshire ACRE	KMD/059	25.3.24	£42.00	£	7.00
Northants CALC	INV-3710	4.4.24	£740.18	£	58.40
Peter Fryer	18 x Bird boxes	10.3.24	£180.00		
R&G Grounds Maintenance	120625 (Church)	31.3.24	£357.60	£	59.60
R&G Grounds Maintenance	120625 (General)	31.3.24	£180.00	£	30.00
Sarah Stock	postage	27.3.24	£46.98		
Sarah Stock	Home Working Allowance	31.3.24	£491.00		
White cobra Productions Ltd	10730	29.3.24	£32.00		
Zurich Municipal	532365561	6.4.24	£642.57		
(SO) Sarah Stock	May Salary	28.4.24	£402.48		
(DD) SSE Energy Solutions	IV00736890	17.4.24	£75.41	£	4.44
Sarah Stock	Microsoft Subscription	1.6.24	£79.99		
Hayeswood Landscapes	8877 (Village x 3)	29.4.24	£576.00	£	96.00
Hayeswood Landscapes	8877 (SF x 3)	29.4.24	£360.00	£	60.00
White cobra Productions Ltd	10737	30.4.24	£64.00		
Co-Op Funeral Services	INCOME: PPC011	4.4.24	(£750.00)		
West Northants Council	50% 2024/25 Precept	29.4.24	(£19,000.00)		
HMRC	2023/24 VAT126 Reclaim	25.4.24	(£1,668.89)		

2024/011 Village Green Spaces & Maintenance

Council to note, resolve action and allocate funds as appropriate:

- Wildflower strip, Moulton Rd:
- Tumulus:
- Millennium Spinney:
- The Green:
- The Island:
- A508 Wildflower bed:

Council to review arrangements for completing maintenance works. It is proposed that, in addition to Richard Jordon, council to use Paul Thomas at £16.50 p/h for some maintenance works.

2024/012 Church Yard

Church Yard Wall: At end of March small length of wall has fallen (approximately 2m). Quotes received from:
Martin Palmer £1,350
N'ton Stonemasons £1,300 + VAT
Cllr Keith Isaacs reviewed quotes. Given the nature of works and need to progress the repair, Northampton Stonemasons were awarded the work.

Tree works: Several of the trees in the church yard need the ivy removing. Proposal to ask Paul Thomas to complete work at £16.50 p/h.

Gravestones: Some fallen gravestones have been placed against the wall. However, the weight of the stones when placed up right may damage the wall they need to be rearranged to put less pressure on the wall. Proposal to ask Paul Thomas to complete work at £16.50 p/h.

2024/013 Planning Applications. Council to consider and resolve response to each planning application. Applications received after the publication of this agenda may be included. (Applications can be viewed on the West Northants Council planning portal at https://www.westnorthants.gov.uk/your-council/maps and search "Pitsford"

Date of future meetings: July 9th; September 17th (moved from 10th); November 12th.

Contact: The Clerk, 9 Lower Harlestone, Northamptonshire, NN7 4EW.
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