

**SILVERSTONE PARISH COUNCIL**

Councillors are summoned and members of the public and press are invited to the **ANNUAL MEETING** of the Parish Council to be held on **MONDAY 14th MAY 2018** at the Methodist Church Room, at 8pm, to transact the following business:

1	To receive nominations and <b>ELECT THE CHAIR</b> of the Parish Council																																																
2	To complete the <b>DECLARATION OF ACCEPTANCE OF OFFICE</b> Form by the Chair																																																
3	To complete the <b>DECLARATION OF ACCEPTANCE OF OFFICE</b> and <b>ELECTRONIC SERVICE OF SUMMONS</b> forms by all members																																																
4	<b>CHAIRMAN'S ANNOUNCEMENTS</b>																																																
5	To receive and accept any <b>APOLOGIES</b> for absence																																																
6	i)To determine any <b>DISPENSATION REQUESTS</b> received in advance of the meeting. ii)To invite any <b>DECLARATIONS OF INTEREST</b> by members on Agenda items. iii) To remind members of the <b>REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS</b> following any changes, within 28 days of the changes.																																																
7	To note the <b>MINUTES OF THE 2017 ANNUAL MEETING</b> signed at the June 2017 meeting of the Council and to sign the <b>MINUTES</b> of the full Council meeting held on April 9th 2018. To further note the minutes of the <b>2018 ANNUAL VILLAGE MEETING</b>																																																
8	To receive nominations and <b>ELECT A VICE CHAIRMAN</b>																																																
9	To consider formation, designation and membership of the following <b>COMMITTEES &amp; WORKING GROUPS</b> ; i) Finance Committee ii) Planning Committee iii) Councillor(s) with responsibility for the parish play areas iv) Pocket Park Volunteer Group v) Footpaths Working Group vi) Lighting Working Group vii)Highways Working Group viii) Reps to Circuit meetings ix) Village litter picker x) PC representative on NHP Working Party																																																
10	To consider, amend and adopt the following <b>POLICIES OF THE COUNCIL</b> : A) Standing Orders B) Financial Regulations C) Risk Assessment D) Complaints procedure E) Terms of Reference for Internal Auditor F) Training Statement of Intent G) Dignity at Work Policy H) FOI Publication Scheme I) Play area adoption J) Pocket Parks events Policy K) E mail protocol L) Website Policy																																																
11	To appoint an <b>INTERNAL VERIFIER</b> for the Council's Accounts																																																
12	To appoint the <b>INTERNAL AUDITOR</b> for the Council's Accounts																																																
13	To appoint the <b>RESPONSIBLE FINANCIAL OFFICER</b> of the Council																																																
14	To make appointments to the following bodies: i) SRA Committee and Board of Trustees																																																
15	To consider items raised at the <b>ANNUAL VILLAGE MEETING</b> : i) Traffic issues in Little London																																																
16	To fix the <b>DATES OF THE PARISH COUNCIL MEETINGS</b> for the coming year being the second Monday of each month, or such other date as may be designated by the Clerk as necessary																																																
17	<b>PUBLIC TIME</b> i) Issues members of the public wish to raise. ii) To receive any report from <b>DISTRICT COUNCILLOR</b>																																																
18	<b>FINANCE - 1.1</b> To agree payment of the following account: <table border="1" data-bbox="203 1480 1474 1957"> <thead> <tr> <th>Chq No</th> <th>Amount</th> <th>Incl VAT of</th> <th>Payee</th> <th>Details</th> <th>Spending Power</th> </tr> </thead> <tbody> <tr> <td>300801</td> <td>£948.66) £120.83) <b>£1069.49</b></td> <td></td> <td>Linda Paice</td> <td>Salary &amp; expenses Shared expenses</td> <td>LGA 1972 s 112 LGS 1972 s111</td> </tr> <tr> <td>300802</td> <td>£136.42</td> <td></td> <td>HMRC</td> <td>Tax and NHI</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>300803</td> <td>£7586.00</td> <td></td> <td>SRA</td> <td>Annual grant</td> <td>LGA 1972 s 14</td> </tr> <tr> <td>300804</td> <td>£151.35</td> <td>7.43</td> <td>SSE</td> <td>Electricity</td> <td>Highways Act</td> </tr> <tr> <td>300805</td> <td>£983.03</td> <td></td> <td>Northants CALC</td> <td>Membership, internal audit and Councillors books</td> <td>LGA 1972 s143 Accs and Audit Regs LGA 1972 s111</td> </tr> <tr> <td>300806</td> <td>£467.53</td> <td>77.92</td> <td>A H Contracts</td> <td>Dog bin maintenance</td> <td>Open Spaces Act</td> </tr> <tr> <td>300807</td> <td>£1210.80</td> <td>201.80</td> <td>N J Blackwell</td> <td>Urban mowing</td> <td>Open Spaces Act</td> </tr> </tbody> </table> 18.2 To note any receipts 18.3 To note the Council's bank account balances at 30 <sup>th</sup> April 2018	Chq No	Amount	Incl VAT of	Payee	Details	Spending Power	300801	£948.66) £120.83) <b>£1069.49</b>		Linda Paice	Salary & expenses Shared expenses	LGA 1972 s 112 LGS 1972 s111	300802	£136.42		HMRC	Tax and NHI	LGA 1972 s 111	300803	£7586.00		SRA	Annual grant	LGA 1972 s 14	300804	£151.35	7.43	SSE	Electricity	Highways Act	300805	£983.03		Northants CALC	Membership, internal audit and Councillors books	LGA 1972 s143 Accs and Audit Regs LGA 1972 s111	300806	£467.53	77.92	A H Contracts	Dog bin maintenance	Open Spaces Act	300807	£1210.80	201.80	N J Blackwell	Urban mowing	Open Spaces Act
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	<p>18.5 To receive and adopt the Receipts and Payments Account to 31<sup>st</sup> March 2018</p> <p>18.4 To complete and sign Sections 1 and 2 of the Annual Audit Return being Governance and Accounting statements 2017/18</p> <p>18.5 To consider the opening of a Credit account with Printerbase</p> <p>18.6 To consider renewal of CPRE Membership</p>
19	<p><b>REPORTS:</b></p> <p>a) <b>Planning</b> – i) Report of Planning Committee ii) Update on progress on Parish Plan iii) To receive information on Local Green Spaces designations within the Local Plan Part preparation</p> <p>b) <b>Parish Rights of Way</b> – i) Monthly Report ii) Any footpaths issues to report</p> <p>c) <b>Highways</b> – i) Update on previous reports ii) Any issues to report iii) Consideration of feedback issues relating to the steps on High Street iv) Further consideration of improvements to the Church Street footpath to the SRA v) Consideration of issues relating to the Stocks Hill Enhancement project.</p> <p>d) <b>Lighting</b> – i) Any issues to report ii) Update on lights on Paddock Close iii) Update on lights on Baines Close iv) Update on lights on Line Kiln Close</p> <p>e) <b>SRA</b> - i) Committee report. ii) Feedback on request to install dugouts on the field.</p> <p>f) <b>Play areas</b> – i) <b>Church Street</b> ii) <b>Old Oak</b> – update on quotations for change of safety surfacing</p> <p>g) <b>Pocket Parks</b> - i) Olney Meadow ii) Brickle.</p> <p>h) <b>Silverstone Circuit</b> - i) Feedback from latest meeting (s)</p> <p>i) <b>Other reports</b> - i) Determination of Council co-option policy – Cllr Bambridge ii) Determination on News and Views submissions iii) Further consideration of use of adopted phone box iv) Feedback on Faccenda site issues v) Concerns on village safety at the request of Cllr Rudland and linked to item 22.3 on this Agenda</p>
20	Annual check of <b>COUNCIL'S ASSETS</b>
21	<p>To consider and determine issues relating to the <b>GENERAL DATA PROTECTION REGULATION-</b></p> <p>i) Consideration and adoption of the following documents: a) Council's Data Map    b) Council's General Privacy Notice c) Privacy Notice for Staff, Councillors and Role Holders d) Data Breach Policy    e) Data Protection Policy f) Records Retention Policy</p> <p>ii) To sign the NCALC Agreement for the Provision of a Data Protection Officer Service</p> <p>iii) To receive completed Data Compliance Checklists from all members</p> <p>iv) Consideration of secure off site data storage.</p>
22	<p>To receive and consider any <b>CORRESPONDENCE</b> – 22.1 Tabled correspondence 22.2 E mail from Cllr Ian McCord in relation to unitary authorities 22.3 Mrs Clarkson re break ins on Kingsley Road    22.4 Resignation of Mr P. Hinton</p>
23	To receive and consider any <b>CONSULTATION DOCUMENTS</b> - NCC re direct benefit payments.
24	To receive any <b>ITEMS FOR THE NEXT MEETING AGENDA</b>
	<i>Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk members of the public and press are asked to leave</i>
25	To consider the annual review of the Clerk's salary.
	To note <b>DATE OF NEXT MEETING</b> - Monday 11 <sup>th</sup> June 2018 at 8pm

**Linda Paice**

**LINDA PAICE**

Clerk  
9 Bradden Way  
Greens Norton  
Tel: 01327 353622  
8th May 2018

**ANTHONY THOMPSON**

Chairman  
26 Kingsley Road  
Silverstone  
Tel 01327 858843

Members of the public are welcomed at all meetings of the Council and opportunity to speak will be given at the appropriate time within the meeting.

Members of the public may also address the Council upon individual items listed on the agenda for a period not longer than 3 minutes provided that three clear days notice is given to the Parish Clerk of the intention. Parish Council meetings are held in a public place and attendees need to be aware that under new legislation the meeting may be recorded and/or photographs taken. If any member of the public intends to record or take photographs, as a courtesy will you please declare this at the beginning of the meeting.

