

## SILVERSTONE PARISH COUNCIL

Councillors are summoned to a the **ANNUAL MEETING OF THE PARISH COUNCIL** to be held on **WEDNESDAY 20TH MAY 2020** at 8.00 pm on Zoom following the meeting of the Planning Committee at 7.40pm

Join both meetings via the internet by going to

<https://uso2web.zoom.us/j/89828588913?pwd=Z2FicGxCb2ROQTfadFY4V2lLRGRhUTo9>

or join by telephone by dialing 0203 481 5240 and entering Meeting ID: 898 2858 8913

Password: 380334

Be aware that if joining by telephone that your network provider may charge.

The following business will be transacted

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 2019 ANNUAL MEETING</b> signed at the June 2019 meeting of the Council and to sign the <b>MINUTES</b> of the Full Council meetings held on April 20th and May 11th 2020.
8	To receive nominations and <b>ELECT A VICE CHAIRMAN</b>
9	To consider formation, designation and membership and remit 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(s) on NHP Working Party. xi) PC representative to SRA Management Committee xii) Leisure Enhancement Committee xiii) Grant Aid Policy xiv) Member with responsibility for flood resilience equipment
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 M) GDPR policies
11	To consider arrangements for the <b>ANNUAL INSPECTION OF COUNCIL ASSETS</b>
12	To appoint an <b>INTERNAL VERIFIER</b> for the Council's Accounts
13	To appoint the <b>INTERNAL AUDITOR</b> for the Council's Accounts
14	To appoint the <b>RESPONSIBLE FINANCIAL OFFICER</b> of the Council
15	To fix the <b>DATES OF THE PARISH COUNCIL MEETINGS</b> for the coming year being the second Monday of each month, excepting August and December, or such other date as may be designated by the Clerk as necessary
16	<b>PUBLIC TIME</b> i) Issues members of the public wish to raise. ii) To receive any report from <b>DISTRICT COUNCILLOR</b>
17	To determine the following <b>ISSUES NEEDING FORMAL DECISIONS</b> :

<p>17.1</p> <p>17.2</p> <p>17.3</p> <p>17.4</p>	<p><b>FINANCE –</b>  a) To approve payment of the following accounts:</p> <table border="1" data-bbox="341 210 1567 735"> <thead> <tr> <th>Chq No</th> <th>Amount</th> <th>Inc VAT of</th> <th>Payee</th> <th>Details</th> <th>Power</th> </tr> </thead> <tbody> <tr> <td>301046</td> <td>£1051.54</td> <td></td> <td>Linda Paice</td> <td>Salary and expenses</td> <td>LGA 1972 s112</td> </tr> <tr> <td>301047</td> <td>£429.02</td> <td></td> <td>HMRC</td> <td>Tax and NHI – 2 month</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301048</td> <td>£630.00</td> <td>105.00</td> <td>N J Blackwell</td> <td>Mowing</td> <td>Open Spaces Act</td> </tr> <tr> <td>301049</td> <td>£238.20</td> <td>47.64</td> <td>DNH Contracts</td> <td>Dog bin maintenance</td> <td>Open Spaces Act</td> </tr> <tr> <td>301050</td> <td>£1153.83</td> <td></td> <td>NCALC</td> <td>Membership and internal audit fee</td> <td>LGA 1972 s143</td> </tr> <tr> <td>301051</td> <td>£272.96</td> <td>45.49</td> <td>Edge IT</td> <td>Year end accounts completion</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301052</td> <td>£81.00</td> <td>13.50</td> <td>Play Inspection Co</td> <td>Annual inspection</td> <td>Open Spaces Act</td> </tr> <tr> <td>301053</td> <td>£108.79</td> <td></td> <td>SLCC</td> <td>Replacement for chq 301020</td> <td>LGA 1972 s111</td> </tr> <tr> <td>301054</td> <td>£23.08</td> <td>3.85</td> <td>Viking Direct</td> <td>Stationery</td> <td>LGS 1972 s111</td> </tr> <tr> <td>301055</td> <td>£386.84</td> <td>64.47</td> <td>Printerbase</td> <td>Toners</td> <td>LGA 1972 s111</td> </tr> <tr> <td>Direct debit</td> <td>£90.29</td> <td>4.29</td> <td>SSE</td> <td>Electricity</td> <td>Highways Act</td> </tr> </tbody> </table> <p>b) To receive and adopt the Receipts and Payments Account for the year to March 2020  c) To adopt and sign Sections 1 and 2 of the Annual Audit return  d) To determine the method of asset valuation for the Annual Audit Return going forward  e) To receive and acknowledge a report on Community Infrastructure Levy funding and consider its possible future use  f) To receive and determine the appointment of a new Clerk following the recommendation report from the Appointment Panel  g) To determine the reconnection of power to the Brackley Road Telephone box for installation of an additional defibrillator.  h) To determine the Council’s position on it’s credit accounts with Viking and Printerbase</p> <p><b>CO-OPTIONS TO THE COUNCIL.</b> - To consider applications and determine two co-options to the Council</p> <p>Following a Report from Cllr Rudland, to determine the next steps on the Council’s consideration of a possible <b>LEASE WITH THE SRA</b> for the play area at Church Street</p> <p>A full Council training is provisionally booked with NCLC for June 17<sup>th</sup>. Determination as to if feasible does the Council want to go ahead with this.</p>	Chq No	Amount	Inc VAT of	Payee	Details	Power	301046	£1051.54		Linda Paice	Salary and expenses	LGA 1972 s112	301047	£429.02		HMRC	Tax and NHI – 2 month	LGA 1972 s111	301048	£630.00	105.00	N J Blackwell	Mowing	Open Spaces Act	301049	£238.20	47.64	DNH Contracts	Dog bin maintenance	Open Spaces Act	301050	£1153.83		NCALC	Membership and internal audit fee	LGA 1972 s143	301051	£272.96	45.49	Edge IT	Year end accounts completion	LGA 1972 s111	301052	£81.00	13.50	Play Inspection Co	Annual inspection	Open Spaces Act	301053	£108.79		SLCC	Replacement for chq 301020	LGA 1972 s111	301054	£23.08	3.85	Viking Direct	Stationery	LGS 1972 s111	301055	£386.84	64.47	Printerbase	Toners	LGA 1972 s111	Direct debit	£90.29	4.29	SSE	Electricity	Highways Act
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<p>18</p>	<p><u>To receive and note any <b>ISSUES FOR MEMBERS INFORMATION</b> (Queries or questions and reports to be addressed to the Clerk by e mail)</u></p>																																																																								
<p>18.1</p>	<p><b>FINANCE –</b> a) To note the Council’s bank balance at 29<sup>th</sup> April 2020 as £174,444.19 including receipt of first half precept at £33238.00 and News and Views advert at £150.  b) To note the report of the Internal Audit  c) To note payments made since the last meeting to Zoom - £14.39; Heron signs - £158.40 re phone box; Simons and Son - £1180.25 re Olney mowing</p> <p><b>REPORTS:</b> a) <b>Planning –</b> i) To note the report of Planning Committee  ii) To note any update circulated on the Neighbourhood Plan  iii) Discharge of reserved matters on former primary school site called in to SNC Planning Committee by the District Councillor.</p>																																																																								

	<p>b) <b>Footpaths</b> – i) Any footpaths issues to report ii) Resient’s issues passed on to Path Warden</p> <p>c) <b>Highways</b> - i) Any issues to report</p> <p>d) <b>Lighting</b> – i) Any issues to report</p> <p>e) <b>Play areas</b> – i) Any issues to report on either site.</p> <p>g) <b>Pocket Parks</b> - i) An issues to report on either site ii) Tee works completed at edge of Olney site</p> <p>h) <b>Circuit</b> - Latest update circulated</p> <p>i) <b>Other Reports</b> – a) CCTV cameras will be installed as soon as Aylesbury Mains are back in action</p>
19	<b>CORRESPONDENCE</b> All correspondence largely from NCALC has been circulated
20	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>
21	To consider the contractual gratuity payment to the Clerk.
22	To note <b>DATE OF NEXT MEETING</b> - Monday 8 <sup>th</sup> June 2020 at 8pm

**Linda Paice**  
LINDA PAICE

Clerk  
9 Bradden Way  
Greens Norton  
Tel: 01327 353622  
13<sup>th</sup> May 2020

**JAMES LABAND**  
Chairman

**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.**