All Councillors are summoned to the Parish Council Annual Meeting on Monday, 15th May 2017 at **7pm**   
in the North Luffenham Community Centre

North Luffenham Parish Council

Agenda

1. Election of Chair
2. Election of Vice-Chair
3. Apologies
4. Declarations of Interest
5. To review and confirm Committees & Working Groups for 2017/18
   1. Planning Committee – currently Cllrs Smith, Burrows, Inman and Sewell
   2. Finance Working Group – currently Cllrs Cummings, Cade, Riordan and Sewell
   3. Play Area Working Group (for Phase 2) – currently Cllr Marson
   4. Village Plan Steering Group – currently Cllrs Smith, Burrows and Cummings
   5. Web Working Group – currently Cllrs Burrows, Inman, Smith and   
      Mr Wayne Bishop
6. To review and adopt Governance Documents for 2017-18 – Cllr Cummings
   1. Terms of Reference for Planning Committee
   2. Review Other PC formal documents:
      1. Standing Orders
      2. Finance Regulations
      3. Code of Conduct and Conflicts of Interest Policy
      4. Complaints Procedure and accompanying:
         1. Grievance Policy
         2. Disciplinary Policy
      5. Procedure for handling requests associated with Freedom of Information Act 2000 and Data Protection Act 1998
      6. Press / Media Policy
7. Public Forum
8. To approve and sign Minutes as follows:
   1. Parish Council meeting of 6th March 2017
   2. Extraordinary Parish Council meeting of 13th March 2017
   3. Extraordinary Parish Council meeting of 26th April 2017
9. To receive an update about progress of outstanding resolutions from the last meeting
10. Notice Board maintenance – Cllr Cade
11. Training for online Document Store – Cllr Burrows
12. RCC: LED Lighting upgrade – Clerk
13. Chairman’s Report
    1. Annual Parish Meeting (held 03/04/2017)
14. To receive NLPC Finance Working Group Minutes of 25.04.2017 – Cllr Cummings
15. To consider revised budget FY17/18 – Cllr Cummings
16. To consider a proposal to spend up to £20,000 (including VAT) on new recreational/play equipment for the Oval using the S106/LEAP money previously received following the Rosewood Development – Cllr Marson
17. To consider the Internal Audit Report – Cllr Cummings
18. To consider, approve and sign Section 1 - Annual Governance Statement 2016/17 – Cllr Cummings
19. To consider, approve and sign Section 2 - Accounting statements 2016/17, previously certified by the RFO – Cllr Cummings
20. To set the date for the commencement of the period for the exercise of public rights

1. Correspondence – Clerk
   1. Community Beat replacement, following PC Paul Le Pla’s retirement
   2. RCC: Integrated Transport Capital Plan – Cllr Cummings
2. Finance Report – Clerk
   1. PC to consider and approve Finance Report
   2. Confirmation of receipt of Precept FY17/18 as follows:
      1. £9,023.42 BACS remittance advice received
      2. £180.42 BACS remittance advice adjustment received due to transposition error

Total Precept received FY17/18 is £9,203.84

* 1. Review and approve annual subscriptions FY17/18:
     1. NALC & LRALC membership fees of £229.55
  2. HMRC: advised via phone of payment to be made by BACS of £217.40 for tax refund
  3. HMRC: £584.52 VAT refund via BACS remittance advice received
  4. NLPC laptop: to note additional spend of £30.00
  5. Epson printer cashback: to note £30 received
  6. AON Insurance (2016 annual premium was £363.50, due 01.06.17)
  7. To seek authority for payment of £17.71 for clerk expenses

1. Planning - Cllr Smith
   1. To receive planning applications for the following:
2. **2017/0343/CAT** - **Proposal:** 1 No. Blue Cedar - fell. 2 No. Silver Birch – fell. Stoneway, 9, Church Street, North Luffenham
3. **2017/0265/FUL** – **Proposal:** replacement of existing wooden shed with a new wooden combination summerhouse with side shed. Chater Cottage, Glebe Road, North Luffenham
4. To receive planning decisions for the following:
   * 1. **2017/0289/CAT** – **Decision:** Remove 1 No. Tree leaning towards Deweys Close. Remove 1 broken branch from 1 No. Tree. Remove 1 branch leaning towards Deweys Close and smaller broken branches from 1 No Tree. Stonecroft, 7, Digby Drive, North Luffenham
5. To provide and update on planning application for Military Working Dogs kennels – Cllr Cummings
6. To consider Bonfire Night event for 2017 – Cllr Cummings
7. To consider a proposal to provide a summary of the Minutes for each online posting – Cllr Burrows
8. To consider a proposal to purchase copies of ‘Good Councillors Guide 2017’ at £3 per copy plus p&p – Cllr Riordan
9. Village Trust: appointment of PC Nominee as Trustee – Cllr Cummings
10. Date of next meeting: Parish Council meeting, Monday, 3rd July 2017

Angela Ashpole

Parish Clerk

9th May 2017