All Councillors are summoned to the Parish Council Annual Meeting (virtual) on Monday, 18th May at **7pm**


North Luffenham Parish Council

Agenda

**59/20** Election of Chair

**60/20** Election of Vice-Chair

**61/20** Apologies

**62/20** Declarations of Interest

**63/20** To review and confirm Committees & Working Groups for 2020/21

* + Planning Committee – currently Cllr Burrows, Mason and Sewell
	+ Finance Working Group – currently Cllrs Smith, Cade, Anker and Bishop
	+ Play Area Working Group – currently Cllrs Smith, Cade, Burrows and Mason
	+ Neighbourhood Plan Steering Group – currently Cllrs Smith, Burrows and Cade
	+ IT Working Group – currently Cllrs Burrows, Smith and Bishop
	+ Staffing Committee
	+ St Georges Barracks Working Group - currently Cllrs Anker, Burrows and Smith
	+ Bonfire Night Working Group

**64/20** To review and adopt Governance Documents for 2020-21:

* Standing Orders
* Finance Regulations
* Code of Conduct and Conflicts of Interest Policy
* Complaints Procedure and accompanying Grievance and Disciplinary Policy
* Procedure for handling requests associated with Freedom of Information Act 2000 and Data Protection Act 1998
* Press / Media Policy

**65/20** Public Forum

**66/20** To approve and sign Minutes as follows:

* Parish Council meeting of 14th April 2020 (virtual)
* PC Extraordinary meeting of 5th May 2020 (virtual)

**67/20** Chairman’s Report

**68/20** To consider the Internal Audit Report – Cllr Smith

1. To consider, approve and sign Section 1 - Annual Governance Statement 2019/20 – Clerk
2. To consider, approve and sign Section 2 - Accounting statements 2019/20, previously certified by the RFO – Cllr Smith

**69/20** To set the date for the commencement of the period for the exercise of public rights

**70/20** Correspondence – Clerk

**71/20** Finance Report – Clerk

1. To receive consider and approve the Finance Report
2. To note receipt of Precept FY 20/21 as follows £14,500

**72/20** Planning - Cllr Burrows

**Reference: 2020/0447/CAT** (Tree Preservation) (England) Regulations 2012

Proposal: Fell 3 Conifers (T1; T2 & T3) due to excessive shading and low amenity value. Replace with Buddleias and Pyracantha to form hedge

Location: 2 Glebe Road North Luffenham Rutland LE15 8JU

**Decision Notice: 2020/0324/LBA**

Proposal: Alterations to outbuilding, including insertion of 2 No. rooflights.

Location: 11 Lyndon Road North Luffenham Rutland LE15 8JZ. **Granted**

**73/20** To receive and consider the report from the Community Centre Working Group:

* That NLPC adopts formerly the management of the Community Centre.
	+ Agree Terms of Reference
	+ Appoint three Parish Councillors to the Community Centre Committee
	+ Community Centre Booking System
	+ Fire escapes

**74/20** To receive and consider the report from the Neighbourhood Plan Steering Committee.

* To receive, consider and approve the signing of a service level agreement with RCC

**75/20** Consideration of proposal to run Bonfire Night 2020

**76/20** To consider a date for an informal strategy meeting.

**77/20** To conduct a review of the performance and annual appraisal of the Parish Clerk/RFO

**78/20** Attendance of Parish Councillors at Parish Council Meetings.

**79/20** Date of next meeting: Parish Council meeting, Monday, 6th July 2020 at 7.00pm

John Willoughby

Parish Clerk

11th May 2020