

**EYDON PARISH COUNCIL**

*Clerk: Mr A Hartley  
Beech House  
17 Deans Row  
Gayton  
Northants  
NN7 3HA  
01604 858360*

PLEASED BE ADVISED THE PARISH COUNCILLORS ARE SUMMONED AND THE PUBLIC INVITED TO ATTEND THE ANNUAL MEETING OF EYDON PARISH COUNCIL ON TUESDAY 8<sup>th</sup> OF MAY 2018 AT 7.30pm IN THE VILLAGE HALL, HIGH STREET, EYDON.

- 1. Councillors present.**
- 2. The Parish Council is to elect a Chairman for the period to the Annual Meeting of 2019.**
- 3. The Chairman is to sign the acceptance of office form.**
- 4. The Parish Council is to receive and consider for approval apologies for absence.**
- 5. Declaration of Interest** on agenda items by Parish Councillors.
- 6. Resolution to sign and approve the Minutes of the Meeting held on the 10<sup>th</sup> April 2018.**
- 7. Officer elections, appointments and procedural adoptions:** The Parish Council is to undertake the following:-
  1. Election of Vice Chairman.
  2. Appointment of Internal Control Officer.
  3. Appointment of internal auditor. – NCALC, to be confirmed.
  4. Confirmation of signatories to bank accounts.
  5. Appointment of newsletter correspondent.
  6. Appointment of Eydon Educational Trust Nominative Trustee.
  7. Appointment of Eydon Community Sportsfield Committee representative.
  8. Appointment of Eydon Village Hall Committee representative.
  9. Appointment of Highways Warden
  10. Appointment of Eydon Tree Warden.

11. Appointment of Eydon Rights of Way Warden.
  12. Appointment of Litter Pick coordinator.
  13. Confirm routine meetings schedule for the period to the Annual Meeting of 2019.
  14. Review and adopt the Financial Regulations, Standing Orders, Finance and General Purposes Sub-committee terms of reference, Planning Sub-committee terms of reference, Financial Risk Management document, Complaints Procedure document, Dealing with Media Requests for Information document, Records Retention Policy, Data Breach Policy, Subject Access Request Policy, Data Protection Policy, Eydon Jubilee Fund terms of reference, Code of Conduct document, and Burial Ground regulations. All relevant for the period to the Annual Meeting of 2019.
  15. Review the system of Internal Control.
- 8. General Data Protection Regulations** :- The Parish Council is to receive a report from Cllr N Stewart following attendance at a Northants CALC workshop and to consider the appointment of Northants CALC as the Data Protection Officer for the year 2018/19.
- 9. Open Meeting:** At the discretion of the Chairman, members of public may address the Parish Council.
- 10. Matters arising** (for information only).
- 11. Highway and byway issues:**
1. The Parish Council is to receive and consider a report from the Highways Warden if available.
  2. The Parish Council is to consider and discuss information received regarding the closure of the damaged road bridge on the Culworth Road and agree a response in order to promote a timely repair.
- 12. Consultations:**
1. None received.
- 13. Eydon Village News:** Under the circumstances that the current editor for EVN is working on a previously agreed interim basis, the Parish Council is to consider the options available for the longer term.

- 14. Scheduled works at the sewage treatment plant:** The Parish Council is to receive and consider information relating to the proposed works to the treatment plant scheduled to commence on June 22<sup>nd</sup> 2018.

**15. Reports**

The Parish Council is to receive and consider reports from the following organisations if available:

1. Eydon Village Hall
2. ECSF:- Minutes of the most recent ECSF Committee Meeting have been previously circulated.
3. Eydon Educational Trust

**16. Finance:**

1. Receipts: The Parish Council is to note the following receipts:

1. None received.

2. Payments: The Parish Council is to consider for approval the following payments:

1. The Ground Care Company: April Village and Burial Ground  
grass cutting:

$£300.00 + £60.00 \text{ VAT} =$  £360.00

2. K.Simmons: Refreshments for Annual Parish Assembly: £3.69
3. Aylesbury Mains: Street light repair: £53.90 + £10.78 VAT £64.68
4. Northants CALC: Clerk attendance at training workshop: £36.00
5. Texprep: EVN printing: £73.50

3. Bank balances: The Parish Council is to note the statements for the end of April 2018.

The bank statements are currently awaited.

- 17. Internal Audit Report:-** The Parish Council is to receive and consider the report from the Internal Auditor.

**18. External Audit for the year ending 31<sup>st</sup> March 2018**

1. The Parish Council is to consider and approve the Annual Governance Statement for 2017/18.
2. The Parish Council is to consider and approve the Accounting Statement for 2017/18.
3. The Parish Council is to approve the explanation of quantified significant variances on the above Accounting Statements.

## **19. PLANNING**

1. The Parish Council is to consider and respond to the consultation request for the following planning applications:

1. None received.

2. Applications received for information only:

1. None received.

## **20. Notable Correspondence** not covered above:

Received via email and previously circulated:-

1. Cherwell and SNC: Funding Fair information.

**21. Councillors' Comments** and items for inclusion on the next meeting agenda.

**22. Confirm time, date and venue of next Parish Council Meeting.**

**23. Close of meeting.**