

NOTICE OF PARISH COUNCIL MEETING

1. Please switch off mobile phones as they may disrupt a meeting.
2. Councillors and parishioners are advised that this meeting may be recorded.



Chair: Cllr Jane Marshall
Clerk: Alan Youel
Spratton Parish Council
Tel: (07715) 651904
Email: clerk@sprattonpc.org.uk

12th May 2026, to members of the Council:

You are hereby summoned to attend the **Annual Meeting of Spratton Parish Council**

To be held **Tuesday 19th May 2026** at **Spratton Village Hall, Spratton** at **7.00 pm** for the purpose of transacting the following business. **Members of the public and press are invited to address the Council at its Open Forum.**

Alan Youel *Clerk to Spratton Parish Council*

A G E N D A

24.26 Election of Chair for the Year 2026/27

Chair to sign Declaration of Office.

25.26 Election of Vice Chair for the Year 2026/27

Vice Chair to sign Declaration of Office.

26.26 Resolution to approve apologies for absence

27.26 Members' declaration of interest in items on the agenda

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

28.26 PUBLIC FORUM:

An opportunity for individuals present to speak on any items on the agenda for this meeting. The open meeting will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chair of the meeting.

29.26 Report from Ward Councillor

30.26 Approval of Minutes

Resolution to receive and approve minutes of the Parish Council meeting held on 21st April 2026.

31.26 Responsible Financial Officer

To confirm the Clerk as Responsible Financial Officer for 2026/27.

32.26 Internal Control Councillors (ICC)

To confirm ICC appointments.

33.26 Review and adoption of Standing Orders - attached

To confirm and approve the Standing Orders for year 2026/27.

34.26 Review and adoption of Financial Regulations – attached

To confirm and approve the Financial Regulations for year 2026/27.

35.26 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

36.26 Review of Code of Conduct – attached

To confirm and approve Councillor Code of Conduct.

37.26 Confirmation of arrangements for insurance cover in respect of all insurable risks

38.26 Review of the Council's and/or staff subscriptions to other bodies

39.26 Complaints Procedure

Review of the Council's complaints procedure.

40.26 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection 13 legislation (see also standing orders 11, 20 and 21)

- To confirm and approve the **Data Breach Policy**.
- To confirm and approve the **Data Protection Data Map**.
- To confirm and approve the **Data Protection Policy**.
- To confirm and approve the **Subject Access Request Policy**.
- To confirm and approve the **Freedom of Information Publication Scheme**.

41.26 Review of the Council's policy for dealing with the press/media

To confirm and approve the Press & Media Policy.

42.26 Review of the Council's employment policies and procedures

- To confirm and approve the **Home Working Policy**.
- To confirm and approve the **Dignity at Work Policy**.
- To confirm and approve the **Lone Working Policy**.
- To confirm and approve the **Sickness Absence Policy**.
- To confirm and approve the **Disciplinary Policy**.
- To confirm and approve the **Anti-Bullying and Harassment Policy**.
- To confirm and approve the **Grievance Policy**.

43.26 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

44.26 Determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council – attached

To approve Schedule of Meetings 2026/27.

45.26 Financial Statements

To receive and note financial statements FY25-26.

- Bank Reconciliation Summary
- Summary Receipts & Payments

46.26 Receipt of the Annual Internal Audit Report, YE 31st March 2026 Section 3

To receive the Annual Internal Audit Report provided by Caroline Holgate. Members to note.

47.26 Approval of the Annual Governance and Accountability Return, YE 31st March 2026

To consider and approve Section 1 of the Annual Return, Annual Governance Statement. *Chair and RFO sign the Annual Governance Statement.*

48.26 Approval of the Annual Governance and Accountability Return, YE 31st March 2026 Section 2

To consider and approve Section 2 of the Annual Return, Accounting Statements.
Chair signs Statements.

49.26 Resources

Bank balances, Bank Reconciliations to 30th April 2026. Receipts and Payments report and confirmation of internal controls checks: Council to make resolution to approve.

- a) Resolution to approve and provide dual signatory on payments May 2026 (attached)
- b) Resolution to note income received (attached)

50.26 Governance

- To confirm and approve **Internal Controls Procedures Financial Management**.
- To confirm and approve **Risk Assessment and Risk Management**.

51.26 Planning

Planning Applications to consider and make resolution:

<u>2026/1671/FULL</u>	Ropewalk House 3 The Walk Spratton NN6 8HU	Proposed ground floor extension to rear
<u>2026/1588/FULL</u>	North House 25A Smith Street Spratton NN6 8HW	Part conversion of existing garage to form ancillary accommodation with alterations to the front elevation.
<u>2026/1716/FULL</u>	Copping Syke 45 Holdenby Road Spratton NN6 8JD	Demolition of detached garage and construction of new detached garage with first floor accommodation, two storey rear and side extensions to dwelling, single storey side extension, alterations to roofline with cladding and render finish

52.26 Grounds Maintenance – Monitoring of Mowing Contract

To consider appointing a Councillor to take responsibility for monitoring the mowing contractor's performance and undertaking periodic site inspections throughout the mowing season.

53.26 Cemetery Condition and Upkeep

To receive update.

54.26 St Andrew's Churchyard Wall – Condition & Proposed Works

To receive an update on the condition of sections of the Churchyard boundary wall and consider quotations for repair works, including:

1. Repairs to the boundary wall fronting Church Road, to the right-hand side of the gate, where the stonework is becoming heavily eroded. Proposed partial rebuild works using matching weathered Northamptonshire sandstone/ironstone and traditional lime mortar – quoted cost £6,500 including materials and signage.
2. Repairs to structural cracking in the wall behind the telegraph pole, including reinforcement using rebar and repointing – quoted cost £750. Resetting coping stones, vegetation removal and repointing works using matching materials – quoted cost £750.

Members to note that the wall is within the curtilage of a Grade I listed building and that Listed Building Consent and/or notification to West Northamptonshire Council may be required before works commence.

55.26 Consideration of Steps to Monitor and Address Issues Raised by the Draft Local Plan

- To appoint members to the **working group**.
- To review and adopt **Terms of Reference** for the working group as circulated.

56.26 Churchyards, Cemeteries and Open Spaces – Mowing/Maintenance Issues (if any):

- a) **Village Handyman:** Clearing at Brixworth Road, grass seeding at EVC.
- b) **Cemetery Issues:**

57.26 Community Issues

- a) **Defibrillator checks:** *Complete as of 3rd April 2026.*
- b) **Highway Safety:** *None.*

58.26 Consultations Requiring a Response:

None

59.26 Date of next meeting

16th June 2026, Meeting of the Parish Council.

Signed: Alan Youel

Clerk to Spratton Parish Council