****

 **WEST HADDON PARISH COUNCIL**

**EXECUTIVE OFFICER: Mrs Gill Wells**

**Email:** **executiveofficer@westhaddonparishcouncil.gov.uk**

**Councillors - You are summoned to attend the Parish Council Meeting of West Haddon Parish Council on Tuesday 4th February 2025 19.00pm**

West Haddon Parish Council Community & Sports Pavilion, Northampton Road, West Haddon. NN6 7AS

Please inform the Executive Officer of your apologies, in writing / email, should you be unable to attend.

Members of the Press & Public are welcome to attend – WHPC standing orders are available at [www.westhaddonparishcouncil.gov.uk](http://www.westhaddonparishcouncil.gov.uk)

Please be aware, it is unlawful to discuss any items that are not on the agenda.

Gill Wells 28th January 2025

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| **Item No.** | **OPENING PROCEDURES** |
| 24/294 | PUBLIC SESSION – Members of the public are invited to address the meeting on agenda items **only** for a maximum of 3 minutes per item / per person only as per the Council’s Standing Orders and, thereafter, Members of the Public may only address the meeting if invited to do so by the Chair. No decisions can be made by the Council under this item. If a member of the public has a specific item for discussion, not on the agenda, please contact the Executive Officer at the email address above who will refer the matter to the next appropriate meeting for discussion, if required. |
| 24/295 | TO RECEIVE REPORTS FROM WNC REPRESENTATIVES – Written or verbal reports accepted.  |
| 24/296 | TO RECEIVE REPORTS / UPDATES FROM POLICE AND THE POLICE LIAISON REPRESENTATIVE –. Written or verbal reports accepted Local Government & Rating Act 1997 s31. |
| 24/297 | TO RECEIVE & APPROVE APOLOGIES. LGA 1972 Sch12, para 40.  |
| 24/298 | TO RECEIVE DECLARATIONS OF INTERESTS. Localism act 2011 and the relevant authorities (DPI) regulations 2012.  |
| 24/299 | REQUESTS RECEIVED FOR PECUNIARY DISPENSATIONS. To be received in writing to the Executive Officer of the Council prior to the Council meeting. Localism Act 2011.  |
| 24/300 | TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING 7th JANUARY 2025. LGA 1972 Sch12 p41(1). |
| 24/301 | MATTERS ARISING– To receive reports / updates from previous meeting from Officers / Councillors – Please note, no decisions or discussions can take place under this item.  |
| **Item No.** | **GOVERNANCE & TRAINING MATTERS:-**  |
| 24/302 | TRAINING UPDATES AND REQUIREMENTS – To be apprised of training undertaken / upcoming. LGA 1972 s111. |
| 24/303 | CODE OF CONDUCT COMPLAINT – To be apprised of a complaint received and the outcome to that complaint from the HR Committee meeting 20th January 2025. Localism Act 2011.  |
| 24/304 | COUNCILLOR RESIGNATION – To receive notification of the resignation of Cllr Ian Robertson. LGA 1972 s87.  |
| 24/305 | CO-OPTION TO FILL THE CASUAL VACANCY – To approve that the Council will co-opt to fill the casual vacancy within 6 months of an election; To co-opt onto the Council. LGA 1972 s87.  |
| **Item No.**  | **FINANCE, ASSETS & FACILITIES COMMITTEE – TO RECEIVE, APPROVE / CONFIRM THE FOLLOWING** |
| 24/306 | TO RECEIVE THE MINUTES OF THE MEETING OF THE FINANCE, ASSETS & FACILITIES COMMITTEE 20TH JANUARY 2025 – To receive and consider the contents and approved actions and to raise any queries as necessary. Account & Audit Regs 2015 reg 5.  |
| 24/307 | TO RECEIVE THE BANK RECONCILIATION UP TO 31st DECEMBER2024. Accounts & Audit Regs 2015 reg 5. |
| 24/308 | TO RECEIVE THE BUDGET VERSUS EXPENDITURE SUMMARY REPORT UP TO 31ST DECEMBER 2024. Accounts & Audit Regs 2014 / 2015 reg 5. |
| 24/309 | AUDIT 2025 – To be apprised of the arrangements and to approve the Internal Auditor for the 2024-2025 audit period. The Accounts & Audit Regulations 2015.  |
| 24/310 | TO RECEIVE THE LIST OF INVOICES FOR NOTIFICATION & APPROVAL (including invoices paid between meetings). Accounts & Audit Regs 2104 / 2015 reg 5. |
| 24/311 | S106 MONIES UPDATE – To be apprised of any updates. Town & Country Act 1990 s106. |
| 24/312 | PLAYING FIELD CAR PARKING CONCERNS – To consider / approve any remedial actions required to resolve car parking issues arising when the playing field facilities are utilised by numerous sports clubs / teams and the health and safety risks. Misc 1976; Road Traffic Regulation Act 1984 s57 (1) (b) |
| 24/313 | PAVILION TERMS AND CONDITIONS OF HIRE – To review and approve the policy including fire and safety particulars and ensure they are fit for purpose. Misc 1976 s19.  |
| 24/314 | GRANT APPLICATIONS RECEIVED FOR CONSIDERATION:* Junior Football Club – To approve the draw down of grant monies.

LGA 1972 s137. |
| **Item No.** | **HUMAN RESOURCES**  |
| 24/315 | TO RECEIVE AN UPDATE ON THE EMO POSITION & APPROVE ACTIONS UNDERTAKEN AS DIRECTED BY THE HR COMMITTEE. LGA 1972 s111.  |
| **Item No.** | **PLANNING, HIGHWAYS AND NDP** |
| 24/316 | PLANNING – TO REVIEW PLANNING APPLICATIONS RECEIVED FOR CONSULTATION:-Town & Country Planning Act 1990 sched 1 para 6.  |
| 24/317 | HIGHWAYS SAFETY MATTERS – To consider correspondence from a resident and approve any actions. Highways Act 1980.  |
| 24/318 | WALKING BUS SCHEMES – To receive information and consider pursuing the scheme to alleviate traffic / parking health and safety matters in the Village. LG & RA 1197 s26.  |
| **Item No.** | **BIODIVERSITY / SUSTAINABILITY & CLIMATE ACTION**  |
| 24/319 | BIODIVERISTY 5 YEAR PLAN – To receive an update & approve any expenditure. Environment Act 2021.  |
| **Item No.** | **EVENTS / HEALTH & WELLBEING / COMMUNITY ENGAGEMENT** |
| 24/320 | DAISIES CAFÉ, HEALTH AND WELLBEING ACTIVITIES UPDATE. Local Government and Public involvement in Health Act 2007. |
| 24/321 | YOUTH CAFE UPDATE. LGA 1972 s111.  |
| 24/322 | PICNIC IN THE PARK EVENT UPDATE 2025. LGA 1972 s145. |
| 24/323 | CHRISTMAS TREE 2025 – To consider arrangements and forward plan following the resignation of Mr Tringham. LGA 1972 s137; LGA 1972 s145.  |
| 24/324 | ANNUAL PARISH CONFERENCE – 12TH JUNE 2024 – To receive notification and approve attendance. LGA 1972 s111.  |
| **Item No.** | **COMMUNITY** |
| 24/325 | PARISH COUNCIL SURGERIES UPDATE. LGA 1972 s111. LGA 1972 s142.  |
| 24/326 | WEST HADDON VILLAGE HALL UPDATE. LGA 1972 s133. |
| **Item No.** | **CLOSING PROCEDURES** |
| 24/327 | DATE OF NEXT FULL COUNCIL MEETING:- * FULL COUNCIL 4th MARCH 2025.

N.B. Meetings are confirmed once an agenda has been sent with a summons. |