

NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: clerk@noctonparishcouncil.gov.uk Tel: 0781 444 3058

26 April 2021

Reference: 2/2022

Dear Councillors,

I hereby give notice regarding the summons to attend the Full Parish Council Meeting that will be held on the following:

Tuesday 04th May 2021 to commence at 7.30pm.

Due to the current Covid-19 pandemic, this meeting will be a remote meeting hosted using the Zoom online software.

The details of the Zoom connection and access information is detailed on the Agenda attached to this.

Please could you email me at your earliest opportunity at clerk@noctonparishcouncil.gov.uk if you are unable to attend.

With regards,



Mr S R Baxter JP MIFA ADPS ADIP
Clerk and Responsible Financial Officer
Nocton Parish Council

NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: clerk@noctonparishcouncil.gov.uk Tel: 0781 444 3058

The Councillors for the Nocton Parish Council are hereby summoned to attend a Full Parish Council Meeting at 7.30pm on Tuesday 04 May 2021 via the online digital format Zoom.

Zoom Meeting details: ID - 491 401 5090 Passcode – Parish

<https://us02web.zoom.us/j/4914015090?pwd=MFBKamdkcEI0TWpxSGRnU3ZSWnM4Zz09>

Members of public are welcome to attend via zoom using the above access. Should members of the public wish to raise a question before the meeting, please will they contact the Clerk at clerk@noctonparishcouncil.gov.uk

AGENDA ITEMS FOR DISCUSSION AND DECISION

- 1. The Chair's welcome to all Councillors and any members of the public sitting in observation and opening remarks.** The Chair will also remind the attendees the meeting is being recorded
- 2. Apologies for absence from Councillors** – to agree the reasons for absence (if any)
- 3. Declarations of interest** – for the Council to note including dispensations presented to the Clerk
- 4. Motion to exclude members of press and public from participation**
For the following agenda points members of the public / press will be muted but will able to view the meeting.
- 5. Minutes of Full Parish Meeting (20 April 2021)** – to agree and vote as accurate record
- 6. Actions and results following the last Full Council Meeting**
- 7. Minutes of the Extraordinary Meeting (26 April 2021)** – to agree and vote as accurate record
- 8. Actions following the results Extra Ordinary Meeting**
- 9. Report from Local Representatives**
- 10. Clerk's Report including Financial update**
- 11. Schedule of Payments:**

Payee	Amount (gross)	Reason for expenditure
Staff Salary	Amount withheld due to confidentiality	
Clerk's expenses	£10	Hub phone redirection deposit
Clerk's expenses	£19	Stationary for clerking work and travel
Plusnet	£26.40	Wi-fi for the Hub
OPUS Energy	£55.68	Streetlight electricity
EON Maintenance	£58.65	Streetlight maintenance
EON Energy	£100 (est)	Hub electricity
Grandchildren's Trust	£39	Rent for the garage storage
NKDC	£70	Alcohol licence

- 12. Bank Account Set up** – to agree to the RFO's recommendation to open three bank accounts (one for the main Council operation, a Reserve Funds Account and the Hub Management Account)
- 13. Bank mandate** – for the Council to agree who is on the bank mandate for expenditure approval

NOCTON PARISH COUNCIL

Clerk to the Parish: Mr S R Baxter JP MIFA ADPS ADIP Email: clerk@noctonparishcouncil.gov.uk Tel: 0781 444 3058

14. Nocton Hub Update:

- i) Intruder and fire alarm servicing
- ii) Hub noticeboard
- iii) Update from Cllr Faulkner on the snagging list and the repayment of the funds from the Contractor
- iv) Update from the Clerk on the moving of the Fire Assembly point
- v) Hub staff update
- vi) Discuss and consider updates of SLA from Ripon Arms
- vii) Update of electricity supply
- viii) Quotation of work on moving thermostat and heating in the defib cabinet

15. Charitable Status for Hub – to receive updates regarding the establishment of a group to investigate charitable status for the Hub

16. Planning permission applications for Nocton

17. Planning permission applications for Potterhanworth (*for note only*)

18. Permission of Tree Works

19. Welcome Pack for the Community – Council to discuss and agree (if they deem) to recommence the provision

20. Agreement of approval of overtime by Council staff – to agree to the Clerk's recommend process of agreeing overtime of staff as well as the Clerk

21. Sickness Pay for Council staff – to consider the recommendation by the Clerk to adopt a Sickness Pay scheme for all staff of the Council, to be based on the standard NALC clerk's contractual sickness scheme

22. Formation of a Council FINANCE COMMITTEE – to consider the RFO's recommendation to have the formation of Finance Committee on the agenda the Annual Meeting of the Parish Council

23. Replacement of street light – to consider the request to replace a streetlight from recommendation from EON Maintenance contract at a cost of £990

24. Internal Auditor appointment – to agree to the Clerk's recommendation to appoint INTERNAL AUDIT (YORKSHIRE) LTD as the internal auditors for the Council for 2020/21

25. Delegated scheme of authority for the Clerk – to agree the details of the circulated Scheme of Delegated Authority to the Clerk

26. Next Council meeting – to agree the Nocton Council Clerk Advisory Meeting to be held on Tuesday 08 June 2021 at 7pm.

27. Questions from the Community – any questions are at the Chair's discretion and limited to three minutes each