


## **ANNUAL PARISH COUNCIL MEETING**

**On Thursday 7<sup>th</sup> May 2026 at 7:00pm**

**Council members are hereby summoned to attend the Meeting of the Parish Council to be held at the Methodist Chapel, Gynwell, Naseby**

**Please inform the Clerk of your apologies if you are unable to attend.**

**Email: [parish.clerk@nasebyparishcouncil.gov.uk](mailto:parish.clerk@nasebyparishcouncil.gov.uk)**

**Signed:** .....  ..... Proper Officer/Clerk

**Public Participation:** In accordance with Standing Order 3(e)(f) members of the public and press are invited to address Council about any matter relating to the business to be transacted during the public forum. A total period not exceeding 15 minutes will be set aside for this purpose with a 3-minute period given to each person in attendance.

# **ANNUAL AGENDA**

## **ANNUAL OPENING PROCEDURES**

- 26/998 ELECTION OF CHAIR**  
RESOLVE to consider all nominations and elect a Chair for the 2026-27 council year.
- 26/999 ELECTION OF VICE CHAIR**  
RESOLVE to consider all nominations and elect a Vice Chair for the 2026-27 council year.
- 26/001 APOLOGIES AND REASON FOR ABSENCE**  
To receive and accept apologies and reason for absence.
- 26/002 DECLARATION OF INTERESTS**  
a) To receive declarations of any Disclosable Pecuniary or other interests.  
b) To receive dispensations or written requests for dispensation of DPI.
- 26/003 MINUTES**  
RESOLVE to accept both sets of minutes (minutes and confidential minutes) from the Full Council meeting held on the 8<sup>th</sup> of April 2026 and agree to the Chairperson authorising these as true and accurate records.

**26/004 PUBLIC PARTICIPATION (OPEN SESSION)**

- a) To receive and NOTE representations received against agenda items from members of the public.
- b) To receive a report from WNC Ward Cllr Christine Ware.

**ANNUAL BUSINESS TO BE TRANSACTED**

**26/005 INTERNAL AUDIT**

To receive and NOTE the contents of the Internal Audit Report for year-ended 31<sup>st</sup> of March 2026.

**26/006 ANNUAL RETURN (AGAR) YEAR-ENDED 31<sup>ST</sup> MARCH 2026 – SECTION 1 GOVERNANCE STATEMENT**

To consider and approve Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return (AGAR) for the financial year ended 31<sup>st</sup> March 2026 and agree for the Chair and Proper Officer to authorise this statement.

**26/007 ANNUAL RETURN (AGAR) YEAR-ENDED 31<sup>ST</sup> MARCH 2026 – SECTION 2 ACCOUNTING STATEMENT**

To consider and approve Section 2 (Annual Financial Statement) of the Annual Governance and Accountability Return (AGAR) for the financial year ended 31<sup>st</sup> March 2026 and agree for the Chair to authorise this statement.

**26/008 APPOINTMENT OF INTERNAL CONTROLLER**

RESOLVE to appoint an Internal Controller for the 2026-27 financial year, to oversee all internal control reviews.

**26/009 APPOINTMENT OF REPRESENTATIVES**

RESOLVE to appoint representatives for the 2026-27 council year as follows:

- Footpath and Tree Warden – Cllr Collins
- Mowing Warden – Cllr Williams
- Highways and Road Safety Officers – Proper Officer
- Village Hall Committee Rep. – Cllr Collins
- Street Lighting Warden – Cllr Williams
- Neighbourhood Watch and Police Liaison Officer – Cllr Rodi
- Speed Display Signs – Cllr Williams and Cllr Harrison
- Welcome Booklet – Proper Officer
- Information Officer – Proper Officer
- CCTV Data Controllers – Proper Officer and Cllr Collins
- Play Area Inspections – Cllr Davies, Cllr Reedman, Cllr Collins, Cllr Rodi, Cllr Harrison and Cllr Roberts

**26/010 APPOINTMENT TO WORKING GROUPS & COMMITTEES**

RESOLVE to appoint representatives as follows:

- Finance Committee – Proper Officer, Cllr Reedman, Cllr Davies and Cllr Harrison
- Neighbourhood Plan Steering Committee – Cllr Reedman (including residents)

**26/011 BANK MANDATE**

RESOLVE to approve bank signatories and revised bank mandate as follows:

- Josie Flavell (Proper Officer – Clerk/RFO)
- Paul Reedman (Councillor)
- Stephen Davies (Councillor)
- Antonia Collins (Councillor)
- Earl Harrison (Councillor)

**26/012 MEMBERS INTEREST**

To NOTE that all members have completed new Register of Interest forms, which have been submitted to the Democratic department at WNC.

**26/013 APPROVAL OF GOVERNANCE DOCUMENTS**

RESOLVE to re-adopt the following governance documents:

- Standing Orders
- Financial Regulations
- Risk Assessments
  - General and Management Risk Assessment (includes all risks associated with council business)
  - Financial Risk Assessment
- Code of Conduct
- Publication Scheme

**26/014 POLICIES AND PROCEDURES**

RESOLVE to re-adopt all council policies and procedures as listed below:

- General Data Protection (2018) policies and procedures
  - Data Breach Policy
  - Data Protection Policy
  - Records Retention Policy
  - Subject Access Request Procedure
  - Data Map
- Complaints Policy
- Business Continuity Policy
- Delegated Authority Policy
- Biodiversity Policy
- Recruitment Policy
- Lone Worker Policy
- Training and Development Statement and Policy
- Equal Opportunities Policy
- Dignity at Work (Bullying and Harassment) Policy
- Health and Safety Policy
- IT and Data Compliance Policy
- Death of a Senior Royal Policy

**26/015 ASSERTION 10 POLICIES & PROCEDURES**

RESOLVE to re-adopt all policies and procedures in relation to Assertion 10 as listed below:

- Privacy and Accessibility Statements – Councillors and Website
- Data Protection Impact Assessment
- Bring Your Own Device Form
- Data Asset Register

**GENERAL BUSINESS TO BE TRANSACTED**

**26/016 PLAY AREA**

- a) Lease – to receive an update on concerning HM Land Registry requirements for registering the lease from the Village Hall Committee, which requires re-execution.
- b) Legal Fees – to NOTE the update concerning legal fees in reaction to item (a).
- c) Path Re-laying Quotations – to consider quotations received and RESOLVE to approve one of these quotes.
- d) Signage – to approve the wording additions i.e. location address and contact details.

**26/016 PLAY AREA**

e) Play Area Repairs

- I. Toddler Area – to consider and approve a quotation for repairs to the toddler area.
- II. Climbing Frame – to NOTE that the caps for this have been ordered.
- III. Damaged Railings – to receive an update concerning this matter.

**26/017 OBELISK SIGNAGE**

To receive a progress report from Cllr Rodi.

**26/018 HIGHWAYS BOLLARDS – CHURCH STREET**

- a) To receive a progress report from the Clerk.
- b) RESOLVE to approve the completion of a licence and approve the fee of £350.00.

**26/019 NEW BENCH – PLAYING FIELD**

To receive a progress report.

**26/020 CROMWELL MONUMENT**

To NOTE that repairs to the fence have been carried out by West Northants Council.

**26/021 NEIGHBOURHOOD DEVELOPMENT PLAN**

- a) Public Open Event – to NOTE that this event will be held in June, on either the 6<sup>th</sup> or 20<sup>th</sup> at the Methodist Chapel.
- b) 5 Year Housing and Land Supply – to receive an update concerning West Northants Council's position in relation to this.

**26/022 PARISH DOCUMENT STORAGE**

To receive a report from Cllr Reedman concerning storage of parish council documentation and consider an option made available for this purpose.

**26/023 COUNCIL MOBILE CONTRACT**

To NOTE that the Vodafone contract has ended and a new rolling-monthly contract has been taken out with Giff Gaff for £10 per month (unlimited texts/calls and 40GB data), with the cost being borne by the Proper Officer and reclaimed via expenses on a monthly basis.

**26/024 PLANNING APPLICATION 2026/1360/PIP – Land at Church Street, Naseby**

Permission in principle for demolition of stable building and erection of 3no. single-storey dwellings.

**26/025 PLANNING APPLICATION 2026/1582/FULL – Naseby Hall, Welford Road, Naseby**

Listed Buildings Consent Porch / Entrance – reinstate a defined porch, reconfigure breakfast/family room, re-open historic fireplace, introduce a built-in cabinet, create improved links to the courtyard and glazed connection to the kitchen; incorporate a glazed boot room.

Kitchen – removal of ceiling, installation of roof light and cabinets, improve glazing.

Working Kitchen/Pantry – remove 19w06 partition to reinstate earlier plan form

Laundry (Former Garage) – return space to historic laundry use

External Courtyards – replace concrete with traditional paving

**26/026 PLANNING APPLICATION 2026/1582/LBC – Naseby Hall, Welford Road, Naseby**

Listed Buildings Consent Porch / Entrance – reinstate a defined porch, reconfigure breakfast/family room, re-open historic fireplace, introduce a built-in cabinet, create improved links to the courtyard and glazed connection to the kitchen; incorporate a glazed boot room.

Kitchen – removal of ceiling, installation of roof light and cabinets, improve glazing.  
 Working Kitchen/Pantry – remove 19w06 partition to reinstate earlier plan form  
 Laundry (Former Garage) – return space to historic laundry use  
 External Courtyards – replace concrete with traditional paving

## ACCOUNTS PAYABLE & INTERNAL CONTROL

### 26/027 **ACCOUNTS FOR PAYMENT (CURRENT ACCOUNT)**

RESOLVE to approve all payments being made via BACS, Standing Order and Direct Debit, as set out in the table on the next page.

ONLINE PAYMENTS VIA BACS TRANSFER			
Ref.	Payee	Description	Amount
S/O	Josie Flavell	Clerk's May Salary and home working allowance (Salary £618.93 – Allowance £37.50)	£656.23
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone May)	£25.98
BACS	HMRC	PAYE (Tax and NI) May	£208.03
BACS	DCK Payroll Services	May payroll Service Fee – Inv. TBC	£18.00
BACS	Naseby Methodist Church	Hall hire fees – Parish Council meeting May Inv. 77	£18.00
BACS	Rugby Pest Control	Quarterly pest control fee for Q1 – Inv. 15891	£82.80
BACS	Maximow	Grass cutting fee (sports field) April - Inv. 513	£463.83
BACS	Thomson Groundcare	Grass cutting fee (village) April – Inv. TBC	£TBC
BACS	Pathfinder Legal	Play Area lease legal fees (re-execution of lease). Inv. 301046	£195.36
BACS	KOMPAN	Play area repair parts – Inv. 268778	£48.96
BACS	E.on Energy Solutions	Quarterly street lighting maintenance contract fee Inv. 6018817633	£135.60
BACS	Defib World	Battery pack for Chapel defib – Inv. 431	£244.79
BACS	Parish Online	Annual subscription fee – Inv. 34UC049-0009	£72.00
Direct Debit Payments			
D/D	Valda Energy	Street lighting unmetered supply (April) Inv. 1819762	£155.05

### 26/028 **INCOME (RESERVES ACCOUNT)**

To NOTE all income as detailed in the below table.

Date	Income Received	Amount
09/04/2026	Naseby News Advert Fee – Northamptonshire Dance School	£7.50
13/04/2026	Naseby News Advert Fee – Party Kits	£7.50
15/04/2026	Naseby News Advert Fee – Wildbrook Furniture	£7.50
15/04/2026	Q4/Year-end (2025/26) VAT Refund	£1524.20
20/04/2026	Compass Energy Community Fund Grant	£429.37

Date	Income Received	Amount
20/04/2026	Naseby News Advert Fees – Thornby Meditation Centre (Nagarjuna Kadampa)	£45.00
24/04/2026	WNC – 2025/26 Grass Cutting Grant	£770.21
29/04/2026	WNC – first precept payment for 2026/27	£19,562.00
30/04/2026	Bank Interest - April	£15.46

**26/029 BALANCE OF ACCOUNTS & EARMARKED RESERVES**

To NOTE all balances and earmarked reserves as detailed in the below tables:

Date	Bank Account	Account Balance
30/04/26	Current Account	£0.00
30/04/26	Reserves Account	£40,608.52

Earmarked Reserves	Amount
General Reserves	£30,000.00
Play Area	£4,000.00
Streetlighting	£1600.00
Neighbourhood Plan	£1000.00
Benches	£1000.00
Highways Bollards	£2000.00
Elections (2029)	£1000.00
<b>TOTAL</b>	<b>£40,608.00</b>

**26/030 INTERNAL CONTROL Q4 YEAR-END**

To NOTE the completion of the Q4/Year-end Internal Control review for all accounting practices and procedures and subsequent approval by Cllr Harrison.

**COUNCIL MEMBERS AREAS OF RESPONSIBILITY****26/031 HIGHWAYS MATTERS AND SPEED INDICATOR DEVICES (SIDs)**

- a) To receive a report from Cllr Williams and Cllr Harrison.
- b) To receive an update on the installation of padlocks.
- c) 20MPH Advisory Signs – to NOTE these have been delivered and will be installed imminently.

**26/032 STREETLIGHTING**

To receive a report from Cllr Williams.

**26/033 DEFIBS & BLEED KIT**

To receive a report from Cllr Collins.

**26/034 POLICE & FIRE LIAISON AND NEIGHBOURHOOD WATCH REP.**

To receive a report from Cllr Rodi.

**26/035 VILLAGE HALL COMMITTEE REPRESENTATIVE**

To receive a report from Cllr Collins.

**26/036 VILLAGE HALL CCTV**

To receive a report from Cllr Collins concerning the issues with signing into the CCTV system.

**26/037 MOWING WARDEN**

To receive a report from Cllr Williams.

**26/038 TREES AND FOOTPATH WARDEN**

To receive a report from Cllr Collins.

**26/039 VILLAGE DEFIBRILLATORS**

To receive a report from the Clerk.

**26/040 VILLAGE WELCOME BOOKLET**

To receive a report from the Proper Officer.

**26/041 WINDFARM COMMUNITY FUND**

To receive a report from Cllr Davies.

**26/042 NASEBY NEWS**

To receive a report from the Proper Officer.

**CLOSING PROCEDURES**

**26/043 ITEMS FOR NEXT AGENDA**

To consider and agree items for inclusion on the June Parish Council meeting agenda.

**26/044 ITEMS FOR INFORMATION (ONLY)**

To receive and NOTE items of information.