

COLD HIGHAM PARISH COUNCIL

Postal Address: 12 Berry Lane, Wootton, NN4 6JX

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All Councillors are summoned to attend the Annual Meeting of Cold Higham Parish Council of Cold Higham Parish Council to be held at Cold Higham Parish Hall on **Thursday 15 May 2025 at 6.15pm following the Annual Parish Meeting.**

AGENDA

1. Appointment of Co-opted Councillor(s) and declarations by Councillors.
2. Election of Chairman and Declaration of Acceptance of Office.
3. Election of Vice Chairman and Declaration of Acceptance of Office.
4. Apologies to be accepted.
5. Declarations of Interest.
6. Approval and Signature of the minutes of the Meeting of the Parish Council 13 March 2025.
7. Matters Arising:
8. Correspondence to agree action where needed.
9. Roles and Responsibilities – to be agreed.
10. Resolve to re-appoint the NCALC Police Liaison Representative.
11. Open Spaces
 - a. Garden Waste Bin update
12. Churchyard/Cemetery
13. Planning matters:
 - a. Local Plan Briefing with WNC - Part II
 - b. Planning Applications

| APPLICATION NO | LOCATION | DESCRIPTION |
|----------------|---|-------------------------------|
| 2025/1083/FULL | Land adjacent to 14 Banbury Lane, Fosters Booth NN121 8LG | Erection of a dwelling house. |

14. Consider and approve the Council's insurance renewal arrangements.
15. Approve the Council Financial Reserves Policy.
16. Finance & Admin.
 - a. Approve bank reconciliations - separate paper circulated:
 - i. 31 March 2025
 - ii. 30 April 2025
 - b. Approve review of the yearly budget versus spend – Cllr Carter to report.
 - c. To receive receipts:
 - i. Unity Trust Bank 31.03.2025 Interest £143.82
 - ii. WNC Precept 29 April 2025 £6,050.00
 - d. To approve March/April payments made retrospectively marked *: and May payments:

| | Payee | Purpose | VAT | Amount | Powers |
|-----|------------------------------|--|--------|---------|--|
| BP* | G Greaves | Clerks April Salary | | £354.47 | Local Government (Financial Provisions) Act 1963 s5 |
| BP* | HMRC | Clerks April PAYE Clerks Employers NIC contributions | | £92.28 | Local Government (Financial Provisions) Act 1963 s5 |
| BP* | NJ Blackwell Gdn Services | Mowing (1) Invoice 1723 | £23.98 | £143.88 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP* | Computer Doctors | Anti-Virus Software update invoice 29708 | £5.00 | £29.99 | Local Government (Financial Provisions) Act 1963 s5 |
| BP* | E-ON | Lighting maint. Invoice 6018802678 | £6.00 | £36.00 | Highways 1980 Act. |
| BP* | Northants CALC | Membership Subscription, Internal Auditor fee & Data Protection officer invoice 4325 | £48.60 | £560.28 | Local Government (Financial Provisions) Act 1963 s5 |

| | | | | | |
|------|---------------------------|--|--------|---------|--|
| BP* | Mr Taylor | Strimming invoice no 1 | | £94.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP * | West Northants Council | Garden Waste Bin invoice 424002678184 | | £60.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| DD* | Yu Energy | Electricity invoice April 00247169 | £1.94 | £40.65 | Highways 1980 Act. |
| DD* | Yu Energy | Electricity invoice April 0247468 | £0.75 | £15.84 | Highways 1980 Act. |
| BP | UTB | Bank Service Charge 30 April 2025 | | £6.00 | Local Government (Financial Provisions) Act 1963 s5 |
| BP | G Greaves | Clerks May Salary | | £354.27 | Local Government (Financial Provisions) Act 1963 s5 |
| BP | HMRC | Clerks May PAYE & Clerks Employers NIC contributions | | £92.48 | Local Government (Financial Provisions) Act 1963 s5 |
| BP | G Greaves | Clerks Expenses Mileage £8.10 | | £8.10 | Local Government (Financial Provisions) Act 1963 s5 |
| BP | NJ Blackwell Gdn Services | Mowing (2) Invoice 1758 | £24.08 | £144.48 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Zurich Municipal | Insurance renewal 24-25 invoice 532365549 | | £361.54 | Local Government (Financial Provisions) Act 1963 |
| BP | Mr Taylor | Stimming invoice no 2 | | £94.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| DD | Yu Energy | Elec invoice 02554352 | £1.74 | £36.44 | Highways 1980 Act. |
| DD | Yu Energy | Elec invoice 002554351 | £0.73 | £15.31 | Highways 1980 Act. |
| BP | UTB | Bank Service Charge 31 May 2025 | | £6.00 | Local Government (Financial Provisions) Act 1963 s5 |

17. Internal Audit – to receive the internal audit report for 2024-25.
18. Resolution to approve year end accounts for 2024-25.
19. Resolution to approve the Certificate of Exemption 2024-25.
20. Resolution to approve Section 1 of the Annual Governance Statement 2024-25.
21. Resolution to approve Section 2 of the Annual Governance Statement 2024-25.
22. Resolution to re-approve Standing Orders 2025-26.
23. Resolution to approve Financial Regulations 2025-26.
24. Resolution to approve Asset Register 2025-26.
25. Resolution to approve Financial Management & Risk Assessment 2025-26.
26. Resolution to approve Scheme of Delegation 2025-26.
27. Resolution to approve Draft Code of Conduct.
28. Mobile speeding unit update.
29. VE Day Celebrations report.
30. Resolve to approve a S137 Grant Application.
31. Councillor Reports & Training Requests.
32. Notes Clerks annual leave and availability 2 – 9 June 2025.
33. Confirm date of next meeting Tuesday 17 June 2025.
34. Close.

Signed: *Gillian Greaves*
Gillian Greaves, Clerk

Date: 8 May 2025