



BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

To Members of the Council:

You are hereby summoned to attend the Annual Meeting of the Council at 7.30 pm on Monday 13th May 2024 at the Bernard Weston Pavilion, Great Billing. **Members of the public and press are invited to address the Council at its Public Forum.**

C. Goodridge

C.L Goodridge - Clerk

7th May 2024

AGENDA

55 Election of the Chairman of Billing Parish Council and signing of Declaration of Acceptance of Office.

56 Election of the Vice Chairman of Billing Parish Council

57 Apologies for absence.

58 To adopt / readopt the following council policies and risk assessments:

Standing Orders	Health & Safety	Model Publication Scheme
Financial Regulations	Tree Risk Management	Data Protection
Governance Risk Assessment	Reserves	Data Breach
Code of Conduct	Litter Picking	Grievance Complaints
Equality and Diversity	Lone Working	Complaints Procedure
Dignity at Work	Sickness & Absence Policy	Social Media
Training Statement of Intent	Biodiversity	Records Retention
Expenses		

59 To appoint Northants CALC DPO Service as the Council's Data Protection Officer

60 To appoint Internal Controls Councillors

61 To agree terms of reference for the working groups and appoint members:

- a) Finance Working Group
- b) HR Working Group

62 To appoint Police Liaison Representative

- 63 To appoint NCALC Internal Audit Service as the Internal Auditor for 2024/25
- 64 To appoint PFK Littlejohn as the External Auditors for 2024/2025
- 65 To confirm that Billing Parish Council are registered with the Information Commissioners Office (ICO)
- 66 Confirm if eligible to use General Power of Competence
- 67 Minutes – approval and signing of the Minutes of the Meeting of Billing Parish Council held on Monday 17th April 2023 (Folio Nos. 020/2023 – 024/2023).
- 68 Declarations of Interest
- 69 Public Forum
- 70 To receive any reports from outside agencies/highway warden/SCT etc.
- 71 Planning:
- a. 2024/1895/FULL - 14 Sunset Court, Little Billing - Single storey rear extension with mono-pitched roof. Replacing conservatory.
2024/1961/FULL - Pineside, 38 Penfold Lane, Great Billing - Erection of single storey side extension and single storey rear extension.
2024/2079/TCA - Holly House, 3 Convent Gardens, Great Billing - Crown reduction to 1 x Holly and height reduction to 1 x Yew
2024/2083/FULL - Mayleigh House, 1A Orchard Hill - Proposed solar panels to existing roof structure.
2024/2165/FULL - Church Lane Cottage, 27 - 29 Church Lane, Little Billing - Proposed new dwelling
2024/2182/TPO - Windrush, Great Billing Park - Fell 1 X Atlas Cedar & one mixed group - TPO 201-W1
2024/2192/TCA - Old Rectory, Elwes Way, Great Billing - Removal of a sycamore tree
2024/2230/TCA - 22 Pound Lane, Great Billing - Removal of overhanging branches from several trees and Wisteria
2024/2232/TCA - Old Rectory, Elwes Way, Great Billing - Removal of conifers
2024/2235/TPO - Old Rectory, Elwes Way, Great Billing - Reduction of Yew, Conifer and Sycamore - TPO 201-G2
 - b. To note any determinations received.
- 72 Finance:
- a. Approval of End of Year Accounts Year Ended 31st March 2024 (already circulated).
 - b. To approve the council's asset, register as at 31 03 2024 (already circulated).
 - c. To receive the Internal Control Report for Quarter 4 2023-2024 and to note any matters for attention (already circulated).
 - d. To receive the report of the Internal Auditor for the year 2023/2024.
 - e. To review and approve Billing Parish's Internal Control Procedures following the Internal Auditors report.
 - f. To resolve the Annual Governance Statement 2023/24.
 - g. To receive year end information and to resolve the Accounting Statements for 2023/24.
 - h. To receive and approve the Explanation of Significant Variances.
 - i. To approve the period for exercise of electors' rights.
 - j. To approve level of general reserves for year ending 31st March 2025.
 - k. To approve the list of Regular Payments arising as a result of a continuing contract, statutory duty, or obligation.
 - l. To approve the payments made in April 2024.
 - m. Approval of schedule showing Income and Expenditure compared to budget for the period to 30.04.24 (already circulated).

- n. To approve the monthly (April 2024) bank reconciliations for the current and reserve accounts (already circulated).
- o. To note the bank account balances as at 30th of April 2024.
- p. To approve the signatories for the new CCLA Investment account.
- q. To approve that the signatories agreed in item 066 m are permitted to authorise the investment on behalf of Billing Parish Council.
- r. To approve the quotation provided by Durant Cricket Ltd for £5070.00 plus VAT to refurbish cricket strip in preparation of the 2024 season (retrospect).
- s. To approve the quotation provided by Raybell & Sons at £4295.00 plus VAT to construct the drop kerb at Bellinge Field plus £300.00 (no vat) Council Licence fee and £100.00 (no vat) Utilities fee.
- t. To approve the quotation provided by KAMS Tree Care for £800.00 plus VAT to reduce an Ash tree by up to 4m on Great Billing Pocket Park as per the agreed planning permission.
- u. To approve the quotation provided by KAMS Tree Care for £600.00 plus VAT to complete a days' worth of chipping.
- v. To approve the quotation provided by Parish & Shires Commercial Ltd for £280.00 plus vat to repair potholes on the Pavilion driveway.
- w. To approve the quotation provided by Eason Electrical Ltd for £425.00 plus vat to complete remedial repairs following the electrical inspection last month.
- x. To approve the quotation provided by Eason Electrical Ltd for £2110.00 plus vat to install emergency lighting and mains interlinked smoke alarms.
- y. To discuss the application received from Little Billing Pocket Park for the annual £1000.00 grant.

73 Other Matters

- a. To approve the use of Clear Utility Solutions (an NCALC partner scheme) to aid the clerk in the renewal of the supply contact for unmetered street lighting due to expire on 30th June 2024.
- b. To approve the amended clerk Scheme of Delegation
- c. To discuss locations where the new Public Space Protection Order (PSPO) signs should be installed by West Northants Council
- d. To discuss and consider how to feed into the Draft Local Plan consultation
- e. To discuss and consider how to feed into the Stage Two Community and Governance Review
- f. To discuss and consider the Flood Risk Management Strategy
- g. To discuss if to consider working with Community Connect a Lottery Funded welfare and wellbeing service to deliver services to the parish.

74 Updates (if available):

- a. Clerk update
- b. Sporting update
- c. D-Day 80
- d. Billing Fayre
- e. Proposed path for Ecton Brook Linear Park
- f. Climate Emergency

75 Leisure & Recreation:

- 1 To receive report from GSM covering Parish green space.
- 2 To receive report regarding LB Pocket Park.
- 3 To receive report from Ecton Brook Residence Group.

76 To receive any Councillors reports not covered elsewhere.

77 Date of next meeting and closure.