



SIMPSON AND ASHLAND PARISH COUNCIL

To: The Chair and Members of Simpson and Ashland Parish Council

Dear Councillor,

You are summoned to attend a meeting of the Full Council to be held on Monday 5th September 2022 at 8:00pm at Simpson Village Hall, when the business set out in the following agenda will be transacted. Members of the public are also invited to attend.

Katherine Harmsworth, Clerk to Simpson & Ashland Parish Council

AGENDA

37) Introductions and apologies for absence

To receive and record apologies from members.

38) To consider the nominations received to fill the vacancy in Ashland ward by co-option.

39) Specific declarations of interest

40) Minutes of last meeting

To receive and approve as a correct record the minutes of the last annual meeting of the council held on 16th May 2021.

41) Public forum

42) To consider the cost-of-living crisis and decide how the PC can support the local community.

43) Finance report and discussion

- a) To review and approve payments from 1st May – 31st August 2022.
- b) To note that the external audit has been completed and that there were no matters arising.
- c) To note that the conclusion of audit has been posted on the website and noticeboard.

44) Grant Applications

- a) To consider and decide on the grant application from the YMCA.

45) New website

- a) To receive an update on the new website.

46) To review and approve the following policies:

- a) Scheme of delegation – document made accessible, no other updates.
- b) Code of conduct – document made accessible, no other updates.

- c) Comments, compliments and complaints procedure – contact details updated and document made accessible.
- d) Data protection policy – document made accessible, no other updates made.
- e) General privacy notice statement for website – document made accessible and updated to show data protection act 2018 and to include electronic data storage in the cloud.
- f) Disciplinary policy – document made accessible, no other updates.
- g) Equality policy – document made accessible, no other updates.
- h) Financial Regulations – document made accessible, updated amounts in footnotes.
- i) Financial Risk Assessment – document made accessible and process of paying employee salary updated.
- j) Freedom of Information Policy – document made accessible, contact details updated.
- k) Grant Terms and Conditions – document made accessible, contact details updated.
- l) Grant Application form – document made accessible, contact details updated.
- m) Grievance Policy – document made accessible, updated to include latest date of Data Protection Act (2018).
- n) Health and Safety Policy and Risk Assessment – document made accessible, updated to include Village Hall Cleaner and current assets.
- o) Redundancy Policy – document made accessible, no other updates.
- p) Protocol for member/officer relations – document made accessible, no other updates.
- q) Staff sickness absence policy – document made accessible, no other updates.
- r) Statement of Internal Control – document made accessible, updated to reflect quarterly meetings and to include CVS who process payroll for the Parish Council.
- s) Policy and Procedures Schedule – document made accessible and new dates added.
- t) Standing Orders – document made accessible, no other updates.

47) Planning Applications

- a) Five Acres
- b) 22/01230/HOU 426 Simpson
- c) 22/01223/HOU 47 Old Groveway
- d) 22/01241/HOU 31 Shelsey Avenue
- e) 22/02068/FULM 141 Simpson
- f) 22/02026/HOU 12 Lexham Road
- g) 22/02123/HOU 368 Simpson

48) Open Space

- a) To receive a report on Open Space.

49) Ashland Lakeside

- a) To receive a report on the progress of the construction of Ashland Lakeside.

50) Simpson Village Hall

- a) To review payments and hire income for Simpson Village Hall.

51) Young People

- a) To review the summer holiday play sessions held at Charles Warren Academy.

52) Review of Delegated Decisions

53) To note that the next meeting of the Full Council will be held on a date to be agreed at this meeting.

DELEGATED DECISIONS

Period Covered: 1st May – 30th August

Decisions related to the following matters were made under the Council's Scheme of Delegated Powers.

- 1) Purchase of new computer mouse for the Clerks use.
- 2) 3 quotes were received to complete electrical works on Simpson Village Hall, following the Electrical Installation Condition Report. It was decided to go with the middle value quote as it was the only quote to include all works that needed doing.
- 3) It was decided that the war memorial should have the lettering redone at a cost of £480. Work will be completed soon.
- 4) It was decided to engage a planning consultant to respond to the Five Acres planning application on behalf of the Parish Council.
- 5) 3 quotes were received for the development of a new Parish Council website. It was decided to go with the cheapest provider and work is now underway on the new website.
- 6) It was decided to pursue a quote for adding dimmer switches to the lighting in Simpson Village Hall.