



## Ecton Parish Council

14<sup>th</sup> May 2025

**To: All Parish Councillors**

You are hereby summoned to attend **the Annual Meeting of Ecton Parish Council** to be held after the Annual Meeting of the Parish in the **Village Hall, Ecton, at 7.30pm on Tuesday 20th May 2025** for the purpose of transacting the following business. Members of the public and press are welcome to attend.

Yours faithfully

*Shirley Wong*

Clerk of the Council

### A G E N D A

- 1101/25 Election of Chairperson and Signing of Acceptance of Office Form by the Chair**
- 1102/25 Election of Vice Chairperson and Signing of Acceptance of Office Form by the Chair**
- 1103/25 Record Attendance, Receive Apologies and Approve Reasons for absence**
- 1104/25 To invite Declarations of Interests on subjects included on this agenda**
- 1105/25 Parish Council Vacancies – Councillor Co-option**  
Resolve to co-opt a new Councillor to fill the Parish Councilor Vacancy
- 1106/25 Appointment of Councillor Responsibilities**
- 1107/25 Agree dates of the next year's Meetings - 2025/2026 - Suggested dates: 2025 – 22nd July, 23rd September, 25th November, 2026 – 27th January, 24th March and 26th May (Annual Meetings)**
- 1108/25 Annual review of all Policies and Procedures**
- a. To review and re-adopt the following documents without amendment:**
- |                              |                      |
|------------------------------|----------------------|
| • Archive & Retention Policy | Code of Conduct      |
| • Complaints Procedure       | Data Breach          |
| • Data Protection            | Disability           |
| • Discrimination             | Equal Opportunities  |
| • Freedom of Information     | Grant Funding        |
| • Health & Safety            | Internal Controls    |
| • Reserves Policy            | Scheme of Delegation |
| • Social Media Policy        |                      |
- b. To adopt amended Asset Register**
- c. To adopt amended Financial Regulations**
- d. To adopt amended Standing Orders**
- d. To agree to review and adopt all Risk Assessments and policies**

Clerk: Mrs Shirley Wong

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- 1109/25 To appoint NCALC as Data Protection Officer**
- 1110/25 Public Session**  
**a. Invitation to the public to address the council**  
**b. Invitation to Unitary Councillor to provide updating report**  
(Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the chairman of the meeting, who may direct that a written or oral response be given)
- 1111/25 To approve Minutes of the Ordinary Council Meeting held on the 25<sup>th</sup> March 2025**
- 1112/25 Financial Matters**  
a. Agree Clerks Annual Pay increase from SCP Scale 26 £18.72ph to SCP Scale 27 £19.20ph  
b. Agree whether to make an annual pension contribution to the Clerks pension of £180  
c. Discuss and agree renewal of Insurance Premium (to follow)  
d. Discuss and agree whether to make a grant donation to the closed churchyard maintenance costs and an extra donation to cover costs for essential tree works of £1500  
e. To approve payments to be made in May for outstanding invoices / accounts (to follow)  
f. To receive financial statement as at 20.05.25 agreed to the Bank Reconciliation (to follow)  
g. To receive update report reference David Cross Bequest
- 1113/25 Audit – Year Ending 31<sup>st</sup> March 2025**  
a. To complete the year end procedure and Resolve to adopt the year end accounts as at 31.03.25  
b. To receive Internal Auditor Tina Charteress’s report and Resolve to note and agree any actions  
c. To receive report from the final internal financial inspection for the year end 31st March 2025  
d. To Resolve and approve completion off the Certificate of Exemption & Section 1 of the Annual Governance and Accountability Return 2024/2025 (attached)  
e. To Resolve and approve completion off Section 2 of the Annual Governance and Accountability Return 2024/2025 (attached)  
f. To confirm the date for the 30-working day period of the Exercise of Public Rights  
g. To appoint the Clerk as the Responsible Financial Officer  
h. To adopt the General Power of Competence
- 1114/25 Discuss any correspondence received**  
Request to install a gate at the Play Area  
Discuss and agree whether to go with Valda for Street Lighting Electricity – to accept prices (previously circulated)
- 1115/25 Village Services**  
a. Receive any updates on the playing field  
b. Receive updates and discuss any village maintenance matters inc fly tipping  
c. To note recent A4500 crash and discuss any new traffic calming measures
- 1116/25 Councillors Reports and discuss any items**
- 1117/25 To note any Matters Arising from the previous minutes not covered by items on the agenda**
- 1118/25 Discuss any planning related matters**  
Stop Green Hill Solar Farm Crowd Funder – Cllr D Dicks
- 1119/25 Councillors Reports and discuss any items to be considered for the next agenda**
- 1120/25 Date of next Meeting – Tuesday 22nd July 2025**