

BLISWORTH PARISH COUNCIL

Address: 48 Pond Bank, Blisworth, Northamptonshire, NN7 3EL

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You are hereby summoned to attend an **Annual** meeting of **Blisworth Parish Council** to be held in Blisworth Village Hall on **Monday 12th May 2025 at 7.30 pm** for the purpose of transacting the following business. Members of the public and press are invited to attend.

AGENDA

BPC/1/2025	Election of Chairman and Declaration of Acceptance of Office.		
BPC/2/2025	To receive apologies.		
BPC/3/2025	Election of Vice Chairman.		
BPC/4/2025	Election of Finance Councillor.		
BPC/5/2025	To receive councillors' declarations of acceptance of office or, if not received, to decide when they shall be received.		
BPC/6/2025	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate.		
BPC/7/2025	To receive and approve for signature, the minutes of the Ordinary meeting held on 07/04/2025.		
BPC/8/2025	To note any matters arising from the minutes not included on the agenda for report only.		
BPC/9/2025	Clerk's report circulated separately.		
BPC/10/2025	Public Session: a. District Councillor Report. b. Members of the public.		
BPC/11/2025	Response to issues raised in the public session.		
BPC/12/2025	Planning and Development.		
		Application & Date Comments Due	Location
	a.	2025/1407/FULL Comments by: 23 May 2025	Unit 3 The Grain Store Stoke Road Blisworth NN7 3DB
			Description Change of use of commercial storage building (class B8) and agricultural building to offices (class E(G)(I)) including extension to connect the two buildings, alterations to elevations and roof, provision of access road, parking spaces and pedestrian footpaths, provision of attenuation basin, hard and soft landscaping and associated works
BPC/13/2025	Correspondence from social media: Update from Cllr Read.		
BPC/14/2025	Police & Neighbourhood Watch Scheme: Update from Cllr Read.		
BPC/15/2025	Report on data from SID/VAS devices and Traffic Working Group: Update from Cllr Read and Cllr Brown.		
BPC/16/2025	Report on Youth Parish Council: Update from Cllr Read.		

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BPC/17/2025	Gateway Update: Update from Cllr Wilson.
BPC/18/2025	Village Maintenance & Open Spaces: <ul style="list-style-type: none"> a. Play area: <ul style="list-style-type: none"> i. Monthly safety inspection report: Update from Cllr Wilson. ii. Discuss Operations Play Inspection Report and agree next steps. b. Defibrillator: Update from Cllr Read. <ul style="list-style-type: none"> i. Confirmation of satisfactory checks and any issues. ii. Discuss possible locations for additional defibrillators and bleed kits in the parish. c. Allotments (Blisworth Parish Council Allotments, off Courteenhall Road). Update from Cllr Ingram and Cllr Read. d. Closed Cemetery: <ul style="list-style-type: none"> i. Monthly Report: Update from Cllr Billing. ii. Closed Cemetery gravestones and monuments check. e. Street Lighting: Update from Cllr Chandler. f. No May Mow: Discuss options and agree next steps.
BPC/19/2025	Discuss village directory update requirements and agree next steps.
BPC/20/2025	Internal Control: <ul style="list-style-type: none"> a. Financial & Management Risk Assessment: <ul style="list-style-type: none"> i. To review the effectiveness of the system of internal control. ii. To receive declarations of gifts/hospitality and review record of gifts/hospitality received by Councillors or the Clerk to date.
BPC/21/2025	Discuss Asset Register for AGAR and Insurance purposes 2024-2025 and agree next steps.
BPC/22/2025	Resolve to renew the Terms of Reference and reappoint group lead councillor and core members for the Human Resources Committee.
BPC/23/2025	Resolve to renew the Terms of Reference and reappoint group lead councillor and core members for Allotment Working Group.
BPC/24/2025	Resolve to renew the Terms of Reference and reappoint group lead councillor and core members for Finance Working Group.
BPC/25/2025	Resolve to renew the Terms of Reference and to reappoint group lead councillor and core members for the Traffic Working Group.
BPC/26/2025	Resolve to renew the Terms of Reference and to reappoint group lead councillor and core members for the Youth Parish Council Working Group.
BPC/27/2025	Resolve to reappoint the Police Liaison Representative.
BPC/28/2025	To approve amendments and readopt BPC Freedom of Information Policy.
BPC/29/2025	To approve amendments and readopt BPC Financial & Management Risk Assessment Record.
BPC/30/2025	To approve amendments and readopt BPC GDPR Security Compliance checklist.
BPC/31/2025	To approve and readopt/adopt the following policies: <ol style="list-style-type: none"> 1. BPC Asset Register Policy 2. BPC Complaints-Procedure 3. BPC Data Protection Policy 4. BPC Data-Breach-Policy 5. BPC Dignity at Work Policy 6. BPC Disciplinary Policy 7. BPC Duty to Conserve and Enhance Biodiversity Policy 8. BPC Equality Diversity Policy 9. BPC Financial Reserves Policy 10. BPC Financial-Regulations 11. BPC-GDPR-Data-Map 12. BPC GDPR-councillor-resignation-checklist

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	<p>13. BPC Grievance-Policy 14. BPC Internal Control Policy 15. BPC Internal Controls Checklist 16. BPC IT and Communications Policy 17. BPC Media-Request for Information Policy 18. BPC Performance Management Appraisal and Development Plan Policy 19. BPC Record of gifts/hospitality received by Councillors or the Clerk 20. BPC Records-Retention-Policy 21. BPC s137-Policy and Form 22. BPC Social-Media-Policy 23. BPC Standing Orders 24. BPC Subject-Access-Request-Procedure 25. BPC Training and Development Policy 26. BPC Website Accessibility Policy 27. Code-of-Conduct 28. RA Allotments 29. Bee-keeping Risk Assessment 30. RA Closed Cemetery</p>
BPC/32/2025	To resolve to agree membership to Northants CALC and NALC for 2025/2026.
BPC/33/2025	To resolve to appoint Northants CALC Internal Audit Service 2025/2026.
BPC/34/2025	To resolve to appoint Northants CALC DPO Service as the Council's Data Protection Officer 2025/2026.
BPC/35/2025	To resolve to agree the Calendar of Meetings of the Council for the year 2025/2026 as the first Monday of each month, where possible.
BPC/36/2025	To resolve to agree arrangements for dealing with Planning Applications: Clerk to check for West Northants Council Planning Application notifications and circulate planning applications to all councillors ahead of meetings. An extension to be obtained if necessary and response from consultation to be made as soon as possible after the meeting.
BPC/37/2025	<p>Finance & Administration Banking Issues:</p> <ol style="list-style-type: none"> a. Bank reconciliation. b. Discuss quotes for insurance for 2025-2026 and agree next steps. c. Discuss website costs and agree next steps. d. Resolve to determine and review the bank mandate for Unity Trust Blisworth Parish Council bank account. e. Resolve to determine and review the bank mandate for Skipton Blisworth Parish Council savings account. f. Discuss direct debits and agree next steps. g. Review data held for suppliers and contractors. h. To note receipts and approve payments including any others that arrive after publication of the agenda.
BPC/38/2025	Councillors' reports and items for future agenda.
BPC/39/2025	Council Surgery – Resolve to agree on a representative(s) from the Council for the next Council Surgery.
BPC/40/2025	To agree the date of next meeting 02/06/2025 at 7.30pm.
BPC/41/2025	Close.

Signed:

Angela Billing, Clerk

Date: 06.05.2025