



WATFORD PARISH COUNCIL

Chairman: Councillor Peter Incley

Clerk: Sue Porter, 3 Packwood Close, Middlemore, Daventry, Northants NN11 8AJ. Tel: 01327 362496

To members of the Parish Council:

You are hereby summoned to attend the **Annual Meeting of Watford Parish Council on Tuesday 9th May 2023 at 7:30pm in Watford Village Hall** for the purpose of transacting the following business:

1. OPENING PROCEDURES

- 1.1 Election of Chairman and Acceptance of Office
- 1.2 Election of Vice Chairman and Acceptance of Office
- 1.3 Acceptance of Apologies
- 1.4 Review of Standing Orders
- 1.5 Review of Financial Regulations
- 1.6 Review of Policies & Risk Assessment
- 1.7 Review of Asset Register
- 1.8 Assign Parish Councillor's Area of Responsibilities for 2023-24:
 - * Parish Paths Warden
 - * Highways
 - * Churchyard & Cemetery
 - * Street Lighting
 - * Police Liaison Representative
 - * Defibrillator
 - * Internal Checker
- 1.9 Approve Minutes of the Meeting held on **Tuesday 18th April 2023**
- 1.10 Declarations of Interest – Personal or Prejudicial

2. WEST UNITARY COUNCILLOR REPORT

3. PUBLIC TIME – A member of the public, who shall speak their name and address, is entitled to speak for no longer than 3 minutes. The period of time for public participation, which is at the Chairman's discretion, shall not exceed 10 minutes. This is the only time that the Public may speak during the meeting, unless specifically invited to by the Chairman.

4. BUSINESS

- 4.1 Councillor E-Mail Addresses/Website
- 4.2 Village Gateways Project
- 4.3 Vehicle Activated Sign – Police & Crime Commissioner's Grant Funding
- 4.4 Community Speedwatch 2023 – Volunteers Appeal
- 4.5 Cemetery – Review of Regulations & Charges
- 4.6 Cemetery – Working Party Date
- 4.7 Boundary Review – Consultation
- 4.8 Village Green - Mowing Contract
- 4.9 Replacement Seat – Kilsby Road
- 4.10 Dog Waste Bin – Towpath
- 4.11 Defibrillator (Lock 2) – Request for Donation
- 4.12 Responding to Planning Applications – 19th May 2023 (Training Course)

5. REPRESENTATIVE REPORTS

- 5.1 Village Hall
- 5.2 Churchyard & Cemetery
- 5.3 Parish Paths Warden
- 5.4 Street Lighting
- 5.5 Highways
- 5.6 Police Liaison
- 5.7 Defibrillator

6. FINANCE

6.1 Approve Accounts to be paid:

Chq No 1424 S Porter	Clerk's Salary – April 2023	£ 318.40	LGA 1972 s112
	Clerk's Expenses – April 2023 (Included: Monthly – £43.20 – MS Office Basic Subscription)	£ 67.20	LGA 1972 s112
Chq No 1425 HMRC	PAYE 2022/23 Q4	£ 410.46	LGA 1972 s112

Date of next Parish Council Meeting – Tuesday 13th June 2023 - 7pm

Sue Porter

Sue Porter - Clerk/Responsible Financial Officer

Issued: 03/05/2023