

You are summoned to
Pilton, Stoke Doyle & Wadenhoe Parish Council Annual General Meeting
to be held at Wadenhoe Village Hall Monday 12th May 2025 at 6.30pm.
To be preceded by the Annual Parish Meeting (Assembly).

AGENDA

1. To receive councillors' Declarations of Office and, for any not received, determine when they shall be received.
2. Election of Chair and Vice-Chairs for 2025-26 year
3. To receive the Declaration of Office from the Chair
4. Apologies
5. Minutes of the Parish Council meeting held on Monday March 10th, 2025, to be approved.
6. Matters arising from minutes of the Parish Council meeting held on Monday March 10th, 2025, if not covered elsewhere in the agenda.
7. To confirm arrangements to deal with Council vacancy.
8. To approve:
 - a. Renewal of NCALC annual membership
 - b. Renewal of NCALC annual internal audit service.
 - c. Appointment of NCALC as DPO for the next 12 months
9. To discuss insurance renewal for 2025/26 (see attached)
10. To receive an update regarding defibrillators including potential second defibrillator for Wadenhoe.
11. **Planning/ Applications (see attached)**
 - a. **NE/25/00314/FUL:** Full Planning Permission. Internal alterations to the ground floor of the existing extension. Addition of new conservation roof lights. Replacement link between thatch cottage and former outbuildings. Utility roof eaves raised to create adequate head height. Glazing to existing snug replaced & moved to line through with original wall. Aluminium doors and windows replaced to former outbuilding. **16 Main Street Wadenhoe Peterborough PE8 5SX (Extension to 16/05/2025 requested).**
 - b. **NE/25/00315/LBC:** Listed Building Consent. Internal alterations to the ground floor of the existing extension. Addition of new conservation roof lights. Replacement link between thatch cottage and former outbuildings. Utility roof eaves raised to create adequate head height. Glazing to existing snug replaced & moved to line through with original wall. **Aluminium doors and windows replaced to former outbuilding. 16 Main Street Wadenhoe Peterborough PE8 5SX (Extension to 16/05/2025 requested).**

- c. **NE/25/00393/FUL:** Full Planning Permission. Proposed replacement of 1 window and 1 door, proposed balcony, new boiler and metal-bunded oil tank (hidden with a natural screen). **34 Church Street Wadenhoe Peterborough PE8 5ST** (*Extension to 16/05/2025 requested*).
- d. **NE/25/00394/LBC:** Listed Building Consent. Proposed replacement of 1 window and 1 door, proposed balcony, new boiler and metal-bunded oil tank (hidden with a natural screen). **34 Church Street Wadenhoe Peterborough PE8 5ST.** (*Extension to 16/05/2025 confirmed*).
- e. **NE/25/00427/TCA/:** Tree Work in Conservation Area. T1; Scots Pine - remove. **9 The Green Wadenhoe Peterborough PE8 5SY** (*Extension to 16/05/2025 confirmed*).
- f. **NE/22/00151/FUL:** Hybrid Planning Application: Full permission sought for the demolition of all existing buildings and structures and the realignment of an existing farm track; site infrastructure works, including groundworks, strategic landscaping and creation of development plateaus; and construction of a storage and distribution unit (Unit 01) (Use Class B8) with ancillary offices (Use Class E), including access, parking, servicing, landscaping and associated infrastructure. Outline permission sought for the construction of industrial distribution space (Use Class B8) with ancillary offices (Use Class E). All matters reserved except for site access. **Sand And Gravel Quarry Land Pts OP4834 7882 And 8518 TL0178 Huntingdon Road Thrapston.** (*Update on appeal process*).

12. Finance

- a. A full financial report will follow.
- b. To approve the following payments

NCALC membership renewal, Data Protection, internal audit fee	£398.13
ICO Registration (Fee TBC)	£52.00
Clerk's salary April 2025	£220.31

- c. To note payments made following last Parish Council meeting on the basis of previous authority and/or contractual obligations:

John Essam payroll services (invoice 79992)	£105.30
PAYE P32 dated March 7th 2025	£165.20
Ady Pendred Signwriter (invoice 2360, new noticeboard Pilton)	£1320.00

13. Parish Council Finance Report 2024-25 and Audit documents (*to follow*)

- a. **Bank Reconciliation** to be presented and approved.
- b. **Annual Governance Statement** to be completed.
- c. **Annual Statement of Accounts** to be presented and approved.
- d. **Audit paperwork** to be approved and signed.
- e. **Transparency Compliance Checklist** to be approved.
- f. **Members' contact list and responsibilities for 2024** to be agreed.

14. To agree the dates for meetings for the council year

The current practice is for the Council to meet on the second Monday of every second month; this is a matter for councillors. Based on this convention, meetings would be held on:

- July 14th, 2025
- September 8th, 2025
- November 10th, 2025

- January 12th, 2025
- March 9th, 2026
- May 11th, 2026 (Annual General meeting)

15. To agree the Police Liaison Representative for 2025-26

16. Report only

Jonathan Ward-Langman,
Parish Clerk

clerk@piltonstokedoylewadenhoe-pc.gov.uk

May 6th, 2025