

LITCHBOROUGH PARISH COUNCIL
Minutes of virtual Parish Assembly, Annual Meeting and Full Parish Council meeting
TUESDAY 2nd June 2020

Parish Assembly

Chairman's review & Councillor's project updates:

Cllr Sykes expressed his regret that Lynn Lavender had resigned as Parish Clerk and thanked Lynn for looking after us so well during her tenure; he also thanked Cllr Robinson for standing in as Acting Clerk while the Council seeks to appoint a permanent Clerk. Cllr Sykes reported on another successful year for the Parish Council which included: the completion of the new Street Lights project and the associated significant reduction in running costs; a successful Defibrillator Training session; an increasingly popular Youth Club which he was pleased to report had been recording increasing attendances through the past year; a Website that was working well and the distribution of the 'Covid Boxes' continued to go well.

SNC Report: Report received which will be attached to these minutes and available on the Parish Website.

Community Reports: Reports were received and will be available on the Parish Website

Annual Meeting

- 771** Election of Chairman: Cllr Tim Sykes was duly elected
 Signing of Acceptance of Office by Chairman: Acceptance signed
- 772** Election of Vice Chairman: Cllr David Aked-Walker was duly elected

Full Council Meeting

- 773** Councillors present: T Sykes, D Aked-Walker, G Lugar-Mawson, I Lowery, G Drinkwater, S Brunning, J Robinson
- 774** Apologies: None
- 775** Members of public present: One
- 776** Public Forum: Members of public can raise any issue with prior notice to Clerk: None
- 777** Declarations Of Interest to receive any on agenda items: None
- 778** Minutes: To confirm the minutes of the meeting held on 21st April 2020 and sign the same: Agreed and signed
- 779** Councillor responsibilities 20/21
- Appointment of Internal Controller(s): Cllr Lowery
- Appointment of Ncalc as Internal Auditors for 20/21: Agreed
- Appointment of Footpath Wardens: Cllrs Brunning and Drinkwater
- Appointment of Snow Warden: Cllr Robinson
- Appointment of Tree Warden: Cllr Robinson
- Appointment of Newsletter Liaison: Cllr Aked-Walker
- Appointment of Website Editor: Cllr Brunning
- 780** Annual Items
- Re-adopt Code of Conduct: Adopted

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Re-adopt Standing Orders: Adopted

Re-adopt Financial Regulations: Adopted

Review the effectiveness of internal controls for finance: Reviewed and Agreed

Approve Risk Assessment: Approved

Re-appoint the Northants Calc DPO Service as the council's Data Protection Officer: Re-appointed

Re-adopt the Data Map: Adopted

Re-adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy: All adopted

Re-adopt the Privacy Notices: Adopted

Annual Return

- 781** All documents reviewed and accepted incl. Asset Register, reconciliations and variance report.
- 782** To receive Internal Audit Report year end 30 March 2020: Noted, no issues require action
- 783** To note Public Rights Dates: Monday 29th June to Friday 7th August inclusive proposed and noted.

ONGOING ISSUES

- 784** Appointment of new clerk: Recruitment delayed due to Coronavirus lock-down measures, expecting to start advertising towards the end of June as the lock-down measures are eased. Cllr Robinson to ensure he keeps a record of expenses while undertaking the role of Acting Clerk.
- 785** Defibrillator: In the Parish Newsletter there is now a list of people to help if you are on your own and need the defibrillator. Cllr Aked-Walker wished to place on record that the council undertakes to self-insure the latest replacement defibrillator – this statement was accepted and agreed.
- 786** Website: Noted
- 787** Footpaths & ROW: Noted
- 788** Snow + Tree warden: Noted. Cllr Robinson was asked to seek guidance on whether you need planning permission to cut down trees in the village which are affected by the ash die-back disease.
- 789** Youth Club: Noted.
- 790** Application for Screen, Stand and Projector: Now received, needs to be checked that it all works and a storage location in the Village Hall found.
- 791** FINANCE: To note bank reconciliation 30th April 2020: Noted
- | | |
|--|-------------------|
| Current Account | £15,359.94 |
| Cambridge Building Society Savings Account | £1,011.40 |
| Total | £16,371.34 |
- Balance in savings includes (once NHB reclaimed):
 - £7,805 for Section 106 funds (must be accountable as Leisure Spend)
 - £5k bus shelter donation
- 792** To receive year end forecast: Noted
- 793** To approve payment of following accounts: Approved

Chq No	Amount	Incl VAT	Payee	Details
SO	24.00	4.00	1PCS	Web site fee for May 2020

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794 Planning Applications and updates:

S/2020/0679/FUL Church Hill Farm Farthingstone Road Litchborough NN12 8JE Permanent agricultural workers dwelling.
28/04/2020 4 - Consultations Despatched (1-10)

S/2020/0529/FUL Land South Of 40 Banbury Road Litchborough Erection of a single dwelling with new dropped kerb 02/04/2020
5 - Site Visit Complete (1-10)

S/2020/0357/HPD Fernhurst 14 Towcester Road Litchborough NN12 8JA Determination as to whether prior approval is required (under Class A, Part 1 of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 5 m beyond the rear wall of the original dwelling house, maximum height of 3.60 m and height of eaves 2.25 m Single 28/02/2020 10 -
Prior Approval Not Required

S/2019/2527/FUL Spring Farm Northampton Road Litchborough NN12 8JB Removal of Condition 9 (named occupier) of S/2016/1040/FUL for (Demolition of existing dilapidated buildings and replacing with new. Change of use from agricultural to B1/B8). (Retrospective)). 30/12/2019
4 - Consultations Despatched (1-10)

Application S/2020/0679/FUL – No comment

Application S/2020/0529/FUL – No comment

795 Other matters for report only. None**796 To receive and action where necessary the following CORRESPONDENCE:**

1. Parish Council to sponsor Hedgehog Highway scheme: The request for funding for the purchase of 'Hedgehog Highway' signs was discussed. The Parish Council is not lawfully empowered to provide such funding. If the organisers of the request were to form a local Wildlife Preservation Society, consideration could be given to a request for S.106 funding for such a society at a future Parish Council meeting.
2. Gigaclear Superfast Northamptonshire broadband rollout programme: Noted
3. Response from SNC Planning re. Neighbour Letters: Cllr Robinson asked to write back to SNC asking them to assure us that they will be telling everyone about the withdrawal of Neighbour Letters to make sure everyone knows about the change and so that it does not come as a surprise.

797	To receive any items for the next Parish Council agenda: Next meeting to include agenda items to review: <ul style="list-style-type: none"> • Asset Register • Associated 20/21 Insurance cover
798	Date next Full Parish Council meeting: 14th July 2020 7.00PM

Signed:

Date: 22nd June 2020


John Robinson
email: litchboroughclerk@gmail.com