

02-06-2020 agenda FC AM(V1).docx

LITCHBOROUGH PARISH COUNCIL

Councillors are summoned and members of the public and press are invited to the rescheduled **Virtual Annual Meeting of the Parish Council** to be held on **TUESDAY 2nd June 2020 immediately following the Virtual Parish Assembly which starts at 6:30**

Both meetings to be held using the Zoom Application.

The joining instructions are:

Topic: Litchborough Parish Assembly and Annual Meeting

Time: Jun 2, 2020 06:30 PM London

Join Zoom Meeting @ <https://us02web.zoom.us/j/75569573314>

Meeting ID: 755 6957 3314

Parish Assembly Agenda

Chairman's review & Councillor's project updates

SNC Report

Community Reports

Annual Meeting Agenda

771 Election of Chairman

Signing of Acceptance of Office by Chairman

772 Election of Vice Chairman

Full Council Meeting Agenda

773 Councillors present

774 Apologies

775 Members of public present

776 **Public Forum:** Members of public can raise any issue with prior notice to Clerk

777 **Declarations Of Interest:** To receive any on agenda items

778 **Minutes:** To confirm the minutes of the meeting held on 21st April 2020 and sign the same

779 Councillor responsibilities 20/21

Appointment of Internal Controller(s)

Appointment of Ncalc as Internal Auditors for 20/21

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Appointment of Footpath Warden

Appointment of Snow Warden

Appointment of Tree Warden

Appointment of Newsletter Liaison

Appointment of Website Editor

780 Annual Items

Re-adopt Code of Conduct

Re-adopt Standing Orders

Re-adopt Financial Regulations

Review the effectiveness of internal controls for finance

Approve Risk Assessment

Re-appoint the Northants CALC DPO Service as the council's Data Protection Officer

Re-adopt the Data Map

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

Re-adopt the Privacy Notices

Annual Return

781 To review supporting documentation, incl. Asset Register, reconciliations and variance report

782 To receive Internal Audit Report year end 30 March 2019

783 To note public rights dates

ONGOING ISSUES: To report progress on, and to decide on any appropriate action on the following items:

784 • **Appointment of new clerk:** To receive update (Cllrs Aked-Walker, Brunning and Robinson)

785 • **Defibrillator:** To receive update (Cllr Aked-Walker)

786 • **Website:** To receive update. (Cllr Brunning)

787 • **Footpaths & ROW:** To receive update. (Cllrs Brunning and Drinkwater)

• To receive update on issues reported on fix my street, definitive map and notice board (Cllr Lowery)

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- 788** • **Snow + Tree warden:** To receive update (Cllr Robinson)
- 789** • **Youth Club:** To receive update on sessions, future plans (Cllr Aked-Walker)
- 790** • **Application for Screen, Stand and Projector:** To receive update (Cllr Robinson (Acting Clerk))

791 FINANCE: To note bank reconciliation 30th April 2020

Current Account	£15,359.94
Cambridge Building Society Savings Account	£1,011.40
Total balance	£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**793 To approve payment of following accounts:**

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

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)

795 Other matters for report only: To discuss issues arising too late for the agenda. No decisions can be taken.

796 To receive and action where necessary the following **CORRESPONDENCE** *Various updates as circulated*

1. Parish Council to sponsor Hedgehog Highway scheme.
2. Gigaclear Superfast Northamptonshire broadband rollout programme.
3. Response from SNC Planning re. Neighbour Letters

797	To receive any items for the next Parish Council agenda	
798	Date next Full Council meeting 14 th July, 7.00pm	
Signed: John Robinson		Date: 26 th May 2020

email: litchboroughclerk@gmail.com