

LITCHBOROUGH PARISH COUNCIL

Clerk Mrs Viv Hartley,

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Councillors are summoned and members of the public and press are invited to the Annual Meeting of the Parish Council to be held on Tuesday 19th May 2026 at 7.00pm. This meeting will be held in the Village Hall.

- 1. Election of Chairman**
- 2. Councillors present**
- 3. Apologies – to receive and approve reasons for absence**
- 4. Members of the public present**
- 5. Chairman to sign Declaration of Acceptance of Office**
- 6. Public Forum** : Members of the public can raise any issue with prior notice to the Clerk
- 7. Declarations of Interest** – to receive any on agenda items
- 8. Minutes**: to confirm the minutes of the meetings held on 17th March 2026 and sign the same.

8. Councillor responsibilities 26/27:

- Appointment of Internal Controller(s)
- Appointment of NCALC as Internal Auditors for 25/26
- Appointment of Footpath Warden
- Appointment of Snow Warden
- Appointment of Tree Warden
- Appointment of Newsletter Liaison
- Appointment of Website Editor

9. Annual Items for adoption :

- Code of Conduct
- Standing Orders (updated)
- Financial Regulations (updated)
- Risk Assessment
- IT Policy
- Accessibility Statement (for website) to be added to website
- Northants CALC DPO Service as the Council's Data Protection Officer
- the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

10. Annual Return - To review Internal Audit report – circulated. Annual report on AGAR also completed by Kirsty Buttle, Internal Auditor for NCALC.

To Agree and adopt Sections One and Two of the Annual Return for the year ending 31.3.26 and also the Certificate of Exemption (previously circulated), Asset Register, bank reconciliation and variance report.

11. COUNCIL TO CONFIRM DATES OF THE PERIOD FOR THE EXERCISE OF ELECTORS RIGHTS AS June 3rd – July 14th.

12.Ongoing Issues: To report progress on, and to decide on any appropriate action on the following items:

- **Defibrillator** – to receive update (Cllr Aked -Walker)
- **Website** - to receive update (Clerk)
- **Footpaths and ROW** - to receive update (Cllrs Cox and Drinkwater)
- **Snow and Tree Warden** – to receive update (Cllr Cox)
- **Climate and Nature – Council to consider purchase of owl boxes** - report from Cllr Cox as Champion of Climate and Nature

13. Payments and direct debits for approval:

Payee	Net	VAT	Total £	Chq/Ref No
1PCS –hosting of domain name & email April	20.00	4.00	24.00	DD
N Power – ¼ to 31.3.26	335.76	16.79	352.55	DD
St Martins – newsletter (approved 17.3.260			269.00	1
V Hartley – Salary for Apr + May			549.76	2
Unity Bank – service charge	12.00		7.00	DD
Gayton Parish Council – annual cost of mobile phone (shared)			52.34	3
R and G – invoices 122588 & 122686	704.24	140.84	845.08	4
Northants CALC – annual sub(IA -£240.24, DPO £12)	556.32	50.45	606.77	5
Hiscox (Annual Insurance premium)	-	-	373.62	6
V Hartley – Office use and Exps 2025-26 – as per 25-26 budget			476.00	7

Total £3133.58.

Financial matters to note:

50% precept received - £6250

Bank balance at 13.5.26 – £25607.07, balance at 19.5.26 - £22473.49

14. Parish Council to consider purchase of Bike Station – quote obtained by Cllr Barrett for £1325 + VAT.

15. Council to consider possible ways of reducing the incidence of Dog Fouling.

16. Planning Applications and updates – see register below

17. To note and action correspondence where necessary – Chairman and Clerk have received resignation notice from Cllr Cox who is leaving the area.

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

19. To receive any items for the next Parish Council agenda
20. Date next Full Council meeting July 15th

Signed—*V M Hartley* Date 11.5.26
 Email : litchboroughclerk@gmail.com

Planning Register at 11th May 2026

Reference No. ▶	Location ▶	Proposal / Description ▶	Valid Date ▶	Decision Issue Date ▶	Decision ▶
2026/1614/FULL	1 Waits Yard Litchborough NN12 8LX	Replacement of all Windows and doors	07/05/2026		Pending
2026/1813/TCA	Home Farm House 22 Banbury Road Litchborough NN12 8JF	T1: 1 x Norway Spruce - Fell to ground level	30/04/2026		Pending
2026/1391/COND	Barnstones Farmhouse Grimscote Road Litchborough NN12 8JJ	Discharge of Condition 3 (Schedule of Materials) of Planning Permission 2023/7509/FULL. (Variation of condition 2 of WNS/2022/2159/FUL for the change of use from agricultural barn to dwelling to add a mezzanine floor and amend elevations at Barnstones Farmhouse Grimscote Road Litchborough NN12 8JJ	26/03/2026	05/05/2026	Approval