

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 20th May 2025 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. To receive councillors' Declaration of Acceptance of Office and for any not received determine when they shall be. New councillors also to complete Members' Interest forms, supplied by the Clerk to be returned to WNC**
- 6. To fill by co-option the vacancies due to insufficient candidates standing for election.**
- 7. Public Forum :** Members of the public can raise any issue with prior notice to the Clerk
- 8. Declarations of Interest – to receive any on agenda items**
- 9. Minutes:** to confirm the minutes of the meetings held on 18th March 2025 and sign the same.

8. Councillor responsibilities 25/26:

- 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
- 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 31.3.25 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)

13. Payments and direct debits for approval:

Payee	Net	VAT	Total £	Chq/Ref No
1PCS –hosting of domain name & email March	20.00	4.00	24.00	DD
1PCS –hosting of domain name & email April	20.00	4.00	24.00	DD
V Hartley – Salary for Apr + May	532.80		532.80	1
Unity Bank – service fee x2 months	12.00		12.00	DD
Gayton Parish Council – annual cost of mobile phone (shared)			58.66	2
R and G – invoices 121716 & 121717	676.50	135.20	811.80	DD
Northants CALC – annual sub(IA -£231, DPO £12)	551.31	48.60	599.91	3
Hiscox (Annual Insurance premium)			371.82	4

Total £2434.99.

Financial matters to note:

50% precept received - £6250

Bank balance at 13.5.25 – £23322.48, balance at 20.5.25 - £20887.49

14. Parish Council to consider whether the PC would take on a lease of the Playing Field for 99 Years

15.Planning Applications and updates – no updates in register

16.To note and action correspondence where necessary.

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

18.To receive any items for the next Parish Council agenda

19. Date next Full Council meeting July 15th

Signed—*V M Hartley* Date 13.5.25

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