

## **LITCHBOROUGH PARISH COUNCIL**

Councillors are summoned and members of the public and press are invited to the **Annual Meeting of the Parish Council** to be held on **MONDAY 24 May 2021 at 2 pm in the Village Hall. Due to Coronavirus masks must be worn and social distancing will apply.**

### **1. Election of Chairman**

Signing of Acceptance of Office by Chairman and Councillors. Councillors also to complete Members Interest forms supplied by the Clerk to be returned to WNC.

### **2. Election of Vice Chairman**

### **3. Councillors and members of the public present**

### **4. Apologies**

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

### **6 Declarations Of Interest:** To receive any on agenda items

### **7. Minutes:** To confirm the minutes of the meeting held on 9<sup>th</sup> March 2021 and sign the same

### **8. Councillor responsibilities 21/22:**

- Appointment of Internal Controller(s)
- Appointment of NCALC as Internal Auditors for 21/22
- Appointment of Footpath Warden
- Appointment of Snow Warden
- Appointment of Tree Warden
- Appointment of Newsletter Liaison
- Appointment of Website Editor

### **9. 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

## 10. Annual Return

To Agree and adopt Sections One and Two of the Annual Return for the year ending 31.3.21 and also the Certificate of Exemption (previously circulated), Asset Register, reconciliations and variance report. To note Internal Audit report – circulated. Annual report on AGAR also completed by Di Isaacs, Internal Auditor for NCALC.

11. To note Public rights dates as 14<sup>th</sup> June – 23<sup>rd</sup> July 2021

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. (Cllr Brunning)
- **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)
- **Snow + Tree warden:** To receive update (Cllr Robinson)
- **Youth Club:** To receive update on sessions, future plans (Cllr Aked-Walker)

13. **FINANCE:** To note bank reconciliation 30<sup>th</sup> April 2021

Current Account not including £5000 precept from WNC	£15572.84.
Less Outstanding cheques - £50 + £618.68 – Available balance	<b>£14903.86</b>
Cambridge Building Society Savings Account	£1,011.40

- **To approve payment** of following accounts:

Chq No	Amount	Incl VAT	Payee	Details
SO	24.00	4.00	1PCS	Web site fee for April 2021
SO	24.00	4.00	1PCS	Web site fee for May 2021
991	358.28		Came & Company	Insurance premium for year

**14. Planning items – see register below**

- Council to consider the largescale industrial Developments at A46/A5 interchange.

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

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

- Council to consider request for two lay-bys outside the village (top of Towcester Rd after the bend and the Radar Commemoration near the A5) where there is a lot of littering all year round with a litter bin in each.
- Request gone to Helen Howard, Highways re drains in Towcester Road – no response at time of writing. Street doctor report 2536414. Response that issue is resolved.

**17. To receive any items** for the next Parish Council agenda

**18. Date next Full Council meeting - July, 7.00pm**

Signed: *V M Hartley* V Hartley Date  
18th May 2021  
email: litchboroughclerk@gmail.com

**Planning Applications and update**

<u>WNS/2021/0227/FUL</u>	2 Abbots Lea Towcester Road, Litchborough, Northamptonshire, NN12 8JA	Erection of new detached garage and boundary wall	29/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0222/FUL</u>	15 Northampton Road Litchborough NN12 8JB	New porch to front elevation	26/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0058/MAF</u>	Downs Farm Northampton Road, Litchborough, West Northamptonshire, NN12 8HR	Change of use of agricultural land to provide 2nr pod units for visitor accommodation and associated car parking.	10/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0048/FUL</u>	4 Banbury Road, Litchborough, Northamptonshire, NN12 8JF	Change of use and extension of an attached outbuilding to a one bedroom dwelling, new one bedroom attached dwelling to the west gable of the existing outbuilding, further works including the provision of car parking and removal of portakins	08/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0049/LBC</u>	4 Banbury Road, Litchborough, Northamptonshire, NN12 8JF	Change of use and extension of an attached outbuilding to a one bedroom dwelling, new one bedroom attached dwelling to the west gable of the existing outbuilding, further works including the provision of car parking and removal of portakins	08/03/2021	4 - Consultations Despatched (1-10)

