LITCHBOROUGH PARISH COUNCIL

Minutes of Parish Council Meeting at 7 pm in the Village Hall

TUESDAY 19th May 2026

1. **Election of Chairman : Tim Sykes,** proposed David Aked-Walker seconded by Sonia Barrett. Tim Sykes was duly elected.

2. Councillors present : Cllrs Sykes, Aked-Walker, Drinkwater, Cox, Barrett.

3. Apologies received from Cllrs Lugar- Mawson, Lowery and Manners from WNC – they were approved – the Chairman reminded Councillors that reasons for apology have to be approved and where possible notice of absence should be given in good time.

4. Members of the public present : 10.

5. Declaration of Acceptance of Office signed by newly elected chairman.

6. Public Forum: Members of public can raise any issue with prior notice to Clerk – None

7. Declarations Of Interests: None

8. Minutes: The minutes of the meeting held on 17th March 2026 were agreed and signed by the Chairman

8. Councillor responsibilities 26/27 were agreed as follows:

- Appointment of Internal Controller(s) – Cllr Lowery
- Appointment of NCALC as Internal Auditors for 26/27 - agreed
- Appointment of Footpath Warden – Cllrs Drinkwater
- Appointment of Snow Warden – Cllr Barrett
- Appointment of Tree Warden – Cllr Barrett
- Appointment of Newsletter Liaison – Cllr Aked-Walker
- Climate and Nature – This is a new post which has been filled by Cllr Cox. It does not have to be a councillor. If anyone comes forward, Clerk/Cllr Cox will email any relevant correspondence to them.
- Appointment of Website Editor – Clerk, V Hartley

9. Annual Items Re-adopted: (on website)

- Code of Conduct
- Standing Orders
- Financial Regulations
- Risk Assessment
- IT Policy – to be approved at next meeting
- 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

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10. Annual Return :

i) The Council reviewed the Internal Audit Report and Annual report on the AGAR from Kirsty Buttle from NCALC which had been circulated to the Council.

Clerk will give expenditure against budget figures in 'cash book' before each meeting.

ii) Sections One and Two of the Annual Return for the year ending 31.3.26 and the Certificate of Exemption were agreed and signed by the Chairman (previously circulated). The Asset Register, bank reconciliation and variance report were noted.

11. COUNCIL CONFIRMED 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**: (Cllr Aked-Walker) - Heart Beat are due to send an invoice for a new battery. It was agreed if it was below £300 the payment would be made between meetings.
- **Website**: Update. – All documentation from this meeting to be uploaded.
- **Footpaths & ROW**: (Cllr Drinkwater) – no issues other than path behind playing field where signage is lacking. Cllr Drinkwater will report to Rights of Way Department through Fix My Street.
- update on issues reported on fix my street - none
- **Snow + Tree warden**: (Cllr Cox) - No issues
- **Climate and Nature Champion** (Cllr Cox) – Consideration of purchase of Owl boxes by the Council. The Council agreed it will support the purchase of owl boxes if a new Champion is able to attend the meetings with details.

13. FINANCE:

Payments below were agreed

Payee	Net	VAT	Total £	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 17.3.26) – a further £80 to be paid at next meeting in align with budget			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

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Hiscox (Annual Insurance premium)	-	-	373.62	6
V Hartley – Office use and Exps 2025-26 – as per 25-26 budget			476.00	7
Community Heartbeat	265.00	53.00	318.00	8

Financial Matters to note:

50% precept received - £6250

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

13. **Parish Council to consider purchase of Bike Station (with pump) – quote obtained by Cllr Barrett for £1325 + VAT.**
After discussion a vote was taken against this proposal at this time.

14. **Council to consider possible ways of reducing the incidence of Dog Fouling.**
It was agreed that people leaving dog mess should be reported. There are dog bins available – not a lot else can be done.

15. **Planning Applications and updates –** see register below – Council had no objections to any of the applications.

16. **To note and action correspondence where necessary** – Chairman and Clerk have received resignation notice from Cllr Cox who is leaving the area. The Chairman thanked her for her work with the Council – Cllr Cox thanked the Council for their support in particular with the Community Allotment regarding the shed and water storage.
The **Clerk** will produce the formal notice in order to allow a co-option to take place.

17. **Other matters for report only:** To discuss issues arising too late for the agenda. No decisions can be taken – None

18. **To receive any items for the next Parish Council agenda – none**

19. **Date next Full Council meeting July 15th** .

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Signed---------- Date----------

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

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Signed---------- Date----------