

## LITCHBOROUGH PARISH COUNCIL

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

**TUESDAY 20<sup>th</sup> May 2025**

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

**2. Councillors present : Cllrs Sykes, Aked-Walker, Lugar Mawson, Drinkwater, Cox and Cllr Manners from WNC**

**3. Apologies received from Ian Lowery - approved**

**4. Members of the public present :** 3 members of the public.

**5. Declarations of Acceptance of Office by newly elected councillors -** Councillors Sykes, Aked-Walker, Drinkwater, Lugar-Mawson and Cox signed their Declarations of Acceptance of Office. Cllr Lowery's must be received at the next meeting. Member Interest Forms to be supplied by the **Clerk**, completed and returned to WNC.

**6. Co-option of Councillor – it was agreed that adverts be put on website, Facebook and notice boards informing residents of the vacancy on the Council.**

**7. Public Forum: Members of public can raise any issue with prior notice to Clerk –** Cllr Manners reported:

- Plans to improve Northampton – mistakes realised over loss of Appeal for DPD warehousing at Bell Plantation, Towcester. WNC should have transferred height restrictions from the Core Strategy.
- Challenges lie ahead for newly elected Reform Council

**8. Declarations Of Interests: none**

**9. Minutes:** The minutes of the meeting held on 18th March 2025 were agreed and signed by the Chairman

**8. Councillor responsibilities 25/26 were agreed as follows:**

- Appointment of Internal Controller(s) – Cllr Lowery if he is in agreement
- Appointment of NCALC as Internal Auditors for 25/26 - agreed
- Appointment of Footpath Warden – Cllrs Drinkwater & Cox
- Appointment of Snow Warden – Cllr Cox
- Appointment of Tree Warden – Cllr Cox
- Appointment of Newsletter Liaison – Cllr Aked-Walker
- Appointment of Website Editor – Clerk, V Hartley

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

- Code of Conduct

Signed-----

Date-----

- Re-adopt Standing Orders – Chairman requested that Clerk request NCALC for an Executive Summary of the policies.
- Financial Regulations
- 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 :

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.

ii) Sections One and Two of the Annual Return for the year ending 31.3.25 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 3<sup>rd</sup> – July 14<sup>th</sup> .

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

- **Defibrillator:** (Cllr Aked-Walker) - no issues
- **Website:** Update. – All documentation from this meeting to be uploaded.
- **Footpaths & ROW:** (Cllr Drinkwater) – no issues
- update on issues reported on fix my street - none
- **Snow + Tree warden:** (Cllr Cox) - No issues

## 13. FINANCE:

Payments agreed - Total £2434.99.

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	511.40		511.40	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)			421.82	4
HMRC _tax on Clerk's pay	21.40		21.40	

Signed-----

Date-----

**Financial matters to note:**

- 50% precept received - £6250
- Bank balance at 13.5.25 – £23322.48, balance at 20.5.25 - £20887.49
- The Council agreed to resolving of the 17 mole hills adjacent to the War Memorial at cost of approximately £120.

**14. Playing Field Lease** - Parish Council considered whether the PC would take on a lease of the Playing Field for 99 Years – a discussion took place. Cllr Aled Walker advised the Council that a Playing Field Management meeting is to take place in June when the item will be on the agenda. The committee will then report back to the Council.

**13.Planning Applications and updates** – no updates in register

**14.To note and action correspondence where necessary.**

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

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

- **Clerk** to write to WNC Highways and copy to Cllr Manners and report to Fix My Street and request work is done on Farthingstone Road near to Litchborough as the potholes are very hazardous in particular for cyclists.
- **Clerk** to request new sign on Northampton Road advising motorists of narrow bridge.
- Funding of the Youth Club – item for agenda

**17. Date next Full Council meeting July 15<sup>th</sup>**