

LITCHBOROUGH PARISH COUNCIL

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

TUESDAY 21st May 2024

1. **Election of Chairman followed by Signing of Acceptance of Office by Chairman: Tim Sykes**, proposed Gareth Lugar-Mawson, seconded Sue Brunning
2. **Election of Vice Chairman: David Aked-Walker**
3. **Councillors and members of the public present** : Cllr Sykes, Cllrs Aked-Walker, Drinkwater, Brunning, Robinson, Lugar – Mawson, 4 members of the public.
4. **Apologies: Cllrs Lowery and Manners (WNC)**
5. **Public Forum: Members of public can raise any issue with prior notice to Clerk** - none
- 6 **Declarations Of Interests:** Cllrs Lugar-Mawson, Aked-Walker and Robinson declared an interest in the St Martin's Fabric Trust.
7. **Minutes: The minutes of the meeting held on 19th March 2024 were agreed and signed.**
8. **Councillor responsibilities 23/24 were agreed as follows:**
 - Appointment of Internal Controller(s) – Cllr Lowery
 - Appointment of NCALC as Internal Auditors for 24/25 - agreed
 - Appointment of Footpath Warden – Cllrs Brunning and Drinkwater
 - Appointment of Snow Warden – Cllr Robinson
 - Appointment of Tree Warden – Cllr Robinson
 - Appointment of Newsletter Liaison – Cllr Aked-Walker
 - Appointment of Website Editor – Cllr Brunning and Clerk, V Hartley
9. **Annual Items** Re-adopted: (on website)
 - Code of Conduct
 - Re-adopt Standing Orders
 - 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** : Sections One and Two of the Annual Return for the year ending 31.3.24 and the Certificate of Exemption were agreed and signed by the Chairman (previously circulated). The Asset Register, bank reconciliation and variance report were noted. The Internal Audit report had been circulated. Annual report on AGAR also completed by Di Isaacs, Internal Auditor for NCALC had also been circulated.

Signed-----

Date-----

11. COUNCIL CONFIRMED DATES OF THE PERIOD FOR THE EXERCISE OF ELECTORS RIGHTS AS June 3rd – July 12th .

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

- **Defibrillator:** (Cllr Aked-Walker) - light still in need of repair
- **Website:** Update. (Cllr Brunning) - Clerk to take on.
- **Footpaths & ROW:** (Cllrs Brunning and Drinkwater) – no issues
- update on issues reported on fix my street, definitive map and notice board – not available (Cllr Lowery)
- **Snow + Tree warden:** (Cllr Robinson) - No issues
- **Youth Club:** Update on sessions, future plans (Cllr Aked-Walker) – Organiser was not in attendance although had been invited. No funds have been given yet. It was agreed that she be invited to next meeting so that Council can consider funding arrangements.
- **Community Allotment** – update on latest activities – this had been reported on at the APM earlier.

13. FINANCE:

- Current Account at 14.5.4 £ 23,411.39
- Cambridge Building Society Savings Account £1057 – Cllr Brunning will write to advise of change of contact details to Clerk
- Council approved the following payments:

Payee	Details	Net	Vat	Total	Chq no/Ref
R and G	Grass cutting Playing field inv 120753	338.25	See ref 6	338.25	£338.25 paid on line Ref 1
Giffords	Soft cushioning for play area	1300.00	260.00	1560.00	Paid on line Ref 2
1PCS	Monthly hosting for domain - April	20.00	£ 4.00	24.00	dd
1PCS	Monthly hosting for domain – May	20.00	4.00	24.00	dd
V Hartley	Sal April and May			512.64	
Gayton Parish Council	Share of Mob costs (contract &insurance)	142.09		142.09	Ref 3
NCALC	Annual sub (+IAS - £220)	626.19	£ 46.40	572.59	Ref 4
N Power	Supplies Jan - Mar	311.52	15.58	327.10	Ref 5
R and G	VAT on invoice 120753		67.65	67.65	Ref 6
GC Hobbs	Repainting notice board			40.00	Ref 7
Gallagers Insurance	Annual Premium			420.09	Ref 8
I Ward&Sons	Repairs to war memorial	435.00	87.00	522.00	Ref 9

Total

£4550.11

Signed-----

Date-----

14. **SAVINGS ACCOUNTS** - Council considered details circulated about Unity Bank Savings accounts. **Clerk** to open new account and transfer £10,000.00.

15. **PLANNING ITEMS** –On line register 22.3.24 – 14.5.24:

Reference No.▶	Location▶	Proposal / Description▶	Valid Date▶	Decision Issue Date▶	Decision▶
<u>2024/2424/COND</u>	Barnstones Farmhouse Grimscote Road Litchborough NN12 8JJ	Discharge of conditions 4 (Construction Method Statement) & 5 (Contamination) of planning application - 2023/7509/FULL. Variation of condition 2 WNS/2022/2159/FUL for change of use from agricultural barn to dwelling to include mezzanine floor. Amend elevations at Barnstones Farmhouse Grimscote Road Litchborough NN12 8JJ	26/04/2024		Pending

16. **LOCAL PLAN BRIEFING** 16.5.24 – attended by Cllrs Robinson and Lugar Mawson, responses to be submitted by 2nd June. It was suggested that the Council invite a representative from WNC to explain local planning initiatives at the next meeting.

17. **STATE OF WOODEN BOLLARDS AROUND THE GREEN** – Council considered their condition. The broken bollard belongs to the Heygates. It was agreed that the **Clerk** write to Heygates and request that they replace the broken bollard.

18. **CELEBRATION OF THE 80TH ANNIVERSARY OF THE D-DAY LANDINGS ON 6TH JUNE** - Cllr Lugar-Mawson has placed an order for a flag, 10 lamppost signs and a 'Tommy' Silhouette on behalf of the village. It was agreed that the Parish Council would fund the flag and lamppost signs and he will purchase the Tommy arrange erection of the signs and flag

19. **CORRESPONDENCE** - Various updates circulated including weekly NCALC Updates

- UK Parliament - safety of Lithium ion batteries and e-bikes and scooters – **Clerk** to respond stating Parish Council support.

20. Other matters for report only: Issues arising too late for the agenda. No decisions can be taken.

21. **NEXT AGENDA** - To receive any items for the next Parish Council agenda

22. **Date next Full Council meeting** to be decided – July 16th 7.00pm

Signed-----

Date-----