

LITCHBOROUGH PARISH COUNCIL

Minutes of Annual Parish Council meeting

Tuesday 17th May 2022

1. **Election of Chairman – Cllr Tim Sykes was duly elected.**
2. **Election of Vice – Chairman –** Cllr David Aked-Walker was duly elected
The Chairman signed the Declaration of Acceptance of Office.
3. **Councillors and Members present -** T Sykes, D Aked-Walker, G Lugar-Mawson, I Lowery, J Robinson, Cllr Drinkwater
4. **Apologies –** Cllr Brunning
5. **Public Forum –** No issues raised.
6. **Declarations of Interest –** none
7. **Minutes -** The minutes of the meetings held on 15th March 2022 were agreed and signed. Cllr Lowery noted that there is a possibility that the huge warehousing plans for Towcester may not go ahead – the ‘Infrastructure Revised Plan’ is such that the buildings should be of limited height and smaller scale. Archaeological surveys currently being conducted.
8. **Councillor Responsibilities 22/23:**
 Appointment of Internal Controller(s): Cllr Lowery
 Appointment of Ncalc as Internal Auditors for 21/22: Agreed
 Appointment of Footpath Wardens: 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
9. **Annual Items**
 Code of Conduct – re-adopted
 Standing Orders – re-adopted – Clerk to give sealed envelope to Chairman containing passwords for the computer.
 Financial Regulations – re-adopted
 Effectiveness of Internal Controls for finance – Reviewed and agreed
 Risk Assessment– re-adopted
 Northants CALC DPO Service as the Council’s Data Protection Officer – re-appointed
 Privacy Notices – re-adopted
10. **Annual Governance and Accountability Return (AGAR) for year - end 31st March 2022**
 Section One, Two and the Certificated of Exemption of the AGAR were agreed and signed by the Chairman having previously been circulated together with the Asset register and Variance report. The NCALC Internal Audit Report had been completed by the auditor and circulated.

Signed-----

Date-----

11. Dates for Notice of Public Rights – The dates for these were agreed by the Council as 13th June – 22nd July 2022.

12. Ongoing Issues : To report progress on, and to decide on any appropriate action on the following:

Defibrillator – update from Cllr Aked -Walker – new smaller machine is now installed and operating correctly. Heartbeat continue to maintain it.

Website - Cllr Brunning – had submitted written report which is on the website.

Footpaths and ROW - update from Cllr Drinkwater – all footpaths have been checked recently. Katie Angel from Rights of Way had suggested that the rickety stile should be removed or repaired from the playing field as it is a hazard. It was agreed that it should be removed as it no longer served a purpose.

Snow and Tree Warden – update Cllr Robinson – no action required.

Youth Club – update Cllr Aked-Walker – reasonably well attended.

Encouraging organisers to apply for grant from WNC.

13. FINANCE: To note bank reconciliation 28th April 2022

Current Account including £5000 precept from WNC

£30171.48

Cambridge Building Society Savings Account

1013.84 Council approved the following payments:

Payee	Details	Net	Vat	Total	Chq no
Cllr Lugar Mawson	Refund for Jubilee coins	£382.00	£76.40	£458.40	1016
CYPN	Inv 1362	166.67	33.33	200.00	1017
B Osborne	Payroll – May 21 – Mar 22	165.00		165.00	1018
V Hartley	Salary – April - May	448.64		448.64	1019
Litchborough Gardening Club	PC grant agreed Nov 21	250.00		250.00	1021
St Martins Fabric Trust	PC grant agreed Nov 21	1100.00		1100.00	1022
Church and Village Newsletter	PC grant agreed Nov 21	250.00		250.00	1023
Arthur J Gallagher	Annual Insurance Premium	418.39		418.39	1024
Luke Judge	Telephone box maintenance	200.00		200.00	1025

Signed-----

Date-----

D Aked Walker	Paint for above	56.46		56.46	1026
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14. WAR MEMORIAL – Council discussed quotation for restoration works to War Memorial for £1320 ex VAT. It was agreed that that it should be accepted. Cllr Aked-Walker will speak to the contractor – I Ward and Sons

15. TELEPHONE BOX MAINTENANCE – Update further to acceptance of quotation for cleaning and painting of phone box – Cllr Aked Walker reported that he could not get the contractor to carry out the work. Initially it was agreed a working party would do it but then the Council agreed to another Contractor who had come forward who will take on the task for £200. Cllr Aked-Walker will ask him to proceed.

16. CLERK'S SALARY – The Council agreed the Clerk monthly salary at £224.32. Clerk had circulated information on NALC pay scales. Clerk s 16 hours per month on SCP scale between 18 - 22 Pay per hour for SCP 21 is £14.02.

17. PLANNING ITEMS

Application No. WNS/2022/0872/FUL for consultation - Proposal - Conversion of one bay of double garage into utility room, Location 21 Limebank Banbury Road, Litchborough, Northamptonshire, NN12 8JF – Council agreed it had no objections. **Clerk** to respond to WNC.

18. ASSET MAPPING PROJECT – very little to register

19. PARISH COUNCIL COMPUTER – Council agreed that Clerk should contact Cllr Lugar-Mawson's contact and obtain advice as to whether to purchase a new one or repair/ improve existing one. A budget for repair was set at £200- £300.

20. CORRESPONDENCE - Various updates circulated including weekly NCALC Updates

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

- Cllr Lugar-Mawson reported that a bollard had been knocked over on the Village Green. As it was felt they were probably rotten Cllr Aked -Walker will obtain quotes for replacements
- The Council voted against the suggestion of the planting of a Silver Birch on the Green as they thought it would crowd it but will re-visit this suggestion by the Gardening Club.
- The Council did agree to the siting of the roses on the Green.

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

Council to consider planting of a Silver Birch on the Green - suggestion by the Gardening Club.

23. Date next Full Council meeting to be decided - July, 7.00pm

Signed-----

Date-----