

LITCHBOROUGH PARISH COUNCIL

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

TUESDAY 15th July 2025

1. **Councillors present – Cllrs Lugar-Mawson (Chair for this meeting) Cllr Drinkwater and Cllr Cox,**
2. **Apologies approved from: – Cllrs Sykes, Lowery, Aked-Walker, Cllr Manners, WNC**
3. **Members of the public present – one**
4. **Public Forum:** Members of the public can raise any issue with prior notice to the Clerk – none
5. **Declarations of Interest** – to receive any on agenda items – no items on this agenda
6. **Minutes:** The minutes of the meeting held on 20th May 2025 were confirmed and signed.
7. **Ongoing Issues:** To report progress on, and to decide on any appropriate action on the following items:
 - **Defibrillator** – to receive update (Cllr Aked - Walker) – nothing to report
 - **Website** - update (Clerk – Viv Hartley) – All Agendas and Minutes are on website. Newsletters added monthly and NCALC mini updates weekly. Financial information all added. Updates from other organisations are added as they come in.
 - **Footpaths and ROW** - to receive update (Cllrs Drinkwater and Cox) – Cllr Drinkwater gave Clerk update for website. Soon to take clippers to deal with overgrown paths.
 - **Snow and Tree Warden** – update (Cllr Cox) - no issues. Two TPO consultations at 2 and 22 Banbury Lane - no issues
 - **Youth Club** – reported to have closed. No proposals for funding.
8. **Payments approved:** (total of £2171.02)

Payee	Net	VAT	Total £	Ref No
1PCS – hosting of domain name & email May	20.00	4.00	24.00	DD
1PCS –hosting of domain name & email - June	20.00	4.00	24.00	DD
Bank Service chgs May - Jun	12.00	-	12.00	DD
R and G – Maintenance of play area x2	676.50	135.30	811.80	DDs
T Baker – removal of moles (agreed 20.5.25 and paid 27.6.25)	150.00	-	150.00	5
V Hartley – Salary for June and July	470.00	-	470.00	6
HMRC – Tax for above see below*	62.80	-	62.80	7
Litchborough Village Hall – room hire Jan 24 – June 25. Inv 2025/12, 9 meetings	135.00	-	135.00	8
Barbara Osborne – pay roll services 2024/2025	180.00	-	180.00	9

Signed-----

Date-----

N Power – *electricity supplies – previous outstanding invoices , *awaiting current bill	287.06	14.36	301.42	10
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Other financial matters to note:

- Bank balance at 30.6.25 – £22033.62
- VAT claim of £1324.73 for year ending 31.3.25 has been submitted and received from HMRC
- *Cheque sent to HMRC returned, now to pay electronically so back previously approved payment of £53.20 to add to above payment of £62.80 – total £116.00
- Government directive for companies supplying unmetered supplies has changed so no charges yet this year.
- Reason for outstanding bill – payment not made as bill sent to previous clerk and assumption was that it was a continuation of ‘free’ supplies due to lighting upgrade

9. Playing Field lease – update further to Playing Field Management Meeting. This item was deferred to next meeting as Councillors involved not at this meeting.

10. Condition of Farthingstone Road – this has been reported by Cllr Manners, Clerk and others. Work has been done but residents still not happy about its condition. Cler to report again.

11. Planning Applications and updates – One item on Planning Register

Reference No.▶	Location▶	Proposal / Description▶	Valid Date▶	Decision Issue Date▶	Decision▶
2025/2391/TCA	Home Farm House 22 Banbury Road Litchborough NN12 8JF	Works to 1x Holly, 1x Yew and 1x Cherry	12/06/2025		Pending

[2025/2836/TCA](#) Litchborough Farm House Works to 1x yew tree & 15/07/2025
2 Banbury Lane, NN12 8JF 1x holly

12. To note and action correspondence where necessary. Various updates circulated:

NCALC Initiative – Cllr Cox was appointed the Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment.

Cllr Cox also reported on the forthcoming review of WNC Sustainability project.

13. Other matters for report only: – no issues.

14. To receive any items for the next Parish Council agenda -

- Playing Field lease
- Condition of Farthingstone Road

15. Date next Full Council meeting Tuesday September 23rd 2025 7.00pm

Signed-----

Date-----