

## LITCHBOROUGH PARISH COUNCIL

### Minutes of Annual Parish Council meeting

Tuesday 16<sup>th</sup> May 2023

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, I Lowery, J Robinson, G Drinkwater, S Brunning
4. **Apologies** – Cllr Lugar-Mawson
5. **Public Forum** – No issues raised.
6. **Declarations of Interest** – none
7. **Minutes** - The minutes of the meetings held on 21st March 2023 were agreed and signed.
8. **Councillor Responsibilities 23/24:**  
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 31<sup>st</sup> March 2023**  
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, Variance report and bank reconciliation at 31.3.23. The NCALC Internal Audit Report had been completed by the auditor and circulated.
11. **Dates for Notice of Public Rights** The dates for these were agreed by the Council as 5<sup>th</sup> June – 14<sup>th</sup> July 2023.
12. **Ongoing Issues** : To report progress on, and to decide on any appropriate action on the following:

Signed-----

Date-----

**Defibrillator** – update from Cllr Aked -Walker – Has been used and now returned and in working order

**Website** - Cllr Brunning – Keen to receive updates

**Footpaths and ROW** - update from Cllr Drinkwater – all footpaths have been checked recently. Katie Angel from Rights of Way is very helpful.

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

**Youth Club** – update Cllr Aked-Walker – reasonably well attended. Funded at present until April 2024.

**Community Allotment** – Update on latest activities and application for CIL funds from the Parish Council.

**Teresa Cox with Chris Woods from the Working Party gave a very full report on the latest position of the Community Allotment. They have contacted and met up with a lawyer, have agreed a tenancy for the land for £40 per year to be renewed after 1 year. It was agreed that the Working Party would clear the site which has been done, some work still to be carried out by tree surgeon. 5 plots for villagers have been marked out and one for wheel chair users. The Youth Club is also hoping to be involved. There will be 2 areas – one for wildlife and one for growing vegetables etc. There will be a seat (with a plaque for the Coronation year and mention of the PC). The intention is to open it for all addressing many current concerns – cost of living, mental health, climate change, and recycling. The Woodland Trust has donated 210 trees plus spirals and stakes for a native hedgerow.**

The main expenses are provision of water by the use of water butts and a shed for storage of implements etc. The group has taken out Public Liability Insurance.

**The Council resolved to award £3000 from the CIL funds subject to the submission of invoices etc to help with the costs of the shed and water butts. It stated it is in full support of the project and more monies may become available.**

### 13. FINANCE:

Current Account including £5000 precept from WNC £ 25,651

Cambridge Building Society Savings Account £ 1017

Council to approve following payments:

Payee	Details	Net	Vat	Total	Chq no
1PCS	Monthly hosting for domain - Apr	20.00	£ 4.00	24.00	dd
B Osborne	Annual Pay roll bill- inv 7290			190.00	18
V Hartley	Sal April and May			480.64	19
1PCS	Monthly hosting for domain - May	20.00	£ 4.00	24.00	dd

Signed-----

Date-----

Gayton Parish Council	Share of Mob costs (contract & insurance)		£ 140.94	140.94	20
CYPN	Inv 1401 - session on 14.3.23	166.67	33.33	200.00	21
NCALC	Annual sub (+IAS - £207)	493.47	£ 43.40	536.87	22
N Power	Supplies Jan - Mar	131.95	6.60	£ 138.55	23
Gallagher	Insurance Premium			418.39	24
Val Mahoney	Exps for Coronation St Party			297.16	25
Sandy Aked-Walker	Food and Drink for Coronation St Party			555.85	26

14. **PLANNING ITEMS** –none

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

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

Teresa Cox suggested a Photo Archive was formed perhaps in conjunction with the Millennium Embroidered Map for display in the Village Hall. This received a favourable response. She agreed to draft an entry for the Newsletter along the lines of 'King Charles III Project for Litchborough History'.

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

18. **Date next Full Council meeting** – July 18<sup>th</sup>, 7.00pm

Signed-----

Date-----