

LITCHBOROUGH PARISH COUNCIL

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

TUESDAY 21st March 2023

1. **Councillors present - Cllrs Chairman, Tim Sykes, Aked-Walker, Robinson, Lugar Mawson, Drinkwater, Lowery**
2. **Apologies – Cllr Brunning, Cllr Manners, WNC**
3. **Members of the public present - 0**
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 - none
6. **Minutes**: the minutes of the meetings held on 24th January 2023 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** - to receive update (Cllr Brunning) - nothing to report
 - **Footpaths and ROW** - to receive update (Cllrs Bruning and Drinkwater) - nothing to report
 - **Snow and Tree Warden** – to receive update (Cllr Robinson) - nothing to report
 - **Youth Club** – Cllr Aked-Walker reported that he had been in correspondence with Gemma Johnstone – Smith, the Youth and Community Manager. Funds for the year 2024-5 are not guaranteed and may approach Council help fund the club as a part fund provision would strengthen any bids for potential funders. Club is enjoying regular attendance – 15 – 20 young people with various activities. **Clerk** will contact Gemma as 2 cheques have not been cashed.
8. **Banking Arrangements**
 - Council adopted the Current Account Banking Policy now that the Unity bank account has been opened.
 - Council agreed to close the Cambridge Building Society Account and open Savings Account with Unity Bank. Clerk is not on account, **Cllr Lugar Mawson** agreed to do this.
9. The following payment of accounts were agreed:

Payee	Net	VAT	Total £	Chq No
ICO – Annual sub			35.00	DD
1PCS –hosting of domain name & email January	20.00	4.00	24.00	DD
V Hartley – Salary for Feb + Mar			480.64	8
1PCS –hosting of domain name & email February	20.00	4.00	24.00	DD

Signed-----

Date-----

St Martin's Fabric Fund grant			1100.00	9
Gardening Club Grant			250.00	10
Newsletter Grant			250.00	11
Marcus Young Env Services – dog bins	514.80	102.96	617.76	12
Northants CALC- VAT recovery scheme		54.60	54.60	13
Northants CALC – Cllr Lugar- Mawson – Common Land Course	25.00	5.00	30.00	14
CYPN – session 10.1,14.2	333.34	66.67	400.01	15
Litchborough Village Hall – hire of hall 2022 – 6 meetings £5 per hour			45.00	16
Cllr Lugar Mawson – refund for coronation mugs			613.20	17
Total			£3924.21	

10. Other financial matters to note:

- Bank balance at 14.3.23 – 24925.28
- Bank balance at 21st March 2023 - £21001.07
- Interim Internal Audit conducted – report circulated to councillors
- **The Council reviewed Insurance schedule for 2023-4. Clerk** to check what 'outside equipment' is and ask what the premium is.

11. Council considered how it should spend Community Infrastructure Levy funds

– Cllr Robinson had circulated a flier which was agreed will go on website, Newsletter and Facebook inviting people to respond to Clerk with ideas by 10th May. The provision of a Vehicle Electricity Charger is a possibility put forward by the Council. Suggestion that possibly WNC would install one at parish's cost.

12. Council review internal control procedures and agreed previously circulated document

13. Council Reviewed Fixed Asset Register – Clerk to update and circulate.

14. Coronation - Council agreed to purchase of Coronation mugs - With VAT, 100 mugs will cost the PC £613.20.(see payments). The logo for the reverse of the mug will be the village coat of arms used on the commemorative coins. Cllr Lugar Mawson will order. A Village Picnic is planned and it was agreed if the organisers decided the Parish Council could assist with funding an extraordinary meeting would be called to decide on level of assistance.

15. - Planning Applications and updates – See Planning Register below
– items for consultation: none

Also to note Parish Council has sent email to record its objection to Planning Application WNS/2021/ – the DHL application Highways report.

16. To note and action correspondence where necessary. Various updates circulated.

A resident has written enquiring about Neighbourhood Watch.

Signed-----

Date-----

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

- **Allotment plans** – Teresa Cox had emailed stating that the group is in the process of signing legal paperwork. Village has been leafleted. Working party is being arranged, meeting to be held end of March/April. Plan to tidy the plot, mark out the sections and identify where the shed, standpipe and compost heaps will be located. An important element is water provision, looking into the costs of a standpipe which will be better known in April.

18. To receive any items for the next Parish Council agenda - none

19. Date next Full Council meeting Tuesday May 16th 2023 7.00pm in the large hall.

This will be followed by the Annual Parish Meeting at 7.30pm

Signed-----

Date-----