

## **LITCHBOROUGH PARISH COUNCIL**

**Clerk – Vivien Hartley, email: [litchboroughclerk@gmail.com](mailto:litchboroughclerk@gmail.com)**

Councillors are summoned and members of the public and press are invited to the Annual Meeting of the Parish Council to be held on Tuesday 17th May 2022 at 7.30 pm in the Village Hall.

**1. Election of Chairman followed by Signing of Acceptance of Office by Chairman.**

**2. Election of Vice Chairman**

**3. Councillors and members of the public present**

**4. Apologies**

**5. Public Forum: Members of public can raise any issue with prior notice to Clerk**

**6 Declarations Of Interests: To receive any on agenda items**

**7. Minutes: To confirm the minutes of the meeting held on 15th March 2022 and sign the same**

**8. Councillor responsibilities 22/23:**

- Appointment of Internal Controller(s)
- Appointment of NCALC as Internal Auditors for 21/22
- Appointment of Footpath Warden
- Appointment of Snow Warden
- Appointment of Tree Warden
- Appointment of Newsletter Liaison
- Appointment of Website Editor

**9. Annual Items**

- Re-adopt Code of Conduct
- Re-adopt Standing Orders
- Financial Regulations
- Risk Assessment
- Northants CALC DPO Service as the Council's Data Protection Officer
- Re-adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

**10. Annual Return**

To Agree and adopt Sections One and Two of the Annual Return for the year ending 31.3.22 and also the Certificate of Exemption (previously circulated), Asset Register, bank reconciliation and variance report. To note Internal Audit report –

circulated. Annual report on AGAR also completed by Di Isaacs, Internal Auditor for NCALC.

**11. COUNCIL TO CONFIRM DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS AS:** 13th June – 22nd July 2022.

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

- **Defibrillator:** To receive update on possible purchase of new machine (Cllr Aked-Walker)
- **Website:** To receive update. (Cllr Brunning)
- **Footpaths & ROW:** To receive update. (Cllrs Brunning and Drinkwater)
- To receive update on issues reported on fix my street, definitive map and notice board (Cllr Lowery)
- **Snow + Tree warden:** To receive update (Cllr Robinson)
- **Youth Club:** To receive update on sessions, future plans (Cllr Aked-Walker) – WNC grant obtained. Council to discuss from April 2022 Youth Club must apply in its own right and have own bank account.

**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 to approve 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	To be agreed – see below			1019
Came and Co	Annual Insurance Premium	418.39		418.39	1020
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
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**14. WAR MEMORIAL** – Council to discuss quotation for restoration works to War Memorial for £1320 ex VAT.

**15. TELEPHONE BOX MAINTENANCE** – Update further to acceptance of quotation for cleaning and painting of phone box.

**16. CLERK'S SALARY** – Council to agree Clark Salary. Clerk has circulated information on NALC pay scales. Clerk does 16 hours per month on SCP scale between 18 - 22 Pay per hour for SCP 21 is £14.02. Monthly Salary - £224.32

**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

**18. ASSET MAPPING PROJECT** – UPDATE

**19. PARISH COUNCIL COMPUTER** – Council to decide and agree budget as to whether to purchase a new one or repair/ improve existing one.

**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.

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

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

Signed: *V M Hartley* V Hartley Date 10th May 2022  
email:litchboroughclerk@gmail.com