

LITCHBOROUGH PARISH COUNCIL

Minutes of Annual Parish Council meeting

Monday 24th May 2021

1. **Election of Chairman – Cllr Tim Sykes was duly elected**
2. **Election of Vice – Chairman – Cllr David Aked-Walker was duly elected**
The Councillors signed the Declaration of Acceptance of Office. Clerk to circulate Members' pecuniary Interest forms for completion and return to WNC.
3. **Councillors and Members present - T Sykes, D Aked-Walker, G Lugar-Mawson, I Lowery, S Brunning, J Robinson**
4. **Apologies – Cllr Drinkwater**
5. **Public Forum – No issues raised.**
6. **Declarations of Interest – Tim Sykes – Planning item**
7. **Minutes - The minutes of the meetings held on 9th March 2021 were signed.**
8. **Councillor Responsibilities 21/22**
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
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 2021**
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.
11. **Dates for Notice of Public Rights – The dates for these were agreed by the Council as 14th June – 23rd July 2021.**
12. **Ongoing Issues : To report progress on, and to decide on any appropriate action on the following:**
Defibrillator – update from Cllr Aked -Walker – all operating correctly.
Website - update from Cllr Brunning – nothing to report.

Signed-----

Date-----

Footpaths and ROW - update Cllrs Brunning and Drinkwater – all footpaths have been checked recently. Cllr Brunning will contact Katie Angel from Rights of Way about the consultation required regarding diversion of footpaths.

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

Youth Club – update Cllr Aked-Walker – there were a few attendees at the last session. The balance on the funds remaining from the SNC grant is £2117.44. The Club was also budgeted for this year.

13. FINANCE

Bank Reconciliation at 30 th April 2021	£15572.84
Current Account not including £5000 precept from WNC	
Outstanding Cheques £50 + £618.68	
Available Balance	£14903.86
Cambridge Building Society Savings Account	£1011.40

Council considered transferring £10,000 to savings account – this can be carried out by the signatories.

Payments agreed:

Chq No	Amount	Incl VAT	Payee	Details
SO	24.00	4.00	1PCS	Web site fee for April 2021
SO	24.00	4.00	1PCS	Web site fee for May 2021
991	358.28		Came & Company	Insurance premium for year
992	380.00		V Hartley	Clerk salary for April and May

14. Planning items – see register below – no objections raised to applications

- Council considered the largescale industrial Developments at A46/A5 interchange.

15. Other matters for report only: none

16. CORRESPONDENCE - Various updates as circulated.

- Council to consider request for two lay-bys outside the village (top of Towcester Rd after the bend and the Radar Commemoration near the A5) where there is a lot of littering all year round with a litter bin in each. This request was discussed. The Council declined as it is not within the Parish. Clerk to respond.
- Request gone to Helen Howard, Highways re drains in Towcester Road – no response at time of writing. Street doctor report 2536414 - Response that issue is resolved. Cllr Lowery had also tried to make contact. **Clerk** will chase again.

17. Receive any items for the next Parish Council agenda - none

18. Date next Full Council meeting – July 13th, 7.00pm

Signed-----

Date-----

Planning Applications and update

<u>WNS/2021/0227/FUL</u>	2 Abbots Lea Towcester Road, Litchborough, Northamptonshire, NN12 8JA	Erection of new detached garage and boundary wall	29/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0222/FUL</u>	15 Northampton Road Litchborough NN12 8JB	New porch to front elevation	26/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0058/MAF</u>	Downs Farm Northampton Road, Litchborough, West Northamptonshire, NN12 8HR	Change of use of agricultural land to provide 2nr pod units for visitor accommodation and associated car parking.	10/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0048/FUL</u>	4 Banbury Road, Litchborough, Northamptonshire, NN12 8JF	Change of use and extension of an attached outbuilding to a one bedroom dwelling, new one bedroom attached dwelling to the west gable of the existing outbuilding, further works including the provision of car parking and removal of portakins	08/03/2021	4 - Consultations Despatched (1-10)
<u>WNS/2021/0049/LBC</u>	4 Banbury Road, Litchborough, Northamptonshire, NN12 8JF	Change of use and extension of an attached outbuilding to a one bedroom dwelling, new one bedroom attached dwelling to the west gable of the existing outbuilding, further works including the provision of car parking and removal of portakins	08/03/2021	4 - Consultations Despatched (1-10)

Signed-----

Date-----