

LITCHBOROUGH PARISH COUNCIL

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 9th May 2017 at 7.30pm**, in the Village Hall, Northampton Road, Litchborough to transact the following business:

- 306 Election of Chairman**
- 307** Signing of Acceptance of Office by Chairman
- 308** Councillors present
- 309** Apologies
- 310** Members of public present
- 311 OPEN MEETING:**
Members of public can raise any issue with prior notice to the Clerk
- 312** To receive any **Declarations Of Interest** on agenda items
- 313** To confirm :
Minutes of the extraordinary meeting held on 11th April 2017 and sign the same

Yearly issues

- 314 Election of Vice Chairman**
- 315** Appointment of Responsible Financial Officer
- 316** Appointment of Internal Controller(s)
- 317** Appointment of Internal Auditors for 2016/2017 audit
- 318** Appointment of Footpath Warden
- 319** Appointment of Snow Warden
- 320** Appointment of Tree Warden
- 321** Appointment of Newsletter Representative
- 322** Appointment of Website Representative
- 323 Adopt Code of Conduct**
- 324 Adopt Standing Orders**
- 325 Adopt Financial Regulations**
- 326 Review the effectiveness of internal controls for finance.**
The current checklist will be circulated.
- 327 Approve Asset Register**
To approve the Asset Register, which is unchanged from that approved at the August 2016 meeting.
- 328 Approve Risk Assessment**
To approve the Risk Assessment, which is unchanged from that approved at the March 2016 meeting.

Items deferred from 14th March meeting

- 329 Confirmation of Grants**
To receive verbal report from Clerk and to decide whether to confirm each of the grants that were allocated at the November 2016 meeting.
 - a) Litchborough Second Monday Club - £150 (towards speaker costs)
 - b) Litchborough Village Hall Playing Field Committee – £780 (towards mowing and hedge cutting)
 - c) St Martins Fabric Trust - £900 (towards mowing the churchyard)
 - d) Newsletter - £250 (towards printing costs)
 - e) Litchborough Garden Club - £200 (towards speaker costs)
Note- Garden Club have requested additional £200 as detailed in email from S Melville.
 - f) Litchborough Playgroup - £300 (towards room-hire costs)

330 Grant Policy and Grant Application Form

To approve the changes to the Grant Application Form and Grant Policy in line with the resolution passed at January 2017 meeting

ONGOING ISSUES

331 To report progress on, and to decide on any appropriate action on the following items:

- Provision of a defibrillator
- Additional bin(s) for dog waste
- Replacement of streetlights

332 HGV use of village roads

Following on from the Annual Parish Assembly, to decide whether to take any further action on the matter

NEW BUSINESS

333 Co-option of new Councillor

To note the resignation of Cllr C Watt, and to decide whether to co-opt a new Councillor to replace him.

334 Replacement of C Watt as signatory to Natwest bank accounts and Cambridge Building Society Account

To decide whether to remove C Watt as signatory to the Natwest bank accounts and the Cambridge Building Society Account and to decide whether to appoint a replacement signatory.

FINANCE

335 To receive Internal Controller report of review of accounts as at 30 Apr 2017.

336 Summary of spend to date of Section 106 funds and New Homes Bonus

337 To approve the Annual Return for 2016 – 2017 and sign the same.

338 To note bank reconciliation as at 30 Apr 2017:

Account	Amount
Natwest Current Account	£4,887.63
Natwest Reserve Account	£909.27
Cambridge Bldg Soc Account	£14,216.97
Total Bank	£20,013.87
Less unrepresented cheques	-£244.07
Net Balance	£19,769.80

339 To approve payment of the following account(s):

	Chq No	Amount	Incl VAT of	Payee
a	000839	£12.00	£2.00	A H Contracts - Dog-waste bin emptying Mar & Apr 2017
b	000840	£20.00	£0.00	Barbara Osborne - Payroll processing Feb & Mar 2017
c	000841	£312.94	£0.00	B Wyton - Salary and Expenses Apr & May
d	000842	£408.94	£0.00	NCALC - Membership subscription Apr 2017 to Mar 2018
		£753.88	£2.00	

340 To note Receipts

First half of precept from SNC i.e. £3,150.00 plus £0.01 interest on Nat West deposit account.

PLANNING**341 To consider the following Applications:**

	Application No	Details	Applicant
a	S/2017/0926/FUL	Replacement of boundary five bar gate (retrospective) http://snc.planning-register.co.uk/plandisp.aspx?recno=96584&cuuid=ABA55E6B-6379-4772	Mr R Bustin Orchard House 31 Banbury Road Litchborough Towcester NN12 8JF
b	S/2017/0941/TCA (for information only)	Acer - Prune back branches to the boundary of 34 Creighton House, (approx. 2M). http://snc.planning-register.co.uk/plandisp.aspx?recno=96705&cuuid=F68675D2-5380-483C	Mrs Sharon O'Brien 34 Creighton House Banbury Road Litchborough Towcester NN12 8JF
c	S/2017/1036/FUL	Single-storey rear extension, replacement of the existing ground floor (north elevation) windows with larger frames. http://snc.planning-register.co.uk/plandisp.aspx?recno=96693&cuuid=3B050F3B-A7CA-489E	Mrs Sarah Hobbs Kiln Cottage 20, Banbury Road LITCHBOROUGH NN12 8JF

342 To note any **Permissions** received:

343 To note any **Refusals** received

344 To consider **Any Other Planning Matters**

345 Other matters for report only

To discuss issues arising too late for the agenda. No decisions can be taken.

346 To receive and action where necessary the following **CORRESPONDENCE –**

- **The Definitive Map and the Rights of Way Improvement Plan**
- **Funding Fair**

347 To receive **any items for the next Parish Council agenda**

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348 To note date and time of the **next meetings -**

Tuesday 11th July 2017 at 7:30pm

Signed

Date

Mr B Wyton, Clerk to Litchborough Parish Council, 28 Banbury Road, Litchborough, NN12 8JF

Telephone number: **01327 830084** email: **litchboroughclerk@gmail.com**