

LITCHBOROUGH PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council** held on **Tuesday 9th May 2017 at 7.30pm** in the Village Hall, Northampton Road, Litchborough

306 Election of Chairman

T Sykes was elected as Chairman

307 Signing of Acceptance of Office by Chairman

The Acceptance of Office was duly signed by T Sykes

308 Councillors present

T Sykes, D Aked-Walker, S Brunning, I Lowery, S Rickaby

309 Apologies

G Lugar-Mawson

310 Members of public present – None

311 OPEN MEETING:

Members of public can raise any issue with prior notice to the Clerk. None raised

312 To receive any **Declarations Of Interest on agenda items**

The following Declarations of Interest were made;

- I Lowery, Item 329a
- G Lugar-Mawson, Item 329c
- D Aked-Walker, Item 329d

313 To confirm :

Minutes of the extraordinary meeting held on 11th April 2017 and sign the same

The minutes were confirmed and duly signed

Yearly issues

314 Election of Vice Chairman

D Aked-Walker was elected as Vice Chairman

315 Appointment of Responsible Financial Officer

The Clerk was elected as Responsible Finance Officer

316 Appointment of Internal Controller(s)

I Lowery was appointed as Internal Controller

317 Appointment of Internal Auditors for 2016/2017 audit

NCALC were appointed as Internal Auditors for 2016/17 audit

318 Appointment of Footpath Warden

S Brunning was appointed Footpath Warden

319 Appointment of Snow Warden

S Rickaby was appointed Snow Warden

320 Appointment of Tree Warden

S Rickaby was appointed Tree Warden

321 Appointment of Newsletter Representative

The Clerk was appointed as Newsletter Representative

322 Appointment of Website Representative

The Clerk was appointed Website Representative

323 Adopt Code of Conduct

The Code of Conduct was adopted

324 Adopt Standing Orders

The Standing Orders was adopted

325 Adopt Financial Regulations

The Financial Regulations was adopted

326 Review the effectiveness of internal controls for finance.

The current checklist will be circulated.

The Checklist was approved and Section 1 of the Annual Return was completed and

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signed.

327 Approve Asset Register

To approve the Asset Register, which is unchanged from that approved at the August 2016 meeting.

The Asset Register was approved

328 Approve Risk Assessment

To approve the Risk Assessment, which is unchanged from that approved at the March 2016 meeting.

The Risk assessment was approved

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)

It was resolved to confirm all of the grants.

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.

It was resolved that the changes not be accepted, and that a revised Grant Policy should be drawn up by G Lugar-Mawson

ONGOING ISSUES

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

- Provision of a defibrillator – It was resolved to go ahead with the purchase of the defibrillator, and to apply for funding from the New Homes Bonus.
- Additional bin(s) for dog waste – Given conflicting feedback from villagers, it was decided that the matter be advertised in the Newsletter and that, failing any consensus of opinion, the matter would be dropped at the next meeting
- Replacement of streetlights – Still awaiting details

332 HGV use of village roads

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

It was resolved that there was no further action that the Parish Council could take 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.

It was resolved to co-opt a new councillor if possible.

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

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signatory.

It was resolved that no changes should be made until a new Councillor and Clerk is in place

FINANCE

- 335 To receive Internal Controller report of review of accounts as at 30 Apr 2017. I Lowery reported that the accounts were in good order.
- 336 Summary of spend to date of Section 106 funds and New Homes Bonus
Noted
- 337 To approve the Annual Return for 2016 – 2017 and sign the same. The Annual Return for 2016-2017 was approved and duly signed
- 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

Noted

- 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
e	000843	£282.80	£0.00	Came & Co - Insurance 2017/18
		£1,036.68	£2.00	

The accounts were approved and the cheques duly signed. Note Chq 000843 was not included on agenda

340 To note Receipts

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

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

No objection was raised to this application				
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	
No objection was raised to this application				

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**
- **Letter of resignation of the Clerk, as of 30th June 2017**

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

- *The sub-committee that was set up in 2015 for recruitment of Clerk will report to the next meeting on current vacancy*

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

Tuesday 11th July 2017 at 7;30pm

Signed

Date