

LITCHBOROUGH PARISH COUNCIL

Minutes 12th September 2017

376 Councillors present T Sykes, , S Brunning, I Lowery, S Rickaby

377 Apologies D Aked-Walker, G Lugar-Mawson

378 Members of public present None

379 **OPEN MEETING:**

Members of public can raise any issue with prior notice to Clerk None received

380 To receive any **Declarations Of Interest** on agenda items None

ONGOING ISSUES

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

- Update on defibrillator:
Installed, D A-W to be coordinator training later in year.
- Additional bin(s) for dog waste:
Awaiting installation (preferably not red bins)
- Replacement of streetlights:
Nothing to report
- Co-option of councillor
Clerk to check process

NEW BUSINESS

- 382
- Confirm appointment of Lynn Lavender as Clerk to Litchborough Parish Council
Process completed contract issued
 - Agreed to take membership of SLCC
To provide clerk with access to support networks and advice.
[The Local Government Act 1972 s 143 \(1\) \(b\) states that "A local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed."](#)
 - Agreed appointment of payroll provider
Natalie Green & Co Chartered Accountants
7G Mobbs Miller House, Christchurch Road, Northampton, NN1 5LL
Costs would be £30 + Vat bi monthly £180 per annum.
 - Agreed to submit application to Transparency Fund (TF) for IT equipment and website
 - Agreed future administration of the website to be undertaken by the Clerk and Cllr S Brunning. Initial meeting arranged for Oct proposals and feedback to next meeting.
 - Clerk + Cllr S Brunning to attend NCALC AGM Clerk to have LPC voting rights,

- Grant process to remain same as last year, Applications to be invited by Oct 31st.
- Clerks work plan for first 6 Months
Main topics: Finances, forecasts, budgeting, VAT reclaim, transparency fund applic, Councillor vacancy, website update/upgrade, notice board, youth provision.
General review of policies and administration.

FINANCE

383 Approved payments

A H Contracts 12.50 + 2.50 Vat Total £15

384 Agreed change to banking arrangements

To make best use of Clerks hours and reduce admin costs Current account to be transferred to Unity Trust bank used by many Parish Councils. Allows online administration by RFO/Clerk while all payments are authorised and agreed for payment by Cllrs. (Clerk cannot make payments) Monthly cost £6 but there is a decrease in administration, no postage nor expenses for bank visits etc

<https://www.unity.co.uk/business-current-accounts>

PLANNING

385 Agreed delegation arrangements for responding to planning applications with do not fit within regular meeting calendar.

To make best use of clerks hours and reduce the need for extra meetings. Clerk to consult Cllrs by email before responding using delegated powers.

Other matters for report only

386 To discuss issues arising too late for the agenda. No decisions can be taken. None

387 To receive and action where necessary the following **CORRESPONDENCE** None

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

Forecasts,draft budget, grants.

389 To note date and time of the **next meeting** -

Tuesday 14th November 2017, 7:30pm

Signed

Date 14th November 2017