

8-5-2018 Minutes

LITCHBOROUGH PARISH COUNCIL

Minutes Parish Council Annual Meeting
8th May 2018

- 456 Election of Chairman** **Tim Sykes was duly elected**
- 457** Signing of Acceptance of Office by Chairman Signed
- 458 Election of Vice Chairman** **Dvid Aked-Walker was duly elected**
- 459 Open Full Council Meeting.**
Councillors present T Sykes, D Aked-Walker, S Brunning, I Lowery, G Lugar-Mawson,
460 G Drinkwater.
- 461** Apologies Cllr S Rickaby,
- 462** Members of public present None
- 463 Public Forum:**
Members of public can raise any issue with prior notice to Clerk None
- 464** To receive any **Declarations Of Interest** on agenda items None
- 465** To confirm :
Minutes of the meeting held on 13th March 2018 and sign the same Agreed & signed

Annual Items

- 466** Cllr I lowery appointed Internal Controls Cllr
- 467** Ncalc appointed as Internal Auditors for 2018/2019
- 468** Cllrs S Brunning & G Drinkwater appointed Footpath Wardens
- 469** Cllr Rickaby appointed Snow Warden
- 470** Cllr Rickaby appointed Tree Warden
- 471** S Aked-Walker to be of Newsletter Representative/Liaison
- 472** Cllr Brunning appointed Website Representative
- 473 Code of Conduct Adopted**
- 474 New Model Standing Orders Deferred** to be circulated for review
- 475 2016 Model Financial Regulations Deferred**
- 476 Effectiveness of internal controls for finance. To be reviewed with ICC**
- 477 Risk Assessment Adopted** with further with review within 6 months.

Annual Return

- All Docs reviewed and accepted, incl Asset register, reconciliations and variance
478 report.

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- 479** Internal Audit report yr end 31 March 2018 Noted
- a) The Annual Governance statements 2017 – 2018 Agreed & Signed
 b) The Annual Accounts Statements 2017-2018 Agreed & Signed
- c) Exemption Certificate Agreed & Signed
 d) Public rights dates. Noted

480 Clerks Update Noted

481 ONGOING ISSUES

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

- Arrangements for Dog Waste collection. Engage Marcus Landscapes.
- Replacement of streetlights Cllr Lowery gave details of overall plan. Authority to progress with NHB application given.
- Farthingstone Rd Light, resident to be contacted with information and proposal
- Youth work provision a June start preferred. Clerk to liaise with CYPN & SNC
- Banking arrangements ongoing

482 To note progress on new website Cllr Brunning Update received and noted

GDPR compliance

483 Update from Clerk re training. Noted

- a) Northants CALC DPO Service, appointed as the council's Data Protection Officer
- b) Data Map adopted
- c) Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy All adopted.
- d) Privacy Notices Adopted
- e) Security Compliance Checklists from all Councillors. Requirement and relevance to be checked with Ncalc Clerk to action
- f) Confirm that it is a requirement that the council registers with the ICO and pays the relevant Data Protection Fee. Clerk to action

484 FINANCE

Bank reconciliation as at 1st May 2018: Noted

Current Account	£4562.57
Reserve Account	£909.55
Cambridge Building Society Savings Account	£14238.30
Less unrepresented cheques	
Total	

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- Balance in savings includes:
 - £8943 for Section 106 funds (must be accountable as Leisure Spend)
 - £5k bus shelter donation

Year end forecast and summary of spend to date of Section 106 funds and NHB
Noted

- 485** Clerks hours reviewed and agreed to pay additional hours worked to date in July salary.
- 486** New pay scales received from Ncalc Noted and implemented

- 487 To approve payment** of following accounts: Agreed

Chq No	Amount	Incl VAT of	Payee Details
3.00	0.50	AH Contracts	Emptying dog-waste bins, March 2018
480.00	80	1PCS	2 nd phase website
403.97		L Lavender	Salary and Home Exp April May 2018+ X's
40.57	6.76	Eon	Maintenance Jan - March
413.78		Ncalc	Membership + IA
222.54	10.60	Eon	Electricity Jan - March
<i>deferred</i>	<i>40</i>	<i>ICO</i>	<i>Information commission registration</i>

PLANNING

- 488 Applications: Noted**

Application No	Details	Applicant
S/2018/0695/TCA	Removal of tree (Information only)	18 Banbury Rd

- 489 Annual Parish Assembly**

The event went well with interest in the Youth provision, new website and street light project.

- 490 Other matters for report only**

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

- 491 CORRESPONDENCE – Noted**

- 492 Next Parish Council agenda. To include regular items, website, compliance & Youth provision**

- 493 Next Full Council meeting** Tuesday 10th July 2018, 7:30pm