

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 14th March 2019 immediately following the Parish Assembly which starts at 6.30pm** at the Village Hall, Northampton Road, Litchborough.

Parish Assembly

Chairman's review + Councillor's project updates

SNC report

Community reports

Annual Meeting

605 Election of Chairman

Signing of Acceptance of Office by Chairman

606 Election of Vice Chairman

Open Full Council Meeting.

607 Councillors present

608 Apologies

609 Members of public present

610 Public Forum: Members of public can raise any issue with prior notice to Clerk

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

612 To confirm **Minutes** of the meeting held on 12th March 2019 and sign the same
To confirm **Minutes** of the planning meeting held on 1st April 2019 and sign the same

613 Councillor responsibilities 19/20

Appointment of Internal Controller(s)

Appointment of Ncalc as Internal Auditors for 2019/20

Appointment of Footpath Warden

Appointment of Snow Warden

Appointment of Tree Warden

Appointment of Newsletter Liaison

Appointment of Website editor

614 Annual items

Re-adopt Code of Conduct

Re-adopt Standing Orders

Re-adopt Financial Regulations

Review the effectiveness of internal controls for finance.

Approve Risk Assessment

Re-appoint the Northants CALC DPO Service as the council's Data Protection Officer

Re-adopt the Data Map

Re-adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

Re-adopt the Privacy Notices

Annual Return**615** To review supporting documentation, incl Asset register, reconciliations and variance report.**616** To receive Internal Audit report yr end 31 March 2019

a) To agree and sign the Annual Governance statements 2018 – 2019

b) To agree and sign the Annual Accounts Statements 2018-2019

617 c) To sign the exemption Certificate

d) To note public rights dates.

ONGOING ISSUES + Clerks update

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

- Additional Dog Waste Bin. Agree installation update
- 618** • Update and decision re Traffic Control signs (Cllr Lowery)

619 Casual vacancy and co-option To agree process**620 Replacement of streetlights** To receive update on project (Cllr Lowery)**621 Defibrillator:** To receive update (Cllr Aked-Walker)**622 Website:** To receive update on website. (Cllr Brunning)**623 Footpaths & ROW:** To receive update and report. (Cllrs Brunning and Drinkwater)**624 Youth Club/sessions:** To receive update re current sessions, future plans (Cllr Aked-Walker)**625 FINANCE:** To note bank reconciliation as at 30th April 2019:

Current Account	£17164.49
Cambridge Building Society Savings Account	£ 1000.00
Total	£18164.49

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

626 To approve payment of following accounts:

Chq No	Amount	Incl VAT	Payee	Details
934	48.00	8.00	1PCS	2x £24 mthly fee
935	392.37		L Lavender	Salary and Home Exp April-May 2019
936	25.20		L Lavender	Travel X's
937	216.00	36.00	N Green & co	Payroll
938	200.00	33.33	CYPN	Youth Sessions
939	tbc		Marcus Young	Dog Bin installation
940	tbc		Came Ins	Parish Insurance
941	40.57	6.76	Eon	Maintenance
942	299.07	14.24	Eon	Electricity

14-05-2019 agenda FC AM

943	tbc		Aylesbury Mains	Streetlight upgrade Inv 1
944	2272.56	378.76	Aylesbury Mains	Streetlight upgrade Inv 2
945	433.25		Ncalc	Membership

627 Planning Applications and updates

S/2019/0535/TCA Litchborough Farmhouse 2 Banbury Road Litchborough NN12 8JF Reduce height of one holly tree by approximately 1m and prune to reshape. Lift canopy of one yew tree and prune by up to 1m. 14/03/2019 10 - No Objections

S/2019/0532/LDE The Farm Office Grimscote Road Litchborough NN12 8JJ Certificate of Lawfulness for existing use to allow continued use of the property as a dwelling house and residential curtilage 11/03/2019 10 - Approved

2019/0475/FUL Land at Baptist Church Towcester Road Litchborough NN12 8JA 1.5 Storey Detached Dwelling 07/03/2019 10 - Refusal

S/2018/2734/FUL Orchard House 31 Banbury Road Litchborough NN12 8JF Alterations to boundary wall to wider access, re-position of a new gate and posts. 10/12/2018 10 - Approved

S/2018/2735/LBC Orchard House 31 Banbury Road Litchborough Alterations to boundary wall to wider access, re-position of a new gate and posts. 10/12/2018 10 - Approved

628 Other matters for report only: To discuss issues arising too late for the agenda. No decisions can be taken.

629 To receive and action where necessary the following **CORRESPONDENCE** *Various updates as circulated*

630	To receive any items for the next Parish Council agenda
631	Date next Full Council meeting 9 th July, 7.30pm

Signed	 L Lavender	Date	7-May 2019
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email: litchboroughclerk@gmail.com