

## LITCHBOROUGH PARISH COUNCIL

Minutes Parish Council meeting

TUESDAY 14<sup>th</sup> May 2019

### Parish Assembly

Chairman's review + Councillor's project updates

**Cllr Sykes reported on a successful year. Projects have included the launch of a new website, placement of a new dog bin, monthly youth sessions and refurbishment and upgrade of the streetlights.**

**Thanks was given to Cllrs Brunning and Lowery for their time and energy in progressing the website and streetlight projects respectively.**

**All Councillors and the Clerk were thanked for their efforts throughout the year.**

SNC report **Report received and will be available on the website**

Community reports **Reports were received and will be available on the website**

### Annual Meeting

**605 Election of Chairman Cllr Tim Sykes was duly elected**

Acceptance of Office by Chairman **Signed**

**606 Election of Vice Chairman Cllr David Aked-Walker was duly elected**

**Open Full Council Meeting.**

**607 Councillors present T Sykes, S Brunning, I Lowery, G Lugar-Mawson, G Drinkwater.**

**608 Apologies Cllr D Aked-Walker**

**609 Members of public present 2**

**610 Public Forum:** Members of public can raise any issue with prior notice to Clerk **None**

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

**612 Minutes of the meeting held on 12<sup>th</sup> March 2019 Agreed and signed**

**Minutes of the planning meeting held on 1<sup>st</sup> April 2019 Agreed and signed**

**613 Councillor responsibilities 19/20**

Internal Controller(s) **Cllr Lowery**

Ncalc appointed as Internal Auditors for 2019/20 **Agreed**

Footpath Wardens **Cllrs Brunning and Drinkwater**

Snow Warden **Vacant**

Tree Warden **Vacant**

Newsletter Liaison **S Aked-Walker**

Website editor **Cllr Brunning**

**614 Annual items**

Code of Conduct **Adopted**

Standing Orders **Adopted**

Financial Regulations **Adopted**

Effectiveness of internal controls for finance. **Reviewed and agreed**

Risk Assessment **Approved**

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

**Re-adopted** the Data Map

**Re-adopted** the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records

Retention Policy

**Re-adopted** the Privacy Notices

### Annual Return

**615 All documents reviewed and accepted**, incl Asset register, reconciliations and variance report.

**616 To receive Internal Audit report yr end 31 March 2019 Noted no issues require action**

a) Annual Governance statements 2018 – 2019 **Agreed and signed**

b) Annual Accounts Statements 2018-2019 **Agreed and signed**

**617 c) Exemption Certificate Agreed and signed**

d) Public rights dates. **Noted**

### ONGOING ISSUES + Clerks update

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

- Additional Dog Waste Bin. **Bin now installed**

**618 • Traffic Control signs to be children/speed, extra funding if required use s106 (Cllr Lowery)**

**619 Casual vacancy and co-option Applications to be sought**

**620 Replacement of streetlights Project almost complete some shielding needed (Cllr Lowery)**

14-05-2019 Minutes FC AM AM

- 621 **Defibrillator:** New machine to be insured on PC policy (Cllr Aked-Walker)
- 622 **Website:** Website address to be out in the newsletter. (Cllr Brunning)
- 623 **Footpaths & ROW:** Issues and rights of way maintenance has been reported. (Cllrs Brunning and Drinkwater)
- 624 **Youth Club/sessions:** Report received and review meeting planned. (Cllr Aked-Walker)
- 625 **FINANCE:** bank reconciliation as at 30<sup>th</sup> April 2019: **Noted**

<b>Current Account</b>	£17164.49
<b>Cambridge Building Society Savings Account</b>	£ 1000.00
<b>Total</b>	<b>£18164.49</b>

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

626 **Payment of following accounts: Approved**

Chq No	Amount	Incl VAT	Payee	Details
SO	48.00	8.00	1PCS	2x £24 mthly fee
934	392.37		L Lavender	Salary and Home Exp April-May 2019
935	25.20		L Lavender	Travel X's
936	216.00	36.00	N Green & co	Payroll
937	200.00	33.33	CYPN	Youth Sessions
938	340.58		Came Ins	Parish Insurance
939	40.57	6.76	Eon	Maintenance
940	299.07	14.24	Eon	Electricity
941	7977.84	1329.64	Aylesbury Mains	Streetlight upgrade Inv 1
942	2272.56	378.76	Aylesbury Mains	Streetlight upgrade Inv 2
943	433.25		Ncalc	Membership

627 **Planning Applications and updates Noted**

<a href="#">S/2019/0535/TCA</a>	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
<a href="#">S/2019/0532/LDE</a>	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
<a href="#">2019/0475/FUL</a>	Land at Baptist Church Towcester Road Litchborough NN12 8JA	1.5 Storey Detached Dwelling	07/03/2019	10 - Refusal
<a href="#">S/2018/2734/FUL</a>	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
<a href="#">S/2018/2735/LBC</a>	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. **None**

- 629 To receive and action where necessary the following **CORRESPONDENCE** *Various updates as circulated*
- *Ncalc forum invitation Cllrs Lugar-Mawson, Lowery to attend*

630 To receive **any items for the next Parish Council agenda** Regular items

631 **Date next Full Council meeting** 9<sup>th</sup> July, 7.30pm **Noted**