

LITCHBOROUGH PARISH COUNCIL
Clerk – Vivien Hartley, email: litchboroughclerk@gmail.com

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 21st May 2024 at 7.00 pm in the Village Hall (preceded by the Annual Parish Assembly at 6.30 pm).

1. Election of Chairman followed by Signing of Acceptance of Office by Chairman.

2. Election of Vice Chairman

3. Councillors and members of the public present

4. Apologies

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

6 Declarations Of Interests: To receive any on agenda items

7. Minutes: To confirm the minutes of the meeting held on 19th March 2024 and sign the same

8. Councillor responsibilities 23/24:

- Appointment of Internal Controller(s)
- Appointment of NCALC as Internal Auditors for 24/25
- Appointment of Footpath Warden
- Appointment of Snow Warden
- Appointment of Tree Warden
- Appointment of Newsletter Liaison
- Appointment of Website Editor

9. Annual Items for Re-adoption :

- Code of Conduct
- Re-adopt Standing Orders
- Financial Regulations
- Risk Assessment
- Northants CALC DPO Service as the Council's Data Protection Officer
- the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

10. Annual Return -To Agree and adopt Sections One and Two of the Annual Return for the year ending 31.3.24 and also the Certificate of Exemption (previously circulated), Asset Register, bank reconciliation and variance report. To note Internal Audit report – circulated. Annual report on AGAR also completed by Di Isaacs, Internal Auditor for NCALC.

11. COUNCIL TO CONFIRM DATES OF THE PERIOD FOR THE EXERCISE OF ELECTORS RIGHTS AS June 3rd – July 12th .

12. ONGOING ISSUES: To report progress on, and to decide on any appropriate action on the following items:

- **Defibrillator:** To receive update (Cllr Aked-Walker)
- **Website:** To receive update. (Cllr Brunning)
- **Footpaths & ROW:** To receive update. (Cllrs Brunning and Drinkwater)
- To receive update on issues reported on fix my street, definitive map and notice board (Cllr Lowery)
- **Snow + Tree warden:** To receive update (Cllr Robinson)
- **Youth Club:** To receive update on sessions, future plans (Cllr Aked-Walker) –
- **Community Allotment** – update on latest activities

13. FINANCE:

- Current Account at 14.5.4 £ 23,411.39
- Cambridge Building Society Savings Account £1057
- Council to approve following payments:

Payee	Details	Net	Vat	Total	Chq no/Ref
R and G	Grass cutting Playing field inv 120753	338.25	See ref 6	338.25	£338.25 paid on line Ref 1
Giffords	Soft cushioning for play area	1300.00	260.00	1560.00	Paid on line Ref 2
1PCS	Monthly hosting for domain - April	20.00	£ 4.00	24.00	dd
1PCS	Monthly hosting for domain – May	20.00	4.00	24.00	dd
V Hartley	Sal April and May			512.64	
Gayton Parish Council	Share of Mob costs (contract &insurance)	142.09		142.09	Ref 3
NCALC	Annual sub (+IAS - £220)	626.19	£ 46.40	572.59	Ref 4
N Power	Supplies Jan - Mar	311.52	15.58	327.10	Ref 5
R and G	VAT on invoice 120753		67.65	67.65	Ref 6
GC Hobbs	Repainting notice board			40.00	Ref 7
Gallagers Insurance	Annual Premium			420.09	Ref 8

Total

£4028.11

14. SAVINGS ACCOUNTS - Council to consider details circulated about Unity Bank bank savings accounts

15. **PLANNING ITEMS** –On line register 22.3.24 – 14.5.24:

Reference No.▶	Location▶	Proposal / Description▶	Valid Date▶	Decision Issue Date▶	Decision▶
2024/2424/COND	Barnstones Farmhouse Grimscote Road Litchborough NN12 8JJ	Discharge of conditions 4 (Construction Method Statement) & 5 (Contamination) of planning application - 2023/7509/FULL. Variation of condition 2 WNS/2022/2159/FUL for the change of use from agricultural barn to dwelling to add a mezzanine floor and amend elevations at Barnstones Farmhouse Grimscote Road Litchborough NN12 8JJ	26/04/2024		Pending

16. LOCAL PLAN BRIEFING 16.5.24 – attended by Cllrs Robinson and Lugar Mawson

17. STATE OF WOODEN BOLLARDS AROUND THE GREEN – Council to consider that they are in poor state and should be replaced or done away with.

18. CELEBRATION OF THE 80TH ANNIVERSARY OF THE D-DAYLANDINGS ON 6TH JUNE - Cllr Lugar-Mawson has placed an order for a flag, 10 lamppost signs and a 'Tommy' Silhouette on behalf of the village..

19. CORRESPONDENCE - Various updates circulated including weekly NCALC Updates

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

21. NEXT AGENDA - To receive any items for the next Parish Council agenda

22. Date next Full Council meeting to be decided - July, 7.00pm

Signed: *V M Hartley* V Hartley Date 14th May 2024

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