

## LAMPOROT AND HANGING HOUGHTON PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL  
held at Lamport Hall  
Wednesday 18 May 2022 at 7.00pm

### 1 ELECTION OF CHAIR OF PARISH COUNCIL

Cllr Colin Harris was unanimously re-elected as Chair of the Parish Council.  
Proposed Cllr Farr: seconded Cllr Flavell While. Carried unanimously

The Chairman thanked his Council and Clerk for their work during the year and also WNC Cllr Kevin Parker for his help and good advice. He also acknowledged Cllr Farr, Vice-Chairman, who stepped in to take a number of meetings.

### 2 ATTENDANCE, apologies and Declarations of Interest

Cllrs. B. Cox, C. Dugmore, J. Farr, R. Flavell-While, D. Gasson, C. Harris (in the Chair),  
P. May, WNC Cllr K. Parker

Apologies: None

No Declarations of Interest received

### ELECTIONS appointment and confirmation of Councillors and Office Bearers

Councillors agreed to stand as follows:

Bob Cox	CPRE and Defibrillator
Jonathan Farr	Vice-Chair, Tree Warden, footpaths and verges
Richard Flavell-While	IT Consultant/website
Cathy Dugmore	Social Events
Percy May	Community Link Co-ordinator
Dale Gasson	Highways

Mr. Peter Dugmore agreed to serve as Police Liaison Representative and Neighbourhood Watch Co-ordinator for a further 12 months period, and Christine Ingram remains as Footpath Warden reporting to Cllr Farr.

### 4 MINUTES to be approved and signed:

The Minutes of the Parish Council Meeting 16 March 2022 were approved.

### 5 MATTERS arising from the Minutes:

#### 5.1 Queen's Platinum Jubilee celebrations and tree planting

Cllr Gasson outlined the programme of events including a Jubilee trail to 10 houses similar to open gardens on 2 June. Permission was obtained to close Manor Road on Sunday afternoon 5 June from 4 pm for a buffet and games. £117.82 has been spent from the Social Events Fund to purchase bunting and tablecloths. The first jubilee tree planting session has now been completed but the Parish Council could participate in a further tree planting initiative in November 2022.

#### 5.2 The Grange, Manor Road, Hanging Houghton

It had not been possible to arrange for the overgrown foliage at the front of the grounds to be cleared without the contact information of the owner. Enquiries would be made and the information passed to the Clerk for action,

#### 5.3 Ivy growing on the bus shelter in Lamport High Street

The ivy is the responsibility of West Northants Council, and they would clear the growth shortly.

#### 5.4 Dog waste bin

Councillors were aware that the bin had been demolished after a motor vehicle accident. Unfortunately, the bin disappeared shortly thereafter and has not been recovered. The Clerk estimated that it would cost in

the region of £300 to purchase another one and £100 per annum to empty it. It was agreed that the Clerk would contact WNC to obtain a quotation for the installation of a new bin, and would report at the next meeting.

5.5 Location of bus stop in Hanging Houghton to accommodate school pupils

Cllr Parker reported that he was still making enquiries in order to resolve this issue.

5.6 Trees subject to TPO's in Hanging Houghton and Conservation Area status

The Clerk said that she is awaiting a more detailed plan of trees in the villages from Michael Venton.

Cllr Cox is working to arrange a meeting with CPRE regarding conservation status. Cllr Parker said that he would also speak to Rhian Morgan, WNC regarding the project to award conservation status.

## 6 HIGHWAYS

6.1 The Clerk had requested an update from Helen Howard, WNC Highways regarding a 20 mph advisory speed sign pilot. Councillors queried whether temporary signing would conflict with existing 30 mph signage, and also who would install. The Clerk to progress this.

## 7 PLANNING

7.1 WND/2022/0138: Grooms Cottage, 19 Manor Road, Hanging Houghton NN6 9ES

Variation of condition 2 of listed building consent WND/2021/0594 (construction of extension to Outbuilding) to allow work to be carried out as per submitted drawing.

Application withdrawn.

7.2 WND/2022/0379: Grooms Cottage, Manor Road, Hanging Houghton

(revised scheme)

7.2 WND/2022/0320: Springhurst, 15 Manor Road, Hanging Houghton NN6 9ES

Construction of two storey side extension

It was agreed that councillors would look at the plans for 0379 and 0320 online and respond to the Clerk if they have any objections. The Clerk will send an email reminder.

## 8 FINANCE

8.1 Balances at Bank and Budget/Expenditure for current year

The Clerk said that the accounts for the current year show a true balance of £4,520.57 in Current Account and £1,729.05 in Reserve Account. The first half of the precept of £3,650 and the VAT reclaim of £363.47 has been received into the account.

8.2 Items for payment

F. Allbury: salary and travel

£423.18

HMRC: clerk's PAYE

£101.00

Community Heartbeat: Phone rental year 5

£72.00

BHIB: annual insurance (final year of a LTA)

£264.62

Countrywide Grounds Maintenance: March/April grass cut

£408.00

NcALC annual membership fees: invoice not yet received as they are in the process of registering for VAT and have yet to receive a VAT number.

The Chairman will access the Bank account online after the meeting to verify that the payments have been made in accordance with those listed in the minutes. Cllr Farr proposed that the payments should be made, seconded by Cllr Flavell While.

The Clerk requested permission to pay the village grass cutters on a monthly basis, rather than every two months as non-payment at the end of every month results in red final demands. All payments will be recorded in subsequent minutes. Agreed

8.3 End of year Accounts: 1 April 2021 – 31 March 2022

The accounts indicate that the Parish Council closed year end with £3,504.82, against an opening balance of £3,194.23 brought forward from the previous financial year. The final balance improved because of three fewer grass cuts which is weather related in the sum of £480.00 and a grant received of £200.19 from NcALC to cover the Asset Mapping Project.

#### 8.4 Internal Audit and External audit papers for signature

The internal audit report had been received and circulated by email to all Councillors on 4 May 2022. With regard to the recommendations made by the Internal Auditor the Clerk said that she had sourced an Equal Opportunities document from NcALC and this will be tabled at the July meeting for ratification along with all other policy documents. A link to the WNC website has been added to the parish council website giving access to Councillors Declarations of Interest. The Chairman and clerk signed the completed AGAR documents. The Certificate of Exemption will be lodged with PK Littleton and all audit documents uploaded onto the Parish Council website.

#### **NEIGHBOURHOOD WATCH/POLICE LIAISON REPRESENTATIVE**

- 9 A report by Peter Dugmore was circulated by email. Peter said that there had been no criminal activity to report with a low-key presence in the villages. He has engaged with the central Neighbourhood Watch support team for information and toolkits for associations and co-ordinators. Neighbourhood Watch continues to flourish celebrating 40 years this year. The villages are relatively small in size but had a strong and visible parish council together with a strong cre network of residents. Peter could provide no positive update in respect of speed limits along the A508 and/or improvements to warning signs at the junction by The Swan and Lamport High Street. Posts continue to be made at local, county and national level on various external spaces.

A further newsletter will be published in June.

#### **OPERATION LONDON BRIDGE (OLB)**

- 10 Councillors discussed the documents circulated by the Clerk. It was unanimously agreed that the Parish Council needed to be prepared and put the necessary plans in place. However, it was important to co-ordinate the project with Lamport Hall and Lamport Church. The Clerk will speak to Mark Herrod and Mary Parker to ascertain details of anything they have in place with a view to organising a special meeting shortly.

#### **PARISH COUNCIL RESPONSE TO THE DEATHS IN THE COMMUNITY**

- 11 Cllr May commented that there was no protocol in place to respond when a member of the community passed away which he thought was important in such small villages. It was agreed that the Chairman and Cllr May would put something on the community website asking parishioners to share information so that support could be given where necessary.

#### **DEFIBRILLATOR**

- 12 Cllr Cox said that the battery was still operational and would order a new one as soon as the current one fails. A sum to cover the cost has been included in the budget.

#### **CORRESPONDENCE**

- 13 None

#### **DATE OF NEXT MEETINGS**

- 14 Annual Parish Meeting Wednesday 25 May 2022  
Parish Council Meeting 20 July 2022

There being no further business the meeting closed at 8.10 pm

Signed:  
Chair

Date:

