

LAMPOR AND HANGING HOUGHTON PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL
held at Lamport Hall
Wednesday 19 May 2021 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 Cox. Carried unanimously.

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

Apologies: Cllrs C. Irving Swift, K. Parker, J. Harris (WNC)

In attendance: Mr. P. Dugmore, Neighbourhood Watch/Police Liaison

No Declarations of Interest received

3 **ELECTIONS appointment and confirmation of Councillors and Office Bearers**

The Chairman welcomed two new members onto the Parish Council: Cllrs Dugmore and Gasson, Cllrs Ward and Philpott having resigned their posts. All Council members looked forward to working with the new members of the parish council team. A letter of thanks has been sent to the Councillors standing down in recognition of over 20 years of service to the Parish Council.

Councillors agreed to stand as follows:

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

4 **MINUTES to be approved and signed:**

The Minutes of the Parish Council Meeting 17 March 2021 were approved.

5 **MATTERS arising from the Minutes:**

5.1 Website Server

Cllr Flavell While confirmed that the transition to a new server is nearing completion,

5.2 Grit Bin

It was agreed that reporting on the replacement of the WNC owned grit bin located outside Hanging Houghton fell under the responsibility of Highways and Cllr Gasson would report to the Parish Council when it has been replaced and any other issues.

5.3 Spring Litter Pick

The litter pick scheduled to take place in the spring had been cancelled. However the Clerk has since received a request from Keep Britain Tidy to register as a partner for the Great British Spring Clean. The Clerk will obtain further details for circulation to Councillors.

6 HIGHWAYS

6.1 Speeding issues, Lamport High Street

No further progress to report. Councillors commented that traffic conditions along the High Street was extremely dangerous including large numbers of HGV's. It was agreed that the Clerk would contact Tracey and Mark Stocker in order to make urgent progress.

6.2 Parking issues Manor House Farm, Hanging Houghton

Cllr May referred Councillors to his comprehensive report and update circulated last week indicating that eventually parking at the top of Manor Road would be even more severely restricted once the farm is vacated and the probable installation of electronic gates. All residents should be encouraged to make full use of their own personal parking areas to minimise vehicles parking elsewhere. Mark hoped to get back to Cllr May within the next two weeks at which time a follow up meeting would be arranged.

7 PLANNING

DA/2020/1146: Ladyholme,,Faxton

New roof to porch and new two storey rear extension
Planning permission approved.

DA/2021/0199/0200: 2 High Street Lamport

Reduce ground level of patio area, remove steps and construct new roof over inner courtyard.

DA/2021/0200 Listed Building Consent for new roof over inner courtyard, opening up of blocked doorway and insertion of new door, insertion of shower room, insertion of drainage under flagstones and alteration of bathroom floor on first floor.

Planning Permission approved

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 £2,227.96. The first half of the precept of £2,900 has yet to show on the bank statement. However, the VAT reclaim of £533.66 has been received. The remaining precept would be received in September along with the WNC grass cutting grant of £605.54. Included in the true balance is the sum of £443.80 which is the remaining balance held in respect of defibrillator funding (lottery grant and local fundraising).

8.2 Items for payment (circulated with the agenda) to be made by bank transfer

F. Allbury: salary and travel	£448.81
HMRC: clerk's PAYE	£94.60
Community Heartbeat: Phone rental year 4	£72.00
NcALC: subscription/audit fee	£427.94
BHIB: annual insurance (year 2 of LTA)	£264.62
Countrywide Grounds Maintenance: April grass cut	£192.00

Cllr Farr proposed that the payments should be made, seconded by Cllr Flavell While.

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.

8.3 End of year Accounts: 1 April 2020 – 31 March 2021

The accounts indicate that the Parish Council closed year end with £3,294.23, against an opening balance of £4,540.64 brought forward from the previous financial year. The reduction was due to the cost of more village grass cuts up from 6 to 13, and the purchase of a parish council laptop for the use of the clerk. The village grasscutters had indicated that one cut per month was not sufficient to keep the villages in a clean and tidy condition. Each cut costs £160 plus vat.

8.4 Internal Audit and External audit papers for signature

The Clerk reported that the internal audit had been carried out remotely and a draft report received and

circulated to Councillors on 18th May. The draft report will enable the Parish Council to sign off the AGAR. The Clerk will scan the signed AGAR and forward it to the auditor and a formal report will then be issued. The Chair and clerk duly signed the documents and the relevant sections will be lodged with the external auditor P.K. Littlejohn and uploaded onto the Parish Council website which is a legal requirement.

8.5 Amendment of NatWest Bank signature Mandate

Councillors Bruce Ward and Mike Philpott who resigned last month, were signatories on the parish council bank accounts, out of a total of five. The Chairman felt that as payments were now being made online by direct bank transfer there was no need to have five registered signatories and therefore the remaining three listed on the Bank Mandate Cllrs Harris and Farr plus the clerk F. Allbury would be sufficient to operate the account efficiently. A document to amend the mandate was signed by the Chair and Clerk and will be submitted to NatWest Bank. Proposed: Cllr Farr Seconded Cllr Cox. Carried unanimously.

9. **NEIGHBOURHOOD WATCH/POLICE LIAISON REPRESENTATIVE**

The Chairman said that the Council were delighted to welcome Mr. Peter Dugmore who has agreed to take on this important role.

Peter advised that a blueprint for neighbourhood policing across the county has been prepared and that he intended to relaunch the local Neighbourhood Watch in the parish with a Newsletter, plus utilising social media, such as Facebook and Twitter and potentially a dedicated website. Under the new blueprint the parish falls within one of 18 local police beats across the west of the county, each with its dedicated team. Our new local police beat constable will be appointed shortly. Peter had received notification regarding an NW initiative to prevent dog theft and this will be included in his first newsletter. It is also Neighbourhood watch week 5th-11th June. The Clerk commented that any out of pocket expenses incurred will be refunded against receipts.

10. **CORRESPONDENCE**

10.1 Election documents

The Clerk collected in some completed documents from Councillors and would recirculate those that are missing including Acceptance of Office, Registers of Interest and election expenses. A new revised Code of Conduct has been prepared by WNC which had been circulated by email attachment to all Councillors. The Clerk requested that the Parish Council adopts this updated document and that all Councillors keep a copy for their own reference. Proposed Cllr Dugmore, seconded Cllr Flavell While. Carried unanimously.

10.2 Parish Path Wardens

The Clerk had circulated paperwork regarding this initiative in the county. Cllr Dugmore said that Christine Ingram, a resident of Hanging Houghton had expressed interest in undertaking this role. Cllr Dugmore was asked to advise Christine that the Parish Council would be happy to take up her offer, and that she would report to the Parish Council footpaths warden Cllr Farr. Application details were shown in the original email and the Clerk asked to be copied in.

10.3 WNC Councillors

The Clerk read out an email received from Cllr Cecile Irving Swift confirmed that she, along with Kevin Parker and Jonathan Harris had been elected to office and as soon as the first full Unitary Council meeting had taken place they would advise councils of what they intend to deliver to residents.

11 **DATE OF NEXT MEETINGS**

Wednesday 26 May 2021: Annual Parish Meeting

Wednesday 21 July 2021: Parish Council Meeting both to take place at Lamport Hall.

There being no further business the meeting closed at 8.00 pm.

Signed.....Chairman

Dated.....

