

LAMPORF AND HANGING HOUGHTON PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL
in The Old Laundry, Lamport Hall, Northamptonshire
Wednesday 17 May 2023 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 Cox: seconded Cllr Dugmore. Carried unanimously

The Chairman thanked his Council and Clerk for their work during the year and also the WNC Councillors for help and good advice.

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: WNC Cllr J. Harris

No Declarations of Interest received.

3 **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 and Public Relations
Percy May	Community Link/website
Dale Gasson	Highways

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. The Clerk will email Christine to confirm.

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

Planning Meeting 4 April 2023
Parish Council Meeting 15 March 2023

5 **MATTERS arising from the Minutes:**

5.1 Conservation Status

Following intervention by WNC Cllr Harris, it was confirmed that the village would be assessed when a further conservation project was undertaken.

5.2 Footpath Clearance

Work largely completed.

5.3 Ivy growing on the bus shelter in Lamport High Street

No progress to date. The Clerk will email Mark Herrod.

5.4 Seat A508 opposite The Swan

Removed free of charge by WNC.

5.5 Notice Board, Hanging Houghton

Work in progress

5.6 Plaque for jubilee tree

Work in progress. Cllr Gasson will endeavour to source a suitable metal post.

5.7 Website

Now up and running.

6 HIGHWAYS

6.1 Road Safety Community Fund: speeding issues Lamport High Street

Cllr Jonathan Harris has offered his assistance with progressing this matter and will be in touch with Tracey and Mark Stocker shortly. Cllr Gasson, Highway will be kept informed.

6.2 Gated access in Manor Road

Cllr May gave the background to this matter and it was agreed that the Chairman would speak to Mark Herrod in order to gain clarification on the intentions of Lamport Hall to install a gate at the top of Manor Road which will impact on parking.

6.3 Cllr May said that a resident had posted information on the Hanging Houghton facebook page regarding a collision between two cars in the lane leading to the old railway track. Apparently none of the occupants were injured but the accident highlighted the need for a much lower speed limit on this highway.

7 PLANNING

7.1 WND/2023/0046

Planning meeting held on 4th April 2023 to discuss the Parish Council's response. Minutes circulated on 10th May 2023 with the meeting agenda.

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 £6,412.06 in Current Account and £1,737.90 in Reserve Account. £323.80 of the balance is allocated for maintenance of the telephone box and defibrillator. Up to date statement circulated with the agenda. The first half of the precept of £3,900 and the VAT reclaim of £678.63 has been received into the account.

Insurance renewal: 2022 was the last year of a three year long term agreement. The Clerk did speak to BHIB about the increase from £264 last year to £310.50 for the current year and was advised that in line with all other clients, parish councils now had to pay an administration fee of £25 on top of the premium. The Clerk then spoke to Came & Company who provided cover 5 years ago when the premium rose to £350 before switching to BHIB. The minimum insurance cover is now over £600 making £310.50 competitive. Following an observation by the Internal Auditor, the current policy does not cover cyber attacks, but a specific policy would cost in the region of £350. The Parish Council laptop is however covered under the Clerk's personal Norton security for her home computer.

8.2 Items for payment

F. Allbury: salary and travel	£470.34
HMRC: clerk's PAYE	£109.60
Community Heartbeat: Phone rental year 5	£72.00
BHIB: annual insurance	£310.54
Countrywide Grounds Maintenance: April grass cut	£234.00
NcALC: annual membership/internal audit fees	£480.13
ACRE: annual membership	£42.00

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 Cox proposed that the payments should be made, seconded by Cllr Dugmore.

8.3 Annual transfer of £100 from current account to reserve account towards new defibrillator
The Clerk will arrange the transfer as agreed.

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

The accounts indicate that the Parish Council closed year end with £3,568.50, against an opening balance of £3,504.82 brought forward from the previous financial year. Due to unexpected and unbudgeted expenditure in respect of the book of condolence on the passing of Queen Elizabeth II and replacing the dog waste bin, the increase in precept did not result in higher reserves.

8.5 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 2023. 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 together with all other audit documents.

Referring to observations made in her report the Clerk confirmed as follows:

- Work was underway urgently to enable the website to be updated.
- All items for payment will show the relevant statutory requirement.
- Policy documents would be reviewed at the AGM rather than July meetings.
- The annual budget will show as approved/agreed in the minutes.
- All agenda items will exactly match the minutes to ensure clarity.

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NEIGHBOURHOOD WATCH/POLICE LIAISON REPRESENTATIVE

A report prepared by Peter Dugmore, Neighbourhood Watch and Police Liaison Representative was read out by the Chairman.

Peter said that fly tipping continued to be a cause for concern recently with rubbish tipped on the track in the valley between Hanging Houghton and Cottesbrooke. Thankfully he was able to provide PCSO Kevin Lumbis with discarded motor cycle number plate in the vicinity which may help identify the culprits. Mark Herrod, at Lamport Hall was also advised as the fly tipping occurred on Lamport Estate land and he confirmed that his staff would remove the debris.

Posts continue on the Lamport and Hanging Houghton NHW facebook and twitter accounts with latest communications both local and national sometimes duplicated sometimes in the Neighbourhood Watch newsletter.

An addition to the Neighbourhood Policing Team is Lee Stevens who has experience of local policing for many years.

As a reminder the four Northants Police priorities are violence against women and girls: drug harm: serious organised crime and serious violence. Hopefully none of these will be major issues for the parish. Finally Peter confirmed contact details for slow time issues (not crime reporting):

Jo Wright – Brixworth Jo.Wrght@northants.police.uk

Kev Lumbis – Moulton Kevin.lumbis@northants.police.uk

Matt Moore – matt.moore@northants.police.uk

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POLICY DOCUMENTS

The following policy documents were examined and did not require updating:

- Equal Opportunities Policy
- Financial and Management Risk Assessment
- Standing Orders

- Financial Regulations
- Member/Officer Protocol
- Training Statement
- GDPR Policy documents

The Asset Register has been updated to include the full value of the K6 telephone box housing the defibrillator – up from the nominal purchase price of £1 to the market value of £3,000. The bench formerly situated on the corner of Lamport High Street on the A508 opposite The Swan has been deleted as the bench has now been removed. The Parish Council insurers are aware of the changes made to this policy.

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CORRESPONDENCE

The Clerk read out correspondence sent to Mark Herrod expressing thanks for the use of the Old Laundry for meetings during the year and also the tour of the Hall at the conclusion of the APM and the response from Mark.

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DATE OF NEXT MEETING

Parish Council Meeting 19 July 2023 commencing at 7.00pm

There being no further business the meeting closed at 8.00 pm

Signed:
Chair

Date: