

LAMPORF AND HANGING HOUGHTON PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL
Tuesday 2 May 2017 in the Loder Hall, Maidwell at 7 pm

1. ATTENDANCE, apologies and Declarations of Interest.

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|----------------|-------------------------|-----|
| Present: Cllrs | Bob Cox | BC |
| | Jonathan Farr | JF |
| | Richard Flavell-White | RFW |
| | Colin Harris | CH |
| | Mike Philpott | MP |
| | Bruce Ward | BW |
| | Frances Allbury (Clerk) | |

In attendance: Cllr Kevin Parker

Declaration of Interest: None

Apologies: Cllrs R. Fairfield, C. Irving Swift

2. ELECTIONS and appointment and confirmation of Councillors and Office Bearers

MP took the Chair for the election of officers.

Colin Harris was unanimously elected Chairman: proposed MP, seconded BW.

Mike Philpott was unanimously re-elected Vice Chairman: proposed: RFW, seconded JF

All other councillors agreed to stand as follows:

| | |
|-----------------------|-----------------------------------|
| Bob Cox | CPRE and Defibrillator |
| Jonathan Farr | Tree Warden, footpaths and verges |
| Richard Fairfield | |
| Richard Flavell-White | IT and Website |
| Bruce Ward | Highways and Snow Warden |

3. MINUTES

The Minutes of the previous Council meeting held on the 7 March 2017 were approved and signed by the Chair.

4. MATTERS arising from the MINUTES

4.1 Barrier of trees in Hanging Houghton

No further work has been undertaken on the fallen trees since the last meeting. It was agreed to leave this matter in abeyance for the time being as Councillors felt there was nothing further that could be done at present.

4.2 Provision of larger litter bin in lay-by adjacent to entrance to Hanging Houghton

The Clerk read out an email from DDC advising that they were unable to provide a larger bin but would try to install an additional small bin. Councillors commented that another lay-by in the near vicinity already had use of a larger bin and the Clerk was therefore asked to email DDC again with this information.

5. HIGHWAYS

Definitive Map and Rights of Way Improvement Plan

The Clerk has received two copies of the plan one of which was handed to JF with the other being retained in Parish Council files. The plan was carefully examined and JF agreed to complete the accompanying questionnaire confirming that all routes were in regular use. It was further agreed that the map would be used in the autumn to once again try to get a byway closed during the winter months.

6. PLANNING

6.1 Grooms Cottage, 19 Manor Road, Hanging Houghton

DA/2016/0855: Listed Building Consent for demolition of internal wall and infill of existing glazed side wall to rear elevation. Planning Permission approved.

DA/2017/0322: Listed Building Consent for removal of aluminium bi-folding doors and installation of timber bi-folding doors and glazed screens on rear elevation.

The plans were examined and approval was recommended.

6.2 Part 2 Settlements and Countryside Local Plan: workshop for parish annexes

BC said that he may be available to attend the workshop. The Clerk would email the original invitation to him.

7. FINANCE

7.1 Balance at Bank current financial year: the clerk circulated printed accounts as at 2nd May 2017 showing a true balance of £3,059.75. Bank statements to the end of April have not yet been received and therefore the precept is not shown in the accounts. Likewise the budget/expenditure circulated at the meeting also shows a distorted picture until the precept is factored in.

7.2 Items for payment:

| | | |
|-------------|--------------------------------------|---------|
| Chq No. 464 | F.R. Allbury: Clerk's Wages/Expenses | £250.76 |
| Chq No. 465 | HMRC: Clerk's PAYE | £57.40 |
| Chq No. 466 | NCALC: annual membership | £302.06 |
| Chq No. 457 | JB Cleaning and Gardening | £520.00 |
| Chq No 468 | Came & Co – Insurance renewal | £338.96 |

7.3 End of year accounts to 31 March 2017 had been circulated with the meeting agenda to allow Councillors the opportunity to examine the accounts before the meeting. The Parish Council started the year with a reserve of £4,627.28 and closed with a balance of £4,529.92. The reduction in overall reserves was due mainly to the increased cost of village grass cutting through the year compared to the previous year.

7.4 BDO External Audit papers for presentation and signature. The Chairman and Clerk signed and dated all relevant documents which had been satisfactorily internally audited on the 24th April 2017.

7.5 NatWest Bank Mandate

A new Bank Mandate required completion to allow the new Chairman Collin Harris to be added.

8. REVIEW OF PARISH COUNCIL POLICY DOCUMENTS

- Financial Management: This document has been amended to include the need for the Parish Council to offer the Clerk the opportunity to benefit from a pension under the provision of The Pensions Act 2008. The current clerk has withdrawn from the scheme as she is already over pensionable age, but has registered the Parish Council as an employer.
- Standing Orders: no amendments required
- Financial and Risk Management Policy: no amendments required
- Asset Register: An addition has been made to include the dog waste bin installed in Hanging Houghton.

- Clerks Contract of Employment: an amendment has been made confirming the increase in the Clerk's salary from 1 April 2016 and an additional clause added to reflect the need for the current and any future clerk to be offered the opportunity to join the government pension scheme.

9. NEIGHBOURHOOD WATCH CO-ORDINATOR

The Clerk has advised Andy Crisp, regional NHW co-ordinator, that Tony Boulemier has agreed to become village NHW representative but is still waiting confirmation that Tony has passed his contact details to Mr. Crisp. BC said that he would speak to Tony about this.

10. ABS CRIME STATISTICS

Circulated by email.

11. NCALC

Circulated by email

12. ANY OTHER BUSINESS

Adoption of BT Telephone Box in Hanging Houghton

The Clerk said that she would not add this to the asset register until transfer of the box has been completed. Cllr Parker commented that it would be advisable for the Parish Council to ask for a survey on the condition of the box before the project is completed and handover is made. The Clerk would contact BT in this regard.

13 DATE OF NEXT MEETING

Annual Parish Meeting Thursday 25th May in All Saints Church, Lamport.
Parish Council Meeting Tuesday 11th July 2017 in the Loder Hall, Maidwell
both commencing at 7.00 pm

There being no further business the meeting closed at 8.05 pm

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C. Harris
Chairman

Dated:.....