

## **LAMPOR AND HANGING HOUGHTON PARISH COUNCIL**

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL  
Tuesday 22 May 2018 in the Loder Hall, Maidwell at 7 pm

### **1. ATTENDANCE, apologies and Declarations of Interest**

Present: Cllrs Richard Flavell-While  
Colin Harris (in the Chair)  
Mike Philpott  
Bruce Ward  
Richard Flavell While  
Frances Allbury (Clerk)

Declaration of Interest: None

Apologies: Cllrs Jonathan Farr and Bob Cox

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

Cllr Philpott took the Chair for the election of officers:

- Cllr Harris was unanimously re-elected Chairman:  
proposed Cllr Flavell While, seconded Cllr May.
- Cllr Philpott was unanimously re-elected Vice Chairman: proposed:  
Cllr May, seconded Cllr Harris

All other Councillors agreed to stand as follows:

Bob Cox	CPRE and Defibrillator
Jonathan Farr	Tree Warden, footpaths and verges
Richard Flavell-While	IT and Website
Bruce Ward	Highways and Snow Warden
Percy May	Neighbourhood Plan

### **3. MINUTES**

The Minutes of the Council meeting held on 13 March 2018 and Planning Meeting on 17 April 2018 were approved and signed by the Chair.

### **4. MATTERS arising from the MINUTES**

4.1 Overhanging foliage adjacent to The Grange, Hanging Houghton and grass cutting matters.

Work had been carried out by the Landlord to reduce the overhanging trees and upon a further request by the Clerk the overgrown ivy covering the footpath had also been cleared. However the debris had not been taken away but piled up on the other side of the road. Cllr Ward is sure that it was NCC staff who actually cleared the footpath and not the Landlord's gardeners. Cllr Ward also commented that some grass cutting had been undertaken by NCC along the main road but they had failed to do corner cuts which cause a hazard for vehicles going into and out of Manor Road. The Clerk was asked to contact NCC to obtain clarity on what work has been done.

Leicestershire Gardens were due to undertake the second cut of the season and it was noted that the grass had grown very long since the first cut in April. At the request of the grass cutter it was agreed that an interim cut should be included in the grass cutting

schedule in the spring when the grass was growing quickest. The Clerk would advise Leicestershire Gardens accordingly.

#### 4.2 Litter Pick

A very successful litter pick had taken place a few weeks ago and it was agreed that a further litter pick be organised in the autumn.

#### 4.3 Neighbourhood Link

The project is now up and running with information on how to register the site discussed at the recent Annual Parish Meeting. It was confirmed that for the moment Cllr Flavell While would be responsible for putting up information and that Mr. Tony Boullemier the Neighbourhood Watch Co-ordinator would also be invited to do so as a useful tool to keep parishioners informed of matters of interest. Cllr Flavell While said that instructions in the use of the site would be published in the Brixworth Bulletin and the Chairman said that he would prepare a flyer for delivery to every home in both villages.

### **5. HIGHWAYS**

Cllr Ward said that there was nothing specific to report apart from speed cameras being in operation recently in Lamport.

### **6. PLANNING**

#### **6.1 DA/2018/0297:** The Old Rectory, 5 High Street, Lamport

Variation of Condition 5 of DA/2010/0082 (conversion of redundant bake house to Granny annexe) relating to annexe to enable letting as separate dwelling.

The Chairman said that the Parish Council had approved the original Planning Application in 2010. Councillors did not raise any objection to the proposed variation and recommended approval.

#### **6.2 DA/2018/0384:** 4 Manor Gardens, Hanging Houghton, Northamptonshire, NN6 9FJ Single storey rear extension

The plans were examined, Councillors raised no objection and recommended approval.

#### **6.3 DA/2018/0250-1:** 18 Manor Road, Hanging Houghton

Single storey rear extension, demolition of existing garage and construction of Replacement garage (revised scheme)

Planning Permission has been approved by DDC.

### **7. FINANCE**

7.1 Balance at Bank current financial year: the clerk circulated printed accounts as at 22 May 2018 showing a true balance of £6,695.03, £1,091.80 of which is allocated for defibrillator maintenance.

7.2 Items for payment:

Chq No. 494	F.R. Allbury: Clerk's Wages/Expenses	£270.46
Chq No. 495	HMRC: Clerk's PAYE	£59.40
Chq No. 496	NCALC: annual membership	£314.61
Chq No. 497	Leicestershire Gardens: village grass cutting	£330.00
Chq No. 498	C. Harris: litter pick and APM expenses	£48.96
Chq No. 499	BHIB: annual insurance renewal	£340.48
Chq No. 500	A. Boullemier: NHW Newsletter Expenses	£12.80

7.3 End of year accounts to 31 March 2018 was examined. The Parish Council started the year with a reserve of £4,529.92 and closed with a balance of £5,339.35 including £1,091.80 itemised in a Projects Statement. Expenditure was largely in line with the agreed budget for the year.

- 7.4 External Audit papers. The Chairman and Clerk signed and dated all relevant documents which had been satisfactorily internally audited. Most documents needed to be uploaded onto the parish council website.
- 7.5 Insurance renewal: the current three year long term agreement ceases on on 31 May 2018. Two comparative quotations have been obtained and it was unanimously agreed to accept the quotation from BHIB Insurance Brokers in the sum of £340.48 per annum for a three year long term agreement.
- 7.6 Minutes 30 November 2017: cheque no. 485 was shown in the accounts but had been omitted from the minutes: payments should therefore read:  
 485 J. Denton: church yard grass cutting  
 486 F. Allbury: salary and expenses  
 487 HMRC: clerk's PAYE
- 7.7 Clerk's working hours: It was unanimously agreed that in view of ever increasing workloads generally the working hours of the clerk be increased from three per week to five per week at the same hourly rate with effect from 1 July 2018. Her Contract of Employment was amended to reflect the change and signed by the Chairman and the Clerk.

## **8 REVIEW OF PARISH COUNCIL POLICY DOCUMENTS**

- Financial Management: No amendments required
- Standing Orders: a updated document prepared by NcALC was unanimously adopted
- Financial and Risk Management Policy: no amendments required
- Asset Register: The BT Telephone Box has been added.

## **9. GENERAL DATA PROTECTION REGULATIONS**

It was unanimously agreed to appoint the Northants CALC DPO Service as the council's Data Protection Officer at no cost the Parish Council. It was noted that legislation requiring Parish Councils to appoint a DPO may be withdrawn, in which case the Agreement would be allowed to lapse next year. The Parish Council unanimously adopted the Data Map, Data Protection Policy, Subject Access Request Procedure, Data Breach Policy, Records Retention Policy and Privacy Notices Having circulated the Security Compliance Checklists the Clerk received completed documents from Councillors. The Clerk confirmed that the Parish Council was already registered with the ICO.

## **10. Neighbourhood Watch**

Councillors confirmed the comprehensive report given by Mr. Tony Boulemier at the recent Annual Parish Meeting.

## **11. Defibrillator**

The equipment is now installed and Community Heartbeat is working on registering it with the ambulance service and arranging a meeting with volunteers to go through procedures. A communication has also been received regarding the donation of paint for the telephone box. The donor has requested that a 'before' and 'after' picture be taken and that the gift of the paint be acknowledged with publicity. Cllr Flavell While said that he would organise this through the Brixworth Bulletin.

## **12 Neighbourhood Plan**

Following a further steering group meeting held yesterday Cllr May said that progress was being made. The next step would be to invite the Consultant who is writing the Plan for Maidwell with Draughton to speak to the group. Peter Dugmore will undertake this task.

**13. Any other business**

The Clerk said that she received regular invitations for Councillors to attend meetings of the Parish & Town Council's committee. It was agreed that she would now circulate the information in case anyone wished to attend on behalf of the Parish Council.

**14 Date of next Meeting**

To be confirmed.

There being no further business the meeting closed at 8.10 pm

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C. Harris  
Chairman

Dated:.....