

## LAMPORT AND HANGING HOUGHTON PARISH COUNCIL

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL  
in The Old Laundry, Lamport Hall, Northamptonshire  
Wednesday 15 May 2024 at 7.00pm

### 1 **ELECTION OF CHAIR OF PARISH COUNCIL**

Cllr Farr took the Chair for the election of a Chairman  
Cllr Colin Harris was unanimously re-elected as Chair of the Parish Council.  
Proposed Cllr Flavell While. 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. He thanked the outgoing Councillor Dale Gasson for his work with the Parish Council and within the community and welcomed the new co-opted Councillor Dominic Sinnott.

### 2 **ATTENDANCE**, apologies and Declarations of Interest

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

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
Dominic Sinnott	Highways

The post of Police Liaison Representative and Neighbourhood Watch Co-ordinator remains vacant following Peter Dugmore stepping down. It was agreed that Cllr May would let Cllr Flavell While have details of the vacancy which would be posted on Facebook. The Clerk will write to Christine Ingram asking if she will remain as Footpath Warden reporting to Cllr Farr.

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

The Minutes of the Parish Council Meeting 27 March 2024 were approved and signed by the Chair. Proposed Cllr Cox, seconded Cllr Flavell While.

### 5 **MATTERS arising from the Minutes:**

#### 5.1 Overgrown hedging The Grange, Manor Road

This matter was still being pursued by the Clerk. Cllr Parker asked the Clerk to send him any paperwork she had and he would investigate.

#### 5.2 Seeding along area excavated by Cadent

Still no activity from Cadent, despite an assurance that seed would be set in the spring. The Clerk to chase this up again.

#### 5.3 Unadopted roads in Hanging Houghton

Cllr Jonathan Harris upon investigation, advised that the roadway between the defibrillator and the school house was adopted. A parishioner living close by used Fix my Street to report some large potholes in this road, resulting in their repair with tarmac despite the surface being gravel.

Cllr Parker will investigate with highways regarding the road surface. The status of the other road was confirmed as unadopted.

#### 5.4 CPRE Landscape design guide launch

Cllr Cox said that he attended this event held at Lamport Hall. He said it had been a very informative evening which had been well attended, and it was also interesting to meet with other Parish Councillors.

## 6 HIGHWAYS

### 6.1 LRSA first meeting

Notes on the first meeting had been circulated to attendees and Parish Councillors. A site meeting would be taking place later in the week with Cllr Parker, Highways and an engineer. Sarah advised that she had visited the truck stop who would ask HGV drivers not to use Lamport High Street as a short cut.

6.2 Speed cameras Lamport High Street and feedback to Northantspfcc who awarded the grant. Mark Stocker has supplied the Clerk with downloaded data from the camera. This information would be forwarded to Northantspfcc as feedback on progress. The second camera has still not been installed due to the insecure post. The Clerk is still in touch with Highways about the post and also Lamport Hall who are endeavouring to find someone to assist with camera maintenance.

### 6.3 Grass Cutting

a) A parishioner emailed the Clerk asking that the village grass cutters resume strimming the length of their driveway, as they had done in the past. It was also pointed out that on occasions any debris left in grassed areas was just mown around rather than clearing it first. The Clerk to progress this matter.

#### b) Church yard grass cutting

Comment was made on the poor condition of the churchyard and the grassed areas. The Clerk will contact Lamport Hall who are responsible for maintenance on an annual contract.

## 7 PLANNING

WND/2023/0046: Land at Dale Farm, Harborough Road, Maidwell NN6 : no update

2024/1325: The Cottage, 12 High Street, Lamport: no update

2024/11535/HRN: land between Draughton and Brixworth: no update.

## 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 £7,325.10 in Current Account and £1,863.53 in Reserve Account. £263.80 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 £4,290 and the VAT reclaim of £1,475.38 has been received into the account. The Clerk is still awaiting confirmation of the grass cutting grant from WNC this year.

8.2 Insurance renewal: 2023/24 was the last year of a three year long term agreement with BHIB. The renewal premium quoted was £407.10 for one year and £393.78. The increase included an increased administration charge of £45, up from £25. The Clerk therefore spoke to Zurich Insurance who quoted £264 for one year with no administration fee at all. The cover offered was the same and recommended that the parish council accepts this Zurich quotation.

LGA 1972

### 8.3 Items for payment

F. Allbury: salary and travel	£XXXXXX	S.112
HMRC: clerk's PAYE	£XXXXXX	S.112
Community Heartbeat: Phone rental year 5	£72.00	S.112
Zurich: annual insurance	£264.00	S.228

Countrywide Grounds Maintenance: April grass cut	£252.00	S.228
NcALC: annual membership/internal audit fees	£486.72	S.143
ACRE: annual membership	£42.00	S.143

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.

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

8.5 End of year Accounts: 1 April 2023 – 31 March 2024. The Parish Council closed year end with £3,420.25, against an opening balance of £3,568.50. The reduction in the closing balance was largely due to VAT paid on the speed cameras, which is not recoverable until this financial year.

8.6 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 2024. 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.

8.7 Internal Audit Report: Points for discussion

- Declarations of Interest: the Clerk has asked all Councillors to fill in another up to date Declaration of Interest.
- Financial Regulations – clerk shall not use a personal credit/debit card to pay for parish council items: the new Financial Regulations offer an alternative of either stipulating that personal cards must not be used under any circumstances OR except for expenses up to an agreed figure - £75 was agreed and this would be added to the Financial Regulations currently being work on by the Clerk.
- Clerk's salary should be recorded separately and not shown in minutes: it was agreed to insert XXX in the minutes where her salary is shown. Separate accounting records are not required as she is the only paid employee, and her salary and PAYE is shown in specific columns in the accounts.

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

No issues to report. As mentioned under item 3 above, Peter is standing down as neighbourhood watch co-ordinator and the Parish Council had yet to fill the post.

## 10 **POLICY DOCUMENTS**

The following policy documents, having been examined by the Clerk, did not require updating:

- Equal Opportunities Policy
- Financial and Management Risk Assessment
- Standing Orders
- Member/Officer Protocol
- Training Statement
- GDPR Policy documents
- Complaints Procedure

The Asset Register has been updated to include the value of the two speed cameras purchased during the year.

NcALC have produced new Financial Regulations which will replace the current version. This document requires considerable work from the Clerk who needs to check every sentence and edit

it to suit the particular needs of the Parish Council. This updated and revised document will be available to adopt at the July meeting.

11 **CORRESPONDENCE**

The Clerk will write to Mark Herrod expressing thanks for the use of the Old Laundry for meetings during the year and tour of the gardens at the conclusion of the APM on 22<sup>nd</sup> May 2024.

12 **DATE OF NEXT MEETING**

Annual Parish meeting 22 May 2024 at 6.30pm followed by a tour of Lamport Hall gardens.  
Parish Council Meeting 17 July 2024 commencing at 7.00pm

There being no further business the meeting closed at 7.55 pm

Signed:  
Chair

Date: