

## **LAMPORT AND HANGING HOUGHTON PARISH COUNCIL**

MINUTES of the ANNUAL GENERAL MEETING of the PARISH COUNCIL  
in The Old Laundry, Lamport Hall, Northamptonshire  
Wednesday 13 May 2026 at 7.00pm

### **1 ELECTION OF CHAIR AND VICE-CHAIR**

Cllr Colin Harris was unanimously re-elected as Chair of the Parish Council.  
Proposed Cllr Barclay    Seconded Cllr Farr

Cllr Jonathan Farr was unanimously re-elected as Vice-Chairman  
Proposed: Cllr Harris                      Seconded Cllr Sinnott

### **2 ATTENDANCE APOLOGIES AND DECLARATIONS OF INTEREST**

Present: Cllrs. F. Barclay, J. Farr, C. Harris (in the Chair), P. May, D. Sinnott,  
Mrs F. Allbury (Clerk)

The Council received and accepted the reasons for absence and apologies from Cllr Dugmore

There were no Declarations of Interest received

### **3 Appointment and confirmation of Councillors and Office Bearers**

Councillors agreed to stand as follows:

|                            |                                               |
|----------------------------|-----------------------------------------------|
| Cllr Fiona Barclay         | Defibrillator                                 |
| Cllr Jonathan Farr         | Vice-Chair, Tree Warden, footpaths and verges |
| Cllr Richard Flavell-While | IT Consultant/website                         |
| Cllr Cathy Dugmore         | Communications                                |
| Cllr Percy May             | Community Link/website                        |
| Cllr Dominic Sinnott       | Highways and speed cameras                    |

Christine Ingram has yet to confirm that she will remain as Footpath Warden reporting to Cllr Farr.

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

The Minutes of the Parish Council Meeting 18 March 2026 were approved and signed by the Chair.  
Proposed Cllr Farr, seconded Cllr Barclay.

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

#### **5.1 Biodiversity Grant and Project**

The Clerk said that after all expenses and invoices had been paid there remained a credit balance of £165.05 which is being held in current account. There will be another meeting of the working party on Saturday 23 May 2026.

#### **5.2 Unfinished Footpath between Hanging Houghton and Lamport** Work in progress.

### **6 HIGHWAYS**

#### **6.1 Broken stile and post Manor Road**

The Clerk would contact Mark Herrod in the first instance to determine ownership.

#### **6.2 LRSA**

Sarah Lee has prepared an update which will be reported at the Annual Parish Meeting

#### **6.3 Speed Cameras**

The Clerk asked Mark Stocker if he wanted to submit a written report for the APM on 27 May – no

response yet. Cllr Sinnott said that two of the batteries were dead but there were sufficient spares to keep the cameras in operation. Cllr Sinnott was asked to advise the Parish Council when he felt they needed replacing.

7 **PLANNING:** no report

## 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 £8,787.93 in Current Account and £211.30 in Reserve Account after the payments listed below have been paid. £203.80 of the balance is allocated for maintenance of the telephone box and defibrillator. The first half of the precept of £4,750 and the VAT reclaim of £773.88 has been received into the account. The Clerk is awaiting payment of the grass cutting grant which has been claimed.

### 8.2 Items for payment under LGA1972

|                                                   |         |       |
|---------------------------------------------------|---------|-------|
| Luke Worth Gardening                              | £180.45 | S.215 |
| Luke Worth Gardening                              | £100.00 | S.215 |
| F. Allbury: salary and travel                     | £529.94 | S.112 |
| HMRC: clerk's PAYE                                | £127.80 | S.112 |
| Zurich: annual insurance                          | £264.00 | S.228 |
| Countrywide Grounds Maintenance: March grass cut  | £294.00 | S.136 |
| Countrywide Grounds Maintenance: April grass cuts | £588.00 | S.136 |
| NcALC: annual membership/internal audit fees      | £519.89 | S.143 |
| ACRE: annual subscription                         | £42.00  | S.143 |

A list of items for payment was checked by the Chair and Vice-Chair against invoices received and confirmed. The Chairman will access the Bank account online to verify that payments have been made in accordance with the minutes. Cllr Farr proposed that the payments should be made, seconded by Cllr Barclay.

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

8.4 End of year Accounts: 1 April 2025 – 31 March 2026. The Parish Council closed year end with £8,219.96 against an opening balance of £6,022.01. This has gone some way to increasing reserves. Fewer village grass cutting due to the hot weather and an increased precept helped.

### 8.5 Appointment of NcALC Internal Auditor

The Parish Council unanimously approved the appointment of the NcALC Internal Auditor.

8.6 The Chairman and clerk signed the completed AGAR documents. The Certificate of Exemption will be lodged with PK Littlejohn and all audit documents uploaded onto the Parish Council website together with other necessary paperwork.

8.7 Internal Audit Report: The full report was circulated by email on 22 April 2026. The internal auditor said that more work needed to be carried out on the website to ensure that all legal requirements relating to Assertion 10 were adhered to. Since the audit a more expansive document has been prepared which was approved by the internal auditor, and will be uploaded onto the website to replace the current document.

### 8.8 Clerk's Annual Appraisal

The Clerk left the room while Councillors discussed the appraisal. The Clerk then returned and countersigned the appraisal document which would be filed with her Contract of Employment.

9

### **COUNCIL VACANCIES**

- 10 The positions of Neighbourhood watch/Police liaison representative, and the Parish Council CAN champion remain unfilled and will be agenda item at the Annual Parish Meeting.

### **POLICY DOCUMENTS**

- The following policy documents, having been examined, did not require updating:  
Equal Opportunities Policy: Financial and Management Risk Assessment: Standing Orders:  
Member/Officer Protocol: Training Statement: GDPR Policy documents: Complaints Procedure;  
Financial Regulations. The Asset Register was examined ,and it was agreed to increase the  
11 replacement cost of all items by 10%.

### **LITTER PICK**

- Cllr Dugmore advised that the original dates for the spring litter pick had to be changed, and it  
would now take place on Sunday 28 June 2025 at 10.00 am. Cllr May will confirm the date on the  
12 community link website.

### **REGISTER OF INTERESTS**

- At the request of the internal auditor, Councillors were asked to review the Register of Interest  
documents that they completed after the elections in May 2025. The Clerk would then speak to  
13 Cllr Flavell While about ensuring they were accessible via the parish council website link to WNC.

### **CHURCHYARD GRASS CUTTING**

- 14 Deferred to the July parish council meeting.

### **CORRESPONDENCE**

- The Clerk will, once again, write to Mark Herrod expressing thanks for the use of the Old Laundry  
for meetings during the year. Councillors are appreciative of the fact that the Parish Council has a  
15 home and continuity of venue for all its meetings.

### **DATES OF NEXT MEETINGS to be held in the Old Laundry, Lamport Hall**

Annual Parish meeting 27 May 2026 at 7.00pm followed by a visit to the biodiversity project in  
Lamport churchyard.

Parish Council Meeting 16 July 2025 commencing at 7.00pm

There being no further business the meeting closed at 8.05 pm

Signed:  
Chair:

Date:

