

LOWICK & SLIPTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 20th May 2020 at 7.00pm via ZOOM

Present: Councillors G Britton (Chair), P Anstee, W Childs, A Fenton, D Chipchase,
S Gardner, J Beardmore

In attendance: Mrs N Phillips (Clerk), 1 x member of public

20.05/186	<p>To elect the Chairman</p> <p>Cllr Britton elected as Chair</p>
20.05/187	<p>To elect the Vice Chairman</p> <p>Cllr Childs elected as Vice Chair</p>
20.05/188	<p>Declarations of Member's Interest</p> <p>Members reminded that changes to be reported to ENC</p>
20.05/189	<p>To receive and approve apologies for absence</p> <p>None</p>
20.05/190	<p>Public participation session</p> <p>Representation made by Slipton resident asking that the PC continue to support residents by responded to the amended planning application.</p>
20.05/191	<p>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</p> <p>No declarations received.</p>
20.05/192	<p>To receive and approve for signature the minutes of the extraordinary meeting held on Wednesday 22nd April 2020</p> <p>Resolved: Approved – to be signed at a later date</p>
20.05/193	<p>To note any matters arising from the minutes not included on this agenda for report only</p> <p>No matters arising</p>
20.05/194	<p>In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.</p> <p>Resolved: All in agreement</p>
20.05/195	<p>To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 19/20 Part 2.</p> <p>Resolved: Annual Governance Statement received and approved</p>
20.05/196	<p>To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 19/20 Part 2.</p> <p>Resolved: Accounting Statement received and approved</p>

20/05/197	<p>To resolve to declare L&SPC exempt from external audit for the year ending 31.03.2020</p> <p>Resolved: L&SPC declared exempt from external audit for the year ending 31.03.2020 due to the higher of gross income or expenditure being less than £25,000</p>
20/05/198	<p>To make note of the findings of the Internal Audit</p> <p>A couple of technical issues picked up but nothing serious.</p> <p>Resolved: Items noted and measures to be put in place to prevent happening again.</p>
20/05/199	<p>To receive and approve Finance Regulations, Standing Orders, and Code of Conduct</p> <p>Resolved: To approve the above documentation.</p>
20/05/200	<p>To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors</p> <p>Resolved: To approve the above documentation.</p>
20/05/201	<p>To receive and approve the Document Retention Policy, Data Protection Policy, Subject Access Request Procedures, Data Breach Policy, Data Map, General Privacy Notice and Councillor/Staff Privacy Notice</p> <p>Resolved: To approve all of the above documentation.</p>
20/05/202	<p>To receive and approve the Assets Register</p> <p>Resolved: To receive and approve the Assets Register.</p>
20/05/203	<p>To receive and approve the Financial Risk Assessments, and General Risk Assessments.</p> <p>Resolved: Financial Risk Assessment and General Risk Assessments received and approved.</p>
20/05/204	<p>To note the results of the Insurance Review</p> <p>Resolved: To continue to insure with BHIB but to include Personal Accident Cover and to tie into a 3 year long term agreement.</p>
20/05/205	<p>To review Councillor's, and others, roles and responsibilities</p> <p>Resolved: Cllr Britton – Flood Warden, Lowick noticeboard, laying of Lowick poppy wreath, Cllr Childs – Highways and Rights of Way, Pocket Park inspections Cllr Anstee – Slipton noticeboard, laying of Slipton poppy wreath Cllr Fenton – Slipton defibrillator inspections, Slipton assets inspection Cllr Beardmore – Lowick defibrillator inspections Cllr Chipchase – Pocket Park inspections, Lowick assets inspections Cllr Gardner – CPR training co-ordinator, Internal finance checks, signatory to St Thomas Charity</p>
20/05/206	<p>To receive and approve the Balance of Accounts/Bank Reconciliation</p> <p>Resolved: The balance of accounts and the bank reconciliation were approved and will be signed by Cllr Britton</p>
20/05/207	<p>To examine and approve the Bank Statements</p> <p>Bank balance stands at £12674.51 and includes £1639.74 Pocket Park funds</p> <p>Resolved: Bank statements approved and will be signed by Cllr Britton</p>

20.05/208	<p>To approve and authorise payment of the following invoices</p> <table border="1" data-bbox="296 219 1497 568"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100455</td> <td>NCALC</td> <td>Subscription and audit fee</td> <td>£268.81</td> <td>LGA 1972 s111 + 143</td> </tr> <tr> <td>100456</td> <td>BHIB</td> <td>Insurance</td> <td>£276.58</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100457</td> <td>N A Phillips</td> <td>May salary + Apr under-payment + 10 hours owed</td> <td>£316.28</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100458</td> <td>N A Phillips</td> <td>June salary</td> <td>168.30</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100459</td> <td>N A Phillips</td> <td>July salary</td> <td>168.30</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100460</td> <td>Germain Rooms</td> <td>Room Hire 2020</td> <td>£80.00</td> <td>LGA 1972 s134</td> </tr> <tr> <td>100461</td> <td>N A Phillips</td> <td>April expenses</td> <td>£27.41</td> <td>LGA 1972 s111</td> </tr> </tbody> </table> <p>Resolved: All payments authorised</p>	Cheque	Payee	Item	Amount	Power to Pay	100455	NCALC	Subscription and audit fee	£268.81	LGA 1972 s111 + 143	100456	BHIB	Insurance	£276.58	LGA 1972 s111	100457	N A Phillips	May salary + Apr under-payment + 10 hours owed	£316.28	LGA 1972 s112	100458	N A Phillips	June salary	168.30	LGA 1972 s112	100459	N A Phillips	July salary	168.30	LGA 1972 s112	100460	Germain Rooms	Room Hire 2020	£80.00	LGA 1972 s134	100461	N A Phillips	April expenses	£27.41	LGA 1972 s111
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20.05/209	<p>To review the bank mandate</p> <p>Resolved: Cllr Britton, Childs, and Anstee plus the Clerk to remain as signatories</p>																																								
20.05/210	<p>To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by East Northamptonshire Council and available on its website between the circulation of this agenda and the meeting.</p> <p>20/00161/FUL - Construction of detached 4-bed dwelling with new access, The Samuel Pepys Slipton Lane Slipton Kettering Northamptonshire NN14 3AS</p> <p>Resolved: Clerk to object - see attached.</p>																																								
20.05/211	<p>To note planning decisions made by ENC</p> <p>None.</p>																																								
20.05/212	<p>To note the appeal by the owner for a review of the Samuel Pepys listing as an Asset of Community Value</p> <p>Resolved: No action can be taken until the result of the appeal is known, action to be taken then if necessary.</p>																																								
20.05/213	<p>To receive an update on the Pocket park and to resolve how to fund essential works</p> <p>Work to lime tree carried out, no progress made with confirming status of land ownership, annual inspection now due, fencing can be reinstated once undergrowth and vegetation removed, play-ground to remain closed due to COVID 19 restrictions. An offer has been received from The Snooty Fox of some benches for the park</p> <p>Resolved: Volunteers to undertake pressure washing of matting, and cutting back of branches and undergrowth, names of volunteers to be passed to Clerk. Snooty Fox offer of benches to be accepted. Bank account to be opened and funds transferred into it, signatories to be the same as for the PCs own accounts. Annual inspection to be arranged once volunteer work has been carried out. Grant money to be applied for to enable additional work to be carried out.</p>																																								
20.05/214	<p>To review progress on the installation of the defibrillators and to resolve what action to be taken</p> <p>Resolved: Cllr Britton to source Lowick defibrillator from commercial supplier as BHF grants not available at present.</p>																																								
20.05/215	<p>To appoint a contractor to carry out painting of the phone booths.</p> <p>Resolved: To appoint Mr B Mills to carry out the work. Cllrs requested that it be noted that Mr M Draper who also quoted for the work is a well respected contractor</p>																																								

	and if there is a need further work to be undertaken the Council should consider using him.
20.05/216	<p>To discuss the CPR training and nominate an individual to make arrangements for the training to take place</p> <p>Resolved: No physical training can be carried out while current restrictions are in place, Cllr Gardner to liaise with Cllr Britton and make arrangements when the situation permits.</p>
20.05/217	<p>To receive an update on the flood resilience project and to resolve what action if any to be taken</p> <p>Resolved: A review on the situation of drainage channels to be taken in the Autumn. To bring back to the next meeting.</p>
20.05/218	<p>To set the dates for the meetings for the year 2020/2021 as August 19th, November 18th, February 17th, May 19th.</p> <p>Resolved: Dates approved</p>
20.05/219	<p>To agree to 'Off to a Flying Start' training for new councillors</p> <p>Resolved: Those Cllrs who wish to undertake the training to contact the Clerk. In addition PAYE training for the Clerk agreed if on investigation the Clerk feels it will be of use.</p>
20.05/220	<p>To arrange a survey of assets to record condition and any remedial work needed</p> <p>Resolved: Clerk to forward list and inspection check list to Cllr Fenton and Chipchase</p>
20.05/221	<p>To note Lowick & Slipton Parish Council signatory to the St Thomas Charity</p> <p>Resolved: Cllr Britton to inform charity contact of Cllr Gardner's willingness to take on this role</p>
20.05/222	<p>To resolve if L&SPC is satisfied the website meets the requirements of the forthcoming accessibility legislation and to resolve what action to be taken</p> <p>Resolved: Cllrs asked to access website and give thought to how accessible it might be to others. To bring back to next meeting</p>
20.05/223	<p>To discuss the provision of any necessary traffic calming measures and to resolve what action to be taken</p> <p>Resolved: Cllrs asked to give thought to where there may be a need for the installation of traffic calming measures. To bring back to the next meeting.</p>
20.05/224	<p>To resolve to approach The Germain Rooms to find a location to situate a filing cabinet to be used to archive Parish Council documents</p> <p>Resolved: Cllrs asked to give thought to any potential location for a filing cabinet that they may be aware of. To bring back to the next meeting.</p>
20.05/225	<p>To confirm the date of the next meeting as 19th August 2020</p> <p>Resolved: Confirmed as 19th August 2020</p>
20.05/226	<p>To close the meeting</p> <p>The meeting closed at 8.50 pm</p>

Signed:

Dated: