

LOWICK & SLIPTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 19th May 2021 at 7.00pm at The Germain Rooms Lowick

Present: Councillors W Childs (Chair), S Gardner, A Fenton, D Chipchase, L Blow, D Campden

In attendance: Mrs N Phillips (Clerk)

21.05/349	Signing of Councillors Declarations of Office All present signed
21.05/350	To elect the Chairman Cllr Childs elected as Chair – Declaration of Acceptance of Office signed
21.05/351	To elect the Vice Chairman Cllr Gardner elected as Vice Chair
21.05/352	To receive and approve apologies for absence P Anstee – apologies accepted
21.05/353	Public participation session None
21.05/354	To receive declarations of interest under the Council’s Code of Conduct related to business on the agenda. No declarations received.
21.05/355	To receive and approve for signature the minutes of the meeting held on Wednesday 17th February 2021 Resolved: Approved and signed by the Chair
21.05/355a (error in numbering)	To note any matters arising from the minutes not included on this agenda for report only Clerk still working on draft newsletter – to be circulated and approved at the next meeting
21.05/355b (error in numbering)	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. Resolved: All in agreement
21.05/356	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 21/21 Part 2. Resolved: Annual Governance Statement received and approved
21.05/357	To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 20/21 Part 2. Resolved: Accounting Statement received and approved
21.05/358	To resolve to declare L&SPC exempt from external audit for the year ending

	<p>31.03.2021</p> <p>Resolved: L&SPC declared exempt from external audit for the year ending 31.03.2021 due to the higher of gross income or expenditure being less than £25,000</p>
21/05/359	<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 by the Clerk</p>
21/05/360	<p>To appoint the Internal Auditor for the year 2021/2022</p> <p>Resolved: To appoint a NCALC Auditor.</p>
21/05/361	<p>To receive and approve Finance Regulations, Standing Orders, and Code of Conduct, Members Allowance Policy</p> <p>Resolved: To approve the above documentation.</p>
21/05/362	<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>
21/05/363	<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>
21/05/364	<p>To receive and approve the Staff Appraisal Policy, Sickness and Absence Policy, Grievance & Disciplinary Policy, and the Expenses Policy</p> <p>Resolved: To approve all of the above documentation.</p>
21/05/365	<p>To receive and approve the Health & Safety Policy and the Loan Working Policy</p> <p>Resolved: To receive and approve the above documentation.</p>
21/05/366	<p>To receive and approve the Financial Risk Assessment and General Risk Assessment</p> <p>Resolved: To receive and approve the above documentation along with all other current risk assessments.</p>
21/05/367	<p>To receive and approve the Assets Register</p> <p>Resolved: To receive and approve the Assets Register.</p>
21/05/368	<p>To note the results of the Insurance Review</p> <p>Resolved: No changes identified. Year 2 of a 3 year LTA with BHIB</p>
21/05/369	<p>To review Councillor's, and others, roles and responsibilities</p> <p>Resolved:</p> <p>Cllr Childs – Police Liaison Rep, laying of Lowick poppy wreath, Cllr Gardner – Lowick noticeboard, CPR training co-ordinator, signatory to St Thomas Charity</p> <p>Cllr Anstee – Slipton noticeboard, laying of Slipton poppy wreath Cllr Fenton – Slipton defibrillator inspections, Slipton assets inspection, internal finance control, highways</p> <p>Cllr Blow – Lowick defibrillator inspections Cllr Chipchase – Pocket Park inspections, Lowick assets inspections, trees Cllr Campden – Rights of Way</p>

	The role of Flood Warden and Joint Action Group Rep to be confirmed																																																							
21/05/370	<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 signed by Cllr Childs</p>																																																							
21/05/371	<p>To examine and approve the Bank Statements</p> <p>Bank balance stands at £15265.47 and includes £3263.54 Pocket Park funds. The precept has been received from NNC and is included in these figures</p> <p>Resolved: Bank statements approved and signed by Cllr Childs</p>																																																							
21.05/372	<p>To approve and authorise payment of the following invoices</p> <table border="1"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100497</td> <td>NARCE</td> <td>Subscription com facility</td> <td>£40.00</td> <td>LGA 1972 s143</td> </tr> <tr> <td>DD1</td> <td>Salix Finance</td> <td>4th installment loan</td> <td>£1,000.00</td> <td>PCA 1957 s3</td> </tr> <tr> <td>100498</td> <td>Germain Rooms</td> <td>Room Hire 2020</td> <td>£80.00</td> <td>LGA 1972 s134</td> </tr> <tr> <td>100499</td> <td>NCALC</td> <td>Subscription & audit fee</td> <td>£429.21</td> <td>LGA 1972 s143</td> </tr> <tr> <td>100500</td> <td>N A Phillips</td> <td>April salary</td> <td>£176.40</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100501</td> <td>BHIB</td> <td>Insurance 2 of yr LTA</td> <td>£289.26</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100502</td> <td>N A Phillips</td> <td>April expenses</td> <td>£30.24</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100503</td> <td>N A Phillips</td> <td>May salary</td> <td>£176.40</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100504</td> <td>N A Phillips</td> <td>June salary</td> <td>£176.40</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100505</td> <td>N A Phillips</td> <td>July salary</td> <td>£176.40</td> <td>LGA 1972 s112</td> </tr> </tbody> </table> <p>Resolved: All payments authorised</p>	Cheque	Payee	Item	Amount	Power to Pay	100497	NARCE	Subscription com facility	£40.00	LGA 1972 s143	DD1	Salix Finance	4th installment loan	£1,000.00	PCA 1957 s3	100498	Germain Rooms	Room Hire 2020	£80.00	LGA 1972 s134	100499	NCALC	Subscription & audit fee	£429.21	LGA 1972 s143	100500	N A Phillips	April salary	£176.40	LGA 1972 s112	100501	BHIB	Insurance 2 of yr LTA	£289.26	LGA 1972 s111	100502	N A Phillips	April expenses	£30.24	LGA 1972 s111	100503	N A Phillips	May salary	£176.40	LGA 1972 s112	100504	N A Phillips	June salary	£176.40	LGA 1972 s112	100505	N A Phillips	July salary	£176.40	LGA 1972 s112
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21.05/373	<p>To review the bank mandate</p> <p>Resolved: Cllr Childs, and Anstee plus the Clerk to remain as signatories with Cllr Gardner replacing ex Cllr Britton – Clerk to arrange update of mandate</p>																																																							
21.05/374	<p>To approve the Clerk's incremental pay increase with effect from April 1st 2021</p> <p>Resolved: Approved</p>																																																							
21.05/375	<p>To resolve to increase the Clerk's hours to more accurately reflect the current work load.</p> <p>Resolved: Clerk to circulate predicted effect on budget of increased hours, also for payment of hours outstanding from last year, and to bring back to the next meeting</p>																																																							
21.05/376	<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>NE/21/00604/FUL: Concrete the farmyard at Vanish Point Farm Slipton Lane Slipton NN14 4AJ</p> <p>Resolved: No objections – Clerk to notify NNC</p>																																																							
21.05/377	<p>To note planning decisions made by ENC</p> <p>20/01690/LBC + 10689/FUL: to erect a lean to constructed from a metal frame with corrugated iron roof to create two covered areas at The Snooty Fox Main St Lowick</p> <p>NE/21/00327/TCA: Fell 1 x Chestnut I x Sycamore at The Old Rectory Main Street Lowick</p> <p>NE/21/00371/TCA: Fell 1 x Eucalyptus, I x Cedar at Church View 16C Main Street Lowick</p>																																																							
21.05/378	To receive an update from Cllr Fenton on the Samuel Pepys listing as an																																																							

	<p>Asset of Community Value and to discuss the current state of the property with a view to requesting NNC to serve a s215 notice.</p> <p>ACV issued. Latest planning application not as yet decided. Building continues to decline, 'Keep out' graffiti cleaned off by local residents but soon replaced with fresh 'Keep out' graffiti – a request made for NNC to be approached about the serving of s215 notice.</p> <p>Resolved: Clerk to contact NNC and request s215 notice be served</p>
21.05/279	<p>To receive an update on the Pocket Park</p> <p>Old Pocket Park charity closed. The majority of business concerning the Recreation Field and Pocket Park will be transacted at the separate Recreation and Pocket Park meetings. The Pocket Park funds currently held by L&S PC will be transferred to a separate bank account at the earliest opportunity. Weekly safety checks have been carried out by Cllr Chipchase and the annual inspection by Wicksteeds will be booked.</p>
21.05/380	<p>To discuss the CPR training and nominate an individual to make any necessary arrangements.</p> <p>Resolved: To wait until Covid restrictions are lifted</p>
21.05/381	<p>To set the dates for the meetings for the year 2020/2021 as August 18th, November 17th, February 16th, May 18th.</p> <p>Resolved: To move from three monthly to two monthly meetings therefore the dates will be 21.07.21, 15.09.21, 17.11.21, 19.01.22, 16.03.22, 18.05.22</p>
21.05/382	<p>To agree to 'Off to a Flying Start' training for new councillors</p> <p>Resolved: Training approved – Clerk to make bookings</p>
21.05/383	<p>To receive the results for the survey of assets to record condition and any remedial work needed</p> <p>Resolved: Clerk to go through reports and flag up any items needing work</p>
21.05/384	<p>To consider finding a location to situate a filing cabinet to be used to archive Parish Council documents.</p> <p>Resolved: Cllr Gardner to approach Drayton Estate Office to see if they have a suitable space and if they would be willing to permit documents to be stored there.</p>
21.05/385	<p>To resolve the response to the Government consultation on Remote Meetings</p> <p>Resolved: Clerk to submit reponse.</p>
21.05/386	<p>To confirm the date of the next meeting as 19th August 2021</p> <p>Resolved: Due to changes to meeting schedule the next meeting will take place on July 21st.</p>
21.05/387	<p>To close the meeting</p> <p>The meeting closed at 20.38 pm</p>

Signed:

Dated: