

## LOWICK & SLIPTON PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on Wednesday 18<sup>th</sup> May 2022 at 7.00pm at The Germain Rooms Lowick

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

**In attendance:** Mrs N Phillips (Clerk)

22.05/556	<b>To elect the Chairman</b> Cllr Childs elected as Chair – Declaration of Acceptance of Office signed
22.05/557	<b>To elect the Vice Chairman</b> Cllr Gardner elected as Vice Chair – Declaration of Acceptance of Office signed
22.05/558	<b>To receive and approve apologies for absence</b> Cllr D Campden
22.05/559	<b>Public participation session</b> None
22.05/560	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> Cllr Blow – planning application NE/22/00500/TCA
22.05/561	<b>To receive and approve for signature the minutes of the meeting held on Wednesday 16<sup>th</sup> March 2022</b> <b>Resolved:</b> Approved and signed by the Chair
22.05/562	<b>To note any matters arising from the minutes not included on this agenda for report only</b> None
22.05/561	<b>To make note of the findings of the Internal Audit</b> No issues identified <b>Resolved:</b> No action needed
22.05/562	<b>To receive and approve Section 1 - Annual Governance Statement – Annual Governance &amp; Accountability return 21/22 Part 2.</b> <b>Resolved:</b> Annual Governance Statement received and approved
22.05/563	<b>To receive and approve Section 2 - Accounting Statements Statement – Annual Governance &amp; Accountability return 21/22 Part 2.</b> <b>Resolved:</b> Accounting Statement received and approved
22.05/564	<b>To resolve to declare L&amp;SPC exempt from external audit for the year ending 31.03.2022</b> <b>Resolved:</b> L&SPC declared exempt from external audit due to the higher of gross income or expenditure being less than £25,000
22.05/565	<b>To confirm the dates for display of the notice of public rights, and for the inspection of documents relating to the financial year 2021/22</b> <b>Resolved:</b> Notice to be posted on June 10 <sup>th</sup> 2022 with dates for inspections of documents being Monday 13 <sup>th</sup> June 2022 to Friday 22 <sup>nd</sup> July 2022
21.05/566	<b>To appoint the Internal Auditor for the year 2022/2023</b> <b>Resolved:</b> To appoint a NCALC Auditor.

22.05/570	<p><b>To receive and approve Finance Regulations, Standing Orders, Code of Conduct, and Members Allowance Policy</b></p> <p><b>Resolved:</b> To approve the above documentation.</p>
22.05/571	<p><b>To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors</b></p> <p><b>Resolved:</b> To approve the above documentation.</p>
22.05/572	<p><b>To receive and approve the Document Retention Policy, Data Protection Policy, Subject Access Request Procedures, Data Breach Policy, Data Map, General Privacy Notice, Councillor/Staff Privacy Notice, and Information Publication Scheme</b></p> <p><b>Resolved:</b> To approve all of the above documentation.</p>
22.05/573	<p><b>To receive and approve the Environmental Policy and Environment Plan</b></p> <p><b>Resolved:</b> To approve all of the above documentation.</p>
22.05/574	<p><b>To receive and approve the Health &amp; Safety Policy, Lone Working Policy, Staff Appraisal Policy and Procedure, Expenses Policy , Sickness and Absence Policy, and the Grievance &amp; Disciplinary Policy</b></p> <p><b>Resolved:</b> To approve all of the above documentation.</p>
22.05/575	<p><b>To receive and approve the Risk Management Policy Statement, Financial Risk Assessment and all other Risk Assessment</b></p> <p><b>Resolved:</b> To receive and approve the above documentation</p>
22.05/576	<p><b>To receive and approve the Assets Register</b></p> <p><b>Resolved:</b> To receive and approve the Assets Register.</p>
22.05/577	<p><b>To note the results of the Insurance Review</b></p> <p><b>Resolved:</b> No changes identified. Year 3 of a 3 year LTA with BHIB</p>
22.05/578	<p><b>To allocate Councillor's roles and responsibilities</b></p> <p><b>Resolved:</b>  Cllr Childs – Police Liaison Rep, laying of Lowick poppy wreath,  Cllr Gardner – Lowick noticeboard, CPR training co-ordinator, signatory to St Thomas Charity  Cllr Anstee – Slipton noticeboard, laying of Slipton poppy wreath  Cllr Fenton – Slipton defibrillator inspections, Slipton assets inspection, internal finance control, highways  Cllr Blow – Lowick defibrillator inspections  Cllr Chipchase – Pocket Park inspections, Lowick assets inspections, trees  Cllr Campden – Rights of Way  Clerk – Joint Action Group  Role of Flood Warden still vacant</p>
22.05/579	<p><b>To receive and approve the Balance of Accounts/Bank Reconciliation</b></p> <p><b>Resolved:</b> The balance of accounts and the bank reconciliation were approved and signed by Cllr Childs</p>
22.05/580	<p><b>To examine and approve the Bank Statements</b></p> <p>Bank balance stands at £17550.29 and includes £3527.61 Pocket Park funds. The precept has been received from NNC and is included in these figures</p> <p><b>Resolved:</b> Bank statements approved and signed by Cllr Childs</p>

22.05/581	<p><b>To approve and authorise payment of the following invoices</b></p> <table border="1" data-bbox="300 248 1501 734"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100537</td> <td>NARCE</td> <td>Subscription</td> <td>£40.00</td> <td>LGA 1972 s143</td> </tr> <tr> <td>DD1</td> <td>Salix Finance</td> <td>6th installment loan</td> <td>£1,000.00</td> <td>PCA 1957 s3</td> </tr> <tr> <td>DD2</td> <td>SSE</td> <td>Street lighting March 2022</td> <td>£23.83</td> <td>PCA 1957 s3</td> </tr> <tr> <td>100538</td> <td>Germain Rooms</td> <td>Room Hire 2022/23</td> <td>£100.00</td> <td>LGA 1972 s134</td> </tr> <tr> <td>100539</td> <td>N A Phillips</td> <td>April salary</td> <td>£270.00</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100540</td> <td>BHIB</td> <td>Insurance 2 of yr LTA</td> <td>£289.26</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100541</td> <td>NCALC</td> <td>Subscription &amp; audit fee</td> <td>£TBC</td> <td>LGA 1972 s143</td> </tr> <tr> <td>DD3</td> <td>SSE</td> <td>Street lighting April</td> <td>£24.54</td> <td>PCA 1957 s3</td> </tr> <tr> <td>100502</td> <td>N A Phillips</td> <td>April expenses</td> <td>£28.63</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100503</td> <td>N A Phillips</td> <td>May salary</td> <td>£TBC</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100504</td> <td>N A Phillips</td> <td>June salary</td> <td>£TBC</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD4</td> <td>SSE</td> <td>Street lighting May 2022</td> <td>£TBC</td> <td>PCA 1957 s3</td> </tr> </tbody> </table> <p><b>Resolved:</b> All payments authorised</p>	Cheque	Payee	Item	Amount	Power to Pay	100537	NARCE	Subscription	£40.00	LGA 1972 s143	DD1	Salix Finance	6th installment loan	£1,000.00	PCA 1957 s3	DD2	SSE	Street lighting March 2022	£23.83	PCA 1957 s3	100538	Germain Rooms	Room Hire 2022/23	£100.00	LGA 1972 s134	100539	N A Phillips	April salary	£270.00	LGA 1972 s112	100540	BHIB	Insurance 2 of yr LTA	£289.26	LGA 1972 s111	100541	NCALC	Subscription & audit fee	£TBC	LGA 1972 s143	DD3	SSE	Street lighting April	£24.54	PCA 1957 s3	100502	N A Phillips	April expenses	£28.63	LGA 1972 s111	100503	N A Phillips	May salary	£TBC	LGA 1972 s112	100504	N A Phillips	June salary	£TBC	LGA 1972 s112	DD4	SSE	Street lighting May 2022	£TBC	PCA 1957 s3
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22.05/582	<p><b>To review the bank mandate and receive an update on setting up on-line banking</b></p> <p><b>Resolved:</b> Cllr Childs, Anstee and Gardner plus the Clerk to remain as signatories. Cllr Anstee registered for on-line banking, Clerk to check with bank on status of Cllr Childs and Gardner</p>																																																																	
22.05/583	<p><b>To note the setting up of the direct debit payment for street lighting charges, and the continuing direct debit for the Salix loan to repay for the street light installation</b></p> <p><b>Resolved:</b> Noted</p>																																																																	
22.05/584	<p><b>To reconfirm the Clerk's salary</b></p> <p><b>Resolved:</b> Clerk salary confirmed as Point 16 with an annual incremental rise with effect from April 1<sup>st</sup> 2022</p>																																																																	
22.05/585	<p><b>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.</b></p> <p>NE/22/00500/TCA: Pollarding of Eucalyptus close to house in front garden. Trimming and shaping the crown of "corkscrew willow" that is next to Eucalyptus more towards the front/middle of the garden. Eucalyptus has significant growth that needs managing and is causing neighbour concerns. The willow is out of balance following storms and also hangs over next door neighbours property causing concerns. 15 Main Street Lowick NN14 3BH – no objections</p> <p>NE/22/00408/FUL: The construction of a new double span agricultural barn on the former site of two silage clamps at Alley Farm, Lowick, for the storage of straw and grain produced on the holding. Alley Farm 30 Drayton Road Lowick NN14 3BG – Subject to a minimal increase in traffic movements L&amp;SPC has no objections to this application.</p> <p>NE/22/00528/FUL &amp; NE/22/00529/LBC: Removal of the existing modern single storey flat roof extension to NorthWest elevation, construction of a new single storey extension in the same area; some internal alterations and replacement windows to North East elevation. 22 Robbs Lane Lowick NN14 3BE – no objections</p> <p><b>Resolved:</b> Clerk to notify NNC as above</p>																																																																	

22.05/586	<p><b>To note planning decisions made by ENC</b></p> <p>NE/22/00029/FUL: To replace all windows and 2 x rear patio doors from real wood to woodgrain effect PCV. Style of windows changing from 'Georgian style' with curved top panes to cottage style single bar. Replacement of wooden panelling and fascia above second floor doomer windows (x4) with woodgrain effect PCV. One set of patio doors to rear of house replaced with a bi-fold utilising current door space. 11 Main Street Lowick NN14 3BH- permitted</p>
22.05/587	<p><b>To note this Parish Council's response to planning application consultations received between meetings</b></p> <p>NE/22/00315/LBC: Retention of roof structure, reinstated following fire damage. Rutherford Cottage 1 - 2 Sudborough Road, Slipton NN14 3AQ</p> <p><b>Resolved:</b> No comments submitted</p>
22.05/588	<p><b>To note a resident's concerns re work to Rose Cottage Slipton, and to resolve what action, if any the Parish Council wishes to take.</b></p> <p>Concerns have been passed to the PC re possible roof lights being inserted that do not appear on the original planning application</p> <p><b>Resolved:</b> Clerk to seek information from the Planning Department so as to put resident's minds at rest that the application permission has been adhered to.</p>
22.05/589	<p><b>To receive an update from Cllr Fenton on the Samuel Pepys public house</b></p> <p>No movement – nothing to report</p> <p><b>Resolved:</b> No action needed at present</p>
22.05/590	<p><b>To note that the weekly safety checks of the Pocket Park Equipment are carried out.</b></p> <p>Checks have been carried out by Cllr Chipchase</p> <p><b>Resolved:</b> Checks noted</p>
22.05/591	<p><b>To note that the weekly checks of the defibrillators are carried out</b></p> <p>Checks carried out by Cllrs Blow and Fenton. No pads will be needed in a few months time</p> <p><b>Resolved:</b> Checks noted. Clerk to order replacement pads as necessary.</p>
22.05/592	<p><b>To note the arrangements for the CPR training</b></p> <p>Cllr Gardner has arranged for training for up to 10 people per session on June 7<sup>th</sup> and 14<sup>th</sup>.</p> <p><b>Resolved:</b> Arrangements noted</p>
22.05/593	<p><b>To receive an update from Cllr Campden on repairs to the benches</b></p> <p>Work carried out, Cllr Campden thanked</p> <p><b>Resolved:</b> No further action needed</p>
22.05/594	<p><b>To receive an update on plans for marking the Queen's Jubilee and to discuss a proposal for contributing to The Queen's Green Canopy</b></p> <p>Still waiting to hear whether grant for the willow tunnel has been successful. Proposal received from member of public re The Queen's Green Canopy and an avenue of trees. Request for a grant towards costs of a street party received.</p> <p><b>Resolved:</b> Clerk to report back on grant for willow trees once a decision has been</p>

	made. Proposal for avenue of trees and The Queens Green Canopy to be discussed at the July meeting. Due to insufficient notice and no budget having been set aside for the purpose no grant can be given.
<b>22.05/595</b>	<b>To receive an update on potential work to the Slipton war memorial, and to resolve what action, if any, to be taken</b> Clerk waiting for information.  <b>Resolved:</b> To look at once further information is received
<b>22.05/596</b>	<b>To receive an update on the Northants CALC Asset Mapping Project (AMP)</b> All completed  <b>Resolved:</b> no action needed
<b>22.05/597</b>	<b>To discuss any highways, or rights of way issues and to resolve what action to be taken</b>  Blocked footpath reported to Street Doctor and notification of reopening received.  <b>Resolved:</b> No action needed
<b>22.05/598</b>	<b>To receive the results for the survey of assets to record condition and any remedial work needed</b>  <b>Resolved:</b> Clerk to go through reports and flag up any items needing work for discussion at the July meeting.
<b>22.05/599</b>	<b>To discuss the missing street lamp at Slipton and to resolve what action to be taken</b>  <b>Resolved:</b> Clerk to seek assurance from Drayton Estates that they are still storing the missing fitting with reinstallation still going ahead.
<b>22.05/600</b>	<b>To discuss possible traffic calming measures at Slipton including funding</b> White painted gates preferred as they will be more visible.  <b>Resolved:</b> Clerk to inform Highways and ask for a complete costings so that funding can be sought
<b>22.05/601</b>	<b>To discuss whether this Parish Council wishes to join CPRE</b>  <b>Resolved:</b> Not to join at present
<b>22.05/602</b>	<b>Correspondence</b>  <b>Resolved:</b> None
<b>22.05/603</b>	<b>To set the dates for the meetings for the year 2022/2023</b>  <b>Resolved:</b> Meeting dates will be 20.07.22, 21.09.22, 16.11.22, 18.01.23, 15.03.23, 17.05.23. Clerk to notify Germain Rooms.
<b>22.05/604</b>	<b>To confirm the date of the next meeting as 20<sup>th</sup> July 2022</b>  <b>Resolved:</b> Date confirmed with the Pocket Park meeting taking place at 6.45pm followed at 7.00pm by the Parish Council meeting
<b>22.05/605</b>	<b>To close the meeting</b>  The meeting closed at 20.34 pm

Signed:

Dated: