

LOWICK & SLIPTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 17th May 2023 at 7.00pm at The Germain Rooms Lowick

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

In attendance: Mrs N Phillips (Clerk). E Smith – Drayton Estates, 2 x members of public

23.05/746	<p>To elect the Chairman Cllr Childs elected as Chair – Declaration of Acceptance of Office signed</p>
23.05/747	<p>To elect the Vice Chairman Cllr Gardner elected as Vice Chair – Declaration of Acceptance of Office signed</p>
23.05/748	<p>To receive and approve apologies for absence Cllr D Campden</p>
23.05/749	<p>Public participation session Ed Smith – Drayton Estates – possible planning application, flooding issues. E Smith then left the meeting.</p>
23.05/750	<p>To receive declarations of interest under the Council’s Code of Conduct related to business on the agenda. None</p>
23.05/751	<p>To co-opt Craig Bithray to Lowick & Slipton PC Resolved: C Bithray co-opted to represent Slipton Ward</p>
23.05/752	<p>To receive and approve for signature the minutes of the meeting held on Wednesday 15th March 2023 Resolved: Approved and signed by the Chair</p>
23.05/753	<p>To note any matters arising from the minutes not included on this agenda for report only Parish Emergency Plan to be brought back to the July meeting</p>
23.05/754	<p>To make note of the findings of the Internal Audit No issues identified Resolved: No action needed</p>
23.05/755	<p>To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 22/23 Part 2. Resolved: Annual Governance Statement received and approved</p>
23.05/756	<p>To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 21/22 Part 2. Resolved: Accounting Statement received and approved</p>
23.05/757	<p>To resolve to declare L&SPC exempt from external audit for the year ending 31.03.2023 Resolved: L&SPC declared exempt from external audit due to the higher of gross income or expenditure being less than £25,000</p>
23.05/758	<p>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 Resolved: Notice to be posted on May 18th 2023 with dates for inspections of documents being Monday 5th June 2023 to Friday 14th July 2023</p>

23.05/759	To appoint the Internal Auditor for the year 2023/2024 Resolved: To appoint a NCALC Auditor.																																
23.05/760	To receive and approve Finance Regulations, Standing Orders, Code of Conduct, Members Allowance Policy, and Scheme of Delegation Resolved: To approve the above documentation.																																
23.05/761	To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors Resolved: To approve the above documentation.																																
23.05/762	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, Information Publication Scheme, Social media Policy, and Website Accessibility Statement Resolved: To approve all of the above documentation.																																
23.05/763	To receive and approve the Health & Safety Policy, Lone Working Policy, Staff Appraisal Policy and Procedure, Expenses Policy, Sickness and Absence Policy, Grievance & Disciplinary Policy, Councillor/Officer protocol. Dignity at Work Policy Resolved: To approve all of the above documentation.																																
23.05/764	To receive and approve the Environmental Policy and Environment Plan Resolved: To approve all of the above documentation.																																
23.05/765	To receive and approve the Risk Management Policy Statement, Financial Risk Assessment and all other Risk Assessment, including Risk Register Resolved: To receive and approve the above documentation																																
23.05/766	To receive and approve the Assets Register Resolved: To receive and approve the Assets Register.																																
23.05/767	To note the results of the Insurance Review Resolved: No changes identified. New 3 year LTA with BHIB entered into.																																
23.05/768	<p>To allocate Councillor's roles and responsibilities Resolved:</p> <table border="1"> <thead> <tr> <th>Role:</th> <th>Name:</th> </tr> </thead> <tbody> <tr> <td>Police Liaison Rep</td> <td>Cllr W Childs</td> </tr> <tr> <td>Laying of Poppy Wreaths</td> <td>Cllr W Childs (Lowick) Cllr C Bithray (Slipton)</td> </tr> <tr> <td>Trees</td> <td>Cllr Chipchase</td> </tr> <tr> <td>Internal Finance Control</td> <td>To be confirmed at the next meeting</td> </tr> <tr> <td>Notice boards</td> <td>Cllr S Gardner (Lowick) Slipton to be confirmed at the next meeting</td> </tr> <tr> <td>Joint Action Group</td> <td>The Clerk</td> </tr> <tr> <td>CPR Training</td> <td>Cllr S Gardner</td> </tr> <tr> <td>Signatory St Thomas Charity</td> <td>Cllr S Gardner</td> </tr> <tr> <td>Defibrillator checks</td> <td>Cllr L Blow (Lowick) Cllr C Bithray (Slipton)</td> </tr> <tr> <td>Asserts inspections</td> <td>Cllr D Chipchase (Lowick) Cllr C Bithray (Slipton)</td> </tr> <tr> <td>Pocket Park Inspections</td> <td>Cllr D Chipchase</td> </tr> <tr> <td>Rights of Way</td> <td>Cllr D Campden</td> </tr> <tr> <td>Flood Warden</td> <td>Vacant</td> </tr> <tr> <td>NNCT & PC Forum</td> <td>Cllr W Childs as Chair, Cllr S Gardner as Vice Chair</td> </tr> <tr> <td colspan="2">All Cllrs to have responsibilities for planning, highways, streetlighting</td> </tr> </tbody> </table>	Role:	Name:	Police Liaison Rep	Cllr W Childs	Laying of Poppy Wreaths	Cllr W Childs (Lowick) Cllr C Bithray (Slipton)	Trees	Cllr Chipchase	Internal Finance Control	To be confirmed at the next meeting	Notice boards	Cllr S Gardner (Lowick) Slipton to be confirmed at the next meeting	Joint Action Group	The Clerk	CPR Training	Cllr S Gardner	Signatory St Thomas Charity	Cllr S Gardner	Defibrillator checks	Cllr L Blow (Lowick) Cllr C Bithray (Slipton)	Asserts inspections	Cllr D Chipchase (Lowick) Cllr C Bithray (Slipton)	Pocket Park Inspections	Cllr D Chipchase	Rights of Way	Cllr D Campden	Flood Warden	Vacant	NNCT & PC Forum	Cllr W Childs as Chair, Cllr S Gardner as Vice Chair	All Cllrs to have responsibilities for planning, highways, streetlighting	
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23.05/769	<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>																																																																																																									
23.05/770	<p>To examine and approve the Bank Statements</p> <p>Bank balance stands at £20309.41 and includes £3464.62 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>																																																																																																									
23.05/771	<p>To approve and authorise payment of the following invoices</p> <table border="1" data-bbox="316 577 1479 1406"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>DD1</td> <td>Salix Finance</td> <td>8th installment loan</td> <td>£1,000.00</td> <td>PCA 1957 s3</td> </tr> <tr> <td>100568</td> <td>NARCRE</td> <td>Membership 2023/2024</td> <td>£48.00</td> <td>LGA 1972 s143</td> </tr> <tr> <td>BAC1</td> <td>RPJ Ironhouse Blacksmiths</td> <td>2 x barbeque repairs</td> <td>£150.00</td> <td>LGA 1972 s124</td> </tr> <tr> <td>100576</td> <td>NCALC</td> <td>Subs and audit etc.</td> <td>£504.90</td> <td>LGA 1972 s143</td> </tr> <tr> <td>DD2</td> <td>SSE</td> <td>Unmetered supply March 2023</td> <td>£24.78</td> <td>PCA 1957 s3</td> </tr> <tr> <td>BAC 2</td> <td>Eon Energy Solutions</td> <td>Slipton photocell</td> <td>£28.16</td> <td>PCA 1957 s3</td> </tr> <tr> <td>100569</td> <td>Germain Rooms</td> <td>Room Hire 2022/23</td> <td>£100.00</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100570</td> <td>N A Phillips</td> <td>April salary</td> <td>£313.88</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>DD3</td> <td>HMRC</td> <td>Clerks April tax</td> <td>£1.00</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100574</td> <td>N A Phillips</td> <td>march/April expenses</td> <td>£30.32</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100575</td> <td>N A Phillips</td> <td>May salary</td> <td>£313.88</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>DD3</td> <td>HMRC</td> <td>Clerks May tax</td> <td>£1.00</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>DD3</td> <td>SSE</td> <td>Unmetered supply April 2023</td> <td>£22.87</td> <td>PCA 1957 s3</td> </tr> <tr> <td>BAC3</td> <td>TDP Ltd</td> <td>Slipton Coronation Bench</td> <td>£396.29</td> <td>LGA 1972 s137</td> </tr> <tr> <td>100577</td> <td>BHIB</td> <td>Insurance 01.06.23 - 31.05.24</td> <td>£340.96</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100578</td> <td>N A Phillips</td> <td>June salary</td> <td>£313.88</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>DD4</td> <td>SSE</td> <td>Unmetered supply May 2023</td> <td>£22.87</td> <td>PCA 1957 s3</td> </tr> <tr> <td>BAC3</td> <td>Germain Rooms</td> <td>Coronation Food</td> <td>£40.99</td> <td>LGA 1972 s137</td> </tr> <tr> <td>BAC4</td> <td>Germain Rooms</td> <td>Coronation bench</td> <td>£629.95</td> <td>LGA 1972 s137</td> </tr> <tr> <td>DD5</td> <td>SSE</td> <td>Unmetered supply June 2023</td> <td>£23.35</td> <td>PCA 1957 s3</td> </tr> </tbody> </table> <p>Resolved: All payments authorised</p>	Cheque	Payee	Item	Amount	Power to Pay	DD1	Salix Finance	8th installment loan	£1,000.00	PCA 1957 s3	100568	NARCRE	Membership 2023/2024	£48.00	LGA 1972 s143	BAC1	RPJ Ironhouse Blacksmiths	2 x barbeque repairs	£150.00	LGA 1972 s124	100576	NCALC	Subs and audit etc.	£504.90	LGA 1972 s143	DD2	SSE	Unmetered supply March 2023	£24.78	PCA 1957 s3	BAC 2	Eon Energy Solutions	Slipton photocell	£28.16	PCA 1957 s3	100569	Germain Rooms	Room Hire 2022/23	£100.00	LGA 1972 s111	100570	N A Phillips	April salary	£313.88	LGA 1972 s 112	DD3	HMRC	Clerks April tax	£1.00	LGA 1972 s 112	100574	N A Phillips	march/April expenses	£30.32	LGA 1972 s111	100575	N A Phillips	May salary	£313.88	LGA 1972 s 112	DD3	HMRC	Clerks May tax	£1.00	LGA 1972 s 112	DD3	SSE	Unmetered supply April 2023	£22.87	PCA 1957 s3	BAC3	TDP Ltd	Slipton Coronation Bench	£396.29	LGA 1972 s137	100577	BHIB	Insurance 01.06.23 - 31.05.24	£340.96	LGA 1972 s111	100578	N A Phillips	June salary	£313.88	LGA 1972 s 112	DD4	SSE	Unmetered supply May 2023	£22.87	PCA 1957 s3	BAC3	Germain Rooms	Coronation Food	£40.99	LGA 1972 s137	BAC4	Germain Rooms	Coronation bench	£629.95	LGA 1972 s137	DD5	SSE	Unmetered supply June 2023	£23.35	PCA 1957 s3
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23.05/772	<p>To review the bank mandate and receive an update on setting up on-line banking</p> <p>Resolved: 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 re online banking</p>																																																																																																									
23.05/773	<p>To note the direct debits</p> <p>Resolved: Salix loan, HMRC – Clerk’s tax, ICO and SSE – all noted</p>																																																																																																									
23.05/774	<p>To reconfirm the Clerk’s salary</p> <p>Resolved: Clerk salary confirmed as Point 17 with a 25p ph incremental increase with effect from April 1st 2023</p>																																																																																																									
23.05/775	<p>To receive feedback on the coronation celebrations and grant money spent</p> <p>Resolved: 1/3 – 2/3 split with coronation benches purchased for each village and a contribution to Lowick celebration to which all residents of both villages were invited</p>																																																																																																									

23.05/776	<p>To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by North Northamptonshire Council and available on its website between the circulation of this agenda and the meeting.</p> <p>None received</p>
23.05/777	<p>To note planning decisions made by NNC</p> <p>None received</p>
23.05/778	<p>To note that the weekly safety checks of the Pocket Park Equipment are carried out.</p> <p>Resolved: Checks carried out by Cllr Chipchase – Wicksteed Ltd contracted to carry out annual safety inspection</p>
23.05/779	<p>To note that the weekly checks of the defibrillators are carried out</p> <p>Resolved: Checks carried out by Cllrs Blow and Fenton. Cllr Bithray to take on Slipton defibrillator checks</p>
23.05/780	<p>To discuss any highways, or rights of way issues and to resolve what action to be taken</p> <p>Resolved: Clerk to write again to County Highways re current state of the A6116</p>
23.05/781	<p>To note any issues concerning streetlighting</p> <p>Resolved: Work required by National Grid on their equipment situated on three lights before test certificates can be issued by Eon</p>
23.05/782	<p>To receive the results for the survey of assets to record condition and any remedial work needed</p> <p>Resolved: Slipton noticeboard might benefit from re-varnishing, coronation bench to replace rotten bench, refill to be ordered for gritbin. Lowick – one bench/picnic table beyond use and to be removed</p>
23.05/783	<p>To discuss possible traffic calming measures at Slipton including funding</p> <p>Resolved: Grant application to be submitted, final locations to be decided with County Highways, lead in time for delivery of gates, and installation of be ascertained. Gates to also be installed at Lowick if funding can be found</p>
23.05/784	<p>To receive an update on the issues of dog fouling and additional anti-fouling signage</p> <p>Resolved: No further action at this stage</p>
23.05/785	<p>To note the approval of the Recreational Field & Pocket Park Governing Document</p> <p>Resolved: Approved – invoice to be paid by the Parish Council</p>
23.05/786	<p>Correspondence</p> <p>Resolved: STAUNCH Open Gardens Poster</p>
23.05/787	<p>To set the dates for the meetings for the year 2023/2024</p> <p>Resolved: Meeting dates will be 19/07, 20/09, 15/11, 17/01, 20/03, 15/05. Clerk to notify Germain Rooms.</p>
23.05/788	<p>To confirm the date of the next meeting as 19th July 2023</p> <p>Resolved: Date confirmed with the Pocket Park meeting taking place at 6.45pm followed at 7.00pm by the Parish Council meeting</p>
23.05/789	<p>To close the meeting</p> <p>The meeting closed at 8.10pm</p>

Signed:

Dated: