

## LOWICK & SLIPTON PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on Wednesday 15<sup>th</sup> May 2024 at 7.00pm at The Germain Rooms Lowick

**Present:** Councillor D Chipchase (acting as Chair)

**In attendance:**

<b>Cllr Chipchase opened the meeting, declared it inquorate and therefore no business would be transacted and closed the meeting at 7.05pm</b>	
<b>24.05/953</b>	<b>To elect the Chairman</b>
<b>24.05/954</b>	<b>To elect the Vice Chairman</b>
<b>24.05/955</b>	<b>To note the resignation with effect from April 5<sup>th</sup> 2024 of Cllr S Barton</b>
<b>24.05/956</b>	<b>To receive and approve apologies for absence.</b>
<b>24.05/957</b>	<b>Public participation session</b>
<b>24.05/958</b>	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b>
<b>24.05/959</b>	<b>To receive and approve for signature the minutes of the meeting held on Wednesday 20<sup>th</sup> March 2024</b>
<b>24.05/960</b>	<b>To note any matters arising from the minutes not included on this agenda for report only</b>
<b>24.05/961</b>	<b>To make note of the findings of the Internal Audit</b>
<b>24.05/962</b>	<b>To receive and approve Section 1 - Annual Governance Statement – Annual Governance &amp; Accountability return 23/24.</b>
<b>24.05/963</b>	<b>To receive and approve Section 2 - Accounting Statements Statement – Annual Governance &amp; Accountability return 23/24</b>
<b>24.05/964</b>	<b>To confirm the dates for display of the notice of public rights, and for the inspection of documents relating to the financial year 2023/24</b>
<b>24.05/965</b>	<b>To appoint the Internal Auditor for the year 2024/2025</b>
<b>24.05/966</b>	<b>To receive and approve Finance Regulations, Standing Orders, Code of Conduct, Members Allowance Policy, and Scheme of Delegation</b>
<b>24.05/967</b>	<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>
<b>24.05/968</b>	<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, Information Publication Scheme, Social Media Policy, and Website Accessibility Statement</b>
<b>24.05/969</b>	<b>To receive and approve the Health &amp; Safety Policy, Lone Working Policy, Staff Appraisal Policy and Procedure, Expenses Policy, Sickness and Absence Policy, Grievance &amp; Disciplinary Policy, Councillor/Officer protocol. Dignity at Work Policy, Safeguarding Polic</b>
<b>24.05/970</b>	<b>To receive and approve the Environmental Policy, Biodiversity Policy and Small Grants Policy</b>
<b>24.05/971</b>	<b>To receive and approve the Risk Management Policy Statement, Financial Risk Assessment and all other Risk Assessments</b>
<b>24.05/972</b>	<b>To receive and approve the Assets Register</b>
<b>24.05/973</b>	<b>No item due to misnumbering</b>
<b>24.05/974</b>	<b>To note the results of the Insurance Review</b>
<b>24.05/975</b>	<b>To allocate Councillor's roles and responsibilities</b>
<b>24.05/976</b>	<b>To review the bank mandate</b>

24.05/977	To note the direct debits
24.05/978	To receive and approve the Balance of Accounts/Bank Reconciliation
24.05/979	To examine and approve the Bank Statements
24.05/980	To approve and authorise payment of the following invoices
24.05/981	To note the reimbursement to the Clerk for payment made to HMRC to cover Jan – Mar tax due to the failure of the direct debit
24.05/982	To resolve that it is in this Council's best interest to apply for the Barclay's Business Debit Card service, and that this Council agrees to be bound by the Barclay's Debit Card terms and conditions
24.05/983	To resolve that whilst the existing bank mandate provides for more than one person to issue instructions to the bank, in the case of the provision of a Business Debit Card, to allow Barclays to accept and act on the instructions from any one nominated cardholder.
24.05/984	To resolve that authorised persons identified in Section 3 of the Appointment of Bankers are authorised to apply for, nominate cardholders, and to accept the Business Debit Card terms contained in the Business Customer Agreement, on behalf of L&S PC.
24.05/985	To confirm the Clerk's salary
24.05/986	To review the budget and make any adjustments necessary
24.05/987	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.
24.05/988	To note response to planning applications received and reviewed between meetings
24.05/989	To note planning decisions made by NNC
24.05/990	To note that the weekly safety checks of the Pocket Park Equipment are carried out.
24.05/991	To note that the weekly checks of the defibrillators are carried out
24.05/992	To discuss any highways, or rights of way issues and to resolve what action to be taken
24.05/993	To note any issues with the Council's assets, including streetlighting, and to resolve what action, if any, to be taken
24.05/994	To receive the results for the survey of assets to record condition and any remedial work needed
24.05/995	To discuss possible traffic calming measures at Lowick including funding
24.05/996	To receive a report from Adam Highes Flood Warden, including the draft Flood Management Plan
24.05/997	To approve the Biodiversity Plan
24.05/998	To note this Council's response to the invitation to form part of the response to the NNC Community Governance Review
24.05/999	To note the receipt of a portrait photograph of King Charles III to be displayed in the Germain Rooms
24.05/1000	Correspondence
24.05/1001	To set the dates for the meetings for the year 2024/2025 as 17/07, 18/09, 20/11, 17/01, 20/03, 15/05
24.05/1002	To close the meeting

Signed:

Dated: