

LOWICK & SLIPTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 29th May 2024 at 7.00pm at The Germain Rooms Lowick

Present: Councillors W Childs (Chair), S Gardner, D Campden, L Blow, C Bithray

In attendance: Mrs N Phillips (Clerk).

24.05/001	To elect the Chairman Cllr Childs elected as Chair – Declaration of Acceptance of Office signed
24.05/002	To elect the Vice Chairman Cllr Gardner elected as Vice Chair – Declaration of Acceptance of Office signed
24.05/003	To note the resignation with effect from April 5th 2024 of Cllr S Barton Noted
24.05/004	To receive and approve apologies for absence Cllr D Chipchase, A Hughes Flood Warden
24.05/005	Public participation session None
24.05/006	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None (Cllrs reminded to check and update decs if needed)
24.05/007	To receive and approve for signature the minutes of the meeting held on Wednesday 20th March 2024 Resolved: Approved and signed by the Chair
24.05/008	To note any matters arising from the minutes not included on this agenda for report only None
24.05/009	To note that the meeting scheduled for Wednesday May 15th 2024 was inquorate and therefore no action was transacted Noted
24.05/010	To make note of the findings of the Internal Audit Need to set up separate bank account for Pocket Park
24.05/011	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 23/24 Resolved: Annual Governance Statement received and approved
24.05/012	To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 23/24 Resolved: Accounting Statement received and approved
24.05/013	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 Resolved: Notice to be posted on May 31 st 2024 with dates for inspections of documents being Monday 3 rd June 2024 to Friday 12 th July 2024
24.05/014	To appoint the Internal Auditor for the year 2024/2025 Resolved: To appoint a NCALC Auditor.
24.05/015	To receive and approve Finance Regulations, Standing Orders, Code of Conduct, Members Allowance Policy, and Scheme of Delegation

	Resolved: To approve the above documentation.																																
24.05/016	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.																																
24.05/017	To receive and approve the Document Retention Policy, Data Protection Policy, Subject Access Request Procedures, Data Breach Policy, Data Map, General and Councillor/Staff/Role Holder Privacy Notice, Information Publication Scheme, Social media Policy, and Website Accessibility Statement Resolved: To approve all of the above documentation.																																
24.05/018	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, Safeguarding Policy Resolved: To approve all of the above documentation.																																
24.05/019	To receive and approve the Environmental Policy and Biodiversity Policy, Small Grants Policy Resolved: To approve all of the above documentation.																																
24.05/020	To receive and approve the Risk Management Policy Statement, Financial Risk Assessment and all other Risk Assessments Resolved: To receive and approve the above documentation																																
24.05/021	To receive and approve the Assets Register Resolved: To receive and approve the Assets Register. Clerk to seek advice on inclusion of safety surfaces and fencing and add if necessary.																																
24.05/022	Mis-numbering – no agenda item																																
24.05/023	To note the results of the Insurance Review Resolved: No changes identified. Year 2 of LTA with Clear Council (formerly BHIB).																																
24.05/024	To allocate Councillor's roles and responsibilities Resolved: <table border="1" data-bbox="312 1424 1461 2045"> <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>Cllr Blow</td> </tr> <tr> <td>Notice boards</td> <td>Cllr S Gardner (Lowick) Cllr C Bithray (Slipton)</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>A Hughes</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	Cllr Blow	Notice boards	Cllr S Gardner (Lowick) Cllr C Bithray (Slipton)	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	A Hughes	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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	Resolved: Cllrs Childs, Blow and Gardner plus the Clerk on the mandate. Clerk to contact Barclays about Cllr Blow and Childs being authorised for on-line authorisation of payments																																																																																																																	
24.05/027	To note the Direct debits																																																																																																																	
	Resolved: ICO, Salix Finance, SSE – to make a third attempt to set up a direct debit to pay HMRC tax owing.																																																																																																																	
24.05/027	To receive and approve the Balance of Accounts/Bank Reconciliation																																																																																																																	
	Resolved: The balance of accounts and the bank reconciliation were approved and signed by Cllr Childs																																																																																																																	
24.05/028	To examine and approve the Bank Statements																																																																																																																	
	Bank balance stands at £20575.15 including Pocket Park funds. The precept has been received from NNC and is included in these figures																																																																																																																	
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	Resolved: All payments authorised – SSE have not invoiced for several months despite attempts by the Clerk to get copies of outstanding invoices.																																																																																																																	
24.05/030	To note the reimbursement to the Clerk for payment made to HMRC to cover Jan -Mar tax due to failure of the Direct Debit																																																																																																																	
	Resolved: Noted																																																																																																																	
24.05/031	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																																																																																																																	

	Resolved: Agreed
24.05/032	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. Resolved: Agreed
24.05/033	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 LWTA PC. Resolved: Agreed
24.05/034	To review and confirm the Clerk's salary Resolved: Clerk salary confirmed as Point 20.
24.05/035	To review the budget and make any adjustments necessary Resolved: Move £250.00 from contingency to trees to cover shortfall due to removal of one tree suffering from Ash Die Back
24.05/036	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. None received
24.05/037	To note response to applications received and reviewed between meetings Due to the meeting scheduled for May 15 th being inquorate no comments were made on the following applications NE/24/00348/TCA, NE/24/00272/FUL, NE/23/00445/LBC, NE/23/00435/FUL, NE/23/00436/LBC
24.05/038	To note planning decisions made by NNC None received
24.05/039	To note that the weekly safety checks of the Pocket Park Equipment are carried out. Resolved: Checks carried out by Cllr Chipchase
24.05/040	To note that the weekly checks of the defibrillators are carried out Resolved: Checks carried out by Cllrs Blow and Bithray
24.05/041	To discuss any highways, or rights of way issues and to resolve what action to be taken Resolved: No new issues to report
24.05/042	To note any issues with the Council's assets, including streetlighting, and to resolve what action if any to be taken Resolved: No new issues to report
24.05/043	To receive the results for the survey of assets to record condition and any remedial work needed Resolved: Not yet carried out
24.05/044	To discuss possible traffic calming measures at Lowick including funding Resolved: Consultation via social media re gates at Lowick to be actioned by Cllr Gardner, Clerk to obtain costs and make any grant application.
24.05/045	To receive a report from Adam Hughes, Flood Warden, including the draft Flood Management Plan

	Resolved: In the absence of A Hughes it was noted that some drain clearing had taken place and other works planned by local landowners, and that some flood protection equipment was stored locally. Cllr Childs to investigate further.
24.05/046	To approve the Biodiversity Plan Resolved: Deferred to July meeting to allow for further work.
24.05/047	To note this Council's response to the invitation to form part of the response to the NNC Community Governance Review Resolved: Not to take part
24.05/048	To note the receipt of a portrait photograph of King Charles III to be displayed in the Germain Rooms Resolved: Noted – Cllr Campden to liaise with the Germain Rooms
24.05/049	Correspondence Resolved: Notes on possible church closure – to be circulated to all Cllrs Parish On-Line subscription – not to be renewed Safety of Lithium Batteries campaign – not to participate
24.05/050	To set the dates for the meetings for the year 2024/2025 Resolved: Meeting dates will be 17/07, 18/09, 20/11, 15/01, 19/03, 21/05 – note error on agenda. Clerk to notify Germain Rooms, and circulate list to all Cllrs
24.05/051	To confirm the date of the next meeting as 17th July 2024 Resolved: Date confirmed with the Pocket Park meeting taking place at 6.45pm followed at 7.00pm by the Parish Council meeting
24.05/052	To close the meeting The meeting closed at 8.15 pm

Signed:

Dated: