

## LOWICK & SLIPTON PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on Wednesday 21<sup>st</sup> May 2025 at 7.00pm at The Germain Rooms Lowick

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

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

25.05/199	<b>To elect the Chairman</b> Cllr Childs elected as Chair – Declaration of Acceptance of Office signed
25.05/200	<b>To receive councillors' Declarations of Office and, for any not received, determine when they shall be received</b> Received from all present with arrangements to be made for others.
25.05/201	<b>To elect the Vice Chairman</b> Cllr Gardner elected as Vice Chair – Declaration of Acceptance of Office signed
25.05/202	<b>To receive and approve apologies for absence</b> Cllr D Campden
25.05/203	<b>To fill by co-option the vacancies due to insufficient candidates standing for election</b> <b>Resolved:</b> W Page proposed and seconded by Cllrs Gardner and Chipchase – co-opted, V Hislin proposed and seconded by Cllrs Blow and Gardner – co-opted C Bithray proposed and seconded by Cllrs Child and Chipchase – not co-opted but to be asked to take on role of Police Liaison Representative
25.05/204	<b>Public participation session</b> None
25.05/205	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> None
25.05/206	<b>To receive and approve for signature the minutes of the meeting held on Wednesday 19<sup>th</sup> March 2025</b> <b>Resolved:</b> Approved and signed by the Chair
25.05/207	<b>To note any matters arising from the minutes not included on this agenda for report only</b> None
25.05/208	<b>To make note of the findings of the Internal Audit</b> Need to set up PC owned email address – <a href="mailto:clerk@lowickandsliptonpa.co.uk">clerk@lowickandsliptonpa.co.uk</a> now carried out.
25.05/209	<b>To receive and approve Section 1 - Annual Governance Statement – Annual Governance &amp; Accountability return 24/25</b> <b>Resolved:</b> Annual Governance Statement received and approved
25.05/210	<b>To receive and approve Section 2 - Accounting Statements Statement – Annual Governance &amp; Accountability return 24/25</b> <b>Resolved:</b> Accounting Statement received and approved
25.05/211	<b>To confirm the dates for display of the notice of public rights, and for the inspection of documents relating to the financial year 2024/25</b>

	<b>Resolved:</b> Notice to be posted on June 2nd 2025 with dates for inspections of documents being 3rd June 2025 to 14 <sup>th</sup> July 2025																								
<b>25.05/212</b>	<b>To appoint the Internal Auditor for the year 2025/2026</b> <b>Resolved:</b> To appoint a NCALC Auditor.																								
<b>25.05/213</b>	<b>To receive and approve Finance Regulations, Standing Orders, Code of Conduct, Members Allowance Policy, and Scheme of Delegation</b> <b>Resolved:</b> To approve the above documentation including revised Financial Regulations and Standing orders																								
<b>25.05/214</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>Resolved:</b> To approve the above documentation.																								
<b>25.05/215</b>	<b>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</b> <b>Resolved:</b> To approve the above documentation.																								
<b>25.05/216</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 Policy, Prevention of Sexual Harassment Policy</b> <b>Resolved:</b> To approve the above documentation.																								
<b>25.05/217</b>	<b>To receive and approve the Environmental Policy, Biodiversity Plan, Biodiversity Policy, Small Grants Policy</b> <b>Resolved:</b> To approve the above documentation.																								
<b>25.05/218</b>	<b>To receive and approve the Risk Management Policy Statement, Financial Risk Assessment and all other Risk Assessments</b> <b>Resolved:</b> To approve the above documentation																								
<b>25.05/219</b>	<b>To receive and approve the Assets Register</b> <b>Resolved:</b> Approved																								
<b>25.05/220</b>	<b>To note the results of the Insurance Review</b> <b>Resolved:</b> No changes identified. Year 3 of LTA with Clear Council.																								
<b>25.05/221</b>	<b>To allocate Councillor's roles and responsibilities</b> <b>Resolved:</b> <table border="1"> <thead> <tr> <th><b>Role:</b></th><th><b>Name:</b></th></tr> </thead> <tbody> <tr> <td>Police Liaison Rep</td><td>TBC</td></tr> <tr> <td>Laying of Poppy Wreaths</td><td>Cllr W Childs (Lowick) TBC (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) TBC (Slipton)</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) TBC (Slipton)</td></tr> <tr> <td>Asserts inspections</td><td>Cllr D Chipchase (Lowick) TBC (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> </tbody> </table>	<b>Role:</b>	<b>Name:</b>	Police Liaison Rep	TBC	Laying of Poppy Wreaths	Cllr W Childs (Lowick) TBC (Slipton)	Trees	Cllr Chipchase	Internal Finance Control	Cllr Blow	Notice boards	Cllr S Gardner (Lowick) TBC (Slipton)	CPR Training	Cllr S Gardner	Signatory St Thomas Charity	Cllr S Gardner	Defibrillator checks	Cllr L Blow (Lowick) TBC (Slipton)	Asserts inspections	Cllr D Chipchase (Lowick) TBC (Slipton)	Pocket Park Inspections	Cllr D Chipchase	Rights of Way	Cllr D Campden
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	Flood Warden	A Hughes																																																																																												
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	All Cllrs to have responsibilities for planning, highways, streetlighting																																																																																													
25.05/222	<b>To review the bank mandates</b>  <b>Resolved:</b> Cllrs Childs, Blow and Gardner plus the Clerk on the mandate. The Clerk and Cllr Gardner authorised to carry out online payments – Clerk to check with Barclays as to online status of other signatories. The Clerk and Cllr Blow can administer the MHBS account for the Pocket Park funds.																																																																																													
25.05/223	<b>To note the Direct debits</b>  <b>Resolved:</b> ICO, SSE and HMRC																																																																																													
25.05/224	<b>To receive and approve the Balance of Accounts/Bank Reconciliation</b>  <b>Resolved:</b> The balance of accounts and the bank reconciliation were approved and signed by Cllr Childs																																																																																													
25.05/225	<b>To examine and approve the Bank Statements</b>  Bank balances stand at £24767.49 plus £1695.11 Pocket Park funds in MHBS account  <b>Resolved:</b> Bank statements approved and signed by Cllr Childs																																																																																													
25.05/226	<b>To approve and authorise payment of the following invoices</b> <table><tr><th>Cheque</th><th>Payee</th><th>Item</th><th>Amount</th><th>Power to Pay</th></tr><tr><td>BAC 1</td><td>Glasdons</td><td>Gates</td><td>£3,264.66</td><td>LGRA 1997 s 30</td></tr><tr><td>BAC 2</td><td>NCALC</td><td>Subs and audit etc.</td><td>£628.30</td><td>LGA 1972 s111</td></tr><tr><td>100618</td><td>N A Phillips</td><td>April salary</td><td>£315.48</td><td>LGA 1972 s112</td></tr><tr><td>DD1</td><td>HMRC</td><td>Clerks April tax</td><td>£59.40</td><td>LGA 1972 s112</td></tr><tr><td>100619</td><td>N A Phillips</td><td>March expenses</td><td>£50.03</td><td>LGA 1972 s 111</td></tr><tr><td>BAC 3</td><td>NARCRE</td><td>Membership 2025/2026</td><td>£48.00</td><td>LGA 1972 s143</td></tr><tr><td></td><td>Clear Insurance</td><td>Insurance 01.06.25 - 31.05.26 -</td><td>£365.39</td><td>LGA 1972 s111</td></tr><tr><td>100619</td><td>N A Phillips</td><td>April expenses</td><td>£27.91</td><td>LGA 1972 s111</td></tr><tr><td>BAC 4</td><td>J C Blowfield</td><td>Pocket Park Mowing</td><td>£100.00</td><td>LGA 1972 s124</td></tr><tr><td>BAC 5</td><td>Germain Rooms</td><td>Room Hire 2025/26</td><td>£120.00</td><td>LGA 1972 s111</td></tr><tr><td>100620</td><td>N A Phillips</td><td>May salary</td><td>£315.48</td><td>LGA 1972 s112</td></tr><tr><td>DD1</td><td>HMRC</td><td>Clerks May tax</td><td>£59.40</td><td>LGA 1972 s 112</td></tr><tr><td>DD2</td><td>SSE</td><td>Unmetered supply April 2024</td><td>£TBC</td><td>PCA 1957 s3</td></tr><tr><td>100621</td><td>N A Phillips</td><td>June salary</td><td>£TBC</td><td>LGA 1972 s112</td></tr><tr><td>DD1</td><td>HMRC</td><td>Clerks June tax</td><td>£TBC</td><td>LGA 1972 s 112</td></tr><tr><td>DD3</td><td>SSE</td><td>Unmetered supply May 2024</td><td>£TBC</td><td>PCA 1957 s3</td></tr><tr><td>BAC 6</td><td>E M Pell &amp; Partners</td><td>Slipton gates installation</td><td>£TBC</td><td>LGRA 1997 s 30</td></tr></table> <b>Resolved:</b> All payments authorised				Cheque	Payee	Item	Amount	Power to Pay	BAC 1	Glasdons	Gates	£3,264.66	LGRA 1997 s 30	BAC 2	NCALC	Subs and audit etc.	£628.30	LGA 1972 s111	100618	N A Phillips	April salary	£315.48	LGA 1972 s112	DD1	HMRC	Clerks April tax	£59.40	LGA 1972 s112	100619	N A Phillips	March expenses	£50.03	LGA 1972 s 111	BAC 3	NARCRE	Membership 2025/2026	£48.00	LGA 1972 s143		Clear Insurance	Insurance 01.06.25 - 31.05.26 -	£365.39	LGA 1972 s111	100619	N A Phillips	April expenses	£27.91	LGA 1972 s111	BAC 4	J C Blowfield	Pocket Park Mowing	£100.00	LGA 1972 s124	BAC 5	Germain Rooms	Room Hire 2025/26	£120.00	LGA 1972 s111	100620	N A Phillips	May salary	£315.48	LGA 1972 s112	DD1	HMRC	Clerks May tax	£59.40	LGA 1972 s 112	DD2	SSE	Unmetered supply April 2024	£TBC	PCA 1957 s3	100621	N A Phillips	June salary	£TBC	LGA 1972 s112	DD1	HMRC	Clerks June tax	£TBC	LGA 1972 s 112	DD3	SSE	Unmetered supply May 2024	£TBC	PCA 1957 s3	BAC 6	E M Pell & Partners	Slipton gates installation	£TBC	LGRA 1997 s 30
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25.05/227	<b>To review and confirm the Clerk’s salary</b>  <b>Resolved:</b> Clerk salary confirmed as Point 21 due to annual incremental increase.																																																																																													
25.05/228	<b>To review the budget and make any adjustments necessary</b>  <b>Resolved:</b> No action needed																																																																																													
25.05/229	<b>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.</b>																																																																																													

	<p>NE/25/00356/FUL: Ground floor rear extension, partial garage conversion at 22A Main Street Lowick – no observations in favour or against</p> <p>NE/25/00469/PNA: Prior Notification - Agricultural. Resurfacing and repair of farmyard at Alley Farm Buildings Drayton Road Lowick - no observations in favour or against</p> <p>NK/2025/0167: Burton Wold Energy Park – to submit objections as per attached</p>
25.05/230	<p><b>To note response to applications received and reviewed between meetings</b></p> <p>None received</p>
25.05/231	<p><b>To note planning decisions made by NNC</b></p> <p>None received</p>
25.05/232	<p><b>To note that the weekly safety checks of the Pocket Park Equipment are carried out.</b></p> <p><b>Resolved:</b> Checks carried out by Cllr Chipchase</p>
25.05/233	<p><b>To note that the weekly checks of the defibrillators are carried out</b></p> <p><b>Resolved:</b> Checks carried out by Cllrs Blow and Bithray</p>
25.05/234	<p><b>To discuss any highways, or rights of way issues and to resolve what action to be taken</b></p> <p><b>Resolved:</b> No new issues to report</p>
25.05/235	<p><b>To note any issues with the Council's assets, including streetlighting, and to resolve what action if any to be taken</b></p> <p><b>Resolved:</b> No new issues to report</p>
25.05/236	<p><b>To receive the results for the survey of assets to record condition and any remedial work needed</b></p> <p><b>Resolved:</b> To seek quotes for a replacement noticeboard at Slipton.</p>
24.05/237	<p><b>To receive an update on traffic calming measures</b></p> <p><b>Resolved:</b> Gates now installed – Clerk to seek advice from NNC whether village name signs can be moved and fixed to gates with existing poles being removed.</p>
25.05/238	<p><b>To receive a report from Adam Hughes</b></p> <p><b>Resolved:</b> No report – still waiting to hear whether grant applications have been successful.</p>
25.05/239	<p><b>Correspondence</b></p> <p>Movement of straw through village and clean up measures</p>
25.05/239(a)	<p><b>To set the dates for the meetings for the year 2025/2026</b></p> <p><b>Resolved:</b> Meeting dates will be 16/07, 17/09, 19/11, 21/01, 18/03, 20/05 – Clerk to notify Germain Rooms, and circulate list to all Cllrs</p>
25.05/240	<p><b>To confirm the date of the next meeting as 16<sup>th</sup> July 2025</b></p> <p><b>Resolved:</b> Date confirmed with the Pocket Park meeting taking place at 6.30pm in the Pocket Park followed at 7.00pm by the Parish Council meeting in the Fermain Rooms</p>
25.05/241	<p><b>To close the meeting</b></p> <p>The meeting closed at 8.10pm</p>

Signed:

Dated: