

# LUTTON PARISH COUNCIL

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## APPROVED MINUTES OF LUTTON PARISH COUNCIL MEETING HELD IN LUTTON VILLAGE HALL ON MONDAY 1ST JULY 2024 COMMENCING AT 7:00 PM

**PRESENT:** Councillors Chris Cowdery, Julie Lane, Carrie Walsh

**IN ATTENDANCE:** Kerry Rew, Clerk; Ward Cllr David Brackenbury, Ward Cllr Wendy Brackenbury

24.43	<b>APOLOGIES:</b> Cllr Eaton, Cllr Smurthwaite
24.44	<b>DECLARATIONS OF INTEREST:</b> Cllr Cowdery declared an interest in item 24.49.1 on the agenda.
24.45	<b>PUBLIC FORUM:</b> There were no members of the public present.
24.46	<b>WARD COUNCILLORS' UPDATES:</b> Thrapston Ward Councillors David and Wendy Brackenbury were welcomed to the meeting and gave a summary of the responsibilities of the Unitary Council since its formation in 2021. The majority of the council's budget is allocated to Adult and Children's Services, which are statutory services. Therefore budgets in other areas (Planning, Highways, Waste, Environmental Health, Culture, Leisure & Sport, Housing), are limited. Cllr Walsh raised the issue of potholes and cutting of verges and will raise these matters with Cllr Matt Binley who is the Executive for Highways. Cllr David Brackenbury will also follow up.
24.47	<b>MINUTES OF MEETING 13TH MAY 2024:</b> APPROVED as a true record.
24.48	<b>FINANCE:</b> <ol style="list-style-type: none"><li>1. The July update to the monthly accounts and cashflow was prepared by the Clerk and circulated prior to the meeting.</li><li>2. There were three payments presented for authorisation per the schedule below*. RESOLVED. Clerk's salary for June was made by standing order as resolved at the Parish Council meeting on 13th May.</li><li>3. The AGAR Exemption Certificate and publication of AGAR documents were submitted on 15th May. Notice of Exercise of Public Rights from 3rd June until 12th July, allowing any member of the public to contact the Clerk to view the accounts during this time.</li><li>4. Budget allocations to be reviewed prior to next meeting.</li><li>5. Recommendations and comparison charges for a payroll administrator and internal auditor were circulated by the Clerk prior to the meeting. The appointment of Peterborough Accountancy Services at an annual cost of £150 was approved. RESOLVED.</li><li>6. The new online banking account with Unity Trust Bank has been opened. The final transfer balance from Barclays is to be verified due to an uncashed cheque of £62.90 in favour of NNC. Cllr Walsh to visit Barclays to confirm balance, then make payment into Unity account. Cllr Lane to be added as a signatory along with Cllrs Cowdery, Smurthwaite and the Clerk.</li></ol>
24.49	<b>PLANNING &amp; PLANNING APPLICATIONS:</b> <ol style="list-style-type: none"><li>1. Planning Application Consultation <b>NE/24/002380/FUL</b> – The Elms, Oundle Road – no comments submitted.</li></ol>

	2. Planning Application <b>NE/24/00388/FUL</b> – Luddington House, Oundle Road – decision notice received 28th June, permission granted.
24.50	CORRESPONDENCE: <ol style="list-style-type: none"> <li>1. The updated NALC <i>Good Councillors Guide</i> was circulated to all councillors.</li> <li>2. Timetable for NNC Planning information sessions for councillors and clerks yet to be advised.</li> </ol>
24.51	CLERK'S REPORT: <ol style="list-style-type: none"> <li>1. Updated NALC <i>Financial Regulations 2024</i> were amended by the Clerk and circulated for approval and adoption. RESOLVED</li> <li>2. Clerk to review and revise Risk Assessment. Carried over to next meeting.</li> <li>3. Clerk yet to receive complete information about the defibrillator. Cllr Cowdery to chase.</li> <li>4. All councillors now using generic .gov.uk email addresses. Cllr Cowdery to confirm with Cllr Smurthwaite.</li> <li>5. Cllr Eaton has produced ideas for a Lutton Parish Council logo/letterhead. Decision to be deferred to next meeting.</li> </ol>
24.52	REPORTS FROM COUNCILLORS: <ol style="list-style-type: none"> <li>1. Cllr Walsh reported that NNC contractors had cut down the wildflower area when mowing the verges and will raise the matter with Cllr Matt Binley at NNC. Cllr Walsh also chased NNC about missing finger post sign to Gidding and thanked them for the installation of playground signs.</li> <li>2. Two loose, potentially dangerous dogs were reported to the Dog Warden, having attacked a resident's cat. Action taken unknown due to GDPR.</li> <li>3. Cllr Walsh reported that past work by Gigaclear has caused subsidence resulting in exposed ironwork around a drain. To be followed up with Sarah Barnwell at Kier. Cllr Cowdery reported nine problems associated with overgrown footpaths via Fix My Street. These have been reported a second time and the matter escalated. Cllr Brackenbury advised contacting Ben Wright at Kier.</li> <li>4. Cllr Cowdery was unable to attend a recent meeting in Elton hosted by the National Flood Forum, to discuss flooding on Bullock Road. Clerk to advise of future opportunities. Cllr Cowdery to pass details to Cllr David Brackenbury who sits on the Anglian Northern Regional Flood &amp; Coastal Committee.</li> <li>5. Cllr Walsh has requested a site visit by NNC to agree the location of a grit bin on Papley Road. Applications must be submitted by October.</li> <li>6. The framed portrait of HM the King, Charles III is now displayed in the Village Hall.</li> </ol>
24.53	DATE OF NEXT PARISH COUNCIL MEETING: Monday, 2nd September 2024: FUTURE DATES FOR 2024/25: 4th November, 6th January, 3rd March

The meeting closed at 9:18 pm.

**\* Payments for authorisation 01/07/24**

Ms K Rew - Clerk's salary May 24	
Ms K Rew - Clerk's expenses May & June 24	£22.75
Mr A Parker - Grass cutting	£29.58