


Lilford-cum-Wigsthorpe & Thorpe-Achurch Parish Council

All Councillors are hereby summoned and required to attend a Meeting of Lilford-cum-Wigsthorpe & Thorpe-Achurch Parish Council to be held at Barnwell Village Hall on Tuesday May 14th 2024 commencing at 7.30pm to transact the business below.

Dated: May 7th 2023 Signed: 

Nicola Phillips – Clerk to Lilford-cum-Wigsthorpe & Thorpe-Achurch Parish Council
Tel: 07562372430 Email: parishcouncilforlwta@gmail.com Website: lwta-parishcouncil.org.uk

THIS IS A PUBLIC MEETING TO WHICH MEMBERS OF THE PUBLIC AND PRESS ARE INVITED

AGENDA

- 236.582 Election of Chair - Declaration of Acceptance of Office to be completed and countersigned.
- 236.583 Election of Vice Chairman
- 236.584 To receive and approve apologies for absence.
- 236.585 Public participation session. (Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting).
- 236.586 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the Disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).
- 236.587 To receive and approve for signature the minutes of the meeting held on Tuesday March 12th 2024.
- 236.588 To note any matters arising from the minutes not included on this agenda for report only.
- 236.589 To note the findings of the internal audit
- 236.590 To receive and approve Section 1, Annual Governance Statement, Annual Governance & Accountability Return 23/24
- 236.591 To receive and approve Section 2, Accounting Statements, Annual Governance & Accountability Return 23/24
- 236.592 To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2024
- 236.593 To confirm the dates for display of the notice of public rights, and for inspection of documents relating to the financial year 2023/24
- 236.594 To appoint the Internal Auditor for the year 2024/2025
- 236.595 To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation, Small Grants Policy
- 236.596 To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors
- 236.597 To receive and approve the Document Retention Policy, Data Protection Policy, Subject Access Request Procedures, Data Breach Policy, Data Map, General, & Councillor/Staff /Role Holder Privacy Notice, Information Publication Scheme, Social media Policy, Website Accessibility Statement and Website Management Policy
- 236.598 To receive and approve the Health and Safety Policy, Lone Working Policy, Staff Appraisal Policy and Procedure, Expenses Policy, Sickness and Absence Policy, Grievance and Disciplinary Policy, Safeguarding Policy, Dignity at Work Policy, Councillor/Officer Protocol.
- 236.599 To receive and approve the Environment Policy and Biodiversity Policy
- 236.600 To receive and approve the Risk Management Policy Statement, Financial Risk Assessment, Risk Register, all other Risk Assessments, and Procedures for Financial Control & Internal Audit
- 236.601 To receive and approve the Assets Register
- 236.602 To note the Insurance Review
- 236.603 To allocate the roles and responsibilities of Councillors and others
- 236.604 To review the bank mandate

- 236.605 To review the Direct Debits
- 236.606 To note the results of the bi-monthly Cllr Internal Control checks
- 236.607 To receive and approve the Balance of Accounts/Bank Reconciliation
- 236.608 To examine and approve the Bank Statements
- 236.609 To approve and authorise payments of the following invoices

Date Paid	Ref No.		Payee	Item	Amount	VAT	Power
14.05.2024	006.24/25		A J Gallagher	Insurance Year 3 of a 3 year LTA	£460.15	£0.00	LGA 1972 s 111
14.05.2024	007.24/25	100224	N A Phillips	March expenses	£38.65	£0.00	LGA 1972 s 111
14.05.2024	009.24/25	100224	N A Phillips	April expenses	£23.79	£0.00	LGA 1972 s 111
31.05.2024	010.24/25	100225	N A Phillips	May Salary	£228.06	£0.00	LGA 1972 s 112
31.05.2024	011.24/25	DD1	HMRC	May Tax	£57.00	£0.00	LGA 1972 s 112
30.06.2024	012.24/25	100226	N A Phillips	June Salary	£226.06	£0.00	LGA 1972 s 112
30.06.2024	013.24/25	DD1	HMRC	June Tax	£57.00	£0.00	LGA 1972 s 112

- 236.610 To note the result of the bi-monthly budget review and to apply virements as necessary
- 236.611 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.
- 236.612 To resolve that whilst the existing bank mandate provides for more than one person to 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.
- 236.613 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.
- 236.614 To consider and resolve the council's response to planning applications listed below plus any other applications advised by North Northamptonshire Council and available on its website between the circulation of this agenda and the meeting to which it pertains.
 NE/24/00263/FUL: New single storey field barn. Land At TL 0233 8293 Church Lane Achurch
 NE/24/00285/FUL: Conversion of former workshop buildings to create three dwellings at Lilford Park Lilford Hall
- 236.615 To note LWTA PCs response to applications received between meetings
- 236.616 To note planning decisions made by North Northamptonshire Council.
- 236.617 To note the results of the assets inspection and to resolve what action to be taken
- 236.618 To receive an update on the Wigsthorpe BT kiosk and Achurch benches
- 236.619 To receive a progress report on remedial work to the Achurch Dew Pond and the wellhead covers.
- 236.620 To receive a report from K Simons, Police Liaison Representative
- 236.621 To discuss any matters concerning highways and public rights of way and to resolve what action to be taken
- 236.622 To receive an update on the installation of the traffic calming measures at Achurch
- 236.623 To note that the checks on the defibrillators are being carried out by Oundle First Responders
- 236.624 To receive an update on the application of AONB for the Nene Valley
- 236.625 To receive feedback on The Fox Public House and to resolve what action to be taken
- 236.626 To receive a progress report on applying for a gov.uk domain
- 236.627 To adopt the Biodiversity Plan
- 236.628 To note this Council's response to the invitation to form part of the response to the NNC Community Governance Review
- 236.629 To note the response from NNC to the request for a flood survey to be carried out at Thorpe
- 236.630 To set the dates for the meetings for the year 2024/2025 as 09/07, 10/09, 12/11, 14/01, 11/03, 13/05
- 236.631 Correspondence:
- 236.632 To confirm the date of the next Parish Council meeting as July 9th 2024
- 236.633 To close the meeting