


### **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 13<sup>th</sup> 2025 commencing at 7.30pm to transact the business below.

Dated: May 6<sup>th</sup> 2025 Signed: 

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

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

#### **AGENDA**

- 242.792 To receive councillors' Declarations of Office and, for any not received, determine when they shall be received.
- 242.793 Election of Chair - Declaration of Acceptance of Office to be completed and countersigned.
- 242.794 Election of Vice Chairman
- 242.795 To receive and approve apologies for absence.
- 242.796 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).
- 242.797 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).
- 242.798 To fill by co-option the vacancies due to insufficient candidates standing for election
- 242.799 To receive and approve for signature the minutes of the meeting held on Tuesday March 11<sup>th</sup> 2025.
- 242.800 To note any matters arising from the minutes not included on this agenda for report only.
- 242.801 To note the findings of the internal audit
- 242.802 To receive and approve Section 1, Annual Governance Statement, Annual Governance & Accountability Return 24/25
- 242.803 To receive and approve Section 2, Accounting Statements, Annual Governance & Accountability Return 24/25
- 242.804 To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2025
- 242.805 To confirm the dates for display of the notice of public rights, and for inspection of documents relating to the financial year 2024/25
- 242.806 To appoint the Internal Auditor for the year 2025/2026
- 242.807 To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation, Small Grants Policy
- 242.808 To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors
- 242.809 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
- 242.810 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, Prevention of Sexual Harassment Policy.
- 242.811 To receive and approve the Environment Policy, Biodiversity Policy and the Biodiversity Action Plan
- 242.812 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
- 242.813 To receive and approve the Assets Register
- 242.814 To note the Insurance Review



- 242.815 To allocate the roles and responsibilities of Councillors and others
- 242.816 To review the bank mandate
- 242.817 To review the Direct Debits
- 242.818 To note the results of the bi-monthly Cllr Internal Control checks
- 242.819 To receive and approve the Balance of Accounts/Bank Reconciliation
- 242.820 To examine and approve the Bank Statements
- 242.821 To approve and authorise payments of the following invoices

Date Paid	Ref No.		Payee	Item	Amount	VAT	Power
14.04.2025	001.25/24	DC1	Defib Warehouse	Lilford & Thorpe defib batteries	£313.20	£52.20	PHA 1936 s 234
13.05.2025	002.25/24	BAC1	NCALC	Subscription/ Audit year March 26	£519.11	£48.60	LGA 1972 s 111
13.05.2025	003.25/24	BAC2	NCALC	Intro to AI	£19.99	£3.33	LGA 1972 s 111
31.04.2025	004.25/24	100255	N A Phillips	April Salary	£237.99	£0.00	LGA 1972 s 112
31.04.2025	005.25/24	DD1	HMRC	Clerk's April Tax	£59.40	£0.00	LGA 1972 s 112
13.05.2025	008.25/24	BAC3	Gallagher	Insurance Year 1 of a 3 year LTA	£467.48	£0.00	LGA 1972 s 111
13.05.2025	009.25/24	100256	N A Phillips	March expenses	£54.68	£0.00	LGA 1972 s 111
13.05.2025	010.25/24	100256	N A Phillips	April expenses	£21.22	£0.00	LGA 1972 s 111
13.05.2025	011.25/24	100257	N A Phillips	May Salary	£237.99	£0.00	LGA 1972 s 112
13.05.2025	012.25/24	DD1	HMRC	Clerk's May Tax	£59.40	£0.00	LGA 1972 s 112
13.05.2025	013.25/24	100258	N A Phillips	June Salary	£237.99	£0.00	LGA 1972 s 112
13.05.2025	014.25/24	DD1	HMRC	Clerk's June Tax	£59.40	£0.00	LGA 1972 s 112
28.04.2025	015.25/26	BAC4	Raunds Electrical	Lilford defib installation	£494.40	£82.40	PHA 1936 s 234

- 242.821 To receive a report from K Simons, Police Liaison Representative
- 242.822 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.
- 242.823 To note LWTA PCs response to applications received between meetings  
NE/24/01223/FUL: Five holiday lets. Former Estate Office Lilford PE8 5SG
- 242.824 To note planning decisions made by North Northamptonshire Council.
- 242.825 To receive a progress report on remedial work to the Achurch Dew Pond and the wellhead covers.
- 242.826 To discuss any matters concerning highways and public rights of way and to resolve what action to be taken
- 242.827 To receive an update on the installation of the traffic calming measures at Achurch
- 242.828 To note that the checks on the defibrillators are being carried out by Oundle First Responders
- 242.829 To receive an update on the application of AONB for the Nene Valley
- 242.830 To resolve to apply for a gov.uk domain
- 242.831 To receive an update on the flood survey to be carried out at Thorpe
- 242.832 To receive an update on complaints about the advertisement billboard at Thorpe and how this Council wishes to proceed.
- 242.833 To receive an update on the Lilford defibrillator and any other issues with Parish Council assets
- 242.834 To set the dates for the meetings for the year 2025/2026 as 08/07, 09/09, 11/11, 13/01, 101/03, 12/05
- 242.835 Correspondence:
- 242.836 To confirm the date of the next Parish Council meeting as July 8<sup>th</sup> 2025
- 242.837 To close the meeting