


Lilford-cum-Wigsthorpe & Thorpe-Achurch Parish Council

All Councillors are hereby summoned and required to attend an Extraordinary Meeting of Lilford-cum-Wigsthorpe & Thorpe-Achurch Parish Council to be held at Barnwell Village Hall on Thursday May 22nd 2025 commencing at 7.30pm to transact the business below.

Dated: May 14th 2025 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

- 243.838 To receive councillors' Declarations of Office and, for any not received, determine when they shall be received.
- 243.839 Election of Chair - Declaration of Acceptance of Office to be completed and countersigned.
- 243.840 Election of Vice Chairman
- 243.841 To receive and approve apologies for absence.
- 243.842 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).
- 243.843 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).
- 243.844 To fill by co-option the vacancies due to insufficient candidates standing for election
- 243.845 To receive and approve for signature the minutes of the meeting held on Tuesday March 11th 2025.
- 243.846 To note any matters arising from the minutes not included on this agenda for report only.
- 243.847 To note that the meeting of Tuesday May 13th was inquorate.
- 243.848 To note the findings of the internal audit
- 243.849 To receive and approve Section 1, Annual Governance Statement, Annual Governance & Accountability Return 24/25
- 243.850 To receive and approve Section 2, Accounting Statements, Annual Governance & Accountability Return 24/25
- 243.851 To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2025
- 243.852 To confirm the dates for display of the notice of public rights, and for inspection of documents relating to the financial year 2024/25
- 243.853 To appoint the Internal Auditor for the year 2025/2026
- 243.854 To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation, Small Grants Policy
- 243.855 To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors
- 243.856 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
- 243.857 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.
- 243.858 To receive and approve the Environment Policy, Biodiversity Policy and the Biodiversity Action Plan
- 243.859 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
- 243.860 To receive and approve the Assets Register

- 243.861 To note the Insurance Review
- 243.862 To allocate the roles and responsibilities of Councillors and others
- 243.863 To review the bank mandate
- 243.864 To review the Direct Debits
- 243.865 To note the results of the bi-monthly Cllr Internal Control checks
- 243.866 To receive and approve the Balance of Accounts/Bank Reconciliation
- 243.867 To examine and approve the Bank Statements
- 243.868 To approve payment 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

- 243.869 To receive a report from K Simons, Police Liaison Representative
- 243.870 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.
- 243.871 To note LWTA PCs response to applications received between meetings
NE/24/01223/FUL: Five holiday lets. Former Estate Office Lilford PE8 5SG
- 243.872 To note planning decisions made by North Northamptonshire Council.
- 243.873 To receive a progress report on remedial work to the Achurch Dew Pond and the wellhead covers.
- 243.874 To discuss any matters concerning highways and public rights of way and to resolve what action to be taken
- 243.875 To receive an update on the installation of the traffic calming measures at Achurch
- 243.876 To note that the checks on the defibrillators are being carried out by Oundle First Responders
- 243.877 To receive an update on the application of AONB for the Nene Valley
- 243.878 To resolve to apply for a gov.uk domain
- 243.879 To receive an update on the flood survey to be carried out at Thorpe
- 243.880 To receive an update on complaints about the advertisement billboard at Thorpe and how this Council wishes to proceed.
- 243.881 To receive an update on the Lilford defibrillator and any other issues with Parish Council assets
- 243.882 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
- 243.883 Correspondence:
- 243.884 To confirm the date of the next Parish Council meeting as July 8th 2025
- 243.885 To close the meeting