


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 12th 2026 commencing at 7.30pm to transact the business below.

Dated: May 5th 2026 Signed: 

Nicola Phillips – Clerk to Lilford-cum-Wigsthorpe & Thorpe-Achurch Parish Council
Email: parishclerk@lwta-parishcouncil.org.uk Website: lwta-parishcouncil.org.uk

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

AGENDA

- 249.061 Election of Chair - Declaration of Acceptance of Office to be completed and countersigned.
- 249.062 Election of Vice Chairman
- 249.063 To receive and approve apologies for absence.
- 249.064 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).
- 249.065 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).
- 249.066 To receive and approve for signature the minutes of the meeting held on Tuesday March 10th 2026.
- 249.067 To note any matters arising from the minutes not included on this agenda for report only.
- 249.068 To note the findings of the internal audit
- 249.069 To receive and approve Section 1, Annual Governance Statement, Annual Governance & Accountability Return 25/26
- 249.070 To receive and approve Section 2, Accounting Statements, Annual Governance & Accountability Return 25/26
- 249.071 To resolve to declare LWTA PC exempt from external audit for the year ending 31.03.2026
- 249.072 To confirm the dates for display of the notice of public rights, and for inspection of documents relating to the financial year 2025/26
- 249.073 To appoint the Internal Auditor for the year 2026/2027
- 249.074 To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation, Small Grants Policy
- 249.075 To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors
- 249.076 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, IT Policy, Website Accessibility Statement and Management Policy
- 249.077 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.
- 249.078 To receive and approve the Environment Policy, Biodiversity Policy and the Biodiversity Action Plan
- 249.079 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
- 249.080 To receive and approve the Assets Register
- 249.081 To note the Insurance Review
- 249.082 To allocate the roles and responsibilities of Councillors and others
- 249.083 To review the bank mandate

- 249.084 To review the Direct Debits
- 249.085 To note the results of the bi-monthly Cllr Internal Control checks
- 249.086 To receive and approve the Balance of Accounts/Bank Reconciliation
- 249.087 To examine and approve the Bank Statements
- 249.088 To note the Clerk's incremental salary increase
- 249.089 To approve payment of the following invoices

Date Paid	Ref No.		Payee	Item	Amount	VAT	Power
12.05.2026	001.26/27	BAC1	NCALC	Subscription/Audit fee 26/27	£537.27	£50.45	LGA 1972 s 111
12.05.2026	002.26/27	100265	N A Phillips	March expenses	£30.08	£0.00	LGA 1972 s 111
30.04.2026	003.26/27	100264	N A Phillips	April Salary	£252.62	£0.00	LGA 1972 s 112
30.04.2026	004.26/27	DD1	HMRC	Clerk's April Tax	£63.00	£0.00	LGA 1972 s 112
12.05.2026	005.26/27	100265	N A Phillips	April expenses	£21.23	£0.00	LGA 1972 s 111
12.05.2026	006.26/27	BAC2	A J Gallagher	Insurance Year 2 of 3 year LTA	£473.36	£0.00	LGA 1972 s 111
30.05.2026	007.26/27	100266	N A Phillips	May Salary	£252.42	£0.00	LGA 1972 s 112
30.05.2026	008.26/27	DD1	HMRC	Clerk's May Tax	£63.20	£0.00	LGA 1972 s 112
30.06.2026	009.26/27	100267	N A Phillips	June Salary	£TBC	£0.00	LGA 1972 s 112
30.06.2026	010.26/27	DD1	HMRC	Clerk's June Tax	£TBC	£0.00	LGA 1972 s 112

- 249.090 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.
- 249.091 To note LWTA PCs response to applications received between meetings
- 249.092 To note planning decisions made by North Northamptonshire Council.
- 249.093 To receive a progress report on possible work to the Achurch Dew Pond.
- 249.093 To discuss any matters concerning highways and public rights of way and to resolve what action to be taken
- 249.095 To note that the checks on the defibrillators are being carried out by Oundle First Responders
- 249.096 To receive an update on any issues with Parish Council assets
- 249.097 To receive a report on policing issues
- 249.098 To set the dates for the meetings for the year 2026/2027 as 14/07, 08/09, 10/11, 12/01, 09/03, 11/05
- 249.099 Correspondence:
- 249.100 To confirm the date of the next Parish Council meeting as July 14th 2026
- 249.101 To close the meeting