

LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Minutes of the Meeting held on Tuesday 14th May 2019 in The Upper Room The Fox Inn Thorpe Waterville at 8.00pm

Present: Councillors S Moffat (Chair), T Barcham, T Wright, T Bird, L Saunders

In attendance: Mrs N Phillips (Clerk), 1 member of public.

197.483	Election of Chair Cllr S Moffat elected as Chair – Declaration of Acceptance of Office signed.
197.484	Election of Vice Chair Cllr T Bird elected as Vice Chair.
197.485	Declaration of Members Interests Members reminded that changes of interest must be reported to ENC. Form available from the Clerk.
197.486	To receive and approve apologies for absence None
197.487	Public participation session None
197.488	Co-option of Justin Clarke to role of Parish Councillor Justin Clarke co-opted and welcomed to LWTAPC
197.489	Signing of Declaration of Acceptance of Office by Cllr J Clarke Cllr J Clarke signed the Declaration of Acceptance of Office
197.490	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. No declarations received
197.491	To receive and approve for signature the minutes of the meeting held on Tuesday 12th March 2019 Resolved: That the Chair sign the Minutes as a true record of the meeting.
197.492	To note any matters arising from the minutes not included on this agenda for report only No matters arising
197.493	To receive a report from County Councillor W Brackenbury Report read to residents attending the Annual Parish Meeting
197.494	To receive a report from District Councillor G Shacklock Report read to residents attending the Annual Parish Meeting
197.495	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 18/19 Part 2 Resolved: AGAR Section 1 received and approved
197.496	To receive and approve Section 2 – Accounting Statement – Annual Governance & Accountability Return 18/19 Part 2 Resolved: AGAR Section 2 received and approved

197.497	<p>To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2019</p> <p>The Clerk reported that as LWTAPC was under the threshold of £25,000 income or expenditure it could declare itself exempt from external audit.</p> <p>Resolved: To declare LWTAPC exempt from external audit.</p>																									
197.498	<p>To note the findings of the internal audit</p> <p>Resolved: The points raised by the Internal Auditor were noted and measures to address have been put in place.</p>																									
197.499	<p>To receive and approve Finance Regulations and Standing Orders</p> <p>Resolved: Finance Regulations and Standing Orders approved and signed.</p>																									
197.500	<p>To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, and Training Statement of Intent</p> <p>Resolved: All approved and signed.</p>																									
197.501	<p>To receive and approve the Document Retention Policy, Data Protection Policy Procedure, Subject Access Request procedures, and Data Breach Policy</p> <p>Resolved: All approved and signed.</p>																									
197.502	<p>To receive and approve the Assets Register</p> <p>Resolved: Assets Register approved and signed.</p>																									
197.503	<p>To receive and approve the Financial Risk Assessments and the General Risk Assessments</p> <p>Resolved: Risk Assessments approved and signed.</p>																									
197.504	<p>To note the Insurance Review</p> <p>The Clerk had obtained quotes from three insurance companies, both quoting for cover for all assets as well as no assets covered.</p> <p>Resolved: To obtain insurance cover from Came & Company at a cost of £284.48 with a three year LTA with cover for damage/loss of assets.</p>																									
197.505	<p>To review Councillor's roles and responsibilities</p> <p>Resolved: Cllr T Barcham to continue to take responsibility for Highways/Rights of Way matters, Cllr L Saunders to be responsible for internal finance checks, Cllr T Bird to inspect bank statements and bank reconciliations.</p>																									
197.506	<p>To receive and approve the Balance of Accounts/Bank Reconciliation</p> <p>Cllr T Bird, examined the Bank Reconciliation and the Balance of Accounts.</p> <p>Resolved: Balance of Accounts/Bank Reconciliation approved and signed as correct</p>																									
197.507	<p>To examine and approve the Bank Statements</p> <p>Cllr T Bird examined and signed the Bank Statements – the balance being £4394.43 at April 29th 2019</p>																									
197.508	<p>To approve and authorise payment of the following invoices</p> <table border="1" data-bbox="272 1821 1485 2011"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100065</td> <td>NCALC</td> <td>Subscription and Audit</td> <td>£332.19</td> <td>LGA 1972 s 143</td> </tr> <tr> <td>100066</td> <td>N A Phillips</td> <td>April Expenses +Salary</td> <td>£170.09</td> <td>LGA 1972 s 111 + 112</td> </tr> <tr> <td>100067</td> <td>N A Phillips</td> <td>May Salary (pre-authorised)</td> <td>£158.55</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100068</td> <td>Came & Co</td> <td>Insurance</td> <td>£284.48</td> <td>LGA 1972 s 111</td> </tr> </tbody> </table> <p>Resolved: all payments authorised.</p>	Cheque	Payee	Item	Amount	Power to Pay	100065	NCALC	Subscription and Audit	£332.19	LGA 1972 s 143	100066	N A Phillips	April Expenses +Salary	£170.09	LGA 1972 s 111 + 112	100067	N A Phillips	May Salary (pre-authorised)	£158.55	LGA 1972 s 112	100068	Came & Co	Insurance	£284.48	LGA 1972 s 111
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197.509	<p>To review the Bank Mandate</p> <p>Cllrs Moffat and Bird plus the Clerk are current signatures to the bank account. If more than three signatures then Barclays may apply bank charges.</p> <p>Resolved: Mandate reviewed, no changes needed.</p>
197.510	<p>To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by East Northamptonshire Council and available on its website between the circulation of this agenda and the meeting.</p> <p>19/00657/FUL – Rear glazed extension to garage to form gym at Thorpe Castle House Aldwincle Rd, Thorpe Waterville NN14 3ED</p> <p>Resolved: No objections</p>
197.511	<p>To note the council's response to planning applications received between meetings.</p> <p>19/00374/TPO – TPO 171, T1 and T2 Lime – raise crown by two metres, thin crown by 20% and remove crossing/duplicate/dead branches at 1 Lilford PE8 5SG</p> <p>Resolved: No objections</p>
197.512	<p>To note planning decisions made by ENC</p> <p>19/00374/TPO – TPO 171, T1 and T2 Lime – raise crown by two metres, thin crown by 20% and remove crossing/duplicate/dead branches at 1 Lilford PE8 5SG – permitted</p>
197.513	<p>To receive a report from Cllr T Barcham on Highways/Rights of Way and to resolve what action if any to be taken.</p> <p>Cllr Barcham had nothing to report. Night closures on the A605 at Oundle for the next three nights were noted.</p> <p>Resolved: No action needed</p>
197.514	<p>To receive an update from Cllr T Barcham on the request to ENC for the installation of a litter bin in the A605 layby and to resolve what action if any to be taken.</p> <p>Cllr Barcham has heard nothing from ENC but will chase things up</p> <p>Resolved: Cllr Barcham to continue to liaise with ENC</p>
197.515	<p>To receive an update on correspondence to ENC Conservation Officer concerning the fabric of Lilford Hall, and to resolve what action if any to be taken.</p> <p>The Clerk had received an email from ENC Conservation Officer saying he had visited and met with the owner and was satisfied that plans were in place for all necessary work, and the owner would be supplying a timetable of proposed work.</p> <p>Resolved: Clerk to request copy of timetable from ENC</p>
197.516	<p>To receive an update from Lilford residents on progress to install a defibrillator, and to resolve what action if any to be taken.</p> <p>Update received from defibrillator organisers and extract read to residents attending the Annual Parish Meeting.</p> <p>Resolved: To invite organisers to the July meeting.</p>
197.517	<p>To receive an update on residents' concerns re recent installation work carried out by Gigaclear and to resolve what action if any to be taken.</p>

	<p>Gigaclear representative attended the Annual Parish Meeting and gave a short presentation to Cllrs and residents. Questions were taken from both residents and Cllrs and explanations given.</p> <p>Resolved: No action needed</p>
197.518	<p>To discuss a proposal to undertake work to the side gate on church lych gate, and to resolve what action if any to be taken.</p> <p>A question on this matter was raised at the Annual Parish meeting and answered by Cllr Barcham.</p> <p>Resolved: Cllr Barcham to meet with church representatives to see if it is feasible to assist to getting any necessary work carried out on the gate.</p>
197.519	<p>To receive a report on the JAG meeting of 17th April 2019</p> <p>No report as no one able to attend</p> <p>Resolved: Clerk to circulate next agenda to see if any Cllr can attend.</p>
197.520	<p>To consider a request from the Clerk to attend budget/finance training</p> <p>Resolved: Clerk to attend training</p>
197.521	<p>To agree to 'off To A Flying Start' training for new Councillor</p> <p>Resolved: Cllr Clarke to attend training</p>
197.522	<p>To set the dates for the meetings for the year 2019/2020</p> <p>Resolved: July 9th, Sept 10th, Nov 12th, Jan 14th, March 10th, May 12th.</p>
197.523	<p>Correspondence:</p> <p>Red Ensign Day – information to be passed on to those who might be interested</p> <p>Operation London Bridge - noted</p> <p>Unitary Authority Forum – any Cllr wishing to attend to let the Clerk know so a place can be booked</p> <p>Website Accessibility advise - noted</p> <p>Resolved: No action needed at present</p>
197.524	<p>To confirm the date of the next meeting as 9th July 2019</p> <p>Resolved: Date confirmed</p>
196.525	<p>To close the meeting</p> <p>The meeting closed at 9.05pm</p>

Signed:

Dated: