

LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Minutes of the Meeting held on Tuesday 12th May 2020 at 8.00pm via ZOOM video conferencing

Present: Councillors S Moffat, J Clarke, T Bird, M Healey, G Hopkinson

In attendance: Mrs N Phillips (Clerk), County Cllr W Brackenbury

204.678	Election of Chair Cllr J Clarke elected as Chair – Declaration of Acceptance of Office signed. Cllr Moffat thanked for his work during his time of office.
204.679	Election of Vice Chair Cllr G Hopkinson elected as Vice Chair.
204.680	Declaration of Members Interests Members reminded that changes of interest must be reported to ENC. Form available from the Clerk.
204.681	To receive and approve apologies for absence None
204.682	Public participation session None
204.683	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. No declarations received
204.684	To receive and approve for signature the minutes of the extraordinary meeting held on Tuesday 22nd April 2020 Resolved: That the Chair sign the Minutes, at a later date, as a true record of the meeting.
204.685	To note any matters arising from the minutes not included on this agenda for report only No matters arising
204.686	To receive a report from County Councillor W Brackenbury Update on COVID-19 and progress towards unitary authority
204.687	To receive a report from District Councillor G Shacklock The Clerk read out a report on local fly-tipping, in Cllr Shacklock's absence.
204.688	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 19/20 Part 2 Resolved: AGAR Section 1 received and approved
204.689	To receive and approve Section 2 – Accounting Statement – Annual Governance & Accountability Return 19/20 Part 2 Resolved: AGAR Section 2 received and approved
204.690	To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2020 The Clerk reported that as LWTAPC was under the threshold of £25,000 income or expenditure it could declare itself exempt from external audit. Resolved: To declare LWTAPC exempt from external audit.

204.691	To note the findings of the internal audit Resolved: No issues found																														
204.692	To receive and approve Finance Regulations, Standing Orders and Code of Conduct Resolved: All approved and signed.																														
204.693	To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, and Training Statement of Intent and Training Plan for Cllrs Resolved: All approved and signed.																														
204.694	To receive and approve the Document Retention Policy, Data Protection Policy Subject Access Request procedures, Data Breach Policy, Data Map. General privacy Notice and Councillor/Staff Privacy Notice Resolved: All approved and signed.																														
204.695	To receive and approve the Assets Register Resolved: Assets Register approved and signed. Clerk requested to add column reflecting condition of assets at next update.																														
204.696	To receive and approve the Financial Risk Assessments and the General Risk Assessments Resolved: Risk Assessments approved and signed.																														
204.697	To note the Insurance Review Now in year 2 of three year long term agreement. No change in circumstances Resolved: Review noted no additional action needed.																														
204.698	To review Councillor's roles and responsibilities Resolved: All to be responsible for highways and rights of way matters in own area with any problems being reported to the Clerk. Any other roles to be assigned at a later date.																														
204.699	To receive and approve the Balance of Accounts/Bank Reconciliation Resolved: Balance of Accounts/Bank Reconciliation approved, to be signed as correct at a later date																														
204.700	To examine and approve the Bank Statements Resolved: Bank balance standing at £8246.57 at April 29 th 2020, to be signed at a later date																														
204.701	To approve and authorise payment of the following invoices <table border="1" data-bbox="268 1608 1485 1839"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100088</td> <td>NCALC</td> <td>Subscription and Audit</td> <td>£345.24</td> <td>LGA 1972 s 143</td> </tr> <tr> <td>100089</td> <td>Came & Co</td> <td>Insurance</td> <td>£284.48</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100090</td> <td>N A Phillips</td> <td>Mar/April Expenses/ ZOOM</td> <td>£34.75</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100091</td> <td>N A Phillips</td> <td>May Salary (pre-authorised)</td> <td>£161.85</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100092</td> <td>N A Phillips</td> <td>June Salary (pre-authorised)</td> <td>£161.85</td> <td>LGA 1972 s 112</td> </tr> </tbody> </table> Resolved: all payments authorised. Cheques signed outside of meeting.	Cheque	Payee	Item	Amount	Power to Pay	100088	NCALC	Subscription and Audit	£345.24	LGA 1972 s 143	100089	Came & Co	Insurance	£284.48	LGA 1972 s 111	100090	N A Phillips	Mar/April Expenses/ ZOOM	£34.75	LGA 1972 s 111	100091	N A Phillips	May Salary (pre-authorised)	£161.85	LGA 1972 s 112	100092	N A Phillips	June Salary (pre-authorised)	£161.85	LGA 1972 s 112
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204.702	To review the Bank Mandate Cllrs Moffat and Bird plus the Clerk are current signatures to the bank account. Clerk to talk to bank about possible fourth signature being added. Mandate to be updated to reflect change of roles when disruption caused by COVID-19 lessens.																														

	Resolved: Mandate reviewed, changes to be made at a later date..
204.703	<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>Resolved: No applications received</p>
204.704	<p>To note planning decisions made by ENC</p> <p>None received</p>
204.705	<p>To receive a report from the Clerk on Highways/Rights of Way and to resolve what action if any to be taken.</p> <p>NCC will replace Lilford directional fingerpost in due cause with a like for like one. Aldwincle Road bridge repairs have started. NCC and Police have been contacted re the problems caused by vehicles having to reverse out of the blocked private lane into Lilford from the A605 but very little can be done although NCC will replace current road markings with a solid white line when repainting next takes place, and SAT Nav companies have been notified of error in their systems directing traffic along this lane.</p> <p>Resolved: Cllr Moffat wil undertake to cut vegetation back from Lilford 'No Access' signs. Clerk to report condition of Clopton Road directional fingerpost to NCC. Clerk to request further copies of definitive maps from NCC for Cllrs use.</p>
204.706	<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>Raising of funds ongoing, ducting for power supply installed.</p> <p>Resolved: No action needed at present</p>
204.707	<p>To receive an update on the proposal to carry out work on the church lych gate, and to resolve what action if any to be taken.</p> <p>Church would like work to be undertaken subject to funding. Clerk is looking for possible grant sources but at present it appears that most grants are aimed at helping organisations working to support others affected by COVID 19 restrictions. Clerk waiting to hear back from ex-Cllr Barcham if he wished to continue to be involved with this project, Cllr Hopkinson offered to liaise with church representatives if needed.</p> <p>Resolved: To wait to hear from ex-Cllr Barcham as to his possible involvement before deciding next step. To accept Cllr Hopkins offer to help if needed.</p>
204.708	<p>To agree to 'Off to a Flying Start' training for new Councillors, 'ZOOM' training, and PAYE for Clerk, Chairman training for Chair.</p> <p>Resolved: All training agreed, Clerk to circulate dates and make bookings as necessary.</p>
204.709	<p>In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was</p>

	<p>put in place.</p> <p>Resolved: All in agreement</p>
204.710	<p>To receive an update on the repairs to the Lilford noticeboard, and to set out a plan to carry out work to other Council assets.</p> <p>Replacement noticeboard still being worked on with no date for installation yet known.</p> <p>All Cllrs happy to be involved with work to other assets in their area. Cllr Healey is aware that residents have already or are planning to carry out work to Wigsthorpe BT kiosk. Clerk reminded Cllrs that the PC insurance may not cover work undertaken without consultation and authorisation of the PC. Clerk to look back through past minutes to check that authorisation was given to Wigsthorpe volunteers.</p> <p>Resolved: Clerk to check minutes, Cllr Moffat to plan any necessary work to Lilford assets, Cllrs Clarke and Hopkinson to undertake same at Achurch, Cllr Bird at Thorpe and Cllr Healey at act as co-ordinator at Wigsthorpe</p>
204.711	<p>To explore methods of communicating the work of the Parish Council to residents and to resolve what action to be taken</p> <p>Each community appears to have its own FB or email communication system but not all residents subscribe to them and they are not connected to the PC in anyway. Noticeboards are useful in some areas but many people never look at them. The PC has its own website where information can be found but not everyone knows it exists. Newsletter to each home isn't always read.</p> <p>Resolved: Clerk to work on newsletter to be printed and circulated later in the year.</p>
204.712	<p>To consider if there is a need, and if so how the PC can support the community during the COVID 19 restrictions</p> <p>Clerk has been in contact with Achurch church support organiser and everything seems to be in place that is needed. Wigsthorpe residents have arranged their own support network.</p> <p>Resolved: No action needed at present</p>
204.713	<p>To set the dates for the meetings for the year 2020/2021</p> <p>Resolved: Dates set as July 14th, Sept 08th, Nov 10th, Jan 12th, March 9th, May11th. Meeting times will be at 7.30pm whilst COVID-19 restrictions mean the majority of Cllrs are working from home but to revert back to 8.00pm when normal work patterns are resumed.</p>
204.714	<p>Correspondence:</p> <p>None</p>
204.715	<p>To confirm the date of the next meeting as 14th July 2020</p> <p>Resolved: Date confirmed but meeting to start at 7.30pm unless normal working patterns have been resumed</p>
204.716	<p>To close the meeting</p> <p>The meeting closed at 21.34 pm</p>

Signed:

Dated: