

LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Minutes of the Meeting held on Tuesday 11th May 2021 at The Dairy, Rectory Farm Barns, Achurch at 8.00pm

Present: Councillors J Clarke (Chair), G Hopkinson (Vice Chair), T Wright, S Moffat, M Healey, T Bird (arrived 8.12pm)

In attendance: Mrs N Phillips (Clerk),

213.940	Signing of Councillors Acceptance of Office All Councillors Acceptance of Office signed
213.941	Election of Chair Cllr J Clarke elected as Chair – Declaration of Acceptance of Office signed.
213.942	Election of Vice Chair Cllr G Hopkinson elected as Vice Chair.
213.943	To receive and approve apologies for absence None received
213.944	Public participation session None
213.945	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None
213.946	To receive and approve for signature the minutes of the meeting held on Tuesday 9th March 2021 Resolved: That the Chair sign the Minutes as a true record of the meeting.
213.947	To note any matters arising from the minutes not included on this agenda for report only Wigsthorpe junction – ENC visited but found nothing of concern No response to various other highways matters flagged up at last meeting. Nothing heard back from Wadenhoe Village Hall re free parking for Thorpe residents Waterville Lakes – request from member of the public for PC to apply for permissive access status. Request and accompanying petition to be forwarded to Aldwincle PC and also to Thorpe resident working on this matter.
213.948	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 put in place. Resolved: All in agreement
213.949	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 20/21 Part 2 Resolved: AGAR Section 1 received and approved

213.950	<p>To receive and approve Section 2 – Accounting Statement – Annual Governance & Accountability Return 19/20 Part 2</p> <p>Resolved: AGAR Section 2 received and approved</p>
213.951	<p>To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2021</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>
213.952	<p>To note the findings of the internal audit</p> <p>Resolved: No issues found</p>
213.953	<p>To appoint the Internal Auditor for the year 2021/2022</p> <p>Resolved: To appoint a NCALC approved Internal Auditor</p>
213.954	<p>To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, and Member’s Allowances Policy</p> <p>Resolved: All approved and signed.</p>
213.955	<p>To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, and Training Statement of Intent and Training Plan for Councillors</p> <p>Resolved: All approved and signed.</p>
213.956	<p>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</p> <p>Resolved: All approved and signed.</p>
213.957	<p>To receive and approve the Health & Safety Policy, Lone Working Policy, Staff Appraisal Policy & Procedure, Expenses Policy, Sickness & Absence Policy, Grievance & Disciplinary Policy</p> <p>Resolved: All approved and signed.</p>
213.958	<p>To receive and approve the Financial Risk Assessments and all other Risk Assessments</p> <p>Resolved: Risk Assessments approved and signed.</p>
213.959	<p>To receive and approve the Assets Register</p> <p>Resolved: Assets Register approved and signed.</p>
213.960	<p>To note the Insurance Review</p> <p>Now in year 3 of three year long term agreement. No change in circumstances</p> <p>Resolved: Review noted - no additional action needed.</p>
213.961	<p>To review Councillor’s roles and responsibilities</p> <p>Resolved: Cllr Healey Police Liaison Rep, Cllr Hopkinson JAG Rep, all Cllrs responsible for planning matters, Clerk to deal with Highways matters with all Cllrs keeping an eye on the public rights of way in their area. Any other roles to be assigned at future meetings.</p>
	<p>Cllr Bird arrived at the meeting – Cllr Bird signed his Declaration of Acceptance of office</p>
213.962	<p>To receive and approve the Balance of Accounts/Bank Reconciliation</p> <p>Resolved: Balance of Accounts/Bank Reconciliation approved, to be signed as correct by the Chair.</p>

213.963	<p>To examine and approve the Bank Statements</p> <p>Resolved: Bank balance standing at £11296.63 at April 29th 2021, to be signed as correct by the Chair</p>																																								
213.964	<p>To approve and authorise payment of the following invoices</p> <table border="1" data-bbox="272 344 1463 611"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100122</td> <td>NCALC</td> <td>Subscription & Audit Fee</td> <td>£350.18</td> <td>LGA 1972 s 143</td> </tr> <tr> <td>100123</td> <td>CB Carpentry</td> <td>Lilford grit bin refill</td> <td>£26.35</td> <td>LGA 2000 s19</td> </tr> <tr> <td>100124</td> <td>Came & Co</td> <td>Insurance year 3 of LTA</td> <td>£301.80</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100125</td> <td>N A Phillips</td> <td>May Salary</td> <td>£169.50</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100126</td> <td>N A Phillips</td> <td>June Salary</td> <td>£169.50</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100127</td> <td>N A Phillips</td> <td>March/April expenses</td> <td>£24.39</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100128</td> <td>C Wright</td> <td>Cllr Shacklock's grant money (defib)</td> <td>£100.00</td> <td>LGA 1972 s 139</td> </tr> </tbody> </table> <p>Resolved: all payments authorised. Cheques to be signed by the Chair and Clerk.</p>	Cheque	Payee	Item	Amount	Power to Pay	100122	NCALC	Subscription & Audit Fee	£350.18	LGA 1972 s 143	100123	CB Carpentry	Lilford grit bin refill	£26.35	LGA 2000 s19	100124	Came & Co	Insurance year 3 of LTA	£301.80	LGA 1972 s 111	100125	N A Phillips	May Salary	£169.50	LGA 1972 s112	100126	N A Phillips	June Salary	£169.50	LGA 1972 s 112	100127	N A Phillips	March/April expenses	£24.39	LGA 1972 s 111	100128	C Wright	Cllr Shacklock's grant money (defib)	£100.00	LGA 1972 s 139
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213.965	<p>To review the bank mandate</p> <p>Resolved: Cllrs Clarke, Moffat & Bird plus the Clerk to stay on the bank mandate.</p>																																								
213.966	<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>NE/21/00251/FUL Proposed extensions & alterations to existing farmhouse, conversion of roof space to habitable accommodation, conversion of existing out-building to living space. Thorpe Farmhouse Aldwincle Rd Thorpe Waterville NN14 3ED</p> <p>Resolved: No objections – Clerk to notify ENC</p> <p>At the request of Oundle Town Council the issue of the Cotterstock housing development was discussed with LWTA PC concurring with OTC re concerns around how the additional traffic flow may impact of the safety and wellbeing of the children attending the nearby primary school.</p> <p>Resolved: Clerk to inform OTC Clerk</p>																																								
213.967	<p>To note planning decisions made by ENC</p> <p>NE/21/00088/FUL Conservatory Thorpeleigh Cottage Aldwincle Road Thorpe NN14 3ED - permitted</p> <p>NE/21/00319/FUL To rebuild and extend existing barn for purposes ancillary to the main dwelling Harcourt House, Main Street, Achurch, PE8 5SL - permitted</p>																																								
213.968	<p>To discuss issues concerning Highways/Rights of Way and to resolve what action to be taken.</p> <p>Cllr Bird reported a weight limit sign down near to the Aldwincle Road Bridges</p> <p>Resolved: Cllr Bird to supply what3words location and photos to the Clerk for forwarding on to the relevant authority.</p>																																								
213.969	<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>Resolved: £100 grant money from Ward Cllr Shacklock's members empowerment fund to be forwarded to the organiser now that the defibrillator and cabinet have been received and are awaiting installation.</p>																																								
212.970	<p>To receive an update on work to the church lych gate</p> <p>Cllr Hopkinson reported that after a meeting between the church, himself and the joiner the order has now been placed and it is hoped the new gates will be installed before the end of the Summer.</p> <p>Resolved: No further action needed</p>																																								

213.971	<p>To receive an update on the repairs to the Lilford noticeboard</p> <p>Cllr Moffat had contacted the carpenter re a start date but had not as yet received a reply.</p> <p>Resolved: Cllr Moffat to continue to liaise with carpenter.</p>
213.972	<p>To note work carried out on Lilford drainage channel by landowner</p> <p>Landowner has informed the Clerk that the work identified at their meeting has now been carried out.</p> <p>Resolved: No further action needed</p>
213.973	<p>To resolve the response to the Government consultation on remote meetings</p> <p>Resolved: Clerk to forward on LWTAPC response to relevant body</p>
213.974	<p>To consider the future use of the Achurch and Wigsthorpe phone boxes</p> <p>Painter confirmed he will be started work in the next few weeks to paint the boxes.</p> <p>Resolved: To use the opportunity of the repainting to canvas opinions on what to use the boxes for</p>
213.975	<p>To receive feedback from Cllr Hopkinson on the JAG meeting of April 9th 2021</p> <p>Cllr Hopkinson unable to attend but has received a copy of the minutes. Discussion followed on the issue of antisocial driving at the school bus pick up/drop off points.</p> <p>Resolved: Cllr Hopkinson to carry out some research into the matter to see if any action can be taken.</p>
213.976	<p>To receive feedback from Cllr Healey on the Police Liaison Representative meeting of April 22nd 2021</p> <p>Cllr Healey gave an outline on what she had learnt at the meeting and the introduction of police beat areas with a named officer as the PCs first contact point.</p> <p>Resolved: Cllr Healey will attend the next meeting – date as yet unknown</p>
213.977	<p>To record residents' concerns over the change of ownership of The Fox and to consider what steps the Parish Council could take to ensures its future</p> <p>Cllr Clarke has made contact with both Red Oak Taverns and the new tenants and been assured that The Fox will reopen as a viable business over the Summer.</p> <p>Resolved: No action needed at present</p>
213.978	<p>To confirm the dates for meetings for the year 2021/2022</p> <p>Resolved: Dates confirmed as July 13th, September 14th, November 9th, January 11th, March 8th and May 10th</p>
213.979	<p>Correspondence:</p> <p>A resident had contacted Cllr Healey re the possibility of the PC being able to help with possible supply and planting of trees to enhance the view of a grain store.</p> <p>Resolved: As it is private land the PC has no power to plant trees and feels a alternative route would be discussion between the resident and the store owners.</p>
213.980	<p>To confirm the date of the next meeting as 13th July 2021</p> <p>Resolved: Date confirmed. Venue to be confirmed once The Fox has reopened.</p>
213.981	<p>To close the meeting</p> <p>The meeting closed at 09.06 pm.</p>

Signed:

Dated: