

LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Minutes of the Meeting held on Tuesday 10th May 2022 at Barnwell Village Hall at 7.30pm

Present: Councillors J Clarke (Chair), T Wright, S Moffat, T Bird

In attendance: Mrs N Phillips (Clerk)

222.172	Election of Chair Cllr J Clarke elected as Chair Declaration of Acceptance of Office signed.
222.173	Election of Vice Chair Carried over to July meeting due to absence of some members
222.174	To receive and approve apologies for absence Cllrs G Hopkinson and M Healey
222.175	Public participation session None
222.176	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None
222.177	To receive and approve for signature the minutes of the meeting held on Tuesday 8th March 2022 Resolved: That the Chair sign the Minutes as a true record of the meeting.
222.178	To note any matters arising from the minutes not included on this agenda for report only None
222.179	To receive and approve for signature the minutes of the meeting held on Tuesday 12th April 2022 Resolved: That the Chair sign the Minutes as a true record of the meeting.
222.180	To note any matters arising from the minutes not included on this agenda for report only None
222.181	To note the findings of the internal audit Resolved: No major issues found
222.182	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 21/22 Part 2 Resolved: AGAR Section 1 received and approved
222.183	To receive and approve Section 2 – Accounting Statement – Annual Governance & Accountability Return 21/22 Part 2 Resolved: AGAR Section 2 received and approved
222.184	To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2022 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.

222.185	<p>To confirm the dates of the display of the notice of public rights, and for the inspection of documents relating to the financial year 2021/22</p> <p>Resolved: Dates confirmed as Friday June 10th 2022 for display of notice with the inspection of documents commencing Monday June 13th 2022 and ending on Friday July 22nd 2022. Cllrs Clarke, Bird, Healey and Moffat to put the notice on their community noticeboard</p>
222.186	<p>To appoint the Internal Auditor for the year 2021/2022</p> <p>Resolved: To appoint a NCALC approved Internal Auditor</p>
222.187	<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>
222.188	<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>
222.189	<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/Role Holder Privacy Notice, Information Publication scheme</p> <p>Resolved: All approved and signed.</p>
222.190	<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>
222.191	<p>To receive and approve the Environment Policy and Environment Plan</p> <p>Resolved: All approved and signed.</p>
222.192	<p>To receive and approve the Risk Management Policy Statement, Financial Risk Assessments and all other Risk Assessments</p> <p>Resolved: All approved and signed.</p>
222.193	<p>To receive and approve the Assets Register</p> <p>Resolved: Assets Register approved and signed.</p>
222.194	<p>To note the Insurance Review</p> <p>No change in circumstances to accept the quote of £420.13 for 2022/23 from Gallagher and tie into a 3 year long term agreement</p> <p>Resolved: Review noted – Clerk to arrange payment to Gallagher</p>
222.195	<p>To review Councillor's roles and responsibilities</p> <p>Resolved: Police Liaison Representative – Cllr M Healey Internal Finance Control – Cllr M Healey Footpaths/Rights of Way – Cllr T Wright Highways – all Cllrs to have responsibility and send information to the Clerk Planning – all Cllrs to have responsibility Joint Action Group Representative – meetings to be attended by either Cllr G Hopkinson or the Clerk North Northamptonshire Town and Parish Council Forum – the Chair and Vice Chair</p>

222.196	To review the bank mandate Resolved: Cllrs Clarke, Bird and Moffat along with the Clerk to remain on the mandate																																																																	
222.197	To receive a report from North Northamptonshire Councillors None																																																																	
222.198	To receive and approve the Balance of Accounts/Bank Reconciliation Resolved: Balance of Accounts/Bank Reconciliation approved, to be signed as correct by the Chair.																																																																	
222.199	To examine and approve the Bank Statements Resolved: Bank balance standing at £11224.21 at April 29 th 2022, to be signed as correct by the Chair																																																																	
222.200	<p>To approve and authorise payment of the following invoices</p> <table border="1"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100161</td> <td>N A Phillips</td> <td>April Salary</td> <td>£206.25</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100162</td> <td>V A Burnett</td> <td>Jubilee grant (Wigsthorpe)</td> <td>£75.00</td> <td>LGA 1972 s 137</td> </tr> <tr> <td>100163</td> <td>J Hewes</td> <td>Jubilee grant (Thorpe)</td> <td>£75.00</td> <td>LGA 1972 s 137</td> </tr> <tr> <td>100164</td> <td>C Wright</td> <td>Jubilee grant (Lilford)</td> <td>£75.00</td> <td>LGA 1972 s 137</td> </tr> <tr> <td>100165</td> <td>R Sawford</td> <td>Jubilee grant (Achurch)</td> <td>£75.00</td> <td>LGA 1972 s 137</td> </tr> <tr> <td>100166</td> <td>N A Phillips</td> <td>March/April expenses</td> <td>£39.90</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100167</td> <td>NCALC</td> <td>Subscription and Audit fee</td> <td>TBC</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100168</td> <td>Gallagher</td> <td>Insurance Yr 1 of 3 yr LTA</td> <td>£420.13</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100169</td> <td>N A Phillips</td> <td>May Salary (inc April shortfall)</td> <td>£273.23</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100170</td> <td>N A Phillips</td> <td>June Salary</td> <td>£239.74</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100171</td> <td>Barnwell V Hall</td> <td>Room hire for 4 meetings</td> <td>£96.00</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100712</td> <td>CPRE</td> <td>1 years membership</td> <td>£36.00</td> <td>LGA 1972 s 137</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	100161	N A Phillips	April Salary	£206.25	LGA 1972 s 112	100162	V A Burnett	Jubilee grant (Wigsthorpe)	£75.00	LGA 1972 s 137	100163	J Hewes	Jubilee grant (Thorpe)	£75.00	LGA 1972 s 137	100164	C Wright	Jubilee grant (Lilford)	£75.00	LGA 1972 s 137	100165	R Sawford	Jubilee grant (Achurch)	£75.00	LGA 1972 s 137	100166	N A Phillips	March/April expenses	£39.90	LGA 1972 s 111	100167	NCALC	Subscription and Audit fee	TBC	LGA 1972 s 111	100168	Gallagher	Insurance Yr 1 of 3 yr LTA	£420.13	LGA 1972 s 111	100169	N A Phillips	May Salary (inc April shortfall)	£273.23	LGA 1972 s 112	100170	N A Phillips	June Salary	£239.74	LGA 1972 s 112	100171	Barnwell V Hall	Room hire for 4 meetings	£96.00	LGA 1972 s 111	100712	CPRE	1 years membership	£36.00	LGA 1972 s 137
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222.201	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. Resolved: No applications therefore no action needed																																																																	
222.202	To note planning decisions made by ENC None																																																																	
222.203	To note the results of the assets inspection and to resolve what action to be taken No major issues found Resolved: to undertake work to Achurch Wellhead benches – Cllrs Clarke and Hopkinson to arrange. Cllr Bird to undertake oiling/varnishing of Thorpe benches and noticeboard as required, Cllr Moffat to oil/varnish Lilford bench as required. Clerk to produce risk assessment																																																																	
222.204	To note receipt of a £200 donation to renovate Achurch benches in memory of a former resident Resolved: Noted with work to be undertaken as soon as can be arranged. Letter of thanks sent to the donor. Brass plaque to be fitted to mark donation.																																																																	
222.205	To receive an update on the Achurch and Wigsthorpe phone boxes Painter confirmed he will be started work in the next few weeks to paint the boxes. Resolved: Clerk to continue to liase with the painter																																																																	

222.206	<p>To receive an update on remedial work to the Achurch Wellhead</p> <p>Land agent confirmed that work will be carry out once NNC Conservation officer gives the go ahead.</p> <p>Resolved: Cllr Clarke to continue to liase with land agent</p>
222.207	<p>To receive feedback from Cllr Hopkinson as JAG representative</p> <p>Cllr Hopkinson unable to attend last meeting – Clerk encouraged all present to complete the Police Local priorities survey once each quarter.</p> <p>Resolved: No action required</p>
222.208	<p>To receive feedback from Cllr Healey as PL representative</p> <p>Resolved: Nothing to report</p>
222.209	<p>To note the completion of LWTA PC’s contribution to the Northants CALC Asset Mapping Project (AMP)</p> <p>Resolved: Mapping completed, no further action needed</p>
222.210	<p>To finalise the content of the newsletter to update resident’s on the PC’s work</p> <p>Resolved: All Cllrs to look at draft and submit some information from their community - Cllr Wright to undertake printing</p>
222.211	<p>To discuss any matters concerning Highways/Rights of Way and to resolve what action to be taken.</p> <p>Raised causeway work has halted due to the proximity of a badger sett but will resume later in the year</p> <p>Resolved: Clerk to check with Highways on progress</p>
222.212	<p>To discuss the current condition of the Achurch Dew Pond and to resolve what action if any to be taken</p> <p>Cllr Wright requested that the PC take what actions it can to halt the decline in what is consider by some to be a non designated heritage asset and to work with the land owners to restore it.</p> <p>Resolved: Clerk to seek advice from County Conservation Officer, Cllrs to provide photos to the Clerk and any information they have on the significance of the pond.</p>
222.213	<p>To discuss the drainage issues on the Thorpe/Achurch road and to resolve what action if any to be taken</p> <p>Clerk had been in contact with Highways and had been informed that it was being investigated.</p> <p>Resolved: To see how the situation rectifies itself with no further action needed at present</p>
222.214	<p>To receive an update on the issue of the speed restrictions in Achurch and to resolve what further action to be taken</p> <p>Clerk has communicated with Highways at some length and been advised to wait for at least six months before requesting a review. Clerk has looked at the possibility of ‘village gates’ being installed on the verges but is waiting for some information from Highways.</p> <p>Resolved: Clerk to continue to liaise with Highways and to research possible funding sources to pay for gates at the entrance from Achurch into Thorpe and onto both entries into Achurch.</p>
222.215	<p>To confirm the dates for meetings for the year 2022/2023</p> <p>Resolved: Dates confirmed as July 12^h, September 13th, November 8th, January 10th, March 14th and May 9th</p>

222.216	<p>Correspondence: CPRE – membership STAUNCH funding appeal Various posters</p> <p>Resolved: To become a member of CPRE, Cllrs and residents should donate to STAUNCH in a personal capacity, Cllrs invited to put appropriate posters on their community noticeboard</p>
222.217	<p>To confirm the date of the next meeting as 13th July 2021</p> <p>Resolved: Date confirmed.</p>
222.218	<p>To close the meeting</p> <p>The meeting closed at 8.15 pm.</p>

Signed:

Dated: