

LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Minutes of the Meeting held on Tuesday 9th May 2023 at Barnwell Village Hall at 7.30pm

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

In attendance: Mrs N Phillips (Clerk), Ward Cllr D Brackenbury, 1 x member of public

229.374	Election of Chair Cllr G Hopkinson elected as Chair. Declaration of Acceptance of Office signed.
229.375	Election of Vice Chair Cllr S Moffat elected as Vice Chair. Declaration of Acceptance of Office signed.
229.376	To receive and approve apologies for absence Cllr T Wright, Ward Cllrs W Brackenbury and G Shacklock
229.377	Public participation session None
229.378	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None
229.379	To receive and approve for signature the minutes of the meeting held on Tuesday 14th March 2023 Resolved: That the Chair sign the Minutes as a true record of the meeting.
229.380	To note any matters arising from the minutes not included on this agenda for report only None
229.381	To note the findings of the internal audit Resolved: No major issues found
229.382	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 22/23 Form 2 Resolved: AGAR Section 1 received and approved
229.383	To receive and approve Section 2 – Accounting Statement – Annual Governance & Accountability Return 22/23 Form 2 Resolved: AGAR Section 2 received and approved
229.384	To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2023 Resolved: To declare LWTAPC exempt from external audit due to being under the £25000.00 threshold.
229.385	To confirm the dates of the display of the notice of public rights, and for the inspection of documents relating to the financial year 2022/23 Resolved: Dates confirmed as commencing Monday June 5 th 2023 and ending on Friday July 14 th 2023.
229.386	To appoint the Internal Auditor for the year 2023/2024 Resolved: To appoint a NCALC approved Internal Auditor

229.387	<p>To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation.</p> <p>Resolved: All approved and signed.</p>
229.388	<p>To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent and Training Plan for Councillors</p> <p>Resolved: All approved and signed.</p>
229.389	<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, Social Media Policy, Website Accessibility Statement, and Website management Policy</p> <p>Resolved: All approved and signed.</p>
229.390	<p>To receive and approve the Health & Safety Policy, Lone Working Policy, Staff Appraisal Policy & Procedure, Expenses Policy, Sickness & Absence Policy, Grievance & Disciplinary Policy, Safeguarding Policy, Dignity at Work Policy, Councillor/Officer Protocol</p> <p>Resolved: All approved and signed.</p>
229.391	<p>To receive and approve the Environment Policy and Environment Plan</p> <p>Resolved: All approved and signed.</p>
229.392	<p>To receive and approve the Risk Management Policy Statement, Financial Risk Assessment, Risk Register, and all other Risk Assessments</p> <p>Resolved: All approved and signed.</p>
229.393	<p>To receive and approve the Assets Register</p> <p>Resolved: Assets Register approved and signed.</p>
229.394	<p>To note the Insurance Review</p> <p>No change in circumstances – year 2 of a 3 year LTA</p> <p>Resolved: Review noted</p>
229.395	<p>To review Councillor's roles and responsibilities</p> <p>Resolved: Police Liaison Representative – Kevin Simons subject to a non Parish Council rep being permitted – Clerk to seek clarification. Internal Finance Control – Cllr M Healey Footpaths/Rights of Way – Cllr T Wright Website checks – Cllrs G Hopkinson and T Bird 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 if or when the group reforms North Northamptonshire Town and Parish Council Forum – the Chair and Vice Chair</p>
229.396	<p>To review the bank mandate</p> <p>Resolved: Cllrs Clarke, Bird and Moffat along with the Clerk to remain on the mandate</p>
229.397	<p>To note the direct debits</p> <p>Resolved: HMRC to pay Clerk's tax, and ICO for the annual fee</p>
229.398	<p>To receive and approve the Balance of Accounts/Bank Reconciliation</p>

	Resolved: Balance of Accounts/Bank Reconciliation approved, to be signed as correct by the Chair.				
229.399	To examine and approve the Bank Statements Resolved: Bank balance standing at £12367.57 at April 28 th 2023, to be signed as correct by the Chair				
229.400	To approve and authorise payment of the following invoices				
	Cheque	Payee	Item	Amount	VAT
	100197	NCALC	Subscription and Audit fee for year ending March 2023	£501.67	£43.40
	100194	N A Phillips	April Salary	£221.03	
	100195	M Betts	Coronation grant (Thorpe)	£75.00*	
	100196	R Sawford	Coronation grant (Achurh)	£75.00*	
	100198	CPRE	Membership	£36.00	
	100200	A J Gallagher	Insurance Year 2 of a 3 year LTA	£436.91	
	100201	N A Phillips	March/April expenses	£27.74	
	100202	N A Phillips	May Salary (before tax deducted)	£261.63	
	100203	N A Phillips	June Salary (before tax deducted)	£261.63	
	Resolved: all payments authorised. Cheques signed by the Chair and Cllr Bird.				
229.401	To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by North Northamptonshire Council and available on its website between the circulation of this agenda and the meeting. Resolved: No applications therefore no action needed				
	Ward Cllr D Brackenbury addressed the meeting at this point on matters concerning planning and other issues. Cllr Brackenbury then left the meeting.				
229.402	To note planning decisions made by NNC None				
229.403	To note the results of the assets inspection and to resolve what action to be taken Resolved: Cllr Bird to assess and carry our work to the Thorpe noticeboard, and to the Thorpe village sign, Cllr Hopkinson to arrange similar for the Achurh noticeboard, K Simons volunteered to repaint the Wigsthorpe noticeboard and to reseal the bench.				
229.404	To receive an update on the work to the Achurh benches Resolved: Due to the inclement weather on Coronation Monday it was impossible for work to be carried out. Clerk to inform donor of the delay and reassure that this will now take place at the earliest opportunity				
229.405	To receive an update on the future use of the Achurh and Wigsthorpe phone boxes Resolved: Clerk to research funding for defibrillators to be installed in both boxes				
229.406	To receive a report on remedial work to the Achurh Wellhead Resolved: Clerk to speak with Savills about time scale for completion now that LBC permission has been granted. Clerk also to raise concerns about the state of the stone wall on Church Lane, Achurh, and request that measures be taken to preserve it.				
229.407	To receive a report on progress on remedial work to the Achurh Dew Pond. Resolved: Cllr Hopkinson to speak with Savills re meeting between the PC, Savills and resident who has an interest in this matter.				

229.408	<p>To receive feedback from Cllr Healey as Police Liaison representative</p> <p>Resolved: Nothing to report – Clerk to check that it is in order for a non-PC member to take on this role.</p>
229.409	<p>To discuss any matters concerning Highways/Rights of Way and to resolve what action to be taken.</p> <p>Resolved: Clerk to report to NNC concerns raised by member of the public once information on issue, along with photos and location details are received.</p>
229.410	<p>To receive an update on the installation of the traffic calming measures at Thorpe</p> <p>Resolved: £5000 grant money received from the PFCC Office to fund works - Clerk to continue to liaise with Highways over exact location.</p>
229.411	<p>To discuss resident's concerns re sewage discharge and to resolve what action if any to be taken</p> <p>Resolved: Clerk to speak with both Anglian Water and the Environment Agency re this issue and to report back to the July meeting.</p>
229.412	<p>To discuss resident's concerns re blocked drainage gullies at Thorpe and to resolve what action if any to be taken</p> <p>Resolved: Thanks to assistance from Ward Cllrs this issue was speedily resolved at least in the short term. Surveys are due to be carried out and further work may be needed.</p>
229.413	<p>To confirm the dates for meetings for the year 2023/2024</p> <p>Resolved: Dates confirmed as July 11th, September 12th, November 14th, January 9th, March 12th and May 14th</p>
229.414	<p>Correspondence:</p> <p>STAUNCH Open Gardens Posters</p> <p>Resolved: Posters to go on noticeboards</p>
229.415	<p>To confirm the date of the next meeting as 11th July 2023</p> <p>Resolved: Date confirmed.</p>
229.416	<p>To close the meeting</p> <p>The meeting closed at 8.45 pm.</p>

Signed:

Dated: