

LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Minutes of the Meeting held on Tuesday 14th May 20234 at Barnwell Village Hall at 7.30pm

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

In attendance: Mrs N Phillips (Clerk), K Simons (PLR), 6 x member of public

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| 236.582 | Election of Chair Cllr G Hopkinson elected as Chair. Declaration of Acceptance of Office signed. |
| 236.583 | Election of Vice Chair Cllr S Moffat elected as Vice Chair. Declaration of Acceptance of Office signed. |
| 236.584 | To receive and approve apologies for absence Cllr M Healey, Ward Cllr G Shacklock |
| 236.585 | Public participation session Representation from members of public re item 236.614 – planning application NE/24/00285/FUL |
| 236.586 | To receive declarations of interest under the Council’s Code of Conduct related to business on the agenda. S Moffat - 236.614 – planning application NE/24/00285/FUL |
| | Item 236.614 moved to this point in the meeting |
| | Members of public left meeting at 8.02 |
| | Item 236.620 moved to this point in the meeting |
| | K Simons left meeting at 8.10 |
| 236.587 | To receive and approve for signature the minutes of the meeting held on Tuesday 12th March 2024 Resolved: That the Chair sign the Minutes as a true record of the meeting. |
| 236.588 | To note any matters arising from the minutes not included on this agenda for report only None |
| 236.589 | To note the findings of the internal audit Resolved: No major issues found |
| 236.590 | To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 23/24 Form 2 Resolved: AGAR Section 1 received and approved |
| 236.591 | To receive and approve Section 2 – Accounting Statement – Annual Governance & Accountability Return 23/24 Form 2 Resolved: AGAR Section 2 received and approved |
| 236.592 | To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2024 Resolved: To declare LWTAPC exempt from external audit due to being under the £25000.00 threshold. |
| 236.593 | To confirm the dates of the display of the notice of public rights, and for the inspection of documents relating to the financial year 2023/24 |

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| | Resolved: Dates confirmed as commencing Monday June 3 rd 2024 and ending on Friday July 12 th 2024. |
| 236.594 | To appoint the Internal Auditor for the year 2023/2025 Resolved: To appoint a NCALC approved Internal Auditor |
| 236.595 | To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation, Small Grants Policy. Resolved: All approved and signed. |
| 236.596 | To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent and Training Plan for Councillors Resolved: All approved and signed. |
| 236.597 | 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 Resolved: All approved and signed. |
| 236.598 | 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 Resolved: All approved and signed. |
| 236.599 | To receive and approve the Environment Policy and Biodiversity Policy Resolved: All approved and signed. |
| 236.600 | To receive and approve the Risk Management Policy Statement, Financial Risk Assessment, Risk Register, all other Risk Assessments, and procedures for Financial Control & Internal Audit Resolved: All approved and signed. |
| 236.601 | To receive and approve the Assets Register Resolved: Assets Register approved and signed. |
| 236.602 | To note the Insurance Review Insurers informed of additional assets – year 3 of a 3 year LTA Resolved: Review noted |
| 236.603 | To review Councillor's roles and responsibilities Resolved: Police Liaison Representative – Kevin Simons Internal Finance Control – Cllr M Healey and Cllr J Clarke 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 – Clerk North Northamptonshire Town and Parish Council Forum – the Chair and Vice Chair Noticeboards – Cllr Healey (Wigsthorpe), Cllr Moffat (Lilford), Cllr Hopkinson (Achurch), Cllr Bird (Thorpe). |
| 236.604 | To review the bank mandate |

| | Resolved: Cllrs Clarke, Bird and Moffat along with the Clerk to remain on the mandate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 236.605 | To note the direct debits Resolved: HMRC to pay Clerk's tax, and ICO for the annual fee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.606 | To note the result of the bi-monthly Cllr Internal Control checks Resolved: Carried out by Cllr Clarke | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.607 | 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.608 | To examine and approve the Bank Statements Resolved: Bank balance standing at £12354.77 at April 29 th 2024, to be signed as correct by the Chair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.609 | To approve and authorise payment of the following invoices <table border="1" data-bbox="284 719 1481 999"> <thead> <tr> <th>Payment</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>VAT</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>BAC 1</td> <td>NCALC</td> <td>Subscription Audit fee 24 - 25</td> <td>£515.87</td> <td>£46.40</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>BAC 2</td> <td>A J Gallagher</td> <td>Insurance Year 3 of a 3 year LTA</td> <td>£460.15</td> <td>£0.00</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100224</td> <td>N A Phillips</td> <td>March/April expenses</td> <td>£62.44</td> <td>£0.00</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100225</td> <td>N A Phillips</td> <td>May Salary</td> <td>£232.80</td> <td>£0.00</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>DD1</td> <td>HMRC</td> <td>May Tax</td> <td>£57.40</td> <td>£0.00</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>100226</td> <td>N A Phillips</td> <td>June Salary</td> <td>£TBC</td> <td>£0.00</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>DD1</td> <td>HMRC</td> <td>June Tax</td> <td>£TBC</td> <td>£0.00</td> <td>LGA 1972 s 112</td> </tr> </tbody> </table> Resolved: all payments authorised. Cheques signed by Cllr Clarke and Cllr Moffat. | Payment | Payee | Item | Amount | VAT | Power to Pay | BAC 1 | NCALC | Subscription Audit fee 24 - 25 | £515.87 | £46.40 | LGA 1972 s 112 | BAC 2 | A J Gallagher | Insurance Year 3 of a 3 year LTA | £460.15 | £0.00 | LGA 1972 s 111 | 100224 | N A Phillips | March/April expenses | £62.44 | £0.00 | LGA 1972 s 111 | 100225 | N A Phillips | May Salary | £232.80 | £0.00 | LGA 1972 s 112 | DD1 | HMRC | May Tax | £57.40 | £0.00 | LGA 1972 s 112 | 100226 | N A Phillips | June Salary | £TBC | £0.00 | LGA 1972 s 112 | DD1 | HMRC | June Tax | £TBC | £0.00 | LGA 1972 s 112 |
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| 236.610 | To note the result of the bi-monthly budget review and to apply virements as necessary Resolved: To move £25.00 from Asset repairs to Defibs to cover shortfall caused by extra work involved with the Wigsthorpe installation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.611 | To resolve that it is in this Council's best interest to apply for the Barclay's Business Debit Card service, and that this Council agrees to be bound by the Barclay's Debit Card terms and conditions Resolved: Agreed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.612 | To resolve that whilst the existing bank mandate provides for more than one person to issue instructions to the bank, in the case of the provision of a Business Debit Card, to allow Barclays to accept and act on the instructions from any one nominated cardholder. Resolved: Agreed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.613 | To resolve that authorised persons identified in Section 3 of the Appointment of Bankers are authorised to apply for, nominate cardholders, and to accept the Business Debit Card terms contained in the Business Customer Agreement, on behalf of LWTA PC. Resolved: Agreed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.614 | 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: NE/24/00263/FUL – no objections NE/24/00285/FUL – objection (see attached) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 236.615 | To note LWTA PCs response to applications received between meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | None received |
| 236.616 | To note planning decisions made by NNC None received |
| 236.617 | To note the results of the assets inspection and to resolve what action to be taken Resolved: Work to Achurch notice board and history information boards to be undertaken by Cllrs Hopkinson and Clarke, any necessary work to Lilford notice board and bench to be undertaken by Cllr Moffat, Work to Thorpe notice board and bench to be undertaken by Cllr Bird. |
| 236.618 | To receive an update on the Wigsthorpe BT Kiosk and Achurch benches Resolved: Power reinstated to Wigsthorpe BT Kiosk, security fittings to be installed to Achurch benches – Cllr Hopkinson to liaise with K Simons. |
| 236.619 | To receive a progress report on remedial work to the Achurch Dew Pond and the Wellhead covers. Resolved: Site meeting with Savills rep – consideration being given to what work will be undertaken to the Dewpond, Wellhead covers repaired. |
| 236.620 | To receive feedback from K Simons as Police Liaison representative Update on crime statistics, invitation to PLR conference but unable to attend. |
| 236.621 | To discuss any matters concerning Highways/Rights of Way and to resolve what action to be taken. Resolved: Verges overgrown, signs obscured, potholes. K Simons will report obscured signage via StreetDoctor. All Cllrs urged to report overgrown hedges, etc. |
| 236.622 | To receive an update on the installation of the traffic calming measures at Achurch Resolved: Clerk to apply for grant from the Safer Roads Scheme and to seek further funding to cover any shortfall. |
| 236.623 | To note that the checks on the defibrillators are being carried out by Oundle First Responders Resolved: Noted |
| 236.624 | To receive an update on the application of AONB for the Nene Valley Resolved: Nothing to report at present |
| 236.625 | To receive feedback on The Fox Public House and to resolve what action to be taken Resolved: Sale boards up, Clerk to seek information on applying for Asset of Community value status. Cllr Wright to liaise with residents' group. |
| 236.626 | To receive a progress report on applying for a gov.uk domain Resolved: Website provided has confirmed that LWTA website can be 'pointed' towards a gov.uk domain, Clerk to continue to research most suitable provider. |
| 236.627 | To adopt the Biodiversity Plan Resolved: Plan adopted with the acknowledgement that some amendments may be needed as time progresses. |
| 236.628 | To note this Council's response to the invitation to form part of the response to the NNC Community Governance Review Resolved: Not to take part |
| 236.629 | To note the response from NNC to the request for a flood survey to be carried out at Thorpe Resolved: No progress at present. Clerk to continue to work on this |

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| 236.630 | <p>To confirm the dates for meetings for the year 2024/2025</p> <p>Resolved: Dates confirmed as July 9th, September 10th, November 12th, January 14th, March 11th and May 13th</p> |
| 236.631 | <p>Correspondence:</p> <p>Request for funding for Wadenhoe Village Hall D-Day Commerations, request for funding for Northamptonshire Parent Carers SEND Family Fun Day, request from Citizens Advice to promote their 'Help to Claim service</p> <p>Resolved: Posters to go on noticeboards, funding applications turned down.</p> |
| 236.632 | <p>To confirm the date of the next meeting as 9th July 202</p> <p>Resolved: Date confirmed.</p> |
| 236.633 | <p>To close the meeting</p> <p>The meeting closed at 8.55 pm.</p> |

Signed:

Dated:

Planning Application NE/24/OO285/FUL | Conversion of former workshop buildings to create three dwellings | Lilford Park Lilford Hall Lilford

Whilst in principle LWTA PC supports the re-development of this site and re-use of the dilapidated buildings it feels that it must object to the current application on the following grounds:

Density of the proposed development – the site is relatively small and the proposal for the provision of three dwellings appears to constitute over development of the area and results in limited amenity.

Parking – although the provision of parking spaces appears to meet current policy requirements potentially there will be overspill vehicles, particularly from visitors, which will need to park on the narrow lane through the village causing problems to other road users and creating visibility and safety issues. Due also to the size of the parking area it is feared that vehicles will only be able to leave the site by reversing out on to a corner where visibility is not good, LWTA PC does not feel this is acceptable in terms of vehicle and pedestrian safety. It is also felt that many larger vehicles may have trouble accessing the parking spaces and would therefore have to park on the nearby lane.

Traffic movements – whilst vehicle movements from just three dwellings may not seem significant in many cases, due to the nature of the surrounding area and access roads this may cause considerable issues when taking into account the narrow width of the lane, other vehicle movements including, delivery vehicles and large agricultural machinery.

Provision of refuse bin storage – no provision for storage of refuse bins could be seen on the plans and it is hard to foresee how they could be accommodated in the courtyard/parking area with any ease.

Drainage – no provision of drainage or cesspits could be seen on the plans and Cllrs feel that further information on this matter is essential.

Conservation of area – due to the historic nature of Lilford Hall and its curtilage LWTA PC feels that there should be consultation with the Conservation Officer before any decision is made to ensure that no historical features are lost due to this development. LWTA PC considers that any development of the site should be sympathetic to the surrounds and support the historical value of Lilford Hall and the village generally.

Concerns have been raised by members of the public at the recent PC meeting about the west side of the development encroaching onto the site of the greenhouses and thereby potentially into the Grade 2 listed curtilage of Lilford Park.

Therefore, unfortunately LWTA PC feels it cannot support this application in its current form.