

# LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

## Minutes of the Meeting held on Thursday 22<sup>nd</sup> May 2025 at Barnwell Village Hall at 7.30pm

**Present:** Councillor J Clarke, S Moffat, T Bird, T Wright

**In attendance:** Mrs N Phillips (Clerk) 1 x member of public

243.838	<b>To receive councillors' Declarations of Office and, for any not received, determine when they shall be received.</b> Received from all present
243.839	<b>Election of Chair</b> Cllr S Moffat elected as Chair
243.840	<b>Election of Vice Chair</b> Deferred to July meeting
243.841	<b>To receive and approve apologies for absence</b> None
243.842	<b>Public participation session</b> None
243.843	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> None
243.844	<b>To fill by co-option the vacancies due to insufficient candidates standing for election</b> Gareth Hopkinson co-opted, proposed by Cllr J Clarke and seconded by Cllr S Moffat – all in favour.
243.845	<b>To receive and approve for signature the minutes of the meeting held on Tuesday 11<sup>th</sup> March 2025</b> <b>Resolved:</b> Approved and signed as a true record of the meeting
243.846	<b>To note any matters arising from the minutes not included on this agenda for report only</b> None
243.847	<b>To note that the meeting of Tuesday May 13<sup>th</sup> 2025 was inquorate</b> Noted
243.848	<b>To note the findings of the internal audit</b> Noted
243.849	<b>To receive and approve Section 1 - Annual Governance Statement – Annual Governance &amp; Accountability Return 24/25</b> <b>Resolved:</b> Received and approved
243.850	<b>To receive and approve Section 2 – Accounting Statement – Annual Governance &amp; Accountability Return 24/25</b> <b>Resolved:</b> Received and approved
243.851	<b>To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2025</b> <b>Resolved:</b> Exemption declared

243.852	<p><b>To confirm the dates of the display of the notice of public rights, and for the inspection of documents relating to the financial year 2024/25</b></p> <p><b>Resolved:</b> Dates confirmed as Tuesday June 3<sup>rd</sup> – Monday July 14th</p>
243.853	<p><b>To appoint the Internal Auditor for the year 2025/2026</b></p> <p><b>Resolved:</b> NCALC approved auditor appointed</p>
243.854	<p><b>To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation, Small Grants Policy.</b></p> <p><b>Resolved:</b> Approved</p>
243.855	<p><b>To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent and Training Plan for Councillors</b></p> <p><b>Resolved:</b> Approved</p>
243.856	<p><b>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</b></p> <p><b>Resolved:</b> Approved</p>
243.857	<p><b>To receive and approve the Health &amp; Safety Policy, Lone Working Policy, Staff Appraisal Policy &amp; Procedure, Expenses Policy, Sickness &amp; Absence Policy, Grievance &amp; Disciplinary Policy, Safeguarding Policy, Dignity at Work Policy, Councillor/Officer Protocol, Prevention of Sexual Harassment Policy</b></p> <p><b>Resolved:</b> Approved</p>
243.858	<p><b>To receive and approve the Environment Policy, Biodiversity Policy and Biodiversity Action Plan</b></p> <p><b>Resolved:</b> Approved</p>
243.859	<p><b>To receive and approve the Risk Management Policy Statement, Financial Risk Assessment, Risk Register, all other Risk Assessments, and Procedures for Financial Control &amp; Internal Audit</b></p> <p><b>Resolved:</b> Approved</p>
243.860	<p><b>To receive and approve the Assets Register</b></p> <p><b>Resolved:</b> Approved</p>
243.861	<p><b>To note the Insurance Review</b></p> <p><b>Resolved:</b> Noted</p>
243.862	<p><b>To review Councillor's roles and responsibilities</b></p> <p><b>Resolved:</b> Police Liaison Representative – TBC Internal Finance Control – 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 North Northamptonshire Town and Parish Council Forum – the Chair and Vice Chair</p>
243.863	<p><b>To review the bank mandate</b></p> <p><b>Resolved:</b> Cllrs Clarke, Bird and Moffat plus the Clerk to remain on the mandate</p>
243.864	<p><b>To note the direct debits</b></p> <p><b>Resolved:</b> HMRC and ICO</p>
243.865	<p><b>To note the result of the bi-monthly Cllr Internal Control checks</b></p>

	<b>Resolved:</b> carried out by Cllr Moffat - all in order																																																																																				
243.866	<b>To receive and approve the Balance of Accounts/Bank Reconciliation</b> <b>Resolved:</b> Approved and signed by the Chair																																																																																				
243.867	<b>To examine and approve the Bank Statements</b> <b>Resolved:</b> Bank balance standing at £12899.47 at April 29 <sup>th</sup> 2025, to be signed as correct by the Chair																																																																																				
243.868	<b>To approve and authorise payment of the following invoices</b> <table><tr><th>Payment</th><th>Payee</th><th>Item</th><th>Amount</th><th>VAT</th><th>Power to Pay</th></tr><tr><td>DC1</td><td>Defib Warehouse</td><td>Lilford &amp; Thorpe defib batteries</td><td>£313.20</td><td>£52.20</td><td>PHA 1936 s 234</td></tr><tr><td>BAC1</td><td>NCALC</td><td>Subscription/ Audit year March 26</td><td>£519.11</td><td>£48.60</td><td>LGA 1972 s 111</td></tr><tr><td>BAC2</td><td>NCALC</td><td>Intro to AI</td><td>£19.99</td><td>£3.33</td><td>LGA 1972 s 111</td></tr><tr><td>100255</td><td>N A Phillips</td><td>April Salary</td><td>£237.99</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>DD1</td><td>HMRC</td><td>Clerk's April Tax</td><td>£59.40</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>BAC3</td><td>Gallagher</td><td>Insurance</td><td>£467.48</td><td>£0.00</td><td>LGA 1972 s 111</td></tr><tr><td>100256</td><td>N A Phillips</td><td>March expenses</td><td>£54.68</td><td>£0.00</td><td>LGA 1972 s 111</td></tr><tr><td>100256</td><td>N A Phillips</td><td>April expenses</td><td>£21.22</td><td>£0.00</td><td>LGA 1972 s 111</td></tr><tr><td>100257</td><td>N A Phillips</td><td>May Salary</td><td>£237.99</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>DD1</td><td>HMRC</td><td>Clerk's May Tax</td><td>£59.40</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>100258</td><td>N A Phillips</td><td>June Salary</td><td>£237.99</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>DD1</td><td>HMRC</td><td>Clerk's June Tax</td><td>£59.40</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>BAC4</td><td>Raunds Electrical</td><td>Lilford defib installation</td><td>£494.40</td><td>£82.40</td><td>PHA 1936 s 234</td></tr></table> <b>Resolved:</b> Approved, invoices signed by the Chair	Payment	Payee	Item	Amount	VAT	Power to Pay	DC1	Defib Warehouse	Lilford & Thorpe defib batteries	£313.20	£52.20	PHA 1936 s 234	BAC1	NCALC	Subscription/ Audit year March 26	£519.11	£48.60	LGA 1972 s 111	BAC2	NCALC	Intro to AI	£19.99	£3.33	LGA 1972 s 111	100255	N A Phillips	April Salary	£237.99	£0.00	LGA 1972 s 112	DD1	HMRC	Clerk's April Tax	£59.40	£0.00	LGA 1972 s 112	BAC3	Gallagher	Insurance	£467.48	£0.00	LGA 1972 s 111	100256	N A Phillips	March expenses	£54.68	£0.00	LGA 1972 s 111	100256	N A Phillips	April expenses	£21.22	£0.00	LGA 1972 s 111	100257	N A Phillips	May Salary	£237.99	£0.00	LGA 1972 s 112	DD1	HMRC	Clerk's May Tax	£59.40	£0.00	LGA 1972 s 112	100258	N A Phillips	June Salary	£237.99	£0.00	LGA 1972 s 112	DD1	HMRC	Clerk's June Tax	£59.40	£0.00	LGA 1972 s 112	BAC4	Raunds Electrical	Lilford defib installation	£494.40	£82.40	PHA 1936 s 234
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243.869	<b>To receive a report from K Simons, Police Liaison Representative</b> No report received																																																																																				
243.870	<b>To resolve the council's response to planning applications listed below plus any other applications advised by North Northamptonshire Council between the circulation of this agenda and the meeting.</b> <b>Resolved:</b> None received but Clerk to draft a letter of objection to the Kettering Energy Park, to be circulated to all for approval before submission. Cllr Hopkinson has registered LWTAPC as a party of interest to make representation at the Castle Manor Warehouse development hearing.																																																																																				
243.871	<b>To note LWTAPCs response to applications received between meetings</b> NE/24/01223/FUL: Five holiday lets. Former Estate office Lilford PE8 5SG – amendment to application, no additional comments made																																																																																				
243.872	<b>To note planning decisions made by NNC</b> None received																																																																																				
243.873	<b>To receive a progress report on remedial work to the Achurch Dew Pond.</b> None received – Clerk to follow up.																																																																																				
243.874	<b>To discuss any matters concerning Highways/Rights of Way and to resolve what action to be taken.</b> <b>Resolved:</b> To monitor the issues around the footbridge crossing over the Nene at Achurch and flag up any further problems that occur.																																																																																				
243.875	<b>To receive an update on installation of traffic calming measures at Achurch</b> Gates installed – Clerk to contact NNC re process to resite village nameplate.																																																																																				
243.876	<b>To note that the checks on the defibrillators are being carried out by Oundle First Responders</b> Checks carried out – replacement batteries installed in both Thorpe and Lilford ones																																																																																				
243.877	<b>To receive an update on the application of AONB for the Nene Valley</b> A meeting is to called soon by the organisers – Cllr Hopkinson to liaise with them.																																																																																				
243.878	<b>To resolve to apply for a gov.uk domain</b>																																																																																				

	<b>Resolved:</b> to explore <a href="mailto:clerk@lwt-a-parishcouncil.org.uk">clerk@lwt-a-parishcouncil.org.uk</a> in the first instance
<b>243.879</b>	<b>To receive an update on the flood survey to be carried out at Thorpe</b> Clerk to invite surveyor to July meeting to present the report.
<b>243.880</b>	<b>To receive an update on complaints about the advertisement billboard at Thorpe and how this Council wishes to proceed</b> <b>Resolved:</b> To continue to chase this up, to contact NCC re situation with roadside banners on highways property
<b>243.881</b>	<b>To receive an update on the Lilford defibrillator and any other issues with Parish Council Assets</b> Relocation and connection to power supply carried out – thanks expressed to resident for facilitating this. Cllr Moffat to provide location details (What3Words) for Clerk to forward on so as to ensure emergency services can locate if needed. Village residents already notified of new location. Achurch noticeboard may need replacing – Cllr Bird will examine first and repair if possible but this won't be until late summer.
<b>243.882</b>	<b>To confirm the dates for meetings for the year 2025/2026</b> Dates confirmed as: 08/07/25, 09/09/25, 11/11/25, 13/01/26, 10/03/26, 12/05/26
<b>243.883</b>	<b>Correspondence:</b> Litter bins overflowing – Clerk to circulate reporting process to all. Cllrs asked to monitor the situations to see if bins are being regularly missed.
<b>243.884</b>	<b>To confirm the date of the next meeting as 8<sup>th</sup> July 2025</b> Date confirmed
<b>243.885</b>	<b>To close the meeting</b> The meeting closed at 20.15 pm.

Signed:

Dated: