

LILFORD CUM WIGSTHORPE THORPE ACHURCH PARISH COUNCIL

Minutes of the Meeting held on Tuesday 12th May 2026 at Barnwell Village Hall at 7.35pm

Present: Councillor G Hopkinson, S Moffat, C Brooks, T Bird, T Wright

In attendance: Mrs N Phillips (Clerk)

249.061	Election of Chair Cllr G Hopkinson elected as Chair – declaration of acceptance of office signed
249.062	Election of Vice Chair Cllr S Moffat elected as Vice Chair – declaration of acceptance of office signed
249.063	To receive and approve apologies for absence Cllr J Clarke
249.064	Public participation session None
249.065	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None
249.066	To receive and approve for signature the minutes of the meeting held on Tuesday 10th March 2026 Resolved: Approved and signed as a true record of the meeting
249.067	To note any matters arising from the minutes not included on this agenda for report only None
249.068	To note the findings of the internal audit Noted
249.069	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 25/26 Resolved: Received and approved
249.070	To receive and approve Section 2 – Accounting Statement – Annual Governance & Accountability Return 25/26 Resolved: Received and approved
249.071	To resolve to declare LWTAPC exempt from external audit for the year ending 31.03.2026 Resolved: Exemption declared
249.072	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 Resolved: Dates confirmed as Wednesday June 3 rd – Tuesday July 14 th . Clerk to arrange the display of the notices.
249.073	To appoint the Internal Auditor for the year 2026/27 Resolved: NCALC approved auditor appointed
249.074	To receive and approve Finance Regulations, Standing Orders, Councillor Code of Conduct, Member's Allowances Policy, Scheme of Delegation, Small Grants Policy. Resolved: Approved

249.075	To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent and Training Plan for Councillors Resolved: Approved
249.076	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, IT Policy, Website Accessibility Statement, and Website management Policy Resolved: Approved
249.077	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, Prevention of Sexual Harassment Policy Resolved: Approved
249.078	To receive and approve the Environment Policy, Biodiversity Policy and Biodiversity Action Plan Resolved: Approved
249.079	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: Approved
249.080	To receive and approve the Assets Register Resolved: Approved
249.081	To note the Insurance Review Resolved: Noted
249.082	To review Councillor's roles and responsibilities Resolved: Police Liaison Representative – Clerk Internal Finance Control – Cllr J Clarke Footpaths/Rights of Way – Cllr T Wright Website checks – Cllrs G Hopkinson and T Bird Climate & Nature Champion – C Brooks – Clerk to notify NCALC Highways – all Cllrs to have responsibility and send information to the Clerk Planning – all Cllrs to have responsibility
249.083	To review the bank mandate Resolved: Cllrs Clarke, Bird and Moffat plus the Clerk to remain on the mandate
249.084	To note the direct debits Resolved: HMRC and ICO
249.085	To note the result of the bi-monthly Cllr Internal Control checks Resolved: carried out by Cllr Moffat - all in order
249.086	To receive and approve the Balance of Accounts/Bank Reconciliation Resolved: Approved and signed by the Chair
249.087	To examine and approve the Bank Statements Resolved: Bank balance standing at £12500.70 at April 29 th 2026, signed as correct by the Chair
249.088	To note the Clerk's annual incremental salary increase Resolved: Noted and backdate to April.

249.089	To approve and authorise payment of the following invoices <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>BAC1</td><td>NCALC</td><td>Subscription/Audit fee 26/27</td><td>£537.27</td><td>£50.45</td><td>LGA 1972 s 111</td></tr><tr><td>100265</td><td>N A Phillips</td><td>March expenses</td><td>£30.08</td><td>£0.00</td><td>LGA 1972 s 111</td></tr><tr><td>100264</td><td>N A Phillips</td><td>April Salary</td><td>£252.62</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>£63.00</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>100265</td><td>N A Phillips</td><td>April expenses</td><td>£21.23</td><td>£0.00</td><td>LGA 1972 s 111</td></tr><tr><td>BAC2</td><td>A J Gallagher</td><td>Insurance Year 2 of 3 year LTA</td><td>£473.36</td><td>£0.00</td><td>LGA 1972 s 111</td></tr><tr><td>100266</td><td>N A Phillips</td><td>May Salary</td><td>£252.42</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>£63.20</td><td>£0.00</td><td>LGA 1972 s 112</td></tr><tr><td>100267</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>Clerk's June Tax</td><td>£TBC</td><td>£0.00</td><td>LGA 1972 s 112</td></tr></table> Resolved: Approved, invoices signed by the Chair, cheques signed by Cllrs Moffat and Bird, BACS to be set up by the Clerk and authorised by Cllr Moffat	Payment	Payee	Item	Amount	VAT	Power to Pay	BAC1	NCALC	Subscription/Audit fee 26/27	£537.27	£50.45	LGA 1972 s 111	100265	N A Phillips	March expenses	£30.08	£0.00	LGA 1972 s 111	100264	N A Phillips	April Salary	£252.62	£0.00	LGA 1972 s 112	DD1	HMRC	Clerk's April Tax	£63.00	£0.00	LGA 1972 s 112	100265	N A Phillips	April expenses	£21.23	£0.00	LGA 1972 s 111	BAC2	A J Gallagher	Insurance Year 2 of 3 year LTA	£473.36	£0.00	LGA 1972 s 111	100266	N A Phillips	May Salary	£252.42	£0.00	LGA 1972 s 112	DD1	HMRC	Clerk's May Tax	£63.20	£0.00	LGA 1972 s 112	100267	N A Phillips	June Salary	£TBC	£0.00	LGA 1972 s 112	DD1	HMRC	Clerk's June Tax	£TBC	£0.00	LGA 1972 s 112
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249.090	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. Resolved: None received																																																																		
249.091	To note LWTA PCs response to applications received between meetings Resolved: None received																																																																		
249.092	To note planning decisions made by NNC Resolved: None received																																																																		
249.093	To receive a progress report on remedial work to the Achurch Dew Pond. Resolved: Sundry attempts made to engage with both the landowner via the land agent and the tenant with no success, therefore it was decided that to leave this issue and review if at sometime in the future there is a change in land control.																																																																		
249.094	To discuss any matters concerning Highways/Rights of Way and to resolve what action to be taken. Resolved: Nothing new reported – no action needed																																																																		
249.095	To note that the checks on the defibrillators are being carried out by Oundle First Responders Resolved: Checks carried out.																																																																		
249.096	To receive an update on any other issues with Parish Council Assets Resolved: Lilford bench has recently had work carried out on it by a resident.																																																																		
249.097	To receive a report on policing issues Resolved: Email from PLR contact PC Linda Green re reporting issues of concern With the possibility that a drop in surgery could be arranged if required.																																																																		
249.098	To confirm the dates for meetings for the year 2026/2027 Resolved: Dates confirmed as: 14/07/26, 08/09/26, 10/11/26, 12/01/27, 09/03/27, 11/05/27																																																																		
249.099	Correspondence: None																																																																		
249.100	To confirm the date of the next meeting as 14th July 2026 Date confirmed																																																																		
249.101	To close the meeting The meeting closed at 20.05.																																																																		

Signed:

Dated: