

# LILBOURNE PARISH COUNCIL

## AGENDA

I hereby give notice that the Ordinary Parish Council meeting will be held on  
 Wednesday 22<sup>nd</sup> February 2023 at 1900 hrs  
 in Lilbourne Village Hall.

To all members of the council, you are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Dated 16<sup>th</sup> February 2023.

*Please note that photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent so long as the meeting is not disrupted. (Openness of Local Government Bodies Regulations 2014). Members of the public and press are welcome to attend. Please make yourself known to the Clerk.*

Mrs C Valentine - Clerk to the Parish Council 07581 490581  
[clerk@lilbourne-pc.gov.uk](mailto:clerk@lilbourne-pc.gov.uk) [www.lilbourneparishcouncil.org](http://www.lilbourneparishcouncil.org)  
 Distribution: LT/JR/ST/CN/JA/CE/CK/AN/LVB/LVH/RH/AC/ML/TC

### Business to be Transacted

*Clare E Valentine*

|        |  |    |                         |  |  |    |                 |  |   |
|--------|--|----|-------------------------|--|--|----|-----------------|--|---|
| 23/563 | <b>APOLOGIES</b><br>To receive apologies of absence  |    |                         |  |  |    |                 |  |   |
| 23/564 | <b>DECLARATIONS OF INTEREST</b><br>Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a disclosable pecuniary interest will require the member withdraws from the meeting room during that transaction of that item of business.  |    |                         |  |  |    |                 |  |   |
| 23/565 | <b>APPROVAL OF MINUTES</b><br>To approve the minutes of the Ordinary Parish Council meeting of 25 <sup>th</sup> January 2023.  |    |                         |  |  |    |                 |  |   |
| 23/566 | <b>AMENDMENT TO STANDING ORDER – Meetings Generally p.3 (f) and (g)</b><br>The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting. (g) Subject to standing order 3(f), a member of the public shall not speak for more than 30 minutes.<br>Motion: To amend public participation to 3 minutes per person maximum 15 minutes.  |    |                         |  |  |    |                 |  |   |
| 23/567 | <b>PUBLIC PARTICIPATION</b><br><i>Members of the public are invited to address the council. Members of the public should address their representations through the Chairman.</i>   |    |                         |  |  |    |                 |  |   |
| 23/568 | <b>PLANNING</b>  |    |                         |  |  |    |                 |  |   |
|        | <table border="1"> <tr> <td style="background-color: #d9ead3;">1.</td> <td><b>NEW APPLICATIONS</b></td> </tr> <tr> <td></td> <td>                     a) To consider new applications and those not otherwise on the agenda:<br/><br/>                     b) <b>WND/2022/1011 (Amended)</b> Shires Hob 2, Chapel Lane, Lilbourne, Northamptonshire, CV23 0ST<br/>                     Construction of detached dwelling and associated parking and formation of new access Deadline to respond 24<sup>th</sup> February 2023<br/><br/>                     c) <b>Infrastructure Planning Statutory Instrument 2014No.1796 The Daventry International Rail Freight Interchange Alteration Order 2014 Requirements No: DCO/2023/0001</b><br/>                     Discharge Requirement 6 (g) of the Daventry International Rail Freight Interchange Alteration Order 2014 in respect of the installation of 4 no. traffic gantries and proposed minor changes to the layout and design of Zone B Plot 2 (DC5), which was previously approved by the Council under discharge of Requirements ref. DCO/2020/0001, DCO/2020/0009 and DCO/2020/0010, DCO/2022/0009. DIRFT III, Zone B, Plot 2 (DC5), Watling Street, Yelvertoft, Northamptonshire Observations in writing to WNC by 1<sup>st</sup> March 2023.                 </td> </tr> <tr> <td style="background-color: #d9ead3;">3.</td> <td><b>APPROVED</b></td> </tr> <tr> <td></td> <td><b>WND/2022/0993</b> Single storey front extension 2, Yelvertoft Road, Lilbourne, Northamptonshire, CV23 0SY. Approved 31.01.23</td> </tr> </table> | 1. | <b>NEW APPLICATIONS</b> |  | a) To consider new applications and those not otherwise on the agenda:<br><br>b) <b>WND/2022/1011 (Amended)</b> Shires Hob 2, Chapel Lane, Lilbourne, Northamptonshire, CV23 0ST<br>Construction of detached dwelling and associated parking and formation of new access Deadline to respond 24 <sup>th</sup> February 2023<br><br>c) <b>Infrastructure Planning Statutory Instrument 2014No.1796 The Daventry International Rail Freight Interchange Alteration Order 2014 Requirements No: DCO/2023/0001</b><br>Discharge Requirement 6 (g) of the Daventry International Rail Freight Interchange Alteration Order 2014 in respect of the installation of 4 no. traffic gantries and proposed minor changes to the layout and design of Zone B Plot 2 (DC5), which was previously approved by the Council under discharge of Requirements ref. DCO/2020/0001, DCO/2020/0009 and DCO/2020/0010, DCO/2022/0009. DIRFT III, Zone B, Plot 2 (DC5), Watling Street, Yelvertoft, Northamptonshire Observations in writing to WNC by 1 <sup>st</sup> March 2023. | 3. | <b>APPROVED</b> |  | <b>WND/2022/0993</b> Single storey front extension 2, Yelvertoft Road, Lilbourne, Northamptonshire, CV23 0SY. Approved 31.01.23 |
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|        |  |
|--------|--|
|        | <p><b>Search and comment planning:</b><br/> <a href="https://www.westnorthants.gov.uk/planning-and-building-control/view-and-comment-planning-application">https://www.westnorthants.gov.uk/planning-and-building-control/view-and-comment-planning-application</a></p>  |
| 23/569 | <p><b>MINIBUS</b><br/> Update and approval of actions as agreed at the minibus committee meeting.<br/> Vehicle cleaning<br/> New vehicle lead time 8 weeks - no further details from supplier. Discuss plans for livery, current vehicle and appoint those responsible for receiving new vehicle and disposal of current when able.</p>  |
| 23/570 | <p><b>CORRESPONDANCE</b></p> <ul style="list-style-type: none"> <li>a) WNC Election Staffing Request - Elections Team for circulation</li> <li>b) The Department for Levelling Up, Housing and Communities (DLUHC) confirmed the amount that parish and town councils can spend under Section 137 for 2023/24 is £9.93 per elector. Section 137 is the power to incur expenditure for certain purposes not otherwise authorised.</li> <li>c) West Northamptonshire Council (WNC) has created a web page – <a href="https://www.westnorthants.gov.uk/news/support-those-affected-turkey-syria-earthquakes">https://www.westnorthants.gov.uk/news/support-those-affected-turkey-syria-earthquakes</a> listing all the national and International Disaster Emergency Committee (DEC) charities, or residents can donate to DEC directly at <a href="https://donation.dec.org.uk/turkey-syria-earthquake-appeal">https://donation.dec.org.uk/turkey-syria-earthquake-appeal</a></li> </ul>   |
| 23/571 | <p><b>PROLOGIS</b> – Update meeting on site at Jubilee Meadow 3<sup>rd</sup> February (Cllr Robertson).</p>  |
| 23/572 | <p><b>VILLAGE PROJECTS AND MAINTENANCE</b><br/> To consider updates on the following matters for decision:</p> <p>1. <b><u>Jubilee Meadow - Hillmorton Lane.</u></b></p> <ul style="list-style-type: none"> <li>a) Fire Brigade may carry out a safety visual audit – Carry forward to next meeting.</li> <li>b) Wild flower area behind the pond and Queens Jubilee plaque</li> <li>c) Update on areas requiring attention</li> </ul> <p><b><u>Millennium Wood</u></b></p> <p>2. Survey and rental agreements – land use report</p> <p>3. <b><u>Play Area and Sports Field</u></b></p> <ul style="list-style-type: none"> <li>a) Zip wire repairs – on order</li> <li>b) New play equipment</li> </ul> <p>4. <b><u>The Green/Highways</u></b></p> <ul style="list-style-type: none"> <li>a) Highways matters – Reporting via <a href="https://fixmystreet.northamptonshire.gov.uk/">https://fixmystreet.northamptonshire.gov.uk/</a></li> <li>b) Flooding issues</li> <li>c) Temporary flag pole and base for The Green – ideas for consideration:<br/> <a href="https://flagmakers.co.uk/blog/resources/do-you-need-planning-permission-to-put-up-a-flagpole/">https://flagmakers.co.uk/blog/resources/do-you-need-planning-permission-to-put-up-a-flagpole/</a></li> </ul> <p>5. <b><u>Village Hall</u></b></p> <ul style="list-style-type: none"> <li>a) Defib pads and battery on order – Servicing update – confirm Cllrs responsible.</li> <li>b) Grant request for funding towards activities</li> </ul> <p>6. <b><u>Footpaths and verges</u></b></p> <ul style="list-style-type: none"> <li>a) Replacement bin near Catthorpe Bridge installed.</li> </ul> <p>7. <b><u>Other projects</u></b></p> <ul style="list-style-type: none"> <li>a) Village Newsletter</li> </ul> <p>8. <b><u>Burial Ground</u></b></p> <ul style="list-style-type: none"> <li>a) On going maintenance following levelling work</li> <li>b) Noticeboard update</li> <li>c) Confirm Cllrs responsible to assist with burial ground matters.</li> </ul> |

|                     |   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
|---------------------|---|---|--------|----------------------------------|--|--|-----|------|---|-------|----------------------------------|-----|------|------------------------------------|-------|---------------------------------|-----|------|--|--------|-----------------|-----|------|---|--------|-------------------------|---------------------|--|--|--|--|-----|------|---|-------|-----------------|-----|------|---|--------|-----------------|-----|------|--|--------|-----------------|-----|------|---|--------|-----------------|
|                     | d) Enquiry regarding scattering of ashes and memorial   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| <b>23/573</b>       | <b>FINANCE</b>  |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| a)                  | To approve the bank reconciliation statement<br>Bank balance Barclays as of 16.02.23 £53,980.48 payments received 31.01.23 WCC County Fund £115.84; 03.02.23 SJ Caldwell £105.00 minibus; 14.02.23 T Faulkner £155.00 minibus; Payments £540.90 Lilbourne Garage vehicle repairs; £170.20 Legal fees. HSBC Account balance – paper statement at 15.01.23 £69,094.54.  |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| b)                  | To approve the payment of staff for February 2023<br>( payroll not received in time for this agenda due to earlier meeting in month).<br>Approve regular payment for Npower Commercial - Street Lighting usage.<br>To approve the following payments in February 2023:<br><table border="1" data-bbox="242 495 1471 1406"> <tr> <td colspan="5">PC Expenditure</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>The Printing Works inv 10045 newsletter</td> <td>35.00</td> <td>Local Government Act 1972, s.142</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>BT Village Hall WiFi February 2023</td> <td>45.12</td> <td>Telecommunications Act 1984 s97</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>Personnel Advice Solutions Ltd – February 2023</td> <td>120.00</td> <td>LGA (1972) s111</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>West Northamptonshire Norse Ltd – Bin installation inv: 52IN-000719</td> <td>200.76</td> <td>Litter Act 1983, ss.5-6</td> </tr> <tr> <td colspan="5">Minibus Expenditure</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>HSQE Ltd – Training I-HSQE-23a-3406 Manual handling awareness</td> <td>92.40</td> <td>LGA (1972) s111</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>Hughes Training Ltd inv:52334 driving day</td> <td>375.00</td> <td>LGA (1972) s111</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>Hughes Training Ltd inv:51077 driving day &amp; test</td> <td>475.00</td> <td>LGA (1972) s111</td> </tr> <tr> <td>Feb</td> <td>BACS</td> <td>JED Building and Maintenance private hire</td> <td>110.00</td> <td>LGA (1972) s111</td> </tr> </table> | PC Expenditure  |        |                                  |  |  | Feb | BACS | The Printing Works inv 10045 newsletter | 35.00 | Local Government Act 1972, s.142 | Feb | BACS | BT Village Hall WiFi February 2023 | 45.12 | Telecommunications Act 1984 s97 | Feb | BACS | Personnel Advice Solutions Ltd – February 2023 | 120.00 | LGA (1972) s111 | Feb | BACS | West Northamptonshire Norse Ltd – Bin installation inv: 52IN-000719 | 200.76 | Litter Act 1983, ss.5-6 | Minibus Expenditure |  |  |  |  | Feb | BACS | HSQE Ltd – Training I-HSQE-23a-3406 Manual handling awareness | 92.40 | LGA (1972) s111 | Feb | BACS | Hughes Training Ltd inv:52334 driving day | 375.00 | LGA (1972) s111 | Feb | BACS | Hughes Training Ltd inv:51077 driving day & test | 475.00 | LGA (1972) s111 | Feb | BACS | JED Building and Maintenance private hire | 110.00 | LGA (1972) s111 |
| PC Expenditure      |   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | The Printing Works inv 10045 newsletter                             | 35.00  | Local Government Act 1972, s.142 |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | BT Village Hall WiFi February 2023                                  | 45.12  | Telecommunications Act 1984 s97  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | Personnel Advice Solutions Ltd – February 2023                      | 120.00 | LGA (1972) s111                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | West Northamptonshire Norse Ltd – Bin installation inv: 52IN-000719 | 200.76 | Litter Act 1983, ss.5-6          |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Minibus Expenditure |   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | HSQE Ltd – Training I-HSQE-23a-3406 Manual handling awareness       | 92.40  | LGA (1972) s111                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | Hughes Training Ltd inv:52334 driving day                           | 375.00 | LGA (1972) s111                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | Hughes Training Ltd inv:51077 driving day & test                    | 475.00 | LGA (1972) s111                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| Feb                 | BACS  | JED Building and Maintenance private hire                           | 110.00 | LGA (1972) s111                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| c)                  | <b>BANKING MANDATE UPDATE</b>   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
|                     | Applications for mandate changes and actions. Updates for online banking. Additional signatories. Barclays account financial position.  |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| d)                  | <b>LPC HSBC ACCOUNT CLOSURE</b><br>To approve bank transfer of Lilbourne Parish Council funds in HSBC to Lilbourne Parish Council Barclays account. Closure of HSBC account. Opening of Unity Trust Bank Account.   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| e)                  | <b>AUDITS AND POLICIES</b><br>a) To review the general risk assessment.<br>b) To review the effectiveness of internal control.<br>c) To pass a resolution to sign up to the civility and respect pledge<br>d) Contractor reference policy   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| <b>23/574</b>       | <b>AOB (No matters can become decisions)</b>  |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| <b>23/575</b>       | <b>CLOSED MEETING - CONTRACTS</b><br><i>To resolve the public and press to be excluded from the meeting in accordance with the Public Bodies (Admission to meetings Act 1960) in view of the nature of business to be transacted.</i><br>HR and Staffing matters  |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |
| <b>23/576</b>       | <b>DATE OF NEXT MEETING:</b><br>Wednesday 29 <sup>th</sup> March 2023 at 1900 hrs   |   |        |                                  |  |  |     |      |   |       |                                  |     |      |                                    |       |                                 |     |      |  |        |                 |     |      |   |        |                         |                     |  |  |  |  |     |      |   |       |                 |     |      |   |        |                 |     |      |  |        |                 |     |      |   |        |                 |