

**The Annual Parish Council Meeting of**  
***LILBOURNE PARISH COUNCIL***

I hereby give notice that the Annual Parish Council meeting will be held on Wednesday 31st May 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 24<sup>th</sup> May 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)      <https://lilbourne-pc.gov.uk/>

Distribution: CN/JR/JA/CE/CK/AN/LVB/LVH/RH/AC/ML/TC

*Clare E Valentine*

23/604	<b>ELECTION OF CHAIRMAN</b>
23/605	<b>TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN</b>
23/606	<b>TO RECEIVE APOLOGIES OF ABSENCE</b>
23/607	<b>ELECTION OF VICE-CHAIRMAN</b>
23/608	<ol style="list-style-type: none"> <li><b>1. TO RECEIVE AND SIGN DECLARATION FOR ACCEPTANCE OF OFFICE FROM COUNCILLORS</b></li> <li><b>2. TO RECEIVE AND COMPLETE THE REGISTER OF INTERESTS</b></li> <li><b>3. TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA</b></li> </ol> <p>Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a disclosable pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business.</p>
23/609	<b>TO APPROVE AND ADOPT THE GDPR POLICY AND COMPLETE GDPR POLICY COMPLIANCE FORMS</b>
23/610	<b>TO ADOPT THE CODE OF CONDUCT</b>
23/611	<b>TO REVIEW AND ADOPT THE STANDING ORDERS</b>
23/612	<b>TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS (5)</b>
23/613	<b>TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS</b>
23/614	<b>TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILITY</b>
23/615	<ol style="list-style-type: none"> <li><b>1. TO CONFIRM BANKING SIGNATORIES, BANKING ADMIN AND AUTHORISING ONLINE BANKING PAYMENTS</b></li> <li><b>2. TO ADOPT THE INTERNET BANKING POLICY</b></li> </ol>
23/616	<b>TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT</b>
23/617	<b>TO REVIEW AND ADOPT THE ASSET REGISTER</b>
23/618	<b>TO REVIEW ANNUAL INSURANCE AND FIDELITY GUARANTEE</b> Insurance due for renewal June 2023- Consider quotes.
23/619	<b>TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES</b> Village Maintenance (including grass cutting and jubilee meadow) DIRFT /Prologis Liaison Police Liaison/Neighbourhood Watch Lights and Rural Footpaths and Highways Defibrillator Service Check Playground Village Hall Burial Ground Litter-picking Co-ordinator Website & Facebook Support

	<p>Newsletter The Green Noticeboards HR &amp; Staffing Matters Planning Committee Minibus Committee</p>												
23/620	<b>TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER</b>												
23/621	<ol style="list-style-type: none"> <li>1. TO READOPT COUNCIL POLICIES AND PROCEDURES</li> <li>2. TO READOPT ALL POLICIES AND PROCEDURES RELATING TO THE OPERATION AND MANAGEMENT OF THE MINIBUS.</li> </ol>												
23/622	<p><b>COMMITTEES:</b></p> <ol style="list-style-type: none"> <li>1. TO RECONFIRM THE STAFFING COMMITTEE AND READOPT THE TERMS OF REFERENCE</li> <li>2. TO RECONFIRM THE MINIBUS COMMITTEE AND READOPT THE TERMS OF REFERENCE</li> <li>3. TO APPOINT A PLANNING COMMITTEE &amp; ADOPT TERMS OF REFERENCE</li> </ol>												
23/623	<b>CO-OPTION</b>												
23/624	The Parish Council have two seats for co-option and casual vacancy running till 30 <sup>th</sup> May 2023. To consider any applications for co-option. New candidates to complete the Acceptance of Office, relevant forms and registerable interests.												
23/625	<b>DECLARATIONS OF INTEREST</b>												
23/626	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.												
23/627	<b>SIGNING OF THE MINUTES</b>												
23/628	To approve the minutes of the Ordinary Parish Council meeting of 26 <sup>th</sup> April 2023.												
23/629	<b>PUBLIC PARTICIPATION</b>												
23/630	Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman.												
23/631	<b>PLANNING</b>												
	<p><b>To consider the following planning applications received for comment:</b></p> <table border="1"> <tr> <td><b>1. NEW APPLICATIONS</b></td> <td></td> </tr> <tr> <td></td> <td>a) To consider new applications and those not otherwise on the agenda:</td> </tr> <tr> <td></td> <td><b>AWAITING DECISION</b></td> </tr> <tr> <td></td> <td> <ol style="list-style-type: none"> <li>b) <b>WND/2023/0177 Listed Building Consent</b> for demolition of existing porch and replacement with timber and glass structure with tiled roof (revised scheme). Burnham House 5, The Horsepool, Lilbourne, Northamptonshire, CV23 0SU</li> <li>c) <b>WND/2023/0176</b> Burnham House 5, The Horsepool, Lilbourne, Northamptonshire, CV23 0SU. Demolition of existing porch and replacement with timber and glass structure with tiled roof (revised scheme)</li> </ol> </td> </tr> <tr> <td></td> <td><b>APPROVED</b></td> </tr> <tr> <td></td> <td> <ol style="list-style-type: none"> <li>d) <b>WND/2022/1011 (Amended)</b> Shires Hob 2, Chapel Lane, Lilbourne, Northamptonshire, CV23 0ST. Construction of detached dwelling and associated parking and formation of new access. Approved 20.04.23</li> </ol> <p>To search and comment on a planning application visit: <a href="https://www.westnorthants.gov.uk">View and comment on a planning application   West Northamptonshire Council (westnorthants.gov.uk)</a></p> </td> </tr> </table>	<b>1. NEW APPLICATIONS</b>			a) To consider new applications and those not otherwise on the agenda:		<b>AWAITING DECISION</b>		<ol style="list-style-type: none"> <li>b) <b>WND/2023/0177 Listed Building Consent</b> for demolition of existing porch and replacement with timber and glass structure with tiled roof (revised scheme). Burnham House 5, The Horsepool, Lilbourne, Northamptonshire, CV23 0SU</li> <li>c) <b>WND/2023/0176</b> Burnham House 5, The Horsepool, Lilbourne, Northamptonshire, CV23 0SU. Demolition of existing porch and replacement with timber and glass structure with tiled roof (revised scheme)</li> </ol>		<b>APPROVED</b>		<ol style="list-style-type: none"> <li>d) <b>WND/2022/1011 (Amended)</b> Shires Hob 2, Chapel Lane, Lilbourne, Northamptonshire, CV23 0ST. Construction of detached dwelling and associated parking and formation of new access. Approved 20.04.23</li> </ol> <p>To search and comment on a planning application visit: <a href="https://www.westnorthants.gov.uk">View and comment on a planning application   West Northamptonshire Council (westnorthants.gov.uk)</a></p>
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23/632	<p><b>MINIBUS</b> <b>To receive updates and consider matters relating to the minibus</b> Garage – safe and outside wall Additional vehicle keys Routes/town Drivers/school More volunteer drivers required.</p>												

	Yelvertoft Parish Newsletter – contact details. Acceptable Behaviours & Safeguarding Leaflet				
23/633	<b>VILLAGE PROJECTS AND MAINTENANCE</b> To consider updates on the following matters for decision:				
	<b>1. Jubilee Meadow - Hillmorton Lane.</b>				
	a) Installation - life buoy				
	b) Plans for developing area behind the pond and Queens Jubilee plaque – fruit trees?				
	c) Update on areas requiring attention - Pro Logis meeting (JR)				
	d) Risk Assessment for approval				
	e) Additional tender work to tidy overgrown vegetation and hedge cutting – consider quotes.				
	<b>2. Play Area and Sports Field</b>				
	a) Updates on equipment, play inspection report and basket swing and multi-play issues.				
	b) New play equipment project				
	<b>3. The Green</b>				
	b) Temporary flag pole				
	<b>4. Village Hall</b>				
	a) Defib pads set confirm handover completed for Cllr King				
	b) Bleed kits quotes				
	<b>5. Highways/ Footpaths and verges</b>				
	a) Actions arising for consideration				
Highways matters updates inc. potholes– Reporting via <a href="https://fixmystreet.northamptonshire.gov.uk/">https://fixmystreet.northamptonshire.gov.uk/</a>					
b) Sign posts					
c) Speed cameras					
d) Reports of vermin near Station road/Church Street					
<b>Newsletter</b>					
a) Updates and matters for the next edition					
23/634	<b>7. Burial Ground</b> a) Noticeboard installation - delivery b) Headstone safe checks c) Maintenance updates				
23/635	To approve the May 2023 bank reconciliation statement Bank balance Barclays as of 23.04.23 £ 102,700.80. INCOME MINIBUS: 23 May 23 WNC FINANCE £26.68; 17 May 23 WCC COUNTY FUND BGC £72.86; 11 May 23 LARDER BJ £190.00; 28 Apr 23WNC - PAYMENTS £10,500.00. A PARKER £220.00 . BJ LARDER AND AJ PARKER DEPOSIT RETURN £100.00 from hire of minibus and driver. Budget 2023/2024 for circulation to Councillors and available on the website.				
23/636	To approve the following payments for May 2023:				
	PC Expenditure				
	May	BACS	Clerk salary May 2023	1078.52	LGA 1972 s112
	May	BACS	Nest Pension May 2023	78.43	LGA 1972 s112
	May	BACS	BT Village Hall WiFi May 2023	45.12	Telecommunications Act 1984 s97
	May	BACS	Personnel Advice Solutions Ltd – May 2023	120.00	LGA (1972) s111
	May	BACS	Printing Works – Newsletter printing inv 9512 Ash Park group	35.00	LGA 1972 s142
May	BACS	Parish Council Websites - BWP Creative inv-2087 Annual website and email hosting 01/06/23 to 31/05/2024	273.60	LGA 1972, s.142	

May	BACS	West Northamptonshire Norse Ltd invoice 52IN-000765 Empty bin on Horse pool	380.16	Litter Act 1983, subsections 5 and 6
May	BACS	J Alexander – Newsletter reimbursement	30.00	LGA 1972 s142
May	BACS	JED Building Supplies Inv 23/21 Flag pole installation	95.00	LGA (1972) s111
May	BACS	The Play Inspection Company inv 61301 Outdoor annual inspection Vhall.	120.00	Public Health Act 1875 s 164
May	BACS	Compleat Office Initiatives – Unity Invoices sinv00482318 sd cards	12.12	LGA 1972 s111
May	BACS	Church Farm Property Services inv 230501 Village main; signage and burial grd	116.00	Open Spaces Act 1906, subsections 9 and 10
May	BACS	Church Farm Property Services Inv 230401 Village maint area notice board green and additional area, station rd , war memorial.	176.00	Open Spaces Act, 1906, section 15
May	BACS	HAGS-SMP LIMITED in 089184 – Parts and repair to zip wire	2703.60	Public Health Act 1875 s 164
May	BACS	Rradar policy excess legal fees	4500.00	LGA 1972 (s222)
May	BACS	4 Counties Ground Maintenance inv 23/017 Grass cutting 4 <sup>th</sup> & 18 <sup>th</sup> May 2023	650.00	Open Space Act 1906
Total £10413.55				
Minibus Expenditure				
May	BACS	Staffing for May 2023	1054.84	LGA 1972 s111
May	BACS	Compleat Office Initiatives – Unity Invoices sinv00482318 sd cards	12.12	Local Government and Rating Act 1997, s.26-29
May	BACS	F Howells-Palin expenses minibus door sticker	10.80	Local Government and Rating Act 1997, s.26-29
May	BACS	Richard Houlton – minibus driving	60.00	Local Government and Rating Act 1997, s.26-29
May	BACS	JED Building Services – private hire inv 23/10	75.00	Local Government and Rating Act 1997, s.26-29
Total £1212.76				
<b>23/637</b>	<b>Internal / External Audit and Year End 2022-2023</b>			
	<ol style="list-style-type: none"> <li>1. To approve the year-end report (2022/2023) provided by the Clerk/RFO <b>Annual Governance and Accountability Return (AGAR)</b></li> <li>2. Annual Internal Audit Report – To approve the report from the Internal Auditor appointed by NCALC for 2022/2023</li> <li>3. To approve and sign Section 1 Annual Governance Statement</li> <li>4. To approve and sign Section 2 Annual Accounting Statement</li> <li>5. To confirm the period for the exercising of public rights Monday 5 June – Friday 14 July 2023</li> <li>6. To note VAT 126 return submitted for £ 3779.36 relating to 2022/23</li> </ol>			
<b>23/638</b>	<b>AOB (No matters can become decisions)</b>			
<b>23/639</b>	<b>Date of next meeting:</b> Wednesday 28 <sup>th</sup> June 2022 at 1900 hrs			