

LILBOURNE PARISH COUNCIL

Minutes of the Annual Parish Council meeting

Held on Wednesday 31st May 2023 at 1900 hrs
in Lilbourne Village Hall.

Attendees: Councillors C Newhouse (Chairman), J Robertson and C King.

Clerk: CE Valentine

Unitary Councillor R Humphreys and 6 other members of public.

Mrs C Valentine - Clerk to the Parish Council 07581 490581

clerk@lilbourne-pc.gov.uk

<https://lilbourne-pc.gov.uk>

Due to unforeseen circumstances (meeting quorum) the meeting commenced at 19.30

23/604	It was RESOLVED to elect Councillor Newhouse as Chairman.
23/605	Councillor Newhouse received and signed the Declaration of Acceptance.
23/606	Apologies of absence were received and accepted from Cllr Alexander (personal). Councillor Hoare was not present. The Minibus Administrator sent apologies (unwell).
23/607	ELECTION OF VICE-CHAIRMAN It was RESOLVED to defer matter to next meeting when more Councillors would be present.
23/608	1. TO RECEIVE AND SIGN DECLARATION FOR ACCEPTANCE OF OFFICE FROM COUNCILLORS Received and signed by those present at the meeting. 2. TO RECEIVE AND COMPLETE THE REGISTER OF INTERESTS Received and signed by those present at the meeting. 3. TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA Cllr Robertson declared an interest with a relief minibus driver.
23/609	It was RESOLVED to approve and adopt the GDPR policy and complete GDPR policy compliance forms "Administration of the allotments" to be removed as not relevant to LPC.
23/610	It was RESOLVED to adopt the Code Of Conduct
23/611	It was RESOLVED to adopt the Standing Orders.
23/612	TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS (5) It was RESOLVED to hold the meeting on the last Wednesday of each month at 1900 hrs in Lilbourne Village Hall with the exception of no meetings in August and December.
23/613	TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS It was RESOLVED to adopt the Financial Regulations with the following amendments: 3.2 (insert) month is missing. 5.1 LPC may seek... (ref: credit references).
23/614	TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILITY It was RESOLVED to confirm Councillor King as the Internal Control.
23/615	1. It was RESOLVED to confirm Councillors Newhouse, King, Hoare and Robertson as Banking Signatories, Banking Admin – The Clerk Clare Valentine. It was RESOLVED to authorise the process of online banking payments. 2. It was RESOLVED to review the Internet Banking Policy for the next meeting.
23/616	It was RESOLVED to re-adopt Parish Council's General Risk Assessment. Noted to edit form to say Northamptonshire. It was noted to update signage at the play area but current contact info is active.
23/617	It was RESOLVED to adopt The Asset Register following review.
23/618	TO REVIEW ANNUAL INSURANCE AND FIDELITY GUARANTEE It was RESOLVED to insure with Hiscock Insurance at £ £1,183.51 per annum which includes the relevant fidelity guarantee – employee liabilities within the policy.
23/619	It was RESOLVED to confirm Councillors' roles and responsibilities at the next meeting pending co-option of three new Councillors.
23/620	It was RESOLVED to approve the appointment of NCalc as Data Protection Officer
23/621	1. It was RESOLVED to readopt council policies and procedures. It was RESOLVED to review the Grant Policy which requires updating for the next meeting.

	2. It was RESOLVED to readopt all policies and procedures relating to the operation and management of the minibus with the exception of further work to the Risk Assessment and amendment of mentioned Covid guidance.												
23/622	<p>COMMITTEES:</p> <ol style="list-style-type: none"> 1. It was RESOLVED to approve The Staffing Committee and readopt The Terms of Reference 2. It was RESOLVED to approve to Reconfirm The Minibus Committee and readopt The Terms Of Reference 3. It was RESOLVED to approve to appoint the Planning Committee & adopt Terms Of Reference <p>It was RESOLVED to note the limited number of members per committee when deciding upon members and due to co-options at this meeting, review roles and responsibilities at the next ordinary meeting.</p>												
23/623	CO-OPTION												
23/624	The Parish Council has co-opted three new members having three vacant seats for co-option at the time of the meeting. The Parish Council RESOLVED to co-opt Sue Starling, Ian Crow and Chi Wah Chow. New member Chow has worked in the parish 6+ years and has been co-opted on this basis. We thank the members for their applications.												
23/625	DECLARATIONS OF INTEREST												
23/626	Councillor Robertson declared an interest – Minibus Relief Driver												
23/627	SIGNING OF THE MINUTES												
23/628	It was RESOLVED to approve the minutes of the Ordinary Parish Council meeting of 26 th April 2023 as a correct record.												
23/629	PUBLIC PARTICIPATION												
23/630	<p>Volunteer kindly helping with plants for the village has asked if there is a budget available for purchasing plants. Councillor Humphries reported the solar farm cabling installation should be connected over the summer, connected to the grid and up and running soon.</p> <p>The Planning Advisory Service carried out a review and identified misconduct. It was reported a West Northants Council Councillor has been suspended for three months. The committee is also moving to North Northamptonshire for the June meeting.</p>												
23/631	PLANNING												
	<p>To consider the following planning applications received for comment:</p> <table border="1"> <tr> <td>1.</td> <td>NEW APPLICATIONS</td> </tr> <tr> <td></td> <td>a) Noted as no new applications.</td> </tr> <tr> <td></td> <td>AWAITING DECISION</td> </tr> <tr> <td></td> <td> <p>b) WND/2023/0177 Listed Building Consent 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</p> <p>c) WND/2023/0176 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)</p> <p>The applicants attended the meeting to advise that they have had to engage the services of an architect and plans at WNC have been lost three times.</p> </td> </tr> <tr> <td></td> <td>APPROVED</td> </tr> <tr> <td></td> <td> <p>d) WND/2022/1011 (Amended) 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</p> <p>To search and comment on a planning application visit: View and comment on a planning application West Northamptonshire Council (westnorthants.gov.uk)</p> </td> </tr> </table>	1.	NEW APPLICATIONS		a) Noted as no new applications.		AWAITING DECISION		<p>b) WND/2023/0177 Listed Building Consent 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</p> <p>c) WND/2023/0176 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)</p> <p>The applicants attended the meeting to advise that they have had to engage the services of an architect and plans at WNC have been lost three times.</p>		APPROVED		<p>d) WND/2022/1011 (Amended) 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</p> <p>To search and comment on a planning application visit: View and comment on a planning application West Northamptonshire Council (westnorthants.gov.uk)</p>
1.	NEW APPLICATIONS												
	a) Noted as no new applications.												
	AWAITING DECISION												
	<p>b) WND/2023/0177 Listed Building Consent 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</p> <p>c) WND/2023/0176 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)</p> <p>The applicants attended the meeting to advise that they have had to engage the services of an architect and plans at WNC have been lost three times.</p>												
	APPROVED												
	<p>d) WND/2022/1011 (Amended) 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</p> <p>To search and comment on a planning application visit: View and comment on a planning application West Northamptonshire Council (westnorthants.gov.uk)</p>												
23/632	<p>MINIBUS</p> <p>Garage – safe and outside wall - matters moved to the next meeting.</p> <p>Additional vehicle keys – Need to understand how many required having quote from Payne’s of Hinckley.</p> <p>Routes/town – It was noted Minibus Administrator (not present for the meeting) has applied for the Saturday route to be cancelled and a more viable to route Elliot’s Field being resolved _ Cllr Robertson to liaise with Minibus Administrator.</p> <p>Drivers/school – no update</p> <p>More volunteer drivers required.</p>												

	Yelvertoft Parish Newsletter – contact details. Clerk to contact. Acceptable Behaviours & Safeguarding Leaflet – next meeting
23/633	VILLAGE PROJECTS AND MAINTENANCE
	1. Jubilee Meadow - Hillmorton Lane.
	a) Installation - life buoy - Councillor Newhouse to kindly store the equipment until installation obtaining quotes, just awaiting one more quote.
	b) Plans for developing area behind the pond and Queens Jubilee plaque – fruit trees – Noted to remove item as already resolved to go with wildflowers.
	c) Cllr Robertson has spoken to Pro Logis contact regarding maintenance work – no gate top of the field, spray and reseed edge of path , plant small shrubs. The path at the bottom of Hillmorton Lane due to open w/c 5 th June 2023 but awaiting signage.
	d) Risk Assessment for approval – Clerk to help find a pond risk assessment for Councillor Robertson to adapt.
	e) Additional tender work to tidy overgrown vegetation and hedge cutting – Quotes considered it was RESOLVED to proceed with 4 Counties at £60.00 first visit and the £40.00 there after as best value for money. Cllr Robertson to liaise with contractor and review progress end of season.
	2. Play Area and Sports Field
	a) The Parish Council are in discussion with HAGS regarding warranty repairs and replacing parts for the damaged equipment. Steel pegs to be requested for the A-frame bucket swing. Temporary removal of the multi-play seats. Timbers to be replaced where identified– warranty does not cover installation which is £800.00. It was RESOLVED to proceed as the equipment needs to be made safe and repaired asap. It was noted the grass mats were not needed for the HAGS zipwire repair (invoice in 23/636 finance)
	b) New play equipment project Councillor Newhouse has approached a number of play equipment suppliers for designs and quotes – delay with existing play equipment issues and need further quotes/help.
	3. The Green
	b) Temporary flag pole – The PC to look at longer term flagpole permissions but the item is being managed within permitted guidance on The Green.
	4. Village Hall
	a) Defib pads handed to Cllr King – has received handover instructions and needs to check on defib register.
	b) Bleed kits quotes – considered – It was RESOLVED to look for a bleed kit storage case and then reconsider the matter. A location will need to be identified. Also find out more about life support training for the village.
	5. Highways/ Footpaths and verges
	a) Councillor King continues to report pothole issues. Councillor Robertson has met with Highways and sent 20 photos. Highways are visiting 1 st June to review roadworks. It is possible resurfacing will be carried out during the summers holidays. Highways matters updates inc. potholes– Reporting via https://fixmystreet.northamptonshire.gov.uk/
	b) Sign posts – carry forward
	c) Speed cameras - It was RESOLVED to start to gathering ideas for the next meeting.
	d) Reports of vermin near Station road/Chapel Lane. It was reported that Environmental Health are already looking into the matter.
	Newsletter
	a) Updates and matters for the next edition – To note new Councillors.
	23/634
23/635	It was RESOLVED 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.

It was **RESOLVED** 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 th & 18 th May 2023 * amended £630.00 not £650.00	630.00	Open Space Act 1906
Total			£10,393.55	
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 Hoult – 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	

23/636

23/637	<p>Internal / External Audit and Year End 2022-2023</p> <ol style="list-style-type: none"> 1. It was RESOLVED to approve the year-end report (2022/2023) provided by the Clerk/RFO Annual Governance and Accountability Return (AGAR) 2. Annual Internal Audit Report – It was RESOLVED to the report from the Internal Auditor appointed by NCALC for 2022/2023. Noted PC to request Interim Audit 23/24. 3. It was RESOLVED to approve and Section 1 Annual Governance Statement and it was signed accordingly. 4. It was RESOLVED to approve and Section 2 Annual Accounting Statement and it was signed accordingly. 5. It was RESOLVED the period for the exercising of public rights is Monday 12 June – Friday 21 July 2023 6. It was RESOLVED to note VAT 126 return submission for £ 3779.36 relating to 2022/23
23/638	<p>AOB (No matters can become decisions)</p> <p>Cannabis issue reported to the PC Country View – Streetlight and overgrown vegetation Noticeboard printing</p>
23/639	<p>Date of next meeting: Wednesday 28th June 2023 at 1900 hrs</p> <p>Meeting closed at 21.17 hrs</p>