

LILBOURNE PARISH COUNCIL

Minutes of the Annual Parish Council meeting

Held on Wednesday 28th June 2023 at 1900 hrs
in Lilbourne Village Hall.

Attendees: Councillors C Newhouse (Chairman), J Alexander, S Starling, C W Chow.

Clerk: CE Valentine

Unitary Councillor Chantler and 1 other member of public.

Mrs C Valentine - Clerk to the Parish Council 07581 490581

clerk@lilbourne-pc.gov.uk

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

23/640	APOLOGIES OF ABSENCE Apologies of absence were received and approved from Councillors Robertson, King and Hoare (Personal). Councillor Crow did not attend.
23/641	ELECTION OF VICE-CHAIRMAN It was RESOLVED to elect Councillor Starling as Vice-Chairman.
23/642	1. TO RECEIVE AND SIGN DECLARATION FOR ACCEPTANCE OF OFFICE FROM COUNCILLORS Forms completed by Cllr Alexander. 2. TO RECEIVE AND COMPLETE THE REGISTER OF INTERESTS Received and signed by Councillors Alexander and Chow. 3. TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA No declarations.
23/643	It was RESOLVED the councillors roles and responsibilities are as follows: Responsibilities include: village maintenance JR ; mowing JR ; v hall JA, rec ground/play area CN & IC, burial ground SS, highways - street lighting- footpaths CK, newsletter JA, Jubilee Meadow JR, The Green JR/AH, Health and Wellbeing CN/CWC/CK, IT CWC, Speed watch/speed cameras SS, Police Liaison Representative/Neighbourhood Watch SS, grants IC/AH. Committee members for HR and Staffing: CN/CK/CWC: Minibus SS/JA/AH/IC/CN and Planning- ALL
23/644	1. To review the Grant Policy which requires updating – Matter requires further work, revisit next meeting. 2. It was RESOLVED to adopt the minibus Risk Assessment and the Covid guidance was an older version now redundant.
23/645	SIGNING OF THE MINUTES
	It was RESOLVED to approve the minutes of the Annual Parish Council meeting of 31 st May 2023 as a correct record and part of item 23/630 - sentence has been removed not relevant.
23/646	PUBLIC PARTICIPATION A member of the public reported that on the corner of The Green/Yelvertoft Road the weeds are looking a little messy and asked if they could be cleared. A letter has been received with a complaint regarding grass cutting/strimming. Unitary Councillor Chantler provided a report. Parish Council briefing from West Northants Council has been circulated. The Planning System is under a certain amount of scrutiny and changes include the committee split North and South (we are North) now held at The Guildhall Northampton, and can be live streamed via YouTube. If a PC makes a comment regarding an application, they are not automatically invited to a planning committee and a request by a Unitary Councillor would need to be made and submitted. There are also changes Government led to the rules about consultation via email so some types of applications will now no longer be emailed as a notification including Certificate of Lawful Development, Discharge of Conditions, Applications for consent for advertisement. Normal planning applications are published on the weekly WNC lists. There is a shortage of planning team staff and they are recruiting – will contact the Clerk if anything comes up. Highways now have to comment on applications and attend committee meetings. There is a new West Northants Council machine for filling potholes paid for by the Government and contract for maintaining the roads - noted we are still awaiting potholes to be filled. Unitary Councillor Chantler is not a member of the North Planning Committee but a member of the Strategic Planning Committee.

23/647	PLANNING																				
	<p>The following planning applications were noted:</p> <table border="1" data-bbox="228 219 1477 680"> <tr> <td data-bbox="228 219 293 255">1.</td> <td data-bbox="293 219 1477 255">NEW APPLICATIONS</td> </tr> <tr> <td data-bbox="228 255 293 320"></td> <td data-bbox="293 255 1477 320">a) To receive any planning applications not otherwise on the agenda. – none received.</td> </tr> <tr> <td data-bbox="228 320 293 385"></td> <td data-bbox="293 320 1477 385">AWAITING DECISION – applications noted and 0177/0176 highlighted to Unitary Councillor Chantler for update.</td> </tr> <tr> <td data-bbox="228 385 293 680"></td> <td data-bbox="293 385 1477 680"> 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 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) To search and comment on a planning application visit: View and comment on a planning application West Northamptonshire Council (westnorthants.gov.uk) </td> </tr> </table>	1.	NEW APPLICATIONS		a) To receive any planning applications not otherwise on the agenda. – none received.		AWAITING DECISION – applications noted and 0177/0176 highlighted to Unitary Councillor Chantler for update.		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 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) To search and comment on a planning application visit: View and comment on a planning application West Northamptonshire Council (westnorthants.gov.uk)												
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23/648	<p>MINIBUS</p> <ul style="list-style-type: none"> • Garage – safe and outside wall . The Minibus Administrator reviewed the safe request and the current safe is satisfactory. Cllr Alexander noticed the back wall internally in the garage is cracking. Minibus Admin to contact local builder for opinion of the wall. • Additional vehicle keys. It was RESOLVED an additional minibus spare key is required. Clerk to purchase remote key £225.76 plus VAT from Payne’s of Hinckley. The Clerk reported that she has asked Lilbourne Garage to investigate/quote - retrofit emergency fire extinguisher installed around the engine with cut off – similar to that fitted in the previous minibus. • Routes/town - Minibus Administrator has send the form to the Traffic Commission to cancel the Saturday run. Reply received advises of 4-6 weeks wait for response. We are short of volunteer drivers and we are loosing a driver at the end of the month. Only two drivers on rota for July due to holiday – need more volunteers asap. MiDAS training is scheduled for 29th July 2023. More people are using the vehicle outside Lilbourne. It was RESOLVED to survey what would encourage people to use the minibus as it appears shopping habits may have changed. • Drivers/school – Minibus Admin in direct contact with the school and discussing capacity and numbers of school runs. • More/ volunteer drivers required. – matter to be included in the newsletter. • Yelvertoft Parish Newsletter – contributions to be submitted by the 17th of each month.- Minibus Admin prepared a flyer and also include need for volunteers. Clerk made a request to Unitary Councillor Chantler for Yelvertoft Parish Council to assist with advertising the minibus services and help recruiting drivers as Yelvertoft mainly use the vehicle. • Acceptable Behaviours & Safeguarding Leaflet – noted as received • Correspondence WNC Transport contract extended until July 2024 – Clerk has confirmed to WNC in writing to accept extension. • Midas Training 29th June 2023 2 drivers. – It was noted and RESOLVED to approve the training. • It was RESOLVED to set up a new webpage on the website for the minibus. 																				
23/649	<p>VILLAGE PROJECTS AND MAINTENANCE</p> <table border="1" data-bbox="228 1576 1477 2125"> <tr> <td data-bbox="228 1576 293 1612">1.</td> <td data-bbox="293 1576 1477 1612"><u>Jubilee Meadow - Hillmorton Lane.</u></td> </tr> <tr> <td data-bbox="228 1612 293 1720">a)</td> <td data-bbox="293 1612 1477 1720">Installation - life buoy It was RESOLVED 4Counties Ground Maintenance to install the Lifebuoy £75.00 and Burial Ground noticeboard £150 having contacted a number of contractors for quotes. Chairman reorganising temporary noticeboard and lifebuoy storage.</td> </tr> <tr> <td data-bbox="228 1720 293 1785">b)</td> <td data-bbox="293 1720 1477 1785">Pro Logis maintenance work and contractor’s progress. Cllr Robertson not present at meeting but PC aware our Councillor has progressed matters and was awaiting news - deferred.</td> </tr> <tr> <td data-bbox="228 1785 293 1821">c)</td> <td data-bbox="293 1785 1477 1821">To note the path at the bottom of Hillmorton Lane is now open.</td> </tr> <tr> <td data-bbox="228 1821 293 1859">d)</td> <td data-bbox="293 1821 1477 1859">Risk Assessment for approval for the pond area – Clerk to publish on website.</td> </tr> <tr> <td data-bbox="228 1859 293 1895"></td> <td data-bbox="293 1859 1477 1895"><u>Play Area and Sports Field</u></td> </tr> <tr> <td data-bbox="228 1895 293 1930">a)</td> <td data-bbox="293 1895 1477 1930">It was confirmed HAGS are scheduled to repair damaged pieces of play equipment on the 29th June 2023.</td> </tr> <tr> <td data-bbox="228 1930 293 1995">2.</td> <td data-bbox="293 1930 1477 1995">The Chairman reported she is seeking a number of quotes for the new play equipment project and the request for a bike/scooter rack at the village hall or park for kids will be added to the quotes.</td> </tr> <tr> <td data-bbox="228 1995 293 2031">3.</td> <td data-bbox="293 1995 1477 2031"><u>The Green</u></td> </tr> <tr> <td data-bbox="228 2031 293 2125">b)</td> <td data-bbox="293 2031 1477 2125">Temporary flagpole – The PC to look at longer term flagpole permissions, but the item is being managed within permitted guidance on The Green. It was noted and Unitary Councillor Chantler to assist and feedback advice.</td> </tr> </table>	1.	<u>Jubilee Meadow - Hillmorton Lane.</u>	a)	Installation - life buoy It was RESOLVED 4Counties Ground Maintenance to install the Lifebuoy £75.00 and Burial Ground noticeboard £150 having contacted a number of contractors for quotes. Chairman reorganising temporary noticeboard and lifebuoy storage.	b)	Pro Logis maintenance work and contractor’s progress. Cllr Robertson not present at meeting but PC aware our Councillor has progressed matters and was awaiting news - deferred.	c)	To note the path at the bottom of Hillmorton Lane is now open.	d)	Risk Assessment for approval for the pond area – Clerk to publish on website.		<u>Play Area and Sports Field</u>	a)	It was confirmed HAGS are scheduled to repair damaged pieces of play equipment on the 29 th June 2023.	2.	The Chairman reported she is seeking a number of quotes for the new play equipment project and the request for a bike/scooter rack at the village hall or park for kids will be added to the quotes.	3.	<u>The Green</u>	b)	Temporary flagpole – The PC to look at longer term flagpole permissions, but the item is being managed within permitted guidance on The Green. It was noted and Unitary Councillor Chantler to assist and feedback advice.
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	a) Defibrillator – Cllr King to be set up on “the Circuit”. Matter deferred as Cllr King not present.																																			
	b) Bleed kits, cabinets and life support training for the village: The quotes were considered and a further idea of a dual cabinet at the village hall defib/bleed kit was suggested. Product seen in Rugby “Our Jay” Clerk to investigate further.																																			
	c) CCTV and the carpark. Reports receive of possible anti-social behaviour in the carpark to monitor. Quotes to be obtained to renew CCTV. Action: Clerk/CWC/JR																																			
	d) Damaged fencing (horses in field) next to playing field has been reported to West Northants Council to investigate and the PC await news.																																			
	e) Reports of dog walking and quad bikes on the playing field. It was RESOLVED the matter to be monitored however signage is in place regarding use and note for newsletter.																																			
	5. Highways/ Footpaths and verges																																			
	a) Highways matters updates inc. potholes– To note reporting via https://fixmystreet.northamptonshire.gov.uk/ The PC would like to encourage all to report matters. Hillmorton Lane is particularly bad and will be resurfaced from Jubilee Meadow to A5.																																			
	b) Signposts renewal. It was RESOLVED Councillor Alexander is to take some photos of the directional signs for the Clerk and PC to identify ownership. Signs need refurbishing.																																			
	c) Speed cameras – The Clerk reported a meeting is arranged for mid July with Highways and request to apply for a highways grant has been registered. Cllr Starling to join the meeting.																																			
	d) Overgrown vegetation near Country View – advice received on ownership of vegetation which is noted. The matter regarding property along Station Road obscuring road view for vehicles was reported to Fix My Street showing actioned but no change. This was queried but no repose received as of yet. It was RESOLVED to write directly to the resident as suspect vegetation is on private land not highway verge.																																			
	e) Reports of inconsiderate parking in the village – It was noted and matter to be mentioned in the newsletter.																																			
	5. Newsletter																																			
	a) Updates and matters for the next edition – as noted in minutes.																																			
23/650	Burial Ground a) Noticeboard installation – linked with Lifebuoy installation. b) Headstone safe checks – It was RESOLVED the Clerk will contact the Clerk at Yelvertoft PC for advice as they have carried out this work and it is a must. c) Maintenance work. It was RESOLVED to create a list of maintenance jobs at the burial ground including shed and signs, gates. Councillor Starling to take a look . d) Request for scattering of ashes. It was RESOLVED as per the rules that the Burial Ground offers internment not scattering of ashes over graves.																																			
23/651	FINANCE It was RESOLVED to approve the June 2023 bank reconciliation statement Bank balance Barclays as of 22.06.23 £91,123.96 Income: Minibus contract: Fri, 26 May 23 ACCESS UK LTD BGC £1,471.20. It was RESOLVED to note for invoice in May 2023 Compleat Office SINV00481463 £24.54 payment duplicated.																																			
23/652	It was RESOLVED to approve the following payments for June 2023: <table border="1" data-bbox="225 1697 1453 2107"> <thead> <tr> <th colspan="5">PC Expenditure</th> </tr> </thead> <tbody> <tr> <td>June</td> <td>BACS</td> <td>Clerk salary June 2023</td> <td>1210.89</td> <td>LGA 1972 s112</td> </tr> <tr> <td>June</td> <td>BACS</td> <td>Nest Pension June 2023</td> <td>92.91</td> <td>LGA 1972 s112</td> </tr> <tr> <td>June</td> <td>BACS</td> <td>HMRC PAYE Mths 1-3</td> <td>387.87</td> <td>LGA 1972 s112</td> </tr> <tr> <td>June</td> <td>BACS</td> <td>BT Village Hall Wi-Fi June 2023</td> <td>45.12</td> <td>Telecommunications Act 1984 s97</td> </tr> <tr> <td>June</td> <td>BACS</td> <td>Clerk expenses June 23</td> <td>36.69</td> <td>LGA 1972 s111</td> </tr> <tr> <td>June</td> <td>BACS</td> <td>Personnel Advice Solutions Ltd – June 2023</td> <td>120.00</td> <td>LGA (1972) s111</td> </tr> </tbody> </table>	PC Expenditure					June	BACS	Clerk salary June 2023	1210.89	LGA 1972 s112	June	BACS	Nest Pension June 2023	92.91	LGA 1972 s112	June	BACS	HMRC PAYE Mths 1-3	387.87	LGA 1972 s112	June	BACS	BT Village Hall Wi-Fi June 2023	45.12	Telecommunications Act 1984 s97	June	BACS	Clerk expenses June 23	36.69	LGA 1972 s111	June	BACS	Personnel Advice Solutions Ltd – June 2023	120.00	LGA (1972) s111
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	June	BACS	Parish Council Websites – BWP Creative Ltd Inv 2123 renew 12-month domain .org	36.47	LGA 1972, s.142
	June	BACS	Npower In06692365 Jan – March 23 Street Lighting (April 23 agenda not processed)	128.17	Highways Act 1980, s.301
	June	BACS	4Counties Mowing inv 23/030 1 st ,15 th /28 th June 23	1045.00	Open Space Act 1906
				Total	£3103.12
Minibus Expenditure					
	June	BACS	Staffing for June 2023	1054.84	LGA 1972 s111
	June	BACS	F Howells-Palin expenses DVSA fees (sat run)	13.00	Local Government and Rating Act 1997, s.26-29
	June	BACS	Lilbourne Garage 31 st May 23 Safety check inv 15123	156.00	Local Government and Rating Act 1997, s.26-29
				Total	£1223.84
23/653	CORRESPONDENCE The following were noted: WNCT - West Northants Community Transport Town and Parish Briefing June 2023 DRAFT Junction 18 Liaison Forum Minutes D-DAY 80 – suggests lighting a beacon 6 th June 2024				
23/654	AOB (No matters can become decisions) Request for a HR & Staffing committee meeting prior to the ordinary PC meeting for July 2023. Aged highways signage in village requiring collection.				
23/655	Date of next meeting: Wednesday 26 th July 2023 at 1900 hrs Meeting closed at 21:14				