

LILBOURNE PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting
Held on Wednesday 31st January 2024 at 1900 hrs
in Lilbourne Village Hall.

Attendees: Chairman C Newhouse, Councillors Startling, Alexander, Chow and Robertson.

Councillor Morley joined the meeting at 19:10 item 23/712

Clerk Clare E Valentine

1 Member of the public and Unitary Councillor Humphries

24/709	APOLOGIES OF ABSENCE No apologies of absence (Councillors King and Hoare not present)			
24/710	SIGNING OF THE MINUTES It was RESOLVED to approve the minutes of the Parish Council meeting 29 th November 2023 as a correct record.			
24/711	PUBLIC PARTICIPATION Unitary Councillor Humphries provided a report circulated to the Council. In addition, the Town and Parish briefing is available and Home Improvement Grants from West Northants Council. Draft Local Plan and the Parish Council briefing is on the 27 February 2024 regarding decisions and audits on the services and area.			
24/712	MINIBUS Minibus Administrator sent apologies for the meeting, however it was confirmed again the minibus operates under Section 19 and 22 and operator's licence is not required reviewing our criteria. On the rare occasion that one school run is required in the afternoon due to reduced number of children, the PC are to ask the school if the bus can leave at the usual second run time so that children are not returning to Lilbourne too early before responsible adults are at the village hall to collect the children. Trial to Easter. It was RESOLVED to seeking racking and worktop quotes in the garage and remove the old cupboard. Also approved to service the garage door.			
24/713	PLANNING <table border="1" style="width: 100%;"> <tr> <td style="background-color: #d9ead3;">NEW APPLICATIONS</td> </tr> <tr> <td>No new applications not otherwise on the agenda.</td> </tr> <tr> <td>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>	NEW APPLICATIONS	No new applications not otherwise on the agenda.	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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24/714	NEIGHBOURHOOD DEVELOPMENT PLAN The Parish Council met with Your Locale on 19 th January who provided an overview of the Neighbourhood Development Plan process. It will take approximately two years and the grant covers all costs except the clerk's hours. A steering committee is required as the more residents contribute the better the plan and recommend it is kept separate to the Parish Council. It was RESOLVED to proceed with a Neighbourhood Development Plan with Your Locale who are authorised to obtain a boundary parish map. Information to be circulated in the Newsletter and village meeting required.			
24/715	VILLAGE PROJECTS AND MAINTENANCE 1. Play Area and Sports Field a) Fencing quotes with a gate around the children's play area to enclose the area were reviewed. (NM) Councillor Morley has obtained further quote for the fencing and three organisations have been contacted for quotes. It was RESOLVED to go with MBC as the best value for money; 67 mtrs of hooped railing available in 8 different colours with soft close gate £7350 plus vat. Council to view colour options and then select the colour of the railings. b) Football pitch and goalposts (JR/CWC) Councillor Chow has been in touch with a contact who provides sports equipment donations and they have offered to provide nets, quotes required for marking out pitch and supply and install posts. c) Play Inspection of equipment (JR) Next inspection is due in May 2024. Play Inspection Company. Kompan having just installed new equipment, did not carry out the routine inspection the area - note to arrange for October.			

2 .Village Hall

- a) Bleed kits, cabinet update (CW) It was **RESOLVED** to write to Yelvertoft & District Relief in Sickness Fund and thank them for the £107.98 donated for the bleed kit. The ordering of the bleed kit has proved slow, and an alternative stockist now contacted, and we have a proforma. When we have the item, we can take photos for Y&DRSF.
- b) To consider quotes for bay markings for the minibus and parking spaces. (NM) Councillor Morley has obtained a quote for marking of the bays. It was **RESOLVED** due to financial Regulations to seek further quotes and ask input from the school run driver regarding vehicle movements around the carpark. Possible to check with WNC highways if they have any contractors/advice.
- c) Wi-fi required at the village hall. It was **RESOLVED** to seek a new contract no more than £35.00 per month Councillor Chow to look and advise the Clerk. BT has ended their contract and cheque in post for refund.
- d) Alarm service contract and CCTV maintenance agreement for signature. Alarm is in working order for the village hall. Councillor Roberston recommended holding fire on maintenance contract for the CCTV at £102.00 as the new CCTV is under warranty for first 12 months. Old equipment to be stored and repurposed/sold.
- e) Damaged fencing (horses in field) next to playing field – West Northants Council are looking into the matter.

3.Highways/ Footpaths and verges

- a) Highways matters updates inc. potholes <https://fixmystreet.northamptonshire.gov.uk/>
It was **RESOLVED** for the PC to look at the conditions of the roads and resurfacing and escalate with Unitary Councillor Humphries now the weather is heading into spring. A meeting will be arranged with Highways lead to request resurfacing and look at issues affecting the conditions of the roads within the village including Yelvertoft Road and Station Road. It was previously discussed to raise the matter springtime to include damage to the road from the construction traffic to the solar farm and drainage and surface water damage. Note to also contact West Northants Council planning regarding solar farm conditions/roads. This will link in with the work around implementing speed camera devices and speed safety solutions - currently in discussions with Highways.
- b) Speed cameras and roads/speed reductions incentives/Speed watch (SS) Councillor Starling investigated solar battery operated and mains wired types of speed awareness devices. Four in total recommended for the village. Further talk with Highways regarding costs and quotes, application for a grant, licences and consulting the village to be arranged. It would appear that the solar type is in favour and Councillor Starling has options on designs to circulate to the council.
- c) Litter picking and risk assessment and equipment (SS) Councillor Starling has contacted West Northants Council. Creating a general risk assessment and would like to carry out a litter pick every three months – on the first Saturday of each month. Councillor Chow to look at providing tea and refreshments (June) Purple waste bags will be arranged for collection from outside the Burial Ground. First litter pick all welcome 2nd March 10:30 at the telephone box.

4. Grass Cutting

Contract for 2024. It was **RESOLVED** to ask Four Counties is they wish to extend their grass cutting contract for the next 12 months. Extra care to be taken around play area. Cuttings to be blown from the path at Jubilee Meadow.

Hedge cutting (JR) It was **RESOLVED** for Councillor Robertson to contact Four Counties and attend to the hedge outside Jubilee Meadows.

5. Christmas

a) Christmas procedures (CN) including timer, consider purchase string baubles and plastic storage boxes. It was **RESOLVED** to thank the Santa Committee for a successful event and thanks to all for making it very enjoyable. The Chairman has created a co-ordination plan for next years Parish Council Christmas Tree plans and switch on event which was approved. It was **RESOLVED** to seek quote to purchase plastic storage boxes for the existing Christmas decorations and string baubles and ordinary baubles blow away in the wind. Timer is missing that was purchased as part of the fairy light kit and needs to be located. The Pc need help taking the tree down and making suitable for recycling collection.

6. Street Lighting

Consider quotations for new energy contract. – Awaiting further quotes from energy providers.

7. Police Liaison Rep – Neighbourhood Alerts - Speed watch

Updates for consideration and latest news (SS) Councillor Starling reported that there has been an increase in village burglaries but thankfully nothing in Lilbourne.

	<p>8. Newsletter</p> <p>Items for newsletter and updates (JA) Home Improvement grants, speed signs, litter picking and potholes/road condition.</p>																																																																	
	<p>9. Website</p> <p>To agree content and layout, Councillor information. (SS) It was RESOLVED for Volunteer Paul Starling to help with the website and the PC are very grateful for Paul's offer of help. Paul needs Councillor Photos and information, personal statements, roles, and responsibilities and will add Councillor emails to the website. To note auditor review website shortly as part of the interim internal audit.</p>																																																																	
24/716	<p>BURIAL GROUND</p> <p>a) Maintenance work – The new gates are due to be fitted on Thursday morning following the meeting. It was RESOLVED to draw up a plan of plot layout for the noticeboard to help identify layout.</p> <p>b) Cremated remains area – on next agenda.</p>																																																																	
24/717	<p>FINANCE</p> <p>a) It was RESOLVED to approve the December 2023 bank reconciliation statement. Full accounts 2023-2024 submitted for review to Chairman and Councillor King. Chairman approved; Councillor King was not present at the meeting.</p> <p>b) It was RESOLVED to approve the Bank balance Barclays as of 22.01.24 £85,727.50.</p> <p>c) Income received during the period: 16.01.24 WNC Finance £48.00; 08.01.24 SJ Caldwell £105.00; 05.01.24 Access UK £735.0 (minibus); 22.12.23 Access UK £735.60 minibus; 22.12.23 £ Access UK £1471.20 minibus; 21.12.23 As Time Goes By Me £190.00; 21.12 WCC £114.71; £19.12.23 WNC Finance £36.00</p> <p>d) Banking mandate updates – Councillors King and Hoare Councillors not present. It was RESOLVED to arrange for Councillor Morley to be added to Barclays bank.</p> <p>e) It was approved that Energiekontor Management GmbH have our contact details and information for the Lilbourne windfarm grant process.</p> <p>f) The Asset Register was reviewed and approved.</p> <p>g) The effectiveness of the Internal Audit was reviewed and approved. It is noted that a full bank reconciliation, and monthly accounting records are provided at each meeting for council approval. To improve on this further a review every ¼ is noted as good practice using the Internal Control checklist for reference.</p> <p>h) It was RESOLVED to approve the following payments:</p>																																																																	
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	January	BACS	Safeguard Medical Bleed control kit Daniel Baird Foundation inv 0000001261	105.00	Local Government and Rating Act 1997, s 31
	December	BACS	S Williams village maintenance	44.00	Open Spaces Act 1906
	December	BACS	J Palmer private hire driving	45.00	Local Government and Rating Act 1997
	December	BACS	Faye Howells-Palin expenses minibus admin	120.69	LGA 1972 s111
	Total			£35,144.86	
	Minibus Expenditure				
	Staffing for January 2024 BACS			1294.93	LGA 1972 s111
	Lilbourne Garage inv 16069 Safety Check BACS			126.00	Local Government and Rating Act 1997
	Total			£1,420.93	
	24/719	It was RESOLVED to approve payments during December 2024:			
December	Clerk salary December 2023	Clerk salary December 2023		£1,122.99	
December	Nest Pensions December 2023	Nest Pensions December 2023		£83.60	
December	HMRC PAYE December	HMRC PAYE December		£124.42	
December	Northants CALC	Inv-3377 Chairman Finance for Councillors		£39.60	
December	KPTRS Investments (Clevercards) Ltd	order L2S-2-3121738CBC vouchers		£100.00	
December	Personnel Advice Solutions Ltd December 2023	December HR service		£120.00	
December	Mr B Stoddart BPS	inv garage works wall		£700.00	
December	Mr B Stoddart BPS	inv Electrics and wheel stops		£340.00	
December	Mr B Stoddart BPS	Paint & remove rubbish		£380.00	
December	Staffing	December salary		£1294.93	
December	Compleat Office (Unity)	inv 00505925 Kettle		£57.61	
December	Compleat Office (Unity)	inv 00505924 ink		£21.78	
December	Lilbourne Garage	inv 15997 door step check		£66.00	
				£4,450.93	
24/720	<p>CORRESPONDENCE. The following matters were noted:</p> <p>Open consultations can be found via this link https://westnorthants.citizenspace.com/ West Northants Consultation Hub</p> <ul style="list-style-type: none"> West Northamptonshire Council (WNC) launched the Stage One consultation for the Community Governance Review in November 2023 https://www.westnorthants.gov.uk/have-your-say/community-governance-review WNC Tree Strategy Workshop 13th February. Councillor places limited. National Highways M1 J19 LED improvements 22nd Jan to 8th March 2024 8pm-6am Mon-Fri. 				
24/721	<p>AOB (No matters can become decisions)</p> <p>Parish Mobile Tree stump removal village hall play area. Sign post Church Lane/Station Road requires replacing. PAYE process/drivers Rugby Local Plan /J18</p>				
24/722	<p>Date of next meeting: Wednesday 28th February 2024 Meeting Closed at 21:34 hrs</p>				