LILBOURNE PARISH COUNCIL

AGENDA

I hereby give notice that the Ordinary Parish Council meeting will be held on Wednesday 25th March 2026 at 19:00 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: 19.03.26

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 https://lilbourne-pc.gov.uk
Distribution: CN/JP/JA/CWC/NM/TK/RH/CP/LVB/LVH/RH/TC

Business to be Transacted

Clare E Valentine

26/1080	**TO RECEIVE APOLOGIES FOR ABSENCE** To receive and accept apologies from councillors.
26/1081	**DECLARATIONS OF INTEREST** To receive declarations of interest under the Council's Code of Conduct and consider dispensation requests.
26/1082	**MINUTES OF THE PREVIOUS MEETING** To approve and sign the minutes of the Ordinary Parish Council meeting held on 25th February 2026
26/1083	**COMMUNITY SPEED WATCH** Update arrangements and any considerations for spend.
261084	**MINIBUS** To discuss and receive updates regarding the community minibus service, specifically: a) **School and Town Services:** Review of routes, scheduling and updates. b) **Vehicle Status:** To receive updates on vehicle maintenance, safety inspections, and consider insurance quotations for 1st April. c) **Drivers:** To discuss driver recruitment, training requirements (MIDAS), and volunteer rotas. d) Admin - West Northamptonshire Council's Open Framework is now open for provider applications on SProc.Net (bidding and admin system requires LPC action to register)
26/1085	**PUBLIC PARTICIPATION** Members of the public are invited to address the Council. Representations are limited to 3 minutes per person with a maximum of 15 minutes total.
26/1086	**WARD COUNCILLOR REPORT**
26/1087	**PLANNING APPLICATIONS** To consider any new planning applications and matters not otherwise on the agenda. To view or comment on a planning application go to: https://www.westnorthants.gov.uk/planning-applications-and-enforcement/view-and-comment-planning-application

Reference No.▶	Location▶	Proposal / Description▶	Valid Date▲	Decision Issue Date▶	Decision▶
2025/4954/FULL	Land North of Lilbourne Road, Clay Coton, Northamptonshire NN6 6JX	Creation of a new vehicular access.	17/11/2025		Pending
2026/1018/DCOR					
Proposal Development consent order requirement for 2.7B 'Main Site & Rail Corridor Framework (Sheet 2)' and is referred to throughout the submission as DC762. This application seeks to discharge Requirements 6, 8, 12, 13, 14, 15, 16, 17, 23, 26 and 32.					Consultation comments by 07/04/26

Location DIRFT III Zone F East			

26/1088 **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE**

Update and progress from the committee for consideration.

26/1089 **JOINT PARISH COUNCIL MEETINGS REGARDING PLANNING MATTERS**

Progress on meet with Yelvertoft Parish Council regarding the field north of Lilbourne Rd.

26/1090 **PLANNING/ CONSULTATIONS FOR RESPONSE**

a) Response to West Northants Council local plan out for consultation at www.westnorthants.gov.uk/consultations https://www.westnorthants.gov.uk/consultations/west-northamptonshire-local-plan-help-shape-future-your-area closes 27th March 2026.

b) Newton and Biggin Draft Neighbourhood Plan – Statutory Consultation period – 16 March – 28 April at 5pm

Comments on the Draft Neighbourhood Plan can be made by using the Pre-Submission Comments Form at: Newton and Biggin (inc Coton Park East) Neighbourhood Plan Regulation 14 Consultation – Fill out form Website https://newtonparishcouncil.gov.uk/neighbourhood-plan/neighbourhood-plan-documents

26/1091 **FINANCE**

a) To approve the bank reconciliation and payments list for March 2026. Bank Balance at 19.03.26 £55,350.31

INCOME

Date	Payment	Amount
17/03/2026	WNC FINANCE Minibus	£48.00
12/03/2026	NO FUSS Countryside Kitchen Minibus Private hire	£195.00
06/03/2026	Access Minibus (WNC)	£1,471.20
02/03/2026	WCC COUNTY FUND Concessions	£57.99
24/02/2026	WNC FINANCE Concessions	£80.00

a) To approve the following payments:

March 2026					
Date	Who	Reason	Amount	Payment	Powers To Pay
25/03/2026	Staffing	December	*****	BACS	LGA (1972) s112)
25/03/2026	HMRC	PAYE	*****	BACS	LGA (1972) s111)
25/03/2026	DCK Payroll Solutions Limited	Invoice 26825 & 26961 payroll	*****	BACS	LGA (1972) s111)
25/03/2026	JSN Protective Services	Inv SQ-1965 site visit & replace camera	210.00	BACS	LG Rating Act 1997 s31
25/03/2026	JSN Protective Services	12 months JSN std cover 24/7 tech support, annual service.	102.00	BACS	LG Rating Act 1997 s31
25/03/2026	E.on Energy Solutions Ltd	Inv 6018813200 PL4 replacement	372.00	BACS	Highways Act 1980
10/03/2026	Vodaphone	Village hall broadband	£41.50	DD	LGA 1972 s133
25/03/2026	Your Locale	YL/LPC/005 NDP work	£1800.00	BACS	Localism Act 2011
Minibus					
20/02/2026	Checked safe	monthly admin fee	£12.48	DD	LGA (1972) s111)
25/03/2026	PPL PRS	Inv 01618405 royalty music licence minibus	£293.52	BACS	LG & Rating Act 1997 s.26-29
25/03/2026	Total DBS & Screening ltd	Inv SI-4725 Enhanced DBS	£69.50	BACS	Children Act 2004, s.11; Care Act 2014

c) To complete Unity Trust Bank application, reconfirm signatories and administrator.

26/1092 **INTERNAL CONTROL/AUDIT/FINANCE**

	a) To approve Risk Assessment, Data Protection Policy, Subject Access Request (SAR) procedure, Data Breach Policy, Records Retention Policy, and related polices on the website. b) Review Asset list and confirm checks on assets completed. c) NCALC circular training GDPR & Group training
26/1093	**VILLAGE PROJECTS AND MAINTENANCE** a) **Play Area and Playing Field:** Review inspection reports and consider maintenance quotes. Renewing the line marking for consideration. Update on fencing replacement for decision – Clerk raised with WNC. b) **Village Hall:** CCTV & broadband community hub. Additional spare camera and annual service c) **Defibrillator update** d) **Highways/Footpaths:** Footpath project. Reinstatement of Station Road (Wills Lane end) verges following motorway viaduct work. Reinstatement of verges around village – consider spend on posts/bollards and licence for damaged verge area Hillmorton Lane. Jubilee Meadows – Maintenance checks for decision on spend e) Gateway/planter repairs f) Phone box repainting g) To consider and approve work required for next village maintenance contract tender. *To note current contractor has been offered to continue with planned work during the period while the new contract is being finalised for public tender.*
26/1094	**NEWSLETTER – Items for next edition**
26/1095	**CORRESPONDENCE** Review correspondence received. Open consultations can be found via link: noted **https://westnorthants.citizenspace.com/** West Northants Consultation Phase Two Public Consultation for the Grand Union Canal Transfer. Closes **11.59pm on Thursday 2 April 2026** to provide any feedback see https://guctransfer.co.uk/community-consultation-events/ **WNC Interim support for households relying on heating oil** https://westnorthants-newsroom.prgloo.com/news/interim-support-for-households-relying-on-heating-oil
26/1096	**ANY OTHER BUSINESS** (For information only; no formal resolutions may be passed).
26/1097	**DATE OF NEXT MEETING** Confirm the next Ordinary Parish Council meeting on **Wednesday 29th April 2026** at 19:00 hrs.