ILBOURNE PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting

Held on Wednesday 25th February 2026
at 19:00 hrs in Lilbourne Village Hall.

Attendees: Chairman Councillor Newhouse, Councillors Pope, Kempe, Alexander, Porter and Chow.
Clerk: Mrs C E Valentine
Members of public: 3 plus

26/1061	**TO RECEIVE APOLOGIES FOR ABSENCE** Apologies of absence receive and approved for from councillors Hoult and Morley (personal). Minibus Administrator apologies.
26/1062	**DECLARATIONS OF INTEREST** To receive declarations of interest under the Council's Code of Conduct and consider dispensation requests. (Councillor Porter advised he is the owner of the building known as Lilbourne Chapel).
26/1063	**MINUTES OF THE PREVIOUS MEETING** It was **RESOLVED** to approve and sign the minutes of the Ordinary Parish Council meeting held on 28th January 2026 as a correct record.
26/1064	**COMMUNITY SPEED WATCH** Update next steps following purchase of equipment. Cllr Pope has the equipment and suggests the advert for speed watch go into to newsletter and the website has been updated. Speed watch to run between March and September and training is provided. They will be looking for additional volunteers to add to the core group. No working alone.
26/1065	**MINIBUS** To discuss and receive updates regarding the community minibus service, specifically: a) **School and Town Services:** Review of routes, scheduling, and demand for transport to local schools and town centres. CP noted school time shifted to slightly earlier start to 08.25am. Action: check with Minibus Administrator. Relief drivers on the school run take children to the front door and drop off. This has been queried; it appears there has been an expectation of delivering children to four different doors. The school to be contacted for staff to be aware so the driver can correctly handover the children to the school at the front door, particularly when children are new to school i.e. September and do not know where to go, this is not a drivers responsibility to sort on school grounds. b) **Vehicle Status:** To receive updates on vehicle maintenance, safety inspections, and consider insurance quotations. – Minibus Administrator was unable to attend, JP had not received update on insurance quotes yet but will check. c) **Drivers:** To discuss driver recruitment, training requirements (MIDAS), and volunteer rotas. Good place with 5 drivers however more drivers are most welcome to join.
26/1066	**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. A member of public sent a message in to complain that sewage truck had driven over the verges down Hillmorton Lane and caused considerable mess. A request the organisation had been identified and a request made to complain. It was **RESOLVED** to move Item 26/1070 to be included with the Public Participation. The Chairman of Catthorpe Parish Meeting attended to gain feedback about the pending Air Ambulance planning application and their recent presentations made which included in Lilbourne and Catthorpe about the new airfield proposal at Catthorpe. It was noted to advise of when there maybe a possible test flight, there may 3 – 4 take offs and landings per day, the children's helicopter is national possibly ½ take offs per day but currently unknown. The

	planning application is expected March time. It was noted about the lack of public notice to local villages that made be impacted by the proposal such as Swinford and Shawell.
26/1067	**WARD COUNCILLOR REPORT** A report submitted to be found at the end of the minutes. Matters to note, there is a DiRFT 4 vision summary, Local Plan is out for consultation, A planning application at Dockham Way Crick possibly for a Costo is in preparation. A mini exhibition on the Local Plan may be held at Long Buckby week commencing 2nd March 2026.
26/1068	**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 A consultation was received WNC Street Naming and Numbering Street Name Consultation SN/2026/0015 At Daventry International Rail Freight Terminal DiRFT Drive Lilbourne. "Radio Drive". No objections noted. The following planning matters were noted:

Reference No.▶	Location▶	Proposal / Description▶	Valid Date▲	Decision Issue Date▶	Decision▶
2026/0232/FULL	Lodge Farm, Yelvertoft Road, Lilbourne CV23 0SZ	Construction of agricultural steel-framed building	07/01/2026		Pending
2025/5142/FULL	15 The Horsepool, Lilbourne, CV23 0SU	Single storey front extension and new canopy roof over the lounge window	02/12/2025	23/01/2026	Approval
2025/4954/FULL	Land North of Lilbourne Road, Clay Coton, Northamptonshire NN6 6JX	Creation of a new vehicular access.	17/11/2025		Pending

26/1069	**NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE** a) To note meeting scheduled for 2nd March 2026. – Noted b) any feedback from the minutes of the previous meeting for the committee. Clerk to send out call for sites letter as supplied by Cllr JP on behalf of LPC. The Sustainability Policy has been shared with the groups and the Environment Subgroup as responded. Large piece of work to populate as a draft. G Kirk is just finalising the draft NDP pending call for sites data. The NDP will be reviewed and polished before presenting to the Parish Council. G Kirk to work on housing policies. Deadline aimed for end of April/May.
26/1070	**JOINT PARISH COUNCIL MEETINGS REGARDING PLANNING MATTERS** a) Request to meet with Yelvertoft Parish Council regarding the field north of Lilbourne Rd. Representative from the PC requested. It was **RESOLVED** for Cllr J Pope to represent LPC. b) Invite to Crick Parish Council Extraordinary Meeting regarding Local Plan and wider planning matters of importance Representative requested 2nd March 2026. The Clerk offered to attend if able as it was not possible for Cllrs on this date, it also clashed with an NDP meeting. Clerk to contact Crick and provide feedback on the meeting. c) Air Ambulance Catthorpe – Catthorpe Parish would like feedback/thoughts on proposal. – The Chairman from Catthorpe was thanked for attending the meeting. It was agreed to keep in contact and await the proposal. Most Councillors attended the presentation; flyers sent to all Lilbourne, but no response has been formulated or opinion gathered yet, as there is no application yet to comment. Noted concerns about proximity, flyover, airspace, noise to be considered.
26/1071	**PLANNING/ CONSULATATIONS FOR RESPONSE – Noted** 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. – To respond, b) Rugby Borough Council is consulting on a draft Rugby Central Development Brief Supplementary Planning Document from 6 February 2026 until 5pm on 6 March https://www.rugby.gov.uk/w/rugbycentralspd – To respond,

c) Request from North Oxfordshire Residents Action (NORA) Sign this petition to protect Northamptonshire Protect our communities from out of control mega developments - Action Network
Noted.https://actionnetwork.org/petitions/saving-north-oxfordshire?source=direct_link&

26/1072 **FINANCE**

a) It was **RESOLVED** to approve the bank reconciliation and payments list for February 2026. Bank Balance at 19.02.26 £53,044.73.

b) It was **RESOLVED** to approve the receipt of Windfarm Funds £9,518.45 5th February 2026 ENERGIEPARK UK Grant received and income below noted.

INCOME

Date	Who		Amount
13/02/2026	WNC	Access BGC	£1,324.08
05/02/2026	WINDFARM	ENERGIEPARK UK	£9,518.45
30/01/2026	WNC	Access BGC	£2,942.40
30/01/2026	WCC	WCC COUNTY FUND	£48.63
20/01/2026	WNC	WNC FINANCE	£32.00

February 2026 payments					
Date	Who	Reason	Amount	Payment	Powers To Pay
25/02/2026	Staffing	February	*****	BACS	LGA (1972) s112
25/02/2026	HMRC	PAYE	*****	BACS	LGA (1972) s111
25/02/2026	DCK Payroll Solutions Ltd	Monthly staffing inv 26773	*****	BACS	LGA (1972) s111
25/02/2026	DCK Payroll Solutions Ltd	Payroll fee inv 26681	67.80	BACS	LGA (1972) s111
25/02/2026	E.On Maintenance	6018813200 replacement PL4 lantern	372.00	BACS	Highways Act 1980
25/02/2026	Paddox Church	Printing Services 18889	9.90	BACS	LGA (1972) s142
~~25/02/2026~~	~~MidMeds Co Rocialle Healthcare Ltd~~	~~Defib spares invoice S24823 proforma adult pads~~	~~430.80~~	~~BACS~~	~~Public Health Act 1936, s.234~~
25/02/2026	Safelincs Ltd	Paediatric defib pads proforma	139.99	BACS	Public Health Act 1936, s.234
25/02/2026	PD Solutions Ltd	Monthly HR fee	120.00		LGA (1972) s111
25/02/2026	The PCC for Northamptonshire - Income	Speed equipment purchases for community speed watch	150.00	BACS	LGA (1972) s137
Minibus					
25/02/2026	Checked safe	monthly admin fee	£6.00	DD	LGA (1972) s111)
25/02/2026	DMR Training	MiDAS TRAINING INV 1285	290.00	BACS	Local Government and Rating Act 1997, s.26–29
25/02/2026	JED Building Maintenance	Inv 26/06 driving	75.00	BACS	Local Government and Rating Act 1997, s.26–29
11/02/2026	JANET PALMER	Driving cover	£135.00	BACS	Local Government and Rating Act 1997, s.26–29
05/02/2026	JWP CONSULTANCY LTD	driving expenses	£15.00	BACS	Local Government and Rating Act 1997, s.26–29
05/02/2026	VODAFONE LTD	VHALL Broadband	£41.50	BACS	Local Government and Rating Act 1997, s.26–29
03/02/2026	C PORTER	Driving cover	£135.00	BACS	Local Government and Rating Act 1997, s.26–29

	03/02/2026	F HOWELLS-PALIN	REIMBURSE Expenses	£25.60	BACS	Local Government and Rating Act 1997, s.26–29
	03/02/2026	LILBOURNE VILLAGE Hall	Hall hire 261125	£130.00	BACS	Local Government and Rating Act 1997, s.26–29
	03/02/2026	JALEXANDER	Driving cover	£75.00	BACS	Local Government and Rating Act 1997, s.26–29
	03/02/2026	COLIN PORTER DRIVE JAN BBP	£15.00	£15.00	BACS	Local Government and Rating Act 1997, s.26–29
	03/02/2026	LUTTERWORTH COMMUNITY TRANSPORT	Vehicle hire CT25885 BBP	£480.00	BACS	Local Government and Rating Act 1997, s.26–29
	02/02/2026	DVLA	Road tax	£14.43	BACS	Local Government and Rating Act 1997, s.26–29

The payment for MidMeds is on hold for defibrillator parts as the unit has been discontinued and other options are being considered. New invoice required just for paediatric pads up to £140.00. Cllr Pope requires Defibrillator details.

b) To complete Unity Trust Bank application, reconfirm signatories and administrator. -The signatories confirmed as N Morley, C Newhouse, J Pope and T Kempe. Documentation to be completed.

26/1073 **INTERNAL CONTROL/AUDIT/FINANCE**

a) To approve the effectiveness of the internal review. It was **RESOLVED** to adopt the new form outlining a clearer process for the internal control checks and they will be completed quarterly. The checks are currently made routinely and data provided at start of the meetings, but a more structured formal approach will be taken moving forward with a spreadsheet /checklist. Also plans to form a Finance Committee including budget preparation to report back at meetings.

b) To understand and comply with Assertion 10, IT Policy and compliance. The Clerk is attending SLCC Assertion 10 training. Various Policies have been identified for the audit and compliance for consideration. The website host is checking and providing a complaint website with the correct accessibility. Noted Councillors have been provided with some guidance and training for all to be investigated. The understanding to identify and meet compliance is being reviewed. Cllr Pope updated the draft It Policy which was approved and has updated with the Chairman the website for the minibus.

c) Review Asset list and confirm checks on assets completed. Asset checks are being completed during February/March for update.

26/1074 **VILLAGE PROJECTS AND MAINTENANCE**

a) **Play Area and Playing Field:** Review inspection reports and consider maintenance quotes. Goal post installation. Update on fencing replacement for decision. A member of public kindly reported two issues requiring maintenance that Cllr Morley has been making arrangements to have repaired. The Clerk has chased the fence repair with WNC Assets again and awaiting response. The goal posts required some clips to be ordered. Details passed to Clerk. The goal posts have been installed.

b) **Village Hall:** CCTV annual maintenance book. To discuss Carpark and signage – possible offer broadband community hub. The CCTV is booked for service, and the disabled badge signs and posts will be completed when the weather has improved. Wider carpark signage is outstanding.

c) **Highways/Footpaths:**

Footpath project. Reinstatement of Station Road (Wills Lane end) verges following motorway viaduct work. Repairs to verges following broadband installation and vehicular damage Hillmorton Lane.

J1 liaison meeting – actions (minutes circulated JP) – noted as important information worthwhile meeting to attend for the PC. City Fibre has advised their contractor will be attending to the verges when the weather has improved. The wait has been a shortage on topsoil due to the continuous wet weather.

General maintenance

d) Lilbourne Meadows – Maintenance for decision/grants – no update

e) Gateway/planter repairs – no update

	f) To consider reviewing work required for next village maintenance contract tender. Cllr Kempe to review the existing contract nearing end so that it can be put out to tender. Thanks, noted to Steve Williams managing the current contract and looking after the village.
26/1075	**NEWSLETTER – Items for next edition** Goal posts, Air Ambulance, Local Plan, Speed Watch
26/1076	**CORRESPONDENCE** Review correspondence received. - Noted Open consultations can be found via link: noted **https://westnorthants.citizenspace.com/** West Northants Consultation Police and Crime Commissioner Newsletter – Newsletter – February 2026 - Northamptonshire Police & Fire Commissionerhttps://northantspfcc.org.uk/newsletter-february-2026/ Shared Lives carers | West Northamptonshire Council https://www.westnorthants.gov.uk/caring-someone/shared-lives-carers WNC is consulting on its final draft (**https://www.westnorthants.gov.uk/consultations/local-nature-recovery-strategy-consultation**) before sending it off to Natural England for comment and then adoption by the WNC Cabinet in summer 2026. The consultation deadline is **25 March 2026** and all parish and town councils in West Northamptonshire are encouraged to respond.
26/1077	**ANY OTHER BUSINESS** (For information only; no formal resolutions may be passed). Cllr Alexander reported that All Saints Church have been successful in applying for a grant towards church repairs and the back pews are being removed temporarily whilst work is being carried out. The Church has also reported the verge damage to the broadband company.
26/1078	**DATE OF NEXT MEETING** Confirm the next Ordinary Parish Council meeting on **Wednesday 25th March 2026** at 19:00 hrs.
26/1079	**CLOSED MEETING TO DISCUSS CONTRACTS AND STAFFING** To approve the public and press to be excluded from the meeting in accordance with the Public Bodies (Admission to meetings Act 1960) in view of the nature of business to be transacted. • Matters relating to staffing contracts, recruitment and employment matters. **Not required.** **Meeting closed at 21:24hrs**