LILBOURNE PARISH COUNCIL

AGENDA

I hereby give notice that the ANNUAL PARISH COUNCIL MEETING
will be held on Wednesday 27th May 2026 at 19:00hrs 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: 21.05.26

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

26/1114	**ELECTION OF CHAIRMAN**
26/1115	**TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN**
26/1116	**TO RECEIVE APOLOGIES OF ABSENCE**
26/1117	**ELECTION OF VICE-CHAIRMAN**
26/1118	**TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA & DISPENSATION REQUESTS** Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a disclosable pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business.
26/1119	**TO ADOPT THE CODE OF CONDUCT**
26/1120	**TO REVIEW AND ADOPT THE STANDING ORDERS**
26/1121	**TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS**
26/1122	**TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS**
26/1123	**TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILITY**
26/1124	**TO CONFIRM BANKING SIGNATORIES, BANKING ADMIN AND AUTHORISING ONLINE BANKING PAYMENTS AND DIRECT DEBITS. TO CONFIRM DIRECT DEBITS AND REVIEW MEMBERSHIPS. VAT RETURNS.**
26/1125	**TO CONFIRM REGULAR PAYMENTS OF CONTRACTS & ALSO MEMBERSHIPS INCLUDING NORTHANTS CALC AND SLCC. CONSIDER JOING NORTHANTS ACRE.**
26/1126	**TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT**
26/1127	**TO REVIEW AND ADOPT THE ASSET REGISTER**
26/1128	**TO REVIEW PC INSURANCE AND FIDELITY GUARANTEE** To decide upon annual insurance renewal quotes for 1st June 2026
26/1129	**TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES**
26/1130	**TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER**
26/1131	**TO READOPT COUNCIL POLICIES AND PROCEDURES**
26/1132	**TO RECONFIRM COMMITTEES AND TERMS OF REFERENCE & WORKING GROUPS**
26/1133	**TO RECONFIRM GDPR, DATA PROTECTION, ASSERTION 10 COMPLIANCE AND ASSOCIATED POLICIES INC CCTV.**
26/1134	**MINUTES OF THE PREVIOUS MEETING** To approve and sign the minutes of the Ordinary Parish Council meeting held on 29th April 2026
26/1135	**COMMUNITY MINIBUS SERVICE – UPDATES AND DISCUSSION** 1. School & Town Services — Review current routes, timetables, and any service changes. 2. Vehicle Status — Update on maintenance, repairs (Quotes for body repair work, window and mirror/light)

3. Drivers — Recruitment needs, MIDAS training, volunteer rota planning, and note addition of a school-run driver/job-share for the minibus.
4. WNC Open Framework Portal — Clerk to provide update on the new West Northamptonshire Council portal/ bidding from 13th July.

26/1136 **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.

26/1137 **WARD COUNCILLOR REPORT**

26/1138 **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

Most recent applications:

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

26/1139 **JOINT PARISH COUNCIL MEETINGS REGARDING PLANNING MATTERS**

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

26/1140 **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE**

a) Updates and progress from the committee for consideration.

To confirm date for an extraordinary meeting to discuss progress and sites for decision.

26/1141 **FINANCE**

a) To approve the bank reconciliation and payments list for May 2026. Bank Balance at 21.05.2026 £64,874.31

INCOME – 1ST Half precept received on 29.04.26 £14,750.00

Date	INCOME	
27/04/2026	Helen Edmondson	£250.00
27/04/2026	RUGBY CAMRA 10/04	£125.00
28/04/2026	WNC FINANCE	£94.00
28/04/2026	WCC COUNTY FUND	£21.86
29/04/2026	WNC - PAYMENTS 26-27 1ST PRECEPT	£14,750.00
13/05/2026	G. SELLER & COMPANY	£350.00
15/05/2026	Access BGC	£735.60
19/05/2026	WNC FINANCE	£75.00
21/05/2026	GRAHAM DIXON	£195.00

b) To approve the following payments:

April 2026					
Date	Who	Reason	Amount	Payment	Powers To Pay
27/05/2026	Staffing	April 2026	*****	BACS	LGA (1972) s112
27/05/2026	HMRC	PAYE	*****	BACS	LGA (1972) s111
27/05/2026	DCK Payroll Solutions Limited	Invoices payroll services	*****	BACS	LGA (1972) s111
27/05/2026	BWP Creative Ltd	Parish Council website annual hosting	273.60	BACS	LGA (1972) s142
27/05/2026	Lilbourne Village Hall	Hall hire Jan – April 2025	130.00	BACS	LGA (19721) s134
27/05/2026	4 Counties Ground Maintenance	Inv 26/007 April grass cutting 3 x visits	750.00	BACS	Open Spaces Act 1906
27/05/2026	E.On Energy Solutions LTD	6018817623 1 Quarterly Maintenance	249.60	BACS	Highways Act 1980 s301

	27/05/2026	Vodaphone	Monthly village hall broadband	45.00	DD	LGA (1972) s111
	27/05/2026	Information Commissioners Office	Annual Fee	47.00	DD	Data Protection Act 2018
	27/05/2026	Your Locale	INVOICE NO: YL/LPC/006 NDP Work	4800.00	BACS	Localism Act 2011
	Minibus					
	27/05/2026	Stanair Industrial Door Services Ltd	Inv 83421 Garage door service	119.04	BACS	LGA (1972) s111
	27/05/2026	JED Building & Maintenance	Driving x 3 April 2026	255.00	BACS	LG & Rating Act 1997 s.26-29
	27/05/2026	F Howells-Palin	Expenses minibus driver	39.99	BACS	LGA (1972) s15
	27/05/2026	Check Safe	Minibus admin system subs	6.72	DD	LG & Rating Act 1997 s.26-29
	27/05/2026	DVLA	Vehicle tax monthly	14.96	DD	LG & Rating Act 1997 s.26-29

26/1142	**VILLAGE PROJECTS, MAINTENANCE BURIAL GROUND**
	a) To review complaint from member of public regarding works at Wills Lane and Heavy Goods Traffic Along Station Road. Referred to WNC & Ward Cllrs as a Highways matter.
	b) To approve a memorial application
	c) Prologis updates
	d) Play Area and Playing Field: To approve maintenance quote.
	Renewing the line (football) marking for consideration. Signage – carpark, Damaged hoop.
	e) Update on fencing and land – meeting to be arranged with WNC
	f) Village Hall and garage: Quote for garage door repairs.
	g) Phone Box – consider quotes for repainting outside telephone kiosk
	h) Highways/Footpaths:
	Footpath project. Reinstatement of verges around the village and church.
	i) Village maintenance tender - items to add for pocket park- Jubilee Meadow.
	j) Grass mowing – comments for feedback to contractor
26/1143	**CORRESPONDENCE** Review correspondence received. • Concern over loss of housing association type property for sale by auction. • Over 55s Advice & Information Fayre, taking place on Friday 12 June 2026 from 1:30pm to 3:30pm at Moulton Community Centre. Andrew Stuart MP. • Councillor training dates • WNC Local Plan Update (Rural Areas) 2 June 2026 10:00 – 11:30am on Zoom NCALC
26/1144	**ANY OTHER BUSINESS** (For information only; no formal resolutions may be passed).
261145	**NEWSLETTER – Items for next edition**
26/1146	**DATE OF NEXT MEETING** Confirm the Annual Parish Council meeting will be held on Wednesday 24th June 2026 at 19:00 hrs.