LILBOURNE PARISH COUNCIL

Minutes Of the Ordinary Parish Council Meeting

Held on Wednesday 29th April 2026 at 19:30hrs in Lilbourne Village Hall.

Attendees: Attendees: Chairman Councillor Newhouse, Councillors Pope, Kempe, Alexander, Porter and Chow.

Clerk: Mrs C E Valentine, Minibus Administrator: Mrs Faye Howells-Palin

Members of public: 2 plus Ward Councillor A Simpson.

26/1098	**TO RECEIVE APOLOGIES FOR ABSENCE** To receive and accept apologies from councillors. None
26/1099	**DECLARATIONS OF INTEREST** To receive declarations of interest under the Council's Code of Conduct and consider dispensation requests. None
26/1100	**MINUTES OF THE PREVIOUS MEETING** It was **RESOLVED** to approve and sign the minutes of the Ordinary Parish Council meeting held on 25th March 2026 as a correct record.
261101	**MINIBUS** To discuss and receive updates regarding the community minibus service, specifically: a) **School and Town Services:** Review of routes, scheduling and updates. To note WNC Transport are increasing the concessions from £2 to £3 next month. Awaiting feedback for latest route update requests from the Traffic Commissioner. b) **Vehicle Status:** To receive updates on vehicle maintenance, confirmation of insurance. It was **RESOLVED** to approve the vehicle insurance. Safety Check booked end of May. c) **Drivers:** To discuss driver recruitment, training requirements (MIDAS), and volunteer rotas. MiDAS in progress for one driver. d) new portal for West Northamptonshire Council's Open Framework – update Clerk. In progress deadline has been given and large task entering data for the new system, if not completed LPC will not be able to bid and it has taken a couple of weeks to work on. Training will be required around recruiting for compliance.
26/1102	**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. None
26/1103	**WARD COUNCILLOR REPORT** Cllr Simpson to go back to WNC Assets and see if they will seek quotes for the fencing rather than LPC at the village hall along where the horses are kept. Apologies received from R Humphreys.
26/1104 a) b)	**PLANNING APPLICATIONS** To consider any new planning applications and matters not otherwise on the agenda. No new, 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: 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	02/03/2026	Approval
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

26/1105 **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE**

Updates and progress from the committee for consideration.

Cllr Pope reported the group went through the local green spaces. Putting together the draft NDP document. Next meeting scheduled in May to review the draft documents and consider the housing section of the NDP. This will then go to the Parish Council for review and approval for the next stage of the process.

26/1106 **JOINT PARISH COUNCIL MEETINGS REGARDING PLANNING MATTERS**

Progress on meet with Yelvertoft Parish Council regarding the field north of Lilbourne Rd for decision. Cllr Pope has met with neighbouring Parish Council from Yelvertoft and there is concern regarding 2025/494/FULL and the vehicular access and if it will make way for the digestate project. The group are investigating and logging information. AS/RH maybe able to call the application in, it would appear Highways have submitted two reports that appear to assist the application. Welford PC has been contacted for advice having had an application for digestate (pig slurry) refused some time ago.

26/1107 **FINANCE**

a) It was **RESOLVED** to approve the bank reconciliation and payments list for April 2026. Bank Balance at 22.04.26 £50,868.09

INCOME

26/03/2026 J Andrews Minibus £120.00, 27/03/2026 Access (Minibus WNC) £735.60, 31/03/2026 WCC County Fund Minibus £21.86

b) It was **RESOLVED** to approve the following payments:

April 2026					
Date	Who	Reason	Amount	Payment	Powers To Pay
29/04/2026	Staffing	April 2026	*****	BACS	LGA (1972) s112)
29/04/2026	HMRC	PAYE	*****	BACS	LGA (1972) s111)
29/04/2026	DCK Payroll Solutions Limited	Invoice 27111, 27116 26985 payrolls	*****	BACS	LGA (1972) s111)
29/04/2026	Northants CALC Ltd	Inv -5308 Annual membership	£790.46	BACS	LGA (1972) s111)
29/04/2026	JSN Protective Services	Spare camera SQ-203	£120.00	BACS	LG Rating Act 1997 s31
29/04/2026	N Power Business Solutions	Inv IN15223289 Street lighting	£321.51	BACS	LG Rating Act 1997 s31
29/04/2026	E. On Energy Solutions Ltd	Quarterly maintenance inv 6018817623	£249.60	BACS	Highways Act 1980
29/04/2026	SJ Williams	Inv 260405 village maintenance	£88.00	BACS	Open Spaces Act 1906
29/04/2026	West Northants Council	Inv 424003381771 garden waste bin for the burial ground	£69.00	BACS	Open Spaces Act 1906
29/04/2026	Vodaphone	Village hall broadband	£41.50	DD	LGA 1972 s133
Minibus					
25/03/2026	One Answer Insurance	Minibus Insurance invoice 419336/14	£1450.00	BACS	LG & Rating Act 1997 s.26-29
25/03/2026	No Fuss Meals for Busy Parents CIC	Deposit return	£100.00	BACS	LGA (1972) s111

c) It was noted for approval, payments made during March/April updated due to online banking issues following the last meeting.

Date	Payment type	Who	Amount
20/04/2026	DD	CHECKED SAFE	£9.84
20/04/2026	BACS	R HOULT TARMAC	£28.85
20/04/2026	BACS	COLIN PORTER TARMAC	£41.23
20/04/2026	BACS	1 ANSWER INSURANCE INV 419336/14	£1,450.00

	15/04/2026	BACS	RICHARD HOULT WREATH + DRIVING	£155.00
	09/04/2026	DD	VODAFONE LTD	£41.50
	08/04/2026	BACS	COLIN PORTER DRIVE FEB + CLIPS	£138.79
	08/04/2026	BACS	JANYS ALEXANDER DRIVE FEB	£75.00
	08/04/2026	BACS	JANET PALMER FEB DRIVE	£130.00
	08/04/2026	BACS	HILLMORTON PADDOX PRINT SERVICES	£19.80
	01/04/2026	DD	DVLA TAX	£14.99
	30/03/2026	DD	NEST PENSION	****
	26/03/2026	BACS	MIDMEDS LTD DEFIB PADS S24823	£203.99
	26/03/2026	BACS	LILBOURNE GARAGE INV 19218	£179.41
	26/03/2026	BACS	COLIN PORTER SCHOOL 9/3	£15.00
	26/03/2026	BACS	TOTAL DBS SI4725	£69.50
	26/03/2026	BACS	PPL PRS LIMITED MUSIC LICENCE	£293.52
	26/03/2026	BACS	YOURLOCALE LTD INV YL/LPC/005	£1,800.00
	26/03/2026	BACS	E. ON ENERGY SOLUTI 6018813200	£372.00
	26/03/2026	BACS	JSN PROTECTIVE SERVICES CCTV SI386/195	£312.00
	26/03/2026	BACS	HMRC	****
	24/03/2026	DD	DCKPAYROLL	***

d)To complete Unity Trust Bank application, reconfirm signatories and administrator. – A separate Teams meeting to be arranged at a convenient time for signatories.

26/1108 **VILLAGE PROJECTS AND MAINTENANCE**

a) **Play Area and Playing Field:** Review inspection reports and consider maintenance quotes. Renewing the line (football) marking for consideration. Signage – carpark Cllr Morley and Hoult met with a contractor who is experienced in repairing play area equipment and will be submitting a quote for urgent repairs. The area will temporarily require closing when the work is being carried out.

b) Update on fencing replacement quotes requested for WNC to review. Ward Cllr Simpson will ask WNC to seek quotes. They have also been in touch with the Clerk. Thanks to Cllr Simpson to progressing as the PC has been chasing assistance for a considerable amount of time. Cllrs Kempe and Hoult will also continue to price up quotes so that there are options for the best value.

c) **Village Hall**: CCTV and updated CCTV Policy. Cllr Pope has updated the CCTV policy for next agenda.

d) **Phone Box** – consider quotes for repainting outside telephone kiosk. The quotes were considered. No decision made as there is concern as to why the current paint has faded after only four years. Clerk asked to check type of paint used and that is genuine paint for BT non fade. Move to next meeting.

e) **Highways/Footpaths:**

Footpath project. Reinstatement of verges around the village and church. Cllrs reported that some verges have been reinstated but outside the church has been left a mess still. Contact City Fibre. A comment has been made about grass mowing and tufts have been left in places along verges and needs a tidy. It appeared the grass has been rolled rather than cut. Monitor and speak to contractor.

f) To approve quotation for replacement heritage light no. 24 Stone House Court. It was **RESOLVED** to replace the heritage lantern £472.15 plus VAT.

g) To adopt the new draft Biodiversity Policy. – carry over this could be looked at with NDP and needs further attention.

26/1109 **NEWSLETTER – Items for next edition**

NDP, Biodigester, play equipment repairs, Annual Parish Council Meeting

Cllr Morley leaves meeting at 21:03

26/1110 **CORRESPONDENCE**

Review correspondence received. Noted

- Invitation to Provide Feedback – West Northamptonshire Road Safety Strategy – questionnaire for Parish Council response by 13th May 2026

	• WNC seeking volunteer carers - www.northamptonshire-carers.org/volunteering-with-us • West Northants Council's Crisis and Resilience Fund (CRF) has launched and will run from 1 April 2026 to 31 March 2029 www.westnorthants.gov.uk/food-household-and-everyday-essentials/crisis-and-resilience-fund-crf • Concern over loss of housing association type property for sale by auction. _-Clerk to seek land registry information to check caveats relating to land, village hall, parish council.
26/1111	**ANY OTHER BUSINESS** (For information only; no formal resolutions may be passed). Burial ground land registry & entrance for resurfacing for next meeting Signage for Station Road -children walking no pavement. (AS to investigate) Driving CWC -Faye
26/1112	**CLOSED MEETING TO DISCUSS CONTRACTS AND STAFFING** It was **RESOLVED** 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. • To discuss matters relating to staffing contracts, recruitment and employment. – matters discussed relating to driver employment.
26/1113	**DATE OF NEXT MEETING** Confirm the Annual Parish Council meeting will be held on **Wednesday 27th May 2026** at 19:00 hrs. Meeting Closed at 21:40 hours