LILBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Held on Wednesday 27th May 2026 at 19:00hrs in Lilbourne Village Hall.

Attendees:

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

26/1114	**ELECTION OF CHAIRMAN** It was **RESOLVED** to elect Councillor Pope as Chairman. Councillor Pope thanked outgoing Chairman Chrissie Newhouse for her time as Chairman serving the Parish Council.
26/1115	**TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN** The Declaration of Acceptance of Office of Chairman was duly signed by Councillor Pope.
26/1116	**TO RECEIVE APOLOGIES OF ABSENCE** Apologies of absence were received and approved for Councillor Porter (personal)
26/1117	**ELECTION OF VICE-CHAIRMAN** It was **RESOLVED** to elect Councillor Newhouse as 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. None
26/1119	**TO ADOPT THE CODE OF CONDUCT** It was **RESOLVED** to adopt the code of conduct.
26/1120	**TO REVIEW AND ADOPT THE STANDING ORDERS** It was **RESOLVED** to adopt the standing orders
26/1121	**TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS** It was **RESOLVED** meetings will take place on the last Wednesday of each month except for August and December at 7.00pm in Lilbourne Village Hall.
26/1122	**TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS** It was **RESOLVED** to adopt the Financial Regulations.
26/1123	**TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILITY** It was **RESOLVED** to approve Councillor Morley as the Internal Control.
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.** It was **RESOLVED** as Signatories Councillors Morley, Newhouse and Pope. Clerk is admin. Memberships to continue along with direct debits. VAT returns UpToDate.
26/1125	**TO CONFIRM REGULAR PAYMENTS OF CONTRACTS & ALSO MEMBERSHIPS INCLUDING NORTHANTS CALC AND SLCC. CONSIDER JOINING NORTHANTS ACRE.** It was **RESOLVED** to confirm with the regular payments and join Northants Acre at £42.00 per year.
26/1126	**TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT** It was **RESOLVED** to readopt the General Risk Assessment.
26/1127	**TO REVIEW AND ADOPT THE ASSET REGISTER** It was **RESOLVED** to approve the Asset Register. Thanks note o Councillor Porter for completing a physical asset review.
26/1128	**TO REVIEW PC INSURANCE AND FIDELITY GUARANTEE** To decide upon annual insurance renewal quotes for 1st June 2026. It was **RESOLVED** to approve the quote from Zurich Municipal as the best value for money and appropriate cover and guarantee. Annual cost of a 3 Year LTA (Year 1 price) £ 1,167.75 was approved. Saving almost £400.00 with previous insurance policy.
26/1129	**TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES .** It was **RESOLVED** as follows**:** TK Burial Ground RH Village maintenance and Mowing, CP Asset Register, CWC CCTVV, HR & Minibus, CN HR, Health and Wellbeing (inc Active Travel plans RH), JA Newsletter, JP Speed watch, PLR, Prologis, Highways CCTV.
26/1130	**TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER** It was **RESOLVED** to appoint Northamptonshire CALC as Data Protection Officer

26/1131	**TO READOPT COUNCIL POLICIES AND PROCEDURES** It was **RESOLVED** to readopt the policies and procedures
26/1132	**TO RECONFIRM COMMITTEES AND TERMS OF REFERENCE & WORKING GROUPS** It was **RESOLVED** to readopt the Planning, Minibus, NDP, Staffing and Finance Committees along with terms and working groups.
26/1133	**TO RECONFIRM GDPR, DATA PROTECTION, ASSERTION 10 COMPLIANCE AND ASSOCIATED POLICIES INC CCTV.** It was RESOLVED to reconfirm the policies and compliance.
26/1134	**MINUTES OF THE PREVIOUS MEETING** It was **RESOLVED** approve and sign the minutes of the Ordinary Parish Council meeting held on 29th April 2026 as a correct record.
26/1135	**COMMUNITY MINIBUS SERVICE – UPDATES AND DISCUSSION** 1. School & Town Services — Review current routes, timetables, and any service changes. Meeting to be arranged with the school ref handover. 2. Vehicle Status — Update on maintenance, repairs (Quotes for body repair work, window and mirror/light) RH awaiting quote for bodywork repair. Lilbourne Garage repairing light unit – Chairman supplied parts. Quotes required for comparison for the garage door that is bent at the bottom. Due to age look at new door costs and just repair/paint for next meeting. Smiths will be servicing the garage fire extinguishers. 3. Drivers — Recruitment needs, MIDAS training, volunteer rota planning, and note addition of a school-run driver/job-share for the minibus. DBS in process along with MiDAS. New driver job spec and advert to be prepared. Separate staffing meeting required. 4. WNC Open Framework Portal — Clerk to provide update on the new West Northamptonshire Council portal/ bidding from 13th July. Clerk still updating the new portal.
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. A member of public asked if weeding under the noticeboard The Green could be included in the village maintenance schedule. The grass cutting at the burial ground requested contractor mindful of headstones. Mowing map to RH.
26/1137	**WARD COUNCILLOR REPORT –** Apologies received from Cllr Humphreys along with a report. Cllr Simpson attended the meeting. App 2025/4954/FULL - No Parishes asked Ward Councillors to call in the application for committee. Highways have put through several detailed reports appearing to answer queries raised about the application. If an application did arise in the future regarding Biodigester it would have to be a separate application to the vehicular access application.
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. No further meetings held.
26/1140	**NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE** a) Updates and progress from the committee for consideration. It was noted that there are no green wedges WNC have included locally in the local plan. The Site Allocation Report was discussed and several members declared interests. It was decide to push back the decision to the Parish Council. The extraordinary meeting to be scheduled for 16th June 2026.
26/1141	**FINANCE** a) It was **RESOLVED** 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 - noted

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

May 2026					
Date	Who	Reason	Amount	Payment	Powers To Pay
27/05/2026	Staffing	May 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. The Parish Council have noted the height restrictions at the bridge and two councillors have visited the area to have a look. Work took place over a couple of days. Ward Councillors to take forward report and contact Rights Of Way Officer and investigate the matter. A number of issues including the bridleway access and its condition, gates, traffic, verges, flooding have been noted. Some matters maybe National Highways.

b) To approve a memorial application. It was **RESOLVED** to approve the application from Barham Stone LTD for an existing grave F15.

c) Prologis updates. The Chairman reported the waste bins have been ordered which will hopefully help reduce dog fouling and litter when they are installed in Hillmorton Lane; delivery date to be confirmed.

	Prologis fencing – Winvic will remove temporary fencing to tidy the area. Bunds – Height-increase works starting soon. A consolidation period will follow. Prologis/Winvic acknowledge previous noise and vibration issues and apologise if these reoccur. Road safety survey – Prologis will survey DIRFT-related traffic on the A5/M1/M6 routes. Results will be shared once available. Bridleway closure – Closure extended while an underpass and bridge are installed. The bridge will reinstate the bridleway; the underpass will reduce A5 traffic. Pocket Park – Prologis will inspect two failing trees and review boundary hedges ahead of LPC considering adding this to the maintenance contract.
	d) Play Area and Playing Field: It was **RESOLVED** to approve the maintenance quote for work to playground equipment to include Replacement of 18mm board (like for like).To sand and re-paint large climbing frame structure. To sand and treat all oak benches. To sand and treat two swings. £2186.00
	e) Renewing the line (football) marking for consideration. Signage – carpark, damaged hoop. It was **RESOLVED** to obtain quotes for the pitch line marking and also for the cost of a gate to replace the locking hoop.
	f) Update on fencing and land – meeting to be arranged with WNC. The Chairman, Councillor Alexander, Ward Councillor Simpson and the Clerk met with a representative from the Assets Team at WNC. They will chase up fencing repair/quotes for the and forward request for devolution.
	g) Village Hall and garage: Quote for garage door repairs. Quote received. Minibus Admin to seek further costs.
	h) Phone Box – consider quotes for repainting outside telephone kiosk. The quotes for the phone box were reviewed again. It was decided to proceed with the quote from N Leatherland £850.00 as best value for money and level of detail and materials quoted.
	i) Highways/Footpaths:
	Footpath project. Reinstatement of verges around the village and church. Cllr Alexander advised that the broadband contractor had been in touch with the church and were going to top soil and reseed around the church and entrance to Butts footpath.
	j) Village maintenance tender - items to add for pocket park- Jubilee Meadow. Cllr Kempe prepared an additional list for tender. A point was raised as to ask if it is necessary to have so many benches at the pocket park (Jubilee Meadow) and that other areas in the village could possible benefit from their use more. Noted the footpath to the field is overgrown. – Chairman offered to strim. The Chairman advised he has been in contact with Prologis who have agreed to trim the hedges and look at the dead trees at no cost. See (c). Dead Tree opposite The Green to be reported on FixmyStreet. RH would like copy tender.
	k) Grass mowing – comments for feedback to contractor. Cllr Hoult has met and discussed grass cutting around the village with the contractor and it is being regularly monitored.
26/1143	**CORRESPONDENCE** Review correspondence received. - noted • Concern over loss of housing association type property for sale by auction. – Defer to WNC. • 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 – Chairman to join.
26/1144	**ANY OTHER BUSINESS** (For information only; no formal resolutions may be passed). Village gates/planters Chairman has the Police Crime prevention box and coffee morning to be arranged September time. A5 closure after 8pm at Lilbourne. – Chairman to write and voice concerns, lack of route to village.

26/1145	**NEWSLETTER – Items for next edition.** Updated new Chairman. Vice Chairman, biodiversity help, extraordinary meeting, Station Road and Wills Lane, Bunds, Playing field repairs, Crime Prevention meeting and Minibus Driver.
26/1146	**DATE OF NEXT MEETING** Confirm the Annual Parish Council meeting will be held on Wednesday 24th June 2026 at 19:00 hrs. Meeting closed at 21.23

Ward Cllrs report below.

WNC Councillors Report

Braunston & Crick Ward

To:	**Lilbourne Annual Parish Council Meeting**
Date:	**27th May 2026**
From:	**Cllr Rosie Humphreys** **Cllr Andrew Simpson**

1) WNC Matters

a. Parking charges

By law WNC were required to consult residents before changes to parking charges in Northampton, including charging blue badge holders, were implemented following setting the budget for 2026/27 in February. Regrettably this was overlooked and is now being rectified by a Traffic Regulation (Off Street Parking Places) Order. This advertises the new charges and seeks to consolidate and replace existing orders made by WNC and the old legacy boroughs.

Two car parks in Daventry – Primrose Hill and St John's Square – will continue to have 3 hours free parking, but thereafter the charge will be £5 per hour. The consultation ended on 14th May. Traffic Regulation Orders Consultation | West Northamptonshire Council

b. Community Gardening Policy

A new community gardening policy will enable residents and community groups to start gardening in suitable owned open spaces owned by WNC. Individuals and voluntary and community groups will be able apply to garden appropriate areas of land, such as sections of parks, other open spaces and highway areas which do where not affect general public access. More details to follow.

c. By-election - Hackleton and Roade Ward

The Reform UK party candidate was elected, results: Reform UK 1355, Cons 1051, Lib Dem 986, Green 623, Lab 212 and Ind 203. In contrast to the 35% turnout of last year's WNC election, turnout for this by-election was 50%, reflecting the national picture of the turnout for the main local council elections that took place on 7th May.

As a reminder the make-up of the council is currently: Reform UK - 40

Conservative - 17

Labour - 8

Liberal Democrats - 7

Independent - 4

2) Local Issues

a. Planning Application 2025/4954/FULL – Land North of Lilbourne Road, Clay Coton We have passed the deadline to call this into the Committee for a decision as it has to be withing 21 days of it being published for consultation. Highways have now submitted three responses in relation to the comments received and we have today chased the planning officer to establish when a decision will be made.

2

b. Food Waste Collection

At the last meeting It was reported that people had seen the recycling collection team putting food waste into green bins that day (29th April). Andrew raised this with the relevant team and got the following response:

Thank you for your enquiry relating to the collection of garden and food waste in Lilbourne.

Food waste cannot be mixed with garden waste without causing contamination.

Our garden waste is delivered to a composting site near Kilsby, but food waste is bulked at our transfer station in Daventry before onward transport to an anaerobic digestion facility in Coleshill, Warwickshire.

We've investigated with our service provider Norse and believe on this occasion that the crew were using an old garden waste bin to collect food waste.

Most of our recycling vehicles are fitted with food pods and our operatives collect food waste in a separate service bin before periodically emptying it onto the vehicle.

These are generally old, returned units which are not fit for reissue but work well repurposed as consumable service bins due to the increased wear that these units sustain.

The bins can therefore be of any type and have in the past caused similar concerns and enquiries.

If any of your constituents have seen anything to suggest that something else may have happened, we would be happy to investigate further.

c. Three- weekly general waste collection
From spring next year WNC will be implementing a 3 week general waste collection in Northampton and South Northants. This will not apply to flats and households in terraced properties who will continue to have weekly collections.
The Daventry area switched to a 3-week collection 8 years ago when food waste bins were also introduced. WNC will be using the lesson learned during that changeover to inform local communities over the coming months about the new arrangement next year.
WNC have asked for Rosie's help to find local families and households of more than three who would be willing to say how they find the 3 weekly collection and would be happy to have their photos taken (or possibly a video) that could be used on social media channels. Testimonials will be used as 'good news' examples to reassure people currently on a fortnightly collection who will be moving to 3 weekly collections in 2027. Please put any household in Lilbourne who would like to help in touch with Rosie.
3

Get in Touch:

Cllr Rosie Humphreys Mobile: 07890112504Email: rosie.humphreys@westnorthants,gov.uk
Cllr Andrew Simpson Mobile: 07973 560432Email: andrew.simpson@westnorthants.gov.uk