LILBOURNE PARISH COUNCIL

AGENDA

I hereby give notice that the Ordinary Parish Council Meeting
will be held on Tuesday 29th 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: 22.09.26

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: JP/CN/JA/CWC/NM/TK/RH/CP/LVB/LVH/RH/TC

Business to be Transacted

Clare E Valentine

26/1184	**TO RECEIVE APOLOGIES OF ABSENCE**
26/1185	**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.
26/1186	**MINUTES OF THE PREVIOUS MEETING** To approve and sign the minutes of the Ordinary Parish Council meeting held on 22nd July 2026
26/1187	**COMMUNITY MINIBUS SERVICE – UPDATES AND DISCUSSION** 1. Drivers — appointment of new Minibus Community Transport Driver. COSHH/training 2. School and Town Services — Review of current routes, timetables, demand levels, and any proposed service adjustments. 3. Vehicle Status. 4. WNC extension of contract has been renewed for a further 12 months 5. Home To School Transport Inspector requested Audit Meeting
26/1188	**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.
26/1189	**WARD COUNCILLOR REPORT**
26/1190	**PLANNING APPLICATIONS**
a)	To consider any new planning applications and matters not otherwise on the agenda. To view or comment on a West Northamptonshire Council planning application go to: https://www.westnorthants.gov.uk/planning-applications-and-enforcement/view-and-comment-planning-application
b)	Notice of Consultation - Newton and Biggin Neighbourhood Plan Copies of the consultation document are available on Rugby Borough Council's website at: www.rugby.gov.uk/newtonbigginNP comments closing at 5:00pm on Friday 02 October 2026. PC to consider a response.
c)	West Northamptonshire local Plan update, Regulation 19 timeframes and Government intervention.
26/1191	**JOINT PARISH COUNCIL MEETINGS REGARDING PLANNING MATTERS** Joint meeting with Yelvertoft Parish Council representatives regarding the field north of Lilbourne Rd. To discuss any updates for decision.
26/1192	**NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE** Updates and progress from the committee for decision. Open event feedback West Northants Council Strategic Environmental Assessment Screening and next stage

26/1193 **HIGHWAYS AND FOOTPATHS**

a) Speed limit placement for eastbound traffic entering Lilbourne from the A5
b) Wills Lane, condition and surface of bridleway and heavy goods traffic along Station Road. Clerk has contacted the Wind turbine operator.
c) Concern regarding abandoned vehicles, village & carpark
d) Feedback J18 Forum Meeting (note next meeting is 2nd December 2026)
e) Vehicle Speed concerns westbound into the Village from Yelvertoft

26/1194 **VILLAGE PROJECTS, MAINTENANCE BURIAL GROUND**

a) Village maintenance tender (to include a written request from the village hall)

b) Grass cutting tender for the 2027 season

c) Biodiversity work and policy for Pocket Park (Jubilee Meadow) To approve draft Biodiversity Policy.

d) Approval to obtain quote for Christmas Tree

e) Approval to order a Royal British Legion Remembrance Wreath

26/1195 **FINANCE**

a) To consider the updated Grant Policy for adoption.

b) To approve the bank reconciliation and payments list for September 2026. Bank Balance at 22.09.26 £47,898.32

INCOME

Date	Who	Amount
15/09/2026	WNC FINANCE MINIBUS CONCESSIONS	£54.00
27/08/2026	WCC COUNTY FUND MINIBUS CONCESSIONS	£111.53

b) To approve the following payments for September 2026:

Date	Who	Reason	Amount	Payment	Powers To Pay
29.09.26	Staffing	September 2026	*****	BACS	LGA (1972) s112
29.09.26	HMRC	PAYE	*****	BACS	LGA (1972) s111
29.09.26	DCK Payroll Solutions Limited	Invoices payroll services 27713	*****	BACS	LGA (1972) s111
29.09.26	Croner Ltd	Monthly free inv ref C001298275 HR & H&S	304.96	DD	LGA (19721) s134
29.09.26	All Saints Church Lilbourne	Grant July 2026	1529.95	BACS	Open Spaces Act 1906
29.09.26	Vodaphone	Monthly village hall broadband	45.00	DD	LGA (1972) s111
29.09.26	PKF Littlejohn LLP	Inv SB20262112 AGAR Audit	378.00	DD	Accounts and Audit Regulations 2015
29.09.26	BWP Creative Ltd	Inv 4171 domain renewal	36.00	DD	LGA (1972) s142
29.09.26	JWP Consultancy Ltd	Neighbourhood Plan Open Event supplies	96.99	DD	Localism Act 2011
29.09.26	Yourlocale	INVOICE NO: YL/LPC/007 event and NDP work	1800.00	DD	Localism Act 2011
29.09.26	C Valentine	Microsoft 365 renewal reimburse for LPC	104.99	DD	LGA (1972) s111
29.09.26	C Valentine	Stationary supplies office ink/paper	16.89 +20.47	DD	LGA (1972) s111
Minibus					
29.09.26	Lilbourne Garage	Inv 19849 Ad Blue	48.00	BACS	LGA (1972) s111
29.09.26	Lilbourne Garage	Inv 19795 Safety check/engine oil	125.00	BACS	LG & Rating Act 1997 s.26-29
29.09.26	Total DBS and Screening Limited	SI-7704 AG DBS	69.50	BACS	LGA (1972) s111
29.09.26	A Gabrielli	DBS Update service reimburse	16.00	BACS	LGA (1972) s111
29.09.26	C Porter	Inv Driving School Sept 17hrs	255.00	BACS	LG & Rating Act 1997 s.26-29

	29.09.26	J Palmer	Inv Sept driving school 3 hrs	45.00	BACS	LG & Rating Act 1997 s.26-29
	29.09.26	JWP Consultancy Ltd	Inv 0117 sum up equipment	53.66	BACS	LG & Rating Act 1997 s.26-29
	21.09.26	Check Safe	Minibus admin system subs	9.84	BACS	LG & Rating Act 1997 s.26-29
	29.09.26	DVLA	Vehicle tax monthly	14.96	DD	LG & Rating Act 1997 s.26-29

c) To note payments during August where the Parish Council did not ordinarily meet.

August 2026 Payments
Salary August Staffing
4 Counties Ground Maintenance July x 3 grass cutting inv 26/055 £840.00 BACS
NM Leatherland RED BOX RESTORATION £850.00 BACS
DCK Payroll Salaries August
Yelvertoft Educational Charity Inv 26/030 hire 17.08 £20.00 BACS
AC Old Tree Care Specialists SI-19840 invoice 3 cherry trees £600.00 BACS
Croner C001287853 monthly fee £304.96 DD
DCK Payroll Solutions inv 27554 monthly fee £68.76 DD
Vodaphone Broadband village hall £45.00 DD
Minibus
JED Building & Maintenance 26/37 8th August driving £120.00 BACS
Checked safe monthly fee £10.56 DD
DVLA monthly fee £14.96 DD
INCOME
24/08/2026 RUGBY CAMRA 04/09 £125.00
18/08/2026 WNC FINANCE £87.00
14/08/2026 Access WNC £1,471.20
07/08/2026 Access WNC £735.60
28/07/2026 WCC COUNTY FUND £21.86
28/07/2026 RUGBY CAMRA 08/08 £210.00
Total £2,650.66

d) **AUDIT 2025/2026**

1. To discuss and approve the 2025/26 AGAR Section 3 External Auditor Report
2. Notice of conclusion of audit for the Annual Governance & Accountability Return year ending 31 March 2026
3. To note preparation/training for next year AGAR process and online digital portal.

26/1196 **Training HR and Health and Safety Updates**

Progress with Croner and NCALC Training

26/1197 **CORRESPONDENCE**

Review correspondence received.

- Northants CALC board of directors signed off and adopted the new **Strategic Plan 2026 – 2029**. You can find a copy at https://northantscalc.gov.uk/strategic-plan.
- The first Local Nature Recovery Strategy (LNRS) for West Northamptonshire has been approved. https://www.westnorthants.gov.uk/parks-and-green-spaces/local-nature-recovery-strategy
- Yelvertoft School Association – thank you letter for the grant
- Police, Fire and Crime Commissioner Danielle Stone encouraging groups to apply for road safety grants
- https://www.gov.uk/government/consultations/planning-powers-for-mayors-in-england Northamptonshire does not currently have a Strategic Authority or elected mayor, but the proposals indicate how planning powers could operate if one is established in the near future. The consultation closes at 2359 on Monday **5** October 2026.
- https://www.nalc.gov.uk/support/star-council-awards.html. The deadline for nominations is 25 September 2025.

26/1198 **ANY OTHER BUSINESS**

(For information only; no formal resolutions may be passed).

26/1199 **NEWSLETTER**

Items for next edition

26/1200	**DATE OF NEXT MEETING** Confirm the Ordinary Parish Council meeting will be held on **Wednesday 28th October** 2026 at 19:00 hrs.