LILBOURNE PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

Held on Tuesday 29th September 2026 at 19:00 hrs in Lilbourne Village Hall.

Attendees: Chairman Councillor Pope, Councillors Morley, Newhouse, Kempe and Alexander.
Also present: Minibus Administrator Mrs F Howells-Palin, Minibus Driver, Unitary Ward Councillor A Simpson and two members of the public.
Minutes taken by Cllr Alexander. Minutes formatted and complied by The Clerk

26/1184	**TO RECEIVE APOLOGIES OF ABSENCE** Apologies were received and approved from Councillor Hoult (personal) *The Clerk was unable to attend the meeting due to illness.*
26/1185	**TO CONFIRM ANY DECLARATIONS OF INTEREST ON THE AGENDA & DISPENSATION REQUESTS** No declarations of interest or dispensation requests were recorded.
26/1186	**MINUTES OF THE PREVIOUS MEETING** It was **RESOLVED** to approve and sign the minutes of the Ordinary Parish Council meeting held on 22nd July 2026 as a correct record.
26/1187	**COMMUNITY MINIBUS SERVICE – UPDATES AND DISCUSSION** • The new School Run Driver reported that the school run was going well. • COSHH training was discussed in relation to tasks such as adding AdBlue. Online training was available at approximately £15. It was agreed that the training should be undertaken; Councillor Pope to investigate. • It was **RESOLVED** that the School Run Driver could cover the town service when required, with overtime paid, and that he could trial the route. • The School Run Driver was to be reminded of the hosepipe ban because the Village Hall Committee could be liable if a hosepipe were used to clean the minibus at the hall. • For a child's fare to Elliott's Field on the SumUp terminal, users should scroll left. • Mrs Howells-Palin was advised to ask the Clerk how the transaction should be recorded. • The Chairman reported that he had qualified as a MiDAS assessor.
26/1188	**PUBLIC PARTICIPATION** Thanks were recorded to all volunteer drivers, particularly those who had covered the school run in recent months. The Chairman of the Village Hall Committee ask for an update on signage in the Village Hall car park and whether the Parish Council had an emergency contingency plan. National Grid had asked whether the hall could provide a safe, warm environment during an emergency, and the Hall Committee wished to purchase a petrol-driven generator. Members also discussed arrangements should the village require evacuation. Kilsby Parish Council was holding a People's Emergency Briefing on 20th October and welcomed representatives from neighbouring parish councils. West Northamptonshire Council provides an emergency-plan template for parish councils.
26/1189	**WARD COUNCILLOR REPORT** Apologies received from Ward Councillor Humpries. Cllr Simpson provided an update. The full report will be included with the minutes for the website. • The Council Leader had submitted a challenge concerning the Local Plan, which could affect progress of the Neighbourhood Development Plan. Councillor Pope would contact YourLocale. • Concern was raised as to whether the National Grid could support all planned developments. • The transfer of land adjacent to the playing field was to be pursued.
26/1190	**PLANNING APPLICATIONS** No new planning applications were reported.
26/1191	**JOINT PARISH COUNCIL MEETINGS REGARDING PLANNING MATTERS** No further update or decision was recorded regarding the joint discussions with Yelvertoft Parish Council about the field north of Lilbourne Road.
26/1192	**NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE** The open event was well planned and attended by 35 people, although few young adults attended.

Useful feedback was received and YourLocale had produced a report. Members noted that an important stage had been completed. Councillor Pope would check the next steps, including the Strategic Environmental Assessment screening stage, and review Newton and Biggin's Neighbourhood Plan.

26/1193 **HIGHWAYS AND FOOTPATHS**

- The request to move the speed-limit signs to the village boundary markers had not been accepted. Members considered that the decision had been made without sufficient consideration and it was **RESOLVED** to appeal the decision. Councillor Pope to action.
- Wills Lane: the bridleway surface beyond the brook remained unsuitable for horses. Kier was to speak to the landowner.
- A permanent spring or possible water leak on Wills Lane was reported. Residents should be encouraged to report it.
- Abandoned vehicles on Station Road had been reported. Councillor Hoult was understood to be taking action.
- Junction 18 Forum: Councillor Pope noted that traffic lights at Junction 18 had previously been agreed, but not on the A428 because of the risk of tailbacks. He had requested a review after three to six months, although there had been limited interest from Prologis or Highways. Further consideration was required. The next meeting was on 2nd December; Councillor Newhouse would attend and Councillor Alexander might also attend.
- High vehicle speeds through the village, including incidents involving pets, appeared to involve particular vehicles at particular times. A member of public has suggested a Community Speedwatch near the M1 bridge.
- Councillor Pope was awaiting 20 mph advisory signs. Members noted that these were not enforceable in the same way as a statutory speed limit. Bin stickers were considered but rejected because the Council did not wish to encourage residents to leave bins out.
- The derelict kissing gate at the entrance to The Butts footpath from The Horsepool should be reported to Highways via Fix My Street as a right-of-way issue.

26/1194 **VILLAGE PROJECTS AND MAINTENANCE**

- **Village maintenance:** invitations to tender had not yet been issued and should be progressed as soon as possible. Members noted the scale of the work and that the village was looking untidy. Weedkiller along roadside kerbs was suggested, subject to consideration of risks to animals.
- **Grass cutting:** the tender was ready.
- **Biodiversity:** a 15-year plan was noted.
- **Play area:** Councillor Morley reported that the work was complete after a lengthy process. The contractor had been thorough and had completed an additional item without charge. Further issues had been identified with a manhole cover and a bench; Councillor Porter had since repaired the bench.
- **Christmas tree:** it was approved to order the tree for The Green from Oakberry Farm again, subject to a limit of £350. Volunteers would be required to remove it after Christmas; Councillor Pope confirmed that he had the necessary tools.
- **Memorial wreath:** To note the wreath has been ordered by The Clerk.

26/1195

FINANCE

a) Grant Policy and bank reconciliation

Applications should be submitted early to support budget planning, with use of wind-farm funding considered. Councillor Alexander mentioned churchyard mowing. It was **RESOLVED** to adopt the updated Grant Policy and approve the bank reconciliation. The bank balance at 22.09.26 was **£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) September 2026 payments

It was **RESOLVED** to approve the following payments.

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 Ltd	Payroll services invoice 27713	*****	BACS	LGA 1972 s111
29.09.26	Croner Ltd	Monthly fee, invoice C001298275, HR & H&S	£304.96	DD	LGA 1972 s134
29.09.26	All Saints Church Lilbourne	Grant approved July 2026	£1,529.95	BACS	Open Spaces Act 1906
29.09.26	Vodafone	Village Hall broadband	£45.00	DD	LGA 1972 s111
29.09.26	PKF Littlejohn LLP	AGAR Audit, invoice SB20262112	£378.00	DD	Accounts and Audit Regulations 2015
29.09.26	BWP Creative Ltd	Domain renewal, invoice 4171	£36.00	DD	LGA 1972 s142
29.09.26	JWP Consultancy Ltd	NDP open-event supplies	£96.99	DD	Localism Act 2011
29.09.26	YourLocale	Event and NDP work, invoice YL/LPC/007	£1,800.00	DD	Localism Act 2011
29.09.26	C Valentine	Microsoft 365 renewal reimbursement	£104.99	DD	LGA 1972 s111
29.09.26	C Valentine	Stationery, office ink and paper	£16.89 + £20.47	DD	LGA 1972 s111
Minibus					
29.09.26	Lilbourne Garage	AdBlue, invoice 19849	£48.00	BACS	LGA 1972 s111
29.09.26	Lilbourne Garage	Safety check and engine oil, invoice 19795	£125.00	BACS	LG & Rating Act 1997 ss26–29
29.09.26	Total DBS and Screening Ltd	AG DBS, SI-7704	£69.50	BACS	LGA 1972 s111
29.09.26	A Gabrielli	DBS Update Service reimbursement	£16.00	BACS	LGA 1972 s111
29.09.26	C Porter	September school driving, 17 hours	£255.00	BACS	LG & Rating Act 1997 ss26–29
29.09.26	J Palmer	September school driving, 3 hours	£45.00	BACS	LG & Rating Act 1997 ss26–29
29.09.26	JWP Consultancy Ltd	SumUp equipment, invoice 0117	£53.66	BACS	LG & Rating Act 1997 ss26–29
21.09.26	Check Safe	Minibus administration system subscription	£9.84	BACS	LG & Rating Act 1997 ss26–29
29.09.26	DVLA	Monthly vehicle tax	£14.96	DD	LG & Rating Act 1997 ss26–29

c) August 2026 payments and income

The payments made during August, when the Parish Council did not ordinarily meet, were noted.

August payments
Salary – August staffing
4 Counties Ground Maintenance – July grass cutting, invoice 26/055 – £840.00 BACS
NM Leatherland – red box restoration – £850.00 BACS
DCK Payroll – August salaries
Yelvertoft Educational Charity – hall hire 17.08, invoice 26/030 – £20.00 BACS
AC Old Tree Care Specialists – three cherry trees, SI-19840 – £600.00 BACS
Croner – monthly fee, C001287853 – £304.96 DD
DCK Payroll Solutions – monthly fee, invoice 27554 – £68.76 DD
Vodafone – Village Hall broadband – £45.00 DD
Minibus
JED Building & Maintenance – 8 August driving, invoice 26/37 – £120.00 BACS
Check Safe – monthly fee – £10.56 DD
DVLA – monthly fee – £14.96 DD

	<table><tr><th>August income</th><th>Amount</th></tr><tr><td>24/08/2026 Rugby CAMRA 04/09</td><td>£125.00</td></tr><tr><td>18/08/2026 WNC Finance</td><td>£87.00</td></tr><tr><td>14/08/2026 Access WNC</td><td>£1,471.20</td></tr><tr><td>07/08/2026 Access WNC</td><td>£735.60</td></tr><tr><td>28/07/2026 WCC County Fund</td><td>£21.86</td></tr><tr><td>28/07/2026 Rugby CAMRA 08/08</td><td>£210.00</td></tr><tr><td>Total</td><td>£2,650.66</td></tr></table> d) Audit 2025/2026 The 2025/26 AGAR Section 3 External Auditor Report and notice of conclusion of audit were noted. Preparation and training for the next year's AGAR process and online digital portal were discussed.
26/1196	**TRAINING, HR AND HEALTH AND SAFETY UPDATES** Progress with Croner and NCALC training was discussed. NCALC training might be delivered individually online. Councillor Pope would speak to the Clerk.
26/1197	**CORRESPONDENCE** Correspondence received was reviewed and noted, including the Northants CALC Strategic Plan 2026–2029, the approved West Northamptonshire Local Nature Recovery Strategy, a thank-you letter from Yelvertoft School Association, information on road-safety grants, the consultation on planning powers for mayors in England, and the Star Council Awards.
26/1198	**ANY OTHER BUSINESS** No additional matters were recorded.
26/1199	**NEWSLETTER** Items for the next edition were agreed.
26/1200	**DATE OF NEXT MEETING** It was **RESOLVED** that the next Ordinary Parish Council meeting would be held on Wednesday 28th October 2026 at 19:00 hrs. The meeting closed at 20:35 hrs.