LILBOURNE PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

Held on Wednesday 28th October 2026 at 19:00hrs in Lilbourne Village Hall.

Attendees: Chairman Councillor Pope, Councillors, Porter, Kempe, Chow and Alexander.
Also present: Minibus Administrator Mrs F Howells-Palin, Unitary Ward Councillor R Humphrey's and three members of the public.
Clerk: Mrs C E Valentine

26/1201	**TO RECEIVE APOLOGIES OF ABSENCE** Apologies of absence received and approved for Councillors Newhouse, Hoult and Morley. (Personal)
26/1202	**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. The Chairman Councillor Pope declared an interest in item 26/1207 2026/3771/FULL Land to Rear of Country View, Lilbourne as an adjacent landowner.
26/1203	**MINUTES OF THE PREVIOUS MEETING** It was **RESOLVED** to approve and sign the minutes of the Ordinary Parish Council meeting held on 29th September 2026 as a correct record. Amendment made to record Cllr Porters apologies 26/1184 and village hall 26/1188 …and the hall committee "advised National grid will provide a petrol-driven generator in an emergency".
26/1204	**COMMUNITY MINIBUS SERVICE – UPDATES AND DISCUSSION** 1. Drivers and training — receive an update on the new School Run Driver and Councillor Pope's investigation of COSHH training, including AdBlue handling; note MiDAS assessor qualification and discuss training arrangements. HSE poster on order for the garage – noted. The Minibus Administrator reported Midas Completed, COSSH completed. 2. School and Town Services — review routes, timetables, and demand; receive an update on the agreed town-route trial and School Run Driver cover, with overtime paid. Confirm the Clerk's advice on recording Elliott's Field fares taken through Sum-up. It was **RESOLVED** to offer Christmas season town runs free of charge. The note regarding recording Sum-up fares is related to system admin navigation explained by the Chairman. Minibus Administrator has sorted the rotas but to contact volunteers to availability again to see of the school run driver maybe able to cover any shifts where there are gaps. 3. Vehicle status — receive maintenance and safety-check updates and confirm that the September reminder about hosepipe restrictions when cleaning at the Village Hall has been communicated. Noted tyre valve extenders to be purchased to check tyres £20.53 and an extra upholstery cleaning pack at £10.99 required. Spill kit to be purchased for the garage. 4. WNC Community grant programme reopens to support local transport services. Applications for this round of funding should be submitted no later than 10am on Monday, 23 November 2026. Council agreed to review as maybe suitable for Lilbourne.
26/1205	**PUBLIC PARTICIPATION** Public representations are limited to 3 minutes per person and 15 minutes in total. A member of the public reported that the Elders Christmas lunch cannot run this year due to costs and a lack of volunteers. The Church could help next year with Village Hall and Parish Council support. Around 36 people wish to attend; a funding request may follow. A member of the public reported positive promotion of the minibus in Yelvertoft, including shopping trips to Elliot's Field, Rugby.

	Councillors removed inappropriate wood-sale flyposting from the Burial Ground fencing, and the company owner apologised. A further notice on a village telegraph post will also be removed. New residents' efforts to clear weeds from gutters and the roadside outside their main-road property were welcomed for improving the village's appearance.
26/1206	**WARD COUNCILLOR REPORT** To receive the Ward Councillor's report, including any update on pursuing the transfer of land adjacent to the playing field and concerns raised in September about electricity-grid capacity for planned developments. Councillor Humphrey's' report was circulated to Councillors before the meeting and attached to the minutes for publication on the website. Councillor Humphrey's was asked to follow up the land-transfer enquiry with WNC and ensure that the decision makers understand that WNC' s planning department is aware of the Parish Council's emerging Neighbourhood Development Plan, including its call for sites, site selection and development specifications. The land subject to the transfer request is intended for community benefit and is not included in the NDP's housing proposals. This distinction should be made clear to avoid the transfer decision being delayed or adversely affected by an assumption that the land may be developed for housing.
26/1207	**PLANNING APPLICATIONS** a) To consider any new planning applications and matters not otherwise on the agenda. None b) 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-applicatasion **Reference No.▶** / **Location▶** / **Proposal / Description▶** / **Valid Date▲** / **Decision Issue Date▶** / **Decision▶** **2026/3771/FULL** / **Land To Rear of Country View, Lilbourne** / **Erection of 2 no. self-build dwellings** / **28/09/2026** / **Pending** The Chairman declared an interest and withdrew from consideration of this item. It was **RESOLVED** to submit comments requesting appropriate management of site traffic, construction vehicles and working hours to minimise disruption to residents of Hillmorton Lane and Country View. Councillors also questioned the need for the proposed steep roof pitch, noting that it appeared out of keeping with neighbouring properties. c) **CONSULTATIONS:** 1. **Rugby Borough Council is consulting on a draft Coton Park East Design Code document. Noted** From the 7th of October to 5:00pm 4 November 2026. The draft design code sets out design requirements for the physical development of Coton Park East employment site, which is proposed to be allocated in the emerging Local Plan. The document can be accessed on the council's website Coton Park East Design Code - Rugby Borough https://www.rugby.gov.uk/w/coton-park-east-design-code 2. **A5 The Gibbet Consultation** Link: **A5 Gibbet Hill Options Consultation - National Highways - Citizen Space - National Highways - Citizen Space** The consultation, which was due to close on 3rd November 2026, will now close at 11.59pm on 17th. November 2026. There is an online webinar on 3 November at 6pm where people can view the consultation materials and speak with the project team. Please register for the webinar by sending an email to A5GibbetHill@NationalHighways.co.uk Noted and reviewed – no comment. 3. **West Northamptonshire Local Plan Regulation 19** a New Local Plan for West Northamptonshire The consultation period runs from Monday 05 October 2026 until 11:59pm on Monday 16 November 2026. https://www.westnorthants.gov.uk/local-plan It was **RESOLVED** to formulate a response for 17th November. Clerk to circulate to the Chairman. Cllr Humpries advised commenting guidance is available via the link.
26/1208	**JOINT PARISH COUNCIL MEETINGS REGARDING PLANNING MATTERS** To receive an update from joint discussions with Yelvertoft Parish Council representatives regarding the field north of Lilbourne Road and consider any proposals requiring a decision. The Chairman has been in contact with Yelvertoft Parish Council, and we await the next meeting.
26/1209	**NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) ADVISORY COMMITTEE**

	West Northants Council update with screening, policy numbering and NPPF referencing. The Chairman confirmed that West Northants council are currently working through the Strategic Environmental Assessment Screening stage and contacting the statutory consultees.

26/1210	**HIGHWAYS AND FOOTPATHS** a. Speed-limit signs — receive Councillor Pope's update on the agreed appeal against refusal to move the signs to the village boundary markers, including the approach from the A5. The Chairman has submitted an appeal to request a review of the decision. We await an update. b. Wills Lane — receive an update on Kier's contact with the landowner about the bridleway surface beyond the brook and reports of a spring or water leak. Receive any response from the wind-turbine operator concerning heavy goods traffic on Station Road. Noted that we have received a response from the windfarm operators who are looking at the matter and the problem with the surface of the bridleway. c. Abandoned vehicles — receive an update on Station Road reports together with any outstanding village or car-park concerns. PSCO to be contacted. d. Junction 18 Forum — consider follow-up on Councillor Pope's request for a review of traffic-light arrangements after three to six months; confirm representation and matters to raise at the next meeting on 2 December 2026, with Councillor Newhouse to attend and Councillor Alexander's attendance to be confirmed. Noted as sending representation for the next meeting. e. Vehicle speeds — consider concerns about speeds on the approach from Yelvertoft and the proposal for Community Speed Watch near the M1 bridge; receive Councillor Pope's update on the 20 mph advisory signs, which remain on backorder with Highways. Additional 30 mph signs are to be purchased to reinforce the speed limit. f. The Butts footpath — confirm reporting of the derelict kissing gate at the entrance from The Horsepool through Fix My Street and receive any response. Noted as gate removed but big gap remains where a new gate is required. Members to report on FixMyStreet for a replacement gate. g. Streetlight outage Station Road reported for attention. Noted as reported.

26/1211	**VILLAGE PROJECTS, MAINTENANCE BURIAL GROUND** a. Village maintenance tender — receive an update on issuing invitations to tender, including the written Village Hall request; consider outstanding maintenance and roadside-kerb weed control. It was **RESOLVED** to proceed with the mowing tender and include grass cutting to maintain a path around the church building only. The church burial ground is excluded as it is managed as a biodiversity project. Given the extent of outstanding village maintenance, a priority list will be prepared and quotations sought for winter work. The Chairman and Councillor Porter will inspect the village entrance planter, which requires repair. **FONT** b. Grass cutting tender for the 2027 season — receive an update on issuing the prepared tender and confirm the timetable. To consider including mowing the churchyard in the grass cutting tender. As above (a). c. Biodiversity work and policy for Pocket Park (Jubilee Meadow) — consider the draft Biodiversity Policy for approval and next steps for the 5-year plan noted in September. It was **RESOLVED** to adopt the policy and awaiting quotes as above. d. Christmas tree — confirm progress with the order from Oakberry Farm for The Green within the £350 limit approved in September and arrangements for volunteers to remove it after Christmas. The Clerk has contacted the farm several times and is still waiting for a response. e. Village Hall car-park signage — receive an update following the request raised during September public participation. The Chairman is looking into the signage. f. Emergency contingency planning — receive any feedback from Kilsby's People's Emergency Briefing scheduled for 20 October; consider the West Northamptonshire Council parish emergency-plan template, the Village Hall's proposed emergency role and generator purchase, and village evacuation arrangements; agree next steps. Cllr Humphrey's attended the event trying to raise the profile of Climate, Food Security and Social unrest. g. To consider The Clerk's draft Emergency Plan as a starting point, and Government Guidance as circulated to Councillors. Cllr Porter reviewed, noted Governments documents are a 10-year-old plan so work needed to update. The Village Hall have indicated interest in sharing a plan and information.

26/1212 **FINAN**CE

a) It was **RESOLVED** to approve the latest bank reconciliation. Bank Balance as of 21.10.26 Barclays £54,158.12

b) INCOME — to note income received since the previous meeting. Note second half precept received on 28.09.26. Noted

Date	Who	Amount
28/09/2026	WNC - PAYMENTS 26-27 2ND PRECEPT	£14,750.00
30/09/2026	WCC COUNTY FUND Concessions	£21.86
09/10/2026	Access WNC Payments Minibus	£757.70
13/10/2026	BARHAM STONE LTD Griffin memorial	£175.00
14/10/2026	RUGBY CAMRA 30/10	£125.00
16/10/2026	Access WNC Payments Minibus	£757.70
20/10/2026	WNC FINANCE Concessions	£75.00

c) It was **RESOLVED** to approve the payments list for October 2026

Date	Who	Reason	Amount	Payment	Powers to Pay
28.10.26	Staffing	October 2026	*****	BACS	LGA 1972 s112
28.10.26	HMRC	PAYE	*****	BACS	LGA 1972 s111
28.10.26	DCK Payroll Solutions Ltd	Payroll services invoice 27948 and 27842	*****	BACS	LGA 1972 s111
28.10.26	Croner Ltd	Monthly fee, invoice C001308994, HR & H&S	304.96	DD	LGA 1972 s111
28.10.26	Lilbourne Village Hall	Invoice 2/2026 hall hire	230.00	BACS	LGA 1972 s133
28.10.26	Vodafone	Village Hall broadband	45.00	DD	LGA 1972 s111
28.10.26	Parish Online	Mapping renewal inv 34UC044-007	48.00	BACS	LGA 1972 s142
28.10.26	Sam Cope Smith	Inv LPC Playground maintenance	1986.00	BACS	Public Health Act 1875, s.164
28.10.26	N Power	Inv IN16471716 July-Sept 26 Street lighting	226.60	BACS	Parish Councils Act 1957, s.3
~~28.10.26~~	~~4 Counties Ground Maintenance~~	~~Inv 25/079 August mowing~~	~~680.00~~	~~BACS~~	~~Open Spaces Act 1906 removed~~ *as error*
Minibus					
28.10.26	Lilbourne Garage			BACS	LGA 1972 s111
28.10.26	JED Building and Maintenance	Invoice 26/47 01.10.26 driving	30.00	BACS	LGA 1972 s111
28.10.26	DMR Training	Invoice 1342 MiDAS AG	290.00	BACS	LGA 1972 s111

d) **BUDGET REVIEW AND FINANCE**

1. To review the budget and financial position. The clerk circulated in advance documentation for review of the budget and financial position. The Clerk explained the breakdown the information provided at the meeting.
2. To agree to review the budget and precept plans for 2027/2028 at the November ordinary meeting. Parish Precept 2027-2028 returns data circulated. Noted for November's meeting.

26/1213 **Training HR and Health and Safety Updates**

To receive progress with Croner and NCALC training, including Councillor Pope's discussion with the Clerk about individual online training; confirm outstanding training arrangements.

To note various meetings and work for Croner during November. Noted work required to update.

STAFFING

a) To note a member of staff has been enrolled in the Nest pension scheme. Noted

	b) The National Joint Council has agreed a 3.3% increase in local-government pay rates and allowances for 2026/27, effective from 1 April 2026. For councils employing staff on NJC or model contract terms, payroll updates and the calculation of any back pay will be required as part of this pay award process. It was **RESOLVED** to approve.
26/1214	**CORRESPONDENCE** To review correspondence. – Noted • West Northamptonshire Parish Conference 2026: Parishes in Partnership. 26/11/26 10am – 1pm Towcester • West Northamptonshire Council is consulting on a new strategy that sets out a long-term vision for improving transport across Northampton link: https://www.westnorthants.gov.uk/consultations closes 15.11.26 • Town and Parish Briefing https://sway.cloud.microsoft/FYmHtl8IVDXAPRg5?ref=Link
26/1215	**ANY OTHER BUSINESS** (For information only; no formal resolutions may be passed). None
26/1216	**NEWSLETTER** To agree items for the next edition, including relevant updates arising from this meeting. Minibus updates, fireworks and animals.
26/1217	**DATE OF NEXT MEETING** To agree the date, time, and venue of the next Ordinary Parish Council meeting 25th November 2026 – noted. Meeting closed at 21:05hrs

To:	**Lilbourne Parish Council Meeting**
Date:	**28th October 2026**
From:	**Cllr Rosie Humphreys** **Cllr Andrew Simpson**

1) WNC Matters

a. New role for Monitoring Officer

Appointed Corporate Director of Law and Governance and Monitoring Officer in October 2024 Sarah Hall has now been appointed Executive Director for Resources, taking up the post this week. Further information is to follow as to how her current role will be covered. The Monitoring Officer has a very important function in a local authority, responsible for ensuring that the council acts lawfully, and maintaining the constitution and ethical standards of WNC. This officer is statutory one responsible for the legal governance of a local authority in much the same way that a section 151 officer is responsible for a council's finances.

b. Local Plan Update

A reminder that the Regulation 19 consultation on the emerging Local Plan ends on 16th November. This is the final opportunity for residents, businesses and stakeholders to make formal representations before the Plan is submitted for independent examination. Comments at this stage should focus on whether the Plan is legally compliant and sound. Representations received will be passed directly to the Planning Inspectorate as part of the independent examination process in 2027. For more information see West Northamptonshire Pre- Submission Local Plan Regulation 19 Consultation | West Northamptonshire Council

There may be an update on the government's response to WNC's letter to the Secretary of State Matthew Pennycook referring to concerns such as grid capacity and future development targets after an advisory visit from the Planning Inspectorate this week. This will provide an opportunity to review technical areas of the Plan before the Examination in Public next year.

2) Local Issues

a. DIRFT 4 consultation

Prologis is opening the consultation on 6th November for its next phase of expansion, in advance of submitting a Development Consent Order (DCO) at the end of the year. Details of the proposal and the four public drop-in events are in the leaflet below. (Leaflets are being sent by Royal Mail to all local communities.) Lilbourne village hall is hosting one of the events on 12th November 11am-4pm.

Prologis DIRFT 4 consultation leaflet - f

The consultation is intending to draw out the key issues that matter most to our communities affected by the proposed expansion of DIRFT across the motorway. Please encourage residents to attend

b. TTRO(26/27) W1060 - Yelvertoft Road, Clay Coton and Stanford Road, Yelvertoft

Carriageway repairs will be taking place on 5th November and the road will be closed at off peak times. Closure and diversion details here https://one.network/?tm=GB153222005

c. WNC Land adjacent to Playing Field

The update has been delayed owing to a change in personnel in the Place Economy and Environment directorate. While the initial thought from a previous Assistant Director was that the whole site may not be developable for the reasons LPC and Andrew provided when DDC were the land owner, it was considered that there could be a possibility of houses being built adjacent to the ones already on Station Road leading down to Wills Lane.

With this in mind, the previous AD did mention that transfer of part maybe a possibility, although it wasn't clear on what area this included, whether it was a larger portion of the site or something smaller. The officer is seeking comments from the recently appointed Corporate Director and will then give a further update.

d. Wills Lane/Bridleway Surface

No update unfortunately, we are continuing to chase.

Get in Touch:

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