

LILBOURNE PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on Wednesday 26th January, 2022

at 7.00pm at Lilbourne Village Hall.

lilbournepc.clerk@gmail.com

www.lilbourneparishcouncil.org

In attendance

Chairman Cllr Tarplee, Cllr Robertson, Cllr Tetley and Cllr Alexander

Clerk CE Valentine

2 members of the public were present and 2 Rural Community Police

Item no.	Opening Procedures
19/361	Apologies for absence were accepted for Cllr Newhouse (Personal)
19/362	Declarations of Interest Cllr Robertson - Relief minibus driver, Cllr Tetley- Open Spaces and Lilbourne Charities, Cllr Tarplee - GT Home and Gardens and Lilbourne Charities.
19/363	It was noted the resignation of Cllr Ison and thanks were given for all the work he has done for the last couple of years. It was RESOLVED to co-opt Craig Egdell as Councillor and the relevant forms were signed. Applications are welcome to fill remaining vacant seats.
19/364	It was RESOLVED to approve the ordinary meeting minutes of 16th December, 2021
19/365	Open Forum 1) Public participation Two members of the rural community police Tara Cooksammy and Student Officer Harris were welcomed to the meeting. They gave an introduction, PC contact details to be given to them and we need a Neighbourhood Liaison Rep.(to be appointed). Police carried out during the day speed enforcement in the village and will return. The neighbourhood policing team advised if any suspected criminal activity to urge the public to report to the Police. Contact 101 or 999 in emergencies. 2) Unitary Councillor Report circulated to the council from Ward Cllr Humphreys. 3) Reports to LPC - none
19/366	Planning 1. WND/2021/0912 Construction of part two storey /part single storey side extension. Replacement of existing 1.1m side fence with 1.8m fence. The Old Manor House 9, Yelvertoft Road, Lilbourne, Northamptonshire, CV23 0SY. Deadline to respond is 8th February, 2022 It was RESOLVED as no comment. 2. WND/2021/0734 Construction of stable block consisting of three stables, tack room and washroom Burnham House 5, The Horsepool, Lilbourne, Northamptonshire, CV23 0SU Approved 13.01.22 3. WND/2021/0404 REMOVAL/VARIATION OF CONDITION Land To South Of 28 Hillmorton Lane, Lilbourne, Northamptonshire variation of Condition 2 of planning permission DA/2020/0657 Approved 21.12.21 4. Strategic Plan. The recent consultation included available sites for development in the strategic spatial options plan. It was noted the plan included sites but they were not planning

	<p>applications as it was a consultation.</p> <p>5. Any other planning matters not otherwise on the agenda. - None</p>
19/367	<p>Correspondence</p> <p>To note the following information for consideration/action:</p> <ol style="list-style-type: none"> 1. NACRE's Annual Review was noted and the PC will consider membership in future. 2. Police, Fire and Crime Commissioner has launched the budget consultation seeking the public's views on the council tax precept for policing and the fire and rescue service next year. This matter was noted. 3. Northamptonshire Fire and Rescue Service is asking the public for their views on the Community Risk Management Plan (CRMP) 2022 – 2025. This matter was noted. 4. Great British Spring Clean will be held 25 March to 10 April 202. This matter was noted. ACTION : Clerk to see if WNC litter picking grant is still available. 5. Queens Green Canopy – Plant trees for Platinum Jubilee. Prologis have ordered and are about to plant trees in Lilbourne Meadow so it was RESOLVED to revisit tree planting October in time for tree planting season and to assess the number of trees. ACTION: October 6. It was RESOLVED to engage with Northants CALC Asset Mapping Project (AMP) and appoint Cllr Newhouse and the Clerk to the AMP Working Group. ACTION: CLERK to contact NCALC 7. WNC Budget 22/23 Consultation has been circulated to the PC for possible information for the newsletter.
19/368	<p>Village projects and maintenance</p> <p>To consider updates on the following matters:</p> <ol style="list-style-type: none"> 1. Cllr Robertson advised that the tree in question, in the village hall grounds was made safe and is no longer touching the roof. Further work will be required but weather and Covid have delayed work. ACTION: Cllr Robertson 2. It was RESOLVED to look at cleaning the play area in the spring. Cllr Robertson is liaising with Kompan regarding their play area inspection report and its delay/invoice. The Clerk was given a key and list of key locations for the locking hoop, provided by Cllr Robertson. 3. Noticeboards <ol style="list-style-type: none"> a. It was RESOLVED that Cllrs Robertson/Alexander and Egdell will be responsible to manage LPC noticeboards b. It was RESOLVED to display the same information in both the PC notice boards and the relevant information for the play area board. c. Cllr Tarplee and Cllr Roberston have overseen the new play area noticeboard installation and it is now in situ. 4. It was noted the Mowing tender requests have been issued in December 21 for consideration at the February meeting for the grass cutting contract 2022-2023 5. It was reported the Christmas tree/santa event was successful and to add matter to July agenda to allow longer planning time this year. Electrics/lights to be investigated. The decorations are stored in the VH Garage. ACTION: Cllr Tarplee Phone box - electrics (inc. for christmas tree) next agenda
19/369	<p>Policies/Committees</p> <p>To approve the following:</p> <ol style="list-style-type: none"> 1. It was RESOLVED to appoint a Staffing Committee which is the full council, for the delegated responsibility of the management of LPC employees. Meetings will take place quarterly and half an hour prior to the PC meeting. 2. It was RESOLVED to adopt the following policies: Staffing Committee Terms of Reference; Disciplinary and Grievance Policy; Equality Policy; Working Party Policy 3. It was RESOLVED to form a Committee responsible for the management of the operation of

the minibus . Terms of reference for next meeting. Meetings would take place monthly, half an hour before a PC meeting (except when there is a staffing committee meeting).

ACTIONS: Clerk

19/370

Minibus

.To discuss the following:

1. It was **RESOLVED** for the Clerk to contact Paynes for an update regarding the new vehicle.
ACTION:Clerk
2. Additional volunteer driver for school run has come forward - **ACTION: Minibus Admin;** DBS checks
3. The safe is to be repositioned - costs required.
4. DBS certification has all gone through and contact details and school cover updated.
5. The Minibus Administrator is talking to WCC regarding concessionary fares .Awaiting approval of adding Elliots fields to the route on Saturdays. It was **RESOLVED** to request to include this on Friday and Wednesday. **ACTION: Minibus Admin**
6. It was **RESOLVED** for the Minibus Administrator to circulate policies for review for next meeting. **ACTION: Minibus Admin**
7. The drivers meeting was cancelled - rebook Monday 28th February, 2022.
8. The minibus Administrator is talking to insurers about repairs to garage doors and vehicle. The Volunteer has been asked to notify their insurance of the incident. Await claim and cost update. It was **RESOLVED** for the Council to approve these actions and revisit 6 in months
ACTION: Minibus Administrator
9. Private hire rates were reviewed and it was **RESOLVED** to continue with agreed rates. Minibus Administrator has charges for enquiries/bookings.
10. Minibus Accounts/spending authority : The Financial Regulations were discussed and noted.

19/371

Website

1. It was **RESOLVED** to approve the final website design Clerk to update the website provider. Clerk to check the backup process.
2. It was **RESOLVED** to approve the gov.uk application form Clerk to check mailbox quota, storage, security.
3. It was **RESOLVED** to look at the Events page, Minibus, Planning, Projects such as Prologis.
ACTION: Clerk

It was **RESOLVED** to approve the following payments for January, 2022.

The Kompan payment under query - Cllr Robertson to query prior to payment of this item inv 237608 £120.00.

HSBC at 15th January 2022 £59,909.12. Barclays Account 10.01.2022£69,216.12 Income received into Barclays 07.01.22 £5,884.80 WNC ADAM. HSBC income received 22.12.21 WCC £80.00, £63.00 WNC finance. HSBC charges £ 9.80 & £5.00. No HSBC statements have been provided to LPC for Nov 21. Payments December 21: JC Drake £62.00; TotalCRB £55.00. Reviewed internally by Cllr Robertson.

PC Expenditure				
Jan	SO	BT (Broadband)	£41.28	LGA(1972) s111
Jan	BACS	Clerk salary December	£549.41	LGA(1972) s112
Jan	BACS	Clerk quarterly home working allowance	£25.00	LGA(1972) s112
Jan	BACS	J Robertson Christmas event reimbursement	£85.78	LGA(1972) s111
Jan	BACS	Kompan Play area inspection inv 237608	£120.00	LG (1972)(Misc Provs) Act 1976 s.19
Jan	BACS	NPower Commercial Gas limited Street Lighting inv:IN2384992	£70.10	Highways Act 1980 s301
Total			£891.57	
Minibus Expenditure				
Jan	BACS	Other staffing costs including minibus	£1003.18	LGA(1972) s112
Jan	BACS	Minibus admin quarterly home working allowance	£25.00	LGA(1972) s111
Jan	BACS	Mrs F Howells-Palin reimbursement minibus expenses	£15.44	LGA(1972) s111
Jan	BACS	Lilbourne Garage inv 12646 minibus repairs	£174.00	Transport Act 1985 s106
Jan	BACS	Total CRB inv: 41573 DBS	£70.00	LGA(1972) s111
Jan	BACS	Total CRB: inv: 41894 DBS	£30.00	LGA(1972) s111
Jan	BACS	JC Drake inv 22/01 ref private hire	£60.00	LGA(1972) s111
Total			£ 1,377.62	

1. It was **RESOLVED** to approve Clerk's salary including 6 hours overtime Nov 21.
2. It was noted the Parish Precept 2022-2023 Return has been submitted.
3. It was **RESOLVED** to approve purchase of replacement laptop for Clerk up to the value of £800.00. A number of quotes considered but spec not ideal needs reviewing . Also include Office 365 package **ACTION: Cllr Tetley**
4. It was **RESOLVED** to appoint Cllrs Tetley and Egdell as HSBC/Barclays signatories. Clerk advised new HSBC charges. **ACTION: Clerk & Signatories**

	<ol style="list-style-type: none"> 5. It was noted Street lighting - switch from E.On to NPower. 6. It was RESOLVED to approve and Chairman signed the urban/highway Parish mowing grant 2022 £431.85; To note invoice submitted Dec for 2021 by Clerk for grant payment. 7. It was RESOLVED for Minibus Administrator to check the policy for mobile phone procedure and check all drivers have mobile phones. 8. It was RESOLVED for the Chairman to forward the Clerks salary review approval following completion of CiLCA qualification. ACTION: Cllr Tarplee 9. It was RESOLVED for Councillor training to be considered by all. Cllr Alexander to attend Off to a Flying Start 8th March 22. ACTION: Clerk; Cllr Alexander
19/373	<p>AOB (No matters can become decisions)</p> <p>Items for next meeting:</p> <p>Overgrown hedge Horsepool</p> <p>Phone box refurb</p> <p>Roles and Responsibilities - Playground Cllr Egdell</p> <p>Annual Parish Meeting / Prologis visit</p> <p>Lighting DIRFT - report lighting has been turned down.</p> <p>Village Design Statement - Spring</p> <p>Social Housing - Invite contact to PC meeting</p> <p>Minibus Committee Terms of Reference</p> <p>Green Waste Bin £35.00</p> <p>Items to forward for newsletter</p>
19/374	Staffing Matters
	HR matters were discussed.
	Next meeting: Wednesday 23rd February 2022

Ward Councillor's report (Lilbourne) January 2022 R Humphreys

West Northants Council draft Budget 2022-23

The draft budget approved by Cabinet is now open for consultation until 1st February. The proposals include an average Council Tax increase of 2.99%, although the increase is not the same over the different Council areas. The Daventry area increase will be 4.1%, which translates for a Band D property as £1,596.06 for 2022/23, an increase of £62.93 over last year. Council Tax will be fully harmonised by 2023/24 and while there is a greater increase for the Daventry area our average Band D rates are slightly lower than the same rates in the Northampton and South Northamptonshire areas.

Additional investment (£887k) is proposed for more Highways staff and £123k for more Communications staff (apparently the Council has a lower than average – for its size – number of staff for this). A further £100k will promote bus services and be used for subsidising bus services.

£100k is also intended to “drive forward the sustainability agenda”. The Council’s strategy to tackle the climate emergency is still in preparation five months on from undertaking to produce a climate action plan. Meanwhile a report on the proposed Northampton Northern Relief Road at last month’s Cabinet meeting stated that the road would have “minimal impact on the climate”. The Council bid unsuccessfully for a government grant for building this road and will be seeking a 20 year £20 million loan, plus contributing £2million to construct it.

The link to the Consultation is below:

[West Northamptonshire Council Draft Budget 2022/23 Consultation - West Northamptonshire Council - Citizen Space](#)

Household Support Fund

The Council is providing financial support to households struggling with the cost of living over the winter period, including vulnerable households with or without children. Support includes hardship vouchers to buy food, essentials and to pay essential bills, school holiday food vouchers and an emergency £40 top up voucher for pre-payment energy meters. For more details see link:

[Household Support Fund | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk)**Waste**

Collection Calendars

It is disappointing that the Council will not be printing and distributing calendars to residents after the impression was given at last month's Full Council meeting by Cllr Phil Larrett, Portfolio Holder for Waste and Highways, that this service would be resumed. Residents will have to phone 0300 1267000 to request a paper copy or download the information from the Council website.

Please feed back to me how this will affect your residents, clearly those who are vulnerable and those who do not use the internet will be most inconvenienced. I am still chasing the outcome of the review of service provision for users who do not have access to the internet that the Council agreed to undertake last summer.

Councillor Covid Support Fund

A reminder that every WNC councillor has been allocated £2,500 to support their local community and voluntary groups. The fund is intended to help local communities recover from the impact of Covid and is available for the remainder of the financial year 2021/22. Although parish councils cannot be given a grant direct they of course will have the essential local knowledge to put the funds to good use. Not of all of my allocation is yet used, so please let me know of any community activities or groups in Lilbourne that could benefit from some financial help. The minimum grant is £200 and cannot be given to individuals. Schools can apply to the fund via their Friends associations as long as they have their own bank account.

Cllr Rosie Humphreys

25th January 2022