

LILBOURNE PARISH COUNCIL

DRAFT Minutes of a PARISH COUNCIL MEETING held Wednesday 25th October 2017, 7.00pm at the Village Hall

In attendance: Cllr Andy Hemmings (Chairman), Cllr Jan Alexander, Cllr Eve Hurley. Jenny (Clubs for Young People)

One member of the public was present.

1. **To receive apologies for absence:** Cllr Ben Berridge, Cllr Nigel Morley, Cllr Harmesh Loi, Cllr Louise Tarplee, Faye Howells-Palin (Bus Administrator)

2. **Declarations of Interests:** Cllr Hemmings declared in relation to Lilbourne Play Area and Park Committee.

3. **Minutes of Last meeting (as circulated):** The minutes of the meeting dated 27th September 2017 were signed as a true copy of that meeting.

4. Public Participation

Jenny (Clubs for Young People) spoke to confirm around 18 young people were regularly attending the Youth Club held once a month and they were becoming involved with planning activities for the next meetings. The back room had now been tidied by members of the Village Hall Committee, to allow easier access to the equipment. LPC thanked Gary Tarplee for his work in completing this. The young people ask for the table tennis table and larger equipment to be made available. A suggestion was made for the equipment to be 'stored' on the floor if there were no events forthcoming that needed the floor-space. **ACTION : Clerk to contact Village Hall committee.**

A litter-pick is to be held on the 25th November at 10am in conjunction with Clean & Green and refreshments will be provided by the Youth Club at 12.00 in the Village Hall. **ACTION : Jenny to circulate poster to advertise and item to be placed in newsletter by Cllr Alexander. Clerk to ask Councillors if they are able to attend.**

A member of the public spoke to report that the weight restriction tubes (006) were not working. **ACTION : Clerk to report.**

5. Lilbourne Community Bus

A further rota has been produced. More volunteer drivers were needed as only one resident of the village was now driving the bus on a regular basis. **ACTION : Cllr Alexander to advertise in newsletter.**

6. Wind Farm Report

A small outstanding sum was still awaited from the Wind Farm Company. **ACTION : Clerk to chase.**

7. Lilbourne Village Hall

No report received

8. Reports to Council

No report received

9. Correspondence

None received save for e mails sent throughout the month.

10. Planning:

None received

11. DIRFT, A5 and Motorway

M1 junction 18-19 (i.e the section passing Lilbourne) to be re-surfaced in November. It was noted that the new surfacing material should reduce noise.

12. Highways, Signs

Notice of the extension of the 30mph restrictions has been given.

13. Rights of Way

No matters to discuss.

14. Environment and Village Maintenance

- Dog waste bins –It was **RESOLVED** to employ someone to install the last bin remaining on the Station Road/Church Lane corner.
- Wooden post quotes, fencing and bench– **ACTION : Specification to be completed for fencing once NCC work taken place. Post spec as follows : 6 inch square oak posts 2 feet in the ground 2 feet above and reflectors on 3 sides. 2 posts needed for noticeboard. Quotes to be obtained following recommendations from Cllr Berridge/Cllr Hemmings**
- Replacement signposts in village including a 'Welcome to Lilbourne' sign. **ACTION : AH and RS to Clerk to provide contact details for sign post providers. AH to take photographs to provide specification.**
- BT phonebox refurbishment: The condition report had been received which highlighted a number of defects. It was **RESOLVED** to proceed with the purchase. **ACTION: RS to e mail Clerk with proposals for refurbishment.**
- Broadband line : The CCTV has been networked by the provider.
- Smiley face signs – **ACTION : Cllr Hemmings to chase quotes.**
- Naming of Wills Lane – No objections have been received. There is a fee for naming a street of £250. **ACTION : Clerk to order a sign and inform the Local Authority.**

- The Green project. Quotes had been obtained for the underground survey.
ACTION : SVS provided the most reasonable quote. AH to confirm we wish to proceed.
- Notice board being produced. The current notice-board is in need of refurbishment. **ACTION : Clerk to contact the maker.**

15. PCSO Liaison

The details of the police liaison representative should be forwarded to NCALC.
ACTION : Cllr Hemmings to supply to Clerk

16. Playing Field and Play Area

- Quotes received for roundabouts and goal posts. **ACTION : Clerk to apply to DDC Capital Grants to match fund the CIL payment received for this.**
- Amendment to CCTV wording signs : It was **RESOLVED** to order 3 x A3 corex boards for £40. **ACTION : Cllr Hemmings to contact Northants Police and order signs**
- The wall next to the play area has a large vertical crack. **ACTION : Cllr Hemmings to chase owner.**
- Youth Club : **ACTION: Clerk to apply to Lilbourne Wind Farm for one years running cost of the Youth Club.**

17. Burial Ground

The water butt at the Burial ground is cracked and in need of repair. It was **RESOLVED** to purchase a good quality water butt as a replacement.

18. Grass Cutting

No matters to report

19. Finance

- Payments were approved as follows :
- Clerk Salary (Oct) £325.12
- Bus Admin Salary (Oct) £315.00
- Bus Driver Salary (Oct) £438.24
- Village Handyman (Oct) £0.00
- HMRC £3.00
- Information Commissioner (Renewal Fee) £35.00
- 4 Counties (Sept grass cutting) £468.00
- Nene Whitewater Centre (Youth Club) £346.00
- Secure 21 Ltd (CCTV networking) £150.00
- BDO LLP (External Audit Fee) £432.00
- Woodside Motor Services (MOT) £59.55
- E-ON (maintenance) £7.80

- E-ON (power) £83.00
- Nene Whitewater Centre (Youth Club) £346.00
- BT Broadband first payment £120.24

The External Audit had been returned from the Auditor and the following comments were made :

‘The smaller authority must ensure the value of fixed assets is correctly stated in section 2 of the Annual Return. The value of fixed assets should be consistent year to year and prepared on the same basis. The value of all fixed assets must be recorded in the fixed assets register. Assets may comprise of land, buildings, plant and equipment, vehicles, notice boards, street furniture, property that will be of economic benefit to the meeting over a period substantially longer than one financial year.’

No other issues arose. It was **RESOLVED** to accept the Audit.

The Clerk asked if she could attend the Data Protection Course to be held by NCALC in March 2018 at a cost of £49.00. It was **RESOLVED** to approve this.

Bank Balance as at 15/10/2017 = £104,365.43

20. **AOB**

Additional Streetlights – **ACTION** : Cllr Tarplee and Cllr Alexander to also walk the village to identify any areas which may need an extra light.

Hedges around the village need trimming back. **ACTION** : **Cllr Alexander to place an item in the newsletter and give Clerk details of properties to be contacted.**

21. **Date of Next meeting** :

29th October 2017, 7pm, Lilbourne Village Hall

Meeting Closed 7.45 pm

Agreed actions before next meeting :

Wind farm funds: outstanding amount	Clerk
Replacement signposts: quotes to be obtained	AH/Clerk
Wills Lane: sign to be ordered	Clerk
Play equipment: application for match funding	Clerk
Phone box: liaison with BT / DDC / Heritage / RS	Clerk
Youth Club: application to Wind Farm Funds for 1yr funding	Clerk
Dog-bins: spare be put up by local handyman	JA

'Smiley-face' speed signs: quote to be obtained	AH
Amendment to wording of CCTV signs: liaison with police	AH
Underground survey of The Green: quotes to be obtained and work ordered	AH
Crack in wall adjacent to play area: owner to be contacted	AH
	AH
Lighting: assessment of badly-lit areas	LT/HL/JA/EH
Hedges in need of trimming back: item in newsletter	JA
Attend data protection Course	Clerk
New water butt to be purchased for Burial ground	JA/TK
Current notice board repairs	Clerk
BT Phonebox adoption confirm to proceed	Clerk
Volunteer drivers needed for minibus advert	JA
Weight restriction tube replacement	Clerk
Youth Club request re bulky equipment	Clerk