

KILSBY PARISH COUNCIL

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend a meeting of Kilsby Parish Council to be held as a virtual online meeting under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Please inform your Clerk on 07581 490581 if you will not be able to attend.

Members of the public and press are invited to attend a meeting of Kilsby Parish Council and to address the Council during its Public Participation session which will be allocated a maximum of 20 minutes.

On..... **TUESDAY 1st September, 2020** at 7.30pm

MEETING DETAILS: Kilsby Parish Council Meeting

KPC 1st September ordinary meeting

Tue, Sep 1, 2020 7:30 PM - 11:30 PM (BST)

Please join my meeting from your computer, tablet or smartphone.

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25th August, 2020.

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).

Please make yourself known to the Clerk.

Parish Clerk: Mrs C E Valentine, 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Tel 07581 490581 e-mail parishcouncil@kilsbyvillage.co.uk

1	APOLOGIES
2	CO-OPTION TO FILL CASUAL VACANCIES
2.1	To note that there are two a vacant seats on the Parish Council and to consider the two candidates who have expressed an interest in becoming a Councillor and co-opt a suitable candidates.
3	PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i>
3.1	Public Open Forum Session Members of the public are invited to address the Council. The session will last for a maximum of 20 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. (Members of the public should address the Chairman of the meeting, who may direct that a written or oral response be given)
3.2	District Councillors Report
3.3	County Councillor Report
4	DECLARATIONS of INTEREST on the Agenda
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the Agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter.	
4.1	Declarations of any Disclosable Pecuniary or Other Interests
4.2	Dispensations – To consider written requests for dispensation of DPI
5	MINUTES
5.1	To approve and sign minutes of Parish Council Meeting 18 th August, 2020.

6	CLERK'S REPORT
6.1	Clerk's Report – no decisions to be made under Agenda Item 6 & not otherwise on the Agenda - for information only
7	GENERAL MATTERS
7.1	To welcome two volunteers who have kindly offered to help out at the Cemetery. Risk assessments provided by the Clerk. Council to confirm duties to include weeding, tidying and light maintenance, checks and gardening, possible bin rota and involvement in projects in agreeance with our volunteers. ALL
7.2	To discuss matters presented by Senior Policy Officer (Housing) DDC regarding Kilsby Housing Needs Survey. Planning/ALL
7.3	To receive update from Cllrs Thompson and Massey regarding the Kilsby Neighbourhood Development Plan Review. CT/IM
7.4	To consider response to the Local Consultation: ANPR Camera Expansion proposal on Rugby Road from the Police for response by 15 th September, 2020. ALL <ul style="list-style-type: none"> Allow provision for discussion from KPC budget proposal the additional speed signs A361 and Barby Road if necessary. IW/IM
7.5	To discuss and provide any updates and progress on the following projects for PC recommendation or decision: <ul style="list-style-type: none"> Offering a defibrillator to the village hall <i>To note various quotes obtained for defibrillators and we are awaiting some costings on installation. To approve the Village Hall feedback on housing a defibrillator, its location and KPC responsibilities ownership and future costs. To approve the village halls offer to also obtain quote for installation from an electrician at KPC cost.</i> Additional speed signs A361 and Barby Road Malt Mill Green Bus Stop – pavement <i>A number of companies need to be contacted for quotes for complete highways verge alterations at the Malt Mill Bus Stop work under a NCC Highways 171 Licence application (Clerk has application and suggests the work could be completed under LGA 1972 s111 - for KPC approval. Companies as per NCC approved suppliers list.</i> Outside front of school Urban Meadow <i>To note the areas identified for expansion are owned by NCC Highways and Highways England. Enquiries are being made as to authorisation, they need map, details of planting and permissions will be required from adjacent landowners for their consideration. Note to discuss mowing contracts item 10..</i> Cemetery <i>Awaiting quotes on improvements and expansion to extension</i> Family memberships to local sporting facilities <p>Also to include a couple of additional possibilities:</p> <ul style="list-style-type: none"> Butts Lane improvements <i>Update from Chairman and awaiting quotes. Update received from NCC Rights Of Way Officer for consideration Possible scope of work is larger than estimated budget may require slight increase to £2.5k.</i> Planting on village greens Climate Emergency <p style="text-align: right;">ALL</p>
7.6	To consider the response received from Kilsby Poors Land Charity regarding Jubilee Wood and agree response at this stage. Suggested S106 application has also been made. ALL
7.7	To note no further information provided from DDC Planning if permission is needed regarding WI centenary proposal on Malt Mill Green to report back to WI. ALL
7.8	To agree a rota for Councillors to take in turn and complete the article for the Kilsby Kronickle on behalf of the PC instead of the Clerk. Suggested rota: Oct/Nov 2020 Chairman, Dec/Jan 2020/21 Cllrs: Margetts, Feb/Mar Stainton, Apr/May Page, Jun/Jul Massey, Aug/Sept Weston, Nov/Dec 2021 Gent, 2021/22 Dec/Jan Thompson. New Cllrs: Feb /Mar 2022 and May Jun 2022. ALL
7.9	To agree Cllrs completing the latest NCALC online training courses and confirm attendance. ALL
7.10	A request for inconsiderate parking to be discussed. To note: This is a non PC matter and can be reported by anyone directly to https://fixmystreet.northamptonshire.gov.uk/ . ALL
7.11	To receive two reports from residents with overgrown trees hanging over their properties for decision ALL

7.12	To consider amending Cemetery Rules and Regulations so that only residents and former residents of Kilsby are entitled to use the cemetery as a final resting place. This is for a number of reasons including provision of future burial space. ALL			
7.13	To note two separate enquiries have been received from local groups for S106 funding to repair a stile along EW3. It is not known who the specific landowner is. They have been directed to NCC Rights of Way Officer and Community Grants to obtain this information first to help consider if an application could be supported for their groups. ALL			
7.14	To note for approval, the Kilsby Youth Club committee have held a week of summer sessions, 24th to 28th August 10am-12 for children aged 10-15 With CYPN. £625.00 +VAT and invoice is due September they will send a copy invoice and request reimbursement to Kilsby Youth Club. ALL			
8	PLANNING			
8.2	<i>New applications</i>			
8.2.1	DA/2020/0613 Installation of nine information boards. Various Site Within Kilsby, Northamptonshire Deadline for response is 10th September. *To Note this is KPC Advertising Consent Application for our Heritage Project.			
8.2.2	To note KPC advertising consent application has been validated by DDC Planning DA/2020/0613 as noted in the planning section of this agenda. Decision is scheduled for 23 rd September. If this is granted agree via the Clerk to place an order with Shelley Signs the approved supplier for the purchase of the nine information boards and instruct their installation asap. To consider launch event arrangements and press release per HLF.			
8.3	<i>Awaiting Decision</i>			
8.3.1	DA/2020/0384 Construction of 5 dwellings. Land Adjacent 16, Barby Road, Kilsby, Northamptonshire			
8.4	<i>Approved</i>			
8.4.1	DA/2020/0417 Demolition of existing single storey extension and construction of two storey rear extension. 14, Smarts Estate, Kilsby, Northamptonshire, CV23 8XY Approved 19 th August, 2020.			
8.4.2	DA/2020/0472 Work to tree in a conservation area 2, Independent Street, Kilsby, Northamptonshire, CV23 8XL Approved 18th August 2020			
9	ACCOUNTS			
9.1	Financial Position at 25 th August, 2020 £87,310.66 Income received during August 2020 £1073.75 for Cemetery fees and KK Advertising. Accounts reviewed by Internal Control Cllr Page.			
9.2	To approve the final updated 2020/2021 Budget. ALL			
9.3	To consider preparation and setting meeting date for the 2021/22 KPC Budget and Precept. ALL			
9.4	DELEGATED AUTHORITY SCHEME – To consider if necessary to re-affirm the following now the council are able to meet virtually during this ongoing pandemic:- “The Clerk/RFO shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a statutory or commercial deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.” ALL			
9.5	To acknowledge receipt of payment from Daventry District Council 27.07.20 for the sum of £14,229.80 for S106 funding used towards the purchase of play equipment at the Kilsby Recreation Ground. ALL			
9.6	To approve the LOCAL GOVERNMENT SERVICES’ PAY AGREEMENT 2020-21 for Clerks. Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2020. The new rates for allowances, up-rated by 2.75 %. ALL			
9.7	To approve donation received from Mrs S Hatton for the sum of £685.00 to go towards the Parish Councils Heritage project. ALL			
9.8	To approve payments as follows: ALL			
To Whom Paid	BP No	Details of Payment	£	Power to Pay
Payroll Costs		August 2020	£1373.37	LGA(1972) S111,S112
Daventry Norse Ltd	BP0623	Inv 52IN-000225 Grass cutting maintenance July 2020 2x verge, Rec Grd & Cemetery	£1,601.14	Open Spaces Act 1907

Complete Office	BP0624	Invoice No: 93/I15661 - Ink cartridge	£27.14	LGA(1972) S111
Kilsby Playgroup	BP0625	Village Grant for play equipment	£228.00	LGA(1972) S137
10	CONTRACTS Motion: Confidential Items. For the following items under 10. the meeting will be asked to resolve that the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, i.e. contracts			
10.1	CEMETERY Burials Officer update and general and green waste removal plans			
10.2	VILLAGE MAINTENANCE Proposed update of contract			
10.3	STAFFING Staffing matters and maternity			
10.4	MEDIA Printing and advertising			
11	ITEMS FOR NEXT AGENDA The next full Parish Council meeting will take place TUESDAY 6th October, 2020 19.30 hrs			

7.2

Housing needs survey

Sent: 25 June 2020 15:01

To: PC_Kilsby <parishcouncil@kilsbyvillage.co.uk>

Subject: Kilsby Parish housing needs

Good afternoon,

My name is [REDACTED] and I am a Policy Officer that forms part of the Local Strategy Team for Daventry District Council.

I carry out the program of Housing Needs Surveys in order to understand the need for housing in the different parishes.

The last Kilsby Parish Housing Needs Survey was completed in 2015 and unfortunately is out of date as they have a fairly short shelf life (being 3 years).

The surveys help us to understand the suitability of current housing by assessing each household's needs. We look at the current demographic and if there is a need for new housing or not, we also ask for residents' views in terms of new developments. We invite past and present residents as well as those with a connection to the Parish through work or a close relative to complete the survey. The survey runs for a minimum of four weeks and is made available on-line, or in paper form for those that do not have access to the internet.

Following the survey a report is produced that, once confirmed with the parish, is made publically available on-line and can help us to understand and work towards improving housing supply to meet identified need. It can also provide an evidence base to support rural exception sites.

I would be happy to attend a Parish meeting in the preferred form, in order to inform further.

If you have any questions please let me know and thank you for taking the time to consider

Kind regards

Senior Policy Officer (Housing)

Daventry District Council, Lodge Road, Daventry, NN11 4FP

7.4 APNR

Sent: 14 August 2020 09:58

Subject: LOCAL CONSULTATION: ANPR CAMERA EXPANSION

Dear Consultee

I hope you have, by now, received a letter from Chief Superintendent Mick Stamper, Head of Local Policing, regarding Northamptonshire Police's plans to enhance the ANPR capability across the county, together with details of the new facility proposed in your area. If you have not yet received this information, please let me know and I will despatch copies – electronically or by post, whichever you prefer.

The new fixed cameras will be deployed as part of a wider strategy to strengthen crime fighting, and links several initiatives, including the establishment last year of the Road Crime Team to focus on denying criminals the use of the roads, and the soon-to-be-deployed rapid response Interceptor cars. Northamptonshire Police was one of the first forces in the country to trial ANPR and evaluate its potential as a policing tool almost 20 years ago. Nick Adderley, Chief Constable of Northamptonshire Police, said:

“This is yet another tool that we will use to show that we are serious about making life difficult for anyone who comes to Northamptonshire to commit crime. We are cracking down hard on criminality and ANPR will help us to focus our effort where we can make the most impact. The information we get from ANPR cameras plays an important role in the investigation of countless crimes in Northamptonshire and the arrest of hundreds of criminals every year.”

We would very much welcome feedback on these proposals from local stakeholders; just to remind you, the consultation closes on 16 September 2020.

On behalf of the ANPR Expansion Project Team

7.6 Poors Land/Jubilee Wood

Dear Clare

Re: Jubilee Plantation - Kilsby Poors Land Charity

I am writing further to our correspondence earlier in the year regarding the need to arrange public liability insurance before allowing public access to this woodland. As suggested, I approached the Parish Council's insurers, Zurich, who after some months delay have now informed me that they are not prepared to quote in this instance. It seems that they would require the tenant [REDACTED] who manages the woodland on behalf of the Charity, to have a much more specific contract to include risk management responsibilities and his own Public Liability cover.

[REDACTED] is now making enquiries of other insurance companies in the hopes of finding one which could meet our particular needs. If successful, once we have an indication of cost, we would welcome the opportunity to discuss the matter with the Parish Council. As I indicated previously the resources of the Charity are very limited so if there were a possibility of financial assistance from the Parish Council or another source of grant funding, this would be very helpful.

In addition to the matter of insurance, consideration also needs to be given to the long-term future of the wood. I trust that we can work together to ensure that it's potential as a recreational space for Kilsby residents is fully realised.

I understand that the next Parish Council meeting is scheduled for 1st September. It is doubtful that we will have any detailed information for you by then so perhaps I could suggest that we attend your October meeting (either in person or virtually).

Yours sincerely

[REDACTED] - Clerk & Trustee Kilsby Poors Land Charity

7.9 Training Courses

Upcoming training and events

<https://www.northantscalc.com/list-of-courses.html>

Below is a list of all confirmed training and events for the remainder of 2020 that will be delivered online

September LGR Q&A - North Northamptonshire 14 September 2020 10:00-12:00	Agendas and Minutes 15 October 2020 10:00-12:00
New Clerks Autumn 12 & 19 September 10:00-16:00	In Introduction to VAT 23 October 2020 10:00-11:30
Off to a Flying Start 16 September 2020 10:00-12:30	November GDPR Overview 05 November 2020 10:00-12:00
LGR Q&A - West Northamptonshire 18 September 2020 10:00-12:00	Freedom of Information 10 November 2020 10:00-12:00
Budgeting and Financial Control 29 September 2020 10:00-11:30	December Off to a Flying Start 07 December 2020 13:30-16:00
Finance for Councillors 29 September 2020 14:00-15:30	
October 73rd Northants CALC AGM 3 October 2020 10:00-12:00	
Parish and Town Council HR Surgery 13 October 2020	

7.11

Over grown trees

Butts Lane

Resident adjacent to Butts Lane email: TREES IN LANE AT BACK OF OUR GARDEN 19.08.20

“Did the work re your letter 19th February ever get done or was it put on hold during lockdown? Tree branches in Butts Lane are now seriously overhanging our garden”

Cemetery

Message via Facebook:

Hi. There are some lime trees in the cemetery that have not been attended to for over 11 years that need attention now as they are on our buildings and will cause damage. We have just had some work done by Bright Bros in our garden and found them to be extremely helpful, tidy and over all £300 cheaper than anyone else. They would be willing to sort out the problems for £450 and we would also make a contribution (but not the larger part) towards the cost.

7.13 EW3 Footpath

The stile on the footpath is leading from the field behind the Old Vicarage into the copse beyond the allotments and is reported as in need of replacement

