**KILSBY PARISH COUNCIL**

NOTICE OF ANNUAL MEETING
On…….TUESDAY 18th MAY 2021 at 7.30pm
To members of the Council:
You are hereby summoned to attend a meeting of Kilsby Parish Council to be held in the Main Hall of KILSBY Village Hall, Rugby Road, Kilsby.

Please inform your Clerk on 01788 891184 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.**

To comply with restrictions in place to limit the spread of Coronavirus Covid -19, all attendees must wear a mask and maintain a 2m distance from all other hall users. Hand sanitizer must be used on entrance and exit from the hall. Please bring your own pen to sign documents or print off and sign beforehand.


Catherine Camp – Locum Parish Clerk 12th May 2021
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 if you wish to record the meeting in any way.

Parish Clerk: Mrs C Camp, 18 Kilsby Rd, Barby, Rugby, Warwickshire. CV23 8TT \_\_\_\_\_\_\_\_\_\_Tel 01788 891184 e-mail parishcouncil@kilsbyvillage.co.uk

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| **1** | **Election of Chairman** |
| **2** | **To receive signed Declaration of Acceptance of Office of Chairman.** *(A)* |
| **3** | **Election of Vice-Chairman** |
| **4** | **To receive signed Declaration of Acceptance of Office from all newly elected Cllrs.** *(A)* |
| **5** | **To receive completed and signed Register of Interests forms** *(B) This has to be displayed on the website of the parish and of West Northants Council within 28 days.(Localism Act 2011 s30)* |
| **6** | **To receive signed GDPR Security Compliance Checklist /consent to emailed Agendas** *(C)* |
| **7** | **Adopt Member Code of Conduct in line with that of West Northamptonshire Council** *(D)* |
| **8** | **Apologies** |
| **9** | **Co-option to fill the two vacant seat (Only 9 people stood for election for 11 seats)** |
| **10** | **To appoint cheque signatories and Councillors to authorise online payments** |
| **11** | **Appointment of Internal Financial Controller** |
| **12** | **To review time and place of meetings in accordance with standing order 5 (xxi)** *(E)* |
| **13** | **To appoint members to the Planning Committee and review Terms of Reference** *(F)* |
| **14** | **To appoint members to the Staffing Committee and review Terms of Reference** (G) |
| **15** | **To adopt Standing Orders 2018 (revised 2020) (as attached )** *(H)* |
| **16** | **To adopt Financial Regulations (as attached)** *(I)* |
| **17** | **To grant dispensation under section 33 of Localism Act 2011 to allow all Parish Councillors to take part in Budget setting for the current Electoral term of 4 years.** |
| **18** | **To grant dispensation under section 33 of Localism Act 2011 to allow all Parish Councillors to take part in matters relating to Kilsby Recreation Ground Charity for the current Electoral term of 4 years.** |
| **19** | **To review Annual Insurance Cover.** *(J)* |
| **20** | **To review Asset Register** *(K)* |
| **21** | **To approve the appointment of Northants CALC as Data Protection Officer.** |
| **22** | **Appointment of Representatives to external bodies; School Governing Body** |
| **23** | **To review Council Policies see** [**http://www.kilsbyvillage.co.uk/Publications\_11264.aspx**](http://www.kilsbyvillage.co.uk/Publications_11264.aspx) |
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| **24** | **PUBLIC PARTICIPATION (Max 20 Mins)** |
| 24.1 | To hear any issues which members of the public wish to bring to the Council’s attention. |
| **25** | **DECLARATION OF INTERESTS** |
| 25.1 | To receive any declarations of interest. |
| **26** | **MINUTES** |
| 26.1 | To approve and sing the Minutes of the meeting of 13th April 2021 *(L)* |
| **27** | **MATTERS ARISING** |
| 27.1 | Any matters requiring an update not otherwise on the Agenda. |
| **28** | **PLANNING** |
|  | *To provide responses in the capacity of consultee on the following planning applications. Theses may be viewed by clicking the blue hyper-link,* |
| 28.1 | **DA/2021/0338 10 Ashby Road, Kilsby** Demolition of existing 1.5 storey house and construction of a 2 storey house with hipped roof.<https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2021/0338> |
| **28.2** | **DA/2021/0032 Bramble House 7 Ashby Road, Kilsby** Construction of pitched roof to existing flat roofed front dormer.<https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2021/0032> |
|  | *Please note that any decisions reached by West Northants Daventry Area Planning Authority on any outstanding applications will be listed in the minutes.* |
| **29** | **ACCOUNTS** |
| 29.1 | Financial Position at 30th April 2021; £ 71,146.54Income received during April 2021; £ 985.00 Cemetery Fees; £105.00 KK Advertising:Income received 4th May 21: £22,325 precept (50%); £ 7906.28 VAT refund. |
| 29.2 | To approve the Bank Reconciliation to 30 April 2021 *(M)* |
| 29.3 | To note that a grant has been sought from Grantscape towards Kilsby Summer Fete. |
| 29.4 | To approve payment of £260 to remove existing and install LED 23W lantern at Cildes Croft. |
| 29.5 | To resolve to approve the payments as listed. |
| **Payee** | **Payment No** | **Details** | **£** | **Power to Pay** |
| NEST Pension | D/D | Pension Contribution | 164.17 | LGA(1972)s112 |
| Clare Valentine | BP0696 | Clerks Salary SMP | 582.82 | LGA(1972)s112 |
| Catherine Camp | BP0697 | Locum Clerks Salary | 1211.84 | LGA(1972)s112 |
| DCK Accounting | BP0698 | Payroll Processing | 30.00 | LGA(1972)s112 |
| Norse | BP0699 | Mowing Inv 286 | 1652.21 | HA(1980)s96 |
| Arthur J Gallagher | BP0700 | Annual Insurance Premium | 587.99 | LGA(1972)s140 |
| Red lion Kilsby | BP0701 | Voucher Heritage trail prize | 50.00 | LGA(1972)s137 |
| Catherine Camp | BP0702 | Expenses / Heritage trail vouchers | 86.30 | LGA(1972)s111 |
| E.ON UK plc | BP0703 | Quarterly Street Lighting Invoice | 327.30 | HA(1980)s301 |
| **30** | **ISSUES REQUIRING ACTION** |
| 30.1 | To approve the use of Devon Ox Green for a Village Plant sale. |
| 30.2 | To approve proposal for Kilsby Summer Fete 29 Aug and preliminary budget. *(N)* |
| 30.3 | To consider appointment of a Footpath Warden |
| 30.4 | To note that photos have been taken by the consultant for Design codes within revised NDP |
| **31** | **TRAINING** |
| 31.1 | **Off to a Flying Start** – 8, 30 June and 8 July. To ascertain who wishes to attend. |
| **32** | **ITEMS FOR NEXT AGENDA** |

Next meeting of Kilsby Parish Council will be held as a face-to-face meeting in Kilsby Village Hall on MONDAY 15 JUNE at 7.30pm