

**KILSBY PARISH COUNCIL**  
**NOTICE OF ANNUAL MEETING**  
**On.....TUESDAY 10th MAY 2022 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 07715651904 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.**



Emma Gibson – Parish Clerk

4<sup>th</sup> May 2022

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 E Gibson, 14 The Scarplands, Duston, Northampton NN5 6EY**  
**Tel 07751651904 e-mail [parishcouncil@kilsbyvillage.co.uk](mailto:parishcouncil@kilsbyvillage.co.uk)**

<b>1</b>	<b>Election of Chairman</b>
<b>2</b>	<b>To receive signed Declaration of Acceptance of Office of Chairman.</b>
<b>3</b>	<b>Election of Vice-Chairman</b>
<b>4</b>	<b>Apologies</b>
<b>6</b>	<b>To review time and place of meetings</b>
<b>7</b>	<b>To appoint members to the Planning Committee and review Terms of Reference, Council to consider delegating non contentious planning applications that are received in between meetings to the Clerk to respond on behalf of the Council.</b>
<b>8</b>	<b>To adopt Standing Orders 2018 (revised 2020)</b>
<b>9</b>	<b>To adopt Financial Regulations</b>
<b>10</b>	<b>To review Annual Insurance Cover.</b>
<b>11</b>	<b>To review Asset Register</b>
<b>12</b>	<b>To review Councils Risk Assessment</b>
<b>13</b>	<b>To approve the appointment of Northants CALC as Data Protection Officer.</b>
<b>14</b>	<b>Appointment of Representatives to external bodies; School Governing Body and Police Liaison Representative.</b>
<b>15</b>	<b>To review Council Policies see <a href="http://www.kilsbyvillage.co.uk/Publications_11264.aspx">http://www.kilsbyvillage.co.uk/Publications_11264.aspx</a></b>
<b>16</b>	<b>PUBLIC PARTICIPATION (Max 20 Mins)</b>
16.1	To hear any issues which members of the public wish to bring to the Council's attention.
<b>17</b>	<b>DECLARATION OF INTERESTS</b>
17.1	To receive any declarations of interest.
<b>18</b>	<b>MINUTES</b>
18.1	To approve and sign the Minutes of the meeting of 12 <sup>th</sup> April 2022.
<b>19</b>	<b>MATTERS ARISING</b>
19.1	Any matters requiring an update not otherwise on the Agenda.
<b>20</b>	<b>PLANNING</b>
	<i>To provide responses in the capacity of consultee on the following planning applications. These may be viewed by clicking the blue hyper-link,</i>
20.1	<b>WND/2022/0177 (Amended)</b> Single storey car port attached to existing double garage. The Elms 9, Middle Street, Kilsby, Northamptonshire, CV23 8XT, <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0177&amp;backURL=%3Ca%20href=wphappcriteria.display?paSearchKey=2111298%3Esearch%20Criteria%3C/a%3E%20%3E%20%3Ca%20href=%27wphappsearchres.displayResultsURL?ResultID=2677237%26StartIndex=1%26SortOrder=APNID:desc%26DispResultsAs=WPHAPPSEARCHRES%26BackURL=%3Ca%20href=wphappcriteria.display?paSearchKey=2111298%3Esearch%20Criteria%3C/a%3E%27%3Esearch%20Results%3C/a%3E">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0177&amp;backURL=%3Ca%20href=wphappcriteria.display?paSearchKey=2111298%3Esearch%20Criteria%3C/a%3E%20%3E%20%3Ca%20href=%27wphappsearchres.displayResultsURL?ResultID=2677237%26StartIndex=1%26SortOrder=APNID:desc%26DispResultsAs=WPHAPPSEARCHRES%26BackURL=%3Ca%20href=wphappcriteria.display?paSearchKey=2111298%3Esearch%20Criteria%3C/a%3E%27%3Esearch%20Results%3C/a%3E</a>

20.2	Neighbourhood Development Plan Review: To receive an up-date from the working party. Council to make a resolution as necessary.			
<b>21</b>	<b>ACCOUNTS</b>			
21.1	Financial Position at 30 April 2022; £74,855.51 Income received during April 2022; £30,842.14			
21.2	To approve the Bank Reconciliation to 30 April 2022			
21.3	To resolve to approve the payments as listed.			
<b>Payee</b>	<b>Payment Method</b>	<b>Details</b>	<b>£</b>	<b>Power to Pay</b>
NEST Pension	D/D	Pension Contribution	78.16	LGA(1972)s112
HMRC	BT	PAYE April 22	280.85	LGA(1972)s112
E Gibson	BT	Clerks Salary	844.99	LGA(1972)s112
DCK Accounting	BPO698	Payroll Processing	36.00	LGA(1972)s112
TimberTech	BT	Emergency tree works	240	HA(1980)s96
E Gibson	BT	Expenses	51.60	LGA(1972)s111
WNC Norse	BT	Village Mowing	1701.60	HA(1980)s96
Kilsby Village Hall	BT	Meeting room hire	159.75	
Spratton PC	BT	Office stationary share	4.48	LGA (1972) s111
Spratton PC	BT	Office phone share	16.43	LGA(1972)s111
<b>22</b>	<b>AUDIT 2021-22</b>			
22.1	Council to Approve Annual Governance Statement – Section 1 of AGAR			
22.2	Council to Approve Statement of Accounts – Section 2 of AGAR			
22.3	Council to agree that dates of the period for the exercise of Public Rights is from 13 June 2022 until 22 July 2022.			
22.4	Internal Audit undertaken Thursday 28 April. Council to receive Internal Auditor’s report.			
<b>23</b>	<b>STAFFING</b>			
23.1	Council to confirm Mrs Emma Gibson has been appointed as Clerk and Responsible Financial Officer whilst she remains in post.			
23.2	Clerk’s Report: Council to receive.			
23.3	Burials Officer up-date. The Burials Officer has confirmed to Council that all burials and record keeping are being managed in a timely and accurate manner.			
<b>24</b>	<b>HIGHWAYS</b>			
24.1	Up-date to be received from Cllr Gibbs and Weston regarding meeting held with WNC Highways Liaison Officer Helen Howard.			
24.2	Speed-watch: Up-date to be received			
24.3	Work to House on Barby Road: Council to discuss whether a reminder should be sent to the homeowner that they are not allowed to put a driveway across Devon Ox Green as it is a registered village green. Council to discuss and make a resolution accordingly.			
<b>25</b>	<b>DIRFT</b>			
25.1	Up-date from Cllr Nicholls regarding the meeting attended regarding Option 3a and 3b of the WNC Strategic Plan Spatial Options. Council to agree draft letter to be sent to Jonathan Nunn Leader of WNC.			
<b>26</b>	<b>Queen’s Jubilee</b>			
	Up-date to be received. Council to review risk assessment prepared for the big lunch and review progress with village bunting.			
<b>27</b>	<b>ITEMS FOR NEXT AGENDA</b>			

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 14<sup>th</sup> June 2022 at 7.30pm