

## 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 in Kilsby Village Hall, Rugby Road, Kilsby.

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 2<sup>nd</sup> April, 2019** at 7.30pm

In the Kilsby room of the Kilsby Village Hall, Rugby Road, Kilsby.

*Clare E Valentine*

27<sup>th</sup> March, 2019.

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](mailto:parishcouncil@kilsbyvillage.co.uk)**

<b>1</b>	<b>APOLOGIES</b>
<b>2</b>	<b>PUBLIC PARTICIPATION Public session limited to 20 mins.</b>
2.1	Parishioners issues
2.2	District Councillors Report
2.3	County Councillor Report
<b>3</b>	<b>DECLARATIONS of INTEREST on the Agenda</b>
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.	
3.1	Declarations of any Disclosable Pecuniary or Other Interests
3.2	Dispensations – To consider written requests for dispensation of DPI
<b>4</b>	<b>MINUTES</b>
4.1	To approve and sign minutes of Full Council Meeting 5th March, 2019.
<b>5</b>	<b>MATTERS ARISING &amp; not otherwise on the Agenda for information only</b>
5.1	Clerk's Report – no decisions to be made under Agenda Item 5
5.2	Update on Councillor Vacancy
<b>6</b>	<b>GENERAL MATTERS</b>
6.1	To consider roles and responsibilities for Cllr Clive Thompson and Robin Nicholls, also Cllr R Thompson for the Cemetery.
6.2	To consider training courses available for attendance for Councillors and Clerk with NCALC.
6.3	To note the Annual Parish Meeting has been arranged for Tuesday 21 <sup>st</sup> May, 2019 1900-2000 hrs in the Village Hall Kilsby Room.
6.4	To discuss update from s106 group projects. Parks and gardens and outdoor sports categories were discussed at the March 19 meeting. Consider any updates requiring PC approval.
6.5	To consider updates following District Councillor Lomax/DDC meeting with Norse to replace the missing bin/base at the Recreation Ground. Cllr Lomax was requested to ask DDC (not Norse) to honour the replacement bin.
6.6	To consider any actions following the Cluster Group Meeting 12th March, 7.30pm - 9pm, The Pytchley Hotel, West Haddon attended by Cllr Gent and Page.
<b>7</b>	<b>PLANNING</b>
7.1	<i>New Applications</i>
7.1.1	DA/2019/0148 Conversion of single storey barn used for business use and detached barn, with new link to form one residential dwelling. Malt Mill House 25, Malt Mill Close, Kilsby, Northamptonshire, CV23 8XN Response Deadline 9 <sup>th</sup> April, 2019.
7.2	<i>Approved</i>
7.2.1	DA/2019/0007 Lawful Development Certificate (Proposed) for single storey rear extension and dormer

	extension to rear roofslope. 6, Manor Road, Kilsby, Northamptonshire, CV23 8XS. Approved 06.03.19.
7.2.2	DA/2019/0026 Construction of wooden outbuilding for use as shed (retrospective). Grestun House 16, Rugby Road, Kilsby, Northamptonshire, CV23 8XX. Approved 07.03.19
7.2.3	DA/2018/1118 6 No. single free standing internally illuminated monolith signs, DIRFT, Kilsby. Approved 07.03.19
<b>8</b>	<b>ACCOUNTS</b>
8.1	Financial Position at 27 <sup>th</sup> March, 2019 £66,991.46 CHQ 300141 £200.00 not yet banked. Monies received: £675.00. Accounts reviewed by Internal Control Cllr Page.
8.2	To decide the PC contribution to the Church roof repairs
8.3	To approve the Gill Wells Internal Auditor Interim Report 2018/2019
8.4	To approve and sign the Annual Governance Statement 2018/2019
8.5	The following items are a record of identification and approval and are a requirement for year end 2018/2019 and auditing.
8.5.1	DDC Precept (50%) received 27.09.18. £22,955.00.
8.5.2	The decision to appoint Clare Valentine as Parish Council Clerk 5 <sup>th</sup> June 18 minutes item 11.1 should have included Clare Valentine to be KPC's S151 Officer (RFO). Interviews held 18th May 2018 (May 18 Minutes Item 25.4) This was following advertisement externally .The HR/Interview Team were the following Cllrs on the KPC at this time: C Smedley, T Moore, and Di King. The Village Hall was hired on 18.05.18. The Clerk has a NCalc contract it was KPC HR circulated which included starting salary and three month review. Clerk has a NEST Pension. Start date Mrs Valentine 25.06.18. As an additional note the HR review was completed with T Moore & D King October 18 with no issues. A recruitment policy needs to be adopted.
8.5.3	To note. Identified account errors (See Matters Arising October 18 Item 8.1) this was correct but needs KPC approval recorded under agenda item: Clerk reported the following accounting errors. <i>Note 1. Prior to Mrs Valentine start Identified and corrected by Clerk on 24th September 2018 for October 18 Agenda.</i> <ol style="list-style-type: none"> <li>30.04.18 Nest direct debit £38.39 removed. 01.05.18 £2.70 VAT missing from Earth Anchors BP0327 added, 30.06.18 Nest Payment £39.80 removed. June VAT £1115.16 incorrect figure corrected to £737.86. Figures raised to Cllr Page for review and corrected. Agreed by RFO/Clerk.</li> <li>September reference numbers BP0358 to 364 should have read BP0367 to BP0373 to follow in sequence typo error. Clerk Expenses error in August overpayment of £99.20 corrected in September's Clerk Expenses.</li> <li>Income for Kilsby Kronickle 2018 was reviewed for all outstanding invoices and monies owed dating back to Jan 2018 by Clerk and C Lomas. Reported in October 18 as identified issue. An accounting process has been put in place to track advertising and payments which are now on schedule.</li> </ol>
8.5.4	To note: The following accounting errors reviewed and identified March 2019. <ol style="list-style-type: none"> <li>The 1<sup>st</sup> May 2018 Minutes approved payments BP0329 £570.00, BP0330 £570.00 and BP0331 £570.00. These three items were minuted as approved but did not appear on the 1<sup>st</sup> May 2018 Agenda. The Clerk as RFO Mrs Valentine has found 3 invoices Inv 0052 dated 13.04.18, Inv 0058 dated 24.04.18, and Inv 0063 dated 29.04.18 from the contractor for payment by 07.05.18 each at £570.00 Inc. VAT, without KPC BP reference on file but relate to these payments noted in the May 2018 minutes for work completed for the KPC.</li> </ol>
8.6	To note the PC Website has been updated following the guidelines of the interim internal audit and policies and parish council documents will be reviewed and updated to present for May 2019.
8.7	To approve payments as itemised below:-

To Whom Paid	Chq No	Details of Payment	£	Power to Pay
NEST Pension	D/D	Pension 1 <sup>st</sup> March, 2019 to 31 <sup>st</sup> March, 2019.	73.78	LGA(1972) s112
Clare Valentine	BP0430	Clerks Salary	969.60	LGA(1972) s112
HMR & C	BP0431	Tax and NI	90.82	LGA(1972) s112
Clare Valentine Expenses	BP0432	Clerks Expenses	81.71	LGA (1972)s111
Wave	BP0433	Standpipe at Cemetery	13.19	Cemetery Act 1906
Vision ICT	BP0434	Operation London Bridge	£42.00	LGA (1972)s111
Compleat Office Initiatives	BP0435	93/111855	30.48	LGA (1972)s143

Groundscape	BP0436	INV-0196	612.00	Open spaces Act 1906
S Hartwell	BP0437	Inv 742	210.00	Open spaces Act 1906
E.on Energy Solutions Ltd	BP0438	Quarterly Street Lighting Maintenance	24.30	HA (1980) s301
Kilsby WI	300142	Get Creative Event (Village Grant)	75.00	LG(MP) Act 1976 s19
Chris Lomas	300143	Kilsby Welcome Pack Expenses 2018/19	76.41	LGA (1972) s144
Chris Lomas	300144	Kilsby Kronickle Expenses 2018/19	77.14	LGA (1972) s144
Helen Smedley	300145	Burials Officer Expenses 2018/19	225.00	Cemetery Act 1974
<b>9</b>	<b>STAFFING MATTERS</b>			
9.1	To approve continuation of Clerk's hours up to 20 hours per week as budgeted for in 2019/20. Note Clerks CiLCA Training also starts April 19. Checks based on precept and work load for similar areas 20 hrs is comparable with overtime. OT to be advised by Clerk to Chairman/Internal Control in advance.			
<b>10</b>	<b>HIGHWAYS / ENVIRONMENTAL ISSUES</b>			
10.1	To discuss updates on footpath for walking from Kilsby towards the first layby bordering the A5 on the left hand side. Cllr Gent to take up discussions with Highways regarding the footpath.			
10.2	To propose to ask as NCC to contact residents with property along Butts Lane that it is their responsibility to look after the trees.			
10.3	NCC Highways advise the Bus and Rail section have not had any budgets yet confirmed for 2019/20. Highways have offered to arrange for a handrail quote PC to fund.			
10.4	To discuss options for removal of unwanted vegetation and weed spraying of pavements and gutters.			
<b>11</b>	<b>COMMUNITY ENGAGEMENT</b>			
11.1	Heritage Project - see supporting information. a) To agree supplier of A0 powder coated heritage boards b) Agree colour option c) To approve a Contractor from quotes received to install the boards. S Hartwell £65.00 each plus VAT G Wheat £50.00 each 3 <sup>rd</sup> Contractor has not responded to enquiry. d) To agree a point of delivery e) To note, the Heritage and Avant funding enquiries are in early application stage. f) Please note that part of the grant application requires 6 letters of support from parties who would have involvement in the project. The project is to be presented at the Annual Parish Meeting 21 <sup>st</sup> May, 2019 to gain interest of support. Consider asking attendees for support then.			
11.2	New Parish Council Notice board – see supporting information. To decide which option of noticeboard to purchase from the quotations obtained as follows: a) To agree supplier of the notice board from quotes received. b) Agree colour option dependent on design i.e. wood/metal c) To approve obtaining of quotes to fit notice board. d) To agree a point of delivery e) To consider re-siting notice board.			
11.3	a)To consider a stall at the Kilsby School Association May Fayre 19 <sup>th</sup> May, 2019. b) To approve a number of temporary signs around the village advertising Kilsby School Association May Fayre 19 <sup>th</sup> May, 2019 - sponsored by Howkins & Harrison.			
11.4	To note village litter picking during in March 19.			
<b>12</b>	<b>CEMETERY</b>			
12.1	To note: The Cemetery Rules and Regulations were readopted at March 19 meeting but it has been identified existing R&R need a more detailed approach. Burials Clerk has requested a number of rules in support of the burials officer duties for consideration.			
<b>13</b>	<b>ITEMS FOR NEXT AGENDA</b>			
<b>The next full Parish Council meeting will take place TUESDAY 7<sup>th</sup> May, 2019.</b>				

# Supporting Information

## 11.1

### Heritage Project Update April 2019

#### Quotations

1. Shelley Signs Ltd  
54, Cartmel Drive, Harlescott, Shrewsbury, Shropshire, SY1 3TB.  
Phone: 01743 460996  
Web: [www.shelleysigns.co.uk](http://www.shelleysigns.co.uk)  
Quote ref: 18146/RSS

9 off Interpretation Panels with aluminium lectern frames L1. Size of A0 (1189 x 841mm). £695 each  
£6,255.00 +VAT  
Carriage £175.00

2. White Hill Direct Ltd  
18 Knowleswood Drive  
Chorley  
Lancashire  
PR7 2FE  
Telephone 01257 412233  
Email: [sales@whitehilldirect.co.uk](mailto:sales@whitehilldirect.co.uk)  
Web ; [www.whitehilldirect.co.uk](http://www.whitehilldirect.co.uk)

Option 1 Steel Fabrication  
Price based on quantity of 9 units £ 825.00 each. £7,425.00 +VAT  
Option 2 Steel Fabrication  
Price based on quantity of 9 units £ 845.00 each £7,605.00 +VAT  
Posts are Mild Steel powder coated. Frame Aluminium Powder coated.  
Price includes delivery.

3. Earth Anchors Ltd  
Unit 3, The IO Centre,  
Salbrook Road Industrial Estate,  
Salfords, Surrey  
RH1 5GJ  
Tel; 020 8684 9601  
Fax; 020 8684 2230  
E-Mail; [steve@earth-anchors.com](mailto:steve@earth-anchors.com) Steve Foster Sales and Marketing  
Website; [www.earth-anchors.com](http://www.earth-anchors.com)

Price based on quantity of 9 units £1398.00 each.  
Carriage on 9 Lecterns to Kilsby £ 375.00  
£12,582.00 +VAT

11.2

Kilsby Parish Council Notice board March 2019

Quotations

1.

Shelley Signs Ltd  
54, Cartmel Drive, Harlescott, Shrewsbury, Shropshire, SY1 3TB.  
Phone: 01743 460996  
Web: www.shelleysigns.co.uk

Notice board Size A0 post mounted and supplied with header panels vinyl  
Lettering (printed and cast options are also available) Ball finials. See company quote options  
£1430.00 + Carriage + VAT

2.

White Hill Direct Ltd  
18 Knowleswood Drive  
Chorley  
Lancashire  
PR7 2FE  
Telephone 01257 412233  
Email: sales@whitehilldirect.co.uk  
Web ; www.whitehilldirect.co.uk

Similar to Hillmorton Design holds up to 18 Sheet A4 See company quote page 4

£849.00 + VAT including delivery

3.

Earth Anchors Ltd  
Unit 3, The IO Centre,  
Salbrook Road Industrial Estate,  
Salfords, Surrey  
RH1 5GJ  
Tel; 020 8684 9601  
Fax; 020 8684 2230  
Website; www.earth-anchors.com

Option 1	TRADITIONAL DUAL DOOR (Hillmorton Design different posts)	£783.00 +VAT
Option 2	1000 DUAL DOOR STYLE	£1138.00 +VAT

Plus 10% discount and free delivery of we order lecterns. Otherwise carriage £98.00 +VAT

4.

Signs of Cheshire ( The Parish Notice Bard Company)  
The Workshop  
Winnington Avenue  
Northwich  
Cheshire  
CW8 4EE  
tel: 01606 871188  
email: info@parishnoticeboards.co.uk  
www.parishnoticeboards.co.uk

Or Carriage	NOTICE BOARD "classic" range ( Same as Hillmorton but larger)	£910.00 +VAT
		£50.00 + VAT

indicative installation price would be around £350.00 - £375.00 + VAT