

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 7th May, 2019** at 7.30pm

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



1st May, 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

1	ELECTION OF CHAIRMAN
2	DECLARATION OF ACCEPTANCE OF OFFICE
2.1	To receive and sign a Declaration of Office of Chairman
3	ELECTION OF VICE-CHAIRMAN
4	APOLOGIES
5	CO-OPTION to fill CASUAL VACANCIES
5.1	To note that there are three vacant seats on the Parish Council and to consider any candidates who have expressed an interest in becoming a Councillor.
6	APPOINTMENT OF INTERNAL FINANCIAL CONTROLLER
7	TO CONFIRM CHEQUE SIGNATORIES AND THOSE WITH ON-LINE PAYMENT AUTHORISATION
8	TO RE-ADOPT STANDING ORDERS
8.1	To review time and place of Meetings in accordance with Standing Order 5 d
9	TO RE-ADOPT FINANCIAL REGULATIONS
10	TO RE-ADOPT KPC CODE OF CONDUCT
11	REVIEW OF INSURANCE COVER, LEVEL OF FIDELITY GUARANTEE AND ASSET REGISTER
12	TO ADOPT KPC GENERAL RISK ASSESSMENT
13	TO ADOPT A RECRUITMENT POLICY
14	PLANNING COMMITTEE to review terms of reference and appointment of members
15	APPOINTMENT OF REPRESENTATIVES
15.1	Appointment of Trustee(s) to Kilsby Village Hall committee
15.2	Review of "Roles and Responsibilities" of Councillors.
16	TO RE-ADOPT NCALC AS KPC DATA PROTECTION OFFICER
17	REVIEW OF COUNCIL POLICIES
17.1	To Readopt KPC Data Breach Policy, KPC Data Protection Policy, KPC Records Retention Policy
17.2	To review and readopt any other KPC Policies
18	TO ADOPT SUBJECT ACCESS REQUEST PROCEDURE
19	PUBLIC PARTICIPATION Public session limited to 20 mins.
19.1	Parishioners issues
19.2	District Councillors Report
19.3	County Councillor Report
20	DECLARATIONS of INTEREST on the Agenda
20.1	Declarations of any Disclosable Pecuniary or Other Interests
20.2	Dispensations – To consider written requests for dispensation of DPI

21	MINUTES To agree and sign minutes of Full Council Meeting 2 nd April, 2019.				
22	MATTERS ARISING not otherwise on the Agenda for information only				
22.1	Clerk's Report – no decisions to be made under Agenda Item 21				
23	GENERAL MATTERS				
23.1	Heritage Project a) Agree that at the Annual Parish Meeting 21.05.19 feedback is sought on the level of detail in the history boards. b) To note DDC have been asked to confirm whether or not any form of planning application is required.				
23.2	To consider position for the parish council noticeboard and consider quotation for installation and removal. Quote 1. £50.00 for installation & £50.00 for the removal of the old noticeboard, Quote 2. £85.00 for Installation. DDC have been contacted regarding planning permission.				
23.3	To receive any updates on the Youth Club				
23.4	To consider a request from the village shop regarding signage around the village.				
23.5	To Note the European Parliamentary Elections are to be held on the 23rd May, 2019.				
23.6	To receive any updates on the Local Government Reorganisation				
23.7	To Note the Garden Association have an Annual Plant Sale Saturday 11th May at 10.30am on the Devon Ox Green. They wish to place a banner sign on the grass area adjacent to the Zebra Crossing on Main Road Land A4 signs on the corner of Ashby Road and Barby Road to advertise the event.				
24	PLANNING				
24.1	<i>Awaiting Decision</i>				
24.2	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 th April, 2019.				
25	ACCOUNTS				
25.1	Financial Position at 30th April, 2019 £91,330.85 Monies received: 2801.43 Accounts reviewed by Internal Control Cllr Page. Chq 300141 £200 drawn not banked.				
25.2	To note that DDC Precept payment has been received on the 25 th April, 2019 for £23,415.00				
25.3	To note that the NCC Pathfinder Grant was received on the 17 th April, 2019 £2991.36				
25.4	To note The PCC Of Kilsby Parish have returned £400.00 by cheque (to be banked) for the 2018/2019 KPC grant. They advised costs were lower for the refurbishment of the War Memorial.				
25.5	To approve KPC 2018/2019 Bank Reconciliation and Year End Figures as of 31.03.19				
25.6	To approve Cllr Margetts to attend Northamptonshire ACRE a Trustee Roles and Responsibilities seminar on Wednesday, 8 May, 2019 Cost of £30.00.				
25.7	To approve the period for the exercise of public rights relating to the annual accounts to commence on Monday 17 th June 2019 to Friday 26 th July, 2019.				
25.8	To approve and sign the Accounting Statements for 2018/2019. To note that KPC accounting statements are as of yet unaudited.				
25.9	To note April 2019 overpayment identified of £35.00 for VAT. The payment reference is BP0437. Clerk notified Contractor and requested refund.				
25.10	To approve payments as itemised below:-				
	To Whom Paid	Chq No	Details of Payment	£	Power to Pay
	NEST Pension	D/D	Pension 01.04.19 to 30.04.19	80.31	LGA(1972) s112
	Clare Valentine	BP0439	Clerks Salary	1038.34	LGA(1972) s112
	HMR & C	BP0440	Tax and NI	122.07	LGA(1972) s112
	Clare Valentine Expenses	BP0441	Clerks Expenses	61.21	LGA (1972)s111
	Stephen Hartwell Grass Mowing Services	BP0442	Grass Cutting Inv. 747	175.00	Open spaces Act 1906
	Stephen Hartwell Grass Mowing Services	BP0443	Grass Cutting & Cemetery Maintenance Inv. 754/CREDIT 766	255.00	Open spaces Act 1906
	Groundscape Group LTD	BP0444	Inv-0223	612.00	Open spaces Act 1906

Groundscape Group LTD	BP0445	Inv-0219	612.00	Open spaces Act 1906
Steers Printing	BP0446	Inv. No. 00012310	394.00	LGA (1972) s142
Northants CALC	BP0447	Inv. No. 7523 (membership subscription Y.END 31.03.20)	756.26	LGA (1972)s143
The Parish Noticeboard Company	BP0448	inv. No. 8115 (KPC Noticeboard 50% payment)	576.00	Local Government Act 1972, s142
Groundscape Group LTD	BP0449	Inv-0228	612.00	Open spaces Act 1906
E.ON UK	BP0450	Quarterly Street Lighting	313.48	HA (1980) s301
The Community Heartbeat Trust	BP0451	Cardiac Arrest Response Seminar Inv. No. 3754	210.00	LGA (1972)s111
Stephen Hartwell Grass Mowing Services	BP0452	Grass Cutting & Cemetery Maintenance Inv. 761	175.00	Open spaces Act 1906
The PCC of Kilsby	BP0453	Contribution towards the Church Roof Repair	1,000.00	LGA (1972)s111
Northants CALC	BP0454	CiLCA Training Course 2019	495.00	LGA (1972)s111
26	HIGHWAYS/ENVIRONMENTAL MATTERS			
26.1	To receive information on the Uno Bus Demand Responsive Transport Pilot and to consider what contribution the council should make.			
26.2	To note two residents reports of parking and traffic issues in Kilsby.			
26.3	To receive update on any quotations received for the spraying of weeds in the village.			
27	CEMETERY			
27.1	To approve the repairs to three fence posts at the Cemetery costing £24.00			
27.2	To receive a report regarding the Cemetery and levelling of graves and approval of procedure.			
27.3	To note Cemetery matters, the updating of rules and regulations are currently being reviewed update for KPC June 2019.			
28	ITEMS FOR NEXT AGENDA Next full meeting will take place TUES 4th JUNE 2019 at 7.30pm			

SUPPORTING INFORMATION

26.1

Uno Bus Demand Responsive Transport Project Project Outline The University of Northampton (UoN) operates its own bus service in collaboration with the University of Hertfordshire called Uno Bus and the plan is that Uno Bus will create a new Demand Responsive Transport (DRT) community transport service for Northamptonshire. The project is technologically complex, but essentially it involves creating a network whereby people wanting to go somewhere use a mobile app or the telephone to request a pick up. The nearest available bus is then dynamically routed to that location (maybe the bottom of the road) and collects the passenger. Clearly the more passengers and the more buses, the more efficient and effective the system becomes. DRT is not a new concept – it has been around in a range of formats for decades, starting with the traditional dial-a-ride community transport operations usually operated on a voluntary basis. Over the years it has evolved into varying formats including local authority led systems that are subsidised by the tax payer for socially necessary reasons. More lately, a small number of commercial demand responsive services have been established. These tend to be in or around mainly urban communities and operate in a designated area registered with the Traffic Commissioner, provide a specified level of service such as guaranteed maximum waiting times before arrival and fixed cost per mile etc. These services make use of the latest technology and mobile apps for bus routing, ordering services and payment mechanisms. However, they tend to be relatively small operations in terms of the overall transport challenge, operate mainly in urban environments and can be expensive to some members of the community given the commercial fares. They are not usually established to meet social objectives but are more focused on profits for shareholders. Uno Bus has prepared an outline business case for a pilot rural DRT service in the Daventry area operating in a six-mile radius of the village of Muscott. The pilot area covers 43 civil parishes with a combined electorate of 65,741 (approx. 90k population). Hence, it will serve many rural villages that currently have limited, or no bus services, and link directly to the train stations of Rugby, Long Buckby and Northampton. Northants CALC has been asked by Uno Bus to gauge the level of interest from parish and town councils in the pilot area and whether or not they would consider making a small financial contribution to the costs of setting up the service. Uno Bus would ideally like parish and town councils to:

1. Be part of the governance arrangements for the service for scrutiny and oversight
2. Engage with meaningful and proactive promotion of the concept to potential users
3. Contribute financially (to be determined, but in the order of £0.75 - £1.50 per elector per year for the first two years)
4. Engage with monitoring, evaluation and feedback
5. Get involved in the project in any other ways that might be helpful

If there is interest, then a meeting can be held later in the year where Uno Bus could present further details and answer questions. This is an opportunity to address the rural transport issue in a modern, cost-effective and innovative way. Uno Bus is unique in that it is understood to be the only formally registered bus company in the UK in the joint ownership of two universities (Northampton and Hertfordshire). Although it operates on a commercial basis, it shares the values and ethos of its parent organisation, the University of Northampton and is, therefore, fully aligned with the University's strong social objectives and record that is imbedded at the heart of the organisation – it is in effect and in practice a “social enterprise” company.

As such, it is motivated by more than profit and is keen to help the University deliver its wider agenda for the Health and Wellbeing of local communities and is able to use its freedoms and flexibilities to do so with the minimum of bureaucracy and legislation that cover traditional local bus services. A response form has been provided to each council to be returned to Northants CALC by 5pm on Friday 7 June 2019. Paper produced by: Danny Moody Chief Executive Northants CALC

Proposed pilot area

