

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 3rd September, 2019** at 7.30pm

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

Clare E Valentine

27th August, 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	APOLOGIES
2	PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i>
2.1	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)
2.2	District Councillors Report
2.3	County Councillor Report
3	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.	
3.1	Declarations of any Disclosable Pecuniary or Other Interests
3.2	Dispensations – To consider written requests for dispensation of DPI
4	MINUTES
4.1	To approve and sign minutes of Extraordinary Council Meeting 22 nd July, 2019.
5	CLERK'S REPORT
5.1	Clerk's Report – no decisions to be made under Agenda Item 5 matters arising & not otherwise on the Agenda for information only
6	GENERAL MATTERS
6.1	To discuss filling Councillor Vacancies
6.2	<u>Kilsby Good Neighbours</u> To discuss report and findings from the Kilsby Good Neighbours. ALL
6.3	<u>Houlton</u> MOTION: To agree to appeal to the proposed secondary school allocation arrangements at Houlton. See supporting information RT
6.4	<u>Memorial Bench</u> MOTION: To approve request for a resident to install a memorial bench on Parish Council land. See attached supporting information. ALL
7	HIGHWAYS / ENVIRONMENT
7.1	<u>Speedwatch</u> The Speedwatch team undertook c17hrs of monitoring vehicle speeds and recorded 328 vehicles at 35mph or higher in 30mph areas. The main focus was the A361. Council to consider:

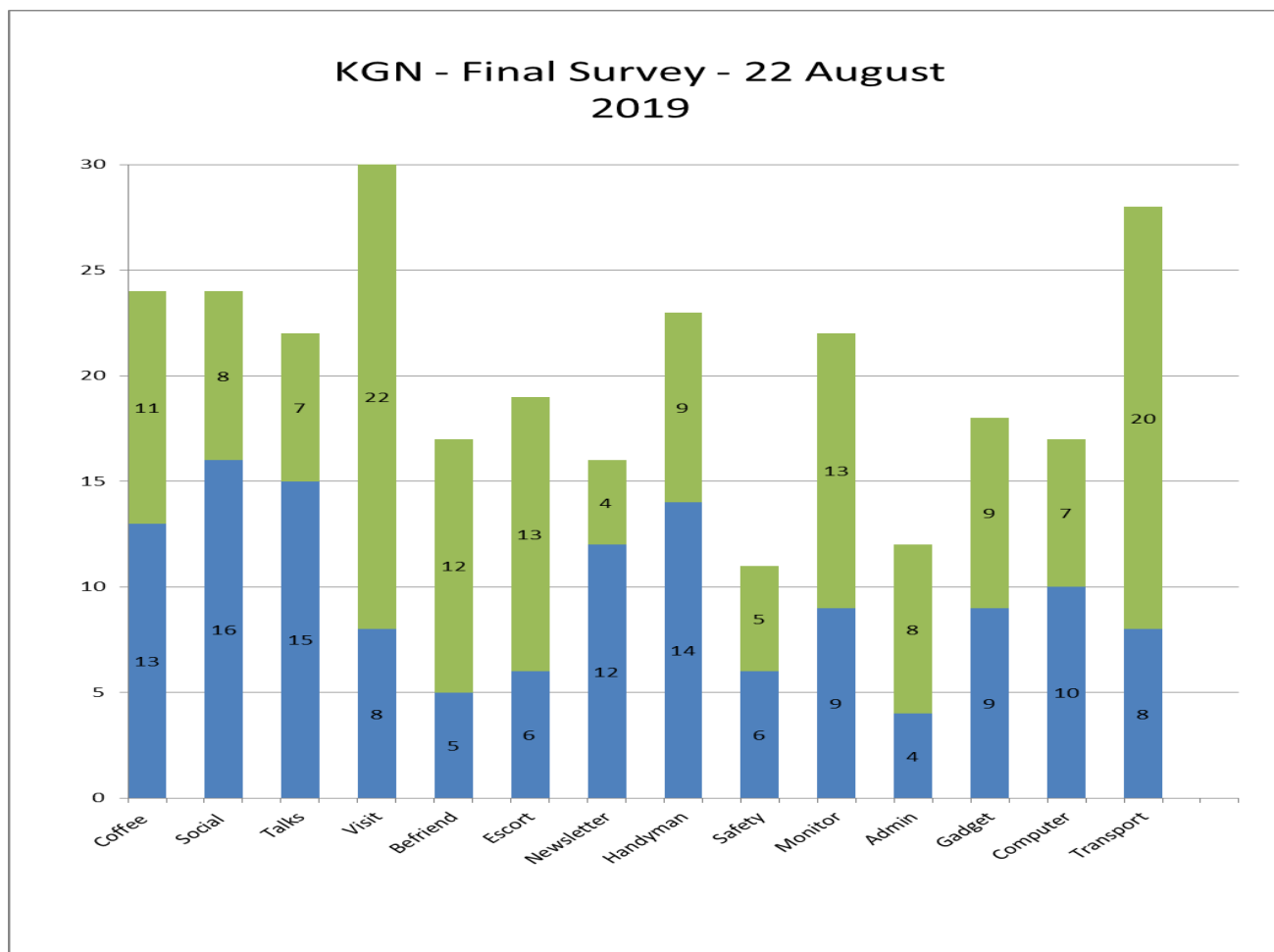
	<ul style="list-style-type: none"> a) Referring the results to Northamptonshire Highways with a request for traffic calming measures on the A361 being - a speed camera; a speed reduction to 40mph between the 50mph and 30mph when entering the village. b) Inviting Gary Wright from the Safer Roads police team to address the Parish Council at a future Parish Council meeting. a) Agree to set up a working party to research types and cost of a new Vehicle Activated Sign (VAS) for the A361 with a view to replacing the current sign which does not work properly and which is poorly sited. b) Agree members of VAS working party to include Speedwatch team members. JF
7.2	<p><u>Bus Stop Malt Mill Green</u> MOTION: To approve quotation from NCC Highways to proceed with a bus stop handrail. NCC have offered a £250 contribution towards this proposal leaving the Parish Council to fund the remaining £692:00 + VAT. (Total £942.00 + VAT) (see supporting information) ALL</p>
7.3	<p><u>Village Shop Request</u> MOTION: To approve purchase of 2 cover patches "Village Only and Community Shop" for the KPC sign Junction of A5 and Rugby Road. £48.00 including VAT. Requires fitting. (see supporting information) ALL</p>
7.4	<p><u>Street Light</u> To note: Damaged street light - Main Street await cost of repair from E.ON.</p>
7.5	<p><u>Urban Meadow Trial - Proposal</u> Having agreed in principle in July to consider an Urban Meadow Trial and with reference to Cllr Clive Thompson report. MOTION: a) Do we want to proceed further? and if so b) Do we want to proceed in accordance with the proposal in the report? If not, what do we wish to do? c) If we wish to proceed, do any other councillors wish to be on the working party? (see supporting information) CT/RN</p>
7.6	<p><u>Heritage Project</u></p> <ul style="list-style-type: none"> a) To receive progress from the working party regarding the history boards and consider decisions required. b) To review and consider additional quotes received for wall mounted display and artwork support. £595.00 Aluminium frame and £1080.00 If Shelley Signs undertake the "redesign" work for all 9 panels. c) To note we are awaiting confirmation of relevant permissions from Highways England a) To note the Heritage Lottery Grant has been submitted and they have confirmed receipt. b) Housing Developer update
7.7	To receive update on Pathfinder flood prevention plans for use of grant. Quotation received total cost for four properties is £2880.00.
7.8	To note application submitted to Highways England for Roundabout Sponsorship A5 Kilsby renewal
7.9	<p><u>Footpaths</u></p> <ul style="list-style-type: none"> a) To note Northamptonshire Highways have advised the footpath FP3 which runs from A5 through to Yelvertoft (over M1) that was temporarily closed back in 2017, should be open and usable now. b) To consider requests to residents to cut back over hanging hedges branches over footpaths. c) Request to discuss Millennium Wood access BG
8	PLANNING
8.1	<i>New Applications</i>
	DA/2019/0692 Construction of games/garden room building in rear garden. 9, Fishers Close, Kilsby, Northamptonshire, CV23 8XH Deadline to respond 9 th September, 2019.
8.2	<i>Awaiting Decision</i>
8.2.1	DA/2019/027. Land Adj 2, Mount Pleasant Cottages, Watling Street, Kilsby, Northamptonshire, CV23 8YD.
8.2.2	DA/2019/0329 Construction of Heavy Goods Vehicle (HGV) service & MOT Centre including associated vehicle parking, facilities and landscaping with alterations to existing internal access road Land Adj Biomethane Refueling Station, Saxon Drive, Kilsby, Northamptonshire, NN6 7BZ
8.3	<i>Approved</i>
8.3.1	DA/2019/0443 Installation of biofuel generator and associated infrastructure. Tesco Grocery, Daventry International Rail Freight Terminal, Stephenson Way, Kilsby, Northamptonshire, CV23 8YH.
9	ACCOUNTS

9.1	Financial Position at 2019 £77,011.11. Monies received £155.00 for Kilsby Kronickle advertising. Accounts reviewed by Internal Control Cllr Page.				
9.2	Signatories required to approve unity bank request to remove previous Clerk's contact number from Unity records. Previous requests not actioned by bank.				
9.3	To note the Grantscape contract / Community Benefit Fund for Kilsby Table Tennis replacement tables for £345.00 was received and issued to Kilsby Table Tennis Club. Receipted by Clerk/Chairman 2nd August 2019.				
9.4	To note Invoice paid via BACS ref BP0495: to Mediashak IT Equipment Ref: Clerk/Chairman Authority to Spend. £454.17 +VAT. 27.08.2019 (also see Nov 2018 Minutes, Page 201, 9.8)				
9.5	To note mowing contractor has advised that VAT is now applicable for their last 16 invoices, backdated February 2019 through to August 2019. VAT Invoice received for £1214.18.				
9.6	To approve payments as itemised below:-				
	To Whom Paid	Chq No	Details of Payment	£	Power to Pay
	NEST Pension	D/D	Pension 01.08.19 to 31.08.19	76.70	LGA(1972) s112
	Clare Valentine	BP0496	Clerks Salary	1,004.82	LGA(1972) s112
	HMR & C	BP0497	Tax and NI	£98.98	LGA(1972) s112
	Clare Valentine Expenses	BP0498	Clerks Expenses	32.11	LGA (1972)s111
	Stephen Hartwell Grass Mowing Services	BP0499	Kilsby Verges W/c 28th July, 2019 Inv. 816	550.00	Open spaces Act 1906
	Stephen Hartwell Grass Mowing Services	BP0500	Kilsby Verges W/c 4th August, 2019 inv. 820	175.00	Open spaces Act 1906
	Stephen Hartwell Grass Mowing Services	BP0501	VAT Invoice: 739;742,747,754,761,770,779,785, 789,795,801,803,808,815,816,820	1,214.80	
	Bright Bros Ltd	BP0502	Tree work Inv ref: 00677	150.00	Open spaces Act 1906
9.7	To agree a date in October 2019 for the Budget/Finance meeting and attendees.				
9.8	See supporting information for August 2019 approved payments				
9.9	To note Clerk's Annual Appraisal has been completed.				
10	RECREATION GROUND				
	<u>Recreation Ground</u> To consider the Section 106 position for equipment for the Recreation Ground and agree: <ol style="list-style-type: none"> KPC as owner of the land to make the S106 application. Whether KPC are ready to make the application and if so under which S106 category. Update position on planning permission for Zip-wire To consider who is responsible for ordering the equipment. JF 				
11	COUNCILLOR UPDATES / AREAS OF INTEREST				
11.1	<u>The George Pub</u> To receive an update on the current circumstance of The George pub and agree what involvement if any, the council should have. Council to decide: <ol style="list-style-type: none"> Whether the council should have any involvement in this at all? and then If no involvement should we encourage villagers to set up their own subcommittee as per S/O 4c? If some involvement should a working party to include councillors and non-councillors be set up as per S/O 4b, which should agree terms of reference for our next meeting and report back on options, if any, in due course. If so, agree working party members. JF/CT 				
11.2	<u>Youth Club</u> To receive update on Kilsby Youth Club				
11.3	<u>Training</u> <ol style="list-style-type: none"> MOTION: To agree to the following training courses for RN; CT; IM: Planning Nuts and Bolts, Off to a Flying Start IM and Clerk to attend Cemetery Management/Burials subject to availability. 				

	b) MOTION: To agree to proceed with NCALC's Seminar 1-2-1 event. Receive latest news and guidance including unitary changes, grants, and roles and responsibilities, filling vacancies. 2 hour session £370.00 (based on KPC 11 Councillors) Suggest dates.
11.4	<u>Roles and Responsibilities</u> MOTION: To approve Cllr Ian Massey as a member of the planning committee and as maintainer/support for the Kilsby Parish Council website.
11.5	<u>Litter Picking</u> To discuss litter picking projects in relation to the litter picking agreement and proposals for use of litter picking funds for consideration.
11.6	<u>Cemetery</u> MOTION: To review and adopt new Cemetery Risk Assessment Receive report regarding Grave Digger for consideration – following meeting with JF/RT
12	CONTRACTORS
12.1	MOTION: To approve KPC Noticeboard Installation Option 1. £85.00 Option 2. £100.00
13	ITEMS FOR NEXT AGENDA The next full Parish Council meeting will take place TUESDAY 1st October, 2019.

SUPPORTING INFORMATION

6.2 REPORT AND INFORMATION RECEIVED FROM KILSBY GOOD NEIGHBOURS



The survey has now been circulated around the whole village at the beginning of this month. So far we have had 43 replies which, although a low return so far, gives us more than enough information and encouragement to move forward with the project.

The attached graph is the summary of the overall responses. Each bar of the graph relates to the individual questions on the survey. The blue bars are people who require help and the green bars above are the people who offered to volunteer to offer support.

We found it encouraging that there were as many volunteers to help as there were people who needed help. We are still hoping that the shop can operate as a “hub” for the project, but understandably the Shops Committee needs an opportunity to consider the results of our survey before they can commit to working with us.

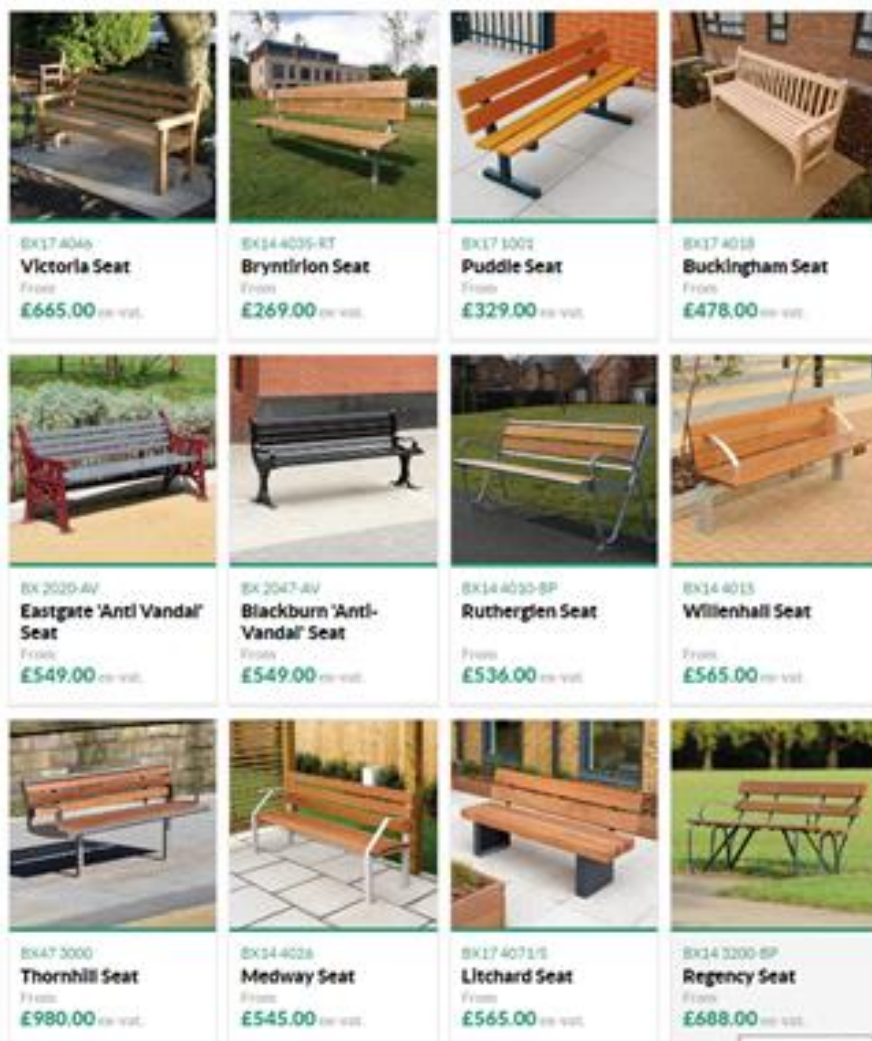
We would welcome the opportunity to present this information to the Parish Council at your next meeting and answer any questions you may have or any suggestions you would like us to consider. At this stage we anticipate organising a public meeting early in October to present the results and our proposals to anyone in the village interested.

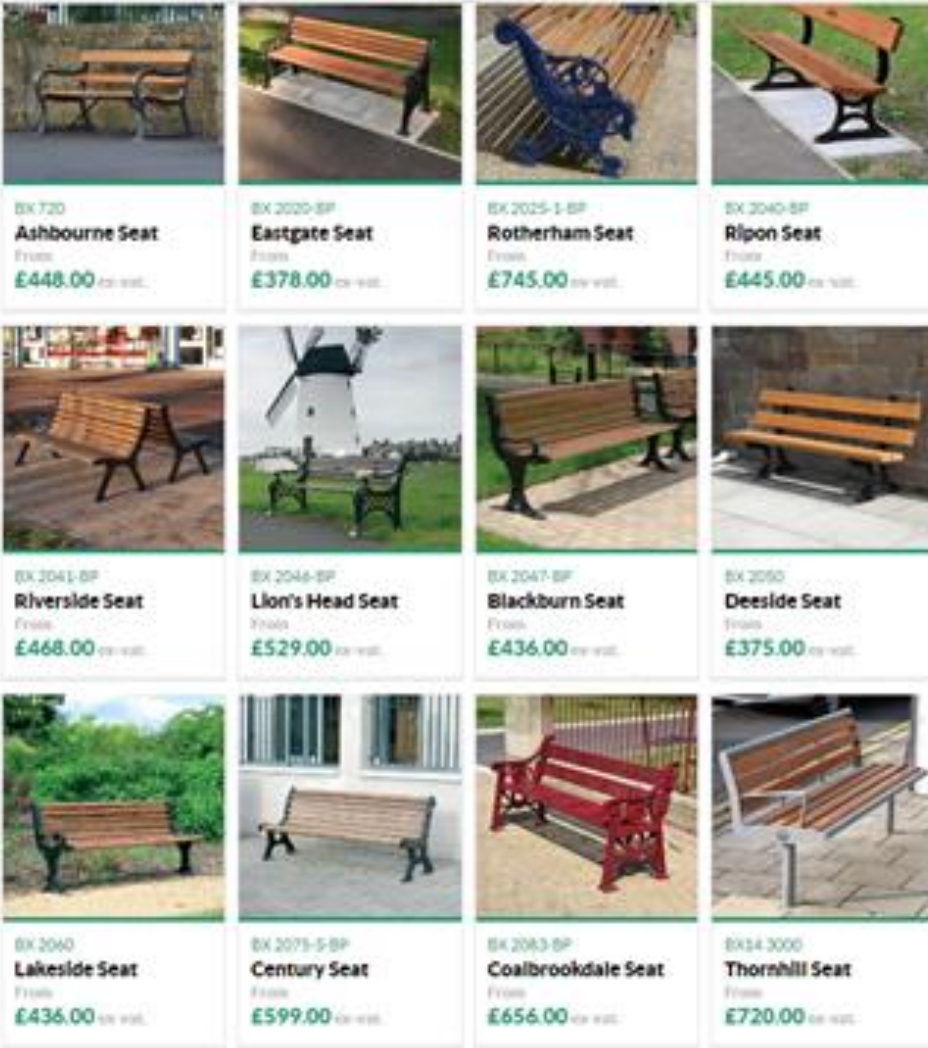
6.3 HOULTON - RESIDENTS CORRESPONDANCE

- a) "I have seen a public notice on FB regarding proposals that Kilsby in included in the new secondary schools catchment area. As a resident of Kilsby with young children I am very keen on supporting this action. If there is any way I can help please get in touch. Thank you for taking this forward."
- b) "Having just read the update in the Kronickle, we would like to voice our support for an application for Kilsby to be included in the catchment area for the new secondary school at Houlton. Unfortunately the children at Kilsby Primary all get split up when they leave for secondary school and the options are schools in Daventry or Rugby, which are difficult to get into, particularly the good ones, and of course, transport is often an issue. Houlton is nearer to Kilsby than Daventry and there is already bus transport between Kilsby and Houlton. It would mean a lot to us to have a good secondary school on our doorstep that we could send our child to and make the transition to secondary school a lot less stressful. There are only a handful of children leaving Kilsby each year so it would not take away too many places from Rugby - the largest year group at Kilsby Primary is only seventeen pupils. Considering the impact that the creation of Houlton has had on our local area in terms of losing fields and gaining traffic, it seems only fair that we should be able to benefit from its creation too and that Kilsby children can have the option of a good secondary education. Thank you so much for taking this issue on and we hope that it results in a positive outcome."

6.4

EXAMPLES OF STREET FURNITURE MEMORIAL BENCHES SUPPLIED BY BROXAP LTD
TYPICALLY FOR PARISH COUNCILS USE





7.2 HAND RAIL - BUS STOP



Sketch from NCC Highways.

7.3

Village Only and Community Shop

Qty: 2no
Notes:

Customer	Kilsby Parish Council	SIGN FACE	Quote No. 8144	Works Order No.
Sign Ref.	V1 Rev2	x-height	N/A	
Letter Colour	Black	Scale	1:3	
Background	White	Width	655mm	
Border	N/A	Height	200mm	
Material	Class RA2	Area	0.13m ²	

NORDIS Cornhill Close
Luton Farm Ind Est

7.5 URBAN MEADOW TRIAL

Report for Council meeting 3rd September 2019 - By Councillor Clive Thompson

At the July meeting I was asked to write an article for the Kilsby Kronicle explaining the concept of an urban meadow trial, which I did. The report asked for feedback from Parishioners on whether people support or are against such a trial, and if in support, where within the village would make a suitable location for the trial. Four people responded to the request. I have summarised their correspondence below:

"I am writing in reply to your article in the Kilsby Kronicle. I am definitely in favour of trialling an urban meadow in order to give greater support to our wildlife which is desperately in need of our help. The Devon Ox green would be wonderful as so many people walk by it so that would be my preferred Green. A path could be put through it".

"We saw in the Kilsby Kronicle the plan to create an 'Urban Meadow' and think it's an amazing idea. We were wondering what help you need to get this started, and we would love to expand the idea by not only creating wildflower gardens but planting more trees and other green/bee friendly spaces. We are really passionate about getting the Kilsby community involved in climate action and would love to help out in educating people on the importance of these green spaces".

"I saw the piece in the Kronicle about a proposed meadow and think it is a great idea! I think the best area would probably be part of the triangle bordering the A361 and Emery Row - maybe it's called Malt Mill Green! The area outside the village hall on the A5 is maybe too near the main road although good as it's near the Hall".

Further, I have been passed a copy of the following which was received by the Council prior to the article in the KK:

"I understand that Kilsby Parish Council is considering ways of improving or altering the visual appearance of the village by introducing some possible planting areas in the village. I am contacting you assuming the about fact to be correct because the Kilsby Garden Association has been contacted by the son of the late member who was a keen gardener and contributor to the association but sadly passed away about 12months ago. The family contacted the Garden Association to see if there was anything we could suggest to provide a lasting legacy from the family to commemorate him. After some consideration by the committee and from a lead from Cllr Robin Nicholls we wondered if the Parish Council would consider a joint venture with the Garden Association and the involved family. The suggestion would be to plant up an area of Malt Mill Green with wild or perennial flowers and to plant a commemorative tree with plaque in this area"

No unfavourable correspondence was received.

In view of the above I propose that a working party be convened, involving interested parties, the initial objectives will be:

- i) To agree terms of reference.
- ii) To draw up a specific proposal for a trial urban meadow on Malt Mill Green.
- iii) To cost the proposal in conjunction with the mowing contractor.
- iv) To obtain from the family the extent of any funding they may be prepared to provide and their specific expectations with regards to a memorial.
- v) To ascertain the likely timescale for implementing the trial, and for how long the trial is likely to run.

Clive Thompson
21st August 2019

9.8 To note the following approved payments were transacted during August 2019 recess.

August					
05.08.19	61	D/D	NEST Pension	Pension 01.07.19 to 31.07.19	£85.72
05.08.19	62	BP0479	Clare Valentine	Clerks Salary	£1,088.10
05.08.19	63	BP0480	HMR & C	Tax and NI	£157.23
05.08.19	64	BP0481	Clare Valentine Expenses	Clerks Expenses	£60.60
05.08.19	65	BP0482	Stephen Hartwell Grass Mowing Services	Grass Mowing Kilsby Verges inv 795 25.06.19	£550.00
05.08.19	66	BP0483	Stephen Hartwell Grass Mowing Services	Grass mowing Kilsby park & cemetery, & 3 fence posts april 19 Inv. 801	£199.00
05.08.19	67	BP0484	Stephen Hartwell Grass Mowing Services	Grass Mowing Kilsby Verges inv 803 30.06.19	£550.00
05.08.19	68	BP0485	Northants CALC Ltd	Off to a flying start INV-0027	£42.00
05.08.19	69	BP0486	E.ON Energy Solutions Ltd	Quarterly Street Lighting Maintenance	£24.30
05.08.19	70	BP0487	Anglian Water Business National (Wave)	Standpipe at Cemetery 6th March to 5th June 19 ref 5732840	£9.17
05.08.19	71	BP0488	Vision ICT Ltd	Website & Email hosting Sept 19 - Aug 20 Inv 9810	£456.00
05.08.19	72	BP0489	E.ON UK	Quarterly Street Lighting H1754A9028	£330.94
05.08.19	73	D/D	ICO	ICO Registration Business Account - Data Protection Fee Direct Debit	£35.00
05.08.19	74	BP0491	Krishna Enterprises T/A Steers Printing	KK Printing Aug- Sept 19 Edition	£464.00
05.08.19	75	BP0492	Stephen Hartwell Grass Mowing Services	Grass Mowing Verges W/c 14th July 19 inv 808	£550.00
05.08.19	76	BP0493	Stephen Hartwell Grass Mowing Services	Grass mowing Cemetery & Rec Ground w/c 7th and 21st July, 2019 inv 815	£350.00
05.08.19	77	BP0494	Kilsby Table Tennis Club	Grantscape grant for tables	£345.00
August					
27.08.19	78	BP0495	Mediashak	IT Equipment for Clerk Inv. 10638	£545.00

10. S106 RECREATION GROUND

13 August 2019

Community Development Coordinator Daventry District Council

Dear Mrs Valentine,

Further to our telephone discussions, please find attached our latest application form and guidance notes to apply for S106 funding.

I have spoken to the Planning Case Officer who feels that the purchase of a zip wire and swing would meet the S106 outdoor sports obligations and would be happy to consider an application. He did request that you speak to our planning department to ascertain if planning permission is needed.

In terms of who should apply for the funding, ideally we would receive the application from whoever has overall responsibility for maintain the land and will undertake the work. If the Recreation Association have a long term least agreement with the Parish Council to maintain the land then they would be able to apply, alternatively if the parish council wish to apply and undertake the works that would also be acceptable as they own the land. If the parish council wish to apply and ask the recreation association to undertake the works this would also be acceptable but the important thing to remember is to draw down the funding we would need to see invoices from the supplier made payable to the successful applicant as we would only be able to pay the grant funds the applicant for audit purposes.

I hope this makes sense but happy to talk through if needed.

