

## 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 7<sup>th</sup> January, 2019** at 7.30pm

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

*Clare E Valentine*

28<sup>th</sup> December, 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 OPEN FORUM SESSION <i>limited to 20 mins.</i></b>
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
<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 Parish Council Meeting 3 <sup>rd</sup> December, 2019.
<b>5</b>	<b>CLERK'S REPORT</b>
5.1	Clerk's Report – no decisions to be made under Agenda Item 5 & not otherwise on the Agenda - for information only
<b>6</b>	<b>GENERAL MATTERS</b>
6.1	<u>Kilsby Preschool</u> To consider a request from Kilsby Preschool for grant of £199.98 to cover the cost of two tablets at £99.99 each. See supporting information. <p style="text-align: center;">ALL</p>
6.2	<u>Houlton</u> To note reply received from the Transforming Lives Educational Trust in response to our letter about the proposed secondary school allocation arrangements at Houlton. Shared with DDC S Bovey. <p style="text-align: right;">SS</p>
6.3	New road Rugby/Houlton – long term aspirations and cycle path <p style="text-align: right;">SS</p>
6.4	<u>Election Advertising</u> Decision as to how to encourage candidacy <p style="text-align: right;">ALL</p>

<b>7</b>	<b>HIGHWAYS / ENVIRONMENT</b>
7.1	<p><u>Telephone Kiosk, Kilsby – located at Main Road</u> Request received from Daventry District Council regarding works of alteration to the K6 Telephone Box which is Grade II listed. Signage altered from ‘telephone’ to ‘defibrillator’ requires changing back to telephone: The Clerk contacted the DDC Conservation Officer who has recommended we take further opportunity to review their request, consult (wider audience/residents) and feedback any comments/suggestions to DDC.</p>
7.2	<p><u>Junction 18 Liaison Forum</u> Update on recent Councillor attendance and any points of interest.</p>
7.3	<p><u>Speedwatch</u> To note: A361 by The Banks VAS Camera- still not operating correctly. NCC Highways advised the maintenance contractor did attend and adjusted the timings but they have asked them to return to site to investigate further.</p> <p style="text-align: right;">IW</p>
7.4	<p><u>NCC Highways</u> Update received: a) Possible provision of “Bus Stop” road markings for the Malt Mill Green stop. NCC Highways offered to sketch something up in the New Year and send KPC a copy of the proposal for the Parish Council’s comment. Subject to confirmation of budgets for the new financial year NCC advise they can then order the works for the spring. b) NCC Highways have been contacted for assistance with Kilsby Highway Wardens roles.</p> <p style="text-align: right;">ALL</p>
7.5	<p><u>Street Light</u> To note: Damaged street light - Main Street awaiting cost of repair from E.ON. For follow up.</p>
7.6	<p><u>Heritage Project</u></p> <p>a) Chairman &amp; Clerk met with Historian who has assisted with project information</p> <p>b) Heritage Lottery Fund – Permission to start form submitted, receipt confirmed and they requested further information which Clerk has supplied over Christmas to process payment.</p> <p>c) To note S106 application: we are advised will now be scored and a report issued to Senior Management Team for their consideration. Following that meeting, the report will need to be approved Strategy Group and then Full Council. The earliest our application will be finalised is 20.02.2020.</p> <p>d) To request an update from Cllr Robin Nicholls regarding the cost and details of his contact who may be able to update the artwork for the project and advise for consideration.</p> <p>e) We have received a licence for approval and signature: Authorisation for the Placing of Interpretation Boards on the Public Highway – Section 144 of the Highways Act 1980 :- Middle Street, Daventry Road, Chapel Street, Main Road, Rugby Road, Main Road, Manor Road, Station Road And Malt Mill Green Kilsby from NCC Highways. To also agree KPC arrangements to comply with licence requirements.</p> <p>f) To note for approval. We are required to apply for consent under the advert regulations for the sponsorship advertisements of the required HLF logos on the boards. Logos are conditions of the HLF grant/consent advice via DDC Planning.</p>
7.7	To consider any appropriate action following the completion of the tree survey
<b>8</b>	<b>PLANNING</b>
8.1	<i>Awaiting Decision</i>
8.1.1	DA/2019/0838 George Hotel 11, Watling Street, Kilsby, Northamptonshire, CV23 8YE. Removal of front porch and construction of new porch, new kitchen input and extractor fans, new double doors, steps and railings to side elevation.
8.1.2	DA/2019/0834 George Hotel 11, Watling Street, Kilsby, Northamptonshire, CV23 8YE Externally Illuminated and non-illuminated signs, text and vinyls including freestanding sign.

8.1.3	DA/2019/0567 Listed Building Consent for conversion of outbuilding from workshop and storage to two, one bedroom dwellings The Hollies 11, Main Road, Kilsby, Northamptonshire, CV23 8XR.			
<b>9</b>	<b>ACCOUNTS</b>			
9.1	Financial Position at 28 <sup>th</sup> December, 2019 2019 £ 86,246.41 Monies received £280.00 Cemetery Fees and £234.50 Kilsby Kronickle Advertising. Accounts reviewed by Internal Control Cllr Page.			
9.2	To approve payments as itemised below:-			
<b>To Whom Paid</b>	<b>Chq No</b>	<b>Details of Payment</b>	<b>£</b>	<b>Power to Pay</b>
NEST Pension	D/D	Pension 01.12.19 to 31.12.19	108.27	LGA(1972) s112
Clare Valentine	BP0543	Clerks Salary	1296.99	LGA(1972) s112
HMR & C	BP0544	Tax and NI	302.18	LGA(1972) s112
Clare Valentine Expenses	BP0545	Clerks Expenses	50.76	LGA (1972)s111
E.ON Energy Solutions	BP0546	Quarterly Street Lighting Maintenance	24.30	HA( 1980) s301
Anglian Water Business (Wave)	BP0547	Standpipe at Cemetery	13.34	Cemetery Act 1906
Krishan Enterprises Ltd T/A Steers Printing	BP0548	Kilsby Kronickle 28pp Newsletter Dec/Jan 2020	464.00	LGA (1972)s142
Kilsby Youth Club	BP0549	Grant for Clubs for Young People Northants Term 2 Jan to Apr, 2020	865.00	LGA (MP) a 1976 s19/1
Playtime ( Kilsby Playgroup)	BP0550	Village grant to Kilsby Playgroup for ball pit	374.00	LGA (MP) a 1976 s19/1
Salcey Ltd	BP0551	Tree survey KPC trees Inv SI-1701	456.00	Open Spaces Act 1906
9.3	Parish Precept 2020/21 – Precept Form and Payment Requisition Form to be signed by the Chairman and Countersigned by the Clerk. KPC precept for budget is £44,650 2020/2021.			
9.4	To note Northamptonshire County Council has confirmed that there will be no change to the mowing budget for 2020. We await the invite to sign up for mowing during the 2020 season. The grant will be the same as received for 2019 and the Clerk has submitted an invoice (Dec 19) for mowing undertaken in 2019 (S136 Local Government Act 1972, Grant for highway verge cutting April 2019 – March 2020 £1012.89 )			
<b>10</b>	<b>RECREATION GROUND</b>			
10.1	To approve KPC purchase order to Wicksteed for the sum of £14,229.80 + VAT for the Recreation Ground playground equipment: To note the Recreation Ground Charity Trustees have obtained quotations for playground equipment and an application for a grant with project details to DDC was applied for via Cllrs Fisher and Margetts for the funds. The full council decided at the KPC meeting (p240. 03.09.19 item 10). KPC would need to purchase the equipment on the Recreation Ground Charities behalf. Funds to be received by KPC as the sole managing trustees. Cllr Margetts has received from DDC notification the grant is approved December 2019, but JF advised correction to understanding of application and KPC must purchase the equipment first to receive funding as DDC will require copy invoices/receipts prior to release of funds. JF/MM grant conditions mean project to be completed in this financial year. The Recreation Ground Trustees have already considered and shortlisted three quotations outside KPC and request KPC purchase equipment from preferred supplier Wicksteed for the sum of £14,229.80 +VAT in January 2020. See supporting info.			
10.2	To approve request for grant to Kilsby Recreation Ground Charity to proceed with their repairs to the recreation ground toddler area for the sum of £702.58 inc. VAT			
<b>11</b>	<b>CEMETERY</b>			
11.1	To consider additional notice or any action to prevent ashes being left at the Cemetery without prior approval.			
11.2	A request has been received to erect a memorial headstone over two plots for family member who has reserved a plot next to an existing family grave (single shared headstone)			
<b>12</b>	<b>COUNCILLOR UPDATES / AREAS OF INTEREST</b>			

12.1	<p>Cllr C Thompson responsibilities</p> <p>To provide report on local crime</p> <p>To update on the Urban Meadow project for the new year</p> <p>CT</p>
<b>13</b>	<p><b>Motion: Confidential Items.</b></p> <p><b>For the following items 13.1 &amp; 13.2 the meeting will be asked to resolve that the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, i.e. contracts</b></p>
13.1	MOWING TENDERS – Open sealed bids for decision on the grass cutting contract 2020-2022
13.2	Clerks Annual leave
<b>14</b>	<p><b>ITEMS FOR NEXT AGENDA</b></p> <p><b>The next full Parish Council meeting will take place TUESDAY 4<sup>th</sup> February, 2020.</b></p>

## **6.1 Kilsby Preschool**

Dear Clare Valentine,

I am writing to you on behalf of Kilsby Pre-school in the hope of receiving funding for new IT equipment.

We would like to enhance the children's learning and development further by introducing two tablets into the preschool. This will engage the children in learning new IT skills through playing educational games in a safe environment. These skills will also include, but would not be limited to; fine gross motor skills, reading, letter and number recognition.

We would be very grateful if the parish council could grant us £199.98 to cover the cost of two tablets at £99.99 each.

Please do not hesitate in contacting me or the Pre-school directly for further details of our request and what we do at Kilsby Preschool.

Thank you very much for your time.

## **6.2 Houlton Response**

Dear Clare,

Many thanks for your email and attached letter relating to the Admissions Policy for Houlton School.


We have drafted the Admissions Policy for Houlton School in accordance with the school's funding agreement parameters. The policy is currently being reviewed by DfE consultants. We anticipate that the policy will be made available for public consultation early in the New Year, when we encourage Kilsby Parish Council, along with all other stakeholders, to provide us with their comments.

Best wishes,

*James*

**Mr James Higham**  
Chief Executive Officer  
Transforming Lives Educational Trust

## 10.1 Recreation Ground new play equipment

Date: 23rd September 2019 Quotation No. <u>AB/230919/A</u>				
		Kilsby Parish Council		
		For the attention of: Jenny Fisher		
Qty	Product Code	Description	Unit Price	Total Price
1	CBW25S	25m Steel Cableway with ramp		
		Supply	£5,500.00	£5,500.00
1	L-Installation	Installation	£2,310.00	£2,310.00
21	6130GRASS	Wicksteed safety grass mats	£36.00	£756.00
21	L-Installation	Installation	£29.00	£609.00
<b>Viking Swing - 2450mm(8') - 1 Bay with Basket Seat (various colours available)</b>				
1	6040-105	Supply	£2,940.00	£2,940.00
1	L-Installation	Installation	£1,157.00	£1,157.00
15.5	L-Installation	Baseworks	£87.00	£1,038.50
15.5	6180BLAK080	Eco-fleck black wetpour 60mm (made from recycled materials)	£108.00	£1,674.00
<b>Exercise Machine</b>				
3.5	L-Installation	Baseworks and concrete edgings	£67.00	£234.50
3.5	6180BLAK080	Eco-fleck black wetpour 40mm (made from recycled materials)	£71.00	£248.50
<b>Swings</b>				
28	L-Installation	Supply and install concrete plinths 28lm	£22.00	£616.00
14	6180BLAK080	Eco-fleck black wetpour 50mm (made from recycled materials) 14sqm - 28lm x 0.5m	£96.00	£1,344.00
<b>Additional</b>				
1	WELFARE	Welfare	£350.00	£350.00
1	STORAGE	Storage	£400.00	£400.00
Sub Total				£10,177.50
Discount				-£5,369.70
Carriage				£422.00
<b>Total</b>				<b>£14,229.80</b>

All prices are subject to a site visit from our Installation Contracts Manager

These prices are valid for a period of 3 months from the date of this quotation

Errors and omissions excluded and Wicksteed Leisure General Conditions of Sale apply

## 10.2 Recreation Ground Request for KPC funds

Date: 23rd September 2019  
Quotation No. AB/230919/B



Kilsby Recreation Ground

For the attention of: Jenny Fisher

Qty	Product Code	Description	Unit Price	Total Price
		<b><u>Wetpour safety surfacing</u></b>		
3	L-Installation	Play Hut (Wendy House)		
		<u>Baseworks and concrete edgings</u>	£67.00	£201.00
3	6180BLAK040	Eco-fleck black wetpour 40mm (made from recycled materials)	£71.00	£213.00
1	HERAS	Temporary heras fencing		£300.00
		Sub Total		£714.00
		Discount		-£128.52
		<b><u>Grand Total Excluding VAT</u></b>		<b><u>£585.48</u></b>

*All prices are subject to a site visit from our Installation Contracts Manager*

*These prices are valid for a period of 3 months from the date of this quotation*

*Errors and omissions excluded and Wicksteed Leisure General Conditions of Sale apply*