

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 March, 2020** at 7.30pm

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

Clare E Valentine

25th February, 2020.

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 Parish Council Meeting 4 th February, 2020.
5	CLERK'S REPORT
5.1	Clerk's Report – no decisions to be made under Agenda Item 5 & not otherwise on the Agenda - for information only
6	GENERAL MATTERS
6.1	To consider a request received from Citizens Advice Daventry request for £350.00 to go towards core work and telephone bill.
6.2	To consider a request from Kilsby Poor Lands Charity regarding Jubilee Wood. <i>See supporting info</i>
6.3	To consider a request from the Kilsby Village Shop for £250.00 towards the provision of cleaning facilities, <i>See supporting info</i>
6.4	To consider a request from Kilsby Village Shop regarding their Parish Council loan. <i>See supporting info</i>
6.5	To note responses received regarding Houlton School Admissions from our local MP. SS
6.6	To note for action to DDC: Grade II Listed K6 Telephone Box. DDC have decided that the replacement of the signage in the top of the K6 Telephone box would not require listed building consent, provided that the new signage was the same size and font type as the traditional 'telephone' signage.
6.7	To approve draft letter for transfer of ownership bench – entrance to Butts Lane
6.8	To consider progressing any Grantscape project ideas

6.9	<u>Recreation Ground</u> a) To hear any updates or actions for the PC regarding Recreation Ground new playground equipment. MM b) To approve the Recreation Ground Grant of £2000.00 as follows: Insurance £800; ROSPA £150; Maintenance £350; Cleaning £500; Contingency £200.00. JF
6.10	To consider any feedback/actions from the Cluster Group meeting minutes 18 th February 2020
	HIGHWAYS / ENVIRONMENT
7.1	To discuss request for additional street lighting Daventry Road A361.
7.2	To consider areas to be added to the KPC mowing contract. Mowing contractor contacted.
7.3	To note grass verges along Smarts Estate near to the Recreation Ground proposals still being worked on NCC Highways contacted for advice.
7.4	<u>Speedwatch</u> a) To receive update regarding additional VAS signs for consideration. b) To note Cllr Weston to take over as Speedwatch Co-ordinator and update on the Speedwatch Group IW/IM
7.5	<u>Street Light</u> To note: Damaged street light - Main Street – Progressed and still outstanding as of February E.ON investigating.
7.6	<u>Heritage Project</u> a) Update from Working group recent meeting actions for decision b) Consideration for resizing boards currently A0 to A1 <i>See updated quote in supporting info</i> c) Update on artwork amendments d) Update on actions to meet Highways licence e) Pre-installation checks for cables in the heritage board locations f) To note application for consent under the advert regulations to be applied when criteria for Highways Licence met.
7.7	<u>Climate Emergency</u> a) To receive update from Cllr Massey following latest DDC climate emergency meeting and discuss the draft report for Kilsby Kronickle. b) To consider a public meeting event and discuss expenditure with associated costs for venue hire and materials IM
7.8	Updates on the A5 Roundabout repairs and maintenance
7.9	To note Daventry District Council adopted the Settlements and Countryside Local Plan (Part 2) at its meeting of Full Council on the 20 th February 2020. The Part 2 Local Plan, Policies Maps, Adoption Statement and Sustainability Appraisal documents are available to view www.daventrydc.gov.uk/localplan . JF
7.10	To discuss gateway planting and possible timeline for project
8	PLANNING
8.1	<i>Awaiting Decision</i>
8.1.1	DA/2020/0032 Tudor Cottage 11, Manor Road, Kilsby, Northamptonshire, CV23 8XS Work to trees within a conservation area. Deadline 10 th February, 2020
8.2	<i>Approved</i>
8.2.1	DA/2020/0005 Danetre House 1, Main Road, Kilsby, Northamptonshire, CV23 8XW Work to trees within conservation area. Deadline 5 th February, 2020
8.2.2	DA/2019/1083 Land At The Limes 3, Main Road, Kilsby, Northamptonshire, CV23 8XR Construction of dwelling and detached garage.
8.2.3	DA/2019/1079 Tesco Grocery, Daventry International Rail Freight Terminal, Stephenson Way, Kilsby, Northamptonshire, CV23 8YH Installation of a biofuel generator and associated infrastructure.
9	ACCOUNTS
9.1	Financial Position at 25 th February, 2020 £ £89,078.39 Monies received £297.50 KK Advertising and £7500.00 Heritage Grant and £ 1012.89 NCC Contribution Mowing. Accounts reviewed by Internal Control Cllr Page.
9.2	To approve the Internal Control Policy & Procedure 2019/2020

9.3	To approve payments as itemised below:-			
9.4	To note Clerk contacted PKF Littlejohn External Auditors regarding the £25K loan for shop made in 2018 and the 2018/2019 AGAR for a noting in the 2019/2020 audit.			
9.5	To approve receipt of funds to KPC from National Lottery Heritage £7,500.00 for the heritage project and £1012.89 for the mowing contribution from Northampton County Council.			
9.6	To note the Kilsby Kronickle Financial Statements received for 2019/2020 <i>see supporting info</i>			
To Whom Paid	Chq No	Details of Payment	£	Power to Pay
Payroll costs	BACS	01.02.2020 to 29.02.2020	1712.25	LGA(1972) s112
Helen Smedley	BP0563	Burials Officer Expenses 2019/2020	223.29	Cemetery Act 1974
Christina Lomas	BP0564	Kilsby Kronickle Expenses 2019/2020	76.42	LGA (1972)s142
SLCC	BP0565	SLCC Practitioners Conference 2020 Inv 130802	210.00	LGA(1972) s112
1st Kilsby Brownies	BP0566	KPC Village Grant towards expenses	96.00	LG(MP) Act 1976 s19
1st Kilsby Guides	BP0567	KPC Village Grant towards expenses	300.00	LG(MP) Act 1976 s19
Kilsby CE Primary School	BP0568	KPC Village Grant towards trip	250.00	LG(MP) Act 1976 s19
10	CEMETERY			
10.1	a) Burials Officer update b) Update regarding cemetery maintenance			
11	COUNCILLOR UPDATES / AREAS OF INTEREST			
11.1	To consider hiring the Kilsby Room for an additional hour, between 6pm and 7pm, on the occasion of the Annual Parish Meeting, 21 st April. This is in order to allow time for the Kilsby Good Neighbour scheme and Neighbourhood Watch, to each make presentations to village residents. CT			
11.2	To receive an update on KPC litter pick and letter to volunteer groups SS			
12	Motion: Confidential Items. For the following items 12.1 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			
12.1	STAFFING MATTERS			
13	ITEMS FOR NEXT AGENDA			
The next full Parish Council meeting will take place TUESDAY 7th April, 2020.				

6.2 Letter from Kilsby Poor Lands Charity

29th January 2020

Dear Mrs Fisher

Re: Jubilee Plantation - Kilsby Poor Land

The Jubilee plantation is an area of 6.5 acres of woodland owned by Kilsby Poores Land Charity and managed by the tenant Mr Bob Wilson. It was planted in 2002 under a Forestry Commission scheme with the object of providing a partial green shield between the village and DIRFT. It was always the intention to allow public access once the trees had matured so that it could offer a recreational green space to local residents. Having reached this stage and having installed a pedestrian gate in 2018, obtained through community grant funding, the Charity now finds itself in a difficult position. It transpires that it is necessary for the Charity to hold public liability insurance to cover the risk of claims arising from the public befalling accidents on the land. The annual premiums that would be charged by insurance companies are far beyond the means of the Charity so until this situation is resolved public access is denied (by virtue of the gate being padlocked).

In order to consider a way forward I would be grateful if the Parish Council could consider some form of shared responsibility.

I understand that a similar situation exists in Barby where a village charity owns the playing field, the cricket pitch and pocket parks, through which the footpath to Braunston leads. In Barby the Parish Council leases the land from the charity for a peppercorn rent and thereby the land in question is covered by the Parish Council's insurance. Is it possible that such a scheme could be introduced in Kilsby ?

The present tenant of the woodland is beyond retirement age and is looking to give notice of his tenancy in the foreseeable future. The Trustees, therefore, will need to either find a new tenant or dispose of the land in some other way. One possible option would be to gift it to the Parish Council (assuming agreement from the Charity Commission). This would ensure that the facility remained under local control for the benefit of Kilsby residents.

I look forward to hearing the Council's view on this matter.

6.3 Kilsby Community Shop

Request

We are looking to do some work within the shop to improve the sink facilities we currently have as at the moment we have a tiny sink with a very small tap for cold and slow heater for the hot water of about 10 inches square. This as you can imagine is not practical for the cleaning facilities we need for the shop, as it does not allow easy access for the filling of bowls/buckets for cleaning or even a kettle for drinks for the volunteers whilst on their shifts. We do hold a 5 star hygiene rating for the shop and would like to ensure that this remains our standard, but as we have expanded the chiller facilities in the shop since opening we need to improve these facilities.

We have therefore looked at the possibility of installing a proper sized sink unit with taps and a new heater system, leaving the small existing one for hand washing which really is it's proper use. We have the help of a villager who has offered his services to install this free of charge so all we need to do is provide the materials. This has been costed and comes to a total of £400 of which we have managed to raise £150 towards this. We would be most grateful if the Parish Council were able to help with the funding of the remaining £250 so that we can progress this project and improve these facilities within the shop.

6.4 Letter from the Treasurer of Kilsby Village Shop



2 Emery Close, Kilsby, Northamptonshire, CV23 8ZA
01788 823509

21st January 2020

Dear Claire,

The Kilsby Village Shop opened in March 2018 and has become a hub for the community to meet and chat as well as providing the community with a well-stocked general store which in recent months has proved to be of great benefit to all.

Indeed, in December we had our best month, with over £11,350 of sales income, producing a profit before depreciation.

As forecast the shop has been running at break even, or a small profit, for several months, (not taking into account depreciation).

When the committee decided to establish the shop in the premises it now occupies the finance was provided by a successful share issue and an interest free loan from the Parish Council.

Now that the shop is established and has shown itself to be a substantial asset for the village we are writing to ask that the Parish Council considers making some, or preferably all, of the loan as a grant to the Society, thus establishing it as a benefit to the whole community.

We look forward to hearing from you and will be happy to answer any questions you may have.

Yours sincerely, on behalf of the committee,

Peter Ayton
Treasurer

Kilsby Village Shop Limited is registered by the Financial Conduct Authority under the Cooperative and Community Benefit Societies Act 2014, with the Registration number of 7625.
The registered office of the Society is 2 Emery Close, Kilsby.

7.6 Shelley Signs updated quote: Options A0 and A1 size information Boards

Shelley Signs Limited

Option from your artwork supplied	Ref	Total
7 off A0 size interpretation panels with aluminium lectern frames &	L1	£4,865.00
2 off A0 size interpretation panels with wall mounted aluminium frames	W1	£1,190.00
Or		
7 off A1 size interpretation panels with aluminium lectern frames &	L1	£4,480.00
2 off A1 size interpretation panels with wall mounted aluminium frames	W1	£1,100.00
If Shelley undertake the "redesign" work for all 9 panels, add		£1,080.00

The A0 wall mounted options will weigh about 15 kgs each, the A1 about 12 kgs.

Carriage: All prices are subject to Packing & Carriage at an estimated £175.00 total to deliver all 9 items to one address.

Delivery: To be agreed in the event of an order.

Terms: All prices exclude VAT, are valid for 6 months and are subject to sight of artwork.

9.4 KILSBY KRONICKLE FINANCIAL STATEMENT 2019-20

	<u>Budget</u>	<u>Actual</u>	<u>Variation</u>
<u>Expenditure</u>			
Printing	£2400.00	£2565.00	+ £ 165.00
Eds. Expenses	£ 200.00	£ 76.42	- £ 123.58
 Total	 £2600.00	 £2641.42	 + £ 41.41
 Income	 £ 850.00	 £1076.00	 + £ 226.00
Net cost to parish	£1750.00	£1565.42	- £ 184.58

Printing costs higher than budgeted for because of four pages of colour printing and one edition of 28 rather than 24 pages. This overspend has been more than compensated for an underspend on editorial expenses and an over-achievement of revenue budget, making the total cost to the Parish £184.58 less than was budgeted for.