

MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council meeting Held on TUESDAY 1st September, 2020 at 7.30pm as a virtual online meeting.
(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020).

PRESENT: Councillors H Gibbs, R Page, C Thompson, M Margetts, I Massey, I Weston, R Nicholls, S Stainton.

Clerk: Clare E Valentine.

District Councillor: Catherine Lomax

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1	APOLOGIES		
1.1	Apologies received from Cllrs Gent and Nicholls and accepted. Cllr Nicholls subsequently was able to attend the meeting from 20:16 to 21:14 hrs.		
2	CO-OPTION TO FILL CASUAL VACANCIES		
2.1	It was RESOLVED to co-opt Barbara Barrett and Caroline Haycock as Councillors and the Declaration of Acceptance of Office issued and the relevant papers signed.		
3	PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i>		
3.1	Four members of the public plus a District Councillor present. Catherine Day Policy Officer (Housing) from Daventry District Council discussed the Kilsby housing needs survey which is out of date having a shelf life of three years and helps identify current and future housing needs. It is free of charge and will be for every resident but DDC would like PC support and they recognise that the NHDP is to be reviewed. <i>The Chairman brought forward with resolution from the full Council item 7.2 for discussion with Catherine Day.</i> Janet Chappell Clerk to Kilsby Poor Lands Charity advised they are still waiting for insurance information for Jubilee Wood but would liaise with the Clerk for bank details for the grant. The Charity would like to know if the grant will be on going annually.		
3.2	Report from District Councillor Lomax A new Executive for West Northamptonshire has been appointed. At their last meeting a question was asked about the £1.4 billion pounds the council is planning to spend on the highway contract. The Contract currently runs until 2022. It has been challenged and sent to the Shadow Exec. to consider. There is a consultation on the new West Northamptonshire logo.		
3.3	No County Councillor report		
4	DECLARATIONS of INTEREST on the Agenda		
4.1	Cllr Weston declared he has no pecuniary and personal interest in item 7.5 offering a defibrillator to the village hall, but would abstain from the matter.		
4.2	No written requests for dispensation of DPI have been received.		
5	MINUTES		
5.1	The Full Council minutes of 18 th August, 2020 were approved and signed as correct record.		
6	Clerk's Report		
6.1	<i>Clerk's Report – no decisions to be made under Agenda Item 5 matters arising & not otherwise on the Agenda for information only.</i> Local Government reorganisation Q&A for Parish and Town Councils is on 18.09.20 via zoom deadline to confirm attendance is 7 th September 2020 and the Chairman has expressed interest in attendance. Northamptonshire Carers have released information on the Dementia Care Advice service, something villages are adopting, if there is interest please let me know. NCALC AGM 03.10.20 10:00 -12:00 The Chairman has expressed an interest in attending. The Police Fire and Crime Commissioners Office Road Safety for the Community have advised of a monthly rolling funding programme. The Village Hall have advised they are scheduled to open 07.09.20 and have sent documentation. The second half of the precept is due this month to KPC £22,325.00.		
7	GENERAL MATTERS		
7.1	It was RESOLVED the Cemetery Volunteers are the two residents as discussed and agreed. The Clerk has spoken with the volunteers and is to confirm the agreed duties and contacts which include weeding, tidying and light maintenance, checks and gardening, possible bin rota and involvement in projects - in agreeance with our volunteers. The volunteers were not present at the meeting but are greatly thanked for their help insurance position has been checked and risk assessments issued. Cllr Weston offered to meet the volunteers at		

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		the Cemetery.	
7.2		It was RESOLVED for KPC to give permission to DDC to undertake the Kilsby Housing Needs Survey and the associated communication. The timescale of the survey is approx. 3 months and Catherine Day was asked to co-ordinate via the Clerk.	
7.3		<p>A report was received from Cllrs Massey and Thompson regarding the Kilsby Neighbourhood Development Plan. The NHDP is being reviewed and both Cllrs Thompson and Massey advised they have been communicating with DDC contact for an informal review and comments and advice. Since the shop opened it is listed as an asset and Kilsby's conservation area is defined so the plan may need to take account of this.</p> <p>The Housing needs survey may also result in change, DDC to advise. A revised NDP will incur costs.</p> <p>The organisation Locality, Neighbourhood Planning Support, is able to assist in this and is a source of funds to carry it out. If the changes are judged to be material, then the plan will need to move forward to examination. If this is the case we will need professional help in making sure the NDP conforms to requirements.</p> <p>Locality is able to provide the necessary advice and funding and it was RESOLVED Cllrs Thompson and Massey will register with this body for the PC.</p>	
7.4		The Clerk wishes to note she informed the council of the letter she received directly from the Police for KPC to respond by 16 th September 2020. However, it was RESOLVED at the meeting that the ANPR Camera Expansion proposal on Rugby Road is to be responded to by District Councillor Lomax and the Council requests the District Councillor asks the question why the APNR location of Rugby Road was selected and she will report back to the Council.	
7.5		<p>To discuss and provide any updates and progress on the following projects for PC recommendation or decision:</p> <ul style="list-style-type: none"> • Offering a defibrillator to the village hall <i>To note various quotes obtained for defibrillators and we are awaiting some costings on installation. It was RESOLVED to approve the Village Hall feedback on housing a defibrillator, its location and KPC responsibilities ownership and future costs but subject to approval of awaited costs. It was RESOLVED to approve the village halls offer to obtain a quote for installation from an electrician at KPC cost.</i> • It was RESOLVED for Cllr Massey, Weston and the Chairman to verify costs of speed signs A361 and Barby Road and speak directly with Northampton County Council Highways and report back to KPC. The Chairman is to arrange a Zoom meeting with Cllrs Massey and Weston. • Malt Mill Green Bus Stop It was RESOLVED for the Chairman with Clerk support to obtain quotes for complete highways verge alterations at the Malt Mill Bus Stop work and KPC to obtain a NCC Highways 171 Licence application (Clerk has application and suggests the work could be completed under LGA 1972 s111. Companies as per NCC approved suppliers list. • Outside front of school – It was RESOLVED for the Chairman to contact NCC Highways directly to ask them to complete the work themselves. • Urban Meadow It was RESOLVED for Cllr Thompson to seek permissions himself, which includes contacting and obtaining adjacent landowner's permissions and to obtain Highways permissions who in addition require maps and list of items to plant and report back to the Council. The Clerk has reported permission is required from Highways NCC and England for alternations to grass verges along Watling Street A5 junction with Rugby Road, Barby Road junction of Devon Ox Green and Rugby Road Junction Main Road. Cllr Thompson will look at obtaining quotations directly from contractor(s) for the work. • Cemetery It was RESOLVED the Clerk to progress quotes on improvements and expansion to extension. • Family memberships to local sporting facilities – It was RESOLVED the Chairman followed up and no interest was received from the Tennis Club. <ul style="list-style-type: none"> • Butts Lane improvements It was RESOLVED for the budget to be increased to £2.5K. <i>The Chairman has advised he obtained a quote for consideration. The Clerk has contacted NCC Rights Of Way Officer for consideration and advice on possible contractors and permissions to work along the EW13.</i> <ul style="list-style-type: none"> • Planting on village greens. It was RESOLVED for the Chairman and Councillor Weston to discuss plans further. • Climate Emergency. Cllr Massey advised a workshop would be useful and to wait until social distancing is and event is allowed. <p><i>The Clerk wishes to note the Council have been advised that for certain matters where they have resolved at meeting that members are to act upon matters directly that would ordinarily fall under the responsibility of the Proper Officer to the Council under Local Government Act (LGA) 1972 section 112 and RFO the Local Government Act 1972 Section 151 to act upon and report back to the full council. Such decisions should be in accordance to KPC's Standing Orders and Financial Regulations. Under LGA 1972 Section 101(1) the Council should be mindful of decisions to discharge functions to individual members and acting on behalf of a local authority. The Clerk as Officer is willing to help with such duties and is following instruction. It is minuted for accountability and audit.</i></p>	

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7.6	It was RESOLVED that a grant has already been made to Kilsby Pools Land Charity regarding Jubilee Wood for and again suggested S106 application and await their instruction. The matter regarding request this evening for regular annual support on costs will be on the October agenda.	
7.7	It was noted for follow up that no further information provided from DDC Planning if permission is needed regarding WI centenary proposal on Malt Mill Green to report back to WI.	
7.8	It was RESOLVED to reject the idea for members take it in turn to complete a PC article for the Kilsby Kronickle instead of the Clerk. The Chairman suggested that an individual Councillor may take on the task and Councillors feed information to that Councillor. It was RESOLVED that the Chairman would speak with Caroline Haycock but the matter would have to be revisited at a later date.	
7.9	It was RESOLVED for Cllrs Weston and the two newly co-opted members Haycock and Barrett to attend "Off to a Flying Start" in December.	
7.10	It was RESOLVED for Cllr Weston to write an article for the KK about inconsiderate parking. It was noted by the Council that the Clerk advised it is a non PC matter and can be reported by anyone directly to https://fixmystreet.northamptonshire.gov.uk/ .	
7.11	It was RESOLVED to write back to the resident to advise them their entitlement to attend to any overhanging vegetation in their own property from Butts Lane. The second request on overgrown vegetation was sent to the PC in error and is not applicable to the PC.	
7.12	It was RESOLVED to amend the Cemetery Rules and Regulations so that only residents and former residents of Kilsby are entitled to use the cemetery as a final resting place. This is for a number of reasons including provision of future burial space.	
7.13	It was noted for information: Two separate enquiries have been received from local groups for S106 funding to repair a stile along EW3. It is not known who the specific landowner is. They have been directed to NCC Rights of Way Officer and Community Grants to obtain this information first to help consider if an application could be supported for their groups.	
7.14	It was RESOLVED to approve the payment of £625.00 plus VAT to the Kilsby Youth Club committee for the week of summer sessions, 24th to 28th August 10am-12 youths aged 10-15 With CYPN. Await copy invoice.	
7	PLANNING	
8.2	<i>New applications</i>	
8.2.1	DA/2020/0613 Installation of nine information boards. Various Site Within Kilsby, Northamptonshire Deadline for response is 10th September. <i>*It was noted this is KPC Advertising Consent Application for our Heritage Project.</i>	
8.2.2	It was noted KPC advertising consent application has been validated by DDC Planning DA/2020/0613 as noted in the planning section of this agenda. Decision is scheduled for 23 rd September. If this is granted it was RESOLVED the Clerk to place an order with Shelley Signs the approved supplier for the purchase of the nine information boards and instruct their installation asap. KPC to then consider launch event arrangements and press release per HLF guidance.	
8.3	<i>Awaiting Decision</i>	
8.3.1	DA/2020/0384 Construction of 5 dwellings. Land Adjacent 16, Barby Road, Kilsby, Northamptonshire	
8.4	<i>Approved</i>	
8.4.1	DA/2020/0417 Demolition of existing single storey extension and construction of two storey rear extension. 14, Smarts Estate, Kilsby, Northamptonshire, CV23 8XY Approved 19 th August, 2020.	
8.4.2	DA/2020/0472 Work to tree in a conservation area 2, Independent Street, Kilsby, Northamptonshire, CV23 8XL Approved 18th August 2020	
8	ACCOUNTS	
9.1	It was RESOLVED to approve the Financial Position at 25 th August, 2020 £87,310.66 Income received during August 2020 £1073.75 for Cemetery fees and KK Advertising. Accounts reviewed by Internal Control Cllr Page.	
9.2	It was RESOLVED to approve the final updated 2020/2021 Budget. The Clerk recommended the addition of £1500 to the budget for the consideration of item 10.3 HR Advisor.	
9.3	It was RESOLVED the Clerk suggest dates for meeting to consider the 2021/22 KPC Budget and Precept.	
9.4	It was RESOLVED not to reaffirm the DELEGATED AUTHORITY SCHEME –now the council are able to meet virtually during the Covid-19 pandemic.	
9.5	It was RESOLVED to acknowledge and approve receipt of payment from Daventry District Council 27.07.20 for the sum of £14,229.80 for S106 funding used towards the purchase of play equipment at the Kilsby Recreation Ground.	

9.6	It was RESOLVED to approve the LOCAL GOVERNMENT SERVICES' PAY AGREEMENT 2020-21 for Clerks. Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2020. The new rates for allowances, up-rated by 2.75 %. A			
9.7	It was RESOLVED to approve the donation received from Mrs S Hatton for the sum of £685.00 to go towards the Parish Councils Heritage project.			
9.8	It was RESOLVED to approve payments as follows:			
Payee	Chq No.	Details	£	Power to pay
Payroll Costs		August 2020	£1373.37	LGA(1972) S111,S112
Daventry Norse Ltd	BP0623	Inv 52IN-000225 Grass cutting maintenance July 2020 2x verge, Rec Grd & Cemetery	£1,601.14	Open Spaces Act 1907
Complete Office	BP0624	Invoice No: 93/I15661 - Ink cartridge	£27.14	LGA(1972) S111
Kilsby Playgroup	BP0625	Village Grant for play equipment	£228.00	LGA(1972) S137
9	CEMETERY			
	<p>CONTRACTS</p> <p>Motion: Confidential Items.</p> <p>For the following items 9.1 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</p> <p><i>Public Bodies (Admission to Meetings) Act 1960 Section 1 4b) the agenda for the meeting as supplied to members of the body was published electronically in advance of the meeting (but excluding, if thought fit, any relevant item below), together with such further statements or particulars, if any, as are necessary to indicate the nature of the items included or, if thought fit in the case of any item, any reports or other documents supplied to members of the body in connection with the item.</i></p>			
10.1	<p>CEMETERY</p> <p>It was noted the Clerk (acting Burials Officer) has progressed the contract and arrangements for Daventry Town Council to commence the Burial Officer duties and we are awaiting an update. Handover scheduled second week of September with contract details and costs to be finalised/published.</p> <p>The Clerk advised the general and green waste is no longer under the remit of household collections FOC at the Cemetery by DDC due to being notified of change of rules. The Clerk has contacted Daventry Norse who mow the Cemetery and are already DDC refuse contractors for a commercial waste. The Council have RESOLVED to approve seeking of such costs from Norse.</p>			
10.2	<p>VILLAGE MAINTENANCE</p> <p>It has been identified that the mowing contractor Daventry Norse Ltd offers a range of additional village maintenance services which compasses areas around the village where the contractor currently cuts grass and project work is required. For possible ease of use could be determined as part of their remit. In interests of potential value for money and services offered to the village it was RESOLVED the Council would extend the mowing contract to include village maintenance provision (projects in the budget) for 2020/2021 to the value of £22.5K (additional £7.5K) to encompass mowing, village maintenance and improvements. This could include work to Butts Lane, Urban Meadow and the Cemetery. This will not prevent the Council deciding to seek alternative quotes should they wish but to avoid desegregation of contracts from one supplier and use them for this work.</p>			
10.3	<p>STAFFING</p> <p>Staffing matters and maternity</p> <p>1. The Clerk requested maternity leave date with last working date of 30th September, 2020.</p> <p>(To note the Staffing Committee members were advised of the pregnancy on 17th August to which the Chairman advised of finding a temporary replacement on 18th August, 2020 with encouragement to take maternity leave early, if the clerk wishes). The Chairman congratulated the Clerk on behalf of the Council.</p> <p>The Clerk recommended the following to allow the Council to prepare for appointment of temporary Clerk: To approve the appointment of a temporary Clerk/RFO to cover maternity leave and duration of temporary contract. To consider employment basis or contractor terms and conditions to be verified Handover period and process to be confirmed Confirmation of authorising additional Clerk/RFO to be added to Unity Bank process for new temp appointment and considerations for how they will manage the PAYE process and postal address, phone and correspondence arrangements.</p>			

	<p>To note Clerk is currently submitting CiLCA portfolio for marking however this has proved difficult due to August workload Council were to allow time for CiLCA rather than PC duties and this has not happened. Chairman advised. Annual appraisal still to be completed.</p> <p>2. The Chairman proposed that the Council approve the engagement of a Human Resources advisor, so that the council might have expert advice on Employment Law and the requirements contained therein. The estimated cost for this is calculated at £1,500 + VAT for 20 hrs work. The Council RESOLVED to approve this appointment.</p> <p><i>To note the Clerk requested information on this matter in readiness for the agenda from the Chairman and this was refused. No quotation or communication with the contractor was provided to the Clerk before or during the meeting nor to the Council at the meeting other than as described in 2. above on the agenda. The Chairman advised under Financial Regulations 11.1 a ii), it is a special service where additional quotes are not required, it is not an emergency and information on the matter is not required for the meeting and who the proposed contractor is, other than other companies were considered by the Chairman. He obtained advice from a higher power on the Financial Regulations but refused to name where this advice was sourced. The Clerk added the £1500 to cover the budget for approval and whilst welcomes a HR Advisor advised against the way in which this decision has been arranged and resolved for accountability, transparency and correct practice. There are also options the Council might wish to consider such as using ACAS and NCalc either free or potentially more cost effective.</i></p> <p>3. It was noted the Annual Leave (LOCAL GOVERNMENT SERVICES' PAY AGREEMENT 2020-21) The minimum paid annual leave entitlement is twenty-two days with a further three days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.</p>
10.4	<p>MEDIA - Printing and advertising</p> <p>The Clerk updated the Council on finance and contractor position. It was RESOLVED for the Clerk to update the village magazine contacts about our PC duties and procedures and requirement to seek quotes from printing contractors in light of upcoming budget preparations and to explain our position on receiving income from advertising under PC's duties and responsibilities. A payment break to companies who advertise was provided (not by the PC) during lockdown but it would ordinarily be a PC decision on finances. It was RESOLVED to keep the Chairman and Cllr Thompson updated and the Chairman is willing to help support the income and advertising matters under roles and responsibilities. This is in support of the budget and expenditure of the PC, reviewing income to cover such expenditure and to ensure the administration is managed by the PC. Clerk suggests possible agreement or emergency plan to be created as solution between parties to help cover these matters and it is recognised that that the group are hardworking volunteers who are fully appreciated.</p>
11	<p>ITEMS FOR NEXT AGENDA</p> <p>Jubilee Wood Project updates Staffing Matters Burial Officer</p> <p>The next full Parish Council meeting will take place TUESDAY 6th October, 2020 19.30 hrs</p>

Meeting closed at 22:27

PLEASE NOTE: Whilst every attempt has been made to ensure the accuracy of these Minutes they are still subject to confirmation at the next meeting of the Parish Council and as such cannot be construed as the official record of this meeting until signed by the Chairman.

Signed..... Date20