

MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council extraordinary meeting Held on WEDNESDAY 16th 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, C Haycock, B Barrett.

ABSENT: Councillor S Stainton

Clerk: Clare E Valentine – Absent through illness. Minutes taken by Cllr C Thompson

District Councillor: Catherine Lomax

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1	APOLOGIES		
1.1	Apologies received from Cllr Gent and accepted.		
2	PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i>		
2.1	There were no members of the public present and no representations were made.		
2.2	<p>Report from District Councillor Lomax</p> <ol style="list-style-type: none"> 1. A draft transport strategy has been tabled which would allow local residents to require the closure of ‘rat runs’, i.e. traffic shortcuts through residential areas. 2. An ‘Article 4 direction’ has been resolved in respect of the Kilsby conservation area and can now be released for consultation. It means that various properties will have permitted development rights removed. 3. The West Northants ‘shadow’ unitary council has met for the third time. There will be only one more meeting prior to the change to unitary councils. There was no real debate, no decisions – everything goes from the full council to the exec. It’s a ‘stitch-up’. The cost of Covid-19 to the District is estimated at £60m. 4. Council meetings in public are unlikely to resume before the New Year, and possibly not even then. 		
2.3	No County Councillor report		
3	DECLARATIONS of INTEREST on the Agenda		
3.1	Declarations - None		
3.2	Dispensations - None		
4	MINUTES		
4.1	<p>Cllr Nicholls understood the previous meeting may have been recorded and whilst he accepted that recording of the meeting is permissible he expressed concern that the council was not informed if this was in fact the case. Also, matters of a confidential nature were discussed at that meeting for which a recording could now be in the public domain.</p> <p>Chairman Gibbs, with reference to item 10.3 paragraph 1, stated that he did not provide the Clerk with “encouragement to take maternity leave early”, but simply offered this as an option should it be to the benefit of her condition during pregnancy.</p> <p>Cllr Thompson requested that the wording of the third sentence of item 7.3 be replaced with the following sentence because the village shop is not currently listed as an asset in the Neighbourhood Development Plan: <i>Since the NDP was published the community shop has opened and the Conservation Area has been defined. The plan may need amending to take account of these and other changes.</i></p> <p>Cllr Thompson requested that the wording of the Urban Meadow section of item 7.5 be replaced with the following sentence because he didn’t say that he would himself seek permissions from Highways or obtain quotations directly, only that he would speak directly to Highways to establish what their exact requirements were: <i>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. This includes contacting and obtaining adjacent landowner’s permissions and obtaining Highways permissions who in addition require maps and list of items to plant and report back to the Council. Cllr Thompson requested contact details from the Clerk so that he can establish exactly what is required and decide how to proceed.</i></p>		

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	<p>Cllr Massey requested that the wording of the Climate Emergency section of item 7.5 be replaced with the following sentence because the minutes as written are a little confusing: <i>Cllr Massey advised a workshop would be useful but would have to wait until social distancing rules are relaxed so that the event can go ahead.</i></p> <p>Cllr Thompson noted that in item 10.3, at the conclusion of both paragraphs 1 and 2, footnotes providing commentary and opinion of the Clerk had been added. Cllr Thompson questioned whether this was an appropriate use of the minutes particularly as some of the text did not refer to matters which had been discussed at the meeting.</p> <p>As a result of the above the minutes were NOT APPROVED or signed as a correct record of the meeting on 1st September pending further advice.</p>	
5	Staffing Matters	
5.1	It was RESOLVED to approve the appointment of Catherine Camp as a Locum Clerk to cover the Clerk and appoint her as RFO Section 151 Officer during the Clerk's maternity leave for 20 hours per week from 1st October 2020.	
5.2	It was RESOLVED to make necessary arrangements to allow Catherine Camp access to Unity Bank to view accounts and prepare Payments and to hand over all equipment and documentation for the period of maternity leave.	
5.3	It was NOTED that the Clerk intends to take 52 weeks maternity leave and will confirm in writing giving 8 weeks notice to the Council should this change.	
6	Future meeting dates, meeting arrangements and internal audit	
6.1	It was RESOLVED to move the PC meetings to the second Tuesday of every month to accommodate Locum availability.	
6.2	It was RESOLVED to approve Catherine Camp's offer of sharing Barby and Onley Parish Council Zoom access with KPC at a charge of £6.00 Per month.	
6.3	Internal Audit (Note – This item was shown as a duplicate item 6 on the Agenda) It was NOT RESOLVED to approve an Internal Audit before the Clerk departs on Maternity leave 30th September 2020 and a second internal audit just prior to her return. It was considered that an internal audit at this time is not warranted since an internal audit has been undertaken as recently as July and an external audit is due shortly.	
7	HR Advisor	
7.1	It was RESOLVED to approve the engagement of Sagegreen Human Resources to provide HR advice to the Council.	
8	ITEMS FOR NEXT AGENDA Neighbourhood Development Plan review Cemetery ANPR camera Recording of meetings The next full Parish Council meeting will take place TUESDAY 13th October, 2020 19.30 hrs	
	In closing, the Council wished the Clerk best wishes in her pregnancy.	

Meeting closed at 20.40 hrs.

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