MINUTES OF MEETING   
of KILSBY PARISH COUNCIL

Parish Council meeting held on TUESDAY 13th October,2020 at 7.30pm as a virtual online meeting.

PRESENT**:** Councillors H Gibbs (Chairman), B Barrett, B Gent, C Haycock, M Margetts, I Massey,

R Nicholls, R Page, S Stainton, C Thompson, I Weston.

Locum Clerk: Catherine Camp and 1 Parishioner.

District Councillor: Catherine Lomax; Ms Tarnya Brink Sagegreen – HR Consultant.

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|  |  | | | **Page 294** | | | | **ACTION** | |
| **1** | **APOLOGIES** | | | | | | | | |
| 1.1 | There were no apologies. | | | | | | | | |
| **2** | **PUBLIC OPEN FORUM SESSION *limited to 20 mins.*** | | | | | | | | |
| 2.1.1 | The Chairman introduced the HR Consultant, Tarnya Brink Sagegreen who introduced herself and explained that she provides HR support to small businesses throughout the East and West Midlands. | | | | | | | | |
| 2.2 | **Report from District Councillor Lomax**  Councillor Lomax reported that Daventry District Council are changing their computer systems to bring them in line with the new Unitary Authority and this has caused some teething problems.  She reported that a third Secondary School has been approved to be built on land at Eastern Way, Daventry.  Consultation on the White Paper outlining changes to the Planning Laws have been debated and a response sent.  Unitary posts are now filled. Council tax will need to be harmonised over the three areas making up the West Northamptonshire Unitary Authority. Council tax is lowest in Daventry District and changes to Council tax to bring harmonisation will be phased over a few years.  The Cinema in Daventry is nearing completion and the new “Reach for Health” building has been completed. | | | | | | | | |
| 2.3 | **Report from County Councillor Malcolm Longley**  This is the last of three years that Councillor Longley has been in charge of “the County Council money” and it was expected that it should have been an easy year – not to be I’m afraid. NCC are now well placed to finish the third year with the proud boast of balancing the books for three years, increasing the reserves (currently at £45m) and reducing the borrowings(Down by circa £100m!!) Hopefully these figures go some way to patching up the disastrous situation they were presented with at the end of the Financial Year 2017/18.  Cllr Longley forwarded a report on the finances of NCC to the end of period 5 (August). The revenue report shows a forecast year end of an underspend of £4.3m. | | | | | | | | |
| **3** | **DECLARATIONS of INTEREST on the Agenda** | | | | | | | | |
| 3.1 | Declarations of Disclosable Pecuniary or Other Interests – None. | | | | | | | | |
| 3.2 | No written requests for dispensation of DPI have been received. | | | | | | | | |
| **4** | **MINUTES** | | | | | | | | |
| 4.1 | The Full Council minutes of Tuesday 1st September 2020 were approved and signed as correct record following alterations as detailed in Minutes of 16th September, and removal of additional notes added by the Clerk, which did not form part of the record of the meeting. Signed approved minutes to be displayed on the website. | | | | | | | | |
| 4.2 | The Minutes of Kilsby Parish Council Extraordinary Meeting 16th September were approved and signed. | | | | | | | | |
| **5** | **Clerk’s Report** *–for information only.* | | | | | | | | |
| 5.1 | The Locum Clerk, Catherine Camp introduced herself and explained that she had been employed to provide Maternity cover for a year.  It was noted that paperwork has been submitted to allow the Locum Clerk to access Unity Trust Bank Accounts. | | | | | | | | |
| 5.2 | The Locum Clerk gave advice on the legal position with regard to recording of meetings. | | | | | | | | |
| **6** | **GENERAL MATTERS** | | | | | | | | |
| 6.1 | **Kilsby Housing Needs Survey**  It was **resolved** to ask DDC to proceed with the Housing Needs Survey and to include Qu9 which refers to housing mix. Cllrs Massey and Thompson to arrange any advertising of the start date as required by DDC. Paper copy’s of the survey form to be available in the Village Shop, but DDC will encourage an online response wherever possible. | | | | | | | | |
| 6.2 | **Kilsby Neighbourhood Development Plan Review.**  It was **RESOLVED** to approve the engagement of Kirkwells Town Planning to provide support for the NDP review on the basis of their Support Package proposal dated September 2020, on the understanding that a grant can be obtained from Locality to cover the costs of their services. Cost will be £4400 if minor alterations are required. If material changes become apparent the cost will be £8800. Grant of up to £10,000 is available for the review. | | | | | | | | |
| 6.3 | **PC Projects** Updates and progress on projects for PC recommendation or decision: | | | | | | | | |
| 6.3.1 | **Offering a Defibrillator to the Village Hall** The Locum Clerk was provided with an update on this matter. Clerk was asked to confirm the ongoing costs of Battery and replacement pads for a Defibrillator and to arrange installation. | | | | | | | | |
| 6.3.2 | **Malt Mill Green Bus Stop – pavement** It was **RESOLVED** that the Clerk would obtain quotes to extend the kerb. | | | | | | | | |
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| 6.3.3 | **Additional speed signs A361 and Barby Road** Cllr Massey reported that Steve Barber from NCC Highways is happy to attend a site visit to discuss upgrades to the Speed sign on A361, and possible additional sites for signage.  Cllr Weston reported that a parishioner has reported that A361 is very dangerous for pedestrians. | | | | | | | | |
| 6.3.4 | **Urban Meadow** It was **RESOLVED** to expand the Urban Meadow on Malt Mill Green. Cllr Thompson to meet with “Norse” to discuss requirements and to brief the Clerk accordingly so that an order for works may be raised. | | | | | | | | |
| 6.3.5 | **Heritage Lottery boards and leaflet** Planning consent has been granted, and leaflets have been printed.  It was **RESOLVED** to place an order for supply and installation of the boards, and to finalise a Press release. | | | | | | | | |
| 6.3.6 | **Butts Lane Improvements** It was **RESOLVED** to employ Norse to carry out improvements. Clerk to action.  The Chairman asked Cllrs to consider providing lighting in Butts Lane. To be included on next Agenda. AGENDA | | | | | | | | |
| 6.3.7 | **Relocation of Dog Poo bin at Bus Stop opposite Malt Mill Green** It was **RESOLVED** to arrange for a notice to be placed on the bin at the Bus Stop asking it to be used for rubbish only. The Clerk to arrange this. | | | | | | | | |
| 6.3.8 | **Planting on village greens** It was agreed to discuss on this matter on the next Agenda, and to include consideration of how to maximise Community use of Devon Ox Green, Barby Road. AGENDA | | | | | | | | |
| 6.3.9 | **Climate Emergency** Cllr Massey reported that the Village Hall Committee are minded to upgrade the heating in the Village Hall. He suggested that the Parish Council could consider reducing the number of mowing cuts to improve the village carbon sink. Planning consultation comments should consider support of applications that limit carbon emissions. The Clerk reminded the Council that they have LED street lighting.  Councillor Stainton suggested getting the Primary School and Pre-School involved. Contact details to be passed to Cllr Massey by Cllr Stainton. | | | | | | | | |
| 6.3.10 | **Remembrance Day** It was **RESOLVED** to purchase a wreath to place in the churchyard. Clerk to action this. | | | | | | | | |
| 6.4 | **Kilsby Poors Land Charity** It was reported that Public Liability cover is now in place and Parishioners may access the Jubilee woodland. The Parish Council were thanked for their grant towards the cost of insurance. An on-going annual donation to the Charity for insurance is not being sought, but the grant given has been gratefully received.  The Council was asked whether it was possible to access s106 funding to help with ongoing woodland maintenance costs. The Clerk to investigate and report back. AGENDA | | | | | | | | |
| 6.5 | **WI Centenary Proposal** The Clerk asked for dimensions of the proposed statue so that she can check whether  Planning consent is required. Cllr Nicholls to provide the clerk with contact details of the WI. | | | | | | | | |
| 6.6 | **Over hanging trees in Butts Lane.** Butts Lane resident has been advised it is within their rights to attend to overhanging branches in their property and it is not the PC remit to enter private properties adjacent to EW13. | | | | | | | | |
| 6.7 | **Parish Litter Pick** It was reported that DDC are not currently loaning Litter picking kits to Councils. Village Organisations have been made aware that any village group prepared to carry out litter picking in line with Social Distancing measures can apply to the Parish Council for £100 grant. Cllr Stainton asked if this amount could be increased to £150 since many groups have lost revenue due to Covid restrictions. To be considered on the next Agenda. AGENDA | | | | | | | | |
| 6.8 | **Houlton School on Admissions policy** –The policy includes Kilsby as fifth on the admissions criteria list.  The admissions criteria are as follows, 1 – children from Houlton, 2 – Children from Newton/Clifton and Hillmorton, 3 – Children of people who work at the school; 4 – Siblings of children already there; 5 – Children geographically nearest (This will include Kilsby Children). | | | | | | | | |
| **7** | **CEMETERY** | | | | | | | | |
| 7.1 | **Review of Cemetery Fees:** This to be postponed to the next meeting. AGENDA | | | | | | | | |
| 7.2 | To consider within the Cemetery Rules and Regulations where only residents and former residents of Kilsby are entitled to use the cemetery as a final resting place “*the addition of close family members is permitted*”. An example for consideration is if a family member(s) are residing in the cemetery. The Clerk was asked to produce a proposed revised set of rules for approval at the next meeting. AGENDA | | | | | | | | |
| 7.3 | **Burials Clerk role.** Daventry Town Council (DTC) are prepared to take over the paperwork, but not to transfer the Parish records onto an Electronic system. (They state that this was not part of the agreed deal). Further discussion to take place with Daventry Town Clerk to ascertain further detail and costs. If the use of services of DTC are too expensive then a Burials Clerk from with the Parish could be employed as a “Casual Employee” who could be paid whenever their services were required to carry out the admin of the role. | | | | | | | | |
| **8** | **PLANNING** *New applications -* None. | | | | | | | | |
| 8.2 | *Awaiting Decision* | | | | | | | | |
| 8.2.1 | DA/2020/0384 Construction of 5 dwellings. Land Adjacent 16, Barby Road, Kilsby. Amended plans have improved  pavements and altered parking. Cllr Margetts to ascertain whether KPC needs to comment further.  <https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=Da/2020/0384> | | | | | | | | |
| 8.3 | *Applications Approved by Daventry District Council* | | | | | | | | |
| 8.3.1 | DA/2020/0613 Installation of nine information boards. Various Site Within Kilsby, Northamptonshire  <https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0613> | | | | | | | | |
| 8.4 | DDC are reviewing conservations areas including Kilsby. Consultation runs until 5/11. For details see link  <https://www.daventrydc.gov.uk/living/planning-policy/conservation-areas/article-4-directions-and-heritage/> | | | | | | | | |
|  | **Page 296** | | | | | **ACTION** | | | |
| 8.5 | **PLANNING FOR THE FUTURE –** Consultation document on the Government White Paper to alter  planning law, to allow much more development without the need of planning consent, and to remove  Community Infrastructure Levy Payments to Parish Councils. The consultation ends at 11.45 on Thurs  29 Oct, and will radically change planning law. Councillors Margetts and Massey to work with the Clerk  to respond to the consultation. | | | | | | | | |
| 8.6 | **Consultation** Rugby Borough Council is consulting on the Revised Draft South West Rugby Masterplan  Supplementary Planning Document, which relates to the new Local Plan site allocation for residential  development, Employment and non-residential development. [www.rugby.gov.uk/swrugby](http://www.rugby.gov.uk/swrugby)  The Parish Council did not wish to comment. | | | | | | | | |
| **9** | **ACCOUNTS** | | | | | | | | |
| 9.1 | It was **RESOLVED** to approve the Financial Position at 30th Sept, 20 £106,376.62 Income received during Sept £3.61 Wayleave; £20 Donation for Safe: £22,325 (50% 0f precept). Accounts reviewed by Cllr Page. | | | | | | | | |
| 9.2 | It was **RESOLVED** to approve the Bank Reconciliation to 30th September 2020. | | | | | | | | |
| 9.3 | It was **RESOLVED** to set up a Working Party to put together a draft budget for 2021/22 for ratification by Full Council. Cllrs Gibbs, Page, Weston, and the Clerk to put together a draft budget. | | | | | | | | |
| 9.4 | It was **RESOLVED** to engage DCK Accounting Solutions as External Payroll provider. Implementation fee £50 and then £25 per month. | | | | | | | | |
| 9.5 | It was **RESOLVED** to approve purchase and installation of 9 x A1 Heritage information boards from Shelley Signs (Cost £7760 inc). | | | | | | | | |
| 9.6 | It was **RESOLVED** to approve the purchase of additional cloud storage via one drive at a cost of £59.99 / Year. | | | | | | | | |
| 9.7 | It was **RESOLVED** to approve payments as follows: | | | | | | | | |
| **Payee** | | **Chq No.** | **Details** | | **£** | | **Power to pay** | | |
| Payroll Costs | |  | September 2020 | | 1280.17 | | LGA(1972)s111,s112 | | |
| Compleat Office | | BP0629 | Invoice No: 93/I15791 archive files  No 93/I15661 Printer ink | | £51.08 | | LGA(1972) S111 | | |
| Daventry Norse Ltd | | BP0630 | Inv 52IN-000227 Grass cutting maintenance Aug 2020 2x verge, Rec Grd & Cemetery | | 1,601.14 | | Open Spaces Act 1906 | | |
| E.ON Energy Solutions Ltd | | BP0631 | Qtrly Street Lighting Maintenance Inv 10061 | | 24.30 | | HA1980 s96 | | |
| Anglian Water Business Ltd | | BP0632 | Inv 7769590 Standpipe at Cemetery | | 11.97 | |  | | |
| Daventry Norse Ltd | | BP0633 | Inv 52IN-000227 Grass cutting maintenance Sept 2020 2x verge, Rec Grd & Cemetery | | 1,601.14 | | Open Spaces Act 1906 | | |
| Kilsby Poorlands Charity | | BP0634 | Grant of £600 For Jubilee Wood | | 600.00 | | LGA(1972) S137 | | |
| **10** | **CORRESPONDENCE** | | | | | | | | |
| 10.1 | Query from resident re Hawthorn tree near 7 Rugby Road, near boundary of Recreation Ground.  This is being dealt with by the Recreation Ground Trustees who are awaiting a quote from Norse. | | | | | | | | |
| 10.2 | Notification that the Bridleway between Kilsby and Crick is flooded at M1. Cllr Barrett has reported this to Northamptonshire Rights of Way Officer and this is being investigated. | | | | | | | | |
| 10.3 | Notification of DDC Parish and Town Council Meeting THURS 29 OCT 6.30pm. No one wished to attend. | | | | | | | | |
| 10.4 | Notification of Daventry Volunteer & Community Sector Forum held via Zoom 9th Oct. No one attended. | | | | | | | | |
| 10.5 | **Consultation on a draft Statement of Community Involvement** has been agreed by DDC, South Northants and Northampton Borough Councils. Consultation by 12 Nov. Comments via  <https://westnorthantsplan.inconsult.uk/consult.ti/WNSP_SCI/consultationHome> | | | | | | | | |
| **11** | **TRAINING** | | | | | | | | |
| 11.1 | Cemetery Management & Compliance Course Tues 20 and Wed 21 October. Fee £80 Clerk to attend. | | | | | | | | |
| 11.2 | Introduction to VAT – Fri 23 OCT 10am - No Councillor wished to attend this training. | | | | | | | | |
| 11.3 | Cllrs Weston, Barrett and Haycock to attend “Off to a Flying Start” training on 7th Dec 1.30pm – 4pm. | | | | | | | | |
| **12** | **ITEMS FOR NEXT AGENDA**  **Budget**  **Response to Internal Audit Report and plan to action any points raised.**  **Cemetery**  **The next full Parish Council meeting will take place TUESDAY 10th November, 2020 19.30 hrs via Zoom** | | | | | | | | |

Meeting closed at 21.59

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……………………………………………………………………… Date ………………………….20