

# MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council meeting held on TUESDAY 10<sup>th</sup> November, 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 2 Parishioners.

District Councillor: Catherine Lomax;

		Page 297	ACTION
<b>1</b>	<b>APOLOGIES</b>		
1.1	There were no apologies.		
<b>2</b>	<b>PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i></b>		
2.1.1	Andrew Simpson introduced himself as a member of the Liberal Democrat Party who is attending the meeting to understand the local issues prior to the elections in May 2021.		
2.1.2	A resident had raised a query over Caravan storage off the bridleway to Crick. DDC Planning to be informed.		
2.2	<p><b>Report from District Councillor Lomax</b> reported that Covid cases in the county are rising again, although Daventry and Corby districts both have lower incidences.</p> <p>DDC is continuing to work through its conservation areas review, and occasional village design statements. Disquiet has been expressed by some councillors and residents (not in this ward) about Article 4 Directions, which follow conservation area orders, and which have been applied to Kilsby. Article 4 Directions remove permitted development rights, meaning that householders have to seek planning permission, and pay for it, for works which otherwise would have had deemed consent. DDC is considering this week removing permitted development rights for change of use from offices to dwellings in Daventry town and certain employment areas. In other parts of the country, notably London, these conversions have resulted in some cases in scandalously poor housing, so this is unlikely to be opposed.</p> <p>The government is consulting on how best to raise accessibility standards in new houses, recognising the need for suitable homes for disabled and older people, and DDC's Strategy Group will consider its response this week. This is a technical consultation on Building Regulations.</p> <p>Business continues as usual otherwise at DDC, including work on its ongoing Treasury and budget functions. The Government has allocated £428,000 to DDC for Disabled Facilities Grants, £28,000 more than the Council had originally budgeted, so this is welcome news.</p> <p>West Northamptonshire Shadow Authority projected budget for 2021/22 is also likely to be forthcoming by the new year.</p> <p>Cllr Lomax attended the DDC/ Parish and Town Councils Liaison meeting. Potholes and general road maintenance were the two issues of concern to PCs present.</p>		
2.3	<b>Report from County Councillor Malcolm Longley</b> No report received.		
<b>3</b>	<b>DECLARATIONS of INTEREST on the Agenda</b>		
3.1	Declarations of Disclosable Pecuniary or Other Interests – Councillor C Thompson declared an interest in Item 6.1.1 Planning application DA/2020/0834. Councillor Stainton declared an interest in Item 8.8 as an increased grant could benefit her children.		
3.2	No written requests for dispensation of DPI have been received.		
<b>4</b>	<b>MINUTES</b>		
4.1	The Full Council minutes of Tuesday 13 <sup>th</sup> October 2020 were approved and signed as correct record.		
<b>5</b>	<b>MATTERS ARISING –for information only.</b>		
5.1	The Locum Clerks progress report was read and noted.		
5.2	Report on Remembrance Day and laying of Wreath – Cllr Gibbs reported that he will lay the wreath on 11 Nov at 11am, since the Remembrance Day service had been cancelled due to Covid-19 restrictions. Cllr Stainton to take a photo to post on the Facebook page.		
5.3	To note Criminal Damage to a white transit van, nothing stolen at this time but a drilled hole has been found on the van. This happened on Arnills Way, Kilsby 28 <sup>th</sup> October.		
5.4	<b>To appoint a Police liaison representative.</b> Cllr Thompson explained that it involved attending Police & Crime Commissioners Meeting and report on crime levels. No one wished to take over the role from Cllr Thompson. Cllr Gibbs to support Cllr Thompson in the role.		
5.	Cllr Nicholls reported that confirmation of the press release is awaited from Heritage Lottery Fund.		
<b>6</b>	<b>PLANNING</b>		
6.1	<b>New Applications</b> <i>please note that if you click on the blue link it will take you to the plans.</i>		
<i>Councillor C Thompson declared an interest in item 6.1.1 and left the meeting.</i>			

Page 298		ACTION
6.1.1	<b>DA/2020/0834 Work to a tree with Conservation area. The Haven, 2 Essen Lane, Kilsby.</b> <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0834">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0834</a> Kilsby Parish Council had no objections to this application.	
6.1.2	<b>DA/2020/0826 Listed Building consent to install Secondary Double Glazing. Japonica, 23 Main Road.</b> <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0826">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0826</a> Kilsby Parish Council had no objections to this application.	
6.1.3	<b>Pre-application Community Consultation Renewable energy scheme on land at Rugby Lane, Hillmorton</b> <a href="mailto:rainsbrooksolarfarm@pegasusgroup.co.uk">rainsbrooksolarfarm@pegasusgroup.co.uk</a> Kilsby Parish Council wishes to support renewable energies, and is in favour of solar energy, but they wish Pegasus Group to look at the total environmental impact and consider siting the Solar Park on Warehousing rather than on arable land.	
6.2	<b>Decisions awaited.</b>	
6.2.1	DA/2020/0384 Construction of 5 Dwellings. Land adjacent to 16 Barby Road, Kilsby. Cllr Margetts reported that this application is on hold pending the outcome of the Housing Needs Survey.	
6.3	<b>Kilsby Housing Needs Survey.</b> Kilsby HNS has been launched. Parishioners have been asked to complete it online where possible, but paper copies are also available in Kilsby shop.	
6.4	<b>Kilsby Neighbourhood Development Plan Review.</b> A grant of £4400 from Locality has been approved to cover the cost of engaging Kirkwell Town Planning to carry out a review of Kilsby Neighbourhood Development Plan. If minor changes are required this grant will cover the costs. If more major changes are needed then the Council may apply for a second grant. The Clerk was asked to accept the grant and provide bank details.	
	<i>Cllr C Lomax left the meeting at 20.25</i>	
<b>7</b>	<b>CEMETERY</b>	
7.1	<b>Burials Clerk role:</b> It was reported that on reflection, Daventry Town Council is not prepared to take on the role of Burials Officer for Kilsby Parish Council, as they have insufficient storage space for records, and feel that the records and role ought to remain within the parish. It was <b>resolved</b> to advertise the role within the parish as a part-time job. Cllrs Barrett, Page and Weston to work with the clerk to put together a job description in time to publish it in Kilsby Kronicle.	
7.2	<b>Review of Cemetery Fees:</b> It was <b>RESOLVED</b> to increase the Cemetery Fees effective from 11 Nov 2020	
<b>8</b>	<b>ACCOUNTS</b>	
8.1	It was <b>RESOLVED</b> to approve the Financial Position at 31st Oct, 20 £101,294.32 Income received during October 2020 £87.50. Accounts reviewed by Internal Control Cllr Page.	
8.2	It was <b>RESOLVED</b> to approve the Bank Reconciliation to 31 <sup>st</sup> October 2020.	
8.3	It was noted that the External Audit had been completed by PKF-Littlejohn with no matter of concern.	
8.4	It was <b>RESOLVED</b> to approve the notice of conclusion of audit. Section 1,2 and 3 of the Annual Governance and Accountability Return (AGAR) to be published on the website as required by law.	
8.5	To consider any actions required resulting from Internal Audit. <ol style="list-style-type: none"> <li>1. Re Budgetting – the current budgeting process has identified ear-marked and general reserves and Cllrs are very clear that the budgeting process needs to take into account anticipated year end balances at the end of a financial year when setting the precept level for the following year.</li> <li>2. The council was criticised for the number of grants it had sought and received. Councillors do not agree with the personal view of the Internal Auditor that these were not required, but take the view that an efficient Council will try to obtain funding from as many sources as possible to allow them to support projects within the parish and to reduce the Council tax levy going forward.</li> <li>3. The Clerks contract states that KPC is a member of LGPS, however this is not the case. KPC has never been a member of LGPS. KPC meet its obligation to provide a pension through NEST as minuted under item 8.5.2 April 2019. Clerks salary review is dependent on obtaining CiLCA re Minute 11.2 June 2018.</li> <li>4. Recreation Ground: All Councillors are trustees of the Recreation Ground and its accounts are Separate from those of Kilsby Parish Council as required under Charity Commission law.</li> <li>5. The Clerk to check whether GPoC can be applied whilst Council has a Locum Clerk. GPoC will need to be reapplied following elections in May 2021.</li> </ol>	
8.6	To note that a Duplicate Payment was made to Compleat Office of £27.14 in October. Credit has been requested	
8.7	To note an External Payroll provider has been engaged. She has found a number of anomalies. Report to follow. It was noted that Terms of Reference of the Staffing committee had not been approved. – for Agenda Dec. CT	

Page 299				ACTION
	Cllr S Stainton declared an interest and left the meeting.			
8.8	It was <b>resolved</b> to increase the grants to Village organisations who carry out litter picking from £100 to £150.			
8.9	It was <b>resolved</b> that Kilsby Parish Council will share half the cost of the Locum Clerks phone line cost with Barby.			
8.10	Youth Club Funding – It was <b>resolved</b> to transfer £2500 from ear-marked reserve to Kilsby Youth Club to allow them to pay the invoices for Youth worker provision.			
8.11	S106 payments – to investigate sourcing funding via s106 for Jubilee Wood. Clerk still needs to progress this.			
8.12	It was <b>RESOLVED</b> to approve payments as follows:			
Payee	Chq No.	Details	£	Power to pay
Clerks Salary	BP0635	November 2020	£ 1056,68	LGA(1972) s112
Clerks Salary	BP0636	From 28 September to 31 October 2020	£ 1361.60	LGA(1972) s112
Krishna Enterprises Ltd	BP0637	Printing Kilsby Kronickle	338.00	LGA(1972) s142
E.ON UK plc	BP0638	Quarterly Street Lighting 1 July-30 Sept	334.57	HA(1980) s301
Daventry NORSE Ltd	BP0639	Mowing OCT Inv No: 52IN-000245	1008.01	HA(1980) s96 Open Spaces Act 1906
Sagegreen HR	BP0640	HR Advice	337.50	LGA(1972) s111
Catherine Camp	BP0641	Additional Cloud storage	59.99	LGA(1972) s111
Northants CALC Ltd	BP0642	Cemetery Training course Inv No 0767	80.00	LGA(1972) s111
Catherine Camp	BP0643	Expenses	74.73	LGA(1972) s111
Kilsby Youth Club	BP0644	Grant for Provision of 5 Summer Sessions Aug	750.00	LG(MP)Act 1976s19/1
British Legion	BP0645	Remembrance Day Wreath	45.00	LGA1972 s137
Vision ICT	BP0646	Hosted email account Jan – Dec 2021	21.60	LGA(1972) s111
PKF Littlejohn LLP	BP0647	External Audit Fee	360.00	Account & Audit Regs 2015
Kilsby Youth Club	BP0648	Grant from Reserve funds	2500.00	LG(MP)Act 1976s19/1
<b>9</b>	<b>BUDGET</b>			
9.1	Cllr Page reported that a working group of the Locum Clerk, Cllrs Page, Weston and Massey had met to put together a draft budget. It was recommended to the Council that a budget of £62,272 is required however the working party recommend that the precept be held at 2020/21 level of £44,656. All Councillors to examine the draft budget, prior to ratification and approval at December meeting. This is to allow both Councillors and members of the parish ample time to raise any issues. Cllr Page was thanked for his work on putting together the draft budget.			
9.2	<b>Public consultation on proposed changes to Local Council Tax Reduction Schemes in West Northamptonshire.</b> <a href="https://futurenorthants.citizenspace.com/lctrs-west/2021-22">https://futurenorthants.citizenspace.com/lctrs-west/2021-22</a> The Clerk outlined what the Local Council Tax Reduction scheme was. The consultation outlines how the Council tax relief schemes will be streamlined across SNC, NBC and DDC as they join to form a Unitary Authority. There is likely to be less tax relief available to local residents as DDC operated a generous scheme.			
<b>10</b>	<b>HIGHWAYS</b>			
10.1	It was noted that the Belisha Beacon lamps on the Zebra Crossing have been repaired.			
10.2	It was noted that Road signs left blocking the footpath on The Banks have been removed.			
10.3	It was noted that Mud on the road from Rugby Road to A361 has been reported to NCC Highways.			
10.4	Additional Speed signs on A361 and Barby Road – Cllr Massey has been in contact with Steve Barber of NCC. He will progress this issue once lockdown restrictions have been lifted.			
10.5	Malt Mill Green Bus Stop – Clerk to obtain NCC permission and quotes for work to level path.			
10.6	Butts Lane – 2 further quotes required for drainage/path works, and a closure order for the Footpath.			
10.7	Overgrown footpath along the A5 to DIRFT. The Clerk was asked to contact Highways England.			
10.8	MOWING – To note that Norse has carried out the last cut of the year.			
<b>11</b>	<b>ENVIRONMENT</b>			
11.1	Update on Wildflower / Urban Meadow planting – Cllr Thompson reported that to extend the Urban Meadow on Malt Mill Green by 75% will cost £320 to kill the grass, rotavate and sow seed. Seed cost is £150. It was <b>resolved</b> to go ahead and employ Norse to carry out this work. Clerk to order the work.			
11.2	Details of Action on Climate Change grants of up to £1000 <a href="mailto:communitygrants.ddc@daventrydc.gov.uk">communitygrants.ddc@daventrydc.gov.uk</a> Cllr Massey to investigate.			
<b>12</b>	<b>DEFIBRILLATOR</b>			
12.1	It was <b>resolved</b> to use Turtle Engineering as supplier of the Defibrillator following sourcing of 3 quotes. Turtle Engineering to provide the casing free of charge. Installation is being arranged with Village Hall who are arranging for an electrician to fit the cabinet.			

Page 300		<u>ACTION</u>
<b>13</b>	<b>HERITAGE LOTTERY BOARDS</b>	
13.1	To note that an Order has been placed. Supplier requires photos of installation points prior to providing a final price and starting production. Cllr Nicholls to arrange to supply the photos.	
<b>14</b>	<b>KILSBY KRONICKLE</b>	
14.1	It was <b>resolved</b> to agree a Memorandum of Understanding which sets out the purpose, management and financing of Kilsby Kronickle. This statement sets out the way KK is operated, to ensure all Cllrs are fully aware.	
<b>15</b>	<b>CORRESPONDENCE</b>	
15.1	Corona Virus briefing from NCALC with regard to the latest lockdown rules. (Play Areas can stay open)	
15.2	Rough Sleepers count – 12 November. Councillors were not aware of any rough sleepers in the parish.	
15.3	Notification of Northants ACRE’s AGM 2020 Wed 25 Nov 2020 via zoom at 10am	
15.4	NCC is working with local partners to develop “Armed Forces Community Hubs” Comments via <a href="#">online survey</a> required by 20 <sup>th</sup> November.	
15.5	<b>Consultation on a draft Statement of Community Involvement</b> has been agreed by DDC, South Northants and Northampton Borough Councils. Consultation by 12 Nov. Comments via <a href="https://westnorthantsplan.inconsult.uk/consult.ti/WNSP_SCI/consultationHome">https://westnorthantsplan.inconsult.uk/consult.ti/WNSP_SCI/consultationHome</a>	
15.6	To note that new “Reach for Health” centre has opened in Daventry. (Now closed due to Covid-19 restrictions)	
15.7	To be aware that there a number of scam emails in circulation at the moment. BE CAREFUL!	
<b>16</b>	<b>TRAINING</b>	
16.1	Cemetery Management & Compliance Course Tues 20 and Wed 21 October. The Clerk reported that she had attended this training.	
16.2	Effective Communication & Engagement in a post lockdown world -11 Nov. Clerk to attend webinar.	
16.3	Cllrs Weston, Barrett and Haycock to attend “Off to a Flying Start” training on 7 <sup>th</sup> Dec 1.30pm – 4pm.	
<b>17</b>	<b>ITEMS FOR NEXT AGENDA</b> <b>Budget</b> <b>Staffing Committee Terms of Reference.</b>	

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.

**The next full Parish Council meeting will take place TUESDAY 8<sup>th</sup> December, 2020 19.30 hrs via Zoom**

Signed..... Date .....20