

MINUTES OF ANNUAL MEETING of KILSBY PARISH COUNCIL

Parish Council meeting held on TUESDAY 18th May, 2021 at 7.30pm in Kilsby Village Hall, Rugby Road, Kilsby.

PRESENT: Councillors H Gibbs, B Gent, C Haycock, M Margetts, I Massey, Alex McVicker, Robin Nicholls, I Weston. West Northamptonshire Councillor Rosie Humphreys.

Locum Clerk: Catherine Camp. 3 members of the public.

| | | Page 321 | <u>ACTION</u> |
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| 1 | Election of Chairman | | |
| 1.1 | Howard Gibbs the previous Chairman of the Council opened the meeting and called for nominations for the chairmanship of the Parish Council. Howards Gibbs was proposed as Chairman by Ian Weston, seconded by Ian Massey and unanimously approved. In the absence of further nominations Howard Gibbs was elected as Chairman. | | |
| 2 | To receive signed Declaration of Acceptance of Office of Chairman | | |
| 2.1 | Councillor Gibbs duly signed the Declaration of Acceptance of Office of Chairman. | | |
| 3 | To receive signed Declaration of Acceptance of Office from all newly elected Councillors. | | |
| 3.1 | All Councillors present signed the declaration of Acceptance of Office of Councillor and took up office. Councillor Thompson had complete the form prior to the meeting. | | |
| 4 | Election of Vice-Chairman | | |
| 4.1 | The Chairman called for nominations for Vice-Chairman. Councillor C Thompson was proposed by Cllr Gibbs, seconded by Cllr Weston and unanimously approved. In the absence of further nominations Councillor Clive Thompson was elected as Vice-Chairman. | | |
| 5 | To receive completed and signed Register of Interests forms | | |
| 5.1 | All Parish Councillors present completed and signed Register of Interest forms. <i>These to be published on WNC and Parish website within 28 days. (Localism Act 2011 s30).</i> | | |
| 6 | To receive signed GDPR Security Compliance Checklist /consent to emailed Agendas | | |
| 6.1 | All Parish Councillors present completed and signed GDPR Security Compliance Checklist and confirmed that they are happy to receive Agendas by email. Cllr Thompson had signed the compliance checklist prior to the meeting. | | |
| 7 | To adopt Member Code of Conduct in line with that of West Northamptonshire Council | | |
| 7.1 | The Council resolved to adopt the Code of Conduct in line with that of West Northants Council. | | |
| 8 | Apologies | | |
| 8.1 | Apologies were received from Councillor Clive Thompson (Holiday) - Accepted. Cllr A Chantler sent apologies. | | |
| 9 | Co-option to fill two vacant seats on the council (Only 9 people stood for election for 11 seats) | | |
| 9.1 | The Clerk asked Councillors to encourage people to fill the empty seat, as technically WNC may call an election if the seats are not filled by 25 June and this would be at the cost of the Parish Council. | | |
| 10 | To appoint cheque signatories and Councillors to authorise online payments. | | |
| 10.1 | It was resolved that Councillors Margetts, Gibbs, Weston and Nicholls should be cheque signatories and be able to authorise on line payments. The Clerk to contact Unity Trust Bank to add Cllrs IW and RN. | | |
| 11 | Appointment of Internal Financial Controller | | |
| 11.1 | It was resolved to appoint Councillor Ian Massey as Internal Financial Controller. | | |
| 12 | To review time and place of meetings in accordance with standing order 5 (xxi) | | |
| 12.1 | It was resolved to adhere to the schedule of meetings as presented. Dates to be published on the website. The Clerk asked Councillors to note the date of the next meeting as TUES 15 JUNE 2021. | | |
| 13 | To appoint members to the Planning Committee and review Terms of Reference | | |
| 13.1 | Councillors Margetts, Nicholls, McVickers, Weston, Gent and Massey were appointed to the Planning committee. It was resolved to readopt the Terms of Reference as they are deemed fit for purpose. | | |
| 14 | To appoint members to the Staffing Committee and review Terms of Reference | | |
| 14.1 | It was considered that a Working party consisting of Cllrs Gibbs, Nicholls, Thompson and Margetts be formed to deal with staffing matters. All discussion to be brought to full council for decision. | | |
| 15 | To adopt Standing Orders 2018 (revised 2020) | | |
| 15.1 | It was resolved to re-adopt Standing Orders 2018 (revised 2020) | | |
| 16 | To adopt Financial Regulations | | |
| 16.1 | It was resolved to re-adopt Financial Regulations. | | |

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| 17 | To grant dispensation under section 33 of Localism Act 2011 to allow all Parish Councillors to take part in Budget setting for the current Electoral term of 4 years. |
| 17.1 | It was resolved to grant dispensation to allow all Parish Councillors to take part in Budget setting. |
| 18 | To grant dispensation under section 33 of Localism Act 2011 to allow all Parish Councillors to take part in matters relating to Kilsby Recreation Ground Charity for the current Electoral term of 4 years. |
| 18.1 | It was resolved to grant dispensation to allow all Parish Councillors to take part in matters relating to Kilsby Recreation Ground Charity for the current Electoral term of 4 years. |
| 19 | To review Annual Insurance Cover. |
| 19.1 | The Annual Insurance Cover was reviewed and it was resolved that it provides adequate cover. |
| 20 | To review Asset Register |
| 20.1 | The Asset Register was reviewed and it was resolved to accept it as an accurate record of assets. |
| 21 | To approve the appointment of Northants CALC as Data Protection Officer. |
| 21.1 | It was resolved to appoint Northants CALC as Data Protection Officer. |
| 22 | Appointment of Representatives to external bodies; School Governing Body |
| 22.1 | It was resolved to appoint Councillor Howard Gibbs as representative on the School governing body. |
| 23 | To review Council policies |
| 23.1 | <p>It was resolved to readopt the Council policies.</p> <ul style="list-style-type: none"> • Policy on filming, Audio-recording, photographing and reporting of council & committee meetings. • Complaints procedure • KPC Data Breach Policy • Code of Conduct • Privacy, GDPR and Data Protection Act • IT Policy • KPC Records Retention Policy • Councillor and Clerk Expenses Policy • Equal Opportunities Policy • Habitual and Vexatious Complaints Policy • Recruitment Policy • Lone worker policy • Bullying & Harassment Policy |
| 24 | Public Participation (Max 20 Minutes) |
| 24.1 | West Northants Councillor Rosie Humphreys introduced herself, and gave a short report. She pledged to try to attend as many parish council meetings as possible or submit a written report. |
| 24.2 | A parishioner asked for an update on the start date of works to improve drainage on Butts Lane. |
| 24.3 | The applicant for Planning Application DA/2021/0338 10 Ashby Road, explained their application and answered questions raised by Councillors. |
| 25 | Declarations of Interest |
| 25.1 | Declarations of Disclosable Pecuniary or Other Interests – None |
| 26 | Minutes |
| 26.1 | It was resolved to approve and sign the Minutes of 13 th April 2021 as a true record of proceedings. |
| 27 | Matters Arising |
| 27.1 | It was noted that the “Sunflower” sculpture has been installed. Well done to those involved. |
| 28 | PLANNING |
| 28.1 | <p>DA/2021/0338 10 Ashby Road, Kilsby Demolition of existing 1.5 storey house and construction of a 2 storey house with hipped roof.</p> <p>https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2021/0338</p> <p>The Parish Council recognise that this is a replacement of a current house within the confines of the village and they are sympathetic to the fact that the house needs updating, however the Parish Council consider that this proposal will significantly alter the street scene due to the change in style of the proposal. It will also alter the building line by approximately 6m.</p> |
| 28.2 | <p>DA/2021/0032 Bramble House 7 Ashby Road, Kilsby Construction of pitched roof to existing flat roofed front dormer. Kilsby Parish Council has no objections to this application.</p> <p>https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2021/0032</p> |

Applications decided by West Northants (Daventry) Planning Authority

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| 28.3 | DA/2021/0220 16 Cowley Way. Demolition of existing conservatory. Construction of two storey side and single storey rear extension. Approved. 13 May 21 https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2021/0020 | | | |
| 28.4 | DA/2020/1033 Manor Cottage, 7 Manor Road, Kilsby. Construction of garage/workshop, new access gates and gate pier. Approved. 11 May 21 https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/1033 | | | |
| 29 | ACCOUNTS | | | |
| 29.1 | Financial Position at 30 th April 2021; £ 71,146.54 Income received during April 2021; £ 985.00 Cemetery Fees; £105.00 KK Advertising: Income received 4 th May 21: £22,325 precept (50%); £ 7906.28 VAT refund. | | | |
| 29.2 | It was resolved to approve the Bank Reconciliation to 30 April 2021 | | | |
| 29.3 | It was noted that a grant funding from Grantscape Windfarm fund towards Kilsby Summer Fete is being sought. | | | |
| 29.4 | It was resolved to remove existing light and install LED 23W lantern at Cildes Croft at a cost of £260. | | | |
| 29.5 | It was resolved to approve payments as follows: | | | |
| Payee | Chq No. | Details | £ | Power to pay |
| NEST Pension | D/D | Pension Contribution | 164.17 | LGA(1972)s112 |
| Clare Valentine | BP0696 | Clerks Salary SMP | 582.82 | LGA(1972)s112 |
| Catherine Camp | BP0697 | Locum Clerks Salary | 1211.84 | LGA(1972)s112 |
| DCK Accounting | BP0698 | Payroll Processing | 30.00 | LGA(1972)s112 |
| Norse | BP0699 | Mowing Inv 286 | 1652.21 | HA(1980)s96 |
| Arthur J Gallagher | BP0700 | Annual Insurance Premium | 587.99 | LGA(1972)s140 |
| Red lion Kilsby | BP0701 | Voucher Heritage trail prize | 50.00 | LGA(1972)s137 |
| Catherine Camp | BP0702 | Expenses / Heritage trail vouchers | 86.30 | LGA(1972)s111 |
| E.ON UK plc | BP0703 | Quarterly Street Lighting Invoice | 327.30 | HA(1980)s301 |
| 30 | ISSUES REQUIRING ACTION | | | |
| 30.1 | It was resolved to grant permission for use of Devon Ox Green for a Village Plant Sale on 22 May. | | | |
| 30.2 | A proposal for Kilsby Summer Fete 29 Aug and preliminary budget was discussed. The Parish Council resolved to allow the recreation ground to be used for a one off event to benefit the entire village. It was noted that the Parish Council is being asked to underwrite the event in case sufficient grant funding cannot be secured. A representative from the committee to be invited to the next PC meeting, and the matter of funding to be debated further before a decision is reached on extra financial support. | | | |
| 30.3 | Councillor Bob Gent was reappointment as Footpath Warden with responsibility for paths and byways. | | | |
| 30.4 | To note that photos have been taken by the consultant for Design codes within the revised NDP. These photos have been incorporated into the first part of the document and the working draft has been circulated and comments are being passed back. | | | |
| 31 | TRAINING | | | |
| 31.1 | Off to a Flying Start –8 July. Councillor Alex McVicker agreed to attend online training. | | | |
| 32 | ITEMS FOR NEXT AGENDA | | | |
| 32.1 | Councillors Responsibilities | | | |
| 32.2 | Street lighting upgrades. | | | |
| 32.3 | Speed signs and A361 speeding/safety | | | |
| 32.4 | Website Upgrade | | | |
| 32.5 | To consider replacement of Grit bin outside Kilsby Primary School as it is leaking | | | |
| 32.6 | Speedwatch – has been cancelled for 2021. To consider re-registering to take part in 2022 | | | |
| 32.7 | To investigate a solution for parking for residents of George Walk | | | |
| 32.8 | To approve the purchase of bulbs to be planted on Devon Ox Green in the autumn. | | | |

Meeting closed at 21.10

NB: Minutes cannot be construed as the official record of this meeting until approved at the next meeting.

The next full Parish Council meeting will take place TUESDAY 15th JUNE in Kilsby Village Hall at 7.30pm

Signed..... Date21