

# MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council meeting held on TUESDAY 15<sup>th</sup> February, 2022 at 7.30pm  
in Kilsby Village Hall, Rugby Road, Kilsby.

PRESENT: Councillors H Gibbs (Chairman), W Bridges, C Haycock, O Houlton, M Margetts, I Massey, R Nicholls, C Thompson, I Weston. 0 members of the public. WNC Councillor Rosie Humphreys.

Locum Clerk: Catherine Camp.

		Page 353	<u>ACTION</u>
<b>1</b>	<b>APOLOGIES</b>		
1.1	Apologies were received from Cllr A McVicker (Work Commitments); B Gent (Hols) - Accepted.		
<b>2</b>	<b>PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i></b>		
2.1.1	There were no issues raised by members of the public.		
2.2	<b>Report from West Northamptonshire Councillors</b> – Councillor Rosie Humphreys provided a report. Councillor I Massey expressed an interest in attending Harlestone Climate Conversation in Harlestone Village Hall on Sat 5 March from 10am to 4pm.		
<b>3</b>	<b>DECLARATIONS of INTEREST on the Agenda</b>		
3.1	There were no declarations of any disclosable pecuniary or other interests.		
3.2	No written requests for dispensation of DPI have been received. – None received.		
<b>4</b>	<b>MINUTES</b>		
4.1	It was <b>resolved</b> to approve and sign the Minutes of 11 <sup>th</sup> January and 27 <sup>th</sup> January 2022 as a true record. Minutes of 11 <sup>th</sup> Jan had alteration to item 2.1.1 to read “Most members of the public”; Item 8.1 had alteration to read “It was resolved that the modified Neighbourhood Development Plan will amendments arising from the Regulation 14 process by approved subject to minor editorial changes.		
<b>5</b>	<b>MATTERS ARISING (For information only)</b>		
5.1	To note that E.ON has stated that trenching will be carried out to allow power to be connected to the two street lights on A361 by the end of w/c 14 <sup>th</sup> Feb.		
5.2	Tree at entrance to Arnills Way requires a Power switch off for works to be carried out. Western Power are scheduling the works/ or may advise that they will carry out the work themselves.		
5.3	Kilsby Skirmish cannot be held on the Jubilee weekend as The Sealed Knot are unavailable. Since the actual skirmish took place in August it was <b>resolved</b> to postpone the event until August 2023. It was suggested that a “Murder Mystery” evening could be held as a fund raiser. Councillor Gibbs reported that the cost of one day with 6 horses is £1500, or 2 days £1700.		
<b>6</b>	<b>POLICE MATTERS</b>		
6.1	A report was received from the Police Liaison Representative – Councillor C Thompson. There had been no reports of crime in Kilsby during the last month, but there have been a series of break-ins to vans in other local villages.		
<b>7</b>	<b>PLANNING <i>New Applications</i></b> ( <i>click on the hyperlinks to view the planning application documents</i> ).		
7.1.1	<b>WND/2022/0068 Cornercroft 19, Middle street Kilsby.</b> Demolition of existing garage and store. Construction of replacement garage, utility and front extension. Conversion of loft space to habitable space including insertion of roof lights and application of render and cladding to existing walls. <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0068">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0068</a> Kilsby Parish Council has no objection to this application.		
7.1.2	<b>WND/2022/0076 Malt Mill Cottage, 2 Main Road, Kilsby.</b> Felling of trees in a conservation area. <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0076">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0076</a> Kilsby Parish Council has no objection to this application.		
7.1.3	<b>WND/2022/0007 10 Ashby Road, Kilsby.</b> Demolition of existing utility room. Construction of single storey side extension. Kilsby Parish Council has no objection to this application. <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0007">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0007</a>		
7.1.4	<b>WND/2022/0025 20, Devon Ox Road, Kilsby.</b> Demolition of existing conservatory. Construction of single storey rear extension. Kilsby Parish Council has no objection to this application. <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0025">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0025</a>		

<b>7.2</b>	<b>Decisions Awaited</b>			
7.2.1	<b>WND/2021/0889 Las Cuevas, 5 Barby Road, Kilsby</b> Two storey side, single storey front and single storey rear extension.			
7.2.2	<b>WND/2021/0908 Essen Lane.</b> Works to tree subject to TPO 129.			
7.2.3	<b>WND/2021/0877 Land North of Allotment Gardens (Shire View) Watling Street.</b> Lawful development certificate (existing use) for siting of mobile home for residential use (Class 3)			
7.2.4	<b>WND/2021/0878 Land North of Allotment Gardens</b> Lawful development certificate (existing use) for siting of mobile home for residential use.			
7.2.5	<b>WND/2021/0915 Field View Cottage, Watling Street.</b> Construction of pitched roof to replace flat roof to first floor rear elevation. Installation of new rear window and side roof lights.			
7.2.6	<b>WND/2021/0767 Barby Sporting Club.</b> Proposed extensions to and remodelling of the existing clubhouse; alterations to the existing car park and provision of additional car parking to the north of the clubhouse; demolition of existing agricultural building and construction of additional earth bunds to the east of the existing bunds with associated landscaping and other ancillary works including shooting shelters and 4.5m high towers. Shooting operations only to be during the following hours and days; Monday, 0900-1800hrs, Tuesday, Thursday and Saturday 0900-1800hrs; Wednesday and Friday:0900-2100hrs; and no Sundays.			
7.2.7	<b>WND/2021/0777 Land off Barby Road.</b> <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPDETAIL.DisplayUrl?theApnID=WND/2021/0777">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPDETAIL.DisplayUrl?theApnID=WND/2021/0777</a> Outline application for construction of up to 44 dwellings with associated landscaping, open space, drainage infrastructure and associated works (all matters reserved except access from Barby Road).			
7.2.8	DA/2020/0384 Construction of 5 Dwellings. Land adjacent to 16 Barby Road, Kilsby.			
<b>7.3</b>	<b>Applications Approved by West Northants Council -Daventry Area Planning Department.</b>			
7.3.1	<b>WND/2021/0948 The Haven, 2 Essen Lane, Kilsby.</b> Works to a tree in Conservation Area. APPROVED			
7.3.2	<b>WND/2021/0864 Mansfield Cottage, 17 Watling Street.</b> Conversion of existing garage to self-contained residential/guest annexe. APPROVED 1 <sup>st</sup> Feb 2022			
7.3.3	WND/2021/0517 (Amended) Tall Trees, 8 Barby Road, Kilsby Proposed garage with bedroom and ensuite above, single storey extension replacing existing conservatory. Installation of roof lights and new roofs over existing garage and conservatory. Widening of existing vehicular access. APPROVED			
7.3.4	<b>WND/2021/0808 20 Arnills Way,</b> Construction of garage with porch linked to existing dwelling.			
7.3.5	WND/2021/0549 29, Hall Close, Kilsby. Demolition of conservatory and construction of single storey rear extension and construction of first floor extension over existing kitchen. APPROVED 11 Jan 22			
<b>8</b>	<b>NEIGHBOURHOOD PLAN REVIEW</b>			
8.1	It was noted that Regulation 16 consultation closes on 11 March after which the Parish Council will need to approve the appointment of an Independent Examiner who will be able to undertake the examination and will explain the examination process. To be approved at the next PC meeting.			
<b>9</b>	<b>ASSET OF COMMUNITY VALUE</b>			
9.1	To note that WNC has refused the request to list "The George" as an Asset of Community Value". The Clerk reported that Paul Ainsworth from camra.org.uk might be able to help. Cllr Thompson to speak to him to assess the chances of resubmitting the application and achieving a positive outcome.			
<b>10</b>	<b>ACCOUNTS</b>			
10.1	Financial Position at 31st January, 2022 £ 64,633.97; Income –Jan 22 £ 600.00 Cemetery fees; £51.50 Newsletter Advertising.			
10.2	The Bank Reconciliation to 31st December 21 was noted and approved.			
10.3	The Council <b>resolved</b> to make a gratuity payment of £300 to Kilsby Kronickle Newsletter Editor.			
10.4	To note that the Northants CALC Internal Audit Service has allocated Gill Wells as Internal Auditor.			
10.4	It was <b>resolved</b> to approve payments as follows:			
<b>Payee</b>	<b>Chq No.</b>	<b>Details</b>	<b>£</b>	<b>Power to pay</b>
Locum Clerks Salary	BP0791	JAN 2022	1211.84	LGA(1972) s112
HMRC	BO0792	PAYE Month 10 – Jan 2022	594.88	LGA(1972) s112
Catherine Camp	BP0793	Expenses	41.83	LGA(1972) s111
DCK Accounting Solutions	BP0794	Payroll and pension admin fee	30.00	LGA(1972) s111
Barby & Onley PC	BP0795	Half the cost of Toner for printer etc	169.48	LGA(1972) s111
VisionICT	BP0796	Invoice 13908 Email hosting	21.60	LGA(1972) s111
Krishna Enterprises Ltd	BP0797	Kilsby Kronickle Printing Feb/Mar 22	430.00	LGA(1972) s142

Npower	BP0798	Monthly street lighting charge	202.86	HA(1980)s96
E.ON Next Energy	BP0799	Outstanding Xmas tree lighting costs	0.34	LG(MP)A 1976
E.ON Energy Solns	BP0800	New Street light in Chapel Street	1753.20	HA(1980)s96
Chris Lomas	BP0801	Editors Expenses KK + Gratuity of £300	335.50	LGA(1972) s142
NEST Pension payments	D/D	Pension contributions– Mth 10	121.67	LGA(1972) s112
<b>11</b>	<b>RISK ASSESSMENTS</b>			
11.1	Kilsby Parish Council Risk Assessment was reviewed and it was <b>resolved</b> to readopt it.			
11.2	Kilsby Parish Council Cemetery Risk Assessment was reviewed and it was <b>resolved</b> to readopt it.			
11.3	The Effectiveness of the Internal Audit for year ending 31 March 2021 was reviewed.			
<b>12</b>	<b>HIGHWAYS/ENVIRONMENT</b>			
12.1	SPEEDWATCH –An update was given by Councillor I Weston. There are currently 12 volunteers prepared to use the speed-gun. Kilsby will have the gun from 5 <sup>th</sup> March for 4 weeks. Training is now available online and volunteers will need to work in groups of three. Cllr Bridges offered to help too. It was <b>resolved</b> that the Parish Council will pay for hall hire for a meeting of the volunteers. Ian Weston to arrange the meeting. It was noted that a data box was fixed on the A361 from 19 <sup>th</sup> to 26 <sup>th</sup> January to record the vehicles travelling along the A361 and the speeds at which they were travelling.			
12.2	Invitation to Discuss the Future Expansion of DIRFT on Land East of the M1. Cllrs Bridges, Nicholls, Margetts and WNC Councillor Rosie Humphreys volunteered to attend the meeting. The Clerk to circulated proposed dates to the Councillors.			
12.3	To note that Gigaclear has stated that cable will be laid in Kilsby by the 3 <sup>rd</sup> Quarter of 2022. Cllr Margetts asked for an update on BT Open Reach works.			
12.4	VEHICLE ACTIVATED SIGNS – It was clarified that Kilsby Parish Council wish to upgrade the VAS on the A361 to a mains powered sign showing the speed travelled, and using the WNC Highways pole. A second Solar powered VAS to be installed on Main Road near the Zebra Crossing. It was <b>resolved</b> to finalise quotes for two VAS signs as listed above. Helen Howard from WNC Highways to be asked to look at ways of reducing speeding on A361.			
12.5	Request from a resident to improve the safety of Barby Road with additional signing. Helen Howard to be asked for her recommendations.			
12.6	It was <b>resolved</b> to purchase Salt for the Grit Bin outside Kilsby Primary School @ £100			
12.7	Request to trim back forsythia at top of Church Walk. This work has been done by Norse at no cost.			
12.8	Request from resident asking for large branches from trees in Butts Lane to be cut back as they overhang his garden. He wishes to cut them back himself if the Parish are not minded to do so. Councillor Gibbs agreed to visit the resident to ascertain exactly what the problem is.			
12.9	Electricity Deal as identified by Broker – It was agreed to enter into a fixed 36 month contract.			
12.10	It was noted that larger shields are going to be fitted to the zebra crossing lights on Main Road, as the stray light from the beacons is causing distress to local residents.			
<b>13</b>	<b>CORRESPONDENCE</b>			
13.1	Great British Spring Clean will be held 25 March to 10 April 2022 –Cllr Bridges is arranging a village litter pick on 2 <sup>nd</sup> April. Cllr Haycock to advertise the event on Facebook. Bacon rolls available at pub.			
13.2	Queens Green Canopy – Plant trees for Platinum Jubilee. It was <b>resolved</b> to plant an Acer and a Cherry tree on Devon Ox Green.			
13.3	Asset Mapping Project (AMP) requires all WNC assets and services supplied to the parish to be mapped by 31 March 2022 and input on Parish Online mapping service. Grant of £297.11 provided. The Clerk to produce a basic list of WNC assets and services. Cllr Weston to check Grit Bins owned by WNC and let the Clerk know. <b>IW</b>			
13.4	WNC Tree Policy – Parishes are being asked for their input on how WNC manages trees.			
13.5	Northants CALC “Update” Jan/Feb 22 - emailed to all Councillors			
13.6	Letter regarding litter on A5 and in the laybys			
13.7	<b>Bus Service Consultation</b> WNC is preparing an Enhanced Partnership Plan and Scheme under the Bus Services Act 2017. To allow implementation of improvements to local bus services. Comments to <a href="mailto:chris.wragg@westnorthants.gov.uk">chris.wragg@westnorthants.gov.uk</a> by Friday 25 <sup>th</sup> Feb. Kilsby PC did not wish to comment.			
13.8	Letter from Giles Cadman, Barby Sporting explaining Social media comments was noted.			
13.9	Details of Avian Flu outbreak and what poultry holders need to do has been posted on facebook.			

Page 356	
<b>14</b>	<b>STAFFING MATTERS</b> In view of the confidential nature of business to be transacted eg Staff Matters, the Council were asked to resolve that the public and press be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960.
14.1	The staffing working party reported that Councillors Gibbs and Nicholls had interviewed for the role of Clerk on Monday 30 Jan 2022. Following the take up of references they recommended Emma Gibson.
14.2	It was <b>resolved</b> to appoint Emma Gibson as Parish Clerk to commence 1 <sup>st</sup> March 2022. Ms Gibson to be appointed on LC Band 2, SCP 26 based on 16 hours per week. To be paid a monthly salary. The Locum Clerk to provide a standard contract with a probationary period of 6 months. The staffing working party to write and send the letter of appointment to Ms Gibson.
14.3	It was <b>resolved</b> that the Locum Clerks contract would terminate on 31 March to allow a handover.
<b>15</b>	<b>ITEMS FOR NEXT AGENDA</b>
15.1	Date of Annual Parish Meeting
15.2	To appoint an examiner for the Neighbourhood Development Plan review.
15.3	To hear a report on the Climate Event to be held at Harlestone Village Hall on 5 <sup>th</sup> March. – Cllr Massey
15.4	To note the date of the Internal Audit.
15.5	To confirm dates of meetings going forward.

Meeting closed at 21.30

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

**The next meeting of the Parish Council will take place on TUESDAY 15<sup>h</sup> MARCH 2022 at 7.30pm in Kilsby Village Hall.**

Signed..... Date .....22