

MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council meeting held on TUESDAY 10th MAY, 2022 at 7.30pm
in Kilsby Village Hall, Rugby Road, Kilsby.

PRESENT: Councillors H Gibbs (Chairman), W Bridges, B Gent, C Haycock, O Houlton, M Margetts, I Massey, C Thompson, I Weston and R Nicholls
Clerk: Emma Gibson

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1	Election of Chairman: Council RESOLVED to elect Cllr Howard Gibbs	
2	To receive signed Declaration of Acceptance of Office of Chairman: Signed Declaration received.	
3	Election of Vice-Chairman: Council RESOLVED to elect Cllr Clive Thompson, signed Declaration received.	
4	Apologies: None.	
5	To review time and place of meetings: Council RESOLVED to meet on the second Tuesday of the month excluding August and December.	
6	To appoint members to the Planning Committee and review Terms of Reference, Council to consider delegating non contentious planning applications that are received in between meetings to the Clerk to respond on behalf of the Council: Council RESOLVED to appoint Cllrs Margetts, Weston, Massey, Bridges, Gent and Nicholls.	
7	To adopt Standing Orders 2018 (revised 2020): Council RESOLVED to re-adopt.	
8	To adopt Financial Regulations: Council RESOLVED to re-adopt.	
9	To review Annual Insurance Cover: Council RESOLVED to accept renewal quote and approved the cover.	
10	To review Asset Register: Council RESOLVED to re-adopt and confirmed no up-dates.	
11	To review Councils Risk Assessment: Council RESOLVED to approve.	
12	To approve the appointment of Northants CALC as Data Protection Officer: Council RESOLVED to approve.	
13	Appointment of Representatives to external bodies; School Governing Body and Police Liaison Representative. Council RESOLVED to appoint Cllr Gibbs as PC representative to the school governing body and Cllr Thompson as PLR.	
14	To review Council Policies see http://www.kilsbyvillage.co.uk/Publications_11264.aspx : Council RESOLVED to approve.	
15	PUBLIC PARTICIPATION (Max 20 Mins)	
15.1	To hear any issues which members of the public wish to bring to the Council's attention: One member of the public in attendance who did not wish to speak.	
15.2	Report from WNC Cllr: Report received from WNC Cllr Rosie Humphreys, outlining the Town and Parish briefing recently received and that the new WNC Highways contract had been agreed. Reminder to organisations that some Cllrs still had their Cllr COVID support grants to allocate.	
16	DECLARATION OF INTERESTS	
16.1	To receive any declarations of interest: None.	
17	MINUTES	
17.1	To approve and sign the Minutes of the meeting of 12 th April 2022: Council RESOLVED to approve.	
18	MATTERS ARISING	
18.1	Any matters requiring an update not otherwise on the Agenda: The Kilsby Events Committee had received their loan of £1000 from the Council towards the start-up costs for the fete.	
19	PLANNING	
	<i>To provide responses in the capacity of consultee on the following planning applications. Theses may be viewed by clicking the blue hyper-link,</i>	
19.1	WND/2022/0177 (Amended) Single storey car port attached to existing double garage. The Elms 9, Middle Street, Kilsby, Northamptonshire, CV23 8XT, https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0177&backURL=%3Ca%20href=wphappcriteria.display?paSearchKey=2111298%3Esearch%20Criteria%3C/a%3E%20%3E%20%3Ca%20href=%27wphappsearchres.displayResultsURL?ResultID=2677237%26StartIndex=1%26SortOrder=APNID:desc%26DispResultsAs=WPHAPPSEARCHRES%26BackURL=%3Ca%20href=wphappcriteria.display?paSearchKey=2111298%3Esearch%20Criteria%3C/a%3E%27%3Esearch%20Results%3C/a%3E Council considered the application and RESOLVED that they did not have any objections or comments.	EG

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19.2	Neighbourhood Development Plan Review: Up-date received from the working party. At the last meeting the PC agreed to submit final comments and requested the opportunity to fact check the emerging report. The working party has now checked the report and found no factual errors, any errors were typographical in nature and did not change the intent of the document. Council RESOLVED to give WNC an extension until 6 th July to agree the document and submit fact check comments.				EG
20	ACCOUNTS				
20.1	Financial Position at 30 April 2022; £74,855.51 Income received during April 2022; £30,842.14				
20.2	To approve the Bank Reconciliation to 30 April 2022: Council RESOLVED to approve.				
20.3	To resolve to approve the payments as listed. Council RESOLVES to approve.				
<u>Payee</u>	<u>Payment Method</u>	<u>Details</u>	<u>£</u>	<u>Power to Pay</u>	
NEST Pension	D/D	Pension Contribution	78.16	LGA(1972)s112	
HMRC	BT	PAYE April 22	280.85	LGA(1972)s112	
E Gibson	BT	Clerk Salary	844.99	LGA(1972)s112	
DCK Accounting	BP0698	Payroll Processing	36.00	LGA(1972)s112	
TimberTech	BT	Emergency tree works	240	HA(1980)s96	
E Gibson	BT	Expenses	51.60	LGA(1972)s111	
WNC Norse	BT	Village Mowing	1701.60	HA(1980)s96	
Kilsby Village Hall	BT	Meeting room hire	159.75		
Spratton PC	BT	Office stationary share	4.48	LGA (1972) s111	
Spratton PC	BT	Office phone share	16.43	LGA(1972)s111	
E.On	BT	Xmas Trees electricity	0.17	LG(MP)A 1976	
E.On	BT	Streetlight maintenance	97.20	HA 1980 s96	
Kilsby Event Committee	BT	Village fete	1000.00	LGA(1972) s145	
21	AUDIT 2021-22				
21.1	Council to Approve Annual Governance Statement – Section 1 of AGAR: Council RESOLVED to approve.				
21.2	Council to Approve Statement of Accounts – Section 2 of AGAR: Council RESOLVED to approve.				
21.3	Council to agree that dates of the period for the exercise of Public Rights is from 13 June 2022 until 22 July 2022: Council RESOLVED to agree.				
21.4	Internal Audit undertaken Thursday 28 April. Council to receive Internal Auditor's report: Council RESOLVED receive the report.				
22	STAFFING				
22.1	Council to confirm Mrs Emma Gibson has been appointed as Clerk and Responsible Financial Officer (RFO) whilst she remains in post: Council RESOLVED to appoint Emma Gibson as RFO for the duration of her employment.				
22.2	Clerk's Report: Council received report.				
22.3	Burials Officer up-date. The Burials Officer has confirmed to Council that all burials and record keeping are being managed in a timely and accurate manner.				
23	HIGHWAYS				
23.1	Up-date received from Cllr Gibbs and Weston regarding meeting held with WNC Highways Liaison Officer Helen Howard (HH). Cllrs meet with HH to discuss Highways issues within the village. Raised concerns regarding vehicle speed on A361 and pot holes in the village. HH suggested the instalment of an average speed camera as an option on that stretch of road. Council to pursue this suggestion and whether any s106 monies could be available for this.				EG
23.2	Speed-watch: Up-date received. Speed watch statistics given to Council. There were 13 active volunteers undertaking the initiative. Some disruption to the scheme was caused by the weather, COVID and roadworks. 177 letters were sent to individuals identified as speeding. Police and PC thank all the volunteers. Speed-watch will be undertaken again later in the year, 27 th August until 1 st October 22. Cllr Weston to email to PC the traffic survey report and statistics to be published in KK.				IW
23.3	Work to House on Barby Road: Council discussed whether a reminder should be sent to the homeowner that they are not allowed to put a driveway across Devon Ox Green as it is a registered village green. Council RESOLVED that this was not necessary at this time as there was no indication that the homeowner intended to do this.				

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24	DIRFT	
24.1	Up-date from Cllr Nicholls regarding the meeting attended regarding Option 3a of the WNC Strategic Plan Spatial Options. Option 3a has the least impact on Kilsby and would affect other villages more. Indications are the Prologis do not intend to pursue option 3b and are pursuing option 3a, however option 3b cannot be totally ruled out. 20 years ago Prologis agreed not to expand further into Kilsby and they are keen to up-hold this agreement, option 3b would go against this. The biggest impact on Kilsby should option 3a go ahead would be traffic. However no decisions will be made until October due to the volume of responses to the plan received. A section of the land within 3b has been purchased by other parities and the purpose of this purchase is not yet clear. Cllr Bridges to consider whether KPS should also draft a letter to Jonathan Nunn Leader of WNC. Council noted that their objections had already been submitted and it should be considered that any further correspondence would in effect just be restating the same objections outside the response timeframe.	WB
25	Queen's Jubilee	
25.1	Up-date received. Council reviewed and agreed the risk assessment prepared for the big lunch. Council RESOLVED to approve the purchase of 200 metres of bunting for use in the village. .	EG
26	ITEMS FOR NEXT AGENDA Police Liaison Representative report Ideas for future projects for the PC	

Chair thanks the Council for their continued hard work.

Meeting closed: 20.50

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 14th June 2022 at 7.30pm