

DRAFT MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council meeting held on Tuesday 9th May 2023 at 7.30pm

in Kilsby Village Hall, Rugby Road, Kilsby.

PRESENT: Councillors H Gibbs (Chairman), W Bridges, B Gent, M Margetts, I Massey, R Nicholls, I Weston, and C Thompson.

APOLOGIES: Cllrs C Haycock and Cllr O Houlton. WNC Cllr Rosie Humphreys

CLERK: Emma Gibson

PUBLIC: 1 member in attendance.

1	Election of Chairman. Council RESOLVED to elect Cllr Gibbs as Chairman.
2	To receive signed Declaration of Acceptance of Office of Chairman. Received.
3	Election of Vice-Chairman. Council RESOLVED to elect Cllr Thompson as Vice-Chairman.
4	Apologies. Apologies received from Cllr Houlton (illness) and Cllr Haycock (holiday). Council RESOLVED to approve.
6	To review time and place of meetings. Council RESOLVED to meet on the second Tuesday of the month 7.30pm at Kilsby Village Hall, except for the months of August and December when there will be no meeting.
7	To appoint members to the Planning Committee and review Terms of Reference. Council reviewed and agreed the Terms of Reference for the Planning Committee. Further RESOLVED for Cllrs Margetts, Gent, Bridges, Nicholls, Weston and Massey to continue as members of the Planning Committee for 23-24.
8	To adopt Standing Orders 2018 (revised 2020). Council RESOLVED to re-adopt for 23-24.
9	To adopt Financial Regulations. Council RESOLVED to re-adopt for 23-24.
10	To review Annual Insurance Cover. Council reviewed and compared current provider's renewal quote with Zurich insurance's quotation. Council RESOLVED to move to Zurich insurance for a 3 year term.
11	To review Asset Register. Council reviewed asset register and agree all except for how the loan to the shop has been recorded previously. Clerk to make enquiries with NCALC and auditor for how to record this as accurately as possible.
12	To review Council's Risk Assessment. Council RESOLVED to approve for 23-24.
13	To approve the appointment of Northants CALC as Data Protection Officer. Council RESOLVED to approve appointment of NCALC as DPO.
14	Appointment of Representatives to external bodies; School Governing Body and Police Liaison Representative (PLR). Council RESOLVED to continue to appoint Cllr Thompson as PLR, and Cllr Gibbs as School Governing Body representative for 23-24.
15	To review Council Policies see http://www.kilsbyvillage.co.uk/Publications_11264.aspx . Council RESOLVED to re-adopt the Council Policies for 23-24.
16	General Power of Competence: Council is to readopt the General Power of Competence (GPOC) since the Council is eligible to do so. The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. For a local council to become eligible it must confirm at a full council meeting (or at the Annual Council Meeting after an election) that: <ul style="list-style-type: none"> • the Clerk is qualified to one of the two sector-specific qualifications and has upgraded those qualifications to cover the General Power of Competence and • two-thirds of the Council has stood for election. The Council meets both of these criteria. It is recommended that the Parish Council resolves that it meets the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 and therefore adopt the power for the coming year. Council RESOLVED to re-adopt GPOC and confirmed eligibility to do so.
17	PUBLIC PARTICIPATION (Max 20 Mins)
17.1	To hear any issues which members of the public wish to bring to the Council's attention. No members present wished to address the Council.
18	DECLARATION OF INTERESTS
18.1	To receive any declarations of interest. None.
19	MINUTES
19.1	To approve and sign the Minutes of the meeting of 11 th April 2023. Council RESOLVED to approve.
20	MATTERS ARISING
20.1	Any matters requiring an update not otherwise on the Agenda.

	<ul style="list-style-type: none"> Council received a query from representatives of the Village Shop Committee regarding the contents of the draft minutes. Council agreed to change the description of what the shop had requested in the public session. Council were of the view that the discussions surrounding the shop in the meeting were reflected as the Council had discussed in the meeting and the Council's views on the matter. The minutes are not verbatim accounts of discussions. Council noted that in their view they had not had management accounts since June last year. A5 crossing up-date. Clerk made enquiries with National Highways regarding the possibility of a crossing on the A5 to the bridleway to Crick. Response received that no improvements were being considered at the moment but the need for an improved crossing at this location has been recorded on National Highways needs list. It will therefore be considered again should alternative funding become available in the future. 				
21	PLANNING				
	<i>To provide responses in the capacity of consultee on the following planning applications. These may be viewed by clicking the blue hyper-link,</i>				
21.1	Applications: WND/2023/0067: Retrospective application for existing coach house, Cedar Barn, Watling Street, Kilsby. https://wnc.planning-register.co.uk/Planning/Display/WND/2023/0067?cuuid=7D095F2F-F513-4419-BE82-896F74E9D5DB . Council RESOLVED that they did not have any objections, however they wanted to make the comment that the living area should only be authorised for ancillary use to the residence and not as a separate dwelling.				
21.2	Decisions: <i>Applications approved or outstanding: West Northants Council -Daventry Area Planning Department</i> WND/2021/0777: Outstanding WND/2022/1084: Outstanding WND/2023/0169: Approved.				
22	ACCOUNTS				
22.1	To approve the Bank Reconciliation to 30 th April 2023. Council RESOLVED to approve.				
22.2	Income received: Newsletter ads totalling: £148.75 Burials and plots totalling: £1,180.00 1 st Precept payment: £27,290.00				
22.3	To resolve to approve the payments as listed.				
Payee	Payment Method	Details	£	VAT	EX VAT
NEST Pension	D/D	Pension Contribution	99.88		
HMRC	BT	PAYE April 23	285.20		
Clerk	BT	April 23 Salary	1039.12		
DCK Accounting	BP0698	April 23 Payroll Processing	36.00	6.00	30.00
Clerk	BT	April and May 23 Expenses	58.40		
Spratton Village Hall	BT	Storage fee April 23-June 23	15.00		
Clerk	BT	Stationery reimbursement	9.86		
Kilsby Village Hall	BT	March 23 meeting	27.00		
I Weston	BT	Tree plaque fitting materials	10.30		
1 st Kilsby Guides	BT	Grant 23-24	1600.00		
Spratton Parish Council	BT	May office phone share	19.37		
WNC Norse	BT	Mowing April 23	1796.86	299.48	1497.38
23	AUDIT 2022-23				
23.1	Council RESOLVED to Approve Annual Governance Statement – Section 1 of AGAR.				
23.2	Council RESOLVED to Approve Statement of Accounts – Section 2 of AGAR				
23.3	Council agreed that dates of the period for the exercise of Public Rights is to be from 5th June 2023 until 14 th July 2023.				
23.4	Internal Audit undertaken in April 23. Council received Internal Auditor's report.				
24	STAFFING				
24.1	Clerk's Report: Council received and noted.				
25	HIGHWAYS				
25.1	Up-date received from Cllr Gibbs and Weston regarding meeting held with WNC Highways Liaison Officer Martin Jenkins. A constructive meeting was undertaken and areas in village identified for pothole repairs. The				

	speed reduction in the village also discussed as it is still outstanding, highways to chase. Roadwork signage left in village identified, National Highways to be informed.
25.2	Speed-watch: Up-date received. Initiative to commence 19 th July 2023 for a period of four weeks. Volunteers needed and anyone who is able to volunteer should contact Cllr Weston or the Parish Clerk.
25.3	Street-lighting annual contract: The E.On service contract price is increasing as of 1 st April 2023, the first increase since 2007. It is an increase of £8 per LED light per annum (ex VAT) and £22 per non-LED per annum (ex VAT). KPC has the responsibility for a total of 82 Lights, 2 of which are non-LED. The increase for KPC would be £684 per annum. Council discussed and RESOLVED not to renew the maintenance contract and repair lights on a pay as you go basis, and keep it under review.
25.4	Butts Lane: Council considered two quotes received for the surfacing of the remaining unsurfaced path. Query raised regarding the second quote and materials that would be used. Cllr Gibbs to make further enquiries and if the first quote remains significantly cheaper after enquiries made, Council RESOLVED to instruct Grenadier contractors.
25.5	HGV: Concerns raised that HGV's are accessing 7.5t limited roads. Council discussed and Clerk to make enquiries with WNC Highways regarding these concerns.
25.6	Mowing in the village: Council discussed mowing in the village and the level of satisfaction with the service. Council noted that some areas in the village are not mown due to bulbs that have been planted. Council agreed they are happy with Norse's work overall.
26	COMMUNITY
26.1	Telephone box: Telephone box needs a tidy and repainting. Council discussed the two quotes received for repainting of the phone box, and RESOLVED to instruct Pat the Painter to undertake the work based on the quote and his previous experience of such work.
26.2	Website: Up-date from working party after meeting with the website provider. Up-date received. ICT can take over management of the website for a £77 per month fee. Council RESOLVED to pass management to ICT. Working party are looking at a new design and functionality for the website.
26.3	Climate Change: Up-date regarding proposed village meeting details and associated costs received. A date has been set for the village climate event as Saturday 9 th September 2023 time t.b.c. Council RESOLVED to pay for the hall hire. Further expenses that are likely are overhead projector hire and refreshments. The local school has been approached to give some input also. Event to be publicised in the KK and on Facebook.
26.4	S106 Money: Up-date to received. The application has been submitted to WNC and KPC await the outcome.
27	CEMETERY
27.1	Improvements to cemetery: Council considered the quote for work to cemetery. Council RESOLVED to undertake the work to tidy the cemetery.
28	CORRESPONDENCE
28.1	<ol style="list-style-type: none"> 1. Planting around Kilsby Lane Transformer: Council to discuss resident request for additional planting around the transformer. Council discussed and agreed to monitor if necessary as the plants grow. 2. Yew Trees on Church Walk: Resident concerned that of the three Yew Trees that were planted one was planted in error as it is an English Yew and as such will grow much larger than the other two. The PC considered these trees and whether the English Yew should be replaced or have some maintenance work undertaken. Council discussed and RESOLVED to monitor and get their contractors to take a look if any maintenance work necessary. 3. NACRE Membership renewal: Council considered NCARE membership renewal at a cost of £36.00 per annum. Council RESOLVED it was not necessary at this time.
29	ITEMS FOR NEXT AGENDA
29.1	S106 Update Village shop agreement and payment plan
30	Meeting Closed 9.20pm. Cllr Gibbs thanked the Cllrs for their hard work over the year.

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 13th June 2023 at 7.30pm