

DRAFT MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council meeting held on Tuesday 13th June 2023 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, R Nicholls, and I Weston.

APOLOGIES: Cllrs C Thompson. WNC Cllr Rosie Humphreys

CLERK: Emma Gibson

PUBLIC: 3 members in attendance.

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| 1 | APOLOGIES |
| 1.1 | Apologies for absence received from Cllr Thompson, Council RESOLVED to approve. Apologies also given by WNC Cllr R Humphreys |
| 2 | PUBLIC OPEN FORUM SESSION <i>limited to 20 mins (Extended at the discretion of the Chairman).</i> |
| 2.1 | Public Open Forum Session. Members of the public are invited to address the Council for a maximum of 20 minutes with any individual contribution lasting up to 3 mins. Representations shall not require a response at the meeting nor start a debate. A prospective Cllr was in attendance at the meeting. The Council were given an opportunity to ask any questions as was applicant. Co-option to be added to July agenda for a formal resolution. Residents also in attendance regarding a request to make aesthetic changes to the street-lighting and a verge outside their property. Council to discuss later in the meeting. |
| 2.2 | Written report West Northamptonshire Councillors received and noted. |
| 3 | DECLARATIONS OF INTEREST |
| Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the Agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest. You must withdraw from the room when the meeting discusses and votes on the matter. | |
| 3.1 | Declarations of any Disclosable Pecuniary or Other Interests: Cllr Massey declared an interest in item 9.2 as he is organising the climate change event and may need to claim money back. Cllr Massey to declare the interest once claim submitted and on the agenda. |
| 3.2 | Dispensations: To consider written requests for dispensation of DPI. None. |
| 4 | MINUTES |
| 4.1 | To approve and sign minutes of the Parish Council meeting held on Tues 9 th May 2023. Council RESOLVED to approve. |
| 5 | MATTERS ARISING (For information only). |
| 5.1 | To note the Clerk's report. Noted. |
| 5.2 | Any other matters arising from the Minutes not otherwise on the Agenda. None. |
| 6 | POLICE MATTERS |
| 6.1 | Report received and noted from the Police Liaison Representative – Councillor C Thompson. Council advised of next Beat Bus visit to as Kilsby 29 th June 2023 between 12-1pm on Barby Road. |
| 7 | PLANNING (<i>click on the hyperlinks to view the planning application documents</i>). |
| 7.1 | Tree Works Mansfield Cottage, 17 Watling Street: Planning application: 2023/5317/TCA - Planning register Planning register West Northamptonshire Council (planning-register.co.uk) . Council considered and RESOLVED that they did not have any comments or objections. Warwickshire County Council, Construction of two platform railway station, Land adj to A428 Crick Road, Rugby: Planning Applications - Warwickshire County Council : Council considered and RESOLVED the matter was outside of Kilsby's remit. |
| 7.2 | <i>Applications approved or outstanding:</i> West Northants Council -Daventry Area Planning Department WND/2021/0777: Outstanding WND/2023/0169: Approved WND/2022/1084: Outstanding WND/2023/0067: Outstanding 2023/5149/LBC: Outstanding 2023/5148/FULL: Outstanding 2023/5180/FULL: Outstanding |

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| 8 | ACCOUNTS | | | | | |
| 8.1 | To note the Bank Reconciliations dated 31 st May 2023. Noted. | | | | | |
| 8.2 | Council RESOLVED to approve payments as follows including any payments received between 7 th June and 13 th June 2023: | | | | | |
| | To Whom Paid | Method | Details of Payment | £ | VAT | Ex VAT |
| | Clerk | BT | June mileage and homeworking expenses | 36.80 | | |
| | Clerk | BT | May salary | 905.70 | | |
| | NEST | BT | Pension contribution May | 85.31 | | |
| | HMRC | BT | PAYE May 23 | 327.87 | | |
| | DCK Payroll | BT | May 23 Payroll | 36.00 | 6.00 | 30.00 |
| | Burial Clerk | BT | Cemetery gratuity Apr-May | 400.00 | | |
| | Kilsby Youth Club | BT | Grant 23-24 | 4000.00 | | |
| | Kilsby REC | BT | Grant 23-24 | 4700.00 | | |
| | Spratton PC | BT | Office phone share | 19.37 | | |
| | Zurich insurance | BT | Council insurance | 711.30 | | |
| | O2 | BT | Office phone KPC | 12.00 | 2.00 | 10.00 |
| | O2 | BT | Office phone KPC | 25.20 | 4.20 | 21.00 |
| | SSE | DD | Street-lighting April-May 23 | 536.03 | | |
| | Arnold Thomson | BT | Solicitor debenture | 50.00 | | |
| | Clerk | BT | Printer cartridges | 56.29 | | |
| | P Cullinane | BT | Telephone box refurbishment | 1600.00 | | |
| | Norse | BT | Mowing INV-000777 | 1796.86 | 299.48 | 1497.38 |
| | Vision ICT | BT | Website management | 92.40 | 15.40 | 77.00 |
| | Unity Bank | BT | Service charge | 18.00 | | |
| | Wave | BT | Cemetery water | 16.00 | | |
| | Clerk | BT | June salary | 905.70 | | |
| | HMRC | BT | June PAYE | 327.87 | | |
| | NEST | DD | Pension contributions | 85.31 | | |
| | Steer Printing | BT | Newsletter printing | 451.50 | | |
| 8.3 | Income: Newsletter adverts totalling: £168.25 Burial fees totalling: £600.00 | | | | | VAT reclaim 22-23: £4,596.54 |
| 8.4 | Website: Up-date received from the working party. A site map has been submitted to Vision ICT and they have advised such a site would be approximately 30 pages. Cllrs to look at different websites they like and why. The sites will then be narrowed down so ICT have examples to work with. Website analytics are now charged as an extra £40 plus VAT. PC considered if they require this service and at the extra cost. Council RESOLVED to have the analytics data so they could compare pre and post new website. Clarification to be sought if the charge would be £40 for old and new website or £40 per website. | | | | | |
| 8.5 | KPC storage: Council discussed the storage needs of documents, Parish property and burial records. Clerk to make enquires with the Chapel to see if any available space there for a filing cabinet that the PC could rent. | | | | | |
| 9 | COMMUNITY | | | | | |
| 9.1 | Future Projects for KPC and Community Green Space working party: Council received report from the working party. Cllr Thompson is waiting for a response from WNC regarding s106 application, and the Clerk has followed up with a landowner regarding the possibility of land purchase. | | | | | |
| 9.2 | Climate change: Cllr Massey provided an up-date on the Kilsby PC Climate Change Event planned for 9 th September 2023. Some resources are needed such as an overhead projector, display boards, flipchart easel. Council to look at borrowing or renting some of these items. Council considered the funding of the event and RESOLVED to agree £600 of funding for the event. | | | | | |
| 9.3 | School mowing: Request from school for PC to do the school mowing. Council discussed and RESOLVED that the school mowing was not in the PC's remit and they would therefore not be adding it to their mowing schedule or funding it. | | | | | |
| 9.4 | Street lighting: Avant development, Daventry Road Kilsby. Council discussed whether they wanted to adopt this street lighting. There is not much information on the electronic files regarding this and | | | | | |

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| | none of the current Cllrs were in post to recall discussions at the time. Clerk therefore to try to get some further information. |
| 10 | HIGHWAYS |
| 10.1 | Update received. <ul style="list-style-type: none"> • Speedwatch will be taking place from 22nd July 2023 for four weeks. The undercover speed van has been requested for Kilsby as has a data collection box. • Butts Lane work to commence the first week in July 2023. |
| 11 | CORRESPONDENCE |
| 1.1 | Correspondence received between 7 th June and 13 th June 2023 to be discussed. <ol style="list-style-type: none"> 1. Commonwealth War Graves Commission: Council considered the request received to install a sign indicating war graves at Kilsby Cemetery. Council RESOLVED to approve the request. 2. Hall Close and Church Walk: Council discussed correspondence received from residents regarding nettles and weeds on the path in this area of the village. Council RESOLVED to request Norse to clear this and spray for weeds around the village. 3. Tree Main Road: Council discussed the tree on Main Rd and agreed that it needs some maintenance and RESOLVED to gather quotations for this work. 4. Smarts Estate: Resident request to plant on the verge, add bollards and replace a streetlight. Council considered the request and informed the resident that such changes that were requested would not be possible. The verge is WNC's responsibility so they would need to give permission, but were unlikely to agree to bollards. The street-lighting needs to be in keeping with the rest of the village and have not long been up-graded, so the PC would not agree to any changes to any lighting. |
| 12 | ITEMS FOR NEXT AGENDA |
| 12.1 | Council to discuss items for next agenda. <ul style="list-style-type: none"> • Resident correspondence: Public Right Of Way • Re-location of books in phone-box • Quotes for fireproof cabinet • Co-option • Cildes croft street-lighting adoption |

Meeting Closed 20:.34

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 11th July 2023 at 7.30pm

Signed:.....
Chair

Dated: 11th July 2023