

MINUTES OF MEETING of KILSBY PARISH COUNCIL

Held on TUESDAY 3rd APRIL 2018 at 7.30pm in Kilsby Village Hall.

PRESENT: Councillor J Fisher, B Gent, D King, F Kirtley-Paine, T Moore, R Page, C Smedley, R Thompson.

Clerk- Catherine Camp. 4 members of the public.

Page 174		ACTION
1	APOLOGIES	
1.1	Councillor Liz Rochford sent apologies as she was attending a Village Shop Ltd Meeting. Councillor S Stainton sent apologies. (Hols). Apologies were accepted. Apologies were received from PCSO D Cumming and Les Conopo. Apologies were received from District Councillor Catherine Lomax.	
2.	CO-OPTION to fill CASUAL VACANCIES	
2.1	There is still one vacant seat on the Parish Council. Councillors were asked to encourage any interested member of the parish to put their name forward for co-option.	
3	PUBLIC PARTICIPATION	
	The Chairman read a statement explaining the process of Public participation within the meeting	
3.1.1	A request was made for Kilsby “Countryside Walks” leaflet to be re-printed at a cost of £115 for 500 Black and White copies. The leaflet to be slightly updated prior to printing.	
3.1.2	A question was asked about a replacement table for the Table Tennis Group. A grant decision is awaited from Grantscape who will meet at the end of April to access all the grant bids.	
3.1.3	A new resident reported that the “Welcome Pack” was very good and had helped him feel part of the village community when he moved in.	
3.1.4	It was noted that the highway turning lane and refuge have been constructed on A361 to allow easier access to the new development. NCC Highways are satisfied that this has been designed in accordance with national highway standards and has been safety audited.	
3.2	Police Report – PCSO Les Conopo sent apologies. He forwarded information to be included on the village website. A report was read with details of March 2018 crime report for Kilsby and DIRFT. To contact PCSO Cumming tel 101 Extension 343721.	
3.3	District Councillor C Lomax	
a)	Congratulations on the opening of the community shop. It was really good and encouraging to see such a good turnout for the launch. Now the village needs to give it every support.	
b)	DDC is now in ‘purdah’ in the run-up to the local elections in May, and DDC is restricted in the decisions and announcements it can make.	
c)	Daventry Food Bank, which lost its premises when the building was sold by DDC at the end of last year, has been given a new home on Southbrook Estate by E-ACT. The Food Bank has also received a £5000 grant from DDC to help get it started in its new premises.	
d)	Sajid David, Secretary of State, has asked the county, districts, and boroughs to make locally-led proposals for future delivery of services in Northamptonshire, following the damning inspection report on the County Council. He has made it clear he favours two new unitary authorities.	
e)	Every household has now received initial information about how the new waste collection service will work. This will start in June.	
f)	Non-delivery of Daventry Calling in Kilsby has been reported, and I understand that this may now have been rectified.	
3.4	County Councillor M Longley was unable to attend the meeting. NCC has set a budget and a damning Inspectors Report has been released. The Inspector has recommended that NCC becomes a Unitary Authority by 2020. All spending apart from statutory funding has been suspended. The full Inspectors report to be circulated to Councillors.	

	Page 175	ACTION
4	DECLARATIONS of INTEREST on the Agenda	
4.1	Declarations of Disclosable Pecuniary or Other Interests – Councillors Smedley and Moore and Kirtley-Paine declared an interest in payments 300127/8/9.	
4.2	No written requests for dispensation of DPI has been received.	
5	MINUTES	
5.1	Minutes of 6th March 2018 were signed and approved as a correct record, following omission of Item 3.1.2 which was not discussed as part of Public Participation in March. Item 6.2 was amended to spell “Kirtley-Paine” correctly. Item 7.6 to include “It was resolved to send a request for advice on whether an alteration to the boundary was a material change”.	
6	MATTERS ARISING not otherwise on the Agenda for information only	
6.1	Clerks report was circulated detailing actions during the month.	
6.2	Louise Hartwell and Elaine Morrice have offered to spray Dog Poo with fluorescent paint. The Clerk has arranged for DDC to deliver the canisters of paint to their home addresses.	
6.3	Councillor Thompson reported that he had made contact with the new Mowing contractor who has carried out the first cut. Please refer all queries about mowing to Councillor Thompson. It was noted that the blackthorn on the A5 verge needs cutting back. Clerk to inform Highways.	
6.4	It was noted that 17 Barby Road has started installing their permitted driveway.	
7	PLANNING	
7.1	<i>New Applications.</i>	
7.1.1	No new planning applications had been received.	
7.2	<i>Decisions awaited</i>	
7.2.1	DA/2017/1268 Construction of dwelling. Rear of 25 Main Road. (resubmission). Awaiting.	
7.2.2	DA/2017/1115 Watford Gap Farm, Watling Street, Daventry. Conversion of barn to four dwellings, improvements to existing access, construction of new access track and associated works (revised scheme) Decision awaited.	
7.3	<i>Applications determined by Daventry District Council</i>	
7.3.1	DA/2018/0129 Insertion of dormers to front and rear elevations. 6 Arnhills Way. Approved.	
7.3.2	DA/2018/0128 Insertion of dormers to front and rear elevations. 8 Arnhills Way. Approved.	
7.3.3	DA/2018/0027 Installation of slim mast, 3 antennas, 2 dishes, Crick Road, Kilsby. Approved.	
7.4	Conservation Area for Kilsby Further information from DDC is awaited.	
7.5	KILSBY NEIGHBOURHOOD PLAN Advice sought from Daventry District Council advises that a boundary alteration would represent a Material change to the Neighbourhood Development Plan. It was resolved to send a letter to Mr and Mrs Bates, 25 Main Road, advising them that Kilsby NDP will not be amended since this material change would require the NDP to be resubmitted to referendum.	
8	COMMUNITY SHOP	
8.1	Kilsby Community Shop opened for trading on 24 th March 2018. A report from Councillor Rochford was read. The Post office will inspect the premises and it is expected that a Post Office will be operating from the shop site in 2-3 months. Stamps and stationery are currently being sold. The parish council was thanked for providing a loan of £25,000 repayable in full in 5 yrs.	
9	ACCOUNTS	
9.1	Financial Position at 28 th March 18 - £45,337.02 Bank reconciliation attached.	
9.2	Monies received 1 March 18 to 28 March 2018; £0.	
9.3	To note increase in Pension contribution to Employer 2% and Employee 3% as of 6 th April 2018 (this is a legal requirement under the Pensions Act 2008 and represents the minimum amounts that must be paid into automatic enrolment pension schemes. This will increase to 3% and 5% as of 6 th April 2019.	
9.4	Funding of Historic Information Boards can be financed through s106 money from the A361 site. Boards will cost about £2000 each.	
9.5	It was resolved to provide a grant to pay for Kilsby Garden Open Day Banners (cost in region of £185)	
9.6	It was resolved to cover the cost of reprinting 500 Countryside Walks leaflets to promote well-being within the village as part of a health initiative.	
9.7	To note the Internal Audit will be carried out by Mr Jim Goodger on 2 nd May 2018	

Page 176				ACTION
9.8	Analysis of spend vs Budget over the year ending 31 March 2018 was distributed. To be discussed at the next meeting after Councillors have had time to review it.			
9.9	The Clerk was asked to chase up the rent for the grazing on the Cemetery extension land.			
9.10	Councillor Page reported that all payments had been checked against invoice and it was resolved to make the payments set out below:- (JF and RP to authorise on line payments.)			
Payee	Chq No.	Details	£	Power to pay
NEST Pension	D/D	Pension 1 to 30 APR 18	38.39	LGA(1972) s112
Catherine Camp	BP0308	Clerks Salary	677.52	LGA(1972) s112 *
HMR & C	BP0309	Tax and NI	214.44	LGA(1972) s112
Catherine Camp	BP0310	Clerks Expenses	66.21	LGA (1972)s111
Krishna Enterprises	BP0311	Kronickle Printing	410.00	LGA (1972)s142
S Hartwell	BP0312	Mowing at Rec	156.00	Open spaces Act 1906
S Hartwell	BP0313	Mowing at Cemetery	114.00	Open spaces Act 1906
Sarah Stainton	BP0314	Entry Fee - Best Village	30.00	LGA (1972)s143
E.ON Energy Solutions	BP0315	Quarterly Maintenance	24.30	HA(1980) s301
Wave	BP0316	Cemetery Standpipe	11.18	Cemeteries Act 1907
Kilsby Village Hall	BP0317	Hall Hire Shop Meeting	16.50	LG(MP)A 1976
Tom Moore	300127	Training Expenses	12.60	LGA (1972)s111
Francesca Kirtley-Paine	300128	Training Expenses	12.60	LGA (1972)s111
Helen Smedley	300129	Burials Clerk Gratuity	240.00	Cemeteries Act 1907
Christine Lomas	300130	Welcome Pack Costs	120.00	LGA (1972)s142
Christine Lomas	300131	Kilsby Kronickle Expenses	184.72	LGA (1972)s142
10	GENERAL DATA PROTECTION REGULATIONS What to do to comply			
10.1	The Clerk gave an overview of the recent training she had attended, and reported that the Council is required to create a Data Map, adopt a Data Protection Policy, a Data Breach Policy, a Records Retention Policy and a Subject Access Request Procedure. The Council resolved to appoint Northamptonshire CALC to provide a Data Protection Officer Service. It was resolved to purchase Council email addresses through vision ICT for all Councillors.			
11	POLICING			
11.1	Councillor Moore reported that a contract for the PCSO including an Addendum for local requirements is being agreed. A meeting to finalise the addendum is required with Sgt Dobbs.			
12	MENTAL HEALTH AWARENESS WEEK 14 – 20 May.			
	Councillor F Kirtley-Paine said that local residents and WI are keen to get involved with Mental Health Awareness week and a number of events have been organised to promote well-being. It was resolved that the Parish Council would fund the hire of the Village Hall, and any additional costs that arise as part of the week. The Local Media to be invited to cover the event.			
13	HIGHWAYS / ENVIRONMENTAL ISSUES			
13.1	Speedwatch will not take place in Kilsby as there were no volunteers to help man the equipment.			
13.2	It was reported that 40 bags of litter were collected at the annual Litter Pick (Sat 24 March at 0930) and at least 30 people took part. Thanks were expressed to Councillor Stainton for organising the event. Cllr Stainton to update the Council on the Litter heroes award at the next meeting.			
13.3	Concern about potholes in the pavement outside "The George". This has been reported via Street Doctor. Councillors were asked to refer queries to the Clerk if they are contacted directly by parishioners as all decisions need to be those of the Corporate body of the Parish Council.			
13.4	Notification of M1 closures had been received detailing closures between Junction 18 and 20 on 3/4/18			
13.5	Vehicle Activated Sign – Councillor Thompson agreed to get the VAS working, although he still requires locking safety nuts to secure it.			
13.6	BEST VILLAGE COMPETITION / Residents Welcoming . The judges of the Best Village Competition will visit Kilsby on 8 th May. It was resolved to ask the mowing contractors to cut the grass prior to the visit.			
13.7	Tarmac outside the school will cost in the region of £2000 Cllr Stainton has been made aware.			
13.8	Parish and Town Council Meeting Thurs 14 June 6.30pm - Councillor Jenny Fisher agreed to attend and will raise the question as to why s106 funding cannot be released until the end of projects, since the money is received by the District Council as phased payments.			

	Page 177	<u>ACTION</u>
13.9	<p>Councillor Smedley attended the Daventry District Over 50s Forum and gave a report to the Council. He reported that vacant apartments and bungalows at Stephenson's Court will not be advertised locally in Kilsby Kronickle.</p> <p>The Clerk reported that there was concern amongst relatives of residents at Stephenson's Court that there is no longer a permanent on site warden available. She referred the complainant to DD Housing.</p>	
14	YOUTH CLUB	
	<p>It was presumed that the Junior Youth Club has ceased to run due to lack of numbers however the Clerk has not received confirmation of this from the Youth Leader.</p> <p>The Parish Council is awaiting a time sheet from the Youth Leader to generate payment to her.</p>	
15	STAFFING MATTERS	
15.1	<p>To note the resignation of the Parish Clerk with effect from 20th June 2018. The Clerk has provided 12 weeks notice as per her contract as she plans to spend time travelling with her husband who has recently retired.</p>	
15.2	<p>Councillors Smedley, King and Moore were appointed to form a Staffing Working Party to oversee recruitment of a replacement Clerk.</p>	
16	ITEMS FOR NEXT AGENDA	

Meeting closed at 21.35 Annual Meeting of the Parish Council meeting will take place on **TUES 1st May 18**

The Annual Parish Meeting will take place on TUES 17th APRIL at 7.30pm in Kilsby Village Hall.

NB: Minutes cannot be construed as the official record of this meeting until signed by the Chairman at the next Parish Council meeting.