

MINUTES OF MEETING of KILSBY PARISH COUNCIL

Held on TUESDAY 2nd April, 2019 at 7.30pm in Kilsby Village Hall.

PRESENT: Councillors J Fisher, B Gent, R Thompson, R Page, S Stainton, R Nicholls, C Thompson.

District Councillor C Lomax.

Clerk: Clare E Valentine.

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1	APOLOGIES		
1.1	Councillor L Rochford was absent from the meeting. Councillor Margetts sent apologies which were accepted.		
2	PUBLIC PARTICIPATION		
2.1	No Parishioners present		
2.2	<p>District Councillor Catherine Lomax report: Cllr Lomax advised to look at her latest report in the Kilsby Kronickle for main items of interest. No word on the Government regarding the organisation of the authorities in Northamptonshire. Discussions on number of seats they should have and voting is dual hatted as County Councillors who are District/Borough can vote twice. Fix My Street is the new Street Doctor but the telephone number is not quite up and running yet. A reorganisational meeting last night announced estimation costs (bearing in mind Northampton debt) and worst case scenario is £43M to fall to authorities. It is not known if the debt will be written off.</p>		
2.3	No report		
3	DECLARATIONS of INTEREST on the Agenda		
3.1	No Declarations of Disclosable Pecuniary or Other Interests.		
3.2	No written requests for dispensation of DPI have been received.		
4	MINUTES		
4.1	The Full Council minutes of 5 th March, 2019 were approved and signed with the amendment to 10.1 "Also considering 50% match funding and lottery grants". This sentence was removed. The comment was included within the paragraph already.		
5	MATTERS ARISING not otherwise on the Agenda for information only		
5.1	<p>The Clerk reported the NAYC Annual membership has expired. It can be added to an Agenda for approval when the Youth Club is ready. Daventry District Council are conducting a review of Polling Districts, Places and Stations 2019. Comment deadline 12th April. More information see DDC Website www.daventryc.gov.uk/pollingplaces. The Clerk is in receipt of the Kilsby Kronickle April-May Edition invoices and printing costs.</p>		
5.2	KPC have two vacant seats and we have an applicant who has expressed interest and has been contacted with information.		
6	GENERAL MATTERS		
6.1	It was RESOLVED for Cllr Clive Thompson to join the Planning Committee and Cllr R Thompson the addition of the Cemetery responsibility. It was RESOLVED Roles and Responsibilities for Cllr Nicholls will be discussed along with the review of all Councillors R&R at the May 2019 meeting. Cllr Fisher has offered to speak to individuals about this ahead of the next meeting to gauge interests. It is felt some responsibilities are missing and others may need changing.		
6.2	It was RESOLVED for Cllr Clive Thompson and Cllr R Nicholls to attend NCALC's "Off to a Flying Start" training Courses in 2019. Clerk to organise.		
6.3	It was RESOLVED to approve the date & time of the Annual Parish Meeting on Tuesday 21 st May, 2019 1900-2000 hrs in the Village Hall Kilsby Room. To note posters to be created to encourage participation.		
6.4	It was noted the Recreation Ground Trustees are obtaining quotes for improvements. Cllr Stainton met with the Tennis club and reported back no current planned projects requiring larger S106 funding.		
6.5	To note KPC have requested District Councillor Lomax liaise with DDC to replace the missing bin/base at the Recreation Ground. There is no news but Cllr Lomax is pursuing.		
6.6	To note Cllr Page gave a report of the Cluster Group Meeting 12 th March, 7.30pm - 9pm, The Pytchley Hotel, West Haddon attended by Cllr Gent and Page. West Haddon Parish Council generated the idea that Parishes are better represented by working together in light of the impending local Government changes. Also proposals were put forward to obtain together economies of scale in terms of cost and service in such areas as policing, parking enforcement, traffic calming, grass cutting, litter bins, salt bins training. It was RESOLVED Kilsby are not yet ready to host a meeting. To note we await the Cluster Group meeting minutes from the 12 th March, 2019 but it was RESOLVED that if there are further meetings KPC should have presence.		

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7a	PLANNING			
7.1	<i>New Applications</i>			
7.1.1	DA/2019/0148 Conversion of single storey barn used for business use and detached barn, with new link to form one residential dwelling. Malt Mill House 25, Malt Mill Close, Kilsby, Northamptonshire, CV23 8XN Response No comment : Deadline 9 th April, 2019.			
7.2	<i>Approved</i>			
7.2.1	DA/2019/0007 Lawful Development Certificate (Proposed) for single storey rear extension and dormer extension to rear roofslope. 6, Manor Road, Kilsby, Northamptonshire, CV23 8XS. Approved 06.03.19.			
7.2.2	DA/2019/0026 Construction of wooden outbuilding for use as shed (retrospective). Grestun House 16, Rugby Road, Kilsby, Northamptonshire, CV23 8XX. Approved 07.03.19			
7.2.3	DA/2018/1118 6 No. single free standing internally illuminated monolith signs, DIRFT, Kilsby. Approved 07.03.19			
8	ACCOUNTS			
8.1	Financial Position at 27 th March, 2019 £66,991.46 CHQ 300141 £200.00 not yet banked. Monies received: £675.00. Accounts reviewed by Internal Control Cllr Page.			
8.2	It was RESOLVED to contribute the sum of £1000.00 to the PCC of Kilsby for the Church roof repairs from KPC capital reserves.			
8.3	It was RESOLVED to approve the Gill Wells Internal Auditor Interim Report 2018/2019. KPC noted to thank the Clerk for the work on the finances and audit.			
8.4	It was RESOLVED to approve and sign the Annual Governance Statement 2018/2019. Signed by the Chairman Councillor Jenny Fisher.			
8.5	It was RESOLVED to approve the following items as a record of identification, note correct practice and are a requirement for year end 2018/2019 and auditing.			
8.5.1	It was RESOLVED to approve DDC Precept (50%) received 27.09.18. £22,955.00.			
8.5.2	It was RESOLVED to approve the following: The decision to appoint Clare Valentine as Parish Council Clerk 5 th June 18 minutes item 11.1 should have included Clare Valentine to be KPC's S151 Officer (RFO). Interviews held 18th May 2018 (May 18 Minutes Item 25.4) This was following advertisement externally .The HR/Interview Team were the following Cllrs on the KPC at this time: C Smedley, T Moore, and Di King. The Village Hall was hired on 18.05.18. The Clerk has a NCALC contract it was KPC HR circulated which included starting salary and three month review. Clerk has a NEST Pension. Start date Mrs Valentine 25.06.18. As an additional note the HR review was completed with T Moore & D King October 18 with no performance issues. To note a KPC recruitment policy needs to be adopted.			
8.5.3	It was RESOLVED to approve identified accounting errors (See Matters Arising October 18 Item 8.1): <i>Note 1. Prior to Mrs Valentine start Identified and corrected by Clerk on 24th September 2018 for October 18 Agenda.</i> It was RESOLVED to approve that Income for Kilsby Kronickle 2018 was reviewed for all outstanding invoices and monies owed dating back to Jan 2018. Reported in October 18 as identified issue. An accounting process has been put in place to track advertising and payments which are now on schedule.			
8.5.4	It was RESOLVED to approve the accounting errors below that have been identified from May 2018 and reviewed. 1. The 1 st May 2018 Minutes approved payments BP0329 £570.00, BP0330 £570.00 and BP0331 £570.00. These three items were minuted as approved but did not appear on the 1 st May 2018 Agenda. The Clerk as RFO Mrs Valentine has found 3 invoices Inv 0052 dated 13.04.18, Inv 0058 dated 24.04.18, and Inv 0063 dated 29.04.18 from the contractor for payment by 07.05.18 each at £570.00 Inc. VAT, without KPC BP reference on file but relate to these payments noted in the May 2018 minutes for work completed for the KPC.			
8.6	It was RESOLVED to approve note the PC Website has been updated noting the guidelines of the Interim Internal Audit and polices and Parish Council documents will be reviewed and updated to present for May 2019.			
8.7	It was RESOLVED to approve payments as itemised below:-			
Payee	Chq No.	Details	£	Power to pay
NEST Pension	D/D	Pension 1 st March, 2019 to 31 st March, 2019.	73.78	LGA(1972) s112
Clare Valentine	BP0430	Clerks Salary	969.60	LGA(1972) s112
HMR & C	BP0431	Tax and NI	90.82	LGA(1972) s112

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Clare Valentine Expenses	BP0432	Clerks Expenses	81.71	LGA (1972)s111	
Wave	BP0433	Standpipe at Cemetery	13.19	Cemetery Act 1906	
Vision ICT	BP0434	Operation London Bridge	£42.00	LGA (1972)s111	
Compleat Office Initiatives	BP0435	93/I11855	30.48	LGA (1972)s143	
Groundscape	BP0436	INV-0196	612.00	Open spaces Act 1906	
S Hartwell	BP0437	Inv 742	210.00	Open spaces Act 1906	
E.on Energy Solutions Ltd	BP0438	Quarterly Street Lighting Maintenance	24.30	HA (1980) s301	
Kilsby WI	300142	Get Creative Event (Village Grant)	75.00	LG(MP) Act 1976 s19	
Chris Lomas	300143	Kilsby Welcome Pack Expenses 2018/19	76.41	LGA (1972) s144	
Chris Lomas	300144	Kilsby Kronickle Expenses 2018/19	77.14	LGA (1972) s144	
Helen Smedley	300145	Burials Officer Expenses 2018/19	225.00	Cemetery Act 1974	
9	STAFFING MATTERS				
9.1	It was RESOLVED to approve the contracted hours of the Clerk for 20 hours per week as budgeted for in 2019/20. OT to be advised by Clerk to Chairman/Internal Control in advance and Clerk OT for March 2019 was notified to Cllr fisher and approved.				
10	HIGHWAYS / ENVIRONMENTAL ISSUES				
10.1	To note Councillor Gent has spoken with Highways Planning and they have agreed the hedge A5 North on the left hand side up to the woodland needs cutting. Highways unable to advise timescale. KPC RESOLVED to review July 2019.				
10.2	It was RESOLVED to respond to NCC and request they contact residents with property along Butts Lane.				
10.3	It was RESOLVED to revisit the Bus Stop, Malt Mill matter in November 2019 as NCC Highways advise the Bus and Rail section have not had any budgets yet confirmed for 2019/20				
10.4	It was RESOLVED for the Clerk to obtain quotes for a one off weed spray around the whole village. Also check with DDC about their weed control plans around Kilsby paths, gutters, lanes etc. for this year.				
11	COMMUNITY ENGAGEMENT				
11.1	<p>Heritage Project</p> <p>a) It was RESOLVED to approve Shelley Signs Ltd as the supplier of A0 powder coated heritage boards. KPC must wait for the Heritage Grant application process is complete and we have a response before ordering.</p> <p>b) It was RESOLVED to approve RAL6005 Green for the lecterns.</p> <p>c) It was RESOLVED to revisit the installation quotes - due to unknown delivery date at this time.</p> <p>d) To note delivery point discussed and options available.</p> <p>e) To note, the Heritage and Avant funding enquiries are in early application stage.</p> <p>f) It was RESOLVED to display Heritage information at the Annual Parish Meeting 21st May, 2019 and Cllr Clive Thompson is also contacting parties regarding letters of support for the grant application.</p>				
11.2	<p>New Parish Council Notice board</p> <p>It was RESOLVED to approve Signs of Cheshire (The Parish Notice Board Company) as supplier of the notice board from quotes received. It was RESOLVED to the colour/style design will compliment the Heritage project lecterns. Delivery options discussed.</p> <p>It was RESOLVED to approve obtaining quotes to remove old notice board and install new notice board.</p> <p>It was RESOLVED to revisit re-siting the new KPC board.</p>				
11.3	<p>a) To note Cllr Clive Thompson expressed his interest in helping but needs to confirm availability for a stall at the Kilsby School Association May Fayre 19th May, 2019.</p> <p>b) It was RESOLVED to approve a number of temporary signs around the village advertising Kilsby School Association May Fayre 19th May, 2019 - sponsored by Howkins & Harrison.</p>				
11.4	To note village litter picking during in March 19 was a success. Thanks to all that helped and Cllr Sarah Stainton. Cllr Stainton updated all to advise that she is formalising a plan for the NCC Litter Pick Grant to present to the Parish Council for the June 2019 Agenda.				

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12	CEMETERY		
12.1	To note: The Cemetery Rules and Regulations were readopted at March 19 meeting but it has been identified existing R&R need a more detailed approach. Burials Clerk has requested a number of rules in support of the burials officer duties for consideration. It was RESOLVED to approve this further review.		
13	ITEMS FOR NEXT AGENDA		

The Annual Meeting of the Parish Council will take place on Tuesday 7th May, 2019 at 7.30pm.

The Annual Parish Meeting will take place 21st May, 2019 1900-2000 hrs

Kilsby Village Hall, Kilsby Room.

Meeting closed at 21:55

PLEASE NOTE: Whilst every attempt has been made to ensure the accuracy of these Minutes they are still subject to confirmation at the next meeting of the Parish Council and as such cannot be construed as the official record of this meeting until signed by the Chairman.

Signed..... Date19