

# MINUTES OF MEETING of KILSBY PARISH COUNCIL

Held on TUESDAY 7<sup>th</sup> May, 2019 at 7.30pm in Kilsby Village Hall.

PRESENT: Councillors J Fisher, B Gent, R Thompson, R Page, C Thompson, M Margetts.

District Councillor C Lomax.

Clerk: Clare E Valentine.

		Page 223	<u>ACTION</u>
<b>1</b>	<b>ELECTION OF CHAIRMAN</b>		
1.1	It was <b>RESOLVED</b> to elect Councillor Jenny Fisher as Chairman		
<b>2</b>	<b>DECLARATION OF ACCEPTANCE OF OFFICE</b>		
2.1	Councillor Fisher signed the Declaration of Office of Chairman		
<b>3</b>	<b>ELECTION OF VICE-CHAIRMAN</b>		
3.1	It was <b>RESOLVED</b> to elect Councillor Richard Thompson as Vice-Chairman		
<b>4</b>	<b>APOLOGIES</b>		
4.1	Apologies were received and accepted from Cllr R Nicholls and S Stainton (both personal). Councillor Liz Rochford has resigned due to work commitments. The Council wish to thank Liz for her time on the PC.		
<b>5</b>	<b>CO-OPTION to fill CASUAL VACANCIES</b>		
5.1	It was noted that there are three vacant seats on the Parish Council to be filled. Clerk suggested any interested applicants should be encouraged to attend a couple of meetings first to decide. Continue to advertise.		
<b>6</b>	<b>APPOINTMENT OF INTERNAL FINANCIAL CONTROLLER</b>		
6.1	It was <b>RESOLVED</b> to appoint Councillor Richard Page as Internal Financial Controller		
<b>7</b>	<b>TO CONFIRM CHEQUE SIGNATORIES AND THOSE WITH ON-LINE PAYMENT AUTHORISATION</b>		
7.1	It was <b>RESOLVED</b> to have Jenny Fisher, Sarah Stainton, Richard Page and Mike Margetts as cheque signatories with on-line payment authorisation.		
<b>8</b>	<b>TO RE-ADOPT STANDING ORDERS</b>		
8.1	<p>It was <b>RESOLVED</b> to re-adopt the Standing Orders. NCALC 2018 format with no change. Cllrs agreed possible review later on in the year.</p> <p>It was <b>RESOLVED</b> ordinary monthly Meetings of the full Council to be held in Kilsby Room, Kilsby Village Hall The first Tuesday of each month apart from August.</p> <p><i>To note: The Clerk advised the standing orders should be reviewed and agreed at the May meeting and tailored to KPC from original NCALC format and advised at KPC Interim Internal Audit. Clerk made suggestions 1. Additional January as break as close to Christmas/New Year. Meetings could wait until February until business resumes fully. 2. Amendment to resolutions -They cannot be revisited for 6 months with the exception of two Cllrs written notice to the Proper Officer (Clerk) suggested increased to four Cllrs to aid the Council with matters.</i></p>		
<b>9</b>	<b>TO RE-ADOPT FINANCIAL REGULATIONS</b>		
9.1	It was <b>RESOLVED</b> to re-adopt the Financial Regulations		
<b>10</b>	<b>TO RE-ADOPT KPC CODE OF CONDUCT</b>		
10.1	It was <b>RESOLVED</b> to re-adopt the KPC Code of Conduct and this was signed by all Councillors present.		
<b>11</b>	<b>REVIEW OF INSURANCE COVER, LEVEL OF FIDELITY GUARANTEE AND ASSET REGISTER</b>		
11.1	<p>It was <b>RESOLVED</b> to approve the Insurance Cover, Level of Fidelity Guarantee and Asset Register. The Insurance is due for renewal on 5<sup>th</sup> June 2019. The Clerk has obtained quotes and waiting for one more. It was <b>RESOLVED</b> for the Clerk as RFO to review the quotes and choose insurer up to the sum £400.00 (as per budget).Cllrs R Thompson and R Page to complete a physical Asset check in the next couple of months.</p>		
<b>12</b>	<b>TO ADOPT KPC GENERAL RISK ASSESSMENT</b>		
12.1	It was <b>RESOLVED</b> to approve the KPC General Risk Assessment		
<b>13</b>	<b>TO ADOPT A RECRUITMENT POLICY</b>		
13.1	It was <b>RESOLVED</b> to adopt the Recruitment Policy		
<b>14</b>	<b>PLANNING COMMITTEE to review terms of reference and appointment of members</b>		

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14.4	It was <b>RESOLVED</b> to approve the terms of reference and appoint the following members: Richard Thompson (Chair), Mike Margetts, Bob Gent, Robin Nicholls, and Clive Thompson. The Chair of the planning is responsible for allocating applications on a rota basis between the planning committee members and will chair any separate planning meeting, should one be required.	
<b>15</b>	<b>APPOINTMENT OF REPRESENTATIVES</b>	
15.1	It was <b>RESOLVED</b> to appoint Jenny Fisher for the Kilsby Village Hall committee	
15.2	It was <b>RESOLVED</b> to agree the Roles and Responsibilities of Councillors as follows: Jenny: Neighbourhood Development Plan, Village Hall Committee, Employment/staffing, Flood Warden liaison. Richard T: Cemetery, Planning Committee (Chair), Mowing/weeding liaison, Finance subcommittee. Mike Margetts: Chair of Recreation Ground committee, Employment/Staffing, Planning Committee. Robin: Planning Committee/S106/Grants Lead. Clive: Planning Committee, Neighbourhood Watch/crime liaison. Sarah: Facebook, School Gov. Liaison, Youth Club, Litter pick. Richard P: Budget/Finance Lead, Cluster Group Liaison, Street Lighting. Bob: Planning Committee, Footpaths and Highways, Cluster Group Liaison.	
<b>16</b>	<b>TO RE-ADOPT NCALC AS KPC DATA PROTECTION OFFICER</b>	
16.1	It was <b>RESOLVED</b> to re-adopt NCALC as DPO and supporting policies & guidance.	
<b>17</b>	<b>REVIEW OF COUNCIL POLICIES</b>	
17.1	It was <b>RESOLVED</b> to Readopt the KPC Data Breach Policy, KPC Data Protection Policy, KPC Records Retention Policy	
17.2	It was <b>RESOLVED</b> any other KPC Policies have been reviewed and adopted.	
<b>18</b>	<b>TO ADOPT SUBJECT ACCESS REQUEST PROCEDURE</b>	
18.1	It was <b>RESOLVED</b> to adopt the Subject Access Request Procedure	
<b>19</b>	<b>PUBLIC PARTICIPATION Public session limited to 20 mins.</b>	
19.1	Parishioners' issues – no matters reported.	
19.2	District Councillor Catherine Lomas for May 2019 A reminder of deadline dates: <ul style="list-style-type: none"> <li>• EU election registration to vote by 7 May</li> <li>• Garden waste collection (brown bin) £36 to Daventry Norse by 17.5.19</li> <li>• SCRAP - A county-wide campaign has been launched to crack down on fly tipping (currently I have no further information)</li> <li>• Discounted compost bins are again available through DDC – contact direct</li> <li>• DDC has launched a Veterans' Breakfast Club, which is enjoying some success</li> <li>• A new play area has been installed at Daventry Country Park</li> <li>• New replacement library has opened at the Abbey Centre</li> <li>• Unitaries: A Government Minister has advised that an announcement will be made early this month (May)</li> </ul>	
<b>20</b>	<b>DECLARATIONS of INTEREST on the Agenda</b>	
20.1	Declarations of any Disclosable Pecuniary or Other Interests	
20.2	Dispensations – To consider written requests for dispensation of DPI	
<b>21</b>	<b>MINUTES</b> To agree and sign minutes of Full Council Meeting 2 <sup>nd</sup> April, 2019.	
21.1	The minutes of Full Council Meeting 2 <sup>nd</sup> April, 2019 were signed and approved as a correct record.	
<b>22</b>	<b>MATTERS ARISING not otherwise on the Agenda for information only</b>	
22.1	Clerk's Report – no decisions to be made under Agenda Item 22 The Clerk reported the deadline for the Kilsby Kronickle is Tuesday 21 <sup>st</sup> May for the June-July edition. The Chairman sent thanks to Ron Mason for tidying abandoned scrap metal in the village. The Defibrillator Awareness Session is on the 8 <sup>th</sup> June, 2019 between 10.00 -12.00 in the Kilsby Room of the village hall. Highways advise the A361 between Kilsby and Ashby St Ledgers on 11 <sup>th</sup> May 2019 is closed for one night. The Red Lion in Kilsby on the 1 <sup>st</sup> June, 2019 is holding Kilsby's first music festival 4-9pm outside, then will continue inside. Rural Police Crime report stats March 2019 show Kilsby 2 x violent/sexual offences, 1 x vehicle crime and 1 x anti-social behaviour.	

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<b>23</b>	<b>GENERAL MATTERS</b>			
23.1	Heritage Project a) Update on the Heritage Boards is that they have required proof reading which has identified the level of detail is quite technical for children and to fit in with the criteria of the national lottery heritage grant and the purpose of the boards for the village. Cllr C Thompson has reformatted one of the boards to produce a reduced version for wider appeal and the text of the others has been looked at. It was <b>RESOLVED</b> to present this reformatted versions at the Annual Parish Meeting for wider opinion and feedback from village organisations who would benefit from the use of the project. A family member of the original project idea has been consulted on this process. b) DDC have advised on the planning and some zones have been identified as non PC land, but boards on PC own land do not need permission however we need to check prior to installation no utility power cables are under ground etc. So positions need to be reviewed and agreed and separate meeting required.			
23.2	If the noticeboard was to be repositioned it would require planning permission. Underground power cables would need to be checked before installation. It was <b>RESOLVED</b> to keep the noticeboard in the same location. It was <b>RESOLVED</b> to obtain more information from a Contractor about their quote and removal of old noticeboard..			
23.3	To note Cllr Stainton has four people interested in the Youth Club plus two youths to form a committee, hopefully meeting after 21 <sup>st</sup> May APM. Cllr Fisher has suggest the village Hall are kept informed of the progress.			
23.4	It was <b>RESOLVED</b> to ask the shop to wait until they are clearer on their Post Office application to understand what signage they need, however it was <b>RESOLVED</b> the only sign post that would be permitted to have a sign would be the Parish Council "village only sign" that is just on the top of Rugby Road.			
23.5	It was noted the European Parliamentary Elections are to be held on the 23rd May, 2019.			
23.6	The Local Government Reorganisation. It was noted from the NCALC update that the Government are busy with Brexit so the two new unitary authorities proposed introduction has not gone through parliament but until we are advised otherwise the commencement date being worked to is April 2020.			
23.7	It was noted the Garden Association have an Annual Plant Sale Saturday 11th May at 10.30am on the Devon Ox Green. It was <b>RESOLVED</b> they can place a banner sign on the grass area adjacent to the Zebra Crossing on Main Road and A4 signs on the corner of Ashby Road and Barby Road to advertise the event.			
<b>24</b>	<b>PLANNING</b>			
24.1	<i>Awaiting Decision</i>			
24.2	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 Deadline 9 <sup>th</sup> April, 2019.			
<b>25</b>	<b>ACCOUNTS</b>			
25.1	Financial Position at 30th April, 2019 £91,330.85 Monies received: 2801.43 Accounts reviewed by Internal Control Cllr Page. Chq 300141 £200 drawn not banked.			
25.2	It was <b>RESOLVED</b> to approve the DDC Precept payment received on the 25 <sup>th</sup> April, 2019 for £23,415.00			
25.3	It was <b>RESOLVED</b> to approve the NCC Pathfinder Grant which was received on the 17 <sup>th</sup> April, 2019 £2991.36			
25.4	It was <b>RESOLVED</b> to approve The PCC Of Kilsby Parish returned £400.00 cheque (to be banked) for the 2018/2019 KPC grant. They advised costs were lower for the refurbishment of the War Memorial.			
25.5	It was <b>RESOLVED</b> to approve the KPC 2018/2019 Bank Reconciliation and Year End Figures as of 31.03.19			
25.6	It was <b>RESOLVED</b> to approve Cllr Margetts to attend Northamptonshire ACRE a Trustee Roles and Responsibilities seminar on Wednesday, 8 May, 2019 The cost has been corrected as £40.00 for the Course (expenses plus) to be reimbursed to Cllr Margetts as ACRE membership expired in 2017. To note Cllr Fisher would like the membership re-activated.			
25.7	It was <b>RESOLVED</b> to approve the period for the exercise of public rights relating to the annual accounts to commence on Monday 17 <sup>th</sup> June 2019 to Friday 26 <sup>th</sup> July, 2019.			
25.8	It was <b>RESOLVED</b> to approve the Accounting Statements for 2018/2019 which was signed by the Chairman Jenny Fisher and noted that KPC accounting statements are as of yet unaudited.			
25.9	It was <b>RESOLVED</b> to approve April 2019 overpayment identified of £35.00 for VAT. The payment reference is BP0437. Clerk notified Contractor and requested refund.			
25.10	It was <b>RESOLVED</b> to approve payments as itemised below. To note that BP0453 is removed from the payment schedule and cancelled prior to meeting. Transaction not possible and all parties confirmed as notified and this is <b>RESOLVED</b> .			
<b>Payee</b>	<b>Chq No.</b>	<b>Details</b>	<b>£</b>	<b>Power to pay</b>
NEST Pension	D/D	Pension 01.04.19 to 30.04.19	80.31	LGA(1972) s112
Clare Valentine	BP0439	Clerks Salary	1038.34	LGA(1972) s112
HMR & C	BP0440	Tax and NI	122.07	LGA(1972) s112

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Clare Valentine Expenses	BP0441	Clerks Expenses	61.21	LGA (1972)s111
Stephen Hartwell Grass Mowing Services	BP0442	Grass Cutting Inv. 747	175.00	Open spaces Act 1906
Stephen Hartwell Grass Mowing Services	BP0443	Grass Cutting & Cemetery Maintenance Inv. 754/CREDIT 766	255.00	Open spaces Act 1906
Groundscape Group LTD	BP0444	Inv-0223	612.00	Open spaces Act 1906
Groundscape Group LTD	BP0445	Inv-0219	612.00	Open spaces Act 1906
Steers Printing	BP0446	Inv. No. 00012310	394.00	LGA (1972) s142
Northants CALC	BP0447	Inv. No. 7523 ( membership subscription Y.END 31.03.20)	756.26	LGA (1972)s143
The Parish Noticeboard Company	BP0448	inv. No. 8115 ( KPC Noticeboard 50% payment)	576.00	Local Government Act 1972, s142
Groundscape Group LTD	BP0449	Inv-0228	612.00	Open spaces Act 1906
E.ON UK	BP0450	Quarterly Street Lighting	313.48	HA (1980) s301
The Community Heartbeat Trust	BP0451	Cardiac Arrest Response Seminar Inv. No. 3754	210.00	LGA (1972)s111
Stephen Hartwell Grass Mowing Services	BP0452	Grass Cutting & Cemetery Maintenance Inv. 761	175.00	Open spaces Act 1906
Northants CALC	BP0454	CILCA Training Course 2019	495.00	LGA (1972)s111
<b>26</b>	<b>HIGHWAYS/ENVIRONMENTAL MATTERS</b>			
26.1	It was <b>RESOLVED</b> that KPC are interested to hear progress about the Uno Bus Demand Responsive Transport Pilot but do not wish to be involved or consider a financial contribution at this time.			
26.2	To note two residents' reports of parking and traffic issues in Kilsby were reviewed. As parking and traffic issues are not the responsibility of the PC, Residents should contact "Fix my Street" NCC Highways. To note a Speedwatch campaign is going ahead this year in Kilsby. There are currently no plans for a flashing speed signs in the village.			
26.3	It was <b>RESOLVED</b> to approve the quotation of Graham Wheat for the one off spraying of weeds in the village up two days' work total £300.00 (including weed spray solution). Other Contractors contacted did not have training or did not respond to our enquiry. Cllr R Thompson to help supervise the Contractor.			
<b>27</b>	<b>CEMETERY</b>			
27.1	It was <b>RESOLVED</b> to approve the repairs to three fence posts at the Cemetery costing £24.00			
27.2	It was <b>RESOLVED</b> to approve that sub soil should not be used to level graves at the Cemetery.			
27.3	It was <b>RESOLVED</b> to approve the updating of rules and regulations for the Cemetery are currently being reviewed update for KPC June 2019. It was noted the replacement green bin has been delivered and will be marked up for the cemetery.			
<b>28</b>	<b>ITEMS FOR NEXT AGENDA</b>			
28.1	Operation London Bridge preparations, Tree Survey and Youth Club update.			

The Next Full Parish Council will take place on Tuesday 4<sup>th</sup> June, 2019 at 7.30pm.

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..... Date .....19