

# MINUTES OF MEETING of KILSBY PARISH COUNCIL

Held on TUESDAY 2<sup>nd</sup> July, 2019 at 7.30pm in Kilsby Village Hall.

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

District Councillor C Lomax.

Clerk: Clare E Valentine.

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<b>1</b>	<b>APOLOGIES</b>
1.1	Apologies (Personal) were received and accepted from Councillors S Stainton and C Thompson.
<b>2</b>	<b>CO-OPTION to fill CASUAL VACANCIES</b>
2.1	It was <b>RESOLVED</b> to Co-opt Ian David Massey as Councillor and the Declaration of Acceptance of Office and the relevant papers were signed.
<b>3</b>	<b>PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i></b>
3.1	Public Open Forum Session – no comments
3.2	<p>District Councillor's Report for Parish Council July 2019</p> <p>Unitary Authority Progress. The Shadow Council is now working on budgets for the new authority, and considering how to amalgamate services and staff. Continuity of services will be a high priority. There will be opportunity for Parish and Town Councils to take on more responsibilities and services, particularly the new Town Councils such as Wellingborough.</p> <p>Roads and Transport. Some good news on the highways front. In the county, although the KSI (killed and seriously injured) figures for 2018 were up by 9 on 2017 (288/279), the number of fatalities in road accidents fell from 44 to 31. There is a new Northamptonshire Safer Roads Alliance working for the next six months to reduce these figures further.</p> <p>The Parliamentary Transport Committee has issued a report, 'Filling the Gap', which calls on the Treasury to fund a 5 year programme for local road maintenance, which may in itself help to reduce accidents. Council spending power nationally is now, however, down by almost 30% since 2010, and with so much 'catching up' to be done, and the increasing pressure particularly on adult care and children's services, more money for highways may be a forlorn hope.</p> <p>The first week of the examination into the Local Plan has been completed. There is a second week to come this month.</p> <p>The missing bin and base at the Recreational Ground will be replaced next week by Norse.</p>
3.3	No County Councillor report
<b>4</b>	<b>DECLARATIONS of INTEREST on the Agenda</b>
4.1	Declarations of Disclosable Pecuniary or Other Interests. Items 8.4 have been noted for Cllrs C Thompson, R Thompson and M Margetts.
4.2	No written requests for dispensation of DPI have been received.
<b>5</b>	<b>MINUTES</b>
5.1	The Full Council minutes of 4 <sup>th</sup> June, 2019 were approved and signed as correct record.
<b>6</b>	<b>Clerk's Report</b>
6.1	<p><i>Clerk's Report – no decisions to be made under Agenda Item 6 matters arising &amp; not otherwise on the Agenda for information only.</i></p> <p>The Clerk reported the PKF Littlejohn was supplied the audit information before the 1<sup>st</sup> July, 2019 to complete the external audit.</p> <p>Reminder to note to Councillors to confirm attendance for the next Cluster meeting to be held in Crick in September dates have been circulated.</p> <p>To note that replacement cheque has been received by Clerk for outstanding burial fees from February £560.00 plus the £6.00 bank charge, not yet cleared.</p> <p>To note Cllr Gent had reported to the Clerk outside the meeting he was prevented from going into the Millennium Wood, and the relevant owners are to be made aware.</p> <p>Northamptonshire Highways have advised there is a DRAFT Rights Of Way improvement plan (2018-2028) has been created and is available to view up to Monday 9<sup>th</sup> September, 2019 for comments. Info found via this website address: <a href="https://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/rights-of-way/Pages/rights-of-way-improvement-plan-page.aspx">https://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/rights-of-way/Pages/rights-of-way-improvement-plan-page.aspx</a></p>
6.2	KPC have two vacant seats following the co-option at this meeting. Councillors are encouraged please to help recruit individuals and Clerk advertised in Noticeboard and will be advertised on KPC Facebook via Cllr Stainton.

7 GENERAL MATTERS	
7.1	It was <b>RESOLVED</b> for the Clerk to obtain quotes for a larger cover patch sign in aluminium to be replaced over the existing "village only" sign, to read "Village and Community Shop" and to obtain quotes for it to be fitted. The Parish council have been given details of a signage company via NCC Highways to make enquiries. Note: location is the Junction of A5/Rugby Road "village only" sign post. Highways also confirmed the sign post appears to be owned by the Parish Council.
7.2	It was noted the West Northamptonshire Local Council Forum on 19th June 2019 was attended by Cllr Fisher and she reported that one of the key purposes of the forum is to encourage two way communication. Comments on local government reorganisation should be sent via NCALC. Dates and times for future shadow council meetings will be notified via NCALC so parish councillors can attend to observe if they wish.
7.3	It was noted Cllr R Thompson attended the Junction 18 Liaison Forum - 12 June, 2019 and reported the Police gave a report that HGV crime is seriously on the increase in the area especially at the A5 lay-bys in and around the DIRFT vicinity. No easy answer to the over use of HGV parking in local lay-bys as Truck Stop is full each night with 350 plus lorries by 6pm. Litter picking: Highways England to investigate the possibility of increasing litter picking at J18 slip roads from annual to half/quarter yearly. DIRFT 3: New half million sq ft building should be ready for occupation by Sept (tenant still to be found). DIRFT's request to become a London Heathrow Hub turned down. Rugby Parkway Station: Timetable modelling started. Funding still not secured. Houlton 250 plus new homes occupied. Fourth house builder now on site. Butler's Leap link road to open Sept 2019. The old Building C is to be extended and converted into a secondary school. Admission will be administered by Ashlawn School Trust. It is expected that Northants children will be subject to the current Warwickshire policy. At my request clarification of the admission policy is to be sought. Highways: Bus stop. No money available this financial year to alter the layout of the bus stop at Kilsby. Hopefully some can be found to fit a small hand rail. It was <b>RESOLVED</b> for the Clerk to pursue this further with NCC Highways. A5 South Gateway: Highways England (HE) awaiting a reply to their queries from NCC. Once they have satisfactory answers it will be approved. It was <b>RESOLVED</b> by the PC for the Clerk to write to Ian Boyes (NCC Highways) and urge him to reply to Highways England.
7.4	It was noted Cllr R Thompson and M Margetts attended the Parish and Town Council's Meeting - 13 June 2019. They reported the winter gritting route will be reverted back to the 2017 gritting route with better services but no news about PC grit bin policy and noted the PC did not need to fill the Manor Road grit bin over winter and the Devon Ox Green grit bin was not removed by NCC. They were advised that there is plenty of grit where it is stored at Brixworth but the issue has been down to how to distribute the grit around the villages. The meeting also encourage everyone to report pot holes and any greater than 20mm with sharp edges will be filled. It was noted Rugby Road's particularly dangerous hole has been filled in but another was missed and this is because NCC can only act on what is reported. Also noted that Norse are looking into expanding into grass mowing services, recreation ground inspections and maintenance/tree cutting. Cllr Margetts raised the missing waste bin and base issue and District Cllr Jo Gilford offered to assist with DDC/Norse and Clerk subsequently contacted her with details.
7.5	It was noted from Cllr Fisher that the Recreation Ground have discussed firming up their quotes for play equipment and Cllr Station is to contact the school to see if they are able to use the S106 Indoor sports category so not to lose the opportunity of funds.
7.6	To note that following contact with District Councillor Jo Gilford and progress from District Cllr Lomax and the Clerk, the Recreation Ground bin and base is to be replaced by Norse.
7.7	To note a report was received via Clerk from Cllr Stainton on the progress of the new Youth Club as follows: They are still very much in the initial planning stages. Until they have the youth club leader in place and had a meeting with the Parish Council they cannot commit to many definite details. Summary discussed so far: Youth Club Committee: 5 members. Youth Club Leader: Explore the possibility of recruiting via Clubs for Young People Northamptonshire ( <a href="http://www.cypn.org">www.cypn.org</a> ) This agency has been recommended to us by the NAYC and they currently run a successful youth club at Lilbourne. NAYC affiliation: It was <b>RESOLVED</b> for the new youth Club to have access to the membership username and password in order to be able to view the NAYC documents on setting up a club, such as the club leader job description & person specification, health & safety policies, safeguarding forms, etc. Clerk to confirm OK to NAYC, but to advise YC/NAYC that the PC still need visibility of any membership links with NAYC. DBS checks: These can be applied for and checked by the NAYC for £5 each. Insurance: In the process of getting quotes. Cllr Sarah Stainton will continue to share minutes. Our next committee meeting is planned for July 16th at 8pm.

7.8	<p>a) It was noted that feedback from History Group was obtained and also comments from Open Gardens visitors mentioning to include the Civil War. Still issues to tackle around editing original PDF's and the working group want to look at QR Codes. Cllr Fisher has spoken to the chosen sign supplier about revisions, they can help but at a cost. They require two samples and will arrange a quotation. Cllr R Nicholls may know a volunteer who may be able to assist with editing PDF's.</p> <p>b) It was noted from Cllr Fisher positive feedback was received from the History Boards display at the Village Hall during the Open Gardens event on 16<sup>th</sup> June 2019. 24 individual comments received and advice to reduce word count (200-300 words as guide) and even coloured background for visual aspect. Thanks noted to John Madigan for printing the boards and encouraging people to view them.</p> <p>c) It was <b>RESOLVED</b> for the Clerk to contact the chosen sign supplier of the heritage project to quote for two alternative flat boards for fixing to a wall as opposed to a lectern style. It was <b>RESOLVED</b> Cllr R Thompson would get a letter of consent for mounting a board roadside on a residents external garden wall in the village. The clerk has identified Highways England own the wall near the George/ Watling Street and is currently looking into permissions as the PC would like to fix a wall mounted display board on the wall adjacent to Church walk.</p> <p>d) Grant application is almost ready and letters of support were obtained by Cllr C Thompson and circulated by Cllr Fisher yesterday. Clerk requested copy for review and advised when ready this should be submitted via Clerk/RFO for the PC.</p>			
7.9	It was <b>RESOLVED</b> to grant permission to the WI for their Centenary 2021 for plans for a village yarn bomb, similar to 2015 event.			
7.10	It was <b>RESOLVED</b> for Cllr Fisher to give an annual update on the Kilsby Neighbourhood Development Plan in our next submission for the Kilsby Kronicle.			
<b>8</b>	<b>PLANNING</b>			
8.1	<i>New Applications</i>			
8.1.1	DA/2019/0443 Installation of biofuel generator and associated infrastructure. Tesco Grocery, Daventry International Rail Freight Terminal, Stephenson Way, Kilsby, Northamptonshire, CV23 8YH. Deadline to respond 3 <sup>rd</sup> July, 2019. No comment			
8.1.2	DA/2019/0270 2, Mount Pleasant Cottages, Watling Street, Kilsby, Northamptonshire, CV23 8YD. Deadline for response is 3 <sup>rd</sup> July, 2019. It was <b>RESOLVED</b> to request that the development does not exceed the roof height of the adjacent properties.			
8.2	<i>Awaiting Decision</i>			
8.2.1	DA/2019/0329 Construction of Heavy Goods Vehicle (HGV) service & MOT Centre including associated vehicle parking, facilities and landscaping with alterations to existing internal access road Land Adj Biomethane Refuelling Station, Saxon Drive, Kilsby, Northamptonshire, NN6 7BZ Deadline 10th June 2019.			
<b>9</b>	<b>ACCOUNTS</b>			
9.1	Financial Position at 25 <sup>th</sup> June, 2019 £86,266.26. Monies received £2362.84. CHQ £566.00 waiting to be cleared and CHQ 300141 £200 drawn not cleared. Accounts reviewed by Internal Control Cllr Page.			
9.2	It was <b>RESOLVED</b> to approve the KPC Internal Audit by Internal Auditor Gill Wells on Monday 10 <sup>th</sup> June, 2019.			
9.3	It was <b>RESOLVED</b> approve the Grantscape contract / Community Benefit Fund for Kilsby Table Tennis replacement tables for £345. Clerk/RFO to sign and return.			
9.4	It was <b>RESOLVED</b> to approve receipt of the VAT refund £2047.59			
9.5	It was <b>RESOLVED</b> to approve regular payments out of meeting in consultation with Cllr Fisher and Page over summer recess. (August 2019)			
9.6	It was <b>RESOLVED</b> to approve payments as itemised below:			
<b>Payee</b>	<b>Chq No.</b>	<b>Details</b>	<b>£</b>	<b>Power to pay</b>
NEST Pension	D/D	Pension 01.06.19 to 30.06.19	76.70	LGA(1972) s112
Clare Valentine	BP0466	Clerks Salary	1,004.82	LGA(1972) s112
HMR & C	BP0467	Tax and NI	98.98	LGA(1972) s112
Clare Valentine Expenses	BP0468	Clerks Expenses	55.36	LGA (1972)s111
Stephen Hartwell Grass Mowing Services	BP0469	Grass mowing Kilsby park & cemetery Inv. 779	175.00	Open spaces Act 1906
Stephen Hartwell Grass Mowing Services	BP0470	Grass mowing Kilsby park & cemetery Inv. 789	350.00	Open spaces Act 1906
Stephen Hartwell Grass Mowing Services	BP0471	Grass mowing Kilsby verges Inv.785	750.00	Open spaces Act 1906

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Steers Printing	BP0472	KK June/July Inv 00012442	394.00	LGA (1972)s142
Compleat Office Initiatives	BP0473	Stationery Inv: 93/112801	81.01	LGA (1972)s111
Graham Wheat	BP0474	Weeding of the village	170.00	Open spaces Act 1906
The Parish Noticeboard Company	BP0475	inv. No. 8115 ( KPC Noticeboard 50% payment)	576.00	LGA (1972)s142
Richard Thompson Expenses	300147	Stephen Mold and Junction 18 and Town & Parish meetings	27.00	LGA (1972)s111
Clive Thompson Expenses	BP0476	Off to a Flying Start	36.00	LGA (1972)s111
Mike Margetts Expenses	BP0477	ACRE Trustee Roles and Responsibilities Course 08.05.19 Inc. Expenses	56.50	LGA (1972)s111
John Madigan	300146	Printing Materials for Open Gardens/Heritage Project Display	30.00	LGA (1972)s111

To note Cllr R Page requested at this point of the meeting for the Clerk to make an additional payment of £712.00 to the Recreation Ground as they had received a bill to pay for the annual insurance which expires on the 18<sup>th</sup> July, 2019. The Clerk informed the Council that this was not possible as the matter is not on the July 2019 Agenda, therefore it is not permitted to be discussed or a decision made to authorise a Recreation Ground payment. The Clerk suggested that the council would need an additional/extraordinary meeting before the 18<sup>th</sup> July, and the Clerk would need the information in writing prior to the meeting to make any necessary arrangements. Cllr Fisher apologised as she had received the information but had not realised it was required for the PC July 2019 meeting.

#### 10 HIGHWAYS / ENVIRONMENTAL ISSUES

- 10.1 It was **RESOLVED** to defer to September meeting the litter picking projects in relation to the litter picking agreement and proposals for use of litter picking as Cllr Stainton was not present.
- 10.2 It was **RESOLVED** to approve removal of weeds following the one off weed killing spray around Kilsby. G Wheat quoted £100.00 providing that it would be possible to dispose of the weeds in Kilsby. Clerk to make enquiries from Parish Council on recommendation for methods of disposal of the weeds, if this is not possible then the work will not be given the go ahead.
- 10.3 To note DDC planning have been contacted for advice on preparations for the Kilsby tree survey and await response. Clerk has suggested a number of possible surveyors who cover the area.
- 10.4 It was **RESOLVED** to request Cllr C Thompson include a report the next Kilsby Kronickle regarding the idea of the establishment of an urban meadow on a trial basis. The PC agreed in principle it was a good idea, but would prefer that the trial was not on a green, and a smaller area would be better. It was noted that it may save money on mowing but costs for seeds etc...and maintaining would be required and ideally in time before the next mowing contract. It was **RESOLVED** to discuss at the September meeting.
- 10.5 It was **RESOLVED** that the Clerk would continue to circulate the information regarding recent Northamptonshire Highways - highways schemes programme and Councillors would advise any comments if required.
- 10.6 To note Cllr Fisher has requested an update from the Flood Wardens and requested a copy from the Clerk of the Pathfinder contact requesting updates. There is a 6 month deadline to use the funds.

#### 11 Motion: Confidential Items.

**For the following items 11, 12 and 13 the meeting will be asked to resolve that the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, i.e. contracts**

- 11.1 The Clerk informed the PC that the legalities of the roundabout need investigation before advertising for sponsorships and it was **RESOLVED** to approve the Clerk to do this and report back at September meeting.

#### 12 CEMETERY

- 12.1 It was **RESOLVED** to continue with the cemetery maintenance with Steve Hartwell. This does not include the hedge cutting. Maximum 2 hours per month up to £80.00 and only if there is work to be done. To note, the Grave Digger also has additional costs from a recent funeral (related to the cemetery maintenance) to do with the removal of soil. It was **RESOLVED** to ask the grave digger to pass back costs to the Funeral Directors.

<b>13</b>	<b>STAFFING</b>
13.1	It was <b>RESOLVED</b> to adopt the NCALC’s Appraisal process and policy for staff. Clerk’s appraisal scheduled for 26 <sup>th</sup> July, 2019 with the Chairman. It was noted Clerks paperwork must be submitted to Chairman 10 days prior.
<b>14</b>	<b>ITEMS FOR NEXT AGENDA</b>
	<p>Cllr R Thompson raised a number of village maintenance matters for discussion/decision at the next meeting and offered to manage the obtaining of quotes from the Mowing Contractor and others requesting it is considered for the extraordinary meeting:</p> <p>Bush in Manor Road alongside Smarts Est  Over hanging trees in Rugby Road alongside the Recreation ground  Over hanging tree in Devon Ox  Over hanging trees on Watling St adjacent to rear gardens of Hall Close  Encroaching under growth in Butts Lane ( centre third )</p> <p>Fly tipping Manor Road/Smarts Estate</p> <p>For September Agenda:  Speedwatch  Residents letter regarding a memorial bench</p>

Meeting closed at 21.50

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