

# MINUTES OF MEETING of KILSBY PARISH COUNCIL

Held on TUESDAY 7<sup>th</sup> January, 2020 at 7.30pm in Kilsby Village Hall.

PRESENT: Chairman J Fisher, Councillors: B Gent, R Thompson, M Margetts, R Nicholls, C Thompson, and I Massey, I Weston, R Page and H Gibbs.

District Councillor C Lomax.

Clerk: Clare E Valentine.

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<b>1</b>	<b>APOLOGIES</b>
1.1	Apologies received from Councillor Stainton (Personal) this was approved.
<b>2</b>	<b>PUBLIC OPEN FORUM SESSION</b>
2.1	A member of the public attended and advised that as a resident of Kilsby they wish to raise the problem with poor lighting on the Daventry Road A361. In particular a street light out of order (property of Highways) opposite the new housing development. It was reported motorists are unable to see that they are entering a built up area to slow down and houses are in darkness in this area. Request made for investigation and or additional lighting to be considered.
2.2	District Councillor Lomax advised for almost half of December DDC was in "purdah", with nothing earth shattering happening. Then there was the Christmas/New Year break, with no activity, full report not provided this month. A planning application DA/2019/0838 (Amended) has been received today for PC consideration if not aware already. Cllr Lomax is now a member of Daventry District Council's Strategy Group. New leader Councillor Auger is keen to talk on a regular basis with other parties and is meeting with Cllr Lomax.
2.3	No County Councillor report
<b>3</b>	<b>DECLARATIONS of INTEREST on the Agenda</b>
3.1	Declarations of Disclosable Pecuniary or Other Interests. Cllr Nicholls reported item 7.6 (d) personal contact.
3.2	No written requests for dispensation of DPI have been received.
<b>4</b>	<b>MINUTES</b>
4.1	The Full Council minutes of the ordinary meeting 3 <sup>rd</sup> December, 2019 were signed as correct record following the approval of additional word "proofs" to item 8.7 (d) " ...for <i>printing proofs</i> and amending ....".
<b>5</b>	<b>Clerk's Report</b>
5.1	VE Day 75 <sup>th</sup> Anniversary 8 <sup>th</sup> - 10 <sup>th</sup> May, 2020 consider ideas for next agenda. Cllrs circulated the resident's feedback regarding PC's gateway planter decision. Red Books for Cllrs also to be revisited. Kilsby Kronickle deadline for Parish Council article for Feb/Mar edition is 21 <sup>st</sup> January 2020, Councillors wishing to include any information, please submit to Clerk by Friday 17 <sup>th</sup> January, 2020 to allow time to edit. Two parishioners have enquired about overgrown hedges/trees in Butts Lane. Grantscape Community Benefit Fund for Crick and Kilsby. The Fund allows groups to apply for grants between £250 and £6,000. The application closing date for 2020 is: Wednesday 8 April, 2020. This will be on the next agenda for KPC. Clerk circulated locally and KPC include Website/Facebook. The Good Neighbour scheme Kilsby reports they have some good news and have found a part-time co-ordinator for the project. Karen Wyeth will helped set up the project during January and they will contact once they establish a bank account with regard to taking up the offer from the Council of a start-up grant. <i>The Good Councillor Guide book was handed to out to Cllrs Gibbs and Nicholls during the meeting as not present at the November 19 NCALC training. Cllr Gent declined a copy.</i>
<b>6</b>	<b>GENERAL MATTERS</b>
6.1	It was <b>RESOLVED</b> to approve the request from Kilsby Preschool for village grant budget of £199.98 to cover the cost of two tablets at £99.99.
6.2	It was <b>RESOLVED</b> to keep up the pressure and aspiration for Kilsby to be included in the proposed secondary school allocation arrangements at Houlton with the Educational Trust. Clerk requested to write to neighbouring Parish Councils to notify and request joint approach. Contact County Councillors and MPs for Daventry and Rugby.

6.3	<p>Chairman reported that Cllr Stainton has asked with the new road Rugby/Houlton that KPC investigate long term aspirations for a cycle path to Houlton, which will help people (children in particular to cycle to Houlton Schools) and support carbon neutral efforts. Council to recognise climate emergency and link Kilsby to other cycle paths with Houlton. Kilsby's Neighbourhood Development Plan includes cycle routes in Kilsby and it is included in the transport objectives in Kilsby but no idea funds may be required for a route to Houlton.</p> <p>It was <b>RESOLVED</b> that whilst existing footpaths or use of A5 upgrades are required, nothing is at the "half-way house", so new cycleway is a good idea to investigate, but the school admissions at Houlton matter should be sorted first.</p>
6.4	<p>It was <b>RESOLVED</b> to advertise 7<sup>th</sup> May, 2020 Parish Council elections in the Kilsby Kronickle, Village website and KPC Facebook. Clerk to contact present Councillors to request their individual response regarding the elections.</p>
<b>7</b>	<b>HIGHWAYS / ENVIRONMENT</b>
7.1	<p>It was <b>RESOLVED</b> to include information about the Daventry District Council request for works of alteration to the K6 Telephone Box (which is Grade II listed) from 'defibrillator' back to 'telephone' in the next Kilsby Kronickle PC article requesting feedback for the purpose of responding to DDC.</p>
7.2	<p><u>Junction 18 Liaison Forum attended by Cllrs R Thompson &amp; Weston</u></p> <p>Councillor R Thompson provided a report to the Council: DDC Deputy Chief Executive Simon Bovey is taking early retirement. Simon stated PC's should keep pressure on education authorities to make a more geographical appropriate catchment based approach. A new warehouse is ready for use, a second has consent for development. Jan 2020 start trial new bridge over A5 to DIRFT 3 and building rail terminal within DIRFT 3. Tesco &amp; Sainsbury train sharing to increase rail usage. New roundabout on A5 access to Houlton approval obtained. DIRFT's Transport Review Group working with a private bus company to develop an uber transport style system for employees at DIRFT. New HGV park for 150 vehicles to be built. New purpose built kid's nursery and David Lloyd fitness centre and Co-op to be opened 2020. Currently too dangerous for public use bridge path through to Yelvertoft will be re-opened when construction finished.</p>
7.3	<p>Cllr Weston has spoken with NCC Highways to revisit the A361 by The Banks VAS Camera and advised they are also looking into the Police carrying out speed checks.</p> <p>Cllr Nicholls advised of an initiative spotted in Leicestershire whereby roads were marked with white bands/lines approx. 100 yards before village to slow traffic could be suggested to highways.</p>
7.4	<p>a) Cllr Weston &amp; R Thompson confirmed they spoke to NCC Highways who agreed to look into the possible provision of "Bus Stop" road markings for the Malt Mill Green stop. It was <b>RESOLVED</b> to ask NCC Highways to include road markings for bus stop opposite malt mill green, for road safety as parking is also an issue. Cllr Weston has also enquired if NCC Highways would look into anti-slip surfacing to apply to the gradient.</p> <p>b) It was noted NCC Highways have been contacted for assistance with Kilsby Highway Wardens roles and information circulated by Clerk to Cllrs Gibbs and Weston.</p>
7.5	<p>It was <b>RESOLVED</b> to continue to progress the damaged street light - Main Street / cost of repair from E.ON and Cllr Page is reporting an emergency issue with two lights out on the crossing with no overhead headlight.</p>
7.6	<p>Heritage Project:</p> <p>a) It was noted the Historian made minor revisions to data. Chairman circulated comments to the projects working group, Cllr C Thompson has some ideas about new inclusions. The Chairman would like to arrange a working group meeting to discuss, keen to not add to existing content due to length of time spent already and correct factual errors at this late stage.</p> <p>b) December submission of the Heritage Lottery Fund Permission to start form submitted. Receipt confirmed and HLF requested further information, Clerk supplied over Christmas period for HLF deadline. This is to process payment stage to KPC. It was <b>RESOLVED</b> to approve this.</p> <p>c) It was noted S106 application is in progress.</p> <p>d) The Chairman reported a contractor has now replied to her email regarding editing the artwork. She has emailed back to him requesting his full contact details plus agreement to KPC decisions made in December 2019 for completing the changes to the artwork for the nine boards. It was <b>RESOLVED</b> that when the contractor has had opportunity to respond the full council can then decide. To note: the Clerk has reminded the council written quotations are required prior to being able to place any orders.</p> <p>e) The Clerk reported with hardcopies the obtained NCC Highways licence for approval and signature: AUTHORISATION FOR THE PLACING OF INTERPRETATION BOARDS ON THE PUBLIC HIGHWAY – SECTION 144 OF THE HIGHWAYS ACT 1980:– MIDDLE STREET, DAVENTRY ROAD, CHAPEL STREET, MAIN ROAD, RUGBY ROAD, MAIN ROAD, MANOR ROAD, STATION ROAD AND MALT MILL GREEN KILSBY, FROM NCC HIGHWAYS.</p> <p>The Licence requires KPC to comply with the following requirements:</p>

- i. Kilsby Parish Council agrees to indemnify Northamptonshire Highways against any claims arising from the placing or presence of the board. The minimum amount of public liability insurance shall be £5 million in respect of any one incident.
- ii. The contractor shall comply with the requirements of the New Roads and Street Works Act 1991. (Not required if foundation excavations are 200mm or less in depth).
- iii. Boards must not be within 1.5m from the carriageway.
- iv. If instructed by Northamptonshire Highways, Kilsby Parish Council shall remove the board at no cost to Northamptonshire Highways.
- v. Prior to installation, Kilsby Parish Council shall agree the position with Northamptonshire Highways. (Location agreed)
- vi. Agreement from adjacent landowners will need to be sought
- It was **RESOLVED** that the working group are to meet asap and draft a response item (vi), sort out other licence requirements and include a mention in KK for comments. Quotes required for installation of boards. Chairman to organise meeting.
- To note: Clerk advised written contact direct to landowners is required.
- f) To note Clerk advised KPC are required to apply for consent under the advert regulations for the sponsorship advertisements of the required HLF logos on the boards as advised by DDC Planning. Logos are conditions of the HLF grant/consent advice via DDC Planning. It was **RESOLVED** for the Clerk to make necessary arrangements.

- 7.7 It was noted that majority of KPC trees are in good order in the tree survey report. It was **RESOLVED** for the Clerk to obtain quotes for remedial work for most urgent trees identified in the 6-12 month time frame in the survey and work to include T28 in Recreation Park. To obtain separate quotes for tree/hedge maintenance in Butts Lane and KPC Tree tagging for future identification. For consideration at the next meeting.

## 8 PLANNING

### 8.1 New Application

- 8.1.1 DA/2019/0838 (Amended) Removal of front porch and construction of new porch, new kitchen input and extractor fans, new double doors, steps and railings to side elevation. George Hotel 11, Watling Street, Kilsby, Northamptonshire, CV23 8YE. It was **RESOLVED** as no objection.

*Awaiting Decision*

- 8.1.2 DA/2019/0834 George Hotel 11, Watling Street, Kilsby, Northamptonshire, CV23 8YE Externally Illuminated and non-illuminated signs, text and vinyls including freestanding sign.

- 8.1.3 DA/2019/0567 Listed Building Consent for conversion of outbuilding from workshop and storage to two, one bedroom dwellings The Hollies 11, Main Road, Kilsby, Northamptonshire, CV23 8XR.

## 9 ACCOUNTS

- 9.1 Financial Position at 28<sup>th</sup> December, 2019 2019 £ 86,246.41 Monies received £280.00 Cemetery Fees and £234.50 Kilsby Kronickle Advertising. Accounts reviewed by Internal Control Cllr Page.

- 9.2 It was **RESOLVED** to approve payments as itemised below:-

To Whom Paid	Chq No	Details of Payment	£	Power to Pay
NEST Pension	D/D	Pension 01.12.19 to 31.12.19	108.27	LGA(1972) s112
Clare Valentine	BP0543	Clerks Salary	1296.99	LGA(1972) s112
HMR & C	BP0544	Tax and NI	302.18	LGA(1972) s112
Clare Valentine Expenses	BP0545	Clerks Expenses	50.76	LGA (1972)s111
E.ON Energy Solutions	BP0546	Quarterly Street Lighting Maintenance	24.30	HA( 1980) s301
Anglian Water Business (Wave)	BP0547	Standpipe at Cemetery	13.34	Cemetery Act 1906
Krishan Enterprises Ltd T/A Steers Printing	BP0548	Kilsby Kronickle 28pp Newsletter Dec/Jan 2020	464.00	LGA (1972)s142
Kilsby Youth Club	BP0549	Grant for Clubs for Young People Northants Term 2 Jan to Apr, 2020	865.00	LGA (MP) a 1976 s19/1
Playtime ( Kilsby Playgroup)	BP0550	Village grant to Kilsby Playgroup for ball pit	374.00	LGA (MP) a 1976 s19/1
Salcey Ltd	BP0551	Tree survey KPC trees Inv SI-1701	456.00	Open Spaces Act 1906

9.3	It was <b>RESOLVED</b> to approve the Parish Precept 2020/21 – Form and Payment Requisition, Signed by Councillor Fisher and Countersigned by the Clerk. KPC precept for budget is £44,650 2020/2021. This is a reduction Of -4.9% on 2019/2020 precept. <i>See minutes Nov/Dec 2019. Budget information 2020/2021 on website/noticeboard.</i>
9.4	It was noted Northamptonshire County Council has confirmed to KPC that there will be no change to the mowing budget for 2020. The Clerk has submitted an invoice (Dec 19) for mowing undertaken in 2019 (\$136 Local Government Act 1972, Grant for highway verge cutting April 2019 – March 2020 £1012.89 )
<b>10</b>	<b>RECREATION GROUND</b>
10.1	It was <b>RESOLVED</b> to approve KPC purchase order to Wicksteed for the sum of £14,229.80 + VAT for the Recreation Ground playground equipment: DDC S106 confirmation of award letter for £14,229.80 sent directly to Cllr Margetts should be corrected by DDC to confirm it is for Kilsby Parish Council and the Clerk will place order with Wicksteed.
10.2	It was <b>RESOLVED</b> to approve grant monies to Kilsby Recreation Ground Charity for repairs carried out at same time as item 10.1 to the recreation ground toddler area Wicksteed quote £702.58 Inc. VAT. Recreation Ground Trustees requested by Clerk to ensure Rec Ground Insurance is notified for Wicksteed projects and check if any relevant licences, permissions are required along with public notification for works.
<b>11</b>	<b>CEMETERY</b>
11.1	It was <b>RESOLVED</b> to add an additional laminated notice at KPC Cemetery that permission is required to leave ashes at the cemetery and to contact the Burial Officer.
11.2	It was <b>RESOLVED</b> to approve the request to erect a memorial headstone over two plots for family member who has reserved a plot next to an existing family grave. It must be a specified size headstone. It is approved as an exception, as it was not possible to provide a double depth plot for the existing grave. The plots must comply with KPC Cemetery rules and regulations.
<b>12</b>	<b>COUNCILLOR UPDATES / AREAS OF INTEREST</b>
12.1	Cllr C Thompson reported on local crime. Two crimes occurred in Kilsby 10 <sup>th</sup> December 2019, tools were stolen and attempt made elsewhere. Neighbourhood watch and Facebook reported incidents. Cllr C Thompson advised work may be possible to continue on the urban meadow project as ground warms up March/April time. An additional £50.00 (approx.) for re-spray to kill the grass as it is now re-growing maybe required. Project delayed due to continual wet weather.
<b>13</b>	<b>Motion: Confidential Items.</b> <b>For the following items 13.1 &amp; 13.2 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</b>
13.1	MOWING TENDERS – Open sealed bids for decision on the grass cutting contract 2020-2022 Three sealed bids from contractors were opened at the meeting by Councillors. It was <b>RESOLVED</b> unanimously that Daventry Norse Ltd are the successful contractor for 2020-2022 KPC mowing contract which includes verges, recreation ground (cuttings will now be removed from Rec Grd) and the cemetery plus weed treatment. The tender was the best value for money and services offered fill tender requirements. The tender was professional, information pack included certification, qualifications, insurance, and H&S a priority.
13.2	STAFFING MATTERS. It was <b>RESOLVED</b> to defer item.
<b>14</b>	<b>ITEMS FOR NEXT AGENDA</b> A5 Roundabout Defibrillator letter Grit Bins Climate Emergency  <b>The next full Parish Council meeting will take place TUESDAY 4<sup>th</sup> February, 2020.</b>

22.00 It was **RESOLVED** to continue the meeting  
Meeting closed at 22.10 hrs

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 .....20