

# MINUTES OF MEETING of KILSBY PARISH COUNCIL

Parish Council meeting Held on TUESDAY 16<sup>th</sup> June, 2020 at 7.30pm as a virtual online meeting.  
(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020).

PRESENT: Councillors H Gibbs, R Page, C Thompson, M Margetts, I Massey, I Weston, R Nicholls.

Clerk: Clare E Valentine.

District Councillor: Catherine Lomax

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<b>1</b>	<b>APOLOGIES</b>		
1.1	Apologies (Personal) were received from Cllr Gent. Cllr Stainton was absent.		
<b>2</b>	<b>PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i></b>		
2.1	A member of the public presented their request (item 6.2 on the agenda) to hold a socially distanced live entertainment event for the whole village on the August Bank Holiday in conjunction with a Community not-for-profit event delivered by RATT ( <a href="http://www.ratt.org.uk">www.ratt.org.uk</a> ) adhering to Covid-19 Government advice (at the time of the event). The resident is experienced in organising events including in Rugby Town and recently on a small scale for VE Day in the village. The idea is envisaged on the green (Barby Road) with a small lorry containing a stage and socially distanced squares that are pre-booked. The music is light popular music such as 70's & 80's, not heavy bass and event is around 4-5 hours. Residents near the location would be notified in advance and relevant authority permissions/notification sought, including Highways for road closure and public liability insurance would be obtained. Possibly will sell drinks but not alcohol, bring own picnic. The resident would like PC permission to use the green and a request for donation from the PC towards costs.		
2.2	Cllr Lomax updated the Council on DDC Services and grants. There will be changes to bin collections in August. Collection day will remain Wednesday, and new calendar will be issued shortly. The new West Northamptonshire Shadow Authority has had its first meeting. Northamptonshire has had the highest number of volunteers supporting communities and individuals during the coronavirus crisis. It is estimated that the coronavirus crisis could have added as much as £100 million expenditure to the county's budget.		
2.3	No County Councillor report		
<b>3</b>	<b>DECLARATIONS of INTEREST on the Agenda</b>		
3.1	No Declarations of Disclosable Pecuniary or Other Interests. Cllr Thompson & Massey declared interest in item 9.6.		
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 26 <sup>th</sup> May, 2020 were approved and signed as correct record with additional word as typo to add the word "not" holding relevant powers...		
<b>5</b>	<b>Clerk's Report</b>		
5.1	<p><i>Clerk's Report – no decisions to be made under Agenda Item 5 matters arising &amp; not otherwise on the Agenda for information only.</i></p> <p>The Clerk updated the Council on Cemetery and Burial matters for consideration on the next agenda. Any Councillors wishing to attend online training as advertised by NCALC, please inform the Clerk. The Clerk recorded the location to matter 6.2 on the agenda as "Malt Mill Green" which is incorrect. The Insurance policy with Came &amp; Co for payment authorisation has an additional £50.00 admin fee added. I checked and it is in the small print in their documents but not picked up until the invoice was received. The Wicksteed Invoice is on for payment for tomorrow. This is on the condition the Parish Council are happy to sign off in the minutes that they are happy with the work undertaken. The Internal Audit has been completed, all AGAR and Audit related paperwork will be published on the website for External Auditor and compliance.</p>		
<b>6</b>	<b>GENERAL MATTERS – The Chairman with approval of the Council moved item 6.2 to after item 3.</b>		
6.1	It was reported that Councillors are proactively encouraging Parishioners to join and we need a diversity of people representing the PC now we are allowed to co-opt.		
6.2	It was <b>RESOLVED</b> that the August Bank Holiday event is approved in principle at the Recreation Ground subject to the Clerk checking the Bylaws and all the correct arrangements being in place including the organisers. Event dependant on Covid-19 guidelines. The suggestion was made following PC discussion with the proposer. Careful consideration was made as a preference over the green for reasons which included less disruption, the road closure, and rights of way over the green, concern for higher number of affected residents near the green, policing, parking, local authority permissions and risk of gate-crashers or additional people gathering roadside. The Council <b>RESOLVED</b> to grant £300.00 to the organiser subject to meeting conditions as described.		

6.3	<p>The following plans were discussed and it was <b>RESOLVED</b> for the Council to investigate requirements and costs and report back for a further meeting in support of budget preparation as listed below.</p> <ul style="list-style-type: none"> <li>• Cycle routes out of the village to Houlton – Discounted. Outside PC responsibility and too costly.</li> <li>• Offering a defibrillator to the village hall – IW has a quote and will contact Village Hall, Clerk to help obtain two more quotations.</li> <li>• Additional speed signs A361 and Barby Road – HG to contact highways to see if PC can contribute to A361 sign upgrade (owned by Highways) and an additional Barby Road sign and report back to IM/IW. Also follow up Highways speed reduction changes A361.</li> <li>• Community Pub – RN to contact the owners of the vacant pub in first instance understand if they are looking for a Tenant.</li> <li>• Purchase/lease of land – HG/IW to visit Jubilee Wood to consider area. The Clerk suggested a grant to cover the insurance costs for the Poor Lands Charity and encourage/help encourage the Charity to apply for S106 funds to maintain and improve the area for the village. RN suggested possibly needs a carpark. Clerk and CT to contact the Charity. Item for next Agenda possibly suggest grant £600.00.</li> <li>• Malt Mill Green Bus Stop – pavement – HG to speak with NCC Highways. Clerk to draft a MP letter for HG. KPC wish to put pressure on higher authorities to carry out work under their responsibility.</li> <li>• Street Signage improvement – Outside PC remit but HG will mention to Highways,</li> <li>• Outside front of school – Clerk to contact school suggest they make a S106 application and to speak to Highways for alterations. HG will also contact Highways. Verge not owned by PC but Clerk suggested under our powers the PC could look into planting on the verge to reduce the area being trafficked with Highways permission.</li> <li>• Urban Meadow – CT covered article in KK for suggestions to additional areas. Clerk suggested part of Cemetery extension will be available for planting, further planting on greens suggested by RN and Jubilee Wood all for further investigation. CT estimates £1000.00 budget for urban meadow work.</li> <li>• Cemetery – Clerk has costings on Cemetery management for next agenda, preparing plan for Cemetery extension work and improvements. Clerk/HG</li> <li>• Family memberships to local sporting facilities – HG to contact Tennis Club for costs with proposal PC cover couple of hour sessions for families unable to afford membership.</li> </ul>
6.4	<p>It was <b>RESOLVED</b> to confirm roles and responsibilities of councillors as published in June/July KK. HG suggest Clerks looks to categorise any forwarding emails and filter to Cllrs per confirmed roles where possible.</p>
6.5	<p>It was <b>RESOLVED</b> to create an Employment Committee and adopt the terms of reference. Members are Cllr Gibbs (Chair), Cllr Thompson and Cllr Nicholls. HG requested appraisal form for Clerk for new appraisal in July. To note previous Clerk appraisals conducted Oct 19 &amp; Jan 20 are disregarded.</p>
6.6	<p>It was <b>RESOLVED</b> to defer item of fireproof document storage to next meeting.</p>
6.7	<p>It was <b>RESOLVED</b> to update the Clerk/Councillor expenses policy. In circumstances where it is expedient for a councillor to incur an expense for the purchase of a minor consumable item not exceeding £50 (e.g. cleaning materials or item of hardware), and approval has been obtained in advance from the RFO or Chair, such expense will be reimbursed in the usual way on production of a VAT receipt. (VAT however can only be reclaimed on receipts/invoices made out to KPC)</p>
<b>7</b>	<b>HIGHWAYS / ENVIRONMENT</b>
7.1	<p>It was <b>RESOLVED</b> for the Clerk to write to two residents with overgrown hedge / bramble issues affecting public highways.</p>
<b>8</b>	<b>PLANNING</b>
8.1	New applications
8.1.1	<p>DA/2020/0375 6, Manor Road, Kilsby, Northamptonshire, CV23 8XS Construction of garage (retrospective) Deadline 22<sup>nd</sup> June 2020. It was <b>RESOLVED</b> as no objection.</p>
8.1.2	<p>DA/2020/0366 The Ridgeway, Willoughby Road, Kilsby, Northamptonshire, CV23 8UH First floor rear extension. Deadline 22<sup>nd</sup> June, 2020. It was <b>RESOLVED</b> as no objection.</p>
8.2	Awaiting Decision
8.2.1	<p>DA/2020/0288 Land At The Limes 3, Main Road, Kilsby, Northamptonshire, CV23 8XR Variation of Condition 2 of planning permission DA/2019/1083 (Construction of dwelling and detached garage) to increase ridge height to rear projection, amended floor plans and amended window placement.</p>
<b>8</b>	<b>ACCOUNTS</b>
9.1	<p>It was <b>RESOLVED</b> to approve Financial Position at 10<sup>th</sup> June, 2020 £96,993.43 Accounts reviewed by Internal Control Cllr Page.</p>

9.2	<p>It was <b>RESOLVED</b> to approve that the Internal Audit has been completed for 2019/2020. Councillors requested votes were recorded to note 5 in favour and 2 against. The objections requested to be minuted as: It is not know the auditor's qualification or their terms of reference for auditing the PC. There was some dissatisfaction as the report reads negative. Only discussion was between Auditor and Clerk/RFO. Not agreeing with grant feedback regarding applications, however council do accept if funds are in future identified and budgeted for actual spending on projects not the precepted (regular payments) it is satisfactory to apply for grants.</p> <p>The Clerk advised the Auditors are qualified and process is lawful and appointed by local government over England and Wales for Parish and Town Councils. The latest AGAR was circulated to full council previously and last year's audit is available on our website and has been for 12 months, covering the audit requirements. All KPC information and finances were made available to the auditor in full and they reviewed the full year. The information is public on our website and meeting minutes show all the council's decisions between 2019/2020. Precept was not required this year or possibly audit year, there is no budget for available funds and KPC are accountable to the public, yet received public money and banked it then applied for grants when KPC had the money in the bank. Morally the Council should consider in its decisions it may be taking opportunity away from those who have no funds when KPC applied for numerous grants last year. The Clerk referred the council to the Good Councillors Guide. The Clerk advised she has made these recommendations over the last 12 months to the Council. MM requested copy of the AGAR for auditor's terms.</p>
9.3	<p>It was <b>RESOLVED</b> to approve the notice of public rights publication of unaudited annual governance &amp; accountability return accounts for the year ended 31 March 2020 dates as Monday 22<sup>nd</sup> June 2020 to Friday 31st July 2020.</p>
9.4	<p>It was <b>RESOLVED</b> to approve the DELEGATED AUTHORITY SCHEME – To re-affirm the following:-          "The Clerk/RFO shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a statutory or commercial deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations.          Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place."</p>
9.5	<p>It was <b>RESOLVED</b> to approve regular payment and accounting for 1<sup>st</sup> July, 2020 period due to KPC holding the July KPC Meeting later in the month. Clerk to publish and circulate in advance finances for Council approval.</p>
9.6	<p>It was <b>RESOLVED</b> to approve the reimbursement of £33.50 to Cllr Thompson for The Power of Neighbourhood Planning Book for (for Neighbourhood Development Plan Review).</p>
9.7	<p>It was <b>RESOLVED</b> to approve the application for a charge card with Unity Bank to allow access to make electronic purchases (Clerk) £50.00 set up fee and £3.00 per month account charge (Multi-card Lloyds Bank via Unity) and agree a ceiling limit if application allows of £300.00.</p>
9.8	<p>It was <b>RESOLVED</b> to approve payments as follows and note the following:          It was <b>RESOLVED</b> to approve that the Insurance premium also includes an additional £50.00 administration fee.          It was <b>RESOLVED</b> to approve the Wicksteed payment pending receipt of their sign off paperwork, guarantees and confirmation of safety checks. Clerk to confirm. The Council have checked the equipment and confirm are happy with the installation.</p>

<u>Payee</u>	<u>Chq No.</u>	<u>Details</u>	<u>£</u>	<u>Power to pay</u>
Anglian Water Business National Ltd (Wave)	BP0593	Standpipe at cemetery March 2020	£1.31	Cemetery Act 1974
Daventry Norse Ltd	BP0594	Village Grass Maintenance 2 x verges, 2x Rec Grd, 2x Cemetery & weed spray	£1,698.87	Open Spaces Act 1907
Wicksteed Leisure Ltd	BP0595	Inv. No. 0000810343 Recreation Ground Play Equipment	£17,075.76	Charities Act 2011 s5
Came & Company	BP0596	Inv. Ref 36116912 Annual Insurance	£572.32	LGA 1972 s140
Daventry District Council	BP0597	Treasury Team - Advertising Consent for Heritage Project	£231.00	LGA (1972) s142
Buy A Plan	BP0598	Maps for Heritage Project	£117.00	LGA 1972 s142

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<b>10</b>	<b>CEMETERY</b>		
10.1	It was <b>RESOLVED</b> to approve the topsoil and seeding of two graves requiring levelling. It was <b>RESOLVED</b> to approve of the shared headstone positioning at plot T16 until such time as the adjacent plot U16 becomes occupied, then the headstone will be repositioned across both plots.		
<b>11</b>	<b>ITEMS FOR NEXT AGENDA</b> Climate Emergency Inconsiderate Parking Jubilee Wood Cemetery  <b>The next full Parish Council meeting will take place TUESDAY 21<sup>st</sup> July, 2020.</b>		

Meeting closed at 21:59

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