

**DRAFT MINUTES OF THE MEETING OF
KILSBY PARISH COUNCIL
HELD ON**

Tuesday 11th November 2025 at 7.30pm

In Attendance: Cllr H Gibbs (Chair), Cllr M Margetts (Vice), Cllr R Chamberlain, Cllr O Houlton, Cllr A Kerr, Cllr R Nicholls, Cllr J Palmer, Cllr C Sibley and Cllr I Weston.

Apologies: Cllr C Haycock

Clerk and RFO: Mrs E Gibson

WNC Cllr: Cllr A Simpson, apologies received from Cllr Humphreys

Public: 2

1	APOLOGIES
1.1	To receive apologies for absence. Apologies received from Cllr Haycock council RESOLVED to approve.
2	PUBLIC OPEN FORUM SESSION <i>limited to 20 mins (Extended at the discretion of the Chair).</i>
2.1	Public Open Forum Session. Members of the public are invited to address the Council for a maximum of 20 minutes with any individual contribution lasting up to 3 mins. Representations shall not require a response at the meeting nor start a debate. - Two members of the public in attendance to address the Council regarding parking and speeding in the village. - Concerns raised regarding the poor and dangerous parking during school pick up and drop off times. Blocked pavements, drop curbs and parking on corners. Resident aware PCSO has asked for photos of offending cars to be taken and sent to her, but the residents do not want to put themselves at risk doing this, Resident suggested sending a copy of the KK to all parents at the school so they can read Council's repeated requests to park considerably. Resident concerned there are accidents waiting to happen and the issue will only get worse if develop on edge of the village goes ahead. Agreed matter would be discussed further at the January meeting as Councillors have a meeting with highways next week to discuss parking and speeding. - Resident raised speeding in and around the village and stated he was of the view that the Council needed a clear strategy to deal with the issue of speeding. One suggestion was that delivery companies be written to directly to remind staff they should be driving according to speed limits when driving in their work capacity. Cllr Nicholls acknowledged that there is a problem with speeding but advised that the PC regularly raise the matter with Highways and try to find solutions to it.
2.2	To receive reports either written or verbal from West Northamptonshire Councillors. Report submitted by WNC Cllrs and is available on the PC's website. WNC Cllrs Report . The report outlines WNC Council's progress and budgetary concerns this year. WNC Cllrs working to progress long outstanding planning applications that concern Kilsby residents. Update on climate matters Kilsby will be taking part in a pilot for the recycling of soft plastics. Leaflets with further information will be delivered to residents and can also be found on the PC website. Plastic Bags and Wrapping Pilot – Kilsby Parish Council . WNC Cllrs are also working with local parishes including Kilsby to improve cycleways and pathways in the area with the next working group meeting taking place this month.
3	DECLARATIONS OF INTEREST
	Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest. You must withdraw from the room when the meeting discusses and votes on the matter.
3.1	Declarations of any Disclosable Pecuniary or Other Interests. None.
3.2	Dispensations: To consider written requests for dispensation of DPI. None.
4	Co-option
4.1	Council to consider any applications for co-option. No applications received.
5	MINUTES
5.1	Council RESOLVED to approve and sign the minutes of the Parish Council meeting held on Tues 14 th October 2025.

6	MATTERS ARISING (For information only).				
6.1	Any other matters arising from the Minutes not otherwise on the agenda. Cllr Chamberlain advised the Council he had made initial contact with WNC Council Leader Cllr Arnill regarding working towards the re-direction of traffic from DIRFT away from Kilsby. There is no update at present, but he will continue to work on this with WNC Cllrs.				
7	POLICE MATTERS AND NEIGHBOURHOOD WATCH				
7.1	To receive any update from PLR, Cllr Palmer. PCSO and PLR village walkabout undertaken on 27th Oct 25. Parking issues raised as a concern and speeding. Residents advised to send photos of offending vehicles to either PCSO or Cllr Palmer. If PCSO considers an offence is being committed, then warning letters and fines will be issued. PCSO conducted a Speedwatch session on the A361 on 9th November no cars were found to be speeding on this day however Cllr Palmer has requested it is re-done as this was a Sunday and therefore unlikely to be representative of weekday traffic. PCSO to re-do when the beat bus is in Kilsby. Cllr Palmer looking to revive the Neighbourhood Watch Scheme in the village and has applied for a grant to supply some merchandise to publicise this.				
8	PLANNING (click on the hyperlinks to view the planning application documents).				
8.1	Application for consideration: West Northamptonshire Infrastructure and Developer Contributions Supplementary Planning Document (SPD): Council considered their response to the document. Council RESOLVED to respond with Clerk's suggestions and email any further comments to the Clerk before 1st December 2025.				
8.2	Applications approved or outstanding: West Northants Council –Daventry Area Planning Department: 2023/5783/MAF: Outstanding. Council discussed and RESOLVED to write to Cllr Manning at WNC expressing their disappointment with the length of time for a decision to be made regarding this application. 2024/4299/FULL: Outstanding 2025/2352/LBC: Outstanding				
9	ACCOUNTS				
9.1	Council noted the Bank Reconciliations dated 31 st October 2025: £111,538.26				
9.2	Council RESOLVED to approve payments as follows including any payments received between 5 th November 2025 and 11 th November 2025. Internal financial controls were undertaken.				
To Whom Paid		Method	Details of Payment	£	VAT
E Gibson		BT	Expenses and mileage Oct 25	47.60	
DCK		BT	Payroll Oct 25	37.80	6.30
Devall's Window cleaning		BT	Bus shelter cleans Oct 25	52.00	
HMRC		BT	Oct 25 PAYE	-----	
E Gibson		BT	Oct 25 salary	-----	
NEST		BT	Pension Oct 25	-----	
PC Websites		BT	Hosting fee annual	314.64	52.44
Wicksteed		BT	Repairs as per annual inspection	1284.25	214.04
Kilsby Village Hall		BT	Hall hire	66.50	
Norse		BT	Mowing Oct 25	2040.36	1700.36
P Martin		BT	Cemetery management July-Nov 25	450.00	
O2		DD	Office phone	29.46	4.91
Valda Energy		DD	Streetlighting energy	233.61	11.41
Kilsby Village Hall		BT	Meeting room hire	19.00	
E Gibson		BT	Nov 25 salary		
HMRC		BT	PAYE Nov 25		
NEST		BT	Pension Nov 25		
E Gibson		BT	Expenses and Mileage Nov 25	47.60	
9.3	Income Oct 2025: Reported. Cemetery: £675.00 Kilsby Village Shop: £30.00 Newsletter ads: £186.25				
9.4	Budget working party: Council considered the recommendation of the budget working party. Council RESOLVED to approve the budget for 26-27 and precept request of £60,000 for 26-27. This will allow				

	for general reserves of £60,000 (one year of precept), a reserve of £10,000 for capital and community projects, £1500 for elections and £7083 remaining unspent CIL money.
10	COMMUNITY and CLIMATE
10.1	• Climate Action: Update from any meetings. Kilsby to take part in soft plastic recycling more information under item 2.2. • Climate & Nature Champion (CAN): Council considered appointing a CAN to represent the Council in matters relating to the climate, nature, and the environment. Council RESOLVED to appoint Mr I Massey and thanked him for his work so far on this matter. • Village Hall Rep: Council discussed Parish Council village hall representative role. Village Hall Committee to be reminded to ensure Cllr Kerr as representative is aware of meetings or if meetings do not go ahead. • Kilsby House: Parking for contractors at Kilsby House. Update received. Council, contractors and village hall have worked together to agree that the village hall car park can be used while work being undertaken. Council considered the use of the grass space to the left of the village hall to be used for further parking if matting was installed. Council discussed and agreed they did not want this area to be used for parking by the contractors or going forward.
11	HIGHWAYS AND OPEN SPACES
11.1	To receive any update: • Village sign: Cllr Haycock was not in attendance, as she was gathering information for this project. Council were of the view this should be considered at the next meeting when she was in attendance. • Streetlighting: Council considered the installation of lighting on the REC. After it was discussed Council agreed a light would not be appropriate in the REC as there was a bylaw that the REC was for use in daylight hours. In theory the REC could be locked in the evenings although this was not done in practice. • Cycle and Pathways: Council received an update. A meeting of the working party is taking place on 19th November 2025. • Resident email: Concerns raised regarding school parking and suggestion to approach the school and PCSO regarding the matter. Council discussed and agreed to write to the school to ask them to forward the letter to all parents highlighting the problems. The matter of parking and speeding will be discussed at the meeting with WNC highways. • Butts Lane: Update received, the path has now been finished and tree works will be undertaken this month.
12	CORRESPONDENCE
12.1	Correspondence received between 5 th and 11 th November 2025 to be discussed. None.
13	ITEMS FOR NEXT AGENDA
13.1	Council to discuss items for next agenda. Council advised Cllr Gibbs Chair of the PC maybe moving from the village at the end of the year. The Council may need to elect a new Chair at the Jan meeting. Cllr Gibbs thanks the Council for their hard work and support and wished them well.

Meeting closed: 20.56

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 13th January 2025 at 7.30pm

Signed:.....

Dated:.....