

**DRAFT MINUTES OF THE MEETING OF
KILSBY PARISH COUNCIL
HELD ON
Tuesday 10th March 2026 at 7.30pm
at
The Kilsby Room of Kilsby Village Hall, Rugby Road, Kilsby**

PRESENT: Cllr H Gibbs (Chair), Cllr M Margetts (Vice), Cllr C Haycock, Cllr A Kerr, Cllr R Nicholls, Cllr J Palmer, Cllr C Sibley and Cllr I Weston.

APOLOGIES: Cllr R Chamberlain and Cllr O Houlton due to leave and illness.

WNC CLLR: WNC Cllr Humphreys in attendance. Apologies from Cllr A Simpson.

CLERK AND RFO: Mrs E Gibson.

PUBLIC: 2.

1	APOLOGIES
1.1	To receive apologies for absence. Apologies received from Cllrs Chamberlain and Cllr Houlton. Council RESOLVED to approve.
2	PUBLIC OPEN FORUM SESSION <i>limited to 20 mins (Extended at the discretion of the Chairman).</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. <ul style="list-style-type: none"> Representative of Kilsby Action Group in attendance. Raised with Council WNC Local Plan consultation response. KAG requested Council consider adding to their response the view that the village has been incorrectly scored. Council advised they have considered this and it is in their response. Council also to consider Neighbourhood Development Plan is incorrectly referred to and should state updated in 2022. Council agreed to send a separate letter requesting a formal review of the scoring in addition to the formal consultation response.
2.2	To receive reports either written or verbal from West Northamptonshire Councillors. Report received a copy can be found on the PC website: WNC-Councillors-Report .
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	To approve and sign minutes of the Parish Council meeting held on Tues 10 th February 2026. Council RESOLVED to approve.
6	MATTERS ARISING (For information only).
6.1	Any other matters arising from the Minutes not otherwise on the agenda. Cllr Nicholls raised WNC Highways response to queries raised. Clerk advised she would find the response and report under Highways.
7	POLICE MATTERS
7.1	To receive any update from PLR. Cllr Palmer is working with the PCSO to arrange a Spring Walkabout and Speedwatch. Local PCSO also offering cybercrime awareness talks and Cllr Palmer helping to arrange this with the local WI.
8	PLANNING (click on the hyperlinks to view the planning application documents).
8.1	<p><i>Application for consideration:</i></p> <p>Draft Local Plan: New draft consultation New Local Plan for West Northamptonshire West Northamptonshire Council launched in February. Council agreed their response. Clerk to submit.</p> <p>Rugby Local Plan: PC considered and agreed to respond further to original response as per WNC Cllrs suggestion. That they support the policy EN3 for the Rainsbrook Valley and would urge West Northants Council and Rugby Borough Council to agree a statement of common ground.</p> <p>2026/0386/FULL: Bowfell 15 The Banks Kilsby, Extend loft and covert to living space. Council RESOLVED to respond no comment or objections.</p> <p>2026/0686/LBC: Danetre House 1 Main Road Kilsby CV23 8XW. Listed building consent to demolish and rebuild like for like brick gate posts pillars. Council RESOLVED to respond no comments or objections.</p>

	2026/0846/TCA : Notification of tree works: 11 Independent Street Kilsby. Noted.																																																																																																																								
8.2	<i>Applications approved or outstanding: West Northants Council –Daventry Area Planning Department:</i> 2023/5783/MAF : Outstanding 2024/4299/FULL : Outstanding 2025/4761/LBC : Outstanding 2026/0112/TPO: APPROVED 2025/5290/MAO : Outstanding 2026/0255/TCA : NO OBJECTIONS																																																																																																																								
9	ACCOUNTS																																																																																																																								
9.1	Council noted the Bank Reconciliations dated 28 th February 2026. £113,610.25																																																																																																																								
9.2	Council RESOLVED to approve payments as follows including any payments received between 4 th March 2026 and 10 th March 2026. Internal financial controls were undertaken by Cllr Haycock.																																																																																																																								
	<table border="1"> <thead> <tr> <th>To Whom Paid</th> <th>Method</th> <th>Details of Payment</th> <th>£</th> <th>VAT</th> <th>Ex VAT</th> </tr> </thead> <tbody> <tr> <td>JD Removals</td> <td>BT</td> <td>Filing Cabinet removal</td> <td>150.00</td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>DD</td> <td>Pension contributions Feb 26</td> <td></td> <td></td> <td></td> </tr> <tr> <td>E Gibson</td> <td>BT</td> <td>Feb 26 salary</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HMRC</td> <td>BT</td> <td>PAYE Feb 26</td> <td></td> <td></td> <td></td> </tr> <tr> <td>AG Intl Ltd</td> <td>BT</td> <td>Cemetery records mapping – 1st Payment</td> <td>2593.80</td> <td>432.30</td> <td>2161.50</td> </tr> <tr> <td>CYPN</td> <td>BT</td> <td>Youth Club Jan-Feb 2026</td> <td>810.00</td> <td>135.00</td> <td>675.00</td> </tr> <tr> <td>Kilsby Village Hall</td> <td>BT</td> <td>Hall hire</td> <td>65.00</td> <td></td> <td></td> </tr> <tr> <td>WNC</td> <td>BT</td> <td>Election recharge</td> <td>101.00</td> <td></td> <td></td> </tr> <tr> <td>DCK Payroll</td> <td>BT</td> <td>Payroll Feb 26</td> <td>37.80</td> <td>6.30</td> <td>31.50</td> </tr> <tr> <td>Into Print Digital Ltd</td> <td>BT</td> <td>Signs for REC</td> <td>217.34</td> <td>36.22</td> <td>181.12</td> </tr> <tr> <td>E Gibson</td> <td>BT</td> <td>Mar 26 salary</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>DD</td> <td>Mar 26 pension contributions</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HMRC</td> <td>BT</td> <td>PAYE Mar 26</td> <td></td> <td></td> <td></td> </tr> <tr> <td>E Gibson</td> <td>BT</td> <td>Mar 26 homeworking allowance and mileage</td> <td>36.80</td> <td></td> <td></td> </tr> <tr> <td>T Kerr</td> <td>BT</td> <td>VAS repair parts reimbursement</td> <td>139.90</td> <td></td> <td></td> </tr> <tr> <td>WNC</td> <td>BT</td> <td>Village Maintenance</td> <td>1986.00</td> <td>331.00</td> <td>1655.00</td> </tr> <tr> <td>O2</td> <td>DD</td> <td>Office Phone</td> <td>29.46</td> <td>4.91</td> <td>24.55</td> </tr> <tr> <td>E Gibson</td> <td>BT</td> <td>Reimbursement Microsoft office</td> <td>84.99</td> <td></td> <td></td> </tr> <tr> <td>Valda</td> <td>DD</td> <td>Streetlight energy</td> <td>181.12</td> <td></td> <td></td> </tr> </tbody> </table>	To Whom Paid	Method	Details of Payment	£	VAT	Ex VAT	JD Removals	BT	Filing Cabinet removal	150.00			NEST	DD	Pension contributions Feb 26				E Gibson	BT	Feb 26 salary				HMRC	BT	PAYE Feb 26				AG Intl Ltd	BT	Cemetery records mapping – 1 st Payment	2593.80	432.30	2161.50	CYPN	BT	Youth Club Jan-Feb 2026	810.00	135.00	675.00	Kilsby Village Hall	BT	Hall hire	65.00			WNC	BT	Election recharge	101.00			DCK Payroll	BT	Payroll Feb 26	37.80	6.30	31.50	Into Print Digital Ltd	BT	Signs for REC	217.34	36.22	181.12	E Gibson	BT	Mar 26 salary				NEST	DD	Mar 26 pension contributions				HMRC	BT	PAYE Mar 26				E Gibson	BT	Mar 26 homeworking allowance and mileage	36.80			T Kerr	BT	VAS repair parts reimbursement	139.90			WNC	BT	Village Maintenance	1986.00	331.00	1655.00	O2	DD	Office Phone	29.46	4.91	24.55	E Gibson	BT	Reimbursement Microsoft office	84.99			Valda	DD	Streetlight energy	181.12		
To Whom Paid	Method	Details of Payment	£	VAT	Ex VAT																																																																																																																				
JD Removals	BT	Filing Cabinet removal	150.00																																																																																																																						
NEST	DD	Pension contributions Feb 26																																																																																																																							
E Gibson	BT	Feb 26 salary																																																																																																																							
HMRC	BT	PAYE Feb 26																																																																																																																							
AG Intl Ltd	BT	Cemetery records mapping – 1 st Payment	2593.80	432.30	2161.50																																																																																																																				
CYPN	BT	Youth Club Jan-Feb 2026	810.00	135.00	675.00																																																																																																																				
Kilsby Village Hall	BT	Hall hire	65.00																																																																																																																						
WNC	BT	Election recharge	101.00																																																																																																																						
DCK Payroll	BT	Payroll Feb 26	37.80	6.30	31.50																																																																																																																				
Into Print Digital Ltd	BT	Signs for REC	217.34	36.22	181.12																																																																																																																				
E Gibson	BT	Mar 26 salary																																																																																																																							
NEST	DD	Mar 26 pension contributions																																																																																																																							
HMRC	BT	PAYE Mar 26																																																																																																																							
E Gibson	BT	Mar 26 homeworking allowance and mileage	36.80																																																																																																																						
T Kerr	BT	VAS repair parts reimbursement	139.90																																																																																																																						
WNC	BT	Village Maintenance	1986.00	331.00	1655.00																																																																																																																				
O2	DD	Office Phone	29.46	4.91	24.55																																																																																																																				
E Gibson	BT	Reimbursement Microsoft office	84.99																																																																																																																						
Valda	DD	Streetlight energy	181.12																																																																																																																						
9.3	Income Feb 2026: Reported. Income totalling, £1921.43.																																																																																																																								
9.4	Village Defibrillator: Council considered location of the new Defibrillator if grant application successful. Council agreed after much consideration and exploring the options of the original suggestion submitted to the Council. Clerk to make any application of a licence from WNC as necessary as proposed location is not on PC land.																																																																																																																								
9.5	Grant applications: Football team and Neighbourhood Watch scheme applications. Councillors to re-consider applications. Clerk raised some queries with the football team application and is yet to get a response, so this application was not reconsidered. NHW grant application for £53.00 considered and approved. Cllr Palmer as PLR to place order as per the grant application and Clerk to pay invoice or reimburse.																																																																																																																								
9.6	Village shop: Update received and Council RESOLVED to use shop accountant’s proposed working in addition to a definition of “shop closure”. Clerk to re-send amendment to shop accountant for approval and send to solicitor once approved.																																																																																																																								
10	COMMUNITY and CLIMATE																																																																																																																								
10.1	<ul style="list-style-type: none"> • Climate Action: Update received. Cllr Sibley has attended meetings with WNC Cllrs and NCALC CAN Champions. Kilsby Climate Action have presented to the Youth Club on the topic of climate change and hope to have a more interactive session with them in the future. Cllr Weston will be holding a composting workshop in the village hall. • Local Nature Recovery Strategy West Northamptonshire Council – Council RESOLVED for Cllr Sibley to draft and submit a response on behalf of the Council. • Armed Forces Day: Council to discuss. Armed Forces Day takes place on the last Saturday of June each year, so this year’s AFD is Saturday 27 June 2026. Council discussed and agreed to monitor this year what other Parish Council’s do to mark the day with a view to possibility taking part next year. • Village Hall sign: Council considered the Village Hall’s request to apply for a licence for a noticeboard on behalf of the village hall. Council agreed they needed details of this sign before they could make a decision. • Agricultural Forum: Cllr Chamberlain attended report given to Council. Cllrs agreed that it would be valuable for Cllrs to attend future forums. • Council to set date for the Annual Meeting of the Parish: Proposed date Thursday 14th May 2026 at 7pm. Council agreed to book hall for 14th May 2026 at 7pm. 																																																																																																																								

11	HIGHWAYS AND OPEN SPACES
11.1	<p>To receive any update:</p> <ul style="list-style-type: none"> • Village entry gates: Council considered and agreed to the renovation of village entry gates. Cllr Weston and Kerr to arrange painting of the gates. Any supplies to be reimbursed. • Book swap re-location: Council considered new location for book swap to free up phone box for the defibrillator access. Cllr Houlton to report at next meeting. • VAS Main Road: Update received. Cllr Kerr has repaired the sign. Councillors thanked Cllr Kerr for the work on this. • Dropped kerbs: Resident email received request PC consider support for dropped kerbs in the village and the possibility of a Grantscape application to help fund this if necessary. Update received. Locations need to be identified and considered by Council before raising with WNC. • Land purchase: Cllr Kerr provided an update on any possibility of land purchase. • Works to trees: Council discussed works to trees identified as priority 3 on tree report. Quotes were considered and agreed work should be undertaken asap due to time of year. Clerk to instruct Cordwood. • REC: Council considered request from REC Committee to release grant funds. Council RESOLVED to release the remaining £1000 and pay for fencing work from CIL money.
12	CEMETERY
12.1	<ul style="list-style-type: none"> • Mapping: Update given. Mapping has been undertaken they are now matching records to mapping. Hope to be complete in next two weeks. • Cemetery issues: Any cemetery issues to be discussed and resolution made if required. No issues at present.
13	CORRESPONDENCE
13.1	<p>Correspondence received between 7th and 13th January 2026 to be discussed.</p> <ul style="list-style-type: none"> • Grand Union Canal Transfer Public Consultation: Consultation is running until 2 April 2026. Council agreed they do not need to submit a response on this. Consultation 2026 - Grand Union Canal Transfer. • WNC Election Recharge Consultation: Council discussed the consultation and agreed their response. Clerk to submit. • Meeting times: Suggested to bring Parish Council meetings forward to 7pm where possible. Council approved.
14	ITEMS FOR NEXT AGENDA
14.1	Council to discuss items for next agenda.

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 14th April 2026 7.00pm

Signed:.....

Dated:.....