

**KILSBY PARISH COUNCIL  
NOTICE OF MEETING**

Tuesday 12<sup>th</sup> May at 7.00pm

To members of the Council: **You are hereby summoned to attend a meeting of Kilsby Parish Council to be held in the Kilsby Room of Kilsby Village Hall, Rugby Road, Kilsby.**

**Members of the public and press are invited to attend a meeting of Kilsby Parish Council and to address the Council during its Public Participation session which will be allocated a maximum of 20 minutes.**



Emma Gibson – Parish Clerk

6<sup>th</sup> May 2026

Please note that photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent so long as the meeting is not disrupted, (Openness of Local Government Bodies Regulations 2014). Please make yourself known to the Clerk if you wish to record the meeting in any way.

Parish Clerk: Mrs E Gibson, Tel: 07547113996 e-mail: [clerk@kilsby-pc.gov.uk](mailto:clerk@kilsby-pc.gov.uk)

<b>1</b>	<b>Election of Chairman.</b>
<b>2</b>	<b>To receive signed Declaration of Acceptance of Office of Chairman.</b>
<b>3</b>	<b>Election of Vice-Chairman.</b>
<b>4</b>	<b>Apologies.</b>
<b>5</b>	<b>Clr Co-option:</b> Council to consider any applications for co-option.
<b>6</b>	<b>To review time and place of meetings.</b> Council to resolve to meet on the second Tuesday of the month at 7pm excluding Aug and Dec. Council may change the dates of the meetings if necessary and publish this on their website and noticeboard three clear working days before the meeting.
<b>7</b>	<b>To appoint members to the Planning Committee and review Terms of Reference.</b>
<b>8</b>	<b>To re-adopt Standing Orders 2025.</b>
<b>9</b>	<b>To review and re-adopt Financial Regulations.</b>
<b>10</b>	<b>To review Annual Insurance Cover. Renewal date June 2026 Council to consider any quotations.</b>
<b>11</b>	<b>To review Asset Register.</b>
<b>12</b>	<b>To review Council's Risk Assessment.</b>
<b>13</b>	<b>To approve the appointment of Northants CALC as Data Protection Officer</b>
<b>14</b>	<b>Appointment of Representatives to external bodies; School Governing Body, Village Hall and Police Liaison Representative.</b>
<b>15</b>	<b>To review Council Policies see <a href="#">Publications – Kilsby Parish Council</a></b>
<b>16</b>	<b>PUBLIC PARTICIPATION (Max 20 Mins)</b>
16.1	To hear any issues which members of the public wish to bring to the Council's attention.
<b>17</b>	<b>DECLARATION OF INTERESTS</b>
17	To receive any declarations of interest.
<b>18</b>	<b>MINUTES</b>
18.1	To approve and sign the Minutes of the meeting of 14 <sup>th</sup> April 2026.
<b>19</b>	<b>MATTERS ARISING</b>
19.1	Any matters requiring an update not otherwise on the Agenda.
<b>20</b>	<b>PLANNING</b>
	<i>To provide responses in the capacity of consultee on the following planning applications. These may be viewed by clicking the blue hyper-link,</i> <ul style="list-style-type: none"><li>• <a href="#">2023/5783/MAF</a>: Cadman Sporting Barby Lane Barby West Northamptonshire CV23 8UX. Proposed demolition of existing agricultural building, creation of additional earth bunds and associated green infrastructure, widening of existing access onto Nortoft Lane</li><li>• <a href="#">2025/5293/FULL</a>: George Hotel 11 Watling Street Kilsby CV23 8YE. Timber structure covered seating area within an existing beer garden with matching link to existing building (retrospective).</li><li>• <a href="#">2026/1705/LBC and 2026/1705/FULL</a>: United Reformed Church Chapel Street Kilsby CV23 8XE. Change of use from place of worship (F.1) to a dwellinghouse (C3) and associated works including replacement windows, ceiling insulation, reopening windows and internal layout changes</li></ul>

20.1	Applications:					
20.2	<i>Applications approved or outstanding: West Northants Council –Daventry Area Planning Department:</i> <a href="#">2023/5783/MAF</a> : Outstanding <span style="float: right;"><a href="#">WND/2021/0767</a>: Outstanding</span> <a href="#">2024/4299/FULL</a> : Outstanding <span style="float: right;"><a href="#">2025/0589/FULL</a>: WITHDRAWN</span>					
<b>21</b>	<b>ACCOUNTS</b>					
21.1	<ul style="list-style-type: none"> <li>To approve the Bank Reconciliation to 30 April 2026.</li> <li>To approve End of Year Accounts 25-26. .</li> </ul>					
21.2	Income received noted.					
21.3	Council to approve the payments as listed and any made between 6 <sup>th</sup> May and 12 <sup>th</sup> May 2026. Internal controls to be completed.					
<b>Payee</b>	<b>Payment Method</b>	<b>Details</b>	<b>Power</b>	<b>£</b>	<b>VAT</b>	<b>EX VAT</b>
E Gibson	BT	Apr 26 Salary	LGA 1972 ss101,111&112			
HMRC	BT	PAYE Apr 26	LGA 1972 ss101,111&112			
NEST	DD	Pension Apr 26	LGA 1972 ss101,111&112			
AG Intl Ltd	BT	Cemetery records	LGA 1927 s214	2593.80	432.30	2161.50
Cordwood Tree Services	BT	Tree Works	Highways Act 1980 s96	780.00	130.00	650.00
Abbie Print Ltd	BT	KK Printing	LGA 1972 s137	625.00		
E Gibson	BT	Apr Mileage and Expenses	LGA 1972 s,111	36.80		
Viking Direct	BT	Stationery	LGA 1972 s111	37.73	6.30	31.43
DCK Payroll	BT	Payroll Apr 26	LGA 1972 ss101,111&112	37.80	6.30	31.50
J Palmer	BT	NHW Grant	LGA & Rating ACT 1997 s31	53.50		
E Gibson	BT	Stamps	LGA 1972 s111	14.56		
G Gall Cordwood	BT	Tree Works as per tree report	Highways Act 1980 s96	1272.00	212.00	1060.00
Kilsby Village Hall	BT	Meeting hire	LGA 1972 s111	23.65		
E Gibson	BT	May Mileage and Expenses	LGA 1972 s111	36.80		
<b>22</b>	<b>AUDIT 2025-26</b>					
22.1	Council to Approve Annual Governance Statement – Section 1 of AGAR					
22.2	Council to Approve Statement of Accounts – Section 2 of AGAR					
22.3	Council to agree that dates of the period for the exercise of Public Rights is from 3 <sup>rd</sup> June to 14 <sup>th</sup> July 2026.					
22.4	Internal Audit was undertaken in April. Council received the Internal Auditor’s report.					
<b>23</b>	<b>HIGHWAYS</b>					
23.1	Update to be received. <ul style="list-style-type: none"> <li><b>Parking in village.</b> Issues to be discussed and resolution made regarding next steps.</li> </ul>					
<b>24</b>	<b>COMMUNITY</b>					
24.1	Update to be received. Council to noted Annual meeting of the village is on Tuesday					
<b>25</b>	<b>CORRESPONDENCE</b>					
25.1	To discuss any correspondence received between 6 <sup>th</sup> and 12 <sup>th</sup> May 2026.					
<b>26</b>	<b>ITEMS FOR NEXT AGENDA</b>					

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 9<sup>th</sup> June 2026 at 7.15pm.  
REC Committee meeting at 6.45pm.