

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

Tuesday 9th June 2026 at 7.00pm

In the Kilsby Room of Kilsby Village Hall, Rugby Road, Kilsby.

PRESENT: Cllr R Chamberlain (Chair), Cllr M Margetts (Vice Chair), Cllr C Haycock, Cllr O Houlton, Cllr A Kerr, Cllr J Palmer, Cllr C Sibley, and Cllr I Weston

APOLOGIES: Cllr H Gibbs and Cllr R Nicholls.

CLERK AND RFO: Mrs E Gibson.

WNC CLLRS: Cllr R Humphreys and Cllr A Simpson

PUBLIC: 2

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| 1 | APOLOGIES |
| 1.1 | To receive apologies for absence. Apologies received from Cllr H Gibbs and Cllr R Nicholls. Council RESOLVED to approve. |
| 1.2 | To receive Chair's declaration of acceptance of office. Council received Cllr R Chamberlain's signed declaration of acceptance of office. Cllr Chamberlain thanked the outgoing Chair Cllr Gibbs for their service as Chair and proposed the planned bench in the REC be dedicated to this service. |
| 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"> • Member of the public in attendance who apologised to the Council for a previous email sent to them and some of the content. However, the resident advised the Council they were of the view that more action was needed on speeding and traffic issues in the village and they felt the PC had not been quick enough to address these issues. Chair of the Council reiterated to the resident that they had set out their strategy for addressing these issues at the Annual Village meeting and in an email response to the resident. The Chair thanked the resident for their apology and stated again there were options for the resident to become involved in issues they felt enthusiastic about in the village. • Resident in attendance to hear updates on village shop debenture and inform the Council the village shop has confirmed it can accommodate the book swap. |
| 2.2 | To receive reports either written or verbal from West Northamptonshire Councillors. A copy of the report can be found on the PC website. WNC-Councillors-Report-to-Kilsby . <ul style="list-style-type: none"> • Active Travel, Rail and Mobility Plans – WNC's Active Travel Strategy, Rail Action Plan and Mobility Hub Action Plan were due for Cabinet approval on 9 June. Plans include developing a Rural Active Travel Network Strategy to better connect rural communities and exploring opportunities linked to potential railway reopenings and rail user groups. • Adult Social Care Consultation – WNC has launched "The Big Conversation" to gather views on adult social care services. Adult social care is the Council's largest area of expenditure, accounting for approximately 37% of the Council budget, with increasing demand placing further pressure on finances. • Tribute to Alan Chantler – Councillors paid tribute to former Daventry District and West Northamptonshire Councillor Alan Chantler following his passing, recognising his extensive service to local government and Yelvertoft Parish Council. • Cadman Sporting Applications – The long-running application to extend shooting hours and construct additional bunds (WND/2021/0767) has now been formally disposed of after significant delays. Discussions continue regarding application 2023/5783/MAF, with further responses expected from Highways and Network Rail. • Traffic Calming and Road Safety Study – Clarification is being sought from WNC on the scope, cost, and outcomes of traffic calming feasibility studies, including whether they provide implementable schemes and whether alternative consultants can be used. • Draft WNC Local Plan – Planning Policy officers confirmed they are reviewing village hierarchy assessments, including Kilsby's classification as a Secondary Service Village. Officers welcomed the submission of further evidence from Kilsby to support its case. |
| 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. Cllr Chamberlain declared his interest as a member of Kilsby Action Group (KAG). |

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| 3.2 | Dispensations: To consider written requests for dispensation of DPI. None. | | | | | |
| 4 | MINUTES | | | | | |
| 4.1 | To approve and sign minutes of the Annual Parish Council meeting held on Tues 12 th May 2026. Council RESOLVED to approve. | | | | | |
| 5 | MATTERS ARISING (For information only). | | | | | |
| 5.1 | Any other matters arising from the Minutes not otherwise on the agenda. <ul style="list-style-type: none"> Community Bus survey: <u>Update.</u> Council received update that no responses were received from the bus survey published on the PC website and Facebook. This indicates there is not a need for this service in the village currently. | | | | | |
| 6 | POLICE MATTERS | | | | | |
| 6.1 | To receive any update. <ul style="list-style-type: none"> Cllr Palmer (PLR) updated the Council that a village walk round, and speed watch had been completed. However, it was during half term due to other diary commitments so future ones would be more effective during term time. It was clear that the presence of the PCSO made motorists slow down. Parking issues remain problematic and has been raised. There is new Neighbourhood Watch merchandise available if residents are interested in having some please contact the clerk or Cllr Palmer. The Beat Bus will be visiting the village on 9th July 2026 at 10.30-11.30am in the Red Lion Car Park. Fly - tipping issue on Nortoft Road has been raised with PCSO and PCSO is looking for further information regarding a recent dog bite. Council agreed to invite Martin Flanagan of Northamptonshire Independent Advisory Group to meet with Cllrs. | | | | | |
| 7 | PLANNING (<i>click on the hyperlinks to view the planning application documents</i>). | | | | | |
| 7.1 | <i>Application for consideration</i> 2023/5783/MAF : 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. Update received, application WND/2021/0767 to extend shooting hours and bunds has been disposed of. 2023/5783/MAF remains ongoing. WNC Local Plan briefing: Council discussed the update. <ul style="list-style-type: none"> Discussed the WNC Local Plan timeline and option of PC completing a review and revision of the current Neighbourhood Development Plan which runs to 2029. Council discussed the possible implications of not updating the plan versus updating it too early in the Local Plan process. NCALC advise sought and considered. Council agreed to review the Neighbourhood Development Plan considering WNC's submission in December. Council to make any resolutions as needed. Council discussed the possibility of nominating green space; clerk is awaiting a response from WNC. Settlement hierarchy was discussed. This issue is being pursued by KAG who are looking to supply further information to support Kilsby being a lower category. Council to have this on the July agenda so they can consider their support anything KAG is to submit. | | | | | |
| 7.2 | <i>Applications approved or outstanding: West Northants Council –Daventry Area Planning Department:</i> 2023/5783/MAF : Outstanding 2026/1705/LBC and 2026/1705/FULL : Outstanding 2024/4299/FULL : Outstanding 2025/5293/FULL : Outstanding | | | | | |
| 8 | ACCOUNTS | | | | | |
| 8.1 | Council noted the Bank Reconciliations dated 31 st May 2026: £128,506.21 | | | | | |
| 8.2 | Council approved the payments as follows including any payments received between 3 rd June and 9 th June 2026. Internal financial controls were undertaken. | | | | | |
| To Whom Paid | Metho d | Details of Payment | Power | £ | VAT | Ex VAT |
| DCK Payroll | BT | Payroll June 26 | LGA 1972 ss101,111&112 | 37.80 | 6.30 | 31.50 |
| E Gibson | BT | May 26 salary | LGA 1972 ss101,111&112 | | | |
| HMRC | BT | PAYE May 26 | LGA 1972 ss101,111&112 | | | |
| NEST | BT | Pension May 26 | LGA 1972 ss101,111&112 | | | |
| Valda energy | DD | Streetlighting | Highways Act 1980, s 301 | 143.08 | 7.95 | 159.50 |
| WNC Norse | BT | Mowing #000087 | Highways Act 1980 s96 | 2101.56 | 350.26 | 1751.30 |
| DCK Payroll | BT | End of Year May 26 | LGA 1972 ss101,111&112 | 37.80 | 6.30 | 31.50 |

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| WNC Norse | BT | Mowing #000137 | Highways Act 1980 s96 | 2101.56 | 350.26 | 1751.30 |
| Zurich | BT | Insurance | LGA 1972 ss111&140(1) | 775.16 | | |
| J Palmer | BT | NHW Grant 26-27 | LGA & Rating Act 1997 s31 | 57.55 | | |
| J Palmer | BT | NHW Grant 26-27 | LGA & Rating Act 1997 s31 | 5.55 | | |
| O2 | DD | Office phone | LGA 1972 ss101,111&112 | 31.73 | 5.29 | 26.44 |
| E Gibson | BT | Printer cartridges/mileage/expenses | LGA 1972 ss101,111&112 | 133.39 | | |
| Abbie Print Ltd | BT | KK printing | s137 LGA 1972 | 625.00 | | |
| 8.3 | Income May 2026: Council noted. £30 Village shop and £150 cemetery. | | | | | |
| 8.4 | Village Shop Debenture: Update. New debenture has been drafted and set to the shop for comment. Clerk awaiting further correspondence from shop and solicitor. Once all are satisfied the Clerk and Chair to sign on PC'S behalf. | | | | | |
| 8.5 | Bank Signatories: Council to confirm bank signatories and any changes. Council RESOLVED to add Cllr Chamberlain and Cllr Kerr to the list of signatories. Clerk to complete the necessary paperwork. | | | | | |
| 8.6 | Employment and Staffing working group: The Chair and Clerk met to review her job description, working hours and responsibilities. The outcome of that is that the staffing group has been convened who will meet to consider the findings of the Chair and report back to the full council. The staffing group will consist of the Chair and Cllrs Margetts and Haycock. | | | | | |
| 8.7 | Finance working party: Council considered forming a finance working party to review budgets and make recommendations to full Council. Council RESOLVED to appointment Cllr Chamberlain, Cllr Weston, and Cllr Houlton to the working party and that the working party would report back to Full Council. | | | | | |
| 9 | COMMUNITY and CLIMATE | | | | | |
| 9.1 | <ul style="list-style-type: none"> • Climate Action: Update from meeting. • Monitoring and reviewing the emerging West Northamptonshire Local Plan. • Reviewing school transport and the Local Nature Recovery Strategy. • Planning a survey of bird populations within Kilsby. • Requesting access to Parish Council tree information to support a village tree survey (Clerk to provide available information). • Exploring tree planting opportunities in Millennium Wood and potential funding sources. • Hosted a guest speaker on the impacts of climate change on developing countries. • Discussed options for converting oil-heated homes to more environmentally friendly heating systems. • Confirmed the Kilsby Garage Sale will take place on 20 September 2026. • Considering more effective ways to communicate climate change issues to residents, including storytelling and positive engagement approaches. • Investigating Anglian Water grant opportunities and the potential for a joint application with the Parish Council. Noted that the current grant deadline is tight; the group will consider applying for the November funding round at its August meeting. • Book swap location: Council considered locations and Cllr Houlton's report. Council has been advised by the Village Shop they are willing to have the book swap re-located to them. Council agreed to locate it at the shop. Budget of £900 set for purchase of a cabinet. Cllr Houlton to look at options and consult with shop regarding exact location and size of cabinet. Cllr Weston confirmed Mrs Weston still able to help maintain it. Money for the cabinet to come from CIL money. | | | | | |
| 9.2 | <p>Council Reviewed the community reps and RESOLVED the following:</p> <ul style="list-style-type: none"> • Highways rep, Council RESOLVED for Cllrs Weston, Gibbs, and Kerr to be reps. • School rep, Council RESOLVED for Cllrs Gibbs and Chamberlain to be reps. • Youth Club liaison, Council RESOLVED for Cllr Sibley to be the rep. • Social Media, Council RESOLVED for Cllr Haycock to continue with social media. • Climate Action Group. Council RESOLVED for Cllr Sibley to continue to be the rep. • PLR, Council confirmed Cllr Palmer will continue as PLR and NHW Coordinator. | | | | | |
| 10 | HIGHWAYS AND OPEN SPACES | | | | | |
| 10.1 | <p>To receive any update:</p> <ul style="list-style-type: none"> • VAS locations update: Council received update and locations as identified by Cllrs and Keir. Council RESOLVED to get three quotations for solar powered VAS signed and extra brackets to facilitate the relocation. Agreed to use existing lampposts and review the purchase of additional poles once some data is in. Council agreed a spend of £5000 from the CIL money for the project. • HGV lorries in the village: Council discussed under Prologis item below. • Highways meeting update: Council discussed the highways meeting between Cllrs and Highways. Cllrs looked at the whole of the village with highways and highlighted potholes, white lines that had not been done, water leak in the village, Longdown Lane and The Ridgeway. Highways agreed to look at all issues raised. Cllr Weston to follow up in 4 weeks' time. | | | | | |

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| | <ul style="list-style-type: none"> • WNC Cllrs: WNC Cllrs are looking at the proposed traffic calming measures survey and raising the issue with the portfolio holder. Council and Cllrs want to understand why it is a chargeable report and what the PC will get for the money. • Traffic Calming report: Cllr Chamberlain has contacted Highways Officer and confirmed the charge for the report is £2500 plus VAT. It is conducted by Keir who would then complete any work identified if funding were secured. It has been requested that any survey covers the following roads, Barby, Rugby and Main. Council will need to consider that the survey may conclude there are no options that can be installed for traffic calming. Cllr Chamberlain also raised the A361 and the danger to residents or crossing that road using the island. Highways have agreed to attend a meeting to discuss. WNC Cllrs to liaise with Cllr Chamberlain to also discuss the A5 crossing. • Prologis meeting update: Council have had sight of a report of the meeting and discussed. Cllr Chamberlain discussed with Council his proposal of a Good Neighbours Scheme with DIRFT businesses with the intention for entering into an informal agreement that where possible vehicles will be diverted from the local villages and use other routes. Prologis are convening a meeting of the operators and Cllr Chamberlain would like as many Cllrs there representing the Council as possible. Update also given that Prologis are undertaking a traffic survey and have agreed to share data with Kilsby and are also willing to add routes to the survey as identified by the PC. The meeting also raised the possibility of Kilsby re-joining the DIRFT PCSO scheme with Crick PC. This is at an early stage, and Cllr Chamberlain was just asking for Council's views and will gather more information on costs and how it would work with time spent in each location. Council discussed their varying views on the scheme. • Speeding: Council discussed speeding in village, along with the resident email regarding the issue. Council advised the resident's concerns had been responded to. Council to look at the possibility and costs of purchasing their own speed gun. Cllr Weston to contact Barby PC to discuss and report back to July meeting. The council undertook to review its stock of 20mph advisory speed limit signs and the positioning of them. • Malt Mill Green: Council discussed planting on Malt Mill Green. No need for any planting at present. • Hedges in and around village: Council discussed and RESOLVED to get photos of overgrown hedges and a list so it can be reported again to street doctor. • Open space for village: Council discussed an update. Landowners have been written to with no response yet. Council RESOLVED to chase a response. | | | | | | | | | |
| 11 | CEMETERY | | | | | | | | | |
| 11.1 | <ul style="list-style-type: none"> • Cemetery issues: Council to discuss any issues regarding the cemetery. No issues at present Clerk and burials warden to look at risk assessment and possibly some training courses. Advised hedges may need cutting. | | | | | | | | | |
| 12 | CORRESPONDENCE | | | | | | | | | |
| 12.1 | <p>Correspondence received between 3rd June and 9th June 2026 to be discussed.</p> <ul style="list-style-type: none"> • Resident mowing complaint – Council discussed, matter has been dealt with by the Clerk, who is in correspondence with resident and mowers. | | | | | | | | | |
| 13 | ITEMS FOR NEXT AGENDA | | | | | | | | | |
| 13.1 | <p>Council to discuss items for next agenda.</p> <table border="0"> <tr> <td>PCSO</td> <td>J18 meeting update</td> <td>NHW sign locations</td> </tr> <tr> <td>Speed camera</td> <td>Highways A361 crossing</td> <td>Speed gun.</td> </tr> <tr> <td>Traffic survey</td> <td>Good Neighbours scheme update</td> <td></td> </tr> </table> | PCSO | J18 meeting update | NHW sign locations | Speed camera | Highways A361 crossing | Speed gun. | Traffic survey | Good Neighbours scheme update | |
| PCSO | J18 meeting update | NHW sign locations | | | | | | | | |
| Speed camera | Highways A361 crossing | Speed gun. | | | | | | | | |
| Traffic survey | Good Neighbours scheme update | | | | | | | | | |

Meeting closed: 9.15pm

Signed:.....

Dated:.....

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 14th July 2026 at 7pm.