

MINUTES OF THE ANNUAL MEETING OF KILSBY PARISH COUNCIL

HELD ON

Tuesday 12th May at 7.00pm

AT

The Kilsby Room of Kilsby Village Hall, Rugby Road, Kilsby

Present: Cllr M Margetts (Vice Chair), Cllr C Haycock, Cllr A Kerr, Cllr R Nicholls, Cllr C Sibley and Cllr I Weston.

Apologies: Cllr H Gibbs, Cllr R Chamberlain, Cllr O Houlton and Cllr J Palmer

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

Clerk and RFO: Mrs E Gibson

Public: 7

1	Election of Chairman. Councillor Rob Chamberlain was proposed and seconded as Chairman. Council RESOLVED that Councillor Rob Chamberlain be elected Chairman of Kilsby Parish Council. In Cllr Chamberlain's absence Council RESOLVED the Vice Chair will Chair the Annual Meeting of the Council.
2	To receive signed Declaration of Acceptance of Office of Chairman. It was noted that Councillor Chamberlain had submitted apologies for the meeting. Council RESOLVED that the signed Declaration of Acceptance of Office would be received at the June meeting.
3	Election of Vice-Chairman. Councillor Mike Margetts was proposed and seconded as Vice-Chairman. Council RESOLVED to elect Cllr Margetts.
4	Apologies. Apologies were received from Councillors Gibbs, Houlton, Chamberlain, and Palmer. Council RESOLVED To approve the apologies received
5	Cllr Co-option: Council to consider any applications for co-option. No applications received. Public in attendance encouraged to apply if interested.
6	To review time and place of meetings. Council RESOLVED 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.
7	To appoint members to the Planning Committee and review Terms of Reference. Council RESOLVED to continue with current members of the Planning Committee. All Cllrs are members to ensure any meetings are quorate. The terms of reference were reviewed and Council RESOLVED to re-adopt.
8	To re-adopt Standing Orders 2025. Council RESOLVED to re-adopt.
9	To review and re-adopt Financial Regulations. Council RESOLVED to re-adopt.
10	To review Annual Insurance Cover. Renewal date June 2026 Council to consider any quotations. Council consider the current insurers renewal quotation and quotations received from a broker. Council RESOLVED to continue with current provider in a three-term agreement for £775.19 per annum.
11	To review Asset Register. Council reviewed and noted there is a Vehicle Activated Sign to add on and a bench. Council RESOLVED to agree the Asset Register.
12	To review Council's Risk Assessment. Council RESOLVED to re-adopt.
13	To approve the appointment of Northants CALC as Data Protection Officer. Council RESOLVED to appoint NCALC.
14	Appointment of Representatives to external bodies; School Governing Body, Village Hall and Police Liaison Representative. Council RESOLVED to appoint Cllrs Kerr and Nicholls as Village Hall liaisons. Council RESOLVED to appoint Cllr Plamer as PLR. Council RESOLVED to review School Governing Role pending discussion with absent members.
15	To review Council Policies, see Publications – Kilsby Parish Council. Council RESOLVED to re-adopt all policies.
16	PUBLIC PARTICIPATION (Max 20 Mins)
16.1	To hear any issues which members of the public wish to bring to the Council's attention. A resident attended to introduce themselves to the Council and raised concerns regarding the proposed Cadman Sporting application relating to waste disposal operations and associated vehicle movements. The resident encouraged residents to submit comments to the planning authority. The Chairman confirmed that the application would be discussed later under the Planning agenda item.

17	DECLARATION OF INTERESTS																																										
17.1	To receive any declarations of interest. None.																																										
18	MINUTES																																										
18.1	To approve and sign the Minutes of the meeting of 14 th April 2026. Council noted that item 10.1 needed some re-wording. Clerk agreed wording. Council RESOLVED to approve.																																										
19	MATTERS ARISING																																										
19.1	Any matters requiring an update not otherwise on the agenda. Members noted that further information was still awaited from West Northamptonshire Council regarding the traffic calming measure feasibility report previously discussed.																																										
20	PLANNING																																										
20.1	<p>To provide responses in the capacity of consultee on the following planning applications. These may be viewed by clicking the blue hyper-link,</p> <p>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. Cllrs considered the revised application relating to waste disposal operations and associated HGV movements. Concerns were raised regarding:</p> <ul style="list-style-type: none"> • Unsuitable access routes. • Impact on local roads. • Highway safety. • Increased HGV movements. • Potential environmental and noise impacts. <p>Council RESOLVED to submit a strong objection to the revised proposal and to note concerns regarding all proposed mitigation routes. The Clerk would draft a response following further discussions with planning officers.</p> <p>2025/5293/FULL: 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). Cllrs considered the revised application relating to the garden room extension. Whilst noting the reduction in seating numbers and conditions relating to noise and entertainment, concerns remained regarding:</p> <ul style="list-style-type: none"> • Parking provision. • Potential disturbance to neighbouring properties. • Quality and appearance of the structure. <p>Council RESOLVED to submit comments reflecting the concerns discussed.</p> <p>2026/1705/LBC and 2026/1705/FULL: 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. Cllrs considered the application for conversion of the former chapel building into a dwelling. The Council welcomed the restoration and retention of the historic building and noted that original features would be preserved where possible. Council RESOLVED to support the application.</p>																																										
20.2	<p><i>Applications approved or outstanding: West Northants Council –Daventry Area Planning Department:</i></p> <p>2023/5783/MAF: Outstanding</p> <p>2024/4299/FULL: Outstanding 2025/0589/FULL: WITHDRAWN</p>																																										
21	ACCOUNTS																																										
21.1	<ul style="list-style-type: none"> • Council RESOLVED to approve the Bank Reconciliation to 30 April 2026. • Council RESOLVED to approve End of Year Accounts 25-26. 																																										
21.2	<p>Income received noted. Council noted following income received:</p> <ul style="list-style-type: none"> • Village shop rent; £30 • Newsletter advertising income; £150 • VAT reclaim; £8,501.86. • First precept payment. £30,000 																																										
21.3	<p>Council to approve the payments as listed and any made between 6th May and 12th May 2026. Internal controls were to be completed by Cllr Haycock.</p>																																										
	<table border="1"> <thead> <tr> <th><u>Payee</u></th> <th><u>Payment Method</u></th> <th><u>Details</u></th> <th><u>Power</u></th> <th><u>£</u></th> <th><u>VAT</u></th> <th><u>EX VAT</u></th> </tr> </thead> <tbody> <tr> <td>E Gibson</td> <td>BT</td> <td>Apr 26 Salary</td> <td>LGA 1972 ss101,111&112</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HMRC</td> <td>BT</td> <td>PAYE Apr 26</td> <td>LGA 1972 ss101,111&112</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>DD</td> <td>Pension Apr 26</td> <td>LGA 1972 ss101,111&112</td> <td></td> <td></td> <td></td> </tr> <tr> <td>AG Intl Ltd</td> <td>BT</td> <td>Cemetery records</td> <td>LGA 1927 s214</td> <td>2593.80</td> <td>432.30</td> <td>2161.50</td> </tr> <tr> <td>Cordwood Tree Services</td> <td>BT</td> <td>Tree Works</td> <td>Highways Act 1980 s96</td> <td>780.00</td> <td>130.00</td> <td>650.00</td> </tr> </tbody> </table>	<u>Payee</u>	<u>Payment Method</u>	<u>Details</u>	<u>Power</u>	<u>£</u>	<u>VAT</u>	<u>EX VAT</u>	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
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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	17.60		
T Kerr	BT	Reimbursement Paint	Highways Act 1980 s96	64.90		
T Kerr	BT	Cemetery Warden	LGA 1927 s214	20.00		
H Ryan	BT	Bus shelter cleaning	LG (Mis Prov) Act 1953, s4	52.00		
22	AUDIT 2025-26					
22.1	Council RESOLVED to Approve Annual Governance Statement – Section 1 of AGAR					
22.2	Council RESOLVED to Approve Statement of Accounts – Section 2 of AGAR					
22.3	Council agreed that dates of the period for the exercise of Public Rights is from 3 rd June to 14 th July 2026.					
22.4	Internal Audit was undertaken in April. Council received the Internal Auditor's report.					
23	HIGHWAYS					
23.1	<p>Update to be received.</p> <ul style="list-style-type: none"> • Parking in village. Issues to be discussed and resolution made regarding next steps. Cllrs discussed ongoing parking concerns within the village, including: <ul style="list-style-type: none"> • Parking on grass verges; • Visibility issues at junctions; • Traffic travelling the wrong way down Essen Lane; • School-related congestion; • HGV movements through the village. <p>Agreed the Clerk would:</p> <ul style="list-style-type: none"> • Contact residents regarding overgrown vegetation; • Raise concerns with West Northamptonshire Highways regarding signage and road safety; • Continue reporting pothole and highway concerns. • Meeting to be arranged with Highways, and Clerk and Chair are meeting with DIRFT to discuss HGVs. 					
24	COMMUNITY					
24.1	<p>Update to be received.</p> <p>Council noted Annual meetings of the village is on Tuesday 19th May 2026 at 7pm.</p>					
25	CORRESPONDENCE					
25.1	<p>To discuss any correspondence received between 6th and 12th May 2026. Cllrs noted correspondence received regarding speeding concerns and HGV routing. To be added to June agenda. It was also reported that a meeting had been arranged regarding HGV diversion routes.</p>					
26	ITEMS FOR NEXT AGENDA					
26.1	<ul style="list-style-type: none"> • Speeding concerns. • Book swap area; • Malt Mill Green planting; • Bank signatories; • Recreation Ground Committee meeting arrangements discussed meeting to be held in June. • Recreation ground shrubs and replacement tree; bench and annual risk report. 					

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

Signed:



Dated:

9/6/2026