

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

Tuesday 8th September 2026 at 7.15pm
in the Kilsby Room of Kilsby Village Hall, Rugby Road, Kilsby

IN ATTENDANCE: Cllr R Chamberlain (chair), Cllr M Margetts (vice), Cllr C Haycock, Cllr O Houlton, Cllr T Kerr, Cllr R Nicholls, Cllr J Palmer, Cllr C Sibley, Cllr I Weston.

APOLOGIES: Cllr H Gibbs and Cllr O Houlton

CLERK & RFO: Mrs E Gibson

WNC CLLR: Cllr A Simpson in attendance, apologies from Cllr R Humphreys.

Public: 3

1	APOLOGIES
1.1	To receive apologies for absence. Apologies received from Cllr Gibbs 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. - Representative of KAG in attendance. KAG are requesting a grant of £500-£600 towards the cost of a traffic consultant regarding any Rugby Rd development. Council agreed a grant form needed to be completed and confirmed that this would come under a s137 payment. Subject to a grant form being completed £500 would be granted. Clerk to confirm with NCALC this can be done under s137. - Residents in attendance to bring to Council attention parking and traffic issues on The Green and around the junction with Chapel Street and Barby Road. Council agreed to raise with Highways the possibility of yellow lines again, and if the priority on the junction could be changed. Council advised a new Speed Indicator Device had been purchased that can be used in multiple locations in the village and it could start in this area.
2.2	To receive reports either written or verbal from West Northamptonshire Councillors. Report received from WNC Cllrs a copy of which can be found on the PC website. WNC Councillors Report . Councillors Humphreys and Simpson provided an update on WNC matters, including the Local Plan, which continues to identify Kilsby as a Secondary Service Village with a housing requirement of 55 dwellings. An update was also provided on forthcoming changes to the planning system and the potential impact of development near railway stations. Local issues discussed included the Cadman Sporting application, wildfire emergency planning, and ongoing concerns regarding safety at the A5/Watford Junction.
2.3	Councillor Co-option: Council to consider any applications for co-option. No applications received.
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. Item 8.5 Cllr Chamberlain is the Parish Council's representative at KAG meetings. Cllr Chamberlain did not take part in discussions regarding a grant for KAG.
3.2	Dispensations: To consider written requests for dispensation of DPI. None.
4	MINUTES
4.1	To approve and sign minutes of the Parish Council meeting held on Tues 14 th July 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. None.
6	POLICE MATTERS
6.1	To receive any update from PLR. PSCO Cooksammy is on annual leave at present. A Beat Bus date is to be arranged and PLR will also arrange a village walkabout with the PCSO. There is a Women's Walk the 1 st Sunday of the month at Daventry Country Park residents may be interested in.

6.2	PCSO: Council to consider rejoining PCSO Scheme with DIRFT and Crick PC. Council considered the update, costings and RESOLVED to rejoin for a trial period of one year utilising CIL money.					
7	PLANNING (<i>click on the hyperlinks to view the planning application documents</i>).					
7.1	<i>Application for consideration:</i> Barby Sporting Club: Council to discuss any updates. Discussed in WNC Cllrs report. 2026/3215/HH: 15 Hall Close Kilsby CV23 8XZ, Demolition of existing UPVC Conservatory, single storey rear extension (flat roof) and two storey rear extension (hipped roof). Relocation of existing oil tank. Resp due 10.09.26. Council RESOLVED to comment that they would like to ensure sight lines and light of adjacent property had been considered and are not adversely impacted. 2026/2734/HSC: Tesco Grocery Daventry International Rail Freight Terminal Stephenson Way Kilsby CV23 8YH, Hazardous substance consent for the storage of various controlled substances. Resp due 18.09.26. Council RESOLVED no comments objections. 2026/3043/FULL: Croft Farm Kilsby Lane Kilsby CV21 4PN. Change of use of agricultural land to a secure (fenced) dog exercise field with associated 1.8m perimeter fencing and use of the existing vehicular access and hardstanding for parking. Resp due 18.09.26. Council RESOLVED to support the application on the condition that the land will never be used for housing. 2026/3325/HH: 6 Spring Close Kilsby CV23 8YZ, Installation of an air-conditioning unit on outbuilding. Resp due 21.09.26. Council RESOLVED no comments or objections. Letter Crick Council: Traffic lights Junction 18 M1. Council discussed and RESOLVED to write a letter supporting Crick Parish Council.					
7.2	<i>Applications approved or outstanding: West Northants Council –Daventry Area Planning Department:</i> 2026/1705/LBC AND 2026/1706/LBC: Outstanding 2024/4299/FULL: Outstanding 2025/5293/FULL: Outstanding 2026/2321/FULL: Kilsby Grange Watling Street Kilsby CV23 8UW, Regularisation of fenestration changes and use as ancillary accommodation to outbuilding approved under planning permission DA/2016/0853 (retrospective). APPROVED. 2026/2265/FULL: Eltisley Cottage 5 Chapel Street Kilsby CV23 8XE, Construction of detached concrete garage: APPROVED. 2026/1926/LBC: Tudor Cottage 11 Manor Road Kilsby CV23 8XS, Listed building consent for installation 7 no of solar panels west elevation roof slope: Outstanding. 2026/2101/FULL: Rainsbrook, 8 Independent Street, Kilsby, CV23 8XL, Demolition of existing rear conservatory and construction of a single-storey rear extension with flat roof and rooflight, together with a front entrance porch. Rear extension to be finished in render. APPROVED.					
8	ACCOUNTS					
8.1	Council noted the Bank Reconciliations dated 31 st August 2026: £112,665.04.					
8.2	Council RESOLVED to approve payments as follows including any payments received between 2 nd September 2026 and 8 th September 2026. Internal financial controls were undertaken.					
	To Whom Paid	Method	Details of Payment	Power	£	VAT
	E Gibson	BT	Aug expenses		£29.95	
	ICO	DD	Information Commissioners Office Fee		£52.00	
	BWP Creative Ltd	BT	PC Websites July domain renewal		£36.00	£30.00
	Nordis Signs	BT	20 MPH Signs		£193.42	£32.24
	Arnold Thomson	BT	Debenture solicitor Fee		£392.00	£82.00
	DCK Payroll	BT	Payroll July 26		£37.80	£6.30
	Kilsby Village Hall	BT	Meeting Hire		£23.62	
	CYPN	BT	Youth Club June-July		£835.10	£139.18
	VALDA	BT	Streetlighting energy		£120.35	£5.73
	CYPN	BT	Youth Club hall hire Feb-May		£288.50	
	HMRC	BT	PAYE Aug 26			
	NEST	DD	Pensions Aug 26			
	E Gibson	BT	Aug 26 salary			
	Abbie Printing Ltd	BT	Newsletter printing #1152		£625.00	
	PKF Littlejohn LLP	BT	Annual external Audit Fee 25-26		£504.00	£84.00
	Kilsby Village Hall	BT	Hall Hire July 26		£23.62	
	E Gibson	BT	Homeworking allowance and mileage		£39.20	
	CYPN	BT	Youth Club Hall Hire Jun-Jul 26		£70.50	
	DCK Payroll	BT	Payroll Aug 26		£37.80	£6.30
	Viking Direct	BT	Printer cartridges		£111.34	£18.56
	O2	DD	Office Phone June 26		£37.73	£6.29
	O2	DD	Office Phone July 26		£31.73	£5.29
	O2	DD	Office Phone Aug 26		£31.73	£5.29
	Unity Bank	DD	Service charge		£7.00	
	ElanCity	BT	VAS		£3193.99	£532.33
	Parish Council Websites	BT	Website hosting and support		£314.64	£52.44
8.3	Income July and August 2026: Income noted. Income totalling £1606.50 received in Jul 26 and £243.75 received in Aug 26.					

8.4	Village Shop: Update received. Shop in an acceptable position, figures to be shared at the shop AGM. Shop to progress the book swap location so PC can progress the project.
8.5	Grant Application: Council to consider a grant application from KAG. No application submitted prior to meeting. Council discussed at public session. Council RESOLVED to approve subject to receiving grant application and confirmation from NCALC if it can be done under s137.
8.6	External Auditor Report: Council RESOLVED to accept the external auditor's report.
9	COMMUNITY and CLIMATE
9.1	• Climate Action: Update from meeting received. The Group met in August and reported on ongoing projects, including swift and bat boxes and hedgehog houses, engagement with the Youth Club, and exploring a community energy project. A village garage sale is being considered, although current registration numbers are low. • The Group will host a showing of <i>The People's Emergency Briefing</i> film on Tuesday 20 October at 7.30pm for an 8.00pm start. The 55-minute film is non-political and focuses positively on climate emergency awareness, featuring experts and scientists. The event is being publicised locally, and the Group is seeking an expert speaker to attend. The Parish Council agreed to support the event. • The Group reported a low response to the Local Nature Recovery Survey but continues to explore tree planting opportunities in the village. Potential locations have been suggested, and the possibility of residents sponsoring individual trees and helping with watering during establishment is being considered.
9.2	• Village Trees: Council discussed trees in the village and this is being worked on with the Climate Action Group. An article will be prepared for the KK looking for residents interested in tree sponsorship.
9.3	• Book Swap: Update received. Discussed in public time, shop to confirm location so project can be completed.
9.4	• Postal Service: Council discussed the possibility of a street survey to gather evidence of deliveries. Council agreed to monitor at present.
10	HIGHWAYS AND OPEN SPACES
10.1	VAS update: Council received an update. VAS sign is in the village and PC waiting for final confirmation of licence from WNC before being positioned.
10.2	DIRFT Liaison: Council discussed and considered any action required. Council received an update on better neighbours' scheme with DIRFT. Meeting date set for Thurs 24 th Sept at 10am.
10.3	Speeding and traffic: Council discussed the speeding in village and make resolutions as required. a. Update Speedwatch project. There are currently 9 volunteers, more volunteers always welcome. Project will be going ahead shortly. b. ANPR date update. Prologis have been chased for the data and update to be given when Cllr Chamberlain gets a response. b. Resident email requesting Council consider enforcement cameras on the zigzag lines at school. Matter discussed with Ward Cllr and PC advised WNC do not install enforcement cameras. This is to be communicated to the resident and details of Fix My Street reporting function. c. Village Gates location. Update received. Has been discussed with Highways options of moving gates further out of the village. Highways proposed moving gates further in would reduce speeding. Cllrs discussed and were of the view the aim was to move the gates further out to give room for traffic calming measures such as a chicane. Cllr Chamberlain to discuss again with highways.
10.4	Open space for village: Council discussed an update. Council to consider proposed new option of using the cemetery extension land utilising s106 money before it is needed for burial space. Council RESOLVED to explore this option with securing quotations for the work and a separate entrance for dog walkers. Clerk to ensure land can be used as an open space before it is opened as a cemetery.
10.5	Kilsby A5 Pedestrian Crossing: Council discussed the update and that more completed questionnaires were needed. 100 surveys have been returned to date, PC RESOLVED to support the proposal for a crossing on the A5.
10.6	Highways: • Update from any WNC Highways liaison. WNC are considering the Manor Road crossing and have advised PC a crossing on the A361 would not be possible. PC to gather speed and traffic data on the A361 to show the need for a crossing again to WNC. Council RESOLVED to support working towards a crossing on Manor Road. • Proposed Highways Representative Scheme: Council discussed whether they would participate in the scheme should it proceed. Council RESOLVED to express their interest in joining.

	• Weed spraying: Council discussed weed spraying in the village. WNC have responded to Fix My Street and stated they will take no action. Council RESOLVED to get a quotation to undertake the spraying. Clerk given authorisation to proceed with the work if quotation does not exceed £400. • Flooding on Rugby Road, Kilsby (near No. 54) - water entering private properties. Council discussed. Resident would need to raise the issue with WNC. • Location of new Defibrillator: Council discussed a new location for a new defibrillator for the village. Cllr Kerr to look at and supply information for the top of The Banks.
10.7	Devon Ox Green: Parking on Devon Ox Green. Council discussed and await any application from Future Homes.
10.8	Malt Mill Green: Council discussed planting and tidying of the area and agreed to work on the area in September.
11	CEMETERY
11.1	• Cemetery issues: Council to discuss any issues regarding the cemetery. Clerk and Cemetery Cllr looking at annual memorial inspections. Quotations being sought.
12	CORRESPONDENCE
12.1	Correspondence received between 2nd September and 8th September 2026 to be discussed. • NCALC Conference: Sat 3rd October. Council discussed any Cllrs that wish to attend. • WNC Parish Conference: Thurs 26th Nov. Cllr Chamberlain attending. • Kilsby House: Council discussed and PC consulting with Kilsby House to manage issues and work to preventing any issues arising. • OFSTED: Council RESOLVED to write to OFSTED during inspections of proposed children's home. • Resident email: Parking Independent Street, Council discussed and were of the view this looked to be resolved. Clerk to confirm with resident. • Pay award: Council agreed to implementation the National Pay award as per NCALC update.
13	ITEMS FOR NEXT AGENDA
13.1	Council discussed items for next agenda.

Meeting Closed: 22.45

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 13th October 2026 at 7pm.

Signed:.....

Dated:.....