DRAFT MINUTES OF
KILSBY PARISH COUNCIL FULL COUNCIL MEETING
HELD ON
Tuesday 10th November 2026 at 7.00pm
In the Kilsby Room of Kilsby Village Hall, Rugby Road, Kilsby

PRESENT: Cllr R Chamberlain (Chair), Cllr M Margetts (Vice), Cllr O Houlton, Cllr T Kerr, Cllr C Sibley, Cllr I Weston and Cllr R Nicholls.
APOLOGIES: Cllr C Haycock and Cllr H Gibbs
CLERK AND RFO: Mrs E Gibson
WNC CLLR: Cllr R Humphreys and Apologies given by Cllr A Simpson
PUBLIC: 0 - Representative of Kilsby Together in attendance.

1	**APOLOGIES**
1.1	To receive apologies for absence. Council **RESOLVED** to approve apologies from Cllr Haycock. Cllr Gibbs gave his apologies for the November meeting because he was unwell and subsequently informed the Chair that he would step down as a Councillor because he is actively looking to sell his house and leave the village . Kilsby Parish Council thanks Cllr Gibbs for his service to the council.
2	**PUBLIC OPEN FORUM SESSION *limited to 20 mins (Extended at the discretion of the Chairman).***
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. No public in attendance. • Council **RESOLVED** to re-open public time when members of Kilsby Together were able to attend later in the meeting. • Members of Kilsby Together attended, they are a new village charity being established as a Charitable Incorporated Organisation (CIO), bringing residents together to support community activities, encourage social connections and help existing village organisations. Its aims are to connect people, support local groups and turn community ideas into organised activities. Early plans include volunteer-led Santa Sleigh evenings in December and support for the Christmas Tree Committee. The Parish Council was invited to support the charity through advice, communication, practical help and partnership working, with the aim of complementing existing village organisations rather than competing with them. The Parish Council thanked them for their time and agreed they supported this Charity and looked forward to hearing further from them and working together.
2.2	To receive reports either written or verbal from West Northamptonshire Councillors. Council received a report from WNC Cllrs a copy can be viewed on KPC website here. Issues discussed in report include, Regulation 19 Local Plan, Neighbourhood Fund grants, Freight Action Plan consultation, DIRFT 4 consultation events, A5 crossing assessment, A5 streetlight repairs and the Village Cluster Active Travel Forum.
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. None.
3.2	Dispensations: To consider written requests for dispensation of DPI. None.
4	**MINUTES**
4.1	Council **RESOLVED** to approve and sign minutes of the Parish Council meeting held on Tues 13th October 2026.
5	**MATTERS ARISING (For information only).**
5.1	Any other matters arising from the Minutes not otherwise on the agenda. Council wished to confirm that the Cadman Sporting Barby Gun Club application has been concluded.
6	**POLICE MATTERS**

6.1	Updated received from PLR and PCSO report was considered. • A copy of the report can be found on the Parish Council website here. The PCSO patrols seem to have deterred an unwanted behaviour in the REC. Various areas in the village being monitored. Parking remains an ongoing issue. Any concerns to come through Cllr R Chamberlain who is the acting PLR.
7	**PLANNING** *(click on the hyperlinks to view the planning application documents).*
7.1	*Application for under consideration*: • **West Northamptonshire Council a new Local Plan:** The Council has now reached the Regulation 19 (Publication) stage of plan preparation process and is inviting representations on the pre-submission draft West Northamptonshire Local Plan. Council discussed the comments they wished to make. They agreed their response subject to some additions. Council **RESOLVED** to submit response once additions made. • **Proposed Base Station Installation, Kilsby Road, Near Kilsby Grange:** Council discussed and **RESOLVED** that they did not have any comments or objections. • **Prologis RFI DIRFT 4 consultation:** This consultation is taking place from Friday 6 to Thursday 26 November 2026. Details on website at**: prologisdirft4.com.** Council **RESOLVED** to draft a response raising concerns regarding, traffic, age of data and information being used and that local perspective not being fully considered. Clerk to draft a response with Chair of Planning Committee for submission. • 2026/4411/HH: 6 Spring Close Kilsby CV23 8YZ, Retrospective Planning application for outbuildings (Garden Room & Storage Shed). Resp due 27.11.2026. Council **RESOLVED** to comment that as no dimensions on drawing it is hard for the Council to fully assess. The Council wish to ensure planning officer considers the impact on neighbours. Clerk to draft a response to be agreed with Chair of Planning.
7.2	*Applications approved or outstanding: West Northants Council Planning Department:* **No discussion needed information only.** 2024/4299/FULL: **Outstanding** 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: **Refused.** 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**. APPROVED.** 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. **Outstanding.** 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. **APPROVED.** 2026/3325/HH: 6 Spring Close Kilsby CV23 8YZ, Installation of an air-conditioning unit on outbuilding. **Outstanding.**
8	**ACCOUNTS**
8.1	Council noted the Bank Reconciliations dated 31st October 2026: £130,429.37
8.2	Council approved the payments as follows including any payments received between 4th November 2026 and 10th November 2026. Internal financial controls were undertaken by Cllr Weston.

To Whom Paid	Method	Details of Payment Power	£	VAT	Ex VAT
DCK Payroll	BT	Payroll Oct 26	37.80	6.30	31.50
E Gibson	BT	Oct 26 salary			
HMRC	BT	PAYE Oct 26			
NEST	DD	Pensions Oct 26			
KAG	BT	Grant traffic survey	600.00		
REC Committee	BT	Grant 25-26 Insurance	661.09		
CYPN	BT	Youth Club Sept-Oct	837.10	139.18	697.92
Norse	BT	Mowing #000230	2101.56	350.26	1751.30
NCALC	BT	Burials Training #5687	165.60	27.60	138.00
O2	DD	Office phone Sept 26	31.73	5.29	26.44
O2	DD	Office phone Oct 26	31.73	5.29	26.44
Cordwood	BT	Tree Works Butts Lane	180.00	30.00	150.00
E Gibson	BT	Mileage and Homeworking	39.20		
Kilsby Village Hall	BT	Meeting room hire	73.12		
A Kerr	BT	Reimbursement VAS clips	15.99		
A Kerr	BT	Reimbursement VAS clips	47.97		

8.3	**Income Oct 2026:** Income noted. £30: Village shop loan £195.00: Newsletter adverts

9	COMMUNITY and CLIMATE
9.1	• **Climate Action:** Update received. Kilsby Climate Action Group is working with the Youth Club to look at tree planting and making bird boxes. A local farmer engaging with the group to arrange a talk and workshop on the impact of climate on farming. The group is also trying to find ways to encourage walking to the local school. They are willing to help with the Community Emergency Plan. • **Community Emergency Plan:** Council discussed the need for a plan and **RESOLVED** to form a working party of Cllrs Sibley, Chamberlain, Weston and WNC Cllr Humphreys. The working group will look at getting a draft together for the Jan PC meeting. • **Meeting with MP to discuss People's Emergency Briefing:** Update received. Cllr Sibley and Cllr Chamberlain met with Stuart Andrew MP to discuss feedback from Kilsby residents following the People's Emergency Briefing film screening. Stuart Andrew confirmed he was happy to represent residents' views in Parliament and other forums, including raising the need for cross-party working on climate change, greater scrutiny of businesses' environmental responsibilities and the introduction of solar panels on new-build properties. He agreed to write to the relevant Minister on the issues raised, attend the parliamentary debate on 16 November and approach the Chair of the Environmental Audit Select Committee to request further investigation of some of the matters discussed. • **Tree planting project:** The working party undertook a village walkabout to identify suitable locations for additional tree and hedge planting. Proposed sites included Malt Mill Green (approximately 30m of hedging and 2–3 trees), three additional trees on the Recreation Ground, infilling gaps in the existing hedge, and replacing the dead tree at Devon Ox Green. Eight suitable trees were identified at a cost of £135, with additional hedging proposed at an estimated £78 plus delivery. The group also discussed improving biodiversity and the village environment through additional low-level planting on wider verges, including near the zebra crossing and village gateways. Subject to Parish Council approval, the intention is to order and undertake planting before winter. Council **RESOLVED** to approve a budget of £200 for trees and for the work to commence in line with working party's suggestions. Clerk to confirm ownership of Malt Mill Green. Thanks were given to Cllr Sibley, Weston and Haycock.
10	**HIGHWAYS AND OPEN SPACES**
10.1	**Highways:** • **Update from WNC Highways liaison:** Main Rd crossing update given following the response from WNC Highways. The Highways officer has informed Council that, a pedestrian count was undertaken on 15 September in the vicinity of Manor Road, recording 64 crossing movements, with a near 50/50 split between the eastern and western sides. Pedestrians experienced no significant difficulties crossing, with sufficient gaps in traffic and minimal waiting times. Traffic speeds were also considered low due to parked cars associated with school drop-offs. Based on these findings, the recommendation from WNC Highways is that a formalised pedestrian crossing is not supported at this time. The Council discussed that after many meetings and exploration of options with WNC over recent months it has become apparent that any traffic calming measures will be the responsibility of and at the instigation of the Parish Council. With that in mind the PC will continue to support the now renewed Speedwatch initiative, monitor and review the new VAS data and signage within the village. • **Parking Assessment:** The Council reviewed the preliminary investigation into the possibility of creating additional off-road parking spaces near the Barby Road bus shelter, following concerns raised by residents. The assessment identified significant practical, legal and financial challenges, including road widening, footpath relocation, drainage, village green restrictions and a potential cost exceeding £50,000. Concerns were also raised that removing parked vehicles could lead to increased traffic speeds. It was agreed that a report would be drafted for publication on the Parish Council website to explain the options considered and demonstrate how residents' concerns and suggestions have been considered. • **DIRFT Good Neighbours Scheme:** Council confirmed that a video was being prepared for the Council's meeting with operators in the new year to introduce the proposed Good Neighbours Scheme which will aim to divert HGV traffic out of the village. • **Light outside of Village Hall:** Update given. It appears planning permission and an ecology report maybe necessary to mount the light on a tree within Kilsby House's boundary. The Clerk is working on this and awaiting some replies to enquiries. Clerk will try to contact open reach to get permission to attach a light to their telegraph pole in the meantime. • **Village Mowing quotations:** Council considered mowing quotations for 27-28 season. One more to be sought. • **Speedwatch:** Update received. Two sessions have run so far, they have been hampered by the weather. Group aims to get another one done in November and one in December. VAS data was discussed and reported.

10.2	**New Defibrillator location:** Council discussed the new proposed defibrillator location; a letter is being sent to the nearest resident to ensure they are happy before a licence application is made to WNC.
11	**CEMETERY**
11.1	• **Cemetery issues:** Council to discuss any issues regarding the cemetery. None at present. • **S106 funding cemetery extension:** Council discussed the update: A plan needs to be drafted for submission with the application. Council also need photos of the area, and access is still yet to be agreed. Council reviewed how it could be funded using CIL and s106 Funds. A third quote is also to be sought, Cllr Kerr to discuss with R Quinney. Council **RESOLVED** to continue with the project.
12	**CORRESPONDENCE**
12.1	Correspondence received between 4th November and 10th November 2026 to be discussed. Consultation Draft Freight Action Plan: Council agreed to discuss over email any submission necessary once they had a chance to review.
13	**ITEMS FOR NEXT AGENDA**
13.1	Council to discuss items for next agenda. Devon Ox Green Emergency Planning Mowing quotes Youth Club

Meeting Closed: 21.30

Next meeting of Kilsby Parish Council will be held in Kilsby Village Hall on Tuesday 12th January 2026 at 7pm.

Signed: Dated: