

KISLINGBURY PARISH COUNCIL

Website: www.kislingburyparishcouncil.org.uk/wp

MINUTES of the Parish Council meeting held on Tuesday 7th November 2023, at 7.00 pm,

PRESENT **Cllr Dr J. Hughes, Chairman** **Cllr J. Mallett, Vice-Chairman**
 Cllr P. Billingham

The Chairman opened the meeting by welcoming everyone and making the following announcement:

I would like to advise Councillors and members of the public that under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted.

APOLOGIES – Reasons for absence to be recorded.

S. Deane (meeting), A. Ayres (meeting), S. Goodman (work)
 S. Parkerson (personal) R. Harvey (work)

ATTENDING: No members of the public.

DECLARATION OF INTERESTS: Both interest & nature of interest to be declare. None

PARISHIONERS VOICE No public attendees.

MINUTES OF PREVIOUS MEETING: These had been previously circulated, were proposed, seconded and signed by the Chairman as a correct record.

PLANNING: - P. Billingham

- Very little activity this month. Concern expressed at the number of pending application and little or no information to PC from WNC.

Application	Location	Proposal	Comments
Tree Work	1 High Street	Crown raise & light trim conifers to improve visibility	PC comments
WK/2023/07083 Full Variation to premises licence	The Cromwell Cottage		Consultation from 2/11/23 to 29/11/23 Alterations: a) Remove store, increase licensed area to create 'Curator Space, fixed seats. b) Remove stud wall to create smaller corridor to Kitchen. c) New straight section of fixed seating in The Great Room

FINANCE: The Clerk (RFO), J. Hughes

Bank Balance	Current Account	£65132.15
	Deposit Account	£1520.98

It was proposed, seconded & resolved to pay the following invoices :

Chq. No.	Payee	Information	Amount	VAT	Total
2001	Kislingbury village hall	Hire of committee room	11.00		11.00
2002	HMRC	Clerk's PAYE	79.40		79.40
2003	Mrs A. Addison (Clerk)	Salary & Expenses	382.27	81.97	464.24
2004	NCALC	Training – J. Mallett	33.00	6.60	39.60
2005	Npower Comm. Gas	Lighting supply	843.74	168.70	1012.44
2006	Allseasons	Mowing	1500.00	300.00	1800.00
2007	Sharon Jones, Amber-IT	Website updating	55.00		55.00
2008	Clear Ins. Management Ltd	PC insurance cover 2023/2024	1014.07		1014.07

Finance information:

- Clerk phoned Barclays mandate change team on 7/11/23 regarding receipt of change forms. Although the change forms had been received, they are still requesting identification paperwork for J. Hughes & J. Mallett. They stated that they will email a Barclays bank in Northampton for the paperwork. They have been asked to phone the Parish office with confirmation.
- 2022/23 external audit – correspondence received from PKF Littlejohn on 6/11/23. Audit to be resumed with new auditor.
- Clear Insurance Management Ltd, PC new insurance company.
- NCALC Internal Audit Report – copy for website.
- CIL – firm list of recommendations needed.

Budget & Precept 2024/2025

- Correspondence received from WNC requesting precept requirement to be forwarded to them the first week in January.
- Draft budget paperwork forwarded to all PC members to help with discussion. The budget & possible precept was discussed but due to only three members of the Council being present, it was agreed to postpone any firm decisions until the December meeting.
- To consider a Health & Wellbeing Budget (recommendation from NCALC)
- Reserves – Councils must hold general reserves & may hold earmarked reserves.
 - a) General reserves should be maintained at between three & twelve months of net revenue expenditure.

PARISH CLERK'S REPORT – to include correspondence & communications.

- Grant request forms sent to Kislingbury News – Form completed & received.
- Grant request form sent to the village hall – Form completed & received. Grant request discussed & agreed it was higher than expected & reason for application to be queried. Clerk to contact J. Saynor.
- Grant for reindeer agreed.
- Grant for the football club agreed.
- Damaged dog waste bin on Bugbrooke Road – Allseasons has made the repairs & asks the PC to consider a larger bin for this site.
- Changes to voting by post. New form now available. Electoral Commission to be contacted.
- Site map showing names & position of village trees received.
- Information Commissioner – receipt for data protection payment

- Councillor's information to be updated for the website.
- WNC tax base & precept information received.
- Essential highways maintenance works – M1 J15 to Queen Eleanor interchange from 8th January 2024 to March 2024.
- Request for the new electoral register sent to WNC.

MATTERS FOR REPORT

Casual Vacancy

- There is a vacancy for 1 coopted member.

Allotments – S. Parkerson

Defibrillator – S. Parker

- Training Dates:
 - a) 5th December, 7.00 pm, The Sun
 - b) 12th December, 7.00 pm, The village hall

Grass Cutting – J. Mallett

- Allseasons to remove the dead tree on the Church Green.
- To consider a contingency in the budget for reinstatement work on verges & greens.

Environmental Items including hedges & trees – Z. Kemp

- To note:
 - a) Beech Lane land – no registrations therefore do the PC wish to adopt this area?
 - b) Land to the side of 5 High Street belongs to WNC.
 - c) Mountain Ash tree needs felling but is in the conservation area & needs WNC permission. 6 week notice needed.

Website

- Request for information to update the site.
 - a) Minutes & agenda for October & November, agenda & minutes of APM – all to be forwarded to J. Mallett.
 - b) Audit information – unable to update as PKF are to rework the accounts.
- Website compliance information received.

Street Lighting – S. Goodman

- Street lighting in Litchfield Close out of order has been reported twice to E. ON.

Village Maintenance, seats, planters, litter picking – S. Deane

- Air Quality – update on monitoring from WNC needed.
- Lyndon Contracting – a site yard has been set up on the Cromwell grass verge. The verge is now in a poor state. Query regarding the reinstatement. Traffic control poor.
- Dog bin on Bugbrooke Road has been fixed. Allseasons asks PC to consider a larger bin at this site.
- Christmas tree on the Church green to be decorated on 30th November. Mr Ward to be asked to install the lights.
- PC Christmas meal – Sun requires pre order of food. Deposit not required.

Highways, roads & footpaths – J. Hughes

- Clerk to contact H. Howard regarding the school barriers on the High Street and deep concern regarding inconsiderate driving.

School Liaison – J. Hughes

- Silver cup

Kislingbury News – J. Hughes

- Chairman to write PC review.

Bugbrooke Medical Centre PPG – S. Goodman No report this month.

Police Liaison – S. Parkerson – no report this month

KPFA Representative – J. Hughes No report this month.

Village Hall Representative – J. Mallett

- Grant application received. Letter to be sent to J. Saynor.

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Neighbourhood Watch – D. Topliss - No report

Flood & Snow Warden – C. Payne – no report this month.

Footpath Warden – P. Beeston – no report this month.

REPORTS From Parish Councillors & Clerk

- ‘Bespoke’ email addresses for P. Cllrs. J. Mallett to deal with this item.
- PC policies to be updated.

REPORTS FROM WEST NORTHAMPTONSHIRE COUNCIL

Cllr Ann Addison (Kislingbury lead), Cllr Karen Cooper, Cllr Adam Brown

- WNC has bought the old bus station site in St. James, Northampton from Church’s Shoes.
- Budget update to be dealt with.

FUTURE AGENDA ITEMS

- Succession Planning

There being no further business, the Chairman declared the meeting closed at: 9.04 pm

DATE OF NEXT MEETING:

TUESDAY 5th DECEMBERE 2023, 7.00 pm

Signed:

Dated: