

## KISLINGBURY PARISH COUNCIL

Website: [www.kislingburyparishcouncil.org.uk/wp](http://www.kislingburyparishcouncil.org.uk/wp)

MINUTES of the Parish Council meeting held on Tuesday, 19<sup>th</sup> March 2024, at 7.00 pm,

**PRESENT:**                    Cllr Dr J. Hughes, Chairman                    Cllr J. Mallett, Vice-Chairman  
   Cllr S. Deane                    Cllr S. Parkerson                    Cllr A. Ayres

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.

- Cllr Goodman - work commitments
- Cllr Ayres - personal reasons

**ATTENDING:**            1 resident, Cllr Adam Brown (WNC), Phil Beeston (Footpath Warden), Zoe Kemp (Tree Warden), Chris Payne (Flood Warden), Deni Topliss (Neighbourhood Watch and Speedwatch).

**DECLARATION OF INTERESTS:** Both interest & nature of interest to be declared. Cllr Deane declared an interest in relation to a planning application relation to work to trees (2024/0296/TCA)

### **REPORTS FROM WARDENS**

#### **Neighbourhood Watch (D. Topliss)**

- A new system has been introduced to add all participants in Kislingbury. Communication needs to be directed through the organiser to ensure members receive information.

**ACTION** D. Topliss to provide insert for village newsletter and ensure information relevant to Kislingbury is directed through her.

#### **Speedwatch. Report provided by D. Topliss.**

No recent activity.

**ACTION.** Once the SIDS and VAS signs are in place the Parish Council will engage with Speedwatch and the Police with a view to having a concerted effort in relation to speeding through the village..

Those involved will need to be retrained. Cllr Parkerson advised that the contact for retraining is the Road Policy Unit.

#### **Footpaths. Report from P. Beeston.**

Report had been circulated prior to the meeting.

The following points were discussed.

- Heavy rain damage to paths.
- Damage by cyclists to link to Upton Country Park from the road leading away from the bridge.
- Efficient response by “Fix my Street” team once photos sent to them

**ACTION.** P.Beeston will take additional photos of rain damage to Upton Country Park paths within Kislingbury to team for their action to repair.

**Environmental. Report provided by Zoe Kemp.**

Report previously circulated.

**AGREEMENT** Acceptance of quote for £2340 from Tom Wood to undertake Medium and low priority tree work as identified in tree survey.

**Proposed - JH, Seconded - SD.**

**Flooding. Report provided by Chris Payne.**

Report previously circulated.

- CP commented on the failure of Keir to respond to his communication.
- The division of responsibility between Keir and Environmental agency is another factor in neither party taking responsibility for action.
- Cllr Adam Brown had received an email from Keir which he read out to the meeting.
- Keir have begun to use CCTV to complete a survey of drainage system in the whole village enabling them to address problems as a whole system issue.
- There are already drainage plans but these can not show where there are blockages.
- Any identified blockages will then need to be dealt with.
- Flushing out of drains has also begun.

**ACTION** JH and Cllr AB to liaise regarding further communication to Keir urging action, site visit and resolution of demarcation between Keir/WNC and Environmental Agency responsibilities.

Further Consideration to be given to exploring how to restrict the volume and/or weight of vehicles using the Kislingbury bridge. The route used by Heygates lorries may require correspondence direct with the company.

DT, ZK, PB and CP then left the meeting.

**PLANNING**

The following planning applications were considered. nb They are significant crossovers between planning applications and flooding risk in village.

**ACTIONS**

JH to contact Planning Case Officer Nathan Lowdnes prior to consideration of the Planning Application for Beech Lane/Camp Lane by the Planning Committee.

As 3 people can speak at the relevant Planning Committee it was agreed that these three would liaise beforehand to ensure all key points were included. Cllr Brown will be one of the three.

## Current Planning Applications

Application	Location	Proposal	Comments
2024/0165/FUL	22 The Green	Single storey extension to detached garage	No Comment
2024/0676/FUL	27 High Street	Replacement of 8 wooden windows facing High St. with aluminium frames	PC comments
2024/0348/MAF	Clarke's Lodge Bugbrooke Road	Extension to building 3 & 4 for mixed use B8 & retention of car park (retrospective)	No Comment
2024/0335/FUL	The Old Manse 29 Mill Lane	Erect 2 storey side ext. to west gable, 2 storey rear ext. additional rooflights & landscaping	No Comment
2024/0569/FUL	Appletree Cottage 37 Church Lane	Part conversion of garage into habitable room	No Comment
2024/0296/TCA	5 High Street	Works to trees - walnut and sycamore	No Comment

### **REPORT FROM CLLR ADAM BROWN: WEST NORTHANTS COUNCIL**

Cllr Brown is Deputy Leader of WNC. He is also responsible for Housing, Culture and Leisure. He provided the following update.

- The road system from A4500 (The Road To Nowhere) to Duston Relief Road will be temporarily diverted via Sandy Lane pending completion of Relief Road.
- The police are “cracking down” on speed racing along the A4500 from Kislingbury to junction 16/M1.
- There will be greater enforcement to reduce dog fouling and fly tipping from early autumn.
- The repairs/renovation to Market Square/Northampton will be completed by the end of summer.
- Reminder to register to vote by 16/4/24 and to have means of identification when voting.
- Household Support Fund to continue with further £7m allocated.
- Developments to Abington St/Fish St have been delayed due to agreement for funding. Progress expected shortly.

### **MINUTES of MEETING held on 20th Feb 2024.**

After being proposed by SD and seconded by SP, the minutes were signed by the Chair.

### **CONFIDENTIAL BUSINESS**

**This item was discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1969 as matters of a confidential nature were being discussed.**

It was agreed that JD and AH could remain in the meeting as they accepted the confidential nature of the item and had no voting rights.

Parish Council unanimously agreed that an email should be sent on 20th March by the Chair to put forward 2 options regarding the Parish Clerk's future involvement with the Council.

### **ESTABLISHING A HUMAN RELATIONS COMMITTEE.**

A minimum of 3 persons are required for the committee. JH and SP agreed to initially form the committee.

**ACTION.** JH and SP will draw up Committee Terms of Reference for approval by the full Council.

### **PARISH COUNCILLOR VACANCIES**

There are currently vacancies for 2 Parish Councillors. The official notices for these vacancies have been sent to Northants Council. An election can be called for by 10 electors. If no election is required, recruitment to Parish Council vacancies can begin from 8th April.

**FINANCE:** Report presented by JM. This had been previously circulated.

Main points can be summarised:

#### **Website**

All councillors and the parish clerk to have dedicated email accounts using format initial, surname @ kislingburyparishcouncil.gov.ukl

**AGREEMENT.** To fund Netwise web hosting at a cost of £60 per annum and one-off fee of £50 (plus VAT) using Government Grant

**Proposed - SP, Seconded - SD.**

#### **Audit Reports**

**ACTION.**

The Parish Council formally approved Section 1 of the AGAR Report 2022-2023.

The Parish Council formally approved Section 2 of the AGAR Report 2022-2023.

The AGAR Sections 1 and Section 2 for 2022-2023 were resigned by JH as of 19th March 2024.

It was agreed these will be added to the website.

Notice to parishioners will be placed on the PC Website stating application can be made to view accounts in full from 19th March for 30 days.

**JM and JH to action.**

#### **ACTION**

Policy on financial procedure to be established.

Financial system to be tightened up to ensure invoices all seen prior to payment, clarity on balance and expenditure.

Utilisation of SCRIPT software at cost of £12 per mth to assist with above.

#### **AGREEMENT**

Subject to satisfactory initial trial period Parish Council will purchase SCRIPT software.

**Proposed -JH, Seconded SD.**

**Payment of outstanding invoices**

Payments to be made immediately were agreed after the invoices had been checked by SP.

**That these payments should be made was proposed by SP, and seconded by SD.**

<b>Payment Method</b>	<b>Payee</b>	<b>Information</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
BACS	Sue Deane	Gift for retiring councillor	15		15
BACS	Eon	PL58 new photocell	23.47	4.69	28.16
BACS	N Power	Electricity - Feb 24	936.09	187.17	1123.26
BACS	N Power	Electricity Nov 2023	972.43	194.44	1166.87
BACS	Amber IT	Website uploading	22		22
BACS	Amber IT	Website uploading	11		11
BACS	Netwise	Annual cost of website	440	88	528
BACS	Village Hall	Room Hire	14		14
BACS	Village Hall	Room Hire	12		12
BACS	Parish Clerk	Expenses	49.11		49.11
BACS	Marcus Young	Annual Dog Bin	1830.40	368.08	2196.48
BACS	Garden Aide	Allotment hedge cutting	288		288
BACS	Eon	Replacement lamp Hall Close	1420	284	1704
BACS	J.Mallett	Expenses - ink and paper	25		25
BACS	Robert Yates	Tree survey			435
BACS	S.Parkerson	Stamps	24		24

<b>Bank Balance</b>	Community Account @ 22/3/24	£133,723.66
	Reserve Fund (in with balances)	£3,000.00
	Business Premium ME Account @ 22/3/24	£1531.99

### **CIL MONIES**

(Held in Community Account)

CIL fund – Spitfire Development	£94,167.15 – 2023/2024
CIL fund – village development	£869.12 – 2020/2021
CIL fund - Millers Close	£2,973.65
	<b><u>£98009.92</u></b>

### **PARISH CLERKS REPORT**

In the absence of a Parish Clerk, the Chair circulated a report in advance.

### **MATTERS for REPORT**

#### **Allotments - S. Parkerson**

- Invoices have been prepared to serve on allotment holders on 1st April.
- Payments to be paid by BACS.
- SP has an updated list of allotment holders.
- They will also be asked if they intend to relinquish their plot and she will reallocate from waiting list.

#### **ACTION**

To facilitate refund of monies paid for water to Wave, a meter reading needs to be taken by SP.

#### **Defibrillators - S. Parkerson**

- Spare parts are available through Community Responders if type/number known

**ACTION.** SP to liaise with Phil Beeston in relation to defibrillator on the playing field.

#### **Grass Cutting - Janet Mallett**

- First cut completed. Unable to cut pocket park as the area was too wet.

#### **Village Maintenance - Sue Deane**

- 2 new litter bins ordered.
- Litter pick dates agreed-9th June 2024 .Intention to take part in “Big Help Out day” too.
- Contractors need to seed the grass verge outside The Cromwell Cottage following work undertaken

**ACTION** SD to contact contractors/Lydon.

- Repair of Church drive.Highways dept to match fund outlay.
- Kerbside on bend from bridge. This has been used by larger vehicles leaving bridge.It requires repair or replacement with tarmac or raised kerbs to dissuade usage.

**ACTION** Item to be considered further.

**Highways J.Hughes/S. Deane**

Road Signage to reduce speed of vehicles through the village.

Advisory signs for 20mph to coincide with road surface SLOW sign.

**SIDS/VAS signs**

- Use of CIL money to purchase 3 signs.
- Sites chosen.(a) beside bus stop on Bugbrooke Rd,(b) entrance to village on Rothersthorpe Rd,(c) Riverside Court /School warning.
- JH and SD had a site tour with advisor Steve Barber who recommended electric signs installed into street lights.
- Preferred design of signs accepted by Council.Approx cost £3620 per sign plus installation/supplier Westcotec.
- Police and Fire Commissioner grant of up to £5 K can be applied for towards this cost.
- Lawrence/Electricians agreed to assist to complete installation and handle purchase of signs.

**AGREEMENT** To the purchase of licence at cost of £575.This requires proposing and seconding.  
No report.

**School Liaison J.Hughes** No report.

**KPFA J.Hughes** No report.

**Police Liaison S.Parkerson** No report.

**Kislingbury News J.Hughes**

- Attended meeting where increased costs were discussed due to reduction in advertising revenue and increased cost of paper.
- An increase in grant request expected next year.

**Village Hall J.Mallett.**

- Grant has already been agreed towards purchase of dishwasher.
- To await invoice for grant.

**FUTURE AGENDA ITEMS**

- Annual Parish Meeting-16/4/24.ie next Parish Council Meeting .Village Organisations and Wardens to be invited to attend and explain their role/contribution to the village.

**ACTION** JH to invite and give details in Parish Notes in the next newsletter.

**Finance** (already a standing item)

**ACTIONS**

- Plan for JMS absence whilst recovering from surgery.
- Aim to have schedule date for payment of invoices each month.
- April Parish Council meeting-Nomination forms for Chair and Vice Chair to be distributed

**DATE AND TIME OF NEXT MEETING**

Tuesday 16th April 2024 Note the meeting will start at 7.45 pm after the Annual Parish Meeting which starts at 7pm. There being no further business, the Chairman declared the meeting closed at: 10.25 p.m.

Signed:

Dated: