

KISLINGBURY PARISH COUNCIL

Website: www.kislingburyparishcouncil.org.uk/wp

MINUTES of the Parish Council meeting held on Tuesday, 21st May at 7.00 pm.

PRESENT

Cllr J. Hughes, Chair (JH), Cllr Janet Mallett, Vice Chairman (JM), Cllr Sue Dean (SD), Cllr Sam Parkerson (SP), Cllr Sheryl Goodman (SG), Cllr Richard Harvey (RD), Cllr Andrew Ayres(AA).

The Chair Opened the meeting by welcoming everyone present. 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.

1. ELECTION of OFFICERS,

Conducted by SD by previously circulating nomination papers.

Unanimous agreement that JH and JM continue in their roles of Chair and Vice Chair respectively for 1 year.

JH said he appreciated their vote of confidence and immense support provided by all councillors. He now intended to work towards further development of the PC. This was endorsed by JM who also said that the support and oversight of the activities of the new parish clerk should be important during the next year.

2. APOLOGIES.

No apologies received from WNC. All Parish Councillors present and Flood Warden Chris Payne (CP). Apologies received from Tree Warden, Zoe Kemp.

3. DECLARATION of INTEREST

Nothing to report.

ACTION

JH to circulate copies of Declaration of Interests forms for all councillors to complete.

4. AGREEMENT for MRS A HUGHES to act as notetaker for this meeting.

5. PARISHIONERS VOICE.

No parishioners present.

6. WEST NORTHANTS COUNCIL REPORT

Cllr Ann Addison (WNC Council) did not attend and no report was received.

7. REPORTS from WARDENS

FLOOD REPORT

Chris Payne. Despite numerous attempts by CP to instigate action to rectify flooding problems no progress has been made. Liaison with WNC, Keir, the Environmental Agency and Anglia Water has been very difficult and unproductive. At present we are aware that "investigations are ongoing". There was a strong feeling amongst all councillors that this was not acceptable.

ACTION

AA to prepare a formal letter to WNC indicating that Kissingbury Parish Council have no confidence as a result of their lack of activity to resolve these problems and to highlight their responsibility for risks to life and property which arise from this and the strong likelihood of continuation of flooding in the village.

CP and Councillors to provide AA with details/evidence to add to this letter.

Draft to be circulated.

WNC response to be requested within 10 working days.

TREE WARDEN

Z Kemp. Report previously circulated.

ACTION

PC to ask to view the plan of all trees.

Tree report and schedule of works to trees to be added to PC website. (JM/RH)

FOOTPATH WARDEN

P. Beeston. Report previously circulated.

NEIGHBOURHOOD WATCH

No report received.

8. APPROVAL of MINUTES for meeting held on 16th April. Accepted as correct record and signed by JH.

9. MATTERS ARISING

Dealt with under Matters for Report.

10. PLANNING

SP reported that C.B Transport and Refrigeration Company had made a planning application for 2.6 acres on Hill Farm site, Upper Heyford.

SP reported that the building of 250 houses on the edge of Harpole Village had received approval.

JM reported that C. Clayson has been asked by WNC to provide additional information relating to surface water drainage on proposed Beech Lane development.

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These items all affect potential flooding in Kislingbury village. There was concern that all planning applications are treated separately with no recognition of the overall effect on Kislingbury village.

ACTION

PC to identify a suitably qualified “expert” to prepare a comprehensive and holistic report of the impact of all developments on Kislingbury (JH).

Health and Safety item to be included on PC agenda for all future meetings to look at risks and action required.(AA to prepare a draft for June meeting listing and grading risks and action as necessary.)

11. FINANCE

Detailed report previously circulated by JM.

(a) BALANCES

Community Bank @1/5/2024	£154486.65
Community bank without CIL	£56476.92
Business Premium Account	£1513.76
CIL included in Community bank account	£98,009.92

NB VAT to be claimed quarterly.

Budgets are transferable/not ring fenced.

Allotment fees.Number of receipts to be checked by SP and JM.

(b) ACCOUNTS to be paid

All invoices checked against bills received so that payment can be made.

Proposed-SP

Secoded-RH

(Agreed unanimously).

Invoice payments by BACS

EON	Light replacement x 3	£1116.00
NPower	May Invoice	£933.46 (figure corrected from initial report).
A.Addison	May Payslip	£317
B.Osborne	Payroll services	£79.40
Village Hall	Use of room	£14.
Amber IT	May Invoice	£22.
Allseasons	April Invoice.	£2286
S. Deane	Planter flowers	£13.66
J.Mallett	Printing costs Invoice	£40 (April and May)
J. Hughes	Printing CostsInvoice	£51.98 (April and May)

(c) QUOTES Received

There were no quotes for consideration.

(d) AUDIT

Meeting took place on 17/5/24 with Internal Auditor which was very constructive. The following were discussed:

Set process for Audit clarified by JM. Annual Governance and Accountability Return (AGAR) to be shared with the Internal Auditor prior to the June 2024 meeting when all documents to be seen and agreed by the full council, signed (by the Chair) and minuted before Right to View period (on the PC Website and hard copy on application) and sending to External Auditor.

Discussion about the need for Internal control of finances to be reinforced with the appointment of Internal Controls Councillor once Parish Clerk appointed. JM agreed to accept this role. Vote of thanks from all councillors for the work undertaken by JM on finance and Audit. There is now greater confidence in and more understanding of information provided.

Section 137 and Section 106 monies. Income should be evident and discussed. JM agreed to check with the Auditor the difference between these monies and how they can be spent.

CIL income. Monies allocated and spent should be considered at each PC meeting. JM to check if "claw back" by WNC is possible. As the PC has over £85K in a single bank account it would make sense to open a second account to ensure that all monies covered should a bank become insolvent. Suggestion was made to set up a separate account and use this for CIL money.

(e) ANNUAL ACCOUNTS for the Parish Council and Adoption of the Annual Return

These were agreed as per the report submitted by JM.

(f) ADOPTION OF STANDING ORDERS

The Council does not currently have standing orders, or a code of conduct. It was agreed to adopt all NCALC policies for Kislingbury PC. It will be the responsibility of the Parish Clerk to update these documents as required.

ACTION required included above in each item.

(g) ADOPTION OF RFO

Not possible until a new appointment is made.

(h) ADOPTION OF INTERNAL AUDITOR (NCALC)

The Council continues to work with our Internal Auditor (as per JM previously circulated report).

(i) Adoption of Financial Regulations, Risk Analysis

NCALC Financial Regulations will act as the basis for the Council. They will be updated once we have a Clerk in post.

Risk Assessments had not been completed since 2006. They will be updated soon. AA to produce an initial outline.

(j) Discrimination and Complaints Policies

NCALC Policies will act as the basis for the Council. They will be updated once we have a Clerk in post.

12. REPORT from STAFFING GROUP

AA had prepared an initial paper on Parish Clerk responsibilities enabling calculation to take place on number of hours required. This projected approximately 6 hours per week over 1 year. Range of salary agreed to reflect previous experience, qualifications and skills. The Council will also need to factor in payment of National Insurance. Additional costs may well include the provision of a computer and printer.

Proposed job description, person specification and advert based on NCALC documents previously circulated .

Advert to request CV and covering letter to be returned to PC Chair by set date. Aim to appoint by September 2024.

PC made suggestions as to where adverts to be placed.

ACTION

Above accepted in full and arrangements to be made to advertise the post (JH/SP/AA)

13. PARISH CLERKS REPORT.

In absence of a Parish Clerk Chair, JH outlined (report previously circulated) correspondence received and action taken between 17th April and 19th May.

Of particular note is the positive response received from Parish groups and Organisations at annual Parish Meeting in April. It was effective in bringing groups together and sharing information which has been placed on PC website.

JH also outlined that he had submitted an FOI request to WNC about the use of the 75% of CIL monies allocated as a result of developments in the village. He has heard that this is being considered as a Business as Usual (BAU) request.

14. REVIEW of FLOOD PLAN.

See Flood Warden report.

Further action will be required once response received from Northampton Council re Flood Risk.

15. WELCOME PACK for NEW VILLAGERS

ACTION SG /SP

Information pack to be updated and subsequently added to the website. Present content needs to be clearer and more easy to access. It was Suggested some hard copies are available for new villagers.

Updated list of councillors and their responsibilities required for the website and Kislingbury News.

ACTION

JH to action for Kislingbury News.

Agreed that new (gov.uk) email addresses to be solely for use by Parish Councillors as a closed email list.

16. MATTERS for REPORT

- **ALLOTMENTS - SP.**

Laminated list of allotments and holders now on site. JH has been in touch with Anglia Water about locating the allotments water meter. First site visit (21/5/24) did not achieve this. A second has been booked for 30/5/24.

ACTION SP and JM to check payments received for the current year.

- **DEFIBRILLATORS - SP.**

ACTION New spare pads required for each device. - SP

- **GRASS CUTTING - JM.** Positive feedback received.

- **LIGHTING - SG**

ACTIONS SD and SG to number all lights in the village and do preliminary “walk around” to see where there are badly lit areas.

JH to ask villagers to identify where they feel there are dark areas in his PC report in Kislingbury News noting that each new light costs £1700 plus installation costs.

- **VILLAGE MAINTENANCE - SD**

ACTIONS

Litter pick arranged for Sunday June 9th at 10am to coincide with “The Big Help Out” day.

We have six 20 mph advisory signs to display in key places in village. SD to organise placement.

Proposed to replace bus shelter on Bugbrooke Rd using CIL monies. Quotes required.

Noticeboards and 7 village benches need to be checked and replaced as necessary. SD to arrange.

Ongoing issues - concrete overrun near Cromwell Cottage and Church Driveway. SD to chase up with WNC Highways.

- **SCHOOL LIAISON - JH**

ACTION

JH to contact the school regarding the annual “Improver Award” to be presented before the end of school term.

- **KISLINGBURY NEWS** - JH

ACTION

Report to be prepared for next edition using Annual Parish Meeting Report and 2 recent PC meetings

- **POLICE LIAISON** - SP Nothing to report.
- **BUGBROOKE MEDICAL PRACTICE** - SG Nothing to report.
- **KPFA** - JH

Issues unresolved re ownership of “the Ransom Strip”. This is holding up progress of the playground refurbishment.

- **VILLAGE HALL** - JM

ACTION

There is insufficient space which is not easily accessible for village archives. JH and JM to check alternative places which can be used in building.

17. FUTURE AGENDA ITEMS

Presentation of Internal Audit Report and Ensure this report is ready to go on the Council Website.

Inclusion of Health and Safety/Risk Assessment as a standing agenda item

18. DATE OF NEXT MEETING.

The Next Parish Council Meeting will be Tuesday, 18th June 2024 at 7.00 pm

Apologies were received from SG (work commitments)

There being no other business the meeting closed at 9.40 pm.

SIGNED

DATED.