

BARBY & ONLEY PARISH COUNCIL

MINUTES OF

Annual Meeting of the Parish Council

Held on.....MONDAY 12TH MAY 2025 at 7.30pm

Held in Onley Village Hall, Onley Park, Willoughby, Rugby CV23 8AW

Clerk's Address: 77 High Street, Naseby, Northamptonshire NN6 6DD

Telephone: 07864579068

E-Mail: clerk@barbyandonleyparishcouncil.co.uk

PRESENT: Councillors, F Gorman (Chair), S Withington (Vice-Chair), A Cooper, D Cotton, N Gove, J Pollard, B O'Reilly, and P Wagg.

IN ATTENDANCE: Katrina Jones (Clerk) and one member of the public.

Page 2025/26/01	
1	Election of Chairman and signing of Declaration of Acceptance of Office Form
1.1	It was RESOLVED to elect Cllr Gorman as Chair of the Parish Council. The declaration of acceptance of office form was duly signed.
2	Election of Vice-Chairman
2.1	It was RESOLVED to elect Cllr Withington as Vice-Chair of the Parish Council.
3	To confirm receipt of Declaration of Acceptance of Office Forms from all councillors
3.1	Declaration of acceptance of office forms had been received from all councillors except Cllr Hallam. It was RESOLVED to accept Cllr Hallam's declaration of office form before the next meeting.
4	Apologies: To receive and approve apologies for absence
4.1	It was RESOLVED to approve apologies from Cllr T Hallam. West Northants Council Ward Councillor Rosie Humphreys had given apologies.
5	To fill vacancies by co-option (2 vacancies)
5.1	There were no applicants at the meeting wishing to be co-opted.
6	Appointment of councillor roles including Internal Financial Controller
6.1	It was RESOLVED that all councillors would carry on in their existing roles.
7	To review committees and working groups
7.1	It was RESOLVED that the committees and working groups would remain the same.
8	To agree time and place of meetings for next 12 months
8.1	It was RESOLVED that meetings would continue to be held on the second Monday of each month at 7.30pm except for August when a meeting will only be held if there are any urgent matters to be decided. It was agreed to continue to hold meetings at Barby Village Hall except for in May and November when meetings would be held at Onley Village Hall.
9	To confirm the council's eligibility to exercise the General Power of Competence
9.1	It was RESOLVED that the Parish Clerk holds a Certificate in Local Council Administration and two thirds of the Parish Council are elected members which satisfied the condition to exercise the General Power of Competence.
10	To approve the appointment of Northants CALC as Data Protection Officer
10.1	It was RESOLVED to appoint Northants CALC as the Parish Council's Data Protection Officer.
11	To review and approve all existing Parish Council Policies including Standing Orders, Financial Regulations and Risk Assessment

11.1	It was RESOLVED to approve all of the Parish Council's policies including the Standing Orders, the Financial Regulations and the Risk Assessment without amendment.
12	PUBLIC PARTICIPATION AND REPORTS
12.1	To hear any issues which members of the public wish to bring to the Council's attention: The newsletter editor advised that no submissions had been received for the children's art competition to feature on the front cover of the newsletter. The closing date of the next edition was confirmed as 25 th May.
12.2	To receive reports either written or verbal from West Northamptonshire Councillors: Cllr Humphreys had provided a short update which was noted.
13	DECLARATIONS of INTERESTS
13.1	To note any Declarations of any Disclosable Pecuniary or Other Interests: None.
14	MINUTES
14.1	To approve and sign the Minutes of 14^h April 25 (A): It was RESOLVED to approve the Minutes of 14 th April 2025 as a true and accurate record which were duly signed by the Chair.
15	MATTERS ARISING from Minutes (For information only)
15.1	To note any matters which the Parish Council need to be made aware of, not otherwise on Agenda (no decisions can be made): The Clerk reported that she is awaiting a response from HMP Onley regarding the street lights which are not working.
16	PLANNING:
16.1	<u>New Applications/ Applications to be discussed</u>
16.1.1	2024/4492/FULL : Retrospective change of use of an agricultural yard to a construction training area (Use Class F1) and temporary permission for 5 Years for a building associated with the training use (Use Class F1). Ashtree Farm Kilsby Road Barby CV23 8TU Amendment Details: Amended application and updated description of development: It was RESOLVED to object to this application for the same reasons as previously stated in the Parish Council's last objection to this application. It was also agreed to object to the applications being retrospective and piecemeal.
16.2	<u>Planning Applications to be noted on which the Parish Council is not a consultee</u>
16.2.1	None
16.3	<u>Planning Applications awaiting decision by West Northamptonshire Council -Daventry or Planning Inspectorate</u>
16.3.1	2023/5783/MAF : Proposed demolition of existing agricultural building, creation of additional earth bunds and associated green infrastructure, widening of existing vehicular access and provision of temporary vehicular access during construction period off Barby Lane: Cadman Sporting Barby Lane Barby West Northamptonshire CV23 8UX.
16.3.2	WND/2021/0767 Barby Sporting Club, Barby Lane, Barby: Proposed extensions to and remodelling of the existing clubhouse; additional car parking to the north of the clubhouse; demolition of existing agricultural building and construction of additional earth bunds to the east of the existing bunds with associated landscaping and other ancillary works including shooting shelters and 4.5m high towers. Shooting operations Monday, 0900-1800hrs, Tues, Thurs and Sat 0900 – 1800 hrs; Wednesday and Friday 0900-2100hrs; and no Suns.
16.3.3	2024/5105/FULL : 2No. outdoor covered structures comprising of viewing / catering area and 2no. internal accessible WCs associated with adjacent main outdoor horse arena (retrospective). Onley Grounds Equestrian Complex Limited Onley Grounds Farm London Road Barby CV23 8AJ.
16.3.4	2024/4492/FULL : Change of use of an agricultural yard to a construction training area (Use Class F1). Ashtree Farm Kilsby Road Barby CV23 8TU
16.3.5	2025/0493/COND : Discharge of conditions 6 (Tree Protection), 7 (Archaeological WSI), 8 (Contamination Part A), 14 (Construction Management Plan), and 16 (Bat Mitigation) for planning permission 2024/0993/FULL [Demolition of existing house and outbuildings and construction

	of 4 no. new dwellings, including improved access]: Toft Hill, 19 Rugby Road, Barby CV23 8UB.
16.3.6	Grand Union Canal Transfer – Planning Inspectorate Consultation re Scoping Opinion: https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/WA0210001
16.3.7	2025/1159/S73 : Variation of condition 2 to change the site access to the south entrance of permission WND/2022/0397 (Change of use of agricultural building to offices (Class E) including removing existing asbestos and metal cladding, replacement roof with black metal roof and cladding with black timber cladding, installation of windows and doors (revised scheme)). Ashtree Farm Kilsby Road Barby CV23 8TU.
16.3.8	2025/1173/COND : Discharge of Condition 17 (Surface Water Drainage) of Planning Permission DA/2020/0800. (Construction of new 3 storey house block; construction of a new education building, a new multi faith building, and a new barrier building, construction of a MUGA pitch; minor alterations and extensions to existing buildings; construction of new perimeter wall enclosure and internal security fencing; additional external lighting; extension to existing car parking). Hm Prison Rye Hill Onley Park Barby CV23 8SZ.
16.3.9	2025/1071/PA : Prior approval (under Schedule 2, Part 3, Class Q of the GPDO) for the change of use of existing agricultural buildings to a single dwelling house. Barby Woodbridge Smallholding Onley Lane Barby CV23 8UT.

The above applications were noted.

16.4 *Planning Decisions made by West Northamptonshire Council -Daventry or Planning Inspectorate*

16.4.1 None.

17 ACCOUNTS

17.1	i. Monies received from 01.04.25 TO 30.04.25: a. £ 33,676.50 (precept -first instalment of two); b. £ 1,769.36 (Cambridge & Counties interest on 1 year fixed account); c. £ 5785.00 transfer from Onley Open Space Fund to General Reserves.
17.2	i. To note Financial position as at 30.04.25: £222,370.56. ii. To approve Bank Reconciliation to 30 April 2025 (B): It was RESOLVED to approve the bank reconciliation up to 30 th April 2025. iii. To note Onley Open Space fund balance as at 30.04.25: £76,676.57. iv. To note Onley Open Space Bank Reconciliation (C): Noted. v. To approve transfer from Unity Savings account to Unity Current account to cover approved monthly payments: £7,525.00 on 14.4.25.
17.3	To note budget monitoring reports (Da): Noted.
17.4	To approve the payments as listed: It was RESOLVED to approve all of the below payments:

To Whom Paid	Details of Payment	NET COST	VAT	TOTAL
DCK Payroll Solutions	Payroll services – May	15.00	3.00	18.00
Katrina Jones	Clerks Salary (April - May)	1,213.86	0.00	1,213.86
HMRC	Tax and National Insurance	535.41	0.00	535.41
NEST Pension	Pension contribution (employee and employer) May	162.34	0.00	162.34
Yu Energy	Electricity for street lights	10.20	0.51	10.71
Yu Energy	Electricity for street lights	50.70	2.54	53.24
Yu Energy	Electricity for street lights	12.74	0.64	13.38
Yu Energy	Electricity for street lights	108.26	5.41	113.67
M McCormick	Newsletter Delivery – March	34.00	0.00	34.00
T Jones	Newsletter Delivery - March	10.00	0.00	10.00
Fosse Data Systems	Newsletter printing	150.00	0.00	150.00

Zarr Ltd	Email Security Licence for bopc.org.uk- per mailbox covering 1 month period up to June 2025	17.60	3.52	21.12
K Corry	Litter picking	60.00	0.00	60.00
Norse	Grass cutting – Barby Village – April x 2 cuts	611.72	122.34	734.06
Lamley Brothers	Grass cutting – Onley – April x 2 cuts	640.00	128.00	768.00
S Hartwell	Grass cutting – Barby play area – April x 2 cuts	100.00	20.00	120.00
Eon	Revised invoice for street light repair to remove charge to replacement of door	620.00	124.00	744.00
Unity Trust Bank	Service charge	9.15	0.00	9.15
Townlands Charity	Annual Rents	1,480.00	0.00	1,480.00
Barby Cricket Club	Annual Grant	1,100.00	0.00	1,100.00
Barby Woodlands	Grant payment – last payment of previously agreed grant payments	1,200.00	0.00	1,200.00
18	REVISION OF NEIGHBOURHOOD DEVELOPMENT PLAN			
18.1	To receive update and agree any actions: It was noted that the Neighbourhood Development Plan Revision had passed referendum with 89.3% voting in favour of it and that it was considered made on 6 th May 2025. Cllr Gorman expressed her thanks to all those that had helped. It was agreed that Cllr Gorman would write an item for the website and the newsletter. It was also agreed to post an item on Facebook.			
19	ONLEY			
19.1	To receive update from working group regarding Onley Playground refurbishment: There was no update.			
19.2	To receive update and consider any actions regarding fresh water pipes replacement: It was RESOLVED to write to Galliford Try and HMP Onley to request that they carry out a survey before starting work and to remind them to include the Parish Council in their communications.			
19.3	To consider any actions regarding Onley play area fence: It was RESOLVED to defer this until after the pipe work had been carried out.			
19.4	To consider and agree any actions regarding new path from prison access road to Onley Village Hall: It was RESOLVED to give permission for work to be carried out on Onley Open Space land to create a pathway to the village hall.			
19.5	To agree any actions regarding Onley Village Hall Committee and to consider Onley Village Hall becoming a charity: Cllr O'Reilly advised that a meeting had been arranged for 20 th May with Northamptonshire ACRE and a former Councillor to answer queries regarding Onley Village Hall.			
19.6	To receive Lodge Farm update: It was agreed to cover this at item 31.			
19.7	To receive update on any additional issues regarding Onley to be noted: None.			
20	LITTER PICKING			
20.1	To receive litter picking report: It was noted that 1 bag of litter per week had been collected over the past month.			
21	FLOODING			
21.1	To receive update on meeting with West Northamptonshire Council regarding Church Walk and agree any actions: Cllr Gorman reported that she and Cllr O'Reilly had met with an officer from WNC. It had been determined that the water leak affecting Church Walk was coming from the play area and the landowner (Barby Townlands Educational Charity) was responsible. WNC			

	are going to provide a proposal to the Parish Council once they've concluded their research.
22	THE WARE
22.1	To agree cost of bench installation and location: It was RESOLVED that the Parish Council would pay J Loveridge up to £220 for the bench installation and that a site visit would be carried out to determine the best location for the bench, either of which locations were approved by the Parish Council.
23	CORRESPONDENCE
23.1	To consider correspondence from West Northants Council regarding Annual Parish Conference on 12th June at 10 am to 2.30pm – 2 delegates can attend: It was RESOLVED that the Clerk would attend this event.
23.2	To consider complaint from resident regarding lorries and mud on Daventry Rd: It was agreed to include an item in the newsletter informing residents how to report mud on the road.
23.3	To consider correspondence with Barby Townlands Educational Charity regarding complaint to Charity commission: It was noted that BTEC have advised that they will provide copies of their minutes for the Parish Council website and they won't pursue a change to the management agreement further.
23.4	To note correspondence from West Northants Council advising that part of Barby lane will be closed 23-25th July to allow Anglian Water to complete a new water connection: Noted. The editor of the newsletter was asked to include notice of this.
23.5	To note correspondence from planning enforcement officer regarding Onley Grounds Farm London Road Barby CV23 8AJ: It was noted that the planning enforcement officer will be informing the landowner that the site can not be used as a lorry park.
24	PLAY AREAS
24.1	To consider play area surfacing quotes for Barby play area: The Clerk reported that another site visit is required with the contractor in order for them to take further measurements to be able to provide quotes and the Clerk is awaiting dates for this.
25	TENNIS COURT
25.1	To consider any actions regarding tennis court: It was agreed that this would be considered further at the next meeting and that Cllrs Wagg and O'Reilly would provide a report.
26	COUNCILLOR TRAINING
26.1	To consider new councillor training: This item was deferred until new councillors had been co-opted.
27	PARISH COUNCIL EMAIL ACCOUNTS AND WEBSITE
27.1	To agree actions regarding new Parish Council email addresses and website: It was agreed to accept the offer from Zarr to move the existing email addresses to gov.uk email addresses.
28	TREES
28.1	To agree survey for trees required to be surveyed two years after last survey and further consider quotes: It was agreed to ask Gavin Callard to carry out the tree survey on the trees due to be re-surveyed which the Parish Council is responsible for. It was agreed that the Clerk would supply him with a copy of the WNC mowing plan and ask him not to survey trees on WNC land.
28.2	To agree Parish Council Tree Policy: It was RESOLVED to defer this item to the next meeting.
29	DAVENTRY ROAD TRAFFIC CALMING MEASURES
29.1	To note meeting with West Northamptonshire Council and agree formation of working party: Cllr Gorman reported that a meeting had been arranged on 9 th June at 9.30am to meet with WNC Highways to discuss traffic calming measures. It was RESOLVED to create a working party consisting of Cllr Gorman, Cllr Wagg and Cllr O'Reilly.
30	MAINTENANCE OF PARISH ASSETS
30.1	To consider minor repairs to benches and the notice board in Barby: It was RESOLVED that Cllr Wagg would carry out minor repairs to the noticeboard and benches in Barby at a cost of up

	to £60 for materials.
31	RUGBY LOCAL PLAN
31.1	To receive update and agree any actions regarding Rugby Local Plan consultation i.e to agree objection letters and communication with West Northamptonshire Council: Cllr Cotton reported on a meeting which had taken place regarding the proposed Lodge Farm site. It was RESOLVED to approve the draft letters of objection which would be submitted to West Northants Council and Rugby Borough Council opposing the inclusion of the Hillmorton site and the Lodge Farm site in the Rugby Local Plan.
32	PARISH COUNCIL BANK ACCOUNTS
32.1	To receive update and agree any actions regarding Cambridge and Counties savings account: It was reported that at rate of 4.5% had been applied to the new 1 year fixed account which was lower than the rate requested. It was RESOLVED that Cllr Gorman would contact Cambridge and Counties to query this.
33	PARISH COUNCIL ENGAGEMENT
33.1	To receive report on recent engagements at breakfast club and cricket club and consider Parish Council interaction at forthcoming events: The date of the next breakfast club was noted. It was noted that the cricket club had invited the Parish Council to visit and agreed that Friday 23 rd May was the preferred date for this. It was agreed that Cllr Wagg would ask the cricket club if this date was possible.
34	AUDIT
34.1	To receive and agree any actions regarding Internal Audit Report: The Internal Audit report was noted and it was agreed that the recommendations would be followed. It was agreed to show the reserves on the budget reports and on the website. The Clerk advised that she would be submitting a complaint to Northants CALC due to a member of the public's interference in the internal audit process. It was unanimously RESOLVED that Cllr Gorman would also submit a complaint on behalf of the Parish Council and the Parish Council unanimously expressed their support and thanks to the Parish Clerk for all the work on the audit.
34.2	To agree bank reconciliation: It was RESOLVED to agree the bank reconciliation up to 31 st March 2025 to be sent to the external auditor.
34.3	To agree asset list: It was RESOLVED to agree the asset list.
34.4	To agree the Annual Governance and Accounting Statement Form 3 Section 1: It was RESOLVED to agree the AGAR Form 3 Section 1.
34.5	To agree the Annual Governance and Accounting Statement Form 3 Section 2: It was RESOLVED to agree the AGAR Form 3 Section 2.
34.6	To agree explanation of variances: It was RESOLVED to agree the explanation of variances.
34.7	To agree dates for exercise of public rights: It was RESOLVED to agree the dates of the exercise of public rights as 3 rd June to 14 th July 2025.
35	ITEMS FOR NEXT AGENDA
35.1	It was agreed to include an item on the next agenda to consider a three year strategic plan.

Meeting closed at 9.30pm.

Next meeting of Barby & Onley Parish Council will be held in Barby Village Hall on MONDAY 9TH JUNE 2025 at 7.30pm.

Signed Date:

NB Minutes cannot be construed as the official record until approved and signed at the next meeting.