

**BARBY & ONLEY PARISH COUNCIL**  
**Annual Meeting of the Parish Council**  
**Held on.....MONDAY 9th MAY 2022 at.....7.30...pm**

Held in BARBY Village Hall, Kilsby Road, Barby, CV23 8TT

Clerks Address: HOPTHORNE FARM, 18 KILSBY ROAD, BARBY, RUGBY, CV23 8TT Telephone: 01788 891184

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**PRESENT:** Councillors P Reynolds; A Cooper, D Cotton, S Gee, F Gorman, R Kilby, B O'Reilly, S Withington: Clerk: Catherine Camp. 5 members of the public.

Page 2022/23/01		ACTION
<b>1</b>	<b>Election of Chairman</b>	
1.1	Paul Reynolds, the previous Chairman, opened the meeting and called for nominations for the chairmanship of the Parish Council. Paul Reynolds was proposed as Chairman by Brian O'Reilly, seconded by Dawn Cotton. In the absence of further nominations <b>Paul Reynolds was elected as Chairman.</b>	
<b>2</b>	<b>To received signed Declaration of Acceptance of Office of Chairman.</b>	
2.1	Councillor Reynolds signed the Declaration of Acceptance of Office of Chairman.	
<b>3</b>	<b>Election of Vice-Chairman</b>	
3.1	Councillor Steve Gee was proposed as Vice-Chairman by Councillor Cotton, seconded by Councillor Cooper, and in the absence of further nominations <b>Councillor Steve Gee was duly elected.</b>	
<b>4</b>	<b>To review Register of Interests forms</b> <a href="https://westnorthants.moderngov.co.uk/documents/s5729/RegisterofInterestsBarbyandOnleyParishCouncil.pdf">https://westnorthants.moderngov.co.uk/documents/s5729/RegisterofInterestsBarbyandOnleyParishCouncil.pdf</a>	
4.1	Councillor Reynolds and Cotton requested forms to update their register	<b>CLERK</b>
<b>5</b>	<b>Apologies</b>	
5.1	Councillor S Milligan (Ill); Councillors G James, N Gove. (Holiday)	Accepted
5.2	WNC Councillor Rosie Humphreys.	
<b>6</b>	<b>To re-appoint the Clerk as Responsible Financial Officer</b>	
6.1	It was <b>resolved</b> to reappoint the Clerk as Responsible Financial Officer.	
<b>7</b>	<b>Appointment of Internal Financial Controller</b>	
7.1	It was <b>resolved</b> to reappoint Councillor Nigel Gove as Internal Financial Controller.	
<b>8</b>	<b>To appoint Councillors as cheque signatories and to authorise online payments</b>	
8.1	It was <b>resolved</b> that Councillors Cotton, Cooper, O'Reilly and Reynolds would be cheque signatories and be authorised to make online payments.	
<b>9</b>	<b>To review and re-adopt Standing Orders</b>	
9.1	It was <b>resolved</b> to re-adopt Standing Orders 2018 (revised 2020) and upload them to the website.	
<b>10</b>	<b>To adopt Financial Regulations</b>	
10.1	It was <b>resolved</b> to re-adopt Financial Regulations and upload them to the website.	
<b>11</b>	<b>To review time and place of meetings in accordance with standing order 5 (xxi)</b>	
11.1	It was <b>resolved</b> to adhere to the schedule of meetings as presented. Dates to be published on the website	
<b>12</b>	<b>To appoint Police Liaison Representative</b>	
12.1	It was <b>resolved</b> to reappoint Mr Dominic Fisher as Police Liaison Representative.	
<b>13</b>	<b>To approve the appointment of Northants CALC as Data Protection Officer.</b>	
13.1	It was <b>resolved</b> to appoint Northants CALC as Data Protection Officer.	
<b>14</b>	<b>Appointment of Representatives to external bodies.</b>	
	<p><b>Barby Town Lands and Educational Charity Reg No 1072640</b>            It was <b>resolved</b> to note that Jo Martin, Rob Wilson, Carol Hamp and Derek Middleton are parish council appointed trustees. Their term of office ends in 2025.</p> <p><b>Barby Church Trust</b> The Chairman P Reynolds was appointed as ex officio trustee.</p> <p><b>Barby Sports Association</b> It was resolved to appoint Cllr Gareth James as representative.</p> <p><b>Barby Village Hall</b> It was resolved to appoint Councillor Paul Reynolds as representative.</p> <p><b>Onley Village Hall</b> It was resolved to appointment Councillors Withington and Milligan.</p> <p><b>Tennis Court Representative</b> It was noted that Rob Wilson is prepared to act as volunteer overseer.</p>	

<b>15</b>	<b>To review Annual Insurance Cover.</b>
15.1	The Annual Insurance Cover was reviewed and it was <b>resolved</b> that it provides adequate cover.
<b>16</b>	<b>To review Asset Register</b>
16.1	The Asset Register was reviewed and it was <b>resolved</b> to accept it as an accurate record of assets.
<b>17</b>	<b>To review Council Policies</b> <i>these can be found at</i> <a href="https://www.barbyandonleyparishcouncil.co.uk/Council_Info_3996.aspx">https://www.barbyandonleyparishcouncil.co.uk/Council_Info_3996.aspx</a>
17.1	It was <b>resolved</b> to update the Flag Flying policy to include flying of “The Pride” flag for the month of June for all days that the Union Flag is not obligatory, and flying of Northamptonshire/Barby flag. All other policies to be reviewed and approved at the next meeting. <span style="float: right;">AGENDA</span>
<b>18</b>	<b>PUBLIC PARTICIPATION</b>
18.1	Ian Webb reminded the Council that the closing date for inclusion of items in June newsletter is 22 May
18.2	Residents from Kilsby asked about the Parish Council response to the Planning Application for Barby Sporting Club (WND/2021/0767) and explained the impact that shooting noise has on residents in Kilsby and surrounding villages. It was noted that a date for the planning committee hearing is awaited and that Councillor Steve Gee will be attending to speak on behalf of the Parish Council.
18.3	A query was raise regarding the loss of roofing felt on the roof of the Tennis court storage shed. Councillors Reynold and Gee have agreed to arrange repair. It was noted that Rob Wilson, of Balding Close, Barby has agreed to volunteer to act as overseer of the Tennis Court.
<b>19</b>	<b>DECLARATIONS of INTEREST</b>
19.1	Declarations of Disclosable Pecuniary or Other Interests – None.
19.2	Dispensations – To consider written requests for dispensation of DPI. None received.
<b>20</b>	<b>TO APPROVE AND SIGN MINUTES</b>
20.1	It was <b>resolved</b> to approve and sign the Minutes of 11 <sup>th</sup> April 2022 as a true record.
<b>21</b>	<b>MATTERS ARISING (For information only)</b>
21.1	The Clerks report was noted.
21..2	A complaint regarding lack of response from WNC has been forwarded to the Communications team tasked with improving communications. They will look into the matter and contact the resident directly.
<b>22</b>	<b>PLANNING</b>
22.1	<b><u>New Applications</u></b>
22.1.1	<b>WND/2022/0146 Danetre Farm, Kilsby Road, Barby. Construction of manege with 6 no. lights and post and rail fencing. (H)</b> <a href="https://selfservice.daventrydc.gov.uk/swiflgl/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0146">https://selfservice.daventrydc.gov.uk/swiflgl/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=WND/2022/0146</a> Barby & Onley Parish Council has no objection, but wishes to see a clause to limit the manege to personal use only.
<b>22.2</b>	<b><i>Planning Applications awaiting decision by West Northants Council – Daventry</i></b>
22.2.1	<b>WND/2022/0022 Land to Rear of 25B Daventry Road, Barby.</b> Construction of 3 dwellings and associated works (access from Balding Close)
22.2.2	<b>WND/2021/0767 Barby Sporting Club, Barby Lane, Barby.</b> Cllr S Gee to speak on behalf of the Parish Council at such time as the application is heard by the planning committee.
22.2.3	<b>WND/2021/0867 Land at Manor Works, Barby Lane, Barby.</b> Reserve matters application (appearance, landscaping, layout and scale) for construction of two industrial buildings.
22.2.4	<b>WND/2021/0777 Land Off Barby Road, Kilsby</b> Outline application for construction of up to 44 dwellings with associated landscaping, drainage infrastructure and associated works.
<b>22.3</b>	<b><u>Planning Decisions made by West Northamptonshire Council -Daventry</u></b>
22.3.1	<b>WND/2022/0143 16 Ashleigh Close, Barby.</b> Single storey extension & link to garage.
22.3.2	<b>WND/2021/0962 6 Ashleigh Close, Barby</b> 1st floor side extension & works to front elevation.
22.3.3	<b>WND/2021/0959 1, Onley Park</b> Removal of tree subject to tree preservation order DA341

22.3.4	Response from Cllr Chantler stating that the Planning Committee take the Parish views into consideration when reaching decisions on planning applications. Ref 6.3.1 11 <sup>th</sup> Apr 22
<b>23</b>	<b>REVISION OF NEIGHBOURHOOD DEVELOPMENT PLAN</b>
23.1	Following an update Councillor Faith Gorman, Gee, Cotton and Withington agreed to facilitate a review the Parish Neighbourhood Development plan. a) It was <b>resolved</b> to apply for a Locality Grant to cover the cost of the NDP review. b) It was <b>resolved</b> to appoint Kirkwells planning consultants c) It was <b>resolved</b> to seek guidance from Kirkwells on whether it would be appropriate to include Design codes within the review. (the preferred option of the Council if appropriate).
<b>24</b>	<b>ACCOUNTS</b>
24.1	Monies received from 01.04.22 to 30.04.22: £208 .00 Advertising; £3,599.38 VAT refund; £600 AXA insurance pay-out following break-in at Sports Pavilion last year; £3960 HLF Grant for Platinum Jubilee; £793.57 WNC Payment towards Mowing village verges; £2367.00 Litter collection contribution for 3 yrs from WNC; £30,241.50 50% of Precept.
24.2	Financial position at 30.04.22; Total funds £212,798.23 of which £92,899.21 is ring-fenced for maintenance of Onley Park Open Space.
24.3	It was <b>resolved</b> to approve the Bank Reconciliation to 30 April 2022
24.4	It was <b>resolved</b> to update the Bank Mandates for Santander Accounts to remove Catherine Lomax, David Blezard and Clifford Jones and add Bryan O'Reilly, Paul Reynolds, Adrian Cooper. It was <b>resolved</b> to move all funds from the Santander Business bond to the Santander Current Account.
24.5	It was <b>resolved</b> to approve the Internal Auditors Report for year ending 31 March 2022 and note the accompanying narrative report completed by NCALC Internal Auditor John Marshall.
24.6	It was <b>resolved</b> to approve and sign the AGAR Section 1 - Annual Governance Statement for 2021/22
24.7	It was <b>resolved</b> to approve and sign the AGAR Section 2 –Accounting Statement for 2021/22
24.8	It was noted that the dates for the period of the exercise of public rights as required by Audit Regulations will commence on Monday 13 June 2022 and end on Friday 22 July 2022.
24.9	The Clerk explained to the Councillors the publication requirements of the Annual Governance and Accountability Return (AGAR). The AGAR to be submitted to the External Auditors by 30 June, and External Audit will be completed by PKF-Littlejohn by 30 Sept after which all documents must be displayed on the parish website.
24.10	It was <b>resolved</b> to approve the purchase of 2 commemorative benches funded from a grant from Heritage Lottery Fund and approve funding towards the Jubilee weekend form the grant. The Parish Council agreed to meet any shortfall should the Lottery Grant be insufficient to meet all requirements.
24.11	It was <b>resolved</b> to make the following payments:-

To Whom Paid	Chq No	Details of Payment	£	Power to Pay
Salix SF Ltd SEELS	D/D	Loan repayment	1548.90	LGA(1972)s112
Catherine Camp	BP0611	Clerks Salary	1042.76	LGA(1972)s112
HMRC	BP0612	Tax and National Insurance	115.31	LGA(1972)s112
NCC-LGSS	BP0613	Pension contribution	358.83	LGA(1972)s112
Catherine Camp	BP0614	Clerks Expenses	65.43	LGA(1972)s111
Emily Carroll	BP0615	Newsletter Delivery	17.00	LGA(1972)s142
Adam McCormick	BP0616	Newsletter Delivery	17.00	LGA(1972)s142
H Newman	BP0617	Newsletter Delivery	10.00	LGA(1972)s142
R Buttle	BP0618	Litter Picking	40.00	Open Spaces Act 1906
Krishna Enterprises	BP0619	Newsletter Printing Inv13851	295.00	LGA(1972)s142
S Hartwell	BP0620	Play Area MowingInv202204	151.20	LGA(1972)s111
Norse	BP0621	Mowing – Barby Inv 493	611.90	HA (1980)s96
Lamley Brothers	BP0622	Mowing – Onley Inv 11508	1152.00	Open Spaces Act 1906
Playdale Playgrounds	BP0623	Replacement cradle swing	428.08	Open Spaces Act 1906
DCK Payroll Solutions	BP0624	Payroll services & set up	36.00	LGA(1972)s112

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Amberol Limited	BP0625	4 x Barrel planters (Jubilee)	507.60	Open Spaces Act 1906
E.ON UK plc	BP0626	Street Lighting Maintenance	87.60	HA (1980) s301
npower	BP0627	Street lighting Barby	75.26	HA (1980) s301
npower	BP0628	Street Lighting Onley Park	101.39	Open Spaces Act 1906
St Mary Flower Fund	BP0629	Grant for Jubilee Flowers	350.00	LGA1972 s137
Ian Webb	BP06	Website/Newsletter Gratuity	250.00	LGA1972 s142
BT Payment Services	D/D	Phone Bill Village Hall Apr	63.90	LG(MP)Act1976 s19
<b>25</b>	<b>HIGHWAYS</b>			
25.1	A report on Highway safety meeting with Helen Howard was given by Cllr P Reynolds. Councillor Reynolds agreed to upload all relevant proposals onto street doctor. Traffic Calming funding will be pursued by Helen Howard when it becomes available in September 22 The Parish Council was asked to contact landowners to ask them to cut back the hedge on either side of the ridgeway entrance onto Daventry Road at the cross roads.			
25.2	Parking by people using Barby Village Hall is causing problems with cars being parked along Kilsby Road. Councillor Reynolds to raise the issue at the next Village Hall committee meeting and it was suggested that clear signage indicating there is a rear car park should be used and cars should be prevented from parking too close to the Kilsby Road/Daventry Road junction.			
25.3	It was noted that Almond Close will be closed between 5 – 11 <sup>TH</sup> July for sewer repairs. The Utilities company will contact all residents with more details nearer the time.			
25.4	It was noted that Severn Trent has now cleared the blockage in the Sewer in Rugby Road.			
<b>26</b>	<b>ONLEY</b>			
26.1	Fly tipping at Onley Park – it was reported that some has been removed by a local scrapman. Councillor Withington agreed to arrange for residents to help remove the remainder.			
26.2	Quotes for upgrade to LED street lighting at Onley Park had been requested from three companies, and two quotes obtained. It was <b>resolved</b> to employ Zeta to carry out the upgrade to LED lighting.			
26.3	Three quotes had been sought, but only one received for relaying the patio area outside Onley Park Village Hall. The Clerk reported that a grant of £500 had been secured from WN Councillor Chantler. It was <b>resolved</b> to employ Billy Dickenson to carry out the work at a cost of £1550. The cost to be met from Onley Park Open Space fund and the grant provided by Councillor Chantler.			
<b>27</b>	<b>CORRESPONDENCE</b>			
27.1	Consultation on WNC Housing Strategy responses required by 24 May. The council did not respond. <a href="https://westnorthants.citizenspace.com/cet/housing-strategy-consultation/">https://westnorthants.citizenspace.com/cet/housing-strategy-consultation/</a>			
27.2	Consultation on new special school for 250 peoples with ADHD/Autism to be based at Tiffield. <a href="https://westnorthants.citizenspace.com/education/initial-consultation-new-free-special-school/">https://westnorthants.citizenspace.com/education/initial-consultation-new-free-special-school/</a>			
27.3	WNC Town and Parish Briefing – emailed to all Councillors and uploaded to the parish website.			
27.4	It was noted that Barby Cricket club are submitting a planning application for new Cricket nets.			
<b>28</b>	<b>TRAINING</b>			
28.1	Land and Property Registration Training Tues 7 June 10-12 Councillor Kilby and Withington expressed an interest in attending. The Clerk to book places for them both.			
<b>29</b>	<b>STAFFING MATTERS</b>			
29.1	It was noted that the Clerk has decided to retire after 30 years in the role. The Chairman reported that he had received a letter of resignation effective from 1/6/22  <i>Due to the confidential nature of the matters to be discussed the public and press were excluded from the meeting (Public Bodies(Admission to Meetings) Act 1960).</i>			
29.2	<b>Appointment of Locum Clerk</b> Following an interview process Councillors Reynolds, Gorman and Withington recommended the appointment of Katrina Jones to the post of Locum Clerk. It was <b>resolved</b> to employ Katrina Jones as Locum Clerk on a 6 month fixed term contract. Date of commencement 12 May 2022. She will based from home and will be contracted to work 15 hours per week at pay scale SCP25. Pension (scheme not specified) will be offered after 3 months.			
29.3	<b>Recruitment of permanent clerk.</b> The role of permanent clerk will be advertised in due course.			

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29.4	Clerks Pension Scheme. The Council <b>resolved</b> to task Councillors Reynolds, Gorman, Withington and Gove to investigate pension options.
29.5	Handover to Locum Clerk and storage of parish paperwork/filing cabinet was discuss. The Clerk to arrange the detail with the locum Clerk. Passwords to accounts to be handed to the locum clerk with a copy to the Chairman in a sealed envelope. Councillor O’Rielly agreed to store the litter picking kits. Councillor Cooper to check if the Filing Cabinet of paperwork can be stored in the Sea container at Onley Park. If not the Councillor Reynolds agreed to store it on a temporary basis.
29.6	It was <b>resolved</b> to approve the addition of Locum Clerk and removal of retiring clerk from Bank Mandates.
29.7	Gratuity Payment to the Newsletter/Website Editor was reviewed and agreed as £250 per annum
29.8	Gratuity payment to the Litter Picker was reviewed and agreed as £40 per month
29.9	Payments for Newsletter delivery were reviewed and agreed at £17 x 2 in Barby; £10 in Onley with an additional £3 per delivery person (Barby) and £2 (Onley) paid if there are extra papers to deliver.
<b>30</b>	<b>ITEMS FOR NEXT AGENDA</b>
30.1	To review and re-adopt Council policies.

The meeting closed at 21.40

Next Meeting to take place on **Mon 13<sup>th</sup> JUNE 2022** at 19.30 in BARBY Village Hall CV23 8TT.

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

SIGNED:..... DATE:.....2022