

# KILBY PARISH COUNCIL

Serving the Villages of Kilby and Foston  
in the District of Blaby  
Leicestershire

**Clerk to the Council:** Mrs Tina Cox, Willow Farm,  
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## NOTICE OF MEETING

**NOTICE is given that the Annual Meeting of KILBY PARISH COUNCIL will be held on Tuesday 13th May 2025 at 7.30pm at The Function Room, The Dog and Gun Public House, Main Street, Kilby and Members of the Council are summoned to transact the business shown in the attached Agenda.**

All meetings of the Council are open to the public and press and they are welcome to attend. There is a "Public Forum" item at which members of the public may make comment or ask questions about matters relating to the work of the Council.

*T.Cox*

Tina Cox  
Clerk to the Council  
8<sup>th</sup> May 2025

## AGENDA

**254.Election of the Chairman for the ensuing year.**

**255.Election of the Vice Chairman for the ensuing year.**

**256.Apologies**

**257.Code of Conduct: Members' Disclosure of interests and Requests for Dispensations**

relating to items on the agenda

**258.Minutes of the previous meeting** – approve the minutes of the meeting held on the 11<sup>th</sup> March 2025. (Circulated to all Councillors prior to the meeting)

**259.Matters Arising from the minutes of the previous meeting not included elsewhere on the agenda** (for information only)

**260.Report from County Councillor LCC**– update on any issues or information from LCC.

**261.Report from District Councillor** – update on any local issues or information from BDC.

**262.Report from the Local Policing Unit**

**263.Policy & Finance**

a) To receive and approve Financial Report as at 31<sup>st</sup> March 2025 (year-end):

1) Cheques submitted since the last meeting:

T.Cox	BACS	Clerks salary – February 2025	£348.92
		<b>Total</b>	<b>£348.92</b>

The balance at the bank as of 31<sup>st</sup> March 2025 – £36,634.12

Expenditure to 31<sup>st</sup> March 2025 £10,189.48

Receipts to the end of 31<sup>st</sup> March 2025 £32,343.55 (£19,817.00 funding received)

This is the end of the financial year 2024/2025.

- b) To receive and approve the Annual Governance and Accountability Return 2023/2024 (AGAR3) – (copied to all members prior to the meeting) – Due to the Council receiving funding of £19,817.00 and Exemption Form cannot be completed, a fee of £210 applies for Audit.
- c) Annual Governance Statement 2023/2024 Section 1 (copied to all members prior to the meeting) – The Clerk will read out the statement, to be agreed by the Council, signed and dated by the Chairman.
- d) Accounting Statements 2023/2024 Section 2 (copied to all members prior to the meeting) – The Clerk will read out the statements, to be agreed, signed and dated by the Chairman
- e) Auditors – The appointment of a new auditor – Catherine Camp. The audit will take place 14th May 2025.
- f) Revised Clerks Contract of Employment – £13.05 per hour (SCP 6) awarded from 1<sup>st</sup> April 2024, back payment received, as previously stated 12<sup>th</sup> November 2024 item 230 b).
- g) To receive and approve Kilby Parish Council Risk Assessment – (Copied to all Councillors prior to the meeting).
- h) To receive and approve Kilby Parish Council Asset Register 2025 – (Copied to all Councillors prior to the meeting).
- i) To receive and approve the following policies and procedures (Circulated to all Councillors Prior to the meeting):
  - 1) Standing orders 2025
  - 2) Financial Regulations 2025
  - 3) Code of Conduct 2025 (new BDC model)
  - 4) Noticeboard Policy 2025
  - 5) Publication Policy 2025
  - 6) General Privacy Notice 2025
  - 7) Staff Privacy Notice 2025
  - 8) Data Protection Policy 2025
  - 9) Data Breach Policy 2025
  - 10) Subject Access Policy 2025
  - 11) General Consent form 2025
  - 12) Equal Opportunity Policy 2025

#### **264. Open Spaces/Assets**

- a) Update on any parish maintenance;
  - 1) Approval for the new playground equipment and works (quotations circulated to all Councillors prior to the meeting).
  - 2) Repainting of the castle - update
- b) Approval to replace the flower pots x 3, sponsored by TLR Gardening and Maintenance with a rectangular wooden trough to be planted and maintained by TLR Gardening and Maintenance.

#### **265. Planning and Environment**

- a) Planning application received by Kilby Parish Council since the last meeting:
  - 1) 25/00515/OUT - Land Off Long Grey Fleckney Leicestershire - Outline planning application for the erection of up to 170 residential dwellings (Use Class C3) (all matters reserved except for access), access off Long Grey and Garner Way, public open space and associated infrastructure
  - 2) 25/0349/LBC - 2 Main Street Kilby Wigston Leicestershire LE18 3TD - Replacement of: 2 no. external doors (x1 to front and x1 to rear), installation of flood protection door seals and replacement of 4 no. windows (x2 to the front, x1 to the rear and x1 to the side)
  - 3) 25/00400/OUT - Land Off Leicester Road Fleckney Leicestershire - Outline planning application for the construction of up to 170 dwellings (Class C3), with access, sustainable drainage features and associated infrastructure (All matters are reserved except for vehicular access from Leicester Road)
- b) Planning applications awaiting decisions: as above
- c) Planning application updates:
  - 1) 24/0734/FUL – Soars Lodge Farm, Foston Lane, Foston, Leicestershire LE8 5WP – Construction of a solar farm together with associated works, equipment and necessary infrastructure – comments can be viewed on the BDC website.
- d) Flooding – updates from the Team meeting with Will Barber/Andrew Smallwood- LCC Flood Risk Management and subsequent multi-agency meeting held on the 28<sup>th</sup> April 2025.
- e) Community Response Plan – update
- f) Harborough Local Plan
- g) Local Government Reorganization - Update
- h) Scrutiny Work Plan
- i) C39 Footpath – update.
- j) Stretton Hall development.
- k) Pedestrian crossing at the top end of the village.

#### **266. Public Forum**

**Next Meeting:** 10th June 2025 at 7.00pm, .