

MINUTES OF KILBURN PARISH COUNCIL REMOTE MEETING HELD ON TUESDAY 4TH MAY 2021

Present: D Hall (Chair), D Earnshaw, T Bailey, D Beadell, , K McDonald, C Riley, S Matthews (Clerk), Kelly Parker (resident)

Responses: Cllr B Lambert, E Hetherington, P Rowley

01/21 **Election of Chairman**

Cllr D Hall duly elected as Chairman

The Chair thanked the meeting for the nomination. Declaration of Office to be signed at June meeting.

02/21 **Co-option**

Kelly Parker duly co-opted as a Member of the Parish Council

03/21 **Apologies** – Cllr P Rowley

04/21 **Variation of Order of Business** – None

05/21 **Declaration of Members Interests** – Cllr Hall Item 11f & Item 15

06/21 **Election of Vice Chairman**

Cllr Earnshaw duly elected as Vice Chairman

07/21 **Election of sub committees and delegation of committees/members**

Planning

Proposed delegation: that the Planning Committee deal with planning applications. If the committee decide that an application is to be recommended for refusal that application be brought to the full Council.

Resolved: Cllrs Hall, Riley & McDonald duly elected.

Finance

Proposed delegation: that the Finance Committee monitor the effectiveness of internal control in line with the adopted Financial Regulations. The Finance Committee to recommend a budget/precept to full Council.

Resolved: Cllrs Hall, Earnshaw, McDonald duly elected.

Member to oversee internal financial controls. Resolved: Cllr Riley duly elected.

Events

Proposed delegation: The Events Committee to oversee the organizing of events organized by the Council to include Remembrance Day Parade, Christmas lights, Kilburn News and any other particular event. To include Health & Safety & risk assessments.

Resolved: Cllrs Hall, Earnshaw, Beadell, Bailey & Parker duly elected.

General Maintenance including overseeing parish warden (to include litter and nature reserve).

Reports regarding Parish Warden to go to Personnel Committee.

Resolved: Cllrs Beadell & Parker

(It was noted that Cllr Rowley had not put his name forward for this role).

Cllr Rowley be requested to attend a hand over meeting with the Parish Warden.

Representatives on KCA (to include young people liaison)

Cllrs Earnshaw, Beadell and Bailey duly elected

Footpaths (to include street furniture and road issues)

Cllrs Earnshaw, Hall & Parker duly elected.

Personnel Committee

Resolved: Terms of reference agreed

Cllrs Hall, Earnshaw & McDonald duly elected.

Resolved: Cllr Beadell to oversee web site and newsletter.

Nature Reserve Working Party

Cllrs Hall, Riley, McDonald, Rowley & Beadell duly elected

08/21 **Public Participation**

No public in attendance

09/21 **Minutes of previous meeting**

Amendment to name otherwise - minutes agreed as an accurate record.

10/21 To determine if any items from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: That under Section 1(2) Public Bodies (Admission to Meetings) Act 1960, the Public be excluded from the meeting during consideration of the business set out in Agenda item(s). (to be specified by the Council) on the grounds that it (they) involve(s) the likely disclosure of exempt information or otherwise indicated at the meeting.

11/21 **Report of the Clerk**

- a) **Footpath – Brickyard Lane – disused railway line – debris.**
Nothing further
- b) **Removal/erection Christmas light on nursery school wall**
Will be removed this week
- d) **Christmas tree/lights 2021**
Acknowledgement received from DCC with regard to electrical supply – no further response.
- e) **Honour board**
Resolved: that the Board using modified logo & title be purchased at a cost of £553.17 (plus cost of additional names.)
Resolved: that the names of Cecil Edward Cotgrove (Skip) & George Blanchard be added.
- f) **Fairview Play Area**
No further response from AVBC
- g) **Newsletter**
Resolved: Volunteers to be used to deliver next edition.
Thanks went to Chair & his wife for delivering last edition.
- h) **Nature Reserve – Grant application update**
Resolved: minutes from 19th April agreed.
Resolved: Purchase of wooden gates at a cost of £975 agreed
Memorial trees need to be identified. Cllr Riley to get in touch with family member of Rod Salt and ask that they attend the nature reserve to identify tree. If this was one of the trees which had required felling it was agreed that it would be replaced by the P.C.
Paths required to be marked out. Quotation for tarmac required.
Chain & lock required for gate (temporary one to be used in meantime.)
Resolved: that £10,000 be moved from the CCLA property fund to be used to fund additional items in nature reserve.
- i) **Litter**
A continuing problem
Cllrs Beadell & Parker to put together a new work schedule for the Parish Warden.
- j) **Parish Council – face to face meetings**
Resolved: that the meeting due to be held on 14th June be held face to face
Cllr Beadell & Clerk to carry out a risk assessment on the village hall which would be distributed to Members.
Resolved: that the letter to Secretary of State for Housing, Communities & Local Government be sent asking for the change of law with regard to remote meetings to be amended.
- k) **Speed Signs**
Cllr Beadell has the signs.
Cllr Beadell asking Neighbourhood Watch to check the licence for placing notices – if found to be in order the signs would be replaced after notifying DCC.
- l) **Review of Sickness Absence Policy & Equality & Diversity Policy**
Resolved: Policies agreed.
- m) **Ryknield Rd – speeding vehicles**
Several e mails received from DCC who state that with limited resources this location would not be treated as a priority due to lack of reported injury collisions.

Speedwatch has recently been reinstated and the results of Speedwatch will be issued regularly especially in this location. The Council will continue to pursue the matter.

n) Police Presence

It was reported that there would be a PCSO at the June meeting.

o) Bramble Way Play Area

No response from AVBC

p) Lamppost Baskets

Resident had offered to pay for a basket to be placed on column outside her property on Chapel St. Resolved: Resident has been informed that this could not happen in 2021 as appropriate licence/risk assessment already undertaken. Clerk to inform of cost for 2022 and also inform that if contractor had a problem with watering then it would be the responsibility of the resident. Payment would need to be received beforehand. Article in Kilburn News asking residents if they wish to sponsor lamppost basket.

q) Insurance Review

Cost of Insurance for 2021-22 £732.42. Resolved that this price be accepted and that no amendments to the policy were necessary.

r) Boundary Review

The Borough Council undertaking an electoral review alongside the Local Government Boundary Commission for England. No comments.

s) Date of internal audit – 20th May 2021

12/21 Report of Members

a) Social Media

Discussion took place with the setting up of a Parish Council Facebook page. However, it was agreed that a 'Community Page' would be better run by the KCA with the Parish Council being a contributor. To be further discussed at a KCA meeting.

13/21 To consider the following applications for funding: none

14/21 Finance – it was resolved to pay the following accounts:

- Transfer M Johnson – Salary £1235.91 (May 21)
- Transfer – Parish Warden expenses
- Transfer - Mrs R A Hall (delivering Newsletter) 25.5 hours £222.36
- Transfer – Inland Revenue £383.86
- Transfer – Unison £11.50 (May21)
- Transfer DCC Pension £365.77 (May21)
- Transfer – S A Matthews salary££509.37 + expenses (£16.92) Total £526.29 (May 21)
- D/D Zoom £14.39
- Transfer -Dawson Print – Newsletter - £528 (paid)
- Transfer - KCA - £1300
- Transfer - Baptist Church – Rent/Warden's shed £520
- Income
- 50% Precept £26097
- Petty Cash
- B&M Ream paper £3.79

15/21 DALC Circulars received – Newsletter April 21

16/21 Correspondence - none

17/21 Planning Applications

- AVA/2021/0376 – 38 Meadow Court – replacement outbuilding
- AVA/2021/0387 – 12 St Johns Drive – Kitchen extension
- AVA/2021/0362 – 9 Sitwell Drive – single & 2 storey extension
- AVA/2021/0418 - 16 St Johns Drive - Construction of double garage

The following planning applications have been **refused – none**

The following planning applications have been **granted** –

- AVA/2021/0198 – Glencoe, Northfield – certificate of lawful development for extension
- AVA/2021/0262 - Kilburn Junior School - Certificate of lawful development for an extension to the existing entrance of the school, fencing and guard rails
- AVA/2021/0184 - 20 Hillcrest Drive, Kilburn, - Two storey side extension
- AVA/2021/0103 - Hunters Arms, Church Street,

18/21 PART 11 – CONFIDENTIAL INFORMATION

To move the following resolution – “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw

19/21 Date of next meeting Monday 14th June 2021 in Village Hall

20/21 Items for Agenda

- **Refurbishment of benches**
- **Arrangements for community litter pick**

Signed
Chairman