

KILBURN PARISH COUNCIL

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Clerk: Sheila Matthews

1st May 2020

To: Chairman & Members of Kilburn Parish Council

The meeting scheduled for 11th May of Kilburn Parish Council will not be held due to the current Coronavirus pandemic and the Government instructions. These are matters to be dealt with remotely and which will be published on our web site, responses from Members will be dealt with by e mail. I have tried to break it up into 'information only' and those questions to which agreement is necessary. If you wish to discuss any item please either e mail/phone or watts app video call. The public and press are welcome to comment.

Yours sincerely

Sheila Matthews

A G E N D A

1. Declarations of interest

2. Approval of minutes – April 2020

3. Report of the Clerk on:

Information only

- a) War Memorial – update – nothing further
- b) Bollards/Planter – outside Kilburn Nursery School – no further information
- c) Removal/erection Christmas light on nursery school wall – no further information
- d) Nature reserve – nothing further.
- e) Highways England have notified that essential maintenance works on the A38 on the southbound side between A610 Ripley and A61 Little Eaton Roundabout will now take place from 14th April to end July from 8pm to 6am Monday – Friday
- f) Renewal of broken fence adjacent to Nature Reserve, Derby Road. – no further information.
- g) AVBC to replace removed Litter Bin - Chapel St. at entrance to footpath adjacent to Kilburn Fish Bar. – not replaced – nothing further
- h) Audit – information. The new Coronavirus Act has extended the date for completion of audit to September 2020 – AGAR forms to be submitted by 31st July The period for members of the public to view the accounts should not be later than 1st September (10 working days).
The Internal audit has taken place remotely and for this year only will be very basic with the Auditor checking the figures only and Governance statement. I can confirm that all the necessary forms have been sent to B Wood our internal auditor. A copy of the internal auditors report is enclosed. The Governance Statement & Accounting Statements for approval Agenda item 4e & 4f. A copy of the Income & Expenditure report for 2019/21 is also enclosed.
- i) Cllrs Riley, Rowe & Baylis to undertake on line training – Cllr Essential Training – Cost £50 each
- j) Ground Planters
As the Scouts will not be selling plants this year we have asked our contractor for the hanging baskets to supply plants to our contractor (Mark Booth).

4. Decisions required

- a) The new Coronavirus Act has determined that there will be no need for the Annual Parish Council meeting to be held in 2020 (usually the first meeting in May). The recommendation is that the Chair stays in place until 2021. (This can be changed at a later date if members' wish to do so). I recommend all the committees stay the same as the previous year as below.

Chairman – D Hall

Vice Chairman – Cllr Earnshaw

Election of sub committees and delegation of committees

- **Planning**

Cllrs E Hetherington, D Hall, C Riley were duly elected

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

- **Finance**

RESOLVED: Cllrs Hall, Earnshaw, Riley & Rowley serve on the Finance Committee and 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.

- **Events**

RESOLVED: Cllrs Hall, Earnshaw, Beadell serve on the Events Committee (to include Remembrance Parade, Christmas lights, Kilburn News & any other particular events).

The Events committee to oversee the organizing of events organized by the Council including Health & Safety and risk assessments.

- **Footpaths (to include street furniture and road issues)**

RESOLVED: that Cllr Hetherington & Cllr Baylis share responsibility for overseeing footpaths in their respective areas.

- **General maintenance including overseeing parish warden (to include litter and nature reserve)**

RESOLVED: that Cllr Rowley be responsible for overseeing parish warden

- **Representative on KCA (to include young people liaison)**

RESOLVED: that Cllr Earnshaw acts as representative on the KCA committee

- **Members to oversee financial controls**

RESOLVED: that Cllr Riley to oversee financial Controls

Further - Cllr Beadell to oversee web site and newsletter.

- b) Cllr Rowe has offered to stand on the Finance & Events committee.
- c) Lamppost baskets – Stress test/risk assessment received all posts passed test. Necessary forms sent to DCC for permission to hang – DCC initially stated that they were not dealing with licences as they did not consider them to be 'essential'. This has now changed and they are going to issue licences. Currently I am waiting for the insurance certificate from our contractor – despite a number of phone calls I have been unable to get a response.(I know he is exceptionally busy and this is not unusual – I will continue to pursue the matter). The baskets have been planted up and will have to be paid for. As we have taken out the necessary stress test and risk assessment I recommend we go ahead and hang baskets.
- d) Parish Warden – currently stood down due to lockdown. Consideration to be given to his return to work after current period of lockdown. This would be dependent upon advice given from Government. In readiness for his return all necessary protective equipment has been ordered eg visor, masks, gloves, disinfectant wipes, hand sanitiser & disinfectant spray to spray hi vis clothes.(may take a while to be delivered.) I would also recommend that his outside clothes remain in the 'lock up' before returning home & that once home he showers. All of this to protect not only himself but his elderly mother whom he lives with. All instructions to be put in writing to Parish Warden.
- e) Annual Governance & Accountability Return – Governance Statement. (see enclosed)
- f) Annual Governance & Accountability Return – Accounting Statements (see enclosed)
- g) Accessibility Statement (see enclosed)

5. Report of Members on:

Should any Member wish to comment on these items – please do so via e mail.

- a) Speed Watch
- b) Severn Trent Grants (Cllr Riley)
 - Nature reserve
- c) Memorial seat
- d) Condition of road - 16 Northfield down toward Start of Brickyard Lane.(Cllr Baylis)

6. To consider the following applications for funding – none

7. Finance - Approval of following items for payment:

- Transfer – M Johnson – salary £1208.77 (May20)
- Transfer – Inland Revenue £365.27 (May 20)

- Transfer – Unison £11.50 (May 20)
- Transfer – DCC Pension £355.97 (May 20)
- Transfer – S A Matthews sal £495.87 + expenses (£7.80) £503.67 (May 20)
- Transfer - Cubit Ultrasonic £450
- Transfer – Shelter Maintenance - £60.67
- Transfer – A Hill – fitting replacement defibrillator at village hall £185 (paid)
- Transfer – Amazon – PPE for Parish Warden - £95.14 (paid)
- Transfer - Baptist Church – rent/parish warden shed £520
- Transfer – KCA – Donation towards costs £2600
- Transfer – Cllr S Baylis – members allowance £154
- Transfer – B Wood – Internal Audit £100

Received

Interest – Reserve Acct £4.20 Gratuity Account £1.24

VAT refund - £2162.89

AVBC 50% Precept £27512

Petty Cash

- B&M Lever Arch file £1.79
- Range – Copier paper £3.99

8. **DALC Circulars received:** Newsletter April 20

9. **Correspondence** received – letter from Derbyshire Children’s Holiday Centre (see enclosed)

10. The following planning applications have been **received**

- **TRE/2020/0061 2 Fairview Grange – Crown reduce to several ash trees**

The following planning applications have been **approved**

- **AVA/2020/0053 – Land adj 17 Rawson Green – erection of private equestrian stables**

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

11. Date of next meeting – 8th June – **Please can members inform Clerk as to whether they consider there should be a ‘normal’ meeting or whether it should take the same format as this meeting.**

12. Items for agenda June 2020