

KILBURN PARISH COUNCIL

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Clerk: Sheila Matthews

4 April 2018

Dear Councillor

You are summoned to attend the meeting of Kilburn Parish Council to be held at **7pm on MONDAY 9th April 2018** in the Hazlewood Room, Village Hall, Church St. This meeting will be preceded by the Annual Parish Meeting..

Yours sincerely

S A Matthews

A G E N D A

Part 1 - Non-Confidential Information

1. To receive apologies for absence
2. **Variation of Order of Business**
3. Declaration of Members Interests
To enable members to declare the existence and nature of any Disclosable pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
4. **PUBLIC PARTICIPATION**
(a) A period of not more than 30 minutes will be made available for members of the public to ask questions or submit comments about Parish Council matters.
(b) If the Police Officer, County Council or District Council Member is in attendance the public will be given the opportunity to raise any relevant matter.
5. Approval of minutes of meeting held on 12th March 2018 (copy enclosed)
6. **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.**
7. **Report of the Clerk on:**
 - a) War Memorial – update
 - b) Memorial Seat for Gemma Brown/erection of litter bin update
 - c) DCC/Community clean up project
 - d) Multi User Sports Pitch/Chapel St
 - e) A38 noise response from Highways Agency
 - f) Dog Waste bin – Bramble Way
 - g) KCA – Village Hall – lease
 - h) GDPR – new Data Protection Act
 - i) Ground Planters – ordering of plants
 - j) Garden competition
 - k) Rowan Drive – potholes
 - l) DCC Parish & Town Council Liaison Forum – Thursday 10th May 2018
 - m) Audit – external - details
- Date for internal audit – Thursday 26th April
 - n) Finance risk assessment
 - o) AVBC – Training on Development Management & Enforcement
 - p) Bank mandate
 - q) Clerk - holiday

8. Report of Members on:

- a) CCTV (Cllr Beadell)
- b) Installation of defibrillators – update
- c) Church St recreation ground applying for PSPO
- d) Youth Activities (Cllr Baylis)
- e) Nature Reserve - Memorial trees (Cllr McDonald)
- f) Parish Warden request for grit bin (Cllr Rowley)
- g) Dog Poo Bag holder – Little Tops - vandalised

10) To consider the following applications for funding :

11) Finance - Approval of following items for payment:

- Transfer – M Johnson - salary £1056.35 (April 2018)*
- Transfer - M Johnson expenses
- Transfer – Inland Revenue – £309.16 (April 2018)*
- Cheque No 2890 – Unison - £9.70 (April 18)
- Transfer – DCC Pension £287.77 (April 2018)*
- Transfer – S A Matthews sal £471.84 + expenses – (£51.80) £523.64 (April 18)
- Transfer - DALC – training £120
- Transfer – DALC finance training £40
- Transfer - Andrew Hill – Electrician – repair war memorial light £140
- Cheque No 2891 - Baptist Church – rent/parish warden shed £520
- Cheque No 2892 – KCA – Donation towards costs £2600
- Transfer – JGS – grit/Elm Tree Avenue £117
- Transfer – Stanton Hope – tree tags - £21.54
- Transfer – Shelter Maintenance - £50.82

Received –

- Interest Gratuity Acct -25p & 26p
- “ Reserve “ - .2.25 & 2.16p

Petty Cash – B&M – ream paper/box file £6.48

*Salary figures may slightly change as at the time of writing the HMRC update for the new tax year was unavailable.

12) DALC Circulars received:

- 04/2018 – General
- 05/2018 - General

13) Correspondence received (for information only) - none

14) The following planning applications have been **received**

- AVA/2018/0232 – Land adj A38, Derby Rd – erection agricultural buildings
- AVA/2018/0251 – North of Foxfield Barn, Killis Lane – Single storey extension
- AVA/2018/0282 – 6 Bottle Brook – 2 storey extension
- AVA/2018/0279 – 52 Horsley Rd – 2 storey extension
- The following planning applications have been **refused** –

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

- CD6/0118/78 - Kilburn Infant & Nursery School - replacement windows and doors
- AVA/2018/0108 – 125 Woodhouse Rd dormer window in addition to AVA/2018/0592

PART 11 – CONFIDENTIAL INFORMATION

15) 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”.

16) Date of Annual Parish Council meeting – 14th May 2018

17) Items for agenda May 2018