

**KILBURN PARISH COUNCIL**  
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Clerk: Sheila Matthews

1<sup>st</sup> May 2022

To: Chairman & Members of Kilburn Parish Council

You are summoned to attend the parish council meeting of Kilburn Parish Council to be held at **7pm on MONDAY 9<sup>TH</sup> May 2022.**

Yours sincerely

Sheila Matthews

**A G E N D A**

**Part 1 - Non-Confidential Information**

1. Election of Chairman
  - Welcoming comments
  - Signing of declaration of office
2. To receive apologies for absence - Cllr Earnshaw
3. **Variation of Order of Business**
4. 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.
5. Election of Vice Chairman
6. 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.
  - **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.
  - **Member to oversee internal financial controls**
  - **Events Committee** - to include, Remembrance Parade, Christmas Lights, Kilburn News & any other particular events.  
**Proposed delegation:** that the Events Committee oversee the organising of events organised by the Council including Health & Safety and risk assessments.
  - **Footpaths** – to include street furniture & road issues
  - **General maintenance including overseeing parish warden** to include litter and nature reserve
  - **KCA sub committee**  
Proposed delegation – to assist the KCA Committee in the functioning and running of the Village Hall attending meetings as necessary
  - **Personnel Committee**  
Proposed delegation – proposed terms of reference attached.
7. **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.
8. Approval of minutes of meeting held on 11<sup>th</sup> April (copy enclosed)
9. **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.**

**10. Report of the Clerk on:**

- a) Vacancies
- b) Fairview Play area – response from AVBC Legal Dept
- c) Newsletter
- d) Nature Reserve – update
  - Footpaths
  - Future funding
  - Risk Assessment (enclosed)
- e) Update on Neighbourhood Watch
- f) Walk through time/Kilburn project
- g) Community Speedwatch – update
- h) Speed indicator signs
  - Locations
  - Quotes
  - Share with bordering Parish Councils
- i) Pitfield footpath - update
- j) Carol Service 2022
- k) Christmas tree lights – resident e mail
- l) Resident suggestion to celebrate Platinum Jubilee
- m) Insurance Review
- n) Review of Standing Orders & Financial Regulations
  - Posting of agenda & minutes
- o) Garden competition – shortlisting
- p) Results of Internal Audit – previously sent
- q) Annual Governance & Accountability Return - Governance Statement 2021/22 (see enclosed)
- r) Annual Governance & Accountability Return – Accounting Statements 2021/22 (see enclosed)
- s) John Locke Trust
- t) Green policy – see enclosed
- u) Footpath 38 – email Cllr Ainsworth/DCC
- v) Clerk's holiday

**13. Report of Members on:**

- a) Parish (Community) Plan
  - Highfield Rd & part Chapel St – weight restriction
  - Highfield Rd – no waiting restriction
  - Church St play area – unused land turn into additional parking
  - Website/facebook/KCA
- b) KCA – update

**14. To consider the following applications for funding**

**15. Finance - Approval of following items for payment:**

- Transfer M Johnson – Salary £1256.06 (May 22)
- Transfer – Parish Warden expenses
- Transfer – Inland Revenue £416.83 (May22)
- Transfer – Unison £11.50 (May22)
- Transfer DCC Pension £375.83 (May22)
- Transfer – S A Matthews salary £518.44 + expenses (£36.90) Total £555.35 (May 22)
- D/D Zoom £14.39
- Transfer - KCA - £1300
- Transfer - Baptist Church – Rent/Warden's shed £520
- Transfer BHIB Insurance Renewal - £810.94
- Transfer - DALC Spring Conference £55
- Transfer – DALC – Tree Survey course £125
- Transfer - Eon electricity War Memorial - £48.17 (paid)

- Transfer - Dawson Print & Design – newsletter £649 (paid)

- Transfer – B Wood – Internal Audit £183

Income

- 50% Precept £28000

- Cllr Ainsworth Leadership fund £1000

- CCLA Interest £400.29

Petty Cash

16. DALC – April Newsletter

17. Correspondence received (for information only) - none

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

a) AVA/2022/0322 – 1 Blackberry Way – 2 storey extension

b) AVA/2022/0285 – 18 Northfield – 2 storey side extension – single storey front & rear ext

The following planning applications have been **granted**

c) AVA/2022/0120 - 5 Church Street - Proposed ground floor rear extension

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

#### **PART 11 – CONFIDENTIAL INFORMATION**

19. 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”.

20. Date of next meeting – 13<sup>th</sup> June

21. Items for agenda June 2022