

**KILBURN PARISH COUNCIL**  
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Clerk: Sheila Matthews

8<sup>th</sup> May 2023

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 15<sup>TH</sup> MAY 2023.**

Yours sincerely

Sheila Matthews

**A G E N D A**

**Part 1 - Non-Confidential Information**

1. Election of Chairman  
- Welcoming comments
2. Register of Interests
3. Signing of declaration of office
4. To receive apologies for absence - Cllr Hall, Linsey Farnsworth
5. **Variation of Order of Business**
6. 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.
7. Election of Vice Chairman
8. 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 & 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.
  - **Community Led Plan to include ASB working party**  
**Proposed delegation:** to oversee the implementation of the Community Led Plan & liaise with Kilburn Neighbourhood Watch
  - **Outbound Communications**  
**Proposed Delegation:** that the Outbounds Communication Committee oversee and monitor Newsletter, Website, Facebook & Noticeboards
  - **Footpaths** – to include street furniture & road issues
  - **Nature Reserve**  
**Proposed delegation:** to oversee regeneration
  - **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.
9. To receive apologies for absence

10. **Variation of Order of Business**

11. 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.

12. **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.

13. Approval of minutes of meeting held on 3<sup>rd</sup> April 2023 (copy enclosed)

14. **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.**

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

- a) Newsletter – update
  - i) Application for Editor position
- b) Election Result & Vacancies
- c) Review of Standing Orders & Financial Regulations
- d) Nature Reserve – update
  - Response from Rotary
  - Review of work undertaken by Community working party
- e) Update on Neighbourhood Watch
  - Community Day - review
- f) Community Speedwatch – update
- g) Pitfield footpath - update
- h) DCC – Bus stop clearways
- i) Proposed Outline Planning Application – Harworth Group – Land north of Derby Rd., Denby
- j) Completion of Internal Audit – see enclosed
- k) Annual Governance & Accountability Return - Governance Statement 2022/23 (see enclosed)
- l) Annual Governance & Accountability Return – Accounting Statements 2022/23 (see enclosed)
- m) Garden competition
- n) Hanging Baskets – results of ultra sound assessment
- o) Defibrillator – Chapel St (near Miners Welfare)
  - Insurance process for claiming & replacement
- p) Planter provided by Peter Gemmell outside of Kilburn Hall
- q) Insurance renewal

16. **Report of Members on:**

- a) KCA – update
  - Lease
- b) Grade 2 listings (Cllr Earnshaw)
- c) Communication (Cllr Parker)

17. To consider the following applications for funding : none

18. Finance - Approval of following items for payment:

- Transfer – Inland Revenue £149.54 (May 23)
- Transfer – S A Matthews salary £563.37 + expenses (£10) Total £573.37 (May 23)
- Transfer – D Belfield - £821.34 (May23)
- Transfer – Dawson Print – Newsletter £660 (paid)
- Transfer – Eon – Electricity War Memorial £94.48 (paid)
- Transfer – Greenbarnes Ltd – wording for honours board £52.69 (paid)
- Transfer – Shelter Maintenance – Clean bus shelters £75.28 (paid)
- Transfer – Baptist Church – Rent – Parish Warden Shed £520

- Transfer – KCA - £1300
- Transfer – Cubit Ultrasonic - £486
- Transfer – East Midlands Audit Services - £182.50
- Transfer – Greenbarnes – lettering - £52.69
- Transfer – Amazon – first aid kit - £15.98 (paid)
- Transfer - Quill Copywriting (Newsletter) £150
- Petty Cash £50

**Income**

- Interest – Gratuity Acct £6.84 Reserve Acct £26.53
- CCLA Interest £443.16

**Petty Cash**

- Range – storage boxes - £17.99

19. DALC Newsletter – May 2023

20. Correspondence received (for information only) –

21. The following planning applications have been **received** –

- AVA/2023/0182 - Land North Of Derby Road Derby Road Denby - Outline application for employment development for occupation within Use Classes B2/B8/E(g)(iii) and up to 300 dwellings, with associated infrastructure, landscaping and parking. All matters reserved except access from Derby Road (This is a Departure from the Adopted Amber Valley Borough Local Plan 2006 and may affect the setting of a listed building)
- AVA/2023/0299 - 6 Ryknield Road - Single storey rear extension with loft conversion including roof dormer to front, and detached domestic garage to front of dwelling
- AVA/2023/0322 - 7 St Johns Drive - Rear single and two storey extensions, garage conversion and window amendments
- AVA/2023/0290 – The Edge, Killis Lane, Application for a lawful development certificate the siting of two secure storage containers onto the land for the purpose of storing domestic household items that have a direct association with the enjoyment of the dwelling. The two secure storage containers have been on the land, utilised continuously for the storage of domestic household items, for a period exceeding 4 years.

The following planning applications have been **granted**

- AVA/2022/0353 – Warwick Systems, Woodhouse Rd – change of use from office to 2 dwellings

The following planning applications have been refused

- AVA/2022/0914 - White Barn , 15 Horsley Road - Sub-division and extension of existing property into 2 separate self-contained dwellings

**PART 11 – CONFIDENTIAL INFORMATION**

22. **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”.**

23. Date of next meeting – 12<sup>th</sup> June 2023

Items for agenda – review policies