

**MINUTES OF KILBURN PARISH COUNCIL MEETING HELD AT 7.15PM ON MONDAY 9<sup>th</sup> May 2022 IN THE VILLAGE HALL**

Present: Cllrs D Hall, B Lambert, T Bailey, K Parker, M Hill, E Hetherington, C Riley  
S A Matthews (Clerk), 1 resident

- 1/22        **Election of Chairman**  
Cllr D Hall duly elected as Chairman and signed Declaration of Office
- 2/22        **Apologies**  
Cllr D Earnshaw
- 3/22        **Declaration of Member Interests**  
None
- 4/22        **Election of Vice Chairman**  
Cllr D Earnshaw duly elected as Vice Chairman
- 5/22        **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 & Parker 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 & Bailey 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 organised by the Council to include Remembrance Day Parade, Christmas lights/Carol Service, Kilburn News and any other particular event. To include Health & Safety risk assessments.  
**Resolved:** Cllrs Hall, Earnshaw, Hill, 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 Parker & Earnshaw duly elected.
- Representatives on KCA (to include young people liaison)**  
**Resolved;** Cllrs Earnshaw, Baily & Hill duly elected
- Footpaths (to include street furniture & road issues)**  
**Resolved:** Cllrs Earnshaw & Hall duly elected
- Personnel Committee**  
**Resolved:** Terms of Reference agreed.  
Cllrs Hall & Earnshaw
- Website & Newsletter**  
**Resolved:** Cllr Parker to oversee website & Cllr Hill to oversee newsletter
- Nature Reserve Working Party**  
**Resolved:** Cllrs Hall, Riley & Bailey duly elected
- Anti Social Behaviour Working Party**  
**Resolved:** Cllrs Bailey, Hill, Hall, Earnshaw & Parker
- 6/22        **Public Participation**  
Footpath 38 – some debris remaining

7/22

### **Minutes of previous meeting**

The minutes were agreed as an accurate record.

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 the Agenda item(s) (to be specified by the Council) on the grounds that if (they) involve(s) the likely discussion of exempt information or otherwise indicated at the meeting.

8/22

### **Report of the Clerk**

- a) Vacancies  
Vacancies to be advertised on Facebook page
- b) Fairview Play area  
Response from AVBC – land previously owned by a company which has gone into liquidation. Land consequently returns to the Crown. Emails to Crown solicitors so far unanswered.  
Resolved: Clerk to obtain Land Registry no from AVBC.  
Letter to Crown solicitors and Nigel Mills MP
- c) Newsletter  
Questionnaire done and sent to printer.  
Articles regarding CLP, Facebook, Neighbourhood Watch etc. etc. gone to editor.  
The Council expressed their thanks to Cllrs Bailey, Parker & Hill for all their efforts and hard work in putting together questionnaire for CLP and other articles.
- d) Nature Reserve – update  
Complaints received with regard to the condition of the nature reserve.  
Resolved that Cllrs would visit more regularly to ensure reserve tidy.  
Clerk to request contractor to trim the area around picnic table and generally tidy.  
Resident to be asked to identify memorial tree which was dead in order for PC to replace.  
Footpaths – ongoing  
Funding – No information re bid.  
Risk Assessment carried out & agreed
- e) Neighbourhood Watch  
New NW live and ongoing. Article in Newsletter.
- f) Walk Through Time/Kilburn Project  
Update given.
- g) Community Speedwatch  
In hand – training sessions to take place before end of month & will be ongoing.
- h) Speed indicator signs  
Resolved : following locations agreed:  
Woodhouse Road, Ryknield Rd, Elmtree Avenue & possibly Church St.  
2 quotations received.  
Clerk to arrange a meeting with DCC officer.  
Mr Bailey had offered to assist in the licence application  
Resolved: that Mr Bailey's offer be accepted.  
Resolved: that Kilburn PC do not join forces with neighbouring Parish Councils but act alone in their application.  
Possible funding available from Police Commissioner's fund.
- i) Pitfield footpath  
Residents had approached Members asking that the gate partway down the footpath be reinstated to prevent horses and motorbikes using. Resolved: comments to be sent to County Councillor.
- j) Carol Service 2022  
Clerk & Chair had attended a meeting with Baptist Church.  
Charity Community Carol Service to take place Friday 9<sup>th</sup> December.  
Clerk to invite Mayor & St Clements Church.
- k) Christmas Tree lights – email from resident

Resident from property behind the location of tree had complained that the 'flashing' light on the top of the tree caused her to have migraines. Resolved: that if the light could not be stopped from 'flashing' a screen would be fitted behind.

- l) Resident suggestion to celebrate the Platinum Jubilee.  
Resident suggested that the planter outside Kilburn Hall be replaced  
Resolved: that Mr & Mrs Gemmell be contacted as they own the planter.  
Further – the PC intends to plant a tree in the nature reserve which would commemorate the Jubilee.
- m) Insurance Review  
Resolved: Ask the insurance company to remove playground equipment from the schedule and also – where they have sports equipment it should read defibrillators.
- n) Review of Standing Orders & Financial Regulations  
Resolved: that agendas/minutes be emailed to Members unless a Member had indicated they would rather receive by post.
- o) Garden competition  
Resolved: that Cllr Hill and her mother do the shortlisting – to be done towards end of July.
- p) Results of internal audit.  
Results previously sent to Members – no problems.
- q) Annual Governance Accountability Return – Governance Statement 2021/22 Resolved: that the Governance Statement agreed and duly signed by the Chair.
- r) Annual Governance Accountability Return – Accounting Statements 2021/2 Resolved: that the Accounting Statements be agreed and duly signed by the Chair.
- s) John Locke Trust  
Chair to attend a meeting – agenda June.
- t) Green Policy  
Resolved that the green policy be adopted
- u) Footpath 38  
Footpaths Officer had notified County Cllr that the debris had been partially removed and the land owner is making preparations to remove the remainder and have fence repaired.
- v) Clerk's holiday  
Clerk will be on holiday from 21<sup>st</sup> to 28<sup>th</sup> May.

9/22

#### Report of Members

- a) Parish Plan
  - Highfield Rd/part Chapel St – weight restriction – County Council investigating Highfield Rd – 'no waiting' restriction
  - Bus company supports to reintroduction.
  - No information from AVBC as to whether unused land at Church St play area can be used for additional parking.
  - Facebook – new KCA facebook page will commence 1<sup>st</sup> June where there will be an area for PC notifications.
- b) KCA update  
New constitution had been written and sent to solicitor

10/22

#### Finance

It was resolved to pay the following accounts:

- Transfer M Johnson – Salary £1256.06 (May 22)
- Transfer – Parish Warden expenses - nil
- 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
  - Transfer – Alex Steward £100
- Income
- 50% Precept £28000
  - Cllr Ainsworth Leadership fund £1000
  - CCLA Interest £400.29

11/22 To consider the following applications for Funding: none  
 12/22 DALC – March Newsletter  
 13/22 Correspondence received – none

14/22 Planning  
 The following planning applications have been **received**

- AVA/2022/0322 – 1 Blackberry Way – 2 storey extension
- AVA/2022/0285 – 18 Northfield – 2 storey side extension – single storey front & rear ext

The following planning applications have been **granted**

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

**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.

Date of next meeting – Monday 13<sup>th</sup> June 2022

15/22 Items for Agenda

- August meeting
- Snow Warden
- Litter Pick – additional hi vis jackets

Signed .....  
 Chairman – 13<sup>th</sup> June 2022

