

KILBURN PARISH COUNCIL
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Clerk: Sheila Matthews

8th May 2024

There will be a meeting of Kilburn Parish Council to be held at **7pm on MONDAY 13TH MAY 2024. THE PUBLIC & PRESS ARE WELCOME TO ATTEND.**

A G E N D A

Part 1 - Non-Confidential Information

1. Election of Chairman
- Welcoming comments
2. Signing of declaration of office
3. To receive apologies for absence
4. **Variation of Order of Business**
5. 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.
6. Election of Vice Chairman
7. 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 & footpaths**
- **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**
(to include over seeing Parish Warden)
Proposed delegation – proposed terms of reference attached.
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11. **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.
12. Approval of minutes of meeting held on 8th April 2024 (copy enclosed)
13. **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.**
14. **Report of the Clerk on:**
- a) Dog waste – survey
 - b) Nature Reserve – update
 - c) Pitfield footpath – update
 - d) Proposed Outline Planning Application – Harworth Group – Land north of Derby Rd., Denby
 - e) Additional Speed Indicator Devices – Grant Offer £6000 - update
 - f) Derbyshire Police & Crime Commissioner – Automatic number plate recognition pilot scheme.
 - g) Completion of Internal Audit – see enclosed
 - h) Annual Governance & Accountability Return - Governance Statement 2023/24 (see enclosed)
 - i) Annual Governance & Accountability Return – Accounting Statements 2023/24 (see enclosed)
 - j) Garden competition
 - k) Dog Waste Bin – Bywell Lane – response from AVBC
 - l) EON – fixed business plan for electricity at War Memorial
 - m) Parking @: Church St car park – email resident
15. **Report of Members on:**
- a) KCA – update
 - b) Community Day
 - c) Parking on grass verges
 - d) Replacement board outside village hall
 - e) Arthur Medical Centre (Cllr Parker)
 - f) Methodist Church – planning application (Cllr Fox)
 - g) Litter pick – cable ties (Cllr Morgan)
16. To consider the following applications for funding : none
17. Finance - Approval of following items for payment:
- Transfer – Inland Revenue £172.81 (May 24)
 - Transfer – S A Matthews salary £608.50+ expenses (£19.09) Total £627.59 (May 24)
 - Transfer – D Belfield - £906.36 (May24)
 - Transfer – Cubit Ultrasonic £486 (paid)
 - Transfer - East Midlands Audit Services £194.80
 - Transfer – Derbyshire Children’s Hol Centre £900 (Sect 137) (paid)
 - Transfer – Eon (War Memorial) £109.57 (paid)
 - Transfer – Shelter Maintenance - £79.06
- Income**
- Interest – Gratuity Acct Reserve Acct £
 - CCLA Interest £519.42
 - VAT repayment £1658.25
 - AVBC 50% Precept £26,500
18. DALC Newsletter – May 2024
19. Correspondence received (for information only) –
20. The following planning applications have been **received** –
- AVA/2024/0251 - Berryfields Killis Lane - Proposed 2 storey side extension

- AVA/2024/0298 - KILBURN NURSING HOME, 2A Chapel Street – Removal of internal walls (Application returned)

The following planning applications have been granted:

- AVA/2024/0082 - 46 Woodhouse Road - Proposed single storey rear extension, alteration to garage including increase in ridge height, proposed garden room to rear garden and porch to front.

PART 11 – CONFIDENTIAL INFORMATION

21. **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”.**

22. Date of next meeting – 10th June 2024
Items for agenda – review Standing Orders & Financial regulations