

KILBURN PARISH COUNCIL
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Clerk: Sheila Matthews

28th August 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 4th September 2023.**

Yours sincerely

Sheila Matthews

Presentation of prizes – Garden competition

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 10th July 2023 (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) Newsletter – update
 - b) Vacancies
 - c) Review of Policies
 - Retention policy
 - Green Policy
 - Personnel Terms of Reference
 - Co-option policy
 - Dignity at Work policy
 - d) Nature Reserve – update
 - Grant from County Councillor's Membership Fund £400
 - e) Update on Neighbourhood Watch
 - f) Community Speedwatch – update
 - g) Pitfield footpath - update
 - h) Proposed Outline Planning Application – Harworth Group – Land north of Derby Rd., Denby
 - i) Garden competition - review
 - j) Defibrillator – Chapel St
 - k) Footpath 11 – Opposite One Stop
 - l) Chapel St – request for traffic/1 way system/parking

- m) Training
- n) Web site
- o) DCC – Parish & Town Council Liaison Forum – 18th September – Cllr Fox & Chair
- p) Remembrance Day
- q) Carol Service
- r) Responsibilities of Members & Staff whilst on holiday
- s) PCC – Anti social behaviour grant
- t) Conclusion of Audit 2022/23
- u) Request from resident for convex mirror on blind bend on Tants Meadow

8. **Report of Members on:**

- a) Community Led Plan questionnaire results
- b) KCA – update
 - Lease
- c) Grade 2 listings (Cllr Earnshaw)

9. To consider the following applications for funding : none

10. Finance - Approval of following items for payment:

- Transfer – Inland Revenue £149.54 (August 23) (paid)
- Transfer – S A Matthews salary £563.37 + expenses Total £563.37 (August 23) (paid)
- Transfer – D Belfield - £821.34 (August 23) (paid)
- Transfer – D Belfield – expenses £11.62 (paid)
- Transfer – EON – war memorial - £79.05 (paid)
- Transfer – Dawson Print (Newsletter May/June) £714 (paid)
- Transfer – Dawson Print – Newsletter (August/September) £724 (paid)
- Transfer – S Manners – Domain renewal £26 (paid)
- Transfer – Quill Copywriting (Newsletter) £150 (paid)
- Transfer – D Hall – Chair Allowance - £900 (paid)
- Transfer – S Matthews – Clerk Allowance £700 (paid)
- Transfer – DALC – Understanding Planning Training £55
- Transfer – Kilburn Timber £140.80 (paid)
- Transfer – D Belfield expenses £8.49 (envelopes & stamps)
- Transfer – Inland Revenue (September23)
- Transfer – D Belfield - Salary - £821.34 (September 23)
- Transfer – S A Matthews – Salary £563.37 + expenses £21 - £584.37 (September23)
- Cash – Garden competition prizes £300
- Transfer – PFK Littlejohn – Audit - £378
- Transfer – Defib4Life – Defbib Cabinet - £558 (paid)
- Transfer – Dave Clarke Elec Services – disconnect /fit new defibrillator £114.00

Income

- Interest – Gratuity Acct £7.72 & £9.23 Reserve Acct £53 & £52.66
 - Interest – CCLA Property fund £481.66

Petty Cash

The Range – Coloured card £2

11. DALC Newsletter – July 23

12. Correspondence received (for information only) – KCA Annual Accounts y/e February 2023

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

- AVA/2023/0565 - Land To Rear Of 15 Horsley Road, Erection of 4 detached dwellings (this may affect the setting of a Conservation Area)
- AVA/2023/0554 - White Barn 15 Horsley Road - Sub-division and extension of existing property into 2 separate self-contained dwellings (this may affect the setting of a Conservation Area)

Following objection made in relation to the above applications:

This objection is made on the grounds of access. The photo submitted is shown to have no traffic parked on the road, however, we know that there is a problem at this location as cars travelling from Horsley - park on the left hand side and cars travelling to Horsley - park on the opposite side causing a bottle neck at the White

Barn. Traffic continuously drives on the pavement when vehicles are travelling in the opposite direction. There will be an additional 5-10 vehicles using the access.

Further comment made as follows: We are aware of several serious incidents over the past 18 months due to traffic - it is surprising that there has not been any fatalities at the location.

The previous p.a. was submitted during Lockdown - Highways gave their agreement without even looking at the site. Emergency vehicles & buses already have difficulty in negotiating the site. We would suggest that Highways look at the site during a busy time and not during the day when everybody is at work.

Further the application for 4 det dwellings – these dwellings would overlook neighbouring properties and would mean an additional 8 vehicles accessing an already dangerous road.

In our opinion these applications should be dealt with by the full planning board and not be dealt with under delegated powers. Photos of Horsley Rd/traffic sent to Planning Officer.

- AVA/2023/0569 – 3 Brickyard Lane – Front and rear single storey ext, two storey side ext and loft conversion with front & rear rooflights.

- AVA/2023/0584 - 11 St Johns Drive - Proposed development of 2 detached bungalows

The following planning applications have been **granted**

- **AVA/2023/0473** – 12 St Johns Drive – Certificate of lawful development for proposed rear GF Extension to family dining & lounge

- **AVA/2023/0466** – 19 Hawthorne Close – Construct conservatory

The following planning applications have been refused

PART 11 – CONFIDENTIAL INFORMATION

14. **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”.**

15. Date of next meeting – 9th October 2023
Items for agenda