

KINGSTHORPE PARISH COUNCIL

Tuesday, 24 February 2021

PRESENT: Councillor Kilby-Shaw (Chair); Councillor Parekh (Deputy Chair)
Councillors Aziz, Choudary and Beardsworth; Sean Brady (WASPRA); Steve Miller and Reverend Rachel Hetherington.

1. APOLOGIES FOR ABSENCE

There were none.

2. DECLARATIONS OF INTEREST

Cllr Kilby-Shaw and Cllr Choudary declared an interest in item 8 as members of the planning committee at Northampton Borough Council and did not vote on that item.

3. MINUTES

RESOLVED that the minutes of the previous meeting held on 26 January 2021 were agreed as a true and accurate record of the meeting.

4. KINGSTHOPRE JETS YOUTH FOOTBALL CLUB

To receive a presentation from Kingsthorpe Jets Youth football Club regarding proposals for the future development of football facilities for the area.

The Chair welcomed Mr Nick Hart, Chairman of Kingsthorpe Jets Youth Football Club, Mr Lee McRae Club Vice Chairman and Terry Wright, Club Welfare Officer & Secretary to the meeting.

Mr Nick Hart and Mr Lee McRae gave a [presentation](#) which outlined the history of the club and the club's future aspirations. The club has over 390 players playing across 28 teams, from ages 4 to adult and has the largest women's section in Northamptonshire. The club would like to expand further and extend their inclusive provision, including walking football and football for the blind. However, the club has no base at present with matches and training taking place across two sites Kingsthorpe Rec and The Pastures. The club lacks changing spaces, meeting space, toilets and catering facilities.

The club explained their medium-term plan to use facilities in what is known as the "pensioners room" in the centre at Kingsthorpe Rec, this would enable the club to access toilets and have a meeting place.

In the longer term the club would like to develop all purpose facilities which would include.

- changing rooms,
- football pitches,
- community sports centre,
- bowling green,
- tennis courts and
- multi-use court.

To develop this proposal the club recognised they would need to work with a number of partners including the Football Association, Lawn Tennis Association and others, as well as all levels of local government in Northamptonshire.

At this stage, the plans are indicative only and demonstrate the club's future vision, no planning permission had been sought, nor firm costings gained. However, the club were keen to gain the views of the Parish Council before commencing wider local consultation and more detailed planning and cost analysis.

The Chair and all present thanked the club for their excellent presentation. The Chair invited members to ask questions. All members of the council were supportive of the proposal and offered advice around partnership working and potential funding streams.

Following discussion, the Chair proposed that all members of the council, including co-opted members give a show of hands to indicate their overall support for the project. The Chair noted that this was a non-binding vote.

RESOLVED that all members support the proposal in principle. A site visit would be arranged after the election (subject to Covid restrictions) for all parties to discuss the project further.

5. LIBRARY PROVISION IN KINGSTHORPE:

To receive information from Cllr S Rumens of Northamptonshire County Council regarding library provision in Kingsthorpe.

Cllr Rumens outlined the current situation with Kingsthorpe Library. The library was closed, and Northamptonshire County Council (NCC) had designated Kingsthorpe Library to become a community managed library. NCC do not own the library building and there had been a number of issues around the lease for the building which had taken time to resolve.

Northgate School had previously submitted a business plan to Northamptonshire County Council to run the library. Northgate School proposed to run the library and generate income to support the service by offering meeting space, afterschool clubs and so on. The library would also provide the school with a valuable work experience opportunity for their students. Unfortunately, Covid and the building issues had meant that the school had had to pause their plans and review their business plan.

Ms S Webb Head of Northgate School explained that the annual cost of the lease was £15,000 per annum, although it was understood that NCC paid a peppercorn rent for the building. The school now hoped that the Parish Council would support the project in identifying funding opportunities and advertising for volunteers. Ms Webb also hoped that the Parish Council may be able to support the library financially through the precept, through the hire of meeting space or other means.

Members of the Parish Council expressed their serious concerns over the level of lease for the building and spoke of the importance of retaining library services in Kingsthorpe.

It was noted that NCC would cease to operate on 31st March 2021 and that West Northamptonshire Council would take over thereafter.

Following discussion, it was...

RESOLVED to:

- a) write to Anna Earnshaw Chief Executive of West Northamptonshire Council and ask that she review the costs of the lease as a matter of urgency.
- b) To arrange a meeting between Northgate School and the Parish Council to explore how the Parish Council could support library services.

6. LOGO FOR KINGSTHORPE PARISH COUNCIL

To consider running a competition for young people to design a logo for Kingsthorpe Parish Council.

The Chair and Clerk explained the proposal to run a “logo competition” asking young people in Kingsthorpe to design a logo for the Parish Council. This would get families involved and raise awareness of the new council.

It was agreed by all that this was an excellent idea, and it was...

RESOLVED that a firm plan for the logo competition be brought to the next meeting of the Parish Council, including entry rules and timelines.

7. POLICE INFORMATION:

- a. To receive a police report for the local area.

This item was deferred as no information had been received.

- b. Police Liaison Representative: To appoint a police liaison representative to act as a single point of contact with Northamptonshire Police.

RESOLVED that Mr Steve Miller be appointed as the Police Liaison representative.

8. PLANNING MATTERS:

- a. **Applications for consideration**

[Planning Application N/2021/0060 - Valid From 13/01/2021](#)

17 Canons Walk, -, Northampton, Northamptonshire, NN2 8HR, Single storey rear extension.

RESOLVED the Parish Council has no objections.

[Planning Application N/2020/1533 - Valid From 08/01/2021](#)

70 Knights Lane, -, Northampton, Northamptonshire, NN2 6QL

Single storey rear extension

RESOLVED the Parish Council would ask that officers consider whether the increased footprint leads to overdevelopment of the site.

- b. **BUCKTON FIELDS DEVELOPMENT: TO RECEIVE AN UPDATE ON THE BUCKTON FIELDS DEVELOPMENT**

Members noted the outcome of the Daventry District Council Planning Committee meeting held on 10th February 2021. All were disappointed that the Park and Ride

facility was being replaced by additional housing.

Members expressed concerns that the removal of the park and ride facility did not support carbon neutral policies and would lead to further traffic congestion in the area. It was also noted that stagecoach have expressed concerns regarding bus access through the Buckton Fields development.

All agreed that moving forward it was important for the Parish Council to be a strong voice on planning matters and to hold the developers and other authorities to account.

Questions were also raised over the use of s106 funds that had been earmarked for the park and ride facility and whether this would now be used to support the Brampton Valley Way.

Following discussion, it was...

RESOLVED to write to Daventry District Council expressing disappointment with the decision and asking for further explanation of the decision and the use of s106 monies.

9. TO RECEIVE AN UPDATE ON IMPLEMENTATION OF THE RE-ORGANISATION ORDER AND SET-UP OF KINGSTHORPE PARISH COUNCIL.

At the Chairs invitation the Clerk presented her report, as shown in appendix 1 and following discussion it was...

RESOLVED to adopt the recommendations in the report:

- a) to note the report**
- b) to resolve to open a bank account with Unity Trust Bank with Cllr Kilby-Shaw and Cllr Beardsworth as signatories.**
- b) to appoint NcALC as the council's internal auditor**
- d) to appoint Smaller Authority Appointments Ltd as the external auditor**

10. PUBLIC PARTICIPATION: TO CONSIDER HOW KINGSTHORPE PARISH COUNCIL WILL MANAGE PUBLIC PARTICIPATION AT FUTURE MEETINGS

At the Chairs invitation the Clerk presented her report, as shown in appendix 2 and following discussion it was...

RESOLVED to adopt the recommendations in the report:

- a) That meetings future meetings are held on zoom and that the code is published with the agenda for the public to join the meeting.**
- b) That police and public sessions are included on the agenda for future meetings.**

11. KINGSTHORPE PARISH COUNCIL WEBSITE: TO RECEIVE AN UPDATE AND DEMONSTRATION ON THE DEVELOPMENT OF A WEBSITE FOR KINGSTHORPE PARISH COUNCIL.

This item was deferred.

12. PROMOTING CANDIDACY AT THE MAY 2021 ELECTIONS: TO CONSIDER AND AGREE WAYS OF PROMOTING CANDIDACY FOR THE MAY 2021 ELECTIONS.

At the Chairs invitation the Clerk presented her report, as shown in appendix 3 and the Clerk gave a brief overview of the website. Following discussion, it was...

RESOLVED to adopt the recommendations in the report:

- a) to note the report**
- b) to launch the Kingsthorpe Parish Council website**
- c) to set up a Facebook page and Twitter account**
- d) to use resources from NcALC/NALC and other agencies/partners**
- e) to distribute posters/leaflets as widely as possible whilst adhering to Covid restrictions**

13. BREAST FEEDING POLICY: TO ADOPT A BREASTFEEDING POLICY

This item was deferred.

14. OTHER ITEMS FOR INFORMATION ONLY:

a. Community Planning and Development of a Neighbourhood Plan

This item was deferred.

b. Climate Change Policies

This item was deferred.

There being no further business the meeting closed at 21.00pm

Appendix 1

Summary: A report on the set-up of Kingsthorpe Parish Council and the implementation of the re-organisation order	
Recommendations: a) To note the report b) to resolve to open a bank account with Unity Trust Bank c) to appoint NcALC as the council's internal auditor d) to appoint Smaller Authority Appointments Ltd as the external auditor	
1.0	Background Information There are a number of items that the council needs to put in place in the coming weeks and months to ensure that council operates legally and effectively. Some of these items require further investigation, however this report seeks to detail all matters and the report will be updated each month as items are agreed and implemented.
2.0	Land and Property to be transferred to Kingsthorpe Parish Council Schedule 2 of the re-organisation order details the following land and property to be transferred to the Parish Council:
2.1	<u>Allotments</u> <ul style="list-style-type: none">• Eastern Avenue North allotments

- Kingsthorpe Park
- Studland road

The allotments are currently being managed as part of the Idverde contract and this contract will transfer to the West Northamptonshire Council. Investigations are underway as to the future costs of managing these services and the Clerk will update this council as soon as further information is received.

There is no specific budget for this item and any costs in 2021/2022 Financial year would need to be met from the contingency fund.

2.2 Property (Office space)

The re-organisation order details that “suitable office space” will be transferred to the Parish Council. Initial contact has been made with the property department at Northampton Borough council and a meeting is being arranged for week commencing 22nd February 2021.

3.0 **Finance**

3.1 **Precept**

The precept will be the councils main (only) source of income in 2021/22 and will be received in 2 tranches 30th April 2021 and 30th September 2021. Until the precept is received the council has no funds.

3.2 **Bank account**

In order to receive the precept funds and operate its finances the council must of course open a bank account.

NcALC recommend that the council open a bank account with Unity Trust Bank. This bank is a specialist in the local council and charitable sector and has procedures in place to ensure that local authorities meet the dual authority requirements as laid out in the council’s Financial Regulations.

It is proposed to open a bank account with Unity Trust, with the Interim Clerk initially as the sole signatory so that funds can be received. Members of the council will need to be added as signatories to the account before payments can be made to comply with the dual authority required.

3.3 **Audit**

At the current time it is not anticipated that the Parish council will receive any income prior to the 1st April 2021 and therefore the audit for will be a “nil” return. However, the council should still appoint internal and external auditors and it is recommended that the council formally appoints NcALC and Smaller Authorities Audit Appointment Ltd to provide internal and external audit services, respectively. This is in line with budgets.

3.4 **Insurance**

As a minimum the council should have insurance to cover public liability, employer’s liability, fidelity insurance and assets...A report will be presented to the March meeting for the council to approve the insurance provider for 2021/2

4.0 **Office set-up**

The council will need to consider the various items in regard of office set-up.

This will include:
 Phones
 Laptop/Printer
 Virus software
 Finance system

	Office supplies Postage Note that the interim clerk will provide their own laptop/printer and virus software in the short term. But the council will need to consider the best option for phone services and again various options will be presented at a future meeting.	
Implications:		
Council objectives:	Legal and effective.	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder have been considered	X
Biodiversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 16 February 2021		

Appendix 2

Recommendation:	
a) That meetings future meeting are held on zoom and that the code is published with the agenda for the public to join the meeting.	
b) That a “police and public session” is included on the agenda for future meetings.	
Attachments: NONE	
1.0	Background Information The attendance of the press and public at council meetings is a cornerstone of local democracy, this has already been recognised by this council. Access to meetings is essential if residents are to engage with their local council.
2.0	Legal framework The attendance of the press and public at parish council meetings is governed by the Public Bodies (Admission to meetings) Act 1960. This gives the public the legal right to attend meetings and report thereon, save in a few circumstances where the business is considered confidential, as defined within the act. This act has been amended to incorporate The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations came into force in April 2020 and allowed local councils to meet electronically.

The regulations also give the public the right to access meetings electronically, including by telephone conference, video conference, live webcasts, and live interactive streaming.

3.0 Options for the public to attend and participate in council meetings:

3.1 Current situation

To date meetings of the parish council have been supported by democratic services at NBC and meetings have been live streamed via Northampton Borough Council's YouTube channel.

The public can view meetings, but are not in attendance, unless a specific invitation has been extended or if a member of the public has requested to speak.

3.2 Future meetings

The current support from Northampton Borough Council will cease at the end of March and so it is important to consider how meetings will be managed moving forward.

There are 2 main options to be considered:

a) Live streaming (as currently)

Advantages:

- Accessible and can be viewed at a later date by those unable to attend the meeting.

Disadvantages:

- The council would need a YouTube account or similar, some councils have found the technology difficult to manage and onerous for a small council.
- Members of the public are only viewing the meeting and not "in the meeting."
- Members of the public need to pre-register to speak.

b) Include zoom code on agenda and allow open access for all (Note all existing parishes in the Borough of Northampton currently do this)

Advantages:

- Accessible, no pre-registration is required.
- Easy set-up, no other streaming services required.
- The agenda can include a "public and police" session allowing residents to raise queries with the council without the need to pre-register.

Disadvantages:

- A small number of councils have been subject to "zoom bombing."
- Difficult to manage the meeting if there are a large number of public attendees.

4.0 Meetings from 7th May 2021

It is of course important to note that the regulations allowing councils to meet remotely cease to be valid on May 7, 2021 and the government currently has no plans to extend these.

The council must therefore consider and make arrangements for holding meetings in person if required. The clerk is therefore investigating space at local community centres and will update the meeting.

5.0	Recommendation:	
	<p>a) that the zoom code is published with the agenda for all virtual meetings and that all public can attend the meeting.</p> <p>b) that future meetings include a “police and public session” with a suitable statement such as the one shown below:</p> <p><i>Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. Members of the public should address the chairman of the meeting, who may direct that a written or oral response be given.)</i></p>	
Implications:		
Council objectives:	Legal and effective.	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder have been considered	X
Biodiversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	<ul style="list-style-type: none"> - Inherent risk score: - Residual risk score: 	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 16 February 2021		

Appendix 3

Summary: A report on the set-up of Kingsthorpe Parish Council and the implementation of the reorganisation order	
Recommendations	
<p>a) to note the report</p> <p>b) to launch the Kingsthorpe Parish Council website</p> <p>c) to set up a Facebook page and Twitter account</p> <p>d) to use resources from NCALC/NALC and other agencies/partners</p> <p>e) to distribute posters/leaflets as widely as possible whilst adhering to Covid restrictions</p>	
1.0	Background Information
	The first elections to Kingsthorpe Parish Council are being held on Thursday May 6 th 2021, which is in just 47 days’ time. It is therefore essential that the elections and candidacy are promoted. This report sets out a number of ways in which the council can do this.
2.0	Ways of promoting candidacy
2.1	Website
	Members will have seen the website for the parish earlier in the meeting and subject to any amendments agreed, the website should be launched as soon as possible, and no later than 26 February 2021.

2.2	<p>Social Media</p> <p>Given the short time scale to promote the elections use of social media seems the best way to share the message as widely as possible. The Clerk therefore seeks agreement to set-up Twitter and Facebook accounts for the Parish. These accounts will initially focus on promoting candidacy but can be expanded to all areas of the councils work as time progresses.</p> <p>A policy on the use of social media can be considered at a future meeting.</p>
2.3	<p>Northamptonshire County Association of Local Council/(NcALC) National Association of Local Councils (NALC).</p> <p>Both the NcALC and NALC have a number of resources that can be used to provide content for the website and social media posts. NcALC are also working with other partners to develop further resources.</p>
2.4	<p>Posters / Leaflets</p> <p>Members will be aware that at the current time guidance is in place which prohibits political door to door campaigning and leafleting. NcALC are seeking clarity as to whether or not this applies to the distribution of materials promoting candidacy.</p> <p>However, it will still be possible for posters to be distributed to local shops and public noticeboards and the clerk will seek to distribute posters as widely as possible throughout all wards in the Parish.</p>

Implications:		
Council objectives:	Promoting democracy	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder have been considered	X
Biodiversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	<ul style="list-style-type: none"> - Inherent risk score: - Residual risk score: 	
<p>Person originating this report: Kate Houlihan: Town Clerk</p> <p>Date: 16 February 2021</p>		