

KINGSTHORPE PARISH COUNCIL

Council Meeting

17 May 2021 6pm

PRESENT: Cllr S Kilby-Shaw (Chair); Cllr S Miller (Vice Chairman) Cllr E Miller, Cllr Ball, Cllr T Ajayi, Cllr A Newbury, Cllr A Mamun, Cllr T Ward, Cllr N Parekh, Cllr M' O Connor, Cllr B Lewin.

1. ELECTION OF THE CHAIRMAN OF KINGSTHORPE PARISH COUNCIL AND RECEIPT OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORM

Cllr Kilby-Shaw called for nominations for the office of Chairman of Kingsthorpe Parish Council and it was proposed by Cllr Parekh and seconded by Cllr Newbury that Cllr Kilby-Shaw be elected as Chairman of Kingsthorpe Parish Council for 2021/22 and it was...

RESOLVED that Cllr Kilby-Shaw be elected as Chairman of Kingsthorpe Parish Council.

Cllr Kilby-Shaw read and signed his declaration of acceptance of office form which was witnessed by the Clerk.

2. ELECTION OF A VICE CHAIRMAN OF KINGSTHORPE PARISH COUNCIL AND RECEIPT OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORM

Cllr Kilby-Shaw called for nominations for the office of Vice Chairman of Kingsthorpe Parish Council and it was proposed by Cllr E Miller and seconded by Cllr Parekh that Cllr S Miller be elected as Vice Chairman of Kingsthorpe Parish Council for 2021/22 and it was...

RESOLVED that Cllr S Miller be elected as Vice Chairman of Kingsthorpe Parish Council.

Cllr S Miller read and signed his declaration of acceptance of office form which was witnessed by the Clerk.

3. RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS FROM OTHER MEMBERS OF THE COUNCIL.

Members read and signed their declaration of acceptance of office forms and it was...

RESOLVED that the Clerk would collect the forms at the end of the meeting.

4. APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Beardsworth and it was...

RESOLVED to note the apology and to receive Cllr Beardsworth' s declaration

of acceptance of office form prior to the next meeting of Kingsthorpe Parish Council.

**5. DECLARATIONS OF INTEREST
NONE**

6. MINUTES: To approve the Minutes of the meeting held on the 5 May 2021 and to authorise the Chairman to sign them as a true and correct record of the proceedings.

RESOLVED that the minutes of the meeting held on 5 May 2021 be approved as a true record.

Cllr Kilby-Shaw proposed that public speaking be taken as the next item.

7. PUBLIC SESSION.

A written representation had been made, the resident asked how he could propose the council's own abolition, as he saw no merit in having a Parish Council for the area.

Cllr Kilby-Shaw explained that the abolition of a Parish Council would require a Community Governance Review to be carried out. The [guidance](#) on such reviews stated that a council should be given a minimum of two election cycles (8 years) to prove themselves, before abolition of a council would be considered. This is so that "local people can judge its (the council's) ability to contribute to local quality of life."

Cllr Kilby-Shaw asked that residents give the council the opportunity to prove itself and to engage with the council, as all councillors wanted to do their best for the area.

A resident present in the meeting asked members of the council to introduce themselves;

The councillors and clerk were happy to introduce themselves.

8. POLICIES: To adopt the following policies:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Council Complaints procedure
- e) Model Publication Scheme
- f) Data Protection Policies
- g) Grant awarding policy

An amendment to standing orders was proposed by Cllr Kilby-Shaw and seconded by Cllr Parekh that the additional text (highlighted in yellow) be added to standing

order number 5.

- a **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- b **The Chairman of Kingsthorpe Parish Council shall normally serve for a single year within any four-year term of office.**
- c **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- d **The Vice-Chairman of Kingsthorpe Parish Council will normally be elected as Chairman for the subsequent civic year.**

RESOLVED to approve the amendment.

An amendment to the Data Protection Policy was proposed by Kilby-Shaw and seconded by Cllr Newbury that the policy should be amended as detailed below:

Opening sentence:

Kingsthorpe Parish Council recognises its responsibility to comply with **UK** General Data Protection Regulation and the Data Protection Act 2018, which regulate the use of personal data”.

Second Paragraph Heading

To be **“UK General Data Protection Regulation (UK GDPR)”** and references to GDPR should be UK GDPR. (This is a post-Brexit change with effect from 1 January 2021).

Paragraph There are 7 data protection principles – and so a 7th bullet point should be added being **“accountability”**.

RESOLVED to approve the amendment.

Cllr Kilby-Shaw then proposed and Cllr Parekh seconded that all policies be approved subject to the agreed amendments.

RESOLVED to approve the policies.

9. COMMITTEES AND WORKING PARTIES

a) Planning Committee

- i. To resolve to form a planning committee,

- ii. To appoint members to a planning committee,
- iii. To approve the terms of reference for the planning committee.

Members reviewed the terms of reference as shown in appendix 1 and it was proposed by Cllr Kilby-Shaw, seconded by Cllr E Miller and...

RESOLVED to

- **form a Planning and Licensing Committee with terms of reference as shown in appendix 1.**
- **to appoint Cllrs; Ball, Beardsworth, Kilby-Shaw, E Miller, O'Connor and Parekh to the committee.**

b) Working Parties

i. To resolve to form the following working parties:

- Library Working Party
- Climate Change Working Party
- Staffing Working Party
- Community Plan Working Party

- ii. To appoint members to the Working Parties
- iii. To approve the terms of reference for the Working Parties

Members reviewed the terms of reference as shown in appendix 1 it was proposed by Cllr Kilby-Shaw, seconded by Cllr M O'Connor and...

RESOLVED to

- **form the working parties with terms of reference as shown in appendix 1.**
- **Appoint the following members to the working parties:**
Library: Cllrs; Ajayi, Ball, Beardsworth, Lewin, S Miller, Newbury and Ward.
Climate Change: Cllrs; Ali, Ajayi, Cllr Kilby-Shaw, Cllr E Miller, Cllr S Miller.
Community Plan: Cllrs; Ajayi, Cllr Lewin, Cllr Newbury, Cllr E Miller, Cllr S Miller and Cllr Ward.
Staffing: Cllrs; Ali, Kilby-Shaw, Lewin, S Miller and Ward.

c) Representatives on Outside Bodies: To appoint a Police Liaison Representative.

Cllrs Ward and Lewin proposed themselves as Police Liaison Representatives and they were asked to present their reasons for wanting to be the police liaison representative to the council.

Cllr Kilby-Shaw proposed a secret ballot and following the ballot the Clerk declared that Cllr Lewin had won the ballot and it was...

RESOLVED that Cllr Lewin be appointed as the Police Liaison Representative.

10.RESOLUTION THAT KINGSTHORPE PARISH COUNCIL IS ELIGIBLE TO USE THE GENERAL POWER OF COMPETENCE

The Clerk referred members to the information shown in appendix 2 and it was proposed by Cllr Kilby-Shaw, seconded by Cllr Newbury and..

RESOLVED that Kingsthorpe Parish Council approve the use of the General Power of Competence.

11.SUBSCRIPTIONS

- To approve the following subscriptions:
- Northamptonshire Association of Local Councils
- Registration as a data controller ICO
- Zoom (continuing use for working parties and informal meetings/ training)
- Finance software and annual support

Members reviewed the report of the Clerk as shown in appendix 3 and it was proposed by Cllr Kilby-Shaw and seconded by Cllr Ball and..

RESOLVED to approve the subscriptions as shown in appendix 3

12.PAYMENTS: To approve the payments.

Members reviewed the information and it was proposed by Cllr Kilby-Shaw, seconded by Cllr Newbury and...

RESOLVED to approve the payments as shown in appendix 4.

13.CO-OPTION

To receive information on co-opting to fill the outstanding vacancies on the council.
DEFERRED

14.TRAINING: To approve a training plan for Kingsthorpe Parish Council.

The Clerk outlined the training plan for members of the council as shown in appendix 5 and it was proposed by Cllr Kilby-Shaw, seconded by Cllr Newbury and...

RESOLVED to approve the training plan and associated costs as shown in appendix 5.

15. KINGSTHORPE LIBRARY: To receive an update from the working party.

Cllr Kilby-Shaw gave a brief update from the library working group:

- A successful site visit had been made to Kingsthorpe Library and the Parish Council were keen to support the library re-opening as soon as possible.
- At a future meeting the Parish Council would consider grant funding to support the re-opening of the library.
- The Parish Council would be looking to hire the "Pod" on a regular basis to provide public access to the council.
- The council would continue to explore the cost of the lease for Kingsthorpe

Library with West Northants Council.

16. ITEMS FOR INFORMATION ONLY

The Chair reminded everyone that all councillors were invited to a consultation event at Kingsthorpe Recreation Ground on Saturday 22nd May.

Date of next meetings:

Annual Parish Meeting: 29 May 2021 6pm
Planning Committee meeting: 2nd June 2021 7pm
Full Council: 16th June 2021 7pm

Signed _____

Date _____

Appendix 1

Terms of reference Committees and Working Parties

Planning and Licensing Committee

Power to decide: Yes

Power to act: Yes

Power to spend: No

Membership: minimum 5 members, maximum 7 (councillors only)

Quorum: 3

PRIMARY PURPOSE

The purpose of the Committee is to debate issues in detail concerning planning and planning / licensing applications and to make observations to the Planning Authority in accordance with planning guidelines on behalf of the Council, which is a statutory consultee.

1. Chairman

Members of the committee will elect a Chairman at their first meeting.

2. Meetings

The working party will meet as the workload requires.

3. Undertakings

- consider planning and licensing applications and make observations to the relevant authority;
- convene a public meeting if it is felt that an application warrants such action and report findings to the Council and relevant Authority;
- appoint representatives to attend Planning Authority meetings and authorise them to speak on behalf of the Town Council;
- appoint representatives to attend Planning Enquiries and authorise them to speak on behalf of the Town Council;
- consider and make recommendations to Council on future planning options
- consider and make recommendations to Council on highway matters

Staffing Working Party

Power to decide: No

Power to act: No

Power to spend: No

Membership: minimum 5 members, maximum 7 (councillors only)

Quorum: 3

PRIMARY PURPOSE

The purpose of the working party is to make recommendations to the Full Council on the recruitment of permanent staff to Kingsthorpe Parish Council.

1. Chairman

Members of the working party will elect a Chairman at their first meeting.

2. Meetings

The working party will meet as the workload requires.

3. Undertakings

- to consider the recommendations from the Northampton Borough Council cross party working group and the Northamptonshire Association of Local Councils on staffing levels, salary scales and pension arrangements for permanent staff for Kingsthorpe Parish Council.
- to consider the short (1 year) and medium term (4 years) staffing requirements for the council and make recommendations to the council thereon.
- to make recommendations to the Full Council on the recruitment process for permanent staff, including recommendations on job descriptions and person specifications.
- to make recommendations to the Full Council on staffing policies which would include but are not limited to:
 - Discipline and grievance procedures
 - Equal opportunities policies

- Home working
- Lone working
- Management of sickness absence
- Officer member protocols
- Special leave policy
- Parental leave
- Training and development policy (includes councillors)
- Whistleblowing Policy

Library Working Party

Power to decide: No

Power to act: No

Power to spend: No

Membership: minimum 5 members, maximum 9 (may include non-councillors)

Quorum: 3

PRIMARY PURPOSE

The purpose of the working party is to make recommendations to the Full Council on how Kingsthorpe Parish Council can support the long-term future of Kingsthorpe Library.

1. Chairman

Members of the working party will elect a Chairman at their first meeting.

2. Meetings

The working party will meet as the workload requires.

3. Undertakings

- to make recommendations to the Full Council on how Kingsthorpe Parish Council can support the long-term future of Kingsthorpe Library
- to monitor any grant funding awarded to the library or other managing body associated with the library and to make recommendations to the Full Council thereon.

Climate Change Working Party

Power to decide: No

Power to act: No **Power**

to spend: No

Membership: minimum 5 members (Cllrs), maximum 9 (may include non-councillors)

Quorum: 3

PRIMARY PURPOSE

To present a plan to Kingsthorpe Parish Council by December 2021 outlining a pathway to ensure that Kingsthorpe Parish Council is climate neutral by 2030 .

1. Chairman

Members of the working party will elect a Chairman at their first meeting.

2. Meetings

The working party will meet as the workload requires.

3. Undertakings

- Consider the relevance of effect on the climate and carbon emissions when making all future council decisions.
- When opportunity arises provide feedback to either the Full Council or Planning Committee as relevant on West Northamptonshire Council's policies for transport, housing and planning applications when requested to do so.
- To have input into the development of a Community Plan for Kingsthorpe.
- To consider projects, and possible funding streams, which work towards developing a carbon neutral community;
- Recycling – a commitment to look at this and how the Parish Council can help to improve engagement, information and action in this area;
- Air Quality - a commitment to look at this and how the Parish Council can help to improve action in this area.

Community Plan Working Party

Power to decide: No

Power to act: No

Power to spend: No

Membership: minimum 5 members (Cllrs), maximum 9 (may include non-councillors)

Quorum: 3

PRIMARY PURPOSE

To develop a Community Plan for Kingsthorpe and to make recommendations to the council there-on.

1. Chairman

Members of the working party will elect a Chairman at their first meeting.

2. Meetings

The working party will meet as the workload requires.

3. Undertakings

The purpose of the steering group is to oversee and coordinate the production of a Community Led Plan for Kingsthorpe working with members of the

community, the Parish Council and other working groups, and local authorities to achieve this aim.

- develop a strategy, and propose a budget and programme for delivering the Community Led Plan.
- coordinate community consultation activities.
- work with other community groups and partners to gain a wide range of evidence to support the plan.
- present evidence from the consultation for the Parish Council to prioritise and plan future actions that will benefit the community.
- oversee the drafting and the finalising of the Community Led Plan.
- work with partners identified in the action plan to:
 - a. coordinate the implementation of actions specified in the Community Led Plan
 - b. take responsibility for monitoring and reviewing progress

Appendix 2

A report on the General Power of Competence

Summary: A report on the General Power of Competence	
Recommendation: That Kingsthorpe Parish Council resolves that it is eligible to use the general power of competence.	
1.0	<u>Overview</u> Local Councils (Town and Parish Councils) are only able to do what has been prescribed in law. A number of powers exist giving councils the ability to provide a range of services and facilities. Acting outside of these powers is known as acting “ultra vires” and can lead to legal challenge.
2.0	Legislative Background The Localism Act 2011 gave the General Power of Competence (GPoC) to “eligible” local councils in England. The Power enables local councils to do “anything that an individual may do” (though the legislation goes on to place a number of caveats on this statement) Government wished to free local councils of some of the restrictions that they faced, thus enabling them to do more for their local communities.
3.0	Uses of GPoC. The types of project that could be carried out under the GPoC include: <ul style="list-style-type: none">• running a community shop or post office• setting up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society for this purpose.• investing in local business, through development grants or loans
4.0	Restrictions on use of GPoC It must be stressed that a number of rules and restrictions that govern the use of the GPoC, for example there are restrictions on the type of trading company that can be used. Councils must also: <ul style="list-style-type: none">a) still apply for any necessary permissions or licensesb) continue to act in accordance with other legal duties such as their duty to consider crime and disorder.c) comply with other legislation such as employment or health and safety legislation.
5.0	Before embarking on any substantive project under the GPoC it is strongly recommended that independent advice is sought, either from Council’s solicitors or sector bodies so that the individual project can be assessed against the detailed guidance. (This is in line with Government guidance).

6.0

Eligibility

Only eligible councils may use the GPoC.

In order to be eligible councils must

- a) Have a "qualified" clerk (this is a clerk who holds the Certificate in Local Council Administration 2012 or equivalent qualification.
- b) 2/3rds of the members must have been elected.
- c) The council must pass a resolution to confirm their eligibility at a Full Council meeting. Kingsthorpe Parish Council meets all the criteria for eligibility. Eligibility must be re-confirmed at the annual meeting after the next ordinary elections in 2025.

Appendix 3

Summary:	
To agree the annual subscriptions required for Kingsthorpe Parish Council	
Attachments:	
None	
1.0	Below are a list of current subscriptions payable annually by KPC:
1.1	Northants CALC:
	Annual Membership to NCALC and NALC £3,879.11
	End of year Internal Auditing £440.00
	Data Protection officer Fee £10.00
1.2	SLCC: (Society of Local Council Clerks)
	Annual Membership £350.00 tbc
	(Due August 2021 -for permanent member of staff)
1.3	Rialtus OMEGA
	Finance Software Annual support £260.00 (payable on invoice)
1.4	Zoom – software (shared with FCDCC) £7.20 per month
1.5	The Information Commissioner:
	Data Protection Act £35.00 (Direct Debit)

Appendix 4 Payments

Supplier	Cost Code	Date	Kingsthorpe £
Zoom	Meeting Costs	16/02/2021	7.20
Zoom	Meeting Costs	16/03/2021	7.20
Zoom	Meeting Costs	16/04/2021	7.20
Zoom	Meeting Costs	16/05/2021	7.2
Post Office	Postage	12/03/2021	12.81
Post Office	Postage	12/03/2021	7.74
Post Office	Postage	24/03/2021	1.83
Post Office	Postage	07/05/2021	9.06
Kallkwik *	Printing Costs	11/03/2021	21.77
Kallkwik *	Printing Costs	23/03/2021	21.00
Tesco	Stationery	11/03/2021	4.35
Tesco Mobile	Phone costs		5
	Cheque Number	30002	<u>112.35</u>

NcALC

Reimbursement of
website costs
procured from

2Commune		05/05/2021	2322.00
Subscription Fees		01/04/2021	3879.11
Data Controller		01/04/2021	10.00
Internal Audit		01/04/2021	440.00
	Cheque Number	300003	<u>6651.11</u>

Appendix 5 - Kingsthorpe Parish Council Training

The following courses are recommended, and will be bespoke to the Council, to be delivered at a time convenient to the Council (Wednesday/Thursday evening).

Kingsthorpe Parish Council 15 Councillors

Far Cotton and Delapre Community Council 12 Councillors

Course	Trainer	Month	Length (hours)	Face to Face / Online	Cost	Saving (if sending all individual councillors on courses)
Off to a Flying Start <i>(Dates on hold 15 21 22 24 June 1 July)</i>	Marie Reilly, NCALC Training Manager	June	2.5	Face to Face	£300	£360
Code of conduct	Danny Moody, NCALC CEO	July	2	Online	£300 (per council) £250 (combined with FC&DCC)	£270
Visioning/Council Development	Danny Moody, NCALC CEO	September	1.5	TBC	£300	n/a
Finance for Councillors	Parkinson Partnership	October	2	Online	£300	£150
Planning Nuts and Bolts	Landmark Planning	November	2	Face to Face	£300 (per council) £250 (combined with FC&DCC)	£270
Councillors as employers	Personnel Advice and Solutions Ltd	Dec	1.5	TBC	£300	£270
Total					£1800	£1320