

KINGSTHORPE PARISH COUNCIL

16 June 2021 at 7pm

Present: Cllr Kilby-Shaw (Chairman) Cllr S Miller (Vice-Chairman) Cllr Ajayi, Cllr R Ball, Cllr B Lewin, Cllr E Miller, Cllr M O'Connor Cllr N Parekh, Cllr Newbury

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Ali, Cllr Beardsworth and Cllr Ward.

RESOLVED to approve the apologies.

2. DECLARATIONS OF INTEREST

NONE

3. MINUTES: To approve the minutes of the Council meeting held on 17th May 2021.

RESOLVED that the minutes of the meeting held on 17th May 2021 be approved as a true record.

4. COMMITTEE REPORT: To receive the report (minutes) of the Planning Committee meeting held on 2nd June 2021.

Cllr Kilby-Shaw presented the minutes forming the report of the planning committee and highlighted the council's strong objection to the HMO on Norton Road (N/2021/0430).

Cllr Kilby-Shaw also updated members and advised that further investigation had shown there was no reason to object to the Richardson Mews application (N/2021/0248)

It was also noted that where comments needed to be submitted on planning applications between meeting dates it would be delegated to the Clerk in consultation with the Chairman of the Planning Committee to respond.

RESOLVED to note the report.

5. POLICE AND PUBLIC SESSION

Members of the public are invited to submit written questions to the council. As soon as Covid restrictions are lifted members of the public will be invited to ask questions at council meetings without prior notice. The public may attend the meeting, but we ask that you give notice in advance so that we are able to accommodate you in line with Covid restrictions.

Police Session

No police were present, and an update was given from the police liaison representative later in the meeting.

Public Session

NONE

6. THE QUEENS GREEN CANOPY

Members considered correspondence from the Lord Lieutenant of Northamptonshire; he was calling for all parishes to take part in tree planting in support of the Queens Platinum Jubilee in 2022.

A discussion took place, all agreed that Kingsthorpe Parish Council should take part in the scheme.

It was suggested that each of the five wards could plant a community orchard, subject to suitable locations being available. Thornton's Park and land close to Bembridge Drive were suggested as possible locations.

Following discussion, it was agreed in principle to take part in the scheme with the Parish Council agreeing locations with landowners in the coming months and finalising details of the scheme.

RESOLVED in principle to take part in the project.

7. COMMUNITY LITTER PICKING:

To consider how Kingsthorpe Parish Council can support community litter picking.

Cllr Lewin explained that he had asked for this item to be on the agenda and presented a report on the matter.

He suggested that Kingsthorpe Parish Council can support community litter picking by.

- establishing links with West Northamptonshire Council and Veolia for this purpose
- allocating funds for equipment, if needed
- identifying litter hot spots
- organising and leading group litter picks.

He noted that several Parish Councils locally all supported community litter picking initiatives by providing equipment (pickers, rings, bags, gloves, hi-vis jackets), leading litter picks, raising awareness through magazine articles etc.

Cllr Lewin explained that he was a member of the Friends of Abington Park litter picking group (which has equipment) and part of a Facebook Group, Northants Litter Wombles (NLW)

NLW members had carried out several litter picks in the St David's area.

Members then discussed how they could best support litter picking and more importantly a reduction in the amount of littering in the area.

It was agreed that it was important to develop a strategy to reduce littering. Cllr Sam Rumens (WNC) offered to support the Parish in the development of a litter strategy.

Following discussion, it was...

RESOLVED to

- Purchase Hi-Vis vests and litter picking equipment.
- Develop a litter strategy and plan, with support from WNC, this would include identifying and tackling the cause of litter hot spots.
- Investigate the development of Eco-schools.
- Approach local stores (e.g., Waitrose, Asda, etc.) and encourage them to install recycling bins.

8. REPRESENTATIVES ON OUTSIDE BODIES

- To receive a verbal report from the Police Liaison Representative

Cllr Lewin gave his report as police liaison representative. He outlined the work he had done in the role:

- **Establish contact with the relevant members of the Neighbourhood Policing Team.**

The Team consists of PS 914 Ricky Wildman PC 520 Louise O'Sullivan PCSO 7198 Rachael Barber PCSO 7064 Noemi Mrella.

I emailed Sgt Wildman direct beginning of June but have not had face to face contact with him yet.

Letter (on KPC website) 24 April 2021 from Sgt Wildman - We look forward to meeting and working closely with you over the coming months and years to ensure that Kingsthorpe is a safe and sustainable community. I can assure the residents of Kingsthorpe that you will be put first in all that we do. Community Intelligence is vital in the fight against crime.

- **Attend an annual meeting of Police Liaison Representatives.**

Whilst not the annual meeting I attended an online Parish Councillors meeting with the Police, Fire & Crime Commissioner and the Chief Constable on 15 June.

Chief Constable Nick Adderley provided an overview on the Force priorities for the coming year. In summary, all police matters are priorities, but the Force has designated four crime types, which will be given special attention in the next 12 months (Serious and Organised Crime, Knife Crime, Domestic Abuse and Anti-Social Behaviour), as "**Matters of Priority**".

- **Understand the role and impact on councils of the Crime and Disorder Act.**

Parish and town councils have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area, under Section 17 of the Crime and Disorder Act 1998. This includes anti-social and other behaviour adversely affecting the local environment. Parish and town councils should review how they exercise their powers and deliver their services, in order to comply with Section 17.

- **Monitor crime statistics for the area and report to the council on any significant trends.**
Last report was 24th April 2021 (it's on the KPC website)
- **Liaise with other groups/persons in the council's area on the broader community safety agenda, including fire prevention and emergency planning and bring items of interest to the attention of the council.**
Clerk emailed Councillors asking for their roles, if any.
- **Liaise and engage with the Northamptonshire Independent Advisory Group (IAG).**

The Police are expected to have an Independent Advisory Group (IAG), representative of the diverse communities, who meet regularly to raise policing issues that affect them and to act as a sounding board for Police when looking at new processes or policy that may adversely affect some communities.

Cllr Newbury is Chair of the Northampton IAG.

The Chairman thanked Cllr Lewin for his report.

RESOLVED to note the comprehensive report.

- To consider appointing a Parish Path Warden

Members considered the information from Northamptonshire Highways as shown in appendix 1 and it was...

RESOLVED that Cllr Elaine Miller be appointed as the Parish Path Warden with all other members of the council supporting and providing updates from their local areas.

9. KINGSTHORPE LIBRARY

To consider a grant application from Northgate School to support the re-opening of Kingsthorpe Library.

Members considered the grant application as shown in appendix 2, the council were all supportive of the project. However, a small number of points required clarification before the council could finalise any grant to be awarded.

RESOLVED that the council would ask the Head of Northgate School to clarify the matters raised and that an extraordinary meeting be held on Wednesday 7th July to finalise any grant to be awarded.

10. ANNUAL GOVERNANCE AND ACCOUNTING RETURN FOR THE FINANCIAL YEAR ENDING 31/03/2021

- a) To receive the report of the Internal Auditor.

The Clerk introduced the report and explained that the Internal Auditor had reviewed the council's policies and procedures and was happy that the correct procedures were in place moving forwards.

RESOLVED to note the report.

- b) To approve the Annual Governance Statement.

The Clerk presented the Annual Governance Statement, and it was...

RESOLVED to approve the Annual Governance Statement.

- c) To approve the Accounting statement.

The Clerk presented the Accounting Statement, and it was...

RESOLVED to approve the Accounting Statement.

11. PAYMENTS:

To approve the payment lists.

Members reviewed the payment list as shown in appendix 3 and it was...

RESOLVED to approve the payment list.

12. BANK MANDATE:

To consider adding additional signatories to the bank mandate.

The Chairman explained the need to add additional signatories to the bank account to ensure the council had some resilience in their financial arrangements and it was...

RESOLVED that Cllrs Newbury, Miller and O'Connor be added to the bank mandate.

13. STAFFING

To consider recommendations of the Staffing Working Party regarding the appointment of permanent staff to Kingsthorpe Parish Council.

Members reviewed the report of the staffing working party as shown in appendix 4 and it was...

RESOLVED to

- **To accept the NBC / NCALC recommendations regarding the required hours and salary level for a Full-Time Clerk and to work with NCALC to recruit a member of staff to fill this position with a projected start date of August / September.**
- **To request the current clerk to open conversations with Far Cotton & Delapre Community Council to understand if the two Councils would be able to establish an arrangement regarding Holiday / Sickness cover for the remainder of the first year of the Parish Council (to end March 2022)**
- **If the above conversations are not concluded satisfactorily, to start the recruitment process to the Admin Assistant role once the Full Time Clerk**

is in post, otherwise we will take advice from the Clerk as to when the workload requires an Admin Assistant with the intention for this to happen from April 2022.

14. CO-OPTION

To Co-opt members to the community council as outlined in the procedure here.

The Chairman welcomed the candidates for co-option to the meeting and invited each candidate to say a few words about themselves and why they had expressed an interest in becoming councillors.

Both candidates spoke of their professional backgrounds and their sense of community and desire to support the community.

The Chairman and members of the council thanked the candidates for attending the meeting and making their representations.

Cllr Ball then proposed, seconded by Cllr Kilby-Shaw that Helen Arbuthnot be co-opted to the Obelisk ward.

Cllr E Miller then proposed, seconded by Cllr Kilby-Shaw that Dilip Kumar be co-opted to the St David's ward.

RESOLVED that Helen Arbuthnot be co-opted to the Obelisk ward and that Dilip Kumar be co-opted to the St David's ward.

15. COMMUNITY ENGAGEMENT

a. Meeting Locations:

To consider future meeting locations

RESOLVED that subject to Covid restrictions future meetings would take place in each of the five wards on rotation.

b. Newsletter:

To consider producing a newsletter for the residents of Kingsthorpe.

RESOLVED that a four-page newsletter be produced introducing the Parish Council, the leaflet will be delivered by councillors. It was delegated to the Clerk to arrange for a draft to be circulated and to obtain best value for the printing costs.

c. Projector

To consider purchasing a projector to facilitate presentations at meetings.

RESOLVED to purchase a projector and that it be delegated to the Clerk in consultation with the Chairman to purchase suitable equipment.

d. Logo Competition

To consider re-running the logo competition
RESOLVED to engage with local schools and re-run the logo competition in September.

e. Councillor Badges

To consider the purchase of councillor badges

This item was deferred and will be considered once the Parish Council has a logo.

16. ITEMS FOR INFORMATION ONLY

DATES OF NEXT MEETINGS

7th July Extraordinary Council meeting

7th July Planning Committee meeting

21st July Council meeting