

KINGSTHORPE PARISH COUNCIL

Council Meeting 24 February 2021

To: All Northampton Borough Councillors for the wards set out in Schedule 1 to the Northampton Borough Council (Reorganisation of Community Governance) No.3 (Kingsthorpe Parish Council) Order 2020

You are summoned to attend a meeting of Kingsthorpe Parish Council to be held by remote means through Zoom at 18:00 on 24 February 2021.

Kate Houlihan
Interim Clerk and
RFO
Clerk@kingsthorpe-pc.gov.uk

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held on the 26 January 2021 and to authorise the Chairman to sign them as a true and correct record of the proceedings.
4. Northampton Jets Youth Football Club: To receive a presentation from Northampton Jets Youth football Club regarding proposals for the future development of football facilities for the area.
5. Library Provision in Kingsthorpe: To receive information from Cllr S Rumens regarding library provision in Kingsthorpe.
6. Logo for Kingsthorpe Parish Council: To consider running a competition for young people to design a logo for Kingsthorpe Parish Council.
7. Police Information:
 - To receive a police report for the local area (information to follow)
 - Police Liaison Representative: To appoint a police liaison representative to act as a single point of contact with Northamptonshire Police (information from NCALC herewith)
8. Planning matters:
 - Applications for consideration:
 - [Planning Application N/2021/0060 - Valid From 13/01/2021](#)
17 Canons Walk, -, Northampton, Northamptonshire, NN2 8HR, Single storey rear extension
 - [Planning Application N/2020/1533 - Valid From 08/01/2021](#)
70 Knights Lane, -, Northampton, Northamptonshire, NN2 6QL
Single storey rear extension
 - Buckton Fields development: to receive an update on the Buckton Fields Development
9. To receive an update on implementation of the re-organisation order and set-up of Kingsthorpe Parish Council. (report herewith)
10. Public participation: To consider how Kingsthorpe Parish Council will manage public participation at future meetings (report herewith)
11. Kingsthorpe Parish Council Website: To receive an update and demonstration on the development of a website for Kingsthorpe Parish Council.

12. Promoting candidacy at the May 2021 elections: To consider and agree ways of promoting candidacy for the May 2021 elections. (report herewith)
13. Breast feeding Policy: to adopt a breastfeeding policy (to follow)
14. Other items for information only:
 - Community Planning and development of a Neighbourhood plan
 - Climate Change policies

**Press and public can witness the meeting at
<https://www.youtube.com/user/northamptonbcTV>**

For all queries regarding the agenda or to raise a question with the council please contact Kate Houlihan clerk@kingsthorpe-pc.gov.uk

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Agenda Item 3

NORTHAMPTON BOROUGH COUNCIL

KINGSTHORPE PARISH COUNCIL

Tuesday, 26 January 2021

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

1. APOLOGIES FOR ABSENCE

There were none.

2. DECLARATIONS OF INTEREST

There were none.

3. MINUTES

The minutes of the previous meeting held on 13 January 2021 were agreed as a true and accurate record of the meeting.

4.A TO FURTHER CONSIDER AND AGREE THE BUDGET RECOMMENDED BY THE CROSS PARTY WORKING GROUP

At the Chair's invitation, the Deputy Monitoring Officer introduced the report and explained that the budget recommended by the Cross Party Working Group had gone to full Council. Therefore, the budget had been recommended by full Council to the Kingsthorpe Parish Council.

The Deputy Chief Executive from NCALC, Lesley Sambrook Smith presented the report and explained that the figures contained in the budget report had not changed since the previous meeting, but the updated report contained further background information to provide context. The report also contained the band A charge, which would be £21.41p.a compared to the band D charge of £32.11p.a. It also demonstrated that only 19% of the properties in Kingsthorpe fall within the Band A category of council tax banding.

Members asked questions surrounding staffing costs. It was confirmed that the Parish Council was required to have a section 151 officer and a proper officer, however it was acceptable for these roles to be covered by one individual. Another question asked how the Parish Council could receive additional funding and Section 106 monies. In response to this question, it was confirmed that it depended on which grants and projects the Council applied for, as there were various lottery funds and grant streams available, as well as borrowing in the form of loans. The Deputy Chief Executive, NCALC, explained that the Parish Clerk would work with the principal council (West Northants Council) to identify any Section 106 monies owed to the Kingsthorpe Parish Council.

Members noted that new information relating to allotments was in the report and asked for further information regarding income cost and running cost of the allotments. Members also questioned the accommodation costs of £10,000 detailed in Section 1.2.5 of the report and what accommodation would be used. Cllr Beardsworth explained that she had approached Kingsthorpe Hall, at Thornton Park and the Kingsthorpe Parish Council were permitted to use an office space there, however she felt it would be more effective if the meetings could be held in a central location in Kingsthorpe, such as the Kingsthorpe Community Centre. It

was anticipated that most of the meetings could be held remotely, as they were currently being held.

Regarding the allotments and asset transfers, the Deputy Chief Executive, NCALC, explained that as part of the reorganisation order, the allotments would be transferred and come under the management of the Kingsthorpe Parish Council. She explained that the Parish Clerk, Kate Houlihan would be looking into allotments and service-level charges when she starts the position in February. In terms of cost for the allotments, it was hoped that these costs would be looked at with the Town Council, but the cost detailed in the report was there for contingency purposes. It was agreed that a report on allotments, with more accurate cost details, would be brought to a future meeting.

The Chair asked for information regarding the Council Tax Reduction Scheme (CTRS) and if there were any details on how the proposed increases on Council Tax would impact Kingsthorpe. It was confirmed that the Shadow West Northants Unitary were currently discussing the CTRS and the Clerk, Kate Houlihan, agreed that a report would be brought to a future meeting.

RESOLVED: That the Parish Council considered and agreed the budget recommended by the Cross Party Working Group.

4.B TO AGREE THE PRECEPT (COUNCIL TAX) DEMAND FOR 2021/2022

The Chair introduced the report and explained that the recommendations were to set the precept at £32.11p.a. for a band D property, and this cost would be different for other properties as the cost would be scaled according to the Council tax band. The Chair emphasised the importance of agreeing a precept. The Deputy Chief Executive, NCALC, explained that there was a deadline of 1 March to present the precept to the Borough Council with the precept to allow the bills to be produced so that monies could be collected on behalf of Kingsthorpe Parish Council.

RESOLVED: That the Council set a precept of £222,000 for 2021/22 based on the previously agreed budget.

5. TO AGREE THE DATES FOR THE NEXT MEETING OF THE COUNCIL

The Chair proposed that the date for the next meeting would be held on 24 February 2021 at 6pm.

RESOLVED: The date for the next meeting was agreed.

6. ITEMS FOR INFORMATION

The Chair encouraged members to come forward with any items in time for the next meeting. He summarised that he would like the following items to be discussed at a future meeting: allotments, transfer of assets and if the independent remuneration panel would award a carer's allowance for carer's who wished to stand as a Parish Councillor.

The meeting concluded at 8:00 pm

Police Liaison Representative (PLR) Role Description

Appointment

At its annual meeting, the parish council will appoint a Police Liaison Representative (PLR) who shall hold office until the next annual meeting unless the appointment is terminated by the council. A person may be re-appointed from one year to the next. The Police Liaison Representative may be a member or officer of the council or a member of the public.

Role

The role of Police Liaison Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action. The role of the Police Liaison Representative shall be to:

- Establish contact with the relevant members of the Neighbourhood Policing Team.
- Attend an annual meeting of Police Liaison Representatives.
- Promote awareness of 101 and Crime Stoppers.
- Understand the role and impact on councils of the Crime and Disorder Act.
- Monitor crime statistics for the area and report to the council on any significant trends.
- Where there is a council-sponsored PCSO, communicate as appropriate with the council's Single Point of Contact (SPOC) for the PCSO.
- Act as the point of contact between the Neighbourhood Watch Co-ordinator and the council and help promote the Neighbourhood Watch.
- Receive news and information from the Neighbourhood Policing Team (general and related to specific local incidents) and disseminate it in the council's area as appropriate.
- 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.
- Liaise and engage with the Northamptonshire Independent Advisory Group (IAG).

Time commitment

Hours will vary from community to community and person to person, but it is envisaged that the role will require between five and ten hours per month.

Commitment to electronic working

The vast majority of information will be shared electronically (e-mail and social media). Police Liaison Representatives should be comfortable working electronically.

Limit of role

Police Liaison Representatives are not involved in operational policing and are not an appropriate person to receive reports of incidents or crimes from members of the public, who should use 101 or 999 as appropriate.

Report to: Council 24 February 2021-ITEM 9

Report on implementation of the reorganisation order and set-up of the council

<p>Summary: A report on the set-up Kingsthorpe Council and the implementation of the reorganisation order</p>	
<p>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,</p>	
<p>1.0</p>	<p>Background Information</p> <p>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.</p> <p>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.</p>
<p>2.0</p>	<p>Land and Property to be transferred to Kingsthorpe Parish Council</p> <p>Schedule 2 of the reorganisation order details the following land and property to be transferred to the Parish Council:</p>
<p>2.1</p>	<p><u>Allotments</u></p> <ul style="list-style-type: none"> • Eastern Avenue North • Kingsthorpe Park • Studland Road <p>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.</p> <p>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.</p>
<p>2.2</p>	<p><u>Property (Office space)</u></p> <p>The reorganisation 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.</p>
<p>3.0</p>	<p>Finance</p>
<p>3.1</p>	<p>Precept</p> <p>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.</p>

3.2	<p>Bank account</p> <p>In order to receive the precept funds and operate its finances the council must of course open a bank account.</p> <p>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.</p> <p>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 Financial Regulations.</p>
3.3	<p>Audit</p> <p>At the current time it is not anticipated that the Parish council will receive any income prior to the 1st of 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.</p>
3.4	<p>Insurance</p> <p>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</p>
4.0	<p>Office set-up</p> <p>The council will need to consider the various items in regard of office set-up. This will include:</p> <ul style="list-style-type: none"> Phones Laptop/Printer Virus software Finance system Office supplies Postage <p>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.</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

	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 16 February 2021		

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KINGSTHORPE COMMUNITY COUNCIL

Report to: Council 24 February 2021-ITEM 10

Report on public attendance and participation at council meetings

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.

<p>4.0</p> <p>5.0</p>	<p>There are 2 main options to be considered:</p> <p>a) Live streaming (as currently)</p> <p>Advantages:</p> <ul style="list-style-type: none"> • Accessible and can be viewed at a later date by those unable to attend the meeting. <p>Disadvantages:</p> <ul style="list-style-type: none"> • 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. <p>b) Include zoom code on agenda and allow open access for all (Note all existing parishes in the Borough of Northampton currently do this)</p> <p>Advantages:</p> <ul style="list-style-type: none"> • Accessible, no pre-registration is required. • Easy set-up, no other streaming services required. • The agenda can include a “police and public” session allowing residents to raise queries with the council without the need to pre-register. <p>Disadvantages:</p> <ul style="list-style-type: none"> • A small number of councils have been subject to “zoom bombing.” • Difficult to manage the meeting if there are a very large number of public attendees. <p>Meetings from 7th May 2021</p> <p>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.</p> <p>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.</p> <p>Recommendation:</p> <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		

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Report on promoting candidates at the May 2021 elections

<p>Summary: A report on the set-up of Kingsthorpe Parish Council and the implementation of the reorganisation order</p>	
<p>Recommendations</p> <p>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</p>	
<p>1.0</p>	<p>Background Information</p> <p>The first elections to Kingsthorpe Parish Council are being held on Thursday May 6th 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.</p>
<p>2.0</p>	<p>Ways of promoting candidacy</p>
<p>2.1</p>	<p>Website</p> <p>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.</p>
<p>2.2</p>	<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>
<p>2.3</p>	<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>
<p>2.4</p>	<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>
<p>Implications:</p>	

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
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 16 February 2021		