

BRADWELL PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Tuesday 7th July 2009

Present: Cllr R Davies, Cllr P Downing (Chair), Cllr S Eyre, Cllr C Furness, Cllr V Horstead, Cllr J Lawson, Cllr A Nash, Cllr S Nunn, Cllr A Slater, Cllr J Walker (from 21:00).

Mr S Lawless (Clerk), Mr R Jarman (RFO)

Mr B Nicols (village caretaker)
Mr P Ormerod & Mrs J Emsen (from 20:15)

PUBLIC PARTICIPATION

There was no public participation.

089/2009 Apologies for Absence

Apologies were accepted from PC P Whitehead.

090/2009 Declaration of Members' Interests

Cllr Slater declared an interest in the investment of council reserves, item 4.
Cllr Horstead declared an interest in the matter of the allotments, item 8.

091/2009 Acceptance of Minutes and Matters Arising

It was resolved to accept the minutes of the Parish Council meeting of 2nd June 2009 subject to one amendment.

It was resolved to accept the minutes of the Playing Fields committee meeting of 27th May 2009.
The minutes of the Youth Centre committee meeting of 3rd June were noted.

092/2009 Finance

Authorisations for Approval

	Payee	Amount (£)	Purpose
1	Mr S Lawless	1,294.34	Clerk's salary, allowances & expenses (photocopying & stationery). Carnival marquee (£399.99) Carnival tables (£189.80)
2	Mr R Jarman	236.18	RFO's salary & allowance
3	Mrs S Wharton	56.00	Youth Centre cleaning services
4	Brian Nicols Gas Services Ltd	277.50	Caretaking services
5	Mr A Samwell	20.00	Bus shelter cleaning (2 months)
6	Mr J Frith	30.00	Caretaking services
7	Harrison Packaging	45.99	Dog Poop Bags
8	E-on	3.34	Electricity for Beggars Plot
9	Wm Eyre	26.89	Maintenance materials
10	Andy Oldfield	75.24	Plants for Village Tubs
11	Land Registry	70.00	Land Registry fees for Peace Garden via solicitors Favell, Smith & Lawson
12	DDDC	158.79	Supply Dog Waste Bin at Hill Head & Empty litter bin on Beggars Plot
13	DCC	20.00	Fee for Searches on Common Land
14	Dave Brennan Jazz band	400.00	Carnival band fee
15	Castleton Silver Band	50.00	Carnival band fee
16	Bill Weston – Billerettes	100.00	Carnival band fee
17	St John Ambulance band	250.00	Carnival band fee
18	MKP Entertainment	125.00	Carnival children's entertainer
19	High Peak Heating Supplies	93.11	Maintenance Materials – replacement cheque
20	Paul Downing	41.26	Re-imburement of web costs
21	Mr C Furness	14.40	Travel expenses to CRP meeting at

			Disley
22	Playsafety	200.10	RoSPA Inspection and report
23	Cheque already issued BT	258.30	Youth Centre Internet & broadband for 2 quarters.
	TOTAL	£3,846.44	

It was resolved to approve the above authorisations, together with two late arriving payments

- a) DMH Solutions £89.92 for Purchase of Risk Assessment software
- b) High Peak Heating Supplies £55.08 for maintenance & YC Supplies.

It was resolved that the cost of the marquee should be paid from the Sinking Fund.

It was decided that the RFO should request itemised bills and refunds from BT for the Youth Centre costs.

Matters Raised by RFO

The RFO tabled three documents, the Income & Expenditure account, the Variance report and the Balance Sheet for the year to 31st March 2009 and led the review of these documents. These documents had earlier been reviewed by the Internal Auditor and found to be satisfactory.

It was resolved to accept these accounts, subject to renaming the Youth Club as the Youth Centre.

The Annual Return, as required by the Audit Commission, was tabled by the RFO. The Annual Return and the Governance Statement were reviewed and it was resolved to accept these documents. These documents are now to be signed by the Chair & the RFO, before being sent to the External Auditor.

The RFO stated that the Internal Auditor had reviewed the accounts and had found everything to be satisfactory.

The RFO stated that the External Audit report for 2008 / 2009 stated that the Risk Assessment procedure needed to be improved. A recommended software package had been purchased and Bradwell Parish Council information entered. The report produced by the package identified that a) the bus shelters needed to be insured, b) the Code of Conduct needed to be regularly updated and c) the Asset Register needed to be updated and all assets insured.

It was resolved to accept the Risk Assessment.

The RFO tabled an analysis of the council's liquid assets. It was identified that there was potentially c. £111k available to invest. Bearing in mind the guidance from both DALC Circular 34 and from the law stating that the council should have due regard to take appropriate advice, it was resolved that the RFO should re-invest the money held in the Halifax back into the Halifax at c. 1.5% and that he should identify another investment bond (from an institution not in the same group as the Halifax) yielding an equivalent rate into which to invest the balance. The RFO stated that he would assure the Council's insurer that the fidelity limit has been raised as requested.

The RFO led the review of the current year's finances. He stated that costs were generally in line with the agreed budget. He raised two points, a) the position has improved over the original budget by the decisions taken regarding transferring the Rights of Way committee budget to General Reserves, and b) the possible decision to apply to exchange the Common Land status of the Quarry Piece would adversely impact on the budget to c. £6k.

The RFO tabled documents confirming that the monthly process of bank reconciliation is working satisfactorily.

Other Financial Matters

Cllr Slater presented a request for financial assistance from Bradwell Junior Football club to provide football coaching. He stated that the full coaching programme would cost c. £1,500, and suggested that this cost might be funded jointly by the council and the Football club itself. He was presently not aware how much money the football club held.

It was resolved to suspend Standing Orders to allow the public to contribute to this discussion. Mrs J Emsen suggested that the Youth Centre had received money that could be used for this purpose.

It was resolved to re-instate Standing Orders

It was decided to refer this matter to the Youth Centre, and to await their recommendation.

The request for a financial donation from Victim Support in Derbyshire was considered and it was decided not to contribute to this organisation.

093/2009 Parish Council Processes

The number, purpose and membership of all committees were reviewed.

It was noted that the separate Playing Fields committees had not met for the past 16 months. It was stated that the new unified Playing Fields committee was important in that it directly managed council assets. It was resolved to dissolve the Finance committee and to transfer management of all financial business directly to full council meetings. It was decided to retain the Carnival committee and the Rights of Way and Common Lands committee, and to await developments regarding the Youth Centre committee.

The Terms of Reference for each of the approved committees were reviewed.

A number of changes were decided for the Rights of Way & Common Lands committee Terms of Reference.

It was resolved to accept Cllr Downing's resignation from and to approve Cllr Horstead's appointment to the Rights of Way & Common Lands committee.

It was resolved to defer further consideration of Terms of Reference and Financial Regulations until the next monthly council meeting.

094/2009 Village Issues / Initiatives

The Clerk read the monthly report from Derbyshire Constabulary.

It was noted that from 03/08/09, PC P Whitehead will be re-assigned to Chesterfield and will be replaced by PC Ian Richardson.

The current situation with the Youth Centre and proposals to establish a Youth Club at arms-length from the council were presented by Cllr Downing. He reported that a meeting of interested parties was planned for later in the month with a view to them being in a position to form a committee and to take over running the Youth Club from early September. He also reported that Cllr Walker has done an excellent job in keeping the Youth Centre running.

It was resolved to suspend Standing Orders to allow the public to contribute.

Mrs Emsen stated that she felt that a full time person was required to run the Youth Club, to manage all activities, and to ensure that CRB matters are correctly managed.

It was resolved not to advertise for a Youth Centre co-ordinator at the present time.

The Youth Centre committee would report progress to the council at the next monthly council meeting.

It was resolved to re-instate Standing Orders.

Cllr Davies reported that the planning of Carnival 2009 was progressing well.

095/2009 Playing Fields & Village Caretaking

Cllr Lawson provided a report from the Playing Fields committee following their recent meeting. The minutes of this meeting had been noted earlier. More work on the Playing Fields would be carried out after Carnival 2009.

The village caretaker presented his monthly caretaking report. He reported that he had among other activities a) made a number of repairs to walls at Town Bottom playing field, b) worked on the village tubs, c) repaired play equipment, d) repaired the bench seats on Beggars Plot playing field, and e) started work on the items identified in the RoSPA report.

The letter and quotation from the tree surgeon stating that the alder tree in the Town Bottom playing field needs to be removed was considered. It was resolved to accept the quotation and to ask the tree surgeon to remove the tree.

Cllr Furness raised the condition of the beech tree on Towngate Green. The caretaker was asked to prune this tree.

The need to replace all four swing seats (2 junior & 2 infants) in the Beggars Plot playing field (c. £245) was considered. It was resolved that the new seats should be purchased and funded from the Sinking Fund.

The planning of the village meeting of Thursday 16th July to consider the transfer of Common Land status to the Beggars Plot was reviewed. It was decided to cancel this village meeting and that the Clerk should place posters around the village to this effect.

The Clerk reported that the application for adverse possession and the registering of the Peace Gardens as a Village Green was in the hands of the solicitors and was progressing well.

The plans for Christmas trees this year were deferred to the next monthly council meeting.

096/2009 Highways, Rights of Way & Open Spaces

The review of progress in establishing Parish Council allotments in Bradwell was deferred to the next monthly council meeting.

097/2009 Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
New	22/05/09	NP DDD 0509 0384	Bradwell Methodist Church, Towngate, Bradwell	Erection of shed for storage of Teddy Bear Club
New	22/05/09	NP DDD 0509 0426	Woodbine Cottage, Smithy Hill, Bradwell	Extension – single storey to provide a kitchen/dining room
Granted	24/03/09	NP DDD 0309 0224	The Knoll, Smalldale, Bradwell	Extension over garage. The council supported this application.
Appeal	02/06/09	NP DDD 0908 0819	Mr. J. Shaw, The Garage, New Road, Bradwell	Conversion of redundant building to dwelling at New Road, Bradwell.

The above review of Planning Applications was noted.

Newburgh Estates Ltd.

The progress with the handling to the Outline Planning Application, NP/DDD/1208/1089, from Newburgh Estates Ltd. for the Newburgh site was considered. No action was planned until an amended application is submitted.

Cllr Furness discussed the possibility of car parking on the former Royal British Legion site as part of the Newburgh outline planning application. It was resolved that he should reply to Newburgh Estates Ltd that, should the planning application be successful, then the council would like parking facilities to be provided on this site at Newburgh's expense.

It was resolved to suspend Standing Orders.

The letter from a resident asking the council to reconsider its decision not to provide parking on the former Royal British Legion site was considered. It was stated that this plot was given to the village for the benefit of the whole village and that previous attempts to provide parking there had caused problems for the residents of Butts Mill.

Mr P Ormerod was asked to obtain costs from a local builder for the supply & installation of hard standing for the site and to propose how the site would be managed. Mr Ormerod expressed disappointment at the decision but agreed to do as requested.

It was resolved to re-instate Standing Orders.

Due to time pressures, it was resolved to defer all further business until the next monthly council meeting.

098/2009 Publications / Information Received

Communications for Information:

Date of Information	Description	Decision Req'd
01/06/09	DALC - Circular 26: Availability of locum Clerks & auditors	
02/06/09	DALC - Circular 27: General Circular – Winter gritting, 'Changing Places', Minerals & Waste planning etc.	
04/06/09	DDDC – artsMATTERS Summer magazine	
08/06/09	OSS – Open Spaces Society Annual Report and Summer magazine	
16/06/09	DALC – Circular 28: Training bursary scheme for Clerks	
16/06/09	DALC – Circular 29: Free Energy Audits for community buildings	
16/06/09	DALC – Circular 30: VAT Workshops & Training	
16/06/09	DALC – Circular 31: Training course – Responding to planning Applications	
16/06/09	DALC – Circular 32: General Circular	
17/06/09	Safer Neighbourhoods News letter – Summer 2009	
19/06/09	DDDC – Review of Housing Renewal Policy	Y
19/06/09	DDDC – Annual Sports Awards – Nomination Form	Y
19/06/09	DDDC – Directory for Sport, Recreation & Leisure 2008/2009	
24/06/09	DALC – Circular 33: General Circular: EMRA review of Plan, Business Link course, NALC's Awards	
29/06/09	Rural Services Network – consultation on impact of recession on rural communities	Y
30/06/09	DALC – Circular 34: CLG Report on Local Authority Investments	
01/07/09	EMRA – East Midlands Regional Assembly – consultation invitation on the spatial strategy, new housing, environment, transport, agriculture, energy and minerals & waste.	Y
02/07/09	DALC – Circular 35: General Circular – Bus Shelter siting & grants	

The Clerk circulated the above documents among members.

099/2009 Date of Next meeting

It was noted that the next meeting of the Parish Council will be held on Tuesday 11th August 2009 in the Methodist Hall starting at 7:30 p.m.

The meeting concluded at 11:43.