

# BRADWELL PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at 7:30 p.m. on Tuesday 11<sup>th</sup> May 2010

**Present:** Cllr R Davies, Cllr S Eyre, Cllr C Furness,  
Cllr V Horstead, Cllr J Lawson (from 7:50), Cllr A Nash (Chair),  
Cllr S Nunn, & Cllr A Slater (from 7:55)

Mr S Lawless (Clerk)

Members of the public: PCSO A Boswell, Mr P Senior

### **PUBLIC PARTICIPATION**

The Clerk discussed Tuesday's letter from CDi, regarding the TBPf Zip wire project. It was agreed to re-send the previous letter to them.

Cllr Furness discussed the use of an audio recorder to assist in production of minutes. It was decided to put this on the agenda for the next meeting.

### **053/2010 Election of Chairman & Signing of Acceptance of Office**

It was **resolved** to elect Cllr Downing as Chairman for the coming year. As Cllr Downing was absent, the signing of the Acceptance of Office was deferred until his return.

### **054/2010 Election of Vice-Chairman & Signing of Acceptance of Office**

It was **resolved** to elect Cllr Nash as Vice-Chairman for the coming year. Cllr Nash signed the Acceptance of Office and chaired the meeting.

### **055/2010 Apologies for Absence**

Cllr P Downing & Cllr J Walker offered their apologies by reason of prior arrangements. These apologies were accepted by the meeting.

### **056/2010 Declaration of Members' Interests**

Cllr Eyre declared a personal in the Netherwater Farm application in 065/2010.

Cllr Horstead declared a personal interest Allotments in 064/2010.

Cllr Nash declared a prejudicial interest in the matter of appointing a temporary RFO in 061/2010 and a personal interest in the matter of New Church Street in 065/2010.

### **057/2010 Appointment to Committees and External Representation**

<b>Committees and External Bodies</b>	R Davies	P Downing	S Eyre	C Furness	V Horstead	J Lawson	A Nash	S Nunn	A Slater	J Walker
Council	M	<b>C</b>	M	M	M	M	<b>V</b>	M	M	M
Playing Fields Committee			M			<b>C</b>		M	M	M
Carnival Committee	M				<b>C</b>		M			?
Youth Centre				M		M				<b>C</b>
Lafarge Liaison	M			M						
Community Rail Partnership				M						
Police Governance Board	M									
Memorial Hall						M				
Bradwell All Sports						M				
Bradwell Village Action Group		M			M		M			
C=Chair, V=Vice-Chair, M=Member										

It was **resolved** to appoint membership of the above committees and external bodies as per the above table, with Cllrs Downing & Nash as automatic ex-officio members of all committees.

The Clerk was asked to clarify for the next meeting whether non-council members are entitled to vote on parish council committees.

### 058/2010 Appointment of Internal Auditor

It was **resolved** to re-appoint Mrs Gillian Nowell as Internal Auditor at the same hourly rate.

### 059/2010 Acceptance and Signing of Previous Minutes and Matters Arising

It was **resolved** to accept the minutes of the Parish Council meeting of 6<sup>th</sup> April 2010.

The minutes of the Carnival committee meeting of 22<sup>nd</sup> April 2010 were noted.

It was **resolved** to accept the minutes of the Special Parish Council meeting of 23<sup>rd</sup> April 2010.

There were no matters arising.

### 060/2010 Acceptance

#### Authorisations for Approval

	Payee	Amount (£)	Purpose
1	Mr S Lawless	657.56	Provisional payment of Clerk's salary & allowances (£600) plus copying & postage expenses (£57.56).
2	Mr R Jarman	250.00	Provisional payment RFO's salary & allowances
3	Brian Nicols Gas Services Ltd	345.00	Village Caretaking Services (46 hrs)
4	Mrs S Wharton	56.00	YC Cleaning Services
5	Mr A Samwell	10.00	Bus shelter cleaning
6	Mr C Furness	9.60	Travel Expenses
7	Harrisons Packaging Ltd	49.34	Dog Litter bags
8	Playworld Systems (Eur) Ltd	521.70	Accessibility Swing Seat
9	Aon Ltd	1729.35	PC Insurance renewal
10	Derbyshire Dales District Council	38.56	Litter Bin emptying on Beggars Plot
11	Bradwell Teddy Bears Club	500.00	S137 grant for building of an outdoor play area, agreed in minute 048/2009 Finance.
12	Mr J Frith	110.00	Caretaking Services (11 hrs)
13	St Barnabas PCC	130.00	S137 grant for clock maintenance.
	<b>Authorisations tabled at the meeting</b>		
14	Bradwell War Memorial Hall	48.00	Room Hire – 22/04/10, 23/04/10, 27/04/10
15	Derbyshire County Training Partnership	40.00	Provision of a 'Power of Well Being' training course – 19/05/10
16	Harrison's Packaging	19.39	Doggie Bags – 1 outstanding invoices
	<b>TOTAL</b>	<b>£4,514.50</b>	

#### Matters from previous meeting

The Clerk is to re-new the insurance with our present insurer for the coming year. He is also to investigate competitive quotations / cover for future years.

The Clerk is to allow the present provider of playground inspections to continue for the current year. He is then to investigate competitive quotations for future years.

The Clerk outlined the planned timetable for a) the completion of the 2009/10 accounts by the RFO, b) the auditing of these by the Internal Auditor, c) the sending of these accounts to the external auditor and d) the publishing of these accounts. It is expected that the accounts will be completed and audited ready for the June council meeting. The Clerk was asked to include a review of the need for a Finance committee on the agenda for the June council meeting.

### **Other Financial Matters**

It was noted that the claim for £1,734 for reimbursable expenditure for grounds maintenance had been accepted by DDDC. The quotation of £4,534 from DDDC for grass cutting for the 2010/11 year was also noted. The Clerk was asked to obtain the grass cutting schedule from DCC and to ask the Village Caretaker to record when cutting takes place.

The request from the Open Spaces Society for financial assistance was discussed. It was decided not to respond to this application.

### **061/2010 Parish Council Processes**

The Clerk outlined the position regarding the need for 'three clear days' notice of Parish Council meetings and proposed that agenda packs will now be routinely issued by the Wednesday preceding Tuesday meetings. This was agreed.

The various aspects of selecting and appointing a replacement RFO were discussed. The following was decided:-

- a) Applicants would be interviewed by Cllrs Downing, Nash and the Clerk, who would then recommend a preferred candidate to the June meeting.
- b) The hourly rate would be based on NALC pay scales depending on experience.
- c) Payment would be based on time-sheets.

By virtue of a prejudicial interest, Cllr Nash left the meeting for the next item. It was **resolved** that Cllr Davies should chair this next item.

The need to employ a temporary RFO was discussed.

It was **resolved** that Melanie Kanarek should be appointed as temporary RFO at an hourly rate of £10.00 until a permanent RFO is appointed.

Cllr Nash returned to the meeting and resumed as Chair.

The new publication 'Standing Orders for Local Councils' advised in DALC Circular 10/2010 was discussed. It was decided to delegate the review of this document to Cllrs Horstead and Nunn, who were asked to report their recommendations to the July council meeting.

Individual members' Register of Financial and Other Interest declarations were distributed and members were asked to update them as appropriate and return them to the Clerk by the June council meeting at the latest.

The Terms of Reference of the Carnival committee were reviewed and it was **resolved** to accept these without change, subject to the outcome of the investigation into non-members being entitled to vote.

The Terms of Reference of the Playing Fields committee were reviewed and it was **resolved** to accept these without change.

The review of the Terms of Reference of the Youth Centre committee was deferred until the next meeting.

The review of the Financial Regulations was deferred until the next meeting.

The council policies document was reviewed and it was **resolved** to accept this without change.

The Complaints procedure was reviewed and it was **resolved** to accept this without change.

The option of working towards Quality Council status was reviewed and it was decided not to progress with this initiative.

It was noted that the Power of Well Being training course has been booked for Wednesday 19<sup>th</sup> May 2010 in the Methodist Lounge, Towngate, Bradwell to start from 6:00 p.m. The Clerk distributed the DCTP notification of this course to members.

## 062/2010 Village Issues / Initiatives

PCSO Boswell presented his policing report for Bradwell for the past month. He stated that there had been three crimes and a number of calls for service. He stated that the Police Governance meeting had been poorly attended and that the initiative to formally monitor vehicle speeds through the village had been suspended, although this activity would continue on an ad-hoc basis. The Chair thanked PCSO Boswell, who then left the meeting.

Cllr Horstead gave her report on the recent Carnival meeting. She reported that a) a letter to confirm arrangements for the bar was required (it was decided that the Clerk should provide this), b) a proposal to book events where admission could be collected had been considered (it was decided that a village organisation e.g. Bradwell Sports Club to collect money for the MUGA, should be encouraged to collect these admission charges), c) it had been proposed to ask the council to fund additional bunting around the field entrance (it was decided not to support this proposal), d) it had been proposed to provide helium balloons for children (it was decided to approach Lafarge to provide these), e) the children's entertainer could provide two cartoon characters to walk among the crowd but that these characters would require attendants (Cllr Lawson volunteered to help with one of the characters).

Cllr Furness gave his report on recent activities associated with the Youth Centre. He reported that Cllr Walker may discuss an incident that occurred outside the Centre with the Police. It was **resolved** to spend up to £350 on new Wii games equipment for the centre. It would soon be necessary to start spending the grant money previously obtained.

The Annual Parish Meeting was reviewed. It was agreed that this had been a successful meeting and no changes for future meetings were identified.

The letter from a resident sent in advance of the Annual Parish Meeting was considered. It was decided that the Clerk should reply to this letter.

The Clerk reported that no progress in completing the Community Response Plan for Civil Emergencies had yet been made.

## 063/2010 Playing Fields & Village Caretaking

The Clerk gave an update on recent Caretaking activities. He reported that three caretakers were now involved in various village caretaking activities. Cllr Lawson reported that the Playing Fields committee was investigating a number of options for improving the playing fields and would soon report to the council with some proposals.

## 064/2010 Highways, Rights of Way & Open Spaces

Cllr Nash reported that no progress has been made since the last council meeting in providing allotments and that searches for suitable land continues.

The Clerk read the two replies from DCC Highways department relating to damage to grass verges around Wortley Court and the Crescent. These replies were discussed and it was decided to note these replies in Bradwell News.

## 065/2010 Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
Reviewed	23/11/09	NP DDD 1109 1021	Joiners Cottage, Towngate, Bradwell	Repair & refurbishment of interior of dwelling. The council <b>objected</b> to this application.
Reviewed	23/03/10	NP DDD 0310 0269	Eden Tree Lodge, Stretfield, Bradwell	Change of use of lean-to to holiday let. The council <b>supported</b> this application.
Appeal	21/04/10	APP/M9496/C/08/2084432	Moss Rake East Quarry, Bradwell	Appeal to be held At Aldern House on 5 <sup>th</sup> May 2010.

These Planning Applications were noted.

**Newburgh Estates Ltd.**

No progress has been noted with the amended Outline Planning Application, NP/DDD/1208/1089, from Newburgh Estates Ltd. for the Newburgh site. We await notification that the amended application has been submitted to PDNPA.

- Roger Yarwood, a planning consultant, will not become involved until the amended application has been submitted.
- No response has been received from the DDDC Chair regarding the lack of response by the DDDC Planning Department.

**Netherwater Farm, Tideswell – Appeal against Enforcement Notice**

Members were invited to submit any comments they may wish to make to the Clerk before the closing date of 25<sup>th</sup> May 2010.

No further communications on the matter associated with Mrs A Harrison of 6, New Church Street have been received. No action will be considered until notification has been received.

**066/2010 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies**

**Recent Meetings:**

Date	Event	Council Representative(s)
22/04/10	DCC Parish & Town Council Liaison Forum Members Room, County Hall, Matlock. (evening start) Cllr Davies gave his report on this Forum. He reported on his suggestion that the council 'matches funding' with DDDC / DCC to obtain additional grit bins. The Clerk is to progress this suggestion.	Cllrs Davies & Downing
28/04/10	Training for Clerks and Chairmen on the new Standing Orders, Audit Return & Insurance Kestral Conference Centre, Ripley 09:00 – 16:30	

**Future Meetings:**

Date	Event	Council Representative(s)
12/07/10	Peak Park Parishes Forum – Annual Liaison Meeting PDNPA Aldern House, Baslow Rd, Bakewell from 18:00	

**067/2010 Publications / Information Received**

Date of Information	Description	Decision Req'd
22/04/10	SMP Playgrounds – Quarterly Parish & Community newsletter	
22/04/10	Kompan Playgrounds Newsletter	
22/04/10	Natural England: England's Statutory landscape Designations: A practical guide to your duty of regard	
26/04/10	Green Marketing Workshops to be held during May & June	
30/04/10	DCC – Roads & Transport – Have Your Say On-line questionnaire with closing date of Friday 4 <sup>th</sup> June at <a href="http://www.derbyshire.gov.uk/transportconsultation">www.derbyshire.gov.uk/transportconsultation</a>	
30/04/10	DCC – Consultation on Minerals Core Strategy On-line questionnaire with closing date of Friday 25 <sup>th</sup> June at <a href="http://www.derbyshire.gov.uk/mineralsplan">www.derbyshire.gov.uk/mineralsplan</a>	

The first two items were given to Cllrs Lawson & Nunn.

**068/2010 Date of Next meeting**

The next Parish Council meeting will be held on Tuesday 1<sup>st</sup> June 2010 in the Methodist Lounge starting at 7:30 p.m.

**The meeting concluded at 10:20 p.m.**