

# BRADWELL PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at 7:30 p.m. on Tuesday 3<sup>rd</sup> May 2016

**Present:** Cllr P Downing, Cllr C Furness, Cllr L Granger, Cllr P Higgs, Cllr N Kirkham, Cllr K Lancaster, Cllr M Salvage Cllr L Sowerby, Cllr R Stevens.

Mr S Lawless (Clerk)

Members of the public: No members of the public attended this meeting.

### **PUBLIC PARTICIPATION**

There was no public participation.

### **053/2016 Election of the Chairman & Signing of Acceptance of Office**

It was **resolved** to appoint Cllr Downing as chair of the council.  
Cllr Downing then signed the Acceptance of Office form.

### **054/2016 Election of the Vice-Chairman & Signing of Acceptance of Office**

It was **resolved** to appoint Cllr Higgs as vice-chair of the council.  
Cllr Higgs then signed the Acceptance of Office form.

### **055/2016 Apologies for Absence**

Apologies were received from Cllr Nash by reason of holidays. These apologies were accepted by the meeting.

### **056/2016 Declaration of Interests**

No pecuniary interests were declared. However, Cllr Downing voluntarily declared non-pecuniary interests in minute 060/2016 as he is the editor of the Bradwell News newsletter.

### **057/2016 Appointment to Committees and External Representation**

It was **resolved** to dissolve the Neighbourhood Plan committee together with its associated CLT sub-committee. The Chair thanked all those involved for their hard work which resulted in the successful adoption of the neighbourhood plan by PDNPA.

It was **resolved** to establish a Car Parking committee to investigate village car parking issues and to propose actions to mitigate these issues.

The membership of all council committees and representation on outside bodies was reviewed. A number of changes were agreed which are documented in Appendix A. It was **resolved** to accept these documented changes.

### **058/2016 Appointment of Internal Auditor**

It was **resolved** to confirm the re-appointment of Knowles Warwick as the council's Internal Auditor.

### **059/2016 Acceptance & Signing of Previous Minutes and Matters Arising**

It was **resolved** to accept the minutes of the Parish Council meeting of 05/04/16.

### **060/2016 Finance**

#### **Financial Authorisations**

	<b>Payee</b>	<b>Purpose</b>	<b>Amount (£)</b>	<b>Cheque Number</b>
1	Mr S Lawless	Clerk's salary, allowances & expenses (£37.28)	658.78	100807
2	Ms J Hacz	YC Youth Leader's salary	55.70	100808
3	Bradwell News Advertising	Editorial Content	504.00	100809
4	David Miller	BPPF – Stone Walling – O/S Work	255.00	100810
5	G.E. Davies	Mowing Playing Fields – 30/04/16	240.00	100811
	<b>TOTAL</b>		<b>£1,713.48</b>	

It was **resolved** to authorise the above five transactions above together with the following six supplementary transactions.

	Payee	Description	Amount	Cheque
6	Mr A Samwell	Cleaning glass in Bus Shelters	10.00	100812
7	Mr G Storey	Caretaking & Inspections	112.00	100813
8	Mr J Frith	Caretaking – Mowing Peace gardens	40.00	100814
9	Bradwell Packaging Services Ltd	Storage Charges – 25/04 – 29/05/16	60.00	100815
10	Mr Simon Hill	Caretaking – Treatment of BPPF benches	140.00	100816
11	High Peak Heating Supplies	Caretaking Materials	123.28	100817
	<b>TOTAL</b>		<b>£ 485.28</b>	

### Other Financial Matters

The Clerk gave his financial report including receipt of the precept & Support Grant from DDDC, progress with the 2015/16 year-end accounts and internal audit, and an update on the PAYE system.

The council's banking arrangements were reviewed. The balances held in the two banks were considered and the Clerk is to investigate opening a third bank account to ensure that the council's individual bank balances remain below the £75k guarantee level. The signatories on each account were reviewed and it was **resolved** to confirm the existing signatories.

### 061/2016 Parish Council processes

The Terms of Reference (ToR) of the Carnival, the Finance, the Playing Fields & Open Spaces and the Youth Club committees were reviewed. It was **resolved** to adopt the Carnival ToR with one change and the Playing Fields and Open Spaces ToR without change. The Finance ToR is to be reviewed at the next Finance committee meeting and the Youth Club ToR under 070/2016 below.

The draft Terms of Reference of the Car Parking committee were reviewed. It was **resolved** to adopt these ToR subject to a number of changes.

The current version of the Standing Orders and Chairmanship document was reviewed and it was **resolved** to adopt this document unchanged.

It was noted that should there be any changes to members' "Register of Disclosable Pecuniary Interests" declarations, then this declaration should be updated and the documents then forwarded to DDDC by the Clerk.

The Financial Regulations document is to be reviewed at the next Finance committee meeting.

The council's policies were reviewed. Concern was expressed that the latest version of this document was not posted to the website for inspection. These policies are to be reviewed at the next PC meeting.

The Complaints Procedure is to be reviewed under 070/2016 below.

The running of the Annual Parish Meeting (APM) was reviewed. The Chair thanked all members for their help in running this successful village meeting. The proceeding all went to plan and the new seating arrangements, with councillors seated among attendees, was well received. A discussion followed about increasing the ownership of and the involvement in this meeting by the village residents. These points will be considered when planning the next APM.

## **062/2016 Village Issues / Initiatives**

Cllr Stevens gave her report from the Carnival committee. She reported that the next committee meeting was planned for 26/05/16.

Some additional attractions were suggested by members for the Carnival.

The suggestion that the PC organises the 'Bradwell Open Gardens' event during Carnival Week was discussed. T. Sheppard & K. Lancaster volunteered to organise this event on behalf of the CLT. The Clerk was asked to advise Mrs M. Morley of these volunteers.

## **063/2016 Playing Fields, Open Spaces & Village Caretaking**

Cllr Stevens gave her progress report from the Playing Fields & Open Spaces committee. She reported that some residents had expressed concern that the council was proposing to spend more money on Town Bottom playing field (the conversion of the basket ball court to a toddler's play area) while Beggars Plot was overlooked for improvements. Cllr Higgs noted that the Financial 5-year plan stated that the playing fields equipment should be broadly maintained at the present level. It was decided that the new chair of this committee, Cllr Lancaster, should review the position and recommend how best to proceed.

Cllr Granger gave her report on progress in the development of a car park in Soft Water Lane. She reported that a number of quotations have been obtained in response to the Invitation to Tender and that these were in the process of being assessed. The work would cost in the region of £17k plus another £1k for the security posts. If the utility services under the plot were still live, then some additional cost could be incurred in resolving these. It was **resolved** to proceed with this project.

The charging policy for these parking spaces is to be decided by the new Car Parking committee. It is expected that the charges would cover a 10-year payback on development costs plus £2k p.a. for maintenance costs.

The planned availability of these parking spaces is to be advertised in the June edition of Bradwell News.

Progress in dealing with the council quarry in Bradwell Dale was considered. It was noted that no progress can be made until the land owner of the adjacent land has retrieved his deeds from the Land Registry. He has not yet informed us that the deeds have been returned.

Progress in acquiring and installing a second defibrillator in the village was considered. It was reported that the second defibrillator is available at the Bakehouse and that Cllr Lancaster should continue efforts to contact Great Hucklow PC to understand how they installed their defibrillator. The Clerk is to collect the defibrillator and case from the Bakehouse.

The need to spring clean the council store facilities at TBPF was considered. It was decided to meet at the store at 10:00 on either Saturday 21<sup>st</sup> or Sunday 22<sup>nd</sup> May subject to suitable weather.

The Clerk gave an update on recent caretaking activities.

## **064/2016 DCC Highways and Rights of Way**

Progress in the initiative to install planters at Dale End was reviewed. The licence to site the planters has now been obtained from DCC. The Clerk is to respond to the email from one resident and the draft response to the second resident was agreed subject to a change.

Cllrs Lancaster and Sowerby are to contact the cement works to order the planters and to discuss the installation.

The invitation from DCC to comment on the proposed Derbyshire & Derby Minerals Local Plan by 12<sup>th</sup> June 2016 was considered. It was decided that members should review this plan and then make their own individual responses.

The DCC invitation to comment (by 26/09/16) on a temporary road closure application for the Bradwell Remembrance Service on Sunday 13<sup>th</sup> November 2016 was considered. The Clerk is to respond stating that council does not object to this closure.

Cllr Furness asked if the DCC Rights of Way team has been successful in its application for a grant to carry out work on Bradwell Edge. The Clerk is to contact them for an update. Cllr Furness asked that this matter be included in future PC agendas.

## 065/2016 PDNPA & Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
Granted	20/11/15	NP DDD 1115 1108	Bethlehem Chapel, Hugh Lane, Bardwell	Loft Conversion, roof lights & Gable window

The granting of permission for the above application was noted.

Progress with the amended planning application (NP DDD 0815 0779) for the Newburgh site involving the demolition of existing industrial buildings, the development of 55 dwellings (C3), and the erection of a 929 m<sup>2</sup> industrial unit was considered. It was noted that this application has been deferred to the PDNPA June Planning committee meeting and that a response to the latest amendment is required. It was noted that there are still quite a number of inconsistencies in the documentation on the PDNPA website. It was decided that Cllrs Downing & Higgs should draft an initial response to be circulated for agreement by all prior to it being sent to PDNPA.

Progress in the handling of cases of development to properties in the parish of which the council is unaware was considered. This matter is to be raised with Sarah Fowler and at the PDNPA Enforcement & Monitoring training courses in May & June.

Cases where PDNPA apply inappropriate conditions when granting planning consent were considered. It was decided to defer this until the next meeting.

## 066/2016 Other Partner Authorities / Agencies

The invitation from the Derbyshire Constabulary to contribute towards the cost of a non-evidential laser to assist with the Community Speed Watch scheme was considered. Members considered this to be an ineffective approach to managing speed issues in the village. It was decided that Cllr Downing and the Clerk should respond to this invitation by asking the Police to attend the next PC meeting to help explain a number of aspects of this approach.

It was noted that a poll for the election of the Derbyshire Police and Crime Commissioner will be held on Thursday 5<sup>th</sup> May 2016.

The DDDC invitation to comment (by 19/05/16) on its draft Local Plan was considered. It was noted that this Local Plan does not affect Bradwell and that no response should be made.

## 067/2016 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies

### Recent Meetings:

Date	Event	Council Representative(s)
09/04/16	OSS – 'Restoring the Record' Training for DMMO appl'ns 6 Mount St., Manchester from 09:30	
11/04/16	DALC Spring Seminar (£40 pp) Walton, Chesterfield from 10:00 to 15:30	
12/04/16	SLCC - 1 day course on Management of Common Land Knutsford, Cheshire @ £145 pp	
20/04/16	DALC Neighbourhood Planning seminar Aldern House, Bakewell from 10:00 to 13:00	

### Future Meetings:

Date	Event	Council Representative(s)
May - Aug	Mental Health Awareness Training Various Locations	
25/05/16	Monitoring & Enforcement Training Aldern House, Bakewell from 17:30	Cllrs Downing & Granger
02/06/16	DDCVS – Good Governance Training ABC Bakewell from 09:30 – 13:00	
15/06/16	Monitoring & Enforcement Training Aldern House, Bakewell from 17:30	Cllr Kirkham ?
27/06/16	DCC Parish Liaison Meeting County Hall, Matlock from 18:00 – 20:00	

The Clerk is to book the above Monitoring & Enforcement Training sessions.

### 068/2016 Publications / Information Received

Date of Information	Description	Decision Req'd
24/03/16	DCC – Illegal Money Lending Training	
01/04/16	PDNPA – Walk in the Park event	
04/04/16	Came & Co – Spring Newsletter	
06/04/16	DDDC – Launch of new DDDC Website	
06/04/16	VCS – Volunteering Opportunities	
08/14/16	PDNPA – Hall celebrates 200 <sup>th</sup> Anniversary of Charlotte Bronte	
11/04/16	PDNPA – Information on the Eroica Britannia festival – 17-19/06	
15/04/16	PDNPA – PDNP voted No 1 in 'Naturally Stunning' list	
18/04/16	PDNPA – Stanage Pole replaced on 65 <sup>th</sup> anniversary	
21/04/16	PSI – Public Sector Network newsletter	
21/04/16	DDDC – Information on the Aviva Women's Cycling Tour	
26/04/16	PDNPA – protecting the Monsal Trail's Heritage	

The above publications were noted.

### 069/2016 Date of Next meeting

The next council meeting is planned to start at 7:30 p.m. on Tuesday 7<sup>th</sup> June 2016 in the Methodist Lounge, Towngate, Bradwell.

## PART II – CONFIDENTIAL INFORMATION

### 070/2016 Village Initiatives

It was **resolved** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw.

The reason given for this exclusion is under the Freedom of Information Act exemption Section 40 – personal information.

A report from the Youth Club committee was received. It was **resolved** that the Clerk should write to a volunteer and to the parent of a YC member.

**The meeting concluded at 10:45 p.m.**

**Appendix A:- Membership of Committees and Representation on Outside Bodies**

**Bradwell Parish Council  
2016 - 17 Appointments**

(resolved at AMPC - 03/05/16: last updated - 30/05/16)

				Council & Committees					External Bodies					Banks			
Councillor Name	PoWB	Date Started	Date Ceased	Council	Finance	Playing Fields	Car Parking	Carnival	Youth Club	Cement Works Liaison	CRP	Police Governance	Bradwell Memorial Hall	Bradwell All Sports	Peak Park Parishes' Forum	Co-operative Bank	Santander Bank
Paul Downing	Y	06/02/2007		C			M					M	M			M	M
Chris Furness	Y	11/05/2015		M	M		M										
Linda Granger		07/02/2012		M	M	M	C		M		M		M		M	M	M
Peter Higgs	Y	09/06/2011		V	M	M	M									M	M
Ngaire Kirkham		18/09/2015		M	V	M		M									
Katrina Lancaster		07/02/2012		M		C			M	M							
Andrew Nash	Y	08/05/2007		M	C			M									
Martin Salvage		02/06/2015		M				V	M	M				M			
Lorraine Sowerby		23/07/2013		M				M	C	M				M			
Rose Stevens	Y	10/05/2011		M				C				M				M	M