

BRADWELL PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Tuesday 5th December 2017

Present: Cllr P Downing (Chair), Cllr L Granger Cllr P Higgs, Cllr N Kirkham,
Cllr K Lancaster, Cllr A Nash, Cllr M Salvage, Cllr L Sowerby.

Mr S Lawless (Clerk)

Members of the public: Six

PUBLIC PARTICIPATION

A resident raised a concern regarding a problem with a planning application and sought council's support. The Chair explained the council's position on this matter and said that it was on the agenda for consideration later on in the meeting.

Another resident raised three matters of concern with the council a) the planning application discussed above, b) concerns about the Co-operative Store planning application and c) the future of the DDDC toilet block. The Chair updated the resident with the latest position on each of these matters. The resident concluded that she was content with the reply and no further action was required.

PART I – NON-CONFIDENTIAL INFORMATION

Apologies for Absence

299/2017

Apologies were received from Cllr C Furness by reason of alternative arrangements and from Cllr R Stevens by reason of illness. It was **resolved** to accept these apologies.

Declaration of Members' Interests

300/2017

A declaration of interest in agenda item 302/2017 was received from Cllr Higgs by reason of receipt of a cheque in reimbursement of his expenditure.

A declaration of interest in agenda item 302/2017 was received from Cllr Sowerby by reason of her son being paid for council caretaking work.

A declaration of interest in agenda item 308/2017 was received from Cllr Lancaster by reason of her involvement in expenditure associated with the recruitment of a new Clerk.

Acceptance & Signing of Previous Minutes and Matters Arising

301/2017

It was **resolved** to accept the minutes of the Parish Council meeting of 07/11/17.

The matters arising included:-

- Two of the Co-op Bank signatories have registered their authenticators and the test of the on-line facility is outstanding.
- The Clerk has engaged the tree surgeon selected by council and work is planned for December.
- Cllr Nash stated that the GDPR matter is now being dealt with by the Finance committee.
- The Clerk has written to DALC regarding the impact of GDPR on the council.
- The Clerk has written to the applicants of the hydro-electric project giving council's permission of the required conditions.
- Cllr Stevens laid the council wreath on Remembrance Sunday while Cllrs Higgs & Kirkham managed the road closure.
- The Clerk has obtained quotations for the work to upgrade the Beggars Plot electric supply.
- Cllr Downing reported that it was feasible to ring the St Barnabas bells as part of the WW I commemoration service in November 2018.
- The Clerk is to write 'Thank You' letters to the volunteers who planted the new village tubs.
- The Clerk is to write to the resident who suggested the council purchases a plot of land on the Hills for use as a car park.
- The Clerk has written to the Hope Valley Parishes Group to offer to host one of its meetings.

It was **resolved** to accept the minutes of the Finance committee meeting of 29/11/17.

Financial Matters

302/2017

It was **resolved** to authorise the 9 financial transactions below together with a further supplementary invoice.

	Payee	Purpose	Amount (£)	Cheque Number
October Cheques for Authorisation				
01	Mr S Lawless	Clerk's salary, allowance & expenses (£31.11)	652.41	101077
02	Mr G Storey	Caretaking Services	112.00	101078
03	Mr J Sowerby	Caretaking Services	315.00	101079
04	Mr A Samwell	Bus Shelter Cleaning (16/11/17)	10.00	101080
05	Mrs L Sowerby	YAEC Sessions (11/12/17)	90.00	101081
06	Knowles Warwick	Audit of Half-Year Accounts	120.00	101082
07	Jonathan Woodhouse	Rose Garden - Project 2	1,950.00	101083
08	Mr P Higgs	Community Resilience equipment	127.16	101084
09	Mr A Oldfield	Plants for Village Planters	135.00	101085
Supplementary Authorisations				
10	Bradwell War Memorial Hall	Room Hire (29/11/17)	20.00	101086
TOTAL			£3,531.57	

Other Financial Matters

303/2017

The Clerk presented his report on current financial matters. He reported that:-

- The half-year accounts have been reviewed by the Internal Auditor and seen to be satisfactory.
- The new External Auditors have been appointed. The audit fees remain the same.
- The last VAT claim of £612.11 has been paid and the next claim will be made in the near future.
- Recent receipts include a) £180 from DCC (Cllr Twigg) for the YAEC, b) £100 from Eden Tree for the YAEC, c) £225 October Car Park subscriptions and d) £1,786 from DDDC for reimbursable expenditure (grass mowing).

304/2017

Cllr Kirkham gave her report following the recent Finance committee meeting. Her report included:-

- The introduction of GDPR in the coming year would have an impact on council finances and processes. It was **resolved** that a GDPR consultant should be engaged to conduct an assessment of council's compliance, to be paid from the current year's consultancy budget.
ACTION: The GDPR consultant should be engaged.
- It was also **resolved** that the next year's £3k GDPR budget should be controlled by the Finance committee.
- The 5-Year plan has been reviewed and found to be satisfactory.
- There is a need to test the Co-operative Bank on-line payment service. Two of the four authenticators have so far been registered. The first payment to HMRC will be due in January. The Financial Regulations will need to be amended to permit use of this service.
ACTION: Bank accounts signatories should become familiar with and test this service.
- Councillors should investigate opportunities to invest some of the council's funds.
ACTION: All to consider investment opportunities.

305/2017

The proposal from the Finance committee to set the 2018/19 precept was considered. Cllr Kirkham outlined the major factors that would influence the council's finances over the coming years. These included the need to build funds to refurbish the play equipment on the playing fields and the need to comply with the new Data Protection regulation. In spite of the expected income from the sale of the quarry, she proposed that the precept be increased by 4% to £47,587. Following discussion, it was **resolved** to increase the precept to £47,587 as proposed.

ACTION: The Clerk is to submit the DDDC Precept form.

306/2017

The proposal that the council authorises a S137 grant application of £150 from St Barnabas PCC to cover the cost of maintaining the Church Clock was considered. It was **resolved** to award a grant of £150 to this application.

307/2017

The proposal that the council authorises a S137 grant application of £590 from St Barnabas PCC to cover the cost of felling a dangerous tree in the Church yard was considered. This proposal was not supported and no grant was awarded.

Parish Council Processes

308/2017

Cllr Lancaster presented proposals for the recruitment of a replacement Clerk following the retirement of the present Clerk. Her presentation included the following:

- The group has developed a Job Specification, a Person Specification and an advertisement for the role of Clerk.
- It was proposed to change working practices for the Clerk/RFO and also for councillors in light of both the need for a new Clerk/RFO and to conform to the new GDP Regulations.
- The change in practices will involve the use of accounting packages (e.g. Xero) by RFO / councillors and the use of on-line approval of expenditure by Chairs of committees.
- The Clerk will no longer be expected to attend / minute committee meetings.
- The vacancy is to be widely advertised e.g. Bradwell News, Village Store, Notice Boards, DALC & Peak Advertiser.

It was decided to proceed with these proposals.

309/2017

The proposal that a working group be formed to review the council policies and code of conduct was considered. It was decided that Cllr Higgs and the Clerk should review the council policies, circulate any amendments to councillors on email and then to table the agreed amendments for adoption at the January PC meeting.

310/2017

With reference to DALC Circular 14,

a) council considered the proposal that the council completes the survey in support of local councils being granted 100% business tax relief for the management of public toilets and decided that Cllr Downing should respond on behalf of council.

ACTION: Cllr Downing to complete the survey.

b) council considered the proposal that it should permit summons, agendas and council working papers to be sent by email and **resolved** that this should be permitted.

The remaining information in this circular should also be noted.

Parish Issues / Initiatives

311/2017

The proposed Statement of Truth drafted by Cllr Furness on behalf of the council, required for the sale of the Dale Quarry, was considered. It was **resolved** that Cllr Furness be authorised to sign this Statement of Truth on behalf of the council and also that the council would accept any liability resulting from anything in the statement which later proves to be incorrect.

ACTION: Cllr Furness to sign the Statement of Truth.

It was also **resolved** that the Clerk should contact the council's insurer to confirm that the council's policy indemnifies the council against any potential liability arising from this matter.

ACTION: The Clerk is to confirm that the council's policy indemnifies the council.

312/2017

The quotations for the upgrading of the electric supply arrangements on Beggars Plot playing field to better support the Carnival and other future events were considered. It was **resolved** a) not to proceed with the second part of the project which was to extend the cabling 50 metres down the field b) to accept the lower priced quotation for the installation of separate socket outlet in a locked steel enclosure linked by an underground cable 10 metres from the existing outlet and c) to accept the quote for the annual inspection of the Beggars Plot & Peace Gardens outlets.

ACTION: The Clerk is to contact both tradesmen with this decision and to schedule the work.

313/2017

The need for festive Christmas decorations in the village was considered. It was decided that Cllrs Salvage, Nash & Kirkham should arrange for the Christmas lights to be illuminated at the Peace Gardens, Beggars Plot & Elliott Avenue.

ACTION: Cllrs Salvage, Nash & Kirkham to illuminate the lights at the three locations.

314/2017

The invitation from St Barnabas for the PC and the Youth Club to provide Christmas Tree(s) as part of its Christmas Tree Festival was considered. It was reported that Cllr Sowerby has already provided a Christmas tree for this festival. The Chair thanked her for her work.

315/2017

The proposal that the council obtains a beacon for use during the WW I commemoration events in November 2018 was considered. The Clerk was asked to obtain costs for the purchase of a suitable beacon and to put this matter on the January agenda.

ACTION: the Clerk is to obtain costs for a suitable beacon.

Parish Playing Fields, Open Spaces & Village Caretaking

There were no Playing Fields items this month.

DCC Highways and Rights of Way

316/2017

The response from DCC Highways to the council's suggestions for the creation of additional parking facilities around the village was considered. It was decided that Cllr Granger should convene a meeting of the Car Parking committee to consider this response.

ACTION: Cllr Granger to propose a date for the meeting.

317/2017

The DCC consultation request on its proposal to enter into Creation Agreements with the land owner to resolve safety issues with the southern part of the Public Bridleway 18 leading to Bradwell Edge was considered. It was **resolved** that the council supported the DCC proposals.

ACTION: The Clerk is to respond to DCC.

318/2017

The DCC road closure of Smalldale road from 08–11/02/18 to allow for the renewal of water apparatus was noted.

PDNPA & Planning Applications

319/2017

All recent Planning Applications were considered as follows:-

Type	Date of Application / Notice	Reference	Property	Summary
New	01/11/17	NP DDD 1117 1139	Ashmount, Smalldale, Bradwell	Proposed alterations, installation of home office & refurbishment of workshop.
Reviewed	24/10/17	NP DDD 1017 1104	Co-operative Food Store, Netherside, Bradwell	Rear and side extensions to existing convenience store, alterations to shop front, extension and reconfiguration of car park, replacement plant, plant compound and servicing facilities, together with associated landscaping. Council objected to this application.
Granted	21/07/17	NP DDD 0717 0761	Capps Cottage, New Road, Bradwell	Two storey rear extension & associated works. Council objected to this application.
Granted	31/08/17	NP DDD 0817 0812	Hope Cement Works, Pindale Rd., Bradwell	Construction of new conveyor belt cover. Council supported this application.
Granted	22/10/17	NP DDD 0917 0968	Pennine Cottage, Netherside, Bradwell	Replacement dwelling. Council supported this application.

Planning Application 1139 (Ashmount) was considered and it was **resolved** to support this application.

320/2017

The request from residents for council to support their claim against the PDNPA requirement that they need to apply for a curtilage listed application and to resolve how to proceed (Cllr Downing). The earlier application, (NP DDD 0817 0865 – Tom Cottage, Towngate, Bradwell which was supported by council) was withdrawn by the applicant until this matter is decided. It was **resolved** to send a letter of support for the residents to PDNPA.

ACTION: The Clerk is to send a letter of support to PDNPA.

321/2017

The original letter from a resident about three current matters of concern and the council's proposed reply were considered. As this matter had been discussed under Public Participation and satisfactorily concluded no further action was agreed.

322/2017

The PDNPA consultation request on its Transport Design Guide Supplementary Planning Document was considered. It was decided that Cllr Granger should progress this matter with the Peak Park Parishes Forum.

ACTION: Cllr Granger to progress this with PPPF.

323/2017

The PDNPA consultation request on its Modifications to the Publication Version of the Development Management Policies Document was considered. It was decided that Cllr Granger should progress this matter with the Peak Park Parishes Forum.

ACTION: Cllr Granger to progress this with PPPF.

324/2017

The PDNPA request for comments on its Statement of Community Involvement (Pre-Consultation Stage) was considered. It was decided that Cllr Granger should progress this matter with the Peak Park Parishes Forum.

ACTION: Cllr Granger to progress this with PPPF.

Other Partner Authorities / Agencies

325/2017

The DDDC consultation request (closing date 02/01/18) on its review of Public Space Protection Orders (PSPOs) in respect to dog control as well as making a number of new Public Spaces Protection Orders in relation to alcohol, BBQs, lit fires and unauthorised parking was considered. It was **resolved** that the council supported the existing levels of protection for its designated public spaces and did not wish to extend the protection to other categories e.g. BBQs.

ACTION: The Clerk is to respond to DDDC.

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

326/2017

It was decided that members who attend meetings of external bodies should provide a written report in advance of council meetings. This will enable councillors to be familiar with the outcomes of the meetings and to have the opportunity to raise any questions they feel appropriate. This 'Recent Meetings' section will only appear on future agendas at members' specific request to raise questions.

Recent Meetings:

Date	Event	Council Representative(s)
08/11/17	Derbyshire Law Centre AGM Rose Theatre, Rose Hill, Chesterfield from 12:30	

327/2017

Future Meetings:

Date	Event	Council Representative(s)
12/12/17	Hope Cement Liaison Meeting Hope Works, Hope	Cllrs Lancaster, Sowerby
16/02/18	Notwestminster 2018 Conference The Media Centre, Northumberland Street, Huddersfield	Cllrs Downing, Kirkham & Nash

Publications / Information Received

328/2017

Most communications have already been circulated electronically.

Those listed below were received in paper form.

Date of Information	Description	Decision Req'd
02/11/17	Open Spaces Society – Autumn newsletter	
03/11/17	Probation Service questionnaire	
03/11/17	BECT – New 'Easy Shopping Service'	
15/11/17	Clerk & Councils Direct – November newsletter	

If any member wishes to view any of these documents, please inform the Clerk.

Date of Next Meeting

329/2017

The next meeting of the parish council is planned for Tuesday 9th January at 7:30 in the Methodist Lounge, Towngate, Bradwell.

Cllrs Higgs & Nash tendered their apologies by reason of planned holidays.

The meeting concluded at 09:37 p.m.