

BRADWELL PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Tuesday 6th March 2018

Present: Cllr P Downing (Chair), Cllr C Furness, Cllr L Granger,
Cllr M Salvage, Cllr L Sowerby, Cllr P Higgs, Cllr A Nash, Cllr Stevens.

Mrs C Preston (Clerk)
Mr S Lawless (Retiring Clerk)

Members of the public: Six members of the public

PUBLIC PARTICIPATION

Members of the public spoke requesting the councils support for the planning application NP/DDD/0218/0102

Member of the public advised they had an idea of how to stop motorbikes from using a bridleway / footpath up to Bradwell Edge. They will pursue the idea and advise when further details are available.

PART I – NON-CONFIDENTIAL INFORMATION

Apologies for Absence

043/2018

Apologies were received from Cllr K Lancaster and Cllr N Kirkham by reason of holiday and work commitments. These apologies have been received and **noted**.

Declaration of Members' Interests

044/2018

A declaration of interest in agenda item 050/2018 was received from Cllr Downing by reason of him being an official of the Bradwell War Memorial Hall committee.

A declaration of interest in agenda item 050/2018 was received from Cllr Granger by reason of her being an official of the Bradwell War Memorial Hall committee.

A declaration of interest in agenda item 046/2018 was received from Cllr Sowerby by reason of receipt of a cheque for payment of Youth activity expenditure.

A declaration of interest (non-pecuniary) in agenda item 049/2018 was received from Cllr Sowerby by reason of S137 grant application by Bradwell Sports Football Club

A declaration of interest in agenda item 055/2018 was received from Cllr Nash by reason of being a member of Bradwell Community Land Trust

A declaration of interest in agenda item 055/2018 was received from Cllr Downing by reason of being a member of Bradwell Community Land Trust

A declaration of interest in agenda item 055/2018 was received from Cllr Grainger by reason of being a member of Bradwell Community Land Trust

Acceptance and Signing of Previous Minutes and Matters Arising

045/2018

It was **resolved** to accept the minutes of the Parish Council meeting of 06/02/2018.

Financial Matters

046/2018

It was **resolved** to authorise the 8 financial transactions below together with the 4 supplementary transactions.

	Payee	Purpose	Amount (£)	BACS Payment	Cheque Number
	February Financial Authorisations				
01	Mrs C Preston	Clerk's salary, allowance & expenses (£22.90)	567.47	Yes	

02	Mr A Samwell	Cleaning Bus Shelter Windows	10.00		101109
03	Mrs L Sowerby	Funding of YAEC activities (12/03/18 & 26/03/18)	180.00	Yes	
04	B Woods Plant Hire	Refilling 17 Grit Bins	504.00	Yes	
05	Mr S Lawless	Ex-Clerk's salary, allowance & expenses (£54.41)	463.17		101110
06	Mr J Woodhouse	Supply & Fix Handrail to Rose Garden	130.00		101111
07	Mr S Hill	Caretaking Services	60.00	Yes	
08	Ms N Kirkham	Laptop, software and computer mouse for new Clerk	668.98	Yes	
Supplementary Transactions					
09	Mr G Storey	Caretaker services	92.00		101114
10	High Peak Heating Supplies	Caretaker supplies	26.70		101113
11	DALC	Law & Good Practice Training + GDPR Legislation Update	60.00	Yes	
12	DALC	Annual Subscription to DALC for period 01.04.18 – 31.03.19	318.79	Yes	
TOTAL			£3,081.11		

Other Financial Matters

047/2018

- The balances to date for all expense codes should be entered into the new accounting package, Xero, and then the transactions for February and March should be parallel run against the spreadsheets. Also, it was **resolved** that chairs of budget holding committees should be defined in Xero as approvers for financial transactions.
- **ACTION:** Clerk to add Councillors onto XERO using Bradda.org email addresses
- Mrs Preston, as RFO, has agreed to produce the council's accounts. These will include the Income and Expenditure accounts and the Balance Sheet. A decision is required as to who will be the Internal Auditor.
- **ACTION:** Cllr Kirkham to make decision on Internal Auditor.
- Supplementary payments were issued and passed

048/2018

- The application from Bradwell Bowls Club for a \$137 grant towards the cost of the new wooden open fronted hut was considered. It was **resolved** to award a grant of up to £600
- The application from Bradwell Sports Football Club for a \$137 grant towards the cost of 15 x pairs of Match Day Socks, 10 x Training balls, 3 x Match Day Footballs, Goal Nets and 1 x Spray Line Marker was considered. It was **resolved** to award a grant of £868 for Line Marker (£695), Goal Nets (£95) & 3* match footballs (£78)

Parish Council Processes

049/2018

- Cllr Granger tabled the financial cost associated with the hire of a room at the Memorial Hall. The weekly cost would be £40 which is £520 per quarter. This value to be paid quarterly in advance with three months' notice each side. The room is big enough to hold meetings with 3 – 4 people which could save on the cost of hiring a room. The room would be lockable and would give secure storage space but would have an annual cost of £2,080. The council felt that this was quite a large expense and felt that a more affordable amount would be £1,040 per annum if the room was leased for a year
- **ACTION:** Cllr Granger to review costs with Memorial Hall and update at next meeting
- It was noted that the storage of 10 – 12 boxes of documents still needs to be resolved. These are currently stored in the Retiring Clerks Home.
- Risk Assessments will need to be conducted for Mrs Preston's home, the Methodist Hall and the Memorial Hall. It was noted that there is a risk assessment available for the Memorial Hall and that needs to be reviewed to ensure it covers the necessary requirements.
- **ACTION:** Cllr Lancaster to conduct/review these three Risk Assessments.
- There was some discussion regarding the desirability of issuing draft minutes to councillors as soon as practicable to aid them identifying their actions from meetings. This approach is to be trialled.

- **ACTION:** The Clerk is to issue draft minutes to councillors.

050/2018

It was noted that there was some overlap of responsibilities between the Administration and Finance committees. Cllrs Kirkham and Lancaster are to resolve these overlaps.

ACTION: Cllrs Kirkham and Lancaster to resolve responsibilities of the Administration and Finance committees.

051/2018

The GDPR audit conducted on 1st February on the council's compliance with the new regulations.

- Essentially the council holds very little personal information, but it was suggested that it would be prudent for the council to register with the Information Commissioner Office (at £35 p.a.)
- Separate email addresses should be used by councillors for council business. These are to be created and rolled out to councillors. Help will be available if needed. Cllr Downing has provided the email addresses
- **ACTION:** Cllr Kirkham is to provide help to councillors as required.
- More thought needs to be given by all councillors to the GDPR consultants report and recommendations on how to proceed made at the next PC meeting.
- **ACTION:** Cllr Kirkham to recommend further changes.
- All information relating to the creation of the Bradwell Neighbourhood Plan held by individuals needs to be transferred in a single secure location (e.g. external, encrypted hard disk drive) and then all personal copies destroyed.
- **ACTION:** Any Councillor who holds information need to advise the Clerk, so the information can be collated and The Clerk to co-ordinate this task.
- Should there be any outstanding queries, (e.g. dealing with emails sent to councillors, email addresses of NP contributors), then advice is to be sought from the GDPR consultant.
- **ACTION:** Cllr Kirkham is to contact the consultant.
- The provision of Android tablets for councillors to segregate council business from personal business was voted on and the council **resolved** that Android tablets were not necessary.

052/2018

Following a discussion on the latest version of a logo for Council documentation it was **resolved** to appoint two Councillors to review the options and propose a logo to the Parish Council

ACTION: Cllrs Furness, Nash and Sowerby to present logo at the next meeting

053/2018

The council discussed the adoption of the latest Council Policy document. This includes the amended wording for Policy 1 re councillors with different roles ensuring clarity of responsibility. It was **resolved** to accept the amended wording into the policy.

Parish Issues / Initiatives

054/2018

The council changed its mind about having a beacon for The WW1 commemoration events in November 2018. It was **resolved** that Cllr Grainger would speak to the land owner for the authority to have a bonfire on his land and then the Bradda Dads to hold the bonfire.

ACTION: Cllr Grainger to discuss with the landowner and Bradda Dads

055/2018

The request from Bradwell Community Land Trust for permission to use the area adjacent to the toilets on Brookside for the purpose of selling tickets and setting up stalls during Open Gardens day was considered. The event will be from 1000hrs to 1700hrs on Saturday 11 August 2018 (Cllr Downing). The council **resolved** to grant the request.

056/2018

It was noted that there is an issue with the grit bin at the crossroads of Jeffrey lane, Hillhead and Adleton. It has not been filled during the last refilling of the bins and Cllr Stevens advised it has caused problems to the local residents. There is a problem in identifying who owns the bin DDC or Parish Council.

ACTION: The Clerk to resolve the issue of ownership and arrange for the bin to be filled

Parish Playing Fields, Open Spaces and Village Caretaking**057/2018**

Arising from the latest Playing Fields and Open Spaces committee meeting it was reported that there is a hole in the fence behind The Shoulder of Mutton public house which needs to be rectified. This fence is the property of the Nottingham Community Housing Association. Email has been sent but no response yet.

ACTION: Parish Clerk to follow up on email

DCC Highways and Rights of Way**058/2018**

A road closure has been requested for Remembrance Day ceremony. The Council **resolved** to support the closure but not to provide the insurance cover as the Council are not the organisers.

059/2018

It was noted that there was a DCC road closure of Smalldale road from 9th April 2018 to 13th April 2018 to facilitate water main repair works

PDNPA and Planning Applications**060/2018**

Cllr Downing advised that a meeting took place with representatives from PDNPA Enforcement team. It was noted that The Clerk was to issue notes from the meeting

ACTION: Clerk to issue notes

All recent Planning Applications were considered as follows: -

Type	Date of Application / Notice	Reference	Property	Summary
Withdrawn Planning Application	05/03/2018	NP DDD 1217 1247	Springfield Road, Bradwell	Upgrade site and construct 43 garages. Comments for (7/0/0), suggest lighting req'd. . Council supported this application. This planning application has been withdrawn – no reason given
Planning Application	07/02/2018	NP/DDD/0218/0102	Tom Cottage, Towngate, Bradwell	Listed building consent – Proposed two story rear extension and associated works The Council voted to support this application

Other Partner Authorities / Agencies

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

No reports received

Future Meetings:

Date	Event	Council Representative(s)
12/02/18	PDNPA Course – Process to Handle Planning Applications Aldern House, Baslow Rd, Bakewell from 17:30	
14/02/18	Hope Valley Parishes Forum Memorial Hall, Oddfellows Rd, Hathersage from 10:00	
14/02/18	DDDC Area Community Forum, Agricultural Business Centre, Bakewell from 19:00	
16/02/18	Notwestminster 2018 Conference The Media Centre, Northumberland Street, Huddersfield	
13/03/18	Breedon Liaison Meeting Hope Cement Works	
21/03/18	PDNPA Course – Planning Enforcement & Monitoring Aldern House, Baslow Rd, Bakewell from 17:30	
18/04/18	PDNPA Course – Heritage & the Built Environment Aldern House, Baslow Rd, Bakewell from 17:30	
29/09/18	2018 Annual PDNPA Parishes' Day Aldern House, Baslow Rd., Bakewell	

Publications / Information Received

061/2018

Communications have already been circulated electronically.

062/2016 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 41 – Information provided in confidence

A report from Cllr Furness was received about the closure of the toilets. It was **resolved** that the Cllr Furness take the agreed position of the Parish Council to his next meeting.

Date of Next Meeting

063/2018

The next meeting of the parish council is planned for Tuesday 3rd April at 7.30 p.m. in the Methodist Lounge, Towngate, Bradwell.

The meeting concluded at 10.10 p.m.