

# BRADWELL PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at 7:30 p.m. on Tuesday 12<sup>th</sup> May 2015

**Present:** Cllr P Downing (Chair), Cllr C Furness, Cllr L Granger, Cllr P Higgs,  
Cllr K Lancaster (from 21:20), Cllr A Nash, Cllr L Sowerby, Cllr R Stevens

Mr S Lawless (Clerk)

Members of the public: None

### **PUBLIC PARTICIPATION**

There was no public participation at this point.

### **PART I – NON-CONFIDENTIAL INFORMATION**

#### **053/2015 Election of Chairman & Signing of Acceptance of Office**

It was **resolved** to elect Cllr Downing as Chair of the council.  
Cllr Downing signed the Acceptance of Office as Chairman.

#### **054/2015 Election of Vice-Chairman & Signing of Acceptance of Office**

It was **resolved** to elect Cllr Higgs as Vice-Chair of the council.  
Cllr Higgs signed the Acceptance of Office as Vice-Chairman.

#### **055/2015 Apologies for Absence**

Apologies were received from Cllr Lancaster. These apologies were accepted by the meeting.  
However, Cllr Lancaster returned from holiday in time to join the meeting at 21:20.

#### **056/2015 Declaration of Members' Interests**

Cllrs Downing and Nash declared personal interests in agenda item 060/2015, payment to Bradwell News for editorial space.

Cllrs Downing, Furness, Higgs and Nash declared personal interests in agenda item 060/2015, retention and on-going funding of Neighbourhood Plan.

Cllr Sowerby declared personal interests in agenda item 065/2015, Planning Applications (Ashmount, Smalldale).

Cllr Stevens declared personal interests in agenda item 063/2015, WI use of Peace Gardens.

It was decided that Members' Interests should be recorded by Members themselves in a Journal to be made available at the entrance to the meeting room. This change is to commence from the next PC meeting.

#### **057/2015 Appointment to Committees and External Representation**

It was **resolved** that the appointments of members to committees, the appointment of Chairmen of committees and the appointment of members as council representatives to External bodies was as shown in Appendix 1.

Cllr Lancaster reported that she was now the Footpath Warden for the local branch of the Ramblers Association.

#### **058/2015 Appointment of Internal Auditor**

It was **resolved** to appoint Hodgson & Co as Internal Auditors for 2015/16.

#### **059/2015 Acceptance & Signing of Previous Minutes and Matters Arising**

It was **resolved** to accept the minutes of the Parish Council meeting of 07/04/15.

It was **resolved** to accept the minutes of the Finance committee meeting of 22/04/15.

## 060/2015 Finance

### Financial Authorisations

	Payee	Purpose	Amount (£)	Cheque Number
1	Mr S Lawless	Clerk's salary, allowances & expenses (£48.78)	670.28	100646
2	Ms J Hacz	YC Youth Leader's salary	55.70	100647
3	Mr G Storey	Caretaking Services	80.00	100648
4	Mr S Hill	Caretaking Services	380.00	100649
5	Mr J Frith	Caretaking Services	90.00	100650
6	Mr A Samwell – 09/04/15	Bus Shelter Glass Cleaning	10.00	100651
7	GE & MP Davies	Mowing Services – April '15	230.00	100652
8	Bradwell Methodist Church	NP / CLT Room Hire (9/4 & 16/4)	24.00	100653
9	Bradwell Packaging Services Ltd	Storage Charge 27/04 – 25/05	48.00	100654
10	Post Office Ltd.	DDDC emptying BPPF Bin 14/15	41.24	100655
11	Bradwell News	Editorial Space (Apr 15 – Mar 16)	480.00	100656
12	Mr P Downing	Web Domain renewal (2 years)	28.78	100657
13	High Peak Heating Supplies	Caretaking Materials	93.55	100658
	<b>TOTAL</b>		<b>£2,231.55</b>	

It was **resolved** to authorise the above thirteen financial transactions together with the following two supplementary financial transactions.

Ref	Payee	Description	Amount	Cheque
14	Mr A Samwell – 07/05/15	Bus Shelter Glass Cleaning	10.00	100659
15	GE & MP Davies – 11/05/15	Mowing Services – May '15	230.00	100660
	<b>TOTAL</b>		<b>£ 240.00</b>	

### Other Financial Matters

The Clerk gave an update on financial matters, including the latest financial position following payment of the above transactions, the current bank account balances and information on recent receipts. He also outlined the timetable for the completion of the year end accounts and the completion of the Annual Return for submission to Grant Thornton. This timetable had already been circulated to all members.

The council's banking arrangements were reviewed. It was **resolved** to amend the signatories to the council's accounts by replacing Mr. Reg Davies with Cllr L Granger. The letter from Barclays Bank was discussed and it was decided not to take any action so that the inactive account will then be closed. It was noted that the balances in council accounts should be monitored so that they do not exceed the guaranteed limit.

Cllr Stevens gave her report from the Finance committee following its recent meeting. Her report included a) the 5 year financial forecast plan is to be rolled forward at the next Finance committee meeting, b) the financial implications of managing the quarry will be discussed at the next meeting and c) there is a need to retain and fund the Neighbourhood Plan fund to complete all the work associated with on this initiative. It was **resolved** to retain the Neighbourhood Plan fund and to transfer £2,000 to it from the General fund.

The council's accounts (Income & Expenditure account and Balance Sheet) as produced by Hodgson & Co. were tabled and discussed. It was **resolved** to accept these accounts subject to two items which the Clerk is to resolve. These accounts were signed by the Chair.

The draft Sections 1 & 2 of the Annual Return as produced by Hodgson & Co. were tabled and discussed. It was **resolved** to accept this document and the Chair was authorised to sign this document when finalised. Once signed off by the Internal Auditor, this document is to be sent to Grant Thornton, the External Auditor, before the 8<sup>th</sup> June 2015 deadline by the Clerk.

## **061/2015 Parish Council processes**

The Terms of Reference of the Carnival, the Finance, the Neighbourhood Planning, the Playing Fields & Open Spaces and the Youth Club committees were reviewed. Given recent changes associated with the Neighbourhood Plan and the Youth Club, these committees should propose changes to their Terms of Reference to the council for adoption. It was **resolved** to adopt the other Terms of Reference documents.

It was **resolved** to adopt the current versions of Parts 0, 1 & 2 of 'Standing Orders and Chairmanship', initially published by NALC in 2003 and recently amended by council, without further change.

It was noted that members' "Register of Disclosable Pecuniary Interests" declarations should be urgently completed and then forwarded to the Clerk who will then copy and forward them to DDDC.

It was **resolved** to adopt the latest version of the Financial Regulations without further change.

It was **resolved** to adopt the latest version of council's policies without further change.

It was **resolved** to adopt the Complaints Procedure without change.

The running of the Annual Parish Meeting was reviewed. It was felt that the meeting had been very successful even though public attendance was down compared with last year.

## **062/2015 Village Issues / Initiatives**

Cllr Granger gave her report from the Neighbourhood Planning (NP) committee on progress with the NP and its associated CLT, following recent progress. Although the PDNPA consultation period has now concluded, no formal response has yet been received from PDNPA. It is known that no significant responses were received from statutory consultees, and four responses were received from residents. These responses are not a cause for concern. The NP will now be sent to the External Examiner, who will start the examination once the CLT has been fully established.

Cllr Sowerby gave her report on the running of the Youth Club. Her report included a) the number of attendees per session was variable, with only four members attending the last session, b) members tended to play on the MUGA rather than in the pavilion, c) last week, Janice the Youth Leader stated that her employer is considering changing her centre of employment and if this is the case then she would not be able to continue working at Bradwell, d) the last meeting of the Youth Club before the summer shut-down would be 18<sup>th</sup> May.

Cllr Nash reported that preparations for the Carnival were on track.

## **063/2015 Playing Fields, Open Spaces & Village Caretaking**

Cllr Higgs stated that there was nothing to report from the Playing Fields and Open Spaces committee.

As the issues of the parish council assuming responsibility for the management of the DDDC toilet block and the conveyance of land for the Town Bottom Playing Field Flooding Relief Scheme to Severn Trent Water Ltd (STWL) were linked, these two items were progressed as a single matter. The Clerk reported that the council's solicitors had given an indicative cost for the conveyancing work and that STWL's solicitor had indicated that STWL would, in principle, underwrite council's costs. Arising from the ensuing discussion, the Clerk was asked to contact the council's solicitors to seek a copy of the Deeds for Town Bottom playing field in order to clarify a number of questions. It was also decided to establish a Working Group of Cllrs Downing, Nash & the Clerk to review the issues surrounding this matter and to report back to the next PC meeting.

Cllr Granger gave her report on progress in the development of a car park in Soft Water Lane. Her report included a) the council was unhappy with the conditions attached by PDNPA to the planning permission & b) she and the volunteer planned to meet with DCC Highways on Thursday to discuss its concerns on the visual impact of the proposed post / chains and the need for double yellow lines opposite the car park. Cllr Downing reported that he had spoken with PDNPA who indicated that it would be happy to discuss alternative approaches to securing each parking bay.

It was **resolved** to grant the request from the Rebellion Knoll W.I. to use the Peace Gardens on Tuesday 2<sup>nd</sup> June for an afternoon garden party to celebrate the 100<sup>th</sup> anniversary of the W.I. & the 40<sup>th</sup> anniversary of the Rebellion Knoll W.I.

The Chair reported that there had been no progress in the council's provision of allotments. The Clerk was asked to include this item on the agenda only every quarter.

The Clerk gave his report on recent caretaking activities.

### 064/2015 DCC Highways and Rights of Way

The Clerk gave a report on progress with the initiative to install 'Welcome to Bradwell' signs and new concrete planters in the verges. He reported that the proposed sites have been inspected and the specific locations agreed. The Clerk reported that he had contacted PDNPA to determine if permission would be required and had been informed that no permission would be required for the planters but Advertisement consent would be required for the 'Welcome' signs. It was agreed that Cllr Nash should discuss this requirement with PDNPA. The Clerk also reported that he has provided a copy of the application to DCC Highways to get an informal opinion prior to formally submitting the paperwork.

Cllr Stevens gave an update on the initiative to install additional signage to help in the resolution of HGV traffic problems in the village. Arising from the meeting with DCC Highways, it had proposed some changes to signage which had been accepted. In addition, the installation of additional signage was discussed. A proposed sign is to be designed and circulated for agreement by members. The Clerk was asked to write to a) Walkers Materials to request that they include directions / maps to be included with orders to suppliers and b) to Mrs. Morley in response to her letter.

The proposal to install traffic monitoring systems (Vehicle Activated speed signs) was discussed. The Clerk reported that he has been in contact with DCC Highways who concluded that a) if it was proposed to install these in the highways verge, then it would not support the proposal, b) if it was proposed to install the signs on private land, then permission should be sought from PDNPA.

The invitation from DCC to comment on an application to add a footpath (to join FP32 to Eccles Lane) to the definitive map was discussed. It was decided that the Clerk should write a letter of support for this proposal.

The invitation from DCC to comment on the proposed Derbyshire & Derby Minerals Joint Plan was considered. It was decided that members should review these proposals and be prepared to consider them at the next PC meeting.

### 065/2015 PDNPA & Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
New	22/04/15	NP DDD 0415 0336	Sitvel, The Hills, Bradwell	Access track to premises to allow all weather vehicles access.
Reviewed	09/03/15	NP DDD 0315 0172 (amended)	The Mount, The Hills, Bradwell	Proposed three storey rear extension to existing property. Council <b>supported</b> this amended application (4/3).
Granted with conditions		NP DDD 0115 0022	Land off Soft Water Lane, Bradwell	Change of use of existing disused land to provide 12 parking spaces. Council <b>supported</b> this application (6/0).
Refused		NP DDD 1114 1157	Ashmount, Smalldale, Bradwell	Erection of Lean-to to existing agricultural building. Council <b>objected</b> to this application.

The above planning applications were reviewed.

Cllr Downing stated that Cllr Nash will arrange a meeting with PDNPA to discuss the handling of cases of development to properties in the parish of which the council is unaware. He will notify members once a date has been agreed.

The Bradwell Parish Council Nomination Form for the appointment of Parish Members to the PDNPA was considered. Both Cllrs Granger and Nash expressed an interest in finding more information about this and the Clerk is to book them onto the PDNPA Briefing session.

The DEFRA advance notice on the Secretary of State appointments to PDNPA was noted.

The PDNPA invitation to comment on the content of its validation checklist for planning applications was considered. No action was decided.

### **066/2015 Other Partner Authorities / Agencies**

None this month.

### **067/2015 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies**

#### **Recent Meetings:**

<b>Date</b>	<b>Event</b>	<b>Council Representative(s)</b>
17/04/15	DDDC Civic Chairman's Charity Dinner Hassop Hall, Hassop, Derbyshire from 19:00 Cllr Nash was unable to attend this event.	Cllr Nash

#### **Future Meetings:**

<b>Date</b>	<b>Event</b>	<b>Council Representative(s)</b>
19/05/15	Derbyshire Dales CVS – Funding Talk DDDC offices, Matlock 11:00 – 12:00	
21/05/15	DCC – Archive Record Keeping Derbyshire Records Office, Matlock 10:00 – 12:00	S Lawless
20/06/15	Derbyshire Community Health Services – Open Day Whitworth Hospital, Darley Dale between 11:00 & 15:00	
22/06/15	DCC Town & Parish Council Liaison Meeting County Hall, Matlock from 18:00	
03/10/15	PDNPA Annual Parishes Day Aldern House, Bakewell	

### **068/2015 Publications / Information Received**

<b>Date of Information</b>	<b>Description</b>	<b>Decision Req'd</b>
25/02/15	DDDC – Community Clear Up Day (21/03/15)	
05/03/15	NPMS – National Plant monitoring scheme	
06/03/15	Bradwell Pre-School – Thank You Letter for S137 Grant	
10/03/15	Clerk & Councils Direct March Newsletter	
11/03/15	DDDC – Notes from the February Area Community Forums	
12/03/15	Reserve Forces & Cadets Association newsletter	
13/03/15	Open Spaces Society – Spring magazine & 150 <sup>th</sup> anniversary	
13/03/15	DCC – Petition to Government for Fairer Funding for Derbyshire	
13/03/15	Police & Crime Commissioner victim survey	
16/03/15	Petition to save Derbyshire's School Crossing Patrols	
25/03/15	Police Commissioner seeks views of Residents	
25/03/15	Announcement of OMM Bike & Lite Event (orienteering)	
26/03/15	Local Government Weekly Newsletter	
26/03/15	Thank You letter from Bradda Dads for use of council's marquee	

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

**069/2015 Date of Next meeting**

The next council meeting is planned to start at 7:30 p.m. on **Tuesday 2<sup>th</sup> June 2015** in the Methodist Lounge, Towngate, Bradwell.

**PART II – CONFIDENTIAL INFORMATION**

There is no Confidential Business this month.

**The meeting concluded at 10:05 p.m.**

**Appendix 1 – Table of Appointments**

<p align="center"><b>Bradwell Parish Council</b>  <b>2015 - 16 Appointments</b>                      (resolved at AMPC - 12/05/15; last updated - 12/05/15)</p>																	
				Council & Committees					External Bodies			Banks					
Councillor Name	PoWB	Date Started	Date Ceased	Council	Finance	Playing Fields	Neighbourhood Plan	Carnival	Youth Club	Cement Works Liaison	CRP	Police Governance	Bradwell Memorial Hall	Bradwell All Sports	Peak Park Parishes' Forum	Co-operative Bank	Santander Bank
				4	3	2	3	1/3	1/3								
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	M
Peter Higgs	Y	09/06/2011		V	M	M	M									M	M
Katrina Lancaster		07/02/2012		M					M	M							
Andrew Nash	Y	08/05/2007		M	C		M	M						M			
Lorraine Sowerby		23/07/2013		M				M	C	M				M			
Rose Stevens	Y	10/05/2011		M	M	C		C			M				M	M	M