

# BRADWELL PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Wednesday 2<sup>nd</sup> May 2018

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

Mrs C Preston (Clerk)

Members of the public: One

### **PUBLIC PARTICIPATION**

A report was received from District Councillor Furness

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

#### **Election of the Chairman & Signing of Acceptance of Office**

##### **091/2018**

It was **resolved** to elect Cllr Downing as Chair.

Cllr Downing signed the Acceptance of Office document.

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

##### **092/2018**

It was **resolved** to elect Cllr Higgs as vice-Chair.

Cllr Higgs signed the Acceptance of Office document.

#### **Apologies for Absence**

##### **093/2018**

None

#### **Declaration of Members' Interests**

##### **094/2018**

A declaration of interest in (non-pecuniary) agenda item 097/2018 was received from Cllr Sowerby by reason of receipt of a cheque for payment of Youth activity expenditure.

#### **Appointment to Committees and External Representation**

##### **095/2018**

The membership of all council committees was reviewed. The agreed appointments and Chair of each committee are documented in Appendix A.

It was **resolved** to accept these documented changes.

#### **Acceptance and Signing of Previous Minutes and Matters Arising**

##### **096/2018**

It was **resolved** to accept the minutes of the Parish Council meeting of 03/04/2018 with the following amendments

Minute No 065/2018 has been amended to note Cllr Granger's pecuniary interest in planning application NP/DDD/0218/0157  
Correction of the spelling Cllr Granger's name

It was **resolved** to accept the minutes of the Car Parking Committee of 27/03/2018

It was **resolved** to accept the minutes of the Carnival Committee of 04/04/2018

It was **resolved** to accept the minutes of the Finance Committee of 19/04/2018

## Financial Matters

### 097/2018

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

	Payee	Purpose	Amount (£)	BACS or Cheque Payment
<b>May Financial Authorisations</b>				
01	Mrs C Preston	Clerk's salary, allowance & expenses (£)	710.05	BACS
02	Cllr Lancaster	Xero Payments – April subscription	13.20	BACS
03	Mr A Samwell	Cleaning of bus shelters	10.00	101124
04	G E Davies	Mowing of grass April	240.00	BACS
05	Mr G Storey	Caretaking services March and April	151.00	101125
06	Bradwell News	Yearly subscription	504.00	BACS
07	Bradwell War Memorial Hall	Room Hire	20.00	BACS
08	P Copley Electrical	To carry out electrical work at Peace Gardens and Beggars Playing Field	304.96	BACS
	<b>TOTAL</b>		£1,953.16	

Ref	Payee	Description	Amount	Cheque
09	S Lawless	Salary and Allowance	162.26	101122
10	Cllr Sowerby	Youth Activities	90.00	BACS
11	Mr J Sowerby	Caretaking services	120.00	101126
12	Bradwell War Memorial Hall	Room Hire	20.00	BACS
	<b>TOTAL</b>		£392.66	

## Other Financial Matters

### 098/2018

Cllr Stevens has requested to be removed as a signatory for all bank accounts

It was **resolved** that Cllr Kirkham is to be added as a signatory to all bank accounts

**ACTION:** – Parish clerk to organise the paperwork for the above changes

### 099/2018

The Annual Governance Statement (Section 1) of the council's 2016/17 Annual Return was signed prior to submission to the external auditor.

## Parish Council Processes

### 100/2018

The Terms of Reference of the Carnival, Car Parking, Community Resilience, Finance, Playing Fields & Open Spaces and the Youth Activities committees were reviewed. It was **resolved** to adopt these documents.

### 101/2018

The current version of 'Standing Orders and Chairmanship' published by NALC in 2003, was reviewed and it was **resolved** to adopt this document for the coming year.

### 102/2018

It was noted that there were no changes to members' "Register of Disclosable Pecuniary Interests".

### 103/2018

The Financial Regulations were reviewed, and it was **resolved** to adopt this document for the coming year.

### 104/2018

The council's policies were reviewed, and it was **resolved** to adopt this document for the coming year.

### 105/2018

The Complaints Procedure was reviewed, and it was noted that it needed amending as the Standards Board referred to in the procedure has been closed.

**ACTION:** - Parish clerk to contact NALC to investigate what has replaced the Standards Board.

### 106/2018

It was decided that a review of how complaints received by the council are handled is required

**ACTION:** - Parish Clerk to set up a meeting with Cllr Downing, Cllr Higgs and Cllr Kirkham

### 107/2018

The running of the Annual Parish Meeting was reviewed. It was concluded that the number of residents that attended the meeting was disappointing. It was decided to consider a different format for the APM and communicate any changes prior to the next APM.

Cllr Downing gave his thanks to all for their help in running the event and for attending the meeting.

### 108/2018

The draft data protection policy was reviewed. It was **resolved** to accept the policy with a few minor amendments.

**ACTION:** Cllr Kirkham to make the necessary amendments and email data protection policy to all councillors.

### 109/2018

It was **resolved** to carry forward to the next meeting the review of the proposal to use a room in the Memorial Hall for meetings and storage. This carry over is required as the issue needs to be discussed at the next meeting Memorial Hall committee

**ACTION:** Cllr Granger to review costs with Memorial Hall Committee and update at next meeting

## **110/2018**

It was **resolved** to carry over the action of the risk assessments that need to be conducted for Mrs Preston's home, the Methodist Hall and the Memorial Hall due to Cllr Lancaster's availability. A risk assessment also needs to be conducted at Town Bottom Store as more documentation is being stored there. 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 Risk Assessments.

## **111/2018**

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 at the meeting of the Administration Committee.

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

## **112/2018**

An agreement has been reached on a proposed logo for use on council property. Full proposal to be tabled when costs are available

**ACTION:** Cllrs Nash and Sowerby to present costs and proposal at the next meeting

## **Parish Issues / Initiatives**

### **113/2018**

The toilets at Town bottom have been reopened for the summer however the long-term future of the toilet block still needs to be resolved.

The Council has written to Derbyshire Dales District Council with their requirements for taking over the toilets. This letter was passed to Derbyshire Dales District Council by District Councillor Furness. An update is expected at the next council meeting in June

### **114/2018**

The buyer of the quarry has requested that they be allowed to start work on the quarry prior to the completion of the sale. It was resolved that the clerk would write to the solicitor stating that work could only be started if the following actions were in place:- The Buyer pays a 50% deposit, The Council is resolved of all liability for the site, The Buyer to accept full liability for the site and should the sale not complete the Buyer to reinstate the quarry to its original state

**ACTION:** The clerk to write to the solicitor with details of the Parish Councils requirements

### **115/2018**

It was agreed to pay for some warning signs and high visibility vests for the people who carry out litter picking in the village

**ACTION:** - Cllr Granger to advise the residents that it was agreed to pay for the necessary items and the invoice to be passed to the clerk for payment

## Parish Playing Fields, Open Spaces and Village Caretaking

116/2018

The Parish Clerk reported that Nottingham Community Housing Association have agreed to repair the hole in the fence at the back of The Shoulder of Mutton Public House. The job has been sent to their maintenance department.

**ACTION:** Parish Clerk to confirm that the repair has been completed

## DCC Highways and Rights of Way

117/2018

Cllr Granger has spoken to the landowner and Bradda Dads about having a bonfire for The WW1 commemoration events in November 2018. Cllr Granger needs to speak to an additional landowner to get access across their lane to the proposed site of the bonfire

**ACTION:** Cllr Granger to discuss land owner for the authority to have access across his land so a bonfire can be held

## PDNPA and Planning Applications

118/2018

All recent Planning Applications were considered as follows: -

Type	Date of Application / Notice	Reference	Property	Summary
Planning Application	12/04/2018	NP/DDD/1017/1104	Co-operative food store, Netherside Bradwell	Rear and side extensions to existing convenience store, alterations to shopfront, extension and reconfiguration of car park, replacement plant, plant compound and servicing facilities, together with associated landscaping  Council <b>conditionally supported</b> 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)
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****119/2018**

Communications have already been circulated electronically.

**Date of Next Meeting****120/2018**

The next meeting of the parish council is planned for Tuesday 5<sup>th</sup> June at 7.30 p.m. in the Methodist Lounge, Towngate, Bradwell.

**The meeting concluded at 9.23 p.m.**