

# BRADWELL PARISH COUNCIL

## **Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Tuesday 3<sup>rd</sup> June 2014**

**Present:** Cllr R Davies, Cllr P Downing (Chair), Cllr L Granger, Cllr P Higgs, Cllr V Horstead, Cllr K Lancaster, Cllr A Nash, Cllr M Salvage, Cllr L Sowerby, Cllr R Stevens

Mr S Lawless (Clerk)

Members of the public: DDDC Cllr C Furness

### **PUBLIC PARTICIPATION**

There was no public participation at this point.

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

#### **057/2014 Apologies for Absence**

No apologies were received.

#### **058/2014 Declaration of Members' Interests**

Cllr Horstead declared a personal interest in agenda item 064/2014, Allotments.

#### **059/2014 Acceptance & Signing of Previous Minutes and Matters Arising**

It was **resolved** to accept the minutes of the Annual Meeting of the Parish Council of 06/05/14.

It was noted that the planned Youth Club committee meeting of 15/05/14 was postponed.

It was noted that the planned Finance committee meeting of 19/05/14 was postponed.

It was **resolved** to accept the minutes of the Special Parish Council meeting of 27/05/14.

It was **resolved** to accept the minutes of the Neighbourhood Planning committee meeting of 27/05/14 subject to a clerical amendment.

It was **resolved** to accept the minutes of the Carnival committee meeting of 28/05/14.

#### **060/2014 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 (£523.23)	1,158.93	100489
2	Ms W Butler	YC Leader's Salary	128.00	100490
3	Ms L Austin	YC Youth Assistant's salary	60.00	100491
4	Mrs L Ward	YC Cleaning Services	72.00	100492
5	Mr G Storey	Caretaking Services	99.00	100493
6	Mr A Samwell	Bus Shelter Glass Cleaning	10.00	100494
7	GE & MP Davies	Mowing Services - May invoice	220.00	100495
8	Mrs Horstead	Playground Inspection Training	40.00	100496
	<b>TOTAL</b>		<b>£1,787.93</b>	

It was **resolved** to authorise the above 8 financial transactions together with the following 4 transactions.

Ref	Payee	Description	Amount	Cheque
9	Julian Frith	Caretaking Services	40.00	100497
10	Bradwell War Memorial Hall	Room Letting Fee	34.00	100498
11	Dina Pejcinovic	External Audit 'Check & Go' service	35.00	100499
12	G.E. & M.P. Davies	Grass Mowing Services – 31 <sup>st</sup> May Invoice	220.00	100500
	<b>TOTAL</b>		<b>£ 329.00</b>	

### Other Financial Matters

The Clerk gave an update on the latest financial position following payment of the above financial authorisations, on the payroll processing using RTI and on the receipt of the latest VAT claim.

Cllr Stevens summarised the discussion of those members present at the last planned Finance committee meeting.

The Clerk presented the council's annual accounts (Income & Expenditure account and the Balance Sheet) as produced by the council's internal auditor and discussed the all main figures. It was **resolved** to accept these accounts and the Chair signed them on behalf of council. It was decided to ask the Finance committee, at its next meeting, to consider whether it was appropriate to transfer another £15k into the Sinking Fund for this current financial year. It was noted that the Internal Auditor has made a number of suggestions for improving the recording and reporting of account information. It was decided that the Clerk should engage the auditor to carry out this review.

The Clerk presented the council's Annual Return document prior to submission to the external auditor, Grant Thornton, as required before 16<sup>th</sup> June 2014. These figures have already been reviewed by a third party. It was **resolved** to accept this document subject to the explanation of two figures to the satisfaction of the council's Chair & the Chair of the Finance committee.

### 061/2014 Parish Council Processes

The current version of the Model Publication Scheme was reviewed and it was decided to adopt this document unchanged.

The Clerk tabled the Guidance on Gifts and Hospitality to the meeting. It was **resolved** to adopt this Guidance.

The invitation from DALC to review its constitution was considered. It was decided that the suggested comments proposed by Cllr Downing should be sent to DALC.

The invitation to support Sevenoaks Town Council's proposal under the Sustainable Communities Act that local councils obtain a percentage of the business rate for the benefit of local economic growth was considered. It was **resolved** to support this proposal.

### 062/2014 Village Issues / Initiatives

Cllr Nash gave a progress report from the Neighbourhood Planning (NP) committee following its recent meeting. His report included the following:-

- Good progress has now been made.
- Two Work Group meetings have been planned for 17<sup>th</sup> & 24<sup>th</sup> June and a Public Meeting for 8<sup>th</sup> July.
- The work done to date is being consolidated and loaded into Wiggio.
- Dates have been obtained from Locality for a policy writing training session.
- The policies required to be written will be decided after the Public meeting.
- Many meetings with local businesses have taken place and more are planned.
- Cllr Downing suggested that a Bradwell Community Land Trust should be established.

Cllr Lancaster gave her Youth Club report following the recent Special Meeting of the Parish Council. Her report included:-

- The pool tables have been advertised for sale on eBay. It was **resolved** that all three should be offered to the prospective purchaser.
- It will now be required to clear the premises to the timescales decided by Newburgh.
- Cllr Davies agreed to use his trailer to carry furniture to the disposal site. DCC Cllr Twigg is to be approached for help in defraying the costs of disposal.
- A resident has agreed to temporarily store items for retention.
- The Clerk reported that PDNPA has indicated that planning permission would be required to install portable accommodation on Town Bottom playing field.

Cllr Salvage gave a progress report from the Carnival committee. His report included:-

- Planning was progressing satisfactorily.
- A second Saturday event was being planned by another organisation.

Cllr Downing reviewed the recent Annual Parish Meeting and the issues raised there. The main items considered included:-

- Positive responses have been received from residents who attended the meeting.
- Some difficulties were experienced with the new sound system.
- The Clerk is to seek guidance from DCC Highways regarding the prevention of car parking in inappropriate locations.
- Recruitment articles for Bradwell News / website are still outstanding from DFRS.
- The need for new footpaths/cycling routes should be included in the Neighbourhood Plan.
- Should the Centenary Players wish to recruit younger members then it should forward suitable text for inclusion in Bradwell News.
- The need to lobby DCC to maintain the Library service especially for younger residents was considered. The Clerk is to send a letter of support of the issues raised by a resident to DCC Cllr Twigg. DDDC Cllr Furness was asked to investigate if DDDC could also lobby DCC in this matter.

Cllr Downing discussed the need to develop a Village Emergency Plan to address flooding or other incidents. Cllr Higgs agreed to create a draft based on the Environment Agency template for flooding. DDDC Cllr Furness was asked to see what information might be available at DCC / DDDC.

### **063/2014 Playing Fields, Open Spaces & Village Caretaking**

The Clerk gave his report on recent caretaking activities. He reported that he has had a response to the advertisement for a council caretaker, has interviewed the contractor and has contracted him to carry out council caretaking work.

Cllr Higgs gave a progress report from the Playing Fields and Open Spaces committee. His report included:-

- a) the tree survey report of council owned trees received from the tree surgeon suggested that a Tree Management Plan should be adopted. Cllr Higgs is working to produce a draft plan and would like to present this for adoption at the next PC meeting. To do this he will need to be able to produce accurate maps & plans of the playing fields and to uniquely identify each tree.
- b) a quotation has been received from the tree surgeon for the main items identified in his report. Cllr Salvage agreed to obtain competitive quotations for this work. It was **resolved** to spend up to £1,254 (+ VAT) on the most competitive quotation received within the next two weeks.
- c) A request from residents for the play area on Town Bottom playing field to be fenced off was discussed. This is to be considered by the Playing Fields committee at its next meeting.

The Clerk gave a progress report on the application to the DCC 'Clean-Up' campaign to have the Brook cleaned. A date has now been agreed for this work & the Clerk will now arrange for DCC to provide two skips to dispose of the weed.

## 064/2014 Highways and Rights of Way

Cllr Horstead gave her report on the council's provision of allotments. She stated that she is creating a draft rental agreement for use of the allotments which she would present at a future PC meeting.

Cllr Granger provided an update on progress with the development of a car park in Soft Water Lane. The next step will be to apply for planning permission for this development.

Cllr Nash gave an update on the initiative to install 'Welcome to Bradwell' signs in the grass verges. He has photographed similar signs in local villages for comparison purposes. He now needs to finalise the design of the signs and then the Clerk should send this information to DCC seeking a licence for their installation.

The invitation from the DCC public transport officer to attend a meeting to discuss an additional bus stop in the vicinity of the Samuel Fox PH at 10:00 on Wednesday 11<sup>th</sup> June was considered. Cllr Downing agreed to attend this meeting.

## 065/2014 Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
Reviewed	10/04/14	NP DDD 0314 0292	Lyndale House, Church Street, Bradwell	Listed Building Consent – Restoration of Fire Surround. This application was <b>supported</b> by council (6/0)

This planning application was noted.

### **Newburgh Estates Ltd.**

The late withdrawal of the amended Outline Planning Application, NP/DDD/1208/1089, by Newburgh Estates Ltd. for the Newburgh site was discussed. It was noted that the Newburgh Estates directors were now considering how to proceed, but, in the meantime, the agreement for the Youth Club to use Newburgh Hall has been terminated.

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 are instructed to withdraw.

The reason given for this exclusion is under the Freedom of Information Act exemption Section 43 – Commercial Interests.

Following further discussion on this matter, it was **resolved** to revert to non-confidential matters.

The council letter sent to PDNPA regarding the granting of permission for planning application NP DDD 0214 0223 - The Barn, Bradwell was noted.

## 066/2014 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies

### **Recent Meetings:**

Date	Event	Council Representative(s)
01/05/14	DCC – Liaison Forum County Hall, Matlock from 18:00 Cllr Davies was unable to attend through illness.	Cllr Davies
13/05/14	RAD – Rural Action Derbyshire – Training for People Responsible for Play Areas Whitworth Centre, Darley Dale from 13:00 Cllr Horstead has circulated her report on this session.	Cllr Horstead

**Future Meetings:**

Date	Event	Council Representative(s)
07/06/14	'Neighbours Night' Derbyshire & Lancashire Gliding Club, Camp Hill, Abney	Cllr Downing
10/06/14	Public Rights of Way workshop	Cllr Nash
24/06/14	DCC – Workshop on Counter Terrorism (WRAP) County Hall, Matlock	
25/06/14	DDDC/DALC – Workshop on options for Parish Meetings Town Hall, Matlock from 18:00	
30/06/14	PDNPA – Annual Liaison Meeting Aldern House, Bakewell at 18:30	Cllrs Davies & Granger

These meetings were noted.

**067/2014 Publications / Information Received**

Date of Information	Description	Decision Req'd
30/04/14	Clerks & Councils Direct Newsletter	
09/05/14	FoPD – Friends of Peak District eNewsletter	
12/05/14	OSS – Appeal for financial help	
12/05/14	Public Sector Executive – e-newsletter	
16/05/14	Sheffield Children's Hospital fundraising event	
19/05/14	Public Sector Executive – e-newsletter	
20/05/14	DDDC – Media Release – New Local Plan	

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

**068/2014 Date of Next meeting**

The next PC meeting will start at 7:30 p.m. on Tuesday 1<sup>st</sup> July 2014 in the Methodist Lounge, Towngate, Bradwell.

**PART II – CONFIDENTIAL INFORMATION**

There is no Confidential Business this month.

**The meeting concluded at 10:02 p.m.**