

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

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

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

Members of the public: One member of the public

PUBLIC PARTICIPATION

There was no public participation

PART I – NON-CONFIDENTIAL INFORMATION

Caroline Preston was introduced to the meeting as the new Parish Clerk. It was confirmed that there will be a handover period with Mr Steve Lawless.

Apologies for Absence

025/2018

Apologies were received from Cllr R Stevens by reason of illness. It was **resolved** to accept this apology.

Declaration of Members' Interests

026/2018

A declaration of interest in agenda item 030/2018 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 030/2018 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 030/2018 was received from Cllr Lancaster by reason of her connection with the MYPay business.

A declaration of interest in agenda item 028/2018 was received from Cllr Sowerby by reason of receipt of a cheque for payment of Youth activity expenditure.

Acceptance and Signing of Previous Minutes and Matters Arising

027/2018

It was **resolved** to accept the minutes of the Parish Council meeting of 09/01/2018.

The matters arising included: -

- Cllr Lancaster has drafted the required employment related policies, e.g. Expenses policy.
- Cllr Kirkham has updated the Clerk's employment contract.
- Cllr Lancaster has drafted the Terms of Reference for the new Administration committee.
- Cllr Kirkham has updated the Financial Regulations.
- The Clerk notified DALC of the council's view of the proposal to provide a national Data Protection Officer.
- The Clerk discussed with a caretaker the possibility of becoming a council employee with a caretaker. As his response was undecided, it was decided to delegate this matter to the new Administration committee.
- The Clerk has sent the Statement of Truth for the Quarry, and other associated requests, to the council's solicitor.
- The Clerk has not purchased a WW I commemorative beacon, as requested, as it did not appear to be value for money. Instead, it was **resolved** that Cllr Granger should approach a resident for permission to locate a bonfire on his land and then approach Bradda Dads to organise the bonfire.
- **ACTION:** Cllr Granger to approach the resident and Bradda Dads.
- The Clerk has contacted the residents involved in providing the micro hydro-electric scheme.
- Cllr Downing and the Clerk have written to the Planning Inspector regarding the appeal for the Bradwell Sports Club mobile phone mast. It was noted that the council's letter was rejected as it was outside the required timescale. The need to provide the council with adequate time to comment is to be included in the matters for discussion at the next meeting with PDNPA.

- **ACTION:** Cllr Downing is to raise this with PDNPA.
- The Clerk has invited the PDNPA Monitoring and Enforcement team to a joint meeting.

It was **resolved** to accept the minutes of the Special Parish Council meeting of 18/01/2018. Under matters arising, it was noted that Mrs C Preston had accepted the position of Clerk and had already attended both the recent Finance committee meeting and the DALC Clerk Induction course.

It was **resolved** to accept the minutes of the Finance committee meeting of 25/01/2018.

It was **resolved** to accept the minutes of the Playing Fields and Open Spaces meeting of 29/01/2018.

Financial Matters

028/2018

It was **resolved** to authorise the 7 financial transactions below together with the 3 supplementary transactions.

	Payee	Purpose	Amount (£)	Cheque Number
January Cheques for Authorisation				
01	Mr S Lawless	Clerk's salary, allowance and expenses (£0.00)	621.30	101099
02	Mr G Storey	Caretaking Services * 2 months	172.00	101100
03	Open Spaces Society	Annual Subscription	45.00	101101
04	Post Office Ltd	DDDC charge to empty BPPF bin	44.75	101102
05	B Woods Plant Hire	Refilling 17 Grit Bins	1,044.00	101103
06	Mr S Lawless	Payment for 3 Grit Bins	864.00	101104
07	DALC	Clerk Training Course	40.00	101105
Supplementary Transactions				
08	Mrs L Sowerby	YAEC – 12/02/18 – Limestone Adventure	90.00	101106
09	Mr S Lawless	Reimbursement – Chair's Allowance	20.00	101107
10	Bradwell War Memorial Hall	Room Bookings (18/25/29 January)	58.00	101108
	TOTAL		£2,999.05	

Other Financial Matters

029/2018

Cllr Kirkham gave her report and outlined the proposals arising from the last Finance committee meeting. Her report included the following: -

- It was decided that the accounts for the remainder of the 2017/18 financial year should be produced using the existing Excel spreadsheets.
- 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:** Cllr Lancaster and the Clerk.
- 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 decide on Internal Auditor.
- It was proposed that wider use should be made of on-line banking facilities, either the Co-operative Bank or the Xero facilities. It was **resolved** to approve this approach.
- Cllr Kirkham tabled changes to paragraphs 5.3 and 6.1 of the Financial Regulations required to permit the above use of further on-line banking facilities. It was **resolved** to adopt the proposed changes. Cllr Kirkham gave a summary of the Finance committee minutes
- Supplementary payments were issued and passed

Parish Council Processes

030/2018

Cllr Lancaster gave her report on progress in the recruitment of a replacement Clerk following the retirement of the present Clerk. Her report included the following: -

- It was **resolved** that the council should engage with the MYPay business for payroll services from the start of the coming financial year. Cllr Lancaster abstained from this vote.
- It was **resolved** to adopt the new employment contract for the Clerk. Cllr Downing signed this contract on behalf of the council.
- The possibility of using a room in the Memorial Hall as a council office was discussed. This would provide opportunities to better engage with residents, to provide councillor surgeries for residents, to provide permanent, exclusive and secure storage of council documents / files, to provide Wi-Fi facilities for computer access and to provide a dedicated meeting room for council business. It was noted the Mrs Preston would object to working there as her contract is based on working from home. It was decided that Cllr Granger should table a fully costed proposal at the next meeting.
- **ACTION:** Cllr Granger to table a proposal at the next PC meeting.
- The proposed Health and Safety policy was considered. It was **resolved** to adopt this policy.
- The proposed Equality policy was considered. It was **resolved** to adopt this policy.
- The proposed Sickness policy was considered. It was **resolved** to adopt this policy.
- The proposed Expenses policy was considered. It was **resolved** to adopt this policy.
- The proposed Risk Assessment policy was considered. It was **resolved** to adopt this policy.
- Risk Assessments will need to be conducted for Mrs Preston's home, the Methodist Hall and the Memorial Hall.
- **ACTION:** Cllr Lancaster to conduct these three Risk Assessments.
- There was some discussion regarding the desirability of issuing draft un-adopted 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 un-adopted minutes to councillors.

031/2018

The proposed Terms of Reference for the new Administration committee was considered. It was **resolved** to adopt this document.

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.

032/2018

Cllr Kirkham gave her report arising from the GDPR audit conducted on 1st February on the council's compliance with the new regulations. Her report included: -

- The review conducted by the GDPR consultant went very well.
- 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.)
- Additional text should be included on the PC website.
- **ACTION:** Cllr Downing to include the required text on the website.
- Regarding personal information, the information held by the YAEC committee should be either disposed of or held in a more secure fashion.
- 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.
- **ACTION:** Cllr Downing is to create these email addresses and 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:** The Clerk is 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 discussed. It was decided that a costed proposal should be tabled at the next PC meeting.
- **ACTION:** Cllr Granger to table a fully costed proposal at the next PC meeting.

033/2018

Discussion on logo for Council documentation. Cllr Furness shared some proposals. It was decided that a logo that was an artist impression of the view from the bridge and brook to pick up the hills behind the church would be pursued.

ACTION: Cllr Furness to follow up

Parish Issues / Initiatives

034/2018

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

Parish Playing Fields, Open Spaces and Village Caretaking

035/2018

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

ACTION: Parish Clerk to contact the owners to request that the fence is repaired

There is a lot of rubbish gathering in the garden and needs to be cleared on a regular basis. An advert to be run in the Bradwell News to recruit "Friends of the Rose Garden" to keep it tidy and remove all the rubbish

ACTION: Cllr Grainger to write the words required for the advert

DCC Highways and Rights of Way

036/2018

A report on progress in resolving issues associated with the bridleway / footpath up to Bradwell Edge was received from Cllr Furness. It was **resolved** that Cllr Furness keeps Council updated on progress

037/2018

A road closure has been requested for Remembrance Day ceremony. The request states that the Parish Council insurance was to cover the event. This is not possible as the Parish Council are not the organisers.

ACTION: Parish Clerk to contact Ian Hancock and advise that it is not possible to use Parish Council insurance to cover the event.

038/2018

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

PDNPA and Planning Applications

039/2018

PDNPA have been invited to a meeting to discuss monitoring and enforcement issues around the village. It was decided that the meeting should be held indoors with the option to visit a particular area if required. It was concluded that this would be the best use of time.

ACTION: Clerk to book room, Cllrs to advise attendance

It was decided to review with Peak District the time allowed for appeals to be submitted.

ACTION: Raise for consideration with Peak District at Monitoring and Enforcement meeting

It was decided to acknowledge the e-mail which was received about Tom Cottage and advise them that the Council will comment when the proposal is received

ACTION: Parish Clerk

All recent Planning Applications were considered as follows: -

Type	Date of Application / Notice	Reference	Property	Summary
Reviewed	19/12/17	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.
Granted	27/09/17	NP DDD 0917 0980	East View, The Hills, Bradwell	Single storey side extension. Council supported this application (6/0/0).

Other Partner Authorities / Agencies

040/2018

It was decided that Councillors send in their own responses to the invitation received from the Heritage Lottery Fund. The invitation was for a consultation on its priorities for using the National Lottery Good Causes income for the coming 5-year period. It was noted that Cllr Downing (Chair) had already responded.

ACTION: Councillors

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

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	
21/03/18	PDNPA Course – Planning Enforcement and Monitoring Aldern House, Baslow Rd, Bakewell from 17:30	
18/04/18	PDNPA Course – Heritage and 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

041/2018

Communications have already been circulated electronically.

Date of Next Meeting

042/2018

The next meeting of the parish council is planned for Tuesday 6th March at 7:30 p.m. in the Methodist Lounge, Towngate, Bradwell.

Apologies were received from Cllrs Kirkham and Lancaster.

The meeting concluded at 9.14 p.m.