

# BRADWELL PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at 7:30 p.m. on Tuesday 6<sup>th</sup> May 2014

**Present:** Cllr R Davies, Cllr P Downing, 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, 1 resident

### **PUBLIC PARTICIPATION**

There was no public participation at this point.

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

#### **037/2014 Election of the 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 document.

#### **038/2014 Election of the Vice-Chairman & Signing of Acceptance of Office**

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

#### **039/2014 Apologies for Absence**

Apologies were received from Cllr Granger by reason of holidays.  
These apologies were accepted by the meeting.

#### **040/2014 Declaration of Members' Interests**

Cllrs Downing, Horstead and Nash declared personal interests in agenda item 044/2014, the payment of the editorial charge for Bradwell News.  
Cllr Horstead declared a personal interest in agenda item 048/2014, Allotments.

#### **041/2014 Appointment to Committees and External Representation**

The appointments were reviewed. It was **resolved** to accept Cllr Horstead's retirement from the Youth Club committee and to appoint Cllr Granger (subject to her agreement) to this committee. All other appointments remained unchanged (see separate Appointments Spreadsheet).

#### **042/2014 Appointment of Internal Auditor**

The appointment of the Internal Auditor was reviewed and it was **resolved** to re-appoint John Hodgson & Co. as the council's internal auditor.

#### **043/2014 Acceptance & Signing of Previous Minutes and Matters Arising**

It was **resolved** to accept the minutes of the Parish Council meeting of 02/04/14.

It was **resolved** to accept the minutes of the Carnival committee meeting of 03/04/14.

It was **resolved** to accept the minutes of the Neighbourhood Planning committee meeting of 22/04/14.

## 044/2014 Finance

### Financial Authorisations

	Payee	Purpose	Amount (£)	Cheque Number
1	Mr S Lawless	Clerk's salary allowances & expenses (£339.11)	975.01	100476
2	Ms L Austin	YC Youth Assistant's salary	40.00	100477
3	Mr G Storey	Caretaking Services	82.00	100478
4	Mr A Samwell	Bus Shelter Glass Cleaning	10.00	100479
5	GE & MP Davies	Mowing Services	220.00	100480
6	Bradwell War Memorial Hall	Room Hire (11/03 & 13/03)	36.00	100481
7	Bradwell News	Editorial Space (Apr 14 – Mar 15)	480.00	100482
8	Paul Johnson Tree Services	Tree Survey on 4 sites	306.00	100483
9	DMH Solutions Ltd	LCRS Upgrade – Risk Software	35.33	100484
	<b>TOTAL</b>		<b>£2,184.34</b>	

It was **resolved** to authorise the above 9 financial transactions together with the following 4 transactions.

Ref	Payee	Description	Amount	Cheque
10	Roger Yarwood	Planning Consultancy	80.00	100485
11	Bradwell War Memorial Hall	Room Letting Fee	18.00	100486
12	Julian Frith	Caretaking Services	90.00	100487
13	Hope Valley Construction Ltd	Beggars Plot gates	1,344.00	100488
	<b>TOTAL</b>		<b>£1,532.00</b>	

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### Other Financial Matters

The Clerk gave an update on the latest financial position following payment of the above financial authorisations, progress with the Internal & External Audits, the year-end payroll PAYE using RTI, and the receipt of the precept payment from DDDC.

The council's banking arrangements were reviewed and it was **resolved** to maintain the existing arrangements.

## 045/2014 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 and it was decided to adopt the existing documents unchanged.

The council discussed the additional Carnival tasks agreed to be performed this year by the council to assist the Wells Dressing committee. It was also decided that the Clerk should send a copy of the latest Carnival minutes to the Wells Dressing committee secretary for information and that the Chair should include this matter in his address at the Annual Parish Meeting.

The current version of the 'Standing Orders and Chairmanship' published by NALC in 2003 was reviewed and it was decided to adopt this document unchanged.

It was noted that, should members' situation have changed, they must update their "Register of Disclosable Pecuniary Interests" declarations and pass this document to the Clerk for forwarding to DDDC.

The Financial Regulations document was reviewed. A query was raised regarding the respective duties of the Clerk, RFO & Internal Auditor in paragraph 1.4. The Clerk is to clarify and update the document.

The council's policies document was reviewed and it was decided to adopt the current version unchanged.

The council's Complaints Procedure was reviewed and it was decided to adopt the current version unchanged.

The council's Risk Assessment was reviewed and it was **resolved** to adopt the current version as tabled. The Chair signed the Action Plan.

The Clerk was asked to include a review of the Model Publication Scheme and need for a Register of Gifts on the agenda for the next meeting.

The Clerk gave an update on increasing the number & value of assets on the council's insurance policy. He is to progress this with Came & Co.

The latest plans for the Annual Parish Meeting were reviewed. The decisions included the following a) Cllr Sowerby agreed to co-ordinate the catering arrangements, b) the Clerk is to advertise the event round the village, c) Cllr Lancaster is to suggest that representatives of the Youth Club should provide a presentation at the meeting and d) Cllr Horstead is to progress the provision of a Bradwell 'Chamber of Commerce' presentation.

The invitation from DALC to review its constitution was discussed. It was decided that members should review the constitution and consider the matter again at the next PC meeting.

#### **046/2014 Village Issues / Initiatives**

Cllr Nash gave a progress report from the Neighbourhood Planning (NP) committee following its recent meeting. He reported that the project plan and progress to date have been reviewed and that the plan has been re-benchmarked, a series of actions agreed and that progress should be back on track by mid-June. Another public meeting is planned for 24<sup>th</sup> June and it is planned to start writing the policies over the summer period ready for submission to PDNPA by December. It was noted that all documents so far produced are to be loaded to Wiggio to ensure that the evidence base is complete. He also reported that he has obtained 6 large scale maps of the parish for use in interviews & meetings.

It was **resolved** to suspend Standing Orders to allow the public to contribute to discussions. DDDC Cllr Furness stated that Bradwell is one of eight settlements designated as being eligible for some development in PDNPA's Core Strategy. He offered to help arrange meetings with PDNPA officers to propose that Bradwell should be removed from the list once some limited development has taken place.

Cllr Furness also suggested that Bradwell could be a venue for a DDDC Northern Forum meeting. It was **resolved** that he should propose this venue to DDDC.

No report was received from the Youth Club committee.

Cllr Salvage gave a progress report from the Carnival committee. He raised the need for a documented Risk Assessment for this event and stated that the idea of an event on the second Saturday was still being considered. He also stated that the replacements for the damaged marquee poles are still awaited from Bradda Dads.

Cllr Downing gave an update on discussions on collaboration between DFRS & HV Parish Councils. He reported that the meeting with the DFRS officer had been very positive and a number of actions had been agreed. These actions included a) providing space for a DFRS stall on the Carnival field, b) providing space for information on the website and in Bradwell News and c) providing a opportunity for officers to speak at the Annual Parish Meeting. The Clerk was asked to progress these actions with DFRS officers.

The DCC consultation invitation to comment on its proposed budget cuts was discussed. It was decided to take no action on this request.

The invitation from Rural Services Network to join a Rural Sounding Board was considered. It was decided that Cllrs Downing & Lancaster should register.

#### **047/2014 Playing Fields, Open Spaces & Village Caretaking**

The Clerk gave his report on recent caretaking activities. He reported that one caretaker was carrying out the routine litter picking and some minor caretaking jobs and a contractor had mowed the grass in the Peace Gardens and sprayed weeds on various council properties. He also reported that he has not had any response to the advertisements for an additional caretaker posted on the notice board and in Bradwell News. It was **resolved** that the Clerk should engage another caretaker at a charge of up to £10 per hour.

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

- a) the work carried out to improve access for all six pedestrian gates to Beggars Plot Playing Field which is now completed.
  - b) the survey report of council owned trees has been received and was of good quality. The report suggested that a Tree Management Plan should be instigated. He is undertaking some preparatory research and once this is completed, he will present a proposal to council.
  - c) the inspection of the council Quarry in Bradwell Dale went well with little to note.
- The Clerk was asked to contact the grass mowing contractors requesting them not to mow on Bank Holidays.

The email & application form from DCC regarding the 'Clean-Up' campaign was considered. It was **resolved** that the Clerk should apply again this year to have the weed removed from the Brook. It was noted that this could possibly incur a charge for skip hire.

#### 048/2014 Highways and Rights of Way

Cllr Horstead gave her report on the council's provision of allotments. She stated that no progress has been made since the last meeting but she would contact the appropriate people to progress this initiative.

The Clerk gave an update on the request to DDDC to provide a car park in Bradwell. He stated that DDDC has promised to award the requested grants. Once these have been received, the next step will be to obtain planning permission from PDNPA for construction of the car park.

Cllr Nash gave an update on the initiative to install 'Welcome to Bradwell' signs in the grass verges. It was decided that Cllr Nash should finalise the design of the signs and that the Clerk should send this information to DCC seeking a licence for installation of the signs.

#### 049/2014 Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
New	10/04/14	NP DDD 0314 0292	Lyndale House, Church Street, Bradwell	Listed Building Consent – Restoration of Fire Surround.
Reviewed	04/03/14	NP DDD 0214 0223	The Barn, Bradwell, Grid Ref 417603 381404	Proposed change of use of field barn to form camping barn. The council <b>opposed</b> this application (1/6)
	13/03/14	NP DDD 0314 0262	Torr Top, Hungry Lane, Bradwell	Proposed change of use of existing granny annexe into 2 bedroom holiday let. The council <b>supported</b> this application (3/0)

These planning applications were noted.

#### **Newburgh Estates Ltd.**

Progress with the amended Outline Planning Application, NP/DDD/1208/1089, from Newburgh Estates Ltd. for the Newburgh site was reviewed.

It is now reported that this application will be determined at the 16<sup>th</sup> May Planning Committee meeting. It was noted that NEC have now withdrawn most of the detailed documents for the application and have concentrated solely on those documents associated with the outline application.

The Clerk is to post notices around the village to publicise this date. The BaND group have organised six residents to speak against a number of the main issues with this application.

It was noted that the proposed amendments to the Bradwell Conservation Area boundary have been adopted by PDNPA at its meeting of 11<sup>th</sup> April 2014.

The PDNPA Planning Service – Parishes Bulletin 06 April 2014 was noted.

**050/2014 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies**

**Recent Meetings:**

Date	Event	Council Representative(s)
29/04/14	Council Web Design Course (Digital by Default) Hulland Ward, Ashbourne from 10:30	
01/05/14	DCC – Liaison Forum County Hall, Matlock from 18:00	

**Future Meetings:**

Date	Event	Council Representative(s)
13/05/14	RAD – Rural Action Derbyshire – Training for People Responsible for Play Areas Whitworth Centre, Darley Dale from 13:00	Cllr Horstead
30/06/14	PDNPA – Annual Liaison Meeting Aldern House, Bakewell at 18:30	Cllr Davies

These meetings were noted.

**051/2014 Publications / Information Received**

Date of Information	Description	Decision Req'd
27/03/14	Planning Aid – Neighbourhood Planning monthly e-mail	
28/03/14	PDNPA – Proposed Amendments to Bradwell Conservation Area	
07/04/14	Came & Co – Spring 2014 newsletter	
07/04/14	DDDC – Notice of EU Elections – 22/05/14	
09/04/14	10 Downing St. – Letter from D Cameron re £2,000 Employment Allowance	
09/04/14	DCC – Digital Derbyshire e-update	
09/04/14	PDNPA – Advice of item on Planning agenda	
10/04/14	Carne Associates – Advertisement for Dog Poo Stickers	
14/04/14	DALC – Circular 08: General Circular; DALC Email contact; DALC membership services; Employment Allowances; Locum Clerk; DALC Constitution; BBC1 Home Swap	
16/04/14	DCC – Update on Hope Valley Cycle Link – Pedal Peak II Project	
17/04/14	OSS – Open Spaces Society e-news letter – Spring 2014	
28/04/14	DALC – Circular 09: General Circular; DALC Annual Executive Meeting & AGM; SLCC/DALC networking lunch; LGPS; Clerk Inductions; RoSPA Training; neighbourhood Planning; Parishes to sell electricity; Making Localism Work; SSP refund abolished	

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

**052/2014 Date of Next meeting**

The next PC meeting will start at 7:30 p.m. on Tuesday 3<sup>rd</sup> June 2014 in the Methodist Lounge, Towngate, Bradwell.

**PART II – CONFIDENTIAL INFORMATION**

There is no Confidential Business this month.

**The meeting concluded at 9:56 p.m.**