

# BRADWELL PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Tuesday 9<sup>th</sup> January 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 R Stevens.

Mr S Lawless (Clerk)

Members of the public: None

A short period of silence was observed in memory of the recently deceased Mrs. Lynda Gill (Cliffe) who had been a past Chair of the council.

### **PUBLIC PARTICIPATION**

There was no public participation

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

#### **Apologies for Absence**

##### **001/2018**

Apologies were received from Cllr P Higgs & Cllr A Nash by reason of holidays. It was **resolved** to accept these apologies.

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

##### **002/2018**

A declaration of interest in agenda item 004/2018 was received from Cllr Downing by reason of receipt of a cheque in reimbursement of his expenditure.

A declaration of interest in agenda item 004/2018 was received from Cllr Lancaster by reason of her receipt of a cheque in reimbursement of her expenditure.

A declaration of interest in agenda item 004/2018 was received from Cllr Sowerby by reason of receipt of a cheque in reimbursement of her expenditure.

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

##### **003/2018**

It was **resolved** to accept the minutes of the Parish Council meeting of 05/12/17.

The matters arising included:-

- Progress has been made by the four Co-operative Bank account signatories in registering their authenticators and in testing the service.
- A GDPR consultant has been engaged to provide an audit of the council's adherence to the new GDP Regulations.
- The Clerk has submitted the Precept documentation to DDDC.
- Cllr Downing has submitted a response to the DDDC consultation.

## Financial Matters

### 004/2018

It was **resolved** to authorise the 12 financial transactions below.

	Payee	Purpose	Amount (£)	Cheque Number
	<b>November cheque already paid</b>			
01	The Happy Tree Co Ltd	Tree work on BPPF, TBPF & PG	900.00	101088
	<b>December Cheques for Authorisation</b>			
02	Mr S Lawless	Clerk's salary, allowance & expenses (£0.00)	621.30	101089
03	Mr A Samwell	Bus Shelter Cleaning (22/12/17)	10.00	101090
04	Mrs L Sowerby	YAEC Sessions (08/01/18)	90.00	101091
05	HMRC	PAYE/NIC for Oct - Dec	506.02	BACS
06	Mrs K Lancaster	Spring Bulbs for Village Planters	8.90	101092
07	Peak Advertiser	Clerk Vacancy – Advertisement	91.80	101093
08	Post Office Ltd	E.ON Electricity on BPPF	25.90	101094
09	B Wood Plant Hire	Refilling 17 Grit Bins	1,044.00	101095
10	Bradwell Parochial Church Council	Re-issue of S137 Grant authorised at December PC meeting	150.00	101096
11	Mr P Higgs	Resilience cttee – more equipment	37.98	101097
12	Mr P Downing	Chair's Allowance reimbursement	24.00	101098
	<b>TOTAL</b>		<b>£3,509.90</b>	

### Other Financial Matters

### 005/2018

The Clerk presented his report on current financial matters. He presented the third quarter financial management information report and then gave details of recent financial receipts.

### Parish Council Processes

### 006/2018

Progress in the recruitment of a replacement Clerk following the retirement of the present Clerk was considered. Those councillors who interviewed the four short-listed applicants gave their report on the interviews and then gave their proposal for the preferred candidate. A wider discussion then took place regarding the Clerk's employment contract (incl. hourly pay rate and number of hours) and the need to define those policies referenced in the draft contract.

It was **resolved** to draft and adopt policies for a) Health & Safety, b) Equal Opportunities & c) Payment of Expenses before the new Clerk's start date.

**ACTION:** Cllr Lancaster is to draft these new policies.

It was **resolved** to amend the Clerk's employment contract to include the pay rate & expected weekly hours (Cllr Downing being delegated to approve the amended document) and this contract is then to be offered to the preferred candidate.

**ACTION:** Cllr Kirkham is to update the contract, obtain approval from Cllr Downing, and offer to the preferred candidate.

It was **resolved** to establish a new committee to be responsible for personnel & general administration matters (incl. council policies, administration software) to be chaired by Cllr Lancaster and including Cllrs Kirkham & Stevens.

**ACTION:** Cllr Lancaster is to draft the Terms of Reference for this new committee for adoption by council and to convene the inaugural meeting.

### 007/2018

The proposed amendments to the Financial Regulations associated with implementing the Co-operative Bank on-line payments facility was considered. It was **resolved** to adopt the new wording for para. 5.3.

**ACTION:** The Clerk is to update the Financial Regulations.

### 008/2018

Progress in preparations for ensuring GDPR compliance was considered. Cllr Kirkham reported that a consultant has been engaged to conduct an audit and produce a report on the council's GDPR compliance on 1<sup>st</sup> February. Once the report has been received it will be reviewed and a plan to implement any agreed recommendations will be proposed to council.

## **009/2018**

The information contained in DALC Circular 15 was considered.

The council considered the suggestion of subscribing to a national Data Protection Officer and asked the Clerk to respond to DALC that in principle it was in favour of this initiative.

**ACTION:** The Clerk is to inform DALC of the council's opinion.

The DALC information regarding when a contractor should be considered as an employee was considered. It was decided that the Clerk should discuss this with a caretaker and that the matter should be referred to the new committee to be chaired by Cllr Lancaster.

**ACTION:** The Clerk is to discuss this situation with a caretaker.

**ACTION:** The Clerk is to include this matter in the agenda of the new committee.

The remaining information in the Circular was noted.

## **Parish Issues / Initiatives**

### **010/2018**

The proposed Statement of Truth drafted by Cllr Furness on behalf of the council, required for the sale of the Dale Quarry, was considered. Now that the wording of the Statement has been satisfactorily amended by the council's solicitor, Cllr Furness signed the document. Cllr Furness asked the Clerk to inform all parties that any future queries regarding this document are to be addressed to the Clerk and not to him and to send a copy of minute 311/2017 to the solicitor.

In response to the solicitor's query, it was **resolved** that the Chair & Clerk were authorised to sign the contract to sell the Quarry.

**ACTION:** The Clerk is to send the Statement of Truth to the solicitor, to inform the solicitor a) that the Clerk is to be the recipient of any future communications and b) of the agreed signatories for the contract.

### **011/2018**

The invitation from the Holocaust Memorial Day Trust that the council organises an event to commemorate Holocaust Memorial Day on 27<sup>th</sup> January was considered. It was decided not to take any action.

### **012/2018**

The proposal that the council obtains a beacon for use during the WW I commemoration events in November 2018 was considered. Cllr Granger had provided a cost figure for this beacon. It was **resolved** to buy this beacon (c. £500) from the Sinking fund.

**ACTION:** The Clerk is to purchase this beacon.

## **Parish Playing Fields, Open Spaces & Village Caretaking**

### **013/2018**

The request from the residents involved in micro hydro-electric scheme to leave the lights on the TBPF trees until next Christmas was considered. It was decided that the Clerk should contact the residents to inform them that permission is granted subject to them being responsible for rectifying any problems that might arise.

It was also decided that the planning for the council's 2018 Christmas illuminations should start earlier than last year.

**ACTION:** The Clerk is to inform the residents of the council's decision.

## **DCC Highways and Rights of Way**

### **014/2018**

The offer from DCC Community Safety Unit to provide funding for Clean-Up projects in the parish was considered. It was decided not to take any action.

### **015/2018**

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

## PDNPA & Planning Applications

**016/2018**

All recent Planning Applications were considered as follows:-

Type	Date of Application / Notice	Reference	Property	Summary
New	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.
Reviewed	01/11/17	NP DDD 1117 1139	Ashmount, Smalldale, Bradwell	Proposed alterations, installation of home office & refurbishment of workshop. Council supported this application (6/0/0).
Reviewed	27/09/17	NP DDD 0917 0980	East View, The Hills, Bradwell	Single storey side extension. Council supported this application (6/0/0).
Reviewed	28/09/17	NP DDD 1117 1129	White Hart, Towngate, Bradwell	Advertising Consent – hanging sign & fascia sign. Council supported this application (8/0/0).
Reviewed	28/09/17	NP DDD 1117 1130	White Hart, Towngate, Bradwell	Listed Building Consent – hanging sign & fascia sign. Council supported this application (8/0/0).
Appeal	30/11/17	NP DDD 0717 0693 APP/M9496/W/17/ 3184389	Bradwell Sports Club, Stretfield Road, Bradwell	GPDO Notification - erection of 15m climbable monopole
Enforcement	19/12/17	M5814	Land at Moss Rake East Quarry	Restoration of land to agricultural use and removal of all plant & machinery.

Planning Application 1247 (Springfield Road) was considered and it was **resolved** to support this application.

The appeal of Application 0693 was considered. A number of concerns were identified with the handling of this application, especially with the PDNPA's interpretation of the Bradwell Neighbourhood Plan and the availability of a PDNPA plan showing suitable alternative locations for the mast. It was decided that Cllr Downing & the Clerk should write to the Planning Inspector to make him aware of council's concerns.

**ACTION:** Cllr Downing & the Clerk are to write to the Planning Inspector.

The PDNPA enforcement of planning applications was considered. As councillors had a number of enforcement concerns, it was decided that the Clerk should invite Mr J Scott & the PDNPA Enforcement team to meet again with councillors to take part in a village walk-about.

**ACTION:** The Clerk is to invite PDNPA to attend a village walk-about.

### Other Partner Authorities / Agencies

**017/2018**

The DDDC consultation invitation (closing date 21/01/18) on proposed changes to its non domestic rates discretionary rate relief policy was considered. It was decided not to take any action.

The DDDC invitation to take part in the Great British Spring Clean between 2<sup>nd</sup> & 4<sup>th</sup> March in 2018 was considered. It was decided not to take any action.

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

### 018/2018

It was decided that members who attend meetings of external bodies should provide a written report in advance of council meetings. This will enable councillors to be familiar with the outcomes of the meetings and to have the opportunity to raise any questions they feel appropriate. This 'Recent Meetings' section will only appear on future agendas at members' specific request to raise questions.

#### Recent Meetings:

Date	Event	Council Representative(s)
12/12/17	Hope Cement Liaison Meeting Hope Works, Hope There were no questions raised on the report provided. It was noted that all members are welcome to attend.	Cllrs Lancaster, Sowerby

#### Future Meetings:

Date	Event	Council Representative(s)
14/02/18	DDDC Area Community Forum, Agricultural Business Centre, Bakewell from 19:00	Cllr Granger
16/02/18	Notwestminster 2018 Conference The Media Centre, Northumberland Street, Huddersfield	Cllrs Downing, Nash, Kirkham
29/09/18	2018 Annual PDNPA Parishes' Day Aldern House, Baslow Rd., Bakewell	

## Publications / Information Received

### 019/2018

Most communications have already been circulated electronically.

Those listed below were received in paper form.

Date of Information	Description	Decision Req'd
25/11/17	Open Spaces Society – Appeal for Financial Support	

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

## Date of Next Meeting

### 020/2018

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

**The meeting concluded at 8:54 p.m.**