

BRADWELL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at 7:30 p.m. on Tuesday 10th May 2011

Present: Cllr R Davies, Cllr P Downing (Chair),
Cllr V Horstead, Cllr J Lawson,

Mr S Lawless (Clerk)

Member of the Public: Mr P Senior, Mrs R Stevens.

PUBLIC PARTICIPATION

There was no public participation at this point.

057/2011 Election of Chairman & Signing of Acceptance of Office

It was **resolved** to elect Cllr Downing as Chairman for the coming year. Cllr Downing signed the Acceptance of Office document.

058/2011 Election of Vice-Chairman & General Signing of Acceptance of Office

It was **resolved** to elect Cllr Nash, in his absence, as Vice-Chairman for the coming year.
Other councillors signed their Acceptance of Office documents.

059/2011 Apologies for Absence

Cllr C Furness offered his apologies by reason of alternative arrangements.
Cllr A Nash offered his apologies by reason of work commitments.
These apologies were accepted by the meeting.

060/2011 Declaration of Members' Interests

Cllr Horstead declared a personal interest in the matter of allotments (068/2011).
Cllrs Lawson declared personal interests in the matter of the MUGA project (064/2011).

061/2011 Appointment to Committees and External Representation

This matter was deferred until later in the agenda.

062/2011 Appointment of Internal Auditor

It was **resolved** to appoint Mrs Gillian Nowell as Internal Auditor.
It was decided that the Clerk should agree the wording of the letter of engagement with Mrs Nowell.

063/2011 Acceptance & Signing of Previous Minutes and Matters Arising

It was **resolved** to accept the minutes of the Parish Council Meeting of 5th April 2011.

The minutes of the Youth Club committee meeting of 13th April 2011 were noted.

The minutes of the Finance committee meeting of 26th April 2011 were noted.

The minutes of the Carnival committee meeting of 9th May 2011 were noted.

Authorisations for Approval

	Payee	Purpose	Amount (£)	Cheque Number
1	Mr S Lawless	Clerk's salary & allowances incl. expenses (£710.95).	1,345.49	100001
2	Mrs E Day	Youth Leader salary, travel plus expenses (£102.88)	242.08	100002
3	Mr P Nicols	Caretaking Services	363.75	100003
4	Mr J Frith	Caretaking Services	60.00	100004
5	Post Office Ltd.	HMRC underpayment for PAYE & NIC in 2010/2011	71.65	100005
6	Mr A Samwell	Bus Shelter cleaning in March & April	20.00	100006
7	JPR Farm Direct Ltd	Caretaking Materials	112.10	100007
8	Lightmain Company Ltd	Additional groundworks at TBPF	1080.00	100008
9	Lightmain Company Ltd	Invoice for the MUGA project	127,233.60	100009
10	Kevin Bradbury	MUGA Lead Professional	720.00	100010
11	Bakewell & Eyam Community Transport	Transport for Youth Club outing	83.00	100011
12	Bradwell War Memorial Hall	Room Hire	16.00	100012
13	St Barnabas Parochial Church Council	S137 grant for the maintenance of Church Clock (agreed in April 2011)	130.00	100013
14	Mr M Sowerby	TBPF additional turfing work	1,621.20	100014
	TOTAL		£133,098.87	

It was **resolved** to approve the above financial authorisations, together with the two following additional authorisations:-

	Payee	Purpose	Amount (£)	Cheque Number
1	Post Office Ltd.	DDDC charge for emptying BPPF litter bins	£36.13	100015
2	Gillian Nowell FCA	Completion of Audit & Annual Return	£350.00	100016
	TOTAL		£ 386.13	

Matters Raised by the Clerk

The Clerk presented the 2010 – 2011 Income & Expenditure and the Balance Sheet documents to the meeting and answered any queries arising. It was **resolved** to accept these documents and the Chairman signed these on behalf of the council.

The Clerk presented the 2010 – 2011 Annual Return document to the meeting. It was **resolved** to accept this document and the Chairman signed it on behalf of the council. This is now be sent to the Audit Commission for auditing.

The Clerk reported on progress in changing of signatories on the Alliance & Leicester account. It was **resolved** that Cllr Lawson should replace Alan Slater as the third signatory on the Co-operative Bank account.

The receipt of the precept of £33,580 in the Co-operative Bank account was noted.

It was **resolved** that the Clerk should obtain the best value insurance from either AON or Came & Company (or a third company to be suggested by Cllr Davies) for the council's annual insurance. This insurance is expected to be of the order of £2,000.

Other Financial Matters

The Clerk gave a report on the progress with the council acting as the Accountable Body for the MUGA project.

It was **resolved** to suspend Standing Orders to allow members of the public to join discussions.

The request from Bradwell Bowls Club for a donation of £100 to sponsor their Charity Day on 11th September was considered. It was **resolved** to give a S137 grant of £100 to this organisation.

The request from Bakewell & Eyam Community Transport for a donation towards their 'Wheelchair Appeal' was considered. The Clerk was asked to write to this organisation to determine how much grant they were requesting.

The letter from Bradwell Methodist Church advising of increases in the room letting charges from 1st September 2011 was noted.

The letter from Rebellion Knoll W.I. asking permission to spend £100 for summer bedding plant and £50 for new bulbs to be planted in the council's village tubs was considered. It was **resolved** to give this permission. It was also decided that the W.I. could, until further notice, continue to purchase plants & bulbs every year for village tubs up to the above financial limit, without applying to the council.

065/2011 Parish Council Processes

The need to co-opt four new councillors to the council was considered. It was noted that one written application has already been received, but the applicant was unable to attend this meeting due to previous arrangements. Mrs Stevens expressed her interest in joining the council and gave a brief summary of her background. It was **resolved** to appoint Mrs Stevens as a parish councillor. Cllr Stevens signed the Acceptance of Office and joined the meeting.

It was **resolved** to reinstate Standing Orders.

Members considered whether to appoint committees to run specific areas of council business or to run all business from the council. It was decided that, given that the council was presently under-strength, to run all matters directly by the full council.

The need to review the Terms of Reference of the Carnival, Finance, Playing Fields, and Youth Club committees was discussed. As no committees had been appointed, it was decided that there was no need to define their Terms of Reference.

It was noted that the customised version of the new publication 'Standing Orders for Local Councils' advised in DALC Circular 10/2010 is yet to be finalised and tabled to council. The Clerk is to progress the completion of this document.

It was noted that individual members' Register of Financial and Other Interest declarations should be reviewed and updated as required and the updated documents then copied to DDDC by the Clerk.

It was decided to defer the review of the Financial Regulations until the next meeting.

It was decided to defer the review of the council policies document until the next meeting.

The council's Complaints Procedure was reviewed and accepted.

The document summarising the additional hours worked by the Clerk was considered. This extra time was spent between December and April on the financial aspects of council business and was over and above the agreed weekly hours. It was **resolved** that the Clerk should claim 100 extra hours at the existing rate of pay.

Progress in the appointment of a book-keeper was discussed. The Clerk is to advertise this position in Post Offices in adjoining parishes.

The letter of thanks from Mr John Judge for the 90th birthday gift from the Chairman's allowance was noted.

066/2011 Village Issues / Initiatives

The Annual Parish Meeting of Wednesday 20th April was reviewed. The Clerk is to write to Severn Trent concerning its provision of water to certain village dwellings and also its problems with sewage treatment. (Cllrs Davies & Furness to provide photographic evidence in support). Other matters discussed included the PDNPA LDF, the impact of the expected new Localism Bill, the state of the weed in the Brook.

The Clerk gave a report on recent events at the Youth Club. He reported on the damage and repair of the floor near the kitchen, the need for repairs to both toilets, and the need for a replacement freezer. It was **resolved** that the Clerk could spend up to £50 to acquire a replacement freezer and dispose of the existing one. Cllr Lawson stated that her son would assist in tidying the carpet near the pool tables. The Clerk was asked to inform Mr J Walker about the need for repairs.

Cllr Horstead gave a report from the Carnival committee. She stated that there would not be a second Saturday event, the planned expenditure was presently c. £1,800, and Ms Ridgeway would arrange the advertising of the event. It was also decided that the Methodist Church could use Beggars Plot playing field during the second Sunday.

The letter from Hope Valley College regarding their proposal to apply for Academy status was noted.

067/2011 Playing Fields & Village Caretaking

The Clerk gave an update on recent caretaking activities. The Clerk was asked to advise DCC that the handrail on the Yeld footpath was broken. The Clerk is to obtain 3 'Bradwell Parish Council' plaques for the three new council benches.

Cllr Lawson gave a report from the Playing Fields committee. The new play equipment has now been successfully installed and has been well received by residents. The Clerk is to contact Mr J Walker about the outstanding groundwork required to the west side of the play area. The Clerk is to progress obtaining a quotation from Lightmain for the installation of additional steps up the Assault Course near the slide. The remaining matters now include a) the possible refurbishment and re-installation of the roundabout, b) disposal of the Springies, c) purchase of picnic tables & d) acquisition and installation of 5-a-side goalposts. The Clerk is to arrange a site visit to progress these matters. Some concern was expressed about the installation of the Lightmain grass mats. It was decided to obtain the comments of the RoSPA inspector before deciding how to proceed.

The Clerk gave an update on the production and installation of the village map at Town Bottom.

068/2011 Highways, Rights of Way & Open Spaces

Cllr Downing reported on progress in the council's provision of allotments. No substantive progress has yet been made. The date of the meeting with Hope parish council has yet to be confirmed.

The DCC letter regarding information on historic flood events within the parish was discussed. The Clerk is to contact DCC to determine if there is a deadline and, if time permits, to respond on behalf of the council.

The fact that the Peace Gardens have now been registered as a Village Green was noted.

The letter from DCC requesting information regarding parish plans for any new bus shelters in the village was considered. The Clerk is to determine the installation cost for another bus shelter.

The email from Hope Valley Rail Users Group regarding the Bamford train service was considered. No further action was agreed.

The suggestion that a '30 mph' illuminated sign be requested of the Police was considered. The Clerk is to investigate the cost of providing this sign.

069/2011 Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
Reviewed	14/03/11	NP DDD 0311 0178	Lyndale House, Church St., Bradwell	Conversion of annex to Lyndale House. The council supported this application.
Reviewed	14/03/11	NP DDD 0311 0179	Lyndale House, Church St., Bradwell	Listed Building Consent - Conversion of annex to Lyndale House. The council supported this application.
Reviewed	14/03/11	NP DDD 0311 0217	Stafford Croft, Brookside, Bradwell	Two extensions, alterations to windows, rooflights & alterations to conservatory. The council objected to this application.
Reviewed	11/03/11	NP DDD 0311 0221	Edge Cottage, Edge Lane, Bradwell	New double garage with attic storage above. The council supported this application.
Reviewed	18/02/11	NP DDD 0311 0237	Hill House, the Hills, Bradwell	Retain consent for an extension for dependent relative accommodation. The council supported this application.
Granted	05/11/10	NP DDD 0111 0015	Edge Cottage, Bessie Lane, Bradwell	Single storey rear extension. The council supported this application.

The above 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 considered. The sighting of water voles near the site was reported. The Clerk is to ask residents to provide suitable evidence of the presence of these voles. The council has planned another meeting with Mr Middleton on 8th June. Cllr Horstead is to consider attending.

PDNPA Response to Defra re Governance of National Park Authorities

The PDNPA response to the council's letter on PDNPA Governance was considered. The Clerk is to send a copy of this letter to Mr P McLoughlin MP.

PDNPA Parish members

The PDNPA Nomination Form for the Appointment of Parish members was considered. It was **resolved** to nominate Cllr C Furness as the Bradwell council nominee.

PDNPA Management Plan - Consultation

The invitation to join the consultation on the developing Management Plan (2012 – 2017) was considered. It was decided that members should review the documents on the PDNPA website and to reconsider this matter at the next meeting.

070/2011 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies

Recent Meetings:

Date	Event	Council Representative(s)
15/03/11	HP&HV Community Rail Partnership	Cllr Furness
29/03/11	Derbyshire Constabulary – Safer Neighbourhoods Team Venue & Time to be advised	
11/04/11	Hope PC – Allotments Meeting Methodist Church Hall, Edale Road, Hope – 19:00	Postponed

Future Meetings:

Date	Event	Council Representative(s)
06/05/11	PDNPA – Green Communities Conference The Nightingale Centre, Great Hucklow – 09:30 – 15:00 Cllrs Downing & Horstead gave a report of this meeting.	
15/05/11	DC – Safer Neighbourhood Policing Team Governance Group Meeting – 19:00 Venue TBA	
16/06/11	East Midlands Allotment Officers' Forum BHCP, Washbrook Lane, Oadby LE2 5JJ	
23/06/11	DCC: Parish & Town Council Liaison Forum County Hall, Matlock DE4 3AG Time - evening (TBC)	Cllr R Stevens

The above meetings were noted. The Clerk is to send details of the 16/06/11 meeting to Cllr Horstead.

071/2011 Publications / Information Received

Date of Information	Description	Decision Req'd
01/04/11	DCC – SACRE Annual Report 2009/2010.	
07/04/11	DCC – letter plus USB regarding advice for young people.	
08/04/11	Eco Centre – 2011 course brochure	
12/04/11	DALC – Circular 22: General – Abolition of Default Retirement Age; Vacancies	
21/04/11	DALC – Circular 23: General: East Midlands Allotment Officers' Forum	
21/04/11	DALC – Circular 24: NALC Legal Briefing on Future Standards of Conduct for Members of Local Authorities in England	

The above publications were noted. The Clerk is to send DALC Circular 24 to all members.

072/2011 Date of Next meeting

The next meeting of the Parish Council will be held on Thursday 9th June 2011 in the Small Hall of the Memorial Hall starting at 7:30 p.m.

The meeting concluded at 10:26 p.m.