



Minutes of the Annual Meeting of the Parish Council held at 7:30 p.m. on Tuesday 14th May 2019

Present: Cllr P Downing (Chair), Cllr K Lancaster, Cllr L Granger, Cllr M Salvage, Cllr A Nash
Mrs C Preston (Clerk)

Members of Outside Bodies / Authorities: District Councillor Furness

Members of the public: One

PUBLIC PARTICIPATION.

District Councillor Furness gave his report following the election of the chair and co-opting of a new councillor. He congratulated Cllr Downing on being elected Chair for another year and he also congratulated Cllr Wallis on joining the council. He then gave an update on the new Derbyshire Dales District Council following the elections. He advised that the chair and the vice chair had been appointed and the next steps were to set up the various committees. DC Furness gave an update on Local Enterprise Affiliation (LEF) and the fact that Derbyshire Dales District County need to be constituent members of one of two LEF which cover the Derbyshire Dales District. DC Furness offered to discuss this further if it becomes an agenda item at the next meeting.

Election of the Chairman & Signing of Acceptance of Office

075/2019

It was **resolved** to elect Cllr Downing as Chair.

Cllr Downing signed the Acceptance of Office document.

Election of the Vice-Chairman & Signing of Acceptance of Office

076/2019

Cllr Higgs as proposed as vice-Chair. As Cllr Higgs was not at the meeting it was **resolved** to elect the vice chair at the June meeting

077/2019

Two emergency items were added to the agenda with the agreement of the councillors present

The items added were signing of the acceptance of office for all councillors and to consider the application from a resident to become a Councillor and resolve how to proceed

All councillors signed the Acceptance of Office document.

Mr P Wallis introduced himself to the Councillors and gave a short review of his background as part of his application to become a Parish Councillor. The meeting was adjourned whilst the council voted on his application. Mr P Wallis was voted in as a councillor and such was co-opted to the council. Cllr P Wallis joined the council for the rest of the meeting.

Apologies for Absence

078/2019

Apologies were submitted from Cllr P Higgs for reason of Family and Cllr Salisbury by reason of holiday. These apologies have been received and **noted**.

Declaration of Members' Interests

079/2019

Cllr Granger and Cllr Lancaster declared non-pecuniary interest in agenda item **093/2019** as they or family members are involved in Friends of Hope Station.

Cllr Lancaster declared an interest in agenda item 081/2019 as she is a director of the company MyPaye

Appointment to Committees and External Representation

The current committees were reviewed, and it was decided to amalgamate the car parking and community resilience with the Public Amenities. Committee chairs were appointed but it was decided to appoint committee members at the June meeting

It was **resolved** to review the appointments to external committees at the June meeting

Acceptance and Signing of Previous Minutes and Matters Arising

080/2019

It was **resolved** to accept the minutes of the Parish Council Meeting of 02/04/2019

It was **resolved** to accept the minutes of the Carnival Committee Meeting of 09/04/2019

It was **resolved** to accept the minutes of the Carnival Committee Meeting of 09/04/2019

Financial Matters

081/2019

It was **resolved** to authorise the 16 financial transactions from April below together with 3 supplementary transactions.

Ref	Payee	Description	Amount	Cheque
01	Cllr Salvage	Youth Activities	270.00	BACS
02	C Preston	Salary and expenses	908.31	BACS
03	Cllr Lancaster	Xero monthly payment	26.40	BACS
04	E.ON	Monthly electricity charge	7.00	Direct Debit
05	C Preston	Microsoft office renewal	59.99	BACS
06	A Samwell	Bus shelter cleaning	10.00	
07	G E Davies	Grass cutting April 19	250.00	BACS
08	Playdale Playgrounds Ltd	Final payment for playground equipment	4,105.20	BACS
09	Nest	Pension payment for Clerk	61.27	Direct Debit
10	Cllr Downing	Domain name renewal	19.19	BACS
11	High Peak	Caretaker supplies	28.20	

	Heating Supplies			
12	Peak Park Parishes Forum	Annual subscription 2019	24.00	BACS
13	A & P Cleaning services	Cleaning of public conveniences	210.00	BACS
14	Mr S Hill	Caretaking services	80.00	BACS
15	C Preston	Carnival road closure fee	22.00	BACS
16	C Preston	MyPaye subscriptions for 10 months	10.50	BACS
Supplementary Payments				
17	C Preston	Youth activities	90.00	BACS
18	HMRC	Employer and Employee NIC	53.21	BACS
19	DDDC	Emptying bin BBPF	46.10	BACS

Other Financial Matters

082/2019

The Annual Governance Statement (Section 1) of the council's 2017/18 Annual Return was signed prior to submission to the external auditor.

Cllr Lancaster confirmed that the Clerk has opted to join the NEST pension scheme operated by the Council. Her details have been submitted and accepted and deductions made this month. There is a 3% Council deduction and a 5% employee contribution which is being deducted from her salary. Pension payments will be made by direct debit from the Cooperative bank account with the Council's agreement. This will ensure that the legal obligations of the council, particularly relating to timeliness, are fully met.

The proposed rate increase of £0.50ph from A & P Cleaning services from July 2019 was discussed and it was decided to write to A & P Cleaning services and advise that the council would like to review terms at the end of the existing contract on August 2019

Parish Council Processes

083/2019

The council decided to amalgamate some of the committees for the next year. The new committees are as follows :- Finance and Administration, Public Amenities – which includes car parking and community resilience, Carnival, Open spaces and playing fields and Youth activities. The council appointed the Chairs of the committees. This means that the Terms of Reference need to be updated.

It was decided to appoint committee members at the next council meeting.

ACTION: Clerk to update the Terms of Reference and issue to the Chairs of the committees for comment prior to adoption by the council

084/2019

The current version, 'Standing Orders and Chairmanship' published by NALC in 2003, was reviewed and the council **resolved** to adopt this document for the coming year

085/2019

It was agreed that all councillors will complete "Register of Disclosable Pecuniary Interests" declarations and the documents then forwarded to DDDC by the Clerk.

ACTION: All councillors complete the register of disclosable pecuniary interests and sent to the clerk for forwarding to DDDC (Councillors and Clerk)

086/2019

It was decided to wait to see if the debit card that has been applied for is received. When it is received the procedure for its use is to be decided by the Finance and Administration committee at the next meeting on 4th July 2019. This procedural change is to be added to the Financial Regulations. The current Financial Regulations remain in place until any changes are adopted by the council

ACTION: Update Financial Regulations with procedure for use of debit card at the next meeting of the Finance and Administration committee (Cllr Lancaster)

087/2019

The council reviewed the council's policies and decided no changes are required and to adopt this document for the coming year.

088/2019

The council reviewed Complaints Procedure and decided no changes are required and to adopt this document for the coming year

089/2019

The council discussed the running of the Annual Parish Meeting and decided to hold the meeting in the War Memorial Hall in 2020. The details on running the meeting to be discussed nearer to the date of the meeting in 2020

Parish Issues / Initiatives

090/2019

It was agreed to write to Fisher German (Agents for Severn Trent Water) and send the letter by recorder delivery to see if a response is received.

ACTION: Letter to be written and sent by recorded delivery (Clerk)

091/2019

Further discussion took place on how to mark the passing of Mr Stanley Bradwell RIP. It was decided that Cllr Wallis would discuss the issue with the family and a budget of £250 was agreed for the project.

ACTION: Cllr Wallis to discuss the project with the Bradwell family and report back to council at the next meeting (Cllr Wallis)

092/2019

Cllr Granger gave an update on how the neighbourhood plan could be updated. It was advised that any changes are classified into three categories – Minor, Material and Material which changes the plan. A discussion took place about researching into the possibility of getting a grant to complete the work. It was decided to postpone any further work until September due to the current work being undertaken by the councillors

ACTION: Clerk to add to the agenda for the council meeting in September 2019

093/2019

The application from Friends of Hope station for a S137 grant funding for planters at Hope Station was considered. It was resolved to award a grant of £260.

094/2019

Cllr Granger and the parish clerk have agreed to meet on 21st May to confirm the locations of the signs. The parish clerk is to liaise with the preferred supplier of the manufacture and installation of the signs

ACTION: Parish clerk to contact preferred supplier of the signs and organise installation

Parish Playing Fields, Open Spaces and Village Caretaking

095/2019

It was decided that it would be beneficial to have some signs along the railings on Brookside requesting that people parking there observe that it is a bus route and the path of the bus must not be restricted

ACTION: Cllr Salvage to suggest what wording should be used on the signs

096/2019

It was decided to request The Highways repaint the double yellow lines on Brookside

ACTION: Clerk to request that this is completed

097/2019

The council considered a request from Bradda Dads for permission to run the Family Fun Day on the town bottom playing field on June the 15th (the 22nd if the 15th is too wet) and the use of the marquees. The council gave their permission for the event on the understanding that any damage to the field or the marquees are rectified. The council gave permission for the old marquee to be used.

ACTION: Clerk to write to Bradda Dads and advise the event could take place with the conditions advised by the council

098/2019

The council considered a request from a member of the public to have a bench commemorating their parents, who resided in Bradwell. The council decided that a bench could be placed in the end of Beggars Plot Play Field near to where the well dressing is placed. The cost of the bench and ongoing maintenance to be discussed with the member of the public prior to any work being completed. Clerk to advise costs as part of this discussion.

ACTION: Clerk to advise member of the public and organise the installation of the bench

PDNPA and Planning Applications

099/2019

Planning Applications

Planning application NP/DDD/0519/0467 - Co-Operative Food, Netherside, Bradwell, erection of a temporary convenience store was discussed. As the planning application showed that the car park was planned to be closed for an undetermined length of time the council decided to write to Peak Park Planning and advise them of their concerns.

Type	Date of Application / Notice	Reference	Property	Summary
Planning Application	23/04/2019	NP/DDD/0419/0415	Outland Head Yard Unnamed Road From Outlands Road To Jeffrey Lane Bradwell	Extension to existing industrial building for use as staff canteen and administration office. (The council supported this application)
Planning Application	15/04/2019	NP/DDD/0419/0369	Raps Building, Netherside, Bradwell	Replace rotten windows and move the location of the front door (The council supported this application)
Planning Application	24/04/2019	NP/DDD/0419/0421	14 Bradwell Head Road, Bradwell	Demolition of existing lean-to car port and shed and construction of replacement flat roof garage on the side facing elevation of a dwelling house and associated works. (The council supported this application)

Other Partner Authorities / Agencies

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

Recent Meetings:

100/2019

Date	Event	Council Representative(s)
03/04/2019 6.00pm	Parish and Town Council Liaison Forum - County Hall, Matlock.	

Future Meetings:**101/2019**

Date	Event	Council Representative(s)
	None	

Publications / Information Received**102/2019**

Communications have already been circulated electronically.

Date of Next Meeting**103/2019**

The next meeting of the parish council is planned for Tuesday 4th June 2019 at 7.30p.m. in the Methodist Lounge, Towngate, Bradwell.

The meeting concluded at 9.25 p.m.