

# BRADWELL PARISH COUNCIL

## Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Tuesday 23<sup>rd</sup> April 2013

**Present:** Cllr R Davies (from 9:05), Cllr P Downing (Chair), Cllr L Granger, Cllr V Horstead  
Cllr P Higgs, Cllr K Lancaster, Cllr M Salvage, Cllr R Stevens

Mr S Lawless (Clerk)

Member of the Public:  
DDDC Cllr C Furness (from 8:30), 2 members of the Environment Agency

### **PUBLIC PARTICIPATION**

There was no public participation at this point.

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

#### **047/2013 Apologies for Absence**

Apologies were received from Cllr A Nash by reason of work commitments and from Cllr S Ridgeway by reason of academic commitments. These apologies were accepted by the meeting.

#### **048/2013 Declaration of Members' Interests**

Cllr Horstead declared an interest in the matter of the Allotments (054/2013).

#### **049/2013 Acceptance & Signing of Previous Minutes and Matters Arising**

It was **resolved** to accept the minutes of the Parish Council meeting of 26/03/13.

It was **resolved** to accept the minutes of the Carnival committee meeting of 28/03/13.

It was **resolved** to accept the minutes of the Youth Cub committee meeting of 11/04/13.

#### **050/2013 Finance**

##### **Financial Authorisations**

	<b>Payee</b>	<b>Purpose</b>	<b>Amount (£)</b>	<b>Cheque Number</b>
1	Mr S Lawless	Clerk's salary allowances & expenses (£43.29)	679.19	100315
2	Mr P Nicols	Caretaking Services	300.00	100316
3	Mr A Samwell	Cleaning Bus Shelter Glass	10.00	100317
4	Mr P Downing	Chairman's Allowance	21.49	100318
5	Mr P Downing	Website Domain registration	26.38	100319
	<b>TOTAL</b>		<b>£1,037.06</b>	

It was **resolved** to authorise the above 5 financial transactions together with a payment of £210.00 to G.E. & M.P. Davies for mowing the playing fields.

##### **The following Financial Receipts were noted**

	<b>Source</b>	<b>Reason</b>	<b>Amount (£)</b>	
1	DDDC	Reimbursable Expenditure	1,615.00	
2	Mr S Wytkin	Material & Labour to install bench	395.00	
3	Derbyshire Police	Youth Club Grant	500.00	
	<b>TOTAL</b>		<b>£2,510.00</b>	

### **Other Financial Matters**

The Clerk gave a report on progress with the financial year-end processes and other financial matters. He reported that a) the year end PAYE forms (P14s, P60s & P35) have been submitted on-line to HMRC, b) the remaining VAT for 2012/13 (£673) has been claimed and received from HMRC, c) a meeting is planned with the Internal Auditor to audit the 2012/13 accounts and to produce the end of year Income & Expenditure account & Balance Sheets, d) the Annual Return has been received from the External Auditor, the figures for which are to be provided by the Internal Auditor, and e) the first month's PAYE information has been submitted to HMRC using its new RTI system.

It was **resolved** to suspend Standing Orders to allow the public to contribute.

The reporting of the parish council precept element of the Council tax demand was discussed. It was acknowledged that when the decision regarding the 2013/14 precept was taken that there had been a misunderstanding about the recent announcements regarding changes to benefits and grants. This resulted in council accepting £2,202 from DDDC to offset the effects on the decrease in the tax base whilst retaining the precept at the agreed level. However, the additional money the council now has available will be carefully used to the benefit of residents and to ensure adherence to the council's five-year plan. The Finance committee would review performance against its five-year plan at the next committee meeting. It was not planned to include additional information in Bradwell News, but rather to include a report on the matter at the Annual Parish Meeting.

The council's ownership of the MUGA was discussed. It was decided that no decision will be taken until advice is available from the Internal Auditor.

### **051/2013 Parish Council Processes**

Cllr Granger gave an update on the opportunities provided by the new Localism Bill and on progress by the newly appointed Neighbourhood Plan committee. She reported that she had addressed the last meeting of the PDNPA Planning committee and that the PDNPA had adopted the Bradwell Parish Plan which will now be given appropriate weight when future Bradwell planning applications are considered. She has met with Cllr Nash and has produced an outline project plan for the production of the Neighbourhood Plan. She then presented this project plan to the meeting.

She tabled a draft Terms of Reference for the Neighbourhood Plan committee. The Clerk is to ensure that this is consistent with the Terms of Reference of other council committees.

She will now apply for the maximum DCLG grant to contribute to the cost of producing the Neighbourhood Plan.

The Clerk discussed the running of the next Annual Meeting of the Parish Council (AMPC) on 28<sup>th</sup> May 2013. In order to streamline the checking and adoption of all the necessary documents (Standing Orders, Terms of Reference, Policies etc) it was agreed that the Clerk should email these to each member in advance of the meeting. Any queries with these documents are to be raised with the Clerk in advance of the AMPC.

The invitation for the council to join the Derbyshire Dales Council for Voluntary Services (DDCVS) was discussed and it was **resolved** the join this organisation. The Clerk is to complete the application process.

### **052/2013 Village Issues / Initiatives**

The latest monthly Policing report for Bradwell was reviewed.

Cllr Granger gave a report from the Carnival committee following its recent meeting. She reported that there were no issues at present, plans were progressing satisfactorily and that two more residents have volunteered to join the committee.

Cllr Lancaster gave her report on the running of the Youth Club. She reported that PCSO Boswell arranged for a Police grant of £500 and this was presented at the last Youth Club session. Attendance at sessions remained at c. 20 members and these members wished the club to remain available all term. Work on further grant applications was progressing. It was decided at the last YC committee meeting that the YC would remain open every Thursday until attendance dropped below 12 members or until insufficient funds were available to pay the YC leaders. It was **resolved** to offer contracts for the Youth Leader and the Youth Assistant for the 2013/14 financial year.

The planning of the format and attendees for the Annual Parish Meeting on 7<sup>th</sup> May 2013 was considered. It was decided that a) the Clerk is to obtain catering supplies and Cllrs Horstead & Stevens are to provide the pre-meeting refreshments, b) Cllr Lancaster is to provide name badges for council members, c) the agenda was agreed, e) the event is to be advertised (Cllr Downing is to include in Bradwell News & on the website and the Clerk to post notices round the village) and f) the list of village organisations to present at the meeting is to be finalised.

Two representatives of the Environment Agency (EA) made a presentation to council on their initiative to raise awareness of flash flood risk in Bradwell. Following a wide ranging discussion, it was decided that

a) the EA should provide a short overview of the initiative for inclusion in the Bradwell News, b) the Clerk should provide the contact details of the cavers who use Bagshaw Cavern and c) the matter should be included on the agenda for the Annual Parish Meeting.

The DCC initiative to increase the composting of organic waste and the offer of compost bins was considered. It was decided to include details of this offer in the website.

### **053/2013 Playing Fields, Open Spaces & Village Caretaking**

The Clerk gave an update on the previous month's caretaking activities.

Cllr Higgs gave an update on the work of the Playing Fields and Open Spaces committee. His report included the following information:-

a) that the safety checks and the maintenance of the Playing Fields was progressing satisfactorily. The annual RoSPA safety inspection was due in May to be provided by the new provider recommended by the council's insurer.

b) that the DCC Rights of Way officer has suggested that the council should again take part in the DCC Minor Maintenance Scheme. After some discussion, it was **resolved** not to take part in this scheme and to maintain the existing arrangements.

It was decided that the Clerk should provide metal fixing points for dogs on the paved entrance to Town Bottom playing field.

### **054/2013 Highways and Rights of Way**

Cllr Horstead reported that no progress has been made on the council's provision of allotments.

The request from the Police that the council assist in improving Brookside road markings to prevent further delays to buses by badly parked vehicles was again considered. The Clerk reported on his conversations with DCC Highways and Safety management. The legal process to obtain a Traffic Regulation Order to allow road markings (white lines or yellow lines) to be installed is very lengthy and would be unlikely to be successful, mainly because the problem on Brookside is not persistent (i.e. 365 days p.a.). It was decided that the Clerk should write to DCC to advise them of the problem and to request that it investigates what action can be taken to alleviate the problems.

The planned temporary road closure around Smalldale Head road for 5 days for surface dressing was noted, as was the recent advice of the closure of Bridge Street on 21-22 May.

### **055/2013 Planning Applications**

Type	Date of Application / Notice	Reference	Property	Summary
		None this Period		

#### **Newburgh Estates Ltd. (NP/DDD/1208/1089)**

The latest progress with the amended Outline Planning Application, NP/DDD/1208/1089, from Newburgh Estates Ltd. for the Newburgh site was considered. Cllr Downing provided a summary of the recent meeting with DCC Highways to ensure that it is aware of council's concerns regarding a number of highways matters. The meeting went well and both sides now have a better understanding of respective positions.

It is understood that this planning application is now likely to be delayed until the June PDNPA Planning committee meeting at the earliest.

**056/2013 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies**

**Recent Meetings:**

Date	Event	Council Representative(s)
	None meetings this month	

**Future Meetings:**

Date	Event	Council Representative(s)
24/04/13	DDDC Car Parking Policy Review Town Hall, Matlock from 18:00 DDDC Cllr Furness agreed to obtain more information on the provision of DDDC car parks for the next PC meeting.	
20/05/13	PDNPA Annual Liaison meeting Aldern House, Bakewell from 18:00	Cllr L Granger
06/06/13	DCC Parish & Town Liaison forum County Hall, Matlock 18:00 – 20:00	

**057/2013 Publications / Information Received**

Date of Information	Description	Decision Req'd
21/03/13	DALC – General Circular 07: S137 Limits for 2013/14; Quality parishes Survey; More Support for Local Councils in planning; Community Infrastructure Levy;	
28/03/13	DDDC – Walking for Health programme	
05/04/13	DALC – General Circular 08: HMRC and End of Year Requirements	

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

**058/2013 Date of Next meeting**

The next PC meeting (the Annual Meeting of the Parish Council) is planned to start at 7:30 p.m. on Tuesday 28<sup>th</sup> May 2013 in the Methodist Lounge, Towngate, Bradwell.

**PART II – CONFIDENTIAL INFORMATION**

There is no Confidential Business this month.

**The meeting concluded at 10:32 p.m.**