

BRADWELL PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 7:30 p.m. on Tuesday 25th June 2013

Present: Cllr R Davies, Cllr P Downing (Chair), Cllr L Granger, Cllr V Horstead,
Cllr K Lancaster, Cllr M Salvage, Cllr S Ridgeway, Cllr R Stevens

Mr S Lawless (Clerk)

Member of the Public:
DDDC Cllr C Furness

PUBLIC PARTICIPATION

There was no public participation at this point.

PART I – NON-CONFIDENTIAL INFORMATION

075/2013 Apologies for Absence

Apologies were received from Cllr P Higgs by reason of holidays and from Cllr A Nash by reason of work commitments. These apologies were accepted by the meeting.

076/2013 Declaration of Members' Interests

Cllr Horstead declared an interest in the matter of the Allotments (082/2013).

077/2013 Acceptance & Signing of Previous Minutes and Matters Arising

It was **resolved** to accept the minutes of the Annual Meeting of the Parish Council of 28/05/13.

It was **resolved** to accept the minutes of the Finance committee meeting of 05/06/13.

It was **resolved** to accept the minutes of the Youth Cub committee meeting of 06/06/13.

It was **resolved** to accept the minutes of the Neighbourhood Planning committee meeting of 19/06/13.

It was **resolved** to accept the minutes of the Playing Fields & Open Spaces committee meeting of 21/06/13.

Financial Authorisations

	Payee	Purpose	Amount (£)	Cheque Number
1	Mr S Lawless	Clerk's salary allowances & expenses (£197.90)	833.60	100335
2	Mr M Loader	YC Youth Leader's salary	32.00	100336
3	Ms L Austin	YC Youth Assistant's salary	20.00	100337
4	Mr P Nicols	Caretaking Services	412.50	100338
5	Mr J Frith	Caretaking Services	40.00	100339
6	Mr A Samwell	Cleaning Bus Shelter Glass	10.00	100340
7	Mr P Downing	Web Hosting Charges (2013/14)	71.86	100341
8	The Post Office	HMRC – PAYE/NIC (Apr to Jun)	585.43	100342
9	E.on	BPPF Electricity	24.68	100343
10	M Markovitz Ltd	Caretaking Materials (Project)	66.51	100344
11	Mrs V Horstead	Council expenses (Doggie Bags)	24.64	100345
12	High Peak Heating Supplies	Caretaking Materials (Various)	96.30	100346
13	High Peak Heating Supplies	YC Keys	10.00	100347
14	G.E. & M.P. Davies	Grass Mowing	210.00	100348
15	Bradwell War Memorial Hall	Room Hire (16 & 23 May 2013)	32.00	100349
16	Play Inspection Co. Ltd.	RoSPA Inspections (TBPF & BPPF)	143.88	100350
17	Mrs L Ward	YC Cleaning Services	24.00	100351
	TOTAL		£2,637.40	

It was **resolved** to authorise the above 17 financial transactions.

Other Financial Matters

The Clerk tabled the latest financial position which included the above transactions and answered questions.

Cllr Stevens gave a report from the Finance committee following its recent meeting. Her report included:-

- A small number of changes to the council's Financial Regulations were proposed. These will be dealt with below.
- The council's Asset Register should be enhanced. Additional information has been requested by both the Internal Auditor and by the council's insurer. The additional information requested was discussed. Cllr Salvage is to pass the information he has on industry guidelines for the rates of depreciation of assets to the Clerk. It was agreed that after the Carnival has been concluded, Cllrs Davies, Downing, Salvage and the Clerk are to assess the value of each individual council asset and allocate appropriate depreciation rates. These values are then to be entered into the Asset Register and passed to the Internal Auditor and insurer.
- The Clerk has submitted the HMRC RTI payroll information for April & May.

The Clerk gave his report on the work undertaken in the preparation of the Annual Return by himself, the accountant and by the consultant. This work has been completed and the Annual Return has been submitted to Grant Thornton for its audit.

The Clerk stated that the cheque to transfer £75k from the Co-operative account to the Santander account has been posted. This will be confirmed when the latest bank statements have been received.

The request from Bradwell Methodist Church for a grant towards the cost of maintenance works was considered. It was decided that further financial information was required before a decision could be reached. The Clerk is to liaise with the applicant and re-submit the application in next month's agenda.

079/2013 Parish Council Processes

The retirement of Cllr Ridgeway was discussed. Members thanked her for all she has done during her time on the council, especially for the Youth Club and the Carnival. The appointment of councillors to committees and external bodies was then reviewed. It was **resolved** to appoint Cllr Salvage as Chair of the Carnival committee.

Cllr Stevens discussed the small number of changes to the Financial Regulations. The Clerk is to provide a copy of the latest version to members for the next meeting.

Cllr Stevens discussed the need for the Risk Assessment and proposed that the latest version be accepted by the meeting and signed by the Chair. It was **resolved** to accept this latest version and it was duly signed by Cllr Downing.

The appointment of Hodgson & Co as the council's Internal Auditor was discussed. It was **resolved** to confirm this appointment and the Clerk is to process the required documentation.

080/2013 Village Issues / Initiatives

The latest monthly Policing report for Bradwell was reviewed. Concern was expressed at the increased number of burglaries and thefts in the village. The Clerk is to discuss the absence of either Police staff or an appropriate advisory notice at the Police station on Monday mornings.

Cllr Ridgeway gave a progress report on the latest events from the Carnival committee. Her report included:-

- There had not been a recent planning meeting.
- Cheques were being received from applicants for stalls.
- Cllr Horstead has planned the Queens event. As she will not be in the village for Carnival she will pass ongoing planning to another committee member. She has ordered additional winners rosettes and trophies.

Cllr Granger gave a report from the Neighbourhood Planning (NP) committee following its recent meeting. Her report included:-

- The project was progressing well and was in line with the overall project plan.
- The grant to allow this initiative to proceed has been successful. This money will be held in the council's bank account and reported as a separate fund. She has not yet heard about the application for Direct Support.
- A stall will be provided at the Carnival.
- The scope of the work has been divided into four Work Groups and a leader has been chosen for each group.
- It is expected that training will be arranged over the summer.
- Progress reports will be provided in Bradwell News and on the council's website, and a separate monthly report will be given to PDNPA.

Cllr Lancaster gave her report on the running of the Youth Club. She reported that the YC is now closed for the summer and will re-open on 12th September. A YC committee meeting will take place in advance of the opening. Additional sponsorship will be sought to increase the funding available to the YC. The offer from a resident to take YC members to the gliding club is to be progressed through the summer.

The DDDC invitation for the council to nominate residents for its Derbyshire Dales Sports Awards 2013 was discussed. It was decided to make a few nominations for this award. Cllr Salvage is to contact the Bradwell Sports Club to obtain further information.

081/2013 Playing Fields, Open Spaces & Village Caretaking

The Clerk gave an update on the previous month's caretaking activities. The condition of the pavements to Brough was considered as was the state of grass verges in and around the village. The Clerk is to contact DCC & DDDC to arrange for the verges to be mowed and the village streets to be swept before Carnival.

Cllrs Horstead and Stevens gave an update from the Playing Fields and Open Spaces committee following its recent meeting. Their report highlighted the following from the minutes:-

- The RoSPA inspection has been satisfactorily carried out with no significant issues identified.
- It was proposed to engage the same company to carry out the 2014 RoSPA inspection. This was approved by the council.
- The former Royal British Legion site was discussed. The committee proposed to council that, for the far end of the plot at least, residents should be permitted to rent some land to install raised flower /vegetable beds. It was suggested that an annual rental of £30 would be appropriate with a notice period of 5 years. This proposal was discussed. It was decided that a formal agreement would be needed, all residents should have an equal opportunity to acquire plots, Cllr Horstead is to discuss this with the Allotments Association and to clear the proposal with PDNPA.

The need to remove weed from the part of Bradwell Brook at Town Bottom was discussed. It was **resolved** to spend around £300 in arranging for the provision of a skip and for the Probation Service to remove the weed. The Clerk is to make the necessary arrangements.

The consultation invitation from DDDC to complete its Street Cleansing and Grounds Maintenance questionnaire was discussed. It was decided to delegate the completion of the questionnaire to Cllr Downing.

The communications from PDNPA regarding the auction of plots of land in & around Bradwell was discussed. This event took place with very little notice and council had no opportunity to consider its position. For the future, the establishment of a Community Land Trust was discussed. No decision was taken at this time.

082/2013 Highways and Rights of Way

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

The response from DCC to the council letter regarding parking problems on Brookside was discussed. No further action was decided.

The suggestion to write to DDDC requesting that it provides a car park in Bradwell was discussed and the draft letter provided by the Chair was debated. It was decided that the Clerk should send this letter to DDDC Cllr C Furness subject to a small addition.

The complaint from a resident concerning the timing of the 272 shuttle bus provided during the B6049 road works at Brough was noted. The Clerk had earlier been in contact with Enterprise to request that they improve the connection between the shuttle bus and the regular 272 service at Castleton. As the road has now been re-opened, no further action is required.

The invitation from DCC to participate in its Winter Service Scheme for 2013/14 was discussed. It was decided not to participate at this time.

The DCC notification of its Order and Public Notice amending its Definitive Map & Statement (Byway Open to All Traffic along Brough Lane and Shatton Lane) was discussed. No action was decided at this time.

083/2013 Planning Applications

Type	Date of Application / Notice	Reference	Property	Summary
New	23/05/13	NP/DDD/0411/0370	Lafarge Cement, Hope Works, Hope	Use disused quarry for 30 touring caravans

The above application was noted.

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. It is now understood that the earliest that this application can be determined is at the September meeting of the PDNPA Planning committee.

084/2013 Reports from Council Representatives on Outside Bodies / Attendance at External Meetings / Relationship with Local Authorities & Other Bodies

Recent Meetings:

Date	Event	Council Representative(s)
06/06/13	DCC Parish & Town Liaison forum County Hall, Matlock 18:00 – 20:00 Cllr Granger gave her report on this meeting. She was asked to send this report to the Clerk for distribution to all.	Cllr Granger

Future Meetings:

Date	Event	Council Representative(s)
05/07/13	Sustaining the Commons conference Devonshire Building, Newcastle University	
08/07/13	DDDC Area Community Forum Agricultural Business Centre, Bakewell 19:00	Cllr L Granger

085/2013 Publications / Information Received

Date of Information	Description	Decision Req'd
03/06/13	DALC – General Circular 12: Online Banking; Training Events; RAD Vacancy; Local Councils win New Community Powers	
03/06/13	DDDC artsMATTERS Summer newsletter	

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

086/2013 Date of Next meeting

The next PC meeting is planned to start at 7:30 p.m. on Tuesday 23rd July 2013 in the Methodist Lounge, Towngate, Bradwell.

PART II – CONFIDENTIAL INFORMATION

There is no Confidential Business this month.

The meeting concluded at 10:18 p.m.