

# Duffield Parish Council

## Minutes of the Meeting of the Parish Council, held in the Committee Room, Hazelwood Road, Duffield on Tuesday 13<sup>th</sup> September 2005 at 7.00pm

Present: Vice Chairman: Councillor D A Hibbert

Councillors: Buckle, Carmichael-Smith, Fletcher, Knibbs, Rice, Rowlands, Sartin, A Woodings and B Woodings

Also in attendance: Mr D R Bostock – Parish Clerk & R F O  
Mrs S Bygraves – Assistant Parish Clerk & Treasurer

Prior to the meeting the Reverend Peter Frymann from the Baptist Church, led those assembled in prayer, following which he advised members that this would be his last visit, as he was moving to a new church in West Yorkshire in the near future.

Apologies for absence were received from: Councillors England and Storer.

### 108/05 Minutes of the Meeting of the Parish Council

Arising from minute 094/05, Councillor Rowlands advised members that he had spoken to NALC and DALC, who confirmed that other Parishes in Derbyshire were having difficulties dealing with the recent pay award for staff.

Arising from minute 094/05 resolution e), the Clerk reported that he still had to deal with the regular fence damage problem on Footpath No.11, with the local Anglers Club.

Arising from minute 094/05 resolution i), the Clerk was requested to establish the likely retirement year of the Cemetery Superintendent.

Arising from minute 102/05, the Clerk advised that no members had volunteered to take the Parish Council vacancy on the R J Weston Charity Committee, whereupon Councillor R Knibbs agreed to fill the vacancy.

Arising from minute 104/05, Councillor Buckle advised members that Sam Everington would not now be re-vamping the Council's Web Site.

**Resolved:** that the minutes of the Meeting of the Parish Council held on 12 July 2005, be confirmed as a correct record and signed by the Vice Chairman.

Page two

### 109/05 Planning and Licensing Matters

Members noted the Planning and Licensing Matters circulated, as detailed on the agenda. Furthermore they made the following decisions on current applications:

AVA/2005/1021 – Conservatory to rear of property at 14 Wirksworth Road, Duffield for Mrs D Curl of the same address (No Representations).

AVA/2005/1075 – Re-siting of one hole and the provision of a new practice area at Chevin Golf Club, Golf Lane, Duffield (No Representations, subject to the Clerk checking the safety of users of the Public Footpath network).

The Clerk also advised members of his concerns regarding the possible encroachment of the new ramped access to Duffield Library over the Millennium Rose Garden.

**Resolved:** that the new applications be noted with no further observations.

## **110/05 Clerk's Report**

**Correspondence** was tabled and received in accordance with Appendix "B"

Further to item 1, the Clerk reported that no new dates have been given for the visits of the "A" Division Mobile Police Office to Duffield.

Further to item 2, the Clerk reported that there had been 9 crimes reported during **June**: one for robbery, three for criminal damage, two for theft from vehicles, one for burglary, one for vehicle theft and one for vehicle damage. He also confirmed that the crime figures for both Belper and Kilburn, were 70 and 5 respectively, during the same period.

He also reported that there had been 13 crimes reported during **July**: seven for theft from vehicles, three for vehicle damage, two for burglary and one for vehicle damage. He also confirmed that the crime figures for both Belper and Kilburn, were 78 and 10 respectively, during the same period.

Further to item 4, the Clerk read out letters from the Borough Council and the Environment Agency, which seemed to indicate that some work is to be instigated to clear silt and vegetation from the various watercourses and channels in Duffield, in the near future.

Further to item 6, the Clerk advised members that the County Council had advised him that the estimated cost of the proposed Blackspot Lighting Schemes on New Zealand Lane and the Granville Close link footpath, would be £1,950.00 and £1,350 respectively. He confirmed that the Parish Council had a £1,000.00 budget available and that a 50% grant was also likely from the Borough Council.

Further to item 7, the Clerk reported that The Derbyshire Building Society had confirmed that they had a requirement for an additional 100 car parking spaces, for which they were prepared to pay approximately £20.00 per space per annum.

Page three

Further to item 8, the Clerk circulated a letter from the Amber Valley Patients and Public Involvement in Health Forum, seeking contact points with groups concerned with health care issues in the area.

Further to item 9, the Clerk circulated copies of recent correspondence with Mr K Wharam of the Duffield Labour Party regarding CCTV surveillance provision within Duffield.

Further to item 10, members received the SW Area Footpath Report for 2005 from Mr D J Crowson, in which reported the footpaths to be in a generally good condition, the Clerk agreed to deal with the three minor problems therein.

Further to item 11, the Clerk reported that approximately 12 people had booked on the Parish Council Walk for the Amber Valley & Erewash Walking Festival, which will start from Eyes Meadow at 10.00am on Friday 16 September 2005.

Further to item 12, the Clerk advised members of the receipt of the Conclusive Map of Registered Common Land and Open Country and the implications for the Duffield Area.

Further to item 13, the Clerk worked through the proposed Duffield Parish Council Byelaws and suggested possible amendments and corrections.

Further to item 14, the Clerk tabled twelve letters from members of the public, regarding dog control issues on Eyes Meadow.

Further to item 15, the Assistant Clerk reported on advertising arrangements for this years Bonfire and Firework Display, confirming that the fireworks had been purchased, the local fireman would be supervising the bonfire/firework display and that entry fees had been kept at last years level of £2.50 with £1.50 concessions.

Further to item 16, the Clerk reported that both the County Council and Network Rail deny holding the freehold to the Church Drive – Makeney Road visibility splay.

Further to item 17, the Assistant Clerk reported on the possibility of the new allotment area on Duffield Cemetery being cleared by the Probation Service.

Further to item 20, the Clerk reported on a letter from the Derwent Valley Mills Partnership, regarding Parish Council financial involvement with their organisation.

**Resolved:**

a) that further to item six above, the Parish Council agree to fund the provision of a new lighting unit between 43 & 45 Wirksworth Road and relocate lamp column No. 41232 in the sum of £1,350.00 and seek a 50% grant for this work from the Borough Council

b) that arising from item seven above, the Clerk explores the Derbyshire Building Society's parking requirements further and arranges a Site Meeting with their representatives.

Page four

c) that further to item eight above, the Clerk ascertains with whom else in the Duffield Area, the Health Forum have made contact.

d) that arising from item nine above, the Clerk explains the Parish Council's view regarding CCTV surveillance provision in Duffield, in his next News Letter.

e) that arising from item twelve above, the Clerk places a copy of the Conclusive Map in the Parish Notice Board.

f) that arising from item thirteen above, the Clerk establishes if the Borough Council Byelaws also cover the Parish Council's requirements.

g) that arising from item fourteen above, the Clerk invites the views of non-dog walking users of Eyes Meadow and Gray Recreation Ground, regarding dog control in those areas in his next News Letter and that he subsequently invites a small group of dog walkers to meet members.

h) that arising from item sixteen above, the Clerk carries out a detailed search for any title deeds that exist for the Church Drive - Makeney Road visibility splay that may exist and thereafter seek advice on how best to proceed.

i) that arising from item seventeen above, the Clerk requests the Probation Service to clear the proposed Allotment extension area, subject to no responsibility for injury or other damage being accepted by the Parish Council.

j) that arising from item twenty above, the Clerk places the request for financial support from the Derwent Valley Partnership, on the next Parish Council Agenda.

### **111/05 Reports from Outside Bodies**

**Councillor J Rowlands** reported that he had no date for the next meeting of the Hawley Site Liaison Group and he agreed to raise the issue of the poor state of the newly planted trees on the site, at the first opportunity.

**Councillor S Fletcher** advised members that the work on the Meadows School windows had been completed.

The **Assistant Clerk** reported that the Parish Plan had been finalised and she invited members to attend the meeting on 27 September 2005 at 7.30pm immediately following the Anti-Social Behaviour Public Meeting which is to be held at 7.00pm.

### **112/05 DALC Circulars**

Circulars and correspondence received from DALC were tabled and received in accordance with Appendix "C".

Page five

Circular No. 21/2005 **General**: the Clerk advised members of this circular, which contained details of New Rural, Social and Community Funding, Make a Difference Day (29/10/05) and Confidential Minutes.

Circular No. 22/2005 **General**: the Clerk advised members of this circular, which contained details of Trees in your Ground and the D P M's awards for sustainable communities.

Circular No. 23/2005 **General**: DALC – AGM (17/09/05), President 2005/06 and AGM Papers & Agenda.

### **113/05 Financial Matters**

Details of the monthly payments and income to 9 August 2005 and 13 September 2005, having been circulated prior to the meeting, it was:

**Resolved:** that the Assistant Clerk/Treasurer's tabled monthly list of invoices and payments for August and September 2005, in the sums of £9,146.50 and £7,243.63 respectively be initialled and approved, with cheques due signed by members and the Clerk.

#### **114/05 Assistant Clerk's Claim for Reimbursement for additional hours worked (2004/05)**

The Clerk advised members that the Assistant Clerk had carried out further additional work, over and above her normal duties in facilitating the provision of the Parish Plan (153.5hrs) and the Fireworks Display (39hrs) during the 2004/05 financial year, for which reimbursement was now sought.

That on the proposal of Councillor A Woodings, duly seconded by Councillor Mrs P Buckle it was **Resolved:** that the Assistant Clerk / Treasurer be paid a £1,200.00 honorarium in acknowledgement of the additional hours she has worked in producing the Parish Plan and instigating the annual Bonfire and Firework Display.

#### **115/05 Annual Audit 2004/05**

The Clerk reported that no requests had been received to view the 2004/05 Accounts and that the Internal Audit had been successfully carried out.

He further advised members that he would be submitting the Annual Audit papers to the External Auditors this week. Furthermore he reported that the External Auditors are required to select a 5% sample of local councils each year for an intermediate audit, in which the Parish Council are included in this year.

The additional items under scrutiny are Risk Management, provision of end of year bank statements, annual Internal Audit report and any subsequent actions.

**Resolved:** that the Clerk's 2004/05 Annual Audit report be noted.

Page six

#### **116/05 Parish Council Web Site**

Councillor Buckle reported that management of the Parish Council Web Site had now been taken over by Snake Lane Design, who will be re-vamping the Web Site and including Public Footpath information in future.

#### **117/05 Anti-Social Behaviour Meeting and Parish Plan**

Members were reminded that the above meetings are to take place on Tuesday 27 September 2005 from 7.00pm.

#### **118/05 Staff Grievance, Disciplinary and Appeals Panels**

Members confirmed resolution F/12/05 d) of the Finance & General Purposes Committee as follows:

**Resolved:**

- a) that a Staff Grievance and Disciplinary Panel be set up, made up from the membership of the Finance & General Purposes Committee.
- b) that an Appeals Panel be set up, using the non-members of the Finance & General Purposes Committee.

**119/05 Administration and Staff Matters**

Members discussed the various ramifications of a telephone conversation held between the Chairman and Parish Clerk, regarding the provision of time sheets, hours of work, planning matters, meeting cycle and committee structure.

**Resolved:**

- a) that Councillors Buckle and A Woodings form an Information Strategy Group.
- b) that Councillors Hibbert, Rowlands and B Woodings form a Reorganisation (Work Flow) Group.

Page seven

**120/05 Outstanding Matters**

**Resolved:**

- a) that item No.7, the clearing of obstructions from the River Ecclesbourne be removed from Appendix "D"
- b) that regarding item No.8, the Clerk establishes the Bowling Club's intentions regarding the provision of new facilities at Eyes Meadow.
- c) that the funding of the new Duffield boundary sign be debated at the next Parish Council meeting.

**121/05 Date of Next Meeting**

**Resolved:** that the next meeting of the Parish Council will take place on Tuesday 11 October 2005, at **7.00pm** in the Meeting Room on Hazelwood Road, Duffield.

There being no further business to discuss, the Chairman closed the meeting at 10.25pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_