

Duffield Parish Council

Minutes of the Meeting of the Parish Council, held in the Committee Room, Hazelwood Road, Duffield, on Tuesday 13th June 2006 at 7.15pm.

Present: Chairman: Councillor A Woodings
Councillors: Buckle, Carmichael-Smith, Fletcher, Hibbert, Rice, Sartin, B Woodings

Also in Attendance: Mrs S Bygraves - Clerk

Prior to the meeting the Reverend Ron Brickman led those assembled in prayer.

Apologies for Absence

124 Apologies for absence were received from Councillors England, Knibbs, Rowlands, and Storer.

Declaration of Members Interests

125 Councillor Fletcher declared a prejudicial interest in Financial Matters and in particular the payment to Pywells Limited of £30.42. She took no part in the related discussion and decision.

126 Councillor Carmichael-Smith declared an interest in the items relating to Duffield Dynamos.

Minutes of the Annual Parish Meeting

127 **Resolved:** Subject to the following amendment

- i) Councillor John Sartin was not in attendance
- ii) item 57, Councillor R Knibbs was appointed a Trustee and not a member of the Management Committee for the R J Weston Duffield Charity

The minutes of the Annual Parish Meeting held on 25th April 2006 be confirmed as a correct record and signed by the Chairman.

Minutes of the Parish Council Annual Meeting

128 **Resolved:** The minutes of the Parish Council Annual Meeting held on 9th May 2006 be confirmed as a correct record and signed by the Chairman.

Minutes of the Parish Council Meeting

- 129 Resolved:** The minutes of the Parish Council Meeting held on 9th May 2006 be confirmed as a correct record and signed by the Chairman.

Minutes of the Finance and General Purpose Committee Meeting

- 130** The Council considered how minutes of sub committees could be approved at Full Council prior to their approval at sub committee level. Sub committees would meet on a bi-annual basis, and the time lapse in approving minutes could result in actions and expenditure being delayed.

Resolved: that minutes of sub committees are to be circulated to their members three weeks prior to their presentation to Full Council for adoption. During this period sub committee members will acknowledge their approval of such minutes in writing or via email to the Clerk. This process will be taken as approval of such minutes and the Full Council may then adopt such minutes.

- 131** The Clerk noted that the minutes distributed for the Finance and General Purpose Committee dated 23rd May 2006 had yet to be approved by the Finance and General Purpose sub committee.

Resolved: that the minutes be represented to the Council at their meeting on 13th July 2006

Update on Action Plan

An update on the Action plan was given to the meeting and is attached in Appendix A. The Clerk noted that a number of actions had been delayed due to the excessive time spend on appealing the Licence application for Eyes Meadow.

- 132 Resolved:** The action plan dated 9th May 2006 be confirmed as a correct record and all outstanding items be actioned by the Clerk.

Items recommended for Approval by the Finance and General Purpose Committee

- 133 Resolved:** That the Clerk be requested to investigate alternative accounting packages in consultation with other Councils and DALC and produce a report including costings for consideration by Council at their meeting in September

- 134 Resolved:** That further to information supplied by Amber Valley Borough Council the Clerk conduct a risk assessment on the level of reserves held by the Council for consideration at their meeting in October

- 135 Resolved:** That prior to the adoption of additional hours for the Village Warden, the Clerk investigate an annualised hours contract for the village Warden and report such findings to the Parish Council at their meeting in July.

- 136 Resolved:** That the Clerk produce updated Standing Orders for the Council in line with current recommendations and legislation and report such amendments to the Finance and General Purpose Committee to their meeting in November.

Constitution and Terms of Reference for Sub Committees

137 Resolved : The Terms of Reference and Constitution previously circulated by the Clerk for the **Finance and General Purpose Committee** be adopted by the Council for the ensuing Council year 2006/07.

138 Resolved: Subject to the insertion of “At least four other members of the Parish Council” to item 3(three) of the constitution, the Terms of Reference and Constitution previously circulated by the Clerk for the **Strategy Committee** be adopted by the Council for the ensuing Council year 2006/07.

139 Resolved: Subject to the following changes,

- i) the insertion of “At least four other members of the Parish Council” to item 3(three) of the constitution
- ii) The insertion of item 12 (twelve) “To promote footpath usage and walking” to the Terms of Reference.

The Terms of Reference and Constitution previously circulated by the Clerk for the **Recreational Committee** be adopted by the Council for the ensuing Council year 2006/07.

140 Resolved: Subject to the following changes,

- iii) the insertion of “At least four other members of the Parish Council” to item 3(three) of the constitution
- iv) The insertion of item 10 (ten) “To oversee the day to day management of the Cemetery, Allotments and Cemetery buildings and to identify future usage of such assets as they become available” to the Terms of Reference.

The Terms of Reference and Constitution previously circulated by the Clerk for the **Cemetery Committee** be adopted by the Council for the ensuing Council year 2006/07.

Appointment of Sub Committee Chairman

On the Proposal of Councillor Tony Woodings, duly seconded by Councillor Brenda Woodings, it was unanimously:

141 Resolved: that Councillor John England, be elected Chairman of the Cemetery Committee, for the ensuing Council year 2006/07.

142 Resolved: that Councillor Pauline Buckle, be elected Chairman of the Strategy Committee, for the ensuing Council year 2006/07.

143 Resolved: that Councillor John Rice, be elected Chairman of the Recreational Committee, for the ensuing Council year 2006/07.

144 It was further Resolved: that the Councillors Brenda Woodings, John Sartin and Sally Fletcher would serve as Committee Members to the Cemetery Committee, Councillors David Hibbert and John Rowland would serve as Committee Members to the Strategy Committee and that Councillor John Rowlands would serve as an additional Committee Member to the Finance and General Purpose Committee.

145 Due to the absence of some Councillors it was:

Resolved: that the Clerk email all Councillors with the above appointments and request those Councillors not appointed to a subcommittee contact the appropriate Chairman to discuss their position.

Licence Application Eyes Meadow

146 The Clerk was pleased to report that following an appeal to the Magistrates Court on Monday 11th June 2006, the refusal by Amber Valley Borough Council to grant of a premises licence to the Council for entertainment, music and dancing on Eyes Meadow had been overturned. As a result the Duffield Carnival would be able to take place as planned.

The Council expressed its thanks to the Clerk for the extraordinary efforts undertaken to ensure the success of the appeal, and to Borough Councillors Chris Short and Alan Cox, and County Councillor Patrick Clark for their support and advice over the period of the appeal.

The Council expressed concern over the failure of The Derby Evening Telegraph to publish the Councils notice as requested and the impact of such a failing on the legal process.

Resolved: that letters of thanks be sent by the Chairman on behalf of the Council to Councillor Patrick Clark, Councillor Chris Short and Councillor Alan Cox and a letter of concern be sent to the Derby Evening Telegraph.

Clerks Report

147 Further to item 1. Coulson Property Services acknowledgement of the Parish Councils consent to T-Mobiles' proposed site sharing arrangements was received

148 Further to item 2, Councillor Carmichael-Smith commented that the criticism of her attendance at Ecclesbourne Governor Facilities meetings was unjust as she had not always received notice of such meetings or that they had been rescheduled at short notice making it impossible for her to attend.

149 Further to item 3, an invitation to the Freeth Cartwright Public Sector Conference on the 15th June was received by the Parish Council..

150 Further to item 4, Mr Hunt of Ash Tree Farm informed the Council of dog fouling and litter problems associated with walker using the footpath across Parsons Field. He also reported the problem of on dogs running in the field whilst cows, calves and horses were in the field.

151 Further to item 5, correspondence from Mr Wayne Lenton regarding his non re-election as the Parish Council Safety Advisor was received by the Parish Council.

152 Further to item 6, Utility Warehouse confirmed that the fixed line service to 01629 581080 would be disconnected from 25th June 2006.

153 The Clerk further informed the Council that fixed lines for the remaining Parish Phones could be purchased from Utility Warehouse at a cost t of £12.35 per month if paid by standing order. The price through BT is £41.15 per quarter.

- 154** Further to item 7, Amber Valley Borough Council confirmed that it would be interested in the restoration of Gas Lamps in Duffield.
- 155** Further to item 8, the environment agency confirmed that the removal of vegetation and silt in Duffield Flume had been delayed and would now take place later in the year.
- 156** Further to item 9, Derwent Valley Rural Partnership working with Derbyshire County Council requested permission to install a purpose built glass panel for transport information into the Parish Council's bus shelter at Chapel Street.
- 157** Further to item 10, the brochure from Firework International detailing packs available this year was received by the Parish Council.
- 158** Further to item 11, the All Saints Parochial Church questionnaire regarding community facilities was received by the Parish Council.
- 159** Further to item 12, the request by the Youth Working group of the Duffield Parish Plan for outside consent to building and development plans for eyes meadow was considered by the Council. The Group requested that Councillor take part in a site visit to consider possible options.

Resolved:

- 160** That the Clerk informs Ecclesbourne School that Councillor Carmichael-Smiths is willing to represent the Parish Council as a Governor on the Facilities Committee subject to a planned meeting schedule being in place and agendas being available seven days prior to the meeting. Without such a commitment, the Parish Council would be unable to offer a representative.
- 161** That the Clerk contact Amber Valleys Dog Wardens to inform them of problems associated with dogs in Parsons Field and that signs be erected both sides of the footpath informing walkers of penalties for fouling the footpath .The Clerk review the Councils budgets to determine if litter bins can be placed on the footpath. The Clerk also contact Mr Hunt to inform him of actions taken by both the Council and Amber Valley.
- 162** That the Clerk transfers the line rental of all Parish phones to Utility Warehouse at a line rental of £12.35 per month to be paid by standing order from the Councils bank account.
- 163** That the Clerk contact Rachel Coates at AmberValley regarding Duffield's' Gas Lamps on her return from Maternity leave after 3rd July 2006
- 164** That the Clerk confirm to the Derwent Valley partnership the Councils agreement for the installation of a poster panel in the Chapel Street bus shelter subject to the partnership taking responsibility for any repairs to the panel.
- 165** That the Clerk investigate the cost of running the Duffield Firework Display for 2006 and assess the level of support from the DCA and Fire Service in running such an event.
- 166** That Councillors attend a site visit at Eyes Meadow on the 22 June at 7.00pm to discuss possible development options with the Youth Working Group of the Parish Plan, and report their findings to the Council at their meeting in July.

Reports from Representatives on Outside Bodies

- 167** Councillor Sartin reported that the meeting organised by **DALC** regarding the proposed Police reorganisation was well structure and well attended. The principal concern surrounding such amalgamations was the loss of local representation. Following extensive lobbying from across the country, there is some hope that more dialogue take place before a final decisions is made.
- 168** Councillor Carmichael-Smith reported that the outside play area at **William Gilbert School** had been completed. The children had successfully competed in the Schools Choir competition, and were now to appear in the finals at the Birmingham Symphony Hall. It was hoped that the vacancy for a Key Stage 2 teacher would soon be filled.

Derbyshire Association of Local Council

Circulars detailing guidance on the New Licencing Act, the Clerk and Council of the Year Competition, Police Reorganisation, Car allowances , Memorial Safety and Clerk and Council Training were were received by the Parish Council.

- 169 Resolved:** That the Council adopt the revised casual user rates for the year 2006/07 as follows:

	451 – 999cc	1000 – 1199cc	1200 – 1450cc
Per mile first 8,500	39.5p	43.1p	54.4p
Per mile after 8,500	12.1p	12.0p	14.3p

- 170 Resolved:** That the Clerk distribute the report by the Local authority Ombudsman on Memorial Safety all Parish Councillor.
- 171 Resolved:** That Councillor A & B Wooding attend the Councillor Training day on Saturday 29th July 2006 starting at 9.00pm at the Hulland Ward Millennium Village Hall

Planning and Licensing Matters

Members noted the Planning and Licensing Matters circulated as detailed in Appendix “C” on the agenda. Furthermore they made the following decisions on current applications.

- 172** AVA/2006/0640 – proposed first floor extension at Lyndale, Vicarage lane, Duffield, for N Holmes of the same address- No representation
- 173** AVA/2006/0657 – proposed creation of vehicular access at 34 King Street for Mr K Gascoyne of the same address- Representation :The Council considered the alteration would be detrimental to the character of the area which is in the conservation area. It would also be a danger to members of the public and road users as it would interfere with the footpath and cause visibility problems.
- 174** AVA/2006/0658 – proposed telecoms development at Eyes Meadow, Duffield for T- Mobile by Coulston Property Services- No representation.

Financial Matters

- 175** Details of the monthly payments and income to 13 June 2006, having been circulated prior to the meeting, it was:

Resolved: that the Clerk's tabled monthly list of invoices and payments for June 2006, in the sum of £10,624.61 be initialled and approved, with cheques due signed by members and the Clerk.

Annual Audit

176 Notification of the Annual Audit had been received from the Audit Commission. The public inspection period for the Accounts will run from 24th July 2006 until 21st August 2006, with notification of such from 10th July 2006.

177 The Clerk confirmed that Ingrid Newman had indicated her willingness to continue in her role as the Parish Councils Internal Auditor.

Resolved: That Ingrid Newman be appointed as Internal Auditor to the Parish Council for the Council year 2006/07 and she be instructed to perform an internal audit on the Financial Accounts of the Council for the year ended 31st March 2006.

Promotion of the Parish Council

178 Report 20 detailing actions to promote the work of the Parish Council it was:

Resolved:

- i) that a schedule of surgery times be drawn up by the Clerk and distributed amongst Councillors.
- ii) that the Clerk in consultation with Committee Chairmen draw a schedule of articles for inclusion in the Parish Newsletter.
- iii) that the Clerk organise attendance of the Council and Clerk to promote the Council as the Village Carnival in 2007.
- iv) that a suggestion scheme be investigated by the Clerk
- v) that the Clerk investigate the development of a Youth Parish Council in conjunction with Ecclesbourne School.
- vi) that the Council recognise the role of volunteers to the Parish Council and include profiles of them in the Parish Newsletter
- vii) that the Clerk draw up criteria under which Parishioners may be awarded for their "outstanding contribution to the village"

Health and Safety

179 Councillor Storer agreed to provide a copy of qualification certificate in Health and Safety to the Clerk.

Duffield Cemetery

180 Report 22(a) requesting the purchase of 20 Garden of Remembrance tablets and a second 16/17 inch mower, it was:

Resolved:

- i) that the Clerk proceed with the Purchase of 20 Garden of Remembrance tablets from J Beresford & Son at the cost of £500 and:

- ii) that the Clerk proceed with the purchase of an additional lawn mower up to the value of £250.00.

Guest Speaker

181 Mr Mark Williamson , Chairman of Duffield Dynamos was asked to attend the Parish Council meeting following a report by the Clerk on the activities of the Club at their Dad v Lad day on Sunday 14th May 2006.

Of particular concern was the Clubs activity in selling alcohol without the correct licensing being in place. The Chairman confirmed that the Council had adopted the approach of education for a first offence in line with Amber Valleys policy but emphasised the seriousness of the breach which could have led to a fine of up to £20,000 and a six months custodial sentence. He noted that the Council supported the activities of the Club as it offered important sporting opportunities to many young children in the village, but there were serious concerns over the organisation and health and safety of the event. This was compounded by the lack of information given to the Clerk at the time of the booking.

Mr Williams apologised on behalf of the Club for the errors that had taken place and confirmed that a greater level of planning would be undertaken should the event be allowed on Eyes Meadow next year. Mr Williamson was asked to leave the meeting for the Council to consider what actions if any should be taken.

Resolved:

- i) that the Clerk reinstate booking activity with Duffield Dynamos with immediate effect.
- ii) that the Clerk write to Duffield Dynamos detailing conditions under which future activities will be allowed . Details of this letter are to be distributed amongst Councillors prior to it being sent to Duffield Dynamos. The Clerk should emphasise that all activities must be within the law and appropriate certification and insurance documents copied to the Clerk prior to the event taking place.

182 Outstanding Matters

Resolved: that item 4, Renovation of the Committee Room be removed from this list as all work on this item is now complete.

Date of Next Meeting

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

There being no further business to discuss, the Chairman closed the meeting at 9.00pm

Signed _____ Date _____