

Duffield Parish Council

Minutes of the Meeting of the Parish Council, held in the Committee Room, Hazelwood Road, Duffield, on Tuesday 13th March 2007 at 7.00pm.

Present: Chairman: Councillor A Woodings
Councillors: Buckle, Carmichael-Smith, England, Fletcher, Knibbs, Rice, Storer, Sartin.

Also in Attendance: Mrs S Bygraves – Clerk

Prior to the meeting Councillor A Woodings led those assembled in prayer.

Public Participation

- 480** Ms Olivia Allen from Ecclesbourne School presented the winning designs from the “Design a Sculpture for the Millennium Meadow” competition held at the school. The winning design, by Rosie Smith, called “The Eyes” was based around leaves and birds nests and estimated to be approximately 1 meter square in size. The construction of this sculpture would be completed by pupils from the school and be installed on the Millennium Meadow subject to the approval of the Parish Council and all other relevant planning authorities. The second place design, by Kate Large and Becky Gill, reflected the entrance bridge to Eyes Meadow, and was designed as an arch over a seat. It is hoped that this design will also be placed on Eyes Meadow, although sponsorship would be required to construct this option. Councillors thanked Ms Allen for her work on this project and complimented the imaginative designs presented. Councillors also expressed their thanks to all the teenagers who had taken part in this project and for their interest in the preservation of both the Millennium and Eyes Meadows
- 481** Ms Paula Johnson, the new Police Community Support Officer introduced herself to the Parish Council. Apologies for Inspector Lamin were given. Ms Johnson confirmed that as part of the neighbourhood initiative, she would be permanently based in the village, and was currently seeking an office, although no funds were available for this purpose. Her role within the community was to gather intelligence, and through high visibility tackle nuisance and anti social behaviour. She would be mainly foot based as she had no access to a police vehicle. Her area of work would principally be within Duffield although the neighbourhood covered extended to Hazelwood and Windley. Members of the Parish Council warmly welcomed Ms Johnson to Duffield and agreed to place her contact details on the Parish Website.

Apologies for Absence

- 482 Apologies were received from Councillors Rowlands, Hibbert and B Woodings

Declaration of Members Interests

- 483 Councillor Knibbs declared a prejudicial interest in matters relating to the Weston Centre, as the Chairman of the Trustees. Councillor Knibbs left the meeting during subsequent discussions relating to the Weston Centre.
- 484 Councillor Fletcher declared an interest in Financial Matters and in particular the payment to Pywells Limited of £56.98. She took no part in the related discussion and decision.

Minutes of the Parish Council Meeting

- 485 **Resolved:** the minutes of the Parish Council Meeting held on 13th February 2007 be confirmed as a correct record and signed by the Chairman subject to the removal of the word “shortly” from minute number 467.

Minutes of the Finance and General Purpose Committee Meeting

- 486 **Resolved:** the minutes of the Finance and General Purpose Committee held on 28th November 2006 were confirmed as a correct record, under the provisions for approval in minute reference 129, and be adopted as Parish Council policy and signed by the Chairman.

Minutes of the Recreational Committee Meeting

Councillor Sartin commented on minute reference 307 regarding the progress of the Church Car Park. It was:

- 487 **Resolved:** that the Clerk together with Councillors Woodings, England and Sartin visit the site in question and report their recommendations to the Parish Council for future action.
- 488 **Resolved:** the minutes of the Recreational Committee held on 19th September 2006 were confirmed as a correct record, under the provisions for approval in minute reference 129, and be adopted as Parish Council policy and signed by the Chairman.

Update on Action Plan

An update on the action plans dated 13th March 2007 and covering all actions outstanding for 2006/07 was given to the meeting and is attached in Appendix A. The Clerk noted that the majority of the outstanding actions were as a result of actions required by third parties.

- 489 **Resolved:** the action plan dated 13th March 2007 be confirmed as a correct record and the outstanding item be actioned as soon as possible.

Parish Council Website

Councillor Buckle confirmed that the new Website was now active and that administrative rights had been assigned to the Clerk and herself. The website will undergo an update following the May 2007 elections and Mr Slater will attend the Parish Meeting on the 8th May 2007, to take photographs of the New Council for this purpose. Thanks were given to Councillor Buckle for her persistence and hard work in ensuring that this project met a successful completion.

- 490 Resolved:** that Parish Council continues to work with Ben Slater on the development of the website over the next six months after which this will be reviewed.
- 491 Resolved:** that Councillors review the website and contact the Clerk with any suggestions or amendments required.

Sculpture on Eyes Meadow

Following the presentation of the winning sculptures for the Millennium Meadow and Eyes Meadow, it was

- 492 Resolved:** that permission be granted for the placement of the sculptures as detailed on both the Eyes Meadow and Millennium Meadow subject to the approval of all appropriate planning authorities.

Section 106 Funding for Community Facilities

Councillors Woodings reported on the meeting between representatives of Amber Valley the Clerk, Councillors Rice, and Woodings to discuss the allocation and usage of s106 monies in Duffield. He confirmed that the monies as detailed to the Council in April would be used in Duffield and that nearly £50k had been identified for immediate use on the Gray Recreational playground project. There was some doubt as to the location of the Castle View development funds, however Tara Wiley agreed to provide the Parish Council with both a timeline of funding that would become available from the various agreements and confirmation of the amount held in the Castle View fund.

- 493 Resolved:** that the Clerk produce a report on what agreements were made between the Parish Council and Amber Valley on the usage of the S106 funds and outline the requirements for its future use in accordance with the agreements provided.

The Weston Centre Office Facility

Further to negotiations on the establishment of a permanent Parish Office at the Weston Centre, the Clerk had completed enquiries with the Planning Office and Charity Commission. From this it has become apparent that the proposal to extend into the existing disabled toilet was not possible and therefore other options should be considered.

- 494 Resolved:** that the Clerk produce a paper in good time for the Strategy Committee who be authorised to conduct further negotiations on behalf of the Parish Council, and that the paper be distributed amongst Councillors for their comments prior to the next Parish Council meeting.

Personnel Matters

Further to minute reference 463 the Personnel Committee confirmed that it had completed its selection and recruitment process and recommended that appointment of Mr Chris Carter as the new Assistant Parish Clerk from 16th April 2007

- 495 Resolved:** that the appointment of Mr. Chris Carter as Assistant Parish Clerk be confirmed and that his contract of employment be presented to the Parish Council for approval within 13 weeks of his appointment.

The Clerk confirmed that Mrs Hutchings the Temporary Administrative Assistant had resigned from her position at the Parish Council

- 496 Resolved:** that the reappointment of an Administrative Assistant be delayed until the Assistant Parish Clerk had settled into post.

The Clerk confirmed that further to the completion of one years service as Clerk it would be an appropriate time to conduct an appraisal.

- 497 Resolved:** that Councillors wishing to make constructive comments on the Clerks work send information to the Chairman and that he arranges with the Clerk a convenient time for the appraisal to take place.

Recreational Matters

Further to confirmation that the styles at the Glen could be replaced with gates, an agreement between the Parish Council and Wyvern Rail to install the gates had been made. Derbyshire County Council had agreed to supply gates for the purpose and Councillors were requested to approve the design and installation.

- 498 Resolved:** that Derbyshire County Council be requested to supply wicket gates to Wyvern Rail for installation at the Glen and that Wyvern Rail be tasked with the installation of these gates.

Further to the completion of the legionella risk assessment by G B Water, the Clerk confirmed that an officer of the Parish Council is required under law to be appointed as a responsible person for the changing rooms and take training in this role. They are also required to have authority to undertake actions as necessary to make the building safe. The cost of the required training is £250.

- 499 Resolved:** that the Clerk be appointed as the responsible person for the changing rooms and attend the necessary training to comply with this role.

Grant of Lease to Central Network

Further to the distribution of copies of the proposed lease and easement for a substation and cable at Eyes Meadow on behalf of Central Network, it was:

- 500 Resolved:** that a renewable Lease and Easements for a substation and cable on Eyes Meadow as defined in the map attached to the agreement be granted for a period of 21 years to Central Network East PLC for the sum of £5 per year, and that the Clerk, Chairman and Vice Chairman duly sign the agreement on behalf of the Parish Council

Cemetery Machinery and Completion of Memorial Garden

Further to a report from the Cemetery Superintendent concerning the maintenance and repair of cemetery machinery it was:

- 501 Resolved:** that the 16inch and 18inch mowers be replaced with new machines at a cost of £276.60 and £297.00 and not be placed for servicing this year.

Following completion of works on the new Garden of Remembrance by the Community Service team, it was:

- 502 Resolved:** that a mechanical digger be hired to remove the remaining stumps and topsoil be purchased to cover the remaining area to enable grass seed to be spread.

Clerks Report

- 503** Further to item 1, the Clerk noted that the time scale for the consultation process on the Model Code of Conduct being less than one month had expired prior to the meeting.

- 504** Further to item 2, Councillors noted the responses received from Panel Members to Amber Valley

- 505** Further to item 3, Councillors noted with some concern the proposed closure of the Darley Dale Maternity Unit and removal of ante-natal units in GP surgeries.

- 506** Further to item 4, Councillors noted concerns raised by Mrs Hingley regarding traffic problems on King Street.

- 507** Further to item 5, Councillors noted the contents of the Town and Parish standards information sheet as previously circulated.

- 508 Resolved:** that Councillor respond individually to the MOMS (Maintain Our Maternity Services) campaign through their website at moms@momscampaign.com or by calling 10629 760183

Reports from Outside Bodies

- 509 Councillor Fletcher** noted that the cost of repairs to the school buildings at **Meadows School** was of concern and in particular the current estimate of £17k to replace the windows in the school hall. She reported that work had been completed to remove the bushes and trees overhanging the footpath. The success of CCTV cameras in deterring vandalism was reported and it as hoped that more would be installed when funds become available.

- 510 Councillor Buckle** reported that a management plan for the **Millennium Meadow** had been completed and a copy was circulated amongst members. In developing a wildlife area a request for dead wood was made.

- 511 Councillor Carmichael-Smith** reported that a facilities meeting had taken place at **Ecclesbourne School** in January. Three schemes to develop the pool and sports centre were

currently being looked at and PR and fund raising to support these projects continued. The suggestion that the school be relocated was not a feasible option at this time.

- 512 Councillor Knibbs** reported that Maurice Shenton would leave his post as Hon. Secretary to the **R J Weston Trust** at the end of March. Assistance in completing an article for the Duffield Scene to ask for volunteers had been given by the Clerk and as a result three members of the public had expressed an interest in assisting the trust.

Planning and Licensing Matters

- 513** Members noted the Planning and Licensing Matters as detailed in Appendix “C” information on which had been previously circulated by the Clerk.

Financial Matters

Details of the monthly payments and income to 13th March 2007, having been circulated prior to the meeting, it was:

- 514 Resolved:** that the Clerk’s tabled monthly list of invoices and payments for March 2007, in the sum of £11,461.34, be initialled and approved, with cheques due signed by members and the Clerk.
- 515 Resolved:** that the Clerk’s tabled Quarterly Accounts, detailing Receipts and Payments by Budget Heading to 31st December, showing income of £87,494 and expenditure of £63,675 be received, approved and signed by the Chairman and the Clerk.

Risk Management

The Clerk reported that David Guy and Michael Forkin had successfully completed a first aid for lone workers course and were booked to attend manual handling training in May. David Guy would also shortly complete the risk assessment training attended by the Clerk and Michael Forkin.

- 516 Resolved:** that the Assistant Parish Clerk attend risk assessment training as soon as possible following his appointment.

Date of Next Meeting

- 517 Resolved:** that the next meeting of the Parish Council will take place on Tuesday 10th April 2007 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

There being no further business to discuss, the Chairman closed the meeting at 8.50pm

Signed _____ Date _____