

Duffield Parish Council

Minutes of the Meeting of the Parish Council, held in the Committee Room, Hazelwood Road, Duffield, on Tuesday 12th June 2007 at 7.00pm.

Present: Chairman: Councillor J Rice
Councillors: Buckle, Garner, Greenwood Hibbert Knibbs, Rice, Rowlands, Short, Storer, A Woodings and B Woodings.

Also in Attendance: Clerk – Mrs S Bygraves
Borough Councillor – Councillor Stuart Bradford
Community Safety Officer - Paula Johnson
5 members of the public

Prior to the meeting Councillor J Rice led those assembled in prayer.

Public Participation

- 684 Councillors and attendees were distributed with a report entitled “Bus Shelter, Town Street, Duffield” which detailed actions taken by and available to the Parish Council regarding the bus shelter on Town Street, Duffield.

Mrs Clough addressed Council members. She noted her objection to the newly erected bus shelter on Town Street, Duffield and asked for it to be removed. As a resident overlooking the shelter she reported increased levels of anti social behaviour at the site. It had become a gathering point for young people and she was concerned that this level of behaviour would increase. She felt that residents should have been consulted on the size and design of the shelter, although accepted that there may be a need for some type of shelter at this location.

Other members of the public objected to the design and aesthetics of the shelter, and felt it now undermined the improvements made to Town Street over the years. Appreciation was however expressed for the hanging baskets that were provided by the Parish Council in this area.

Further concerns were raised regarding traffic safety issues and in particular the danger to traffic coming from Wirksworth Road onto the A6.

The Community Safety Office confirmed that she had experienced abusive and anti social behaviour from local youths at this location and had witnessed traffic problems as a result of buses stopping at the shelter. She did not feel that a change in the aesthetics of the shelters would negate the problems.

Councillor Rice thanked members of the public for their comments and noted that the meeting would now invoke standing orders and as such they would be unable to make further comments.

Apologies for Absence

- 685 Apologies were received from Councillor England

Declaration of Members Interests

- 686 Councillor Knibbs declared a prejudicial interest in matters relating to the Weston Centre, as the Chairman of the Trustees. Councillors Hibbert declared a prejudicial interest in matters relating to the Weston Centre as a Trustee of the Centre. Councillor Knibbs and Councillor Hibbert left the meeting during subsequent discussions relating to the Weston Centre.
- 687 Councillors Short declared a personal interest as a Member of Amber Valley Borough Council in respect of the consideration of the items relating to the Cumberhills Development in Duffield.

Bus Shelter Provision on Town Street, Duffield

Councillors noted objections made in letters, emails and in person to the Council, they also noted the poor finish into the pavement following the installation of the shelter. From past experience it appears that normal procedures regarding consultation had not been followed, it was:

- 688 **Resolved:** that a formal objection regarding the consultation process in the provision of the bus shelter be made to Derbyshire County Council, and that a site visit with the appropriate officer be requested. Information regarding the alternatives and costs associated with these should also be requested. Councillor Clark should be contacted for advice as the officer responsible for this process.

Minutes of the Parish Council Meetings

- 689 **Resolved:** the minutes of the Annual Parish Council Meeting held on 8th May 2007 be confirmed as a correct record and signed by the Chairman, subject to the amendment that Councillor B Woodings and not Councillor England was appointed representatives to the Millennium Meadow Committee.
- 690 **Resolved:** the minutes of the Parish Council Meeting held on 8th May 2007 be confirmed as a correct record and signed by the Chairman, subject to there removal of "Fletcher" under minute reference number 627.
- 691 **Resolved:** the minutes of the Cemetery Committee Meeting held on 7th November 2007 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.
- 692 **Resolved:** the minutes of the Recreational Committee Meetings held on 20th February 2007, 2nd April 2007 and 20th April 2007 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 for items outstanding at 12th June 2007 and covering all actions from the year end and meetings to 8th May 2007 was given and is attached in Appendix A.

- 693 Resolved:** the action plan dated 12th June 2007 be confirmed as a correct record and the outstanding item be actioned as soon as possible.

The Chairman commented that two recent committee meetings had been unable to take place as they had not been quorate. He reminded members that if they were unable to attend such meetings they should pass on their apologies in good time, to stop this waste of members and officers time.

Councillors noted the requirement for the Council to look at the transfer of data now that information was being transmitted by email.

- 694 Resolved:** that the strategy committee be asked to draft a procedure for the transfer and storage of data from officers to members and visa versa.

Weston Centre Office

Further to reports presented to the meeting detailing an outline agreement for the provision of an office at the Weston Centre in what is now the Utility Room at an annual rental of £1680.00 plus the provision of a broadband phone line and a one off fee of up to £300.00 for the installation of a replacement sink councillors

- 695 Resolved:** to proceed with the agreement and requested that a formal rental agreement be presented to members as soon as possible.

Duffield Firework Display

Further to the receipt of the firework display brochure it was:

- 696 Resolved:** that the Parish Council annual bonfire and firework display should take place at Eyes Meadow on Saturday 3rd November 2007 subject to an agreement with Duffield Community Association and Duffield Fire Service to provide assistance at the event.

Duffield Carnival

Further to a request from Duffield Community Association for the use of Eyes Meadow to host a number of carnival events including the main event during the week commencing 25th June 2007 it was:

- 697 Resolved:** that the Community Association be given free use of Eyes Meadow and its associated buildings for the purpose of running carnival events and activities events during the week commencing 25th June 2007.

Appointment of Representatives to outside bodies

- 698 **Resolved:** that Mrs S Fletcher be approached regarding representation of the Parish Council as a governor at Duffield Meadow School.

Contract of Employments –Assistant Clerk

Further to the distribution of a draft contract and the newly disclosed updates on the model contract from DALC is was:

- 699 **Resolved:** that Councillor John Rowlands be authorised to oversee the update of the current standard contract of employment in accordance with DALC requirements and issue the revised contract to Mr Carter on behalf of the Parish Council.

Clerks Report

- 700 Further to item 1, Councillors noted that William Gilbert School had declined the Councils' offer of a representative to be appointed their board of governors.
- 701 Further to item 2, Councillors noted that the charge to the Parish Council for the 2007 Parish Elections would be £3041.41. This was below the anticipated cost as previously advised by Amber Valley Borough Council.
- 702 Further to item 3, Councillors noted details of the Local Council Forums to be run by Amber Valley Borough Council.
- 703 Further to item 4, Councillors noted information regarding the Derbyshire Directory.
- 704 Further to item 5, Councillors noted information regarding the provision of youth services at Derbyshire County Council.
- 705 Further to item 6, Councillors received information regarding the work of the Community Environmental Action projects.
- 706 **Resolved:** a link to the Derbyshire Directory be placed on the Parish Council website and information regarding this be placed in the Newsletter once the link is established.
- 707 **Resolved:** that Councillor Buckle pass information regarding the Youth Service at Derbyshire County Council to the Youth Group.

Reports from Outside Bodies

Councillor Buckle reported that school information days were being held by members of the **Millennium Meadow** committee however dog fouling issues along on the footpaths leading to the Eyes Meadow and on the Meadow itself remained a continual health problem.

- 708 **Resolved:** that a report concerning this problem be placed in the newsletter and information to encourage the public to report offenders be included.

Planning and Licensing Matters

- 709 Members noted the Planning and Licensing Matters as detailed in Appendix "C" information on which had been previously circulated by the Clerk.

Derbyshire Association of Local Councils

Circulars and correspondence received from DALC were tabled and received and made available for members inspection

- 710 Resolved:** that the Parish Council support training for all Councillors, the Chairman and Officers as detailed in the DLAC reports and that the availability of such be investigated and the members and officers be informed of this.

Financial Matters

Details of the monthly payments and income to 12th June 2007, having been circulated prior to the meeting, it was:

- 711 Resolved:** that the Clerk's tabled monthly list of invoices and payments for 12th June 2007, in the sum of £9896.22, be initialled and approved, with cheques due signed by members and the Clerk.

Details of the Final Year End Income and Expenditure Account and Balance Sheet, for the year ended 31 March 2007 having been previously circulated, it was:

- 712 Resolved:** that the End of Year Statement of Accounts to 31 March 2007 showing income of £100,525; net expenditure of £87,906; and balances of £51,464 be received, approved and signed by the Chairman and the Clerk & RFO.

Annual Audit

Notification of the Annual Audit had been received from the Audit Commission. The public inspection period for the Accounts will run from 11th June 2007 until 9th July 2007. This was much earlier than in previous years and as such some work had been necessary to comply with this requirement.

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

- 713 Resolved:** that Ingrid Newman be approved as Internal Auditor to the Parish Council for the Council year 2007/08.

A letter confirming the completion of the Internal Audit was received from Ingrid Newman. She confirmed that the figures shown in the Statement of Accounts for the year ended 31st March 2007 represented "a true and accurate summary of the financial affairs of the Council". Her recommendation that a fixed asset register had been implemented and she noted the good order in which the books and files were kept.

- 714 Resolved:** that the Council accept the Internal Audit Report presented by Ingrid Newman and that the Chairman and Clerk sign the Statement of Assurances as detailed in the Annual Statement of Accounts to be submitted to the external auditor.

Risk Management

- 715 Work continued on the completion of Risk Assessments by all members of staff. David Guy and Michael Forkin had successfully completed Manual Handling training.

Public Involvement

- 716 Members were reminded that Councillor Rowland and Woodings would be talking to Duffield WI on Tuesday 4th July 2007 to inform them of the roles and responsibilities of the Parish Council.

Date of Next Meeting

- 717 **Resolved:** that the next meeting of the Parish Council will take place on Tuesday 10th July 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 9.10pm

Signed _____ Date _____