

# Duffield Parish Council

## Minutes of the Meeting of the Parish Council, held in the Committee Room, Hazelwood Road, Duffield, on Tuesday 10<sup>th</sup> July 2007 at 7.00pm.

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

Also in Attendance: Clerk – Mrs S Bygraves

Prior to the meeting a minutes silence in remembrance of Mr John Sartin was held. This was followed by special prayers led by the Reverend Mark Pickles.

### Apologies for Absence

746 Apologies were received from Councillors Hibbert and Short

### Declaration of Members Interests

747 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.

### Minutes of the Parish Council Meetings

748 **Resolved:** the minutes of the Parish Council Meeting held on 12th June 2007 be confirmed as a correct record and signed by the Chairman.

Councillor Buckle confirmed to members that information had been passed to the youth group as required under minute 707 had been completed.

Councillors Woodings and Rowlands reported that their talk to Duffield WI had proved successful in promoting understanding of the Parish Council and its powers, it had however highlighted the lack of understanding of tiers of local government.

749 **Resolved:** that contact information for County and Borough representatives be placed as a standing item in the Parish Newsletter together with a brief summary of responsibilities. This should also refer to the notice board where further information should be placed.

- 750 **Resolved:** the minutes of the Annual Parish Meeting held on 24<sup>th</sup> April 2007 were confirmed as a correct record, and signed by the Chairman.

### **Update on Action Plan**

An update on the action plans for items outstanding at 10<sup>th</sup> July 2007 and covering all actions from the year end and meetings to 12<sup>th</sup> June 2007 was given and is attached in Appendix A.

- 751 **Resolved:** the action plan dated 10<sup>th</sup> July 2007 be confirmed as a correct record..

### **Weston Centre Office**

The Clerk confirmed that following concerns raised to the R J Weston Trustees' concerning their ability to enter into a license agreement with the Parish Council, the Charity Commission had confirmed in writing that their actions fell within the powers of the trust deed.

A license agreement from the Trust for the occupation of the office was awaited, and it was anticipated that the receipt of this would allow occupation to commence from August 2007. Such occupation should be subject to six months notice. A provision for the approval of the license agreement was required as the Council would be in recess over the summer.

- 752 **Resolved:** that the License agreement should be emailed to all Councillors and that Councillor Rowland together four other Councillors and the Clerk be authorised by the Council to sign the license agreement on behalf of the Council.

### **Bus Shelter – Town Street**

Further to advice received from Councillor Clark, a letter of complaint was not sent to Derbyshire County Council concerning the bus shelter. Work had taken place to remove the green side panels and an all glass shelter was now in place.

- 753 **Resolved:** that the Clerk sends a letter to Derbyshire County Council thanking them for the changes to the shelter, but requesting consultation on design and location in the future.

### **Staff Matters**

Further to a review of work loads it was:

- 754 **Resolved:** to offer an Assistant Clerks role of 5 hours per week to Mrs Susan Smith an interviewee for the post recently advertised. The Clerk was authorised to spend up to £300 to purchase a laptop for her use. It was further:
- 755 **Resolved:** that the contract for Mrs Susan Smith being similar to that of Mr Chris Carter would be reviewed by Councillor Rowland on behalf of the Council prior to issue.

Further to the distribution of draft appraisal forms including the process to be followed it was

- 756 **Resolved:** that the Chairman, Past Chairman and Councillor Rowlands would conduct appraisals for the Clerk, and that the Clerk and Councillor Rowlands would conduct appraisals for office staff using the adopted process to commence from 2008.

## **Grays Recreational Ground**

Further to the completion of information for the Biffa award, a letter from Duffield Parish Council was required confirming its commitment to the playground project and its contribution of up to £2000 towards the project. The Council were also requested to consider its position regarding the funding of the MUGA pitch for Grays Recreational Ground. In addition further information was required from Amber Valley Borough Council regarding the playground project.

- 757 **Resolved:** that a letter be provided to the Derbyshire Trust confirming the Parish Councils commitment to the playground project and its contribution of up to £2000. It was further
- 758 **Resolved:** that a letter together with project plan be forwarded to Amber Valley Borough Council to enable funding under s106 be allocated to the Parish Council for these projects.

## **Appointment of Representatives to outside bodies**

- 759 **Resolved:** that Councillor N Storer be appointed as the Parish representative to Duffield Meadow School governing body.

## **Parish Council Website**

Following problem with the timings of updates to the website, and discussions with the Ben Slater the current webmaster, the Clerk suggested that basic updates should be taken in house, thus allowing the Council some control over the updating of the website.

- 760 **Resolved:** that the Clerk together with the two Assistant Clerks undertake basic website training with Ben Slater on 24<sup>th</sup> July 2007, and take updates of minutes and agenda in house.

## **Recommendations from the Cemetery Committee**

- 761 **Resolved:** that the Clerk investigate the requirements for Derbyshire County Council to adopt the drive at the front of the Cemetery on Hazelwood Road.
- 762 **Resolved:** that the Clerk seek advice and costing on the installation of a hedge along the pathway adjacent to the allotment gardens.
- 763 **Resolved:** that the Clerk produce a report on the implications and effects of introducing exclusive rights in the Garden of Remembrance.
- 764 **Resolved:** that the Clerk investigate the cost of extending the current water supply to the allotment gardens.

Following the receipt of tenders to undertake memorial testing at the Cemetery on Hazelwood Road, Councillors

- 765 **Resolved :** to confirm acceptance of the tender from IMI limited.

Following a review of the proposed advertising programme councillors

- 766 **Resolved:** that advertising through local newspapers, notices and the website should be undertaken immediately and full records of this kept for future reference.

### **Clerks Report**

- 767 Further to item 1, Councillors noted the response from the Ministry of Defence regarding postal costs for soldiers serving abroad.
- 768 Further to item 2, Councillors noted the offer from Derbyshire County Council to undertake emergency repairs to damaged shelters.
- 769 Further to item 3, Councillors noted the award of a grant of £430 for participation by the Parish Council in the minor maintenance scheme run by Derbyshire County Council
- 770 Further to item 4, Councillors noted information on the changes to Parish boundaries as part of the Parish Review by Amber Valley Borough Council.
- 771 Further to item 5, Councillors noted the request for nominations for a Parish Council representative to the Amber Valley Borough Council Standards' Committee.
- 772 Further to item 6, Councillors noted the receipt of a safety inspection report on Grays Recreational Ground by ROSPA.
- 773 The Clerk noted in various correspondence information from the Belper and District Road Safety Committee that a visibility mirror had been installed at the A6/Castle Hill junction.
- 774 **Resolved:** the Clerk respond positively to Derbyshire County Councils offer of emergency cover for damaged bus shelters.
- 775 **Resolved:** that the ROSPA report be passed to the Recreational Committee for action on items highlighted.

### **Reports from Outside Bodies**

- 776 **Councillor Buckle** reported that the Duffield Youth/Recreational Committee had met some difficulty with the construction of a permanent building, and they were currently looking at a temporary solution. A proposal was currently being drafted and would be presented to the Parish Council in September.
- 777 **Councillor B Woodings** noted that the Parish Hall had been subject to flooding with damage to the value of £8000. Fortunately all damaged was covered by insurance.

### **Derbyshire Association of Local Councils**

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

### **Planning and Licensing Matters**

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

- 779 **Resolved:** Representations should be made to Amber Valley Borough Council on planning application AVA/2007/0828, AVA/2007/0810, AVA/2007/0808.

### **Financial Matters**

Details of the monthly payments and income to 10<sup>th</sup> July 2007, having been circulated prior to the meeting, it was:

- 780 **Resolved:** that the Clerk's tabled monthly list of invoices and payments for 12<sup>th</sup> June 2007, in the sum of £8145.61, be initialled and approved, with cheques due signed by members and the Clerk.

Details of the Quarterly Accounts to 30<sup>th</sup> June 2007 were not yet available but would be presented to members at the Finance and General Purpose Committee to take place on the 19<sup>th</sup> July 2007.

- 781 **Resolved:** that the Quarterly accounts be distributed to all members following the Finance and General Purpose meeting on the 19<sup>th</sup> July 2007.

### **Public Involvement**

Following on from the successful talk given to the Duffield WI, members noted their willingness to undertake such talks. It was

- 782 **Resolved:** that information should be placed in the newsletter and an offer made for further talks to be given on request.

### **Date of Next Meeting**

- 783 **Resolved:** that the next meeting of the Parish Council will take place on Tuesday 10<sup>th</sup> September 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 9.05pm

Signed \_\_\_\_\_ Date \_\_\_\_\_