

Duffield Parish Council

Minutes of the Meeting of the Parish Council, held in the Committee Room, on Hazelwood Road, Duffield, on Tuesday 12th February 2008 at 7.00pm

Present: Chairman: Councillor J Rice
Councillors: England, Greenwood, Hibbert,
Rowlands, Storer
Borough Councillor: S Bradford

Also in Attendance: Clerk: Mrs S Bygraves
Assistant Clerk: Mrs S Smith

Prior to the meeting Rev R Brickman led those assembled in prayer.

Public Participation

991 None

Apologies for Absence

992 Apologies were received from Councillors Buckle, Short, A Woodings and B Woodings

Declaration of Members Interests

None

Items for Exclusion

No items were identified for exclusion.

Minutes of the Parish Council Meeting

993 **Resolved:** the Minutes of the Parish Council Meeting held on the 8th January 2008 be confirmed as a correct record and signed by the Chairman.

Minutes of the Cemetery Committee Meeting

994 **Resolved:** that the minutes of the Cemetery Committee Meeting held on the 21st 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.

Minutes of the Finance and General Purpose Committee Meeting

995 **Resolved:** that the minutes of the Finance and General Purpose Committee Meeting held on the 27th 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.

Update on Action Plan

An update on the Action Plans dated 12th February 2008 and covering all actions outstanding for the last twenty months was given to the meeting and attached in Appendix A. The Clerk noted that the majority of outstanding items were as a result of actions required by third parties.

- 996 Resolved:** that the action plan dated 12th February 2008 be confirmed as a correct record and outstanding items be actioned as soon as possible.

Further to Item 907, it was confirmed that the sand bags for Duffield had arrived but the sand had still to be purchased. The Cemetery Superintendent had advised the Clerk that there was an area behind the lodge to store the sand. It was

- 997 Resolved:** that the members of the Parish Council agreed for the Clerk to purchase the sand and a ladder to enable the bag filling, to advertise this as soon as possible at a maximum cost of £500. No charge would be made to villagers. A flood fair is to be held on 4th March 2008 at Ecclesbourne School.

Suspension of Standing Orders.

A question was put to Councillor Bradford regarding the funds under section 106.

Reinstate Standing Orders

Further to Item 950, the repairs on the cemetery lodge it was:

- 998 Resolved:** that the work on the boiler proceed as soon as possible.

Further to Item 44, on the purchase of benches. There has been a request for a memorial picnic bench to be purchased and situated on Eyes Meadow, alongside the existing picnic benches to commemorate Andrew Hutchinson that had died recently. It was:

- 999 Resolved:** that the Parish Council approve the positioning of a memorial bench for Andrew Hutchinson on Eyes Meadow and a provision for anchorage be made.

Further to Item 974, the Belper Vintage and Steam event, the organisers have found a new site in Kilburn.

Grounds Maintenance Contract

The current ground maintenance contract is due to expire on 31st March 2008. The Clerk put it to the members for a decision to be made regarding the situation as to whether this should be put out to full tender or to continue with existing contractors. The price increase was included within the coming year's budget. It was:

- 1000 Resolved:** that the existing contractor be invited to extend the existing contract for one year with effect from 1st April 2008 to enable tenders to be invited from 1st April 2009.

Standing Orders

The Standing Orders are now complete. The Clerk thanked Councillors Rowlands and Greenwood for their time and input for the completion of the new standing orders. Both Councillor Rowlands and Greenwood, together with the Clerk, had gone through the existing standing orders in great depth and had replaced or deleted where necessary. It was

- 1001 Resolved:** that the members of the Council ratify and adopt the standing orders as they had been presented.

Financial Standing Orders

The Clerk made a further request to Councillor Rowlands with assistance from Councillor Hibbert to review the financial standing orders and update or delete where necessary. The Clerk had reviewed guidelines issued by the National Association of Local Councils and this would aid in the process of reviewing the financial standing orders for the Parish Council.

Grays Recreational Ground

The Clerk gave an update on the progress at Gray recreational ground. The funding from Amber Valley Borough Council had been received and was now held in a Parish Account until the completion of the playground.

The Clerk was waiting for confirmation from BIFFA for receipt of their award, this was expected shortly.

The Clerk had also met with HAGS regarding the play equipment, a letter had been sent to place the order with a request not to manufacture until confirmation had been received from BIFFA.

The playground is due to open on 26th May 2008, subject to an inspection from ROSPA on 21st May 2008. The playground is expected to have been completed the previous week. A schedule of works was due to be received from HAGS and a meeting with local householders to take place informing them of this, along with any problems that may be caused by traffic. It was

- 1002 Resolved:** that Amber Valley Borough Council be asked to promulgate the opening day in their news release.

Bye-Laws

- 1003 Resolved:** that updating the Bye Laws be considered after adoption of the updated financial Regulations.

Information Technology

Councillor England has problems with the receipt of emails from the Parish Council. The communications problem is likely to be with the computer and technology is not always reliable. It was proposed that the responsibility of computers for Parish use should be given to the Council.

Councillor Rowlands requested that he receive a hard copy of all documentation rather than via email.

The suggestion was given that the Council pay for an expert to clear any problem and to ascertain whether it is the service provider that is at fault. It was:

- 1004 Resolved:** that a limit of £200 be spent to rectify the problem. It was further:

- 1005 Resolved:** that as there is no policy regarding the replacement of the laptops belonging to the council, the same policy would be adopted as with Amber Valley Borough Council, the Clerk to draw up a policy to include a replacement schedule of equipment.

Account and Audit Regulation 2006

The Council need to take responsibility to ensure that the accounts and internal audit is correct. The Council advise the internal auditor what to look at within the system, as the assistant clerk, Chris Carter was previously an internal auditor. It was:

- 1006 Resolved:** that this would be referred to the Finance and General Purpose committee and placed on the next agenda,

Clerk's Report and correspondence

The Clerk's report was for information purposes only.

- 1007** Further to Item 3, Councillor Rice was interested in the Rights of Way improvement for Derbyshire.
- 1008** Further to Item 6, the Council would again apply for Concerts in the Community funding.
- 1009** Further to Item 7, the Quote from Premier 1 (UK) Ltd was accepted.
- 1010** Further to Item 8, a request for a family fun fair was rejected.
- 1011** Further to Item 9, the Derbyshire Rural Community Council-Village of the Year was sent to the Duffield Community Association.
- 1012** Further to Item 11, the Communities and Local Government-Consultation to be left in the Parish Office available to be read.

Reports from representatives on outside bodies

Councillor Knibbs reported that as the situation at the **Weston Centre** was now settled, with the Parish Council office in place and running, would it be an opportunity to have an official opening. There was a request that the office be occupied on a daily basis.

It was also pointed out that Councillor Hibbert, in his position as Trustee at the Weston Centre, had expired at the end of December 2007.

The license agreement also needed to be completed as soon as possible.

The Clerk had stated that at no point had it been made that the Parish Office would be occupied daily and was more beneficial to work together with the assistant clerk so that work could be completed more efficiently. It was:

- 1013 Resolved:** that Councillor Hibbert continued appointment as a Trustee of the Weston Centre be confirmed.

Councillor Storer reported that he had attended a meeting as the representative of the Meadows School. He also attended the financial meeting for the report on budgets for the next three years and to find ways of attracting pupils to the school in order to receive all grants available to them.

Derbyshire Association of Local Councils

All circulars were handed to Councillors prior to the meeting.

Further to circular no 34/07, the Clerk raised the subject of a training day being held in April if anyone wished to attend, or if not, the possibility of another training session to be held in Duffield.

Further to circular no 06/08, Clerk and Council of the Year. The Clerk suggested that it might be appropriate to apply.

Planning and Licensing Matters

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

No plans warranted any discussion.

AVA/2008/0055 Radio Mast on Donald Hawley Way for Vodaphone. Contact had been made with the applicant which outlined the Parish Councils objection. An offer to investigate the feasibility of the current mast sites on Eyes Meadow had been made. This view was supported by planners.

Financial Matters

Details of the monthly payments and income to February 12th 2008, having been circulated prior to the meeting, it was:

- 1014 Resolved:** that the Clerk's tabled monthly schedule of accounts for 11th December 2007, in the sum of £10443.05, be initialled and approved, with cheques due signed by members and the Clerk.

Councillor Hibbert left the meeting.

Quarterly Accounts

- 1015 Resolved:** that the Clerk's tabled Quarterly Accounts to 31st December 2007, showing income of £97131 and expenditure of £65147 be received, approved by the Chairman and the Clerk.

Banking Arrangements

The Clerk had taken a look at the accounts held by the Parish Council and discovered that the rates offered with the Building Society were not as competitive as those offered at the Bank that holds the Current Account.

The Clerk had also requested that the bills for the services used by the Parish Council be paid for on a monthly basis with a consistent amount that would not have to be ratified each month. The Assistant Clerk had at present to phone the service providers and explain that the bills could not be paid until the cheques were agreed at the next Parish Council meeting. It was:

1016 Resolved: that a new deposit account be opened with funds for the playground be held with a higher interest rate until required, but defer closing the building society account. The sum of seventy thousand pounds to be transferred. It was further:

1017 Resolved: that payments to be made to services supplying the Parish Council by direct debit at a fixed amount

Risk Management

A Legionella risk assessment had been carried out at Eyes Meadow, all tests carried out were satisfactory.

Public Involvement with Duffield Parish Council

An example of a Duffield Skyline book by Lionel Bailey, was requested to be placed on the Duffield website. All work had been done and could be incorporated with the update of the website. It was:

1018 Resolved: that this would be agreed in principle at a cost of no more than £50, subject to confirmation at the next meeting.

A schedule of surgeries had been distributed among Councillors present requesting a commitment of attend once during the year.

Items for Information

Nothing to discuss.

Outstanding Matters

- 1) Quality Parish Council -On going
 - 2) S106 Amenity Funding -On going
 - 3) With regards to the resurfacing of the roadway, in front of the cemetery, the Highways department have agreed to cover the additional cost of extra kerbing.
- It was agreed that the Church Drive is dangerous and the Highways department would take a further look at the repairs .

Date and Time of next meeting

1019 Resolved: that the next meeting of the Parish Council will take place on Tuesday 11th March 2008 in the Committee Room, Hazelwood Road, Duffield at 7.00pm.

There being no further business to discuss, the Chairman closed the meeting at 9.15pm.

Signed----- Dated-----