

Duffield Parish Council

Minutes of the Meeting of the Parish Council, held in the Committee Room, Hazelwood Road, Duffield, on Tuesday 10th February 2009 at 7.00pm

Present: Chairman: A Woodings
Councillors: Buckle, England, Greenwood, Knibbs, and Rowlands, Short, Storer and B Woodings

Also in Attendance: Clerk: Mrs. S Bygraves

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

Apologies for Absence

1444 Apologies were received from Councillors Garner, Hibbert, and Rice.

Declaration of Members Interest

Councillor Knibbs declared a prejudicial interest in matters relating to the Weston Centre, as the Chairman of the Trustees. Councillors England declared an interest in matters relating to the Weston Centre as a member of the management committee of the Centre.

Items for Exclusion

1445 None were declared

Minutes of the Parish Council Meeting

1446 **Resolved:** that the Minutes of the Parish Council Meeting held on the 13th January 2009 be confirmed as a correct record and signed by the Chairman subject to the amendment to an amendment to minute number 1423 which should read “increased” rather than “increases”.

Minutes of the Strategy, Finance and General Purpose Committee

1447 **Resolved:** that the minutes of the Strategy, Finance and General Purpose Committee Meeting held on the 15th December 2008 be confirmed as a correct record under the provisions for approval in minute reference 129, and adopted as Parish Council Policy and signed by the Chairman.

Update on Action Plan

An update on the Action Plans for all actions outstanding at 10th February 2009 was given to the meeting and attached in Appendix A

Further to minute number 1299 the Clerk informed members that a new parking point for police vehicles had been installed on Milford Road. The police would now be able to monitor speed along this stretch of road using the mobile speed camera unit. A review of speed would be conducted in six months to assess if there was a need for additional control measures.

1448 Resolved: that the action plan dated 10th October 2008 be confirmed as a correct record.

Youth Centre

Following the distribution of answers to questions raised regarding the “Massive” youth project, Councillor Buckle and the Clerk reported their attendance at the group’s information night. Attendance at the event was good with support being offered from both the public and police for the project. It was commented that neighbours to the site were also in support of the project. A charitable trust would be established to support the project and it was anticipated that it would run independently of the church in the longer term. It was also emphasised that they project would be of a secular nature as church youth groups ran separately.

Members considered the group’s application for funding in mind of budgets available. It was:

1449 Resolved: that a grant made under s137 of the Local Government Act 1972 of £500 be awarded to the “massive” project. It was further

1450 Resolved: that a grant of £500 awarded under s137 of the Local Government Act 1972 to Duffield Youth and Recreational Committee in 2006 be transferred to the “Massive” youth project following confirmation received that funds allocated to this group could no longer be used for the purpose given. It was further

1451 Resolved: that the Parish Council make an application to Amber Valley Borough Council for access s106 funds under delegated powers for the “Massive Youth project to the value of £2113.54 to fund the purchase of capital equipment as detailed to members.

Lease arrangements for Allestree Football pitch at Eyes Meadow

Further to a report distributed to members detailing the costs associated with the maintenance of the pitch, the income derived from rental of the associated facilities and usage by junior teams, Members considered a fair and reasonable charge for the lease of the pitch to Allestree Football Club. Consideration was also given to charges made to other users of Eyes Meadow, including the agreement with Duffield Cricket Club.

1452 Resolved: that the annual lease charge for the use of the football pitch at Eyes Meadow by Allestree Football Club be set at £120 and that no other charges for the use of the pitch be sought. This offer was subject to the continued maintenance of the pitch by Allestree Football Club, and its continued use by a youth team from Duffield Dynamos.

Clerks Report and Correspondence

- 1453 Further to Item 1**, an invitation was received for the Chairman and his guest to attend the Civic Service organised by Belper Town Council on 22nd March 2009. The Chairman agreed to consult his diary for availability
- 1454 Further to Item 2**, members welcomed the comments made by Mr Mark Spilsbury on issues around Duffield and the Millennium Meadow
- 1455 Further to item 3**, members noted an open invitation to themselves and the public by Derbyshire Police Authorities to discuss their budget proposals for 2009, to be held on 19th February 2009 at Ripley Police Headquarters.
- 1456 Further to item 4**, members noted Amber Valley Borough Council's comments regarding its inability to place a Tender for the Parish Council's Grounds Maintenance Contract.
- 1457 Further to item 5**, members received an information sheet from the Lowland Derbyshire Biodiversity Partnership highlighting public duty in biodiversity.
- 1458 Resolved:** that the Clerk thank Mr Mark Spilsbury for his comments on facilities in Duffield and provide information to him on the issues raised.

Grounds Maintenance Contract

Members opened the sealed Tenders for the Parish Council's Ground Maintenance Contract, signing and dating them.

- 1459 Resolved:** that the Clerk analyse the contracts and produce a report detailing this analysis in time for the next meeting of the Parish Council in March 2009.

S106 Funding: Requests for Funding Support

A request for Parish Council support to access s106 funds under delegated powers was received from the trustees of the R J Weston Charity. The purpose of the funding request was to improve kitchen facilities to provide wider usage of the facility by both the elderly and other users groups. Members noted the request and whilst giving the request broad support felt that more information on s106 funding should be in the public domain.

- 1460 Resolved:** that information regarding the availability of s106 funding be placed in the Parish Newsletter together with a request for suggestions for its use.

Reports from Outside Bodies

- 1461 Councillor Buckle** as Parish Council representative on the **Millennium Meadow Management Committee** reported that discussions regarding the renewal of the lease for the Millennium Meadow had commenced.
- 1462 Councillor Storer** reported that **Meadow School** had extended the terms of employment for Mr Lemming for a further term and that an advertisement for a new caretaker would be issued shortly. Ofsted were expected to visit the school to carry out their inspection on the 11th February 2009 and they were expected to attend the school for one day.
- 1463 Councillor Greenwood** reported that a meeting of the **Governors of Ecclesbourne School** had been cancelled due to snow.
- 1464 Resolved:** that the Millennium Meadow Committee be requested to formally approach the Parish Council regarding an extension to their lease for the Millennium Meadow.

Derbyshire Association of Local Councils

- 1465** All circulars having been previously circulated were received.

Planning and Licensing Matters

- 1466** Members noted the Planning and Licensing Matters as detailed in Appendix 'C' information on which had previously circulated by the clerk. No representations were made.

Financial Matters

Details of the monthly payments and income to 10th February 2009, having been circulated prior to the meeting, it was:

- 1467 Resolved:** that the Clerk's tabled monthly schedule of accounts for the month to 10th February 2009, in the sum of £9544.76, and be initialled and approved, with cheques due signed by the members and the Clerk.

Risk Management Review

Further to presentations by the Clerk reviewing procedures in place to assist in the review of risk management, and internal controls currently being used, members noted the contents of the presentation. As a result of these reviews it was:

- 1468 Resolved:** that Committee Chairman be tasked to oversee the element of risk management relating to their own committee's areas of responsibility and report their findings to members of the Parish Council as part of their risk assurance processes.

In conjunction with this review members also considered the scope of the audit process to be undertaken by the internal auditor. Further to a report detailing the scope undertaken by the internal auditor in the previous year, and that recommended by Appendix 9 of the Guide to Governance and Accountability for Local Councils it was:

1469 Resolved: that the scope of audit required to meet the Audit Commissions' requirement would be as follows, and that Mr Brian Wood would be appointed as internal auditor for the ensuing year:

Activity	Test
Proper Bookkeeping	Receipts and Payment Book System Check Payment Date Check Payee Check amount Check Cheque Book Stub Check Income Vouchers Correlate with bank statements, Receipts and Paying in Books
Standing Order /Financial Regulations	Obtain a copy of existing Standing Orders/ Financial Regulations Check authorization of scale of fees and charges for income Check all payment authorization s with Minute Book Check quotation and tender files with Standing Order or Financial Regulations Check Standing Order Payments authorisations Check borrowing records Check s137 cash limit not exceeded
Risk Arrangements (review of budget and insurance)	Check Insurance Policy reflects current values and risks Check Deeds of Land and Property including leases Check risk identification and internal controls to manage risk <ul style="list-style-type: none"> i. Budget monitoring ii. Performance Measurement
Budget Controls	Expenditure within Budget heads (check overspending and virement)
Income Controls	Precept /Grants and BACS Cash income controls
Petty Cash Procedures	Regular approval by Council procedure with individual limits
Payroll Controls	Salaries, Wages and Timesheets Check payment records – one month only Verify tax level and inland revenue payments Verify authority/Minute
Asset Control	Asset Register (? Insurance Schedule on replacement value)
Bank Reconciliation	Current and Deposit Bank/Building Society Accounts held Verify Statements of all current, instant and

investment accounts
Check balances from previous year and correlate
Check Council minute approving annual accounts
Check annual return signed by RFO

Date and Time of next meeting

1470 Resolved: that the next meeting of the Parish Council will be held on Tuesday 10th March 2009 in the Committee Room, Hazelwood Road, Duffield at 7.00pm.

There being no further business to discuss the meeting closed at 8.45pm.

Signed _____ **Dated** _____