

ASHOVER PARISH COUNCIL

www.ashover-pc.gov.uk



PARISH CLERK

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Ashover

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07 May 2019

Dear Councillor,

You are summoned to attend the **ANNUAL COUNCIL MEETING** of Ashover Parish Council on **TUESDAY 14 MAY 2019 at 7.00pm** in The Sports Pavilion, Milken Lane, Ashover.

**PLEASE ARRIVE EARLY TO SIGN YOUR
'DECLARATION OF ACCEPTANCE OF OFFICE AS COUNCILLOR'**

Declarations of Acceptance of Office following an Election

Councillors shall sign a declaration to take the said office and to duly and faithfully fulfil the duties thereof according to the best of their judgement and ability. The completed forms shall be handed to the Parish Clerk for signature.

A G E N D A

1. Election of Chairman and Declaration of Acceptance

The Parish Council shall elect a Chairman for 2019/2020 and the elected Councillor shall sign a Declaration of Acceptance. The completed form shall then be handed to the Parish Clerk for signature.

2. Apologies

To receive any apologies for absence.

3. Variation of Order of Business

4. Declaration of Members Interests and Requests for Dispensation

Members shall confirm completion, signature and submission of their Register of Interest Form. Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time, or to request a dispensation. Please note that appropriate forms should be completed prior to commencement of the meeting.

5. Recording and Filming of Council and Committee Meetings

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.

6. Minutes

To confirm the Minutes of the Ordinary Parish Council Meeting held 16 April 2019 as a correct record

7. Election of Vice-Chairman

The Parish Council shall elect a Vice-Chairman for 2019/2020.

8. Election of the Finance Committee and Terms of Reference

The Parish Council shall elect five Members to form the Finance Committee for 2019/2020. The Finance Committee shall, at its first meeting, elect a Chairman. The terms of reference will be confirmed.

9. Appointment of a Parish Councillor Auditor

The Parish Council shall elect a Member to act as a Parish Councillor Auditor for 2019/2020 to act in accordance with Ashover Parish Council's Financial Regulations.

10. Election of the Burial Board and Terms of Reference

The Parish Council shall elect three Members to form the Burial Board Working Group for 2019/2020. The Burial Board Working Group shall, at its first meeting, elect a Chairman. The terms of reference will be confirmed.

11. Election of Councillors on Parish Council/Parish Hall Liaison Working Group

The Parish Council shall elect three Members to the Parish Council/Parish Hall Liaison Working Group.

12. Confirmation of Other Parish Council Working Groups

To confirm the Tree Working Group and its 'Aims and Objectives'.

13. Ashover Parish Council Representation

Parish Councillors shall represent the council to outside bodies associated with the following list:

- AFFORDABLE RURAL HOUSING
- ALLOTMENTS
- CEMETERY
- CRICKET CLUB
- DISTRICT/COUNTY PARTNERSHIP MEETINGS – As required
- EASTWOOD GRANGE SCHOOL
- HEALTH AND SAFETY
- HIGHWAYS AND PAVEMENTS
- NEIGHBOURHOOD PLAN
- PARISH APPEARANCE
- PARISH HALL MANAGEMENT COMMITTEE – Cllr C Miller
- PRIMARY SCHOOL
- RIGHTS OF WAY - (including Footpaths Group meetings)
- TREE WORKING GROUP
- UPPERTOWN SOCIAL CENTRE
- YOUTH PROJECTS

It must be noted that representation does not allow an individual councillor or the chairman to make a decision on behalf of the council.

14. Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council shall revise and confirm the Standing Orders and Financial Regulations and confirm that these are published on the Parish Council's website.

15. Confirmation of Signatories on Parish Council Cheques

The Parish Council shall confirm the following signatories:- Cllrs S Dronfield, R Fidler, C Miller, E Willmot.

16. Ashover Parish Council Statement of Accounts 2018/2019, Assets Register and Deeds and Lease Documents

The Parish Council's Statement of Accounts for 2018/2019 and Assets Register shall be presented, and the following documents reviewed and confirmed:-

Land fronting Milken Lane – Conveyance (JB Darbyshire to Chesterfield RDC dated 26.11.57)

Land fronting Milken Lane – Conveyance (Chesterfield RDC to Ashover PC dated 01.12.59)

Playing Field Milken Lane – Conveyance (JB Darbyshire to Ashover PC dated 31.12.57)

Cemetery Extension, Ashover – Conveyance (dated 04.08.38) and associated documentation.

Parish Bus Shelters – Deeds

Primary Care Centre – Ground Lease (dated 12.07.04 – 96 years)

Primary Care Centre – Access Road Lease (dated 24.03.06 – 96 years commencing 12.07.04)

Allotment Gardens, Marsh Green, Ashover – Land Registry Title No. DY418874 dated 23.08.07

Grazing Agreement for common land at Spitewinter (East) with W Robinson – dated 19.03.08

General Maintenance of common land at Spitewinter (West) with R Varley – renewed 30.11.2018

General Maintenance of common land at Ashover Hay with R Proctor – renewed 20.12/2018

Public Conveniences – Lease with NEDDC (dated 07.10.2009 - 21 years commencing 01.07.2008)

Co-operation Agreement - between Ashover Parish Council and Ashover Parish Hall for the Sports Pavilion and car park (Annual Agreement).

17. Insurance and Risk Management

The Parish Council shall confirm the Insurance Schedule, the completed 'Local Council Risk System' (LCRS) and general Health and Safety file for 2019/2020. The Chairman and RFO shall sign the (LCRS) Action Plan.

18. Members' Code of Conduct

The Parish Council shall confirm the Code of Conduct adopted on 17 July 2012 (Minute 072/12) and amendment to the Seven General Principles (Minute 012/13) and that this is published on the Parish Council's website.

19. Plans, Policies and Statements

The Parish Council shall adopt, review and confirm its Plans, Policies and Statements as required and determine the next review period as required:-

PLANS

- 1) Action Plan 2019 – 2020 (review May 2019)
- 2) Business Plan 2018 - 2021 (review May 2019)

POLICIES

- 1) Community Engagement Policy (review May 2021)
- 2) Complaints Procedure (review May 2021)
- 3) Environmental Policy (review May 2021)
- 4) Equality Policy (review May 2021)
- 5) Firework Policy (Playing Field) (review May 2021)
- 6) FOI Publication Scheme (review May 2021)
- 7) Grant Awarding Policy (S137) (review May 2021)
- 8) Health and Safety Policy (review May 2021)
- 9) Information Protection Policy (GDPR) (review May 2021)
- 10) Information Security Incident Policy (review May 2021)
- 11) Legionella Control Policy (review May 2021)
- 12) Memorial Safety Policy (review May 2021)
- 13) Press & Media Policy (review May 2021)
- 14) Recording & Filming of Meetings (review May 2021)
- 15) Removable Media Policy (review May 2021)
- 16) Retention of Documents & Records (review May 2021)
- 17) Risk Management Policy and Procedure (review May 2021)
- 18) Smoke-free Policy (review May 2021)
- 19) Snow and & Ice Policy (Car Park) (review May 2021)
- 20) Social Media & Electronic Communication (review May 2021)
- 21) Staff Appraisal Policy (review May 2021)
- 22) Stress Policy (review May 2021)
- 23) Training & Development Policy (review May 2021)
- 24) Unreasonably Persistent Complaints Policy (review May 2021)
- 25) Working at Heights Policy (review May 2021)
- 26) Investment Strategy (review May 2021)

STATEMENTS

- Leadership in Planning for the Future (review May 2021)
- Delivering Value for Money (review May 2021)
- Managing Performance as a Corporate Body (review May 2021)
- Crime and Biodiversity (review May 2021)
- Performance of Staff (review May 2021)

20. Ashover Parish Neighbourhood Plan (APNP) 'Made' 08/02/2018

The Parish Council shall monitor the 'Made' APNP, following approval at the Referendum held 08 February 2018 and review in line with the NEDDC Local Plan following its adoption. Consideration will be given to any non-material changes.

21. Training

The Parish Council shall receive a list of training events attended by Councillors and Employees during 2018/2019.

Councillors:-

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
W Armitage	17/04/2018	Spring Seminar	Morley Hayes	DALC
E Willmot	30/01/2019	Business Liaison Meeting	NEDDC Offices	NEDDC
R Fidler	30/01/2019	Business Liaison Meeting	NEDDC Offices	NEDDC
S Dronfield	08/03/2019	Memorial Safety Training	Scarborough	ICCM
W Armitage	08/03/2019	Memorial Safety Training	Scarborough	ICCM
N Early	18/12/2019	Planning Cttee Speaking	NEDDC Offices	NEDDC
C Miller	18/12/2018	Planning Cttee Speaking	NEDDC Offices	NEDDC
W Armitage	various	DALC Executive Cttee	DALC offices	DALC

Parish Clerk/Responsible Financial Officer:-

Date	Activity	Place undertaken	Provider	CPD
17/05/2004	CiLCA	DCC Offices	DALC	15
16/08/2012	CiLCA Section 7 GPC	DALC Office, Wirksworth	DALC	1
11/07/2018	Expenses & Benefits	Webinar	HMRC	0.5
14/01/2019	Community Engagement	DALC office, Cromford	DALC	1.5
30/01/2019	Business Liaison Meeting	NEDDC offices	NEDDC	1
2018/2019	The Clerk Magazine	N/A	SLCC	3
2018/2019	Clerks & Councils Direct Mag.	N/A	Independ	1
18/01/2019	Meeting with Lee Rowley MP	Sports Pavilion	APC	1
01/03/2019	Annual Reporting & Tasks	Webinar	HMRC	0.5
20/03/2019	Expenses & Benefits update	Webinar	HMRC	0.5
01/06/2018	Teen Play Area Project Meetings	Ashover Playing Field	APC	3
Total				28

Lengthman/Caretaker:-

DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
26/04/2018	Playground Inspections	Darley Dale	RAD

22. Freedom of Information and Data Protection (Core Classes F.O.I. Act)

The Parish Council shall review and confirm its procedures for handling requests made under the Freedom of Information Act 2000, Data Protection Act 1998 and subsequent General Data Protection Regulations and Model Publication Scheme and that these are published on the Parish Council's website.

23. Contracts, Statements of Particulars of Employment and Appraisals

The Parish Council shall confirm contracts of employment in respect of:-

The Parish Clerk/Responsible Financial Officer/Clerk to the Burial Board, the Pavilion Cleaner/Caretaker and the Parish Lengthman together with completion of annual appraisals.

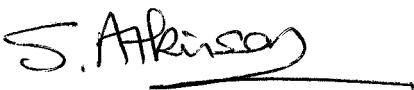
24. Audited Annual Accounts from Parish Groups

The Parish Council is obliged to receive audited accounts from parish groups if requested. These would be presented for information only.

25. Calendar of Meetings for 2019/2020

The Parish Council shall receive a calendar of meetings for the year 2019/2020 and confirm that this is published on the Parish Council's website.

Yours faithfully



Sara Atkinson
Parish Clerk
Ashover Parish Council