

ASHOVER PARISH COUNCIL

www.ashover-pc.gov.uk

PARISH CLERK

Sara Atkinson
The Sports Pavilion
Milken Lane
Ashover
CHESTERFIELD
S45 0BA

TEL: (01246) 863018

e-mail: parishclerk@ashover-pc.gov.uk



08 May 2018

Dear Councillor,

You are summoned to attend the **ANNUAL COUNCIL MEETING** of Ashover Parish Council on **TUESDAY 15 MAY 2018 at 6.30 pm** in The Sports Pavilion, Milken Lane, Ashover.

A G E N D A

1. Election of Chairman and Declaration of Acceptance

The Parish Council shall elect a Chairman for 2018/2019 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. Election of Vice-Chairman

The Parish Council shall elect a Vice-Chairman for 2018/2019.

4. Election of the Finance Committee and Terms of Reference

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

5. Appointment of a Parish Councillor Auditor

The Parish Council shall elect a Member to act as a Parish Councillor Auditor for 2018/2019 to act in accordance with Ashover Parish Council's Financial Regulations.

6. Election of the Burial Board and Terms of Reference

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

7. 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.

8. Confirmation of Other Parish Council Working Groups

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

9. 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.

10. 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.

11. Confirmation of Signatories on Parish Council Cheques

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

12. Ashover Parish Council Statement of Accounts 2017/2018, Assets Register and Deeds and Lease Documents

The Parish Council's Statement of Accounts for 2017/2018 and Assets Register shall be presented, and the following documents reviewed and confirmed.

**Parish Hall, Ashover – Trust Deed (dated 19.10.65) (superseded see below).*

**22 sq yds of land in front of Ashover Parish Hall on Milken Lane, Ashover (superseded see below) – Agreement (dated 30.05.68)*

**Sports Pavilion, Ashover – Lease (17.11.94 – 30 years commencing 01.10.94) (updated lease 12.11.98) [surrendered 02.04.2016]*

**These documents now superseded by Charitable Incorporated Organisation status of Ashover Parish Hall:- Completion of Transaction Document DY458846/Land Registration Documents DY260788: Register Title/Land to the South of Milken Lane, Ashover*

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 with W Robinson – dated 19.03.08

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).

13. 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 2018/2019. The Chairman and RFO shall sign the (LCRS) Action Plan.

14. 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.

15. 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:-

PLANS

*Action Plan 2015 – 2019	(review May 2018)
*Business Plan 2017 - 2020	(review May 2018)

(*review drafts)

POLICIES

1) Community Engagement Policy	(review May 2018)
2) Complaints Procedure	(review May 2018)
3) Data Protection Policy (now superseded by GDPR)	
4) Environmental Policy	(review May 2018)
5) Equality Policy	(review May 2018)
6) Firework Policy (Playing Field)	(review May 2018)
7) FOI Publication Scheme	(review May 2018)
8) Grant Awarding Policy (S137)	(review May 2018)
9) Health and Safety Policy	(review May 2018)
10) Information Protection Policy	(review May 2018)
11) Information Security Incident Policy	(review May 2018)
12) Legionella Control Policy	(review May 2018)
13) Memorial Safety Policy	(review May 2018)
14) Press & Media Policy	(review May 2018)
15) Recording & Filming of Meetings	(review May 2018)
16) Removable Media Policy	(review May 2018)
17) Retention of Documents & Records	(review May 2018)
18) Risk Management Policy and Procedure	(review May 2018)
19) Smoke-free Policy	(review May 2018)
20) Snow and Ice Policy (Car Park)	(review May 2018)
21) Social Media & Electronic Communication	(review May 2018)
22) Staff Appraisal Policy	(review May 2018)
23) Stress Policy	(review May 2018)
24) Training & Development Policy	(review May 2018)
25) Unreasonably Persistent Complaints Policy	(review May 2018)
26) Working at Heights Policy	(review May 2018)

STATEMENTS - (review May 2018 – ACM)

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

16. Ashover Parish Neighbourhood Plan (APNP) confirmed 08/02/2018

The Parish Council shall monitor the APNP, following approval at the Referendum held 08 February 2018 and review in line with the NEDDC Local Plan following its adoption.

17. Training

The Parish Council shall receive a list of training events attended by Councillors and Employees during 2017/2018.

Councillors:-

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
Cllr C Miller	04/09/2017	Fracking Seminar	DCC	EAF
Cllr N Early	05/09/2017	NEDDC Liaison Seminar	NEDDC	NEDDC
Cllr L Hunter-Bott	03/10/2017	Planning training	Cromford Mills	DALC
Cllr E Willmot	07/03/2018	NEDDC Business Meeting	NEDDC offices	NEDDC
Cllr R Fidler	07/03/2018	NEDDC Business Meeting	NEDDC offices	NEDDC

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	
27/04/2017	DALC Spring Seminar	Ripley	DALC	3
06/06/2017	Statutory Sick Pay	Webinar	HMRC	1
11/09/2017	Finance for Clerks/RFO	Cromford Mills	DALC	2.5
12/09/2017	Health & Safety	Cromford Mills	DALC	1.5
2017/18	General Reading	The Clerk Magazine	SLCC	3
2017/18	General Reading	Clerks & Councils Direct Magazine		1
04/09/2017	Fracking Seminar	Derbyshire County Council	EAF	1
05/09/2017	NEDDC Liaison Seminar	NEDDC	NEDDC	2.5
04/10/2017	Living and Minimum Wage	Webinar	HMRC	1
16/10/2017	Data Protection Regs update	Darley Dale	DALC	1.5
09/11/2017	Freedom of Information update	Cromford Mills	DALC	1
30/11/2017	Grant Funding	Darley Dale	DALC	1.5
13/02/2018	Staff Appraisals	Cromford Mills	DALC	1
		Total		36.5

Lengthman/Caretaker:-

DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
5th & 6th March 2018	First Aid at Work	Chesterfield	British Red Cross

18. 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.

19. Press/Media

The Parish Council shall review and confirm its procedure for dealing with press/media.

20. 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.

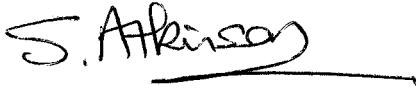
21. Audited Annual Accounts from Parish Groups

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

22. Calendar of Meetings for 2018/2019

The Parish Council shall receive a calendar of meetings for the year 2018/2019 and confirm that this is published on the Parish Council's website.

Yours faithfully

A handwritten signature in black ink that reads "S. Atkinson". The signature is written in a cursive style and is underlined with a single horizontal line.

Sara Atkinson
Parish Clerk
Ashover Parish Council