

# ASHOVER PARISH COUNCIL

[www.ashover-pc.gov.uk](http://www.ashover-pc.gov.uk)

**PARISH CLERK**

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08 May 2017

Dear Councillor,

You are summoned to attend the **ANNUAL COUNCIL MEETING** of Ashover Parish Council on **TUESDAY 16 MAY 2017 at 7.00 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 2017/2018 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 2017/2018.

**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 2017/2018 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 Neighbourhood Plan Steering Group**

The Parish Council shall elect up to three Members to the Neighbourhood Plan Steering Group.

**8. 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.

**9. Confirmation of Other Parish Council Working Groups**

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

## 10. 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.**

## 11. 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.

Members shall consider and review the starting time for Parish Council Surgeries and Ordinary Parish Council Meetings.

## 12. Confirmation of Signatories on Parish Council Cheques

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

## 13. Ashover Parish Council Statement of Accounts 2016/2017, Assets Register and Deeds and Lease Documents

The Parish Council's Statement of Accounts for 2016/2017 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) (October 2016).

Members shall consider future storage arrangements of original deeds and documents held by Sharp Young & Pearce of Nottingham (now Rother Sharp).

#### 14. 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 2017/2018. The Chairman and RFO shall sign the (LCRS) Action Plan.

#### 15. 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.

#### 16. Plans, Policies and Statements

The Parish Council shall adopt, review and confirm its Plans, Policies and Statements as required and that these are published on the Parish Council's website:-

##### **PLANS**

Action Plan 2014 – 2018	(review May 2017 - ACM)
Business Plan 2014 – 2017 (draft)	(review May 2017 - ACM)

##### **POLICIES**

1. Community Engagement Policy	(review May 2017)
2. Complaints Procedure	(review May 2018)
3. Data Protection Policy	(review May 2018)
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. Legionella Control Policy	(review May 2018)
11. Recording & Filming of Meetings	(review May 2018)
12. Memorial Safety Policy	(review May 2018)
13. Risk Management Policy and Procedure	(review May 2017)
14. Smoke-free Policy	(review May 2018)
15. Snow and & Ice Policy (Car Park)	(review May 2018)
16. Staff Appraisal Policy	(review May 2018)
17. Stress Policy	(review May 2018)
18. Training & Development Policy	(review May 2018)
19. Unreasonably Persistent Complaints Policy	(review May 2018)
20. Working at Heights Policy	(review May 2018)
21. Social Media Policy	(Adopt - May 2017)

##### **STATEMENTS** - (review May 2017)

1. Leadership in Planning for the Future
2. Delivering Value for Money
3. Managing Performance as a Corporate Body
4. Crime and Biodiversity
5. Performance of Staff

## 17. Training

The Parish Council shall receive a list of training events attended by Councillors and Employees during 2016/2017.

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
Cllr E Willmot	27/06/2016	Code of Conduct	Stretton	DALC
Cllr R Fidler	27/06/2016	Code of Conduct	Stretton	DALC
Cllr R Fidler	29/09/2016	Finance for Councillors	Ripley	DALC
Cllr E Willmot	29/09/2016	Finance for Councillors	Ripley	DALC
Cllr W Armitage	06/10/2016	DALC Executive & AGM	Chatsworth House Bakewell	DALC
Cllr E Willmot	06/10/2016	Chair Skills	Stretton	DALC
Cllr E Willmot	18/10/2016	Planning	Bakewell	DALC
Cllr R Early	18/10/2016	Planning	Bakewell	DALC
Cllr N Early	18/10/2016	Planning	Bakewell	DALC
Cllr N Early	23/02/2017	Law & Good Practice	Stretton	DALC
Cllr E Willmot	23/02/2017	Law & Good Practice	Stretton	DALC

### Clerk/RFO:-

Date	Activity	Place undertaken	Provider	CPD Points
17/05/2004	CiLCA	DCC Offices	DALC	15
16/08/2012	CiLCA Section 7 GPC	DALC Office, Wirksworth	DALC	
11/04/2016	DALC Spring Seminar	Walton	DALC	2.5
11/05/2016	Health & Safety	DALC office, Bakewell	DALC	1
27/06/2016	Code of Conduct	Stretton Village Hall	DALC	1
29/09/2016	Employment & Mediation	Stretton Village Hall	DALC	2
06/10/2016	Chair Skills	Stretton Village Hall	DALC	1
22/11/2016	DALC meeting with W Amis	Strutt Centre, Belper	DALC	1
23/02/2017	Law and Practice	Stretton Village Hall	DALC	2
17/03/2017	End of Year Payroll	Webinar	HMRC	1
2016/2017	General Reading	The Clerk Magazine	SLCC	3
			<b>Total</b>	29.5

## 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 and Data Protection Act 1998 and confirm updates to its 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.

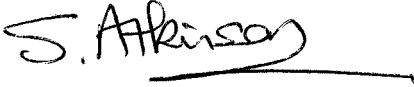
**21. Audited Annual Accounts from Parish Groups**

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 2017/2018**

The Parish Council shall receive a calendar of meetings for the year 2017/2018 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