

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



09 May 2016

Dear Councillor,

You are summoned to attend the **ANNUAL COUNCIL MEETING** of Ashover Parish Council on **TUESDAY 17 MAY 2016 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 2016/2017 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 2016/2017.

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 2015/2016 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. Ashover Parish Council Representation

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

AFFORDABLE RURAL HOUSING
CEMETERY
COMMUNITY TRANSPORT
CRICKET CLUB
DISTRICT/COUNTY PARTNERSHIP MEETINGS
EASTWOOD GRANGE SCHOOL
HEALTH AND SAFETY
HIGHWAYS AND PAVEMENTS

NEIGHBOURHOOD PLAN
PARISH APPEARANCE
PARISH HALL MANAGEMENT COMMITTEE
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.

9. 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.

10. 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.

11. Ashover Parish Council Statement of Accounts 2015/2016, Assets Register and Deeds and Lease Documents

The Parish Council's Statement of Accounts for 2015/2016 and Assets Register shall be presented, and the following documents reviewed and confirmed (original deeds and documents held by Sharp Young & Pearce of Nottingham) :-

Parish Hall, Ashover – Trust Deed (dated 19.10.65)

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)

22 sq yds of land in front of Ashover Parish Hall on Milken Lane, Ashover – 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]

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)

12. 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 2016/2017. The Chairman and RFO shall sign the (LCRS) Action Plan.

13. 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.

14. Plans, Policies and Statements

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

PLANS

Action Plan 2013 – 2016

(review May 2016 - ACM)

Business Plan 2014 - 2017

(review May 2016 - ACM)

POLICIES

Community Engagement Policy	(review May 2016 – ACM)
Complaints Procedure	(review May 2018)
Data Protection Policy	(review May 2018)
Environmental Policy	(review May 2018)
Equality Policy	(review May 2018)
Firework Policy (Playing Field)	(review May 2018)
FOI Publication Scheme	(review May 2018)
Grant Awarding Policy (S137)	(review May 2018)
Health and Safety Policy	(review May 2018)
Legionella Control Policy	(review May 2018)
Recording & Filming of Meetings	(review May 2018)
Risk Management Policy and Procedure	(review May 2016 – ACM)
Smoke-free Policy	(review May 2018)
Snow and & Ice Policy (Car Park)	(review May 2018)
Staff Appraisal Policy	(review May 2018)
Stress Policy	(review May 2018)
Training & Development Policy	(review May 2018)
Unreasonably Persistent Complaints Policy	(review May 2018)
Working at Heights Policy	(review May 2018)

STATEMENTS - (review May 2016 – ACM)

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

15. Training

The Parish Council shall receive a list of training events attended by Councillors and Employees during 2015/2016.

Councillors

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
ClIr M Hayward	17/06/2015	Councillor Induction Training	NEDDC Offices, Wingerworth	DALC
ClIr A Tyson	17/06/2015	Councillor Induction Training	NEDDC Offices, Wingerworth	DALC
ClIr R Fidler	20/07/2015	Chair Skills Training	Stretton Village Hall, Stretton	DALC
ClIr W Armitage	20/07/2015	Chair Skills Training	Stretton Village Hall, Stretton	DALC
ClIr E Willmot	21/07/2015	LCAS Training	Draycott Parish Rooms, Draycott	DALC
ClIr R Fidler	21/07/2015	LCAS Training	Draycott Parish Rooms, Draycott	DALC
ClIr C Miller	09/09/2015	Managing Cemeteries etc.	Shirland Village Hall, Shirland	DALC
ClIr S Dronfield	09/09/2015	Managing Cemeteries etc.	Shirland Village Hall, Shirland	DALC
ClIr W Armitage	09/09/2015	Managing Cemeteries etc.	Shirland Village Hall, Shirland	DALC
ClIr L Hunter-Bott	10/09/2015	Councillor Induction Training	DALC office, Bakewell	DALC
ClIr S Dronfield	12/11/2015	Minutes and Procedures	Stretton Village Hall, Stretton	DALC
ClIr S Dronfield	25/11/2015	Digital by Default	DALC office, Bakewell	DALC
ClIr L Hunter-Bott	25/11/2015	Digital by Default	DALC office, Bakewell	DALC
ClIr E Willmot	25/11/2015	Digital by Default	DALC office, Bakewell	DALC
ClIr R Fidler	25/11/2015	Digital by Default	DALC office, Bakewell	DALC
ClIr R Fidler	09/12/2015	The Planning Process	DALC office, Bakewell	DALC

Clerk/RFO

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	
26/03/2015	DALC Spring Seminar	Stretton Village Hall, Stretton	DALC	2.5
21/05/2015	Record-keeping Training	DCC Archive Offices, Matlock	DCC	1
17/06/2015	Councillor Induction Event	NEDDC offices, Wingerworth	DALC	1
20/07/2015	Chair Skills Training	Stretton Village Hall, Stretton	DALC	1
21/07/2015	LCAS Training	Draycott Parish Rooms, Draycott	DALC	1
09/09/2015	Managing Cemeteries etc.	Shirland Village Hall, Shirland	DALC	2.5
15/09/2015	Allotments	Hulland Ward Village Hall	DALC	2
22/09/2015	Employment/H & S legislation	DALC office, Bakewell	DALC	1
12/11/2015	Minutes and Procedures	Stretton Village Hall, Stretton	DALC	2.5
25/11/2015	Digital by Default	DALC office, Bakewell	DALC	1
09/12/2015	The Planning Process	DALC office, Bakewell	DALC	1.5
03/03/2016	Freedom of Info & Data Prot	DALC office, Bakewell	DALC	1
09/03/2016	Audit Briefing	DALC office, Bakewell	DALC	1
		Total		34

Lengthman/Caretaker

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER	NOTES
John Bown	26 & 27/01/2015	First Aid at Work	Ibis Hotel, Chesterfield	British Red Cross	valid to 26/01/2018
John Bown	16/07/2015	Routine Playground	Hilton Village Hall, Hilton	Rural Action	valid to 16/07/2018
		Inspection training		Derbyshire	

16. 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.

17. Press/Media

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

18. 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/Pavilion Booking Clerk, the Pavilion Cleaner/Caretaker and the Parish Lengthman together with completion of annual appraisals.

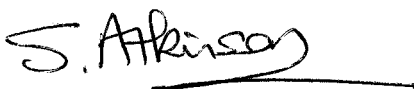
19. Audited Annual Accounts from Parish Groups

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

20. Calendar of Meetings for 2016/2017

The Parish Council shall receive a calendar of meetings for the year 2015/2016 and confirm that this is published on the Parish Council's website.

Yours faithfully



Sara Atkinson [Mrs]
Parish Clerk
Ashover Parish Council