

ASHOVER PARISH COUNCIL
Minutes of the ANNUAL COUNCIL MEETING held in
The Sports Pavilion, Milken Lane, Ashover at
6.30p.m. on Tuesday 15 MAY 2018

PRESENT

Councillors W Armitage, N Early, Mrs R Early, R Fidler, Mrs M Hayward, Mrs L Hunter-Bott,
C Miller, Mrs A Tyson
S Atkinson (Parish Clerk/RFO)

In the absence of the Chairman (Cllr E Willmot), the Vice-Chairman (Cllr R Fidler) took the Chair.

001/18 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot is elected as Chairman for 2018/2019.

Resolved: That Cllr E Willmot is elected as Chairman of the Parish Council for 2018/19 and that the Declaration of Acceptance of Office is signed.

002/18 Apologies

An apologies for absence were received from Cllrs E Willmot and S Dronfield.

003/18 Election of Vice-Chairman

It was proposed and seconded that Cllr R Fidler is elected as Vice-Chairman for 2018/2019.

Resolved: That Cllr R Fidler is elected as Vice-Chairman for 2018/2019.

004/18 Election of the Finance Committee and Terms of Reference

Five Members were proposed and seconded to form the Finance Committee for 2018/2019. The Finance Committee shall, at its first meeting, elect a Chairman.

Resolved: That Cllrs W Armitage, N Early, R Fidler, C Miller and Mrs M Hayward are elected to form the Finance Committee for 2018/2019 and the Committee shall continue to make recommendations to the Council.

005/18 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield is elected as Parish Councillor Auditor for 2018/2019 to act in accordance with Ashover Parish Council's Financial Regulations. It was acknowledged that Cllr Dronfield is a signatory to cheques (Financial Regulation 2.2 refers) and it was proposed and seconded that Financial Regulation 2.2 is suspended to allow Cllr Dronfield to be appointed Parish Councillor Auditor.

Resolved: That Financial Regulation 2.2 is suspended to allow Cllr Dronfield to be appointed Parish Councillor Auditor for 2018/2019.

006/18 Election of the Burial Board and Terms of Reference

Three Members were proposed and seconded to form the Burial Board Working Group for 2017/2018. The Burial Board Working Group shall, at its first meeting, elect a Chairman.

Resolved: That Cllrs C Miller, W Armitage and S Dronfield are elected to form the Burial Board Working Group for 2018/2019 and the Working Group shall continue to make recommendations to the Council.

007/18 Election of Parish Councillors on the Parish Council/Parish Hall Liaison Group

Three Members were proposed and seconded to the Parish Council/Parish Hall Liaison Group.

Resolved: That Cllrs N Early, R Fidler and E Willmot are elected to sit on the Parish Council/Parish Hall Liaison Group.

008/18 Confirmation of Other Parish Council Working Groups

Consideration was given to the 'Aims and Objectives' of the Tree Working Group.

Resolved: That the 'Aims and Objectives' of the Tree Working Group are confirmed.

09/18 Ashover Parish Council Representation

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

AFFORDABLE RURAL HOUSING - **S Dronfield, R Fidler, E Willmot**
ALLOTMENTS – **S Dronfield**
CEMETERY - **W Armitage, S Dronfield, C Miller**
CRICKET CLUB - **W Armitage**
DISTRICT/COUNTY PARTNERSHIP MEETINGS - **As required**
EASTWOOD GRANGE SCHOOL - **Mrs R Early, C Miller**
HEALTH AND SAFETY - **Mrs M Hayward, Mrs L Hunter-Bott**
HIGHWAYS AND PAVEMENTS - **R Fidler**
NEIGHBOURHOOD PLAN - **W Armitage, R Fidler, M Hayward**
PARISH APPEARANCE - **R Fidler**
PARISH HALL MANAGEMENT COMMITTEE - **C Miller**
PRIMARY SCHOOL - **Mrs R Early, Mrs L Hunter-Bott**
RIGHTS OF WAY - (including Footpaths Group meetings) - **W Armitage**
TREE WORKING GROUP – **As required**
UPPERTOWN SOCIAL CENTRE - **R Fidler, E Willmot**
YOUTH PROJECTS - **S Dronfield, Mrs R Early, Mrs L Hunter-Bott**

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

Resolved: That Councillors represent the Parish Council to outside bodies as listed above, but that it be noted that representation does not allow an individual councillor or the chairman to make a decision on behalf of the council.

10/18 Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council considered the Standing Orders and Financial Regulations for confirmation. Consideration was given to amendment of Financial Regulations 4.1,4.5 and 11.1g to increase the requirement for 3 estimates and authorised expenditure from £500 to £1,000.

Resolved:

- (i) That amounts in Financial Regulations 4.1, 4.5 and 11.1g are increased from £500 to £1,000.***
- (ii) That, following amendment as (i) above, the Standing Orders and Financial Regulations for Ashover Parish Council are confirmed and published online.***

011/18 Confirmation of Signatories on Parish Council Cheques

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

Resolved: That Cllrs S Dronfield, Mrs R Early, R Fidler, C Miller, and E Willmot are confirmed as signatories.

012/18 Ashover Parish Council Statement of Accounts 2017/2018, Deeds and Lease Documents and Assets Register

The Parish Council's Statement of Accounts for 2017/2018, Assets Register (Totalling £276,889) and Deeds & Lease documents were presented.

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).

Resolved: That the Statement of Accounts 2017/18, Deeds & Lease Documents and Assets Register are confirmed.

013/18 Insurance and Risk Management

The Insurance Schedule and completed 'Local Council Risk System' (LCRS) Action Plan 2018/2019 were put forward for consideration. No risks had been identified by the LCRS.

Resolved: That the Insurance documents for 2018/2019 are confirmed and the (LCRS) Action Plan, with no matters arising, is signed.

014/18 Members' Code of Conduct

The Code of Conduct had been adopted on 17 July 2012 (Minute 072/12) together with an amendment to the 'Seven General Principles' (Minute 012/13).

Resolved: That the Members' Code of Conduct is confirmed and published online.

015/18 Plan, Policies and Statements

The Parish Council considered and reviewed its Plans, Policies and Statements:-

PLANS

Action Plan	2016 - 2020	(review May 2019)
Business Plan	2018 – 2021	(review May 2019)

POLICIES

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

STATEMENTS -

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

Resolved:

- (i) **That the revised Action and Business Plans are adopted and reviewed in May 2019.**
- (ii) **That all policies and statements are confirmed annually and reviewed in 2021 or before if legislation dictates.**

016/18 Ashover Parish Neighbourhood Plan (APNP) confirmed 08/02/2018

The Parish Council confirmed the APNP, following its approval at the Referendum held 08 February 2018. The APNP would be reviewed in line with the NEDDC Local Plan 2014 - 2034, following its adoption.

Resolved: That the APNP is confirmed annually and reviewed in line with the NEDDC Local Plan 2014-2034, once adopted.

017/18 Training 2017/2018

The Parish Council received 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
Cllr W Armitage	07/03/2018	NEDDC Business Meeting	NEDDC offices	NEDDC

Parish 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	
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

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

Resolved: That the list of training events attended is noted and published online.

018/18 Freedom of Information and Data Protection

The Parish Council reviewed its procedures for handling requests made under the Freedom of Information Act 2000, Data Protection Act 1998 and General Data Protection Regulations.

Resolved: That the Model Publication Scheme is confirmed, together with the updated General Data Protection Regulations effective 25/05/2018.

019/18 Press/Media

The Parish Council reviewed its procedure for dealing with press/media.

Resolved: That the 'Press and Media Policy' is confirmed as under Minute 15/18 (14).

020/18 Contracts, Statements of Particulars of Employment and Appraisals

The Parish Council reviewed the contracts of employment in respect of the Parish Clerk/Responsible Financial Officer/Clerk to the Burial Board and the Pavilion Cleaner/Caretaker/Parish Lengthman. Annual Appraisals were being undertaken for the two employees.

Resolved: That the current Contracts and Statements of Particulars of Employment and Annual Appraisals for Parish Council employees are confirmed.

021/18 Audited Annual Accounts from Parish Groups

The Parish Council is obliged to receive audited accounts from parish groups if requested. No audited accounts had been received.

Resolved: That the report is noted.

022/18 Calendar of Meetings for 2018/2019

The Calendar of Meetings for the year 2018/2019 had been circulated to Members.

Resolved: That the Calendar of Meetings for 2018/2019 is confirmed and published online.

The Annual Council Meeting Closed at 6.55pm