

ASHOVER PARISH COUNCIL
Minutes of the ANNUAL COUNCIL MEETING held in
The Sports Pavilion, Milken Lane, Ashover at
7.00 p.m. on Tuesday 16 MAY 2017

PRESENT

Councillors W Armitage, S Dronfield, N Early, Mrs R Early, R Fidler, C Miller,
Mrs A Tyson and E Willmot
S Atkinson (Parish Clerk/RFO)

001/17 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot is elected as Chairman for 2017/2018.

Resolved: That Cllr E Willmot is elected as Chairman of the Parish Council for 2017/18 and that the Declaration of Acceptance of Office is signed.

002/17 Apologies

Apologies for absence were received from Cllrs Mrs M Hayward and Mrs L Hunter-Bott.

003/17 Election of Vice-Chairman

It was proposed and seconded that Cllr R Fidler is elected as Vice-Chairman for 2017/2018.

Resolved: That Cllr R Fidler is elected as Vice-Chairman for 2017/2018.

004/17 Election of the Finance Committee and Terms of Reference

Five Members were proposed and seconded to form the Finance Committee for 2017/2018. 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 2017/2018 and the Committee shall continue to make recommendations to the Council.

005/17 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield is elected as Parish Councillor Auditor for 2017/2018 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 2017/2018.

006/17 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 2017/2018 and the Working Group shall continue to make recommendations to the Council.

007/17 Election of Councillors on Neighbourhood Plan Steering Group

Three Members were proposed and seconded to the Neighbourhood Plan Steering Group.

Resolved: That Cllrs W Armitage, R Fidler and Mrs M Hayward are elected to sit on the Neighbourhood Plan Steering Group.

008/17 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.

009/17 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.

010/17 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.

11/17 Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council considered the Standing Orders and Financial Regulations for confirmation. Members considered a revised starting time for Parish Council Surgeries and Ordinary Parish Council Meetings.

Resolved:

- (i) That the Standing Orders and Financial Regulations for Ashover Parish Council are confirmed and published online.**
- (ii) That Parish Council Surgeries commence at 7.00pm prior to every Ordinary Parish Council Meeting.**
- (iii) That Ordinary Parish Council Meetings commence at 7.15pm.**

012/17 Confirmation of Signatories on Parish Council Cheques

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

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

013/17 Ashover Parish Council Statement of Accounts 2016/2017, Deeds and Lease Documents and Assets Register

The Parish Council's Statement of Accounts for 2016/2017, Assets Register (Totalling £272,256) and Deeds & Lease documents were presented.

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

Resolved:

(i) ***That the Statement of Accounts 2016/2017 is confirmed.***

(ii) ***That the Assets Register (£272,256) is confirmed and updated to include a defibrillator and cabinet (£273,256).***

(iii) ***That the Deeds and Lease documents are confirmed.***

(iv) ***That Deed and Lease documents are withdrawn from Rother Sharp and re-deposited with BRM Solicitors, Gray Court, 99 Saltergate, Chesterfield, Derbyshire S40 1LD***

014/17 Insurance and Risk Management

The Insurance Schedule and completed 'Local Council Risk System' (LCRS) Action Plan 2017/2018 were put forward for consideration. No risks had been identified by the LCRS.

Resolved: That the Insurance documents for 2017/2018 are confirmed and the (LCRS) Action Plan, with no matters arising, is signed.

015/17 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.

016/17 Plan, Policies and Statements

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

PLANS

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

POLICIES

Community Engagement Policy	(review May 2018)
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 2018)
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)
Social Media Policy	(adopted May 2017/review May 2018)

STATEMENTS - (review May 2018)

- 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 Social Media Policy is adopted.***
- (ii) ***That the revised Action Plan 2014-2018 is adopted.***
- (iii) ***That the Draft Business Plan is given further consideration and put forward to the Ordinary Parish Council Meeting in June 2017.***
- (iv) ***That the Parish Council's plans, policies and statements are confirmed and published online.***

017/17 Training 2016/2017

The Parish Council received a list of training events attended by Councillors and employees during 2016/2017.

Councillors:-

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

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	
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
			Total	29.5

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

018/17 Freedom of Information and Data Protection

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

Resolved: That the Model Publication Scheme and registration under the Data Protection Act 1998 be confirmed, together with the Data Protection Policy including Guideline, and that these are published online.

019/17 Press/Media

The Parish Council reviewed its procedure for dealing with press/media and a 'Press & Media Policy' was put forward for consideration.

Resolved: That the 'Press and Media Policy' is adopted and reviewed in May 2018.

020/17 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, Pavilion Cleaner/Caretaker and Parish Lengthman. Annual Appraisals had been 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.

021/17 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.

022/17 Calendar of Meetings for 2017/2018

The Calendar of Meetings for the year 2017/2018 had been circulated to Members.

Resolved: That the Calendar of Meetings for 2017/2018 is confirmed and published online.

The Annual Council Meeting Closed at 7.32pm and was immediately followed by the Ordinary Parish Council Meeting