

ASHOVER PARISH COUNCIL
Minutes of the ANNUAL COUNCIL MEETING held in
The Sports Pavilion, Milken Lane, Ashover at
7.00 p.m. on Tuesday 17 MAY 2016

PRESENT

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

001/16 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot is elected as Chairman for 2016/2017.

Resolved: That Cllr E Willmot is elected as Chairman of the Parish Council for 2016/17 and that the Declaration of Acceptance of Office is signed.

002/16 Apologies

Apologies for absence received from Cllr Mrs A Tyson.

003/16 Election of Vice-Chairman

It was proposed and seconded that Cllr R Fidler is elected as Vice-Chairman for 2016/2017.

Resolved: That Cllr R Fidler is elected as Vice-Chairman for 2016/2017.

004/16 Election of the Finance Committee and Terms of Reference

Five Members were proposed and seconded to form the Finance Committee for 2016/2017. 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 2016/2017 and the Committee shall continue to make recommendations to the Council.

005/16 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield is elected as Parish Councillor Auditor for 2016/2017 to act in accordance with Ashover Parish Council's Financial Regulations.

Resolved: That Cllr S Dronfield is elected as Parish Councillor Auditor for 2016/2017.

006/16 Election of the Burial Board and Terms of Reference

Three Members were proposed and seconded to form the Burial Board Working Group for 2016/2017. 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 2016/2017 and the Working Group shall continue to make recommendations to the Council.

007/16 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.

008/16 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**

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.

09/16 Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council considered the revised Standing Orders and Financial Regulations.

Resolved: That the revised Standing Orders and Financial Regulations for Ashover Parish Council are adopted, confirmed and published online.

010/16 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.

011/16 Ashover Parish Council Statement of Accounts 2015/2016, Deeds and Lease Documents and Assets Register

The Parish Council's Statement of Accounts for 2015/2016, Assets Register (Totalling £483,986) and Deeds & Lease documents were presented.

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)

Cemetery Extension, Ashover – Conveyance (dated 04.08.38) and associated documentation.

Parish Bus Shelters – Deeds

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

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)

Resolved: That the Statement of Accounts 2015/2016, the Assets Register and the Deeds and Lease documents are confirmed.

012/16 Insurance and Risk Management

The Insurance Schedule and completed 'Local Council Risk System' (LCRS) Action Plan 2016/2017 were put forward for consideration. No risks had been identified by the LCRS.

Resolved: That the Insurance documents for 2016/2017 are confirmed and the (LCRS) Action Plan, with no matters arising, is signed.

013/16 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.

014/16 Plan, Policies and Statements

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

PLANS

Action Plan 2013 – 2016	(review Finance Cttee October 2016)
Business Plan 2014 - 2017	(review Finance Cttee October 2016)

POLICIES

Community Engagement Policy	(review May 2017 – 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 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)

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: That the Parish Council's plans, policies and statements are confirmed and published online.

015/16 Training

The Parish Council received a list of training events attended by Councillors and employees during 2015/2016.

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

016/16 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.

017/16 Press/Media

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

Resolved: That press/media be referred to the Parish Clerk for appropriate action.

018/16 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.

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

019/16 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.

020/16 Calendar of Meetings for 2016/2017

The Calendar of Meetings for the year 2016/2017 had been circulated to Members.

Resolved: That the Calendar of Meetings for 2016/2017 is confirmed and published online.

The Annual Council Meeting Closed at 7.25pm and was followed by the
Ordinary Parish Council Meeting