

ASHOVER PARISH COUNCIL
Minutes of the ANNUAL COUNCIL MEETING held in
The Sports Pavilion, Milken Lane, Ashover at
7.00 p.m. on Tuesday 19 MAY 2015

PRESENT

Councillors W Armitage, S Dronfield, N Early, Mrs R Early, R Fidler, Mrs M Hayward,
E Willmot
S Atkinson (Parish Clerk/RFO)

001/15 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot be elected as Chairman for 2015/2016.

Resolved: That Cllr E Willmot is elected as Chairman of the Parish Council for 2015/16 and that the Declaration of Acceptance of Office be signed.

002/15 Apologies

Apologies for absence received from Cllrs C Miller and Mrs A Tyson.

003/15 Election of Vice-Chairman

It was proposed and seconded that Cllr R Fidler be elected as Vice-Chairman for 2015/2016.

Resolved: That Cllr R Fidler is elected as Vice-Chairman for 2015/2016.

004/15 Parish Council Vacancy for Co-option

Following the elections on 07 May 2015, one vacancy had arisen. In accordance with NALC guidelines and in the interests of transparency, the vacancy would be notified publicly by NEDDC.

Resolved: That notice of the vacancy is published by the District Council and posted on the main noticeboard and website and that the statutory procedure for a 'Casual Vacancy' is followed if appropriate.

005/15 Election of the Finance Committee and Terms of Reference

Five Members were proposed and seconded to form the Finance Committee for 2015/2016. 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 2015/2016 and the Committee shall continue to make recommendations to the Council.

006/15 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield be elected as Parish Councillor Auditor for 2015/2016 to act in accordance with Ashover Parish Council's Financial Regulations.

Resolved: That Cllr S Dronfield is elected as Parish Councillor Auditor for 2015/2016.

007/15 Election of the Burial Board and Terms of Reference

Three Members were proposed and seconded to form the Burial Board Working Group for 2015/2016. 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 2015/2016 and the Working Group shall continue to make recommendations to the Council.

008/15 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.

009/15 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

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, W Armitage

RIGHTS OF WAY - (including Footpaths Group meetings)

W Armitage

SPORTS ASSOCIATION

Mrs R Early

UPPERTOWN SOCIAL CENTRE

R Fidler, E Willmot

YOUTH PROJECTS

S Dronfield, Mrs R Early

It must be 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.

010/15 Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council considered the Standing Orders and Financial Regulations.

Resolved: That the current Standing Orders and Financial Regulations for Ashover Parish Council are confirmed.

011/15 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.

012/15 Ashover Parish Council Statement of Accounts 2014/2015, Deeds and Lease Documents and Assets Register

The Parish Council's Statement of Accounts for 2015/2016 and Assets Register were presented. The Assets Register had been updated to include the new fitness equipment. The following documents were confirmed:-

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*)
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 2014/2015, the updated Assets Register and the Deeds and Lease documents be confirmed.

013/15 Insurance and Risk Management

The Insurance Schedule, the completed 'Local Council Risk System' (LCRS) and general Health and Safety file for 2015/2016 and the LCRS Action Plan were put forward for consideration. Some website risks had been identified in the Action Plan. Annual Maintenance Inspections of Council owned property were underway.

Resolved: That the Insurance and Risk Management documents for 2015/2016 be confirmed and the (LCRS) Action Plan received.

014/15 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.

015/15 Policies and Statements

The Parish Council considered its Policies and Statements, together with minor amendments:-

Complaints Procedure	(review 2018)
Environmental Policy	(review 2018)
Equality Policy Statement	(review 2018)
Firework Policy (Playing Field)	(review 2018)
Health and Safety Policy	(review 2018)
Recording of Meetings	(review 2018)
Stress Policy	(review 2018)
Statement of Intent	(review 2018)
Snow and & Ice Policy (Car Park)	(review 2018)
Smoke-free Policy	(review 2018)
Training Policy	(review 2018)
Working at Heights Policy	(review 2018)
Unreasonably Persistent Complaints Policy	(review 2018)

Resolved: That the Parish Council's policies and statements are confirmed and all policies and statements are reviewed every 3 years from 2015, or when legislation dictates.

016/15 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 Guidelines.

017/15 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.

018/15 Contracts and Statements of Particulars of Employment

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 be confirmed.

019/15 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 be noted.

020/15 Action Plan 2015/2016

The Parish Council considered its Action Plan for the current financial year.

Resolved: That the Action Plan 2015/2016 is confirmed and published on the website.

021/15 Calendar of Meetings for 2015/2016

The Calendar of Meetings for the year 2015/2016 had been circulated to Members.

Resolved: That the Calendar of Meetings for 2015/2016 is confirmed.

The Annual Council Meeting Closed at 7.30pm and was immediately followed by the Ordinary Parish Council Meeting