

ASHOVER PARISH COUNCIL
Minutes of the ANNUAL COUNCIL MEETING held in
The Sports Pavilion, Milken Lane, Ashover at
7.00 p.m. on Tuesday 20 MAY 2014

PRESENT

Councillors W Armitage, Mrs C Brocksopp, Mrs S Bull, J Cook, S Dronfield, N Early,
Mrs R Early, R Fidler, E Willmot
S Atkinson (Parish Clerk/RFO)

001/14 Election of Chairman and Declaration of Acceptance

It was proposed, seconded and unanimously supported that a vote of confidence be given to the present Chairman and that he be elected as Chairman for 2014/2015.

Resolved: That Cllr E Willmot be elected as Chairman of the Parish Council for 2014/15 and that the Declaration of Acceptance of Office be signed.

002/14 Apologies

Apologies for absence received from Cllr C Miller.

003/14 Election of Vice-Chairman

It was proposed and seconded that Cllr Mrs C Brocksopp be elected as Vice-Chairman for 2014/2015.

Resolved: That Cllr Mrs C Brocksopp be elected as Vice-Chairman for 2014/2015.

004/14 Election of the Finance Committee and Terms of Reference

Five Members were proposed and seconded to form the Finance Committee for 2014/2015. The Finance Committee shall, at its first meeting, elect a Chairman.

Resolved: That Cllrs N Early, C Miller, Mrs C Brocksopp, R Fidler and W Armitage be elected to form the Finance Committee for 2014/2015 and the Committee shall continue to make recommendations to the Council.

005/14 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield be elected as Parish Councillor Auditor for 2014/2015 to act in accordance with Ashover Parish Council's Financial Regulations.

Resolved: That Cllr S Dronfield be elected as Parish Councillor Auditor for 2014/2015.

006/14 Election of the Burial Board and Terms of Reference

Three Members were proposed and seconded to form the Burial Board Working Group for 2014/2015. The Burial Board Working Group shall, at its first meeting, elect a Chairman.

Resolved: That Cllrs C Miller, Mrs C Brocksopp and S Dronfield be elected to form the Burial Board Working Group for 2014/2015 and the Working Group shall continue to make recommendations to the Council.

007/14 Ashover Parish Council Representation

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

AFFORDABLE RURAL HOUSING

Cllrs C Brocksopp, J Cook, R Fidler, E Willmot

CEMETERY

Cllrs C Brocksopp, S Dronfield, C Miller

COMMUNITY TRANSPORT

Cllr C Brocksopp

CRICKET CLUB

Cllr W Armitage

DISTRICT/COUNTY PARTNERSHIP MEETINGS

As required

EASTWOOD GRANGE SCHOOL

Cllrs R Early, C Miller

HEALTH AND SAFETY

Cllr J Cook

HIGHWAYS AND PAVEMENTS

Cllrs R Fidler

PARISH APPEARANCE

Cllrs C Brocksopp, J Cook, R Fidler

PARISH HALL MANAGEMENT COMMITTEE

Cllr C Miller

PRIMARY SCHOOL

Cllrs W Armitage, R Early

RIGHTS OF WAY - (including Footpaths Group meetings)

Cllrs W Armitage

SPORTS ASSOCIATION

Cllrs R Early

TENNIS CLUB

Cllr R Early

UPPERTOWN SOCIAL CENTRE

Cllrs C Brocksopp, R Fidler

YOUTH PROJECTS

Cllrs C Brocksopp, S Dronfield, 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.

008/14 Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council considered the Standing Orders and Financial Regulations. These were being reviewed in accordance with NALC recommendations.

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

009/14 Confirmation of Signatories on Parish Council Cheques

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

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

010/14 Ashover Parish Council Statement of Accounts 2013/2014, Deeds and Lease Documents and Assets Register

The Parish Council's Statement of Accounts for 2013/2014 and Assets Register were presented, the Assets Register had been updated to include the new basket swing and scanner 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 2013/2014, the updated Assets Register and the Deeds and Lease documents be confirmed.

011/14 Insurance and Risk Management

The Insurance Schedule, the completed 'Local Council Risk System' (LCRS) and general Health and Safety file for 2014/2015 and the LCRS Action Plan were put forward for consideration. Some website risks had been identified in the Action Plan.

Resolved: That the Insurance and Risk Management documents for 2014/2015 be confirmed, and that Chairman and RFO sign the (LCRS) Action Plan.

012/14 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 be confirmed.

013/14 Policies and Statements

The Parish Council considered its Policies and Statements:-

Health and Safety Policy	(review 2015)
Complaints Procedure	(review 2015)
Environmental Policy	(review 2015)
Equality Policy Statement	(review 2015)
Stress Policy	(review 2015)
Statement of Intent	(review 2015)
Snow and & Ice Policy (Car Park)	(review 2015)
Firework Policy (Playing Field)	(review 2015)
Smokefree Policy	(review 2015)
Working at Heights Policy	(review 2015)

Resolved: That the Parish Council's Health & Safety Policy/Complaints Procedure/Environmental Policy/Equality Policy Statement/Stress Policy/Statement of Intent/Snow and & Ice Policy (Car Park) /Firework Policy (Playing Field)/ Smokefree Policy/Working at Heights Policy be confirmed and all policies be reviewed in 2015 and then every 4 years or when legislation dictates.

014/14 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. An updated Model Publication Scheme and draft Data Protection Policy including Guidelines were put forward for confirmation and adoption.

Resolved: That the updated Model Publication Scheme and registration under the Data Protection Act 1998 be confirmed, that the Data Protection Policy including Guidelines be adopted and that the documents be posted on the Parish Council website.

015/14 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.

016/14 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.

017/14 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.

018/14 Calendar of Meetings for 2014/2015

The Calendar of Meetings for the year 2014/2015 had been circulated to Members. The possibility of an August meeting was raised.

Resolved:

- (i) That the Calendar of Meetings for 2014/2015 be confirmed.***
- (ii) That no meetings be held in August unless extremely urgent and important business was raised, in which case an extraordinary meeting would be called.***

The Annual Council Meeting Closed at 7.20pm and was immediately followed by the Ordinary Parish Council Meeting