

ASHOVER PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held via the 'Zoom' Platform

<https://us02web.zoom.us/j/84874230339?pwd=TzZzS3NCY3NEaW42YnZpUkh1czM1UT09>

Meeting ID: 848 7423 0339 Passcode: 034960

6.00 p.m. on Tuesday 04 MAY 2021

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PRESENT

Councillors Mrs H Boffy, S Dronfield, N Early, Mrs R Early, R Fidler, Mrs L Hunter-Bott,
 C Miller, E Willmot
 Parish/NEDDC District Cllr W Armitage
 S. Atkinson (Parish Clerk)
 Members of the Public – 0

001/21 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot is elected Chairman for 2021/2022.

Resolution: That Cllr E Willmot is elected Chairman for 2021/22 and that the Declaration of Acceptance is signed.

002/21 Apologies

There were no apologies for absence.

003/21 Variation of Order of Business

There was no variation in the order of business.

004/21 Declaration of Members Interests and Requests for Dispensation

Dispensations were confirmed as follows:-

- District/Parish Cllr W Armitage – Planning (dispensation granted to May 2023)

005/21 Recording and Filming of Council and Committee Meetings

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.

006/21 Public Speaking (fifteen minutes)

District Councillor W Armitage reported that updated Tree Preservation Orders had been issued by the District Council on various parts of Ashover.

Eleven Crimes were reported for March 2021.

007/21 Exclusion of Public

To determine which items, if any, on the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: - *“That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960, s1, in order to discuss the item.”*

There were no items on the agenda taken in exclusion

008/21 Minutes

The Minutes of the Extraordinary Parish Council Meeting held 27 April 2021 were put forward and it was proposed and seconded that the Minutes be approved as a correct record.

Resolution: That the Minutes of the Extraordinary Parish Council Meeting held 27 April 2021 are approved as a correct record subject to the following amendment:-

“Minute 300/21 Climate Change – The working group was progressing an action plan and a suggestion for the supply of a bike rack would be progressed and put forward to a future meeting.” Not “the next meeting” as stated.

009/21 Planning

Application Number: [21/00347/FL](#)

Proposal: Approval to retain altered entrance, drive and landscaping and erect a new agricultural building

Address: Alice Head Road Farm Alicehead Road Ashover Chesterfield

Applicant: Mr Neil Surr

No Comments

Application Number: [21/00125/TPO](#)

Proposal: Application to remove 2no Beech, 1 Willow and the pruning of 1 Norway maple covered by TPO No280 (Amended title)

Address: The Bourne Moor Road Ashover Chesterfield

Applicant: Guy Robinson

Comments: Ashover Parish Council requests that an inspection and assessment is undertaken on the proposal by a qualified and independent Arboriculturist.

Application Number: [21/00303/TPO](#)

Proposal: Application to fell 1no Horse Chestnut covered by NEDTPO280 (Amended Title)

Address: The Bourne Moor Road Ashover Chesterfield

Applicant: Guy Robinson

Comments: Ashover Parish Council understands that this tree is not in the applicant's ownership and it is owned by Derbyshire County Council Highways. Supporting documentation leads Members to believe that the tree is not in ill health and they consider therefore it should be preserved, providing it is not posing a danger. Ashover Parish Council requests that an inspection and assessment is undertaken on the proposal by a qualified and independent Arboriculturist.

010/21 Election of Vice-Chairman

It was proposed and seconded that Cllr R Fidler is elected Vice-Chairman for 2021/2022.

Resolution: That Cllr R Fidler is elected Vice-Chairman for 2021/2022.

011/21 Election of the Finance Committee and Terms of Reference

It was proposed and seconded that Cllrs W Armitage, Mrs H Boffy, R Fidler, Mrs L Hunter-Bott, C Miller are elected to form the Finance Committee for 2021/2022. The Finance Committee shall, at its first meeting, elect a Chairman.

Resolution: That Cllrs W Armitage, Mrs H Boffy, R Fidler, Mrs L Hunter-Bott and C Miller are elected to form the Finance Committee for 2021/2022 and the Committee shall continue to make recommendations to the Council.

012/21 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield is elected Parish Councillor Auditor for 2021/2022 to act in accordance with Ashover Parish Council's Financial Regulations.

Resolution: That Cllr S Dronfield is elected as Parish Councillor Auditor for 2021/2022.

013/21 Confirmation of Internal Auditor

Consideration was given to the Internal Auditor acting for the Parish Council.

Resolution: That Auditing Solutions Ltd. continues as the Internal Auditor for 2021/2022.

014/21 Election of the Burial Board and Terms of Reference

It was proposed and seconded that Cllrs W Armitage, S Dronfield, C Miller are elected to form the Burial Board Working Group for 2021/2022. The Burial Board Working Group shall, at its first meeting, elect a Chairman. The terms of reference will be confirmed.

Resolution: That Cllrs W Armitage, S Dronfield and C Miller are elected to form the Burial Board Working Group for 2021/2022 and the Working Group shall continue to make recommendations to the Council.

015/21 Election of the Personnel Working Group

It was proposed and seconded that Cllrs Mrs H Boffy, N Early and R Fidler are elected to form the Personnel Working Group for 2021/2022. The terms of reference will be confirmed.

Resolution: That Cllrs Mrs H Boffy, N Early and R Fidler are elected to form the Personnel Working Group for 2021/2022 and shall make recommendations to the Council.

016/21 Election of Councillors on Parish Council/Parish Hall Liaison Working Group

It was proposed and seconded that Cllrs N Early, R Fidler and E Willmot are elected onto the Parish Council/Parish Hall Liaison Working Group.

Resolution: That Cllrs N Early, R Fidler and E Willmot are elected to represent Ashover Parish Council on the Parish Council/Parish Hall Liaison Working Group and the Working Group shall continue to make recommendations to the Council.

017/21 Ashover Parish Council Representation & Subscriptions to other bodies

Consideration was given to the Annual subscriptions to the Derbyshire Association of Local Councils (DALC) and Institute of Cemetery & Crematorium Management (ICCM). Parish Councillors shall represent the council to outside bodies associated with the following list:

AFFORDABLE RURAL HOUSING	Mrs H Boffy, S Dronfield, R Fidler
ALLOTMENTS	S Dronfield
CEMETERY	W Armitage, S Dronfield, C Miller
CLIMATE EMERGENCY	Mrs H Boffy
CRICKET CLUB	W Armitage, Mrs L Hunter-Bott
DISTRICT/COUNTY LIAISON MEETINGS	As required
EASTWOOD GRANGE SCHOOL	Mrs R Early, C Miller
HEALTH AND SAFETY	Mrs R Early, Mrs L Hunter-Bott
HIGHWAYS AND PAVEMENTS	R Fidler
NEIGHBOURHOOD PLAN	W Armitage, R Fidler
PARISH APPEARANCE	R Fidler
PARISH HALL MANAGEMENT CTTEE	C Miller
PRIMARY SCHOOL	Mrs R Early, Mrs L Hunter-Bott
RIGHTS OF WAY/FOOTPATHS	W Armitage
UPPERTOWN SOCIAL CENTRE	R Fidler, E Willmot
YOUTH PROJECTS	S Dronfield, Mrs R Early, Mrs L Hunter-Bott

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

Resolution: That the annual subscriptions to DALC and the ICCM are confirmed and representation is confirmed as listed.

018/21 Ashover Parish Council’s Standing Orders and Financial Regulations

Legislation allowing Parish Council’s to meet remotely would cease on 06/05/2021 and therefore the ‘Addendum’ to the Standing Orders (Minute 310/20) would no longer apply and would be removed.

Consideration was given to delegated powers to the clerk in consultation with the Chairman and Vice-Chairman awarded under Minute 291/21.

Resolution:

- (i) That delegated powers on parish maintenance expenditure up to the value of £5,000.00 is awarded to the clerk subject to consultation with two Members of the Parish Council.**
- (ii) That the Ashover Parish Council Standing Orders and Financial Regulations are confirmed with the inclusion of resolution (i) above.**

019/21 Confirmation of Signatories on Parish Council accounts

Signatories on cheques and authorisation of payments for online banking are Cllrs R Fidler, C Miller, E Willmot.

Resolution: That Cllrs R Fidler, C Miller and E Willmot are confirmed as signatories on cheques and for authorisation of payments for online banking.

020/21 Ashover Parish Council Statement of Accounts 2020/2021, Assets Register and Deeds and Lease Documents

The Parish Council's Statement of Accounts for 2020/2021 and Assets Register were received and the following documents reviewed and confirmed:-

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.

Cricket Pavilion – *Ashover C.C. Ground Lease* (Counterpart dated 20.05.2003 – 28 years)

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 (East) with W Robinson – dated 19.03.08

General Maintenance of common land at Spitewinter (West) with R Varley – renewed 30.11.2018

General Maintenance of common land at Ashover Hay with R Proctor – renewed 20.12.2018

Public Conveniences – Lease with NEDDC (dated 07.10.2009 - 21 years commencing 01.07.2008)

Resolution: That the Statement of Accounts for 2020/2021, Assets Register and Deeds and Lease documents are confirmed.

021/21 Insurance and Risk Management

The Insurance Schedule, the completed 'Local Council Risk System' (LCRS) and Health and Safety Inspections were received.

Resolution:

- (i) That the Insurance held with Aviva via BHIB Insurance Broker, due for renewal on 24/06/2021 is confirmed.**
- (ii) That Health and Safety Inspections on parish assets are confirmed.**
- (iii) That the LCRS Action Plan is confirmed and signed by the Chairman.**

022/21 Members' Code of Conduct

The Parish Council's Code of Conduct was adopted on 17 July 2012 (Minute 072/12) and amended Seven General Principles under Minute 012/13 and published on the Parish Council's website.

Resolution: That the Members' Code of Conduct is confirmed and published on the website.

023/21 Plans, Policies and Statements

Plans, Policies and Statements were adopted, reviewed and confirmed.

PLANS

Action Plan 2021 - 2022

Business Plan 2020 - 2023

POLICIES

Community Engagement Policy	(review May 2024)
Complaints Procedure	(review May 2024)
Environmental Climate Change & Biodiversity Policy	(review May 2024)
Equality Policy	(review May 2024)
Events Policy	(review May 2024)
Firework Policy (Playing Field)	(review May 2024)
FOI Publication Scheme	(review May 2024)
Grant Awarding Policy (S137)	(review May 2024)
Grit Bin Policy	(review May 2024)
Health and Safety Policy	(review May 2024)
Information Protection Policy (GDPR)	(review May 2024)
Information Security Incident Policy	(review May 2024)
Legionella Control Policy	(review May 2024)
Memorial Safety Policy	(review May 2024)
Press & Media Policy	(review May 2024)
Recording & Filming of Meetings	(review May 2024)
Removable Media Policy	(review May 2024)
Retention of Documents & Records	(review May 2024)
Risk Management Policy and Procedure	(review May 2024)
Smoke-free Policy	(review May 2024)
Snow and & Ice Policy (Car Park)	(review May 2024)
Social Media & Electronic Communication	(review May 2024)
Staff Appraisal Policy	(review May 2024)
Stress Policy	(review May 2024)
Training & Development Policy	(review May 2024)
Unreasonably Persistent Complaints Policy	(review May 2024)
Working at Heights Policy	(review May 2024)
Investment Strategy	(review May 2024)

STATEMENTS

Leadership in Planning for the Future	(review May 2024)
Delivering Value for Money	(review May 2024)
Managing Performance as a Corporate Body	(review May 2024)
Crime and Biodiversity	(review May 2024)
Performance of Staff	(review May 2024)

Resolution:

- (i) That the Action Plan 2021-2022 and Business Plan 2020-2023 are approved.**
- (ii) That the Grit Bin and Events Policies are adopted.**
- (iii) That the Policies and Statements are confirmed and reviewed May 2024.**

024/21 Ashover Parish Neighbourhood Plan (APNP) 'Made' 08/02/2018

The APNP was 'Made', following approval at the Referendum held 08 February 2018.

Resolution: That the APNP 'Made' 08/02/2018 is confirmed and reviewed when the North East Derbyshire District Local Plan is 'Made'.

025/21 Training

A list of training events attended by Councillors and Employees during 2020/2021 was put forward.

Councillors:-

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
Cllr W Armitage	12/03/2020	Spring Seminar	Alfreton	DALC
Cllr M Thomas	12/03/2020	Spring Seminar	Alfreton	DALC
Cllr R Fidler	21/05/2020	Accessibility website	Webinars	Government
Cllr R Fidler	3&5 June 2020	Accessibility website	Webinars	SLCC
Cllr R Fidler	10/06/2020	Employee Relations, Conduct etc.	Online	DALC
Cllr C Miller	07/07/2020	Memorial and Grave Management	Online	DALC
Cllr H Boffy	28/09/2020	Climate Change	Online	NALC

Parish Clerk/Responsible Financial Officer:-

17/05/2004	CiLCA	DCC Offices	DALC	15
16/08/2012	CiLCA Section 7 GPC	DALC Office, Wirksworth	DALC	1
Quarterly	Reading	The Clerk Magazine	SLCC	3
Quarterly	Reading	Clerks & Councils Direct Magazine	Independ	1
05/03/2020	Climate Change Workshop	Whitworth Centre, Darley Dale	DALC	4
06/03/2020	District/Parish Liaison Mtg	NEDDC Offices	NEDDC	1
11/03/2020	Accessibility documents	Webinar	SLCC	1
12/03/2020	Spring Seminar	Alfreton	DALC	3
28/04/2020	Public Sector Mapping	Webinar	Parish Online	1
07/07/2020	Memorial & Grave Management	Webinar	DALC	1
05/10/2020	Law & Good Practice	Webinar	DALC	1
TOTAL				32

Resolution:

- (i) That Training undertaken by Councillors and Employees during 2020/2021 is confirmed.
- (ii) That Cllr R Fidler attends DALC training on 'Conduct in Meetings and Employee Relations' on 11/05/2021 at a cost of £30.00.

026/21 Freedom of Information and Data Protection (Core Classes F.O.I. Act)

The Parish Council reviewed its procedures for handling requests made under the Freedom of Information (FOI) Act 2000, Data Protection Act 1998 and subsequent General Data Protection Regulations (GDPR) 2018 and Model Publication Scheme and that these are published on the Parish Council's website.

Resolution: That procedures for handling requests under the FOI Act 2000, GDPR 2018 and Model Publication Scheme are confirmed.

027/21 Contracts, Statements of Particulars of Employment and Appraisals

Contracts of employment were reviewed in respect of:-

The Parish Clerk/Responsible Financial Officer/Clerk to the Burial Board, the Pavilion Cleaner/Caretaker and the Parish Lengthman together with completion of annual appraisals.

Resolution: That employees contracts of employment are confirmed and that annual appraisals are completed.

028/21 General Power of Competence and Section 137

The Parish Council considered its eligibility to adopt the General Power of Competence (subject to resolution) and to confirm its grant awarding policy under S137 Local Government Act 1972, for the year 2020/2021.

Resolution: That the qualifications to adopt the General Power of Competence are confirmed and that the Grant Awarding Policy under Section 137 of the Local Government Act 1972 is confirmed for use during the year 2021/2022.

029/21 Agreements with Other Local Authorities

The Parish Council considered the Minor Maintenance Agreement with Derbyshire County Council on Rights of Way within the Parish.

Resolution: That the Annual Minor Maintenance Agreement with Derbyshire County Council on Rights of Way within the Parish is confirmed for 2021/2022.

030/21 Audited Annual Accounts from Parish Groups

The Parish Council is obliged to receive audited accounts from parish groups if requested and these would be presented for information only.

No audited accounts from any parish groups had been received.

031/21 Calendar of Meetings for 2021/2022

The Parish Council shall receive a calendar of meetings for the year 2021/2022 and confirm that this is published on the Parish Council's website. It was noted that this may be subject to change due to Government restrictions during the coronavirus pandemic.

Resolution: That the Calendar of Meetings for 2021/2022 is confirmed and published on the website.

032/21 Health and Safety

As the legislation to undertake Parish Council Meetings remotely would expire on 06/05/2021, consideration was given to when, where and how to hold future meetings.

Resolution:

- (i) That no further meeting is held in May 2021 unless absolutely essential, in which case an extraordinary meeting would be called.**
- (ii) That, subject to Government guidelines, a meeting is called for June and July 2021 with the dates and venue to be confirmed following Government announcements on restrictions due to the coronavirus pandemic.**

033/21 Parish Maintenance and Events

North East Derbyshire District Council would be contacted regarding repairs to a concrete slab under a picnic table (Minute 261/21). A volunteer Litter Pick would be undertaken by a volunteer group from 11am to 1pm on Saturday 22 May 2021. Ideas were put forward for a formal 'opening' of the new play area once coronavirus restrictions allowed.

Resolution: That a proposal, with costs, for a formal 'opening' of the new play area is put to a future meeting.

034/21 Sports Pavilion Lease

The Surveyor's report had been circulated to Members at the April Meeting.

Resolution: That Ashover Parish Hall CIO is requested to proceed towards a draft lease on the basis of the Surveyor's report.

035/21 Car Park Service Level Agreement

Further information had been requested by the Parish Council's solicitor.

Noted.

036/21 Climate Change

The working group would meet on 24/05/2021.

Noted.

037/21 Clerk's Report

The National Association of Local Council's (NALC) campaign for business rates relief on public toilets came to a successful end, with the Non-Domestic Rating (Public Lavatories) Bill receiving Royal Assent.

Following the cessation of remote meetings on 06/05/2021, NALC called for local councils to respond to a call for evidence by the Ministry for Housing, Communities and Local Government (MHCLG) for the continuation of remote meetings.

Resolution: That a letter is sent to the MHCLG urging for legislation allowing continuation of remote meetings.

038/21 Monthly Financial Report

A budget appraisal and report/reconciliation from the computerised accounts detailing account balances, cheques/transactions issued/authorised and cheques received and any outstanding receipts considered. The report was put forward for signature by the Chairman. Details of any cheques signed or for signature by authorised Councillors and BACS invoices were confirmed.

Resolution:

- (i) **That the Financial Report for April 2021 is confirmed and signed by the Chairman and that cheques/BACS authorised by designated signatories, are confirmed.**
- (ii) **That transfer of £30,000 from Unity Bank to NS & I is confirmed.**

DATE	PAYEE	GOODS/SERVICE	TOTAL (£)
06/04/2021	DALC	Annual Subscription	444.72
06/04/2021	Rialtas Business Sol.	Alpha Software Maintenance	148.80
06/04/2021	Muktubs	Cemetery skip	132.00
15/04/2021	Eon	Pavilion Electricity	43.00
19/04/2021	Auditing Solutions Ltd.	Internal Audit 2020/21	534.00
22/04/2021	Eon	Alton/Littlemoor Defibrillators	32.56
22/04/2021	GE Willmot	Parish Maintenance	1855.20
22/04/2021	GE Willmot	Parish Maintenance	324.00
23/04/2021	Viking Direct	Litterpick tools	189.43
27/04/2021	Eon	Pavilion Gas	44.39
29/04/2021	Employees	Salaries/mileage etc.	2009.14
29/04/2021	WE Willmot	Travel exp. First Aid Course	50.96

THE ANNUAL COUNCIL MEETING CLOSED AT 7.22 PM