

ASHOVER PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held in The Sports Pavilion, Milken Lane, Ashover at **6.30 p.m. on Tuesday 17 MAY 2022**

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PRESENT

Councillors J Cook, 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

001/22 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot is elected Chairman for 2022/2023.

Resolution: That Cllr E Willmot is elected Chairman for 2022/23 and that the Declaration of Acceptance is signed.

002/22 Apologies

An apology for absence was received from Councillor Mrs H Boffy.

003/22 Election of Vice-Chairman

It was proposed and seconded that Cllr R Fidler is elected Vice-Chairman for 2022/2023.

Resolution: That Cllr R Fidler is elected Vice-Chairman for 2022/2023.

004/22 Election of the Finance Working Group 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 Working Group for 2022/2023. The Finance Working Group 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 Working Group for 2022/2023 and the Committee shall continue to make recommendations to the Council.

005/22 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield is elected Parish Councillor Auditor for 2022/2023 to act in accordance with Ashover Parish Council's Financial Regulations and to undertake monitoring of General Data Protection Regulations records on a quarterly basis.

Resolution: That Cllr S Dronfield is elected as Parish Councillor Auditor for 2022/2023.

006/22 Confirmation of Internal Auditor

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

Resolution: That Auditing Solutions Ltd. of Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wilts SN15 2JJ, continues as the Internal Auditor for 2022/2023.

007/22 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 2022/2023. 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 2022/2023 and the Working Group shall continue to make recommendations to the Council.

008/22 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 2022/2023. 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 2022/2023 and shall make recommendations to the Council.

009/22 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 for 2022/2023.

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 for 2022/2023 and the Working Group shall continue to make recommendations to the Council.

010/22 Ashover Parish Council Representation & Subscriptions to other bodies

Confirmation 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, J Cook
HIGHWAYS AND PAVEMENTS	R Fidler, J Cook
NEIGHBOURHOOD PLAN	W Armitage, R Fidler
PARISH APPEARANCE	R Fidler, J Cook
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.

011/22 Ashover Parish Council's Standing Orders and Financial Regulations

It was noted that Standing Order 18 (financial controls and procurement) had been revised and updated following notification from the National Association of Local Councils. Confirmation of delegated powers to the clerk for parish maintenance expenditure up to the value of £5,000.00, subject to consultation with two Members of the Parish Council (Minute 018/21) was sought.

Resolution:

- (i) That the revised Standing Orders and Financial Regulations are confirmed and published on the website.
- (ii) 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.
- (iii) That the Ashover Parish Council Standing Orders and Financial Regulations are confirmed with the inclusion of resolution (ii) above.

012/22 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.

013/22 Ashover Parish Council Summary of Receipts and Payments 2021/2022, Assets Register and Deeds and Lease Documents

The Parish Council's Summary of Receipts and Payments 2021/2022 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 Summary of Receipts and Payments 2021/2022, Assets Register and Deeds and Lease documents are confirmed.

014/22 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, renewed up to 24/06/2023 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.**

015/22 Members' Code of Conduct

The Parish Council's Code of Conduct was revised on 16 November 2021 and published on the website.

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

016/22 Plans, Policies and Statements

The Action and Business Plans and Accessibility Statement were reviewed and all other Policies and Statements confirmed. The next review of the Policies and Statements being May 2024 or before if legislation dictates.

Resolution:

- (i) That the Action Plan 2022-2023 and Business Plan 2021-2024 are approved together with the Accessibility Statement.**
- (ii) That the Policies and Statements are confirmed and reviewed May 2024.**

017/22 Ashover Parish Neighbourhood Plan (APNP) 'Made' 08/02/2018

The APNP was 'Made', following approval at the Referendum held 08 February 2018 and the North East Derbyshire District Local Plan had been adopted.

Resolution: That the APNP 'Made' 08/02/2018 is reviewed.

018/22 Training

A list of training events attended by Councillors and Employees during 2021 had been circulated.

Resolution: That Training undertaken by Councillors and Employees during 2021 is confirmed.

019/22 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.

020/22 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 and the Health & Safety Monitor/Toilet Attendant, together with completion of annual appraisals.

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

021/22 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 2022/2023.

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 2022/2023.

022/22 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 2022/2023.

023/22 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.

024/22 Calendar of Meetings for 2022/2023

The Parish Council shall receive a calendar of meetings for the year 2022/2023 and confirm that this is published on the Parish Council's website.

Resolution: That the Calendar of Meetings for 2022/2023 is confirmed and published on the website.

THE ANNUAL COUNCIL MEETING CLOSED AT 6.50PM