

ASHOVER PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held

Via the 'Zoom' Platform (Meeting ID: 874 5177 4430 Password: 575933)

6.00 p.m. on **Tuesday 19 MAY 2020**

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1. PRESENT

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

2. 001/20 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot is elected Chairman for 2020/2021.

Resolution: That Cllr E Willmot is elected Chairman for 2020/21 and that the Declaration of Acceptance is signed.

3. 002/20 Apologies

There were no apologies for absence.

4. 003/20 Variation of Order of Business

There was no variation in the order of business.

5. 004/20 Declaration of Members Interests and Requests for Dispensation

Dispensations were confirmed as follows:-

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

6. 005/20 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.

7. 006/20 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

8. 007/20 Minutes

The Minutes of the Ordinary Parish Council Meeting held 21 April 2020 were put forward and it was proposed and seconded that the Minutes be approved as a correct record.

Resolution: That the Minutes of the Ordinary Parish Council Meeting held 21 April 2020 are approved as a correct record.

9. 008/20 Election of Vice-Chairman

It was proposed and seconded that Cllr R Fidler is elected Vice-Chairman for 2020/2021.

Resolution: That Cllr R Fidler is elected Vice-Chairman for 2020/2021.

10. 009/20 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 re-elected to form the Finance Committee for 2020/2021. 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 re-elected to form the Finance Committee for 2020/202 and the Committee shall continue to make recommendations to the Council.

11.010/20 Appointment of a Parish Councillor Auditor

The Parish Council shall elect a Member to act as a Parish Councillor Auditor for 2020/2021 to act in accordance with Ashover Parish Council's Financial Regulations.

Resolution: That Cllr S Dronfield is re-elected as Parish Councillor Auditor for 2020/2021.

12.011/20 Election of the Burial Board and Terms of Reference

The Parish Council shall elect three Members to form the Burial Board Working Group for 2020/2021. The Burial Board Working Group shall, at its first meeting, elect a Chairman. The terms of reference will be confirmed.

Resolution: That Cllrs C Miller, W Armitage and S Dronfield are re-elected to form the Burial Board Working Group for 2020/2021 and the Working Group shall continue to make recommendations to the Council.

13.012/20 Election of the Personnel Working Group

The Parish Council shall elect three Members to form the Personnel Working Group for 2020/2021. The terms of reference will be confirmed.

Resolution: That Cllrs H Boffy, N Early and R Fidler are re-elected to form the Personnel Working Group for 2020/2021 and shall make recommendations to the Council.

14.013/20 Election of Councillors on Parish Council/Parish Hall Liaison Working Group

The Parish Council shall elect three Members to the Parish Council/Parish Hall Liaison Working Group.

Resolution: That Cllrs N Early, R Fidler and E Willmot are re-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.

15.014/20 Confirmation of Other Parish Council Working Groups

To confirm the Tree Working Group and its 'Aims and Objectives' and terms of reference.

Resolution: That the 'Aims and Objectives' of the Tree Working Group are confirmed.

16.015/20 Ashover Parish Council Representation & Subscriptions to other bodies

The Parish Council shall confirm 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 PARTNERSHIP MEETINGS - As required

EASTWOOD GRANGE SCHOOL - Mrs R Early, C Miller, M Thomas

HEALTH AND SAFETY - Mrs R Early, Mrs L Hunter-Bott

HIGHWAYS AND PAVEMENTS - R Fidler

NEIGHBOURHOOD PLAN - W Armitage, R Fidler, M Thomas

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 – M Thomas

UPPERTOWN SOCIAL CENTRE - R Fidler, E Willmot

YOUTH PROJECTS - S Dronfield, Mrs R Early, Mrs L Hunter-Bott, M Thomas

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.

17.016/20 Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council shall confirm the Standing Orders and addendum (Minute 310/20) and Financial Regulations and confirm that these are published on the Parish Council's website. The use of 'Zoom' as a meeting platform during the coronavirus pandemic shall be confirmed.

Resolution:

- (i) That the Ashover Parish Council Standing Orders, including addendum, and Financial Regulations are confirmed.
- (ii) That the use of 'Zoom' remote meeting platform during the coronavirus pandemic is confirmed and used for all meetings until further guidance from the National Association of Local Councils is received.

18.017/20 Confirmation of Signatories on Parish Council accounts

The Parish Council shall confirm the following signatories:- Cllrs R Fidler, C Miller, E Willmot.

Resolution: That Cllrs R Fidler, C Miller and E Willmot are confirmed at signatories on all Parish Council accounts.

19.018/20 Ashover Parish Council Statement of Accounts 2019/2020, Assets Register and Deeds and Lease Documents

The Parish Council's Statement of Accounts for 2019/2020 and Assets Register shall be 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 2019/2020 is approved and signed by the Chairman and the Assets Register and Deeds and Lease documents are confirmed.

20.019/20 Insurance and Risk Management

The Parish Council shall confirm the Insurance Schedule, the completed 'Local Council Risk System' (LCRS) and Health and Safety Inspections. The Chairman and RFO shall sign the (LCRS) Action Plan.

Resolution:

- (i) That the Insurance held with AXA and due for renewal on 24/06/2020 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.

21.020/20 Members' Code of Conduct

The Parish Council shall confirm the Code of Conduct adopted on 17 July 2012 (Minute 072/12) and amendment to the Seven General Principles (Minute 012/13) and that this is published on the Parish Council's website.

Resolution: That the Members' Code of Conduct is confirmed.

22.021/20 Plans, Policies and Statements

The Parish Council shall review and confirm its Plans and confirm its Policies and Statements and determine the next review period as required:-

PLANS

Action Plan 2020 - 2021	(review May 2021)
Business Plan 2019 - 2022	(review May 2021)

POLICIES

Community Engagement Policy	(review May 2021)
Complaints Procedure	(review May 2021)
Environmental Policy	(review May 2021)
Equality Policy (review May 2021)	
Firework Policy (Playing Field)	(review May 2021)
FOI Publication Scheme	(review May 2021)
Grant Awarding Policy (S137)	(review May 2021)
Health and Safety Policy	(review May 2021)
Information Protection Policy (GDPR)	(review May 2021)
Information Security Incident Policy	(review May 2021)
Legionella Control Policy	(review May 2021)
Memorial Safety Policy	(review May 2021)
Press & Media Policy	(review May 2021)
Recording & Filming of Meetings	(review May 2021)
Removable Media Policy	(review May 2021)
Retention of Documents & Records	(review May 2021)
Risk Management Policy and Procedure	(review May 2021)
Smoke-free Policy (review May 2021)	
Snow and & Ice Policy (Car Park)	(review May 2021)
Social Media & Electronic Communication	(review May 2021)
Staff Appraisal Policy	(review May 2021)
Stress Policy (review May 2021)	
Training & Development Policy	(review May 2021)
Unreasonably Persistent Complaints Policy (review May 2021)	
Working at Heights Policy	(review May 2021)
Investment Strategy	(review May 2021)

STATEMENTS

Leadership in Planning for the Future	(review May 2021)
Delivering Value for Money	(review May 2021)
Managing Performance as a Corporate Body	(review May 2021)
Crime and Biodiversity	(review May 2021)
Performance of Staff	(review May 2021)

Resolution:

- (i) That the Action Plan 2020-2021 and Business Plan 2019-2022 are approved.**
- (ii) That the Legionella Control Policy links in with the Parish Hall Legionella Policy.**
- (iii) That the Policies and Statements are confirmed and reviewed May 2021.**

23.022/20 Ashover Parish Neighbourhood Plan (APNP) 'Made' 08/02/2018

The Parish Council shall monitor the 'Made' APNP, following approval at the Referendum held 08 February 2018 and review in line with the NEDDC Local Plan following its adoption.

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

24.023/20 Training

The Parish Council shall receive a list of training events attended by Councillors and Employees during 2019/2020.

Councillors:-

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
Cllr H Boffy	03/06/19	Councillor Training	DALC Offices Cromford	DALC
Cllr M Thomas	03/07/19	Councillor Training	DALC Offices Cromford	DALC
Cllr L Hunter-Bott	26/09/19	Health & Safety	DALC Offices Cromford	DALC
Cllr L Hunter-Bott	14/11/19	Risk Assessments	DALC Offices Cromford	DALC
Cllr E Willmot	06/11/19	Planning	Whitworth Centre Darley Dale	DALC
Cllr M Thomas	06/11/19	Planning	Whitworth Centre Darley Dale	DALC
Cllr W Armitage	06/11/19	Planning	Whitworth Centre Darley Dale	DALC
Cllr R Fidler	06/11/19	Planning	Whitworth Centre Darley Dale	DALC
Cllr E Willmot	30/09/19	Councillor Training	Ashover	DALC
Cllr S Dronfield	28/11/19	GDPR Training	DALC Offices Cromford	DALC

Parish Clerk/Responsible Financial Officer:-

Date	Activity	Place undertaken	Provider	CPD
17/05/2004	CiLCA	DCC Offices	DALC	15
16/08/2012	CiLCA Section 7 GPC	DALC Office, Wirksworth	DALC	1
26/09/2019	Health & Safety	DALC Office, Cromford	DALC	1.5
30/09/2019	Councillor Training	Pavilion, Ashover	DALC	1.5
14/11/2019	Risk Management	DALC Office, Cromford	DALC	1.5
28/11/2019	FOI & GDPR	DALC Office, Cromford	DALC	1.5
25/11/2019	District/Parish Liaison Mtg	NEDDC offices	NEDDC	1
Quarterly	Reading	The Clerk Magazine	SLCC	3
Quarterly	Reading	Clerks & Councils Direct Magazine	Independ	1
09/10/2019	Cyber Security Training	Stretton Village Hall	RAD	1.5
15/01/2020	'Cloud' training	Webinar	SLCC	1
11/03/2020	'Accessibility' docs. training	Webinar	SLCC	1
			TOTAL	30.5

Lengthman/Caretaker:-

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
John Bown	24/07/2019	Playground Inspections	Darley Dale	RAD
John Bown	01/04/2019	Legionella training	Ashover Parish Hall	EHS Ltd.

Resolution: That Training undertaken by Councillors and Employees during 2019/2020 is confirmed.

25.024/20 Freedom of Information and Data Protection (Core Classes F.O.I. Act)

The Parish Council shall review and confirm 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.

26.025/20 Contracts, Statements of Particulars of Employment and Appraisals

The Parish Council shall confirm contracts of employment 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 once restrictions during the coronavirus pandemic are lifted.

27.026/20 General Power of Competence and Section 137

The Parish Council shall confirm 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 2020/2021.

28.027/20 Agreements with Other Local Authorities

The Parish Council shall confirm 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 2020/2021.

29.028/20 Audited Annual Accounts from Parish Groups

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

No audited accounts from any parish groups had been received.

30.029/20 Calendar of Meetings for 2020/2021

The Parish Council shall receive a calendar of meetings for the year 2020/2021 and confirm that this is published on the Parish Council's website.

Resolution: That the Calendar of Meetings for 2020/2021 is confirmed and published on the website.

THE ANNUAL COUNCIL MEETING CLOSED AT 6.40PM

THE ANNUAL COUNCIL MEETING WAS FOLLOWED BY THE ORDINARY PARISH COUNCIL MEETING AT 6.45PM.