

ASHOVER PARISH COUNCIL
Minutes of the ANNUAL COUNCIL MEETING held in
The Sports Pavilion, Milken Lane, Ashover at
7.00p.m. on Tuesday 14 MAY 2019

PRESENT

Councillors W Armitage, Mrs H Boffy, S Dronfield, N Early, Mrs R Early, R Fidler, Mrs L Hunter-Bott, C Miller, M Thomas, E Willmot
S Atkinson (Parish Clerk/RFO)
Public - one

001/19 Election of Chairman and Declaration of Acceptance

It was proposed and seconded that Cllr E Willmot is elected as Chairman for 2019/2020.

Resolved: That Cllr E Willmot is elected as Chairman of the Parish Council for 2019/20 and that the Declaration of Acceptance of Office is signed.

002/19 Apologies

There were no apologies for absence.

003/19 Variation or Order of Business

There was no variation in the order of business.

004/19 Declaration of Members Interests and Requests for Dispensation

A request for Dispensation was received from Cllr W Armitage for planning matters and a Dispensation Form had been completed.

Resolved: That District/Parish Cllr W Armitage is granted a 4 year dispensation for Planning matters, up to and including April 2023.

005/19 Recording and Filming of Council and Committee Meetings

Members of the Public and Councillors were reminded that:-

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.

006/19 Minutes

The Minutes of the Ordinary Parish Council meeting held 16 April 2019 were put forward and it was proposed and seconded that these be approved as a correct record.

Resolution: That the Minutes of the Ordinary Parish Council Meeting held 16 April 2019 are approved as a correct record.

007/19 Election of Vice-Chairman

Nominations were put forward for Cllr W Armitage and Cllr R Fidler.

It was proposed and seconded that Cllr R Fidler is elected as Vice-Chairman for 2019/2020.

Resolved: That Cllr R Fidler is elected as Vice-Chairman for 2019/2020.

008/19 Election of the Finance Committee and Terms of Reference

Five Members were proposed and seconded to form the Finance Committee for 2019/2020. The Finance Committee shall, at its first meeting, elect a Chairman.

Resolved: That Cllrs W Armitage, Mrs H Boffy, R Fidler, Mrs L Hunter-Bott and C Miller are elected to form the Finance Committee for 2019/2020 and the Committee shall continue to make recommendations to the Council.

009/18 Appointment of a Parish Councillor Auditor

It was proposed and seconded that Cllr S Dronfield is elected as Parish Councillor Auditor for 2019/2020 to act in accordance with Ashover Parish Council's Financial Regulations. It was acknowledged that Cllr Dronfield is a signatory to cheques (Financial Regulation 2.2 refers) and it was proposed and seconded that Financial Regulation 2.2 is suspended to allow Cllr Dronfield to be appointed Parish Councillor Auditor.

Resolved: That Financial Regulation 2.2 is suspended to allow Cllr Dronfield to be appointed Parish Councillor Auditor for 2019/2020.

010/19 Election of the Burial Board and Terms of Reference

Three Members were proposed and seconded to form the Burial Board Working Group for 2019/2020. 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 2019/2020 and the Working Group shall continue to make recommendations to the Council.

011/19 Election of Parish Councillors on the Parish Council/Parish Hall Liaison Group

Three Members were proposed and seconded to the Parish Council/Parish Hall Liaison Group.

Resolved: That Cllrs N Early, R Fidler and E Willmot are elected to sit on the Parish Council/Parish Hall Liaison Group.

012/19 Confirmation of Other Parish Council Working Groups

Consideration was given to the current 'Aims and Objectives' of the Tree Working Group. The group would be updating these in the near future.

Resolved: That the revised 'Aims and Objectives' of the Tree Working Group are considered at a future Parish Council Meeting.

013/19 Ashover Parish Council Representation

Parish Councillors elected to 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
- 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 was 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.

014/19 Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council considered the Standing Orders and Financial Regulations for confirmation.

Resolved: That the Standing Orders and Financial Regulations for Ashover Parish Council are confirmed and published online

015/19 Confirmation of Signatories on Parish Council Cheques

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

Resolved: That Cllrs S Dronfield, R Fidler, C Miller, and E Willmot are confirmed as signatories.

016/19 Ashover Parish Council Statement of Accounts 2018/2019, Deeds and Lease Documents and Assets Register

The Parish Council's Statement of Accounts for 2018/2019, Assets Register (Totalling £282,277) and Deeds & Lease documents were presented.

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.

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 with W Robinson – dated 19.03.08

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

Co-operation Agreement - between Ashover Parish Council and Ashover Parish Hall for the Sports Pavilion and car park (Annual Agreement) (commenced October 2016).

Resolved: That the Statement of Accounts 2018/19, Deeds & Lease Documents and Assets Register are confirmed.

017/19 Insurance and Risk Management

The Insurance Schedule and completed 'Local Council Risk System' (LCRS) Action Plan 2019/2020 were put forward for consideration. No risks had been identified by the LCRS.

Resolved: That the Insurance documents for 2019/2020 are confirmed and the (LCRS) Action Plan, with no matters arising, is signed.

018/19 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 and published online.

019/20 Plan, Policies and Statements

The Parish Council considered and reviewed its Plans, Policies and Statements including the updated Action and Business Plans and an Investment Strategy.

PLANS

Action Plan 2016 - 2020 (review May 2020)

Business Plan 2018 – 2021 (review May 2020)

POLICIES

- 1) Community Engagement Policy
- 2) Complaints Procedure
- 3) Data Information Protection Policy (GDPR compliant)
- 4) Data Information Security Incident Policy
- 5) Environmental Policy
- 6) Equality Policy
- 7) Firework Policy (Playing Field)
- 8) FOI Publication Scheme
- 9) Grant Awarding Policy (S137)
- 10) Health and Safety Policy
- 11) Legionella Control Policy
- 12) Memorial Safety Policy
- 13) Press & Media Policy
- 14) Recording & Filming of Meetings
- 15) Removable Media Policy
- 16) Retention of Documents & Records

- 17) Risk Management Policy and Procedure
- 18) Smoke-free Policy
- 19) Snow and & Ice Policy (Car Park)
- 20) Social Media & Electronic Communication
- 21) Staff Appraisal Policy
- 22) Stress Policy
- 23) Training & Development Policy
- 24) Unreasonably Persistent Complaints Policy
- 25) Working at Heights Policy
- 26) Investment Strategy

STATEMENTS -

- Leadership in Planning for the Future
- Delivering Value for Money
- Managing Performance as a Corporate Body
- Crime and Biodiversity
- Performance of Staff

Resolved:

- (i) ***That the revised Action and Business Plans are adopted and reviewed in May 2020.***
- (ii) ***That the Investment Strategy is adopted and reviewed in 2021.***
- (iii) ***That all policies and statements are confirmed annually and reviewed in 2021 or before if legislation dictates.***

020/19 Ashover Parish Neighbourhood Plan (APNP) 'Made' 08/02/2018

The Parish Council confirmed the APNP, following its approval at the Referendum held 08 February 2018. The APNP would be reviewed in line with the NEDDC Local Plan 2014 - 2034 following its adoption and consideration was given to non-material changes.

Resolved:

- (i) ***That the APNP is confirmed annually and reviewed in line with the NEDDC Local Plan 2014-2034, once adopted.***
- (ii) ***That liaison would be undertaken with NEDDC on a proposed Tree Protection Order and wildlife site for Milltown and a report made to a future Parish Council Meeting.***

021/19 Training/Activities

The Parish Council received a list of training and activities attended by Councillors and employees during 2018/2019.

Councillors:-

NAME	DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
W Armitage	17/04/2018	Spring Seminar	Morley Hayes	DALC
E Willmot	30/01/2019	Business Liaison Meeting	NEDDC Offices	NEDDC
R Fidler	30/01/2019	Business Liaison Meeting	NEDDC Offices	NEDDC
S Dronfield	08/03/2019	Memorial Safety Training	Scarborough	ICCM
W Armitage	08/03/2019	Memorial Safety Training	Scarborough	ICCM
N Early	18/12/2018	Planning Cttee Speaking	NEDDC Offices	NEDDC
C Miller	18/12/2018	Planning Cttee Speaking	NEDDC Offices	NEDDC
W Armitage	various	DALC Executive Cttee	DALC offices	DALC

Parish Clerk/RFO:-

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
11/07/2018	Expenses & Benefits	Webinar	HMRC	0.5
14/01/2019	Community Engagement	DALC office, Cromford	DALC	1.5
30/01/2019	Business Liaison Meeting	NEDDC offices	NEDDC	1
2018/2019	The Clerk Magazine	N/A	SLCC	3
2018/2019	Clerks & Councils Direct Mag.	N/A	Independ	1
18/01/2019	Meeting with Lee Rowley MP	Sports Pavilion	APC	1
01/03/2019	Annual Reporting & Tasks	Webinar	HMRC	0.5
20/03/2019	Expenses & Benefits update	Webinar	HMRC	0.5
01/06/2018	Teen Play Area Project Meetings	Ashover Playing Field	APC	3
		Total		28

Lengthman

DATE	ACTIVITY	PLACE UNDERTAKEN	PROVIDER
26/04/2018	Playground Inspections	Darley Dale	RAD

Resolved: That the list of training/activities attended by Councillors and employees during 2018/19 is noted and published online.

022/19 Freedom of Information and Data Protection

The Parish Council reviewed its procedures for handling requests made under the Freedom of Information Act 2000, Data Protection Act 1998 and General Data Protection Regulations 2018.

Resolved: That the Model Publication Scheme is confirmed, together with General Data Protection Regulations 2018 compliance.

023/19 Contracts, Statements of Particulars of Employment and Appraisals

The Parish Council reviewed the contracts of employment in respect of the Parish Clerk/Responsible Financial Officer/Clerk to the Burial Board and the Pavilion Cleaner/Caretaker/Parish Lengthman. Annual Appraisals were being undertaken for the two employees.

Resolved: That the current Contracts and Statements of Particulars of Employment and Annual Appraisals for Parish Council employees are confirmed.

024/19 Audited Annual Accounts from Parish Groups

The Parish Council is obliged to receive audited accounts from parish groups if requested. The Trustees Third Annual Report had been received from the Ashover Parish Hall CIO.

Resolved: That the Ashover Parish Hall CIO report is received.

025/19 Calendar of Meetings for 2019/2020

The Calendar of Meetings for the year 2019/2020 had been circulated to Members.

Resolved: That the Calendar of Meetings for 2019/20 is confirmed and published online.

The Annual Council Meeting Closed at 8.20pm