

## SHARDLOW & GREAT WILNE PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 23<sup>rd</sup> May 2018 AT THE VILLAGE HALL, SHARDLOW

**Present:** Cllrs Clifton (Chair), Shearing, Bowles, Stenner, Leggett and Hawksworth.

**In Attendance:** DCllr Peter Watson, CCllr Neil Atkin and J Irons (clerk).

#### **Part 1 NON - EXEMPT ITEMS**

##### **24/18: Election of Chairman:**

Cllr Clifton was proposed by Cllr Bowles and seconded by Cllr Stenner and carried unanimously. Cllr Clifton duly accepted office and thanked members for his re-election.

##### **25/18: Election of Vice-Chairman:**

This item will be raised in the next meeting.

**26/18: Apologies for Absence:** Cllr Mitchell (travelling) and Hawksworth (lateness). Members approved their absences.

**27/18: Co-option of new members (if any).** None.

**28/18: Declarations of Interest.** None

**29/18: Declaration of councillors' agreement to abide by the Code of Conduct.** Councillors present duly agreed to abide by the Code.

##### **30/18: District & County Councillors' reports.**

###### **COUNTY COUNCIL REPORT - CCllr Neil Atkin**

1. DCC has prepared a report which explains ideas for funding in Aston and the surrounding area which CCllr Atkin had circulated but the clerk had not received. He will send to the clerk again. CCllr Atkin is satisfied with the report, the main aspect of it being that Elvaston Castle will receive a substantial amount of finance.
2. He has still not received a response from Gill Millward at DCC to arrange a Greenway inspection and will continue to chase her.
3. Matt Holford at SDDC received a reply from the A50 petrol station manager concerning the litter and broken fence adjacent to footpath 1 to say he will address it.
4. A planned closure of the M1 motorway is intended although the date presently clashes with the Download festival at the race track.

###### **DISTRICT COUNCIL REPORT -DCllr Peter Watson**

1. DCllr Watson has no update on the Lady in Grey.
2. The next Area Forum and SNM is at Barrow on Trent on 12<sup>th</sup> June. There is a new format whereby the police contribution starts at 6.30pm and the AF held immediately afterwards with an intended finish time of 8.30pm.
3. The next Flood Liaison meeting is on 20<sup>th</sup> June at Swadlincote.
4. DCllr Watson recently attended an inspection of the M1 improvements and rail facility at the airport. This region has an accessible source of workforce; there are presently 10k employees on site with an equal amount intended on completion. Some buildings are already let. Landscaping is ongoing as excavation takes place.

**31/18: Public participation.** None.

**32/18: Actions arising from public participation.** None.

### **33/18: Approval of minutes.**

Approval of the minutes of the 2 meetings held on 25<sup>th</sup> April were **agreed** by councillors after which the chairman signed them (APM pp Cllr Stenner, seconded Cllr Bowles, Ordinary meeting pp Cllr Bowles, seconded Cllr Leggett).

### **34/18: Appointment of members to Committees or Sub Committees and their respective delegated authority:** The Officers for 2018-2019 were all unanimously elected as follows:-

- Representative on the Village Hall Committee - Cllr Bowles.
- Representative on School Governors Board - Cllr Hawksworth.
- Planning - all councillors.
- Finance - all councillors.
- Emergency Committee - all councillors.
- Allotment Committee - all councillors.
- Liaison Officer Lafarge/ Tarmac Quarry Liaison Meetings - Cllr Hawksworth.
- Safer Neighbourhoods Meeting/ Melbourne Area Meeting - all councillors.
- Flood Liaison - all councillors although Cllr Clifton to take the lead role as flood warden.
- Independent Consultative Committee (the formal body in charge of liaison between East Midlands Airport and neighbouring communities) - on an ad-hoc basis.
- Donington Park Consultative Committee - all councillors although Cllr Stenner offered to take a lead role.
- Staff Committee - all councillors.
- Website Committee - all councillors.

### **35/18: Police report.**

The clerk reported that 5 minor incidents had been logged on the police website for March. Details are available on the police website at <http://www.police.uk/derbyshire/DS03/crime/606934/>

### **36/18: Clerk's report.**

1. This year's Ramathon event will be held on Sunday 3<sup>rd</sup> June.
2. Clerk has asked DCC Rights of Way for permission to place a fingerpost on Aston Lane and awaits its reply.
3. Clerk to ask C&RT again about an inspection of the canal. Its last reply to the clerk said: *'In terms of opportunities it may be helpful for me to let you know the projects we supported last financial year. These included installing new benches and noticeboards, and small-scale environmental improvements such as hedge-laying and a community herb garden. The scheme is designed to support locally-identified projects which the community can work with us to deliver. From our meeting last year I remember we identified re-painting Wilne Lane Bridge as a potential project: as mentioned before we would be happy to work the parish council or another group from the village to bring this to fruition. We're hoping to launch the scheme again this year and will forward information once it's live. In the meantime, if the parish council has any particular ideas or areas of interest to help make the most of the waterway I'd be very happy to hear from you'*

### **37/18: Planning matters.** None.

### **38/18: Matters for decision/ discussion.**

1. newsletter/card items. **Resolved:** held over to the next meeting.
2. Christmas lights meeting. **Resolved:** held over to the next meeting.
3. Toll stone cleaning quote. **Resolved:** not to be cleaned at present.
4. Contract for flood warden's phone. **Resolved:** the chairman confirmed that this is live and adequate.
5. Funding for the church's Armistice Day and emptying of church's cesspit. **Resolved:** to donate £100 to each cause with the latter being a yearly ongoing donation (pp Cllr Leggett, seconded Cllr Stenner).
6. Contribution towards the school allotment. **Resolved:** to send the school headmistress' email address to the chairman.

7. Outcome of the Greenway inspection (if held). **Resolved:** discussed earlier under Cllr Atkin's report.
8. Outcome of the inspection by Cllr Atkin of footpath 1. **Resolved:** discussed earlier under Cllr Atkin's report.
9. Website template. **Resolved:** clerk to ask the designer to continue designing the template along a similar format to Aston-on-Trent's site with a 'ticker-tape' of information items. Site not to go live yet.
10. Defibrillator and cabinet purchase. **Resolved:** clerk to ask supplier for a pro-forma invoice and to ensure the electrician can fit in a few weeks' time.
11. Suggestions for projects suitable for the Safer Neighbourhood scheme. **Resolved:** none at present.
12. Update on the GENERAL DATA PROTECTION REGULATIONS. Clerk noted that a bill currently being discussed in parliament may result in town and parish councils being exempt from appointing a data protection officer. Further updates to be advised by the clerk if/ when they arise.
13. To revise council's policies. **Resolved:** held over to the next meeting. In the meantime clerk to circulate the new standing orders with a note on intended changes to clauses for perusal.
14. DALC login details. **Resolved:** clerk to circulate to members.
15. Footpath inspections by members. **Resolved:** clerk to bring copies of the footpaths map to the next meeting.
16. Lengthman's concerns with the risk assessment and signs in the village. **Resolved:** members believed that Pam may revert to the existing signage removal policy for guidance. The existing risk assessment should not be altered as it is a standard accepted document that covers all fundamental aspects involved with the job. That said Pam should be encouraged to buy protective gloves, shoes and goggles for which she will be reimbursed. Clerk to provide a high-viz jacket from the flood store. Clerk has reported the broken waste bins opposite Navigation Inn, London Road and nursery site London Shardlow Road to SDDC; and the smashed timetable glass at the bus stop opposite the Navigation Inn to Trent Barton. Clerk has reported the broken 'no cold-calling' sign at Glenn Way to DCC.
17. To agree the insurance renewal quote for 2018-19. **Resolved:** agreed.

39/18: Cllr Hawksworth arrived at 8.50pm.

#### 40/18: Finance.

(a) The following accounts were approved for payment:-

<i>Payee</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no.</i>
J Irons	Clerk's salary May	£ 705.54	101017
P Postans	Lengthsman's wage May	£ 141.80	101018
DCC	Clerk's pension May	£ 170.95	101019
HMRC	employee's NI & tax May	£ 15.38	101020
Cllr Martyn Clifton	Beacon lights	£ 49.20	101021
Time Assured Limited	Service of church clock	£ 138.00	101022
Diane Malley	Payroll service for 2018/19	£ 102.00	101023
BHIB Limited	insurance renewal 2018-19*	£ 335.64	101024
Horizon Landscapes	Mowing in April	£ 144.00	101025

\* New insurance company renewal has reduced from £384.15 charged by Aon Insurance last year.

- b) Income:
- |                                 |          |
|---------------------------------|----------|
| Allotment rents                 | £ 504.00 |
| DCC Rights of Way grant 2017-18 | £ 385.00 |
- c) Bank balance as at 30th April 2018 £30782.38

#### 41/18: Councillors' reports

- Councillor Hawksworth complained of the verge cutting on London Road from her farm to the school and will mention it to DCllr Watson. A recent incident of fly-tipping occurred on Ambaston Lane. The BT manhole cover on A6 has still not been repaired; clerk to contact the firm.

**42/18: Agenda items for the next meeting:**

- Election of Vice-Chairman;
- Co-option of new members;
- newsletter/card items;
- Christmas lights meeting;
- Outcome of the Greenway inspection (if held);
- Website template update;
- Update on the GENERAL DATA PROTECTION REGULATIONS (if any);
- To revise council's policies;
- To consider a donation to the playgroup;
- reply (if any) from Liz Fleuty to attend an evening inspection;
- to raise a cheque for the new defibrillator and cabinet;
- To raise a cheque for Shardlow Parochial Church Council (£200 as per minute 38/18 (5));
- Footpath inspections by members;
- Outcome of the meeting regarding lengthman's and clerk's contracts of employment 2018/19 and clerk's appraisal questionnaire (if held).

**43/18: Items for information.**

The Clerk circulated a few information items received since the last meeting.

**44/18: Forthcoming meetings.**

Parish Council: 27<sup>th</sup> June, 25<sup>th</sup> July, 26<sup>th</sup> Sept, 24<sup>th</sup> Oct, 28<sup>th</sup> Nov.

## **Part 2 - EXEMPT ITEMS**

**45/18:** To move the following resolution under the Public Bodies (Admission to Meetings Act 1960): *'that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw'*.

**46/18:** Lengthman's contract, clerk's appraisal questionnaire and clerk's contract of employment 2018/19. **Resolved:** 3 members will meet soon to discuss.

**47/18:** Letter from a former member. **Resolved:** no further action to be taken.

**48/18:** personnel matters. The clerk left the room at 9.20pm.

**49/18:** The clerk returned at 9.28pm.

**The Chairman thanked attendees for their presence and the meeting closed at 9.29 pm.**

Chairman's signature \_\_\_\_\_