

CLAY CROSS PARISH COUNCIL

Minutes of Clay Cross Parish Council Annual General Meeting held in the Clay Cross Parish Council office on Tuesday 24 May 2016 at 7.00pm.

Present: Councillor M Holmes
Councillor E Mansbridge
Councillor G Morley
Councillor Mrs T Reader
Councillor F Rodgers
Councillor Ms K Rouse
Councillor D Skinner
Councillor G Skinner
Councillor P Wainwright
Councillor B Wright

Also Present: Dawn Kershaw, Parish Clerk
Lisa Spencer, Administration Assistant
John King, Accountant/Internal Auditor
PCSO Matthew Shaw

Public Participation

There were no members of the public present.

Police Consultation

PCSO Shaw circulated crime figures for the year to date 1 April 2016 up to midnight Monday 23 May 2016. Crime has increased by 24.5% against this time last year. Victim-based crime is an issue at present along with an increase in violence against a person; these crimes are mainly alcohol related. It was confirmed that investigations are still on going with regard to the alleged attack on Sharley Park.

PCSO Shaw stated that arrangements and names are being taken for the 2016 Summer Activity Programme; thanks were expressed to the Parish Council for their support.

Councillor G Skinner requested information regarding a high visual Police presence in the Holmgate area over the last few weeks. PCSO Shaw reported that there was a lot of anti-social behaviour issues at the moment between families know to the Police so officers are patrolling the area on a regular basis to keep the situation under control.

County Councillor/District Councillor Attendance

Councillor Wright gave a resume of County Council matters for the benefit of members present. Councillor Morley gave a resume of District Council matters for the benefit of members present.

PART I – PUBLIC BUSINESS

Members were reminded to declare an interest as appropriate.

1606/16 Election of Chair Person

Resolved That: Councillor Morley be elected Chair of the Council for the coming year.

1607/16 Election of Vice Chair

Resolved That: Councillor Holmes be elected Vice Chair of the Council for the coming year.

1608/16 Appointment of Members of Finance Sub-Committee

Resolved That: Councillor Holmes, Councillor Mansbridge, Councillor Morley (Chair), Councillor Rodgers, Councillor Ms Rouse and Councillor D Skinner be members of the Finance Sub-Committee.

1609/16 Appointment of Members of Cemetery Working Group

Resolved That: Councillor Morley, Councillor Wainwright and Councillor Wright (Chair) be members of the Cemetery Working Group.

1610/16 Appointment of Members of Social Centre & Events Working Group

Resolved That: Councillor Holmes (Chair), Councillor Morley, Councillor Mrs Reader and Councillor Rodgers be members of the Social Centre & Events Working Group.

1611/16 Appointment of Members of Street Scene Working Group

Resolved That: Councillor Holmes, Councillor Mansbridge, Councillor Mrs Reader (Chair), Councillor Reader, Councillor Rodgers, Councillor Ms Rouse and Councillor D Skinner be members of the Street Scene Working Group.

1612/16 Appointment of Members of Planning & Environmental Working Group

Resolved That: Councillor Holmes, Councillor Mansbridge (Chair), Councillor Rodgers, Councillor D Skinner and Councillor G Skinner be members of the Planning & Environmental Working Group.

1613/16 Appointment of Parish Footpaths Inspector(s)

Resolved That: Councillor Mansbridge and Councillor D Skinner be appointed Parish Footpaths Inspectors.

1614/16 Appointment of an Appointment Committee

Resolved That: Councillor Holmes, Councillor Mansbridge, Councillor Morley and Councillor G Skinner be members of the Appointments Committee – the remaining seven members of the Parish Council be substitutes.

1615/16 Appointment of Grievance Committee

Resolved That: any three from the eleven members of the Parish Council be members of the Grievance Committee.

1616/16 Appointment of Appeals Committee

Resolved That: any three of the eleven members of the Parish Council who have not sat on the Grievance Committee be members of the Appeals Committee.

1617/16 Appointment of Disciplinary Committee

Resolved That: any three of the eleven members of the Parish Council who have not sat on the Grievance Committee or the Appeals Committee be members of the Disciplinary Committee.

1618/16 Appointment of School Governors (on request)

Parish Clerk reported that there has been no requests/information received from Holmgate Primary School or Sharley Park Community Primary School regarding School Governor vacancies.

1619/15 Appointment of Representatives on Outside Bodies

Derbyshire Association of Local Councils - to be left vacant. Danesmoor Darby & Joan Club – Councillor Holmes. Holmgate Darby & Joan Club – Councillor D Skinner. Holmgate Community Association – Councillor D Skinner and Councillor G Skinner. Clay Cross Angling Association – Councillor Mansbridge. Clay Cross Citizens Advice Bureau – Councillor Morley. Arthur Brierley Charity – Councillor Mansbridge, Councillor Rodgers and Councillor Wright. William Udall Trust – Councillor Rodgers and Councillor Wainwright. Stevenson Charity – Councillor Holmes and Councillor G Skinner. Clay Cross Town Centre Group – all Councillors on an alphabetical/rota basis.

1620/16 District & Parish Liaison Group

Resolved That: the Parish Clerk attends the District, Town and Parish Council Conference on Friday 1 July 2016 and Councillor Morley attends the District & Parish Liaison Group meeting on Wednesday 30 November 2016; both meetings will be held in the Council Chamber at the District Council offices.

1621/16 Authorisation to sign Clay Cross Parish Council cheques

Resolved That: Councillor Holmes, Councillor Mansbridge, Councillor Rodgers, Councillor Ms Rouse and the Parish Clerk to sign Clay Cross Parish Council cheques.

1622/16 To Agree a Calendar of Meetings for 2016/17

Finance Sub-Committee Meetings (Wednesday): 22.6.16, 20.7.16, 21.9.16, 19.10.16, 16.11.16, 18.1.17, 22.2.17, 19.4.17.

Parish Council Meetings (Tuesday): 28.6.16, 26.7.16, 27.9.16, 25.10.16, 22.11.16, 24.1.17, 28.2.17, 25.4.17.

1623/16 Apologies for Absence

Parish Clerk reported that Apologies for Absence have been received from Councillor Reader.

1624/16 Exclusion of Public

To determine which items, if any, from Part I of the Agenda should be taken with the public excluded. **Resolved That: no matters be taken in exclusion.**

1625/16 Annual Return for the year ended 31 March 2016

To agree the Annual Governance Statement 2015/16 (Annual Return Section 1), the Accounting Statements 2015/16 (Annual Return Section 2), the Annual Internal Audit Report 2015/16 and the Accounts for the year ended 31 March 2016 were put before the Parish Council for approval. **Resolved That: the Annual Governance Statement 2015/16 (Annual Return Section 1), the Accounting Statements 2015/16 (Annual Return Section 2), the Annual Internal Audit Report 2015/16 and the Accounts for the year ended 31 March 2016 be accepted and signed by Councillor Morley and the Responsible Financial Officer.**

1626/16 Minutes of Last Meeting

To receive Minutes and, subject to any changes necessary, to approve the Minutes of the meeting as a correct record. **Resolved That: the Minutes of the Parish Council meeting held on the 26 April 2016 be approved as a correct record.**

Work In Progress

Parish Clerk and Administrative Assistant reported that there was no Work in Progress.

1627/16 Reports from Representatives on Outside Bodies

There were no Reports from Representative on Outside Bodies.

1628/16 Planning & Environmental Matters

Councillor Mansbridge declared an interest due to his personal interest in Elite Projects Property Solutions.

To receive the Minutes of the Planning & Environmental Working Group meeting held on the 11 May 2016 and to receive recommendations for resolution. **Resolved That:**

- 1. a 'Plant a Bluebell Seed or Bulb' event in aid of the Bluebell Wood Children's Hospice is held at Kenning Park on Saturday 10 September 2016***
- 2. £50 is donated to the Open Spaces Society to support their 'Find Our Way Fund'***
- 3. the Minutes of the Planning & Environmental Working Group meeting held on the 11 May 2016 be received***

Work In Progress

Parish Clerk and Administrative Assistant reported that there was no Work in Progress.

1629/16 Street Scene Matters

To receive the Minutes of the Street Scene Working Group meeting held on the 4 May 2016 and to receive recommendations for resolution. **Resolved That: the Minutes of the Street Scene Working Group meeting held on the 4 May 2016 be received**

Work In Progress

Parish Clerk and Administrative Assistant reported that there was no Work In Progress.

1630/16 Cemetery Matters

Councillor Mansbridge declared an interest due to his personal interest in Elite Projects Property Solutions.

To receive the Minutes of the Cemetery Working Group meeting held on the 6 May 2016 and to receive recommendations for resolution. **Resolved That:**

- 1. Elite Projects Property Solutions investigate/repair roof and address the fractured brickwork in the Cemetery Chapel at a cost of £750 no vat***

- 2. the Minutes of the Cemetery Working Group meeting held on the 6 May 2016 be received**

Work In Progress

Parish Clerk and Administrative Assistant reported that there was no Work In Progress.

1631/16 Social Centre & Events Matters

To receive the Minutes of the Social Centre & Events Working Group meeting held on the 9 May 2016 and to receive recommendations for resolution. **Resolved That:**

- 1. an application to vary the Premises Licence is submitted to North East Derbyshire District Council at the approximate cost of £190**
- 2. the Minutes of the Social Centre & Events Working Group meeting held on the 9 May 2016 be received.**

Work In Progress

Parish Clerk and Administrative Assistant reported that there was no Work In Progress.

1632/16 Finance Matters

To receive the report and recommendations for resolution from the Finance Sub-Committee meeting held on the 18 May 2016. **Resolved That:**

- 1. the report of the Finance Sub-Committee meeting held on the 18 May 2016 be received**
- 2. the monthly statement for April 2016 be accepted**
- 3. the expenditure and income against budget report for April 2016 is accepted**

4. the following Accounts for payment are approved:	
PARISH TV LICENCE REFUNDS (17 @ £25)	£425.00
POST OFFICE LTD (NI & TAX FOR APRIL 2016)	£589.28
DERBYSHIRE COUNTY COUNCIL (PENSION FOR APRIL 2016)	£440.11
PAULINE STRINGFELLOW (DANCES FOR MAY)	£140.00
YK ELECTRICAL (REPAIR TO SOCIAL CENTRE SECURITY LIGHT)	£52.00
D HIGGINBOTTOM (PARISH BUS SHELTER & WINDOW CLEANER)	£181.00
BOOKER CASH & CARRY (LUNCH CLUB & REFRESHMENT SUPPLIES)	£281.87
THE SPORTS LAUNDRY (SOCIAL CENTRE LAUNDRY FOR APRIL)	£24.00
CARLTON HOUSE BUSINESS SERVICES (Y/E 31.3.16 BAR STOCK TAKE)	£75.00

MRS A GREEN (THANK YOU GIFT FOLLOWING RETIREMENT)	£50.00
ZENITH ENGINEERING (REPLACEMENT OF FAULTY FIRE EXIT LIGHT)	£36.00
OFFICE SUPPLIES FOR INDUSTRY (PARISH OFFICE STATIONERY)	£275.65
SOCIAL CENTRE DAMAGE BOND REFUND	£50.00
DERBYSHIRE CONSTABULARY (AGREED 2016 DIVERSIONARY ACTIVITY FUNDING)	£500.00
CO-OP BANK CHARGES	£1.00
TOTAL:	£3,120.91
5. the following Income is noted:	
CLAY CROSS SOCIAL CENTRE HIRE	£153.00
SOCIAL CENTRE BAR TAKINGS: 7.5.15, 12.5.16, 14.5.16	£1,232.30
TUESDAY LUNCH CLUB: 3.5.16, 10.5.16, 17.5.16	£396.00
WEDNESDAY BINGO: 4.5.16, 11.5.16	£87.50
THURSDAY DANCE: 5.5.16, 12.5.16	£145.00
SALE OF REFRESHMENTS: 19.4.16, 25.4.16, 26.4.16, 30.4.16, 3.5.16, 9.5.16, 10.5.16	£36.80
CEMETERY LODGE RENT	£75.38
TOTAL:	£2,125.98

Work In Progress

Further to minute no **1437/15** regarding the Bus Station Toilet Block and the payment plan set up with Severn Trent Water. Parish Clerk reported that an invoice has been received from Severn Trent Water for the period 20 November 2015 to 12 May 2016 (174 days) – it was noted that this is the first invoice received since the Meter Accuracy Test had been carried out. **It was agreed that the Parish Clerk and our Accountant, John King work out the usage and charges and go back to Severn Trent Water to challenge the charges noting that if the Parish Council do not receive a satisfactory response consideration will be given to contacting The Consumer Council for Water.**

Further to minute no **1502/15** regarding changing over from The Co-operative Bank to the Unity Trust Bank. **Resolved That: (1) the Internet Banking transaction value is set at £10,000 and (2) the Parish Clerk and Administrative Assistant to be named 'Banking Administrators'**

1633/16 Items for Decision & Information

Parish Clerk reported that there are no Items for Decision & Information this month.

1634/16 Date of Next Meeting

Resolved That: the next Parish Council meeting will be held in the Parish Council office on Tuesday 28 June 2016.