

# CLAY CROSS PARISH COUNCIL

Minutes of Clay Cross Parish Council meeting held in the Clay Cross Parish Council office on Tuesday 24 October 2017 at 7.00PM

**Present:** Councillor G Morley ..... Chair  
Councillor M Holmes ..... Vice Chair

Councillor Mrs T Reader                      Councillor D Skinner  
Councillor A Reader                          Councillor B Wright  
Councillor Ms K Rouse

**Also Present:** Dawn Kershaw, Parish Clerk  
Michelle Cowin, Administrative Assistant

## **Public Participation**

There were no members of the public present.

## **Police Consultation**

There were no Clay Cross Safer Neighbourhood Team Officers present.

## **County Councillor/District Councillor Matters**

There were no County Council or District Council matters to report.

## **PART I – PUBLIC BUSINESS**

***Members were reminded to declare an interest as appropriate.***

### **1776/17 Apologies for Absence**

Apologies for Absence were received from Councillor G Skinner.

### **1777/17 Exclusion of the Public**

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

### **1778/17 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 September 2017 be approved as a correct record.***

### **Work In Progress**

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

### **1779/17 Reports from Representatives on Outside Bodies**

There were no Reports from Representative on Outside Bodies.

### **1780/17 Planning & Environmental Matters**

To receive the Minutes of the Planning & Environmental Working Group meeting held on the 11 October 2017 and to receive recommendations for resolution. **Resolved That:**

- 1. Members of Kenning Park Community Group are invited to attend the Parish Council Presentation Evening to be held on Saturday 18 November 2017 and are presented with a Certificate of Thanks. Following the Presentation Evening, an article with photographs should be sent to the Derbyshire Times***
- 2. the Minutes of the Planning & Environmental Working Group meeting held on the 11 October 2017 be received***

### **Work In Progress**

Further to minute no **1696/17** regarding the land at Pilsley Road, Danesmoor used as an omnibus turning circle. Administrative Assistant reported that Banner Jones Solicitors have confirmed that the land had been formally registered with the Land Registry at a cost of £525 plus vat.

Further to minute no **1769/17** regarding James Richards Circus using Kenning Park in May 2018. Administrative Assistant reported that a representative from the Circus has carried out a site visit to Kenning Park and has expressed concerns about the boggy state of the Park and felt that it may not be suitable for the Circus vehicles. They are currently looking at alternative sites in the area.

### **1781/17 Street Scene Matters**

To receive the Minutes of the Street Scene Working Group meeting held on the 2 October 2017 and to receive recommendations for resolution.

#### **Resolved That:**

- 1. Administrative Assistant email Rykneld Homes to advise that the Parish Council have noted that there are issues with cars parking on green areas and request that Estate Managers keep an eye on this situation***

2. ***A letter is written to the Department of Work & Pensions expressing concerns over the proposed closure of Clay Cross Job Centre***
3. ***the Minutes of the Street Scene Working Group meeting held on the 2 October 2017 be received***

### **Work In Progress**

Further to minute no **1770/17** regarding the replacement of panel to the bus shelter at Holmgate Road. Parish Clerk reported that the polycarbonate panels have now been replaced but yellow dots have been added at a further cost of £125 plus VAT due to concerns raised that if someone runs across the road they will run into the shelter and bounce back off. It was also reported that clamps have been installed as there was some considerable play in the polycarbonate panels – Street Structures have fabricated and installed these free of charge as a goodwill gesture.

### **1782/17 Cemetery Matters**

To receive the Minutes of the Cemetery Working Group meeting held on 6 October 2017 and to receive recommendations for resolution.

#### **Resolved That:**

1. ***the District Council Cemeteries Assistant is advised that Parish Council do not wish to firmabond 6 no. unsafe memorials in Clay Cross Cemetery and arrangements are made for them to be laid down. However, the Parish Council would like to be notified in future if any other memorials are proposed to be laid down as they may take a different view depending on the size and significance of the memorial***
2. ***Minutes of the Cemetery Working Group meetings held on 6 October 2017 be received***

### **Work In Progress**

Further to minute no **1749/07** regarding the Supply of Services Agreement. Councillor Wright reported that as requested, the District Council have provided a revised Service Agreement for the Cemetery & Environmental maintenance arrangements (circulated). They have provided costs for a one year contract with a percentage increase year on year up to 3 years in total. It was noted that the current Supply of Services Agreement expires on the 1 November 2017 but as the Parish Council do not feel that there is enough information to make a formal decision on the revised arrangements, the District Council are advised to maintain status quo until a formal decision can be made. **Resolved That:** ***the services of Chris Moses of Personnel Advice & Solutions Ltd is retained to provide advice on the proposed service level agreements for the Cemetery & Environmental maintenance arrangements.***

### **1783/17 Social Centre & Events Matters**

To receive the Minutes of the Social Centre & Events Working Group meeting held on 2 October 2017 and to receive recommendations for resolution. **Resolved That:**

- 1. the smoking of e-cigarettes inside the Social Centre is banned and that users of these devices go outside to 'vape' the same as cigarette smokers.***
- 2. the Minutes of the Social Centre & Events Working Group meeting held on 2 October 2017 be received***

### **Work In Progress**

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

### **1784/17 Finance Matters**

To receive the report and recommendations for resolution from the Finance Sub-Committee meeting held on the 18 October 2017. **Resolved That:**

- 1. the report of the Finance Sub-Committee meeting held on the 18 October 2017 be received***
- 2. the monthly statements for September 2017 be accepted***
- 3. the expenditure and income against budget report for September 2017 is accepted***

<b><i>4. the following Accounts for Payment are approved:</i></b>	
<b><i>PARISH COUNCIL STAFF WAGES: TAX MONTH 7</i></b>	<b><i>£4,845.24</i></b>
<b><i>PARISH TV LICENCE REFUNDS: 38 @ £25</i></b>	<b><i>£950.00</i></b>
<b><i>POST OFFICE LTD: NI &amp; TAX FOR SEPTEMBER 2017</i></b>	<b><i>£570.60</i></b>
<b><i>DERBYSHIRE COUNTY COUNCIL: PENSIONS FOR SEPTEMBER 2017</i></b>	<b><i>£639.32</i></b>
<b><i>DRAINAGE 2000 LTD: CALL OUT TO CLEAR BLOCKED DRAINS AT CEMETERY LODGE</i></b>	<b><i>£90.00</i></b>
<b><i>PAULINE STRINGFELLOW: DANCES FOR SEPTEMBER 2017</i></b>	<b><i>£140.00</i></b>
<b><i>D HIGGINBOTTOM: PARISH BUS SHELTER &amp; WINDOW CLEANER</i></b>	<b><i>£176.00</i></b>
<b><i>CHESTERFIELD GAS CO/AGARS: SEPTEMBER BAR SUPPLIES</i></b>	<b><i>£2,141.57</i></b>
<b><i>BOOKER CASH &amp; CARRY: SEPTEMBER LUNCH CLUB &amp; REFRESHMENT SUPPLIES</i></b>	<b><i>£261.32</i></b>
<b><i>INTERSERVE: SOCIAL CENTRE WATERSAFE 8.10.17 TO 7.1.18</i></b>	<b><i>£135.96</i></b>
<b><i>NEDDC: MANAGEMENT/MAINTENANCE OF CEMETERY 1.7.17 TO 30.9.17</i></b>	<b><i>£10,268.68</i></b>
<b><i>NEDDC: ANCILLARY STREET CLEANING 1.7.17 TO 30.9.17</i></b>	<b><i>£7,077.06</i></b>
<b><i>SEVEN PROMOTIONS: SOCIAL CENTRE &amp; BLUE SAVANNAH ADVERTS IN OCTOBER SHOPPERS GUIDE</i></b>	<b><i>£312.00</i></b>

<b>YORKSHIRE WATER: SOCIAL CENTRE SEWARAGE/ SURFACE WATER CHARGES 1.4.17 TO 1.5.17</b>	<b>£53.55</b>
<b>QUICK TEST: SOCIAL CENTRE MICRO PAT TESTING KIT</b>	<b>£252.00</b>
<b>ALPHA HEATING: CENTRAL HEATING CARE PLAN FOR CEMETERY LODGE FOR YEAR</b>	<b>£315.00</b>
<b>DESIGNS DIRECT: SOCIAL CENTRE &amp; TOILET BLOCK CLEANING MATERIALS</b>	<b>£371.14</b>
<b>SWALEC: SOCIAL CENTRE ELECTRICITY 25.5.17 TO 15.8.17</b>	<b>£915.01</b>
<b>KONICAL MINOLA: COST OF COPIES 17.5.17 TO 16.8.17</b>	<b>£128.57</b>
<b>PREMIER PLUMB: CALL OUT &amp; REPAIRS GENTS TOILET AT SOCIAL CENTRE</b>	<b>£60.00</b>
<b>CLAY CROSS DO-IT-YOURSELF: SOCIAL CENTRE MAINTENANCE</b>	<b>£61.66</b>
<b>ADAPTIVE WEB: COST TO ADD ALLOTMENT PAGE TO CXPC WEBSITE</b>	<b>£72.00</b>
<b>E.ON: HILL STREET LIGHTING 1.7.17 TO 30.9.17</b>	<b>£10.47</b>
<b>CO-OP BANK CHARGES</b>	<b>£35.76</b>
<b>SOCIAL CENTRE DAMAGE BOND REFUNDS</b>	<b>£90.00</b>
<b>TOTAL:</b>	<b>£29,972.91</b>
<b>5. the following Income is noted:</b>	
<b>SOCIAL CENTRE BAR TAKINGS: 28.9.17, 30.9.17, 5.10.17, 6.10.17, 12.10.17, 14.10.17</b>	<b>£1,665.20</b>
<b>SOCIAL CENTRE HIRE</b>	<b>£37.50</b>
<b>SALE OF SOFT DRINKS: 30.9.17, 2.10.17, 3.10.17, 9.10.17, 10.10.17</b>	<b>£23.00</b>
<b>WESTERN POWER: WAYLEAVE PAYMENT FOR YEAR</b>	<b>£5.75</b>
<b>NEDDC: REFUND OF OVERPAID TOILET BLOCK RATES</b>	<b>£816.00</b>
<b>PARISH COUNCIL ALLOTMENT RENTS</b>	<b>£105.00</b>
<b>TUESDAY LUNCH CLUB: 3.10.17, 10.10.17, 17.10.17</b>	<b>£471.00</b>
<b>WEDNESDAY BINGO: 4.10.17, 11.10.17</b>	<b>£80.00</b>
<b>THURSDAY DANCE: 28.9.17, 5.10.17</b>	<b>£141.00</b>
<b>CEMETERY LODGE RENT</b>	<b>£154.52</b>
<b>TOTAL:</b>	<b>£3,498.97</b>

### **Work In Progress**

Further to minute no **1773/17(1)** regarding the Clay Cross Parish Grounds Maintenance Contribution 2017/18 to North East Derbyshire District Council. Parish Clerk reported that a response has been received from Alison Griffiths, the District Council Streetscene Co-ordinator in which it was confirmed that the Parish Council had still been charged for one of the flower beds at Kenning Park which has now been removed. In view of this, the new figure has been reduced from £26,224.06 to £24,871.47 and a credit note has been received to reflect this. **It was agreed that the Ground Maintenance payment is made to the District Council and that Councillor Mansbridge carries out site visits to Parish Council facilities so a breakdown of maintenance costs charged can be evaluated.**

Further to minutes no **1773/17(6)** regarding donations to local groups/organisations. Parish Clerk reported that the Scheme Assistant at Smithybrook View has requested that as the Residents Association are no longer operating on a formal basis, could the facilitators of the "Tea at Three" scheme have vouchers instead of a cheque, possibly for use at Tesco, to purchase tea, coffee and biscuits as required. **It was agreed that as donations granted by the Parish Council cannot be given to individuals and as the Smithybrook View Residents Association are no longer in operation, regrettably the Parish Council will have to withdraw its donation at this time.**

Further to minute no **1732/17** regarding the Audit for the year ended 31 March 2017. Parish Clerk reported that Grant Thornton LLP have completed the Annual Return for the year ended 31 March 2017. On the basis of their review of the Annual Return, in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting their opinion which they draw to the attention of the Parish Council:

**Objective F, Petty Cash:** the Internal Auditor has answered 'Yes' to Objective F in relation to petty cash. This should state 'Not covered' as the Parish Council does not operate a petty cash system. The Parish Council should ensure that the Internal Auditors report is reviewed before sending the Annual Return to the External Auditors. The Parish Council should minute this process. If there are any errors in the Internal Auditors report it should either be amended by the Internal Auditor or the Parish Council should provide an explanation for the error. **It was agreed that this comment is noted. It was felt that the comment was being picky and being said for the sake of something to say.**

Parish Clerk further reported that this is the last year end that Grant Thornton will be our External Auditors. From 2017/18 new External Auditors have been appointed and they will be in touch with the Parish Council in due course.

#### **1785/17 Items for Decision & Information**

**Derbyshire Law Centre:** invitation to attend their 28<sup>th</sup> Annual General Meeting to be held at Rose Hill Theatre, Chesterfield on Wednesday 8 November 2017. ***Resolved That: Councillor D Skinner attends the Annual General Meeting and that he is also nominated to represent the Parish Council on the Law Centre Management Committee.***

#### **1786/17 Date of Next Meeting**

***Resolved That: the next Parish Council meeting will be held in the Parish Council office on Tuesday 28 November 2017.***