

CLAY CROSS PARISH COUNCIL

Minutes of Clay Cross Parish Council meeting held in the Clay Cross Parish Council office on Tuesday 27 October 2015 at 7.00pm.

Present: Councillor G Morley Chair
Councillor M Holmes Vice Chair

Councillor E Mansbridge	Councillor D Skinner
Councillor A Reader	Councillor G Skinner
Councillor Ms K Rouse	Councillor B Wright

Also Present: Dawn Kershaw, Parish Clerk

Public Participation

There were no members of the public present.

Police Consultation

There were no Clay Cross Safer Neighbourhood Team Officers present and no crime figures had been received.

County Council/District Council Matters

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

PART I – PUBLIC BUSINESS

Members were reminded to declare an interest as appropriate.

1549/15 Apologies for Absence

Parish Clerk reported that Apologies for Absence had been received from Councillor Mrs Reader and Councillor Rodgers.

1550/15 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.***

1551/15 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 22 September 2015 be approved as a correct record.***

Work In Progress

Parish Clerk reported that there was no Work In Progress.

1552/15 Reports from Representatives on Outside Bodies

There were no Reports from Representatives on Outside Bodies.

1553/15 Planning & Environmental Matters

To receive the Minutes of the Planning & Environmental Working Group meeting held on the 8 October 2015 and to receive recommendations for resolution. ***Resolved That: the Minutes of the Planning & Environmental Working Group meeting held on the 8 October 2015 be received***

Work in Progress

Parish Clerk reported that there was no Work in Progress.

1554/15 Street Scene Matters

To receive the Minutes of the Street Scene Working Group meeting held on the 14 October 2015 and to receive recommendations for resolution. ***Resolved That:***

- 1. the two candidates that have expressed an interest in the Bus Station Toilet Block cleaner vacancy are interviewed by the Parish Council Appointments Committee and one candidate is appointed as soon as possible***
- 2. the Parish Clerk liaise with the Market Manager to mutually agree a date of the final Clay Cross Market with the hope that it can continue until the Saturday before Christmas, 19 December 2015***
- 3. the Minutes of the Street Scene Working Group meeting held on the 14 October 2015 be received***

Work In Progress

Further to minute no **1480/15** regarding installation of a barrier at the North Street allotment site entrance. Parish Clerk reported an email received from Grant Galloway, Assistant Director of Estates & Property at North East Derbyshire District Council stating that Rykneld Homes have confirmed that they are willing to contribute 50% toward the cost of a barrier. However, after notifying Grant that the Parish Council would want to move quickly to have the barrier installed and work completed, Alison Griffiths along with her Supervisor have now flagged up serious concerns regarding the installation of the barrier on the entrance way as both electricity and gas mains run down the highway and, have requested the plans are reviewed. ***Resolved That: a further site visit is***

arranged to discuss an alternative position for the barrier with Councillor Holmes, Councillor Mansbridge and Councillor G Skinner in attendance along with Alison Griffiths and her Supervisor

1555/15 Cemetery Matters

To receive the Minutes of the Cemetery Working Group meeting held on the 16 October 2015 and to receive recommendations for resolution. **Resolved That: the Minutes of the Cemetery Working Group meeting held on the 16 October 2015 be received**

Work In Progress

Parish Clerk reported that there was no Work In Progress.

1556/15 Social Centre & Events Matters

To receive the minutes of the Social Centre & Events Working Group meeting held on the 5 October 2015 and to receive recommendations for resolution. **Resolved That: the Minutes of the Social Centre & Events Working Group meeting held on the 5 October 2015 be received**

Work in Progress

Further to minute no **1545/15** regarding the necessary work to update the gents toilets in the Social Centre. Parish Clerk reported that Premier Plumb commenced the work on Monday 26 October 2015 and all should be completed in a couple of weeks.

1557/15 Finance Matters

To receive the report and recommendations for resolution from the Finance Sub-Committee meeting held on the 21 October 2015. **Resolved That:**

- 1. the report of Finance Sub-Committee meeting held on the 21 October 2015 be received**
- 2. the monthly statement for September 2015 be accepted**
- 3. the expenditure and income against budget report for September 2015 is accepted**

4. the following Accounts for Payment are approved:	
NEDDC (CEMETERY MANAGEMENT & MAINTENANCE: 1.7.15 TO 30.9.15)	£10,016.78
NEDDC (PARISH ANCILLARY STREET CLEANING: 1.7.15 TO 30.9.15)	£6,903.43
PARISH COUNCIL STAFF WAGES (TAX MTH 7)	£4,181.69
SWALEC (SOCIAL CENTRE ELECTRICITY: 23.5.15 TO 21.9.15)	£1,375.21
PARISH TV LICENCE REFUNDS (47@ £25)	£1,175.00
GRANT THORNTON UK LLP (FEE FOR 2015 ANNUAL RETURN)	£960.00

CORONA ENERGY (SOCIAL CENTRE GAS: 1.9.15 TO 1.10.15)	£276.92
DERBYSHIRE COUNTY COUNCIL (PENSION FOR SEPTEMBER 2015)	£437.33
POST OFFICE LTD (NI & TAX FOR SEPTEMBER 2015)	£565.00
NEDDC (SOCIAL CENTRE WASTE COLLECTION: 1.10.15 TO 31.3.16)	£443.56
BOOKER CASH & CARRY (LUNCH CLUB & REFRESHMENT SUPPLIES FOR SEPTEMBER)	£189.19
PLANTSCAPE (MAINTENANCE OF SUMMER PARISH PLANTERS ETC)	£1,002.00
OFFICE SUPPLIES FOR INDUSTRY (STATIONERY FOR CXPC OFFICE)	£20.64
MR JEEVES (SOCIAL CENTRE LAUNDRY FOR SEPTEMBER)	£52.00
PAULINE STRINGFELLOW (DANCES FOR OCTOBER)	£175.00
CHESTERFIELD GAS CO/AGARS (BAR SUPPLIES FOR SEPTEMBER)	£2,416.86
D HIGGINBOTTOM (PARISH BUS SHELTER & WINDOW CLEANER)	£176.00
SOCIAL CENTRE DAMAGE BOND REFUND (3 @ £50)	£150.00
CLAY CROSS DO-IT-YOURSELF (SOCIAL CENTRE MAINTENANCE FOR JULY 2015)	£23.82
CO-OP BANK CHARGES	£32.00
E.ON (HILL STREE LIGHTING: 1.7.15 TO 30.9.15)	£8.24
TOTAL:	£30,580.67
5. the following Income is noted:	
RYKNELD HOMES (SERVICE CHARGE FOR CXAHO: JULY 2015 TO SEPT 2015)	£2,500.00
CLAY CROSS SOCIAL CENTRE HIRE	£361.39
SOCIAL CENTRE BAR TAKINGS: 1.10.15, 3.10.15, 8.10.15, 10.10.15, 15.10.15, 17.10.15	£4,278.35
LUNCH CLUB: 6.10.15, 13.10.15, 20.10.15	£439.60
BINGO: 30.9.15, 7.10.15, 14.10.15	£139.00
DANCE: 1.10.15, 8.10.15, 15.10.15	£250.00
CXPC CHRISTMAS MARKET 5.12.15 (TABLES/STALLS)	£60.00
SALE OF REFRESHMENTS	£37.60
CEMETERY LODGE RENT	£75.38
TOTAL:	£8,141.32

6. following the presentation given by their Senior Solicitor at the full Parish Council meeting held on Tuesday 28 July 2015, Clay Cross Parish Council join Derbyshire Law Centre

Work in Progress

Further to minute no **1437/14** regarding the Bus Station Toilet Block and the payment plan set up with Severn Trent Water. Parish Clerk reported details of a letter received from Severn Trent Water stating that the payment plan has been reviewed and they have noticed there is more credit on the than expected; a refund of £6,591.75 has been received. It was further reported that a letter has been sent to Severn Trent Water querying the charges as per their amended invoice dated 14 October 2014 amounting to £4,000.04; further invoices show how the water usage between 19 November 2013 to 4 September 2014 came down from an average 5.50m³ to 0.34m³. An email has now been received from Severn Trent Water stating that following their site visit on 4 September 2014 it was confirmed that there were no leaks on the supply, it is

possible that the high usage of water was genuine however it is clear that there has been a dramatic reduction in consumption. As they have confirmed there were no leaks, the next option would be for the Parish Council to request a Meter Accuracy test in which an engineer would remove the meter and send it to the manufacturers to test. Should the result show the meter is faulty, they would amend our charge however should the result show is meter isn't faulty, there would be a charge to us of £70 plus vat. ***Resolved That: a Meter Accuracy test is requested at the potential cost of £70 plus vat***

Further to minute no **1502/15** regarding Change of Signatory paperwork. Parish Clerk reported that The Co-operative Bank have sent an email requesting additional information which was read out to the meeting. It was felt that this request was not pertinent to the Change of Signatory request, was personally invasive and demanded information that could be of no use to the application. ***Resolved That: the Parish Clerk contacts (1) the Unity Trust Bank with a view to opening two accounts with them; a current/instant access account and a Capital Projects account and (2) CCLA Investment Management Ltd with a view to opening a reserve account to replace the 14 Day Account.***

Further to minute no **1506/15** regarding the Annual Return for the year ended 31 March 2015. Parish Clerk reported that Grant Thornton LLP have completed the Annual Return for the year ended 31 March 2015. 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:

Risk Assessment: we note that the Parish Council has undertaken risk assessments on a project by project, activity by activity basis. Risk management is not just about insurance or physical risk. It is also about achieving the objectives of the Parish Council to deliver high quality public service. Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, members should:

- take steps to identify the key risks facing the Parish Council
- evaluate potential consequences to the Parish Council if an event identified as a risk takes place; and
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences. This might involve insurance or the implementation of internal controls

More guidance on risk management can be found in the NALC/SLCC publication "Governance and Accountability for Local Councils – A Practitioners Guide (England)" at paragraphs 2.99 to 2.116. **It was agreed that the Parish Clerk and Councillor Mansbridge put together a Financial Risk Assessment document to be presented to**

the Finance Sub-Committee meeting and then the full Parish Council meeting for approval in due course

Internal Financial Controls: the Parish Council has not separately documented its internal controls. It is good practice for the Parish Council to fully document and periodically review the specific day to day procedures it undertakes to implement its system of internal control. *It was commented by members of the Finance Sub-Committee present that they did not agree with this opinion as the whole purpose of the Finance Sub-Committee and its meeting Agenda is to review the day to day financial controls of the Parish Council.*

Further to minute no **1546/15** regarding donations to local organisations. Parish Clerk reported that following the death of their Secretary/Treasurer, a meeting of the members of Clay Cross Darby & Joan Club was held on Monday 19 October 2015 where it was agreed to close the Club; this will be effected over the next few weeks. It was confirmed that the owners of the building, North East Derbyshire District Council have been made aware of this decision; the Club have agreed to donate their stock of bingo books and raffle tickets to the Parish Council and confirmed that they do not require the Parish Council donation of £100. *Concern was expressed by members present that this will be a community facility lost and questioned if the members of the Club could make the decision to close the building.* **It was agreed that (1) the bingo books and raffle tickets be shared equally between the two existing Parish Darby & Joan Clubs and that (2) the Parish Clerk contact the legal section at North East Derbyshire District Council for advice and a way forward.**

1558/15 Items for Decision & Information

Parish Clerk reported that there were no Items for Decision & Information.

1559/15 Date of Next Meeting

Resolved That: the next Parish Council meeting will be held in the Parish Council office on Tuesday 24 November 2015.