

17 May 2023

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting of Clay Cross Parish Council to be held on **Tuesday 23 May 2023 at 7PM** in the Parish Council office, for the purpose of transacting the following business.

Councillors are requested to attend from 6PM on 23 May 2023 to sign the 'Declaration of Acceptance of Office' prior to the Annual Council Meeting.

Yours faithfully

DKershaw

Dawn Kershaw
Clerk of the Council

PUBLIC CONSULTATION

1. At the start of the meeting a period of not more than 10 minutes will be made available for members of the public to ask questions or submit comments about Parish Council matters
2. **County Councillor and/or District Councillor Attendance:** if the County Council and/or District Council Member is in attendance, Members will be given the opportunity to raise any relevant matters

AGENDA

PART I – PUBLIC BUSINESS

MEMBERS ARE REMINDED TO DECLARE INTERESTS AS APPROPRIATE

1. **Election of Chair and Declaration of Acceptance:** to elect a Chair for 2023/24 and the elected Councillor shall sign a Declaration of Acceptance. The completed form shall be countersigned by the Parish Clerk
2. **Apologies:** to receive and approve any Apologies and the reason given
3. **Election of Vice Chair**
4. **Councillor Code of Conduct:** the Parish Council shall confirm the Code of Conduct (enclosed) and that this is published on the Parish Council's website
5. **Clay Cross Parish Council Standing Orders and Finance Regulations:** the Parish Council shall confirm revised Standing Orders and Financial Regulations (enclosed) and that these are published on the Parish Council website. Standing Orders and Financial Regulations have been revised in accordance with the Procurement Threshold having been increased from £25,000 to £30,000
6. **Appointment of Members of Finance Sub-Committee:** the Parish Council shall elect five members to form the Finance Sub-Committee for 2023/24. The Finance Sub-Committee shall, at its first meeting, elect a Chair
7. **Appointment of a Parish Footpath Inspector(s):** Councillor E Mansbridge and Councillor D Skinner
8. **Appointment of Appointments Committee:** the Parish Council shall elect three members to form the Appointments Committee – the remaining eight members of the Parish Council be substitutes
9. **Appointment of Members of Grievance Committee:** three from the eleven members of the Parish Council be members of the Grievance Committee
10. **Appointment of Members of Appeals Committee:** any three of the eleven members of the Parish Council who have not sat on the Grievance Committee be members of the Appeals Committee
11. **Appointment of Members of Disciplinary Committee:** 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
12. **Appointment of School Governors (on request):** Sharley Park Community Primary School and Holmgate Primary School

13. **Appointment of Representatives on Outside Bodies:** Derbyshire Association of Local Councils (to be left vacant), Danesmoor Darby & Joan Club (Councillor B Wright), Holmgate Darby & Joan Club (Councillor Mrs M Jones), Holmgate Community Association (Councillor G Morley), Derbyshire Law Centre (Councillor Mrs M Jones), Clay Cross Angling Association (Councillor E Mansbridge), Clay Cross Citizens Advice Bureau (Councillor G Morley), Arthur Brierley Charity (Councillor E Mansbridge, Councillor G Morley, Councillor B Wright), Udall Memorial Fund (Councillor G Morley, Councillor B Wright), Stevenson Charity (Councillor G Morley and the Parish Clerk, Dawn Kershaw), Clay Cross Town Centre Group (Councillor G Morley, Councillor Mrs M Jones)
14. **Clay Cross Parish Council Bank Signatories and Administration:** Councillor E Mansbridge, Councillor G Morley, Councillor Ms K Rouse along with the Parish Clerk/RFO, Dawn Kershaw
15. **To Agree Calendar of Meetings for 2023/24**
Finance Sub-Committee Meetings (Wednesday): 19.7.23, 18.10.23, 17.1.24, 17.4.24
Parish Council Meetings (Tuesday): 27.6.23, 25.7.23, 26.9.23, 24.10.23, 28.11.23, 23.1.24, 27.2.24, 23.4.24
16. **Exclusion of Public:** to determine which items if any from Part I of the Agenda should be taken with the public excluded
17. **Minutes of Parish Council meeting held 25 April 2023:** to receive Minutes and, subject to any changes necessary, to approve the Minutes of the meetings as a correct record (circulated)

Work In Progress: Parish Clerk and/or Admin Assistant to respond to requests from Members for information on Work in Progress
18. **Reports from Representatives on Outside Bodies**
19. **Planning & Environmental Matters:**
 - (a) to consider applications/appeals received from the Planning Authority and to submit comments (enclosed). Please note that some applications may be received following Agenda issue
 - (b) to receive report on Kenning Park Community Group matters including report of meeting held with Clay Cross Angling Association on Tuesday, 9 May 2023
Work In Progress: Parish Clerk to respond to requests from Members for information on Work in Progress

20. **Items for Information and Decision:**

- (a) **Street Scene Matters:** to consider any items and receive any updates including request from Extreme Wheels to use open space at Bevan Road to deliver sessions/activities
- (b) **Cemetery Matters:** to consider any items and receive any updates including request from Clay Cross Defibrillator Circuit to install a defib unit in the Cemetery
- (c) **Social Centre Matters:** to consider any items and receive any updates
- (d) **Parish Maintenance:** to consider letter and maintenance breakdown for 2023/24 received from North East Derbyshire District Council; acceptance to be signed by a representative of the Parish Council
- (e) **Active Neighbourhood Pilot:** to consider information received from North East Derbyshire District Council regarding this pilot and to nominate at least one, possibly two members to help steer the project and attend association meetings
- (f) **New Items:** to consider request received from Cllr Wright to present awards to three Parish residents for their work in the community

21. **Finance Matters:**

- (a) to receive printed Unity Trust statement showing Account Balances at 23 May 2023 (to follow)

(b) May Accounts up to 17 May 2023:	
STAFF WAGES FOR TAX MTH 2/WK 6	£4,735.36
DERBYSHIRE COUNTY COUNCIL: PENSION CONTRIBUTIONS FOR APRIL 2023	£505.68
HMRC CUMBERNAULD: NI & TAX FOR APRIL 2023	£789.47
SBK COMPUTERS: ANTI VIRUS & MICROSOFT BUSINESS LICENCE FOR YEAR	£395.88
ACE JANATORIAL: CLEANING MATERIALS FOR SOCIAL CENTRE	£284.64
CROWN GAS & POWER: SOCIAL CENTRE GAS 27.3.23 TO 30.4.23	£546.34
PAULINE STRINGFELLOW: DANCES FOR MAY 2023 (x 4)	£140.00
SCOTTISH POWER: ELECTRICITY FOR PUBLIC TOILET BLOCK FOR APRIL	£174.69
WATER PLUS: SOCIAL CENTRE WATER SUPPLY SERVICES 26.3.23 TO 26.4.23	£47.42
WATER PLUS: TOILET BLOCK WATER SUPPLY SERVICES 21.3.23 TO 21.4.23	£189.19
EDGE IT SYSTEMS LTD: FINANCE PACKAGE FOR YEAR TO 13.5.24	£775.20
CHESTERFIELD GAS CO (AGARS): BAR SUPPLIES FOR APRIL 2023	£994.75
BOOKER CASH & CARRY: LUNCH CLUB & REFRESHMENT SUPPLIES FOR APR 2023	£359.47
TV LICENCE REFUNDS (10 @ £25 PER APPLICATION)	£250.00
TOTAL:	£10,188.09
(c) May Income up to 17 May 2023:	
RYKNELD HOMES: AGREED RENT PAYMENT FOR PERIOD 1.4.23 TO 31.3.24	£6,000.00
HM REVENUE & CUSTOMS: VAT REFUND FOR PERIOD 1.1.23 TO 31.3.23	£2,189.56
SOCIAL CENTRE HIRE	£510.00
SOCIAL CENTRE BAR TAKINGS	£1,526.95

THURSDAY DANCE: 27.4.23, 4.5.23, 11.5.23	£334.00
CEMETERY LODGE RENT	£285.00
PUBLIC SECTOR DEPOSIT FUND DIVIDEND PAYMENT	£107.98
TOTAL:	£10,953.49

22. **Date of Next Meeting:** Tuesday 27 June 2023