

## Minutes of the Ordinary Meeting of Melbourne Parish Council

Held at 7.30pm Tuesday 7<sup>th</sup> November 2017

at the Melbourne Room, Melbourne

Assembly Rooms, High Street, Melbourne

**Councillors Present:** Cllr Sharp (Chair), Collyer, Smith, Carroll, Jackson, Usher, Parker, Summerlin, Earp, Hicklin, Hudson, Dunicliff (from 7:45pm)

**In Attendance:** Mrs J Storer (Clerk), Cllr Harrison, Cllr Hewlett, Cllr Chilton 1 member of the press from the Village Voice, 3 members of the public

The Chair welcomed all to the meeting and as a quorum was present, a meeting was held.

**1515. Apologies:** no apologies were received.

**1516. Declaration of Interests:** All Cllrs considered their duty under the Code of Conduct, to declare either a personal or prejudicial interest where necessary. No declarations were made.

**1517. To grant any dispensations following the declaration of interests:** No dispensations were requested and none were granted.

**1518. Variation of Order of Business:** There was no variation in the order of business of the meeting.

### **1519. Public Participation**

#### Public Representations

Karen Grewcock (representing the Senior Citizens Centre Committee) explained that an application to fell a tree had been refused by SDDC and that SDDC was now looking to impose a TPO upon the tree. In the Senior Citizens Committee's opinion, the tree is dangerous and should be felled. She went on to explain that she had spoken with both the District and County Cllrs of the problems associated with the tree and that she will be speaking at the SDDC Planning Committee on 28<sup>th</sup> November against the imposition of the TPO.

Cllr Smith explained the characteristics of the Goat Willow tree and supported the Senior Citizen Centre Committee's view that the tree is dangerous, that it is a weed and was astonished that a TPO is proposed to be imposed upon the tree

Cllr Jackson supported the opposition to any imposition of a TPO.

The Parish Council was united in objecting to the proposed TP and was supportive of the felling of the tree.

#### County Councillor report

Cllr Chilton reported that further nominations and members (ages between 11-18 years) are sought for Derbyshire Youth Council. Grants are available via DCC website for assisting with job creation in rural areas.

The next Flooding meeting will be held on 15<sup>th</sup> November at 6.30pm at the Melbourne Assembly Rooms. DCC is seeking comments upon its proposed budget for 2018/19.

The double yellow lines which were requested to be installed on Cockshut Lane will not happen, but DCC has proposed that double white lines are placed down the centre of the Lane and this will take place in the next financial year.

The parish qualifies for a bus shelter on Cockshut Lane but neither the Parish Council nor SDDC was prepared to provide match funding and no shelter will be erected.

Parish Cllrs and Cllr Chilton met with representatives of the Highways Dept on 17<sup>th</sup> October and DCC has now recognised that actions are required regarding the traffic and parking situation within Melbourne.

Civil Parking Officers will be in Melbourne on Thursdays, Fridays and Saturday mornings.

Cllr Chilton has attend many meetings regarding the Causeway; this matter will be discussed by DCC and at the next Area Forum, a presentation will be given about the results of the investigations into problems at

the Causeway and the wider area which are all encumbered by the Causeway traffic. CREST has been requested to measure the volume of traffic from the A514 (Ticknall direction). The data already collated shows that the daily average traffic movements have increased by 3% but movements of vehicles of 7 tonnes and over are down by 18%, over a comparable six month period between May and October 2016 and 2017. Cllr Chilton is looking into the possibility of a Moving Traffic Order (MTO) which will have an increased impact for prosecutions.

Parking within Melbourne is worsening with parking occurring on pavements and on bends. Civil parking offices have no powers over these areas of bad and inconsiderate parking; this falls within the remit of the police.

7:45pm Cllr Dunicliff arrived.

Clarification was provided by Cllr Chilton that Trading Standards will accept photographs as evidence of HGVs on the Causeway.

#### District Councillor report

Cllr Harrison expressed a personal view that the proposed double white lines along Cockshut Lane will be ineffective and urged for double yellow lines to be installed at either side of the entrance to create an acceptable visibility splay.

SDDC has updated its website. Part 2 of the LDP was approved by SDDC last week and contains all the major modifications identified by the Planning Inspector. The number of housing to be provided by each local authority over the next 3-5 years was provided.

The planning appeal for 62A Derby Road was rejected, similarly the appeal for residential development at Blackwell Lane was rejected. The rejection of the appeal was based largely upon a statement from SDDC Conservation Statement 2011.

The wall at MARS is now completely repaired.

The crime figures for the parish for the month of August were provided.

An update on the progress of the East Midlands Gateway development was given, the final completion date is estimated to be at the end of 2019 and HS2 will have no impact on the area.

There were no questions for either Cllr Chilton or Cllr Harrison.

#### Police Matters

There was no report.

Mr P Willmore addressed the meeting to report upon the arrangements for Melbourne at Christmas. This event will take place on 1<sup>st</sup> December and will follow the format of previous years. Mr Willmore will liaise with the Clerk about road closure and diversion signs and the implementation of the road closures on the night will be assisted by Cllrs Carroll, Earp and Collyer. Road closures will be in force from 4pm to 9pm and the road closure order has been obtained from SDDC. The banner advertising the event needs to be erected at least a fortnight prior to the event; Mr Willmore will make the necessary arrangements to erect the banner. Cllr Jackson agreed to make the arrangements regarding the advertising signs. Mr Willmore was thanked for making the arrangements.

#### **1520. To confirm the Minutes of the Ordinary Parish Council meeting held on 3<sup>rd</sup> October 2017**

The Minutes of the Ordinary meeting held on 3<sup>rd</sup> October 2017 as previously circulated, were approved as a correct record and signed by the Chair.

#### **1521. Governance**

##### a) Review of Risk Assessments

The Clerk reported that there were no recommendations to amend the existing risk assessments but she had previously circulated a new risk assessment, relating to the public toilets.

RESOLVED to accept the risk assessment relating to the public toilets with no amendments.

##### b) Parish Councillor vacancy

The notice regarding the vacancy created by Paul Willmore's resignation has been displayed for the required legal time and an application was received from Carol Fearria to be co-opted as a Parish Cllr, the application had been previously circulated to all Cllrs.

Cllrs considered the application from Carol Fearria to become a co-opted Parish Cllr.

RESOLVED unanimously to co-opt Mrs C Fearria as a Parish Cllr.

The Chair welcomed Mrs Fearria and invited her to join the meeting.

Ms Fearria completed the Declaration of Office and will complete and return to the Clerk, the Register of Interest. The Clerk will inform the Elections Officer of the co-option.

c) General Data Protection Regulations (GDPR)

The Clerk and Cllr Summerlin provided a report on the GDPR training attended on 16<sup>th</sup> October 2017. Work is commencing to ensure the Parish Council's compliance with GDPR; this will be an ongoing project and regular reports will be brought to future Parish Council meetings.

d) CCTV – audit and to agree the change to the CCTV guidance and policy

The Clerk with the assistance of Cllr Hicklin, completed the annual audit of the CCTV system; the report has been circulated to all Cllrs prior to the meeting.

RESOLVED to accept the annual audit report

RESOLVED to accept the recommended changes to the CCTV Guidance and Policy

RESOLVED to erect a notice at the Lothian Gardens, informing that CCTV is in operation.

**1522. To receive reports from Committees and working Parties**

a) Highways, Recreation and Amenities Committee (9<sup>th</sup> October 2017)

The minutes of the meeting held on 09.10.17 had been previously circulated to all Cllrs.

The Clerk and Cllr Hicklin had met the contractor to consider the extension of the existing hanging basket scheme and of installing tubs in the Market place and on the railings outside Blatch's. Mr Blatch welcomed the scheme and agreed to paint the railings before any tubs are fixed to the railings.

This matter will be discussed at the next Highways, Recreation and Amenities Committee meeting.

b) Burials Committee (9<sup>th</sup> October 2017)

The minutes of the meeting held on 09.10.17 had been previously circulated to all Cllrs.

Min 416 consideration of the proposal to install CCTV at the cemetery in efforts to reduce anti social behaviour, was rejected. The reasons for the rejection was

- The cost of the system, both financially and relating to governance, is not cost effective against the anti social behaviour experienced in the cemetery.
- The chances to bring private successful prosecutions were considered to be too small to make the system viable

Other options to prevent anti social behaviour were considered.

RESOLVED to trial the locking of the front gates at nights during the winter months. This will stop immediate access to the cemetery. The Clerk is to place a notice at the gates to explain why the action to lock the gates has become necessary.

c) Benches Working Party

No meeting has taken place

d) Telephone Kiosk Working Party

No meeting has taken place, but one is to be called.

e) Neighbourhood Development Plan (NDP)

Cllr Carroll informed that no meeting has taken place recently and that no feedback has been received from SDDC on the submitted draft NDP. It is anticipated that the draft NDP will be reviewed now that Part 2 of the LDP has been adopted.

f) Beacon and events to commemorate the end of WW1 (Min 1331 - 07.02.17)

The latest details and updates were circulated in the Clerk's report and accepted.

**1523. To determine if any matters are to be taken with the Public excluded**

No items are to be taken with the public excluded.

**1524. Chair's Announcements**

The Chair reported that she and the Clerk attended the Airport Annual Dinner on 12<sup>th</sup> October.

At this dinner, it was informed that UPS has made a donation to the Leicestershire Parish Councils, the Clerk was requested to write to UPS and ask for a donation towards the WW1 commemoration events.

The Chair also reported that she had attended the Derbyshire County Poppy Appeal on 27<sup>th</sup> October and on 15<sup>th</sup> November she will attend the launch of the SDDC Partnership Scheme.

### **1525. To receive the Clerk's Report**

a) The Clerk's report was circulated prior to the meeting. It was accepted with no questions raised.

#### b) Deeds granted

No deeds were granted during October.

#### c) Land at Queensway and Beech Avenue

The detail of the appeal decision to incorporate land into the garden of 62 Derby Road was that the appeal was rejected on the grounds that the incorporation of the land into the garden at 62 Derby Road, would materially harm the character and appearance of the area. The Land Registry rejected the Parish Council's application to register the land and the Clerk with the assistance of the solicitor, has submitted an enquiry to NALC for its opinion as to what actions can now be taken.

RESOLVED to register an interest in the land and once this is completed, the solicitor will be released. The Parish Council will continue to maintain the land.

### **1526. Reports from representatives on outside organisations**

Senior Citizens Centre - no meeting has taken place

Infant School Governors – no report was given.

Safer Neighbourhood/Area Meeting - This was held on 24<sup>th</sup> October at Aston on Trent and a report had been given earlier in the meeting by Cllr Harrison and Chilton; the focus being the Causeway and associated traffic problems.

Melbourne Festival – no report

Sporting Partnership - no report.

Assembly Rooms - Cllr Hicklin reported that the refurbishment of the Ladies toilets is finished and the refurbishment of the Gents toilets will start soon. Mr Hughes has met with SDDC and an agreement has been given that SDDC will attend to the potholes at the front of MARS.

RESOLVED to suspended Standing Orders to allow Mr F Hughes to speak and update the meeting about matters relating to MARS.

Mr Hughes reported that SDDC is making enquiries and obtaining costings relating to the possibility of removing or replacing one of the storage shed within the car park. He added that there are differing opinions as to whether additional parking provision would be generated if the shed was demolished. Cllr Chilton spoke to say that SDDC could demolish the shed to create additional parking and create a smaller facility to store the lengthsman's equipment.

RESOLVED the Parish Council's preference is for the shed to be demolished and replaced with a smaller facility to store the lengthsman's equipment

Donington Park Liaison Committee – no meeting.

Grays, Green & Adcock Charity – no meeting has taken place.

Severn Trent Water Liaison Group – the next meeting will be held on 15th November.

Melbourne at Christmas – New lights for the main tree have been ordered, but additional lights are also now needed and are on order.

### **1527. Parish Council assets**

#### **a) Public Toilets.**

The Clerk circulated an update on the project, by email on 30<sup>th</sup> October 2017; this email reported that the contamination reports submitted to SDDC in September, are still awaiting a decision. Until this response has been received, no dates can be fixed for the work to commence.

The Clerk had circulated the proposal for the electricity supply contract at the public toilets. RESOLVED to enter into a 12 month contract.

#### **b) Chapels & Cemetery.**

No matters relating to the Burial Authority have been raised.

Cllr Carroll reported that the Steering Group working on the grant application for the chapel refurbishments will be meeting on 9<sup>th</sup> November.

## **Old Burial Ground**

No matters to report.

### **c) Lothian Gardens and Thomas Cook Gardens**

Lothian Gardens – The contractor undertaking the quarterly inspections and any repairs, has reported that the basic repairs agreed to at the last meeting have been undertaken, but that some of the other play equipment is also in need of repair; and has suggested meeting with the Clerk and a Cllr to discuss the repairs and the associated cost, which is thought to be in the region of £1500. There is sufficient budget provision for these additional repairs, and there is sufficient cash within the bank to allow the repairs to be undertaken.

RESOLVED for this matter to be considered at the next Highways, Recreation and Amenities Committee meeting.

Cllr Hicklin reported that she had viewed the CCTV footage due to concerns about anti social behaviour in the Lothian Gardens, and she reported the footage showed that young people are climbing over the gates when locked.

The Parish Council considered its liability and duty of care should any injury be sustained whilst climbing over the gates and accepted that the public liability would cover any incidents. The Parish Council agreed that it was necessary to close and lock the gates at night to prevent crime and anti social behaviour and that the gates would continue to be locked. It was not though necessary to erect a notice advising not to climb on the gates.

Thomas Cook Gardens – the Clerk under delegated powers and in consultation with the Chair, has arranged for the hedge, shrubbery and trees to be pruned. The contractor will submit on behalf of the Parish Council, the planning application for work to be undertaken in the conservation area. Estimated work will be £500.00

## **1528. Correspondence**

All correspondence has been circulated to the Councillors prior to the meeting.

1. DALC – Various Circulars
2. Ashbourne Little Bus Company – New Derbyshire Connect Dial-a-bus Shopping service
3. Mr A Robey – enquiries regarding pre-purchasing a burial plot and seeking clarification on regulations relating to rights to be interred in the Packhorse Road Cemetery.
4. SDDC – Re-launch of the South Derbyshire Partnership strategy
5. Civic Society – copy of representations made to Mr F McArdle (SDDC- CEO) regarding the condition of the carpark at MARS and associated outbuildings
6. Clerks & Councils Direct – November 2017

All correspondence was noted

## **1529. Finance**

a) RESOLVED the accounts for payment were approved and payments were authorised.

Appendix 1.

b) Receipts - receipts of £2508.00 for burials and memorials was received in the month of October 2017. and wayleaves of £3.72 was received in October.

c) To approve the bank reconciliation to 25<sup>th</sup> October 2017

The bank reconciliations have been checked by the Chair and no areas of concerns were raised.

## **1530. Consideration of Planning Applications**

### **a) Planning applications**

9 2017 1005 - prior notification for the erection of an agricultural building for storage of horticultural equipment and use as a potting shed at The Butts, Cockshut Lane, Melbourne

NO OBJECTIONS

9 2017 0631 - the erection of two brick player dugouts alongside the main football pitch at Melbourne Sports Pavilion, Cockshut Lane, Melbourne  
NO OBJECTIONS

9 2017 1013 - approval of reserved matters for layout, scale, appearance and landscaping of planning permission ref: 9/2014/1141 on land at sk3825 9087 Jawbone Lane, Kings Newton  
NO OBJECTIONS

CD9 – 0817 – 44 – A single classroom extension at Melbourne School  
NO OBJECTIONS

9 2017 1022 - the crown reduction and raising of an oak tree at Manor Oak Cottage, Sleepy Lane, Kings Newton  
NO OBJECTIONS

9 2017 1086 - the pruning of 3no. trees at 1 Castle Mews, Melbourne  
NO OBJECTIONS

9 2017 0924 - change of use from selling fresh food (use class a1) to selling cooked food to take away and sell on the premises (sui-generis use) at Chantry Farm shop, Kings Newton Lane, Melbourne  
NO OBJECTIONS

9 2017 1110 - the pollarding of 187no. lime trees and felling of 4no. trees at Melbourne Hall Gardens, Church Square, Melbourne  
NO OBJECTIONS

9 2017 1118 - the pruning of a magnolia tree at 30 Chapel Street, Melbourne  
NO OBJECTIONS

9 2017 1123 - the felling of 1no. maple tree, 1no. bean tree and 1no. silver birch tree at The Old School, Church Street, Melbourne  
NO OBJECTIONS

9 2017 1093 - the insertion of conservation rooflights to south facing roofslope and a flue on east facing roofslope at Blackwell Barn, Blackwell Lane, Melbourne  
NO OBJECTIONS

b) re-consultations  
None known at time of publishing the agenda

c) Appeal notices  
9 2016 1122 – Appeal to incorporate amenity land into the garden of 62A Derby Road, Melbourne  
The appeal was dismissed on 19<sup>th</sup> October 2017 on the grounds that the incorporation of the land will cause material harm to the character and appearance of the area.  
REJECTED

Min 1511 (October 2017) The Enforcement Officer (SDDC) reported in an email dated 30<sup>th</sup> October that the shed/storage structure on Grange Close/Queensway that is being built, benefits from permitted development rights in accordance with Class E of the Town and Country Planning (General Permitted Development)(England) Order 2015. Whilst it is acknowledged that it is less than ideal within the street scene, there is no breach of planning control and the file will be closed on this matter.

**1531. Consultation for consideration**  
None available.

**1532. Items for information only – no action to be taken**  
a) Advice on forthcoming meetings and training

- As per DALC circulars

- Flood Liaison – 15<sup>th</sup> September 2017, at MARS, public to attend at 6.30pm

b) Reports of meetings attended

- DCC – Flood Warden Workshop – 12<sup>th</sup> October 2017 at 5:30pm at Matlock – no attender at the meeting
- Safer Neighbourhood and Area Forum meeting – 24<sup>th</sup> October 2017 at Aston Recreation Hall. – this report had been given earlier in the meeting.

c) Councillors reports for information purposes only

i) Cllr Parker reported that a tree bough was leaning over the road at Woodhouses. Cllr Dunnicliff reported that he was aware of this as it is on his uncle's land, and that the bough is safe.

ii) Cllr Smith reported that the pavement has been dug up outside the Chip & Pin, resulting in pedestrians having to walk in the road or to cross a busy road. Concerns about pedestrian safety whilst works are being undertaken will be reported to DCC.

iii) Cllr Hicklin reported that the light on the clock is out and that the Market Place appears to be generally darker than normal. It was thought that the change of street lights to LED bulbs may be a contributory factor, but any defective street lamps are to be reported to DCC.

iv) The Clerk was asked to make enquiries as to the cost of swapping the large and smaller bins around near to the Cenotaph.

v) Cllr Sharp has received a complaint that large lorries continue to turn around in Spinneyhill and that signage around the parish continues to be confusing for lorry drivers.

vi) Cllr Sharp has received a complaint from a resident of Castle Mills that police were preventing residents from accessing Castle Mills during the Wakes. It was acknowledged that this is a regular complaint but nothing can be done; access is only prevented whilst the rides are in operation; the dates of the Wakes are known and residents are aware of the situation.

**1533. Date for the Parish Council and its Committee meetings 2017**

The next Parish Council meeting will be held on Tuesday 5<sup>th</sup> December 2017 at 7.30pm.

The following committees will meet on Monday 13<sup>th</sup> November 2017 at the Melbourne Assembly Room

Burial Committee	7:00pm
Highways, Recreation and Amenities	7:30pm

Kiosk working Party – date and time to be arranged.

Committees will meet in November to consider their budgetary requirements and the Finance Committee will convene in December to consider the budget for 2018/19.

There being no other business, the Chair closed the meeting at 9:20 pm.