

# Melbourne Parish Council

Mrs J Storer, Clerk to the Parish Council, 2 Mansfields Croft, Etwall, Derbyshire DE65 6NJ



**Minutes of the Ordinary Meeting of Melbourne Parish Council held at 7.30pm Tuesday 3<sup>rd</sup> November 2015 at the Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne 1011. Councillors Present:** Cllr Earp (Chair), Carpenter (to 9:52pm), Carroll, Collyer, Dunicliff, Jackson, Hudson, Minifie, Parker (to 9:15pm), Sharp, Smith (to 9:38pm), Stockill.

In Attendance: Mrs J Storer, Cllr Hewlett, Cllr Mrs Chilton (to 9:15pm), 1 member of the press from the Village Voice.

**1012. Apologies:** Apologies were received and accepted from Cllr Howard (work), Cllr Hicklin (personal), Cllr Willmore (personal), District Cllr Harrison.

**1013. Declaration of Interests:** No declarations were made.

**1014. Variation of Order of Business:** It was agreed to take a matter relating to the Bank in the confidential section of the meeting.

## **1015. Public Participation**

### Public Representations

No members of the public were present.

### County Councillor report

Cllr Chilton reported that a declaration is still awaited from Smiths Gore (Agents for the Church Commissioners); once the declaration is received, progress can be made on the diversion of pfp 8. Cllr Chilton will continue to press the matter.

Parking at the School continues to be an issue. DCC claims that it has no responsibility for parking; this rests with parents and the school; it also has no finance available to convert any highway verge into a parking area. The paper regarding the removal of the Adult Education Centre located at the school, has been withdrawn from County Council cabinet due to lack of available finance to do any work.

### District Councillor report

Cllr Hewlett reported that Linden Homes is to appeal to the Secretary of State following the recent refusal of a planning application at Jawbone Lane. The number of houses planned for Blackwell Lane has been reduced from 54 to 15 and no allotments will be affected.

The events and outcome of a reported overflowing litterbin at Sweet Leys was raised. It was confirmed that SDDC is responsible for the emptying of the bins at the development and Cllr Hewlett has made the recommendation that the emptying of the bin coincides with the school holidays. Confirmation was given that the relocation of the recycling bins will generate a few extra spaces in the carpark behind the Lamb, despite the recycling bins remaining in situ.

Phase 1 of the LDP is with the Planning Inspector for review and the consultation process for Phase 2 of the LDP is imminent.

A parishioner had raised with Cllr Hewlett, concerns over a high hedge and saplings at Jubilee Close/Station Road. Cllr Hewlett will make attempts to find who is responsible.

The cover of a street light at the same location has fallen off and DCC has denied that it is responsible for the repairs to this street light. This will be taken to the Highways Committee.

### Report from Severn Trent Water (STW)

Cllr Parker attended a meeting on 30<sup>th</sup> October and reported that STW is investigating the smell at Kings Newton. It was revealed that the manhole outside the Antique shop, only serves one property and yet still bubbles up; a camera will be used to further investigate the problem. Only drains installed since 2000 have been mapped, prior to this date no mapping took place. DCC claims that all of the gullies were cleared in January 2015 and are due to be cleared again in a few weeks' time. DCC has stated that if a resolution to the problems are found, work may not be undertaken due to limited finances.

Cllr Chilton added that there has been extremely low public attendance at the STW meetings and if the situation continues, STW will cease these public meetings. Cllr Chilton made a plea for greater attendance.

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## Police Report

No members of the police were in attendance and no report was provided.

### **1017. To confirm the Minutes of the Ordinary meeting held 6<sup>th</sup> October 2015**

The Minutes of the Ordinary meeting held 6th October 2015 as previously circulated, were approved as a correct record and signed by the Chair.

### **1018. To confirm the Minutes of the Ordinary meeting held 19<sup>th</sup> October 2015**

The Minutes of the Ordinary meeting held 19th October 2015 as previously circulated, were approved as a correct record and signed by the Chair.

### **1019. To receive reports from Committees and working Parties**

#### Highways Committee held 12<sup>th</sup> October 2015

The minutes of the Highways Committee meeting held on 12.10.15 had been previously circulated to all members. The grant application for financial assistance with the upgrade of the CCTV was successful and 75% of the cost of the upgrade (£514.50) has been awarded.

**RESOLVED for the Parish Council to pay the balance of £171.50.** The Clerk will instruct Salt Network to proceed with the upgrade. **(Action: Clerk)**

Cllr Smith reported that the police have used the CCTV in their recent enquiries into the theft of a cycle. The Clerk reported that investigations made about the ownership of the car park near the Church and Cenotaph and had been informed that it was in the ownership of the Parish Council. Various reports were provided by Councillors which suggested otherwise.

The Chair suspended Standing Orders to allow Cllr Hewlett to address the meeting.

Cllr Hewlett will ask Cllr Chilton to make enquiries as to the ownership.

The Chair returned to Standing Orders.

#### Planning & Strategy Committee held 12<sup>th</sup> October 2015

The minutes of the Planning & Strategy Committee meeting held on 12.10.15 had been previously circulated to all members. No comments were made.

#### Facilities Committee – 12<sup>th</sup> October 2015

The minutes of the Facilities Committee meeting held on 12.10.15 had been previously circulated to all members.

*Min 123* – A request was made to a landowner to take action on a tree which is causing damage to the paving stones on the entrance to Lothian Gardens. A quote has been received to carry out the work.

**RESOLVED to accept the quote and for the work to be undertaken as a matter of priority.**

The numbers attending the summer activities were released; these being a significant increase on previous years. It was considered that the venue had played a pivotal role in the success of the event and that future sessions should continue to be held at the school. However, there were no attenders at the themed rugby sessions held at the school over the October half term.

The Cenotaph was jet washed today; Ian Stone will ensure the grass is cut and the hedge tidy. Both lengthsman have been asked to ensure that the car park is clean and tidy and to make best efforts to clear the area of leaves.

#### Telephone Kiosk Working Party

No meeting has occurred.

#### Neighbourhood Development Plan (NDP)

The last meeting was held on 2nd November 2015 where the main item of discussion was the level of consultation with the public. The outcome being that

- a) the consultation group will meet again,
- b) in January 2016 a drop in session will be held
- c) leaflets will be delivered to every household informing of the drop in session.

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Cllr Jackson expressed the opinion that it would be difficult for the volunteers delivering the Village Voice to also deliver the leaflets, particularly if they were not included inside of the paper. A method of delivering the leaflet will be considered later by the NDP.

Some members of the NDP met with the planning dept to inform them of where the NDP currently is and to discuss where gaps need further work.

A parking survey has been undertaken whose results showed that there were always parking spaces available and the parking situation is not as desperate as perceived.

## Late Night Event – 4<sup>th</sup> December 2015

The Clerk provided a report on behalf of Cllr Willmore, which listed the various activities and events being held.

### **1020. To determine if any matters are to be taken with the Public excluded**

No items were deemed to be taken with the public excluded other than those listed in the agenda.

### **1021. Chair's Announcements**

a) The Chair attended the Wakes, which appeared quiet. The Council commented that whilst the police were seen over the Wakes weekend, they were seen in areas other than the Wakes themselves.

The Chair attended the SDDC Overview & Scrutiny Committee meeting (21<sup>st</sup> October 2015) when dental and GP provision was discussed. In addition, the Chair attended the Civic Service and the Get on line Tea Party held by CAB at Melbourne Library.

b) Matters raised in the public section of the meeting.

No matters were raised.

### **1022. To receive the Clerk's Report**

The Clerk's report as previously circulated was accepted without further comment.

The Clerk reported on dog fouling in Cemetery which is occurring in early mornings.

Following from the October 2015 full Parish Council meeting, Cllr Minfie had viewed the CCTV regarding the spillage left in the village. Whilst a date, time and a vehicle were clearly seen; the vehicle registration and logo were not. As a consequence no action has been taken.

The new LED Christmas lights have been ordered for both the large and smaller trees, Jeani Accessories managing to obtain a discount on the lights. The Clerk advised that there is a difference in the plugs between the old and new lights; with the new lights being too large to fit into the existing circuit. Rather than change the circuit, an electrician has inspected the circuit and proposed a solution. This was explained to the meeting.

**RESOLVED to accept the proposed solution, with an anticipated cost of £850.**

The Clerk sought clarification as to whether Union Jacks or the Flag of St George are to be displayed in April 2016 to celebrate the Queen's 90<sup>th</sup> birthday and St George's Day. The days are too close together to exchange the flags. The Parish Council currently has sufficient Union Jacks.

**RESOLVED for half the flags to be Union Jacks, the other half to be the Flag of St George; the Clerk will obtain the Flags of St George. (Action: Clerk).**

The Clerk also attended part of the Overview & Scrutiny Committee meeting and reported back on the results of the Cemetery audit undertaken by SDDC. SDDC is to undertake further work on burial provision within the district.

**RESOLVED for the Burial Committee to consider and report on the level of burial fees and burial plot allocation.**

### **1023. To receive a report on the Great British High Street Competition (Cllr Hudson)**

Cllr Hudson reported that the competition for this year has closed and no date for the 2016 competition has been released. Cllr Hudson will continue to monitor this and will report when the competition reopens.

### **1024. Reports from representatives on outside organisations**

Senior Citizens Centre – No meeting has taken place.

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Infant School Governors – No meeting has taken place.

Safer Neighbourhood – The was held on 29<sup>th</sup> October. The police are trying to resolve the large number of charities cold calling. Nominations are sought for any unsung heroes to be recognised. Details of the weight limit breaches on the Causeway were provided. Derbyshire police alerts will cease, instead Twitter is to be used.

Education for Melbourne – No meeting has taken place.

Festival – No meeting has taken place.

Sporting Partnership (MSP) – Cllr Jackson reported that work on the site is underway, with the all-weather football pitch being ready in January 2016. A Fund Raising Group is to be established and an update of the mid-term financial plan will be undertaken, paying particular attention to hire fees.

Melbourne Assembly Rooms (MARS) – Cllr Carpenter reported that a meeting has been held with the HLF funding body with a view to progressing the development of the building. An application to Awards for All for new kitchen equipment has been made.

Donington Park – Cllr Collyer will attend the next meeting, on 12<sup>th</sup> November 2015.

Gray, Green & Adcock Charity – The next meeting will be held on 11<sup>th</sup> November 2015.

## 1025. Parish Council assets

### a) Public Toilets

The Clerk has insured the toilets for a value of £45,000. This has generated an additional premium of £79.04 to 30<sup>th</sup> September 2016.

The Clerk has been pursuing SDDC about providing the Parish Council with the names of the utility providers and the meter readings. The transfer took place on 14<sup>th</sup> September and the Parish Council is still awaiting this information from SDDC.

**RESOLVED as efforts had been made to obtain the necessary information from SDDC and it had failed to respond, the Clerk was instructed not to make any further enquiries with SDDC.**

### b) Chapels

The carpet is to be fitted on 6<sup>th</sup> November at a cost of £150. The architect and associated craftsmen are to attend the Chapel on 13<sup>th</sup> November to undertake the condition survey and to carry out some minor repairs. The Sexton has been requested to prepare a list of minor repairs required.

The Parish Council previously approved a budget of £1,000 for this work, but the costs for the work on 13<sup>th</sup> November will be more:

£425 for the cherry picker + driver

£350 + materials for the stone mason to carry out repairs to slate roof

£375 + mileage for the architect to carry out the condition survey

**RESOLVED the increase in anticipated fees for the survey and works were approved.**

An article is to appear in the Village Voice about the chapel and about the Remembrance Tree.

The Clerk has already received a compliment from a resident about the chapel.

## 1026. To adopt the Tree Policy (Cllr Minifie)

The draft Tree Policy had been previously circulated to all Councillors.

**RESOLVED to adopt the Tree Policy as circulated without amendment.**

9:15pm Cllr Parker and Cllr Chilton left the meeting.

## 1027. Correspondence

1. DALC – Various Circulars
2. Ms R Messer – Request for trees in the Cemetery to be reduced in height

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3. N W Leics- Rival Markets Policy
4. DCC – Notification of the DCC & Parish Council liaison forum – 23<sup>rd</sup> November 2015 between 6-8pm.
5. SDDC – Sustainability Appraisal Update October 2015 consultation (between 13<sup>th</sup> October and 24<sup>th</sup> November 2015)
6. SDDC are seeking nominations for those deserving residents of South Derbyshire who may benefit from a Christmas hamper provided by SDDC. The closing date is 16<sup>th</sup> November.
7. SDDC – Notification of Grow Wild Spaces Grants
8. DCC – confirmation that the kerb edging is damaged and will be repaired
9. SDDC – Notification of diversion of public footpath 3, Kings Newton
10. Ms S Reddy - Request for work to be undertaken to the trees at Cockshut Lane Recreation Ground
11. Mrs J Grimley – complaint about overflowing litterbin, belonging to SDDC at the Sweet Leys Estate.

The requests made for work to the trees (correspondence items 2 + 10) were considered in light of the adoption of the Tree Policy.

**RESOLVED no work will be undertaken.**

7). The Clerk had circulated a proposal to undertake a small project at the Old Burial Ground and has obtained the support of the Church.

**RESOLVED to support the project and for the Clerk to make a grant application for funding. (Action: Clerk).** All other correspondence was noted.

## 1028. Finance

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

### Appendix 1.

b) Receipts - burial receipts of £1,220 were received.

c) To receive a report from the Clerk of actual expenditure to budget

The Clerk circulated a report of actual figures against the budget as at 31<sup>st</sup> October 2015. No comments were raised.

d) Risk assessments -There were no amendments to the risk assessment.

e) To consider the defibrillator housing unit

The Facilities Committee instructed the Clerk to order a housing unit for the defibrillator. The chosen one has now been found to have some design flaws and a new housing unit is proposed. Cllrs have already been circulated (email dated 19.10.15) with the details and are asked to make a decision as to whether to order the original housing unit or to purchase the new one.

**RESOLVED to order the newer version of the housing unit; at a cost of £595.00 (Action: Clerk).**

Mr D Worrall has agreed to fit the defibrillator and housing unit, free of charge.

## 1029. Consideration of Planning Applications

9 2015 0874 – The two storey side extension to existing dwelling at 79 Spinney Hill, Melbourne

NO OBJECTIONS

9 2015 0890 – The felling of tree within Melbourne conservation area at 59 Jubilee Close, Melbourne

NO OBJECTIONS

9 2015 0891 –The pruning of an oak tree covered by SDDC TPO 410 at land at SK3826 4705 Main Street, Kings Newton

NO OBJECTIONS

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9 2015 0887 – The felling of a tree within Melbourne conservation area at The Dower House, Church Square, Melbourne  
NO OBJECTIONS

9 2015 0927 – The felling of a conifer tree and pruning of a cherry tree at 67 Castle Square, Melbourne  
NO OBJECTIONS

9 2015 898 – The erection of a front dormer and roof light at 51 Commerce Street, Melbourne.  
NO OBJECTIONS

9 2015 0844 – The erection of a single storey rear extension and the formation of a dormer window on the rear roof slope at 92 Victoria Street, Melbourne.  
NO OBJECTIONS

9 2015 0953 – The erection of a steel portal frame building with concrete panel walling and cladding at Woodhouse Farm, Woodhouses, Melbourne  
NO OBJECTIONS

9 2015 0771 – The erection of an extension to form a garage at 140 Packhorse Road, Melbourne  
NO OBJECTIONS

9 2015 0957 - Formation of a 0.9m wide footpath, connecting rear gardens, to the rear of Plots 21-24 on existing residential development (9/2014/0417 refers). Lane to the rear of plots 21-24 Main Street, Kings Newton.  
NO OBJECTIONS

9 2015 0970 – The certificate of lawfulness for proposed development for the installation of solar panels at Melbourne Water Treatment Works, Broadstone Lane, Ticknall  
NO OBJECTIONS

9 2015 0944 – The erection of an extension and the conversion of the garage at 16 Woodlands Way, Melbourne  
NO OBJECTIONS

9 2015 0978 – The installation of an ATM at 39 Market Place, Melbourne  
NO OBJECTIONS

9 2015 0949 – the erection of a detached garage, loft conversion, canopy to front door and feature gables at Brooklands House, Station Road, Melbourne  
NO OBJECTIONS

9 2015 1013 The erection of dwellings at Blackwell Lane (resubmitted application with a reduction of proposed dwellings from 54 to 15)

Objection – low lying area may be susceptible to flooding as near Carr Brook and until the sewer problem has been sorted then no permission should be granted. Poor access on a narrow country lane where the speed limit is 40mph. The objections given for the Woodlands still apply. Notwithstanding the concerns relating to the pace of planned development in the village and the fact that the infrastructure is not able to cope with it, building on this land would also risk exacerbating the problems recently experienced in the Sweet Leys estate further downstream. This is also located in the conservation area and is the only approach to Melbourne which remains unspoilt by significant development. Concerns surround the unsuitability of all the access roads to this site for construction traffic, any future residents of this development would have no option but to go through the centre of Melbourne or along other roads which have narrow and potentially dangerous points in order to access the supermarket, shops, schools and major road routes and this would have a seriously detrimental effect on the village.

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## 1030. Consultation for consideration

None received.

## 1031. Items for information only – no action to be taken

### a) Advice on forthcoming meetings and training

None are known.

### b) Councillors reports for information purposes only

i) The bollard at the Kings Newton Cross has been repaired.

ii) There is a pothole at the end of Queensway. Cllr Stockill will investigate and bring a report to the Highways committee.

iii) Cllr Carroll reported that a piece of land at the end of Queensway had been fenced off, and then the fence was removed.

The Chair suspended Standing Order to allow comment from the Floor.

Cllr Hewlett reported on behalf of Cllr Chilton that DCC did not consider that it owned the land and that the land could be fenced off legally. Cllr Chilton was requested to make further enquiries (**Action: Cllr Chilton**).

The Chair returned to Standing Orders.

## 1032. Date for the Parish Council and its Committee meetings 2015

Burial 9<sup>th</sup> December at MARS – 7.00pm

Facilities 9<sup>th</sup> December at MARS – 7.30pm

Highways 9<sup>th</sup> December at MARS – 8:15pm

Planning & Strategy 9<sup>th</sup> December at MARS – 8.00pm

9:38pm Cllr Smith left the meeting

**The Chair moved the following resolution - That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.**

9.38pm Members of the public left the meeting and the Parish Council moved to the Confidential section of the meeting.

## 1033. Honours Board

The Clerk circulated the quotes for the Chairman's Honours Board.

**RESOLVED to accept the quote from Toon's Carpenters**

## 1034. Data Breach

The Clerk reported on the breach of data by Natwest Bank when the signing mandate and signatories were given to a non related third party.

9:52 Cllr Carpenter left the meeting.

The Bank accepts the breach and will take action internally to prevent further instances. The Clerk had circulated a report and provided verbal recommendations which were not accepted, instead the following was agreed.

**RESOLVED the following in response to the Clerk's recommendations**

a) **To continue to bank with Natwest**

b) **Not to make any report or representation to the Information Commissioner**

c) **Not to accept the level of compensation offered by Natwest (£500) but instead the Clerk was instructed to seek a higher amount.**

There being no other business, the Chair closed the meeting at 9.58pm.

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## APPENDIX 1

<u>Description</u>	<u>Chq No</u>	<u>£</u>
Melbourne Print	6827	101.50
STW - water at Pavilion	6828	205.23
SDDC - NNDR for loos	6829	54.00
J Storer – expenses	6830	143.93
Came & Co - insurance for the public toilets	6831	79.04
I Stone - mowing contract (Oct)	6832	564.57
Aspen Tree Surgery -	6833	200.00
A Deptford - difib housing un it	6834	714.00
Eon - elec at Pavilion	6835	58.63
November '15 salary	6836-40	4173.24