

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 5th January 2016 at the Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne

Councillors Present: Cllr Earp (Chair), Carroll, Carpenter (to 7.35pm), Collyer, Dunnicliff, Hicklin, Hudson, Jackson, Parker, Sharp, Smith, Stockill, Willmore (from 7:50pm).

In Attendance: Mrs J Storer, Cllr Hewlett, Cllr Mrs Chilton, Cllr Harrison, 1 member of the press from the Village Voice.

The Chair welcomed all to the meeting and wished everyone a happy new year.

1062. Apologies: no apologies were received.

1063. Declaration of Interests: Cllr Carroll declared a personal interest in planning application 9 2015 1145 as this is an application made by a friend.

1064. Variation of Order of Business: There was no variation in the business of the meeting.

1065. Public Participation

Public Representations

No representations were made.

County Councillor report

Cllr Chilton reported that DCC can issue fixed penalty notices if parked vehicles are blocking drives and dropped kerbs. This information was noted.

The consultation on the implementation of 20mph speed limits generated a lot of responses but no decisions have been made as regards any implementations.

Parking charges are to be implemented at the station car park in Willington.

There is to be a 2% increase in police precept for 2016/2017. From April, Divisions B and C will merge to be known as North Derbyshire; Division D will become South Derbyshire. There are no planned reductions in the number of officers or PCSOs.

No significant progress has been made about devolution of the area, other than the current plan is for the devolved area of Notts and Derbys to have a Mayor.

Cllr Chilton has been making representations about potholes, the state of the kerb outside the Baytree and other highway matters. DCC has expressed its unhappiness with repeated reporting of problems which clogs up their system, Cllrs cited numerous examples of long waits for repairs to be carried out and that it was considered necessary to continually report matters as there was no confidence that DCC would undertake the repairs otherwise.

7:35pm Cllr Carpenter left the meeting.

The discussion continued focusing on how conservation and finances appear to be taking precedence over health and safety needs.

District Councillor report

Cllr Hewlett reported SDDC had received a number of complaints about the short consultation period allocated to application 9 2015 1013; the outline application at Blackwell Lane and as such there is an extension of time for comments to be made. A further revision of the application is expected.

Part 2 of the LDP is out for consultation; with a public session being held in Melbourne on 27th January at the Assembly Rooms. Closing date for comments is 12th February.

The new electoral register for S Derbyshire has been published and anyone can check if they are included by calling or visiting the Elections Officer (Tel: 01283 595723). Free computer advice will be held at the Library on 8th January.

SDDC is working, with the scheme run by Sainsbury's on a strategy about reducing food wastage. There will be a public consultation on 27th January for the public to assist with formulating the scheme.

There is no update on the proposed car parking scheme at The Lamb car park.

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Trent and Dove Housing Association has purchased 21 affordable homes on the Persimmon site and these are to be let on a local letting plan, keeping local connections as the first preference. There are 15 houses to rent and 6 shared ownership properties. This month, there will be a release of 10 properties; the rest being released in August. Trent and Dove have offered to attend a future Parish Council meeting to explain the processes involved. Cllrs considered it preferable and more beneficial to meet on site. The Clerk will make contact with Trent & Dove CEO.

Report from Severn Trent Water (STW)

No further report was provided but the next meeting will be held on 8th January.

1066. To confirm the Minutes of the Ordinary meeting held 1st December 2015

The Minutes of the Ordinary meeting held 1st December 2015 as previously circulated, were approved as a correct record and signed by the Chair.

1067. To confirm the Minutes of the Ordinary meeting held 7th December 2015

The Minutes of the Ordinary meeting held 7th December 2015 as previously circulated, were approved as a correct record and signed by the Chair.

7:50pm Cllr Willmore arrived.

1068. To receive reports from Committees and working Parties

Highways Committee held 9th December 2015

The minutes of the Highways Committee meeting held on 09.12.15 had been previously circulated to all members.

It was acknowledged that there had been a fantastic response to the new Christmas lights and that Melbourne looked fabulous. There were numerous expressions of sadness and anger over the two separate incidents of vandalism to the lights and to the main tree. Efforts continue to be made for DCC to repair the damaged kerb at Potters Street and the uneven brick sets outside the Natwest bank.

Telephone Kiosk Working Party

No meeting has occurred.

Neighbourhood Development Plan (NDP)

Cllr Carroll reported that the NDP can look at recommending to increase or decrease the size of the conservation area. Mr B Thomas is joining the working party to advise on green open spaces. The working party has thought that any aspirational elements should be included in the NDP even though it is not a legal requirement.

The public drop in session will occur at MARS on 20th February and will enable the public to have the opportunity to discuss and pass on any comments. There is also the expectation that the public session will engage the working party with different groups in the parish.

Cllr Jackson made a request that the town centre is discussed at the public session.

Late Night Event – 4th December 2015

Cllr Willmore reported that there was a very good turnout to the event and that its reputation is slowly growing. Good positive comments have been received about the road closures, the stalls and the evening in general. A donation of £290 was made to the Parish Council from the event.

A discussion took place about the extent of the Christmas tree scheme. It was agreed that the scheme is not for businesses but for the benefit of the village.

1069. To determine if any matters are to be taken with the Public excluded

Items were already identified to be taken with the public excluded other than those listed in the agenda. Another matter, relating to burials, was included for this section.

1070. Chair's Announcements

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a) The Chair reported that Rose Minifie has resigned as a Parish Councillor. The Clerk has provided the information to the Elections Officer and is awaiting the necessary poster and paperwork to advertise the vacancy. The Clerk has sent a letter of thanks to Rose Minifie for her work on the Council; Cllrs also sent their thanks and best wishes to Rose Minifie.

b) Matters raised in the public section of the meeting.
No matters were raised.

1071. To receive the Clerk's Report

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

1072. Reports from representatives on outside organisations

Senior Citizens Centre – Cllr Sharp reported that the Christmas Party held on 14th December was very successful with over 70 persons in attendance.

Infant School Governors – Cllr Smith reported that the Deputy Head is now the Acting Head whilst a replacement is sought.

Safer Neighbourhood – The next meeting is to be held at Stanton Village Hall on 26th January.

Education for Melbourne – No representative was present.

Festival – No meeting has taken place.

Sporting Partnership (MSP) – Cllr Jackson reported that work continues on the main building which is nearly at roof level. The artificial pitches are being administered by Melbourne Utd, are well used and the system is working well. MSP has received expert advice about running a centre and Cllr Jackson expressed his optimism that the sports facilities will operate well.

The Parish Council suspended Standing Orders to allow Cllr Hewlett to make comments.

Cllr Hewlett reported that the MSP has applied for a grant of £2,500 towards the installation of a CCTV system at the Clubhouse, following 3 burglaries at the builders' yard. The Parish Council offered it support to the grant application, with Cllr Smith supporting the application at the next Safer Neighbourhood meeting.

The Chair returned to Standing Orders.

Melbourne Assembly Rooms (MARS) – No representative was attending the meeting, so Cllr Carroll provided a brief report. There is a lease is awaiting to be approved, a further meeting has been held with the kitchen designers and the new kitchen is to proceed. There have been two break ins into the Manager's office but on neither occasion was there any forced external entry.

Donington Park – Cllr Parker reported no meetings had occurred.

Gray, Green & Adcock Charity – No meeting has occurred.

1073. Parish Council assets

a) Public Toilets

The Clerk reported that there has been some minor vandalism of the lights in the gents side, but on the whole, there was nothing further to report.

b) Chapels

The Clerk's report on this subject was circulated and accepted.

The Clerk sought Council's decision on the funding of the Chapel refurbishment and office development at the Cemetery.

Following a discussion about grant funding, and how it could be accessed; it was RESOLVED that there is a need to have the correct expertise to complete the application(s) and the Clerk will seek further

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clarification from a grant contractor of her costs for undertaking the scoping report and application; references are also to be requested. The funding of the projects will be discussed further at the Finance Committee meeting.

1074. Governance

No matters were raised; the resignation of Rose Minifie had been discussed earlier.

1075. Correspondence

1. DALC – Various Circulars
2. Ms T Howard – Queries relating to Jubilee Close, the lights in the MARS car park and a request for a pedestrian crossing

The Parish Council, Cllrs Hewlett and Chilton have replied

3. DALC – Invitation for nominees for the SDDC Standards Committee
4. DALC – Advice on the new audit procurement for 2016/17
5. Kings Newton Bowls Club – email seeking support for the new clubhouse

Letter of support has been sent

5. SDDC – Summer Play Scheme for 2016

Decision to be made:-

a) whether to engage the services in the summer

b) what, if any services to book

6. Mr I Casson – Complaints about the condition of highways around the parish
7. Post Office – Notification of modernising the post office during which it will be closed from 19th Jan, reopening on 5th Feb

All correspondence was noted.

8:37pm Cllr Chilton left the meeting.

1076. Finance

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

Appendix 1.

- b) Receipts - burial receipts of £3,596.70 were received.

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

This was circulated to the meeting; it was noted that there is currently a favourable variance of £20,000, which the Clerk explained was partly due to the lack of spend on the NDP and that burial fee income was higher than budget. The funds for the NDP will be ring fenced and any underspend will be carried forward to the next financial year.

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

- e) To consider the Audit procurement process

The Clerk had previously circulated a report about the proposed changes to the audit procurement process. RESOLVED to accept the Clerk's report and its recommendations to continue with the NALC procurement process.

- f) To resolve to have a debit card and to complete the debit card mandate.

The Clerk's report had provided information about the application process for the Parish Council to have a credit card; the application for a debit card being significantly less invasive on Cllrs personal finances. The Clerk identified the problems and risks associated with a debit card. A discussion occurred about opting to have internet banking.

RESOLVED the Clerk was instructed to make enquiries about internet banking and to bring a recommendation to the next meeting.

- g) To amend the Financial Regulations

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This matter was deferred until a decision has been made relating to debit cards, credit cards, and online banking

h) To agree the Summer Sports activities (Cllr Jackson)

Cllr Jackson presented the meeting with a recommendation of 4 dual sessions over the summer.

RESOLVED to accept the proposal and the Clerk will book the sessions.

1077. Consideration of Planning Applications

a) Commenting upon planning applications

To assist Cllrs, the Clerk will circulate the reference number and a brief description of the application.

b) Planning applications

9 2015 1057 – The erection of extensions and the rendering of the exterior at 22 Trent Lane, Melbourne
NO OBJECTIONS

9 2015 1076 - the removal of condition 2 approved drawing number 02j and replace with drawing number 13 of planning permission ref: 9/2014/0838 (relating to change of use of existing public house to one dwelling including extensions, alterations and partial demolition, along with the formation of private amenity space and the erection of garaging with associated parking and turning areas (re-submission of application 9/2014/0478) at Ye Olde Packhorse Inn, Packhorse Road, Melbourne
NO OBJECTIONS

9 2015 1071 - the erection of internally illuminated signage at 39 Market Place Melbourne
NO OBJECTIONS

9 2015 0218 - outline application (all matters except for access to be reserved) for the residential development of up to 8 dwellings with public open space, landscaping, drainage and highways infrastructure on land at SK3826 8204 Main Street, Kings Newton
Reason for reconsultation: Amended plans and proposal description
NO OBJECTIONS

9 2015 1110 - outline application (all matters to be reserved) for the residential development of up to 40 dwellings on land at sk3925 0982 Jawbone Lane, Kings Newton
OBJECTIONS on the grounds of the impact on the infrastructure of the Parish and the lack of a clear distinction between Melbourne and Kings Newton.

9 2015 1077 - the pruning of an ash tree at 85 Castle Street, Melbourne
NO OBJECTIONS

9 2015 1013 - outline application (all matters except for access to be reserved) for the residential development of up to 15 dwellings on land north of Blackwell Lane, Melbourne
REASON FOR RECONSULTATION: Amended Plans and Documents.
A request for extension of time to allow for consideration of application at the Parish Council meeting was granted by SDDC.
OBJECTION on the grounds of potential flood risk, that this is the gateway into Melbourne and the visual impact will be great. The proposed development is outside of the settlement boundary and to grant the application would be viewed as a creeping extension of the settlement boundary.

9 2015 1145 - the removal of condition 2 attached to planning permission ref: 9/2005/0450 for the premises to be occupied by people who are not members of the applicants family at the Garden Flat, National School, Penn Lane, Melbourne
NO OBJECTIONS

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9 2015 0987 - demolition of existing dwelling and erection of one dwelling house at 86 Ashby Road, Melbourne
NO OBJECTIONS

9 2015 1130 - demolition of existing dwelling at 86 Ashby Road, Melbourne
NO OBJECTIONS

9 2015 1122 - re-painting of render on gable end of 1 penn lane and the insertion of a conservation roof light and a sun tube prism to roofs of 75 High Street, Melbourne
NO OBJECTIONS

9 2015 0363 - demolition of existing shop and outbuildings and the proposed erection of three dwelling houses with associated parking on land to the side and rear of 56 Derby Road, Melbourne
Reason for reconsultation: amended plans and tree survey.
NO OBJECTIONS

9 2015 1181 - the felling and pruning of trees at Hills Cottage, Hills Lane, Stanton by Bridge
NO OBJECTIONS

9 2015 1179 - the pruning of trees at 11 Potter Street, Melbourne
NO OBJECTIONS

9 2015 1173 - the replacement of timber framed box bay windows and timber fascias with plastic at 26 to 36 High Street, Melbourne
NO OBJECTIONS

9 2015 1162 - conversion and refurbishment of outbuilding, the erection of a new lean-to roof canopy and rebuilding and repair of existing entrance wall and gates at the Old Coach House, Church Square, Melbourne
NO OBJECTIONS

9 2015 1198 - conversion and refurbishment of outbuilding, the erection of a new lean-to roof canopy and rebuilding and repair of existing entrance wall and gates at the Old Coach House, Church Square, Melbourne
NO OBJECTIONS

9 2015 1128 - the erection of a side and rear storey extension and the erection of a detached garage at 26 Church Street, Melbourne
NO OBJECTIONS

APPEAL NOTICE

9 2015 1145 - proposed development: outline application (all matters to be reserved) for the residential development of up to 60 dwellings at land at sk3825 9795 and Jawbone Lane, Kings Newton,
Noted

1077. Consultation for consideration

SDDC - Public Spaces Protection Order consultation (deadline 1st February 2016)

Minute 1047 (Dec 15), agreed that this will be considered by the Strategy Committee in January 2016 but the matter will now be considered by the Highways Committee at its meeting in January to allow the Strategy Committee time to consider Part 2 of the LDP.

SDDC – LDP Part 2 (deadline 14th February 2016)

Cllrs were encouraged to attend the public consultation session held in Melbourne on 27th January and then for the matter to be discussed fully at a Strategy Committee in February.

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1078. Items for information only – no action to be taken

a) Advice on forthcoming meetings and training

The next Safer Neighbourhoods and Area Forum will be held on 26th January at Stanton Village Hall.

b) Councillors reports for information purposes only

i) Cllr Hudson reported that there are two road traffic signs which are bent. He will provide the Clerk with their locations.

ii) A pothole has emerged at the bottom of South Street. The Clerk will report this to DCC.

iii) Cllr Hicklin reported on the extremely poor condition of the verges on Queensway. It was agreed that these are the responsibility of DCC and the matter will be considered further at the Highways Committee meeting.

1079. Date for the Parish Council and its Committee meetings 2016

The next Parish Council meeting will be held on Tuesday 2nd February 2016 at 7.30pm

Highways Committee meeting will be held on 12th January at MARS – 7:30pm

Finance Committee meeting will be held on 12th January 2016 at MARS at 8:15pm

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.

9:17pm Members of the public left the meeting and the Parish Council moved to the Confidential section of the meeting.

1080. Staffing

The Clerk's report on staffing matters was accepted.

RESOLVED to grant the Clerk permission to advertise for a temporary lengthsman from 1st February onwards.

1081. Dr Freeman Award

Nominations were sought for this meeting, but were deferred. Any nominations are to be forwarded to the Clerk who will bring them to the next Parish Council meeting.

1082. Public Toilets future

The Clerk had previously circulated information from Mr Ottewell which had been sought under Min 1053a). Following lengthy discussions on the information, it was RESOLVED that the Parish Council would be open to consider the matter should the partnership wish to submit a planning application.

1083. Burial matters

At the Parish Council held 7th December 2015, the revised burial fees were agreed, but one area of fees required clarification. The Parish Council discussed the new fees, plus the new policy on interment. RESOLVED for any non resident who has already pre purchased a plot, will be levied a triple interment fee.

There being no other business, the Chair closed the meeting at 10:05pm.

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APPENDIX 1

<u>Description</u>	<u>Chq No</u>	<u>£</u>
SDDC - monthly NNDR for public toilets	6870	54.00
Dove's Garage - fuel and bin bags	6871	92.43
BT - line for CCTV	6872	97.16
T H Heaths - cutting roadside hedge Cockshut Lane	6873	162.00
Aspen Tree Surgery - Christmas trees	6874	1885.00
Mrs J Storer - clerk's expenses	6875	147.96
E.On - Electricity at Cemetery	6876	12.30
RAD - NDP Workshop	6877	250.00
I Stone - Dec 15 mowing	6878	829.57
Salt Network - CCTV ADSL	6879	72.00
Cole Electrical	6880	890.00
January Salary run	6881 -85	3887.02
E. on - elec at Pavilion	6886	27.36
Melbourne Print	6887	5.40