

# 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 2<sup>nd</sup> February 2016 at the Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne

**Councillors Present:** Cllr Earp (Chair), Collyer (from 8:18pm), Dunnicliff,, Parker, Sharp, Smith, Stockill, Willmore (from 8:00pm).

**In Attendance:** Mrs J Storer, Cllr Hewlett, Cllr Harrison, 1 member of the press from the Village Voice, 2 representatives from Trent & Dove Housing Association.

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

**1084. Apologies:** apologies were received and accepted from Cllr Carpenter (personal), Cllr Carroll (personal), Cllr Hicklin (personal), Cllr Jackson (personal) and from Cllr Collyer who would be attending late due to work commitments. Cllr Chilton also sent her apologies.

**1085. Declaration of Interests:** No declarations were made.

**1086. Variation of Order of Business:** There was no variation in the business of the meeting.

### **1087. Public Participation**

#### Public Representations

No representations were made.

#### County Councillor report

No report was provided.

#### Information from Trent & Dove Housing Association

Ursula Bennion explained how Trent & Dove has worked with SDDC to provide social housing provision for Melbourne residents or to those residents who have connections with Melbourne/the district.

Alison Millard informed how important it was to meet local housing needs in general and specifically, to focus on housing requirements in rural areas. Trent & Dove regularly meets with SDDC and with local agencies to gain an understanding of local needs and has taken on best practises of other developers in efforts to fulfil the various housing needs.

During the first 12 months of anyone's tenancy, there is a comprehensive checking mechanism in place to ensure tenants are content and the properties maintained to a standard. There is also access to peripheral services and support such as furniture projects.

In Melbourne, the first round of allocation is now finalised and all but one tenant has connections with Melbourne; the remaining one tenant has a connection with South Derbyshire. In August 2016 a further 11 properties will be released and Trent & Dove is seeking the assistance of the Parish Council to generate an active waiting list.

The properties which are currently rented out will remain as rented properties in perpetuity, in spite of the changes in the law relating the right to buy housing association stock. This will ensure that there will always be socially affordable housing in Melbourne.

The Chair thanked Trent & Dove representatives for their update and for providing a scheme to enable local residents to remain in the village. An offer was made for Trent & Dove to provide application forms and details to be placed on the Parish Council website. Trent & Dove will provide these details to the Clerk. Both representatives left the meeting.

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## District Councillor report

Cllr Harrison reported on a number of matters.

- SDDC in a recent independent survey, has been judged to have the best council stock in the whole of England and Wales
- The closure of the A514 this week for essential repairs has generated a significant amount of inconvenience to Melbourne residents. Cllr Harrison reminded the meeting and other agencies that this is a foresight of what might happen if Swarkestone bridge collapses and of the need to keep it in good repair.
- A joint application is to be made for the North Midlands Combined Authority and an application has been submitted to the Chancellor of the Exchequer. SDDC has not agreed to the proposal yet.
- The STW Treatment Works has ceased to use chlorine and has replaced it with a non toxic chemical; this has reduced the threat to the residents from escaped toxic gas.
- The MSP is progressing well with heavy demand for the use of the artificial pitch. The clubhouse is progressing well. There is still a shortfall of funds; an appeal will be made to the local community shortly
- SDDC Overview & Scrutiny Committee is holding its meetings in various parishes; the next will be on 10<sup>th</sup> February at Melbourne; the topics being S106 agreements and the health service.
- On 19<sup>th</sup> February, another DIG-IT class is being held at the Melbourne library.
- DCC is reviewing its budgets with the focus being on libraries. Cllr Harrison made a suggestion that residents and the Parish Council write to DCC urging that the library in Melbourne is retained.
- The unadopted road at The Crescent. Cllr Harrison reported that it is the responsibility of the properties whose frontage is on the Crescent, to maintain the road. Of the 18 properties on the Crescent, 15 are privately owned, the other 3 remain in SDDC ownership. He added that it is unlikely that DCC would take on the responsibility and liability to maintain the Crescent due to the cost to the public purse. He recommended the formation of a residents association as the best means to resolve this problem and offered his help and assistance in forming such an association.

## **1088. To confirm the Minutes of the Ordinary meeting held 5<sup>th</sup> January 2016**

The Minutes of the Ordinary meeting held 5th January 2016 as previously circulated, were approved as a correct record and signed by the Chair.

## **1089. To receive reports from Committees and working Parties**

### Highways Committee held 12<sup>th</sup> January 2016

The minutes of the Highways Committee meeting held on 12.01.16 had been previously circulated to all members.

The need for urgent works to be undertaken was raised at the SDDC Area Forum Meeting.

### Finance Committee meeting held 12<sup>th</sup> January 2016

The minutes of the Finance Committee meeting held on 12.01.16 had been previously circulated to all members. There were no comments made.

### Burial Committee meeting held 25<sup>th</sup> January 2016

There was no quorum and no meeting occurred.

### Telephone Kiosk Working Party

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No meeting has occurred but the Clerk this evening was provided with the contact details of Church Developments so arrangements can be made for the kiosk to be removed and the pavement made good.

8.00pm Cllr Willmore arrived

## Neighbourhood Development Plan (NDP)

The minutes of the last NDP meeting had been previously circulated. The next meeting will be held on 8<sup>th</sup> February and the “drop in” session will be held on 20<sup>th</sup> February.

### **1090. To determine if any matters are to be taken with the Public excluded**

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

### **1091. Chair’s Announcements**

a) The Chair reported on her attendance at the unveiling of a new printer at PID Labelling.

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

### **1092. To receive the Clerk’s Report**

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

### **1093. Reports from representatives on outside organisations**

Senior Citizens Centre – Cllr Sharp reported that there has been no meeting, but a coffee morning will be held on 9<sup>th</sup> February to raise funds for the upkeep of the Centre.

Infant School Governors – Cllr Smith had nothing to report.

Safer Neighbourhood – Cllr Smith reported that the general feeling at the meeting had been around the lack of feedback from the Police when crimes were reported and that a greater liaison role and reassurances were needed. Grant funding of £2,500 was approved for the installation of CCTV at the new sports development in Melbourne.

Education for Melbourne – No representative was present.

Festival – No meeting has taken place.

Sporting Partnership (MSP) – No further information was provided.

Melbourne Assembly Rooms (MARS) – No representative was attending the meeting.

Donington Park – Cllr Parker reported no meetings had occurred.

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

### **1094. Parish Council assets**

#### a) Public Toilets

The Clerk reported that there had been no vandalism and that there was nothing further to report.

#### b) Chapels

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The Clerk's report on this subject was circulated and accepted. The four planned events to be held at the Chapel were explained. No further comments were made.

## 1095. Governance

Following the resignation of Rose Minifie, Cllr Stockill has been nominated by the Highways Committee to be the nominated person to view the CCTV footage.

RESOLVED Cllr Stockill will be the nominated person to view the CCTV footage. The suggested amendment to the CCTV policy which replaces Cllr Minifie with Cllr Stockill was approved.

## 1096. Correspondence

1. DALC – Various Circulars
2. Alexander Bruce – proposal for the public toilets area
3. DCC – Confirmation that instructions have been issued to repair the pothole on South Street
- 4.. DALC – Responses invited to the HM Treasury Autumn Statement and Budget
5. SDDC – Consultation on Open Spaces (deadline 26<sup>th</sup> Feb 2016)
6. Annabel Roberts – 26 High Street, proposal for the public toilets
7. Mrs Holland – request for the Wakes to be held between 10<sup>th</sup>-18<sup>th</sup> October 2016

RESOLVED unanimously to grant the request for the Wakes to be held between the dates proposed by  
Mrs Holland.

All correspondence was noted.

8:18pm Cllr Collyer arrived

## 1097. Finance

a) RESOLVED the accounts for payment were approved and payments were authorised.  
Appendix 1.

b) Receipts - burial receipts of £4,221.00 were received in the month of January 2016.

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

This was circulated at the meeting; it was noted that there continues to be a favourable outturn

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

e) To set the precept for 2016/17

The Clerk had previously circulated the budget and the recommendation for the precept for 2016/17.

RESOLVED having regard to the proposed level of expenditure and the level of reserves; it was agreed to set the precept for 2016/17 at £65,100, which is a 3% increase.

f) To resolve to operate online banking and to complete the mandate

The Clerk provided a report on how online banking would operate, taking the experiences of another Parish Council into account. Cllrs considered the proposal and discussed how the risk of fraud could be mitigated.

RESOLVED the following

- To operate online banking; the bank mandate form was completed and signed. The Clerk will send this to the bank.

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- For the Clerk to make the following amendments to the Financial Regulations and to bring the revised Financial Regulations to the next meeting for approval.
  - That a list of payments which are to be made via online banking are to be sent to Cllrs for approval
  - The Clerk to make the payments and to attach any proof of payment to the invoice
  - The Clerk will bring the payment schedule and the bank statements to the next meeting for checking

## **1098. Consideration of Planning Applications**

### Planning applications

9 2015 1188 – The erection of extensions at 18 Penn Lane, Melbourne  
NO OBJECTIONS

9 2015 1195 – The erection of an extension at 28 Melton Avenue, Melbourne  
NO OBJECTIONS

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

9 2016 0028 - extension and alterations to existing outbuilding form ancillary accomodation and the insertion of a window to dining area of kitchen at 60 Ashby Road, Melbourne  
NO OBJECTIONS

## **1099. Consultation for consideration**

a) SDDC – Consultation on Open Spaces deadline = 26<sup>th</sup> February 2016)  
This will be considered by the Strategy and Planning Committee

b) SDDC – Community Forum Consultation Event – Sainsbury’s Waste less; save more initiative (deadline = 27<sup>th</sup> February 2016)  
No observation

c) SDDC – Charitable Collection Policy (deadline = 18<sup>th</sup> March 2016)  
No observation

d) SDDC – Part 2 Local Development Plan (Deadline = 12<sup>th</sup> February 2016)  
This will be considered by the Strategy and Planning Committee

## **1100. Items for information only – *no action to be taken***

### a) Advice on forthcoming meetings and training

None available

### b) Councillors reports for information purposes only

Cllr Willmore reported that potholes are emerging on Victoria Street. The Clerk will report these to DCC.

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A request was made for the public toilets to be kept open a little longer than dusk during the winter months. The reasons for closing the public toilets at the times currently undertaken were exchanged. There will be no changes to the opening and closing times.

Cllr Stockill reported that the tarmac outside the Sainsbury's store is becoming churned. Following discussion, it was agreed that this section of the pavement belongs to Sainsbury's and it is their responsibility.

## **1101. Date for the Parish Council and its Committee meetings 2016**

The next Parish Council meeting will be held on Tuesday 1<sup>st</sup> March 2016 at 7.30pm

Strategy & Planning Committee meeting will be held on 8<sup>th</sup> February at MARS – 7:00pm

**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.**

8:34pm Members of the public left the meeting and the Parish Council moved to the Confidential section of the meeting.

## **1102. Staffing**

The Clerk's report on staffing matters was accepted.

The Clerk will place an advert for a temporary lengthsman with Cllrs Collyer and Earp being on the interview panel.

## **1103 Dr Freeman Award**

Nominations for the 2015 award were previously circulated.

RESOLVED: Richard Heath was unanimously voted as the winner for 2015.

## **1104. Public Toilets future**

The Clerk had previously circulated information from Mr Ottewell which had been sought under Min 1053a). Following 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. The Clerk was provided with the wording of the reply.

There being no other business, the Chair closed the meeting at 9.02pm.

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## APPENDIX 1

<u>Description</u>	<u>Chq No</u>	<u>£</u>
E.on - Electricity at Chapel	6888	8.10
D Robinson - service equipment	6889	396.86
SDDC – NNDR for the public toilets	6890	54.00
Village Voice – two adverts	6891	211.8
Cancelled	6892	cancelled
T Forman - repairs to public toilets in January	6893	248.40
MARS - NDP room hire	6894	66.00
Melbourne Print - Nov account	6895	176.45
Melbourne News - Xmas lights electricity	6896	93.16
Blatch's - Xmas lights electricity	6897	36.00
Ian Stone - mowing for January '16	6898	564.57
Mrs J Storer - expenses	6899	120.72
Mrs L Holman - flowers for Xmas event at the Chapel	6900	88.10
SSE - Elec at public loos	6901	72.83
E.On - electricity at Pavilion	6902	69.02
P Sadler - assit dig at Cemetery	6903	210.00
Mr B Thomas	6904	30.33
February salary	6905-8	3207.95
MARS - NDP room hire	6909	30.00