

Melbourne Parish Council

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



Minutes of the Annual Meeting of Melbourne Parish Council held at 7.00pm Monday 3rd May 2015 at the Shone Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne

Councillors Present: Cllr Carroll, Dunicliff, Earp (from 7:12pm), Hicklin, Sharp, Smith, Gates, Parker.

In Attendance: Mrs J Storer (Clerk). Cllr John Harrison

Apologies: Apologies were received and accepted from Cllr Hudson (exams), Cllr Carpenter (work)

1. Election of a Chairman

Cllr Sharp was proposed by Cllr Hicklin and seconded by Cllr Carroll.

There being no other nominations Cllr Sharp was duly elected as Chairman for the ensuing year.

2. Chairman to take and sign the Declaration of Office

Cllr Sharp took and completed the Declaration of Office for the position of Chairman.

3. Election of a Vice Chairman

Cllr Hicklin was proposed by Cllr Smith and seconded by Cllr Parker.

There being no other nominations, Cllr Hicklin was duly elected as Vice Chairman for the ensuing year.

4. Vice Chairman to take and sign the Declaration of Office

Cllr Hicklin took and completed the Declaration of Office for the position of Vice Chairman.

5. Review of Council's and Committees' Standing Orders (Standing Order 5 viii)

The Standing Orders for the Parish Council, as previously circulated, with no suggested amendments, were reviewed and accepted.

6. Review of Financial Standing Orders (Standing Order 5 viii)

The Financial Standing Orders were previously circulated. As these had been amended at the March 2016 meeting it was RESOLVED to accept the Financial Standing Orders without further amendment.

7. Arrangements for Committees for 2016-2017 (Standing Order 5 v-vii)

Review of Terms of Reference of Committees

The Committee structure was reviewed. Cllrs agreed to continue with the existing Committee structure

Appointment of members to existing committees

See Appendix A

8. Review of Council's subscriptions to other Bodies (Standing Order 5 xii)

1. DALC – to continue

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2. Institute of Cemetery & Crematorium Management – to continue

7:12pm Cllr Earp arrived

9. Review of Council's policies including the Code of Conduct (Standing Order 5 xiii)

The policies have been provided to each Councillor in their information folders. No changes to policies were identified and the policies continue. The Code of Conduct was adopted in 2012, following changes to the legislation; no further changes are known and the Code of Conduct continues unaltered.

10. To appoint the representative to outside organisations and to agree the reporting back (Standing Order 5 ix)

Senior Citizens Centre - Cllr Sharp
Infants School Governors - Cllr Smith
Safer Neighbourhood - Cllr Smith & Cllr Earp
Festival - Cllr Carroll
Sporting Partnership - Cllr Jackson
NWLDC Donington Park Liaison - Cllr Parker
Melbourne Assembly Rooms - Cllr Hicklin
Gray, Green & Adcock Charity – Cllr Sharp
STW Liaison Group – Cllr Parker
NDP Chair – Cllr Carroll

11. To determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of the Full Council

The current arrangements are not ideal due to the volume level from the hire of the room next to where the meetings are held but it was RESOLVED to continue to hold the Parish Council meetings on the first Tuesday in the month, with the exception of August when no meeting will be held. The meetings will commence at 7:30pm.

There being no further business, the Chair closed the meeting at 7:20pm and moved to the Ordinary Parish Council meeting.

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APPENDIX A

MELBOURNE COMMITTEE MEMBERSHIP 2016 ONWARDS As agreed at the Annual Meeting of the Parish Council held 4th May 2016

PLANNING & STRATEGY

- (1) Chair of the Parish Council
- (2) Vice Chair of the Parish Council
- (3) Jane Carroll
- (4) Wendy Earp
- (5) George Dunnicliff
- (6) Tom Gates

BURIALS

- (1) Sheila Hicklin
- (2) Tom Gates
- (3) Margaret Sharp
- (4) George Dunnicliff
- (5) David Carpenter
- (6) Terry Summerlin

HIGHWAYS

- (1) Margaret Sharp
- (2) Jane Carroll
- (3) Dave Smith
- (4) Robert Parker
- (5) Terry Summerlin
- (6) Wendy Earp

FACILITIES

- (1) Wendy Earp
- (2) Andrew Jackson
- (3) Dave Smith
- (4) Nigel Collyer
- (5) Chair of Burial Committee
- (6) Margaret Sharp

FINANCE, RISK MANAGEMENT & HR

- (1) Chair of the Parish Council
- (2) Vice Chair of the Parish Council
- (3) Chair of Burial Committee
- (4) Chair of Highways Committee
- (5) Chair of Facilities Committee
- (6) Nigel Collyer

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Minutes of the Ordinary Meeting of Melbourne Parish Council held at 7.21pm Tuesday 3rd May 2016 at the Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne

Councillors Present: Cllr Sharp (Chair), Carroll, Collyer (from 7:23pm) Dunnicliff, Earp, Gates, Hicklin, Jackson (from 7:28pm), Parker, Smith.

In Attendance: Mrs J Storer, Cllr Harrison, 1 member of the press from the Village Voice, 2 residents, Mr T Summerlin.

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

1147. Apologies: apologies were received and accepted from Cllr Hudson (exams), Cllr Carpenter (work), Cllr Chilton, Cllr Hewlett.

1148. Declaration of Interests: No declarations were received.

1149. Variation of Order of Business: There was no variation in the business of the meeting.

1150. Public Participation

Public Representations

A resident explained of the difficulties that were being experienced on their rented land, from a leaking cesspit.

7:23pm Cllr Collyer arrived.

The Clerk advised that this was a private matter, but Cllr Harrison agreed to pursue the matter with the Environmental Health Dept at SDDC and report back.

County Councillor report

The Clerk handed a donation of £1,000 from County Cllr Chilton towards the funding required by the MSP. The Clerk also provided notification of resurfacing works which are to take place on the Hartshorne Road between May and July.

District Councillor report

Cllr Harrison informed that he had asked officers at SDDC to investigate the siting of the new power source at the sporting facilities at Cockshut Lane and reported that as Western Power is a statutory body, it can site their equipment wherever it chooses, therefore the chances of the power pole being relocated are highly unlikely.

SDDC has approved its Corporate Plan for 2016 – 2021, which sets the Council's priorities for the next 5 years.

A local family is facing deportation. The local MP is involved and the family has been invited to re-apply again.

Concerns were expressed about the closure of the Natwest Bank in July. Both Cllrs Harrison and Hewlett will support any representations made against the closure.

On 18th June 2016, the Arriva Women's Cycle Race travels through the district; through Ticknall and over the Causeway. Plans are in place to minimise the disruption which may occur whilst the Causeway is closed. The event can be viewed on national TV but requests were made for support to be shown on the day.

The MSP has submitted an application to include netball facilities and seeking permission to use the floodlights beyond 9:30pm on 4 special occasions in a year.

1151. To confirm the Minutes of the Ordinary meeting held 5th April 2016

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

1152. Governance

a) Parish Councillor resignation

The meeting was informed of the resignation of Mr M Stockill as a Parish Councillor. The resignation was accepted and Mr Stockill was thanked for his work during his tenure as a Councillor. The Clerk has advised the Election Officer at SDDC of the vacancy.

b) Co-option of a Parish Councillor to fill the vacancy generated by Mr C Howard's resignation.

The Clerk had previously advised Cllrs of the co-option procedure and the meeting went onto consider the one nomination. RESOLVED Mr T Summerlin was appointed as a co-opted Parish Councillor. The Clerk will inform the Election Officer.

Mr Summerlin signed the Declaration of Office and will complete the Register of Interest.

1153. To receive reports from Committees and working Parties

Burial Committee meeting held 11th April 2016

The minutes of the Burial Committee meeting held on 11.04.16 had been previously circulated to all members. No comments were raised

Highways Committee meeting held 11th April 2016

The minutes of the Highways Committee meeting held on 11.04.16 had been previously circulated to all members. No comments were raised

Telephone Kiosk Working Party

No meeting has occurred.

Neighbourhood Development Plan (NDP)

No meeting has taken place. The first draft of the NDP has been produced. Cllr Carroll offered to circulate a copy if Cllrs requested sight of it.

1154. 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.

1155. Chair's Announcements

The Chair had nothing to report.

1156. To receive the Clerk's Report

The Clerk's report as previously circulated was accepted.

The flags recently flown for the Queen's 90th birthday and for St George's Day were reported as being very successful.

Cllr Smith reported that he will again pursue the installation of the defibrillator.

1157. Reports from representatives on outside organisations

Senior Citizens Centre – There has been no meeting.

Infant School Governors – There has been no meeting.

Safer Neighbourhood – There has been no meeting.

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Festival – Cllr Carroll reported that the structure of the Festival has been organised and at the end of the month, a preliminary Arts Trail will take place. The children’s theme for this year is “Wind in the Willows” and a request was made for the loan of a rowing boat. The play booked for 24th September will be based upon a Shakespeare theme. The accounts are with the auditors and sponsors are still being sought.

Sporting Partnership (MSP) – Cllr Jackson reported the completion of the pavilion is expected by the end of July when responsibility for the site will pass to the MSP.

A meeting is to be held on 24th May for those groups and individuals who are interested in tennis and netball; at this meeting, opportunities within these sports will be explained.

Vacancies for a part time bookkeeper and facilities manager will be advertised in local newspapers.

To date, £27,000 has been received in donations and an expression of thanks and appreciation was given to all donors.

The official opening of the facilities will take place on 11th September which may convert into a fund raising opportunity, but currently there are no fund raising activities planned.

Melbourne Assembly Rooms (MARS) – Cllr Carroll reported that there had been another break in at the Assembly Rooms and the directors of MARS have discussed security arrangements.

Arrangements are being made for the AGM which is anticipated to be held at the end of June.

The accounts are with the auditors and there is a possibility of returning a surplus for the last financial year. A strategy meeting has been held and the agreed outcomes were explained.

There are problems with the old school house and whilst SDDC is the landlord, there are still some financial obligations which rest with MARS.

Donington Park – No report was received.

Gray, Green & Adcock Charity – No meeting has taken place.

1158. Parish Council assets

a) Public Toilets

The Clerk reported that there had been some vandalism at the public toilets, which has now been repaired.

b) Chapels

The Clerk has instructed the surveyor to undertake the drawings and survey for the new office at the Chapel. This will take place on 26th May 2016.

1159. Correspondence

1. DALC – Various Circulars
2. Mr R Hague – reporting cutting of trees on the Cockshut Lane recreation ground
2. Mr & Mrs Hague – report of bonfire at the Cockshut Lane recreation ground
The Clerk explained that the work was being carried out by the Cricket Club in readiness for the new season.
4. Dee Harris – request for information whilst researching family tree
5. SDDC – Invitation to attend a meeting on 27th April about South Derbyshire Cycling Action Plan and Aviva Women’s Tour of Britain which comes through the area on 18th June
6. SDDC – Civic Council meeting 26th May 2016 at 6.00pm
7. Persimmon Homes – Request for a meeting with the Parish Council regarding the footpath at The Woodland and new Estate

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No Cllr was available to attend the meeting.

8. Chris Smith (SDDC) – notification of changes to staffing of local police neighbourhood teams
9. Chris Smith – Weekly update on crime news for the week 11th – 17th April 2016
Cllrs welcomed these weekly crime reports and considered that the information was very relevant and the Clerk was requested to feed this back to Chris Smith.
10. DCC – Advising that the removal of disabled parking bays needs the official confirmation from Adult Care who investigate the requests.
RESOLVED the Clerk was requested to report to Adult Services about possible redundant disabled parking bays within the parish.
11. SDDC – minutes of the meeting held with STW and details of the cycle race on 18th June 2016

1160. Finance

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

b) Receipts - receipts of £4106 burial fees were received in the month of April 2016. Received VAT refund for the month of April £129.49, the precept and rate relief grant £35118.

c) To approve the accounts for the year ending 31st March 2016 and to receive the internal audit report for the year ending 31st March 2016

The Clerk had previously circulated the accounts for the year ending 31st March 2016 together with the internal auditor's report which reported that there were no areas of concern nor any issues to be raised.

The Clerk was thanked for producing the accounts and for the clean internal audit report.

RESOLVED the accounts for the year ending 31.03.16 were accepted and signed by Cllr Sharp.

d) To complete the Audit Return for the financial year 2015-2016

All Cllrs participated in the completion of the Audit Return for the year ending 31.03.16.

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

f) To approve the change of contractor for the hanging baskets for the year 2016

The Clerk had previously circulated an email to all Cllrs, which explained that the previous contractor had failed to reply back to the Clerk's correspondence and as such an alternative contractor had been approached to provide a quotation. The quotation had been previously circulated.

RESOLVED to appoint Plantscape as the new contractor to provide 34 hanging baskets in the centre of Melbourne.

g) Sage accounting system

The Finance Committee had agreed to the Clerk's request to obtain Sage Accounting. This has been purchased and the Clerk is in the process of transferring the accounting information onto the new system. The payment of the system will be via six interest free direct debits.

h) To approve the payment to lay slabs in Lothain Gardens

Cllr Jackson explained that the drainage system at Lothian Gardens was in need of attention and a quotation had been obtained for the work; the paving slabs having been donated by a local parishioner.

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The quotation was discussed and accepted. The Clerk advised that RoSPA is undertaking the annual inspection of the play area during May and made the suggestion that the work on the slabs is deferred until the results of the RoSPA report have been received.

RESOLVED to agree in principle to the laying of the slabs, but no action is to be undertaken until the results of the RoSPA inspection have been received and assessed.

1161. Consideration of Planning Applications

Planning applications

9 2016 0291 – The pruning of two silver birch trees on land at Jubilee Close, Melbourne
NO OBJECTIONS

9 2016 0262 – External alternations to outbuilding to facilitate use as a hobby room at 75 High Street, Melbourne
NO OBJECTIONS

9 2016 0295 – The erection of an extension and garage at 31 Packhorse Road, Melbourne
NO OBJECTIONS

9 2016 0318 – The replacement of existing window with a door at 29 Derby Road, Melbourne
NO OBJECTIONS

9 2016 0331 – The felling of a tree to the north of Melbourne Hall, Church Square, Melbourne
NO OBJECTIONS

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

9 2016 0313 - The demolition of an existing agricultural building and erection of a detached building to form 3 no. holiday lets with associated parking and stone entrance wall at Broadstone, Broadstone Lane, Ticknall
NO OBJECTIONS

Appeal

9 2015 1115 – Outline application (all matters to be reserved) for the residential development of up to 60 dwellings at land SK3825 9795 and Jawbone Lane, Kings Newton
Informal hearing at **10.00 am on 10/05/2016** at the Civic Offices, Civic Way, Swadlincote, DE11 0AH. The hearing is scheduled to last for 2 days.

Cllr Carroll informed that some local objectors have requested that there is representation from the Parish Council at the hearing. Cllrs agreed that the Parish Council had nothing further to add but went onto agree that a representative from the Parish Council should be present at the hearing. Cllr Carroll agreed to attend part of the session, but was unable to attend all sessions.

1162. Consultation for consideration

SDDC – Draft Sex Establishment Policy (deadline 18th June 2016)

RESOLVED No observations or comments

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1163. Items for information only – no action to be taken

a) Advice on forthcoming meetings and training

SDDC Briefing on Anti Social Behaviour – 11th May 2016 – no representative will attend

b) Councillors reports for information purposes only

Cllr Carroll made a request for the Highways Committee to consider the spending of the minor maintenance grant for 2016/17. Cllr Jackson requested that the Highways Committee also looks at the condition of the public footpath at the Cemetery.

Cllr Earp thanked all Cllrs for the support she received during her term of office and congratulated Cllr Sharp on her election as Chairman.

Cllr Summerlin reported that the Kings Newton Bowls Club was broken into very recently, and nothing was taken. The police are involved; in addition there was an attempted break in of an outhouse at the new estate.

The recent event at the Rugby Club generated some significant traffic chaos. The matter was discussed and it was agreed that as it was a one off event, no action should be taken.

1164. Date for the Parish Council and its Committee meetings 2016

The next Parish Council meeting will be held on Tuesday 7th June 2016 at 7.30pm

The following Committees will meet on Monday 9th May 2016, all at the Melbourne Assembly Rooms

- Burial Committee at 7.00pm
- Highways Committee at 7.30pm
- Facilities Committee at 8.00pm
- Planning & Strategy Committee at 8.30pm

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.

8.35pm Members of the public left the meeting and the Parish Council moved to the Confidential section of the meeting.

1165. Staffing

The Clerk's report on staffing matters was accepted.

1166. CCTV

Cllr Smith suggested that a review of the CCTV system should be undertaken following the latest break in at MARS when the CCTV system was possibly compromised. Possible options were considered and the Clerk was asked to liaise with MARS as to the possibility of fitting some security devices.

RESOLVED Cllr Earp will be the new nominated person to view CCTV footage. The Clerk will arrange for training to take place and for any passwords to be changed.

There being no other business, the Chair closed the meeting at 8:48pm.

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APPENDIX 1

<u>Description</u>	<u>Chq No</u>	<u>£</u>
Mrs J Storer Expenses	bacs	63.05
Initial - ST rental	bacs	27.25
SDDC - May NNDR Toilets	bacs	50.00
Village Voice - April adverts	bacs	90.60
STW - Water at Pavilion	bacs	162.12
Mr B Wood - internal audit 2015/16	bacs	105.40