

# Melbourne Parish Council

Mrs J Storer, Clerk to the Parish Council, 2 Mansfields Croft, Etwall, Derbyshire DE65 6NJ  
Email: Melbourneclerk@aol.com

## **Minutes of the Annual Meeting of Melbourne Parish Council held at 7.30pm Tuesday 6<sup>th</sup> May 2014 at the Shone Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne**

**424. Councillors Present:** Cllr Carroll (Chair), Carpenter, Collyer, Earp, Hicklin, Howard, Hudson, Jackson, Minifie, Parker, Sharp, Smith.

**In Attendance:** Mrs J Storer (Clerk). Cllr Mrs Chilton, 1 member of the press, Cllr Hewlett, Cllr Harrison, 3 Parishioners.

**Apologies:** Apologies were received and accepted from Cllr Wilmore, Cllr Stockill and Cllr Butler.

### **1. Election of a Chairman**

Cllr Carroll expressed her thanks to the Councillors for their support over her term of office, in particularly paying thanks to Cllr Collyer for his support.

Cllr Earp was proposed by Cllr Sharp and seconded by Cllr Smith.

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

Cllr Earp thanked all for the vote of confidence and paid thanks to Cllr Carroll. Following on from the meeting with Mr B Hamilton-Baillie; Cllr Earp expressed an interest in investigating the possibility of a Village Plan as a proactive way of meeting the changes and future challenges that face the Parish.

### **2. Chairman to take and sign the Declaration of Office**

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

### **3. Election of a Vice Chairman**

Cllr Parker was proposed by Cllr Carroll and seconded by Cllr Jackson.

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

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

Cllr Parker 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. The only amendment was the change to the date of review. The Financial Standing Orders were accepted.

### **7. Arrangements for Committees for 2014-2015 (Standing Order 5 v-vii)**

*Review of Terms of Reference of Committees*

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The Committee structure has recently been reviewed. Cllrs agreed to continue with the revised system and for any adjustments to be discussed by each Committee.

## *Appointment of members to existing committees*

Burial – membership remains unaltered

Highways – membership continues and Cllr Hudson joins the Committee

Planning – Cllr Collyer joins the Committee and Cllr Carroll steps down

Facilities - membership remains unaltered

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

1. DALC – to continue
2. Institute of Cemetery & Crematorium Management – to continue

## **9. Review of Council's Complaint's policy (Standing Order 5 xiii)**

This remains 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 Sharp

Education for Melbourne - Cllr Minifie

Festival - Cllr Carroll

Athenaeum - Cllr Butler

Sporting Partnership - Cllr Jackson

NWLDC Donington Park Liaison - Cllr Parker

Melbourne Assembly Rooms - Cllrs Carpenter & Howard

Promote Melbourne - Cllr Wilmore

## **11. Review of Council's policy for dealing with press/media (Standing 5 xv)**

This is to be discussed during the Ordinary meeting – Agenda item 16

## **12. 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 and venue are to continue.

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## Minutes of the Ordinary Meeting of Melbourne Parish Council held at 7.55pm Tuesday 6<sup>th</sup> May 2014 at the Shone Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne

**Councillors Present:** Cllr Earp (Chair), Carpenter, Carroll, Collyer, Hicklin, Howard, Hudson, Jackson, Minifie, Parker, Sharp, Smith.

**In Attendance:** Mrs J Storer (Clerk). Cllr Mrs Chilton, 1 member of the press, Cllr Hewlett, Cllr Harrison, 3 Parishioners.

**671. Apologies:** Apologies were received and accepted from Cllr Wilmore, Cllr Stockill and Cllr Butler.

**672. Declaration of Interests:** Declarations were received and accepted from Cllr Earp in connection with planning application 9 2014 0258 and from Cllr Parker in connection with the planning appeal 9 2013 0923. Cllr Minifie and Cllr Carroll declared an interest in planning application 9 2014 0329.

**673. To grant any dispensation resulting from declarations of interest:** No dispensations were necessary.

**674. Variation of Order of business:** There were no variations to the order of business.

### **675. Public speaking:**

A resident raised concerns about speeding traffic through Kings Newton and made a request for a "Slow" sign to be erected. This resident also raised concerns about the speed and number of HGVs using Trent Lane. Both matters will be discussed at the next Highways Committee meeting.

A number of potholes on South Street were reported and Cllr Chilton was requested to pursue this on behalf of the Parish Council.

Another resident addressed the meeting in relation to the proposed outline planning application for 22 houses on Station Road and the negative impact that this proposal would bring to Melbourne should it be granted. Cllr Earp advised that each planning application is taken on its own merits; the concerns raised would be considered when the aforesaid application was considered later in the meeting.

The same resident commented that dog fouling was still an issue, and one which is not improving. Cllr Earp agreed, but it was a small core number of people which fail to clear up after their dogs. Encouragement was given for all residents to report any one who fails to clear up after a dog.

### **676. District and County Councillors**

#### County Council

Cllr Chilton reported that additional funding has been allocated towards the continued hire of a jet packer used to repair roads. It will be used to repair the A roads first and B roads at a later date. Government directives are to cut down on the number of street signs; the erection of any new road signs is based on a statistical need.

The satnavs of several foreign lorries have misdirected drivers along Cockshut Lane. This error has been reported.

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Cllr Clifton, together with PC Ball, will attend the school on Wednesday in relation to parking on the zig zag lines, as this continues to be a problem.

DCC has received £14m from Central Government for education. Discussions with headteachers have already started as to educational needs and wants. If the Station Road planning application proceeds, then S106 contribution towards primary and secondary education will be sought. DCC will not be running the energy saving scheme this year, and a similar service is offered by Which.

## District Council

Cllr Harrison congratulated the Parish Council on its professional report and response on the condition of the twitchells within the Parish; this has been passed onto SDDC and is the first report to be submitted.

South Derbyshire Day at Pride Park was held on 12<sup>th</sup> April and featured the district, in particular the National Forest.

The Local Plan has been drafted and together with recommendations will be submitted to Central Government in July. This only relates to applications over 100 properties; those applications for less than 100 houses are to be considered in light of the Government's revised guidelines; including guidelines in relation to primary and secondary education.

The Citizens advice Bureau (CAB) has received funding which will enable an advisor to be located within the Melbourne Medical Centre on the last Friday in the month between 1-3pm.

At the last meeting, a request was made for financial information relating to the amount of funding provided by SDDC to the Swadlincote Late Night Shopping event. The request has been made but no information is available.

Licensing procedures have been amended for major national events; this includes the World Cup. Pubs with licences can have extensions to coincide with England matches. Cllr Minifie informed that the recycling bin at the school has been removed. Whilst the school did not receive any funding for the bins, there exists a need for recycling provisions at the school. Cllr Harrison asked for further information which he will relay back to SDDC.

## **677. To confirm the Minutes of the Ordinary meeting held 1<sup>st</sup> April 2014.**

The Minutes of the Ordinary meeting held 1<sup>st</sup> April 2014 as previously circulated, were approved as a correct record and signed by the Chair.

## **678. To receive reports from Committees**

### Burial Committee meeting of 7<sup>th</sup> April 2014

Min 216 – the Sexton requires hot water to wash his hands after using chemicals.

RESOLVED to have hot water installed at the Cemetery.

### Highways Committee, meeting of 7<sup>th</sup> April 2014

No matters were raised.

### Facilities Committee meeting 7<sup>th</sup> April 2014

Cllr Jackson reported that the drainage channel at Lothian Gardens will need reviewing at the next Committee meeting.

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

There were no additional matters to be taken in the exempt section of the meeting.

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## 680. Chair's Announcements

Mrs J Storey, Clerk to the Parish Council, 2 Mansfields Croft, Etwell, Derbyshire DE65 6NJ

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The Chair reported on that she will be attending the opening of the Garden at the Reservoir on Tuesday.

The Chair reported that the Council was aware of the problems experienced by residents when the Lothian Gardens had been closed over the recent Bank Holidays and apologised for any inconvenience caused.

## 681. To receive the Clerk's Report

The Clerk's report was previously circulated and agreed. No matters were raised.

## 682. Reports from representatives on outside organisations

Senior Citizens Centre – no meeting has taken place; the AGM is to be held next week

Infant School Governors – Cllr Smith reported that the Governors held an Open Morning last week. The School is full and there are 7 appeals in process at present. Comments and concerns were raised about the school being oversubscribed and that children within the catchment have this time, been unable to secure a place at the school. Cllr Chilton agreed to note the concerns expressed about the oversubscription and will report these back to DCC.

Safer Neighbourhood– no report

Education for Melbourne – Cllr Minifie reported that DCC has held a meeting on infrastructure and agreed that at least 2 secondary schools are required south of Derby; one maybe in Melbourne. Chellaston Academy has excluded the new Chellaston Field estate from its catchment area.

Festival – no report

Sporting Partnership – Cllr Jackson circulated the minutes of the meetings and informed that matters are on track, the current topic is the layout of the kitchen.

Athenaeum – no report

Promote Melbourne – no report

Assembly Rooms – Cllr Howard reported that a new sign for the Assembly Rooms is in place, but there are no current pressing matters

EMA Liaison Committee – Cllr Collyer stated that as there are no meetings to attend, this matter is removed from the agenda

Donington Park Liaison Committee – Cllr Parker reported on the meeting held on 2<sup>nd</sup> April; this included information on the large investment being carried out at the site and the moving of Formula E to the Park; creating 170 jobs. Noise levels are continuously monitored and ideas as to how to reduce the noise levels are always considered.

Meeting between Parish Councils & SDDC – Cllr Hudson reported on the matters raised by the Clerk. An organisational chart for SDDC is being drafted and discussions are being held with the

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Media Dept about the supply of information in a hard format rather than an expectation that the Parish Council would fund the printing costs.

## 683. Correspondence

1. DALC – Various Circulars
2. SDC –EMA Sustainability Report
3. DCC – Report on actions taken on reported highway matters
4. Mr Lowes – Request for funding for Scouting event
5. SDDC – Notification of Joint Meeting with Parish Councils and SDDC – 30<sup>th</sup> April 2014
6. MrsBebbington–request for the Parish Council’ s view on planning application 9 2014 0287
7. SDDC – Information and guidance on bringing prosecutions for failing to clear dog fouling
8. BHF – notification of award of grant funding for 1 defibrillator
9. DCC – Response to the concerns, proposals and suggestions made by the Parish Council regarding the Night Street Lighting consultation
10. Alison Staley – Objection to the application for housing at Station Road
11. Mr&Mrs Jones – informing of potential planning application in Broadstone Holt
12. Mr&Mrs Bailey – email expressing objections to the planning application on Station Road
13. DCC – Update on Highway matters
14. Swadlincote Villagers – First Responder seeking funding  
RESOLVED for further information and statistics relating to the attendances in Melbourne was requested, prior to a decision being made. **(Action: Clerk)**
15. Came & Co – Spring Newsletter
16. DCC – Response to the comments raised by the Highways Dept on the proposed night street lighting
17. SDDC – Notification of proposed disposal of Community Asset

## 684. Finance

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

b) Budget appraisal/risk assessment

Currently there are no amendments to the risk assessment.

c) The accounts for the year ending 31<sup>st</sup> March 2014 were audited by Mr B Wood and reported that the accounts were in order and no matters of concern had been raised.  
RESOLVED: to accept the accounts for 31.03.14 as previously circulated.

d) To complete the Audit Return for the year ending 31<sup>st</sup> March 2014  
RESOLVED: for the Clerk and Chairman to complete the Audit Return.

e) Funding of a defibrillator

The Clerk reported that grant funding had been awarded for one defibrillator. Cllr Sharp informed that Greys to Green’ s donation will be provided. She also informed that the Rotary Club would fund another defibrillator if required.

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RESOLVED: to accept the generous offer from the Rotary Club. Cllr Sharp will liaise with the Rotary Club on this matter. (Action: Cllr Sharp).

## 685. Consideration of Planning Applications

(i) 9 2014 0258 – The conversion and extension of existing cottage, cart shed and stable to form a holiday cottage on land at K3725 6284 Cockshut Lane, Melbourne **Cllr Earp declared a prejudicial interest in this application, as it is made by a relative. She left the meeting and Cllr Parker took the Chair.**

NO OBJECTIONS

Cllr Earp returned to the meeting.

(ii) 9 2014 0329 – The construction of an octagonal, timber framed roundhouse, a celtic roundhouse, 4 compost toilets, kitchen and store, creation of a pond, reinstatement of a stream and link to new pond, creation of tracks for deliveries and access and creation of parking spaces including disabled parking on field lying north of Melbourne Common, Whistlewood Common, Melbourne

**Cllr Minifie and Cllr Carroll declared prejudicial interests –Cllr Minifie is Chair of Whistlewood Common and Cllr Carroll is a shareholder. Both remained in the meeting, but took no part in the discussions or voting.**

NO OBJECTIONS

(iii) 9 2014 0328 – The repair of floor in old kitchen, installation of cupboard to house gas meter and new stove in Inglenook in old kitchen, replacement of fireplace in living room and associated works to external chimney and replacement of front gate at Elms Farm, 39 Trent Lane, Kings Newton

NO OBJECTIONS

(iv) 9 2013 0923 – The conversion of barns into 3 residential units and erection of garage block at Barns Farm, Wards Lane, Stanton by Bridge

**Cllr Parker declared a prejudicial interest and left the meeting.**

NO OBJECTIONS

Cllr Parker returned to the meeting

(v) 9 2014 0342 – Removal of hornbeam and sycamore tree at Four Gables, Main Street, Kings Newton

NO OBJECTIONS

(vi) 9 2014 0298 – The erection of an extension at 50 The woodlands, Melbourne

NO OBJECTIONS

(vii) 9 2014 0287–Outline application (all matters except for access to be reserved) for the residential development of 22 dwellings with associated open space and highways works on land at SK3925 1974, Station Road, Melbourne

OBJECTIONS

The Parish Council was reminded that it has to consider each application as to what is best for the Parish; Cllr Minifie adding that a blanket ban of all development could have a detrimental effect. Cllr Harrison was asked to explain what the definition of a sustainable community was; he provided this and added that in statute there is a presumption that all applications will be granted unless there are statutory objections. Cllrs agreed that previously there had been significant developments within the Parish but new proposals are coming in quick successions and the Parish would have no opportunity to adapt to the rapid growth should they be granted.

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Having regard to the statement in the Parish Plan for no new development and having regard to the main objectives of places at the local primary school, the Council voted unanimously to object to the proposal.

(viii) 9 2014 0322–Replacement of existing rear door and picture window with a three panel bi-fold door at 6 The Mews, Potter Street, Melbourne  
NO OBJECTIONS

9 2014 0280 – The variation of condition 3 attached to planning permission 9/2011/0236/B to open 17.30-00.00 hours Monday to Saturday and Bank Holidays at 61 Derby Road, Melbourne  
NO OBJECTIONS

9 2014 0374 – Replacement of existing windows to suit conservation area at 58 High Street, Melbourne  
NO OBJECTIONS

9 2014 0373 – Change of use from residential flat into B1A (Business) for the upstairs and A2 (financial and professional services) for downstairs at 58 High Street, Melbourne  
NO OBJECTIONS

## **686. Consideration of the commemoration of World War 1**

This matter was deferred to the Facilities Committee for consideration and recommendations.

## **687. Adoption of Communication & Media Policy**

The Clerk had circulated a draft policy on Social Media.

RESOLVED: Social Media is popular and provides an alternative communication resource to keep residents of Melbourne informed, therefore the Parish Council will have a twitter account. Some amendments are required to the draft policy, including the need for a section on general communications. Cllr Hudson will work with the Clerk on the amendments and the establishing of a twitter account. The matter will be brought back to the Council in July.

## **688. To consider the proposal to adopt the Grenadier Guards**

Cllr Stockill had emailed the Clerk to advise that after consideration, he would not be pursuing this matter via the Parish Council; instead the matter will be pursued via another option. The Chair thanked Cllrs Stockill and Hicklin for pursuing this matter and commented that should the Parish Council's support be needed, the matter can be brought back for consideration.

## **689. For information only**

i) Cllr Parker reported that the road side verges are overgrown. Enquiries are to be made of SDDC as to when the verges will be cut. If there is a significant delay, the Clerk will arrange for the Sexton to cut the verges at Robinson Hill and Cockshut Lane. **(Action: Clerk)**

ii) A letter of thanks is to be sent to Mrs G Kerr for the arrangements and funding of the traffic consultant. Cllr Carroll circulated a report on the meeting held 19<sup>th</sup> April with Mr B Hamilton-Baillie. **(Action: Clerk)**

iii) The status of the land that the jawbones rests upon, is still unclear. Cllr Collyer agreed to work with the Clerk to resolve the question of ownership of the land **(Action: Clerk)**

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iv) The Board listing past Chairmen of Melbourne Parish Council is in storage and is believed to be in the office of the Clerk. No decision was made about the repair nor the erection of the Board

v) The litterbin on Queensway has been relocated to the opposite end by alleged drunken revellers. The bin needs to be relocated. **(Action: Clerk).**

## 690. Date of committee meetings

Facilities Committee	Monday 12 <sup>th</sup> May at 7.00pm	Lothian Gardens
Highways Committee	Monday 12 <sup>th</sup> May at 8.00pm	Assembly Rooms

## 691. Date of the next Parish Council meeting

The date of the next full Parish Council meeting will be Tuesday 3<sup>rd</sup> June 2014 at 7.30pm in the Shone Lounge. There being no further business the Chair closed the meeting at 9.42pm and moved to the Confidential section of the meeting.

## CONFIDENTIAL SECTION

The minutes of the confidential section held 1<sup>st</sup> April 2014 were agreed and signed by the Chairman

The Clerk explained that it had come to light that the decision made last month relating to burial fees had not been fully understood. Examples were provided of the confusion Councillors had over the decision. The Clerk had previously reminded Councillors that decisions could not be revisited within six months of the decision.

RESOLVED that having regard to the Clerk's advice; the decision made relating to burial fees should be set aside and the matter reconsidered as there was a fundamental unfairness about the policy agreed at the last meeting.

A discussion took place about the various options regarding when residents or non-residents fees should be imposed.

## Burial Fees

RESOLVED: That Condition 3 is amended to read “..moved into care outside Melbourne ...”  
That Condition 4 is removed

The conditions are now:

1. The term “triple fees” will be replaced by “non residents”.
2. That the normal requirement for residency is that the deceased lived in Melbourne for the twelve months prior to interment.
3. That former residents of Melbourne who had moved into care outside Melbourne should still be treated as residents in agreeing the fee charged.

## Future of Public Toilets

The Parish Council has received notification that from SDDC that it wishes to dispose of the public toilets and the Parish Council has the right to express an interest in acquiring them.

A discussion took place as to whether the matter should remain as a confidential item.

RESOLVED the future of the public toilets will no longer be a confidential item.

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A further discussion took place as to whether the Parish Council wished to acquire the public  
toilets.

**RESOLVED** to express the Parish Council's interest in acquiring the public toilets; no monetary  
value is to be included in the expression of interest. **(Action: Clerk).**

There being no further business, the meeting closed at 10.06pm.