

Melbourne Parish Council

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



Minutes of the Annual Meeting followed by the Ordinary Meeting of Melbourne Parish Council held at 7.30pm Tuesday 7th May 2013 at the Shone Lounge Room, Melbourne Assembly Rooms, High Street, Melbourne

424. Councillors Present: Cllr J Carroll (Chair), Cllr Carpenter, Earp (from 7.35pm), Collyer, Dunicliff, Hicklin, Jackson, Minifie, Sharp, Smith, Stockill, Wilmore (From 7.37pm)

In Attendance: Mrs J Storer (Clerk). Cllr Harrison, Cllr Hewlett, Cllr Chiltern, 1 member of the press, 1 member of the Public, PC R Buckley (to 8.30pm).

425. Apologies: Apologies were received and accepted from Cllr Howard.

426. Election of a Chairman

Cllr Carroll was proposed by Cllr Sharp and seconded by Cllr Smith. There being no other nominations Cllr Carroll was duly elected as Chairman for the ensuing for the year.

427. Chairman to take and sign the Declaration of Office

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

428. Election of a Vice Chairman

Cllr Earp was proposed by Cllr Smith and seconded by Cllr Sharp. There being no other nominations, Cllr Earp was duly elected as Vice Chairman for the ensuing year.

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

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

430. Review of Standing Orders (Standing Order 2k vii)

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

431. Review of Financial Standing Orders (Standing Order 2k vii)

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

432. Arrangements for Committees for 2013-2014 (Standing Order 2k iv – vi)

Cllr Carroll explained that there is a need to review the membership of the Committees, together with their activities and the format of the Committee structure; this is due to the changing nature of the Parish Council business. The Chairs of the various Committees had met and the notes of that meeting had previously been circulated to all Councillors. The suggested timeline for the review of the Committees was accepted.

RESOLVED until any changes to the Committee structure are agreed, all Councillors will remain as members of all of the Committees.

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433. To appoint the representative to outside organisations and to agree the reporting back (Standing Order 2k ix, xiii)

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 Dunnicliff

Sporting Partnership - Cllr Jackson

NWLDC Donington Park Liaison - Cllr Parker

Melbourne Assembly Rooms - Cllrs Carpenter & Howard

Promote Melbourne - Cllr Hicklin

Airport Liaison - Cllr Collyer stated that he was content to continue as the representative for the Airport Liaison; adding that he works for a company that has substantial interests at the airport. Whilst he is not located at the airport, he felt confident that he would be impartial and would represent the Parish Council. RESOLVED Cllr Collyer would continue as the representative to the Airport Liaison.

434. Establishment of Council's policies (Disability Discrimination, Health & Safety)

The Clerk reported that she had been unable to locate these policies but will draft them and bring to the next meeting for adoption.

PART I – NON CONFIDENTIAL INFORMATION FOR THE ORDINARY MEETING

435. Declaration of Interests: no declarations of interests were received.

436. To grant any dispensation resulting from declarations of interest. No dispensations were necessary.

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

438. Public speaking: No matters were raised by the public.

439. District and County Councillors and the Police

Melbourne Assembly Rooms

Mr B Lambert informed the meeting of the various achievements that Melbourne Assembly Rooms has achieved since it took over the running of the Centre on 1st May 2012. Future plans and their anticipated costs were expanded upon. The Chairman on behalf of the Parish Council thanked Mr Lambert for his presentation and congratulated him and the other Board members for the achievements to date and wished him well with the future plans.

7.46pm PC Buckley arrived

Police

PC Buckley informed the meeting that there is little to report. The damage to the Health Centre roof has been dealt with via restorative justice. He is aware of the drug issue and

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the matter is in hand, but he continued to urge members of the public to report incidents to the police.

Cllr Wilmore enquired as to the length of time that it takes between reporting a crime and it being allocated to an officer. PC Buckley explained the process and that it takes on average 24 hours. Cllr Wilmore gave a recent incident whereby an incident had occurred more than a fortnight ago and which was still awaiting allocation. PC Buckley agreed to follow up this matter.

District Council

Cllr Hewlett reported that SDDC has approved phase 1 of a two year development of affordable housing, this being the first set of council houses to be built since 1992. The proposals for the drainage scheme at the Recreation Ground are nearly finished. There will be one or two days made available for drop in sessions at the Assembly Rooms for the public to see the scheme and to have any questions answered.

Cllr Harrison reported that £350,000 has been made available for the construction of an additional classroom at the Junior School.

There are to be improvements to the pavement on Robinson Hill.

He added that SDDC was consulted on the racetrack application. SDDC has appointed its own noise consultants who have challenged the reports produced by the owners of the racetrack and by NW Leicestershire. These recommendations are contained within the planning application which the Parish Council is a consultee to.

County Council

Cllr Chiltern was welcomed to the meeting. She explained that due to her recent election last week, she has nothing to report at present.

440. To confirm the Minutes of the meeting held 5th April 2013.

The Minutes of the meeting held 5th April 2013 as previously circulated, were approved as a correct record and signed by the Chair.

441. To approve the Minutes of the Committees held 11th April 2013

Burial Committee – approved

Recreation Committee – approved

Highways Committee – approved

Planning Committee – approved

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

The Chairman identified two matters as being required to be taken with the public excluded, being the Sexton lone working and a report on the Melbourne Sporting Partnership.

443. Chair's Announcements

Cllr Carroll reported that the Walkers Group have achieved the "Walkers are Welcome" status and this will be launched in either June or July.

Cllr Carroll also attended the Operatic Society and reported that it was a very good performance, one which she had enjoyed.

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During the Civic Society Litterpick, the Society members commented on how pleased they were with the lack of litter around the parish, and praised the Lengthsman for doing a good job. The Clerk will pass on the comments to the Lengthsman. **(Action: Clerk)**

444. To receive the Clerk's Report

The Clerk's report had been previously circulated. The report was accepted.

445. Reports from representatives on outside organisations

Senior Citizens Centre – Cllr Sharpe reported that the AGM is to be held on 8th May.

Infant School Governors – Cllr Smith reported that the School continues to enjoy a good reputation and is oversubscribed.

Safer Neighbourhood – no report

Education for Melbourne – Cllr Minifie reported that a meeting is being held this evening. The Planning Dept at SDDC had reported that there were still some outstanding points to rectify regarding the housing application at Chellaston but it likely that the application will be granted.

Festival – Cllr Carroll had nothing to report.

Sporting Partnership – Cllr Jackson had nothing to report.

Athenaeum – Cllr Dunnicliff had nothing to report.

Promote Melbourne – Cllr Hicklin had nothing to report.

Assembly Rooms - Cllr Carpenter reported that he had nothing to report which had not already been mentioned by Mr Lambert earlier in the meeting.

EMA Liaison Committee – Cllr Collyer had no report.

Donington Park Liaison Committee – Cllr Parker was not in attendance.

446. Correspondence

1. DALC – Various Circulars
2. English Heritage – Notification of the de listing of Melbourne Arms
3. DCC – Street Works Licence for CCTV
4. Leics Police – Invitation to Project Griffin awareness session – 6th June 2013
5. DCC – Confirmation that repairs to the footway on Victoria Street will be undertaken
6. DCC – Bus Stops on Station Road will be removed in April
7. DCC – Informing no chevrons will be installed at Derby Road but “SLOW” markings will be put on the road.
8. DCC – Unable to relocate bus stop on Cockshut Lane
9. DCC – Update on various highway matters
10. Traffic Commissioner – Operators Licence – Trent Lane
11. N W Leicestershire – Core Strategy –
12. DCC – Request for signage – Derby Road
13. DCC – Various Matters

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14. Mr C Crawford – letter of resignation

The Clerk reported that she had written a letter of thanks to Mr Crawford and that the Election Officer at SDDC had been informed of the vacancy. The Chairman on behalf of the other Cllrs thanked Mr Crawford for his contribution and hard work as a Councillor.

8.30pm PC Buckley left the meeting

447. Finance

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

b) To accept the accounts for the year ending 31st March 2013

The accounts for the year ending 31st March 2013 had been previously circulated to all Councillors. RESOLVED to approved the accounts as previously circulated.

c) To complete the Audit Return Form

The Clerk advised the meeting that the accounts for the year ending 31st March 2013 had been audited by Mr Brian Wood who had confirmed that the accounts were in good order and there were no areas of concern. The Clerk and the Chairman will complete the audit return. **(Action: Clerk & Chairman)**

d) Budget appraisal/risk assessment

Currently there are no amendments to the risk assessment. The actual to budget report was accepted.

e) To consider the following quotations

i) Quote for pitch renovations - the quote for the renovations to the old pitch and for grass cutting at the Old Burial ground was accepted.

ii) Quotes for the removal of the Cedar tree at the Cemetery – two quotes had been received. The Parish Council requested that schedules of works are produced so that the matter can be considered at the Committee meeting **(Action: Clerk)**

iii) Quote for the removal of Ash tree at the Cemetery – The Clerk recommended that this is left and attempts will be made to consolidate this work with that of the Cedar tree.

448. Consideration of Planning Applications

(a) Donnington Race Track update (information previously circulated)

This application will be considered at the Planning Committee.

(b) 9 2013 0255 – The felling of a tree at 16 Jubilee Close, Melbourne

NO OBJECTIONS

(c) 9 2013 0297 – The replacement of 4 windows to the front and 3 casement windows to the rear of the property at 35-36 Market Place, Melbourne

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NO OBJECTIONS

- (d) 9 2013 0293 – The removal of 2 adventitious sycamore trees at land to the rear of HSBC, 8 High Street, Melbourne

NO OBJECTIONS

- (e) 9 2013 0276 L – The proposed conversion and alterations of outbuildings (Materials minor amendment) at The Vicarage, Church Square, Melbourne

NO OBJECTIONS

- (f) 9 2013 0260 – The proposed conversion and alterations of outbuildings (Materials minor amendment) at The Vicarage, Church Square, Melbourne

NO OBJECTIONS

- (g) 9 2013 0238 – The erection of extensions at 1 Orchard Close, Melbourne

NO OBJECTIONS

- (h) 9 2013 0266 – The creation of a vehicular access with driveway and access ramp at 70 Station Road, Melbourne

NO OBJECTIONS but a condition is requested that after the works are completed the pavement is not made difficult for the disabled or those using motability equipment

- (i) 9 2013 0261 – The reconstruction of existing rear annexe at 60 High Street, Melbourne

NO OBJECTIONS

- (j) 9 2013 0270 – The removal of condition 5 of planning permission 9/2012/0923 to improve the designs of the 3 dwellings in layout and elevations at 78 Ashby Road, Melbourne

This application will be considered at the next Committee meeting when clarification of condition 5 has been obtained.

- (k) 9 2013 0295 – Application for a lawful development certificate for the erection of an extension in the roof at 10 Dunningcliff Lane, Melbourne

NO OBJECTIONS

449. For information only

Cllr Collyer reported that a resident of Kings Newton welcomed the recent improvements to the pavements, but hoped that the same improvements can now be made to the roads themselves.

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Cllr Carpenter and Cllr Earp both reported the large quantity of glass that was on the ground around the recycling points in the carpark. The lengthsman will be asked to check on the area in the future and to contact the Clean Team to clear any future incidents.

The Clerk was requested to make enquiries as to where the promised replacement shelter in the Lothian Garden is. **(Action: Clerk).**

450. Date of the next Parish Council meeting

The date of the next full Parish Council meeting will be Tuesday 4th June 2013 at 7.30pm in the Shone Lounge.

There being no other business, the Chair closed the meeting at 8.58pm and the Council moved into the confidential section of the meeting.