

Melbourne Parish Council

Mrs J Storer - Parish Clerk, 2 Mansfields Croft, Etwall, Derbyshire DE65 6NJ



Committee Minutes Burial Grounds

Minutes of a meeting of the Burial Grounds Committee held at 7.30pm Monday 7th January 2013 at the Shone Lounge

Present – Cllr Hicklin (Chairman) Carroll, Carpenter, Crawford, Dunnicliff, Earp, Minifie, Parker, Sharpe, Smith and the Clerk.

Apologies: Cllr Howard, Jackson, Stockill

Minutes of the previous meeting approved by Council were signed by the Chairman as a true record.

- 118 Cemetery Records – Cllr Carpenter reported that he is still working on the records and will give a presentation at the next Burial Committee meeting. It was agreed that it would be beneficial if the Sexton was to attend that presentation **(Action: Clerk)**
- 119 The dedication for a slab in memory of Dr Freeman was agreed at the previous Committee meeting together with the associated costs. Cllr Carroll has requested the revised costing but this is still awaited. **(Action: Cllr Carroll)**
- 120 Staff training - Following a discussion as to whether any training provision should be provided, it was AGREED that available courses and their fees should be gathered for consideration at the next Committee meeting **(Action: Clerk)**
- 121 Cllr Carpenter considered that it would be beneficial to have procedures relating to the Cemetery, documented. AGREED that the Terms of Reference for this Committee and the others should be reviewed. Model Terms of Reference will be produced for consideration at the next Committee meeting **(Action: Clerk)**

Date of next meeting 7.30pm Monday 11th February 2013 at the Shone Room, Melbourne Assembly Rooms

Committee 1 Burial Grounds -Cllr S Hicklin Chairman

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Highways and Street Lighting

Minutes of a meeting of the Highways & Street Lighting Committee held at 7.43pm
Monday 7th January 2013 at the Shone Lounge

Present – Cllr Earp (Chairman) Carroll, Carpenter, Collyer, Crawford, Dunnicliff, Hicklin, Minifie, Parker, Sharpe, Smith and the Clerk.

Apologies: Cllr Howard, Jackson, Stockill

Minutes of the previous meeting approved by Council were signed by the Chairman as a true record.

Matters to report

281 DCC - The Clerk has written to DCC seeking an explanation as to the position of the chevrons on Derby Road and is awaiting a reply.

Damaged Lamppost on Station Road – this has been reported, but no action as yet been taken by DCC. The Clerk will continue to pursue the matter. **(Action: Clerk)**

282 CCTV – The quotes for the installation of a basic BT line into the Assembly Rooms and the on going line rental costs were provided to the meeting. Access and viewing of the CCTV will be limited to the police and the Clerk. AGREED that the CCTV system will be installed without a broadband line, ; the need for a broadband line can be assessed at a later date if a request is made, or a need for broadband is identified.

Cllr Earp will speak to the owner of the Post Office about the location of the camera. The new circuit box will be installed on 9th January 2013. A meeting will be arranged with Chris Smith to discuss the documentation and signage needed for the operation of the CCTV. **(Action: Clerk)**

On 9th January the Clerk and Cllr Earp will meet with Wayne Lawrence to obtain quotes for the extension of the Christmas lights.

283 Bin schedule – The Clerk has placed an order for two bins as agreed at the last Committee meeting. At the last Parish Council meeting a request was made for a litterbin to be installed at Trent Lane, Kings Newton. AGREED to order a litter bin to be located at the access to the cycle path.

284 A meeting was held on 17th December with a lighting representative to obtain quotes for extending the Christmas lighting and replacing the existing Christmas lights with LED. The quotation is still awaited **(Action: Clerk)**

285 Cllr Carroll has produced a map with provisional areas of responsibility identified for each Councillor. The map was circulated to all present and any alterations/suggestions will be brought to the next meeting **(Action: Cllr Earp)**

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- 286 DCC has informed that it is not responsible for bus shelters and had passed on the Parish Council's request for repairs on the bus shelter in Market Square to SDDC. The condition of the bus shelter was discussed and noted that it is within the conservation area. Assistance on the necessary remedial actions are to be sought from DCC and SDDC. **(Action: Clerk)**
- 287 Cllr Parker commented upon the state of the roads generally, and it was thought that DCC are aware of the condition. To this, Cllr Smith added that a resident of Castle Mills had written to him expressing disgust at the condition of the road between Heath Farm and Piston Hills. It was AGREED that the letter will be forwarded to DCC. **(Action: Clerk.)**
- 288 Cllr Sharpe commented that ST are taking a long time to repair the leak on Derby Road, opposite The Laurels. The meeting agreed that the cones placed on the bend by ST, are a hazard to motorists. AGREED that the area does not flood as much as previously, and enquiries will be made of ST as to when the repairs are to be completed. **(Action: Clerk)**. The road outside the café appears to be wet and this will be reported to ST **(Action: Clerk)**
- 289 Cllr Collyer stated that there are Bus Stop Signs on Station Road which are surplus to requirements as this is no longer a bus route. DCC are to be asked for their removal. **(Action: Clerk)**
- 290 Cllr Collyer reported that the ditch at the bottom of Jawbone Lane is not functioning properly as water overflows onto Huntington Court, Jawbone Lane and Station Road as so would possibly benefit from jetting. **(Action: Clerk)**
- 291 Cllr Dunicliff reported that the pavement at Woodhouses is slipping away. Cllr Parker agreed to investigate and report any required action to the Clerk **(Action: Cllr Parker)**.
- 292 The leaves and mud on Penn Lane are making the pavement slippery and potentially dangerous. SDDC are to be asked to clear the road and the Lengthsman is to be instructed to clear the pavement **(Action: Clerk)**
- 293 In addition, the leaves on the pavement along Packhorse Road at the Bowls Club towards Kings Newton are gathering. The Lengthsman is to be asked to clear them **(Action: Clerk)**

Date of next meeting 8pm Monday 11th February 2013 at 8.00 pm in the Shone Room, Melbourne Assembly Rooms

Committee 2 Highways and Street Lighting
Cllr W Earp – Chairman

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Recreation and Amenities

Minutes of a meeting of the Recreation and Amenities Committee held at 8.20pm
Monday 7th January 2013 at the Shone Lounge

Present – Cllr Minifie (Chairman) Carroll, Carpenter, Collyer, Crawford, Dunnicliff, Earp, Hicklin, Parker, Sharpe, Smith and the Clerk.

Apologies: Cllr Howard, Jackson, Stockill

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- 111 Further quotes are required for the fencing and the repairs to the wet pour play surface. It was agreed to wait for Cllr Minifie and Cllr Jackson to obtain additional quotes.
- 112 The Clerk and Cllr Jackson will liaise regarding outstanding invoices for the Rentals **(Action: Clerk and Cllr Jackson)**
- 113 Cllr Smith advised the meeting that the Rugby Club will be making a donation for its use of the Sports Pavilion.
- 114 Work at the Old Burial Ground – The Church has been advised that work on the trees will take place in the New Year.
- 115 An email has been received from Shoorniths Solicitors seeking an update as to The Parish Council's position regarding the lease and licence and the Sporting Partnership. A holding email has been sent by the Clerk and it was agreed that Cllr Jackson would be asked to assist with the reply **(Action: Clerk and Cllr Jackson)**.
- 116 A letter has been sent to the Melbourne Sporting Partnership regarding a full size pitch and a response is awaited. Cllr Jackson is to advise as to any progress. **(Action Cllr Jackson)**
- 117 The Clerk had received a quote for a periodic electrical installation test as it was unclear whether this test was required, the matter will be reviewed with Cllr Jackson. **(action: Clerk and Cllr Jackson)**

Date of next meeting 8.30pm Monday 11th February 2013 at the Shone Room,
Melbourne Assembly Rooms

Committee 3 - Recreation and Amenities.
Cllr A Jackson – Chairman

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Planning

Minutes of a meeting of the Planning Committee held at 8.25pm Monday 7th February 2013 at the Shone Lounge

Present – Cllr Carroll (Chairman), Carpenter, Collyer, Crawford, Dunnicliff, Earp, Hicklin, Minifie, Parker, Sharpe, Smith and the Clerk.

Apologies: Cllr Howard, Jackson, Stockill

Minutes of the previous meeting approved by Council were signed by the Chairman as a true record.

Plans considered

No plans were available.

Date of next meeting 9.00pm Monday 11th February 2013 at the Shone Room, Melbourne Assembly Rooms

The meeting closed at 8.35pm
Committee 5 Planning
Cllr J Carroll

The Dr Freeman Memorial Award will be presented at the March Parish Council meeting. It was AGREED to present a cup or shield which could be engraved with the winners name. The cup or shield can be retained by the successful winner for the year. In addition a framed certificate will be presented to the winner to keep.

An email has been received from the Melbourne Festival seeking non financial support for its grant funding application in order to establish an arts package which organisations can hire. It was AGREED to support the Melbourne Festival in its application. The Clerk will send a letter. **(Action: Clerk).**