

# Melbourne Parish Council

F N Hill - Parish Clerk, 4 Beaumont Close, Barrow on Trent, Derbyshire, DE73 1HQ



## To Chairman and Members of Melbourne Parish Council

Cllr Carpenter Carroll Collyer Crawford Dunnicliff Earp Hicklin Howard Jackson Minifie Parker Sharp Smith and Willmore

Dear Councillor

Please attend the Meeting of Melbourne Parish Council to be held at **7:30pm on Wednesday June 6th 2012** at the **Lounge**, Bill Shone Leisure Centre, High Street, Melbourne

Yours faithfully

Norman Hill Clerk to Parish Council

## AGENDA

### Part 1 Non- exempt information

- 1 To receive apologies for absence
- 2 Declaration of Members interests
- 3 Public Question Time 15 minutes maximum
- 4 Presentation Melbourne Footpaths Group Barry Thomas and Paul Sturges
- 5 District and County Councillor reports maximum 15 minutes
- 6 To confirm the Non-Exempt Minutes of the Meeting held on 1st May 2012
- 7 To determine which items if any from Part 1 of the agenda should be taken with Public excluded.  
If the Council decides to exclude the Public it will be necessary to pass a resolution in the following terms: that under Sec 100A(4) of the Local Government Act 1972, the Public be excluded from the meeting during consideration of the business set out in the likely disclosure of exempt information as defined in the report(s) or otherwise indicated at the meeting
- 8 Reports of the Committees- May 2012  
Burial  
Highways and Street Lighting  
Recreation and Amenities  
Leisure Centre
- 9 Financial Matters – note receipts of £ and approve payments of £ for May 2012

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- 10 Chairman's Remarks
- 11 Reports from representatives on outside organisations
 

Senior Citizens Centre	Cllr Sharp
Infants School Governors	Cllr Smith
Safer Neighbourhood	Cllr Smith
Lothian Gardens	Cllr Jackson
Festival	Cllr Carroll
Sporting Partnership	Cllr Jackson
Kings Newton Storage Depot	Cllr Collyer
Promote Melbourne	Cllr Hicklin
Assembly Rooms	Cllrs Howard and Carpenter
EMA Liaison Committee	Cllr Collyer
Donington Park Liaison Committee	Cllr Parker
Atheneum Youth Club	Cllr Dunnicliffe
- 12 Clerk's Report and Correspondence
- 13 Members items for information report and consideration
- 14 Plans for consideration
- 15 Planning decisions

**Minutes of the Annual Meeting of the Melbourne Parish Council held at 7:30pm  
Tuesday 1st May 2012 at the Melbourne Room Melbourne Assembly Rooms High  
Street Melbourne**

No.	Minute	Action
198	Present: Cllr N Collyer (Chairman) Cllr Carpenter Carroll Crawford Dunnicliff Earp Hicklin Howard Jackson Minifie Parker Sharp Smith the Clerk Cllr Harrison DCC & SDDC Cllr Hewlett SDDC four Members of the Public and two Press	
199	Apologies –Cllr Willmore	
200	Declarations of Members interests - none	
201	<p>Election of a Chairman for the ensuing year</p> <p>Cllr Collyer thanked the Council for their support during the past year and asked for nomination for Chairman for the ensuing year</p> <p>Cllr Carroll proposed by Cllr Smith seconded by Cllr Sharp</p> <p>There being no other nominations Cllr Carroll was duly elected as Chairman for the ensuing for the year and took over the Chairmanship of the Meeting</p>	

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	Cllr Carroll thanked Council for the great honour and support and looks forward to the future	
202	<p>Election of Vice Chairman of Council for the ensuing year</p> <p>Cllr Earp proposed by Cllr Jackson seconded by Cllr Smith</p> <p>Cllr Earp thanked the Council and looks forward to the future</p>	
203	<p>Annual meeting special business</p> <p>1 Confirmed the accuracy of the minutes of the last meeting of the Council held on 3<sup>rd</sup> April 2012</p> <p>2 Review of the delegation arrangements to committees, sub-committees employees and other authorities – there are no delegation arrangements – all decisions are by Council</p> <p>3 Review of terms of references for committees – Chairs to review terms of reference</p> <p>4 Nominations to existing committees – Burial Highways and Recreation - all Members are members of all committees –the Leisure Centre Committee is now defunct – consider terms of reference of committees</p> <p>5 Appointment of any new committees - none</p> <p>6 Review of standing orders and financial regulations – standing orders recently confirmed – financial regulations not changed since July 2004</p> <p>7 Review of arrangements including any charters with other local authorities and review of contributions made to expenditure incurred by other local - not applicable</p> <p>8 Representation on or work with external bodies          Senior Citizens Centre Cllr Sharp          Infants School Governors Cllr Smith          Safer Neighbourhood Cllr Smith          Lothian Gardens Cllr Minifie          Festival Cllr Carroll          Diamond Jubilee Cllr Collyer and Carroll          Athenaeum Cllr Dunicliff          Sporting Partnership Cllr Jackson          Kings Newton Storage Depot Cllr Collyer          NWLDC Donington Park Liaison Cllr Parker          Melbourne Assembly Rooms Cllrs Carpenter &amp; Howard          Promote Melbourne Cllr Hicklin          Airport Liaison Cllr Collyer</p> <p>9 Reaffirm eligibility to exercise the power of Well Being – not necessary</p> <p>10 Review of inventory of land and buildings and office equipment – fixed asset register up to date assets value £386495</p> <p>11 Confirm arrangements for insurance cover in respect of all insured risks with a special insurance package by Aviva through Came &amp; Co brokers – 3 year deal to June 2013</p>	ing

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	<p>12 Membership of Council to outside bodies confirmed as Derbyshire Association of Local Councils and Institute of Cemetery and Crematorium Management</p> <p>13 Current complaints procedure confirmed – new procedure from NALC noted</p> <p>14 &amp;15 Procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 and policy for dealing with the Press and Media confirmed</p> <p>16 Dates of Council and Committee Meetings for year ahead agreed – place copy in Council Notice Board</p>	
204	<p>Public Question</p> <p>Adam Seal Melbourne Neighbourhood Watch - anti social behaviour remains a problem –police had been called to a disturbance at Dunicliff Lane-letters have been sent out and home visits have been made to offenders – persons who caused damage have been dealt with by restorative justice –the secure number plates event at Budgens car park had been a success – crime in Melbourne is still low overall</p> <p>Mathew Harnden expressed concern about vehicles speeding if a one way system is introduced – the Parish Plan suggested Speed reduction schemes for Melbourne and moving the speed restriction signs at Blackwell Lane up to the junctions with Church Square and Castle Street to reduce speeds of traffic at Church Street</p> <p>Mr Harnden was advised the County Council is a possible source of information on expected numbers of young persons in the Parish in coming years</p> <p>Mrs Hardy complained about water at the Lilypool at Station Road, the bad state of roads at The Woodlands South Street and a pothole at Derby Road opposite The Laurels also expressed concern about the time taken to remove porta-loos once work had been completed</p>	
205	<p>District and County Council</p> <p>Cllr Harrison</p> <p>Congratulations to Cllrs Carroll and Earp</p> <p><b>Potholes and Street lighting faults should be reported to Call Derbyshire on 01629 533190 who provide a 48 hour service</b></p> <p>A new date will be fixed for a meeting with DCC regarding a one-way system – views are widely divided – will be put out for Public Consultation –speed will be greater with no traffic could mean 20mph limits</p> <p>Leaking water at The Wash Pit is not a Severn Trent problem – it will be dealt with by DCC – after heavy rain water drains to this location as it is the lowest point in the area</p> <p>Road signs at Packhorse Road and Station Road will be cleaned by DCC and the faded sign at High Street outside The Lamb will be replaced</p> <p>Potter Street markings have been re instated</p> <p>The number plate scheme was a DCC initiative</p> <p>The Olympicpicnic will be Sept 8<sup>th</sup> with events for children and families</p>	

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	<p>Cllr Minifie suggested that since the Adult Education Centre is only used on Mondays it could be put to other uses on the other days</p> <p>Cllr Hewlett          Congratulations to Cllrs Carroll and Earp and thanks to Cllr Collyer for the last two years          The Cockshut Lane Recreation Ground report on the levelling has not yet been received          A random census on the six Disabled Bays at the High Street Car Park shows only two or three are regularly used – suggest situation is monitored as there is no sense in having bays not used</p>	
206	To determine which items if any from Part 1 of the agenda should be taken with the Public excluded – none	
207	<p>Reports of the Committees for April 2012</p> <p>Burial approved          Highways and Street Lighting approved          Recreation and Amenities approved          Leisure Centre approved</p>	
208	<p>Financial Matters</p> <p>Note Receipts of £47931.15 and approve Payments of £15973.32 for April 2012 Accounts for 2011 &amp; 2012 were approved and signed and the Audit Return for 2012 was approved and signed</p>	
209	<p>Chairmans Remarks</p> <p>It is an honour becoming Chairman of the Parish Council I hope to help make Melbourne a good place to live</p> <p>Aims for the coming year :-</p> <p>to see a memorial to Brendan Freeman in full view in a prominent position in the town</p> <p>support walking by working with the Melbourne Footpaths Group</p> <p>ask members of Highways Committee of the Parish Council to each walk an area of the town each month and report back to Council</p> <p>see the Assembly Rooms develop and be successful</p> <p>work with the Sporting Partnership to towards as successful outcome to the plans for the Recreation Grounds</p> <p>Jubilee Celebrations June 4<sup>th</sup> Party in the Square at Castle Square from 3.30 to n1.30 pm</p> <ul style="list-style-type: none"> <li>- Lord Ralph will unveil the restored monument</li> <li>- in the afternoon items for the children and in the evening 8 live bands including Boys Next Door</li> <li>- sideshows and entertainment</li> </ul>	I
210	<p>Reports from representatives on outside organisations</p> <p>Infants School Governors –Cllr Smith reported work is progressing on the new classroom</p> <p>Diamond Jubilee – Cllr Collyer reported plans are in hand</p>	

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	<p>Promote Melbourne – Cllr Hicklin reported on a request for better signage in the town of items of interest and the road closure order should be brought forward to 3.00PM</p> <p>NWLDC racetrack report – Cllr Carroll circulated a written report - noise is still a problem</p>	
211	<p>Clerks Report</p> <p>Service of Remembrance -as November 11<sup>th</sup> falls on a Sunday this year and there was not room in church for four hundred people last year it is proposed the service this year be outside in Church Square round the cenotaph</p> <p>Council Vacancy – there being no replies to the Notice for an election SDDC request co option – advertise in Parish Notice Board during May – dependant on replies advertise in Village Voice in June</p>	
212	<p>Members items for information report and consideration</p> <p>Cllr Earp – ensure grass at Castle St / Church St junction is cut</p> <p>Report to DCC deer on road between Melbourne and Staunton Harold involved in accidents with vehicles ask for advice on Health and Safety grounds</p> <p>Cllr Hicklin – request donation from Download in same way as Castle Donington PC for nuisance caused by Download event</p> <p>Cllr Hicklin – hold Lothian Garden site meeting at start of Rec Comm meeting</p> <p>Cllr Jackson -obtain quotation from T H Heath for annual pitch maintenance</p> <p>Cllr Carpenter reported dog fouling slight decrease – main problem areas are twitchells and grass verges – move towards stencilled signs on ground at ends of twitchells – could dogs be banned from the recreation grounds</p> <p>Cllr Howard – council should discuss priorities – for example nailing the dog poo issue</p> <p>Cllr Jackson –request DCC provide warning signage near the former Sir Francis Burdett where three vehicles have recently skidded off the road into the property</p> <p>Cllr Parker – Woodlands sign is down</p> <p>Cllr Minifie – concern of possible plans in the future for 400 to 600 properties to be built at Chellaston Fields affecting the chances of children in the whole of the Chellaston School catchment area not gaining admission to the school</p>	
213	<p>Plans considered no objection</p> <p>0262 extensions and boundary fencing at 52 George Street</p> <p>0294 two dwellings at 60 Ashby Road</p> <p>0333 variation of condition 2 of permission 2011 0166 to include a new window to the south elevation of 63 Main Street Kings Newton</p> <p>0353 formation of a loft conversion and alterations to the roof together with an extension at 19 Trent Lane</p>	



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## Committee Minutes

### Burial Grounds

Minutes of a meeting of the Burial Grounds Committee held at 7.30pm Tuesday 8<sup>th</sup> May 2012 at the Cemetery Chapel

Present Cllr Carroll Collyer Crawford Dunnicliff Earp Hicklin Jackson Minifie Parker Smith Sharp & The Clerk  
Apologies Cllr Carpenter Howard and Willmore

### Election of Officers

Chairman Cllr Hicklin proposed by Cllr Sharp seconded by Cllr Crawford  
Vice Chairman Cllr Dunnicliff proposed by Cllr Hicklin seconded by Cllr Jackson

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

### Matters to report

No.	Minute	Action
66	Walls at front entrance to be rendered when weather improves	A Walker
67	Health & Safety – check safety of 180 remaining staked headstones	Sexton/ Council
68	Cemetery records – contact Paul Cooper	Chairman
69	Soil heap – to be spread when dry	
70	Waiting annual report from Melbourne Tree Services on trees	
71	Paint interiors of toilets	Sexton
72	Inspect state of guttering to garages	
73	Decide with Mrs Freeman site of tree in memory of Cllr Freeman	Cllr Hicklin
74	Place notice on Chapel Door for suggestions to be put through letter box	Clerk

Date of next meeting 8pm Monday 11<sup>th</sup> June 2012 at the Melbourne Room

Committee 1 Burial Grounds  
Cllr S Hicklin Chairman

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## Highways and Street Lighting

Minutes of a meeting of the Highways and Street Lighting Committee held at 8.00pm  
Tuesday 8<sup>th</sup> May 2012 at the Melbourne Room

Present – Cllr Carpenter Carroll Collyer Crawford Dunnicliff Earp Hicklin Jackson Minifie  
Parker Sharp Smith and the Clerk.

Apologies Cllr Howard and Willmore

### Election of Officers

Chairman Cllr Earp proposed by Cllr Sharp seconded by Cllr Carroll

Vice Chairman Cllr Smith proposed by Cllr Earp seconded by Cllr Hicklin

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

### Matters to report

No.	Minute	Action
181	DCC matters outstanding Dulled sign Packhorse Rd /Station Rd will be cleaned Faded sign outside The Lamb will be replaced Damaged kerbs at Potter Street near The Baytree not repaired Raised manhole on verge at corner of Penn Lane /Ashby Rd – no action Reported overgrowth at Derby Rd from hedge to Riverdale Farm Mr Savinder Johal reported to DCC Reported hedge from 1 George Street growing over the pavement at Victoria Street Ask DCC to check if the steeply sloping pavement outside number 86 Station Road caused by installing a dropped kerb is lawful	DCC
182	CCTV - close to completing scheme details and financial matters including grants of £3500	Cllr Earp
183	Lamp 59968 – put bin in storage before June 2 <sup>nd</sup> unveiling	Clerk
184	Dog fouling sub –evidence obtained which could be used in a prosecution -send to SDDC to take action Request SDDC site a dog bin at the lay bye/ car park Poppy Wood Breach Lane	Cllr Carpenter
185	The Woodlands sign to be secured	Tim Cole
186	Report to DCC danger to motorists from deer crossing Ashby Road at Sir Henrys Lane	Clerk
187	Waiting installation of new litter bin at Derby Rd twitchell to Chapel Street by SDDC	Malcolm Chell
188	Sewer smells Main Street KN- nothing at present	Severn /Trent



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189	Request from Promote Melbourne for better signage in the town – involve the Civic Society	
190	Accept estimate by Andrew Harris of between £250 and £300 to clean down both sides of Market Place wall May 22/23 07970064180	Clerk
191	Walker are Welcome- invite Barry Thomas to address start of next Council Meeting for 10 minutes – with the view to pass resolution of Council Meeting supporting Walkers are Welcome initiative.	Cllr Carroll
192	Davidson's Development at Station Road – residents investigating terms and conditions relating to maintenance of hedge to Station Road	Cllr Jackson
193	Market Place toilets Wallgate unit in Gents not working – obtain prices for repair / replacement Paint outer door to gents toilets	Tim Cole
194	One way scheme for Melbourne –press Cllr Harrison for evening meeting with DCC as soon as possible	

Date of next meeting 8.30pm Monday 11<sup>th</sup> June 2012 at the Melbourne Room  
Committee 2 Highways and Street Lighting  
Cllr Mrs W Earp – Chairman

## Recreation and Amenities

Minutes of a meeting of the Recreation and Amenities Committee held at 9.00pm  
Tuesday 8<sup>th</sup> May 2012 at the Council Chamber.

Present – Cllr Carpenter Carroll Collyer Crawford Dunniclif Earp Hicklin Jackson Minifie  
Parker Sharp Smith and the Clerk.  
Apologies Cllr Howard and Willmore

### Election of Officers

Chairman Cllr Jackson proposed by Cllr Sharp seconded by Cllr Earp  
Vice Chairman Cllr Minifie proposed by Cllr Sharp seconded by Cllr Earp

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

### Matters to report

No.	Minute	Action
64	Lothian Gardens –painting and repairs to equipment in hand ROSPA safety check in May confirmed	Tim Cole

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65	Grounds – monitor dog muck	
66	Development of levelled grounds -site meeting once consulting engineers report is published	SDDC
67	Site meeting with Michael Fitchew May 12 <sup>th</sup> to consider request to acquire strip of land behind 39 Hope Street	Cllr Jackson
68	Health and Safety - waiting tree survey	Melbourne Tree Services
69	Pitch maintenance – place order with T H Heath pitches £777 and Old Burial Grounds 5 cuts £415 – order verti draining of main pitch	T H Heath Contracts

Date of next meeting 7.15pm Monday 11<sup>th</sup> June 2012 at the Lothian Gardens /Melbourne Room

Committee 3 - Recreation and Amenities.

Cllr A Jackson – Chairman

## Planning

Minutes of Planning Meeting held at 10.00pm Tuesday 8<sup>th</sup> May 2012 at the Melbourne Room Council Chamber

Present Cllr Jane Carroll (Chairman) Cllr Carpenter Collyer Crawford Dunnicliff Earp Hicklin Jackson Minifie Parker Sharp Smith and the Clerk

Apologies Cllr Howard Willmore

Plan considered no objection

0243	fell a silver birch at 48 Potter Street
0245	crown raising of hedgerow beech and silver birch trees at Melbourne Hall Estate
268	pruning of a cherry tree at 32 Penn Lane
374	extension at Warren Barn Robinsons Hill
387	orangery at 1 Bourne Court

Committee 5 – Planning

Cllr J Carroll Chairman