

Melbourne Parish Council

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



May 2012

23rd April 2012

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 Annual Meeting of Melbourne Parish Council to be held at **7:30pm on Tuesday May 1st 2012** at the Melbourne Room, Melbourne Assembly Rooms, 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 Election of a Chairman of Council for the ensuing year
- 4 Election of Vice Chairman of Council for the ensuing year
- 5 Annual meeting special business
 - i. Confirmation of the accuracy of the minutes of the last meeting of the Council held on 3rd April 2012 and to receive and note minutes of and/or to determine recommendations made by committees.
 - ii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iii. Review of the terms of references for committees.
 - iv. Receipt of nominations to existing committees.
 - Burial
 - Highways
 - Recreation
 - Leisure Centre

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- v. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- vi. Review and adoption of appropriate standing orders and financial regulations.
- vii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- viii. Review of representation on or work with external bodies and arrangements for reporting back.
 - Senior Citizens Centre
 - Infants School Governors
 - Safer Neighbourhood
 - Lothian Gardens
 - Festival
 - Diamond Jubilee
 - Athenaeum
 - Sporting Partnership
 - Kings Newton Storage Depot
 - NWLDC Donington Park liaison
- ix. In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- x. Review of inventory of land and assets including buildings and office equipment.
- xi. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xii. Review of the Council's and/or employees' memberships of other bodies.
- xiii. Establishing or reviewing the Council's complaints procedure.
- xiv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xv. Establishing or reviewing the Council's policy for dealing with the press/media
- xvi. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

6 Not used

7 Public Question Time 15 minutes maximum

8 District and County Councillor reports maximum 15 minutes

9 Not used

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- 10 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
- 11 Reports of the Committees - April 2012
 - Burial
 - Highways and Street Lighting
 - Recreation and Amenities
 - Leisure Centre
- 12 Financial Matters – note receipts of £ and approve payments for April 2012
Approve and sign accounts for 2010/11 and approve and sign the Local Councils in England Annual Return for the year ended 31 March 2012
- 13 Chairman’s Remarks
- 14 Reports from representatives on outside organisations
 - Senior Citizens Centre
 - Infants School Governors
 - Safer Neighbourhood
 - Lothian Gardens
 - Festival
 - Diamond Jubilee
 - Athenaeum
 - Sporting Partnership
 - Kings Newton Storage Depot
- 15 Clerk’s Report
- 16 Members items for information report and consideration
- 17 Plans for consideration
- 18 Planning decisions

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Minutes of the Ordinary Meeting of the Melbourne Parish Council held at 7:30pm Tuesday 3rd April 2012 at the Bill Shone Leisure Centre High Street Melbourne

No.	Minute	Action
151	Present: Cllr N Collyer (Chairman) Cllr Carpenter Carroll Crawford Dunicliff Earp Hicklin Howard Jackson Parker Sharp Smith the Clerk Cllr Hewlett SDDC two Members of the Public and two Press	
152	Apologies –Cllr Minifie & Willmore Cllr Harrison	
153	Declarations of Members interests Cllr Carpenter – plan 193 replacement windows and doors to the eastern elevation of 21 High Street Cllr Dunicliff - plan 240 extension at The Quarry Calke Road	
154	Public Question Time Mrs Hardy questioned why DCC is putting resource into repairing pavements when the roads are so bad and why is equipment left on site for 3 days once the job is complete	
155	CCTV recommendations will be made public Tuesday April 10 th	
156	The constitution and make up of the committees was considered at length Resolved no change	
157	District and County Council matters Cllr Hewlett read Cllr Harrisons report 1 The concerns over risks of landslide and flooding subsequent upon the levelling of two football pitches has been referred to an independent civil engineer for adjudication His report is due to be delivered after Easter and will be made public 2 The re-metalling of Derby Road from beyond Melton Avenue to its junction with Cockshut Lane was completed by 31 March as planned This will be followed by Cockshut Lane itself being surface dressed to help prolong its active life before it also needs to be re – metalled Repairing the potholes will be the first stage of the process 3 The District Council has announced its programme of events covering the Queens Jubilee and the London Olympics Included are Olym-Picnics in Swadlincote Hilton and Melbourne The Melbourne Sporting Partnership has accepted the invitation to organise the Melbourne event on Saturday 8 th September It is hoped to hold the event on the Schools playing fields It will be a family event where those taking part will be invited to bring picnics. There will be a wide range of traditional children’s sports and a beer tent will be available 4 County Highways has asked when it can expect a reply to its draft One Way Traffic Scheme for Melbourne Cllr Hewlett SDDC Currently South Derbys is top in the County recycling 39% of waste –	

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	<p>once cardboard and plastic is recycled this will increase to 63%</p> <p>The litter bin on the monument at Castle Square needs to be resited</p> <p>South Derbys day is April 14th when discounted entry will be available for the match at Pride Park</p>	
158	<p>Confirmed and signed the Non-Exempt Minutes of the Meeting held on 6th March 2012</p>	
159	<p>To determine which items if any from Part 1 of the agenda should be taken with the Public excluded – one page of exempt minutes</p>	
160	<p>Reports of the Committees for March 2012</p> <p>Burial approved</p> <p>Highways and Street Lighting approved</p> <p>Recreation and Amenities approved</p> <p>Leisure Centre approved</p>	
161	<p>Financial Matters</p> <p>Note Receipts of £4111.27 and approve Payments of £15113.28 for March 2012</p>	
162	<p>Chairman's Remarks</p> <p>The Chairman had attended the excellent Melbourne Operatic Society production of The Gondoliers at Long Eaton. Disappointing that Melbourne does not have a venue suitable for such productions. Also attended a reception at Melbourne Hall for the Melbourne Australian Welsh Male Voice Choir where he presented a glass chalice to the visitors and received a mounted letter from the Lord Mayor of Melbourne</p>	
163	<p>Reports from representatives on outside organisations</p> <p>Senior Citizens Centre – Cllr Sharp reported tea is planned 19th May</p> <p>Sporting Partnership</p> <p>Late Night Shopping- Cllr Hicklin reported the meeting had been well attended</p> <p>Jubilee – Cllr Collyer reported plans in hand - Cllr Hicklin felt the proposals should be better advertised</p>	
164	<p>Clerks Report</p> <p>DCC Liaison Meeting 6pm Thursday 26 April at Matlock</p> <p>EM Airport Liaison Forum 6.30pm Thursday 3rd May</p> <p>Water leak at The Washpit being checked by Severn Trent Water</p> <p>Market Place Clock repaired by English Clocks April 3rd</p> <p>Wallgate unit in Gents at Market Place needs replacing £1808+VAT</p> <p>The move from the Council Room to the Melbourne Room will take place during April</p> <p>The transfer of the Leisure Centre is scheduled for April 16th</p> <p>Clock at Market Place now working again</p> <p>Severn Trent rechecking for sewer smells at Main Street KN</p>	

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165	<p>Members items for information report and consideration Dog Fouling evidence obtained sufficient for taking legal action – forward to SDDC to take the action Advise SDDC no response to Notice of Vacancy Congratulations to Cllr Hicklin for raising in excess of £8000 for cricket club at shop at High Street Cllr Jackson -pressure wash the Market Place wall to enhance the hanging basket scheme Cllr Collyer-owner of freehold of hotel happy the Parish Council notice board remains Cllr Parker- ask DCC if cars can be parked on the road outside the shop near Smiths at The Common Diary note – the June meeting is Wednesday 6th because of the double Bank Holiday Clerk had attended a DALC seminar</p>	I
166	<p>Plans considered no objection 0193 installation of replacement windows and doors and insertion of new brickwork to the eastern elevation of 21 High Street 0208 & 0209 demolition of existing semi-bungalow and garage block with erection of a new dwelling at 20 Market Place 0224 extension and alterations to riding bank farm Cockshut Lane 0226 extension at 65 Jubilee Close 0240 extension at The Quarry Calke Road 0244 pruning of a willow tree at Telephone Exchange Chapel Street 0257 reconnection of electricity supply to cast iron column at Castle Square 0267 pruning of a robinia tree and silver birch at 11The Mews 0279 alteration of existing roof to accommodate loft conversion with dormer windows and roof lights and a porch at 36 Chapel Street</p>	

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Committee Minutes

Burial Grounds

Minutes of a meeting of the Burial Grounds Committee held at 7.30pm Tuesday 10th April 2012 at the Cemetery Chapel

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

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

Matters to report

No.	Minute	Action
56	Wall repairs – place order with A J Walker to render front entrance walls £725	Chairman
57	Health & Safety – count leaning headstones at both Burial Ground and Old Burial Ground	Sexton
58	Cemetery records – contact Paul Cooper	Chairman
59	Soil heap – to be spread when conditions allow	
60	Cllr Jackson –waiting annual report on state of trees at Cemetery and OBG from Ian Earl for insurance purposes	
61	Toilets - paint interior	Sexton
62	Fees increased by 3% from April 1 st 2012	Clerk
63	Contact Mrs Freeman to dedicate tree in memory of her late husband	Cllr Hicklin
64	Resolved to make comment slips available to the Public for posting at the cemetery chapel	Clerk
65	Resolved to allow black plaques at Garden of Remembrance	

Date of next meeting 7.15 pm Monday 8th May 2012 at the Council Chamber

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 10th April 2012 at the Council Room

Present – Cllr W Earp (Chairman) Carpenter Carroll Collyer Crawford Howard Hicklin Jackson Minifie Parker Sharp Smith and the Clerk.
Apologies Cllr Dunicliff and Willmore

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

Matters to report

No.	Minute	Action
167	DCC matters outstanding Dulled sign Packhorse Rd /Station Rd Faded sign outside The Lamb Damaged kerbs at Potter Street near The Baytree Raised manhole on verge at corner of Penn Lane /Ashby Rd Report overgrowth at Derby Rd from hedge to Riverdale Farm Mr Savinder Johal	DCC
168	CCTV - resolved to acquire £8k High Definition Scheme and resolved siting of cameras – wait for generic policy document from SDDC before everyday running is considered	
169	Lamp 59968 - completion required for opening on June 2 nd -SDDC looking to resite bin away from monument	
170	Dog fouling sub –evidence obtained which could be used in a prosecution -send to SDDC to take action Request SDCC site a dog bin at the lay-by / car park Poppy Wood Breach Lane	Cllr Carpenter
171	Hanging baskets-2 baskets and fittings acquired	
172	Late Night Shopping confirmed Nov 23 rd	
173	New litter bin at Derby Rd twitchell to Chapel Street – by SDDC	SDDC
174	Sewer smells Main Street KN- being investigated by Severn Trent	
175	Vehicles parked on pavement outside Budgens – noted	
176	Obtain quotation to clean down wall at Market Place	Clerk
177	Cards sent concerning overhanging foliage at 1 and 17 at Victoria Street – No17 actioned immediately- No 1 not considered by the letting agents to be a problem-will be trimmed later in the year	

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178	Make payment of £20 nett to cleaner for additional work cleaning Ladies at Market Place left in filthy condition	
179	Wallgate unit in gents toilets at Market Place needs replacing cost £1800 Seek advice on alternatives. –Pauline Keyes SDDC	
180	One way scheme for Melbourne – waiting DCC and Cllr Harrison to meet PC	

Date of next meeting 8pm Monday 8th May 2012 at the Council Chamber
Committee 2 Highways and Street Lighting
Cllr Mrs W Earp – Chairman

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Recreation and Amenities

Minutes of a meeting of the Recreation and Amenities Committee held at 8.30pm Tuesday 10th April 2012 at the Council Chamber.

Present – Cllr A Jackson (Chairman) Carpenter Carroll Collyer Crawford Earp Howard Hicklin Minifie Parker Sharp Smith and the Clerk.
Apologies Cllr Dunnicliff and Willmore

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

Matters to report

No.	Minute	Action
58	Lothian Gardens – equipment being repaired prior to painting ROSPA safety check in May	Clerk
59	Old Burial Ground - complete tree survey	Melbourne Tree Services
60	Development of grounds -site meeting to consider problems as result of levelling pitches	SDDC
61	Meet with Michael Fitchew to consider request to acquire strip of land behind 39 Hope Street	Cllr Jackson
62	Health and Safety – no issues	Clerk
63	Ensure schools receive Summer Sports Leaflets	Cllr Jackson

Date of next meeting 8.30pm Monday 8th May 2012 at the Council Chamber
Committee 3 - Recreation and Amenities.
Cllr A Jackson – Chairman

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Leisure Centre

Minutes of a meeting of the Leisure Centre Committee held at 9:00 pm Tuesday 10th April 2012 at the Council Chamber.

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

Apologies Cllr Dunnicliff and Willmore.

Matters to report

No.	Minute	Action
48	Transfer of lease expected end of April	
49	Health and Safety no issues	
50	Suggestion that there be a memorial to Brendan Freeman at the centre noted	

Date of next meeting – 9.00pm Monday 8th May 2012 at The Council Chamber
Committee 4 - Leisure Centre.
Cllr C Howard Chairman

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Planning

Minutes of Planning Meeting held at 7.30pm Tuesday 10th April 2012 at the Council Chamber

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

Apologies Cllr Dunnicliff Willmore

Plan considered no objection

0297	erection of a detached garage at Derby Hills Farm The Common
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Committee 5 – Planning
Cllr N Collyer Chairman