

WHITWELL PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at Whitwell Community Centre at 19.00 on Wednesday 9 May 2012

Present:

Councillor J Burdett
Councillor S Ellis
Councillor S Frow
Councillor S Maiden
Councillor V P Mills
Councillor T Munro

Councillor J Raspin
Councillor G Webster
County Councillor K Stevenson
District Councillor D Kerr
6 members of the public

1. Election of Chairman

Two nominations were received and seconded, those of Cllr S Maiden and Cllr T Munro. With Cllr Maiden receiving 4 votes and Cllr Munro receiving 3 votes, Cllr S Maiden was duly elected.

Cllr J Burdett joined the meeting.

2. Apologies for absence

There were no apologies.

3. Election of Vice Chairman

Two nominations were received and seconded, those of Cllr S Frow and Cllr T Munro. On putting the nominations to the vote and the Chair having to use his casting vote, Cllr S Frow was duly elected.

4. Election to Other Groups/Bodies

The following members were nominated and elected to the following Group/Bodies:-

Footpaths Working Group – Cllr S Maiden, Cllr T Munro and Cllr S Ellis

Hanging Baskets Working Group – Cllr V Mills, Cllr T Munro and Cllr G Webster (this group will also incorporate the responsibilities of the Hedgerows Officer)

Internal Audit Committee – Cllr S Maiden, Cllr S Frow, Cllr J Raspin

Playscheme Working Group – Cllr S Maiden, Cllr S Frow and Cllr J Raspin

Stone Piers Working Group – Cllr S Maiden and Cllr T Munro

Website Monitors – Cllr S Ellis and Cllr J Burdett

Allotment Working Group – Cllr S Maiden, Cllr V Mills, Cllr G Webster

Joint Cemetery Group – Cllr S Maiden, Cllr S Frow, Cllr T Munro, Cllr V Mills

Initiatives/Funding Working Group – Cllr S Maiden, Cllr S Frow, Cllr T Munro, Cllr J Raspin, Cllr S Ellis

Whitwell Community Centre Management Committee – All Councillors

5. Declaration of Councillors' or Chairman's acceptance of Office and Agreement to Abide by the Code

Chairman, Vice Chairman and Councillors declared their acceptance of office.

6. It was resolved to suspend Standing Orders to permit a fifteen minutes open forum for:

6.1 Members of the Parish Council and the public to discuss matters of importance with the County Councillor.

Cllr Stevenson apologised for not attending the Open Parish meeting as he was at a meeting in Matlock regarding youth services, which he said had been recorded and was available on u-tube. The person who presented the report had been congratulated by those present. The public representation wished to keep the youth services in the Council's ownership, and they felt that they had managed to change the attitude; it will go to the Cabinet in either June or July.

He reported on the Boundary Commissions' electoral review of Derbyshire, whereby they will try to even up the Wards to approximately 10,000 per electorate. Cllr Stevenson has made representation and stands to lose some electorate to Barlborough and Clowne ward. The Boundary Commission concluded that Stanfree and Bentinck move to Clowne, and Shuttlewood moves to Barlborough. This has now gone out to consultation.

He reported that the Adult Care issue has gone out to consultation. They have objected to adult care homes being knocked down and re-built; their philosophy is to build and then knock down.

He reported that they are going ahead with switching off street lights. Consultation will begin when this comes to our area.

He reported that the street lighting installation on Whitwell Green may be delayed until the pavement is put right.

The following issues were raised:-

- 6.1.1. Who is responsible for the new park at Stanfree. Cllr Stevenson informed that this is Bolsover Town Council.
- 6.1.2. There have been surveyors on the High Street. Cllr Stevenson replied that hopefully this is for re-surfacing works, although Chair reported that it was DCC and there had been a problem with blocked drains.
- 6.1.3. Are the consultations just a paper exercise ie., has the decisions already been made. Cllr Stevenson replied that regarding adult care and street lighting there are other things to be taken into consideration and they can be convinced.

6.2 Members of the Parish Council and the public to discuss matters of importance with the police

There were no police present and no issues raised to report to them.

6.3 Members of the public to discuss matters of importance with the Councillors present

The following items were raised:-

- 6.3.1 Is the disposal of Bolsover District Council's building to Morrisons going ahead. Cllr Webster reported that it is still in the negotiation stage.
- 6.3.2 An update on the Thackers garage site was requested. Cllr Webster informed that the legal department had been instructed to declare the owner bankrupt and it is now in the hands of the receivers and is waiting to be sold.
- 6.3.3 Is the report of the footpath working group being made public. Cllr Munro replied that when there is something to report he will report within the meeting.

- 6.3.4 You have voted on the Stone Piers Working Group but there has been no movement within the last two years. Chair informed that we are waiting for the stone for the High Street car park near the Church.
- 6.3.5 Tonight's agenda had not been put onto the website.
- 6.3.6 No-one had been elected onto the Allotments Working Group. Chair informed that this had been elected on-block. Cllr Mills informed that the meetings will be taking place again shortly.
- 6.3.7 The ruts on the Bakestone Moor allotments were getting deeper. Cllr Webster informed that we have to get someone to undertake the work. Cllr Frow suggested that this could be a job for our new handyperson.
- 6.3.8 Have we heard anything from VOSA. Cllr Maiden replied that there was a response in correspondence.

7 Resumption of Standing Orders

It was **resolved** to resume Standing Orders.

8 Consideration of matters arising from Items 6.1 to 6.3 above

It was **resolved** that a copy of the VOSA report be sent to Mr Bartle.

9 Approval of the Minutes of the Parish Council held on 11 April 2012

The minutes of the meeting held on 11 April 2012 were approved and duly signed by the Chairman as a correct record of that meeting.

10 Matters Arising from Item 9

- 10.1 Item 2.3.1 – The street sign is not missing, it is in someone's garage and they were hoping to have them re-fitted this week but unfortunately there were no staff to fit it this week so hopefully it will be done next week.
- 10.2 Item 2.3.10 – The dog bins have been emptied.
- 10.3 Item 6.5 – Mike Gibson has put our 13 June meeting in his diary and Cllr Webster has arranged with the Centre Manager for the main hall and projector so that he can give a video/display about the BDC apprenticeships.
- 10.4 Item 9.1 – Clerk confirmed that the letter had been sent to BDC, but a response had not been sent. Cllr Munro reported that yesterday he had seen a team of several litter pickers in two vans, so it is possible that they are varying the days. Clerk agreed to press for a reply.

11 Accounts for approval and payment

Cllr T Munro queried cheque no. 103449 and the RFO informed that this was for a service, MOT at £75 and parts. Cllr Munro suggested that there are garages in the village which could carry out this work at a lower cost. The following accounts were then approved for payment and the cheques duly signed.

Cheque No.	Payee	Goods/Service	Amount
103446	Inland Revenue	PAYE to 30.04.12	2062.32
103447	Derbyshire County Council	Superann to 30.04.12	1525.26
103448	Planterior Landscape Services Ltd	Contract Apr 12	556.80
103449	GK Group	Vehicle Service	403.14
103450	N G Robinson	Dental Charges	204.00
103451	Broker Network Ltd	Motor Ins. Renewal	107.06

103452	Viking Direct	Printer Ink	74.33
103453	T & GWU	Union subs to 30.04.12	52.88
103454	Rural Action Derbyshire	Training	50.00
103455	Turner Hire & Sales	Clothing	21.95
103456	Bolsover District Council	Land rent	5.00
		Total	<u>5,062.73</u>

12 Financial Reports

There was no Payroll Report. The RFO reported that the Playscheme budget was 15% used and all other balances were 8% used.

13 Correspondence

The list of correspondence not requiring a decision was made available to members.

It was **resolved** to deal with the following items of correspondence as follows:-

- 13.1 DALC Circular 20/2012 – Early Day Motion on Planning Appeals and the Planning Applications. It was **resolved** that the Clerk responds, suggesting that we would like our MP to support Early Day Motion.
- 13.2 Email from David Drabble@vosa.gov.uk
- 13.3 BDC Olympic Celebrations Community Flag Parade. It was **resolved** that Clerk contact the Scouts and the Art Class to ask if they would jointly decorate the flag on our behalf.
- 13.4 Letter from Rotherham Metropolitan Borough Council. Adoption of the Barnsley, Doncaster & Rotherham Joint Waste Plan. Cllr Maiden had suggested that this be put into correspondence so that we are informed. Cllr Mills suggested that this could go onto the website.

14 Planning Matters

(Cllr Webster declared an interest in this item and left the meeting during its discussion).

- 14.1 Proposed Temporary Road Closure for Diamond Jubilee Street Party, High Street, Whitwell, Sunday 3 June 2012 – No objections.
- 14.2 12/00179/DETT56 – No objections
- 14.3 12/00151/FUL – No objections, assuming that conservation rules are applied.
- 14.4 12/00203/FUL – No objections

15 Approval of the Statement of Accounts for the Year Ended 31 March 2012 and to consider the following motion:

It was **resolved** that

We acknowledge as the members of Whitwell Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the Statement of Accounts. We confirm, to the best of our knowledge and belief, with respect to the council's Statement of Accounts for the year ended 31 March 2012, that:

1. we have approved the Statement of Accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices,
2. we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness,

3. we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances,
4. we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations,
5. we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required,
6. we have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness,
7. we have taken appropriate action on all matters raised in reports from internal and external auditor and
8. we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Council and, where appropriate, have included them in the Statement of Accounts.

16. Progress Reports

- 16.1 Cllr S Frow reported that the Extreme Wheels Roadshow will be at Whitwell School on Thursday 24 May 6-8 pm. This event has been organised by Whitwell Forward to enable them to consult with youngsters to find out what facilities they are most likely to use. Cllrs, Frow, Munro, Ellis, Burdett and Raspin informed that they would attend.
- 16.2 Clerk had registered our interest in the BDC Street Sports – Diversionary Outreach Programme 2012/13
- 16.3 Initiatives Group – Cllr Ellis reported that a group of children had attended the last meeting to show the group what facilities they would like in the village. Contact has been made with companies who provide equipment and one presentation has taken place, with another arranged for 17 May and a meeting with BDC on the same evening. Cllr Munro has also done some site visits.

Chair moved that item **18** be discussed in this item. Agreed.

- 16.4 Potential Construction of a BMX Dirt Track – Cllr S Ellis said he is pleased that the Council is looking into bringing more recreational facilities into the Parish and informed of an idea for a BMX dirt track in and around the trees on the Bakestone Moor recreation ground. The considerations are planning, health and safety and materials. Volunteers have offered their services. The Clerk had provided some relevant information and this will be taken into account.

Chair moved that item **19** be discussed in this item. Agreed

- 16.5 Nottssport – “The Parish Council engages Nottssport to work with the Parish Council in the review of current provision, identification and design of the new provision for both Bakestone Moor and Whitwell Recreation Grounds”. Cllr T Munro proposed an amendment “The Parsh Council engages Nottssport and a variety of other providers to work with the Parish Council”. It was **resolved** to accept the amendment.
- 16.6 Hanging Baskets – Cllr V Mills reported that she is collecting names for sponsors and this has been advertised in the Parish newsletter and village shops.
- 16.7 Allotment Working Group – Cllr V Mills said that she would liaise with the Community Centre Manager to arrange a venue for the meeting.
- 16.8 Whitwell Forward – Cllr S Frow reported that the latest show “Eddie and the Gold Tops” had been good.
- 16.9 Footpaths Working Group – Chair suggested that a gentleman in the village who is now out of work due to a major operation and likes to walk but has no aim to his walks, could

be our unofficial footpath walker. There were no objections to this suggestion and it was **resolved** that the Chair contact the gentleman. Cllr T Munro would be able to provide him with maps.

17 Policies – Lone Worker Policy

Cllr T Munro informed that he had worked with the Clerk and Community Centre Manager on the draft policy which had been circulated. He was pleased to report that in respect of the Community Centre the Manager has a yearly diary of review of every policy and risk assessment that we need to have. The Parish Council's role is to oversee that our policies are being carried out by our staff and we need to review them. We also need to identify the training requirements in order to set the budget. Chair suggested that whilst it is in draft form we speak to all the staff so that they can raise issues. It was **resolved** that the Clerk set up a meeting with staff within the next month. Cllr T Munro would provide her with his availability.

20 Dates of Future Meetings

With the exception of the January (Budget Meeting), the normal meetings will be held on the second Wednesday of each month

21 Suspension of Standing Orders to permit a fifteen minute open forum for members of the public to comment on items discussed at this meeting

- 21.1 Item 5 - the Code is the Code of Conduct for Councillors and is on the BDC website. Clerk agreed to reference this through the Parish Councils website.
- 21.2 Item 10 - could this be "Matters Arising from the Minutes".
- 21.3 Item 17 - could there be a version control on documents.
- 21.4 Item 16.1 – Mr Johnson be asked to put a notice on the school buses.
- 21.5 Item 17 - There are firms who deal with monitoring when staff leave work.
- 21.6 Item 16.1 – Mr Austin would like the poster emailing to him.
- 21.7 Item 13.4 – The document can be scanned into a PDF format.
- 21.8 Item 11 – Should businesses in the village be the first to be considered for vehicle servicing etc.
- 21.9 Are there any Parish Council Diamond Jubilee Celebrations – Cllr V Mills replied that local organisations had been invited to join us on a committee, but we had only had one response.
- 21.10 Cllr Ellis asked about progress on the garden on New Street – Cllr G Webster informed that hopefully they can make a start in the next few weeks.
- 21.11 Could the man from VOSA be thanked for his efforts so far.

22. Resolution to exclude members of the public and press in order to discuss items of a confidential nature

It was **resolved** to exclude the public and press from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- 22.1 Chair reported on the recruitment of the part-time handyperson.
- 22.2 Chair reported that the Administration Assistant was leaving our employ, moving onto full-time employment. The following Councillors put themselves forward for the interview panel Chair, Clerk, Cllr V Mills, Cllr S Frow and Cllr J Burdett.

There being no further business the Chairman declared the meeting closed at 9.20 pm

Signed Chairman

Date

Abbreviations used:

ASBO – Anti-Social Behaviour Order
ASC – After School Club
BDC – Bolsover District Council
BLSP – Bolsover Local Strategic Partnership
CAN - Community Action Network
CCTV – Closed Circuit Television
C&DCT – Clowne and District Community Transport
Cllr – Councillor
CRB – Criminal Record Bureau
DALC – Derbyshire Association of Local Councils
DCC – Derbyshire County Council
DCLG – Department of Communities and Local Government
DEFRA – Department for Environment, Food and Rural Affairs
DET – Derbyshire Environmental Trust
DoT – Department of Transport
H&BPC – Hodthorpe & Belph Parish Council
HGV – heavy goods vehicle
IT – Information Technology
LGPS – Local Government Pension Scheme
NALC – National Association of Local Councils
NSLAG – The National Society of Allotment & Leisure Gardeners
ODPM – Office of the Deputy Prime Minister
PC – personal computer
PCSO – Police Community Support Officer
PCT Primary Care Trust
RFO – Responsible Financial Officer
Subs – Subscriptions
SLCC – Society of Local Council Clerks
Superann – Superannuation
T&GWU – Transport and General Workers Union
WCC – Whitwell Community Centre
WCCMC – Whitwell Community Centre Management Committee