

## **NORTH WINGFIELD PARISH COUNCIL**

Minutes of the meeting of North Wingfield Parish Council held at 7pm on Tuesday 10<sup>th</sup> November 2015 at the Community Resource Centre, Whiteleas Avenue, North Wingfield.

Present:

Cllr N Barker – Chair  
Cllr G Butler  
Cllr J Fisher  
Cllr D Edinboro  
Cllr E Holmes  
Cllr J Lilley  
Cllr M Smith  
Cllr M Stanley  
Cllr K Turton  
Cllr D Ward

In attendance –

Mr J Marriott – Internal Auditor  
Mr D Frankson – Rykneld Homes  
Mrs Y Colverson – Clerk

### **80/15 Public Speaking –**

Mr Frankson reported that Rykneld Homes has some funding to replace solid fuel and storage heating for gas central heating.

Nomination forms for Good Neighbour Awards can be obtained from Mr Frankson or the housing office in the Community Resource Centre

RESOLVED That this information be received

Mrs Colverson reported that she had received comments from three members of the public who were not happy that the Parish Council had repaired the hedge adjacent to King George V Field.

RESOLVED That these comments are noted

### **PART I – ITEMS TO BE DISCUSSED IN PUBLIC MEETING**

**81/15 To receive and approve apologies for absence and reasons given**

None received

**82/15 To receive declarations of interest**

Members were reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with North Wingfield Parish Council's Code of Conduct.

Cllr G Butler and Cllr J Lilley declared an interest in planning matters as reserve members of District Council planning committee

RESOLVED That this information be recorded

**83/15 Minutes** – To approve and sign minutes of the meeting held on 13<sup>th</sup> October 2015

RESOLVED That these minutes be approved and signed by the Chair

**84/15 Internal Auditor's Report**

Mr J Marriott reported that he had completed his interim inspection of the Council's accounts and that he confirmed that there were no matters affecting the Parish Council's system of internal control for the period ending 30<sup>th</sup> September 2015 that needed to be put before the council for action.

RESOLVED That this information be received

**85/15 Exclusion of Public** -To determine which items, if any, from Part 1 of the Agenda should be taken with the public excluded.

RESOLVED That no Part 1 item should be taken with the public excluded

**86/15 Planning**

<b>Reference</b>	<b>15/01023/TPO</b>
<b>Proposal:</b>	Application to prune Lime Tree covered by NEDDC Tree Preservation Order No 224 (T4)
<b>Location:</b>	100 St Lawrence Road North Wingfield Chesterfield
<b>Applicant:</b>	Mr Peter Birley

RESOLVED That no objections be made

## 87/15 Items for Consideration and Decision

### a. Bins

Following requests made for new grit, litter bins and a dog waste bin, the clerk presented the following quotation from Amberol Limited

1 x 130 litre Grit Box – Yellow	@	£95.00	=	£95.00
1 x Special Bin, dog waste	@	£112.50	=	£112.20
1 x Screwball bin, for post mounting	@	£107.00	=	£107.00
6 x 90 Litre Westminster Lidded bin	@	£137.61	=	£825.66

Cllr E Holmes moved purchase new bins

All in favour

RESOLVED That new bins will be purchased as requested

### b. Damage to bus shelter on St Lawrence Road

The Clerk reported that the bus shelter nearest to St Lawrence Church had suffered minor damage by vandals. Two young men had been arrested and admitted causing the damage and will be taken to court, the Clerk has filled in a Victim Claim form for the cost of the damage as it is below the threshold for an insurance claim at £300 - £350.

The Clerk asked that the Council approve the repairs to be carried out on the bus shelter.

Cllr M Smith moved to have repairs carried out

All in favour

RESOLVED That the Clerk will instruct Spacemaster to do the work

### c. Community Centre Damage

The Clerk reported that work to repair the damage will begin week commencing 17<sup>th</sup> November. As the Parish Council does not have a seal, the contract for the work needs to be signed by two representatives of the Parish Council.

Cllr G Butler moved that this should be the Chair and the Clerk

All in favour

RESOLVED That Cllr Barker and Mrs Colverson will sign the contract for work on behalf of the Parish Council.

d. Responsible Finance Officer

Cllr Barker reported that following interviews for the post of Responsible Finance Officer Pam Holloway had been offered the position.

The Clerk requested authorisation from the Council to add Mrs Holloway to the Banking mandates to replace Mrs Stone as she will need to action all transactions.

Cllr K Turton moved to authorise Ms Holloway to have access to the bank accounts with Unity Trust Bank and CCLA, Cllr Turton and Cllr Barker to sign the authorisation documents.

All in favour

RESOLVED That Pam Holloway will be added to the banking mandates

e. Alterations to Kitchen/Internet Café – Community Resource Centre

The Clerk presented the following three quotations for the alterations to the shutter and addition of a door from the kitchen to the internet café.

G&K Developments	£2,100.00
Homes to Gardens	£3,395.00
Steve Rushton Building Services	£4,150.00

Cllr K Turton moved G&K Developments to be employed

All in favour

RESOLVED That G&K Developments will be instructed to carry out this work, preferable at the same time as the repairs to the kitchen

f. Hepthorne Lane Playing Fields

The Clerk reported that there has been considerable damage to the fencing adjacent to Hepthorne Lane Playing Fields.

Cllr Barker commented that the Parkwood Conservation group have looked at carrying out repairs to this and have suggested the cost would be less than £500 for labour, materials having to be purchased directly by the Council. This work could be carried out early 2016.

Cllr D Edinboro moved that Parkwood be employed to carry out this work and the Council's maintenance team be asked to carry out a temporary fix in the mean time

All in favour

RESOLVED That Parkwood will be instructed to carry out repairs to this fence

### **88/15 Items for Information Only**

a. Correspondence

Harriet Flint, NEDDC Village Games – request for a reduction in the price of the function room for Jungle Fit sessions on Monday mornings and afternoons

Cllr J Fisher moved the price be reduced to half price until the end of the financial year when it will be reviewed

All in favour

RESOLVED That Jungle Fit will be charged £7.50 per hour until the end of March 2016

Mrs J Kellett – Letter requesting a memorial bench, of Mrs Kellett’s choice, to be placed adjacent to her husband’s grave at Dark Lane Cemetery.

RESOLVED That this request be declined as it will mean the seat would be placed on a grave space and would set a prescient to others wanting to place benches and additional monuments.

b. Items for information

Carlton House Stock Auditing – Bar Audit Report showing % profit at 49.1%

Derbyshire Constabulary – October 2015 crime figures

RESOLVED That this information be received

### **89/15 Finance**

a. Account Balances

<b>Account Name</b>	<b>Account No.</b>	<b>Balance at 30<sup>th</sup> Sept 2014</b>
<b>Unity Trust Bank</b>		
Current Account	20332790	£91,737.74
Resource Centre Repairs and Renewals	20332800	£30,064.36
Alto Card balance		£983.84
<b>CCLA – Deposit Accounts</b>		
Reserve Account		£80,472.36
Allocated Funds, Vehicle		£6,577.56

Capital Projects		£290,202.03
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Cllr M Smith moved that this information be noted as received  
All in favour

RESOLVED That this information be received

b. Accounts for payments

The following details of invoices for payment were presented

Payee	Description	Payment Type Cheque No	Amount
Helen Pickering	Returned Bond	300211	100.00
T Mobile	Mobile phone account	DD	16.50
Royal British Legion	Wreaths	300212	36.50
Carlton House Auditors	Bar audit	300213	70.00
Hutton Wholesale	Bar stock	300214	246.05
N W Church Land Trust	Allotment rent	300215	160.00
		Total	629.05

Cllr D Ward moved to approve the above payments  
All in favour

RESOLVED that these payments be approved.

c. Bank Reconciliation

Bank reconciliations were presented for approval

RESOLVED That bank reconciliation for September 2015 be approved and signed by the Chair

d. Audited Accounts – External Auditors Report

The following report from Grant Thornton, External Auditor, following the audit of accounts for the year 2014/2015, was presented to the Council.

**North Wingfield Parish Council  
Audit Report for the year ending 31 March 2015**

**Matters reported.  
Incorrect figures Section 1**

Box 3, total other receipts, has been understated by £107. This has caused an imbalance of the same amount between the figure stated in Box 7 of the annual return and the box 7 figure in the actual reconciliation between boxes 7 and 8. The Council has confirmed the correct figures of £88,230 for Box 3 and £253,335 for Box 7.

**Other matters not affecting our opinion which we wish to draw to the attention of North Wingfield Parish Council for the year ending 31 March 2015.**

Internal Financial Controls

The Parish Council has not documented its internal controls. It is good practice for the Parish Council to fully document and periodically review the specific day to day procedures it undertakes to implement its system of internal control.

RESOLVED That this information be noted for the record

**PART II – CONFIDENTIAL INFORMATION**

**Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting

None discussed

Meeting closed at 8.10pm