

NORTH WINGFIELD PARISH COUNCIL

Minutes of the Annual General meeting of North Wingfield Parish Council held on Tuesday 19th May 2015 at the Community Resource Centre, Whiteleas Avenue, North Wingfield.

Present:

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

In attendance –

Mrs Y Colverson – Clerk
Mr D Limb - Public

Members were reminded to declare interests as appropriate

41/15 Public Speaking

Cllr N Barker, on behalf of a member of the public not present, reported that a lamppost on Bealey Avenue is on 24 hour a day.

RESOLVED That the Clerk will report to DCC

PART I – ITEMS TO BE DISCUSSED IN PUBLIC MEETING

42/15 To elect a Chairman

Cllr G Butler proposed Cllr N Barker as Chair
All in favour

RESOLVED That Cllr N Barker will be the Chair to the Council for the coming year

43/15 To elect a Vice-Chair

Cllr M Stanley proposed Cllr Mrs J Fisher as Vice-Chair
All in favour

RESOLVED That Cllr Mrs J Fisher will be the Vice-Chair to the Council for the coming year

44/15 To receive apologies for absence

None received

45/15 To receive declarations of interests

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 declared an interest in planning matters as member of District Council planning committee

RESOLVED That this information be recorded

46/15 Minutes – To confirm the minutes of the meeting held on Tuesday 14th April 2015

Cllr G Butler moved to approve minutes
All in favour

RESOLVED That these minutes be approved and signed by the Chair

47/15 Parish Administrator's Report

Action taken following the meeting held 14th April 2015

Other

I contacted Alison Griffiths to enquire about need of additional football pitches, cricket pitches etc. Alison advised we leave the field unmarked for the time being as she is not aware of a need for marked pitches but thinks a 'kick count' area will be better used.

Some damage has been caused to the play equipment on the teenage play area, this has been made safe and reported to NEDDC for repair.

Annual maintenance work on the function room floor will take place on Monday 15th June.

Annual water hygiene work has been carried out today.

RESOLVED That this information be received

48/15 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

49/15 Planning

Application Number: 15/00097/FLH
Proposal: Single storey extension to side and rear of property
Address: 98 St Lawrence Road North Wingfield Chesterfield
Applicant: Mr D Smith

Application Number: 15/00313/FLH
Proposal: Construction of ground floor extension and ramped access to the front
Address: 39 Hghfields Way Holmewood Chesterfield
Applicant: Mr Paul Robinson

RESOLVED That the Parish Council do not have any concerns regarding this application

Application Number: 14/1052/FL
Proposal: Erection of buildings and illuminated canopy and installation of underground drainage/water recycling tanks in connection with the use of part of car park as a car wash and valeting area at the Miners Welfare Club Car Park (Amended Plans)
Address: 1 Williamthorpe Road North Wingfield Chesterfield
Applicant: Mr Omid Muhammed Saeed

Cllr N Barker reminded the Council that they had commented about this application previously and moved that the same comments be submitted.

All in favour

RESOLVED That the Clerk will comment as previously

50/15 Arrangements for Committees and Working Groups

The following committees and working groups were proposed

Finance
 Cllr N Barker
 Cllr G Butler
 Cllr M Smith
 Cllr K Turton

Staffing
 Cllr G Butler
 Cllr J Fisher
 Cllr M Smith

Community Centre
 Cllr N Barker
 Cllr G Butler
 Cllr J Fisher
 Cllr J Lilley

Cllr D Ward

Cllr K Turton
Cllr D WardRecreationCllr N Barker
Cllr D Edinboro
Cllr E HolmesStreet SceneCllr J Fisher
Cllr M Stanley

All in favour

RESOLVED Committees and Working Groups as above

51/15 Review of representation on external bodies

The following representations on external bodies were proposed

Hepthorne Lane Community AssociationCllr D Edinboro
Cllr E HolmesAll Season's Allotment Project

Cllr M Stanley

All in favour

RESOLVED Representation on external bodies as above

52/15 Setting dates, times and places of ordinary meetings of the Parish Council and the Finance Committee for the year ahead.

The following dates were proposed for meetings during the following year

Month	Full Parish	Finance Committee
June	2 nd	-
July	14 th	28 th
August	-	-
September	8 th	-
October	13 th	27 th
November	10 th	-
December	8 th	-
January	13 th	26 th
February	9 th	-
March	8 th	-
April	12 th	26 th
May	10 th	-

RESOLVED Meetings for the following year will take place as above

53/15 Review and Adoption of the Code of Conduct

A copy of the code of conduct had been circulated to each member prior to the meeting

Cllr J Fisher moved to adopt the Code of Conduct
All in favour

RESOLVED That the Code of Conduct be adopted by the Council

54/15 Review and Adoption of amendments to Standing Orders

A copy of proposed amendments to the Standing Orders had been circulated to each member prior to the meeting.

Addition to standing orders included protocol for the recording and filming of council and committee meetings following the Local Government Audit and Accountability Act of 2014

Cllr M Stanley moved to adopt amendments
All in favour

RESOLVED That amendments to the Standing Orders are adopted

55/15 Review and Adoption of amendments to Financial Regulations

Copies of the Financial Regulations were available to members at the meeting

Cllr D Ward moved to adopt amended Financial Regulations
All in favour

RESOLVED Amended Financial Regulations are adopted

56/15 Items for Information and Decision

a. Risk Assessment

A review of the Risk Assessment had been carried out by the Chair, Clerk and RFO, copies of amended risk assessment had been circulated to each member prior to the meeting.

Cllr J Fisher moved to accept and adopt amendments to the Risk Assessment
All in favour

RESOLVED That the amended risk assessment is adopted

Cllr J Lilley informed the Council that he had been a health and safety officer and therefore had some knowledge of Risk Assessment. Cllr Lilley asked for an explanation to how risk was assessed.

The Clerk explained that risks were assessed as High, Medium or Low depending on the possible/probable impact to the Council.

Cllr Lilley then acknowledged that the risk assessment in question was not for Health and Safety purposes but was for the business of the council.

RESOLVED Noted for the record

b. Banking arrangements

The current banking arrangements are as follows

Current account with Unity Trust Bank

RFO and the Clerk have access to view account and input payments but NOT to authorise payments.

The following members have access to authorise payments online and sign chques

- Cllr N Barker
- Cllr G Butler
- Cllr J Fisher
- Cllr M Stanley
- Cllr K Turton

Capital and reserve accounts are with CCLA and accessed as above

Cllr D Edinboro moved banking arrangements to remain the same
All in favour

RESOLVED Banking arrangements will remain as above

c. 137 Grants - process

The following process was proposed for awarding 137 grants in 2015

Previous recipients invited to apply, letters and forms send w/c 11.05.15

Completed forms to be returned by Monday 1st June

Applications to be considered at meeting on 2nd June

Presentation of grants at Annual Parish Meeting on 12th June 2015

All in favour

RESOLVED That the above process will be followed

d. Burial Fees

A copy of current charges for Dark Lane Cemetery had been circulated to all members prior to the meeting.

Cllr E Holmes moved to increase charges by 5%
All in favour

RESOLVED That cemetery charges will be increased by 5%

e. Vehicle

The Clerk reported that the new vehicle would be ready for collection within the week. Two offers had been made for the old vehicle.

G K Group (part exchange)	= £1,000 +VAT (Total £1,200)
J W Richards	= £950

Cllr K Turton moved to accept offer from G K Group
All in favour

RESOLVED That the old vehicle will be part exchanged with G K Group

f. Correspondence

Severn Trent Water – Letter acknowledging application for water supply on Alma Allotments

RESOLVED That this information be received

g. Items for information

D Frankson – written report received from D Frankson (Rykneld Homes) as he has unable to attend

Police Report – Crime figures and nuisance calls April 2015

DALC – Circulars 11/2015 & 12/2015

Field in Trust – Impact Report 2014

56/15 Financea. Bank Account Summaries 19th May 2015

Account	Type	Number	Amount
Unity Trust			
Parish Council	Current Account	20332790	£83,447.23
Resource Centre	Deposit Account	20332800	£30,037.99
Alto Card	Credit Card		£584.76
CCLA			
Reserve Account	Deposit Account		£62,250.30
Allocated Funds (Vehicle)	Deposit Account		£26,549.17
Capital Projects	Deposit Account		£101,549.98
Total			£304,419.43

RESOLVED That this information be received

b. Payments for Authorisation

Payee		Cheque No / BACS	Amount
NEDDC	Road Closure	300107	£200.00
Severn Trent Water	Water on Alma Allotments	300108	£137.88
T Mobile	Mobile Phone Contract	DD	£16.38
BT	Telephones and internet	DD	£58.02
Trade UK	Maintenance Materials	300109	£22.62
Designs Direct	Cleaning Materials	300110	£246.72
M&M Timber Supply	Maintenance Materials	300111	£186.32
J W Richards & Sons	Vehicle MOT	300112	£30.00
Hutton Wholesale	Bar Stock	300113	£479.18
Filmbank Distrutors	License	300114	£117.00
Frank Berry Otter	Stationary	300115	£23.27
Attenborough Doors	Service of roller shutters	300116	£234.00
NEDDC	Payroll services	300117	£976.00
Allstar Fuel Card	Vehicle fuel	DD	£108.00
NEDDC	Rates – sports pavilion	DD	£104.00
NEDDC	Rates – sports pavilion	DD	£61.00
NEDDC	Rates – Garage/store	DD	£112.00
NEDDC	Rates – Burial Ground	DD	£158.00
NEDDC	Rates – Comm Cnt	DD	£636.00
NEDDC	Rates – P4PY Office	DD	£55.00
E-on	Electric – sports pavilion	DD	£41.00
Trust Security Systems	Alarm contract	DD	£44.40
Hutton Wholesale Drinks	Bar stock	300118	£604.52
Steven Henshaw	Returned bond	300119	£100.00
Total			£4,751.39

Cllr M Stanley moved authorise payments
All in favour

RESOVLED All above payments are authorised

c. Bank Reconciliation –

RESOLVED Bank Reconciliation agreed and signed by the Chair

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

57/15 Confidential Information

Cllr K Turton declared an interest in the following item, as a family member is employed by the council, and left the meeting.

a. Staff Salaries

Members considered annual incremental increases to staff salaries

Cllr E Homes moved to approve all incremental increases in line with NEDDC pay structures
All in favour

RESOLVED That the following members of staff will have an incremental rise in salary from 1st June 2015

Y Colverson
K Trodden
A O'Brien
C Turton
A Wass

Meeting Closed 9.10pm