

# SOMERCOTES PARISH COUNCIL



**Minutes of the Annual Parish Council Meeting at 6.30pm and the Ordinary Meeting of Somercotes Parish Council at 7pm, on Friday, 16<sup>th</sup> May 2014 in the Village Hall, Nottingham Road, Somercotes.**

**Present:** Cllr P. Smith; Cllr B Lyttle; Cllr P. Curran-Bilbie; Cllr. T Marriott; Cllr M. Barron; Cllr. J. Parker; Cllr. P. Price; Cllr. C. Langton; Cllr. S. Grotier; Cllr J McCabe  
G. R. Blackmore (Clerk) & Police Officer

## ANNUAL PARISH COUNCIL MEETING

**1/APCM/2014: Elect Chairman.** Cllr Paul Smith to be appointed as Chairman of the Parish Council for the ensuing year.

**2/APCM/2014: New Chairman to Sign Acceptance of Office.** Cllr P Smith signed the acceptance of Office

**3/APCM/2014: Elect Vice Chairman.** Cllr B. Lyttle to be appointed Vice Chairman for the ensuing year.

**4/APCM/2014: New Vice Chairman to Sign Acceptance of Office.** Cllr B Lyttle signed the acceptance of Office.

**5/APCM2014: To receive apologies for absence:** None

### **6/APCM/2014: Social Media**

The Council welcomes the use of social media, filming and recording at meetings, provided they do not disrupt or otherwise have an adverse affect on the meeting. Telephones and other such devices should be switched to silent mode or switched off completely.

**7/APCM/2014: Declaration of Members Interests:** None for APCM

**8/APCM/2014: To consider any Councillors' Request for dispensation:** None

**9/APCM/2014: Acceptance of the Minutes of the Annual Parish Council Meeting 2013:** The Council **RESOLVED** to confirm, as correct, the Minutes of the Annual Parish Council Meeting held on the 10<sup>th</sup> May 2013.

### **10/APCM/2013: Election of Council Sub Committees**

- **Planning:** Cllr B Lyttle (Chair); Cllr P Smith; Cllr P Price; Cllr J Parker; Cllr Grotier
- **Newsletter:** Cllr Curran-Bilbie (Chair); Cllr T Marriott; Cllr J McCabe; Cllr. M Barron; Clerk (GB); Assistant Clerk (GK) ; Caretaker
- **Village Hall:** Cllr P Smith (Chair); Cllr P Price; Cllr B Lyttle; Clerk (GB); Caretaker
- **Allotments:** Cllr B Lyttle (Chair); Cllr C Langton; Cllr J McCabe; Cllr P Smith; Cllr P Price; Clerk (GB)

**11/APCM/2014: Review of Council Regulations and Procedures**

**Review of Standing Orders; Financial Regulations & Risk Assessment.**

- i) **Standing Orders** The Council **RESOLVED** to accept the amended (Jan 2014) Standing Orders
- ii) **Financial Regulations:** The Council **RESOLVED** to approve the Financial Regulations as amended to allow new banking arrangements and procedures.
- iii) **Risk Assessment:** The Council **RESOLVED** to approve the Risk Assessment – May 2014

**Review of inventory of land and assets (including buildings and office equipment):** The review of the Council assets has been conducted and accepted by the auditor. The Council **RESOLVED** to approve the inventory

**Review and confirmation of arrangements for insurance cover in respect of all insured risks:** The Council **RESOLVED** to approve the insurance cover with Zurich Insurers.

**Review of the Council's Complaints Procedures:** The Council **RESOLVED** to accept the Council's Complaints Procedures, as approved at the January 2011 PC Meeting.

**Review the Council's procedures for handling requests made under the FOI Act 2000 and the Data Protection Act 1998.** The relevant policy documents under the FOI and Data protection are in place and the Council **RESOLVED** to approve the policy document

**Review: Establishing the Council's policy for dealing with the press/media:** The policy and procedures were resolved by the Council in 2011. The Council **RESOLVED** to approve the current policy and there are no recommended changes.

**12/APCM/2014: The Schedule of dates, times and place of Ordinary Meetings of the full Council, for 2014-2015.**

All PC Meetings will commence at **6.30pm (except after APCM 7pm)**

<b>Ordinary PC Meeting</b>	<b>Friday, 18<sup>th</sup> July 2014</b>
<b>Ordinary PC Meeting</b>	<b>Friday, 19<sup>th</sup> September 2014</b>
<b>Ordinary PC Meeting</b>	<b>Friday, 15<sup>th</sup> November 2014</b>
<b>Ordinary PC Meeting</b>	<b>Friday, 17<sup>th</sup> January 2015</b>
<b>Ordinary PC Meeting</b>	<b>Friday, 21<sup>st</sup> March 2015</b>
<b>APCM &amp; Ordinary PC Meeting</b>	<b>Friday, 16<sup>th</sup> May 2015</b>

**\*Annual Parish Meeting**                      **Friday, 9<sup>th</sup> May 2015**

**\* Not a Parish Council Meeting**

Cllr McCabe requested that consideration be given to changing the APM date due to the elections close to the date. Consideration is to be given to changing the date, although this is not a Parish Council Meeting.

**13/APCM/2014: Report by the Chairman of Somercotes Parish Council on the previous 12 months business of the Council**

The chairman thanked the Clerk and his Assistant who will be leaving at the end of June (she has been the face of the council to the community for over 7 years) for their work and commitment during the past year. He also thanked Les & Colin (Parish Wardens) for their excellent response working in partnership with DCC (Sleetmoor Woods) and keeping the parish clean and tidy. The extended Christmas Lighting scheme to Pye Bridge & Leabrooks was really well received. The extended wild flower meadow on Nottingham Road was excellent and this is

to be expanded. The Council has taken over the two car parks and will continue to provide free parking. Further refurbishment of the village hall has been undertaken, CPBS decorated the interior and the roof has been refurbished. In the coming year it is intended to refurbish the village hall toilets making a better service provision for the community. The chairman thanked all the councillors for their support and working with groups in the community.

#### **14/APCM/2014: Report from outside bodies**

- **Derbyshire County Council**

- New lighting schemes have been installed on Philipway and Peterway under the Community Safety Scheme. Parkside footpath verges is on the works schedule. DCC have scheduled resurfacing for Victoria St, Lower Somercotes, Leabrooks Road and Castle Drive, next year.

- DCC now have a jet-patcher that is used to effectively fill potholes enabling the backlog of repairs to be cleared. Funding has been approved for Somerlea Junior School for exterior works. Bus shelter refurbishments (mid-rail to reduce glass) are underway, so reducing repair cost. The 'Rainbow' bus service is still operational and is to be reviewed in July. The new muga on Bonnington Drive will be started in early summer – funded by DCC, Parish Council & Futures Homescape.

- **Amber Valley Borough Council:**

- The Core Housing Strategy has been rejected by the Planning Inspectorate and a new plan has to be submitted within 6 months. Extra works are to be carried out on parks including Somercotes Recreation Ground where an information sign will be erected. The footpath between Bonnington Drive & Birchwood Lane will soon be completed.

- **Derbyshire Constabulary:**

- The police reported that the SNT team was Pc Chris Anthony & 3 PCSO's

- Year to date compared with last year: 32 crime less, burglary dwelling down 25% non-dwelling down 83.9% and shop lifting reduced.

- James mason has an ASBO that excludes him from the Somercotes Park and surrounding areas. ASB reports have increased by 3.

- The chairman asked if the Police Commissioners pledge of police dealing with dog fouling and littering has filtered down – the officer was unaware of this.

- Drugs: Drugs issues are being addressed on Somercotes Recreation Ground and Welbeck Housing off Windmill Drive – specific individuals are being targeted.

- Motor-cyclist are being targeted using off road and unlicensed vehicle and will be confiscated where appropriate. Night time cyclist cruising around at night have been stopped and names recorded.

- Speeding cars from Birchwood Lane Garage – the owner has been visited and a warning given.

- Speed-Gun usage: Sleetmoor Lane is on the list for using the speed-gun.

**The APCM closed at 7.10pm**

## ORDINARY PARISH COUNCIL MEETING (7pm)



**Minutes of the Ordinary Parish Council Meeting held on Friday, 16<sup>th</sup> May 2014, at the Village Hall, Somercotes. The meeting commenced at 7.10pm, due to an extended APCM.**

**Present:** Cllr P. Smith; Cllr B Lyttle; Cllr P. Curran-Bilbie; Cllr. T Marriott; Cllr M. Barron; Cllr. J. Parker; Cllr. P. Price; Cllr. C. Langton; Cllr. S. Grotier; Cllr J McCabe; Cllr S Walker (arrived 7.15pm) G. R. Blackmore (Clerk); Public: Sandra Caudwell-Clarke.

**38/2014: Variation of Order of Business:** None

**39/2014: Declaration of Members Interests**

Cllr B Lyttle – All Planning Matters                      Cllr J Parker: 45/2014 (k)  
Cllr P. Curran-Bilbie: 45/2014 (k) & (f)                      Cllr P Price: 45/2014 (c) (iii)

**40/2014: To consider any Councillors' Request for dispensation:** None

**41/2014: Public Speaking – (10 Minutes)**

Sandra Caudwell-Clarke outlined 4 concerns of residents on Nottingham Road (Seely Terrace). The Parish Council **RESOLVED** to send photographs and information to DCC re the gully's being blocked causing flooding during heavy rainfall.

**42/2014:** The Council **RESOLVED** to approve the minutes of the Ordinary Parish Council Meeting 21<sup>st</sup> March 2014 and Village Hall User Group Meeting – 17<sup>th</sup> March 2014.

**43/2014: To determine which items if any from Part 1 of the Agenda should be taken with the public excluded:** None

**44/2014: Chairman's Announcements:** None

**45/2014: Report of the Clerk on:**

(a) **Market Place**

- (i) Former Public Toilet area Feature Area / Transfer of land: Solicitor now has the agreement and is checking it before finalisation.
- (ii) Resurface work & re-lining – Tender works notices have been prepared.  
The Council **RESOLVED** that the tenders be sent out and once received that the Chairman & Vice Chairman approved the preferred tender, as the matter had already been approved by the full council.

(b) **Report on Village Hall**

- (i) Village Hall: Internal Improvements – New cooker: Cost £1745 + Vat. The Council **RESOLVED** to approve the purchase
- (ii) Bar: There has been an upturn in bookings. A new bar manager has been employed. Initial problems have been found and a new system needs to be in place re stock and upgrading the bar equipment. The drains from the dishwasher appear to be blocked and are to be repaired on Monday.
- (iii) New Blinds installed
- (iv) Legionnaires – Water Test: The Council **RESOLVED** the water test to be carried out.

- (c) **Allotments:**
- (i) Bridle Lane: Submitting application for land clearance through Community Payback Scheme
  - (ii) Birchwood Lane: Open Day – 17<sup>th</sup> August 2014. BLAA have been requested to inform all nearby houses.
  - (iii) Sleetmoor Lane: Container has been transferred from Riddings CC to Sleetmoor Allotments. Container £400:00 + transport cost. Request for assistance with stone (£285 + Vat) for paths and skips. The Council **RESOLVED** to order the stone and skips, as required.
- (d) **Parish Wardens Accommodation:** Transfer of the building to Somercotes PC from St John's Ambulance Service. Solicitor now has the agreement and is checking it before finalisation.
- (e) **Councillor Vacancies:** Two vacancies, one under Co-option. The Electoral Notice has been posted onto the noticeboards & website re Cllr Stringer's resignation.
- (f) **Somercotes Events Day – July 2014:** Cllr. J. McCabe – no further update
- (g) **WWI Commemorative Events:**
- Proposed WWI commemorative event to be held in the Parish, working with St Thomas' Church & Local Groups on A commemorative service (11am) on, Sunday, 21<sup>st</sup> September 2014 is to be held at St Thomas' Church and an exhibition in the Village Hall, with refreshments from 11am - 1pm.
  - The flag pole was erected on 9<sup>th</sup> May 2014 and located near the entrance gates. The Council **RESOLVED** that a Derbyshire Flag be purchased to be flown on Derbyshire Day (September) and a Somercotes Flag showing the 'Somercotes Crest.
  - Commemorative Book Marks for schools
  - An application to HLF is under consideration.  
The Council **RESOLVED** to support the events programme.
- (h) **Poop Scoop Bags:** Order made for 100,000 Poop Scoop Bags – delivery next week.
- (i) **Parish Newsletter:** Community Focus – the new format is being undertaken in the June Newsletter, **For Information.**
- (j) **Register of Members Interest:** As a matter of good governance and best practice, members are reminded that they have a duty to keep their registration forms up to date annually or as and when changes to any of their registered interests occur.
- (k) **AVBC – 5 Year Housing Supply April 2014 – March 2019: The Council listened to comments from members.** The Council **RESOLVED** that as soon as practicable after the Elections (22 May) a meeting is to be arranged with the Environment Agency, AVBC Head of Planning; DCC Planning, on any proposed developments. The church should be asked of their intention selling land in the community in an area of local development concern.
- (l) **Notice of Review of Polling Districts, Polling Places & Polling Station –** The Electoral Act 2013. To be completed by 31 January 2014. The council **RESOLVED** that the Polling Districts, places and stations are appropriate.
- (m) **Somercotes Parish Council Annual Report 2013-14:** The council **RESOLVED** to approve the Annual Report.

#### 46/2014 Finance

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|-----|--|------------------|
| (a) | Accounts for Payment bet 22.3.2014 and 15.3.2014:                | £ 15569.16       |
|     | The Council <b>RESOLVED</b> to approve the accounts for payment. |                  |
| (b) | Income   | £86184.50        |
|     | Interest   | £ 0.00*          |
|     | Total  | <b>£86184.50</b> |
- \*Waiting for bank statement
- (c) **Audit** – Statement of Accounts 2013-14 & Annual Audit Return for approval.  
The Council **RESOLVED** to approve the Statement of Accounts & Annual Audit – signed for approval by the chairman.
- (d) **Banking arrangements:** Internet Banking & Credit Card – The problems have now been resolved and invoice payments are being made on-line.
- (e) Insurance Renewal on 1<sup>st</sup> June 2014 – Zurich £2,456.87: The Council **RESOLVED** to approve the insurance payment
- (f) **S137 Grant Applications 2014-15**  
The current S137 Funding allocation was **RESOLVED** by the Council. List made of approved payments, and support provided for the additional requests form the guides (trip) and Sporting Futures.

#### 47/2014 To consider planning applications:

- 2014/0262 Change of use from retail storage over hairdressers to a residential unit at 14 Victoria Street, for Mr J Beeby, J Beeby and Heenan Property, 1 Everest Drive, Alfreton.
- 2014/0282 Request by Derbyshire County Council for the Borough Council's observations on: Non material amendment to planning permission CW6/1213/137 – not to comply with condition 5 – hours of operation, at Somercotes Waste Transfer Green Waste Site, Cotes Park Lane, for Mr Richard Scott, Planning Control, Derbyshire County Council, Shand House, Dale Road South, Matlock DE4 3RY.
- 2014/0252 Change of use of former Building Society into three self-contained flats for Mr J Rolf, Ocean Capital Ltd., 35 Warwick Park, Tunbridge Wells, TN2 5TA.

#### Planning Matters Determined

- 2013/1104 To demolish existing derelict single storey outbuildings, and the creation of a single storey building for A1 usage/Sui Generis (reiterated and confirmed that the premises will be occupied and operated as a Hairdressers, with Beauty Salon to also include a nail station), at 48 Quarry Road.  
Permitted
- 2014/0114 Installation of replacement 3m sign on existing 6m pole at McDonalds Restaurants Ltd., Hockley Way, Alfreton.  
Permitted
- 2014/0101 Reconfiguration of the car park and drive thru lane to provide a side-by-side order point, incorporating a new island for signage and reconfigured kerb lines and associated works to the site. One booth to be extended 0.44 sq<sup>2</sup> with the booth windows to be relocated to accommodate the new drive thru layout. The installation of a Goal Post Height Restrictor and 2 x Customer Order Displays (COD), with a replacement signage suite, at McDonalds Restaurants Ltd., Hockley Way, Alfreton.  
Permitted
- 2014/0102 New signage suite to comprise 6 freestanding signs, 1 banner and 1 side by side directional, at McDonalds Restaurants Ltd., Hockley Way, Alfreton. - Permitted

2014/0345 New build dormer bungalow on land to the west of 29 Norman Road.  
Application Returned.

No matters were raised or comments made by councillor on any planning application.

**48/2014 Derbyshire Association of Local Councils: 07/2014 - 09/2014 available to Councillors**

**49/2014: Items for information only: None**

**50/2014: The Council moved the following resolution - "That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw."**

**(a) Staff Matters:**

**Staff Salaries – Living Wage:** The Council **RESOLVED** that all staff will be on the Living Wage, as from 1<sup>st</sup> April 2014.

**Clerk's Hours:** Due to the reduced hours of the Assistant Clerk, the Clerk is working well in excess of his weekly allocated hours.

**New Staff:**

Assistant Clerk – to be announced

Caretaker: Stephen Evans

Relief Caretaker: Carol Hopkinson

Bar Manager: Victoria Jones

**(b) CCTV:** This matter is yet to be resolved by AVBC.

**51/2014: Date of next Parish Council Meetings: 6.30pm Friday, 18<sup>th</sup> July 2014**

**The meeting closed at 8.15pm**