

CLAY CROSS PARISH COUNCIL

Minutes of Clay Cross Parish Council meeting held in the Clay Cross Parish Council office on Tuesday 23 June 2009 at 7.00pm.

Present: Councillor G Morley Chair
Councillor M Holmes Vice Chair

Councillor Mrs K M Holmes	Councillor P Riggott
Councillor J M Holmes	Councillor K G Savidge
Councillor A Jackson	Councillor D Skinner
Councillor E Mansbridge	Councillor B Wright

Also Present: 7 members of the public
Jason & Angela Richards
John King, Internal Auditor

Public Participation

Of the 7 members of the public present, one representative spoke on their behalf to request support for a 'youth shelter' on land at Valley Road for the teenagers of Holmgate. A letter requesting financial support was also handed to the Parish Clerk.

Jason & Angela Richards spoke regarding the removal of items from the grave of their daughter, Anna. Councillor G Morley, Chair explained that their letter will be discussed. Councillor B Wright stated that new legislation received from the Ministry of Justice giving guidance of how to deal with memorials/monuments will need to be considered.

Police Matters

Parish Clerk circulated crime figures from 24 April 2009 to 24 May 2009 and a Parish update for June.

Councillor P Riggott reported details of the Derbyshire Constabulary 'Have Your Say' public event to be held in Clay Cross on 24 July 2009.

County Councillor/District Councillor Attendance

Councillor P Riggott reported details of email and letter received from the North East Derbyshire Industrial Archaeology Society regarding the future of the School buildings in Clay Cross. It was confirmed that the County Council will make the ultimate decision regarding the future of these buildings.

Councillor P Riggott reported that the five public consultation sessions held earlier this month regarding the Clay Cross Regeneration were all well attended and 1,000 completed questionnaires have been returned to the District Council.

PART I – PUBLIC BUSINESS

743/09 Apologies for Absence

Parish Clerk reported that there were no Apologies for Absence.

744/09 Declaration of Interest

Councillor J M Holmes, Councillor K G Savidge and Councillor B Wright made the following declaration regarding their dual role on Planning matters. During this Parish Council meeting on Planning matters, we shall not be expressing a conclusive view on the applications and we give a declaration that we will be formally reconsidering the matters when we are in receipt of all the information at the District Council Planning Committee.

745/09 Exclusion of Public

To determine which items, if any, from Part I of the Agenda should be taken with the public excluded. ***Resolved That: no items be taken in exclusion.***

746/09 Accounts for the year ended 31.3.09

Councillor G Morley (Chair) welcomed John King, Internal Auditor to the meeting and requested that John go through the accounts for the year ended 31.3.09 (circulated). A number of items were queried and clarified satisfactorily.

As part of the Internal Auditor duties to the Parish Council, set out below are the findings as a result of the work on the accounting records and system of internal control for the year ended 31.3.09.

As there are no specific areas needing improvement the only comment is that the business of the Parish Council continues to be conducted to a high standard. Comments from both the internal and external auditor over the last few years have been acted upon and the routine financial procedures and standing orders have been greatly improved. This however, has not been without cost and it has been recognised that there is increased pressure on the Parish Clerk and appointed Responsible Financial Officer to maintain the accounting records on a day to day basis and also prepare the necessary data on budgeting and budget monitoring etc for the appropriate sub-committee meetings and the full Council meetings. Whether we like it or not we live in a world which demands to be fed increasingly complex financial information and this will only increase over the next few years. Clay Cross is set to grow with the new town centre development and continued building of residential homes.

The Council needs to take action now to be sure that it can continue to cope as the years progress. Action now will ensure a smooth passage whilst inaction will compound the pressure on everybody. The following suggested could well improve things:

1. if the payroll was monthly instead of weekly this would cut down work considerably ie a reduction from 52 pay periods to just 12. This would not only cut down on the processing but also the number of transactions going through the bank which ultimately have to be recorded in the books of account
2. sensible increased use of the computer is another area to look at. If tasks can be standardised the use of Excel spreadsheets once set up and proven to work will greatly reduce time on the preparation of dated required for such as the Finance Sub-Committee. In addition the overall accounting function may now be better with the aid of a computer programme. Despite the fact that there is no real issue with the present manual system maybe the activities of the Parish have now outgrown what is humanly possible
3. it may be possible to appoint an assistant Clerk to alleviate the pressure. Care must however be taken to select a fit and proper person but then such an individual could act a deputy covering holiday leave etc of the chief Clerk

The forgoing is not an exhaustive list and there maybe numerous other areas where improvements can be gained. The important thing is to make a start and take a proactive position on this issue. We will be pleased to assist in any way we can on this important issue.

Resolved That: the statement of accounts for the year ended 31.3.09 be accepted and signed by the Councillor G Morley (Chair) and the Responsible Financial Officer.

747/09 Annual Governance Statement

We acknowledge as the members of Clay Cross 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 statement of accounts for the year ended 31.3.09, 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 of 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 the 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 and the Council's accounting records and controlled systems **and** carried out a review of its effectiveness
7. we have take appropriate action on all matters raised in reports from internal and external audit
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
9. in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund/assets, including financial reporting **and**, if required, independent examination or audit

748/08 Minutes of Last Meeting

To receive Minutes and, subject to any changes necessary, to approve the Minutes of the meeting as a correct record. ***Resolved That: the Minutes of the Parish Council meeting held 26 May 2009 be approved as a correct record and signed by Councillor G Morley (Chair).***

Work In Progress

Parish Clerk reported that there was no Work In Progress.

749/09 Reports from Representatives on Outside Bodies

There were no Reports from Representatives on Outside Bodies.

750/09 Report from Parish Footpath Inspectors

Councillor D Skinner reported that he recently met up with Richard Fletcher from Groundwork Creswell. The work already done in the Parish is great, work will soon be moving on to footpaths bordering Ashover Parish.

Councillor E Mansbridge reported that he has reported problems with vandal damage on Parish footpaths 31 and 32.

With regard to the Tree Preservation Order 68 Consultation at 7 Ashton Gardens, Clay Cross. Councillor E Mansbridge reported that he had been to inspect the tree and confirmed it is diseased and can only get worse. The work will be to take out the crown of the tree only, the remaining tree to be left in situ to encourage wildlife so no objection to the proposal.

751/09 Planning Matters

Councillor J M Holmes, Councillor K G Savidge and Councillor B Wright restated the following declaration regarding their dual role on Planning matters. During this Parish Council meeting on Planning matters, we shall not be expressing a conclusive view on the applications and we give a declaration that we will be formally reconsidering the matters when we are in receipt of all the information at the District Council Planning Committee.

Planning Application 09/00403/FLH Two storey extension at 12 Bradwell Grove, Danesmoor for Mr Stuart Naylor. **The Parish Council object to this planning application as the drawing obtained from the District Council website is not sufficient so the Parish Council cannot form a view.**

Planning Application 09/00426/FL Application for variation of condition 5 of planning approval 08/00695/FL for Clay Cross Town Centre Redevelopment to allow the construction of a Tesco Environmental Format Store with associated amendments to retail units 1 and 2 (major development) at Clay Cross Town Centre Redevelopment, Bridge Street, Clay Cross for GMI Rovinian Limited. **The Parish Council note this planning application.**

Planning Application 09/00431/FLH Proposed single storey extension adaptation for disabled bedroom and wetroom at side of 37 Rock Crescent, Holmgate for Mr P Lowe. **The Parish Council note this planning application.**

Planning Application 09/00437/FL Erection of 2 no 3 bedroom semi-detached houses on land at The Woodthorpe Inn, Coupe Lane, Old Tupton for Mr Dean Cawdell. **The Parish Council object to this planning application for the following reasons: (a) to build on the car park will reduce the use of the car park forcing users of the public house to park on Coupe Lane/Harewood Crescent and (b) the applicant is trying to close this public house by the back door and has not even referred to the existing public house in any of his supporting information.**

Planning Application 09/00762/FL Erection of 56m length of 2.4m high security mesh fencing with 2 no. 2.4m pedestrian gates and an electronic gate at Clay Cross Police Station, Pilsley Road, Danesmoor for Derbyshire Constabulary. **The Parish Council object to this planning application for the following reason: Clay Cross Police station is a public building, it should be open and accessible to the public, it should not be fenced in.**

Tree Preservation Order 68 Consultation for work to cut back tree at 7 Ashton Gardens, Old Tupton for Mr Mark Heardman. **The Parish Council note this Tree Preservation Order 68 Consultation.**

752/09 Street Scene Matters

To approve the Minutes of the Street Scene Working Group meeting held 11 June 2009 and to receive recommendations for resolution. **Resolved That: the Minutes of the Street Scene Working Group meeting held 11 June 2009 (circulated) be approved for signature**

Work In Progress

Further to minute no **134/04** regarding the Multi Use Games Area on Parish Council owned land at North Street, Holmgate. Parish Clerk reported that a letter has finally been received from BRM Solicitors with their apologies for the delay in their reply. BRM Solicitors are now clarifying with the Solicitors for Holmgate Tenant & Resident Group as to whether engrossments for the Lease can be issued.

753/09 Cemetery Matters

Parish Clerk reported that there were no Cemetery Matters however, it was agreed that a meeting of the Cemetery Working Group be held at the earliest opportunity.

754/09 Social Centre Matters

To approve the Minutes of the Social Centre Working Group meeting held 3 June 2009 and to receive recommendations for resolution. **Resolved That:**

- 1. the Minutes of the Social Centre Working Group meeting held 3 June 2009 (circulated) be approved for signature***
- 2. 4 x three seater sofas and 1 x two seater sofa are purchased from ChairsGB.com at a total cost of £2,320 plus vat***

Work In Progress

Further to minute no **693/09** regarding Saloon Drifters concert held Saturday 20 June 2009. It was confirmed that 52 tickets were sold which covered the cost of the band.

755/09 Finance Matters

Councillor J M Holmes, Chair of the Finance Sub-Committee, gave a resume of details discussed at meeting held 17 June 2009. **Resolved That:**

- 1. the monthly statement for the month of May 2009 (circulated) be accepted and signed by Councillor G Morley, Chair***

2. **the expenditure and income against budget report for the month of May 2009 (circulated) be accepted and signed by Councillor G Morley, Chair**
3. **£300 is donated toward the cost of publicity/leaflets for the South Chesterfield Way**
4. **the under mentioned payments be authorised:**

CXPC Staff Wages (Tax Weeks 9 - 11)	£3,909.61
Smith of Derby (work to convert Adult Education Centre Clock to electricity)	£3,800.75
Post Office Ltd (Inland Revenue NI & Tax for May)	£1,381.99
DCC Superannuation (Pension Contributions for May)	£1,827.50
e.on (to supply/install street lighting column at The Square, Danesmoor)	£1,275.35
NEDDC (Social Centre Rates for June)	£1,006.00
NEDDC (Cemetery Rates for June)	£201.00
NEDDC (Public Conveniences Rates for June)	£162.00
I Wright (Dance's for June)	£140.00
TV Licence Refunds (12 @ £25)	£300.00
Social Centre Damage Bond Refunds (3 @ £50)	£150.00
Spendloves Butchers (L/Club Supplies)	£213.56
Booker Cash & Carry (L/Club and Refreshments for resale supplies)	£214.20
Npower (Gas for Social Centre)	£424.55
Cannon Contractors Ltd (skip for Tranmere Ave allotments and Clay Cross Cemetery)	£230.00
Prestige Street Furniture (cost to replace vandal damaged panels in bus shelter at Holmgate Road)	£506.00
Heron Publications (Advertisement in WINGS magazine)	£172.50
G W Wright (Grave Digging x 1)	£80.50
M&M Timber & Building Supplies (Parish/Cemetery Maintenance)	£65.75
Tiscali Billing (Broadband Fee)	£15.66
Co-op Bank (Charges)	£1.00
NEDDC (rent for land at Springvale Road to 15.6.10)	£1.00
Total:	£16,078.91

5. **to note the following income:**

Clay Cross Social Centre Hire	£642.50
Market Rent 23.5.09, 30.5.09	£125.75
Bingo 27.5.09, 3.6.09, 10.6.09	£257.70
Dance 28.5.09, 4.6.09, 11.06.09	£192.90
Lunch Club 26.5.09, 2.6.09, 9.6.09	£520.80
Parkhouse Football Club (Photocopies)	£20.00
Parish Allotment Rent (Valley Road)	£12.00
Co-op Bank (Interest)	£00.23
Total:	£1,771.88

Work In Progress

Parish Clerk reported that there was no Work In Progress.

756/09 Parish Clerk's Report/Items for Decision and Information

1. **Rykneld Homes Ltd:** Holmgate Estate Walkabout on 14 July 2009 at 10am from The Woodthorpe Inn
2. **Clay Cross Community Police Consultative Group:** notice of extraordinary meeting to be held 29 June 2009 to make final decision on the future of the Group
3. **Derbyshire Association of Local Councils:** Circular **31/2009** – Responding to a Planning Application Training Course to be held 15 September 2009 at a cost of £20 per delegate
4. **North East Derbyshire Citizens Advice Bureau:** Report of Activities 2008/09 for Clay Cross Parish (circulated)

Resolved That:

1. ***Councillor K G Savidge represent the Parish Council at the Clay Cross Community Police Consultative Group meeting to be held 29 June 2009***
2. ***all members of the Planning Working Group and the Parish Clerk attend the Planning Application Training Course to be held 15 September 2009, at a total cost of £120***
3. ***the Clerk's Report/Items for Decision and Information are noted***

757/09 Date of Next Meeting

Resolved That: *the next Parish Council meeting is held Tuesday 28 July 2009 at 7pm in the Parish Council office.*