

CLAY CROSS PARISH COUNCIL

Minutes of Clay Cross Parish Council meeting held in the Clay Cross Parish Council office on Tuesday 26 April 2011 at 7.00pm.

Present: Councillor G Morley Chair
Councillor M Holmes Vice Chair

Councillor Mrs K Holmes	Councillor K Savidge
Councillor J Holmes	Councillor D Skinner
Councillor P Riggott	Councillor B Wright

Also Present: John King, Internal Auditor
Dawn Kershaw, Parish Clerk
Shelagh Shaw, Administrative Assistant

Public Participation

There were no members of the public in attendance.

Police Matters

No officer was present at the meeting but a Clay Cross Beat Report from 17 February 2011 to 21 April 2011 had been received and circulated. A total of 90 crimes have been reported during this period which includes 32 thefts, 10 dwelling burglaries, 4 non dwelling burglaries, 17 reports of violence, 8 drug offences, 14 reports of criminal damage and 5 other offences. It was further noted from the Report that 61 incidents of anti-social behaviour had been received. Councillor Riggott stated that the report received was not acceptable as it contained no facts, just figures and in the absence of an Officer at the meeting meant nothing and that it was an insult to members of the Parish Council. Councillor Riggott went on to report that the Bevan Road play area is being vandalised with graffiti on the play equipment and the newly installed Health & Safety sign. It was also reported that groups of youths are congregating in and around the area causing a nuisance. **It was agreed to contact Inspector Shooter requesting attendance from the Police at future meetings and a more detailed Clay Cross Beat Report. It was further agreed to contact Inspector Shooter regarding the vandalism and nuisance problems at Bevan Road with a request for the area to be patrolled and any problems to be dealt with.**

County Councillor/District Councillor Attendance

Councillor Riggott reported that Derbyshire County Council will be making more budget cuts and as a consequence of this the traffic calming scheme including weight restrictions on Market Street has been abandoned along with the Clay Cross amenity site. Councillor Riggott also reported that the County Council have not received their required private finance initiative credits for the proposed extra care plus housing in Clay Cross but

negotiations are still ongoing with North East Derbyshire District Council with regard to Clay Cross town centre/schools site. It was further reported that the County Council proposals are to scrap school bus services by the summer of 2012. Tupton Hall School are running a campaign to reinstate some services but feel that this will be to no avail. Councillor Skinner raised his concerns over the cuts to school bus services and the safety of children using public transport.

PART I – PUBLIC BUSINESS

997/11 Apologies for Absence

Parish Clerk reported that Apologies for Absence had been received from Councillor E Mansbridge.

998/11 Declaration of Interest

Councillor J Holmes, Councillor K Savidge and Councillor B Wright made the following declaration regarding their role on planning matters. During this Parish Council meeting on planning matters, we shall not be expressing a conclusive view on the applications and 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.

999/11 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 matters be taken in exclusion.**

1000/11 Accounts for the year ended 31.3.11

Councillor Morley, Chair welcomed John King, Internal Auditor to the meeting and requested that John go through the accounts for the year ended 31.3.11 (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 31.3.11.

We feel that the Parish Council has once again managed its affairs in a fit and proper manner. Times continue to change at an ever increasing rate. The long awaited town centre redevelopment is now well underway. This will obviously bring expansion to the amenities of the town and also of the population of the Parish which will ultimately lead to an increased role for the Parish Council.

The Parish Council must ensure that its present high standards of attention to financial matters and budgetary control procedures is maintained to be sure of coping adequately in the future.

We have been pleased to see that the role of Administrative Assistant has continued despite being filled by different people during the year. This post has enabled the financial reporting structure to remain intact whilst energy has been rightly channelled towards the more varied committees and working groups which now make up a large part of the Parish Council's business.

We have seen increased use of the computer but there is still some way to go on this. In particular we recommend that the possibility of an internet banking facility should be investigated. This will raise new challenges for the internal controls but these cannot be insurmountable.

The changes at the Cemetery have been the end result of a very difficult situation however there is now a reduced labour force and a move to monthly salaries would further free up the Clerk's time. ***Resolved That:***

- 1. the Cemetery Lodge rent debt of £866 is written off the accounts***
- 2. the statement of accounts for the year ended 31.3.11 be accepted and signed by Councillor Morley, Chair and the Responsible Financial Officer, Dawn Kershaw***

1001/10 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 31.3.11, that:

1. we have approved the accounting statements 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 that could have a significant financial effect on the ability of the Parish 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 Parish 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 Parish Council's accounting records and controlled systems
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 Parish 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

1002/11 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 on the 22 February 2011 be approved as a correct record and signed by Councillor Morley, Chair.***

Work In Progress

Further to minute no **969/10** regarding the Citizens Advice Bureau, Clay Cross Branch. Parish Clerk reported details of letter received from Phil Morris, Chief Executive confirming that the Bureau cannot comply with the proviso of funding on the basis of a Parish Council representative being offered a seat on the Board. **It was agreed that the Parish Clerk would write to Phil Morris with the offer of an outreach officer working from the Clay Cross Parish Council office.**

Further to minute no **981/11** regarding the District & Parish Liaison Group. Councillor Skinner reported that he did attend this meeting on Wednesday 2 March 2011 which he found useful and informative. It was also report that a request has been made for representatives from the District Council to attend a future Parish Council meeting to discuss the Localism Bill.

1003/11 Reports from Representatives on Outside Bodies

There were no Reports from Representative on Outside Bodies.

1004/11 Report from Parish Footpath Inspectors

In the absence of Councillor Mansbridge, the Administrative Assistant reported that Councillor Mansbridge welcomed members of the Ramblers Association to Clay Cross following the re launch of the South Chesterfield Way on Saturday 16 April 2011 – the full walk was from Chesterfield Town Hall steps to the Countryside Centre at Clay Cross.

1005/11 Planning Matters

Councillor J Holmes, Councillor K Savidge and Councillor 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 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.

To receive the Minutes of the Planning Working Group meeting held on the 19 April 2011 and to receive recommendations for resolution. ***Resolved That: the Minutes of the Planning Working Group meeting held 19 April 2011 be approved as a correct record and signed by Councillor Morley, Chair.***

Work In Progress

Administrative Assistant and Parish Clerk reported that there was no Work in Progress.

1006/11 Street Scene Matters

To receive the Minutes of the Street Scene Working Group meeting held on the 4 April 2011 and to receive recommendations for resolution. ***Resolved That: the Minutes of the Street Scene Working Group meeting held 4 April 2011 be approved as a correct record and signed by Councillor Morley, Chair.***

Work In Progress

Further to minute no **990/11** regarding the Stoneholes Drive Brook clearance project. Councillor Skinner reported that phase two of this project which took place on Saturday 29 March 2011 was another successful day. Councillor Wright also reported that there was a good turn out of local residents and expressed thanks to all those who took part.

Further to minute no **458/99** regarding the Bevan Road Play Area. Councillor Riggott raised his concern that the play area has not yet been completed by Lovell's. **It was agreed that the Administrative Assistant would chase this up with North East Derbyshire District Council.**

1007/11 Cemetery Matters

To receive the Minutes of the Cemetery Working Group meeting held on the 8 April 2011 and to receive recommendations for resolution.

Resolved That: the Minutes of the Cemetery Working Group meeting held on the 8 April 2011 be approved and signed by Councillor Morley, Chair.

Work In Progress

Further to minute no **969/10** regarding the removal of the Cemetery land line. Parish Clerk reported that the land line has now been transferred over to North East Derbyshire District Council and a line rental refund of £24.42 has been received from British Telecom.

1008/11 Social Centre Matters

To receive the minutes of the Social Centre Working Group meeting held on the 4 April 2011 and to receive recommendations for resolution.

Resolved That:

- 1. a meeting is held with Peter Madden at the earliest opportunity to discuss the future running of the Social Centre bar***
- 2. the Minutes of the Social Centre Working Group meeting held on the 4 April 2011 be approved and signed by Councillor Morley, Chair***

Work In Progress

Administrative Assistant and Parish Clerk reported that there was no Work In Progress

1009/11 Finance Matters

To receive the report and recommendations for resolution from the Finance Sub-Committee meeting held on the 20 April 2011. ***Resolved***

That:

- 1. the monthly statement for February 2011 and March 2011 be accepted and signed by Councillor Morley, Chair***
- 2. the expenditure and income against budget report for the months of February 2011 and March 2011 be accepted and signed by Councillor Morley, Chair***
- 3. the Creative Kid's Design a Christmas Light Competition is run again this year and the two Parish School's are invited to participate***

4. **all eight existing Creative Kid's designs are refurbished with four designs from each School at an estimated cost of £2,893 plus vat**

5. **the under mentioned payments be authorised:**

Parish Council Staff Wages (Tax Wks1-3)	£2,446.32
Npower (Gas for Social Centre)	£640.02
Post Office Ltd (Inland Revenue NI and Tax Payment for March)	£713.71
DCC Superannuation (Pension Contributions for March)	£406.15
Alpha Maintenance (Social Centre Central Heating/Care Plan for Year)	£739.00
Alpha Maintenance (Cemetery Lodge Central Heating Plan for year)	£276.00
NEDDC (Social Centre Rates for April)	£928.25
NEDDC (Cemetery & Premises Rates For April)	£232.20
NEDDC (Market Street Public Toilets For April)	£175.00
NEDDC (Share of 2010/11 Market Rent)	£232.25
DCC (Share of 2010/11 Market Rent)	£232.35
50 Plus (Social Centre, Bingo, Dance and Market Advertisements)	£136.50
Heron Publications (Social Centre and Dance Advertisements)	£120.00
P Stringfellow (Dance's for April)	£140.00
YK Electrical (Replacement of Social Centre light fitting/floodlight)	£161.00
Social Centre Damage Bond Refund	£50.00
Post Office Ltd (Stamps)	£72.00
Chesterfield Borough Council (Consent to Operate Clay Cross Market for year)	£10.00
Co-op Bank (Charges)	£31.00
E.ON (Hill Street Lighting)	£5.38
TOTAL:	£7,747.23

6. **the following income is noted:**

NEDDC (1st 2011/12 Precept Payment Rykneld Homes (4th Qtr 2010/11 Rent and Service Charge Payment)	£108,500.00
Clay Cross Social Centre Hire inc Bar Takings Profit Share	£4,407.27
Clay Cross Angling Assoc (Fishing Pond Rent for 2011/12)	£1,063.66
Parish Allotment Rents	£480.00
Dance 31.3.11, 7.4.11	£410.00
Cemetery Lodge Rent	£171.25
Market Rent 9.4.11, 16.4.11	£140.00
Bingo 6.4.11	£67.50
British Telecom (Cemetery Line Rental Refund)	£42.65
	£24.42

Sale of Refreshments 5.4.11	£4.00
SWALEC (Market Street Public Toilets Electricity Refund)	£3.84
Co-op Bank (Interest)	£2.41
Total:	£115,317.00

Work In Progress

Administrative Assistant and Parish Clerk reported that there was no Work In Progress.

1010/11 Parish Clerk's Report/Items for Decision and Information

1. **North East Derbyshire District Council:** invitation to attend the District and Parish Liaison Group meeting on Wednesday 27 July 2011 at Council House, Saltergate
2. **North East Derbyshire District Council:** Burgundy Recycling Bin Rollout Program commencing Monday 9 May 2011 (circulated)

Resolved That:

1. ***the invitation to attend the District and Parish Liaison Group meeting on 27 July 2011 is put back on the agenda after May's North East Derbyshire District/Parish Elections***
2. ***the Parish Clerk's Report/Items for Decision and Information are noted***

Before closing the business of the meeting Councillor Morley, Chair expressed thanks to Councillor J Holmes and Councillor Mrs Holmes for their valued contribution to the Parish Council over many years and all members joined him in wishing them both the very best of health and happiness in the future.

Meeting declared closed at 8.50pm