

CLAY CROSS PARISH COUNCIL

Minutes of the Parish Council meeting held in the Clay Cross Parish Council office on Tuesday 26 June 2007 at 7.00pm.

Present: Councillor K G Savidge Chair
Councillor J M Holmes Vice Chair

Councillor Mrs K M Holmes	Councillor P Riggott
Councillor M Holmes	Councillor D Skinner
Councillor A Jackson	Councillor B Wright
Councillor G Morley	

Also Present: John King, Internal Auditor

Police Consultation

It was reported that lamp post floral arrangements had been stolen from lamp post number 87210 (top of Holmgate Road, opposite Post Office) sometime after 6am on Friday 15 June 2007; this has been reported to the Police and a crime number has been issued.

The content of email received from Inspector Mark Bates was read out. Inspector Bates states that he has no plans to move any Beat Officers from Clay Cross. *As there was no Officer in attendance at the meeting, it was agreed that the Parish Clerk write to Inspector Bates inviting him to attend the next Parish Council meeting.*

County Councillor Attendance

There was no County Councillor report except that Councillor P Riggott requested that he would like to speak in detail regarding the A6175 Clay Cross – Proposed Traffic Safety Scheme.

434/07 Apologies for Absence

It was reported that Apologies for Absence had been received from Councillor E Mansbridge.

435/07 Accounts for the year ended 31.3.07

John King, Internal Auditor went through the accounts for the year ended 31.3.07. A number of items were queried and clarified satisfactorily.

As part of the Internal Auditor duties to the Parish Council, John King reported the following findings as a result of his work on the accounting records and system of internal control for the year ended 31.3.07.

John King reported the following on matters raised last year:

Reserves – Cash balances still stand at a high level mainly due to the sale of land last year. This is understandable as it may take some years to spend the money on appropriate projects. Whilst the external auditor gave some advice on this and voiced concern over this we consider that proper due care and attention is observed by the Parish Council and are happy to report that monies spent this year are in line with the guidance. There is a deficit on the income and expenditure account and this is only to be expected as the cash reserves are spent appropriately.

Increase use of I.T. – we understand that the Parish Clerk is happy with the computerised payroll. The continued use of the hand written income and expenditure account books and the associated schedules etc continue to be of a high standard and we recommend that these continue whilst the Parish Clerk is prepared to do them.

John King reported the following on matters as a result of this years work:

New Councillors – it is apparent that two long standing Councillors retired in May 2007. Prior to this another long standing Councillor left in December 2006. This would seem to complete a series of changes which commenced a couple of years ago and indicate that the Parish Council is well placed to face new challenges which the future will bring.

Internal Audit Review – this is a new requirement for this year in which the Parish Council must review and assess the quality and effectiveness of our work. Whilst this is to be commensurate with the level of activity of the Parish Council you need to develop this area to ensure that everything comes to the standard you expect. We welcome this move as it gives us an opportunity to explain the tasks carried out and hopefully will provide some thought provoking discussions between yourselves.

Resolved That: *the statement of accounts for the year ended 31.3.07 be accepted and signed by Councillor K G Savidge, Chair and the Responsible Financial Officer.*

436/07 Annual Governance Statement

We acknowledge as the members of Clay Cross Parish Council our responsibilities for

the preparation of the statement of accounts and the Council's internal controls, and confirm, to the best of our knowledge and belief, with respect to the Council's statement of accounts for the year ended 31.3.07 in section 1 that:

1. we have approved that 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 code of practice which could have a significant financial effect on 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 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 of the Council's accounting records and control systems **and carried out a review of its effectiveness**
7. we have taken 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

437/07 Review of Risk Assessment

The Parish Council confirmed Overall Summary of Risk and Action Plan for the year ended 31.3.07 have been prepared and received. ***Resolved That: the Overall Summary of Risk and Action Plan for the year ended 31.3.07 be confirmed and signed by Councillor K G Savidge, Chair and the Responsible Financial Officer.***

438/07 Adoption of the Revised Local Authorities (Model Code of Conduct) Order 2007 No. 1159 and 'The Model Code of Conduct for Parish and Town Councils'

The Revised Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159 and the 'Model Code of Conduct for Parish and Town Councils' including paragraph 12(2), as prepared by the Standards Board for England was put forward for adoption. Paragraph 12(2) gives Members with a prejudicial interest the same rights as members of the public to speak to a meeting on the issue and then leave before the main discussion and decision/vote. ***Resolved That: the Revised Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159 and the 'Model Code of Conduct for Parish and Town Councils' including paragraph 12(2), as prepared by the Standards Board for England be adopted.***

439/07 Minutes of Last Meeting

To receive Minutes and, subject to any changes necessary, to approve as a correct record. ***Resolved That: the Minutes of the Annual Council meeting held 14 May 2007 be approved as a correct record and signed by Councillor K G Savidge, Chair.***

Work In Progress

Further to minute no **431/07** regarding the unused bus shelter at the top of Queen Street, Clay Cross. It was reported that a letter has been received from Angel Estate Neighbourhood Watch thanking the Parish Council for removing this shelter.

Further to minute no **387/07** regarding Parish Council land at Bevan Road. It was reported that Alison Griffiths from District Council Parks has confirmed that the bollards have been ordered and will be installed as soon as possible, weather permitting. The recent heavy rain has also put a stop to clearing the site for now as there is a risk of machinery getting stuck.

Further to minute no **370/07** regarding the Parish Council contribution to Clay Cross Citizens Advice Bureau. Councillor M Holmes and Councillor B Wright stated that to date, they had received no letters inviting them to be Parish Representatives on this organisations new Management Committee. At this point Councillor J M Holmes, Vice Chair reported that he has been appointed District Council representative on this organisations new Management Committee. ***Resolved That: the Parish Clerk send a letter to Phil Morris, Manager, Citizens Advice Bureau requesting that he confirm in writing all the latest information regarding representatives from the Parish Council and the outcome of any meeting(s) he has had with the District Council.***

440/07 Reports from Representatives on Outside Bodies

There were no Reports from Representatives on Outside Bodies.

441/07 Report from Parish Footpath Inspector(s)

Councillor D Skinner expressed personal thanks to Councillor E Mansbridge for his work in compiling the Parish Footpaths portfolio; three footpaths have been identified as needing to be cleared. ***Resolved That: Councillor D Skinner liaise with the Parish Clerk to arrange for these footpaths to be cleared by our own staff.***

442/07 Street Scene Working Group

Councillor P Riggott spoke briefly of the purpose of this Group. ***Resolved That: Councillor J M Holmes, Councillor M Holmes, Councillor A Jackson and Councillor P Riggott be members of the Street Scene Working Group. The Street Scene Working Group to elect a Chair at its first meeting.***

443/07 Declaration of Interest

Councillor K G Savidge, Chair, Councillor J M Holmes, Vice Chair 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's Planning Committee.

444/07 Planning Matters

Councillor K S Savidge, Chair, Councillor J M Holmes, Vice Chair 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's Planning Committee.

Planning Application 07/00547/FL Construction of birch boundary wall on top of existing boundary wall (to replace existing fence) to northern boundary with Kenning Park at 10 Holmgate Road, Clay Cross for Mr Jamie Archer and Miss Gila Parris. **The Parish Council supports this application.**

Planning Application 07/00521/FL Erection of smoking shelter to rear of 50 High Street, Clay Cross for Craig Knight. **The Parish Council supports this application.**

Planning Application 07/00479/FL Conversion of a stable block to ancillary accommodation and conversion of the garages to a gym (within 50m of a Listed Building) at Woodthorpe Hall Farm, Ashover Road, Old Tupton for Mr & Mrs S Wytkin. **The Parish Council are concerned that this conversion has potential for permanent accommodation.**

Planning Application 07/00480/LB Listed Building Consent for the conversion of a stable block to ancillary and conversion of the garages to a gym (within 50m of a Listed Building) at Woodthorpe Hall Farm, Ashover Road, Old Tupton for Mr & Mrs Wytkin. **The Parish Council noted this application.**

Planning Application 07/00481/LB Listed Building Consent for the conversion of house games room to lounge with extension over to form gallery and an extension to form a sun room (Listed Building) at Woodthorpe Hall Farm, Ashover Road, Old Tupton for Mr & Mrs Wytkin. **The Parish Council noted this application.**

Planning Application 06/01334/OL Outline application (all matters reserved) for the remediation of the former Biwaters Works and land off Derby Road for a mixed use development for residential, industrial and leisure uses within use classes B1, B8, C1, C3 and D2 with associated highway, landscaping and other infrastructure works and the erection of 130 houses on the Sports Ground at Furnace Hill Road and Derby Road (Major Development) (Environmental Statement) (Amended Plans) at Biwater Industries (Clay Cross) Limited, Market Street, Clay Cross for Cavendish Est Ltd and George Wimpey Ltd. **It was reported that this application had been granted at the District Council Planning meeting held on 19 June 2007**

Planning Application 07/00483/FL Construction of external disabled access and ramp at Clay Cross & Danesmoor Miners Welfare, Market Street, Clay Cross for Coal Industrial Social Welfare Organisation (Trustees). **The Parish Council support this application.**

Approval of Planning Application 06/00360/FL Construction of manege for use by horses kept in livery on site (Amended Plans) at Wynds Point, Stretton Road, Clay Cross for Mrs A Saint. **The Parish Council noted this approval of planning application.**

Approval of Planning Application 07/00354/FL Application for two storey extension at 57 Clay Lane, Clay Cross for Mr T J Buxton. **The Parish Council noted this approval of planning application.**

Refusal of Planning Application 07/00412/FL Closure of existing access and creation of new vehicular access and construction of extention to side at Kalimber, Coupe Lane, Old Tupton for Mrs J Marriott. **The Parish Council noted this refusal of planning application.**

North East Derbyshire District Council: Appeal against refusal of planning permission in respect of Change of Use of land to large goods vehicle operating centre for 8 no tractor units and 9 no trailer units at land to rear of The Garage, 39 High Street, Clay Cross for JYPH Transport. **The Parish Council noted this Appeal against refusal of planning permission**

North East Derbyshire Development Framework - Consideration was given to the 'Draft Recreation and Open Space Supplementary Planning Document'. ***Resolved That: the document be received.***

North East Derbyshire District Council: Invitation for a nominated representative of the Parish Council to attend Planning Training on 26 July 2007 and/or 27 July 2007. ***Resolved That: Councillor A Jackson attends Planning Training on the 27 July 2007.***

445/07 Cemetery Matters

To approve the Minutes of the Cemetery Working Group meeting held 17 May 2007 and to receive recommendations for resolution. ***Resolved That: the Minutes of the Cemetery Working Group meeting held 17 May 2007 be approved for signature.***

Work In Progress

Further to minute no **428/07** regarding the rental or purchase of a transmitter receiver system for the use of our Cemetery staff. ***Resolved That: following recommendation from the Cemetery Working Group, that two basic 'pay as you go' mobile phones are purchased to a maximum cost of £100; one to shared between the Cemetery Superintendent/Cemetery Assistant and one for our General Assistant.***

At this point it was reported that the loan equipment had been returned to Radcomm UK Limited at a cost of £20.

446/07 Social Centre Matters

To approve the Minutes of the Social Centre Working Group meeting held 6 June 2007 and to receive recommendations for resolution. ***Resolved That:***

- 1. the Minutes of the Social Centre Working Group meeting held 6 June 2007 be approved for signature***
- 2. arrangements are made for our Lunch Club Volunteers to be***

retrained in Basic Food Hygiene, at an estimated cost of £624 plus vat

- 3. Eleanor Tighe, Sue Thomas and Diane Westbury attend Emergency First Aid for Appointed Persons 1 day course at St John Ambulance HQ, Chesterfield on 27 June 2007 at a total cost of £225 plus vat*
- 4. Fred Mortimer and Mick Revell attend First Aid at Work 4 day course (dates to be arranged) at St John Ambulance HQ, Chesterfield at a total cost of £440 plus vat*
- 5. Parish Council events/concerts are put on during the year; the costs for events/concerts be determined by the Parish Council following recommendation from the Social Centre Working Group*

447/07 Finance

Details of the meeting held on the 20 June 2007 were reported. All agenda items had been discussed, a number of items were queried and clarified satisfactorily by the Parish Clerk. *Resolved That:*

- 1. the monthly statements for April 2007 and May 2007 be accepted and signed by Councillor K G Savidge, Chair*
- 2. the expenditure and income against budget report for April 2007 and May 2007 be accepted and signed by Councillor K G Savidge, Chair*
- 3. the under mentioned payments be authorised:*

<i>Parish Council Staff Wages</i>	
<i>(Tax Wks 9-10/Tax Mth 3)</i>	<i>£4250.32</i>
<i>I Wright (Thursday Dances for June)</i>	<i>£140.00</i>
<i>Post Office Ltd (Inland Revenue NI & Tax Payment for May)</i>	<i>£2172.95</i>
<i>DCC Superannuation</i>	
<i>(Pension contributions for May)</i>	<i>£1435.92</i>
<i>TV Licence Refunds (3 @ £22)</i>	<i>£66.00</i>
<i>Social Centre Damage Bond Refunds</i>	
<i>(3 @ £50)</i>	<i>£150.00</i>
<i>Strawberry Basket (L/Club Provisions)</i>	<i>£20.50</i>
<i>M A Knowles t/a Spendloves Butchers</i>	
<i>(L/Club Provisions)</i>	<i>£76.15</i>
<i>K G Savidge (2007/08 Chairs Expenses)</i>	<i>£200.00</i>
<i>NEDDC (June Social Centre Rates)</i>	<i>£921.00</i>

<i>NEDDC (June Market Street Public Conveniences Rates)</i>	<i>£137.00</i>
<i>NEDDC (June Cemetery Rates)</i>	<i>£88.00</i>
<i>NEDDC (June Cemetery Lodge Rates)</i>	<i>£45.44</i>
<i>D Bown & Sons (Repairs to Parish Van)</i>	<i>£152.76</i>
<i>Clay Cross Gala Group (Agreed Contribution)</i>	<i>£1000.00</i>
<i>British Gas Business (Electricity for Cemetery)</i>	<i>£60.81</i>
<i>Npower Direct (Gas for Social Centre)</i>	<i>£215.68</i>
<i>G W Wright (Grave Digging x 4)</i>	<i>£293.75</i>
<i>Derbyshire Times Newspaper (Resident Cemetery Superintendent vacancy advertisement)</i>	<i>£377.69</i>
<i>Shaw & Sons Ltd (Burial Law 7th Edition and Allotment Tenants Register)</i>	<i>£175.08</i>
<i>R Hicks & Sons Ltd (L/Club Provisions)</i>	<i>£213.49</i>
<i>Co-op Bank (Charges)</i>	<i>£2.00</i>
<i>Tiscali Billing (Broadband Fee)</i>	<i>£15.99</i>
TOTAL:	<i>£12,210.53</i>

4. *the following income be noted:*

<i>Clay Cross Angling Association (2007/08 Meadow Farm Fishing Pond Rent)</i>	<i>£387.75</i>
<i>C4504 (Social Centre Hire)</i>	<i>£50.00</i>
<i>C4505 (Social Centre Hire)</i>	<i>£50.00</i>
<i>C4509 (Social Centre Hire)</i>	<i>£50.00</i>
<i>C4475 (Social Centre Hire)</i>	<i>£108.50</i>
<i>C4511 (Social Centre Hire)</i>	<i>£50.00</i>
<i>C4484 (Social Centre Hire)</i>	<i>£146.00</i>
<i>C4510 (Social Centre Hire)</i>	<i>£100.00</i>
<i>Market Rent 19.5.07</i>	<i>£85.00</i>
<i>Market Rent 26.5.07</i>	<i>£80.00</i>
<i>Market Rent 2.6.07</i>	<i>£91.00</i>
<i>Market Rent 9.6.07</i>	<i>£84.75</i>
<i>Market Rent 16.6.07</i>	<i>£78.25</i>
<i>Dance 24.5.07</i>	<i>£47.40</i>
<i>Bingo 30.5.07</i>	<i>£110.79</i>
<i>Dance 31.5.07</i>	<i>£43.75</i>
<i>Bingo 4.6.07</i>	<i>£74.30</i>
<i>Bingo 6.6.07</i>	<i>£105.90</i>
<i>Dance 7.6.07</i>	<i>£39.30</i>

<i>Bingo 11.6.07</i>	<i>£58.15</i>
<i>Bingo 13.6.07</i>	<i>£99.50</i>
<i>Dance 14.6.07</i>	<i>£46.20</i>
<i>Co-op Bank (Interest)</i>	<i>£2.41</i>
 <i>TOTAL:</i>	 <i>£1,988.95</i>

Work In Progress

Further to minute no **334/06** regarding work at the Clay Cross Adult Education Centre Clock to convert going to mains synchronous drive. It was reported the Smith of Derby Engineer visited site on 25 June 2007 and could not do the work due to a number of leaks in the clock tower roof; the Adult Education Centre Caretaker will make arrangements with County Council Property Services for the repairs to be carried out and once this work has been completed, arrangements can be made for the installation.

Further to minute no **176/05** regarding replacement swing unit and safe surface at Kenning Park Play Area. It was reported that Alison Griffiths from District Council Parks has confirmed that a meeting will be held on site with a contractor next week to obtain a definite quotation.

448/07 Clerk's Report

1. North East Derbyshire District Council: Parish & Town Council's Day 17 March 2007 - Summary report and "areas for action" list (circulated)
2. North East Derbyshire District Council: Standards Committee Agenda for 7 June 2007
3. North East Derbyshire District Council: Street Collection Application for Red Shield Appeal, 1-29 September in Clay Cross
4. Derbyshire County Council and Scott Wilson Ltd: A6175 Clay Cross - Proposed Traffic Safety Scheme
5. Derbyshire Association of Local Councils: Training - Summer/Autumn 2007

Resolved That:

1. *Councillor P Riggott returns comments regarding the A6175 Clay Cross - Proposed Traffic Safety Scheme*
2. *Clerk's Report be received*

449/07 Date of Next Meeting

Resolved That: the next Parish Council meeting will be held in the Parish Council office on Tuesday 24 July 2007.