

## **STANTON-BY-DALE PARISH COUNCIL**

### **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF STANTON-BY-DALE PARISH COUNCIL HELD AT 7.30 pm ON THURSDAY 12<sup>TH</sup> MAY 2011, IN THE OLD SCHOOL, SCHOOL LANE, STANTON-BY-DALE.**

**Present:** Cllr's G Bolton; H Brown; C Cotes; C Gallagher; R. Homer; G Starbuck.  
G. Blackmore (Clerk) and 8 members of the public

The out-going Chairman, Ian E Gooding, attended the meeting and chaired item 1. The Clerk informed the Council of the procedures for the election of the chairman, as the out-going chairman had not been re-elected.

- 1/APCM/2011: Elect Chairman:** RESOLVED that Cllr G Starbuck be appointed Chairman for the ensuing year.
- 2/APCM/2011: New Chairman to Sign Acceptance of Office.** Cllr G Starbuck signed the acceptance of Office  
The Chairman gave a vote of thanks to the out-going chairman, Ian Gooding and Bryan Skelston
- 3/APCM/2011: Elect Vice Chairman.** RESOLVED that Cllr C Gallagher be appointed as Vice Chairman for the ensuing year.
- 4/APCM/2011: New Vice Chairman to Sign Acceptance of Office:** Cllr C Gallagher signed the acceptance of Office
- 5/APCM/2011 Appointment of Councillors:** The Council accepted the Declarations of Office of the six elected Parish Councillors
- 7/APCM/2011: Apologies – None**
- 8/APCM/2011: Declaration of Members Interests – None declared**
- 9/APCM/2011: Acceptance of the Minutes of the Annual Parish Meeting 2010:** The Council RESOLVED to confirm, as a true record, the minutes of the Annual Parish Council Meeting of 6<sup>th</sup> May 2010
- 10/APCM/2011: Review of following Council documentation:**

- **Standing Orders and Financial Regulations –** The Council RESOLVED that the new Standing Orders that have been produced by the Clerk will be considered at the next PC Meeting, on the 2<sup>nd</sup> June 2011. The Council RESOLVED to approve as suitable the Financial Regulations as suitable for the needs of the Council.
- **Review of inventory of land and assets (including buildings and office equipment)**  
The Parish Council RESOLVED to accept the review carried out as part of the Annual Returns valuation of land and assets.
- **Review and confirmation of arrangements for insurance cover in respect of all insured risks:** In accordance with the Risk Management plan current premiums were reviewed and RESOLVED as adequate.
- **Review of the Council's Complaints Procedures:** The Council RESOLVED that Complaints Procedure as suitable for the needs of the Council.
- **Review the Council's procedures for handling requests made under the FOI Act 2000 and the Data Protection Act 1998.** The Council RESOLVED that the FOI Act 2000 and the Data Protection Act 1998 met the required standards.

- **Establishing the Council's policy for dealing with the press/media:** The Council's policy is that the Clerk is to be the contact with the press/media and the information provided is based on Council decision. Councillors are advised that they should not make comments to the press/media and can only do so based on Council decision and advice should be obtained through the Clerk on such matters.  
The Council RESOLVED to review the current procedures

**11/APCM/2011: The Proposed Schedule of dates, times and place of Ordinary meetings of the full Council for 2011-2012, and the Annual Parish Meeting 2012**

Thursday, 2 <sup>nd</sup> June 2011	7.30pm	Parish Council Meeting
Thursday, 7 <sup>th</sup> July 2011	7.30pm	Parish Council Meeting
August – No Meeting		
Thursday, 1 <sup>st</sup> Sept 2011	7.30pm	Parish Council Meeting
Thursday, 6 <sup>th</sup> Oct 2011	7.30pm	Parish Council Meeting
Thursday, 3 <sup>rd</sup> Nov 2011	7.30pm	Parish Council Meeting
Thursday, 1 <sup>st</sup> Dec 2011	7.30pm	Parish Council Meeting
January 2012 – No Meeting		
Thursday, 2 <sup>nd</sup> Feb 2012	7.30pm	Parish Council Meeting
Thursday, 1 <sup>st</sup> March 2012	7.30pm	Parish Council Meeting
Thursday, 5 <sup>th</sup> April 2012	7.30pm	Parish Council Meeting
Thursday, 3 <sup>rd</sup> May 2012	7.30pm	Annual Parish Council Meeting
Thursday, 3 <sup>rd</sup> May 2012	8.00pm	Parish Council Meeting
Thursday, 10 <sup>th</sup> May 2012	7.30pm	Annual Parish Meeting*

\*Please note this is not a meeting of the Parish Council it is a meeting of the Parish of Stanton-by-Dale – all parishioners are welcome to attend.

The Council RESOLVED to agree the proposed schedule of meetings for 2011-12.

**12/APCM/2011: Report by the Chairman of Stanton-by-Dale Parish Council**

Cllr G Starbuck read out the report prepared by the out-going chairman on the previous year's Council business:

**Stanton Regeneration:**

There has been little movement on the Stanton Regeneration for many months and Snap Dragon Consultants last update was that it was unlikely that there would be any planning applications in May or June. DCC have issued their guidelines on the requirements for highways and are waiting for a response from Stanton Bonna.

Stanton-by-Dale Parish Council met with Dale Abbey PC a few months ago and agreed to meet together to discuss urgent matters concerning any future consultations or developments.

**Planning Matters: Road Safety: Traffic through the village and 'The Cross'**

The Parish Council has continued to seek improvements to traffic signage (on the approaches to the village and in the village). Traffic enforcement by the police has been limited, but we have received valued support from DCC Trading Standards, Kim Percival. DCC Trading Standards made one successful prosecution.

On the 6<sup>th</sup> May 2011 DCC installed two bollards behind 'The Cross' on Pepper Lane to provide safe passage for pedestrians, especially those using prams and motability scooters. The process up to the installation of the bollards has taken some 19 months and the safety route has been generally well accepted. It is appropriate to thank the Parish Councillors; Councillor Orchard (EBC) and the Clerk for their efforts to ensure the project came to fruition.

**Conservation Area (Draft) – Public Consultation**

The Parish Council has been involved in the consultation process on the village conservation area. The consultations and preparation of the conservation area document have been on-going for the last twelve months and there is now a public consultation on the draft proposals that will be discussed at the Annual Parish Meeting, next week, and at the Parish Council Meeting in June.

### **Xmas Lights:**

New Christmas lights were purchased through a grant and Cllr Major is thanked for assisting in providing the funding. Unfortunately, not everyone approves of the Xmas lights, but due to the changes to LED and the different colour definitions they are not as was expected.

### **Footpaths**

Once again the Council has worked with the DCC Rights of Way Officer to ensure the footpaths around Stanton-by-Dale are kept to a standard that allows them to be accessible and useable for the public.

### **Village Hall**

The Parish Council has a £3,000 contingency fund for the Village Hall and additional funding for improvements. A small amount of refurbishment is to be carried out in the kitchen so that it is more user-friendly. The village hall is reasonably well used although any new users would be appreciated as there is a need to ensure that income covers the financial operation of the premises.

### **Clerk's CiLCA Training Course**

The Clerk has successfully attained his CiLCA (certificate in Local Council Administration) qualification and is the 27<sup>th</sup> CiLCA qualified Clerk in Derbyshire. The chairman said that he would like to offer the Council's congratulations to the Clerk for attaining the CiLCA qualification.

### **13/APCM/2011: Report from outside bodies**

- i) **Derbyshire County Council:** Cllr W Major sent his apologies. Matters forwarded by e-mail. Requests to move road signs had been carried out by DCC. Cllr Major has supported the relocating of the road sign on Main Street, as requested by the PC.
- ii) **Erewash Borough Council – Apologies:** Cllr. D Orchard. Cllr V Clare stated that as the new Borough Council had yet to meet there was nothing to report.
- iii) **Derbyshire Constabulary –** Not in attendance

### **MINUTES OF THE ORDINARY MEETING OF STANTON-BY-DALE PARISH COUNCIL HELD AT 7.30PM ON THURSDAY, 12<sup>TH</sup> MAY 2011 AT THE OLD SCHOOL, SCHOOL LANE, STANTON-BY-DALE**

**Present:** Cllr's G Starbuck (Chairman); C. Gallagher (Vice Chairman); G. Bolton; H. Brown; C. Cotes; R Homer G. Blackmore (Clerk) and 8 members of the public

**41/2011: Apologies -** None

**42/2011: Declaration of Members Interests –** None

**43/2011: Public Speaking – (15minutes)**

**Footpath Sign near Birdwatch Cottage:** The footpath sign on Mr Mills's field has been broken off and requires replacing. RESOLVED to inform the DCC Rights of Way Officer

**Conservation Area:** Concerns were raised that there had been significant changes to the Conservation Area proposed by the Parish Council, especially the triangle area north of the Rectory. The PC RESOLVED to address the concerns when the PC meets with James White (EBC).

**Local Strategic Partnership:** It was raised at the last LSP Meeting that individuals can become involved in proposing how local governance can be provided on planning matters in the Parish.

### **Planning Enforcement – Public Hearing**

Concerns were raised that although the Council attended the Planning Enforcement Public Hearing on 13<sup>th</sup> April 2011 that they did not make representation. The Council provided all the information requested by EBC that was in the possession of the Planning Inspector, and were not asked to speak on the matter. The Clerk informed the Council that he had been consulted on behalf of the PC and provided documentation (minutes of PC Meetings) and that the Planning Enforcement was between the Borough Council and the Planning Inspectorate. The Council RESOLVED to contact EBC Planning for an explanation as to why they were asked not to speak and to consider the action to be taken in any future similar planning matters.

**Allotments:** There was concern that the allotments were becoming unkempt and there had been fly-tipping. Parishioners' say they wished to clean up the land.

The land is owned by Tata Steel Ltd so the Council have no authority on the land and Tata are unwilling to issue new allotment tenancies. The PC requested that the area of land be measured and the number of plots be ascertained to consider if action could be taken.

b) **Reports from Outside Bodies:** Already covered in the APCM, no further matters to report.

**44/2011: Minutes** - The Council RESOLVED to confirm, as a correct record, the Parish Council Minutes held on the 7<sup>th</sup> April 2011

### **45/2011: Report of the Parish Clerk on:**

a) **Village Hall:** Kitchen / Hall Refurbishment: The Council RESOLVED to seek the quotes for the work for the kitchen refurbishment and discuss this at the June Meeting.

**Dog Training:** A request had been received to hold dog training in the VH. The PC asked the Clerk to contact the persons undertaking the dog training to resolve issues on the dates, smells, protection of the floor. The Council RESOLVED to a trial period and subject to conditions of a contract to be written.

b) **Play area & Village Greens:** There were no reports on the play area. The two village greens have been repaired and re-seeded.

c) **Stanton Regeneration** – This was reported on at the APCM item 13/APCM/2011. The PC was concerned that conflicting information was being present by Cllr Corbett and Murray-Lloyd (Consultants).

d) **Footpath Maintenance Programme 2010-11:** Kissing Gate Repairs/ Church Walk Gate Repairs. Cllr Homer is to contact Anna Shaw for the contractors name for the repairs and if not available a new contractor will be sought as this matter has been on-going for some time without resolution.

e) **Flake Lane - Safe Pedestrian Route (at the Cross):** Installation of Bollards

f) **Tree Warden Survey** – The Committee is currently being arranged. Cllr H Brown stated she would be willing to be on the Committee.

g) **Highways - Traffic Calming and HGV's; Wall Repairs, Main Street, Stanhope Street and pavement Stanhope Street:**

Matthew Hall (EBC Planning Enforcement) is now following up the repairs to the unsightly wall on Main Street. No work has been undertaken of the unsafe wall on Stanhope Street or the wall on Church Walk. DCC have inspected the pavement on Stanhope Street outside the cottages and decided that no work needs to be undertaken. Pavement edges will be repaired on Stanhope Street as part of routine maintenance.

Concerns were raised that there has been less response from Kim Percival (DCC Trading Standards) and that people valued feedback.

The PC raise the issue of the naming of the area as Stanton for the works site that would perhaps resolve the delivery address on Satnavs.

- h) **IT Equipment (EBC):** Contact with EBC to arrange the internet connection is still on-going
- i) **Newsletter Template:** The template has been forwarded but this does not have any logo. The PC RESOLVED to consider designs and use pastel coloured paper, e.g. yellow.
- j) **DCC Town & Parish Council Meeting: 14<sup>th</sup> April 2011** - cancelled until 23<sup>rd</sup> June due to Council elections
- k) **Clerk's CiLCA Award:** The Clerk was congratulated on attaining his CiLCA Certificate in APCM
- l) **Annual Parish Meeting / Public Consultation – Draft Conservation Area Document:** James White (EBC Conservation Officer) will be attending the Annual Parish Meeting and the next parish Council Meeting (2<sup>nd</sup> June) as part of the Public Consultation. Cllr's agreed to produce leaflets and distribute them so the parishioners were aware of the APM.

**46/2011: Planning:**

- a) **Erewash Planning Enforcement: APP/N1025/C/2134766 Appeal – Public Hearing.**  
The outcome of the Public Hearing has yet to be announced.

**47/2011: Finance:**

<b>(a) Accounts for Payment:</b>		<b>April</b>
<b>Cheque No:</b>	<b>Payee</b>	<b>Amount</b>
DD	Electricity (Village Hall)	£ 22.00
DD	Gas (Village Hall)	£ 140.00
DD	STW	£ 81.59
001232-34	Salaries/HMRC	£ 401.69
001235	Auditors Fees	£ 85.95
001236	VH Repairs (door lock)	£ 9.95
001237	Insurance	£1013.68

- (b) **Income: Village Hall – April 2011** **£ 345.00**

The Council RESOLVED that the Caretaker have a £100.00 allowance for the purchase of cleaning materials & small items required to maintain the efficient running of the Village Hall.

**Other Matters:**

- (a) **Annual Audit:** The Annual Audit has been completed and signed by the Chairman.
- (b) **Precept & Concurrent Functions:** The Precept & Concurrent Functions have been received by Bac's payment.
- (c) **VAT Repayment –** Repayment of £529.04 has been received by Bac's payment
- (d) **Insurance:** The insurance premium of £1,013.68 was approved for payment
- (e) **Business Rate Relief:** The business relief on the VH will continue until October 2012
- (f) **Bank Signatories:** The Council RESOLVED that the signatories of Ian Gooding & Bryan Skelston be removed and that Cllr's Bolton, Brown & Cotes be added.

**48/2011: Derbyshire Association of Local Councils - Circulars:**

**22 - 28/2011:** These included Training Chairmanship (27) & Revised First Edition of Standing Orders (28).

**49/2011: Items for Information: EBC, DCC.** – None received

**50/2011: Urgent Matters:** Only with the permission of the Chairman – no matters raised

**PART II – CONFIDENTIAL INFORMATION:**

**51/2011: Contract of Employment & Job Description:** The Council RESOLVED to accept the Contract of Employment. Cllr Gallagher requested to have a copy of the Job Description to consider the content before final approval by the Council.