

SHIPLEY PARISH COUNCIL
Annual Parish Council Meeting
2019

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD
TUESDAY 7th MAY 2019
THE COPPICE ROOMS, THE FIELD, SHIPLEY
COMMENCING AT 7.00 P.M.

Prior to the commencement of the meeting, Members signed the Declaration of Acceptance of Office before taking their seats as elected Councillors.

In Attendance:-

Councillor K. Stevenson (Chairman)

Councillors G. MacDonald, Dr. C. Perko, Mrs. T. Skelton, Mrs. S. Bamford, D. Watson, Mrs. S. Iliffe.

Also in attendance: Four members of the public. Apologies received from Mrs. M. Jackson.

01/2020 ELECTION OF CHAIRMAN FOR THE YEAR 2019 – 2020

RESOLVED:-

That Councillor K. Stevenson elected as Chairman for the ensuing year 2019 – 2020.

02/2020 DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Recorded the Chairman, Cllr K. Stevenson, signed the Acceptance of Office which was endorsed by the Clerk.

03/2020 APOLOGIES FOR ABSENCE

Apologies for absence were received from Amber Valley Borough Councillor Richard Iliffe.

04/2020 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2019 - 2020

RESOLVED:-

That Councillor Mrs. T. Skelton elected as Vice-Chairman for the ensuing year 2019 – 2020.

5/2020 DECLARATION OF ACCEPTANCE OF OFFICE BY THE VICE-CHAIRMAN

Recorded the Vice Chairman, Cllr Mrs. T. Skelton, signed the Acceptance of Office which was endorsed by the Clerk.

06/2020 DECLARATIONS OF INTERESTS & REVIEW OF REGISTER OF INTERESTS

Councillors Mrs. T. Skelton & Mrs. S. Bamford declared a non-pecuniary interest in Shipley Parish Rooms Trust. The Members did not discuss or vote on any item relating to the financial aspects of the interest but took part in a general update regarding the Trust.

Members were reminded to review register of interests with the Borough Council.

NON-EXEMPT BUSINESS

07/2020 MINUTES

Minutes of the Parish Council meeting held 26th March 2019 received.

RESOLVED:-

That the Minutes approved and signed by the Chairman as an accurate record of proceedings.

08/2020 CALENDAR OF MEETINGS

RESOLVED:-

The calendar of meetings for 2019 – 2020 approved.

09/2020 CHAIRMAN'S ANNOUNCEMENTS

The Chairman extended appreciation to everyone who attended to assist with the recent litter pick in the parish.

With reference to retiring Councillor Mrs. Margaret Jackson, the Chairman, on behalf of the Parish Council, extended sincere appreciation for the years of dedication and service given to the Parish Council by Mrs. Jackson.

RESOLVED:-

The comments shared by all Members of the Parish Council; a gift and letter to be presented to Mrs. Jackson.

10/2020 SUSPENSION OF STANDING ORDERS

RESOLVED:-

Approved to allow members of the public to address Council.

10/2020 **PUBLIC COMMENTS**

Matters raised by Members of the Public

A member of the public raised the following points:-

- A resident addressed the Council regarding the Amber Valley Local Plan Part Two and expressed concern with regard to potential loss of green belt in the parish and at the Heanor boundary. The Chairman provided an explanation of the limited powers of Parish Councils as statutory consultees for planning issues.
- Correspondence received relating to the Local Plan noted.
- A consultation process had been carried out by the Borough Council.
- The Chairman advised additional information would be sought from the Borough Council on the plan; an extraordinary meeting would be called.
- The Chairman provided an explanation of the process for determining Section 106 funding for the Lakeside development, agreed through the Borough and County Councils.
- The public present at the meeting supported the views against green belt development.
- A resident raised concerns with regard to the condition of the bridge into The Field, Shipley.

11/2020 **BOROUGH COUNCIL REPORT** Apologies received from Cllr Richard Iliffe.

12/2020 **COUNTY COUNCIL MATTERS** No report.

13/2020 **POLICE MATTERS** No report received from Derbyshire Constabulary.

Re-instatement of Standing Orders

15/2020 **PARISH COUNCIL STANDING ORDERS 2018 – 2019**

RESOLVED:- Defer to next meeting.

16/2020 **PARISH COUNCIL FINANCIAL REGULATIONS 2018 – 2019**

RESOLVED:- Defer to next meeting.

17/2020 **PARISH COUNCIL ASSET REGISTER 2019 – 2020**

RESOLVED:- Defer to next meeting.

18/2020 **ANNUAL GOVERNANCE STATEMENT 2018– 2019**

The Parish Council considered the statement for ensuring a sound system of internal control and preparations for accounting statements.

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Signature of Chairman.....

RESOLVED:- That the statement accurate and approved.

19/2020 ACCOUNTING STATEMENT 2018– 2019

The Council received full particulars of the income and expenditure for the period 1st April 2018 to 31st March 2019 at the meeting held 24th April 2018 including final bank reconciliation. Certificate of exemption signed by the Chairman for the period 2018/2019.

RESOLVED:- That the document approved as attached.

20/2020 INTERNAL AUDIT 2018 – 2019

The internal audit was carried out by Mr. B. Wood for the period 2018 – 2019 with no issues raised.

RESOLVED:- Council acknowledged receipt of the completed audit report 2018 – 2019.

21/2020 PARISH COUNCIL FINANCIAL RISK ASSESSMENT 2019 – 2020

RESOLVED:- Defer to next meeting.

22/2020 TO REVIEW PARISH COUNCIL COMPLAINTS POLICY

RESOLVED:- Defer to next meeting.

23/2020 TO CONSIDER APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND COMMITTEES FOR THE PERIOD 2019 – 2020

RESOLVED:-

Allotments Representative Pit Lane recreation ground	Councillor Dean Watson Councillors Dr. C. Perko, K. Stevenson, Mrs. T. Skelton, D. Watson, Mrs. Sharon Bamford, Mrs. S. Iliffe.
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Shipleigh Parish Room Trust	Councillors Mrs. T. Skelton & Mrs. S. Bamford
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Parish Liaison County Council	Chairman Cllr K. Stevenson agreed to represent Council
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24/2020 DATA PROTECTION POLICY 2019 - 2020

The meeting noted the Freedom of Information Act and General Data Protection Policy resolved 24th April 2018 With regulations in force 25th May 2018.

RESOLVED:- Defer to next meeting.

25/2019 APPOINTMENT OF INTERNAL AUDITOR 2019– 2020

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The Council considered appointment of an Internal Auditor for the forthcoming financial year.

RESOLVED:- Defer to next meeting.

26/2020 DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS

Circulars distributed to Council:-

- a) 04/2019 VAT information; purdah guidance; external audit news; report from the Committee on Standards in Public Life; Brexit update; Rural Services 2018 report; Perisimmon Homes funding.
- b) DALC Seminar 1st April 2019 at Willersley Castle. The Chairman & Cllr Watson attended on behalf of the Parish Council.
- c) Consideration for training event at Shipley for Members of the Council following election.

RESOLVED:-

- i. Information noted.
- ii. Reference to (c) above that costs for in-house training approved through DALC approved with a budget of £50 per person plus travel allowance.

27/2020 PARISH COUNCIL ANNUAL INSURANCE 2019 – 2020

RESOLVED:-

Policy through Came & Co year 2 of a 3 year contract approved from 1st June 2019 to 31st May 2020 in the sum of £852.36.

28/2020 TO CONSIDER CHEQUES FOR PAYMENTS FROM 1/4/2019 TO 7/5/2019

RESOLVED:-

Statement approved cheque numbers 1057 to 1065 as below:-

**SHIPLEY PARISH COUNCIL
Statement 1/4/2019 - 31/3/2020**

	Cheque	Payee	Description	Nett	VAT	Gross	Cleared
April	1057	HMRC	Payment 2019	272.50	0.00	272.50	312.00
	1058	Staff	Salary/expenses	251.16	0.00	251.16	312.00
	1059	HMRC	April payment	33.90	0.00	33.90	un
May	1060	HMRC	May payment	33.90	0.00	33.90	un
	1061	Staff	Salary/expenses	257.16	0.00	257.16	un
		B.	Internal audit				
	1062	Wood	18/19	45.40	0.00	45.40	un
		Came &					
	1063	Co	Annual Insurance	852.36	0.00	852.36	un
		Creative					
	1064	Glass	Kiosk glass	60.00	0.00	60.00	un
	1065	Cllr	Litter pickers	40.20	0.00	40.20	un

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Signature of Chairman.....

Bamford

7.5.19 1846.58 0.00 1846.58

Opening balance 1.4.2019		19460.78
Precept 2019/2020	Half	6909.50
Allotment rents	year	100.00
Donation		20.00
		26490.28

29/2020 FLORAL DISPLAYS IN THE PARISH 2019

RESOLVED:-

Plantscape to provide floral baskets, installation and maintenance to three lamp standards at a cost of £344.80 nett. Lamp standard testing to be carried out prior to licence application from Derbyshire County Council.

30/2020 REPRESENTATIVES ON OUTSIDE BODIES

- a) **Shipley Gardens Allotments Association** (Cllr Watson) Annual site rental paid; insurance due, hedges maintained.
- b) **Shipley Parish Rooms Trust** (Cllrs Bamford & Skelton) New bookings, purchase of screen discussed.
- c) **Town & Parish Liaison Meeting** at County Council (Chairman) cancelled.

31/2020 ENVIRONMENTAL REPORT

- a) Football Lease Pit Lane – Heanor Junior FC no report.
- b) Litter Pick – discussion of protective reflective clothing and litter picks for future events
- c)

32/2020 DATE AND TIME OF NEXT MEETING

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RESOLVED:-

A meeting of the Parish Council would be held on Tuesday 23rd July 2019 at 7.00 p.m. in the Parish Rooms.