

SHIPLEY PARISH COUNCIL
Annual Parish Council Meeting
2019

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
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

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Signature of Chairman.....

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.

11/2020 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.

12/2020 BOROUGH REPORT Apologies received from Cllr Richard Iliffe.

13/2020 COUNTY COUNCIL REPORT No report.

14/2020 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.

Signature of Chairman.....

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.

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.

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	Councillor Dean Watson
Pit Lane recreation ground	Councillors Dr. C. Perko, K. Stevenson, Mrs. T. Skelton, D. Watson, Mrs. Sharon Bamford, Mrs. S. Iliffe.
Shipleigh Parish Room Trust	Councillors Mrs. T. Skelton & Mrs. S. Bamford
Parish Liaison County Council	Chairman Cllr K. Stevenson agreed to represent Council

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

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

RESOLVED: - Defer to next meeting.

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Signature of Chairman.....

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.					
	1062	Wood	Internal audit 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
		Cllr					
	1065	Bamford	Litter pickers	40.20	0.00	40.20	un
7.5.19				1846.58	0.00	1846.58	

Opening balance 1.4.2019

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

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29/2020 FLORAL DISPLAYS IN THE PARISH 2019

RESOLVED:-

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

30/2020 REPRESENTATIVES ON OUTSIDE BODIES

- a) Allotment Site Cllr Watson reported site rent paid to Parish Council; annual insurance due; hedges cut.
- b) Shingley Parish Rooms Trust Cllrs Bamford & Skelton reported on new bookings, W.I. funds for discussion.
- c) Football Lease Club representative will report for next meeting.
- d) Town & Parish Council Liaison Meeting cancelled.

31/2020 CLERK REPORT

RESOLVED:-

- a) Following the success of the litterpick, the following equipment to be purchased for future events and use on formal activities:-
Litterpick sticks
Hi-vis tabards with Shingley Parish Council logo
Identification badges for Councillors

32/2020 PARISH COUNCIL VACANCY

It was reported following the uncontested election, one seat remained vacant for co-option.

RESOLVED:-

A notice publicising the vacancy for display in the Parish noticeboards and website inviting applications for submission before 22nd July 2019 for consideration at the 23rd July 2019 meeting.

33/2020 PARISH COUNCIL NEWSLETTER

RESOLVED:-

Articles for submission to the Clerk before July 2019 for an August edition. Articles to include:-

- a) Fly tipping concerns
- b) Planning issues
- c) Road safety
- d) Inspection of footpaths with walk to be planned

34/2020 EVENT 2019

RESOLVED:-

Discussion for an autumn event in the parish for consideration at the next meeting.

35/2020 UPDATE ON PIT LANE RECREATION GROUND

It was reported the recreation ground was inspected regularly every two weeks. Noted football teams now on the site, Shingley Rangers servicing the bins each week.

RESOLVED:-

Maintain inspections on a fortnightly cycle, reverting to weekly during the annual six week school holidays when the site will be used with more frequency.

36/2020 SHIPLEY KIOSK PROJECT

The Chairman reported the project was now complete, with fully functioning defibrillator, renovated kiosk with new engraved glass installed. Appreciation was extended to Cllr Watson for assisting with the project.

37/2020 PARISH NOTICEBOARDS AND SIGNAGE

RESOLVED:-

That quotations to be sought for replacement noticeboard with Hassock Lane noticeboard for re-location on the Pit Lane recreation site.

A request for ‘Welcome to Shipley’ signs at the boundaries to the Parish; highway signs requires replacement where damaged and cleaning.

38/2020 VILLAGE ROAD SAFETY PROJECT

The Chairman updated Council on the traffic issues in Shipley Village. Liaison with Shipley Country Park and Derbyshire County Council Rights of Way noted. The formal status of the lane to be identified. Information provided through Sustrans. The Chairman had attended a site visit with Shipley Country Park Ranger.

RESOLVED:-

An update to be provided on receipt of further information.

39/2020 HASSOCK LANE RECREATION SITE

The Chairman reported on the Eco Action Group formed in the parish, with an expression of interest extended to work with the Parish Council on projects including with Derbyshire Wildlife Trust. The Chairman was attending a follow-up meeting in the near future.

An area for projects for young people in the parish also discussed and funding requirements.

RESOLVED:-

An update to be provided at the next Working Party meeting.
Invitation to the next Working Party meeting to be extended to the Eco Group.

40/2020 ITEMS FOR FORTHCOMING AGENDA

The next meeting to be an Extraordinary meeting called to take place on Tuesday 28th May 2019 reference Amber Valley Local Plan, commencing at 7 p.m. at the Shipley Parish Rooms.

The next scheduled Parish Council meeting to take place on Tuesday 23rd July 2019 at 7 p.m. at the Shipley Parish Rooms.

The Chairman closed the meeting at 20.51 p.m.

Signature of Chairman.....

**Shingley Parish Council
 Payments and Receipts 2018-2019**

Audited 2017-2018	Receipts	Unaudited 2018-2019
13,500.00	Precept	13,737.00
42.92	Bank Interest	66.36
157.00	Allotments	112.00
0.00	Parks	10.00
0.00	Miscellaneous	730.00
1,832.93	VAT Recovered	910.20
0.00	Transfers	7.00
15,532.85		15,572.56
	Payments	
2,601.57	General Administration	3,856.61
1,941.95	Staff	2,132.37
7,268.67	Parks	5,540.21
0.00	Section 137	0.00
852.38	Office expenses/travel/phone	1,074.23
910.20	VAT	863.21
13,574.77		13,466.63
	Cumulative fund Balance	
15,396.77	01/04/18 - 31/03/19	17,354.85
15,532.85	Add total income	15572.56
0.00	Miscellaneous	0.00
30,929.62	Less total expenditure	13,466.63
17,354.85	01/04/18 - 31/03/19	19,460.78
	Represented by	
7,238.64	Current Account	11,653.87
9,107.23	National Savings	9,216.51
1,008.98	Uncleared Cheques	1,409.60
17,354.85		19,460.78

2017/2018 uncleared amount £7.00 included into the closing income for 2018/2019

Signature of Chairman.....