

BASLOW AND BUBNELL PARISH COUNCIL

Clerk: Sarah Porter

Phone: 01629 732365

Email: clerk.baslow.bubnell@googlemail.com

Web: www.baslowvillage.com

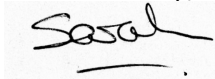
10th May 2016

Dear Councillor,

You are summoned to attend the annual general and ordinary meeting of Baslow and Bubnell Parish Council on **17th May 2016 at 7.30pm at Baslow Methodist Hall.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,



Sarah Porter

ANNUAL GENERAL MEETING AGENDA

		<i>Action Required</i>
1.	Election of Chairman	Approval
2.	Election of Vice-Chairman	Approval
3.	Apologies for absence	To note
4.	To confirm the Minutes of the Annual General Meeting held on 19 th May 2015	Approval
5.	Accounts for the year 2015-2016 and Annual Audit Return – Appendix 1	Approval
6.	Standing Orders – No changes required and existing Standing Orders continue	Approval
7.	Financial Regulations – The tender limit has been reduced from £60,000 to £15,000 – Appendix 2	Approval
8.	Appointments to outside bodies: <ul style="list-style-type: none">• Baslow Sportsfield – Cllr Chris Brown• Baslow Charity – Cllr Richard Clarke• Festivals Group – Cllr Jo Keen• Village Hall Committee – Cllr Malcolm Roper	Approval
9.	Code of Conduct	Approval
10.	Register of Interest Forms	To complete
11.	Reports from Committees: <ul style="list-style-type: none">• Orchard Group AGM – Chairman's report	
12.	AGM Closed move on to Council meeting	

DATE OF NEXT AGM

- Tuesday 16th May 2017

Held at 7.30pm in the Methodist Hall, Baslow

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

BASLOW AND BUBNELL PARISH COUNCIL

Clerk: Sarah Porter

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AGM MINUTES

For the meeting held on 19th May 2015 in The Methodist Hall, Baslow

Councillors present:	Christopher Brown Sarah Reid Richard Clark	David Dalrymple-Smith David Dawson Joanne Keen	Apologies:	Cllr Malcolm Roper Cllr Kath Potter PCSO Ian Phipps (Derbyshire Constabulary)
Others:	Sarah Porter		Not present:	

Action

1. Election of Chairman
Cllr Sarah Reid nominated Cllr Chris Brown which was supported unanimously
2. Election of Vice-Chairman
Cllr Chris Brown nominated Cllr Sarah Reid which was supported unanimously
3. Apologies for absence were received from Cllr Malcolm Roper, Cllr Kath Potter and PCSO Ian Phipps
4. The Minutes of the Annual General Meeting held on 20th May 2014 were approved.
5. Accounts for the year 2014-2015 and Annual Audit Return were approved along with the current Standing Orders and Financial Regulations.

	RBS Current £	RBS Reserve £	HSBC Community £	Summary £
Bal b/fwd current A/C 1st April 2014	500.00	27,309.01	30,331.20	58,140.21
plus : receipts	22,748.39			22,748.39
less : payments	-13,645.71			-13,645.71
unpresented items				0.00
transferred to reserve a/c	-9,102.68	9,102.68		0.00
	<u>500.00</u>	<u>36,411.69</u>	<u>30,331.20</u>	<u>67,242.89</u>
Unpresented chqs				0.00
Unpresented receipts		0.00		0.00
Balance	<u>500.00</u>	<u>36,411.69</u>	<u>30,331.20</u>	<u>67,242.89</u>
Current A/C	500.00			500.00
Deposit A/C - 31/03/2015	0.00	36,411.69	30,331.20	66,742.89
				0.00
Balance at bank as at 5th April 2015	<u>500.00</u>	<u>36,411.69</u>	<u>30,331.20</u>	<u>67,242.89</u>
Bal b/fwd current A/C 1st April 2014	<u>500.00</u>	<u>27,309.01</u>	<u>30,331.20</u>	<u>58,140.21</u>

6. Code of conduct was approved.
7. Register of Interest Forms were returned to the Clerk
8. Reports from Committees:
 - Orchard Group AGM – Chairman’s report was noted.
9. AGM Closed move on to Council meeting

DATE OF NEXT AGM - Tuesday 17th May 2016 at 7.30pm in the Methodist Hall, Baslow
MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Baslow and Bubnell Parish Council
Bank Rec. As at 31st March 2016

	RBS Current £	RBS Reserve £	HSBC Community £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2015	500.00	36,411.69	30,331.20	67,242.89	
plus : receipts	22,612.67			22,612.67	
less : payments	-30,216.58			-30,216.58	
unpresented items				0.00	
transferred to reserve a/c	7,603.91	-7,603.91		0.00	
	<u>500.00</u>	<u>28,807.78</u>	<u>30,331.20</u>	<u>59,638.98</u>	0.00
Unpresented chqs				0.00	
Unpresented receipts				0.00	
Balance	<u>500.00</u>	<u>28,807.78</u>	<u>30,331.20</u>	<u>59,638.98</u>	
Bank : Current A/C - 31/03/16	500.00			500.00	
Deposit A/C - 31/03/16	0.00	28,807.78	30,331.20	59,138.98	
				0.00	
Balance at bank	<u>500.00</u>	<u>28,807.78</u>	<u>30,331.20</u>	<u>59,638.98</u>	
difference	0.00	0.00	0.00	0.00	
Signed by Responsible Finance Officer	_____			Date	_____
Signed by Chairman	_____			Date	_____

RESERVES		RBS Current £	RBS Reserve £	HSBC High Interest £	Total £	
Current Bank Balance as per cashbook and bank statements Start of Year		500.00	36,411.69	30,331.20	67,242.89	7,603.91
*	New Playarea reserve			25,331.20		
*	Transfer to HSBC			5,000.00		
*	New Playarea reserve additions -flexible		10,000.00			
	Repair existing palyground equipment		1,000.00			
	Benches reserve (Accrued annually / spend every 2 yrs)		450.00			
	Orchard reserve		0.00			
	Grit bin reserve from 13/14		750.00			
	Maintenance in burial ground (tree removal)		0.00			
	Election year		1,500.00			
	Website improvement		1,000.00			
	General reserve	500.00	8,000.00			
		<u>500.00</u>	<u>22,700.00</u>	<u>30,331.20</u>	<u>53,531.20</u>	0.00
				difference		-13,711.69
*	total amount for play area					40,331.20

Monthly Budget Monitoring

BASLOW AND BUBNELL PARISH COUNCIL		Year to Date at 31.03.16			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2015 - 2016		12					
Date	31st March 2016	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	12	To Date	To Date	£	Projected	For Year	£
PAYMENTS							
Administration							
	Clerk's salary	5,292.90	5,544.00	251.10	5,544.00	B 5,544.00	0.00
	Clerk's expenses	465.49	400.00	(65.49)	400.00	B 400.00	0.00
	Parish Mobile phone	72.00	26.00	(46.00)	26.00	B 26.00	0.00
	Councillor's expenses (travel & sub - £10 / person)	289.42	100.00	(189.42)	100.00	B 100.00	0.00
	Training	85.00	250.00	165.00	250.00	B 250.00	0.00
	Audit fees	178.00	300.00	122.00	300.00	B 300.00	0.00
	Room hire	332.00	350.00	18.00	350.00	B 350.00	0.00
	Subscription DALC + PPP Forum	458.23	350.00	(108.23)	350.00	B 350.00	0.00
	Website maintenance	107.96	500.00	392.04	500.00	B 500.00	0.00
	Insurance	397.87	750.00	352.13	750.00	B 750.00	0.00
	Stationery, Printing and Adverts	177.06	636.00	458.94	636.00	B 636.00	0.00
		7,855.93	9,206.00	1,350.07	9,206.00		0.00
	Burial Ground						
	Maintenance	622.00	300.00	(322.00)	300.00	B 300.00	0.00
	Rates inc. water	208.74	95.00	(113.74)	95.00	B 95.00	0.00
	Refuse removal	100.00	100.00	0.00	100.00	B 100.00	0.00
	Grass cut	269.10	660.00	390.90	660.00	B 660.00	0.00
	Association of Burial Authorities subscription	0.00	70.00	70.00	70.00	B 70.00	0.00
		1,199.84	1,225.00	25.16	1,225.00		0.00
	Amenity Area						
	Grass cutting	455.00	1,000.00	545.00	1,000.00	B 1,000.00	0.00
	Other Maintenance	0.00	0.00	0.00	0.00	B 0.00	0.00
		455.00	1,000.00	545.00	1,000.00		0.00
	Old Ford						
	Grass cutting	69.80	180.00	110.20	180.00	B 180.00	0.00
		69.80	180.00	110.20	180.00		0.00
	Playground						
	Grass Cutting	190.40	120.00	(70.40)	120.00	B 120.00	0.00
	Safety Inspection	65.00	70.00	5.00	65.00	B 70.00	5.00
	Maintenance	240.00	400.00	160.00	400.00	B 400.00	0.00
		495.40	590.00	94.60	585.00		5.00
	Misc						
	Village clock maintenance	187.00	200.00	13.00	116.67	B 200.00	83.33
	Bench - maintenance	0.00	400.00	400.00	0.00	B 400.00	400.00
	Grit Bins x 5 / 2 x fills	0.00	750.00	750.00	750.00	B 750.00	0.00
	Grit - store for paths/roads	365.00	0.00	(365.00)	365.00	B 0.00	(365.00)
	Handy person project	0.00	0.00	0.00	0.00	B 0.00	0.00
	Election Costs	376.98	0.00	(376.98)	376.98	B 0.00	(376.98)
	Parish Paths	95.00	0.00	(95.00)	95.00	B 0.00	(95.00)
	Dog Bins	0.00	0.00	0.00	0.00	B 0.00	0.00
	Contingency	0.00	0.00	0.00	0.00	B 0.00	0.00
		1,023.98	1,350.00	326.02	1,703.65		(353.65)
	S137 Grants						
	S137 grants (incl Village Hall donations)	3,115.60	1,500.00	(1,615.60)	1,500.00	B 1,500.00	0.00
		3,115.60	1,500.00	(1,615.60)	1,500.00		0.00
WORKING PARTIES							
							All WP Expend from Reserves
	WP - New Playground	5,745.22	0.00	(5,745.22)	1,500.00	B 0.00	(1,500.00)
	WP - Emergency Planning	6,176.43	0.00	(6,176.43)	0.00	B 0.00	0.00
	WP - Orchard	0.00	0.00	0.00	0.00	B 0.00	0.00
	WP - Communication	1,923.98	0.00	(1,923.98)	0.00	B 0.00	0.00
		13,845.63	0.00	(13,845.63)	1,500.00		(1,500.00)
	Total Payments	28,061.18	15,051.00	(13,010.18)	16,899.65	15,051.00	(1,848.65)
	VAT	2,155.40	0.00	(2,155.40)	0.00	0.00	0.00
	Total Payments after VAT	30,216.58	15,051.00	(15,165.58)	16,899.65	15,051.00	(1,848.65)
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
RECEIPTS							
	Bank Interest	21.52	0.00	21.52	0.00	B 0.00	0.00
	Council Tax Grant	257.00	515.00	(258.00)	515.00	B 515.00	0.00
	DDCC Reimbursements	999.00	999.00	0.00	999.00	B 999.00	0.00
	DCC Footpath Grant (Right of way Grant)	0.00	385.00	(385.00)	385.00	B 385.00	0.00
	Burial Ground	2,265.00	0.00	2,265.00	1,111.00	B 0.00	1,111.00
	Donations	1,499.20	0.00	1,499.20	0.00	B 0.00	0.00
	Vat	3,420.95	0.00	3,420.95	0.00	B 0.00	0.00
	Total Receipts before precept	8,462.67	1,899.00	6,563.67	3,010.00	1,899.00	1,111.00
	Precept	14,150.00	14,166.00	(16.00)	14,166.00	B 14,166.00	0.00
	TOTAL RECEIPTS including PRECEPT	22,612.67	16,065.00	6,547.67	17,176.00	16,065.00	1,111.00
	PROFIT / (LOSS) for year to 31st March 2015	-7,603.91	1,014.00	-8,617.91	276.35	1,014.00	-737.65
	Cumulative Bank Balances as at 1st April 2015				67,242.89		
	Forecast surplus in year				276.35		
	Forecast Cumulative Bank Balances as at 31st March 2015				67,519.24		

Receipts

BASLOW AND BUBNELL PARISH COUNCIL

	Totals	14,150.00	257.00	0.00	0.00	0.00	21.52	999.00	0.00	2,265.00	1,499.20	3,420.95	22,612.67
RECEIPTS 2015 - 2016	Budget	14,150.00	386.00	0.00	0.00	0.00	0.00	999.00	385.00	0.00	0.00	0.00	15,920.00

Date	Received from	Payment	Cleared account	Precept	Grant	Current Account Interest	Reserve Account Interest	Community Account Interest	Deposit Account Interest	DDC Reimburs	DCC Footpath	Burial Ground	Donations Grants	VAT	TOTAL
	Uncleared cheque error		13/04/2015										417.67		417.67
10/05/2016	Audit correction												175.93		175.93
14/04/2015	R W Percival	BACS	16/04/2015									101.00			101.00
27/04/2015	DDDC	BACS	30/04/2015	14,150.00	257.00										14,407.00
08/05/2015	Lileker & Sons	Cheque	13/05/2015									400.00			400.00
13/05/2015	Mettams	Cheque	18/05/2015									200.00			200.00
31/03/2015	Interest	RBS	31/03/2015						1.62						1.62
30/04/2015	Interest	RBS	30/04/2015						1.50						1.50
03/06/2015	HMRC VAT	BACS	05/06/2015											483.57	483.57
10/06/2015	Mettams	Cheque	11/06/2015									600.00			600.00
29/05/2015	Interest	RBS	29/05/2015						2.00						2.00
05/08/2015	HMRC VAT	BACS	07/08/2015											1,373.69	1,373.69
30/06/2015	Interest	RBS	30/06/2015						2.16						2.16
31/07/2015	Interest	RBS	31/07/2015						1.84						1.84
20/08/2015	Mandale Memorials	Cheque	10/09/2015									101.00			101.00
28/08/2015	Interest	RBS	28/08/2015						1.60						1.60
07/10/2015	Mounseys	Cheque	08/10/2015									101.00			101.00
14/10/2015	Perivals	Cheque	14/10/2015									101.00			101.00
30/09/2015	Interest	RBS	30/09/2015						1.88						1.88
30/10/2015	VAT	BACS	03/11/2015											1,563.69	1,563.69
06/11/2015	Percivals	Cheque	12/11/2015									30.00			30.00
06/11/2015	Mettams	Cheque	12/11/2015									200.00			200.00
10/11/2015	Percivals	Cheque	12/11/2015									30.00			30.00
12/11/2015	DDDC	BACS	16/11/2015							999.00					999.00
30/10/2015	Interest	RBS	30/10/2015						1.62						1.62
11/12/2015	Christmas Festival	Cheque	09/12/2015										905.60		905.60
30/11/2015	Interest	RBS	30/11/2015						1.62						1.62
15/01/2016	T Greateorex&Sons	Cheque	21/01/2016									200.00			200.00
15/01/2016	Percivals	Cheque	21/01/2016									100.00			100.00
31/12/2015	Interest	RBS	31/12/2015						1.55						1.55
09/01/2016	Percivals	Cheque	19/02/2016									101.00			101.00
29/01/2016	Interest	RBS	29/01/2016						1.42						1.42
29/02/2016	Interest	RBS	29/02/2016						1.44						1.44
31/03/2016	Interest	RBS	31/03/2016						1.27						1.27
				14,150.00	257.00	0.00	0.00	0.00	21.52	999.00	0.00	2,265.00	1,499.20	3,420.95	22,612.67
															22,612.67

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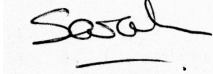
10th May 2016

Dear Councillor,

You are summoned to attend the ordinary meeting of Baslow and Bubnell Parish Council on **17th May 2016 after the Annual General Meeting at the Baslow Methodist Hall.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,



Sarah Porter

AGENDA

		<i>Report / Action Required</i>
1. Apologies for absence		To note
2. Declaration of Members Interests and including for dispensations from members on matters in which they have a Disclosable Pecuniary Interest		To note
Please Note:		
a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to		
b) make representations and then leave the meeting prior to any consideration or determination of the item)/ Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.		
The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.		
3. Public speaking		To note and action
a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.		
b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.		
c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.		
4. To approve the Minutes of the Meeting held on 19 th April 2016		To approve
5. To determine which items if any of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -		
Item no x To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item		
Item no y. This item title will then be the item to be discussed with press and public excluded		
6. Matters Arising (actions from previous meetings to note – non decision making):		
• Data on crime		Agenda Item 3
• Community Safety Watch		Agenda Item 11
• Planning		Agenda Item 7
• Suggestions from residents		Agenda Item 8
• Playground and Burial Ground		Agenda Item 9
• Working Parties		Agenda Item 10
• Correspondence and other items – actioned as minuted		To note
7. Planning Applications		
New:		
• NP/NMA/0416/032 - 14 Eaton Drive, Baslow - Non material amendment on NP/DDD/1015/0955		To discuss
• NP/DDD/0216/0116 - Former Rutland Arms, Calver Road, Baslow - Section 73 application for the variation of condition 8 - hours of delivery on NP/DDD/0115/0040 – Parish Council has objected to this – Pending decision – Amended information submitted		
• NP/DDD/0516/0374 – Baslow Lodges, Chatsworth Park, Chesterfield Road, Baslow – Alteration to the pedestrian gate at the Chesterfield Gate		
Existing:		
• NP/DDD/0316/0232 – Woodlands, Eaton Hill, Baslow - Proposed enlargement and		To note

- enhancement of a domestic dwelling – Accepted conditionally
 - NP/DDD/0316/0196 – Westborne, Gorse Bank Lane, Baslow - Proposed single storey side extension and front elevation canopy – Granted conditionally
 - NP/DDD/0316/0193 - Bubnell Hall, Bubnell Lane, Baslow - Listed building consent - Change of use of part of east range of outbuilding from gym to office - Pending
 - NP/DDD/0316/0194 - Bubnell Hall, Bubnell Lane, Baslow - Change of use of part of east range of outbuilding from gym to office - Pending
 - NP/DDD/0216/0152 - 4 Royal Croft Drive, Baslow - Proposed alterations to a disabled person's dwelling house to improve access, safety, comfort - Pedestrian access ramp from public footpath to front door and raised garden terrace to provide outdoor living space – Accepted conditionally
 - NP/DDD/0216/0090 - Land Adjacent to Baslow Sportsfield, Baslow Sports Club, Baslow - Develop a piece of woodland into a woodland park for recreational use – Withdrawn to allow further discussion with Peak Park
 - NP/DDD/0216/0088 - 3 Wheatlands Lane, Baslow - Vehicular/pedestrian access and driveway – No longer on website as needed further verification
- Enforcement: To note
- Storage container in field – Has been removed
 - Development at Eastmoor – No update
8. Suggestions from residents:
- Public toilet smell – Would the Parish Council take on these toilets? Advice received from other Parish Councils Clerk/Cllr Hobson
 - Traffic and parking concerns –
 - Yellow lines – Awaiting proposal from DCC. To note
 - Community Speed Watch – Non evidential laser now available. To discuss
 - Footpath from Robin Hood Carpark (Eastern Moors) on to Birchens Edge – no update To note
 - First Aid training including defibrillators – Suggestion is to do 3 sessions in one day for a fee of £150. Which date – 4th June or 9th July? To approve a date
 - Signs To discuss
9. Playground and Burial Ground Inspections
- Issues from latest inspections? To discuss
 - Playground
 - Burial Ground
 - Memorial check – ensure the regulations are being followed regarding memorabilia To discuss
10. Working Party and General Updates:
- Bench Inspection
 - Wooden benches – Meeting on 10th May to discuss further. To discuss
 - New Playground/Recreation Area –
 - Heads of Terms agreement with the Sportsfield and Council is with the Sportsfield – Meeting 12th May to discuss To discuss
 - Planning – Submitted and withdrawn. Meeting with Peak Park on 25th April where advice was given. Need to update the ecology report and have a report from the tree warden. To discuss
 - Grants – Devonshire Grant was discussed on 20th April but the meeting adjourned so no decisions have been announced yet. To note
 - Communication –
 - Website – Invoices sent and some payment received. Non paying businesses are being removed To note
 - EU Debate – now a joint debate with Eyam at their church on 3rd June To note
 - Organisation Fair – positive feedback. Suggest Saturday 2nd July To approve Update
 - Community Orchard – Dog signs
 - Footpaths – nothing to report
 - Roundabouts – Chatsworth are considering the sponsoring of the roundabout near the Golden Gates. Cllr Buckham
11. Finance and Administration including Working Party Update:
- Asset Register – £23,852 insurance value To note
 - Risk Assessments – Appendix A To note
 - Accounts to 10th May 2016 – Appendix B To note
 - Insurance renewal – Does cover the new Woodland Park To note
 - S137 Requests:
 - None To approve
 - New expenditure to approve:
 - Cheque 1292 – Clerk Pay and Expenses - £480.01
 - Cheque 1293 – Ground Maintenance - £313.32 To note
 - Cheque 1294 – Insurance - £412.30

- Cheque 1295 – Tree work - £456 (VAT £76) To note
 - Cheque 1296 – Website -
 - Expenditure to note:
 - None
 - New income to note:
 - Interest - £1.27
 - Precept and Council Tax Grant - £14,703
 - Website advertising - £40
12. Correspondence:
- Parish and Town Council Liaison Forum Monday 27 June 2016 – 6pm – 8pm in County Hall, Matlock To attend?
 - CPRE booklet To note
 - Derbyshire and Derby Minerals Local Plan Consultation To respond?
13. Feedback from Meetings and Training:
- Ineos Shale – Fracking – Community consultation Clerk
14. For information
- Boot camp lights on Chatsworth Park – Clerk has requested they are shone away from the road and this was noted by Chatsworth gym To note
15. DALC Circulars:
- Circular 9 2016 – General To note
 - Circular 8 2016 -Governance & Accountability - Locum Clerks - Neighbourhood Planning Champion- Local Council Award Scheme - Section 137 & Power of Gen Competence – Tesco Bags of Help - NALC Star Councils - Sheepwatch UK - Arnold-Baker Local Council Admin Tenth Edition - CiLCA Training - Vacancies
16. Reading (circulated by email): All to be read
- Clerks and Councils Direct (magazine not email)
 - Groundwork newsletter
 - PDNPA Planning Briefing
 - Media Releases from Derbyshire Dales District Council
 - Rural Matters Newsletter
 - Rural Services Network Bulletins
 - Rural Opportunities Newsletter
 - Weekly Rural News Digest
 - Rural Opportunities Bulletins and Press releases - Rural Services Network
 - Friend of the Peak District Newsletter

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Methodist Hall - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

- 21st June 2016
- 19th July 2016
- 18th October 2016
- 20th September 2016
- 15th November 2016

BASLOW AND BUBNELL PARISH COUNCIL

Clerk: Sarah Porter

Phone: 01629 732365

Email: clerk.baslow.bubnell@googlemail.com

Web: www.baslowvillage.com

MINUTES

For the meeting held on 19th April 2016 in The Methodist Hall, Baslow

Councillors present:	Christopher Brown Jane Buckham David Dalrymple-Smith Joanne Keen	Richard Clark David Dawson Malcolm Roper	Apologies:	PCSO Ian Phipps
Others:	Cllr Kath Potter (Peak Park) Cllr Jo Wild (DCC) Cllr Susan Hobson (DDDC) Sarah Porter		Not present:	

*Report / Action
Required*

1. There were apologies for absence received from PCSO Ian Phipps.
2. There were no declaration of Members Interests
3. Public speaking
 - Cllr Kath Potter – Gave an update on the Aldi development in Bakewell which is under appeal
 - Cllr Jo Wild – Reported that she was chasing an update on the Robin Hood footpath.
 - Cllr Hobson –
 - There is an update on the toilets which will be given later
 - Positive meeting with DCC on traffic and parking
 - Police – PCSO Phipps had sent his apologies and emailed - Since 1st March 2016 there have been 11 calls for service in the Baslow area:
 - 2 re sheep/horses in road
 - 2 re flooded road
 - 1 re suspicious activity
 - 1 re concern for safety
 - 1 re threats
 - 2 re RTC
 - 1 re abandoned call
 - 1 re transport

There was a discussion about the RTCs and whether more information could be given.
Can we have a year's worth of data?

Clerk

4. The Minutes of the Meeting held on 15th March 2016 were approved.
5. There were no items from Part 1 of the Agenda which should be taken with the public excluded.
6. Matters Arising (actions from previous meetings to note – non decision making):
 - Community Safety Watch was discussed under Item 11
 - Planning was discussed under Item 7
 - Suggestions from residents was discussed under Item 8
 - Playground and Burial Ground was discussed under Item 9
 - Working Parties was discussed under Item 10
 - Correspondence and other items – actioned as minuted

7. Planning Applications

New:

- NP/DDD/0316/0232 – Woodlands, Eaton Hill, Baslow - Proposed enlargement and enhancement of a domestic dwelling – No comments

Clerk

Existing:

- NP/DDD/0316/0196 – Westborne, Gorse Bank Lane, Baslow - Proposed single storey side extension and front elevation canopy - Pending
- NP/DDD/0316/0193 - Bubnell Hall. Bubnell Lane, Baslow - Listed building consent - Change of use of part of east range of outbuilding from gym to office - Pending
- NP/DDD/0316/0194 - Bubnell Hall, Bubnell Lane, Baslow - Change of use of part of east range of outbuilding from gym to office - Pending
- NP/NMA/0216/0158 - Berrylea, 9 Eaton Drive, Baslow - Non material amendment on NP/DDD/1010/1032 - extension to dwelling – Conditions fully discharged
- NP/DDD/0216/0152 - 4 Royal Croft Drive, Baslow - Proposed alterations to a disabled person's dwelling house to improve access, safety, comfort - Pedestrian access ramp

Chairman's Signature Date.....

from public footpath to front door and raised garden terrace to provide outdoor living space - Pending

- NP/DDD/0216/0116 - Former Rutland Arms, Calver Road, Baslow - Section 73 application for the variation of condition 8 - hours of delivery on NP/DDD/0115/0040 - Parish Council has objected to this - Pending decision. More information is being provided before a decision can be made.
- NP/DDD/0216/0090 - Land Adjacent to Baslow Sportsfield, Baslow Sports Club, Baslow - Develop a piece of woodland into a woodland park for recreational use - Withdrawn to allow further discussion with Peak Park
- NP/DDD/0216/0088 - 3 Wheatlands Lane, Baslow - Vehicular/pedestrian access and driveway - Pending but no longer on website
- NP/DDD/0915/0824 - Redbourne Cottage, White Lodge Lane, Baslow - Two storey side extension to detached dwelling over and to the rear of existing garage - Allowed with conditions
- 3138958 (appeal) - Gorse Hill, Gorse Bank Lane, Baslow - Removal of Condition 3 of planning approval NP/DDD/0415/0344 - Appeal dismissed

Enforcement:

- Storage container in field - Clerk chased Peak Park and their enforcement officer, Rosie Ollie, is confident this will be removed in April. Clerk will email the enforcement officer for an update. Clerk
- There was concern that there was a development starting at Eastmoor without planning permission. The Clerk will email the Plannign Authority. Clerk

8. Suggestions from residents:

- Public toilet smell - Would the Parish Council take on these toilets? The District Council would like the Parish Council to take on the maintenance and security. There would be a grant available to improve the product prior to taking over. There was a discussion about this. There is a concern the grant would not be enough to improve the toilets, the on-going cost is a worry as often for use of visitors rather than residents. It was agreed to invite the District Council officer to the next meeting and have a list of questions. Clerk will also speak to DALC to get information from other Parish Councils who have taken over their toilets. Clerk
- Traffic and parking concerns -
 - Stickers on bins - have been very popular but there are still some left.
 - Yellow lines and road issues - On Thursday 14th April Cllr Hobson and the Clerk met Isobel Mulligan from Derbyshire County Council. It was a very positive meeting where the whole village was walked. The issue about parked cars causing a blockage was discussed and Isobel advised writing a not on the car or putting a sticker from the fire brigade on. She will provide the Clerk with these stickers. DCC no longer mark out disabled parking bays or white lines marking entrances. However residents can put up signs on their property. A number of double yellow lines were discussed including School Lane and Eaton Hill. Isobel will draw up a plan of where additional double yellow lines will be placed. She will also looking into the pedestrian island near the Rutland Arms and whether a safer crossing can be provided. Isobel Mulligan
 - Community Speed Watch - The Police are no longer able to use the evidential laser for CSW. This means that a non evidential laser needs to be used and the Police don't have one. At the last meeting a contribution was agreed so PCSO Phipps has obtained costs. The price is likely to be £895 split between a few Parish Councils. Cllr Wild is investigating whether she can help with a grant. There was a discussion about this and the need for the training session and then how a rota would work. The Clerk will ask PCSO Phipps to arrange Clerk
- Footpath from Robin Hood Carpark (Eastern Moors) on to Birchens Edge - no update - Cllr Wild is chasing this.
- First Aid training including defibrillators - Suggestion is to do 3 sessions in one day for a fee of £150. This was approved and the Clerk will look at the Village Hall and Church Rooms availability. It was felt a weekend date would be better. Clerk
- Trees on village green - Tree inspector feels no works are necessary at this time.
- Signage - Linked to events in the Village Hall going up earlier and remaining longer than the national guidance. There was also a concern over things at the Sportsfield. All
This was noted and will be monitored.

9. Playground and Burial Ground Inspections

- Issues from latest inspections? No issues. Cllr Roper will continue with the Burial Ground and Cllr Dawson will do the Playground.
- Playground
 - Slide incident during holiday club - A child was knocked unconscious coming down the slide headfirst. There was no issue with the equipment or surfacing and so it was about the supervision.
- Burial Ground - nothing to report

10. Working Party and General Updates:
- Bench Inspection
 - Metal benches – These have been repaired and returned. Invoice received. Clerk
 - Wooden benches – Article in April magazine. This has led to an offer of assistance. Cllr Roper and the Clerk will meet with this person and look at the work to be done. A date for a working party will be set and promoted in the Parish magazine.
 - New Playground/Recreation Area –
 - Heads of Terms agreement with the Sportsfield and Council is with the Sportsfield and the Clerk has chased this. She expects to hear something in early May. There was a discussion about how relations could be improved and that some unhelpful comments had been put on the planning application.
 - Lease – Title registered
 - Planning – Submitted and withdrawn. Meeting with Peak Park on 25th April to look at this further.
 - Grants – Devonshire Grant will be discussed on 20th April
 - Communication –
 - Website –Business flyer delivered and has had a good take up. Clerk now to invoice businesses who have signed up.
 - Parish Meeting –
 - Festival Group nomination – Cllr Keen will be the Council’s represented.
 - Next meetings – EU debate (Eyam are doing one) and Simon Turton is leading on the one for Baslow. An orgainsation Fair could be held on 2nd or 3rd July. It was agreed to ask the organisations which they wanted. Simon Turton
 - Community Orchard – Nothing to report this time
 - Footpaths – Bar Road gate reported and logged on the Rights of Way system
 - Roundabouts – Cllr Buckham met with Doreen Grindey and talked about the 2 roundabouts in the village. She provided notes for the meeting. The preferred option would be to ask Chatsworth to develop the Golden Gates roundabout. If they are not then the next plan would be a competition for Sheffield University students. The other roundabout could be developed using a small group of local volunteers. It was agreed that the Parish Council would approach Chatsworth. Cllr Buckham
Clerk
11. Finance and Administration including Working Party Update:
- Accounts for 2015/2016 (not complete as awaiting final statements) – Appendix A were noted
 - Accounts to 11th April 2016 – Appendix B were noted
 - Insurance renewal - £412.30 but need to confirm this covers the new Woodland Park. Clerk
It does as the Woodland stands
 - S137 Requests:
 - None
 - New expenditure approved: Clerk
 - Cheque 1285 – Clerk Pay and Expenses - £433
 - Cheque 1286 – Metal benches - £750
 - Cheque 1287 – S137 request to History Group - £100
 - Cheque 1288 - £50 Woodland rent (previously agreed last year but Chatsworth didn’t bank it)
 - Cheque 1289 – Baslow Village Hall Clock - £231.60 (VAT £38.60)
 - Cheque 1290 – Peak Park Parishes Forum Subscription - £24
 - Cheque 1291 – Methodist Chapel Hire - £72
 - Expenditure noted:
 - None
 - New income noted:
 - Footpath Grant - £117
 - Interest - £1.40
12. Correspondence:
- Parish and Town Council Liaison Forum Monday 27 June 2016 – 6pm – 8pm in County Hall, Matlock to be added to the next agenda
 - Thank you from DCC for participating in the Snow Warden Scheme was noted
13. Feedback from Meetings and Training:
- None
14. For information
- Road closure proposed for 3rd July for the cycle leg of a triathlon
15. DALC Circulars:

- Circular 6 – General Update
- Circular 7 - Training -Finance for Cllrs - Neighbourhood Planning - Health & Safety - Tree &Woodland Management - Mediation - Chair Skills - Grave Matters - Code ofConduct - Dark Arts Minutes etc - Programme for Spring Seminar 11 April 2016

16. Reading (circulated by email):

- Community Forum minutes
- NDVA Newsletter
- Media Releases from Derbyshire Dales District Council
- Rural Matters Newsletter
- Rural Services Network Bulletins
- Rural Opportunities Newsletter
- Weekly Rural News Digest
- Rural Opportunities Bulletins and Press releases - Rural Services Network
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DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Methodist Hall - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

- | | | |
|------------------------------|-----------------------------------|----------------------------------|
| • 17 th May 2016 | • 19 th July 2016 | • 18 th October 2016 |
| • 21 st June 2016 | • 20 th September 2016 | • 15 th November 2016 |

APPENDIX A

REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT SYSTEM

The Accounts and Audit (Amendment) (England) Regulations 2006 require all audited bodies (ie bodies whose accounts are audited in accordance with Section 2 of the Audit Commission Act of 1988) to review the effectiveness of their system of internal audit once a year and for the findings of the review to be considered by a committee of the body, or the body as a whole.

Consequently, the Council is expected to carry out an annual assessment of the financial risks it is exposed to and to identify any actions it considers necessary to minimise those risks

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Money	Continue existing cover (£250k)
	Fidelity Guarantee	Continue existing (£150k)
	Loss of revenue	Continue existing (£10k)
	Officials indemnity	Continue existing cover (£500k)
	Libel and Slander	Continue existing cover (£250k)
	Personal Accident	Continue existing cover (Scale benefits)
	Commercial legal protection	Continue existing cover (£100k)
	Street Furniture/Playground Equipment/Property	Continue existing (increased each year in line with inflation)
Gates and Fences	Car park gates covered for impact damage. Other gates and fences not covered	
Employee	Loss of service of employee	Immediately advertise any vacancy (if permanent loss). Request help via DALC scheme to cover temporary loss or consider temporary employment
Administration	Payment Arrangements	Continue with requirement to report all Payments to Council for approval. Continue with requirement for 2 authorised signatories on cheques and for signatories to initial cheque stubs
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement
	Agency Advice	Continue with membership of DALC
Cemetery	Increase in net expenditure	Review fees annually
	Memorial Safety	Continue with existing policy to approve all new applications for memorials. Undertake safety check every 5 years
Play Area	Loss of use of play equipment	Continue with regular maintenance and safety checks and take unsafe equipment out of use until repairs carried out

APPENDIX A

Precept	Annual precept not the result of proper detailed consideration	Continue to present budget report to Council prior to setting precept
	Inadequate monitoring of monitoring	Regularly consider budget performance report (quarterly)
Accounting	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/submission of accounts and financial returns	Continue to ensure that all accounts and returns are completed and submitted by the deadlines
	Non-compliance with internal audit requirements	Appoint internal auditor and his report and recommendations be considered by Council
Contracts	Ensure continued value for money coupled with continuity of work	Continue the practice of seeking quotations for grounds maintenance (mowing) every year and issuing specifications. Items of expenditure under £2000 shall be subject to one quotation; items over £2000 to at least 2 quotations. Items over £5000 to be subject to formal tenders
Internal Audit	Internal Audit Terms of Reference	Internal Audit Terms of Reference approved annually in accordance with the minimum requirements suggested in “Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide” Appendix 8 page 129 Internal Audit to take into account the Council’s risk management processes (this document) and internal controls Terms of reference define audit responsibilities in relation to fraud (direct reporting to Chair/Council)
	Independence	Internal Auditor has direct access to those charged with governance (Council). Internal audit reports made in own name to management. Internal auditor to have no other role within the Council.
	Competence	There should be no evidence that the internal audit work has not been carried out ethically, with integrity and objectively
	Relationships	Responsible Officer (Clerk/RFO) is consulted on the internal audit plan and on the scope of each audit. Responsibilities for Clerk and internal auditor are defined in relation to internal control, risk management and fraud and corruption matters The responsibilities of the Council Members are understood
	Audit Planning and Reporting	The Audit Plan properly takes account of corporate risk. The Council has approved the Plan. Internal Audit is expected to report on a “negative” basis (ie reports only areas of concern/recommendations).

Baslow and Bubnell Parish Council
Bank Rec. As at 11th April 2016

	RBS Current £	RBS Reserve £	HSBC Community £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2016	500.00	28,807.38	30,331.20	59,638.58	
plus : receipts	14,880.00			14,880.00	
less : payments	-1,660.60			-1,660.60	
unpresented items				0.00	
transferred to reserve a/c	-13,219.40	13,219.40		0.00	
	<u>500.00</u>	<u>42,026.78</u>	<u>30,331.20</u>	<u>72,857.98</u>	0.00
Unpresented chqs		50.00		50.00	
Unpresented receipts		20.00		20.00	
Balance	<u>500.00</u>	<u>42,056.78</u>	<u>30,331.20</u>	<u>72,927.98</u>	
Bank : Current A/C - 10/05/16	500.00			500.00	
Deposit A/C - 13/04/16	0.00	28,925.78	30,331.20	59,256.98	
				0.00	
Balance at bank	<u>500.00</u>	<u>28,925.78</u>	<u>30,331.20</u>	<u>59,756.98</u>	
difference	0.00	13,131.00	0.00	13,171.00	
Signed by Responsible Finance Officer	_____				Date _____
Signed by Chairman	_____				Date _____

RESERVES		RBS Current £	RBS Reserve £	HSBC High Interest £	Total £	
Current Bank Balance as per cashbook and bank statements Start of Year		500.00	28,807.38	30,331.20	59,638.58	-13,289.40
*	New Playarea reserve			25,331.20		
*	Transfer to HSBC			5,000.00		
*	New Playarea reserve additions -flexible		10,000.00			
	Repair existing palyground equipment		1,000.00			
	Benches reserve (Accrued annually / spend every 2 yrs)		450.00			
	Orchard reserve		0.00			
	Grit bin reserve from 13/14		750.00			
	Maintenance in burial ground (tree removal)		0.00			
	Election year		1,500.00			
	Website improvement		1,000.00			
	General reserve	500.00	8,000.00			
		<u>500.00</u>	<u>22,700.00</u>	<u>30,331.20</u>	<u>53,531.20</u>	0.00
				difference		-6,107.38
*	total amount for play area					40,331.20

Monthly Budget Monitoring

BASLOW AND BUBNELL PARISH COUNCIL		Year to Date at 10.05.16			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2016 - 2017		1					
Date	10th May 2016	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	1	To Date	To Date	£	Projected	For Year	£
PAYMENTS							
Administration							
	Clerk's salary	407.00	484.00	77.00	5,544.00	B 5,808.00	264.00
	Clerk's expenses	20.00	28.33	8.33	400.00	B 340.00	(60.00)
	Parish Mobile phone	6.00	3.00	(3.00)	26.00	B 36.00	10.00
	Councillor's expenses (travel & sub - £10 / person)	0.00	8.33	8.33	100.00	B 100.00	0.00
	Training	0.00	20.83	20.83	250.00	B 250.00	0.00
	Audit fees	0.00	16.67	16.67	300.00	B 200.00	(100.00)
	Room hire	72.00	29.17	(42.83)	350.00	B 350.00	0.00
	Subscription DALC + PPP Forum	24.00	10.42	(13.58)	350.00	B 125.00	(225.00)
	Website maintenance	0.00	41.67	41.67	500.00	B 500.00	0.00
	Insurance	0.00	83.33	83.33	750.00	B 1,000.00	250.00
	Stationery, Printing and Adverts	0.00	54.17	54.17	636.00	B 650.00	14.00
		529.00	779.92	250.92	9,206.00	9,359.00	153.00
Burial Ground							
	Maintenance	0.00	25.00	25.00	300.00	B 300.00	0.00
	Rates inc. water	0.00	12.50	12.50	95.00	B 150.00	55.00
	Refuse removal	0.00	8.33	8.33	100.00	B 100.00	0.00
	Grass cut	0.00	55.00	55.00	660.00	B 660.00	0.00
	Association of Burial Authorities subscription	0.00	0.00	0.00	70.00	B 0.00	(70.00)
		0.00	100.83	100.83	1,225.00	1,210.00	(15.00)
Amenity Area							
	Grass cutting	0.00	83.33	83.33	1,000.00	B 1,000.00	0.00
	Other Maintenance	0.00	0.00	0.00	0.00	B 0.00	0.00
		0.00	83.33	83.33	1,000.00	1,000.00	0.00
Old Ford							
	Grass cutting	0.00	15.00	15.00	180.00	B 180.00	0.00
		0.00	15.00	15.00	180.00	180.00	0.00
Playground							
	Grass Cutting	0.00	166.67	166.67	120.00	B 2,000.00	1,880.00
	Safety Inspection	0.00	11.67	11.67	0.00	B 140.00	140.00
	Maintenance	0.00	41.67	41.67	400.00	B 500.00	100.00
		0.00	220.00	220.00	520.00	2,640.00	2,120.00
Misc							
	Village clock maintenance	193.00	16.67	(176.33)	116.67	B 200.00	83.33
	Bench - maintenance	750.00	33.33	(716.67)	0.00	B 400.00	400.00
	Grit Bins x 5 / 2 x fills	0.00	31.25	31.25	750.00	B 375.00	(375.00)
	Grit - store for paths/roads	0.00	0.00	0.00	0.00	B 0.00	0.00
	Handy person project	0.00	0.00	0.00	0.00	B 0.00	0.00
	Election Costs	0.00	0.00	0.00	0.00	B 0.00	0.00
	Parish Paths	0.00	0.00	0.00	0.00	B 0.00	0.00
	Dog Bins	0.00	0.00	0.00	0.00	B 0.00	0.00
	Contingency	0.00	0.00	0.00	0.00	B 0.00	0.00
		943.00	81.25	(861.75)	866.67	975.00	108.33
S137 Grants							
	S137 grants (incl Village Hall donations)	100.00	125.00	25.00	1,500.00	B 1,500.00	0.00
		100.00	125.00	25.00	1,500.00	1,500.00	0.00
WORKING PARTIES							
						All WP Expend from Reserves	
	WP - New Playground	50.00	3,333.33	3,283.33	1,500.00	B 40,000.00	38,500.00
	WP - Emergency Planning	0.00	0.00	0.00	0.00	B 0.00	0.00
	WP - Orchard	0.00	0.00	0.00	0.00	B 0.00	0.00
	WP - Communication	0.00	0.00	0.00	0.00	B 0.00	0.00
		50.00	3,333.33	3,283.33	1,500.00	40,000.00	38,500.00
Total Payments		1,622.00	4,738.67	3,116.67	15,997.67	56,864.00	40,866.33
	VAT	38.60	0.00	(38.60)	0.00	0.00	0.00
Total Payments after VAT		1,660.60	4,738.67	3,078.07	15,997.67	56,864.00	40,866.33
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
RECEIPTS							
	Bank Interest	0.00	1.25	(1.25)	0.00	B 15.00	-15.00
	Council Tax Grant	129.00	10.73	118.27	515.00	B 128.74	386.26
	DDCC Reimbursements	0.00	83.25	(83.25)	999.00	B 999.00	0.00
	DCC Footpath Grant (Right of way Grant)	117.00	32.08	84.92	385.00	B 385.00	0.00
	Burial Ground	0.00	0.00	0.00	1,111.00	B 0.00	1,111.00
	Donations	60.00	0.00	60.00	0.00	B 0.00	0.00
	Vat	0.00	0.00	0.00	0.00	B 0.00	0.00
Total Receipts before precept		306.00	127.31	178.69	3,010.00	1,527.74	1,482.26
	Precept	14,574.00	1,214.50	13,359.50	14,574.00	B 14,574.00	0.00
TOTAL RECEIPTS including PRECEPT		14,880.00	1,341.81	13,538.19	17,584.00	16,101.74	1,482.26
PROFIT / (LOSS) for year to 31st March 2015		13,219.40	-3,396.86	16,616.26	1,586.33	-40,762.26	42,348.59
Cumulative Bank Balances as at 1st April 2015					59,638.58		
Forecast surplus in year					1,586.33		
Forecast Cumulative Bank Balances as at 31st March 2015					61,224.91		