

# Duffield Parish Council

## Minutes of the Meeting of the Parish Council, held at The Weston Centre, Tamworth Street, Duffield on Wednesday 3 September 2014 at 7.00pm

Present: Chairman: Y Greenwood  
Councillors: Buckle, Evanson, P Greenwood, Knibbs, Raynor, Rice, Rowlands, Short, Storer and A Woodings

Also in Attendance: Clerk - Liz Page  
Public - 1 member of the public

### PART I – NON CONFIDENTIAL INFORMATION

#### **3897 Apologies for Absence**

Apologies were received and accepted from Councillors B Woodings.

#### **3898 Variation of Order of Business**

None.

#### **3899 Declaration of Members Interest**

None

#### **Public Speaking**

None

#### **Presentation by 2commune Ltd**

The Council listened to a presentation by Ray Smith of 2commune Ltd and asked questions.

#### **3900 Matters arising from public speaking**

None

#### **3901 Minutes of the of the Parish Council Meeting**

**Resolved:** that the Minutes of the Parish Council meeting held on 2 July 2014 be confirmed as a correct record under the provisions for approval in minute reference 129, and adopted as Parish Council Policy and signed by the Chairman.

#### **3902 Report draft minutes of the Strategy Finance and General Purpose Committee held on 16 July 2014**

The Clerk reported the draft minutes.

#### **3903 Exclusion of the Public**

No exclusion deemed necessary except for the Confidential Section of the Agenda.

## **3904 Chair's Announcements**

**Eyes Meadow Redevelopment** Councillor Y Greenwood reported that amended changing room internal plans had been signed off by the users, subject to one amendment- to increase the size of the official's room by removing the toilet. Cllr Y Greenwood indicated that she was happy with the trial of Derbyshire Archery Club at the Meadow and proposed that the Clerk open up negotiations with the Club to relocate to the Meadow.

**Resolved:** The Clerk to start negotiations with Derbyshire Archery Club regarding a proposed relocation to Eyes Meadow.

**Duffield Action Plan** Councillor Y Greenwood reported that the next Steering Group meeting was on 9 September 2014.

**Council's appreciation of work undertaken by Mr J Banahan** Cllr Y Greenwood expressed the Council's appreciation for the work undertaken by Mr Banahan as the Council's representative on the Belper and District Road Safety Committee and the Clerk was directed to write to Mr Banahan together with a token of appreciation.

## **Report of the Clerk**

### **3905 a) Action plan and actions arising from the last meeting**

The Clerk updated the Council as to progress on the Action Plan and matters arising from the July meeting.

### **3906 b) General Correspondence**

Members noted the correspondence and

#### **Resolved:**

- the Chairman attend the Borough Council's Annual Civic Service
- the Clerk to publish the Borough Council's request for information on private water supplies

### **3907 c) WW1 exhibition update**

The Clerk confirmed that the exhibition was now closed. It had been very well attended and donations amounted to £78.33. The Chairman had used her Chairman's Allowance to increase the donation to The Soldiers Charity to £150.00. Cllr Y Greenwood proposed that letters of thank you be sent to Chris Read, Vicky Steele and Jason Staples for their assistance.

**Resolved:** The Clerk write to Chris Read, Vicky Steele and Jason Staples for their assistance in exhibition.

### **3908 d) Fracking Licenses**

The Clerk confirmed that Duffield is in the Fracking License area.

### **3909 e) Millennium Meadow Lease**

The Clerk informed the Meeting that she intended to renegotiate the Lease and asked the Council for its view. The Clerk would circulate current draft by email.

### **3910 f) Gate on childrens' playground at Gray Recreation Ground**

The Clerk updated the Council that there had been three incidents of the gate shutting on children and causing injury. The gate had been removed temporarily.

### **3911 g) CiLCA training**

The Clerk informed the Council that she was booked on the CiLCA course from October 2014.

### **3912 Council's use of Social Media**

The Meeting considered the report of the Clerk and

**Resolved:** to continue with Social Media.

### **3913 Licence with Derbyshire County Council to maintain the heritage assets in the Parish**

The Meeting considered the Report of the Clerk and

**Resolved:**

The Clerk to enter into negotiations with Derbyshire County Council for a licence to maintain the heritage assets in the Parish.

### **3914 Communication and Administration Post**

The Meeting considered the Report of the Clerk and

**Resolved:**

- To create a new post of part time (10 hours per week) Communication and Administrative Officer for a fixed 12 month contract
- To approve the scale, job description and person specification and delegate to the Clerk the recruitment process.

### **3915 DALC Circulars**

The Meeting considered the DALC circulars and Cllr Rowlands asked that the issue of Community Transport be added to the Agenda for the next Full Council Meeting.

## **FINANCIAL MATTERS**

### **3916 a) Accounts for Payment up to 6 August 2014**

The Meeting considered the monthly payments to 6 August 2014, as attached in Schedule 1

**Resolved:** the Clerk's tabled monthly schedule of accounts for the month to 6 August 2014, in the sum of £14294.87 be initialled and approved by the Chairman, with cheques duly signed by the Members. (Schedule 1)

### **3917 b) Accounts for Payment up to 6 September 2014**

The Meeting considered the monthly payments to 6 September 2014, as attached in Schedule 2

**Resolved:** the Clerk's tabled monthly schedule of accounts for the month to 6 September 2014, in the sum of £13808.63 be initialled and approved by the Chairman, with cheques duly signed by the Members. (Schedule 2)

### **3918 c) External Auditors Report**

The Meeting noted the External Auditors Report for year ending 31 March 2014.

### **3919 Planning Applications**

a) The Council considered the planning applications listed on the Agenda. It was:

**Resolved:**

To raise no objections

b) Land at Radbourne Lane-variation of condition no.2

**Resolved:**

Not to raise an objection.

c) Duffield Hall and Sunlight Sites

The Clerk updated the Council on the grant of these planning applications.

**3920 Order amending the Definitive Plan and Statement**

The Council considering the Notice and Order and

**Resolved;**

To not raise an objection

**3921 Items for information only**

None.

**3922 Other items for information and items to be included on the agenda for the next Meeting**

- Assets of Community Value in the Parish
- Maintenance of the River Ecclesbourne
- Community Transport

**3923 Date and Time of Next meeting**

**Resolved:** that the next meeting of the Parish Council will be held on Wednesday 1 October 2014 at the Weston Centre, Duffield at 7.00pm.

**Part 2 - Confidential Information**

**3924 Resolved:** That in view of the confidential nature of the business about to be transacted (in respect of a discussion concerning a staff issue and contract negotiations) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

**3925 2commune Ltd**

The Council considered the Report of the Clerk and

**Resolved:**

- The Council allow its agreement with Surf2it to expire on 31 March 2015 and transfer its web site technology to 2commune.
- The Council appoint 2commune from 1 January 2015 as the Council's website provider at the first year cost of £1,200 and thereafter an annual cost of £400 plus VAT.

**3926** The Council considered the Clerk's hours worked for period 3 July 2014 to 2 September 2014 and

**Resolved:** to authorise hours worked over the standard contracted hours

The Meeting closed at 8.55pm.

**Signed** \_\_\_\_\_ **Dated** 1 October 2014

Date

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## Schedule 1

### DUFFIELD PARISH COUNCIL

#### Schedule of Accounts to be submitted to the Council

#### For the month to 6 August 2014

#### NON CONFIDENTIAL REPORT

#### F AND G P

Wages and Salaries	Monthly salaries			4,684.40
Entanet (Office bill)	Broadband - I445518	16.48	3.30	19.78
Entanet (Cemetery bill)	Broadband - I447881	19.99	4.00	23.99
Unicom	June - 7925975	76.14	15.23	91.37
Midland PR	August newsletter	70.00		70.00
Premier 1	Watering	260.00	52.00	312.00
Liz Page	Expenses	29.77	5.96	35.73
Chris Carter	Expenses	18.46		18.46
Michael Forkin	Expenses	5.00	0.99	5.99
DALC	Training	40.00		40.00
Newmann media	Design / Printing	444.00	88.80	532.80
Brian Jelleyman	IT Support	25.00		25.00

**5,859.52**

#### RECREATION

Fiberweb	Grass protector	810.00	162.00	972.00
Geosynthetics	Rabbit Control	174.24		174.24

**1,146.24**

#### CEMETERY ACCOUNT

James Beresford & Sons	Engraving - 41	97.20	19.44	116.64
Duffield Service Station	Petrol	308.93	61.79	370.72
Andrew Churchman	Plastering	1,850.00		1,850.00
Probation Service	Visits			

Platts Harris	Clearing Saw	437.50	87.50	525.00
Pride Plumbing	Changing Rooms	486.15	92.60	578.75
Ian Wilson	Comm Room Carpet	100.00	20.00	120.00
G Bramley	Comm Room Decoration	828.33	165.67	994.00
Allsuns Electrical	Cemetery Lodge	2,220.00		2,220.00
Belper Skip Hire	Skip	275.00		275.00
AVBC	Rats treatment	170.00	34.00	204.00
		29.17	5.83	35.00
				<b><u>7,289.11</u></b>
				<b><u>TOTAL EXPENDITURE</u></b>
				<b><u>14,294.87</u></b>

## Schedule 2

**DUFFIELD PARISH COUNCIL** **NON CONFIDENTIAL REPORT**  
**Schedule of Accounts to be submitted to the Council**  
**For the month to 6 September 2014**

### **F AND G P**

Wages and Salaries	Monthly salaries			4,720.29
Entanet (Office bill)	Broadband - I462514			
		16.48	3.30	19.78
Entanet (Cemetery bill)	Broadband - I465215			
		19.99	4.00	23.99
Unicom	August - 8003626			
		60.28	12.06	72.34
Midland PR	September newsletter - 8256			
		70.00		70.00
Premier 1	Watering			
		210.00	42.00	252.00
Liz Page	Expenses			
		759.07	125.03	884.10
Chris Read	Expenses			
		190.12		190.12
Michael Forkin	Expenses			
		15.00		15.00
DART Ltd	Training			
		300.00		300.00
AVBC	Trade Waste			

		36.09		36.09
Broker Network Ltd	Insurance			
		4,165.78		4,165.78
The Soldiers Charity	Donations/Chair Allow.	150.00		150.00
Grant Thotnton	External Audit	400.00	80.00	480.00

**11,379.49**

**RECREATION**

Bloomin Gardens	July - 636454	728.00	145.60	873.60
Philip M Jordan	Relief staff	150.00		150.00
Dulux Decorators	Paint	86.56	17.31	103.87

**1,127.47**

**CEMETERY ACCOUNT**

Buildbase	Cemetery - 322747	99.90	19.98	119.88
Buildbase	Cemetery - 364786	55.00	11.00	66.00
Buildbase	Cemetery - 384026	12.85	2.57	15.42
Buildbase	Cemetery - 323358	34.85	6.97	41.82
Platts Harris	Hedge Cutter	208.95	39.80	248.75
Allsuns Electrical	Cemetery Chapel	155.00		155.00
Duffield Service Station	Petrol	177.13	35.42	212.55
Duffield Service Station	Petrol	201.81	40.36	242.17
Chris Read	Expenses	96.83	15.28	112.11
Trade UK	Screwfix	73.31	14.66	87.97

**1,301.67**

**13,808.63**