

# ***LITTLE EATON PARISH COUNCIL***

**MINUTES OF ANNUAL COUNCIL MEETING HELD ON 16<sup>th</sup> MAY 2007 AT THE O.A.P. HALL, BARLEY CLOSE.**

**PRESENT:** Simon Downing [Chairman], John Easter, Brian Adams, Norman Grundy, Bill Hutchison, Alan Machell, Tom Parr, Tim Phillipson, Brenda Shore and Cllr. Alan Summerfield.

Cllr. Eileen Knight [EBC], two members of the public and David Dodgson [Clerk].

## **PUBLIC PARTICIPATION:**

**0507.01** A resident reported that the pathway between Barley Close and Mill Green had become overgrown and it was agreed that LEPC's contractor should carry out clearance work.

## **AGENDA PART I: NON-EXEMPT INFORMATION:**

**0507.02 Election of Chairman [John Easter taking the Chair]:** On a proposal by John Easter – seconded by Tim Phillipson – it was unanimously **RESOLVED** to invite Simon Downing to retain the Chairmanship. Simon Downing accepted with thanks to fellow members.

**0507.03 Election of Vice-Chairman:** On a proposal by Tim Phillipson – seconded by Bill Hutchison – it was unanimously **RESOLVED** that John Easter be invited to continue as Vice-Chairman – an offer he accepted with thanks.

**0507.04 Declarations of Acceptance of Office of Chairman & Members:** All members signed Declarations in the presence of the Proper Officer to the Council who subsequently witnessed them.

**0507.05 To appoint members to serve on sub-committees:** On a proposal by John Easter – seconded by Tim Phillipson – it was unanimously **RESOLVED** that re-elected members retain their chairmanships and memberships of sub-committees.

On a further proposal by John Easter – seconded by Tim Phillipson – it was unanimously **RESOLVED** that Brenda Shore be appointed to serve on the 'Better Kept Villages' and 'Footpaths' sub-committees; that Tom Parr be appointed to serve on the 'Lighting', 'Community Response' and 'L.E.C.A. Liaison' sub-committees and that both Brenda Shore and Tom Parr be appointed to serve on the 'Highways' sub-committee.

On a final proposal by John Easter – seconded by Norman Grundy – it was unanimously **RESOLVED** that a 'Website Co-ordination' sub-committee be formed with Simon Downing as Chairman and Bill Hutchison and Tim Phillipson as members.

Full details of sub-committee compositions appear as an addendum to these Minutes.

**0507.06 To appoint representatives to external bodies:** On a proposal by John Easter – seconded by Tim Phillipson – it was unanimously **RESOLVED** that all existing representatives retain their roles.

Full details of external body representatives appear as an addendum to these Minutes.

**0507.07 To receive apologies for absence:** Cllr. Carol Hart.

**0507.08 Declarations of Members' Interests:** There were none.

**0507.09 To confirm the non-exempt Minutes of the Meeting held on 25<sup>th</sup> April 2007:** They were unanimously **RESOLVED** to be a true record and were accordingly signed-off.

**0507.10 Minutes of Sub-Committees:** There were none.

**0507.11 Crime/Neighbourhood Watch/Anti-social Behaviour:** 'Operation Relentless' – a new Police 'initiative' to combat crime – was reported by Simon Downing. The launch will take place at West Hallam Village Hall from noon on Saturday 16<sup>th</sup> June. Brenda Shore said that her brother's car had been damaged when he had recently stayed with her but her attempt to report the incident to 'Crime-stoppers' had been denied as she was a 'third-party'!

**0507.12 Reports from outside body Representatives:** Cllr. Eileen Knight introduced herself as L.E.P.C.'s new Borough Councillor. She congratulated Simon Downing on his efficient election campaign and hoped to effectively work with him and the rest of the Parish Council.

**0507.13 Finance:**

**0507.13.1 Accounts for Payment:** On a proposal by Alan Machell – seconded by Bill Hutchison – the following accounts were approved for payment:-

1877	S J Brown – Contractor Services: April '07	£ 352.50
1878	Allianz Cornhill Ins'ce - Council Insurance: 2007 – 08	£ 1681.11
1879	Park Hall Designs – Web maintenance: May '07	£20.00
1880	C Hourd – Park-keeping: May '07.	£ 278.40
1881	D Dodgson – Clerk salary/expenses: May '07	£ 432.75
1882	B Adams – Gift for Alex Sommerville CPM [ex Chairman's Allowance]	£55.00

**0507.13.2 Review of Internal Audit Plan:** Council reviewed the 11-point Plan currently in place. After determining that all of the Plan's requirements continued to be met, a proposal by Brian Adams – seconded by Norman Grundy – **RESOLVED** that the effectiveness of the Plan was appropriate for L.E.P.C.

**0507.13.3 Accounts: 2006–07** Council considered the pre-distributed accounts for the year ended 31<sup>st</sup> March 2007. The Receipts & Payments Account, the Fixed & Long Term Assets Schedule and the Cash Book/Current Account Reconciliation were held to fairly present the financial position of the council at the year-end and - on a proposal by Brian Adams, seconded by Alan Machell – it was **RESOLVED** to approve the accounts. They were accordingly signed-off by both the Chairman and the Responsible Financial Officer.

**0507.13.4 Audit Commission - Annual Return: 2006-07** Members considered the Statement of Accounts and, after establishing that there was comparability with the earlier approved annual accounts, Council unanimously **RESOLVED** that the Statement be approved. Council considered each of its eight responsibilities enumerated in the Annual Governance Statement and concluded that each could be accorded a positive response. On a proposal by Brian Adams – seconded by Alan Machell – it was unanimously **RESOLVED** that the Annual Governance Statement be approved and it was accordingly signed-off by the Chairman and the Clerk. As the Council is not the sole managing trustee of any trust funds, it was agreed that this section of the Annual Governance Statement was not applicable.

**0507.14 Park / Pavilion:** John Easter reported the replacement of two pavilion windows and also reiterated the ongoing pressure for the return of the roundabout to the play area. After the preparation of the walkway to the bowls club by L.E.P.C.'s contractor proved to be unsatisfactory, an external contractor had been engaged to undertake remedial work.

Simon Downing reported that the staircase to the tennis club would be installed shortly and then explained the pavilion 'toilet rota' to the new members.

**0507.15 Footpaths:** Tim Phillipson reported a broken stile on the footpath from the Paddock, Vicarage Lane into the wood – land believed to be owned by John Salt. Agreed that Clerk should write to Mr Salt asking if he will undertake a repair.

The blockage on the footpath off Windy Lane had been cleared by the contractor and Tim Phillipson requested that he submit a separate invoice to facilitate a cost reclaim against D.C.C.

The possibility of warning signage on the footpath at the back of the blacksmiths had been progressed by Tim with the planning permission holder and a formal response was awaited.

Responding to Simon Downing, Tim Phillipson undertook to check copyright issues with D.C.C.'s Footpaths Officer ahead of posting footpath details on the web site.

Responding to Tom Parr – who had concerns about the poor surface quality of the pathway between Barley Close and Crab Tree Hill – Tim Phillipson confirmed that this pathway had not been adopted by County. Agreed that LEPC should investigate whether it could undertake some remedial work.

**0507.16 Highways:** Alan Machell had looked at the parking on Duffield Road outside Greenhatch but all agreed that – in the absence of a serious incident – the authorities would be unlikely to take regulatory action. Parking by the Duffield Road level-crossing on the opposite roadside to MW Polymers was also a hazard and it was agreed that the Clerk should write to MW Polymers – in the spirit of ‘good neighbourliness’ – requesting that any of their employees who park there might seek to find a safer location.

**0507.17 Street Lighting:** Norman Grundy had nothing to report.

**0507.18 Emergency Planning:** Alan Machell reported that he had received a new, e-mailed E.P. template – which had subsequently been augmented by a hard-copy from the Clerk. He was seeking to arrange a visit for both himself and Tom Parr to the ‘Command & Control Centre’ at Matlock and it was confirmed that the new E.P. template should be finalised ahead of the October ‘07 deadline. Tom Parr indicated an interest in the role of ‘Flood Warden’ and – in order to give the Chairman time to acquaint him with the duties/training – it was agreed to revisit this topic at the June meeting.

**0507.19 Better Kept Villages:** Bill Hutchison reported that daffodils had been replanted and that he had, that day, visited D.G.C. to confirm that there were ample supplies of bedding plants/compost/etc. Given that Bill’s own garden was in ‘a state of flux!’, Simon Downing confirmed that supplies could be stored at Cuckoo Wood Farm. Brenda Shore felt that the front border at Croft Corner needed improvement – a view shared by all. Bill Hutchison offered to liaise with her on such a project and both agreed that the involvement of volunteers would be highly desirable.

Bill Hutchison opined that the planter outside the ‘Manor Pharmacy’ was in superb condition and a credit to that company’s commitment to the village.

**0507.20 Churchyard:** Brian Adams had nothing to report but John Easter reminded Council that further investigation as to possible remedial work on the gravestone of a former member of the armed forces was required.

**0507.21 Youth Facilities:** Norman Grundy indicated that he would continue to seek further facility provisions from Rachel Sidebotham and that he had completed an article on youth facilities for both the web site and the carnival programme. He confirmed to Bill Hutchison that both the youth bus and the climbing wall would be coming to carnival.

**0507.22 Planning Matters:** Council noted five approvals and two refusals of recent planning applications. There were no new applications for Council to consider.

**0507.23 Licensing Matters:** There was nothing to report.

**0507.24 Correspondence:** Clerk spoke to the pre-distributed check-list and invited members to tick items of interest which he would then forward.

Clerk responded to two queries from Brian Adams before placing two documents before Council for self-circulation [see also Minute 0507.27].

**0507.25 Village Hall Project:** The ‘Big Lottery Fund’ had confirmed receipt of Council’s grant application. Simon Downing had actively progressed action by E.B.C.’s Development Services regarding the ‘reserve matters’ of the planning approval and the Clerk undertook to duplicate this action. Simon Downing sought to revisit the issue of car park lighting but, after discussion, it was agreed to defer decision on this matter until responses had been received from Development Services at E.B.C. Forty four parking spaces [including 2 disabled & 2 mother/child spaces] were now marked out in the new area and it was confirmed to Brian Adams that the proposed turning ‘circle’ had now become a turning ‘area’.

John Easter reported that Park Close residents desired a gate in the park wall and – whilst Brian Adams said that on earlier applications, this had been refused – it was agreed to revisit the issue in June.

**0507.26 Allotment Update:** Clerk reported that he had sought a situation update from Severn Trent but Mr Pogmore was on holiday.

Tim Phillipson strongly felt that LEPC should revisit the option of compulsory purchase and it was agreed that – after seeking to contact Severn Trent again – the Clerk should raise the C.P.O. option with E.B.C.

Responding to Norman Grundy, Clerk reported that he had yet to hear from the local M.P. over the issue.

**0507.27 New Code of Conduct:** Clerk reported that a version of the new Code of Conduct – specific to Parish Councils – was the major document tabled for self-distribution at Minute 0507.24 above. He suggested that Members read the document – in conjunction with the pre-distributed letter from the Standards Board [labelled 'Agenda Item 26] – prior to reconsidering this matter at the July meeting.

**0507.28 Items for next Agenda:** Flood Warden  
Gate: Park Close to Park  
Revised Village Plan  
Web Site

There being no other business, the Chairman closed the Meeting at 8.55 pm.

**NEXT MEETING:** Wednesday, 27<sup>th</sup> June 2007 at 7.30 pm.

Signed:.....

Chairman

Date: .....