

Dronfield Town Council

Town Clerk:
Andrew Tristram



Dronfield Civic Hall
Dronfield Civic Centre
Dronfield
S18 1PD

Telephone: 01246 418573

Fax: 01246 290702

Email: townclerk@dronfield.gov.uk

Website: www.dronfield.gov.uk

8 May 2018

To: The Chairman and Members of Dronfield Town Council

Dear Councillor,

You are summoned to attend the meeting of Dronfield Town Council to be held on

**MONDAY 14 MAY 2018 AT 7.30pm IN THE
GOSFORTH LODGE, CLIFFE PARK, DRONFIELD**

Yours sincerely



Andrew Tristram
Town Clerk

Please be aware that meetings open to the public may be recorded by representatives of the media or by members of the public. Any persons intending to record this meeting are:

1. Requested not to film the public seating area and to respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed.
2. Reminded that it is not permitted for oral commentary to be provided during a meeting. The Chairman may ask people to stop recording and leave the meeting if they act in a disruptive manner.

AGENDA

1. **To Elect a Town Mayor**
Appointment of new Town Mayor.
2. **To elect a Deputy Town Mayor**
Appointment of a new Deputy Town Mayor.
3. **Leader and Deputy Leader of the Council**
To appoint the Leader and Deputy Leader of the Council.
4. **Apologies**
To receive apologies and reasons for absence from the meeting.
5. **To consider a variation of order of business**
To consider request to change the order of the items on the agenda.
6. **Declarations of Interest**
To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time. To receive and approve request for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
7. **Public Speaking**
 - 7.1 **Planning Matters**
An opportunity for members of the public to raise any planning matter that members may be considering at the planning item of the following agenda.
 - 7.2 **General Matters**
A fifteen-minute session when members of the public and local residents can raise issues affecting the town. Any issues raised may be noted and a request by members for that matter to be placed on a future agenda for discussion and debate.
 - 7.3 **Police Matters**
If the Police Liaison Officer is in attendance they will be given the opportunity to raise any relevant matters.

8. **Council Minutes**
To receive and consider adopting as a true and accurate record, the draft Minutes of the Ordinary Meeting of the Council held on 9 April 2018 (Pages 104 – 114).
9. **Items for exclusion of public**
To determine what items on the agenda, if any, should be taken with public excluded.
10. **Planning Matters**
 - 10.1 **Planning Applications (Appendix 1)**
To consider the attached schedule of planning applications submitted by North East Derbyshire District Council for comment and discussion. Further details of any application can be found at: <http://planapps-online.ne-derbyshire.gov.uk/online-applications/> and then by inputting the application reference number.
 - 10.2 **Planning Decisions (Appendix 2)**
To receive the attached schedule of planning decisions submitted by North East Derbyshire District Council for information.
11. **Appointment of members to committees and advisory committees (Appendix 3)**
To consider amendments to the membership of the Council's committee and advisory committees.
12. **Representatives on outside bodies (Appendix 4)**
To consider amendments of representatives on outside bodies.
13. **Dates of meetings for 2018-19**
To confirm the dates for the forthcoming Council Meetings.
14. **Outside Services Report (Appendix 5)**
To consider the written report submitted by the Outside Services Manager.
15. **Meeting Reports (Appendix 6)**
To receive the meeting reports on various matters:-
 - 15.1 Properties Advisory Committee held on 23 April 2018
 - 15.2 Road Safety Advisory Committee held on 25 April 2018
 - 15.3 Neighbourhood Plan Advisory Group held on 25 April 2018
 - 15.4 Civic Service Advisory Committee held on 26 April 2018
 - 15.5 Gala Advisory Committee held on 3 May 2018
 - 15.6 Christmas Advisory Committee held on 3 May 2018
 - 15.7 Standing Orders Advisory Committee on 10 May 2018
16. **Standing Orders**
To consider recommended updates to the Standing Orders.
17. **Data Protection Regulations**
To approve privacy notices and data protection policies.
18. **Town Clerk's Report (Appendix 7)**
To consider the written report submitted by the Town Clerk
19. **Financial Report (Appendix 8)**
 - 19.1 Schedule of Payments for March 2018
 - 19.2 Schedule of Receipts for March 2018
 - 19.3 Bank Reconciliation at 31 March 2018
20. **Derbyshire Association of Local Councils**
Council to note the following Circulars received from DALC (circulated electronically):-

2018-06
External Audit News - Neighbourhood Planning Grant - Section 137 allowance - GDPR update & training - Updated Standing Orders & LTN - Free Webinar - Project Man. Training - Councillor Essentials Training
21. **Exclusion of the Press and the Public**
To move the following resolution – That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 7th MAY 2018

No	Reference	Applicant	Location	Details
1.	18/00236/FLH	Mr & Mrs McCullagh	20 Linden Avenue	Proposed raising of roof height to provide first floor accommodation, new dormer windows and balcony to the rear
2.	18/00252/FLH	Mr D Brown	Holly Tree Cottage 2 - 4 Dyche Lane	Proposed new openings on dwellings south and east elevation and new pitched roof with dormers over existing garage (Conservation Area)
3.	18/00259/FL	Ms J Taylor	2A Callywhite Lane	Application for change of use from chiropodist (D1) to independent wine retailer (A1) (Conservation Area)
4.	18/00313/FLH	Mr A Ollenbuttel	33 Snapehill Crescent	Hardstanding and new level access entrance to property
5.	18/00317/FLH	Mr G Clark	35 Holmesdale Road	To create a ground floor bay window extending from the existing dining room into the side garden of the property.
6.	18/00323/FLH	Mrs K Skowronski	6 Vale Close	Proposed single and two storey rear extension
7.	18/00328/FLH	Mrs J Oxley	10 And 12 Eckington Road	Application to re-roof 2no dwellings with slate tiles instead of stone (Conservation Area/Affecting the setting of a Listed Building)
8.	18/00343/FLH	Mr P Burton	55 Firthwood Road	First Floor Extension over existing garage, to provide study and bathroom.
9.	18/00348/AD	Mr Gary Fletcher (Surfacing) Ltd	77 - 81 Chesterfield Road	Application for advertising consent for 2no illuminated fascia signs and 1no illuminated projecting sign (Conservation Area)
10.	18/00351/FLH	Mr A Cross	6 Thorpe Avenue	Construction of porch to front

11.	18/00352/FLH	Mr & Mrs Field	2 Garth Way	Proposed single storey front and side extension
12.	18/00364/FLH	Mr M Boot	9A Moorgate Crescent	Demolition of existing garages and rebuilding of a detached garage and log store
13.	18/00370/FLH	Mrs P Hunt	12 Hanbury Close	Construction of single-storey side and front extensions with a first floor extension over the existing study (Revised scheme of 17/00983/FLH)
14.	18/00383/FLH	Mr M Quinn	66 Coniston Road	Proposed two storey extension to side of existing dwelling, to provide new hall, kitchen, bedroom and family bathroom.
15.	18/00389/FLH	Ms C Sanderson & Mr S Coleman	11 Caldey Road	Demolition of existing garage and construction of two-storey side extension and single storey rear extension incorporating new garage and raised decking area
16.	18/00400/FLH	Mr Mather	46 Green Lea	Application for a rear Conservatory
17.	18/00403/FLH	Mr & Mrs J Marshall	20 Park Avenue	Application for single storey side extension
18.	18/00404/FLH	Mr & Mrs J Parkin	52 Sherwood Road	Two storey side extension and single storey front extension to existing semidetached dwelling
19.	18/00406/FLH	Mr T Palmer	206 Holmley Lane	Proposed two-storey side extension and extension of rear dormer
20.	18/00412/FLHPD	Mr & Mrs M Tasker	10 Wordsworth Place	Application under the neighbour notification scheme for a single story rear extension
21.	18/00414/FLH	Mr Ogden	72 Firthwood Road	Application for the retention of a stone wall and gates to the front

DRONFIELD TOWN COUNCIL
SCHEDULE OF PLANNING DECISIONS
SUBMITTED TO COUNCIL MONDAY 14 MAY 2018

No	Reference	Location	Details	Decision
1.	17/01156/HHC	123 Green Lane	Application for determination of a high hedges complaint relating to evergreen vegetation	Works Required
2.	18/00084/AD	The Blue Stoops Inn, High Street	Application for advertisement consent for multiple new adverts (Amended Plans)	Approved
3.	18/00085/LB	The Blue Stoops Inn, High Street	Application for listed building consent for multiple adverts (Listed Building/Conservation Area)(Amended Plans)	Conditionally Approved
4.	18/00115/AD	Unit 3, Stubley Drive	Application for advertising consent for retention and illumination of 1no existing sign and installation of 1no new illuminated sign at car park entrance	Conditionally Approved
5.	18/00128/FLH	47 Shireoaks Road	Application for two storey side extension, single storey rear extension and rear dormer (Revised scheme of 17/00867/FLH)	Conditionally Approved
6.	18/00137/FL	Stokes House Stubley Lane	Proposed Commercial Unit (B1)	Conditionally Approved
7.	18/00141/FLH	24 The Knoll	Demolition of existing car port and construction of single-storey side extension	Conditionally Approved
8.	18/00148/FLH	7 Heathfield Close	Proposed two-storey and single-storey side extension	Conditionally Approved
9.	18/00162/FLH	7 Standall Close	Internal Garage Conversion	Conditionally Approved
10.	18/00167/FLH	22 Park Avenue	Single Storey Rear Extension to form specialist Hydrotherapy pool facility with associated changes to existing kitchen flat roof	Conditionally Approved
11.	18/00169/FLH	3 Bowshaw	Replacement of single storey side elevation with two storey extension	Conditionally Approved
12.	18/00180/FLH	11A Chetnut Close	Proposed increase in ridge height with installation of side facing dormers (Revised scheme of 17/01351/FLH)	Refused
13.	18/00181/FLH	4 Netherfields Crescent	Demolition of existing garage and erection of single storey front and side extension	Conditionally Approved
14.	18/00184 /FLHPD	27 Ullswater Drive	Application under the Neighbour Notification scheme for a single storey conservatory to the rear	Permitted Development
15.	18/00196/FLH	9 Hilltop Way	Proposed two-storey side extension and single-storey rear extension	Conditionally Approved
16.	18/00224/FLH	17 Hawkshead Avenue	Proposed single-storey rear extension	Conditionally Approved
17.	18/00241/FLH	27 Falcon Road	Two-storey side extension and single-storey rear and front extensions	Conditionally Approved
18.	18/00244/ CATPO	193 Carr Lane	Notification of intention to prune 1 Sycamore tree within the Dronfield Woodhouse Conservation Area	No Objection
19.	18/00249/FLH	42 Melbourne Avenue	Construction of a rear conservatory	Conditionally Approved
20.	18/00156/FL	Unit 3 Speed draw House Callywhite Lane	Application for extension and alterations to existing Warehousing unit.	Conditionally Approved

Advisory Committees: 2017/2018

<p><u>Budget:(5 Members)</u> Liz Blanshard Angelique Foster Gareth Hopkinson Christine Smith Richard Welton</p>	<p><u>Civic Service:</u> Mark Foster Philip Wright</p>
<p><u>Christmas Event:</u> Michelle Emmens Alan Powell</p>	<p><u>Grant Awards:</u> Liz Blanshard Tim Collins Christine Smith</p>
<p><u>Gala Event:</u> Michelle Emmens Roger Hall Alan Powell</p>	<p><u>Gritting:</u> Mark Foster Kevin Tait</p>
<p><u>Parks and Recreation Advisory Committee</u> Tim Collins Alex Dale Michelle Emmens Angelique Foster Rosie Smith Kevin Tait</p>	<p><u>Properties Advisory Committee: (5 members)</u> Liz Blanshard Angelique Foster Gareth Hopkinson Alan Powell Christine Smith</p>
<p><u>Personnel: (5 members)</u> Angelique Foster Sandra Green Gareth Hopkinson Alan Powell Richard Welton</p>	<p><u>Road Safety: (5 Members)</u> Lilian Deighton Angelique Foster Mark Foster Rosie Smith</p>
<p><u>Standing Orders:</u> Liz Blanshard Angelique Foster Sandra Green Richard Welton</p>	<p><u>Neighbourhood Planning Steering Group</u> Alex Dale Michelle Emmens Angelique Foster Mark Foster Gareth Hopkinson Alan Powell Christine Smith Richard Welton</p>
<p><u>Town Twinning:</u> Liz Blanshard Tim Collins</p>	<p><u>Youth Council:</u> Anthony Hutchinson</p>
<p><u>Re-Cycling:</u> Alex Dale Angelique Foster Kevin Tait</p>	<p><u>Cemetery Committee</u> Cllr Lillian Deighton Cllr Mark Foster Cllr Roger Hall Cllr Anthony Hutchinson Cllr Philip Wright Cllr Matthew Lilleyman (Unstone Parish Council)</p>

DRONFIELD TOWN COUNCIL**REPRESENTATIVES ON OUTSIDE BODIES – 2017/2018**

Organisation	Number Of Reps	Proposed 2017/2018
1. Dronfield Woodhouse Sports/Social	2	Cllr Tim Collins Cllr Roger Hall
2. Dronfield Town Twinning Federation	2	Cllr Liz Blanshard Cllr Tim Collins
3. Dronfield Disabled Club	1	Cllr Angelique Foster
4. Dronfield Old People's Welfare Committee	1	Cllr Angelique Foster
5. Dronfield Henry Fanshawe Education Foundation	6	Cllr Mark Foster Cllr Alex Dale Cllr Gareth Hopkinson Cllr Richard Welton Cllr Anthony Hutchinson Cllr Lilian Deighton
6. Dronfield Pioneer Health & Housing Society	1	Cllr Alex Dale
7. ATC Civilian Committee	1	Cllr Roger Hall
8. DALC Executive Committee	1	Cllr Alex Dale
9. Footpaths & Bridleways Society	1	Cllr Tim Collins
10. Dronfield in Bloom Committee	2	Cllr Michelle Emmens
11. Coal Aston Bowls Pavilion Management Committee	3	Cllr Alex Dale Cllr Anthony Hutchinson
12. Lea Brook Valley Volunteers Management Committee	1	Cllr Mark Foster
13. Dronfield Town Football Club Management Committee	2	Cllr Roger Hall Cllr Anthony Hutchinson
14. Coal Aston Cricket Club Management Committee	2	Cllr Tim Collins Cllr Anthony Hutchinson
15. Dronfield Civic Society Awards Panel (Rep Mayor)	1	Mayor
16. Dronfield Relief in Need Charity	4	Cllr Liz Blanshard Cllr Angelique Foster Cllr Christine Smith Cllr Richard Welton

DRONFIELD TOWN COUNCIL
MAY 2018
OUTSIDE SERVICES MANAGERS REPORT

The following tasks have been carried out during the month of April.

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route, and they also inspect the play areas/equipment at the same time.

Play Areas - Maintenance continues on the play areas.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday.

Notice Boards - The notice boards have all been cleaned up with the removal of any old and non-charity posters being removed.

Cliffe Park – Due to staff sickness and holidays, we are covering the night attendant duties in the Park, Phil has been covering the night time attendants roll over the last 9 months.

Cemetery - The team have been into the Cemetery to tidy up and the grass cutting has commenced, this will be cut fortnightly basis on alternate weeks to cutting DTC parks and open spaces. It takes approximately 3 days for the grass to be cut by using hand lawn mowers and the triple on the large areas, this uses up the 5 men employed within the Outside Services.

Grass Cutting – Grass cutting has commenced around the parks and open spaces in the Town. The areas will be cut on a fortnightly basis on alternate weeks to the cemetery being cut. The triple will be out cutting all the large open areas and the 2 men will follow round cutting the play areas with the lawn mowers and strimming areas required.

Allotments – The water has been turned on at the 4 allotment sites with some repairs being carried out on leaking taps.

Other

Various reports have been actioned around the Town.
Maintenance has been carried out on various Council Buildings.

Ronnie Dick
Outside Services Manager

**Minutes of the Meeting of the Properties Advisory Committee
of Dronfield Town Council
Held in the Town Clerk's Office on Monday 23rd April 2018**

Present: Cllr. A. Powell (Chairman), Cllr. L. Blanshard, Cllr. A. Foster, Cllr. C. Smith

In attendance: A. Tristram (Town Clerk), J. Mitchell (Office Manager & PA to Town Clerk)

1. Apologies

Cllr G. Hopkinson was absent.

2. Declaration of Interests

There were no declarations of interest.

3. War Memorial

Members discussed a request by the Civic Society and a member of the public to have the War Memorial cleaned before the forthcoming centenary commemorations.

It was RESOLVED that no cleaning would be undertaken as the members thought the weathered state of the memorial looked more natural.

4. Request for barriers at Coal Aston Village Hall

Members discussed an email that had been received from a resident in Coal Aston, requesting a lockable barrier on the car park entrance and exit at the back of Coal Aston Village Hall.

It was RESOLVED not to request barriers on the car park entrance and exit behind Coal Aston Village Hall.

5. Request for vehicular access to back garden

Members discussed a letter from another resident in Coal Aston, which requested vehicular access to their back garden on Birches Fold via Birches Lane and the footpath past the allotments. Members discussed a number of issues including the narrow footpath, the implications of allowing this and the current parking availability around the area.

It was RESOLVED that permission not be granted for a resident on Birches Fold to access the back of their garden with a vehicle.

6. ATM at Civic Hall

Members discussed the possibility of installing a 'free to use' ATM on the outside of the Civic Hall.

It was RESOLVED to produce a detailed proposal which would include details about the landlords consent required and the insurance implications as well as any cost implications.

7. Stonelow Car Park & Path

Members discussed another revised proposal for the location of the path for access to Dronfield Town Football Club from the car park. The proposal was that the club would apply for funding and pay for the installation of the new path, on the basis that the Council agreed to resurface and light the car park.

It was also reported that the pavilion on the lower pitch at Stonelow had been worked on by members of Coal Aston Cricket Club. The option for the cricket club to manage the facility on behalf of the Council was discussed, which would include opening, locking and cleaning. An email from Coal Aston Cricket Club regarding the fact that they would be applying for funding to install a kitchen, was also discussed.

It was RESOLVED to recommend to Council to contact Dronfield Town Football Club to offer the Councils support on the funding application for the path, but that the cost of resurfacing and lighting the car park was too prohibitive.

It was RESOLVED to recommend to Council that Coal Aston Cricket Club are offered the opportunity to manage the refurbished pavilion on behalf of the Council and the Town Council will support them in the funding bid and by providing a grant.

8. Cliffe Park Update

Members discussed the progress made at Cliffe Park. A meeting was scheduled to take place that afternoon with the contractor and independent playground inspector for a final sign off. The final artwork for the new signage at Cliffe Park was also present and approved by members.

It was RESOLVED to go ahead with the production of the new signage for Cliffe Park and to meet with the contractors and playground inspectors on the afternoon of 23 April 2018.

9. Parking at Cliffe Park

Members discussed a request from Cliffe Park Bowling Club to park at the rear of the Pavilion in Cliffe Park, which would mean driving their vehicles through the park to access this area.

It was RESOLVED not to allow Bowling Club members or visitors vehicular access in Cliffe Park to park at the rear of the Pavilion.

10. Flooring at Gosforth Lodge

Members discussed the different flooring options available for Gosforth and possible funding options.

It was RESOLVED to apply for funding from 'Awards for All' and to gain quotes for industrial Karndean within Gosforth Lodge.

11. Projector at Civic Hall

This item was deferred until the next meeting.

12. Cemetery Lodge

It was reported that a conservation contractor, on behalf of the Town Council, had been to investigate the work required at Cemetery Lodge and they are currently in the process of producing a detailed report of the work needed and an estimated cost.

It was RESOLVED to note this and await the production of the detailed report.

13. Other business

Members discussed the current condition of the Ford Ranger used by Outside Services.

It was RESOLVED to obtain prices for a new vehicle for consideration and decision by the Council.

Meeting closed at 11:30am

Date of next meeting 21 May 2018 at 9.30am.

**Minutes of the Meeting of the Road Safety Advisory Committee
of Dronfield Town Council
Held in the Town Clerk's Office on Wednesday 25th April 2018**

Present: Cllr. M Foster (Chairman), Cllr. A. Foster, Cllr. L. Deighton

In attendance: J. Mitchell (Office Manger & PA to Town Clerk)

1. Apologies

Cllr. R. Smith was absent.

2. Declarations of Interest

There were no declarations of interest

3. Bowshaw

Members discussed the response from Derbyshire County Council following the Town Councils request to reduce the speed limit on Bowshaw. There is a forthcoming meeting with a Highways Officer from the County Council, which will also include a visit to Bowshaw.

It is RESOLVED to recommend to Council that another letter is sent to Derbyshire County Council to continue to request a reduction in the speed limit on Bowshaw and for an update on any speed readings taken.

4. Green Lane

Members discussed a recent accident that had occurred on Green Lane. There is a forthcoming meeting with a Highways Officer from the County Council, which will include a visit to Green Lane to request another crossing on the road.

It is RESOLVED to note these comments.

5. Community Speed Watch

Members discussed the community speed watch scheme and the need to gain volunteers to participate and arrange regular sessions on the roads around town. The training required to become a volunteer on the community speed watch team was also discussed.

It is RESOLVED to contact the organiser of the Community Speed Watch group about volunteers and setting some dates to use the camera.

It Is RESOLVED to contact the police regarding the qualifications and training required to become a volunteer.

6. Any other business

Members discussed the option to purchase a radar speed sign for the town, which could be moved around a number of speeding hotspots which have been identified including the following: Bowshaw, Chesterfield Road, Green Lane, Gosforth Drive, Carr Lane, Pentland Road, Lea Road and Snape Hill. The preference would be for a solar powered sign which can also provide data on the speed cars are travelling towards and from behind the sign.

Members also discussed the road safety issues surrounding the junction of Pentland Road and Balmoral Crescent, following an email from a resident.

Members also discussed a number of traffic and road safety issues highlighted in an email which had been submitted via the website. However as the resident had failed to leave their contact details no response can be given.

It was RESOLVED to research the option of a radar speed sign for further discussion at the next meeting.

It was RESOLVED to recommend to Council that a letter is sent to the Highways department at Derbyshire County Council requesting double yellow lines around the junction of Pentland Road and Balmoral Crescent.

It was RESOLVED to update the website asking people to leave their details if they would like a response to the issues they have raised.

Meeting closed at 10:55am

Date of next meeting to be confirmed.

**Notes of the meeting of the Neighbourhood Plan Steering Group
of Dronfield Town Council held in the Council Chamber, 25th April 2018**

Present: Cllr A Foster, Cllr A Powell, Cllr M Foster, Andrew Towleron, Cllr R Welton

In attendace: Joanne Mitchell (PA to Town Clerk)

1. Apologises

Apologises were received from Cllr. A Dale and Cllr C. Smith.

2. Actions from last meting

There were no outstanding actions from the last meeting.

3. Feedback from consultation

It was reported that no analysis had been carried out yet on the feedback given at the latest consultation. An estimate of £1000 was given for the completion of the analysis by Andrew Towleron, which he estimated would take three weeks.

Other feedback from the consultation was positive and a list of brownfield sites was suggested by residents, which has been sent with other feedback regarding the Local Plan to NEDDC.

It was felt that the format and layout of the event worked well.

4. Preparation of latest draft plan

The format and layout of the plan was discussed and members felt that each section should begin on a new page and that the format should be similar to one seen from Exeter.

A list of things still to be completed for the final draft was then discussed and included the following;

- A report on all the consultations carried out needs to be completed.
- The Rykneld Homes report and the housing needs report need to be combined.
- The foreword at the beginning of the Neighbourhood Plan needs to be completed.
- The list of green space and open spaces needs to be defined and clarified.
- The appendices needs to be tidied up i.e. the important community assets needs to be split into important community services as well, such as the post office.
- The non-designated heritage assets need to be compiled and finalised by the Civic Society.

5. Next Steps

The group agreed to meet to discuss the format and layout of the final document.

Andrew Towleron agreed to contact the group if he required anything else in addition to the list above.

Andrew Towleron agreed to have the analysis of the consultation feedback to present to the group in three weeks' time.

6. Date of next meeting

Friday 4 May and then 15 May at 11am - both in the Town Clerks Office.

Meeting closed at 12:15pm

Notes of Civic Service Meeting Held at 4.00pm Thursday 26 April 2018
In the Council Chamber

Present Councillors Philip Wright, Revd. Peter Bold & Andy Gore
 Carole Dick

1. Apologies
 None received

2. Date of Service
 17th June 2018 - 10.00am (Earlier start this year due to Father's day)

3. Service
 To be in St John the Baptist Church

4. Theme
 "Working Together in Dronfield"

5. Music
 Hymns x 3 chosen by the Church (Rev PE Bold/Andy Gore and Cllr P Wright
 which go with the chosen theme

6. School
 Carole to contact St Andrews CE Primary School

7. Refreshments – Back of Church (DTC provide refreshments)

8. Date of Next Meeting
 Thursday 10 May – 4.00pm Council Chamber

**Minutes of the Meeting of the Gala Advisory Committee
of Dronfield Town Council
Held in the Town Clerk's Office at 10am on Thursday 3rd May 2018**

Present: Cllr M. Emmens (Chair), Cllr. A. Powell, Cllr. R. Hall

In attendance: J. Mitchell (Office Manger & PA to Town Clerk), R. Dick (Outside Services Manager), C. Dick (Office Administration)

1 Apologies

There were no apologies

2 Declaration of Interests

There were no declarations of interest

3 Activities

It was confirmed that all the activities agreed at the last committee meeting have now been booked which includes Body Zorbing from Extreme Wheels, six bed trampolines, soft play equipment for use in Gosforth Lodge and a circus workshop.

Cllr. M. Emmens confirmed that Matlock Farm Park were unable to attend so an alternative supplier needs to be found.

It was RESOLVED to note the activities already booked and to gain costs for an alternative animal provider.

4 Fair Ground rides

The number of rides and inflatables from one supplier was discussed.

It was RESOLVED to confirm the exact number of rides and inflatables once the deadline for stall bookings had passed to that space available was known.

5 Performance Groups

Two dance groups have now been confirmed to perform in the central arena, along with St John's Marching Band and Dronfield Singers. A number of other possible acts have also been approached but no response has yet been received.

It was RESOLVED to await a response from those groups already contacted and to speak with Cllr. L. Blanshard regarding the possibility of the boxing club doing a demonstration.

6 Stall sales

Invitations have now been sent out to local community groups to ask if they would like a stall and they have been asked to book by 1 June. A number of commercial businesses will also be contacted in the next week.

It was RESOLVED to note the update and to contact possible commercial stand holders.

7 Food/Ice Cream Van

Arrangements and discussions with a number of potential food outlets are still ongoing.

It was RESOLVED to continue discussions with a number of food outlets to attend on the day and provide an update at the next committee meeting.

8 Music/Sound System

It was agreed that the proposed sound system should be suitable for use at future Council events and to go ahead and purchase the system. A discussion was also had with regards to who would be available and trained to operate the system once purchased.

It was RESOLVED to purchase the new sound system and for the Outside Services Manager to train the Outside Services team on how to operate it when delivered.

9 Promotion of the event

The half page advert and half page editorial has been requested in the July issue of the Dronfield Eye. It was also agreed to print 2,500 leaflets to distribute in the local Primary Schools, create posters to put on the noticeboards and to create seven new banners to place around town.

It was RESOLVED to progress with all promotional plans for the Gala.

Meeting closed 10.15am.

Date of next meeting Thursday 7 June at 10am.

**Dronfield Town Council - Christmas Advisory Committee
Minutes of the Meeting
Held on 3 May 2018 at 9.30am in the Town Clerk's Office**

Present: Cllr. M. Emmens (Chair), Cllr. A. Powell and Cllr. A. Hutchinson

In attendance: J. Mitchell (Office Manger & PA to Town Clerk), R. Dick (Outside Services Manager) C. Dick (Office Administrator)

1) Apologises

There were no apologises.

2) Car Park and Road Closure Plans

North East Derbyshire District Council (NEDDC) have now declined permission to close the car park in the Civic Centre on grounds of safety for pedestrians and concern for retailers businesses. They have also advised that the road closure of the High Street would be highly unlikely due to the narrow width of the road as there is a requirement to have 3m wide access for emergency vehicles.

It was RESOLVED to contact NEDDC again to address their concerns regarding pedestrian safety and to invite them to the Civic Centre to view the area in question and answer any questions.

3) Contacting businesses on High Street

Members agreed that Cllr A. Hutchinson would speak with each of the businesses on the High Street from the jewellery shop to the pottery shop on the corner, with regards to a contribution of £50 per tree for installation of the brackets and trees on the buildings of the High Street.

It was RESOLVED for Cllr. A. Hutchinson to speak with retailers on the High Street and provide an update at the next Christmas Advisory Committee Meeting.

4) Christmas Lights

A number of lighting and payment options have been provided by a company to install and dismantle Christmas lights on the buildings on the High Street and Church Street as well as 13 lamp posts and a tree wrap around one of the trees in the Library Gardens.

It was RESOLVED to contact Derbyshire County Council with regards to the cost implications of converting the lamp posts required. It was also agreed to confirm an exact breakdown of costs for each element of the Christmas lighting before a final decision is made.

The meeting closed at 10.00am.

Date of next meeting Thursday 7 June 2018.

Town Clerk's Report for 14 May 2018

1 Items for Decision

- A An email has been received from the Parish Church Office requesting whether the Council would like to become involved in Toilet Twinning.
- B A letter has been received from Geoff's DIY store requesting the Council's assistance to work with NEDDC to reduce business rates.

2 Items for Information

- A Email from Head of Network Planning at Derbyshire County Council regarding the repair of potholes within the town.
- B Email from Harlequin Group regarding a pre-planning application for a proposed 20m EE Slim monopole on the grass verge on Stubley Lane.

Agenda Item 19 – Appendix 8

19.1 Schedule of Payments for March 2018

19.2 Schedule of Receipts for March 2018

19.3 Bank Reconciliation at 31 March 2018

At : 13:38

BANK ACCOUNT-NO 1

List of Payments made between 01/03/2018 and 30/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	Public Works Loan Board	ddr6	3,625.00		PWLB Loan Capital
02/03/2018	Cathedral Leasing Ltd	ddr7	187.20		Nappy Bins - Feb to April
02/03/2018	Yorkshire Water	ddr9	25.13		sewerage c/hall -apr 17-feb 18
07/03/2018	O2 Direct Debit	ddr5	12.48		Mobile Phone Calls- Cemetery
08/03/2018	Plusnet PLC	ddr	38.54		broadband-offices/civic March
08/03/2018	TALKTALK DIRECTDEBIT	ddr2	23.31		broadband - works unit March
09/03/2018	OPUS - 42 Cemetery Road (Lodge	ddr4	404.64		electric - lodge 21st Jan-Feb
11/03/2018	HSBC Bank Plc	ddr3	41.77		HSBC - bank charges
12/03/2018	Post Office Ltd	ddr	5,344.39		Feb 2018 - Tax & Ni
12/03/2018	O2 Direct Debit	ddr2	34.50		O2 Mobile Phone handset charge
14/03/2018	O2 Direct Debit	ddr	60.55		O2 Mobile Phone calls
15/03/2018	NEDDC Cemetery Lodge	ddr3	553.16		Rates Cemetery Lodge
15/03/2018	HSBC Bacs Salaries	BACS	16,705.33		March BACS Salaries
16/03/2018	Frama Smart Mailing	ddr	126.00		Franking Machine 17.4-16.7.18
16/03/2018	FuelGenie	ddr2	239.37		Vehicle fuel / fuel cans FEB
16/03/2018	HSBC Bank Plc	ddr4	33.28		electronic bank charges HSBC
20/03/2018	Contract Natural Gas Ltd	ddr	154.81		Gas - Stonelow - Feb 18
20/03/2018	Contract Natural Gas Ltd	ddr2	486.21		Gas-Gos Lodge Feb 18
20/03/2018	British Gas Trading Ltd	ddr3	768.42		Gas - Civic Hall - Feb 18
21/03/2018	Spitfire Network Services Ltd	ddr4	107.12		Telephone Lines March 2018
21/03/2018	IRIS Payroll Solutions Ltd	ddr5	22.85		Auto enrolment payrollFeb 2018
21/03/2018	OPUS - Small Pavillion Stone	ddr10	76.19		Electric Small Pav stonelow
21/03/2018	OPUS - Coal Aston	ddr4	22.90		Electric - CA Pavilion Feb 18
21/03/2018	OPUS - Library Gardens	ddr5	7.35		Electric - Library Gardens Feb
21/03/2018	OPUS - Cliffe Park	ddr6	714.76		Electric Cliffe Park - Feb 18
21/03/2018	OPUS - Main Pavillion Stonelow	ddr7	78.28		Electric - Main Pav Stonelow
21/03/2018	OPUS - Unit Callywhite Lane	ddr8	458.34		Electric - Works Unit Feb
21/03/2018	OPUS - Civic Hall	ddr9	486.71		Electric - Civic Hall - Feb
22/03/2018	Water Plus	ddr	467.96		Water - Civic Hall - Nov/Jan
22/03/2018	O2	DDR	3.75		Cemetery mobile phone - device
22/03/2018	Personnel Advice & Solutions L	ddr	120.00		Purchase Ledger Payment
26/03/2018	Yorkshire Water	ddr2	47.31		Water Stonelow Cricket Dec-Mar
26/03/2018	Yorkshire Water	ddr3	69.11		Water - Stonelow -18 Jan-12 Ma
26/03/2018	Yorkshire Water	ddr4	296.16		Water C.Park / 6 Dec - 12 Mar
26/03/2018	Metro (Dronfield) Limited	ddr	49,239.60		Rent for Civic Hall
26/03/2018	The Creative Chef (Hall Barn)	100089	384.00		Replacement cheque
26/03/2018	Mr Giles	CASH	43.75		Market Rent 22.3.18
28/03/2018	Westfield Health Direct D	dd	37.95		Westfield deductions - March
29/03/2018	Acorn Fencing	600548	3,190.00		Fencing - Cliffe Park Project
29/03/2018	DCC Superannuation Fund	600549	5,549.87		March 2018 - superannuation
29/03/2018	Gary Fletcher (Surfacing) Ltd	600550	216.00		Rock Salt x 1 Delivery
29/03/2018	HM Courts & Tribunals Service	600551	110.00		Attachment of Earnings Order
29/03/2018	Unison Finance & Membership	600552	26.95		March - Unison deductions
29/03/2018	Unite The Union	600553	50.60		March 2018 - Unite deductions
29/03/2018	BACS B/L Pymnt Page 2126	BACS Pymnt	14,925.06		BACS B/L Pymnt Page 2126
30/03/2018	BACS B/L Pymnt Page 2133	BACS Pymnt	87,348.80		BACS B/L Pymnt Page 2133

At : 13:38

BANK ACCOUNT-NO 1

List of Payments made between 01/03/2018 and 30/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>192,965.46</u>		

At : 13:38

BANK ACCOUNT-NO 1**Cash Received between 01/03/2018 and 30/03/2018**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/03/2018	Sales Recpts Page 3521		Sales Recpts Page 3521	243.00
05/03/2018	Derbyshire County Council	BACS	land lease Dronfield Jr School	55.00
06/03/2018	Staves	bacs	Lodge Rent	923.20
08/03/2018	Sales Recpts Page 3517		Sales Recpts Page 3517	1,000.00
08/03/2018	Sales Recpts Page 3519		Sales Recpts Page 3519	23.00
09/03/2018	Mr Giles	cash	Market Rent 15.2.18	48.75
09/03/2018	Mr Giles	cash	Market Rent 22.2.18	43.75
09/03/2018	Sales Recpts Page 3515		Sales Recpts Page 3515	9,522.72
09/03/2018	Sales Recpts Page 3516		Sales Recpts Page 3516	405.89
09/03/2018	Sales Recpts Page 3518		Sales Recpts Page 3518	304.20
14/03/2018	Sales Recpts Page 3520		Sales Recpts Page 3520	50.00
16/03/2018	Mr Giles	cash	Market Rent 8.3.18	33.75
16/03/2018	Mr Giles	cash	Market Rent 15.3.18	43.75
16/03/2018	Northern Powergrid	chq	Wayleave - Carr Lane	2.30
16/03/2018	Sales Recpts Page 3522		Sales Recpts Page 3522	77.60
16/03/2018	Sales Recpts Page 3523		Sales Recpts Page 3523	105.82
16/03/2018	Sales Recpts Page 3524		Sales Recpts Page 3524	50.00
19/03/2018	Padley & Venables Ltd	bacs	Cliffe Park Sponsorship	7,500.00
19/03/2018	Sales Recpts Page 3525		Sales Recpts Page 3525	7,500.00
19/03/2018	cancel bacs as sales ledger	cancel	cancel bacs as sales ledger	-7,500.00
21/03/2018	Sales Recpts Page 3526		Sales Recpts Page 3526	304.20
23/03/2018	Sales Recpts Page 3527		Sales Recpts Page 3527	141.98
23/03/2018	Sales Recpts Page 3528		Sales Recpts Page 3528	19.60
23/03/2018	Sales Recpts Page 3529		Sales Recpts Page 3529	23.00
23/03/2018	Sales Recpts Page 3530		Sales Recpts Page 3530	14.70
24/03/2018	Sales Recpts Page 3531		Sales Recpts Page 3531	60.00
26/03/2018	Sales Recpts Page 3532		Sales Recpts Page 3532	495.00
26/03/2018	Sales Recpts Page 3533		Sales Recpts Page 3533	65.00
26/03/2018	Sales Recpts Page 3536		Sales Recpts Page 3536	206.42
26/03/2018	Sales Recpts Page 3537		Sales Recpts Page 3537	304.20
27/03/2018	Sales Recpts Page 3538		Sales Recpts Page 3538	608.40
27/03/2018	Sales Recpts Page 3539		Sales Recpts Page 3539	50.00
27/03/2018	Sales Recpts Page 3540		Sales Recpts Page 3540	58.80

At : 13:38

BANK ACCOUNT-NO 1**Cash Received between 01/03/2018 and 30/03/2018**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/03/2018	Sales Recpts Page 3541		Sales Recpts Page 3541	100.00
27/03/2018	Sales Recpts Page 3542		Sales Recpts Page 3542	1,014.46
28/03/2018	Sales Recpts Page 3543		Sales Recpts Page 3543	7.79
29/03/2018	Mr Giles	correct	Market Rent 26.3.18	87.50
29/03/2018	Sales Recpts Page 3544		Sales Recpts Page 3544	102.60
29/03/2018	Sales Recpts Page 3545		Sales Recpts Page 3545	297.39
29/03/2018	Sales Recpts Page 3546		Sales Recpts Page 3546	43.20
29/03/2018	Staves Estate Agents	bacs	Lodge Rent	723.70
29/03/2018	Staves Estate Agents	bacs	correct misposted 50p	-0.50
Total Receipts				25,160.17

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 1 BANK ACCOUNT-NO 1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account HSBC	31/03/2018		585,261.02
			<u>585,261.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/03/2018 100089 The Creative Chef (Hall Barn)		384.00	
29/03/2018 600549 DCC Superannuation Fund		5,549.87	
29/03/2018 600550 Gary Fletcher (Surfacing) Ltd		216.00	
29/03/2018 600551 HM Courts & Tribunals Service		110.00	
29/03/2018 600552 Unison Finance & Membership		26.95	
29/03/2018 600553 Unite The Union		50.60	
29/03/2018 BACS Pymnt BACS B/L Pymnt Page 2126		14,925.06	
30/03/2018 BACS Pymnt BACS B/L Pymnt Page 2133		87,348.80	
31/03/2018 BACS Pymnt BACS B/L Pymnt Page 2128		3,190.00	
31/03/2018 100091 Petty Cash - Works Services		102.10	
31/03/2018 BACS Pymnt BACS B/L Pymnt Page 2131		2,654.59	
			<u>114,557.97</u>
			470,703.05
<u>Receipts not Banked/Cleared (Plus)</u>			
29/03/2018		297.39	
29/03/2018		43.20	
			<u>340.59</u>
			471,043.64
		Balance per Cash Book is :-	471,043.64
		Difference is :-	0.00



Bank reference	Additional narrative	Customer reference	TRN type	Value date (dd/mm/yyyy)	Credit amount	Debit amount	Balance Time	Post date
53132322198020000 N102018032982654 4144	STAVES ESTATE AGEN FP825C2410933707 /EREF/THE LODGE 42 CEMET /REMI/STAVES ESTATE AGENTHE LODGE 42 CEMETVIA MOBILE - P YMT /ROC/THE LODGE 42 CEMET /FPID/53132322198020000 N1020180329826544144	THE LODGE 42 CEMET	FBP	29/03/2018	723.20 ✓		584,211.02 00:00	29/03/2018
13470055329182300 19120180329826404 113	COAL AST PUB FP82563404776186 /ROC/SD6129 /FPID/13470055329182300 19120180329826404113	SD6129	FBP	29/03/2018	1,000.00 ✓		585,211.02 00:00	29/03/2018
Balance as at close 29/03/2018							585,211.02	
Balance brought forward 31/03/2018							585,211.02	
97478924256113300 19020180331826401 951	PARKIN L J FP82UF5257028813 /ROC/DTC5554 /FPID/97478924256113300 19020180331826401951	DTC5554	FBP	31/03/2018	50.00 ✓		585,261.02 00:00	31/03/2018
Balance as at close 31/03/2018							585,261.02	

budget 2/3/18
PFB
year