MINUTES OF THE ORDINARY MEETING OF DRONFIELD TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, CIVIC HALL, DRONFIELD **ON TUESDAY 7 MAY 2013**

Present:

Councillors: S Allsop (The Town Mayor), G Baxter, , L Blanshard, S Clark, S O'Donnell, M Emmens, M S Emmens, A Foster, N Foster, D Oxspring, C Smith, R Smith, A Talford, W Temple, P Widdowson

Also Present:

Andrew Tristram - Locum Town Clerk Eleven members of the public and press

1 Town Council Standing Orders

To confirm the activation of the Council's Standing Orders for all the remaining items of Council business.

280/12-13 RESOLVED

It was resolved to activate the Council's Standing Orders for all the items of business.

2 Apologies

281/12-13 RESOLVED

The following apologies for absence were received, noted and accepted from the following

Councillor A Blackburn

Councillor P Blackburn

Councillor B Gachagan

Councillor R Hall

3 Approval of authorised absence in accordance with Section 85 (1) of the Local **Government Act 1972**

282/12-13 RESOLVED

Approval is granted authorising the absence of Cllr Mike Emmens due to illness for a period of twelve months from the date of this meeting.

4 Declarations of Interest

Cllr C.Smith declared an Interest in Planning Application on Appendix 1 Item 6 in respect of an application by Rykneld Homes.

5 Public Speaking

a) Planning matters

None

b) General Matters

None

c) Police Matters

There was no police representative present at the meeting. A written police report was received and circulated to members.

283/12-13 RESOLVED

The police report is noted.

6 Council Minutes

284/12-13 RESOLVED

It was resolved to accept the minutes of the ordinary meeting of the Town Council held on the 2 April 2013, they were adopted as a true and accurate record and signed by the Mayor.

7 Planning

7.1 Applications

Members considered a schedule of planning applications submitted by North East Derbyshire District Council for consideration and comment.

Comments were made on the following applications.

Members were informed that Item 4 had been considered at the Planning Committee and refused. It was proposed that a letter of support is sent in support of item 6.

285/12-13 RESOLVED

The Council received and noted the schedule of planning applications and a letter be sent in support of application 13/00289/FL by Rykneld Homes

7.2 Decisions

286/12-13 RESOLVED

The Council received and noted the schedule of planning decisions.

8 Youth Matters

Members were updated on the Independent inspection of the BMX Track.

9 Advisory Committees to the Council

9.1 The Council considered the minutes of the Dronfield Gala Meeting held on 17 April 2013.

287/12-13 RESOLVED

It was resolved that the minutes are accepted and noted.

9.2 The Council considered the Notes of the Civic Service meeting held on 16 April 2013.

288/12-13 RESOLVED

It was resolved that the minutes are accepted and noted.

10 Outside Services Report

Litter Bins

The Dog and Litter bins continue to be emptied on a weekly basis.

Civic Hall

All upstairs offices have been decorated and new carpets tiles laid.

Cliffe Park

Outside Services continue to help out with the upkeep of the park, we also have a member of staff that opens the Park in the mornings and on a Tuesday and Friday a member of staff opens up the Lodge and prepares the rooms ready for opening at 11.00. Cliffe park staff take over at 11.30.

Culverts

The culverts along the Leabrook Valley area have all been cleaned out and are being inspected on a daily basis.

Grass Cutting

Grass cutting commenced the middle of April.

Cricket Pavilion

Stonelow Bottom Pavilion has been cleaned and ready for the cricket season.

Members raised the issue of pollution coming from a domestic property, between Gosforth Lane and the first footbridge, due to a disconnected pipe and asked that the clerk contact the Environment agency.

289/12-13 RESOLVED

It was resolved that the report is noted.

11 Clerk's Report

Website update

The Clerk informed members that work on the Town Council website has commenced and that the website would be live in the next few weeks.

Request for funding

A request was received from Dronfield Town Twinning Federation for a financial contribution to the costs of six cyclists who will be travelling from Dronfield to Sindelfingen as part of the Town's 750th anniversary.

290/12-13 RESOLVED

That the request is considered by the Grants Awards Panel.

Council considered a request received for the free use of the Council Chamber on 20th July 2013 from 9am to 3pm for assessments for First Aid Responders.

291/12-13 RESOLVED

That the request is approved

Correspondence Received

NEDDC notified the Council of changes to the descriptions which underpin the Seven General Principles contained with the Members Code of Conduct.

292/12-13 RESOLVED

To accept the changes and incorporate the revised descriptions in the Councils Code of Conduct.

Letter received from Dronfield Charity Music Festival thanking the Town Council for their donation of £300 towards the cost of their charity music festival and family fun day and requested to utilise part of the Dronfield Woodhouse Recreation Ground for this year's event to be held on Sunday 11th August 2013.

293/12-13 RESOLVED

That the request for the use of Dronfield Woodhouse Recreation Ground is approved and that the letter to the Council is noted.

Request from Dronfield Woodhouse Well Dressing Group to use the site of the Old Town Well on Carr Lane for Well dressing and Blessing on Friday 12th July was considered.

294/12-13 RESOLVED

That the request is approved

District and Parish Liaison Group meeting – Wednesday 24 July 2013 at 6.00 pm at North East Derbyshire District Council, Council House, Saltergate, Chesterfield.

295/12-13 RESOLVED

That the information is noted

Notification of Emergency Temporary Closure of Part of public footpath 109 from Derbyshire County Council for a distance of 45 metres between Lea Road and Fanshaw Bank to facilitate public safety during construction works.

296/12-13 RESOLVED

That the information is noted and request that the temporary path has a suitable surface.

Information received

Ernst and Young – Notification of proposed 15% levy rate on claims relating to Municipal Mutual Insurance Ltd

Friends of Dronfield Station - Annual Report 2013 and Accounts for 2012/2013

Town Twinning Minutes of meeting held on 3 April 2013 and Accounts

Community Sports Trust Derbyshire 2013 Events Fund – Grants up to £250 for Olympic and Paralympic Games inspired events

297/12-13 RESOLVED

The meeting NOTED that the above information had been received.

Invitations received

Invitation to Sindelfingen 37th International Strassenfest and Social evening – Thursday 13th June to Sunday 16th June.

298/12-13 RESOLVED

It was agreed to approve the following six Councillors accept the invitation:

Cllr. S. Allsop, Cllr. G. Baxter MBE, Cllr. L. Blanshard, Cllr C.Smith, Cllr R.Smith, Cllr A. Talford

Publications received

Civic Voice - Civic Update - Issues 11, 12, 13 and 14

NDVA Network Newsletter - Spring 2013

Linksline – April 2013 (Chesterfield and North East Derbyshire Council for Voluntary Service and Action)

Community Climate Action email newsletter - April 2013

Derbyshire Association of Local Councils

08/2013 - HMRC and End of Year Requirements

09/2013 - H R Workshops - Clerk / RFO Vacancy Smisby Parish Council

10/2013 -Community Infrastructure Levy (CIL) - Consultation on changes - CCLA and the Public Sector Deposit Fund - Internal Auditor - Severn Trent Water: Your Water, Your Choices -Online Banking - North Derbyshire Clinical Commissioning Group - Invitation for local people to become a member of their Health Panel - Department for Communities and Local Government - Empowering Communities Survey - Grant Thornton contact details

299/12-13 RESOLVED

The meeting noted that the above publications had been received and are available for Councillors inspection in the Town Council Office.

12 Financial Report

12.1 Schedule of Payments

Members considered the schedule of payments for the month of March 2013

300/12-13 RESOLVED

Members approved the schedule of payments

12.2 Schedule of Receipts

Members considered the schedule of receipts for the month of March 2013

301/12-13 RESOLVED

Members approved the schedule of receipts

12.3 Bank Reconciliation

Members considered the bank reconciliation as at 31 March 2013

302/12-13 RESOLVED

Members approved the bank reconciliation. .

12.4 Accounts 2012/2013

Members considered the Accounts for 2012/13

303/12-13 RESOLVED

Members approved the Accounts for 2012/13

12.5 Annual Return 2012/2013

Members considered the Annual Return for 2012/13

304/12-13 RESOLVED

Members approved the Annual Return for 2012/13 the document was duly signed by the Mayor

12.6 Annual Governance Statement at year end 31 March 2013

- 1 <u>Approval of the Accounting Statements</u> Members agreed that the Council has approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 2 <u>Effectiveness of Internal Controls</u> Members agreed that the Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3 Compliance with laws, regulations and codes of practice Members agreed that the Council has taken all reasonable steps to assure themselves that there are no matters of actual or potential non compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances.
- 4 <u>Public notice of electors rights</u> Members agreed that the Council has provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5 Risk Assessment Members agreed that the Council has carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 <u>Maintained adequate controls</u> Members agreed that the Council has maintained throughout the year an adequate and effective system of internal audit of the Council accounting records and control systems and carried out a review of its effectiveness.
- Responded to internal and external audit recommendations Members agreed that the Council has taken appropriate action on all matters raised in reports from internal and external audit.
- 8 <u>Comprehensive accounts</u> Members agreed that they have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Council and where appropriate have included them in the accounting statements.
- <u>Trust Funds</u> Members agreed that in the Council's capacity as the sole managing trustee the Council has discharged the responsibility in relation to the accountability for the funds / assets including financial reporting and if required, independent examination or audit. **305/12-13 RESOLVED**

Members approved the Annual Governance Statement at 31 March 2013 the document was duly signed by the Mayor.

306/12-13 RESOLVED

Standing Orders were suspended to allow a member of the public to ask whether the Council had any plans to complete the new Car Park outside the medical centre at Gorsey Brigg now the planning application has been amended to exclude this land as part of their proposal.

307/12-13 RESOLVED

That the matter is referred to the Properties Advisory Committee when the outcome of the Planning application is known.

13 Exclusion of Public and Press

Exclusion of Public and Press

308/12-13 RESOLVED

It was resolved that the public and press be now excluded from the meeting during the discussion of the following items of business in order to avoid the disclosure to them of exempt information as defined by Part 1 of Schedule 12A to the Local Government Act 1972 (as amended by the Freedom of Information Act 2004).

<u>NOTE</u> The minute record for these final items of business is recorded in a confidential final page of the minutes for Town Councillors attention only. The Public/Press then withdrew from the meeting. The items of business related wholly to:

13.1 Notes of the Personnel Working Group meeting held on Wednesday 24 April 2013

The Meeting closed at 8.10pm

DRONFIELD TOWN COUNCIL PLANNING APPLICATIONS SUBMITTED TO COUNCIL ON TUESDAY 7th MAY 2013

Reference	Applicant	Location	Details
13/00184/FLH	Mr S Fisher	14 Wordsworth Place	Two storey extension to side of family house projecting at ground floor level to rear and new porch to front
13/00192/FLH	Mr R Dillion	24 Stubley Hollow	Single storey lean to extension to rear of existing two storey dwelling to form day room (Amended Title/Amended Plan)
13/00206/FLH	Mr F Brown	9 Cross Lane	Alterations to former shop front, removal of garage and construction of a single storey side extension (Conservation Area)
13/00261/FL	Lucas Developments (S&A) Ltd	Land Opposite 51 And Between Proposed Foodstore And 43 Sheffield Road	Variation of condition 3 planning permission 12/01148/FL to allow the use of the building for DIY, building and garden supplies; furniture; carpet tiles and other floor and wall coverings; electrical appliances; and pets, pet food plus pet related products and services
13/00282/FL	Mr R Stevenson	74 Cecil Road	Construction of a two-storey side extension and front porch
13/00289/FL	Rykneld Homes	1-70 Stonelow Green	Proposed scheme of works to consist of the conversion of existing flat roofs to pitched roofs, replacement of external windows and doors, thermal insulation, over cladding and render to be applied, construction of bin stores to rear, provision of parking spaces and new drying facilities (NEDDC Owned)
13/00306/FL	Tracey Kay – A Shade Greener	New Leaf Nursery, Dyche Lane	Installation of biomass boiler and associated housing
13/00319/DISCON	Mr G Singleton	7-12 Church Street	Application to discharge conditions attached to planning permissions 11/00113/FL and 11/00114/LB for conversion of the Cruck Barn to dwellings

13/00334/FLH	Mr & Mrs R Hemmingway	32 Salisbury Avenue	Proposed rear extension to form kitchen/dining area and raised deck
13/00338/FLH	Ms J Hincliffe	Holmefield Farm, Pighills Lane	Extension and alterations including infill extension, three front facing dormer windows and alterations to window locations
13/00341/FLH	Mrs A Brookes	Nether Birchitt Farm, Sheffield Road	Erection of a 1.6m trellis fence and retention of 3 No 1.8m trellis panels (Listed Building)

Withdrawn Applications:

Application No:

12/00523/OL

Proposal:

Application got a change of use from retail (A1) to hot food

takeaway (A5) and installation of a fume extraction system

(Conservation Area)

Address:

32 Chesterfield Road

Applicant:

Mr H Rajabzadeh

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BANK ACCOUNT-NO 1

List of Payments made between 01/03/2013 and 31/03/2013

Date Paid	Payee Name	Cheque Ref	Amount Paid Authorized Ref	T
01/03/2013				Transaction Detail
01/03/2013	(2001) (2001)	stmt232	31.00	Purchase Ledger Payment
01/03/2013	The state of the s	stmt232a	79.00	Purchase Ledger Payment
01/03/2013	the control (oday) thing Earl	stmt232b	107.00	Purchase Ledger Payment
01/03/2013	(stmt232c	403.00	6095543R/29/Statement
11/03/2013	(**************************************	stmt232d	637.00	Purchase Ledger Payment
12/03/2013	Petty Cash Outside Services	500269	500.00	Summer Bedding Plants-Deposit
12/03/2013	Petty Cash - Office	500272	90.93	Petty Cash Outside Services
15/03/2013		500270	176.17	Petty Cash - Office
18/03/2013	Salaries & Wages Month 12	BACS	21,455.76	Salaries & Wages Month 12
18/03/2013	Scottish Power (Library Garden	Smt 232	1.00	Purchase Ledger Payment
18/03/2013	Scottish Power (Small Pavillio	stmt 232	30.00	Purchase Ledger Payment
18/03/2013	TALKTALK DIRECTDEBIT	1	30.62	MAR13/644/TALKTALK DIRECTDEBIT
21/03/2013	Global Payments	DD	275.00	C/Debit Card Machine Contract
	Booker Cash & Carry	5632	420.33	0174061/647/Booker Cash & Carr
21/03/2013	Coal Aston Village Hall	5633	53.64	MARCH13/648/Coal Aston Village
21/03/2013	Derbyshire County Council	5634	1,291.80	DCC - Provision of IT Services
21/03/2013	Derbyshire County Council	5635	3,293.09	MARCH13/649/Derbyshire County
21/03/2013	Furniture@Work Ltd	5636	704.70	Meeting Room furniture DTC7565
21/03/2013	Garden Machinery Supplies Ltd	5637	528.60	2799/650/Garden Machinery Supp
21/03/2013	Hulleys	5638	443.02	899449/651/Hulleys
21/03/2013	Lightwood Landscapes	5639	5,015.70	1859/653/Lightwood Landscapes
21/03/2013	Moss Valley Nurseries	5640	200.00	4MARCH13/656/7572/Moss Valley
21/03/2013	North East Derbyshire District	5641	1.00	20059333/657/North East Derbys
21/03/2013	NT Electrical	5642	150.00	NT0606/658/NT Electrical
21/03/2013	Prestige Street Furniture Ltd	5643	1,766.40	3042/660/7570/Prestige Street
21/03/2013	Performing Right Society Ltd	5644	1,181.56	PRS Licence 2012-13 & 2013-14
21/03/2013	UCATT	5645	73.08	MARCH13/661/UCATT
21/03/2013	Unison Finance & Membership	5646	19.35	MARCH13/662/Unison Finance & M
21/03/2013	Viking Direct	5647	690.59	694074/663/7573/Viking Direct
.1/03/2013	Whittington Moor Printing Work	5648	309.40	91259/665/Whittington Moor Pri
26/03/2013	Sainsburys Fuel Card	819768	384.56	819768/667/Sainsburys Fuel Car
26/03/2013	Peninsula Business	Mar13	254.80	MARCH13/666/Peninsula Business
26/03/2013	Petty Cash Cliffe Park	500271	33.98	Petty Cash Cliffe Park
31/03/2013	Arden Winch & Co Ltd	5649	828.02	358443/669/7574/Arden Winch &
31/03/2013	Bebida Beverage Solutions Ltd	5650	44.41	229143/670/Bebida Beverage Sol
31/03/2013	Booker Cash & Carry	5651	360.89	till rolls
31/03/2013	G & L Fletcher	5652	1,099.99	GM/PM/95/673/G & L Fletcher
31/03/2013	Post Office Ltd	5653	5,633.36	MARCH13/674/Post Office Ltd
31/03/2013	Viking Direct	5654		White board & accessories
31/03/2013	CORONA ENERGY DIRECT DEBI	T08096705		08096705/677/CORONA ENERGY DIR
31/03/2013	O2 Direct Debit	52329537	wa	52329537/680/O2 Direct Debit
31/03/2013	Westfield Contributory Health	626470		626470/681/Westfield Contribut
31/03/2013	Matrix (Dronfield Civic Hall)	84		84/679/Matrix (Dronfield Civic
31/03/2013	Spitfire Network Services Ltd	sbs0398716		SBS0398716/676/Spitfire Networ

Total Payments

90,783.58

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BANK ACCOUNT-NO 1

Cash Received between 01/03/2013 and 31/03/2013

Doto	O-al-Davidson			
<u>Date</u>	Cash Received from	Receipt No	Receipt Description	Receipt Total
01/03/2013	Cliffe Park (Mon- Thurs)		Cliffe Park (Mon- Thurs)	321.71
01/03/2013	ESC Lottery Fund Grant	grant	Grant for Muga	33,369.00
04/03/2013	Cliffe Park (Fri - Sun)		Cliffe Park (Fri - Sun)	425.04
04/03/2013	Giles Market		Giles Market	52.75
04/03/2013	Sales Recpts Page 1912		Sales Recpts Page 1912	360.00
04/03/2013	Sales Recpts Page 1918		Sales Recpts Page 1918	18.36
04/03/2013	Sales Recpts Page 1920		Sales Recpts Page 1920	18.36
05/03/2013	Coop Bank Interest		Coop Bank Interest	88.79
05/03/2013	Coop Bank Interest		Coop Bank Interest	0.19
05/03/2013	Neopost refund postage		Neopost refund postage	327.80
06/03/2013	Derbyshire County Council		Rent Dronfield Jnr School	55.00
06/03/2013	Sales Recpts Page 1919		Sales Recpts Page 1919	280.90
08/03/2013	Cliffe Park (Mon- Thurs)		Cliffe Park (Mon-Thurs)	356.65
08/03/2013	Cliffe Park (Fri - Sun)		Cliffe Park (Fri - Sun)	141.14
08/03/2013	Giles Market		Giles Market	52.75
08/03/2013	Sales Recpts Page 1913		Sales Recpts Page 1913	204.00
08/03/2013	Sales Recpts Page 1914		Sales Recpts Page 1914	4,173.83
08/03/2013	Sales Recpts Page 1915		Sales Recpts Page 1915	495.00
12/03/2013	Party In Park Tickets		Party In Park Tickets	200.00
18/03/2013	Cliffe Park (Mon- Thurs)		Cliffe Park (Mon- Thurs)	314.01
18/03/2013	Cliffe Park (Fri - Sun)		Cliffe Park (Fri - Sun)	44.49
18/03/2013	Cliffe Park (Fri - Sun)		Cliffe Park (Fri - Sun)	141.14
18/03/2013	Giles Market		Giles Market	47.75
18/03/2013	Northern Powergrid	/	Wayleave land off Carr Lane	2.30
18/03/2013	Sales Recpts Page 1916		Sales Recpts Page 1916	360.00
18/03/2013	Sales Recpts Page 1917		Sales Recpts Page 1917	5,513.49
18/03/2013	Sales Recpts Page 1921		Sales Recpts Page 1921	47.50
21/03/2013	Sales Recpts Page 1927		Sales Recpts Page 1927	290.00
22/03/2013	Sales Recpts Page 1928		Sales Recpts Page 1928	287.27
25/03/2013	Peel Centre Admin charges		Peel Centre Admin Charges	40.00
25/03/2013	Sales Recpts Page 1929		Sales Recpts Page 1929	55.08
25/03/2013	Sales Recpts Page 1930		Sales Recpts Page 1930	153.00
26/03/2013	Cliffe Park (Mon- Thurs)		Cliffe Park (Mon- Thurs)	308.71
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BANK ACCOUNT-NO 1

Cash Received between 01/03/2013 and 31/03/2013

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<u>Date</u>	Cash Received from	Receipt No Receipt Description	Receipt Total
26/03/2013	Cliffe Park (Mon-Thurs)	Cliffe Park (Mon- Thurs)	135.70
26/03/2013	Cliffe Park (Fri - Sun)	Cliffe Park (Fri - Sun)	14.75
26/03/2013	Cliffe Park (Fri - Sun)	Cliffe Park (Fri - Sun)	154.59
26/03/2013	Giles Market	Giles Market	52.75
26/03/2013	Giles Market	Giles Market	52.75
26/03/2013	Sales Recpts Page 1922	Sales Recpts Page 1922	602.14
26/03/2013	Sales Recpts Page 1923	Sales Recpts Page 1923	314.18
26/03/2013	Sales Recpts Page 1926	Sales Recpts Page 1926	236.40
28/03/2013	Party in Park Tickets	Party in Park Tickets	240.00
28/03/2013	Sales Recpts Page 1924	Sales Recpts Page 1924	287.27
28/03/2013	Sales Recpts Page 1925	Sales Recpts Page 1925	471.27
31/03/2013	CHDOLPHINS	CORRECTI CANCEL DUPLICATE ENTRY	-18.36
		Total Receipts	51,089.45