

## **Minutes of the Annual Meeting of the West Hallam Parish Council**

**Held at the Powtrell Pavilion on Monday 14 May 2018**

### **Present**

Councillors Mrs C Hart (Chairman), Mr D Adams-Shaw (Vice-Chairman), Mrs B Adams-Shaw, Mrs C Barnes, Mr B Broughton, Mrs B Harrison and Mrs C Stephenson.

### **Also Present**

Mrs K Sharpe (Clerk & RFO) and three members of the public.

### **907 Election of Chairman 2018/19**

**RESOLVED** that Councillor Mrs C Hart be elected Chairman for the Civic Year 2018/19.

### **908 Declaration of acceptance of office**

Councillor Mrs C Hart duly signed the 'Declaration of Acceptance of Office form.

### **909 Apologies for absence**

Apologies for absence were accepted from Councillors Mrs H Chapman and Mr T Maclean.

### **910 Declarations of Interest**

Councillor Mrs C Hart declared a personal interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club. Councillor Mr B Broughton declared a pecuniary interest in respect of Park Lane Designs.

### **911 Election of Vice-Chairman 2018/19**

**RESOLVED** that Councillor Mr D Adams-Shaw be elected Vice-Chairman for the Civic Year 2018/19.

### **912 Appointment to Parish Council Committees and external organisations**

**RESOLVED** that there is no change to the appointments to Committees and external organisations for 2018/19. It was noted that: -

- Councillor Broughton would confirm the full list of trustees for West Hallam United Charities.
- The Clerk would write to the Clerk for the Ann Powtrell Foundation at Geldards LLP, to confirm the arrangements for trustees for the Foundation as the term of office for the existing trustees had come to an end in September 2017.

**913 Variation of Order of Business**

None.

**914 Public Speaking**

a) Police

None.

b) County Councillor Report

The County Councillor's report was included within the Chairman's report.

**915 Minutes**

**RESOLVED** that the minutes of the meeting of the Parish Council held on 9 April 2018 be approved as a true record and signed by the Chairman.

**916 Exempt Items**

**RESOLVED** that an item on HGA Ltd, the Council's CCTV Monitoring provider, be moved to Exempt items.

**917 Chairman's Announcements**

a) Chairman's report

HGA had reported vandalism occurring at the Station Road play area. Pictures of the individuals involved had been passed to the Police.

As part of a national event for the Commemoration of WW1, the Bugler from last year's Remembrance Day had been invited to take part in an evening event, to play the Last Post at 7.00pm. The Council approved payment of the same fee as the morning performance.

Derbyshire County Council had announced a new programme of grants between £500 and £10,000 that were available to community organisations including Parish Councils. The Clerk would download the criteria and the application form and notify local community groups that the grants were available.

Some wheelie bin speed stickers had been seen in use on St. Wilfrid's Road and High Lane. The stickers were still available to pick up for free at the Coffee shop and the West Hallam Fryer.

A burger van had been seen operating at Straw's Bridge car park. This had been reported to Erewash Borough Council and was being dealt with.

The Friends of Straw Bridge were seeking funding for a new project. The Borough Councillors would consider making some of their Community Grant money available for the project.

b) Consideration given to items raised during Public Participation

Residents attending the meeting had reported a parking issue at the junction of Caversham Way and Hallam Way, involving several vehicles parked on the road at one address, which caused a potential hazard to road users. Both the Chairman and the Clerk had received emails and phone calls from other residents concerned about this parking too. There had been a number of near misses reported by drivers trying to pass the vehicles. The Clerk would write to the owner of the cars on behalf of the Parish Council; and ask the Police and Civil Enforcement Officers to assess the situation to see if anything could be done.

A resident expressed concern over the recent flooding on Station Road. Despite the remedial works carried out by DCC, the resident reported that the ditch was still blocked, which potentially could cause further flooding. Councillor Hart advised she would investigate this.

**RESOLVED** that the report and actions be noted and approved.

**918** Reports of Sub Committees and Working Parties

a) Finance & General Purposes Committee

The minutes of the committee meeting held on 27 April 2018 were **RECEIVED**.

The Clerk had submitted the draft end of year accounts for 2017/18 for the Committee's consideration. These had been approved by the Committee for submission to the Internal Auditor. The Internal Auditor's report and documents for the External Audit submission would be brought to the June meeting of the Parish Council for approval.

b) Friends of Beech Lane

The Friends group had submitted designs to the Council for approval of five aluminium signs to be displayed at the Beech Lane play area.

**RESOLVED** that the designs be approved.

**919** Clerk's Report

a) War Memorial Campaign response

At the Council's request, the Clerk had nominated the West Hallam War Memorial to take part in a campaign launched by Rupert Matthews MEP. Mr Matthews had responded, noting the unique nature of the memorial, and advising he will be in touch as the campaign progresses.

b) Annual Insurance quote

The annual renewal notice had been received from the Council's insurance provider. At the request of the F&GP Committee, the Clerk had obtained a quote that excluded accidental damage for all play equipment (though all

would still be covered for public liability). Insurance was due for renewal on 1 June 2018.

**RESOLVED** that the Council would renew the insurance excluding accidental damage for all play equipment. However, the Clerk would obtain an additional quote to insure all items of play equipment with accidental damage cover and bring additional cost to a future meeting.

## **920 Matters for Determination**

### a) General Data Protection Regulations – adoption of Privacy Notice

In preparation for the introduction of the new General Data Protection Regulations on 25 May, the Clerk had prepared some documents for the Parish Council to comply with GDPR. These were taken from the GDPR toolkit issued by NALC.

**RESOLVED** that the Council would adopt the General Privacy Notice (for the website) and the Privacy Notice for Staff and Councillors (to issue to Staff and Councillors before 25 May). Rather than sending the Consent Form for newsletter circulation, recipients of the Council's newsletter would be contacted by email with details of their options with regards to GDPR.

### b) WW1 Commemoration items & Millhouse cultivation licence

The F&GP Committee had discussed the purchase of the proposed WW1 Commemoration items - the planters for Millhouse Crossroads and the WW1 bench. The Committee recommended that whilst no site had been agreed for the bench, it should be purchased asap in advance of a decision on location. For the planters, it was recommended that these should form part of a planting scheme at Millhouse Crossroads and companies would be asked to submit ideas and quote for a planting scheme incorporating the planter/s.

**RESOLVED** that the bench and planters be ordered.

Following the Council's agreement to seek a Highway cultivation license from DCC for the grass verge in front of Millhouse garage, the Clerk had applied to Highways at DCC. However, the owners of Millhouse garage had contested the ownership of the grass verge.

**RESOLVED** that Councillor Hart would ask the legal department at DCC to investigate and confirm ownership of the land.

### c) Letter from WHCC re. hedgerow adjacent to community centre

The Community Centre had written to Council asking about ownership of the hedge bordering the Centre and Pavilion Court, which had become overgrown.

**RESOLVED** that the Clerk contact the Community Centre as Councillors noted that this hedge had been recently cut.

d) West Hallam United Charities – Appointment of representatives

The Parish Council was asked to approve the re-appointment of one representative of the West Hallam United Charities trustees.

**RESOLVED** to approve the reappointment of the representative Trustee to West Hallam United Charities, for a term of four years – Mrs J Hayes.

e) RBL Lamp post poppy campaign – expression of interest

The Royal British Legion Poppy Appeal co-ordinator had contacted the Council to advise that the lamp post poppies were available to order.

**RESOLVED** that the poppies would once again be displayed. This year they would face both ways on each lamp post, therefore extra poppies would be needed. The Clerk would check if any had been saved from last year and order an appropriate amount.

f) Quote for electrical work to light sensor at the Powtrell Pavilion

A quote had been received from the electrician to adjust the sensor on the car park side of Powtrell Pavilion building to activate the lights on the whole front of the building.

**RESOLVED** that the quote be approved, and the work carried out.

**921** Derbyshire Association of Local Councils

DALC Circular 06/2018 was **NOTED**.

**922** Consultations

The Consultation on the DCC Library Service was **NOTED**. Details of this had been posted to the Council's website.

**923** Finance

Council was asked to approve a schedule of payments and note the bank account balances, income statement and bank reconciliation & budget monitoring reports.

**RESOLVED** that–

- 1) That the Bank Reconciliation and Budget Monitoring Report were noted.
- 2) The Schedule of payments below be approved.
- 3) The Bank Account Balances at **30 April 2018** be noted: -
  - Co-Op - Community Direct Plus - £37,378.38
  - Business Select - £14,311.49
  - Unity Trust Bank - £50,380.64

## Payments

BACS payments were authorised by Councillors Mrs C Hart and Mr D Adams-Shaw. (These payments will be made from the Unity Trust Bank account).

| <b>Cheque no/BACS</b> | <b>Payee/Description</b>   | <b>Nett</b> | <b>VAT</b> | <b>Gross</b> |
|-----------------------|--|-------------|------------|--------------|
| BACS<br>UTB           | West Hallam Well Dressing Festival Committee<br>s137 grant           | £350.00     | £0.00      | £350.00      |
| BACS<br>UTB           | East Midlands Medical Services Ltd.<br>Defib service                 | £50.00      | £0.00      | £50.00       |
| BACS<br>UTB           | The Dirty Wellies Gardening Company<br>Play area inspection<br>March | £25.00      | £0.00      | £25.00       |
| BACS<br>UTB           | Powtrell Pavilion – waste management<br>recharge                     | £72.50      | £0.00      | £72.50       |
| BACS<br>UTB           | Powtrell Pavilion Room Hire charge<br>for 27/4/18                    | £20.00      | £0.00      | £20.00       |
| BACS<br>UTB           | Erewash Borough Council - Payroll<br>April                           | £1253.01    | £6.56      | £1259.57     |
| BACS<br>UTB           | Fox Landscaping – monthly contract<br>April                          | £616.67     | £123.33    | £740.00      |
| BACS<br>UTB           | Kate Sharpe – Clerk's Expenses                                       | £39.30      | £0.00      | £39.30       |
| BACS<br>UTB           | Zurich Insurance (including Insurance<br>Premium Tax £145.06)        | £1353.86    | £0.00      | £1353.86     |
| BACS<br>UTB           | Pictorial Ltd.   | £52.00      | £10.40     | £62.40       |
| BACS<br>UTB           | Shelter Maintenance Ltd.<br>Clean up at Beech Lane                   | £145.00     | £29.00     | £174.00      |
| BACS<br>UTB           | Kate Sharpe – reimbursement for<br>purchase of paint for Pavilion    | £40.00      | £0.00      | £40.00       |

|                  |   |        |       |        |
|------------------|---|--------|-------|--------|
| BACS<br>UTB      | Park Hall Designs –<br>annual website<br>hosting                            | £28.33 | £0.00 | £28.33 |
| Cheque<br>300027 | CANCELLED<br>CHEQUE<br>Sent to EBC with<br>play scheme grant<br>application | £0.00  | £0.00 | £0.00  |

### Income

|  |            |
|--|------------|
| From EBC – Precept, top-up grant and concurrent function | £56,341.00 |
| Interest on Co-op Business Select account                | £2.23      |

## 924 Planning

**Planning applications a) to e) dealt with previously.**

- a) ERE/0318/0054 – Brook Farm, Mapperley Lane, West Hallam**  
Retrospective application for the change of use of land from agriculture to the storage of touring caravans (Use Class B8).  
Response from Councillors Mrs C Hart, Mr B Broughton, Mr T Maclean, Mr D Adams-Shaw and Mrs C Barnes.
- b) ERE/0418/0011 – 56, High Lane West, West Hallam**  
Two-storey side extension and single storey side and rear extensions.  
Response from Councillors Mrs B Harrison and Mr T Maclean.
- c) ERE/0418/0015 – 8, Eton Court, West Hallam**  
Rear conservatory.  
Response from Councillors Mrs B Harrison and Mr T Maclean.
- d) ERE/0418/0023 – Brook Farm, Mapperley Lane, West Hallam**  
Retrospective application for the retention of stables and Use of Land for Mixed Use Comprising Agriculture (sui generis use) and Livery (sui generis use). Two Ancillary Storage Buildings. Laying of hard standing and Widening of Access Road.  
Response from Councillors Mrs C Hart and Mr T Maclean.
- e) ERE/0418/0027 – 131, High Lane Central, West Hallam**  
Erection of new dwelling on the land adjacent to no.131 High Lane Central.  
Response from Councillors Mrs C Hart and Mr T Maclean.
- f) ERE/0418/0034 – 27, Hallam Way, West Hallam**  
Change of use of domestic garage to A1 florists (retrospective).  
Response from Councillors Mrs C Hart, Mr T Maclean and Mr B Broughton.

This planning application was discussed at Council as the Members wished to strongly object to permission being granted for this development. Councillor Broughton had prepared a comprehensive letter with objections in his capacity as Borough Councillor and he gave permission for the Parish Council to use this text in their response to EBC.

**925 Items for Information only**

It was **NOTED** that the Ministry of Housing, Communities and Local Government had confirmed that the appropriate sum for Parish Councils for the purposes of section 137(4)(a) of the Local Government Act 1972 for 2018-19 was £7.86.

**926 Correspondence**

Council **NOTED** a letter of thanks from West Hallam Well Dressing Festival Committee for the Council's donation.

**927 Date and Time of Next Meeting**

Council **NOTED** that the next meeting would be held on Monday 11 June 2018 at 7pm.

**928 Exempt Items**

The Members considered an item relating to HGA Ltd., the Council's CCTV Monitoring provider.