

MINUTES OF A MEETING OF

THE WEST HALLAM PARISH COUNCIL

HELD ON MONDAY 7 JANUARY 2013

AT

THE POWTRELL COMMUNITY PAVILION
BEECH LANE RECREATION GROUND, WEST HALLAM

PRESENT Cllr Mrs C Hart (Chair)
Cllr Mrs H Chapman (Vice Chair)
Cllr B Broughton
Cllr K Garvey
Cllr Mrs J Hayes
Cllr Mrs I Howes

Clerk: Mrs S Dunkley

Assistant Clerk: Mrs L C Broughton

Members of the Public: 4

As this was the first meeting of the year Cllr Mrs C Hart, Chair, wished everyone a Happy New Year

3539 **APOLOGIES**

Apologies were received from Cllr G Hamson. Apologies were also received from PC R Crooks.

3540 **DECLARATION OF INTERESTS**

The Chair, Cllr Mrs. C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Jnr Football Club.

Cllr B Broughton declared a disclosable pecuniary interest in respect of the accounts for Park Hall Designs and the payment of salary to the Assistant Clerk.

3541 **APPROVAL OF MINUTES**

The Minutes of a meeting of the West Hallam Parish Council held on Monday 3 December 2012 were approved subject to the following amendment:

Minute No: 3534 Several invoices had arrived late for authorisation at the last meeting and for clarity the Clerk re-presented those accounts for the Parish Council to authorise – please see minute number 3548.

3542 **EXEMPT ITEMS**

It was **RESOLVED** that items to be raised by the Chair on CCTV and the Insurance Claim at Millhouse Field be considered as exempt items.

3543 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

- a) Cllr Mrs C Hart reported that a horse had been seen galloping on the Cascades. In the Open Session a resident also reported that horse hoof prints were on Millhouse field. Discussion took place regarding this item and it was **RESOLVED** that the Clerk write to Park Hall Lane Stables, Oakfield Farm Stables, Miss Brassington's Stables and Bagot Farm Stables pointing out the dangers of such behaviour and asking if they would inform all livery clients that any rider committing such offences will be prosecuted. It was also **RESOLVED** that the Clerk inform PC R Crooks and the Neighbourhood Wardens. Continuing it was **RESOLVED** that the Clerk contact Grasstrack and ask that they inspect the hoof prints at Millhouse field urgently and submit a quote for any necessary remedial work.
- b) Cllr Mrs C Hart reported the increase in litter at the bottom car park at the Dales Shopping Centre and that the area was looking more and more unsightly. The Clerk had written to Mr Singh twice but had not received a reply. It was **RESOLVED** that the Clerk write again to Mr Singh pointing out that the removal of the litter in that location was not the responsibility of the Parish Council - it was his responsibility.
- c) Cllr Mrs C Hart reported that the grit which had been ordered from DCC had been delivered to her home.
- d) Cllr Mrs C Hart reported that it was appropriate for the regular meeting with TDG to be arranged. It was **RESOLVED** that the Clerk arrange such a meeting.
- e) EBC had previously offered to inspect the hoof prints that had been made at the Cascades and make good as necessary. Unfortunately EBC had not yet carried out the work. The Clerk was asked to pursue the matter.
- f) Cllr Mrs C Hart commented that cars/vans parking on grass verges at High Lane Central and outside 63 St Wilfrid's Road were churning up the grass making mud overspill onto the road. The verges will probably need re-seeding. It was **RESOLVED** that PC R Crooks be made aware of the situation and that the Budget Committee consider the matter at their next meeting.
- g) Cllr Mrs C Hart reported that she had contacted DCC regarding the part-night lighting consultation as some residents had not received the letter from DCC outlining the proposals. DCC had assured Cllr Mrs C Hart that the letters had been dispatched.

(ii) **Public Participation**

The Chair, Cllr Mrs C Hart, reported on matters discussed during the Public Participation session as follows:

- a) A resident informed Members that he had found horse hoof prints at Millhouse field. Further reports regarding horses being seen on open spaces in West Hallam had been received and the matter was to be discussed during the closed session.
- b) Cllr Mrs C Hart reported that an article was to be broadcast on Radio Derby regarding the Emergency Plan whereby a group of volunteers are to be set up in the locality who would organise care during an emergency. One of the volunteers, Mr Alan Draycott (ex Parish Councillor) was featured in the broadcast.

3544 **REPORTS FROM SUB COMMITTEES**

Cllr B Broughton reported on the Borough/Parish Forum which had taken place on 17 December 2012.

Several items had been discussed: Training for Parish Councils on Standards, Register of Interests for Councillors, Concurrent Functions, forthcoming electoral arrangements review for Erewash.

The report was noted.

3545 **CLERK'S REPORTS**

a) The Clerk was pleased to report that the application made to Awards for All had been successful and the West Hallam Parish Council had been awarded £10,000 for play equipment (trim trails) to be located at High Lane East and High Lane Central Recreation Grounds. The Clerk presented the necessary documentation for signing in order for the funding to be released.

b) The Clerk reported that a meeting had been arranged to take place on Friday 11 January at 2.00pm regarding the flooding which had occurred at Hallam Way. The Clerk reported that Mr N Elliott from DCC, Mr N Kellogg from EBC, a representative from Emergency Planning at EBC, Cllr Mrs C Hart, Cllr B Broughton and the owners of properties 45 and 47 Hallam Way had confirmed attendance. The Clerk had also invited a representative from the School and Severn Trent but had not yet received a reply.

3546 **MATTERS FOR DETERMINATION**

a) Members considered the provision of additional notice boards, particularly outside the Powtrel Community Pavilion. It was **RESOLVED** that the Clerk obtain quotes from two or three suppliers and that the Budget Committee consider the matter initially with a view to making recommendations to the Parish Council.

b) Members discussed hedge cutting which had normally taken place in the Autumn. Cllr Broughton had suggested that if the hedge cutting could be done before the nesting season the growth in the Summer would not be so unsightly. It was **RESOLVED** that the Clerk contact Mr Steve Jackson to request an early cut.

c) As the new Clerk had been appointed it was necessary to change the bank mandate. Members duly signed the new bank mandate.

d) Members discussed the hanging basket sponsorship scheme for 2013-2015. It was **RESOLVED** that the Clerk investigate three companies (including EBC) to obtain their costs etc. and report back to the Parish Council.

e) Members discussed the proposed High Lane East Licence Agreement. It was **RESOLVED** that Cllr Mrs C Hart would contact the residents at 113 High Lane East to discuss the matter and inform them of the Council's intention to increase the annual licence fee to £25.00. Cllr Mrs C Hart requested Cllr B Broughton to produce a plan of the land involved to assist with those discussions. Cllr Broughton had spoken to Mr Stephen Woolley of Robinsons Solicitors and he had offered to attend a Parish Council meeting to give any advice that might help the situation or to answer any questions. Cllr Hart to speak to Mr Woolley to arrange this.

It was also **RESOLVED** that the Clerk write to the residents at 68 High Lane Central and inform them that the licence fee for the land they have use of from the Parish Council will increase to £25.00 with immediate effect.

f) The Clerk informed Members that she had received a quote from EBC of £126.88 for the Beech Lane/Station Road planter to be installed and filled with winter plants. It was **RESOLVED** that the quote from EBC be approved and the Clerk should inform EBC. The Clerk was also asked to check with EBC regarding the watering arrangements.

3547 **DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS CIRCULARS**

There had been no circulars. 3548 **ACCOUNTS**

a) For clarity the Clerk re-presented the following accounts which had arrived after the agenda was circulated for the last meeting (3 December 2012)

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
302850	Moorleys (printing of carol sheets)	£ 61.00
302851	Mr Tattersall (Travel Expenses)	£ 60.00
302852	Grasstrack (Grounds Maintenance Nov) (VAT £153.09)	£ 918.56
302853	Leisurelites (purchase of new lights and Installation)	£3442.50
302854	Helping Hands (Items for Litter Pickers)	TBA**
302855	Cllr Mrs C Hart (Sweets for Christmas Lights)	£ 16.58
302856	Mr Boran (Electricity Supply – Christmas Lights)	£ 30.00

** No invoice received for this account – cheque made void.

b)The following accounts were presented for approval:

302857	Grasstrack Grounds Maintenance (monthly maintenance – VAT £129.09) (cutting back trees near flag pole – VAT £15.00)	£ 774.56 £ 90.00
302858	Heanor Gate Association Limited (Camera monitoring – VAT £153.00)	£ 918.00*
302859	Park Hall Designs (Web maintenance and printing)	£ 60.26
302860	Mrs S Dunkley (Salary – December)	£ 281.60
302861	Mrs L Broughton (Salary – December)	£ 96.00
302862	Mr N Gadsby (Salary – December including 3 hours additional work)	£ 121.40
302863	Mr H Gething (Salary – December)	£ 105.60
302864	HMRC (Employees' PAYE 3 rd quarter)	£1,375.42
302865	Mrs S Dunkley (Use of home as office)	£ 35.00
302866	Erewash Borough Council (Year 3 of 3 Hanging Basket sponsorship VAT £44.00)	£ 264.00

302867	Councillor C Hart (Reimbursement of cost of storage boxes)	£ 40.00
302868	WHCC - Telephone Recharge	£ 138.92
302869	Ilkeston Brass - additional donation re Christmas Lights	£ 50.00

*Cheque Number 302858 now void.

c) Bank Mandate

It was agreed that a new mandate be submitted to the Bank for all Councillors, the new Clerk and the Assistant Clerk to be authorised signatories to the account.

Income

There was no income.

3549 PLANNING

ERE/1212/0001 – 164 High Lane East, West Hallam – retrospective application for the retention of a single storey outbuilding at rear of property

No objection (application dealt with between meetings under the agreed delegation arrangements).

ERE/0312/0038 – 143 High Lane West, West Hallam – Members noted that an appeal had been made to the Planning Inspectorate. The Parish Council's original representations would stand. Cllr Mrs C Hart reported that the applicant had telephoned her to try to explain where some problems had occurred with this application. Cllr Hart had said she would report this conversation to the Parish Council but that this application had now gone to appeal there would be no further discussion and views already submitted by the Parish Council would stand.

3550 MATTERS FOR INFORMATION

Cllr G Hamson had informed the Clerk that he had collected 50 trees provided by the EBC Free Tree Scheme and requested help in selecting locations for planting together with assistance for planting. Members agreed to contact Cllr Hamson.

Part 2 Exempt Items

3551 EXEMPT ITEMS

- a) Cllr Mrs C Hart updated Members regarding the CCTV installations. Cllr Mrs C Hart offered to speak to the Consultant, Mr Mike Perry, to ascertain further information regarding the options now reported.

- b) Cllr Mrs C Hart updated Members on the Insurance claim for the incident at Millhouse field. The Insurance Company had requested information about when the Litter Pickers and Contractors had been on site.

Part 3 - General

3552 DATE OF NEXT MEETING

The next meeting of the West Hallam Parish Council will take place on Monday 4 February 2013 at 7.00pm at the Powtrell Community Pavilion, Beech Lane, West Hallam.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL
HELD ON MONDAY 4 FEBRUARY 2013
AT
THE POWTRELL COMMUNITY PAVILION
BEECH LANE RECREATION GROUND, WEST HALLAM

PRESENT Cllr Mrs C Hart (Chair)
Cllr Mrs H Chapman (Vice Chair)
Cllr B Broughton
Cllr G Hamson
Cllr B Harrison
Cllr Mrs J Hayes
Cllr Mrs I Howes

Clerk: Mrs S Dunkley

Assistant Clerk: Mrs L C Broughton

Members of the Public: 6

3553 **APOLOGIES**

Apologies were received from Cllr D Adams-Shaw and Cllr K Garvey.

3554 **DECLARATION OF INTERESTS**

The Chair, Cllr Mrs. C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Cllr B Broughton declared a disclosable pecuniary interest in respect of the accounts for Park Hall Designs and the payment of salary to the Assistant Clerk.

Cllr G Hamson recorded an interest in respect of the West Hallam Junior Football Club.

All Councillors had submitted requests for dispensations to enable them to speak on budget matters and the setting of the precept and these had been approved by the Clerk to be effective for the remainder of their current term of office (ie to May 2015).

3555 **APPROVAL OF MINUTES**

The Minutes of a meeting of the West Hallam Parish Council held on Monday 7 January 2013 were approved subject to the inclusion of Cllr Mrs B Harrison's apologies for absence at that meeting.

3556 **EXEMPT ITEMS**

It was **RESOLVED** that the following items be considered as exempt items:

- High Lane East Access Agreement
- Insurance
- Honorarium

(i) **Chair's Announcements**

- a) Cllr Mrs C Hart reported that Dawn Bryan, DCC Officer, had observed parking at School Square and St Wilfrid's Road at its junction with High Lane but there did not seem to be a problem whilst she was in attendance. The Chair asked that if any residents did see indiscriminate parking a photograph would be useful evidence.
- b) Cllr Mrs C Hart reported that she had seen large groups of young people in West Hallam on Friday evening, one comprising of 20-25 at the Powtrell Community Pavilion and another with 15-16 at The Dales Shopping Centre. It was also reported that several wing mirrors had been kicked off vehicles in the area. The Clerk was asked to inform PC Crooks to make sure he was aware of the matter.
- c) Cllr Mrs C Hart reported that problems were still occurring regarding dustbins outside 68 Hallam Way. The problem was now being handled by EBC Environment Department.
- d) Cllr Mrs C Hart had received e-mails from a resident complaining about the part-night lighting scheme. The resident had said she was protesting in the interests of elderly citizens. Cllr Mrs C Hart had asked her to forward any names and addresses of worried elderly residents so that they could be contacted by DCC Officers to give reassurances but no names and addresses had been forthcoming.
- e) Cllr Mrs C Hart reported that the planter had now been installed at Station Road/Beech Lane and had been levelled. The Jubilee Bench was due to be installed on Tuesday 5 February 2013.
- f) Cllr Mrs C Hart informed Members that several residents had contacted her and suggested that another "Fun Day" be organised, similar to the Queen's Jubilee Teddy Bears Picnic which had taken place in June 2012. It was **RESOLVED** that the Clerk write to all the groups/organisations that took part last year, suggesting the idea and asking whether they would be willing to be involved in such an event.
- g) Cllr Mrs C Hart reported that a horsebox had been seen in the Community Centre car park with the back down. It was **RESOLVED** that the Clerk ask Mr Noble to keep an eye on the car park and note a registration number if the horsebox appeared again. Cllr Mrs B Harrison reported that a horse rider was riding dangerously on the road and footpath at Mapperley just outside the school at the time the children were at the school gates. Cllr Mrs B Harrison was asked to report the matter to PC Crooks.
- h) Cllr Mrs C Hart reported that the Insurance for the Powtrell Community Pavilion was now due and as previously agreed by the Parish Council it was **RESOLVED** that the insurance be incorporated into the Parish Council's Insurance. The additional premium for the remainder of the current policy term (ie to June 2013) would be £177.79
- i) Cllr Mrs C Hart reported that EBC Neighbourhood Wardens had approached the five food outlets in the Dales to ask them to take part in a voluntary "Food on the Go" campaign initiated by Keep Britain Tidy. This was done as there had been concerns raised about the litter in the Dales area. Prime Pizzeria had signed up as had Raheem Indian Takeaway, Quality Fry and Village Chinese Takeaway were happy to sign but Tesco did say that they were already cleaning up outside their property. (A late up-date is that all the outlets have now signed up including Tesco).

(ii) **Public Participation**

The Chair, Cllr Mrs C Hart, reported on matters discussed during the Public Participation session as follows:

a) The owner of the property 45 Hallam Way, which had been subject to flooding recently, thanked the Parish Council for organising a recent meeting where the matter was discussed in detail on site. This had involved officers from EBC and DCC and the owners of the properties concerned together with Cllr Mrs C Hart and Cllr B Broughton. The Parish Council Litter Picker was to be requested to clear the site around the drain on Beech Lane of leaves and would check on each visit to make sure the outlet was clear. Some discussion took place regarding the manhole covers and where the responsibility lies when there is a blockage. In line with advice from officers at the meeting the owner of 47 Hallam Way had agreed to remove an internal grill in the inspection chamber on his land.

In conclusion it was decided to wait and see if the work already put in place has cured the problem when the heavy rain returns.

b) A resident expressed concern regarding the state of the pavements due to the icy weather. Cllr Hamson, the Snow Warden, had delivered grit around the village and had cleared around some of the bus stops. Cllr Mrs C Hart had been contacted by several residents who were prepared to spread the grit if it could be delivered to them. If weather warnings have been given out it was suggested that it may be better if the grit could be delivered to the above residents before the snow arrived. The Clerk was asked to contact the residents who had offered to help to make sure they would be happy with this arrangement and Mr Gadsby would then be given the list and also be asked to make sure all of the grit bins were full. It was suggested that Mr Gadsby be asked to deliver the grit in his trailer and it was agreed that provision should be made in the budget to enable this to be funded. It was impossible to clear or treat all pavements. It was noted that although Tesco had cleared snow the rest of the Dales Shopping Centre had not been cleared.

c) A resident requested an update on the planning application at 143 High Lane West (Plantation Farm). Cllr Mrs C Hart informed the resident that an appeal was now being heard and construction work appeared to have stopped at the property pending a decision on that appeal.

d) Residents had noted the planter was now installed at the Beech Lane/Station Road junction and the jubilee seat was due to be installed shortly.

e) Cllr Mrs C Hart raised the matter of a Community Fun Day – similar to the one held to celebrate the Queen’s Jubilee last year. She asked the members of the public present whether they would be in favour of such an event. The consensus of those present was that it was a lovely event last year and it would be nice to repeat it. The Clerk was asked to write to all the groups and organisations in the village and ask if they would be prepared to be involved in such an event.

3558 **REPORTS FROM SUB COMMITTEES**

a) An update from the meeting relating to the flooding issues at Hallam Way had already been discussed in the open session. Now that some work had been done in the area it was **RESOLVED** to assess the situation again when future heavy rain occurred.

b) Cllr Garvey had reported to Cllr Mrs C Hart that the branch in the hedge next to the Community Centre was still in a dangerous position and although the Community Centre Management Committee had written to the owners of the hedge asking them to remove it no reply had yet been received. Cllr K Garvey asked on behalf of the Community Centre that the Parish Council write to the residents of 96 Station Road as they had not had any response to their request.

c) The Budget Committee had met recently and the Clerk had produced a draft precept and concurrent budget for Members to discuss. Discussion took place at length and it was **RESOLVED** that the Clerk amend the draft budgets as now indicated (this included reducing the proportion of salaries charged to the concurrent budget from 82.5% to 66% and moving

certain items from precept to concurrent) and produce revised budgets to be circulated to Members as soon as possible with a view to further consideration at the next meeting.

The Clerk informed Members that EBC urgently required the Parish Council's precept and it was proposed by Cllr Mrs B Harrison and seconded by Cllr Mrs H Chapman and **RESOLVED** that there would be no change in the precept for West Hallam. The Clerk would inform EBC accordingly.

3559 **CLERK'S REPORTS**

- a) The Clerk informed Members that the temporary road closure at Cat and Fiddle Lane and Station Road had been cancelled.
- b) The Clerk informed Members that litter at the Dales Shopping Centre was still an issue. The Clerk informed Members that she had been in touch with a company who were managing several of the shops on behalf of Mr Singh whom she had not been able to contact direct. She hoped the company would help in removing the litter.
- c) The Clerk confirmed that a meeting of representatives of West Hallam Parish Council, Stanley and Stanley Common Parish Council, Dale Abbey Parish Council, Breadsall Parish Council and the Storage Depot will take place on Tuesday 12 February 2013. Cllr Mrs C Hart and Cllr Mrs H Chapman would represent West Hallam.
- d) The Clerk confirmed that the Annual Brass Band Concert in West Hallam will take place on Sunday 14 July 2013 at the Village Hall.
- e) The Clerk was in the process of changing the signatories for the Newdigate Trust and she asked Cllr Mrs C Hart and the Assistant Clerk to sign the bank book.
- f) The Clerk reported that she had received notification of the Rights of Way Minor Maintenance Scheme for 2012/2013. It was **RESOLVED** that the matter be deferred to the next meeting when Members would have had a chance to consider any minor maintenance that may be required.

3560 **MATTERS FOR DETERMINATION**

- a) As Members were aware funding had been secured for the provision of new play equipment at High Lane East and High Lane Central Recreation Grounds. It was **RESOLVED** that a sub committee be formed to meet with the Company providing the equipment on site and oversee the installation of the new play equipment. Cllr Mrs J Hayes and Cllr G Hamson volunteered to form the sub-committee.

Continuing it was **RESOLVED** that the Clerk contact Roger Green and the Minors Group for them to look at the play equipment available and give their opinions regarding the best options.

- b) Matters arising from the recent inclement weather had been dealt with in the open session.
- c) The Clerk reported that Grass Track had submitted the following quotes to remedy defects on the play areas as identified by the insurers:

High Lane East	£ 35.00 plus VAT
High Lane Central	£330.00 plus VAT
Beech Lane	£810.00 plus VAT
Station Road	£250.00 plus VAT

Grass Track had also submitted a quote for the trees to be pruned at the rear of 30 High Lane West at a cost of £420.00.

It was **RESOLVED** the quotes be accepted and the Clerk inform Grass Track accordingly.

d) The Beechcroft Action Group had contacted Cllr Mrs C Hart to ask if notices regarding the possible reorganisation of accommodation for the elderly in West Hallam could be placed on the noticeboards and in the Parish Magazine. It was **RESOLVED** that as no such proposals have been made it was premature for notices and the Clerk was asked to inform the Action Group accordingly.

3561 **DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS CIRCULARS**

The Clerk had previously circulated circular numbers: 02/2013 – training for Clerks and Councillors and circular number 03/2013 – various matters.

It was **RESOLVED** that the Clerk attend one of the forthcoming sessions on Parish/Town Council Finance – Advice and Best Practice.

3562 **ACCOUNTS**

a) The following accounts were presented for approval:

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
302870	Grasstrack Grounds Maintenance (repair to divets on Millhouse playing field – VAT £127.00)	£162.00
302871	Leisurelites (Removal of Christmas Lights – VAT £104.00)	£624.00
302872	Hire Station Derby (Hire of barriers for Christmas Lights – VAT £16.40)	£98.40
302873	Erewash Borough Council (Installation of dog bin on Station Road plus cost of weekly emptying up to 31.3.2013 – VAT £55.00)	£330.00
302874	Erewash Borough Council (Installation of planter and bedding plants – VAT £25.38)	£152.26
302875	Mrs S Dunkley (Salary – January)	£281.60
302876	Mrs L Broughton (Salary – January)	£96.00
302877	Mr N Gadsby (Salary – January including 2.5 hours additional)	£118.80
302878	Mr H Gething (Salary – January)	£105.60
302879	Mrs S Dunkley (Use of home as office and expenses)	£ 45.60
302880	Helping Hand (Items for Litter Picker- VAT £6.70)	£ 40.20
302881	Heanor Gate Association Limited (Repair to Camera at Pavilion – VAT £74.00)	£ 444.00
302882	Park Hall Designs (Web maintenance, domain renewal and printing)	£44.63
302883	Grass Track monthly account	£774.56
302884	Aon Additional Insurance as Powtrell Pavillion insurance Incorporated into Parish Council insurance until June 2013	£177.79

Income

Re-imburement from the Powtrell Community Pavilion for repairs: £326.00

3563 PLANNING

There were no planning applications to report.

3564 MATTERS FOR INFORMATION

- a) The Clerk had received an Archaeology and Conservation in Derbyshire publication which was passed to Cllr Mrs B Harrison.
- b) Cllr G Hamson had collected 50 trees from the EBC free tree planting scheme and asked for assistance in planting. Cllr Mrs J Hayes volunteered to help. It was suggested that the planting of the trees took place at the Beech Lane Recreation Ground and Station Road Recreation Ground.

Part 2 - General

3565 DATE OF NEXT MEETING

The next meeting of the West Hallam Parish Council will take place on Monday 4 March 2013 at 7.00pm at the Powtrell Community Pavilion, Beech Lane, West Hallam.

Part 3 Exempt Items

3566 EXEMPT ITEMS

It was **RESOLVED** that in view of the confidential nature of the following items the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, during discussion of the items.

- a) Cllr Mrs C Hart updated Members on the insurance claim for the incident at Millhouse field and information requested by the Insurance Company.
- b) Members had met with Mr Stephen Woolley of Robinsons Solicitors regarding the High Lane East Access Agreement prior to the meeting. It was **RESOLVED** that Mr Woolley would submit a resume of the meeting and his advice which would then be used as a basis for the Parish Council to contact the adjoining owners .
- c) It was **RESOLVED** that the Clerk inform Mr Noble that the honorarium that he receives was now subject to tax at source in line with other employees' salaries.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL
HELD ON MONDAY 4 MARCH 2013
AT
THE POWTRELL COMMUNITY PAVILION
BEECH LANE RECREATION GROUND, WEST HALLAM

PRESENT Cllr Mrs C Hart (Chair)
Cllr D Adams-Shaw
Cllr B Broughton
Cllr K Garvey
Cllr G Hamson
Cllr Mrs I Howes

PC R Crooks

Clerk: Mrs S Dunkley

Assistant Clerk: Mrs L C Broughton

Members of the Public: 7

3567 **APOLOGIES**

Apologies were received from Cllr Mrs H Chapman, Cllr B Harrison and Cllr J Hayes.

3568 **DECLARATION OF INTERESTS**

The Chair, Cllr Mrs. C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Cllr B Broughton declared a disclosable pecuniary interest in respect of the accounts for Park Hall Designs and the payment of salary to the Assistant Clerk.

Cllr G Hamson recorded an interest in respect of the West Hallam Junior Football Club.

3569 **APPROVAL OF MINUTES**

The Minutes of a meeting of the West Hallam Parish Council held on Monday 4 February 2013 were approved and signed by the Chair.

3570 **EXEMPT ITEMS**

It was **RESOLVED** that the following items be considered as exempt items:

- High Lane East Access Agreement
- CCTV

3571 **REPORT FROM PC R CROOKS**

PC Crooks explained that the Police are now visiting hot spots around Ilkeston and the Villages on Friday evenings to try to combat any anti social behaviour. Seven Police personnel travel around the area in a transit van and confiscate any alcohol found on young

people. The Police are also trying to break up large gatherings by moving the young people into smaller groups.

PC Crooks updated the meeting on the vandalism that took place in West Hallam on 2 February 2013 whereby wing mirrors were kicked off cars along Hallam Way. The matter is still on-going, however the Police are aware of the culprits and they have been in touch with parents and their school and all are sending out messages that this behaviour is unacceptable.

PC Crooks informed the meeting that a couple of burglaries had taken place in the area and it was suggested that an item be put on the website that in the interest of crime prevention all residents are urged to lock all their doors.

Cllr Mrs C Hart, the Chair, thanked PC Crooks for his report and he left the meeting.

3572 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

a) Cllr Mrs C Hart reported at the last meeting that EBC Neighbourhood Wardens had approached the five food outlets in the Dales to ask them to take part in a voluntary "Food on the Go" campaign initiated by Keep Britain Tidy. All the food outlets had signed up for the campaign and Cllr Mrs Hart was pleased to report that Tesco had also signed.

b) Cllr Mrs C Hart reported that a list has now been compiled of residents who are willing to spread grit whenever snow is forecast. The list will be given to Mr Gadsby who will deliver grit to the residents whenever there is a snow warning. This would assist the Snow Warden, Cllr G Hamson, in his duties.

c) Cllr Mrs C Hart updated Members on the possibility of a "Community Fun Day". The Village Hall, the Scouts and the Church would like to be involved. The Football Club are holding a Fun Day in August, the Cricket Club are having a Music Festival in September and Well Dressing will take place in July. Therefore choosing a date that would not be too near or clash with the above events could be difficult. However Cllr Mrs C Hart would liaise with other organisations and try to find a suitable date. Cllr Mrs I Howes suggested that it may be more suitable to have a Community Fun Day next year.

d) Cllr Mrs C Hart reported that she had received a letter regarding the verge opposite 62 St Wilfrid's Road where a car is regularly parked (the car belongs to an employee of the resident) and churns up the verge. It was **RESOLVED** that the Clerk write to Mr Peck, resident at 62 St Wilfrid's Road, asking if his employee could park elsewhere and drawing his attention to the state of the verge.

e) Cllr Mrs C Hart reported that a journalist from Wolverhampton had been in touch with the Parish Council trying to contact a particular resident of West Hallam. Cllr Mrs C Hart was pursuing the matter.

f) Cllr Mrs C Hart reported that Rev Simon White was leaving the Parish to take up duties in Tideswell. It was **RESOLVED** that the Clerk write to Rev White to wish him well in his new post.

g) As mentioned in the Open session the lights at the MUGA have been broken for some time. Roger Green at the Community Centre knew of an electrician who would be willing to check the timer and the sensors and report back with costs of repair. It was **RESOLVED** the Clerk would contact the electrician accordingly.

h) It was reported that the lights on Beech Lane Recreation Ground had not yet been repaired. The Clerk was asked to pursue the matter.

(ii) **Public Participation**

The Chair, Cllr Mrs C Hart, reported on matters discussed during the Public Participation session as follows:

- a) Mr Noble reported that parts of the fence behind each of the goals on the MUGA were broken and needed repairing. Cllr Mrs C Hart informed him that Grass Track have been informed and are dealing with the matter. Mr Noble also mentioned that the timer and sensors for the lights at the MUGA have not worked for a long time. Cllr Mrs C Hart informed him that the Parish Council were unaware that the lights needed repair and would discuss the matter in the closed session. Finally Mr Noble reported that the two litter bins on the Station Road Recreation Ground have been damaged. It was **RESOLVED** the Clerk ask EBC to inspect and repair.
- b) A resident informed the Parish Council that he was dismayed to see an increase in litter and dog mess whilst walking his dog around Cock Orchard and Station Road. Cllr Mrs C Hart explained that Cock Orchard was private property and the Parish Council were unable to improve matters there, however Cllr Mrs C Hart would ask the Litter Pickers to pay special attention to Station Road.
- c) A resident informed Members that the street name outside her home at 65 Hallam Way was very shabby and crumbling. Cllr Mrs C Hart informed the resident that street name signs were dealt with by Erewash Borough Council and the Clerk would inform them of the state of the sign outside the resident's home.
- d) Another resident informed the Parish Council that two street name signs for Jubilee Court were actually in part of her front garden. Cllr Mrs C Hart explained that it was probable that the road Jubilee Court was unadopted at the present time and that the signs had been erected by the developers, but again the Clerk would ask Erewash Borough Council to investigate whether they could be moved to allow the resident to access her garden.

3573 **REPORTS FROM SUB COMMITTEES**

- a) The Powtrel Community Pavilion Committee had met on 14 February 2013. Cllr Mrs C Hart was disappointed that only two Members of the Committee and the Clerk were present at the meeting. Cllr Mrs C Hart informed Members that she had written to the organisations concerned and asked that if a nominated representative was unable to attend any future meetings it would be helpful if a substitute could be arranged to attend.
- b) A meeting of representatives of West Hallam Parish Council, Stanley and Stanley Common Parish Council, Dale Abbey Parish Council, Breadsall Parish Council, Stanton by Dale Parish Council and Norbert Dentressangle took place on Tuesday 12 February 2013. Cllr Mrs C Hart and Cllr Mrs H Chapman represented West Hallam. Lorry cabs had been spotted in the lay-byes in the Village and overnight parking at the Dales Shopping Centre car park. Norbert Dentressangle are investigating the possibility of the drivers being allowed to park within the Depot. However Cllr Mrs C Hart stressed the importance of anyone who notices lorries parking in the Village or transgressing the weight restriction order contacting the Gatehouse at the Depot where evidence is being collated.
- c) Cllr D Adams-Shaw informed the meeting that he had researched the possibility of the Parish Council purchasing barriers instead of hiring them every year. He had found a Company on Ebay who were selling plastic barriers at a cost of £18.00 for eight barriers. It would be necessary to arrange for delivery. It was **RESOLVED** that 2 x 8 plastic barriers be purchased if the transport costs were reasonable.

3574 **CLERK'S REPORTS**

a) The Clerk confirmed the Big Lottery had approved £10,000 to be spent on play equipment at the High Lane Central and High Lane East Recreation Grounds. Funds would be available to the Parish Council on 8th March and the Big Lottery would like the matter publicised. It was **RESOLVED** that the Clerk prepare a press release to be sent to the Ilkeston Advertiser, Derby Telegraph, and Erewash Sound.

Cllr Mrs C Hart and the Clerk had consulted with the Minors Youth Group at the Community Centre asking the young people what their favourite pieces of equipment were that could be installed at High Lane Central and High Lane East Recreation Grounds. The young people were very enthusiastic and put forward their choices.

It was **RESOLVED** that the Clerk and Cllr G Hamson would meet with the Company installing the equipment on site to discuss the actual location of the equipment. The Clerk would fix an appointment.

b) The Clerk had met with Mrs Stella Beaumont, the Play Scheme Leader, to complete the application form for a grant from EBC to assist in the running of the Summer Play Scheme. Mrs Beaumont had informed the Clerk that she would prefer to run the Scheme on three days per week. The Clerk also informed the meeting that the rent for the hire of the Village Hall had increased this year. It was **RESOLVED** that the Clerk would inform Mrs Beaumont that the Parish Council would have preferred the Scheme to run on five days per week but if this is not possible then the Scheme should run for three days. It was also **RESOLVED** that the Parish Council would be pleased to receive a copy of the feedback that is requested by EBC.

3575 **MATTERS FOR DETERMINATION**

a) It was **RESOLVED** that consideration of the 2013/14 Budget be deferred to the next meeting.

b) The Clerk reported that the Rights of Way team required a copy of an invoice setting out the works carried out on any minor maintenance of footpaths before the allowance is reimbursed. For this year this is required by 31 March 2013. Cllr G Hamson and Cllr K Garvey offered to walk some of the footpaths to see what minor maintenance work was necessary and report back to the Clerk.

c) The Clerk had received a request for a donation from Victim Support. It was **RESOLVED** that the Clerk write to Victim Support informing them that due to the financial climate it was not possible to make a donation at this time.

d) The Clerk reported that the EBC Borough Blitz will be extended this year into April. It was **RESOLVED** that the Borough Blitz in West Hallam will take place on 6 April between 10am and 12 noon. Participants are to meet at the Beech Lane Recreation Ground.

3575 **DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS CIRCULARS**

The Clerk had previously circulated circular number: 04/2013

It was **RESOLVED** that the Clerk attend a CiLCA course at a cost of £200. The course comprised 2 full days instruction plus continued support until the qualification is achieved.

3576 **ACCOUNTS**

a) The following accounts were presented for approval:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
302885	Mrs S Dunkley (Salary)	£ 281.60
302886	Mrs L Broughton (Salary)	£ 96.00
302887	Mr N Gadsby (Salary)	£ 105.60
302888	Mr H Gethin (Salary)	£ 105.60
302889	Mr M Noble (MUGA opening and locking)	£ 281.00
302890	Mrs S Dunkley (Use of home as office and expenses)	£ 45.80
302891	Park Hall Designs (web site maintenance and printing)	£ 30.92
302892	HMRC (Tax paid for employees)	£ 444.90
302893	Grass Track (Monthly maintenance invoice)	£ 774.56
302894	West Hallam Parish Magazine	£ 150.00
302895	Community Centre Broadband Connection	£ 20.33
302896	Robinsons Solicitors (Advice on HLE Licence Agreement)	£ 414.00

Income

Re-imburement from the Powtrell Community Pavilion for Insurance Premium	£ 177.79
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b) It was **RESOLVED** that Mr M Noble would end his duties of locking and unlocking the gates to the MUGA on 31 August 2013. Mrs J Noble would take up the duties of locking and unlocking the gates of the MUGA and be paid an honorarium of £500 per year (payable in two equal instalments on 1 September and 1 April) commencing 1 September 2013.

Note: Councillor Broughton having earlier declared a disclosable pecuiary interest in the payments relating to the Assistant Clerk and Park Hall Designs, left the meeting during consideration of the above item.

3577 **PLANNING**

The Clerk informed Members that the following applications had been dealt with under delegated powers since the last meeting and outlined the responses sent to EBC -

ERE/0113/0015 – 27 Hallam Way, West Hallam – demolition of garage and erection of two storey extension (responses from Cllr Broughton, Cllr Mrs Chapman, Cllr Mrs Hart and Cllr Mrs Hayes).

ERE/0203/0003 – 61 High Lane Central, West Hallam – demolition of existing dwelling and outbuilding and erection of replacement dwelling with attached garage.

ERE/0113/0030 – 9 High Lane West, West Hallam – full planning (new dwellings)
Erection of two detached dwellings.

3578 **MATTERS FOR INFORMATION**

None

Part 2 - General

3579 **DATE OF NEXT MEETING**

The next meeting of the West Hallam Parish Council will take place on Monday 8 April 2013 at 7.00pm at the Powtrel Community Pavilion, Beech Lane, West Hallam.

Part 3 Exempt Items

3580 **EXEMPT ITEMS**

It was **RESOLVED** that in view of the confidential nature of the following items the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, during discussion of the items.

- a) Cllr Mrs C Hart had received a synopsis of the advice given by the Council's Solicitor regarding the way forward to the proposed Licence Agreement between 113 High Lane East and the Parish Council. Cllr B Harrison was a Member of the Parish Council when the last agreement was made and therefore it was **RESOLVED** that Cllr Mrs B Harrison and Cllr B Broughton make an appointment to see the residents of 113 High Lane East to outline the proposed new agreement. The new agreement would be for 3 years at a cost of £25.00 per year.
- b) Cllr Mrs C Hart read to Members an e-mail received from Mr M Perry regarding the CCTV broadband connection at the Community Centre. Mr Perry outlined the repairs required which would cost £200.00 but suggested the possibility that the Community Centre would be prepared to pay half. Some discussion took place regarding the disturbance of the master socket which was a BT line. If the work could be carried out satisfactorily without recourse to BT then it was **RESOLVED** that the Chair be given delegated powers to authorise the work.

MINUTES OF A MEETING OF

THE WEST HALLAM PARISH COUNCIL

HELD ON MONDAY 8 APRIL 2013

BEECH LANE RECREATION GROUND, WEST HALLAM

PRESENT Cllr Mrs C Hart (Chair)
Cllr D Adams-Shaw
Cllr B Broughton
Cllr K Garvey
Cllr J Hayes

Clerk: Mrs S Dunkley

Assistant Clerk: Mrs L C Broughton

Members of the Public: 8

3581 **APOLOGIES**

Apologies were received from Cllr Mrs H Chapman, Cllr G Hamson, Cllr Mrs B Harrison and Cllr Mrs I Howes.

3582 **DECLARATION OF INTERESTS**

The Chair, Cllr Mrs. C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Cllr B Broughton declared a disclosable pecuniary interest in respect of the accounts for Park Hall Designs and the payment of salary to the Assistant Clerk.

3583 **APPROVAL OF MINUTES**

The Minutes of a meeting of the West Hallam Parish Council held on Monday 4 March 2013 were approved and signed by the Chair.

Cllr D Adams-Shaw referred to minute number: 3573 (c) regarding the purchase of barriers. He informed the meeting that he was still investigating the Company concerned and would report back to the next Parish Council meeting. He had managed to arrange transport if, the barriers are purchased, at a cost of £50.00.

3584 **EXEMPT ITEMS**

It was **RESOLVED** that the following item be considered as an exempt item:

- High Lane East Access Agreement

3585 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

a) Cllr Mrs C Hart reported that a person had contacted the Parish Council as they were interested in buying a property that backed onto Millhouse Field and they wanted to know if there was any likelihood that housing would be built in that area. Cllr Mrs C Hart was able to

re-assure her that this was very unlikely and in fact the Parish Council are looking to enhance this recreational area for the benefit of the residents.

- b) Cllr Mrs C Hart reported that further to Mr Noble's report, at the last meeting, that the litter bins on Station Road Recreation Ground had been damaged, EBC had inspected them and could find no fault.
- c) Cllr Mrs C Hart reported that over the last period of snow Mr Gadsby had made three journeys delivering grit for residents to use on the pathways. In recognition of the cost of using his vehicle it was **RESOLVED** that the 3 hours overtime claimed by Mr Gadsby should be paid at £10.00 per hour to reflect labour plus use of vehicle and trailer.
- d) The new dog bin has now been put in position at the Cascades, two residents had offered to pay for the purchase of this bin. They had been informed the cost would be approximately £150 but the invoice received was for £180 plus installation charges of £45. The residents would be informed of the charge but if they were concerned about the extra charge this would be paid by the Parish Council.
- e) Cllr Mrs C Hart reported that trees at Weybridge Close/Farnham Walk had grown too high resulting in a complaint from the owner of an adjoining property. The Council's Contractors had suggested pollarding the trees and it was **RESOLVED** that this work be undertaken.
- f) Cllr Mrs C Hart reported that three residents have asked to sponsor hanging baskets and the Parish Council agreed to sponsor three further hanging baskets.
- g) Cllr Mrs C Hart reported that the verges outside 63 St Wilfrid's Road and on High Lane Central needed tidying and perhaps bulbs planting. The Clerk was asked to pursue the matter.
- h) Cllr Mrs C Hart informed the meeting that she was trying to organise another meeting with Norbert Dentressangle and the Parish Councils of Stanton by Dale, Dale Abbey and Stanley & Stanley Common to further discuss lorries parking overnight in the Villages.
- i) Four responses had been received regarding the possible Community Fun Day and the Parish Council agreed to put the matter on hold for the time being as a number of other events were taking place or planned locally over the summer months.
- j) Cllr Mrs C Hart reported that one of the panes of glass in the notice board, outside the Village Hall, had been broken and needed to be repaired. Cllr Mrs C Hart offered to try to find someone to fix it.
- k) Cllr Mrs C Hart reported that a decision had been made on the planning appeal concerning 143 High Lane West. The Inspector had dismissed the appeal against a condition requiring clearance of existing and partially constructed buildings on the site but had upheld the condition removing permitted development rights.
- l) Cllr Mrs C Hart reported that Mr Tattersall had decided to step down from his role as Broadband Champion now that fibre optic high speed broadband was available in West Hallam. The Parish Council wished to thank him for his efforts on behalf of the local community and the Clerk was asked to write to him accordingly.
- m) Cllr Mrs C Hart reported that whilst she had been walking over Millhouse Field during the Litter Pick on 6 April she had seen several hoof marks. It was **RESOLVED**

that the Clerk ask the Legal Department at EBC whether it would be possible to put up signs “walk at own risk” in order to protect the Parish Council from insurance claims similar to the recent insurance claim at Station Road Recreation Ground.

n) Cllr Mrs C Hart asked Cllr Broughton if he could produce a protocol for business advertising on the website and forward a copy to the Clerk.

o) Cllr Mrs C Hart informed Members that the Annual Parish Meeting for West Hallam will take place on Monday 13 May 2013 at 6.30pm immediately followed by the Annual General Meeting of the Parish Council. Both meetings will take place at the Powtrell Community Pavilion.

p) Cllr Mrs C Hart reported that the Clerk had been in touch with the Rights of Way team at DCC who did require a copy of an invoice setting out the works carried out on any minor maintenance of footpaths by 31 March 2013 in order for the Parish Council to claim reimbursement. Due to lack of time the Parish Council had been unable to make a claim this year. It was **RESOLVED** that the Clerk would write to the Rural Society asking if they would put a ‘walk of local footpaths’ on their annual list of walks and report back if they felt any work was needed to maintain them to a good standard, this would enable us to claim from DCC and their grant scheme which is offered annually.

q) Cllr Mrs C Hart was pleased with both the electronic and printed Newsletter. If anyone has any contributions for the next issue she would be pleased if they could be forwarded to Cllr B Broughton.

(ii) **Public Participation**

The Chair, Cllr Mrs C Hart, reported on matters discussed during the Public Participation session as follows:

a) A resident expressed his concern regarding the parking at the top of St Wilfrid’s Road. Cllr Mrs C Hart informed the meeting that Officers from DCC had visited the site on several occasions but each time they had not seen a problem. In order to build up evidence for DCC Cllr Mrs Hart asked that if anyone notices parking at this location it would be helpful if photographs could be taken and passed to any Parish Councillor.

b) Cllr Mrs C Hart thanked Councillors and Members of the Public for taking part in the Litter Pick which had taken place on Saturday 6 April 2013.

3586 **CLERK’S REPORTS**

The Borough Blitz Litter Pick and the Broadband Champion were items that had been dealt with under the Chair’s announcements.

a) The Clerk distributed copies of a guide for Councillors on openness and transparency on personal interests, which she had been asked to pass on to Councillors by the Monitoring Officer at EBC.

3587 **MATTERS FOR DETERMINATION**

a) The draft 2013/2014 Budget was presented to the meeting. Some further work is to be done on this and the Budget will be presented for approval at the next meeting.

b) Currently three residents wished to sponsor a hanging basket and the Parish Council had agreed to match this by purchasing three more hanging baskets. The Clerk had obtained a quote from Plantscape but it was more expensive than EBC. It was **RESOLVED** the Clerk should order 6 hanging baskets for the Village from the Borough Council.

c) Cllr G Hamson and the Clerk had met with Pennine Playgrounds and discussed the exact equipment and locations for the trim trails for High Lane East and High Lane Central Recreation Grounds. Members discussed the plans and requested one or two amendments and the Clerk was asked to discuss these alterations with Pennine Playgrounds and to ensure that the total project costs were contained within the funding of £10,000 received from the Big Lottery. No costs were to fall on the Parish Council.

d) Members received correspondence from the Well Dressing Committee requesting financial assistance towards the Well Dressing event. It was **RESOLVED** that the Parish Council would like to donate the same amount as last year. The Clerk would check on the amount forwarded.

e) The Clerk informed Members that the Borough/Parish Liaison Forum will take place on Thursday 11 April 2013. It was **RESOLVED** the Clerk would attend.

3588 **DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS CIRCULARS**

The Clerk had previously circulated circulars number: 07/13 and 8/13.

Circular 8/13 related to PAYE administration which the Clerk reported would be undertaken on the Parish Council's behalf by EBC from May 2013.

3589 **ACCOUNTS**

a) The following accounts were presented for approval:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
302897	Mrs S Dunkley (Salary)	£ 281.60
302898	Mrs L Broughton (Salary)	£ 96.00
302899	Void	
302900	Mr H Gething (Salary)	£ 105.60
302901	Mrs S Dunkley (Use of home as office and expenses)	£ 46.25
302902	Park Hall Designs (web site maintenance and printing)	£ 44.00
302903	Grasstrack Grounds Maintenance (Crown and thin out trees to Millhouse Way VAT £84.00)	£ 504.00
302904	Powtrell Community Pavilion (Room hire for Parish meetings 2013/2014)	£ 240.00
302905	Grasstrack	£ 774.56

	(Grounds maintenance VAT £129.09)	
302906	DALC	
	(Annual Membership subscription for 2013/14)	£ 704.26
302907	Erewash Borough Council	£ 276.00
	(Installation of dog bin at The Cascades	
	£180.00 plus £45.00 installation cost and	
	one collection fee- VAT £46.00)	
302908	Park Hall Designs (web site hosting renewal)	£ 48.00
302909	DALC CiICA Training	£ 200.00
302910	West Hallam Community Centre CCTV	£ 135.90
302911	Mr N Gadsby	
	(Salary plus extra payment of three hours	
	@£10.00 for delivery of grit during the snow)	£ 129.60

Income

VAT Refund - £1,497.99

Big Lottery Funding for the play areas on High Lane Central and High Lane East - £10,000

Precept £36,500.00

Concurrent £18,967.00

3590 **PLANNING**

The Clerk informed Members that the following applications had been dealt with under delegated powers since the last meeting and outlined the responses sent to EBC -

ERE/0213/0069 – 63 St Wilfrid's Road, West Hallam – application for new planning permission to replace extant permission ERE/0410/0011 (outline consent for the erection of three detached bungalows with all matters except access reserved) in order to extend the time limit for implementation. No objections subject to neighbour consultation (Response from Cllrs Broughton, Chapman, Hart and Hayes).

ERE/0313/0008 – 64 St Wilfrid's Road, West Hallam – erection of replacement rear balcony. No objection subject to neighbourhood consultation (Response from Cllrs Broughton, Chapman, Hart and Hayes).

ERE/0313/0037 – 8 Fernilee Close, West Hallam – erection of conservatory at rear (Response from Cllrs Broughton, Chapman, Hart and Hayes). Prior to the meeting representations had been received from a resident concerning this application and it was agreed that the issues raised be highlighted for consideration by the Borough Council.

3591 **MATTERS FOR INFORMATION**

None

Part 2 - General

3592 **DATE OF NEXT MEETING**

The Annual Parish Meeting of West Hallam to be held on Monday 13 May 2013 at 6.30pm and to be immediately followed by the Annual General Meeting of the Parish Council. Both meetings will take place at the Powtrell Community Pavilion.

Part 3 Exempt Items

3593 **EXEMPT ITEMS**

It was **RESOLVED** that in view of the confidential nature of the following item the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, during discussion of the item.

Land Adjoining 113 High Lane East, West Hallam – Licence Agreement

Cllr B Broughton reported that he and Cllr Mrs B Harrison had met with Mr & Mrs Whitchurch, owners of 113 High Lane East, to discuss the renewal of the licence agreement for the strip of land adjacent their property. Mr & Mrs Whitchurch had agreed to the Parish Council's proposal that the licence fee be increased to £25.00 per year. A dimensioned plan had also been agreed at the meeting which it was suggested be incorporated in a new licence. It was **RESOLVED** that a new licence agreement be entered into for an initial term of three years, incorporating a plan of the land in question and the revised licence fee of £25.00 per year. It was further agreed that the fee be reviewed at the end of the initial three year term and at any subsequent renewals.

The meeting closed at 8.30pm

**MINUTES OF THE ANNUAL GENERAL MEETING OF
THE WEST HALLAM PARISH COUNCIL**

HELD

ON MONDAY 13 MAY 2013

IN

**THE POWTRELL COMMUNITY PAVILION
BEECH LANE, WEST HALLAM**

PRESENT Cllr Mrs C Hart (Chair)
Cllr Mrs H Chapman (Vice Chair)
Cllr D Adams-Shaw
Cllr B Broughton
Cllr K Garvey
Cllr G Hamson
Cllr Mrs I Howes

Clerk: Mrs S Dunkley
Assistant Clerk: Mrs L C Broughton

Members of the Public: 14

1 **APOLOGIES**

Apologies for absence were received from Cllr B Harrison and Cllr J Hayes.

2 **ELECTION OF CHAIR**

Cllr Mrs C Hart was elected to the Office of Chair of the West Hallam Parish Council for the year 2013/2014 and signed the Acceptance of Office.

3 **ELECTION OF VICE CHAIR**

Cllr Mrs H Chapman was elected to the Office of Vice Chair of the West Hallam Parish Council for the year 2013/2014 and signed the Acceptance of Office.

4 **DECLARATION OF INTERESTS**

The Chair, Cllr Mrs C Hart, recorded a personal interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Cllr B Broughton declared a personal and prejudicial interest in respect of the accounts for Park Hall Designs and the payment of salary to the Assistant Clerk and subsequently withdrew from the meeting during consideration of

those matters. Cllr B Broughton also declared a non-pecuniary interest in the Village Hall donation.

Cllr G Hamson recorded a personal interest in respect of the West Hallam Junior Football Club.

5 **APPOINTMENTS TO SUB-COMMITTEES AND EXTERNAL ORGANISATIONS**

It was **RESOLVED** that the following appointments be made by the Parish Council for 2013/14:

Powtrell Community Pavilion

Cllr Mrs C Hart
Cllr B Broughton
Cllr Mrs I Howes

Ann Powtrell Foundation

Cllr Mrs C Hart
Cllr Mrs H Chapman
Cllr B Broughton

Scargill Foundation

Cllr Mrs C Hart

West Hallam Community Centre

Cllr K Garvey
Cllr Mrs I Howes

West Hallam Village Hall Charity Committee

Cllr B Broughton

West Hallam Trust

Cllr Mrs H Chapman
Cllr Mrs J Hayes
Mr J Housley
Mrs G Cope
Mr A Draycott

Christmas Lights Committee

Cllr Mrs C Hart (Chair)
Cllr Mrs H Chapman (Vice Chair)
Cllr Mrs J Hayes

Borough Parish Liaison Forum (EBC)

Nominations to be presented as and when such meetings are convened.

Parish and Town Councils Liaison Forum (DCC)

Nominations to be presented as and when meetings are convened.

West Hallam Junior Football Club

Cllr G Hamson will represent the Parish Council at meetings of the Football Club.

Governing Body – Scargill C of E Primary

Cllr D Adams-Shaw to represent the Parish Council on the Governing Body.

Norbert Dentressangle Liaison Committee

The Chairman and Vice Chairman or their nominees

It was suggested that a Finance & General Purposes Committee be formed to advise on matters concerning the budget and other matters. Cllr B Broughton had drawn up a draft terms of reference as a basis for discussion. It was **RESOLVED** that a working group comprising the Chairman, Vice Chairman, Councillor Broughton, Councillor Adams-Shaw and Councillor Hamson be requested to consider the draft terms of reference and report back to the Parish Council with their recommendations. The Clerk was asked to make arrangements for such meeting.

It was also **RESOLVED** that the arrangements relating to the consideration of planning applications which has operated for the past twelve months continue, and that a Planning Sub-Committee be not appointed.

6 **APPROVAL OF MINUTES**

The Minutes of a meeting of the West Hallam Parish Council held on Monday 6 April 2013 were approved and signed by the Chair.

7 **EXEMPT ITEMS**

It was RESOLVED that the matter of CCTV and the Licence Agreement for High Lane East be dealt with as exempt items.

The item 'Budget 2013/14' listed under 'Exempt Items' on the agenda was withdrawn by the Clerk as the Internal Auditor had asked to see the budget along with the Annual Accounts. This would be presented at the next meeting for approval.

8 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

a) **Chair's Announcements**

The Chair, Cllr Mrs C Hart, reported on the following matters:

a) Cllr Mrs C Hart informed Members that Elaine Sarson had taken over from Mavis Blockley as Editor of the Parish Magazine.

b) Cllr Mrs C Hart reported that due to several events already being organised in the Village it was decided not to go ahead with the

Community Day but it was hoped that a “Community Day” would take place next year in conjunction with the commemoration of the World Wars.

c) Cllr G Hamson, in his capacity as Snow Warden, informed the meeting that he would provide feedback to DCC regarding the snow falls and grit distribution that occurred this winter.

d) Cllr Mrs C Hart reported that the Clerk was still in discussions with Hirsts with regard to the cracks in the War Memorial.

e) Cllr Mrs C Hart referred to previous discussion regarding the bollards, next to the planter and seat at Beech Lane/Station Road junction being painted black with gold rim to co-ordinate with the planter. The Clerk was asked to check whether the bollards were installed by EBC or DCC and whether there was any objection to the painting.

f) A letter of condolence had been sent to Mrs Ann Ainsworth and Cllr Mrs C Hart thanked Members for their quick response in agreeing to the letter being sent.

g) Cllr Mrs C Hart reported anti-social behaviour problems were occurring particularly on a Friday evening at the Community Centre and Cock Orchard. PC R Crooks had been informed and he had placed both areas on his list for special attention. Cllr Mrs C Hart had received information regarding Cock Orchard when it had been reported there had been drinking, possibly drug taking and general anti-social behaviour leaving behind a real mess. Cock Orchard is a private area but the Clerk was asked to enquire whether EBC would consider clearing the area.

h) Cllr Mrs C Hart had received information regarding a Canal and River Spring Event at Trent Lock which will take place on 19 May 2013.

b) **Public Participation**

The Chair, Cllr Mrs C Hart, presented information on matters discussed in the public participation session as follows:

a) A resident had been made aware that the Methodist Church had submitted a planning application and the resident had made an appointment with the Planners at EBC to discuss the matter further but wanted to know the Parish Council's feelings on the matter. Cllr Garvey informed the meeting that the ambitious plans previously discussed had been abandoned due to the large expense. The new plans involved the making of a new entrance and a new meeting room. The new plans are available on the EBC website.

- b) A resident informed the meeting that the Bottle Kiln had developed a small garden centre which backed onto the rear of her property. The resident felt that this devalued her property. Cllr Mrs C Hart informed the resident that planning permission for this venture had not been sought prior to its development and EBC Planners had requested that a retrospective planning application be submitted. When this had been received by EBC they will invite any comments from neighbours and the usual consultation would of course take place with the Parish Council.

With regard to the Bottle Kiln complaints re car parking are still being received. Cllr Mrs C Hart informed residents that DCC Officers had visited the site and not found any problem. She urged all residents to photograph any problems with parking in order to build up evidence which could be submitted to the Officers at DCC.

- c) A resident enquired about progress at Beechcroft with the possible building of some independent flats and also having full adult care for some residents. Cllr Mrs C Hart explained that although there were no specific proposals relating to Beechcroft a change of control at DCC had recently taken place and the new controlling party wished to review the situation in all adult care homes/facilities in the County. The resident's concern was regarding the traffic and parking of the building contractors if Beechcroft was to be demolished and new buildings erected. Cllr Mrs C Hart informed the meeting that everything was in the melting pot at the moment and that she would keep everyone informed when any decisions or information was forthcoming.
- d) Several residents expressed concern regarding the planning application to build two new units at the Dales Shopping Centre. The planning notice was attached to the barrier but had subsequently disappeared. Concerns were raised about parking in the Village and on Nursery Avenue as the new buildings were across the car park preventing cars travelling through from the Village to Nursery Avenue. Several car parking spaces will also be lost. Residents agreed that the car park was often full at the Dales Shopping Centre therefore the loss of car parking space was a concern. Cllr Mrs C Hart informed the residents that they were urged to write to the Planning Department at EBC individually giving reasons for their objections to the application. The Parish Council would look at the matter during the closed session and subsequently forward their comments to EBC. Cllr Mrs C Hart suggested that the Clerk inform the Planning Department that the notice on the barrier had disappeared and ask for a new one to be issued. It was also suggested that notice of the application be put on the Parish Council's website to raise awareness of the proposals and give residents the opportunity to see the plans and make their comments to the Planning Department.

9 **CLERK'S REPORTS**

a) The Clerk was pleased to report that 5 hanging baskets have been sponsored by residents and the Parish Council had agreed to sponsor 5 more.

b) The Clerk reported that she had participated in 1 day of training for the CILCA award and a further day of training will take place next month. The Clerk informed Members that a cost of £150.00 for registering with CILCA would be necessary. It was **RESOLVED** £150.00 be paid for registering with CILCA at the appropriate time.

10 **MATTERS FOR DETERMINATION**

a) It was **RESOLVED** that donations to the Village Hall and Community Centre in the sum of £585.00 each be agreed. The donations are to assist in the payment of rates, water and sewerage charges and rubbish disposal.

b) The Clerk had received a quote for reinstatement and the erection of bollards at the HLC grass verge where the grass had been damaged due to parking in the wet weather. The quote was for £538.00 and the Chair suggested that a polite notice asking residents to park carefully be erected. After some discussion Cllr G Hamson who knew the resident whose van had caused most of the problem personally and that he would discuss the matter with him and report back to the next Parish Council meeting.

A further quote of £115 had been received to tidy the grass verge at St Wilfrid's Road whereby, again, damage had been caused through parking when very wet. It was **RESOLVED** the work should be undertaken and the quote of £115 be accepted.

Cllr B Broughton informed the meeting that a similar problem had occurred on the grass verge near the gate of the Community Centre. It was **RESOLVED** the Clerk would ask the contractor for a quote for this work to be undertaken and that if it was a similar price to the work at St Wilfrid's Road that this be authorised without having to come back to the Parish Council.

c) The Clerk had received a quote of £150.00 for repair to the notice board outside the Village Hall. After some discussion it was **RESOLVED** that a new notice board should be purchased and installed outside the Village Hall. The Clerk agreed to investigate the purchase but it was thought the cost would be around £800-£900 plus installation.

11 **FINANCE**

The following accounts were presented for approval of payment:

302951	Attenborough Doors Limited (repair to shutter at Pavilion)	£ 195.00
302952	West Hallam Wells	£ 250.00

302953	(donation to 2013 well dressings) Shelter Maintenance Company (cleaning of bus shelter, VAT £4.60)	£ 27.60
302954	AON Limited (Insurance Renewal)	£ 1,641.26
302955	Park Hall Designs (Web maintenance and printing)	£ 151.71
302956	Comparity Limited (Repair to light on Beech Lane Recreation Ground)	£ 105.00
302957	Grasstrack Grounds Maintenance (Grounds maintenance, VAT £129.09)	£ 774.56
302958	Mrs L C Broughton (Salary)	£ 96.00
302959	Mrs S J Dunkley (Salary)	£ 281.60
302960	Mr N Gadsby (Salary)	£ 105.60
302961	Mr H Gething (Salary)	£ 105.60
302962	Mrs S J Dunkley (Admin and Expenses)	£ 104.23
302963	Chairman's Allowance 2013/14	£ 332.00
302964	HMRC (PAYE)	£ 147.20
302965	West Hallam Community Centre (Donation re rates, water & sewerage Costs and rubbish disposal)	£ 585.00
302966	West Hallam Village Hall (Donation re rates, water & sewerage Costs and rubbish disposal)	£ 585.00
302967	Grass Track (Trimming of trees at Farnham Walk/ Weybridge Close VAT £84.00)	£ 504.00

Note: Having previously declared a personal and prejudicial interest in the above matter insofar as it concerned an account for Park Hall Designs and payment to the Assistant Clerk, Councillor Broughton left the meeting during discussion and determination of the accounts.

12 **PLANNING**

The following planning applications were discussed:

ERE/0413/0038 – Land north of Unit M, Dales Shopping Centre. Erection of two single storey units.

In the open session residents had raised concerns regarding the parking at the Dales Shopping Centre if these two single storey units were built. It was felt the overspill of parking on Nursery Avenue and the Village would cause

problems and danger. It was **RESOLVED** the Clerk would write to the planning department expressing those concerns.

ERE/0413/0048 - Methodist Church High Lane West
Creation of new entrance and meeting room

It was **RESOLVED** the Parish Council had no objection to the application subject to neighbourhood consultation.

ERE/0413/0053 - White Hart Public House, Station Road

It was **RESOLVED** the Parish Council had no objection to the application subject to neighbourhood consultation.

ERE/ The Spinney , St Wilfrid's Road (works to trees)

It was **RESOLVED** that the Parish Council had no objection to the application subject to neighbourhood consultation.

13 **DATE OF THE NEXT MEETING**

The next meeting of the West Hallam Parish Council will take place on Monday 3 June 2013 at the Powtrell Community Pavilion, Beech Lane, West Hallam commencing at 7.00pm.

14 **EXEMPT ITEMS**

CCTV

Discussion took place concerning the CCTV systems. It was **RESOLVED** that a meeting be arranged with Mr M Perry of HGA as soon as he returns from holiday.

Licence Agreement – High Lane East

The Clerk had prepared a licence agreement for the land adjacent 113 High Lane East on the basis of the terms previously agreed by the Parish Council. It was **RESOLVED** that the Clerk ask the Council's Solicitor, Mr S Woolley, to check the agreement prior to it being forwarded for completion by the residents concerned.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL

HELD ON MONDAY 3 JUNE 2013

BEECH LANE RECREATION GROUND, WEST HALLAM

PRESENT Cllr Mrs C Hart (Chair)
Cllr B Broughton
Cllr Mrs H Chapman
Cllr Mrs B Harrison
Cllr Mrs I Howes
Cllr J Hayes

Clerk: Mrs S Dunkley

Assistant Clerk: Mrs L C Broughton

Members of the Public: 3

15 **APOLOGIES**

Apologies were received from Cllr K Garvey, Cllr G Hamson and Cllr D Adams-Shaw.

16 **DECLARATION OF INTERESTS**

The Chair, Cllr Mrs. C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Cllr B Broughton declared a disclosable pecuniary interest in respect of the accounts for Park Hall Designs and the payment of salary to the Assistant Clerk.

17 **APPROVAL OF MINUTES**

The Minutes of a meeting of the West Hallam Parish Council held on Monday 13 May 2013 were approved and signed by the Chair. The Minutes of the Annual Parish Meeting held on 13 May 2013 were received.

18 **EXEMPT ITEMS**

It was **RESOLVED** that the following item be considered as an exempt item:

- High Lane East Access Agreement

19 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

a) Cllr Mrs C Hart informed the meeting that PC Crooks had been made aware of the recent increase in anti-social behaviour in the Village and had increased patrols on Thursday, Friday and Saturday evenings.

b) A resident had telephoned Cllr Mrs C Hart to discuss the recent opening of the “Garden Centre” at the Bottle Kiln and had also mentioned the traffic problems. Traffic problems around the Bottle Kiln have been discussed by the Parish Council on several occasions and residents have always been advised to take photographs of any problems with parking around the Bottle Kiln in order to inform DCC. Cllr Mrs C Hart made the suggestion of circulating letters to the residents in the immediate area of the Bottle Kiln (High Lane West/St Wilfrid’s Road) asking them to monitor the situation and if possible take photographs of cars causing parking problems in order to build up evidence for DCC. DCC had visited the location but there had not seen any problems at the time. It was **RESOLVED** that the Clerk write to the residents as Cllr Mrs C Hart suggested.

(ii) **Public Participation**

The Chair, Cllr Mrs C Hart, reported on matters discussed during the Public Participation session as follows:

a) Mr Jason Smith attended the Parish Council meeting open session in order to introduce himself to Members of the Parish Council as the Treasurer of the West Hallam Junior Football Club and Treasurer of the Powtrell Pavilion Committee. He informed Members that the WHJnrFC were lucky to have such a dedicated number of volunteers to run the teams. He also mentioned that the Football Club would like to see more football played at Beech Lane but at the present time there is only one pitch. He was pleased that Cllr G Hamson was the Member of the Parish Council who would liaise with the Football Club as Cllr Hamson had a wealth of knowledge and experience with the Football Club.

With regard to the Powtrell Community Pavilion he requested clarification regarding the employment of a Cleaner for the Pavilion and who is legally her employer. Cllr Mrs C Hart felt advice was required and the Clerk was asked to contact Legal Services at EBC. If Legal Services are unable to help then other bodies such as ACAS or the Council’s Solicitors could be approached for help. Mr Smith was pleased that the Parish Council had agreed to purchase a noticeboard for outside the Pavilion and he would be grateful if the purchase could be made as soon as possible so that the users can start to display their leaflets/information.

20 **REPORTS OF SUB-COMMITTEES AND WORKING PARTIES**

The Powtrell Community Pavilion Committee had met recently and the following items had been discussed:

Fire Extinguisher – Cllr Mrs C Hart to arrange servicing of the fire extinguisher(s).

It was agreed the Clerk would contact Keith Webster regarding painting and decorating at the Pavilion.

With regard to Legionella testing, no arrangements had yet been put in place. However the Clerk was asked to arrange for a Company in Long Eaton to provide a quote for regular testing to be carried out. Following concerns expressed regarding potential personal liabilities in the event of any problems in this regard it was agreed that if suitable arrangements for testing could not be made fairly quickly, the showers at the pavilion should be taken out of use for the time being.

Finance and General Purposes Committee

As agreed at the Annual Meeting of the Parish Council Cllr B Broughton circulated draft terms of reference for a new Finance and General Purposes Committee. It was **RESOLVED** that the Operation and Terms of Reference as set out in the draft be approved.

It was also **RESOLVED** that the Membership of the Committee comprise: Chair, Vice Chair, Cllr B Broughton and Cllr G Hamson. All Members of the Council may attend meetings of the Committee and speak at meetings with the permission of the Committee Chair, but may not vote unless they are a Member of the Committee.

21 **CLERK'S REPORTS**

The Clerk reported that 5 hanging baskets had been sponsored by residents of West Hallam and 5 hanging baskets are being sponsored by the Parish Council. Following consultations with all Parish Councillors a 3 year contract has been agreed with EBC.

The Clerk reported that EBC will be offering planning training in September/October and will keep Members informed.

22 **MATTERS FOR DETERMINATION**

a) The Clerk informed Members that the installation of the play equipment at High Lane Central and High Lane East will commence on Monday 10 June 2013 at 8.30am. Cllr Mrs C Hart offered to meet with the workforce to ensure the plans are adhered to.

b) Members had previously agreed that a new noticeboard should replace the damaged noticeboard outside the Village Hall. The Clerk circulated a brochure and it was **RESOLVED** that the noticeboard now selected be purchased as a replacement for the damaged noticeboard at a cost of approximately £1226.00 plus engraving. It was also **RESOLVED** that EBC Planning Department be informed that the new noticeboard is to be erected as a replacement. It was also **RESOLVED** that the Clerk would inform the Village Hall Committee of the matter.

c) Members had previously discussed the purchase of barriers and Cllr D Adams-Shaw had offered to investigate the matter. Cllr Mrs B Harrison reported, on behalf of Cllr D Adams-Shaw and the investigation is still on-going.

d) The Clerk informed Members that EBC were undertaking their Annual Review of the list of buildings of local interest in West Hallam and had invited the Parish Council's suggestions with regard to any further buildings needed to be considered and to register any gardens of local interest. It was **RESOLVED** there was nothing further to add.

e) The Clerk reported that an invitation to attend the Town Council/Parish Council Liaison meeting to be held on Thursday 6 June 2013 6pm to 7.30pm at County Hall, Matlock had been received from Derbyshire County Council. Depending on other commitments Cllr Mrs C Hart and Cllr Mrs B Harrison expressed an interest in attending.

f) The Clerk had received notification that a grant of £385 was available from the Rights of Way Team at DCC for minor works to footpaths. The system for accessing the grant had changed this year and an estimate for any works was required by the Rights of Way team by 21 June 2013. The Clerk had previously contacted the West Hallam Rural Society requesting that she be informed of any minor works to footpaths that was required. The Clerk agreed to pursue the matter.

g) The Clerk reported that letters of thanks had been received from the Village Hall Committee and the Community Centre Management Team for the donations received to assist with rates, water and sewerage charges and waste disposal.

23 **DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS CIRCULARS**

No circulars had been received.

24 **FINANCE**

a) The Clerk presented the draft 2013/2014 Budget. After some discussion and a few amendments it was **RESOLVED** that the Precept Budget be approved. It was also **RESOLVED** that the Concurrent Budget be approved.

The Clerk agreed to provide quarterly updates of the budget to the Parish Council.

Whilst discussing the budget Members were reminded that a meeting with Grasstrack Grounds Maintenance needed to be arranged so that an up to date specification can be produced for use when the tendering process commences. It was **RESOLVED** that Cllr Mrs C Hart and the Clerk would make the necessary arrangements.

Continuing it was also agreed that a meeting would be arranged with Mr Mike Perry regarding CCTV. Cllr Mrs C Hart and the Clerk would make the necessary arrangements.

b) The Clerk submitted the 2012/2013 accounts which had been prepared for audit by Mr D Ingman. It was **RESOLVED** the 2012/2013 accounts be approved and signed by the Chair.

The Clerk also submitted the Annual Return dated 31 March 2013 which the Chair duly signed.

c) The following accounts were presented for approval of payment:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
302968	Mrs S Dunkley (Salary)	£ 281.60
302969	Mrs L Broughton (Salary)	£ 96.00
302970	Mr N Gadsby (Salary)	£ 105.60
302971	Mr H Gething (Salary)	£ 105.60

302972	Mrs S Dunkley (Use of home as office and expenses)	£ 114.10
302973	C S Jackson (Hedge cutting 2013 – VAT £66.00)	£ 396.00
302974	Grasstrack Grounds Maintenance (Grounds maintenance VAT £129.09)	£ 774.56
302975	Mrs Stella Beaumont (PlayScheme Grant for 2013)	£1,200.00
302976	Mr D Ingman, Internal Auditor (2013 Audit Fee)	£ 400.00
302977	HMRC (PAYE for employees)	£ 147.20
302978	Park Hallam Designs (web site maintenance and printing)	£ 32.39
302979	West Hallam Community Centre (Telephone recharge CCTV & Broadband)	£ 24.36

Income

Summer Playscheme Grant from EBC - £1200.00
Mr & Mrs Edwards - £55.00 – hanging basket
Cllr Mrs C Hart - £55.00 – hanging basket

25 **PLANNING**

The Clerk informed Members that the following applications had been dealt with under delegated powers since the last meeting and outlined the responses sent to EBC -

ERE/0513/0015 – The Bottle Kiln, West Hallam – retrospective application to retain detached oak framed, tiled pagoda. No objections subject to neighbour consultation (Responses from Councillors Broughton, Chapman, Hamson, Hart) – Whilst we do not see too much of a problem with this retrospective plan there are concerns that this is adding to the traffic calling at the Bottle Kiln and this in turn leads to more problems about the parking in the immediate vicinity

ERE/0513/0022 – 11 Hallam Way, West Hallam – Erection of part two storey, part single storey side extension, single storey front extension and lean-to canopy roof incorporating storm porch to front. No objections subject to neighbour consultation (Responses from Councillors Adams-Shaw, Broughton Chapman, Hamson and Hart)

Derbyshire County Council application no. CD8/0513/3 (Scargill CofE VA Primary School) – proposed development constitutes the erection of 1no. Free standing fibre glass flag pole measuring 2.5mm thick x 6000mm high. No objection (Responses from Councillors Broughton, Chapman, Hamson, Harrison and Hart)

26 **MATTERS FOR INFORMATION**

a) The Clerk had received notice of the Brass Band Concerts within the Borough. It was noted that the Brass Band Concert in West Hallam will take place on 14 July 2013 during the Well Dressing weekend. The Concert will be performed by the Derwent Valley Wind Band.

b) The Clerk had received information from Forces in the Community offering information, advice and support for Veterans, Serving Personnel and families.

Part 2 - General

27 **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 1 July 2013 at the Powtrel Community Pavilion, Beech Lane, West Hallam commencing at 7.00pm.

Part 3 Exempt Items

28 **EXEMPT ITEMS**

It was **RESOLVED** that in view of the confidential nature of the following item the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, during discussion of the item.

Land Adjoining 113 High Lane East, West Hallam – Licence Agreement

The Clerk reported that a Licence had been produced, approved by the Council's Solicitor and forwarded to Mr & Mrs Whitchurch for signature in accordance with the terms previously approved by the Parish Council.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL

HELD ON MONDAY, 1 JULY 2013

POWTRELL PAVILION, BEECH LANE, WEST HALLAM

Present: Councillor Mrs H Chapman (Vice Chairman in the Chair)

Councillor D Adams-Shaw
Councillor K Garvey
Councillor G Hamson
Councillor Mrs B Harrison
Councillor J Hayes
Councillor Mrs I Howes

Mrs S J Dunkley (Clerk)

Members of the public – 9

29 **APOLOGIES**

Apologies for absence were received from Councillor B Broughton and Councillor C Hart.

30 **DECLARATION OF INTERESTS**

Councillor Hamson recorded an interest in respect of the West Hallam Junior Football Club.

31 **APPROVAL OF MINUTES**

The minutes of the meeting of West Hallam Parish Council held on Monday, 3 June 2013 were proposed as a correct record by Councillor Mrs Howes, seconded by Councillor Mrs Harrison and subsequently signed by the Chair.

32 **EXEMPT ITEMS**

There were no exempt items to consider.

33 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

1) In the absence of the Chair of the Parish Council, Councillor C Hart, Councillor Chapman reported on:

a) **Electoral Review of Erewash**

The independent Local Government Boundary Commission has commenced a review of the Erewash borough, the first part of which is to decide how many councillors should represent the district in the future. The council currently has 51 councillors and residents are being consulted on whether they would prefer 47 or 43 councillors in the future.

Details of the review have been placed on the Parish Council's website and on the noticeboard and Councillor Harrison gave further information to those residents present. Individuals have until the 16 July 2013 to respond and people were urged to give their opinions.

Following discussions, it was agreed that the Parish Council would support the argument for 47 councillors as it was felt this would enable the Borough Council to take decisions efficiently and effectively on behalf of its residents now and in the future. The reduction in Council size of 16% to 43 was felt to be too much and **IT WAS RESOLVED** that the Clerk should write to the Boundary Commission to this effect.

b) Hanging Baskets

It had been noted that some of the hanging baskets sponsored by the Parish Council were without the sponsorship boards. **IT WAS RESOLVED** that the Clerk contact the Borough Council and ask them to supply and fix the missing sponsorship boards.

c) Grass Verges

The work to the grass verge on St Wilfrid's Road and at the entrance to the Community Centre had not yet been carried out and the Clerk was asked to contact the contractor for an update. Councillor Hamson reported that he had spoken to one resident on High Lane Central regarding the parking of a van on the grassed verge and he has confirmed that he will be planting grass seed to repair the damage. Councillor Harrison suggested looking into the possibility of providing 'green concrete' to this area to prevent further damage and **IT WAS RESOLVED** that the Clerk write to the County Council/suppliers for further information.

d) Overgrown vegetation

The Chair had received a complaint of overgrown branches to a property on The Village and **IT WAS RESOLVED** that the Clerk write to the occupant to request that attention be given to the bushes to prevent injury to walkers.

e) Beechcroft APH

The Chair reported on behalf of Councillor Hart that the case relating to the future of Beechcroft APH was to be discussed at the 16 July Cabinet meeting, further information would be given at the August parish meeting.

2) Public Participation

The Chair, Councillor H Chapman, reported on matters discussed during the public participation session as follows:

a) Footpath at the Cascades

The Community Pay Back has recently been working on the footpaths at the Cascades and it was reported that the cobbles are quite dangerous and uncomfortable to walk on. **IT WAS RESOLVED** that the Clerk write to see if remedial work could be undertaken to improve the condition.

b) Play Equipment at the Community Centre

It was reported that there was some graffiti on the blue elephant ride. **IT WAS RESOLVED** that the Clerk arrange for this to be removed.

c) Damage to vehicle

It was reported by a resident on Beech Lane that damage had been caused to his vehicle by a cricket ball which had been hit during a match on Beech Lane. It was agreed that this could have had serious consequences if someone was walking past at the time. A suggestion was made that cricket nets should be erected but agreed that these could cause their own problems. In the meantime, **IT WAS RESOLVED** that the Clerk write to the Cricket Club to inform them of this incident and seek their views of any remedies available and to ask if the Club had its own public liability insurance.

d) Drain Access Covers, Millhouse Fields

A resident reported that there is a tripping hazard around the access covers to the water drains which had been installed as part of the extension works to Bramble Lodge Nursing Home. The ground around the access covers had sunk and this could cause injury particularly when the grass is ready for cutting. **IT WAS RESOLVED** that the Clerk write to Severn Trent Water Authority to bring this to their attention and ask for remedial works to be carried out.

34. **REPORTS OF SUB-COMMITTEES AND WORKING PARTIES**

The Clerk reported that following the meeting of the Powtrell Community Pavilion Committee, works had been agreed as follows:

- a) Councillor Hart had arranged for the fire extinguishers and fire blanket to be serviced and this had now been carried out.
- b) The expansion tank which had been knocked off the wall, subsequently damaging the flue had now been repaired and reinstated
- c) 1st Double Glazing Doctor had inspected the damage to the window and arrangements had been made with the Clerk for the repair to be carried out during the forthcoming week.

The above reports were noted.

- d) Sterilizing Services of Long Eaton have been approached regarding Legionella checks at the Pavilion. A quotation has been received to provide the necessary checks throughout the year and this amounted to £35.00 per month. A risk assessment would cost £297.50, however as such an assessment is valid for two years, the one which we hold is sufficient for another year.

A discussion took place as to whether it should be the management committee who arranged and paid for the checks but agreement was reached that the Parish Council should, in this instance, arrange for them to be carried out. **IT WAS RESOLVED** that the Clerk write and ask for the checks to be carried out during the forthcoming year with immediate effect.

- e) The Chair had obtained a quotation for £473.00 for the repainting of the meeting room of the Pavilion. Some members felt that a second quote should be provided and Councillor Hamson offered to do this.

35. CLERK'S REPORTS

a) Well Dressing Weekend

The Clerk reminded everyone of the Well Dressing weekend which was to be held on Saturday, 13 July with the Brass Band Concert in the Village Hall on Sunday, 14 July 2013.

b) DCC Footpath Maintenance Works

The Clerk reported that she had been corresponding with the Rural Society Area Inspector (Mr Harker) regarding the footpaths within the Parish which were in most need of attention. They have suggested waymarking for the Centenary Way which runs through the village; the stoning up of public footpath 23 just off Bagot Street and the footpath at Hurley Court. The closing date for expressions of interest in taking part in the scheme was 21 June 2013 and the Clerk confirmed that she had completed and forwarded the form on behalf of the Parish Council and that we could agree what work we would carry out as part of this scheme over the next two months. Councillor Garvey asked for a copy of the definitive map showing the public footpaths and the Clerk was to forward this for his attention.

c) Grounds maintenance/play equipment

The Clerk reported that several jobs had still not been carried out by our contractor such as the seat and the play equipment at the Community Centre and also some remedial work on the MUGA. We were also waiting for some feedback from the Community Centre electrician in connection with the sensor for the lights on the MUGA and also work needed on one of the lighting columns. **IT WAS RESOLVED** that the Clerk write to the contractor and the electrician asking them to complete the outstanding jobs as soon as possible and to ask that if there is a problem undertaking this work that the Parish Council be informed so that other contractors could be used.

36. MATTERS FOR DETERMINATION

a) War Memorial

The Clerk reported on the receipt of a quotation for works required on the war memorial from Hirsts in the region of £3,400. Following discussion, **IT WAS RESOLVED** that the Clerk obtain a further quote for a company in Belper who had been involved in the original construction of the War Memorial.

b) Village Games

The Clerk reported that the Chair and herself had been informed that Toni Jantschenko had been appointed as the local Village Games Co-ordinator and was working in partnership with Erewash Sport and Health. **IT WAS RESOLVED** that a meeting be arranged to discuss what benefits could be bought to the Parish.

c) Big Lottery funding for the Trim Trails

Part of the Big Lottery Grant funding criteria is that a notice has to be displayed marking their grant and involvement. As this had not been included in the £10,000 and as in last year's budget consultation the general consensus was that no parish funding be spent on any more play equipment., it was agreed that the clerk should contact the suppliers of the Trim Trails to see if they would be prepared to supply the signs needed.

- d) Litter Bin on High Lane Central play area
 The Clerk reported that the litter bin on the HLC Recreation Ground was not in a very good condition and for some reason EBC had not emptied it for some weeks. The Borough Council confirmed it was not on the list to be emptied, however, as EBC had emptied this for approximately the last 20 years it appears that it has somehow been missed off the current collection list. **IT WAS RESOLVED** that the Clerk arrange for the lowest cost litter bin available from the Borough Council be installed and to request that EBC make sure that this bin is put back on the collection list without extra cost.
- e) World War I Commemorations
 The Clerk reported on the receipt of a letter from the Member of Parliament, Mrs P Latham OBE requesting the Parish Council take part in the Royal British Legion 'Real Poppy Campaign' by planting poppies during August 2014. The Parish Council agreed to take part and as a trial exercise would plant the seeds which had been supplied by Mrs Latham. Councillor Harrison suggested planting on a verge next to the Beech Lane Recreation Ground and agreed to do this.
- f) Snow Warden
 An email has been received from the County Council requesting confirmation that the Parish Council would once again take part in the very successful snow warden scheme. Councillor Hamson agreed to take on this responsibility during the 2013 winter months.
- g) Assistant Clerk
 The Assistant Clerk, Lynne Broughton, had handed in her resignation to spend more time with her family. It was decided that the Parish Council should recognise the valuable work undertaken by the Assistant Clerk over the last 19 years in particular covering for the former Clerk whilst he was ill. Arrangements will be made for a meal, at members' own expense, to officially thank Lynne after the holiday season.

37. **DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS**

The Clerk had forwarded Circular No 13 to all members of the Council and will report on some of the items at the next meeting.

38. **FINANCE**

The following accounts were presented for approval :

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
302980	Mrs S Dunkley (Salary)	£ 286.34
302981	Mrs L Broughton (Salary)	£ 96.00
302982	Mr N Gadsby (Salary)	£105.60
302983	Mr H Gething (Salary)	£105.60

302984	Mrs S Dunkley (Use of home as office and expenses)	£ 68.05
302985	Park Hall Designs (web site maintenance and printing)	£ 49.96
302986	HMRC (PAYE for employees)	£148.38
302987	Tap and Tiles Plumbing Services (works at the Powtrell Pavilion)	£ 80.00
302988	B P Broughton (Key for Village Hall Grounds)	£ 5.50
302989	Robinsons Solicitors (legal fee – VAT £59.80)	£358.80
302990	Playsafety Limited (play area inspection – VAT £59.80)	£358.80
302991	Helping Hand (litter pickers – VAT £13.80)	£ 69.00
302992	Grasstrack Grounds Maintenance (Grounds maintenance – VAT £129.09)	£774.56
302993	WHCC (Quarterly telephone recharge)	£135.90

Income

Mr and Mrs Burrows, sponsorship towards cost of litter bin	£150.00
Mr and Mrs Whitchurch, licence fee	£ 25.00
Mr and Mrs P Lilley, hanging basket sponsorship	£ 55.00
Mrs A Ainsworth, hanging basket sponsorship	£ 55.00
Mr G Norman, hanging basket sponsorship (three years)	£165.00

39. **PLANNING APPLICATIONS**

ERE/0613/0011 – White Hart Inn – display of illuminated and non-illuminated signs. No objection subject to neighbour consultation (response from Councillors Hart, Broughton, Chapman and Hamson)

ERE/0613/0014 – 153 High Lane Central – replacement conservatory with single storey rear extension. No objection subject to neighbour consultation (response from Councillors Hart, Broughton, Chapman, Adams-Shaw and Harrison)

ERE/0613/0026 – land north of 143-155 High Lane Central – outline application for the erection of a detached single storey dwelling and garage with access and layout for approval now. No objection subject to neighbour consultation.

ERE/0613/0029 – 181a Hallam Way – erection of single storey rear extension, provision of raised decked areas, hard surfaces and associated retaining structures, railings and handrails. It is believed that this new build has gone on a very tight plot and the neighbours objected originally. Careful consideration should be given to make sure that the raised deck etc does not intrude on the privacy of the houses to the rear. Concern was also expressed on the drainage and the possibility of vermin under the decking area. Councillor Harrison, as one of the ward councillors, was asked to request this application be considered by the Planning Committee rather than as a delegated item.

40. **MATTERS FOR INFORMATION**

None

41. **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday, 5 August 2013 at the Powtrell Pavilion, Beech Lane, West Hallam commencing at 7.00pm. It was agreed that there is not a bank holiday at the beginning of the month and therefore the meeting may take place as planned.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL
HELD ON MONDAY, 5 AUGUST 2013

POWTRELL PAVILION, BEECH LANE, WEST HALLAM

Present: Councillor Mrs C Hart (Chairman in the Chair)

Councillor D Adams-Shaw
Councillor B Broughton
Councillor Mrs H Chapman
Councillor Mrs J Hayes
Councillor Mrs I Howes

Mrs S J Dunkley (Clerk)

Members of the public – 11

42 **APOLOGIES**

Apologies for absence were received from Councillors Mrs B Harrison and K Garvey.

43 **VARIATION OF ORDER OF BUSINESS**

As several residents had attended the open session to discuss the planning applications for 25 Belper Road and The Dales Shopping Centre, it was AGREED to bring Item 1.13 (Planning) forward.

The Chair informed Members that the following applications had been dealt with under delegated powers since the last meeting and outlined the responses sent to Erewash Borough Council. A request was made to all Members to comment on all applications received :

ERE/0713/0016 – 72 Peveril Crescent , West Hallam – Single Storey Front Extension. No objections (Responses from Councillors Hart and Chapman)

ERE/0713/0023 – 90 St Wilfrid's Road, West Hallam – erection of rear extension comprising combined two storey and single storey extensions with front infill, extension under existing pitched roof canopy and conversion of existing garage to living accommodation including changes to external wall materials and new external attached flue. No objections subject to neighbour consultation (Responses from Councillors Hart and Chapman)

ERE/0413/0038 – The Dales Shopping Centre (erection of 2 x single storey A1 retail units). The Parish Council responded as followed:

The Parish Council wishes to respond to the Transport Plan which has been added to the planning application for 2 single storey units at the Dales, West Hallam. We think that this

adds nothing to the application and, therefore, does not change our original objection to these proposals.

The overwhelming majority of residents who have spoken to councillors consider that we have sufficient variety of shops at the Dales and there is no need for an additional two units and we would like to know if a survey has been carried out that shows there is a need, please can that be included in the report. There is a suggestion of including some bays for disabled drivers and we would have no objection to this but the statement then says there is a need for cycling bays. It also says that a cycling club meets at the Dales. The only cycling club is one that meets at 9am on a Sunday and leaves at approximately 9.05 am with 4/5 riders, they have no need of cycle racks. Some young people do use their cycles but usually put them against the trolley rack at Tesco's or on the floor therefore we do not think they would bother to use a cycle rack.

At certain times of the day there is no room to park in the centre and at certain times of the day traffic already overflows into the village making it very difficult for the bus to negotiate a way through, traffic also overflows into Nursery Avenue causing nuisance to the residents. To take away further spaces and provide two more units can only make matters worse. For the above reasons West Hallam Parish Council still objects to this planning application due to the chaos it would cause losing very precious car spaces in the Dales.

ERE/0713/0028 – Land adjacent / south of 25 Belper Road – erection of two bedroomed detached dwelling. The Parish Council responded as follows:

On behalf of its residents, West Hallam Parish Council objects strongly to the proposal.

First of all, the tree which is in close proximity to the proposed dwelling is protected under a Tree Preservation Order.

We would like to refer back to planning application no. ERE/0905/0030 which was submitted on 9 September 2005 and which was duly refused by the Borough Council. There are concerns that this building would have a detrimental impact on the amenities of neighbouring dwellings in particular the loss of privacy and natural light. We also believe there would be inadequate amenity space for the dwelling itself.

The dwelling would also create extreme difficulty with parking and with access and egress into Newdigate Street for vehicles, especially the emergency services should the need arise.

Concern has also been raised over the building below the water table. It is believed that the proposed site for the dwelling will be susceptible to subsidence and may have a serious effect on neighbouring properties too. It is understood that the applicant had problems with flooding some 12 years ago when he changing the use of his cellar.

44 **DECLARATION OF INTERESTS**

The Chair, Councillor Mrs C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Councillor Broughton declared a disclosable pecuniary interest in respect of the accounts for Park Hall Designs and the payment of salary to the Assistant Clerk.

45 **APPROVAL OF MINUTES**

The minutes of the meeting of West Hallam Parish Council held on Monday, 1 July 2013 were proposed as a correct record by Councillor D Adams-Shaw and seconded by Councillor Mrs Howes and subsequently signed by the Chair.

46 **EXEMPT ITEMS**

It was RESOLVED that the following item be considered as an exempt item:

- Post of Assistant Clerk.

47 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

i) **Chair's Announcements**

- a) Councillor Mrs C Hart reported that she had received notification from Derbyshire County Council that the Government had released monies for refurbishments to be carried out to certain roads and footpaths within the County and was pleased to learn that works will be carried out to Hallam Way in the sum of £17,000 and to part of the carriageway at St Wilfrid's Road in the sum of £12,000.
- b) The Chair reported on the actions of two young residents following the recent accident on St Wilfrid's Road. The Clerk was asked to write to Oliver and William Kibble to express the Parish Council's thanks for their quick thinking which helped the injured driver and the emergency services.
- c) The Chair reported that someone had been using the Pavilion's trade waste bin. On one occasion the lid of the bin could not be shut as it was overfilled and subsequently had not been collected by the Borough Council. Following a discussion between the Chair and EBC officers the bin was collected and it was RESOLVED that the Clerk write and express the Parish Council's thanks for their prompt action. HGA were looking over the CCTV tapes to see if it could be ascertained who had been fly tipping .
- d) The Chair reported that several organisations had obtained a defibrillator for its public premises and it was RESOLVED that the Clerk obtain further information from the Heart Foundation for one to be provided at the Pavilion.
- e) Compliments have been received over the work which had been carried out by the Community Payback Scheme to the footpath at The Cascades and an enquiry had been made whether the same work could be done on the footpath from Scargill Road to Nursery Avenue. It was RESOLVED that the Clerk write to the Borough Council to ask if they would wish the Parish Council to apply for such work to be carried out.
- f) The Chair reported on the unsafe condition of the wetpour flooring at the Beech Lane Play Area. The flooring had shrunk in some parts thus causing a trip hazard. It was RESOLVED that the Clerk contact local companies for advice and for a quotation to carry out remedial works.

- g) The Chair reported that the Parish Council's electronic newsletter will shortly be published and contributions from all Members would be welcomed. Members were also asked to ensure that their webpage details are up to date.

ii) Public Participation

a) Light on the corner of Nursery Avenue/Beechcroft

A resident reported that the light situated on the corner of Nursery Avenue and Beechcroft is being obstructed by overhanging branches from trees from an adjacent property. This light is the only light which is left on during the night and the area is very dark because of this obstruction. It was RESOLVED that the Clerk visit the area to note the lamppost number and report the obstruction to the County Council.

b) Burglary in the Village

A resident from Hallam Way reported that they had recently been burgled and would like to put on record their thanks to the Police for all their help and concern following the incident. The Chair reported that there had been several incidents of anti-social behaviour and burglaries over the past few weeks and it was RESOLVED that the Clerk write on behalf of the Parish Council and residents to the Derbyshire Constabulary to express appreciation for their actions over the past few months.

c) Damage caused to vehicle

The resident of 9 Beech Lane, who attended the previous meeting to report the damage which had been caused to his vehicle by a cricket ball, asked what action was to be done with regards to the provision of cricket nets to alleviate future damage or injury by cricket balls. The Chair confirmed that the Cricket Club had been playing on Beech Lane for many years without incident and that the provision of nets may not be the answer. The Cricket Club does hold its own public liability insurance and the Clerk was asked to forward the name and address of the Club's secretary to him.

d) Anti-social behaviour at Cock Orchard

A resident from near to Cock Orchard attended the meeting to thank the Parish Council and the Police for their help in alleviating the anti-social behaviour caused by gangs drinking at Cock Orchard.

48. **REPORTS OF SUB-COMMITTEES AND WORKING PARTIES**

- a) The Chair reported that the Powtrell Pavilion Management Committee had recently met. The Committee accepted the quote for the redecoration of the Pavilion meeting room and agreed that the cost of the water testing would also be met by the Committee.

It was also reported that the water testing had yet to commence as the water was not reaching the required temperature and that this could not be rested as equipment was still being stored around the clarifier. It was RESOLVED that the Clerk ask the plumber who carried out the work to the expansion tank to check that the clarifier was working correctly and also write to the Cricket Club to explain the situation and

asking them not to use the showers until the testing had commenced. If they decide to still use the showers, the Parish Council will not be held responsible.

A local builder had been requested to look at the guttering and the Chair had been informed that the problem of flooding was occurring due to two of the downpipes having been removed resulting in the guttering not being able to take the pressure of the recent downpours. The builder had been requested to quote for the provision of metal downpipes and several new brackets.

It was agreed that it would be helpful to have a meeting with the Borough Solicitor in order to ascertain the legal standing of the Newdigate Trust Charity and it was RESOLVED that the Clerk request such a meeting in the near future.

- b) A meeting had taken place with Mr Mike Perry of HCA regarding the CCTV. It had been agreed that they would provide the Parish Council with an audit of its equipment and that this would be available for the next meeting.
- c) The Chair reported that members of the Finance and General Purposes Committee had met with the grounds maintenance contractor to discuss various matters which were causing concern. It was RESOLVED that the Clerk would prepare the necessary documents in order to go out for tender for the grounds maintenance work and for the inspection and repair to play equipment. This will be discussed at the next Finance and General Purposes Sub-Committee before being brought before the Parish Council

49. **CLERK'S REPORTS**

- a) Noticeboards
The Clerk reported that the three noticeboards had now been installed, one at the Pavilion, one at The Village Hall and the third at High Lane Central. Keys to the two in the village will be given to Jason at the Pavilion and to Mrs Ainsworth at The Village Hall.
- b) The Big Lottery Funding
The Clerk reported that she had completed and returned the end of project report. The trim trail project was £2.00 under budget and therefore this amount will be reimbursed to The Big Lottery.

50. **MATTERS FOR DETERMINATION**

- a) Cutting of hedges
The Clerk reported that several complaints had been received concerning overgrown hedges within the village in particular St Wilfrid's Road and Mapperley Crossroads.

A request had been received for the Parish Council to undertake the cutting of the hedge at the bottom of 54 High Lane West which had previously been carried out. After discussion, it was AGREED that this is not the responsibility of the Parish Council but of the relevant residents and it was RESOLVED that the Clerk write to the resident to explain the situation.

The Clerk was also to write to the landowner of the field at the top of St Wilfrid's Road to get the overgrown hedge cut back from the pavement and also to the occupants of the corner house on Newdigate Street.

b) Trees on Millhouse Field

The Clerk reported that she had received a request from a resident of Surbiton Court for overhanging branches to be trimmed from a tree situated at Millhouse Field. It was RESOLVED that the Clerk should look at the Tree Survey which had been carried out in 2006 to ascertain which trees were now a priority.

c) Servicing of St Wilfrid's Church Clock

The Clerk reported on the request received for the usual grant for the servicing of the Church Clock at St Wilfrid's. It was RESOLVED that the Parish Council once again pay for the work to be undertaken.

d) Arnold-Baker on Local Council Administration

The Clerk reported that the latest edition of the publication is now available and asked whether the Parish Council thought it worthwhile to obtain a copy at a cost of £75.00. It was RESOLVED that a copy be purchased for use by the Clerk and the Parish Council.

e) Parish Online Mapping System

The Clerk reported on the renewal notice received from Getmapping plc for the parish online mapping system. It was RESOLVED to renew for a further year.

f) DALC Annual General Meeting

The Clerk reported that the Annual General Meeting of DALC was to be held on Tuesday, 10 September 2013 at Tissington Hall.

g) Planning guidance

The Clerk reported that DALC had arranged for planning guidance workshops to be held for Parish Councils on a preliminary date of Tuesday, 8th October at the ABC Centre, Bakwell. She also reported that the Borough Council's Planning Department was hoping to run a more localised training session towards the end of the year and it was RESOLVED that this would be more beneficial to our members.

h) Councillor Induction

It was noted that DALC were running induction sessions for new Councillors on Wednesday, 30 October 2013 at the offices at Wirksworth.

i) Litter Bin on High Lane Central Play Area

The Clerk reported on an email received from the Borough Council confirming that they had not been responsible for the emptying the bin on the play area. Members were at a loss as to who had been emptying the bin over the years but it was RESOLVED that the Clerk settle the invoice for its emptying up to March 2014 at a cost of £240.00.

51. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS

Circular No 15 had been distributed to all members of the Council.

52. FINANCE

The following accounts were presented for approval :

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
302994	Pennine Playground Limited (Provision of trim trails – VAT £1,999.60)	£11,997.60
302995	Mrs S Dunkley (Salary)	£ 286.34
302996	Mrs L Broughton (Salary)	£ 96.00
302997	Mr N Gadsby (Salary)	£ 105.60
302998	Mr H Gething (Salary)	£ 105.60
302999	Mrs S Dunkley (Use of home as office and expenses)	£ 82.09
303000	Park Hall Designs (web site maintenance and printing)	£ 29.87
303001	HMRC (PAYE for employees)	£ 148.40
303002	Neil Flint (reseeding of grass verges)	£ 115.00
303003	The Big Lottery (reimbursement from grant)	£ 2.00
303004	Erewash Borough Council (Planting of planter – VAT £7.96)	£ 47.78
303005	Void	
303006	Void	
303007	Greenbarnes Limited (supply of two notice boards – VAT £240.83)	£ 1,444.97
303008	St Wilfrid's PCC (Grant for servicing the Church Clock)	£ 174.00
303009	R B Services (Installation of two noticeboards)	£ 395.00
303010	Grasstrack Grounds Maintenance (Grounds Maintenance monthly programme and Work to hedge on Beech Lane – VAT £138.09)	£ 828.56
303011	Metrosigns 2000 (Noticeboard for High Lane Central – VAT £128.00)	£ 768.00
303012	Erewash Borough Council (Emptying of bin on High Lane Central play area - VAT £40.00)	£ 240.00
303013	Getmapping plc (Renewal of the Parish Online Mapping System - VAT £10.00)	£ 60.00
<u>Income</u>		
	Reimbursement of VAT payments	£ 3,212.95

52. **MATTERS FOR INFORMATION**

- a) Autumn Walking Festival 14-29 September 2013 with the walk around West Hallam being held on 23 September 2013. Poster has been displayed on the noticeboard.
- b) The Individual Electoral Registration notes from the Electoral Manager at Erewash had been distributed to members.
- c) A letter of thanks had been received from the Well Dressings Committee. The grant had helped with the cost of the clay.

53. **DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday, 2 September 2013 at the Powtrell Pavilion, Beech Lane, West Hallam commencing at 7.00pm.

MINUTES OF A MEETING OF

THE WEST HALLAM PARISH COUNCIL

HELD ON MONDAY, 2 SEPTEMBER 2013

POWTRELL PAVILION, BEECH LANE, WEST HALLAM

Present: Councillor Mrs C Hart (Chair)
Councillor D Adams-Shaw
Councillor B Broughton
Councillor Mrs H Chapman
Councillor Mrs J Hayes
Councillor Mrs I Howes

Mrs S J Dunkley (Clerk)

Members of the public – 5

54 **APOLOGIES**

Apologies for absence were received from Councillor Mrs B Harrison.

55 **VARIATION OF ORDER OF BUSINESS**

None required.

56 **DECLARATIONS OF INTEREST**

The Chair, Councillor Mrs C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Councillor Broughton declared a disclosable pecuniary interest in respect of the accounts for Park Hall Designs.

Councillor Hamson recorded an interest in respect of the West Hallam Junior Football Club.

57 **APPROVAL OF MINUTES**

Councillor Broughton reported that an additional comment should have been made in the reply to the consultation request for planning application ERE/0713/0028 (Land adjacent / south of 25 Belper Road – erection of two bedroomed detached dwelling) regarding the previous application for the shop and three dwellings. The Chair reported that the application had been refused but asked for this to be noted for future reference. The minutes were proposed as a correct record by Councillor D Adams-Shaw, seconded by Councillor Chapman and signed by the Chair.

58 **EXEMPT ITEMS**

It was **RESOLVED** that the following items be considered as exempt items:

- CCTV
- High Lane Central Access Agreement

59 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

- a) The Chair reported on the recent meeting held with the grounds maintenance contractor and confirmed that the perimeters were now being cut as requested at no charge to the Parish Council. The majority of the works which had been brought to his attention had now been completed. The Finance and General Purposes Sub-Committee will shortly be looking at the tendering process for ground maintenance works and it is hoped to be in a position to report to the next meeting.
- b) The works to the light sensors at the MUGA will shortly be carried out. The Clerk was asked to point out to the contractor that they must be on a timer as this was necessary to adhere to the planning permission conditions on hours of operation.
- c) Fly-tipping is still occurring with the trade waste bin at the Pavilion and it was **RESOLVED** that a letter be sent to residents of neighbouring properties asking for them to be vigilant and report any sightings to the Clerk.
- d) The introduction of village games was ongoing with netball being a strong possibility.
- e) The Parish Council needs to be kept informed in advance of the requirements of both the Football and Cricket Club requires especially in relation to mowing of pitches especially as it is looking at the tendering for the contract.
- f) The hedge to the High Lane East play area is overgrown especially around the seating area and it was **RESOLVED** that the Clerk ask the contractor to attend to it.
- g) The Chairman thanked Councillor Broughton for all his hard work in producing the recent newsletter and asked all Parish Councillors to input in the next issue.
- h) It had been reported that the Cricket Club had put on hold the music festival this year and that if one was to be held next year it would only for for one day not two.
- i) It was necessary to ask the Borough Council to attend to the play area on Beech Lane as drinks had been poured over the play equipment thus attracting a large number of wasps. More worrying was the fact that discarded sharps had been reported that required specialist removal. There would be a small charge for carrying out this work.

(ii) **Public participation**

- a) The gate to the play area on Beech Lane play area does not shut correctly and the rope ladder to the equipment needed to be refixed. It was **RESOLVED** that the Clerk request the contractor to carry out the necessary repairs.
- b) The front panel to the basketball back board needs securing and again it was **RESOLVED** that the Clerk ask the contractor to carry out the necessary repairs.
- c) The Chairman reported that the planning application for the two additional units at The Dales had been approved by the Borough Council and that it was unfortunate that only the Parish Council and eight residents wrote to object to the application. As yet it is not known what kind of retail they would be.

60. **REPORTS OF SUB-COMMITTEES AND WORKING PARTIES**

- a) The Chair reported that members at the Powtrel Pavilion Management Committee had

recently met with the Borough Solicitor as they had concerns with the formation of the sub-committee. It was confirmed that there was no real problem but that it would be beneficial to inform the Football Foundation that the Parish Council was the trustee of the land and not the owner. It was **RESOLVED** that the Clerk write to the Charity Commission to request what information it held in order that the constitution may be reviewed.

It had been agreed that all matters relating to the Pavilion, such as invoices etc. should go through the Management Committee and not the Parish Council. The Chairman has received a report that there was a wasp nest at the Pavilion and Councillor Chapman was asked to let the Clerk have the contact details of a pest control company known to her. The Chairman had paid £10.00 to a contractor who repaired the gate to the pavilion and it was **RESOLVED** that this be reimbursed.

61. **CLERK'S REPORTS**

a) Safety surfacing at Beech Lane play area

The Clerk reported that she had met with a contractor in a view to obtaining a quotation for the repair to the safety surfacing of the play area. A quotation had subsequently been received in the sum of £1,295.00 but concern was expressed over the small print which stated that there was a hazard to toddlers and small children as the material could stain clothing. The Clerk was asked to obtain clarification on this matter and also to contact Stanley and Stanley Common Parish Council who had recently had similar work carried out in order to obtain a second quote.

b) Boundary Review update

The Boundary Commission had confirmed that it was proposing to reduce the number of Borough Councillors for Erewash from 51 to 47. Further consultation would be held over the division of wards.

62. **MATTERS FOR DETERMINATION**

a) Cutting of hedges at Millhouse Field

It was **RESOLVED** that Councillor Hart and Councillor Hayes would carry out an inspection of the area and report back to a later meeting.

b) Stoning of footpath between Scargill Road and Nursery Avenue

The Clerk reported that the Borough Council had no objection to the Parish Council requesting this work to be undertaken by the Community Payback Team via the County Council and it was **RESOLVED** that this work be requested to be carried out but in response to a resident's concern the footpath would not be raised in any way.

c) Trimming of overhanging trees at Millhouse Field

As item (a) Councillor Hart and Councillor Hayes to inspect the area and report back to a later meeting.

d) Dog Bin

The Clerk reported that a request had been received from a resident for a dog bin to be installed on Belper Road between Newdigate Street and the Stanley Common sign. It was agreed that this would be a good idea and it was **RESOLVED** that the Clerk write to the Borough Council to request such a bin to be sited on the north side of Belper Road on the grassed area near to the 'danger of horses' sign.

e) Lorries delivering to Tesco

Councillor Hayes reported on concerns raised over the size of the lorries which were delivering to the Tesco store at The Dales. Damage was being caused to property and an

hazard was being caused around the Dales car park. It was **RESOLVED** that the Clerk write to Tesco's Head Office regarding the concerns with a copy to the local Branch.

f) Planning Training

The Clerk reported that a 'Introduction to Planning' training session has been arranged by the Borough Council's Planning Department for Parish Councils on 14 October 2013. It was **RESOLVED** that Councillors Chapman, Garvey, Hart and Hayes will be our representatives on this occasion.

63 **DERBYSHIRE ASSOCIATION FOR LOCAL COUNCILS**

It was noted that Circular 17 had been distributed to all members.

64 **FINANCE**

The following accounts were presented for approval of payment:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
303014	Mr P Wilke (Repair to Pavilion Windows)	£ 90.00
303015	Mrs S Dunkley (Salary)	£286.34
303016	Mr N Gadsby (Salary)	£105.60
303017	Mr H Gething (Salary)	£105.60
303018	Mrs S Dunkley (Use of home as office and expenses)	£ 56.80
303019	Park Hall Designs (web site maintenance and printing)	£ 56.34
303020	HMRC (PAYE for employees)	£124.40
303021	Metrosigns 2000 (set of keys for noticeboard HLC – VAT £1.30)	£ 7.80
303022	Grasstrack Grounds Maintenance (Grounds maintenance - VAT £129.09)	£774.56
303023	Mrs J Noble (six monthly honoraria for MUGA access)	£250.00
303024	Erewash Borough Council (litter bin at HLC VAT £22.00)	£132.00
303025	Mrs C A Hart (Reimbursement of the cost of repairs to the gate at the Powtrell Pavilion)	£ 10.00

Income

None to report

65 PLANNING APPLICATIONS

The Clerk informed Members that the following applications had been dealt with under delegated powers since the last meeting and outlined the responses sent to EBC -

ERE/0813/0017 – Retrospective application for the retention of two roof lights at Paddock Farm, High Lane East, West Hallam – no objection (Responses from Councillors Adams-Shaw, Broughton, Chapman, Hart and Hayes)

ERE/0513/0015 – Retrospective application for the retention of the detached oak panelled tiled pergola at The Bottle Kiln, West Hallam – no objection (Responses from Councillors Adams-Shaw, Broughton, Chapman, Hart and Hayes)

The following two applications were considered at the meeting and it was **RESOLVED** that the Clerk respond accordingly to the Planning Department:

ERE/0813/0050 – Variation of condition 2 of ERE/0312/0038 in order to amend the approved plans to allow a different balcony to the rear of 143 High Lane West, West Hallam – no objection subject to neighbour consultation

ERE/0813/0057 – 16 Scargill Road – two storey rear extension – no objection subject to neighbour consultation

66 MATTERS FOR INFORMATION

- a) Letter from The Big Lottery thanking the Parish Council for returning the £2.00 underspend from the grant funding
- b) Letter of thanks from St Wilfrid's Church for the grant towards the servicing of the Church clock
- c) Letter from Mrs Pauline Latham MP relating to possible community events in 2014 to commemorate the centenary of World War I and funding available from War Memorials Trust. It was **RESOLVED** that the Clerk write to request assistance with the cost of the repairs required to our War Memorial. The Clerk reported that she had not yet received a reply from Beresfords of Belper to her several requests for a quotation.
- d) The Clerk reported that she had approached the East Midlands Ambulance Service regarding the possibility of obtaining a diffibrillator for the Powtrell Pavilion. Unfortunately she had been informed that the funding was no longer available through that channel. However, she further reported that she had contacted the Life Foundation Trust who had confirmed that they would be willing to fund the provision of such equipment on our behalf.
- e) The Clerk reported that she had prepared a selection of policies for the Parish Council which she will take to the Finance and General Purposes Sub-Committee for approval before being adopted by the Parish Council.
- f) The Clerk reported that following the report of damage to a drain cover on Millhouse Field, she had been in touch with Severn Trent Water who arranged for the repair to be carried out.

- g) The Clerk reported that following the last meeting she had written to the owner of the field on St Wilfrid's Road requesting that the overgrown hedge be attended to. The work had been carried out and a letter had been received stating that it was the verge which was causing the problem and that the County Council had taken over responsibility for this.
 - h) The Clerk reported that a Community Forum was to be held on 17 September 2013 at Gladstone Lodge, Market Street, Ilkeston for all residents of Ilkeston and the North of the Borough commencing at 7.00pm.
- 67 Councillor Hayes reminded the Parish Council of the need to contact the buglar for the Remembrance Service. The Clerk confirmed that arrangements were in hand for the Service. Councillor Adams-Shaw was asked for an update on the purchase of barriers and he confirmed that he will continue with his search.

Part 2 - General

68 **DATE OF NEXT MEETING**

The next meeting of the West Hallam Parish Council will take place on Monday 7 October 2013 at 7.00pm at the Powtrell Community Pavilion, Beech Lane, West Hallam.

Part 3 Exempt Items

69 **EXEMPT ITEMS**

It was **RESOLVED** that in view of the confidential nature of the following items the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, during discussion of the items.

- a) Cllr Mrs C Hart updated Members on the CCTV situation and it was **RESOLVED** that the action as discussed be carried out.
- b) The Clerk asked for clarification in relation to the access licence fees and it was **RESOLVED** that the fees should be £25.00 per annum.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL
FINANCE AND GENERAL PURPOSES SUB-COMMITTEE
HELD ON FRIDAY, 13 SEPTEMBER 2013
WEST HALLAM METHODIST CHURCH, WEST HALLAM

Present: Councillor Mrs C Hart (Chair)
Councillor B Broughton
Councillor G Hamson

Mrs S J Dunkley (Clerk)

1 **APOLOGIES**

Apologies for absence were received from Councillor Mrs H Chapman.

2 **TENDERING OF THE GROUNDS MAINTENANCE AND PLAY AREA MAINTENANCE CONTRACTS**

Copies of the draft tendering paperwork which included an invitation to tender, schedule of works and form of tender together with associated plans of the seven areas in question were distributed to the members of the Sub-Committee prior to the meeting.

It was agreed to divide the works into three sections General Landscape Services (mowing, trimming of hedges/trees etc), the annual flail hedge cutting and the maintenance of play equipment which includes inspections and general maintenance as and when required. Tenderers may quote for one, two or all three contracts.

The Clerk reported that the Borough Council had previously supplied information as to the maximum number of cuts which would be permitted under the Concurrent Functions payment. These are as follows:

Open Spaces	-	12 cuts/year
Parks	-	15 cuts/year
Urban Verges	-	9 cuts/year
Rural Verges	-	2 cuts/year
Shrub/Rose beds	-	4 visits/year
Weed control	-	4 sprays/year

After discussion it was agreed that additional cuts to those allowed under concurrent functions will be met from the precept budget.

It was also agreed to request quotations for additional cuts should it be required. It was also resolved that quotations should be sought for a one year contract with provision for annual extensions by mutual agreement and for a fixed three year term which may be terminated at any time by either party. The contract is to commence from 1 April 2014 and the Parish Council will

initiate a negotiation with the successful tenderer in month nine (December 2014) with a view to mutually agreeing a twelve month extension to the contract.

The Schedule of Works was agreed as per the attached document and in order that the Parish Council had a paper trail of works carried out, it was suggested and agreed that the contractor should inform the Clerk within 24 hours of works being carried out.

The Clerk reported that over the past few months she had received several expressions of interest from local contractors and it was resolved to forward the invitation to tender to these companies as well as placing an advertisement on the Parish website. All tenders should be received by the Clerk no later than 6 December 2013 and will be opened by the Parish Council Chairman, Vice-Chairman and Clerk before a meeting of this Sub-Committee. Successful and unsuccessful tenderers are to be notified in the New Year.

3. VARIOUS POLICIES TO BE ADOPTED BY THE PARISH COUNCIL

It was resolved that the Clerk should draft the various policies and submit these to the Parish Council for adoption over the next few months.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL
HELD ON MONDAY, 7 OCTOBER 2013

POWTRELL PAVILION, BEECH LANE, WEST HALLAM

Present: Councillor Mrs C Hart (Chair)
Councillor D Adams-Shaw
Councillor Mrs H Chapman
Councillor Mrs J Hayes
Councillor Mrs I Howes

Mrs S J Dunkley (Clerk)

Members of the public – 10

70 **APOLOGIES**

Apologies for absence were received from Councillors B Broughton, K Garvey, G Hamson and Mrs B Harrison.

71 **VARIATION OF ORDER OF BUSINESS**

None required.

72 **DECLARATIONS OF INTEREST**

The Chair, Councillor Mrs C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

73 **APPROVAL OF MINUTES**

The minutes of the meeting of West Hallam Parish Council held on Monday, 2 September 2013 were proposed as a correct record by Councillor D Adams-Shaw and seconded by Councillor Mrs I Howes and subsequently signed by the Chair.

74 **EXEMPT ITEMS**

There were no items which were considered to be of an exempt nature.

75 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

- a) PC Russ Crooks had recently attended a meeting at the School to discuss the problems of traffic around the vicinity of the School but unfortunately he was not able to attend the meeting to report but will do so when he is able.
- b) Following damage to fencing at The Dales Shopping Centre caused by a vehicle, the fence owner had been in touch with the owner of the land who has said he was going to look at possibly introducing some traffic calming measures in the scheme to build the two new outlets. Hopefully this might prevent further incidents such as this.

- c) Complaints were still being received concerning the amount of litter present at The Dales which is making the whole area look dirty and untidy. It was reiterated that this was private property and therefore the problem remained with the owners. It was agreed that the Parish Council would write to the Management Company asking them to work with the units and shops to try and keep the area tidy. It could also be suggested to them that if they wish to give permission for the Parish Council litter picker to include this area in his weekly litter picks that they would have to give permission and also cover the cost of his time spent in the Dales which would not be excessive.
- d) A reply had been received from the Tesco Express store thanking the Parish Council for raising the concern of the large delivery vehicles which the company are using to deliver to the store at The Dales. The matter is to be monitored and any further concerns will be reported to the store.
- e) The seat on the play area at the Community Centre has been uprooted and left at the top of the bank. Councillor Hamson had kindly moved it to his premises and the Clerk was asked to arrange for the contractor to collect and resite, possibly concreting to the ground to stop it being moved again.
- f) Complaints were still being received regarding inconsiderate parking at The Bottle Kiln. The Chair reiterated that as the County Council does not seem to think there is a problem in this area, we need hard evidence and asked residents to keep taking photographs and forward them to her to use in the arguments for something to be done.

(ii) **Public participation**

- a) Residents had heard that the evening and Sunday bus service for the Village was being stopped. It was agreed that some service is essential especially during the evenings and the Chair confirming that she will be able to obtain further information in her capacity as a County Councillor and will report to the next meeting.
- b) It was reported that the lights at the MUGA were now in working order.

76 **REPORTS OF SUB-COMMITTEES AND WORKING PARTIES**

- a) Finance and General Purposes Sub-Committee
The Chair reported the Sub-Committee had met to deal with the Grounds Maintenance and Playground Contracts. Copies of the tendering documents had been distributed to Parish Councillors in advance of the meeting. It was **RESOLVED** to include the opportunity to award the contract for a three year term as this could be financially beneficial to the Parish Council with the inclusion of the relevant release clause should problems arise. It was also **RESOLVED** to advertise the Contract on the website as well as forward to local companies who had expressed an interest in tendering for the work.
- b) Christmas Lights Sub-Committee
The Sub-Committee had met to discuss this year's Christmas Lights which will take place on Saturday, 7 December 2013. The itinerary would be the same as in previous years. The new headteacher of the School had been invited to attend as the special guest and the Clerk had been asked to write to St Wilfrid's Church to enquire who would be available to lead the Carol Service with Ilkeston Brass. The Clerk reported that it would be necessary to arrange for first aid cover during the evening in order to comply with Health and Safety Regulations and she would arrange for the risk assessment to be carried out and to approach St Johns Ambulance for a quotation.
- c) Powtrell Pavilion Management Committee
The Management Committee had met to discuss the way forward in relation to the management of the Pavilion. A reply to our request for clarification on the formation of the

committee had still not been received from the Charity Commission and the Clerk was asked to write once again to seek their guidance. The Treasurer had reported that it was predicted that the Pavilion would break even at the end of this financial year but was concerned that he would be unable to meet all the repair costs in the meantime. It was therefore **RESOLVED** that the Parish Council would release £1,000 from the contingency for the Pavilion to cover the cost of the invoices. It may be necessary for a further grant to be made owing to the number of repairs required to the building but it was pleasing to note that there has been an increase in the number of bookings and it was hoped that it would not be too long before a profit was being made and hopefully a building fund would then be possible to cover any future costs.

77 **CLERK'S REPORTS**

a) Increase to salaries

The Clerk reported on the Local Government Association's recent notification on the 1% pay award to local government staff.

78 **MATTERS FOR DETERMINATION**

a) Remembrance Sunday Service

The Clerk reported that all arrangements had been made for this year's Remembrance Sunday Service on Sunday, 10 November 2013 with the exception of the marshalling of the event. Councillor Adams-Shaw confirmed his attendance and the Clerk was asked to contact Councillors Broughton, Garvey and Hamson to ask if they would be available as in previous years. It was noted that PC Russ Crooks would be attending and laying a wreath in the Village. It was **RESOLVED** to forward a donation of £20.00 to the Church to help with the cost of refreshments following the Service.

b) Purchase of Barriers

Both Councillor Adams-Shaw and the Clerk had obtained prices for the purchase of barriers, those found by Councillor Adams-Shaw were plastic and those by the Clerk being metal, either new or second hand. It was **RESOLVED** to purchase six of the second hand metal crown barriers sourced by the Clerk and priced at £20 each. It was hoped that these may be stored at the Village Hall but in the meantime they may be delivered to the Chair's home.

c) Policies

The Clerk had distributed a 'Dignity in the Workplace Policy', a Grievance Procedure and a Disciplinary Procedure to all Councillors prior to the meeting. It was **RESOLVED** to approve and accept these three documents. These will be reviewed annually.

d) Works to trees and hedge on Millhouse Fields

The Chair reported that Councillor Hayes and herself had inspected the trees and hedges on the area but it had since been reported that the contractor had now done some work on the area so it needed to be inspected again. It was **RESOLVED** to defer the matter to the next meeting.

e) Leasing of cricket ground to Breadsall Cricket Club

The Clerk reported on a request received from the Breadsall Cricket Club to lease the Beech Lane cricket ground to the Club during 2014 when it is not being used by the White Rose Cricket Club. It was **RESOLVED** to permit the Club to use the ground and that the Clerk prepare a licence agreement similar to that prepared for the Attenborough Cricket Club last year.

f) Grant funding

The Chair reported on the recent funding festival which was held by Erewash Borough Council. There were several bodies which offered funding for various projects and a

discussion took place on the possibility of extra storage at the Powtrell Pavilion and an upgrade to the skatepark on Station Road. It was **RESOLVED** that the Clerk look into the possibility of the grants available and report back to a future meeting.

g) Diffibrillator at the Powtrell Pavilion

The Clerk reported on the possibility of a diffibrillator for use at the Powtrell Pavilion. It was hoped to obtain such a piece of equipment in an external casing which would be available to all not just users of the Pavilion. It was **RESOLVED**, owing to the cost of the casings, to defer this to a future meeting but for the Clerk to confirm the charity to ask if they would still be prepared to fund the provision of the diffibrillator.

h) Refilling of grit bins

The Clerk reported that she had received three quotes from the County and Borough Council and from a private contractor for the refilling of grit bins around the Parish. It was **RESOLVED** that the Clerk confirm with the County Council which bins the Parish Council is required to maintain.

i) Replanting of the Jubilee Planter

The Clerk reported on the quotation received for the planting of winter plants in the Jubilee Planter by the Borough Council. It was **RESOLVED** to accept the quote in the sum of £74.63 inclusive of VAT)

79 **DERBYSHIRE ASSOCIATION FOR LOCAL COUNCILS**

It was noted that Circular 18 and 19 had been distributed to all members.

80 **FINANCE**

The following accounts were presented for approval of payment:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
303026	Greenbarnes (Noticeboard – VAT £245.36)	£1472.15
303027	West Hallam Methodist Church (Room Hire – Finance and GP Sub Committee)	£ 17.50
303028	Frank Trower Gas Servicing (repair to clarifier to Pavilion – VAT £33.00)	£ 198.00
303029	Metrosigns Limited (Payment of VAT re notice board)	£ 128.00
303030	Mrs S Dunkley (Salary)	£ 339.47
303031	Mr N Gadsby (Salary)	£ 112.12
303032	Mr H Gething (Salary)	£ 112.12
303033	Mrs L Broughton (Backpayment of salary and reimbursement of petty cash overspend)	£ 4.64
303034	Mrs S Dunkley (Use of home as office and expenses)	£ 90.24
303035	Park Hall Designs (web site maintenance, various printing and newsletter)	£ 111.50

303036	HMRC (PAYE for employees)	£ 141.40
303037	Grasstrack Grounds Maintenance (grounds maintenance - VAT £129.09)	£ 774.56
303038	Erewash Borough Council (cleansing works to Beech Lane Play Area - VAT £ 16.21)	£ 97.26
303039	Erewash Borough Council (Hanging Baskets Year 1 of 3 – VAT £110.00)	£ 550.00
303040	Grasstrack Grounds Maintenance (cutting of hedges – VAT £33.00)	£ 198.00
303041	West Hallam Community Centre (Quarterly invoice re CCTV and Broadband)	£ 145.20
303042	Aon UK Limited (inclusion of Jubilee Planter on insurance policy)	£ 4.07
303043	Void	
303044	St Wilfrid's Church PCC (Refreshments following Remembrance Service)	£ 20.00
303045	Mr J Hey (Buglar fee at the Remembrance Service)	£ 30.00
303046	D J Rice Builder (repairs to guttering at the Powtrell Pavilion)	£ 510.00
303047	Heanor Gate Association Limited (repairs and maintenance to CCTV system – VAT £133.00)	£1716.00
303048	Information Commissioner (Data Protection renewal)	£ 35.00
303049	Powtrell Pavilion (Grant for repairs)	£1000.00
303050	Events Solution Limited (purchase of barriers – VAT £34.00)	£ 204.00

Income

£170.00 from the Powtrell Pavilion for the reimbursement of the cost of repairs

81 PLANNING APPLICATIONS

The Clerk informed Members that the following applications had been dealt with under delegated powers since the last meeting and outlined the responses sent to EBC:-

ERE/0913/0010 – Certificate of lawfulness for existing use of land for residential garden at 111 High Lane West – no objection (Responses from Councillors Adams-Shaw, Broughton, Hart and Hayes)

ERE/0913/0019 – Alteration to dropped kerb to move to centre of house at 29 High Lane East – no objection (Responses from Councillors Adams-Shaw, Broughton, Hart, Hayes)

ERE/0913/0023 – Retrospective consent for the installation of two roof lights at Paddock Farm, High Lane East - no objection (Responses from Councillors Adams-Shaw, Broughton, Hart, Hayes)

ERE/0913/0037 – Single storey rear extension with window in rear gable at first floor level at 18 Belper Road, West Hallam – no objection (Responses from Councillors Broughton, Chapman, Hart, and Hayes)

Derbyshire County Council's CD8/0913/96 – Flood prevention works at Manners Balancing Ponds, West Hallam – no objection (Responses from Councillors Broughton and Hart)

The following application was considered at the meeting and it was **RESOLVED** : that the Clerk respond accordingly to the Planning Department:

ERE/0913/0021 – Retention of timber garden shed at 181a Hallam Way, West Hallam. The Parish Council, following concerns from neighbouring properties, considered the application and the question was raised as to how much development would be allowed on such a sized plot. It was felt that the garden shed has caused over intensification to the area.

82 **MATTERS FOR INFORMATION**

- a) The Clerk reported that the application for a War Memorial grant had been acknowledged but that it seems that a decision will not be made for some time.

Part 2 - General

83 **DATE OF NEXT MEETING**

The next meeting of the West Hallam Parish Council will take place on Monday 4 November 2013 at 7.00pm at the Powtrell Community Pavilion, Beech Lane, West Hallam.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL
HELD ON MONDAY, 4 NOVEMBER 2013
POWTRELL PAVILION, BEECH LANE, WEST HALLAM

Present: Councillor Mrs C Hart (Chair)

Councillor D Adams-Shaw
Councillor B P Broughton
Councillor Mrs H Chapman
Councillor K Garvey
Councillor Mrs B Harrison
Councillor Mrs I Howes

Mrs S J Dunkley (Clerk)

Members of the public – 3

84 **APOLOGIES**

Apologies for absence were received from Councillors G Hamson and Mrs J Hayes.

85 **VARIATION OF ORDER OF BUSINESS**

None required.

86 **DECLARATIONS OF INTEREST**

The Chair, Councillor Mrs C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Councillor B Broughton recorded a disclosable peniary interest in relation to the accounts for Park Hall Design.

87 **APPROVAL OF MINUTES**

The minutes of the meeting of West Hallam Parish Council held on Monday, 7 October 2013 were proposed as a correct record by Councillor D Adams-Shaw and seconded by Councillor Mrs H Chapman and subsequently signed by the Chair.

Councillor B Broughton queried the exclusion in the minutes of the CCTV audit which was requested at the September meeting. It was RESOLVED that the Clerk request such an audit from HGA including costings and the lifespan of our equipment which will assist when the budget is being discussed.

88 **EXEMPT ITEMS**

There were no items which were considered to be of an exempt nature.

89 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

- a) The Chair reported that the casing to the camera at the far end of the Powtrell Pavilion has not yet been repaired by HGA and the Clerk was asked to contact them again to see when it will be replaced as the weather may interfere with the correct operation of the camera.
- b) The Chair reported that Derbyshire County Council were inviting tenders for the bus contract to serve the Village. The Parish Council, together with Stanley and Stanley Common Parish Council, needs to persuade the County Council that the service is important to residents and that it may be necessary to arrange for a petition to be forwarded to them. Councillor Hart will report to a future meeting as soon as further information is available.
- c) The Chair reported on a meeting recently held with Dawn Bryan of the County Council's Highways Department regarding the problems being experienced with inconsiderate parking by visitors to the Bottle Kiln on High Lane West and presented her with photographs sent by residents showing clearly the problems being experienced. The officer acknowledged that there was inconsiderate parking but she said that one of the good things about the parking was that the traffic had to slow down. She also stated that even if parking restrictions were to be put in place it would only move the problem further up High Lane, in consequence it was again stated that no action would be taken, however, the officer did say DCC would continue to monitor the situation.

Councillor Harrison informed the meeting that vehicles were being parked on the grassed verge at the crossroads and it was RESOLVED that a letter be written and left on the vehicle stating that this area is not for the parking of vehicles as damage is being caused to the grass especially during wet weather.

- d) An enquiry had been received relating to the works that were being carried out at The Screens behind The Newdigate Arms Public House where a number of trees had been removed. It was RESOLVED that the Clerk contact the Planning Department for further information and as soon as information was received, that a note be added to the website.
- e) The Chair had received an email from Roger Green asking whether the Parish Council held the deeds to the Community Centre. The Clerk reported that she had already looked in the files that had been passed over to her but will look again. It was also RESOLVED to obtain a quote for the preparation of new Deeds.
- f) The Chair requested that if any parish councillors put their names forward for any training or meetings and subsequently found they could not attend that they inform either herself or the Clerk.
- g) The Chair reported that the grit from the County Council will shortly be delivered. The Clerk was asked to write to the residents who had volunteered to assist with snow clearing last year to ask if they were prepared to do the same this year if it was necessary. The Chair also said she would forward an article for an additional e-newsletter to go out to residents explaining our 'Snow Warden' scheme and asking for additional volunteers. They would need to sign a liability form for the County Council. Councillor K Garvey asked to be added to the list of helpers.

(ii) **Public participation**

- a) It was reported that the area of land between the Station Road play area and the MUGA has become very muddy especially following the wet weather and the question was asked by a resident whether the area could be stoned to prevent a slipping hazard. The Clerk reported that an email had also been received regarding the muddy condition of the footpath on the

Beech Lane Recreation Ground which is used by school children on their way to School. It was RESOLVED that the Clerk contact the Community Payback Team to ask if they were able to undertake any work to help address these concerns.

- b) A resident enquired about the lights on the MUGA and the time limit when they should be illuminated. It was RESOLVED that the Clerk contact the Borough Council's Planning Department to ascertain the correct times. The Clerk would also arrange for a sign to be placed on the MUGA stating that should there be any problems with the MUGA, please contact the Clerk in the first instance.

89 **REPORTS OF SUB-COMMITTEES AND WORKING PARTIES**

Nothing to report.

90 **CLERK'S REPORTS**

- a) War Memorial
The Clerk reported that confirmation had been received that the Parish Council is eligible for a 50% grant from the War Memorial Trust for the repairs required to the War Memorial. A quotation had been received from Hirsts of Sheffield and one more quotation is required. Unfortunately no response had been received from Beresfords of Belper despite several contacts being made.

91 **MATTERS FOR DETERMINATION**

- a) Possible Reduction of Bus Service
As the Chair had reported in the open session, the County Council were inviting tenders for the bus service contract. If anything developed earlier than the next parish meeting and the news was not good, the Chair, also being the County Councillor, would head a campaign and organise a petition to make sure DCC understood how important this service is to some of our residents.
- b) Works required to trees and hedges on Millhouse Field
It was RESOLVED to defer this matter to a future meeting of the Parish Council.
- c) Boundary Commission – Ward Divisions
The Chair reported on the options which would be open in relation to the ward divisions within Erewash. It was RESOLVED that the Parish Council write to the Boundary Commission with the preferred options for the West Hallam and Dale Abbey Ward.
- d) Lights in the Powtrell Pavilion
A decision on the replacement lights in the Pavilion will be taken to the next meeting of the Powtrell Pavilion Management Committee.
- e) Adoption of the Staff Appraisal Policy
The Clerk had distributed the draft Staff Appraisal Policy prior to the meeting. It was RESOLVED to adopt this Policy and that a sub-committee be formed to undertake the appraisal of the Clerk comprising of the Chair, Vice-Chair and Councillor Adams-Shaw.
- f) Christmas Lights
The Clerk asked whether or not the Parish Council wished to increase the donation to the Guides for the refreshments at the Christmas Lights Switch-on. It was RESOLVED to increase the donation to £125.00.

92 **DERBYSHIRE ASSOCIATION FOR LOCAL COUNCILS**

It was noted that Circular 20 had been distributed to all members.

93 **FINANCE**

The following accounts were presented for approval of payment:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
303051	Abacus Playgrounds (provision of safety surface at Beech Lane) VAT £291.00)	£1746.00
303052	Erewash Borough Council (Planting of planter – VAT £12.44)	£ 74.63
303053	Mrs S Dunkley (Salary – 42.5 hours)	£ 384.12
303054	Mr N Gadsby (Salary)	£ 106.60
303055	Mr H Gething (Salary)	£ 106.60
303056	Mrs S Dunkley (Use of home as office and expenses)	£ 67.40
303057	Park Hall Designs (web site maintenance, domain renewal with UK2 Limited)	£ 33.15
303058	HMRC (PAYE for employees)	£ 149.60
303059	Grasstrack Grounds Maintenance (grounds maintenance - VAT £129.09)	£ 774.56
303060	Comparity Limited (repair to electrics at Powtrell Pavilion - £197 and repair to lamp column - £50)	£ 247.00
303061	ITK Electrical Services (works to lights in the MUGA)	£ 220.00
303062	Grant Thornton UK LLP (Annual audit of accounts for 2012/13 VAT £72.00)	£ 360.00
303063	Grasstrack Grounds Maintenance (replacement of padlocks on HLC and Beech Lane - VAT £5.60)	£ 33.60
303064	1 st West Hallam Guides (Donation for refreshments at Lights)	£ 125.00

Income

£25.00 – Licence fee for High Lane Central

94 **PLANNING APPLICATIONS**

The Clerk informed Members that the following application had been dealt with under delegated powers since the last meeting and outlined the response sent to EBC:-

ERE/1013/0026 - The Spinney, The Village (creation of a new first floor window in side elevation of house, size 1315mm wide and 1200mm high). No objection - responses from Councillors Adams-Shaw, Broughton, Chapman, Harrison, Hart and Hayes.

The Clerk reported that a planning appeal had been lodged in relation to the application at 157 High Lane Central (ERE/0613/0026)

95 **MATTERS FOR INFORMATION**

- a) The Clerk reported that a Borough/Parish Forum is to be held on Wednesday, 20 November 2013 commencing at 2.00pm at the Ilkeston Town Hall. The Chair reported that she would be attending as Chair to the Forum and Councillor Mrs B Harrison would also attend as the Parish Council's representative.
- b) The Clerk reported that the audit of the 2013 Annual Return had now been completed by Grant Thornton.
- d) The Clerk reported on the temporary road closure of Beech Lane, West Hallam (at the junctions of Station Road and Pavilion Court) on 24 November 2013 from 7.00am to 3.00pm in order for rebuilding works to be carried out to a manhole. The notice will be displayed on the noticeboards.

Part 2 - General

96 **DATE OF NEXT MEETING**

The next meeting of the West Hallam Parish Council will take place on Monday 2 December 2013 at 7.00pm at the Powtrell Community Pavilion, Beech Lane, West Hallam.

MINUTES OF A MEETING OF
THE WEST HALLAM PARISH COUNCIL
HELD ON MONDAY, 2 DECEMBER 2013
POWTRELL PAVILION, BEECH LANE, WEST HALLAM

Present: Councillor Mrs C Hart (Chair)
Councillor D Adams-Shaw
Councillor B Broughton
Councillor Mrs H Chapman
Councillor G Hamson
Councillor Mrs J Hayes
Councillor Mrs I Howes

Members of the public – 7

97 **APOLOGIES**

Apologies for absence were received from Councillor Mrs B Harrison and the Clerk.

98 **VARIATION OF ORDER OF BUSINESS**

None required.

99 **DECLARATIONS OF INTEREST**

The Chair, Councillor Mrs C Hart, recorded an interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club and Councillor Hamson also in respect of the West Hallam Junior Football Club.

100 **APPROVAL OF MINUTES**

It was agreed that an amendment was required to Minute no. 89(ii)(a) with the last two words being changed to 'any concerns'. Following this amendment the minutes were agreed as a correct record and signed by the Chair.

Following discussion, the minutes of the exempt item 69(a) were not accepted and it was agreed that the Chair should work with the Clerk to produce these exempt minutes for the next meeting. It was also RESOLVED that the Clerk should take advice from either DALC or the Monitoring Officer of the Borough Council on the presentation of exempt minutes as there were differences of opinion on how these should be dealt with.

101 **CHAIR'S ANNOUNCEMENTS AND REPORTS**

(i) **Chair's Announcements**

- a) The Chair reported on the good turnout for this year's Remembrance Day Parade and Service and thanked those who helped on the day.

- b) The Manager of the Tesco Express Store is grateful for the evidence of residents' concerns regarding the large lorry deliveries but needs more evidence to take to their Head Office.
 - c) Erewash Borough Council has been in touch with the landowner at The Dales regarding the problem with litter, warning of prosecution if the problem is not tackled. This has been acknowledged by the owner and passed to his Management Company for action. It was **RESOLVED** that the Parish Council should chase up our offer of assistance.
 - d) The Chair has sent out an e-letter asking for volunteers to assist with the spreading of grit should we get inclement weather over the winter months. Volunteers would need to sign a declaration to say that they are capable of carrying out this work. Councillor Hamson could not open the copy forwarded by the Clerk and therefore he requested a hard copy be forwarded to him.
 - e) An incident occurred on the Beech Lane Recreation Ground during a football match when a player broke his leg. An ambulance was called and it had difficulty in driving over the grass. Grasstrack had been requested to visit the site and make good any divets the following day.
 - f) An update into the situation regarding the No. 11 bus service is given in the following open session minutes.
 - g) The Chair requested permission to arrange a site visit, possibly with Tom Richards Tree Services, to look at work which may be required on the six-acre site and obtain a price for the works. If this is reasonable then she would report back to the Parish Council for authority for the works to be carried out. If very expensive, a second quotation will be required. The owner of the property at Millhouse adjoining the Community Centre has complained about the trees overhanging their drive and it was agreed that this will be included in the report.
 - h) A local contractor is to be asked for an estimate of cost for an extension to the Powtrell Pavilion storeroom as this will make it easier to source grant funding.
- ii) **Public Participation**
- a) A resident requested that the Parish Council write to the owner of the property at the top of Jitty from Nursery Avenue to Peveril Crescent regarding a willow tree in the garden which is overhanging the footway. It was **RESOLVED** that the Clerk write requesting that this large tree is cut back to remedy any concerns.
 - b) There is a problem with the light on Farnham Walk. The resident promised to obtain the lamppost number and when received the problem will be reported to the County Council.
 - c) The Chair had already reported that she had spoken to the operations manager of the Nottingham Derby bus company with a view to obtaining costings of a possible subsidy needed to keep this service going if only on a temporary basis. It was reported that he needed to speak to the managing director on his return from holiday for firm figures. Unfortunately, despite

several attempts to contact the managing director, the Chair has been unable to do so. However, the cost was most likely prohibitive even with the assistance of Stanley and Stanley Common Parish Council.

A resident suggested a public meeting to look at a possible community scheme similar to one which is running in Yorkshire. This scheme would still need a cash input from parish councils, businesses and residents and it was felt that as we had petition forms out in many outlets and several completed forms had already been returned that these should be collated and forwarded with a letter to the Cabinet Member at Derbyshire County Council explaining how important this service is to its users and asking for reconsideration on a subsidy. The outcome of this would then be that if we were successful in our request we need to do nothing further. If our request is turned down we would have to consider if there was anything further we could do.

102. **REPORTS OF SUB-COMMITTEES AND WORKING PARTIES**

- a) Councillor Broughton reported that work was still ongoing by the Village Hall Committee to obtain grants for considerable work which is required on the fabric of the building. The Committee is looking to obtain 'Hallmark Status'.
- b) Councillor Adams-Shaw reported that the School Governors were expecting an Ofsted inspection soon and that the Headteacher was to meet with PC Russ Crooks regarding parking issues.

Councillor Mrs I Howes left the meeting at this point.

103. **CLERK'S REPORTS**

- a) Community Payback Team
The Clerk's report on her meeting with the Community Payback Team regarding various works to footpaths was noted.
- b) Banking
The Clerk's report on the Parish Council's banking with the Co-operative Bank was noted.

104 **MATTERS FOR DETERMINATION**

- a) Works required to trees/hedges at Millhouse Field
As minute no. 101(i)(g)
- b) Switching on of Christmas lights
The Chair requested assistance possibly on the Friday evening but definitely on Saturday morning to assist with the gazebos etc. Help was also needed at the switch-on to put road barriers etc in place.
- c) Policies and Standing Orders
The Clerk had drafted an Environmental Policy and an Equality and Diversity Policy for approval and adoption by the Parish Council. Both of these policies were accepted although Councillor Broughton felt that they included some wording which might be difficult to follow or act upon and suggested that some

paragraphs were not applicable to parish councils. He did however accept them with reservations and it was RESOLVED that these be adopted with a review date of December 2014.

The Clerk had forwarded the model standing orders which had been recommended by the Derbyshire Association of Local Councils for adoption without change. Councillor Broughton had some issues with this policy and Councillors were therefore requested to read through the policy and forward any comments to the Clerk for collation in time for this to be an agenda item for the January meeting.

- d) Consultation on a draft Enforcement Policies
Parish Councillors had received notification of two consultation exercises being led by the Borough Council, the first in relation to a possible byelaw in relation to urinating, defecating and spitting within the Borough and the second concerning its Enforcement Policy. It was RESOLVED that members could reply as individuals and that a response from the Parish Council as a whole is not required.
- e) Title Deeds of the Community Centre
The Community Centre Committee has asked the Parish Council if it knew of the location of the Centre's title deeds. The Chair informed the Parish Council that the previous Clerk, Mr Peter Briggs, did not think that there were any deeds and that the present Clerk had been through old paperwork to no avail. It was therefore RESOLVED to ask Mr Roger Green to contact Citigas to see if they would accept a sworn, signed affidavit from the Parish Council to confirm that it was the owner of the Community Centre with the expense of this being met by the Parish Council. If this was not acceptable it may be necessary to arrange for new deeds to be drawn which could prove costly.
- f) Tree at the Community Centre
Heanor Gate Association had informed the Parish Council that a cherry tree at the Community Centre was obscuring the vision of the CCTV camera and requested that it be pruned back. Some work had been carried out to the tree and it was RESOLVED that this tree would be added to the list to be inspected on the site visit by the Chair and the contractor.
- g) Society of Local Council Clerks
The Clerk had requested the Parish Council's permission to become a member of the Society of Local Council Clerks has this would prove worthwhile for both herself and the Parish Council. If agreed, a copy of its Local Clerk Manual would be useful. It was RESOLVED that the Clerk arrange to join the Society and that a copy of the manual be purchased.
- h) Commemoration of the Centenary of World War I
A suggestion had been put forward by Councillor Broughton to carry out work on the names of those listed on the War Memorial to try and provide more information and background history of those parishioners who made the ultimate sacrifice in the first world war. It was RESOLVED that this would be a good project for the Parish Council to be involved with and that the Chair should contact the local historian to see if he would be willing to assist. It was also suggested that a budget of £200 be set aside to help with the research

and that it may be possible to commission a small number of commemorative booklets. The Clerk would also be asked to investigate when would be the ideal time for the poppy seeds to be planted in order to bloom during 2014 and that several areas for planting should be considered in order to raise awareness.

105 **DERBYSHIRE ASSOCIATION FOR LOCAL COUNCILS**

The Parish Council had received an invitation from DALC to nominate two people to fill the two vacant Erewash seats on the Executive Committee. It was **RESOLVED** that Councillor Carol Hart be nominated for one of the seats.

106 **FINANCE**

The following accounts were presented for approval of payment:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
303065	Bespoke Cleaning Solutions (cleaning of carpet in the Powtrell Pavilion)	£ 110.00
303066	HMRC (PAYE underpayment in relation to real time)	£ 122.34
303067	Mrs S Dunkley (Salary – 37 hours)	£ 334.35
303068	Mr N Gadsby (Salary)	£ 106.60
303069	Mr H Gething (Salary)	£ 106.60
303070	West Hallam Community Centre (Quarter's rent following CCTV installation)	£ 17.78
303071	Mrs S Dunkley (use of home as office and misc. expenses)	£ 73.39
303072	HMRC (PAYE for employees - November)	£ 136.80
303073	Ilkeston Brass (donation re Christmas lights)	£ 150.00
303074	D & E Cheney (Magician at lights)	£ 85.00
303075	Society of Local Council Clerks (Membership plus copy of Clerks' Manual)	£ 155.50
303076	Moorleys Printing and Publishing (Carol sheets for Christmas Lights)	£ 54.90
303077	Royal British Legion (Wreath for Remembrance Service)	£ 50.00
303078	Grasstrack Grounds Maintenance (Grounds maintenance – VAT £129.09)	£ 774.56

Income

None to report

107 **PLANNING APPLICATIONS**

None received.

108 **MATTERS FOR INFORMATION**

- a) Notification of the Rainbows Children's Hospice Fun Run on 8 December 2013 was noted.
- b) Letter from Erewash Borough Council regarding the 2014 Brass Band Concert Programme. It was **RESOLVED** that the Parish should host a Concert, preferably during the Well Dressing Weekend.
- c) Invitation to the Community Playgroup's open day was noted.

Part 2 - General

109 **DATE OF NEXT MEETING**

The next meeting of the West Hallam Parish Council will take place on Monday, 6 January 2014 commencing at 6.45pm with the report on the Newdigate Trust, at the Powtrell Community Pavilion, Beech Lane, West Hallam.