

Minutes of a Meeting of the West Hallam Parish Council

Held at the Powtrell Pavilion on Monday 9 January 2017

Present

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

Also Present

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

630 Apology for absence

An apology for absence was accepted from Councillor Mrs H Chapman.

631 Declarations of Interest

Councillor Mrs Hart declared a personal interest in respect of the West Hallam White Rose Cricket Club and the West Hallam Junior Football Club.

Councillor Broughton declared an interest in respect of Park Hall Designs and also as a Trustee of the West Hallam Village Hall Charity.

632 Variation of Order of Business

None.

633 Public Speaking

(a) Police

No report.

(b) County Councillor Report

Councillor Mrs C Hart advised that the Notts/Derby 59 bus service would be ceasing on 10 February 2017, leaving only the Your Bus service running.

Regarding the accessibility of Footpath 15 leading from St. Wilfrid's Road, Councillor Mrs C Hart reported that the Footpaths Officer had contacted her to say that after negotiations with the landowner it had been agreed that new stiles would be fitted on the footpath making it more accessible for walkers. This was following on from a complaint made some months ago.

The County Council was consulting with areas about the Digital Broadband roll out across Derbyshire and what it was like locally.

Councillor Mrs C Hart responded saying that the delivery in West Hallam was very “hit and miss’. Work was done in a small area and then nothing else for several months when BT returned and delivered another section, the last being in Station Road, Beech Lane and Pavilion Court area. It would have been more sensible to carry out all of the work in the area rather than delivering the new service over many months and many visits.

634 Minutes

RESOLVED that the minutes of the meeting of the Parish Council held on 12 December 2016 be approved as a true record and signed by the Chairman.

635 Exempt Items

RESOLVED that the item regarding HGA should be considered as an exempt item with the public and press excluded.

636 Chairman’s Announcements

(a) Chairman’s report

The Chairman reported that after long discussions, Blue Property and the owner of the Dales Shopping Centre have now installed the requested bollards to protect the fence and garden of a resident’s property opposite the new units. The Clerk would now write to the owner and to Blue Property thanking them for this action.

She also highlighted that the work to the footpath on Beech Lane Recreation Ground included re-laying three slabs adjacent to the footpath. It was difficult to establish ownership of this small area, therefore the Clerk had been asked to write to the legal departments of DCC and EBC to notify them that the work was being carried out as a Health and Safety issue and in no way indicated legal responsibility for future maintenance.

Due to ongoing concerns about the condition of the Yorkstone pavement near the War Memorial, a contractor had been engaged to power wash the area. Councillor Broughton had brought some information regarding the regular maintenance of the Yorkstone and it was agreed by the Council that the Clerk would ask one of the Council’s employees to carry out this regular maintenance. A local handy man would also be provided with salt grit to put down in icy conditions as an interim measure.

The next ‘Friends of Beech Lane’ group meeting would take place on 10 January 2017. The main item on agenda was the Constitution of the group. Both the Chairman and Councillor Broughton had responded to a request for comments on wording of this.

The Chairman also reported that currently West Hallam had only two volunteers as Snow Wardens. The Council were asked to encourage other members of the Community to come forward to act in this role.

DALC had advised that the Governments proposals relating to capping and Precept Referendums had been deferred for the present time. DALC were also encouraging more Neighbourhood Plans.

RESOLVED that the report and actions be noted.

(b) Consideration given to items raised during Public Participation

In response to a member of the public's concerns about the condition of a tree on corner of Twyford Close and Hallam Way, the Clerk was asked to contact the Tree Officer at Erewash Borough Council to ask for advice.

A member of the public had raised concerns about anti-social behaviour taking place on the Community Centre play area on weekend evenings. The Chairman advised that the area was monitored by CCTV and any suspicious behaviour was reported to the Police.

637 Reports of Sub Committees and Working Parties

a) Finance & General Purposes Committee (F&GP)

It was **RESOLVED** that this item would be considered in conjunction with agenda item 1.12.1 (Finance/Budget and Precept)

638 Clerks Report - Matters dealt with

a) Planning application for storage container at Powtrell Pavilion

Further to the planning application submitted to Erewash Borough Council in December 2016, the planning department had come back to say the plans were not adequate and that full elevation drawings of the container were required. The Clerk had gone back to Football club to request these.

b) Appointment of Caretaker at Powtrell Pavilion

Mr Keith Holness had been appointed to the post and commenced work on 19 December 2016.

c) Tesco Bags of Help grant claimed

The Clerk confirmed that the grant had been claimed and had confirmation that this would be paid - 75% up front and 25% on completion of project. The Project must be completed within one year of date of grant letter – 25 November 2017. The Clerk would pass this information to the 'Friends of Beech Lane group' so that they knew that there is £8,000 towards any work they wish to apply for grants for at their next meeting on 10 January 2017.

- d) Repair of Footpath leading from side of 47 Hallam Way to Scargill School
Dealt with in the Chairman's report earlier in the meeting.
- e) Play area maintenance by Grounds Maintenance Contractor
Following concerns from 'Friends of Beech Lane group' and also issues highlighted in play inspection reports received from EBC, the Grounds Maintenance Contractor had carried out some remedial work to the wet pour and tarmac areas at the Beech Lane play area. The Grounds Maintenance Contractor had also advised that he had ordered replacement parts for some equipment that required repairs which were identified in the play area inspection report.
- f) EBC Play area inspection reports
The Council had received from Erewash Borough Council inspection reports for all four play areas in West Hallam. As this was a duplication of the reports the Council had commissioned in May this year, the Clerk had queried with EBC the reasons for their reports and whether West Hallam Parish Council have to pay for the EBC reports. The Clerk was advised that the inspections were done as part of the EBC programme of inspections and the Parish Council do not have to pay for these. Therefore in consultation with the Chairman, the Clerk had requested that West Hallam continue to be included in the EBC schedule of inspections and receive copies of the reports. This avoids duplication of work and extra cost.
- g) Boiler repair at Powtrell Pavilion
Because of the prohibitive cost of the repair or replacement of the existing boiler at the Powtrell Pavilion, the Council had queried whether there was any cheaper or alternative solution. Further quotes and advice from other commercial plumbers would be brought to the next meeting. The Clerk would also ask the football club what are they required to provide at changing rooms under the fixture rules.
- h) Grounds Maintenance Tender
The Council's Grounds Maintenance Contract would come to an end on 31 March 2017. A tender process for the next three years was underway. The Council agreed that the tenders would be opened by the Chairman and the Clerk three days before the next Parish Council meeting, allowing time for a report to be put together for the next meeting. Therefore a closing date of Thursday 9 February 2017 would be advised to all the companies.

i) Letter from Trent Barton re. Yorkstone damage

The Clerk reported she had received a reply to the Council's letter to Trent Barton. The letter was regarding the damage done to a Yorkstone kerb by a Trent Barton bus. The bus company's letter asked for more details, time, witnesses and also a quote for repair.

The Clerk will seek quotes for the repair work on the kerb and submit the required information to the bus company.

j) Tree Survey

At the last meeting, the Council approved the awarding of the Tree Survey contract to Tom Richards. However it was noted that the trees on Farnham Walk and Mapperley crossroads had not been included in any of the quotes. The cost for additional work from the successful contractor would be £200. This was approved by Council.

RESOLVED that the report and actions be noted.

639 Matters for Determination

a) Funding for Play scheme 2017

Members discussed the provision of the play scheme at Easter. AM Sports Coaching had clarified the cost per child, per day and also how many children to be catered for.

RESOLVED that the play scheme be approved for five days at Easter and provided by AM Sports Coaching on the terms now reported.

b) Powtrell Pavilion - Roller Shutter conversion

Quotes had been received from Attenborough Doors Ltd. for the conversion of the shutter doors at the Powtrell Pavilion to electric motors. The quote did not include the cost to fit electric spurs to doors. It was not clear from the quote whether this used the existing bolt system to close shutters.

RESOLVED that the Chairman would meet with the company on site to discuss and the Clerk would get a quote for electric work required.

c) Appointment of Internal Auditor for 16/17

The Council discussed the appointment of an internal auditor.

RESOLVED that the Clerk would approach the Council's previous auditor David Ingham to ask if he would be willing to undertake the work. If David Ingham is not available, the Clerk would approach Barrie Woodcock who had undertaken a number of other parish audits.

d) Unity Trust Bank – Signatories

In preparation for the move to Unity Trust Bank, the Council appointed four Members as signatories for the account. These would be in addition to the Clerk.

RESOLVED the Member signatories would be Councillors Mrs C Hart, Mrs C Barnes, B Broughton and D Adams-Shaw.

e) Arrangements for review of Clerk’s probationary period

The review of the Clerk’s probationary period was briefly discussed as the six month period would come to an end on 12 January 2016.

RESOLVED that Councillors Mrs C Hart and B Broughton would meet with the Clerk before the next Parish Council meeting and they would then bring a recommendation to Council.

640 Derbyshire Association of Local Councils

DALC Circular 19/2016 was **NOTED**.

641 Consultations

None.

642 Finance

a) Budget and Precept 2017/18

It was reported that the F&GP Committee had met on 6 January 2017 to consider the budget and precept for 2017/18. The Council had been advised by Erewash Borough Council that the Concurrent Function allocation from was likely to be reduced by £811 for 2017/18. After a full discussion the Committee had agreed that Council be recommended that there should be no increase in precept for 2017/18.

The following draft budget has been prepared in line with this recommendation for Members consideration.

WEST HALLAM PARISH COUNCIL
BUDGET/PRECEPT PROJECTIONS

	Precept/Budget		Year End		Precept/Budget	
	2016/17		Estimate		2017/18 (0.00 % increase)	
<u>INCOME</u>						
Precept	£	39,485.00	£	39,485.00	£	39,485.00

Support Grant	£	1,770.00	£	1,770.00	£	1,770.00
Con Functions	£	16,217.00	£	16,217.00	£	15,406.00
Interest	£	54.00	£	54.00	£	54.00
Dales income	£	750.00	£	750.00	£	750.00
Floral Sponsors	£	600.00	£	600.00	£	240.00
Other income	£	150.00	£	150.00	£	150.00
Grant from EBC for play scheme	£	-	£	-	£	1,200.00
VAT	£	4,000.00	£	4,000.00	£	4,000.00
Tesco Bags of Help Funding 75%	£	-	£	6,000.00	£	-
Tesco Bags of Help Funding 25%	£	-	£	-	£	2,000.00
					£	65,055.00
2016/17 income (Tesco Funding 75%)	£	-	£	-	£	6,000.00
	£	63,026.00	£	69,026.00	£	71,055.00
EXPENDITURE						
Grounds Maintenance Contract	£	10,447.00	£	10,447.00	£	7,900.00
Tree Works and Hedges	£	-	£	-	£	2,000.00
Planting	£	-	£	-	£	800.00
Donations to Friends of Beech Lane (Admin)	£	-	£	-	£	200.00
Funding - Beech Lane Play Area improvements	£	-	£	-	£	13,000.00
S137 Grants/Donations	£	1,800.00	£	1,800.00	£	1,800.00
Staff Costs Administration (incl Chairs Allow)	£	4,332.00	£	4,200.00	£	1,500.00
Audit fees	£	-	£	-	£	650.00
DALC	£	-	£	-	£	900.00
Website	£	300.00	£	300.00	£	300.00
Printing	£	510.00	£	510.00	£	505.00
Training	£	250.00	£	250.00	£	600.00
Insurance	£	-	£	1,321.00	£	1,350.00
General Maintenance	£	1,900.00	£	1,900.00	£	1,500.00
Events	£	3,100.00	£	3,100.00	£	3,300.00
Play areas and MUGA	£	3,835.00	£	3,500.00	£	3,450.00
CCTV and Phone	£	6,800.00	£	6,000.00	£	6,500.00
War Memorial	£	1,000.00	£	-	£	800.00
VAT	£	4,000.00	£	4,000.00	£	4,000.00
Contingency	£	1,500.00	£	500.00	£	2,000.00
Play schemes (Summer and Easter)	£	-	£	-	£	2,300.00
Powtrell	£	1,200.00	£	1,200.00	£	800.00
	£	56,047.00	£	53,228.00	£	71,055.00

RESOLVED that-

(1) There be no increase in precept for 2017/18 and the amount to be raised be set at £39,485.00.

(2) The budget for 2017/18 as presented and set out above be approved.

b) Payments/Balances and Financial reports

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

RESOLVED that-

(1) The Schedule of payments below be approved, and the income and bank reconciliation reports be noted.

(2) The Bank Account Balances at 30 November 2016 of Community Direct Plus - £62,166.30 and Business Select - £14,304.44 be noted.
(Bank statement for December not received to date.)

Payments

303663	Erewash Borough Council – payroll December	£1407.47	£6.56	£1414.03
303664	Grasstrack - December	£633.54	£126.71	£760.25
303665	Tudor Landscapes – Leaf clearing	£40.00	£0.00	£40.00
303666	Kate Sharpe – Clerk’s expenses	£49.99	£0.00	£49.99
303667	Tudor Landscapes – footpath repair	£257.00	£0.00	£257.00
303668	Powtrell Pavilion – Room Hire	£10.00	£0.00	£10.00
303669	Powtrell Pavilion – Waste management Recharge	£57.50	£0.00	£57.50
303670	Cancelled Cheque	£0.00	£0.00	£0.00
303671	Grasstrack Grounds Maintenance – Play area repairs and replacement parts	£857.46	£171.49	£1028.95
303672	Powtrell Pavilion – Room Hire for Easter play scheme	£200.00	£0.00	£200.00

Income

None to report – bank statement for December not received to date.

643 Planning

Dealt with previously.

- a) **ERE/1216/0010 – 102 St. Wilfrid’s Road, West Hallam**
Single storey front & rear extensions and two storey side extension
Response from Councillor Mrs C Hart

- b) **ERE/1216/0016 – 168 High Lane East, West Hallam**
Part single & part two storey rear extension
Responses from Councillors Mrs C Hart, T Maclean and Mrs C Barnes

- (c) **ERE/1216/0034 – The Village Hall, West Hallam**
Listed building consent for single storey rear extension and associated works including removal of existing dormers windows & chimney, insertion of roof lights & creation of an access ramp

- (d) **ERE/1216/0035 – The Village Hall, West Hallam**
Single storey rear extension and associated works including removal of existing dormers windows & chimney, insertion of roof lights & creation of an access ramp.

There was a brief discussion about the two planning applications relating to the Village Hall. It was **RESOLVED** that the Clerk would respond indicating that with limited knowledge of the regulations involving listed buildings, the Council felt unable to make any informed comments on the proposal and felt it is more appropriate to leave this to those who have expertise in this field. However in principle they do not have any objections to the proposed planning application.

Councillor B Broughton having earlier declared an interest took no part in the discussion and decision as he is a trustee of the West Hallam Village Hall Charity.

644 Dispensation for Non-Attendance (Local Government Act 1972 s 85)

The Council were asked to consider a dispensation for non-attendance due to illness from Councillor Mrs H Chapman under the provisions of the Local Government Act 1972 s 85.

RESOLVED that Councillor Mrs H Chapman be granted a dispensation for non-attendance to continue until such time as she has recovered sufficiently and is able to attend meetings.

645 Items for Information only

None

646 Date and Time of Next Meeting

It was **NOTED** that the next meeting of the Parish Council would be held on 13 February 2017 at the Powtrell Pavilion commencing at **7.00 pm**. This meeting would be preceded by the Annual meeting of the Newdigate Trustees at **6.45pm**.

Exempt Items

647 HGA

The Council discussed the CCTV monitoring provision.