

BRETRY PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 20th January 2020

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

ORDINARY PARISH MEETING

You are summoned to attend the Ordinary Meeting of the Parish Council meeting of Bretby Parish Council which is to be held at 7.30pm on Monday 27th January 2020 in the Wragg Room, St Wystan's Church, Bretby.

**Members are asked to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.**

Yours sincerely

Jacqui Storer  
Clerk

PARISH COUNCIL MEETING – AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

- (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)
- (b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

*The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.*

- 4 Public Speaking – (15 Minutes)
  - (a) A period of not more than 15 minutes will be made available for members of the public and Members of the Council to comment on any matter.
  - (b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
  - (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.
- 5 To approve the Minutes of the Ordinary Meeting of the Parish Council held on 19th November 2019 (Copy already circulated)
6. To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -  
  
**“In view of the confidential nature of item .... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.”**
7. Chairman’s Announcements.
8. Report of the Clerk, to include an update on items from the last meeting

9. Governance
  - a) Risk Register update
  - b) Update on General Data Protection Regulations (GDPR)
    - c) To consider if a working party is to be set up for future royal events
  - e) Website compliance
  - f) To consider information about the former Bretby Castle and how to display the information – Min 19/599
  - g) To consider the suggestion to set a working party to consider how to mark the passing of a senior royal and the coronation.

10. Drainage issues

11. Correspondence

12. Finance

- (a) Accounts for Payment
- (b) To receive the bank reconciliation to 31st December 2019
- (c) To consider any requests for funds made under S137
- (d) To set the budget for 2020/21 and the precept for 2020/21

13. To consider Planning Applications

14. To consider any Consultations received  
SDDC - Draft SHELLA methodology consultation (deadline for comments = 4th February 2020)

15. Items for information only

- (a) To receive reports from Meetings attended
- (b) Notification of Forthcoming meeting  
SDDC - Flood liaison meeting - 6th February 2020.
- (c) Training Sessions  
*See DALC circulars which have been provided to all Cllrs*

16. To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings or commercially sensitive information) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”

17. Date of next meeting and items for inclusion -  
Suggested date MONDAY 23rd MARCH 2020.

### **Clerk’s Report – January 2020**

#### **Agenda item**

- 8) Clerk’s Report  
The Clerk has no matters to report.

9) Governance

9a) Risk Register

The Clerk has no changes to make to the Changes to the Risk Register.

9b) General Data Protection Regulations (GDPR)

No changes are recommended.

9c) To consider if a working party is to be set up for future royal events

The Clerk is highlighting that a considerable amount of time and funding is required when marking either the passing of a royal member and/or to celebrate a coronation. Given the time and funding that maybe required, the Clerk is suggesting that Cllrs consider starting the process soon so that funding can be planned and proactive measures can be underway to marking/planning occasions can be proactive and unrushed..

9d) Five Year Plan

It is good practice to have a long term plan for activities and improvements to the Parish, this enables the Parish Council to react quickly to funding opportunities and demonstrates that the Parish Council has a direction and is working for the local community. In May 2019, Cllrs Kemp and Betteridge-Sorby agreed to make enquiries about hosting a Bretby in Bloom 2020 and possibly linking this with VE celebrations Min 19/584d).

9e) Website compliance - Min 19/630f

Cllr Meyrick will provide a report to the meeting about a new website for the Parish Council.

9f) To consider information about the former Bretby Castle and how to display the information – Min 19/599

At the previous meeting it was noted that occasional visitors to the site of the former Bretby Castle as it is identified on the OS maps. The site of the former castle lies on private land and consideration is to be given to means of providing information to prevent visitors discretionary experiencing disappointment when it is discovered that the site is privately owned and access is not permitted.

9g) To consider the suggestion to set a working party to consider how to mark the passing of a senior royal and the coronation - min 19/630e.

Following the adoption of the protocol to mark the passing of a senior royal, the Clerk is suggesting that as such arrangements may take time and funding, consideration starts to be given to formulating ways to mark the passing and what/how the Parish Council wishes to note the coronation.

11) Correspondence – January 2020

1. DALC – Various circulars
2. SDDC - Draft SHELLA methodology consultation (deadline for comments = 4th February 2020)
3. DALC - Armed Forces covenant
4. DALC - Spring Seminar information
5. SDDC - Notification to change in the S136 Concurrent function refund
6. S Derbyshire CVS - Launch of the Christmas Food Bank Appeal

7. Clerks & Councils Direct - January 2020 edition
  8. Poppy Appeal - Letter of thanks for the donation
  9. Resident - expression of concerns about planning application DMPN/2019/1416
  10. Resident - expression of concerns about planning application DMPN/2019/1416
- All Cllrs have been circulated with the information prior to the meeting.*

12a) Accounts for Payment

SDDC undertook a review of the S136 concurrent function refund and as a result of the Finance and Management Committee meeting on 28th November 2019, the following changes were agreed:

- to reflect the increase in properties across the District since the last review
- the basis of allocation has changed from Band D properties to the total number of properties in each parish.

The changes aim to provide greater clarity and understanding regarding the allocation and will take effect from 1st April 2020.

Bretby PC will gain an increase in total S136 concurrent function refund of £333.92 (subject still to a formula) and this is to be spent on concurrent functions and not on admin expenses.

BACS	Mrs J Storer – expenses	£17.44
BACS	HMRC – Clerk’s tax (Nov)	£34.20
BACS	DCC – Pension contribution (Nov)	£37.96
BACS	HMRC – Clerk’s tax (Dec)	£34.20
BACS	DCC – Pension contribution (Dec)	37.96
s/o	Mrs J Storer – Clerk fee for Nov 19	£128.20
s/o	Mrs J Storer – Clerk fee for Dec 19	£128.20

Money Received

Deposit interest (Nov 19)	£0.14
Deposit interest (Dec 19)	£0.12
Deposit interest (Jan 20)	£0.13

Burnaston PC - refund of part of the SLCC conference £69.25

Balance at bank 20.01.20

Deposit account	£3010.09
Current account	£4034.89

12b) Bank Reconciliation

It is good practice for the Parish Council to review the bank reconciliations to ensure that there is no unauthorised transactions occurring. The bank reconciliation will be presented at the meeting for review and signing.

12c) Requests for funding via S137

No requests for funding have been received.

13) Planning applications

DMPA/2019/1150 - Installation of a replacement balcony at the rear of the property at 96 Bretby Lane, Bretby,

No Objections

DMPA/2019/1255 - Outline application (matters of access to be considered now with matters of layout, scale, appearance and landscaping reserved for later consideration) for the demolition of existing dwelling and the erection for a replacement dwelling and realignment of access track for farm vehicles at Shades Farm, Unnamed Road from Geary Lane to Town Farm, Bretby, DE15 0RD

No Objections

DMPN/2019/1416 - Certificate of Lawfulness for proposed 4-bed foster care home at 12 Bretby Lane, Bretby, Burton On Trent, DE15 0QN

DMPA/2019/1430 - Outline application (matters of access to be considered now with matters of layout, scale, appearance and landscaping reserved for later consideration) for six wholly affordable starter homes with access and associated works on Land at Sk2823 3536 (rear of 101-119) Bretby Lane, Bretby, DE15 0QP

DMPA/2019/1461 - the erection of an extension with pitched roof and conversion of loft space at 12 Bretby Lane, Bretby, Burton on Trent DE15 0QN

DMPA/2019/1398 - The erection of an extension at 215 Bretby Lane, Bretby, Burton on Trent DE15 0QR