

BRETBY PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 3rd May 2019

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 7.20pm on FRIDAY 10<sup>th</sup> MAY 2019 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 25<sup>th</sup> March 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) To co-opt Parish Councillors and for successful candidates to take and sign the declaration of office and to complete the register of interest
  - b) Risk Register update
  - c) General Data Protection Regulations (GDPR)
  - d) To consider the setting of a Five Year Plan
10. Drainage issues
11. Correspondence - As per attached list
12. Finance
  - (a) Accounts for Payment - As per attached sheet
  - (b) To receive the internal audit report for 18/19
  - © To agree the accounts for the year ending 31<sup>st</sup> March 2019
  - (d) To complete the Annual Return for 2018/19
  - (e) To consider any requests for funds made under S137
13. To consider Planning Applications – as per attached list
14. To consider any Consultations received  
None received at time of preparing the agenda
15. Items for information only
  - (a) To receive reports from Meetings attended
  
  - (b) Notification of Forthcoming meeting  
SDDC – Civic Service – 23<sup>rd</sup> May 2019  
Area Forum – Stenson Fields School, on 20<sup>th</sup> June 2019
  
  - (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 15th JULY 2019

## Clerk's Report – May 2019

### Agenda item

8) Clerk's Report  
No matters are raised.

9) Governance

9a) Co-option of Parish Cllr vacancies.

Following the Parish Council elections on 2<sup>nd</sup> May 2019, only three Cllrs were elected, leaving four vacancies. This number of Cllrs constitutes a quorum and they may fill the remaining vacancies by co-option

The Clerk has received applications from three members of the public to be co-opted, these are

- i) Mr Graham Corner
- ii) Mr Stephen Toone
- iii) Mr Stephen Betteridge-Sorby

The procedure is the one normally adhered to, that the applicants provide a short statement as to why they wish to be co-opted; these are considered by the existing Cllrs and voted upon. If there is an absolute majority for a candidate; that candidate is co-opted (LGA 1972 Sch 12 para 39).

9b) Risk Register

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

9c) General Data Protection Regulations (GDPR)

No changes are recommended.

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.

11) Correspondence – May 2018

1. DALC – Various circulars
2. Bretby WI – request to hold a picnic on the Green on 29<sup>th</sup> June to celebrate the WI's centenary. Also that knitted poppies are planned for the War Memorial.
3. DCC – Informing that a consultation on the County Library provision will commence on 7<sup>th</sup> May
4. SDDC – Invite to Civic Council meeting on 24<sup>th</sup> May 2018
5. Clerks and Councils Direct
6. Bretby WI – request to erect two or three gazebos on the Green on 28<sup>th</sup> June 2019 to mark the centenary of the Derbyshire Foundation

*All Cllrs have been circulated with the information prior to the meeting.*

12a) Accounts for Payment

BACS	Mrs J Storer – expenses	£16.95
BACS	HMRC – Clerk's tax (April)	£34.00

BACS	DCC – Pension contribution (April)	£37.96
BACS	Mr B Wood – internal audit fee for 2018/19	£44.10
BACS	DALC – Subs for 19/	£250.37 or enhanced £ 395.37
BACS	Came and Company – insurance 2019/20	£218.00
s/o	Mrs J Storer – Clerk fee for April	£128.40

Money Received

Deposit interest (April)	£0.12
First half of the 2019/20 precept	£1758.00
SDDC – housing grant	£73.00

Balance at bank 25.04.19

Deposit account	£3008.83
Current account	£5,215.07

12b) To receive the internal audit report

The internal audit was undertaken on 25<sup>th</sup> April by Mr Brian Wood. There are no concerns raised by the internal audit and the report has been circulated to Cllrs.

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.

12e) Requests for funding via S137

No requests for funding have been received.

13) Planning applications

9 2018 0173 - the erection of extensions at 30 Bretby Lane

9 2018 0310 - the erection of a garage/workshop and retention of a replacement conservatory (amended scheme to previously approved (ref 9/2017/0020) at 213 Bretby Lane, Bretby

9 2018 0340 - prior approval for change of use of agricultural building to dwellinghouse (use class c3) (including part demolition) on land at sk2923 5475 Shades Farm, Bretby

9 2018 0166 - change of use from agricultural to 2 residential dwellings (use class c3) at Town Farm Barns, Unnamed Road from Geary Lane to Town Farm