

BRETBY PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 17th September 2018

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 24th SEPTEMBER 2018 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 – 7.30pm

- 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 disclosable pecuniary 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 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 23rd July 2018 (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
 - b) Risk Register update
 - c) General Data Protection Regulations (GDPR) – approve policies, procedures and PO Box number
 - d) Five Year Plan
10. Drainage issues
11. Correspondence - As per attached list
12. Finance
 - (a) Accounts for Payment - As per attached sheet
 - (b) To agree the bank reconciliation
 - (c) To consider any requests for funds made under S137
 - (d) To receive the actual to budget report for the period ending 31st August 2018
 - (e) To receive the external auditor's report
13. To consider Planning Applications
14. To consider any Consultations received
15. Items for information only
 - (a) To receive reports from Meetings attended

 - (b) Notification of Forthcoming meeting
Area Forum – 10th October 2018 at Ticknall Village Hall – 6.30pm

 - (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 19th or 26th November 2018

Clerk's Report – September 2018

Agenda item

8) Clerk's Report

9) Governance

a) Co-option of Parish Cllr vacancy.

No expressions of interest have been received for the vacancy.

b) Risk Register

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

c) General Data Protection Regulations (GDPR)

The Clerk recommends that the following policies and forms are adopted by the Parish Council and are placed on the Parish Council website

- Subject Access Request Form
- Subject Access Request Policy
- Data Breach Policy

As part of preserving personal data, the Clerk recommends that the Parish Council has a PO Box number for correspondence. The cost of this

For 1 month	£26.50
For 6 months	£147.50
For 12 months	£275.00

The Clerk is recommending that an annual fee is paid for a PO Box Number and that this is divided by the Parish Councils she works for; this would reduce the fee to Bretby Parish Council from £275.00 annually to £68.75.

d) Five Year Plan

The Clerk has spoken with the landowners about the possibility of installing a small play area for younger children and several fundamental questions were raised; these require consideration and a response. Queries include –

- Is this to be a purchase of land or seeking for a lease to be granted
- Provision for car parking
- How anti social behavior will be prevented and tackled
- The exact location of the play area
- The size of the play area
- Whilst the Parish Council will own, maintain and inspect the area, will the play area be locked or remain open
- What items of play equipment is proposed
- What publicity, if any, is expected to be made of the area
- Litter control

There will be other considerations relating to the both the site and the play equipment, but Cllrs are requested to address these before further talks with the landowners can take place.

SDDC has commissioned management consultancy Knight, Kavanagh & Page (KKP) to carry out an audit of all play facilities across South Derbyshire. The study involves carrying out a comprehensive audit and assessment of all publically accessible play provision. This includes children's play areas as well as play provision for older children and young people such as Multi-Use Games Areas (MUGAs), skate parks/BMX tracks and outdoor gym equipment. The audit will serve as the key evidence base and help provide an up-to-date picture of play provision in the area.

The Clerk has completed and returned the audit form together with information about the Parish Council's desire to create a small play area.

11) Correspondence – September 2018

1. DALC – Various circulars
2. SDDC – Proms in the Park
3. SDDC – Civic Service on 2nd September 2018
4. Derbyshire Police – information about adult safeguarding
5. SDDC – Play equipment audit
6. Clerks and Councils Direct – September 2018 edition
- 7.

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

12a) Accounts for Payment

BACS	Mrs J Storer – expenses	£
BACS	Mrs J Storer – Use of home July - Sept	£48.26
BACS	HMRC – Clerk's tax (Sept)	£33.40
BACS	HMRC – Clerk's tax (Oct)	£33.40
BACS	DCC – Pension contribution (Sept)	£37.83
BACS	DCC – Pension contribution (Oct)	£37.83
BACS	PKF Littlejohn LLP – 2016/17 audit fee	£240.00
s/o	Mrs J Storer – Clerk fee for Sept	£124.02
s/o	Mrs J Storer – Clerk fee for Oct	£124.02

Money Received

Deposit interest (July)	£0.12
Deposit interest (Aug)	£0.13
Deposit interest (Sept)	£0.13

Balance at bank 12.09.18

Deposit account	£3,008.07
Current account	£6,136.14

b) 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.

c) Requests for funding via S137

No requests for funding have been received.

e) To receive the external auditor's report

The external auditor's report has been received, and noted that the purchase of the laptop in 16/17 had not been included in the asset figure. This will be corrected for the year 2018/19. The Clerk can confirm that the laptop has been included on the Parish Council's fixed asset register but in error, was omitted on the audit return form.

The notice of conclusion of audit has been erected and placed on the Parish Council website.

13) Planning applications

9 2018 0679 – the erection of an extension and alterations to 2 Bretby Mews, Unnamed Road through Bretby Park, Bretby

9 2018 0730 – The refurbishment of the existing members club house to include a spike terrace at first floor level, a new pitched roof over existing roof dormer to accommodate a lift to first floor access, new stair enclosure to include access to first floor and replacement of existing windows at first floor level and creation of feature glazed gable (amendment to first floor compared to that previously approved under permission ref 9 2017 0957) at Burton Golf Club, Ashby Road East, Bretby