

## CASTLETON PARISH COUNCIL

### MINUTES OF ORDINARY MEETING: 25th FEBRUARY 2016, CASTLETON VILLAGE HALL

In attendance: Cllrs. Fisher (Chair), Topping, Garrow, Moorhouse, Dale.

Meeting commenced 7.03pm.

01/02/16 No apologies for absence were received prior to the meeting (*Cllr. Bradley's e-mailed apology received next day*).

02/02/16 No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.

03/02/16 **Reports:**

A: County Councillor's Report: not present;

B: Borough Councillor's Report: not present, apologies received;

C: Police Report: PCSO S. Rogers explained complex and as yet uncertain plans for the restructuring of the Derbyshire Constabulary and its operational locations between the immediate future and the next few years, driven by funding cuts. It seems likely that Chapel en le Frith will in due course become a central 'hub' for Northern Derbyshire, although in the short term there could be reductions or changes there, with Glossop and Buxton stations perhaps closing and Matlock remaining as the Southern main hub and Ripley the HQ site; the current B division will now come under Chesterfield. It is hoped that this will actually increase response times to Castleton and this end of the Hope Valley although Officers will have to be handling wider geographical areas as well. Much crime is now Internet-based, and although there has been some increase in crime in our area it is not considered major. There is nothing which the CPC can do to assist or influence at this time. It is hoped that a drop-in point of some kind can be organised in the Valley by early summer, and there are plans to start a 'Safer Valley' initiative including holding monthly public meetings at Hope Sports Club involving Neighbourhood Watch, the first around 16<sup>th</sup> April (to be confirmed to the Clerk). ANPR cameras are tools which the local Police want to use more in the Valley to assist in identifying 'travelling' criminals. Cost is an issue as the cameras are expensive, and it is possible that local Parish Councils could assist here but there are no firm plans or mechanisms for this. Deterrent (signs, cameras etc) is the major weapon against crime, along with ensuring that vehicles are kept locked and do not contain valuables, credit cards/'pins', etc..

The double white central road lines have been repainted by DCC now at the School and Spittal Bridge. This means that residents and others parking on the pavement areas will be liable to receive tickets if the Police are taking enforcement action for illegal parking. PCSO Rogers suggested that residents parking bays might overcome this problem but could offer no other solutions. (*SR left 7.30pm*)

05/02/16 **Minutes of Last Meeting and Matters Relating Thereto:**

a

B: The Chair requested to vary the meeting's order to allow Andrew Cook (PDNPA Planning Monitoring and Enforcement manager) to speak and thanked him for attending. Following successful initiatives and issued guidelines (a copy publication was given to Councillors) in last and previous years in Bakewell, PDNPA are keen to strike a balance between clutter and adverse appearance, highways/pavement obstruction by signs and A-boards and businesses' needs to advertise. Mr Cook stated that any signs not on private land or buildings automatically require Advertisement Consent, and failure to have this is an immediate offence not requiring enforcement notice. All signs, etc, also require the permission of the landowner, including that of DCC where highways are involved, and DCC can become involved if obstruction is occurring. Council agreed that obstruction or restriction of oft-already narrow pavements in particular is a long-standing problem in Castleton, and some attractive walls in conservation areas are also heavily obscured by signage. It was suggested that Council and Mr Cook could meet on a weekday to walk around the village and examine options and problems, and he will contact the Clerk to arrange this at a convenient time. (*AC left 7.55pm*)

04/02/16 **Public Participation:**

1 member of the public was in attendance, wishing to hear about the parking/white line issue (as above). This seems to be a perennial issue where agreements and arrangements come and go. There were discussions as to alternative solutions for the 2 houses without rear garages, but it was agreed that the situation could only be monitored for the present and if ticketing or other related problems did become an issue then Council should be approached again in writing to see if they could assist.

05/02/16 **Minutes of Last Meeting and Matters Relating Thereto:**

b

A: The Minutes of the Ordinary Parish Council meeting held on 28th January 2016 were considered, with corrections being requested regarding Mrs Holwell's title, the responsibilities of Council Committees re outstanding documents, one 'typo' and (with resolution to clarify, Prop. NT, Sec. PD, unan. with 1 abstention for absence) that the Chair's Allowance was for 2016-17 not 2-15/16. There was discussion over whether shorter minutes would be more helpful and encourage more people to read them or whether they needed to contain not just a reasonably-full record but be informative for villagers and readers. It was informally agreed to consider the issue further in due course. The Minutes were then approved (Prop. NG, Sec. PD, unan. with 1 abstention for absence) and the Chair signed them as a true and accurate record of that meeting;

C: i) Cllr. Fisher, Cllr. Topping and the Clerk are to meet with the Village Website's Administrator on the following Tuesday to look at alternative package and to discuss arrangements for the posting of required CPC documents when the Administrator/Webmaster is not available;

ii) Following discussions it was felt that refurbishment of the existing Village Hall and bus terminus/toilets noticeboards should proceed although advice was needed as to how to weatherproof them appropriately. A further noticeboard had been requested in the Market Place area, but there are problems as to where to site it and all CPC notices are now available on the Internet and in the Peveril Post so there was not considered a need to pursue this. Cllr Moorhouse will look into organising the refurbishment's of the two boards and it was resolved that he be authorised to obtain a quote to carry out suitable and satisfactory refurbishment work and to proceed with this up to an expenditure limit of £100 (Prop. NT, Sec. NG, unan.)

iii) Cllr. Fisher has confirmed that English Heritage will be having a beacon at the Castle on the Queen's official birthday in April but that the National Trust (owning Mam Tor) seem to have no plans to do anything. Council do not propose to do anything further. The Clerk read out a letter from 2 residents asking that the proposed entrance signs be used to commemorate the event and also that there is a village party organised. It was not felt that the signs were appropriate for this, although the possibility of a commemorative plaque on the Market Place memorial seat was mentioned. A village party was already proposed at last month's meeting, although unfortunately Mrs Holwell, who was organising it, is currently in hospital. Accordingly, it was agreed to hold payment of the £500 grant cheque to her until the situation is clarified (Prop. NF, Sec. NT, unan.), but Council hope that the planned party event will still go ahead and will be open to all villagers.

#### 06/02/16 **Correspondence & DALC Circulars:**

A: Miscellaneous items received and pre-circulated to Members by e-mail (including DALC Circulars 02/016 & 03/2016, and post Agenda 04/2016, seminar on Peak Neighbourhood Plans, further consultation DCC on community/subsidised busses after funding withdrawal, and a resident's complaint opposing the proposed new village entrance signs) were noted.

B: There was specific discussion over recent further consultations issued by DCC (copy on noticeboard and sent to website) about additional cuts and changes to DCC-funded community and other bus services. The Clerk was instructed to write to DCC (the consultation is not in a form appropriate to CPC comment) to express again the PC's opposition to any further cuts or changes over those already made, which they were also opposed to (Prop. BM, Sec. NT, unan.).

#### 07/02/15 **Finance:**

A: Payment by cheque of the following invoiced items was approved and instructed (Prop BM., Sec. NG, unan):

- Castleton Village Hall £18.00;
- Clerk's salary, use of home allowance and expenses, 01/02/16-28/02/16, 20hrs, total £208.80;
- N. Fisher, £150.00, Chair's Allowance 2015-16;
- N. Holwell, £500.00 S.137 grant re Queen's Birthday celebrations party (but to be held and not released until her involvement in and the continuation of the organisation of the village party project is confirmed);
- RJA Contracting Ltd. (grit bin fill, Weaving Avenue), £60.00;

B: Income and receipts of the Council were noted as follows:

- i) • Compensation from National Westminster Bank re mandate issues £300.00;
  - Cheque from Granart Memorials £50.00 (Robinson - see last meeting);
- ii) Cllr. Dale then presented 5x £25 cheques and £25 cash as payments towards the Peveril Post;

C: The Council's monetary assets were noted as: National Westminster Bank Current Account £4,096.34 (reconciled cash book after items above) and National Savings Investment Account £24,042.94. The Chair examined, approved and signed the bank reconciliation and latest current account statement;

D: It was noted that the DALC circular setting out their 2016/17 subscription arrangements and entitlements did not contain monetary amounts. Decision on which if any levels of subscription will therefore be carried forward until these amounts are notified;

E: One tender application (Mr P. Outram, the existing tender holder) had been received in response to the publicised tender specification for the 2016-17 annual grass cutting/land maintenance contract. Although Council are pleased with the work which has been carried out to date, there were concerns about cost increases in the tender total (which incorporates work previously separately invoiced) and a request was made that further time is allocated in order to consider the specification and costings more fully and to ensure that there are no anomalies or errors. It was resolved that Mr Outram's quotation be accepted subject to a due diligence examination and reconciliation of current to next year's proposed figures by the Financial Documents and Policies Committee (Prop. NG, Sec. PD, unan);

F: i) Council discussed again their wishes as to the use of and charges for the Three Roofs and Burial Ground strip land areas for 2016-17. No offers or communications have been received in respect of either despite being listed on 2 meeting Agendas. No other uses can currently be seen for the pieces of land except as they are now, although not allowing use of one or both for a period was considered and they are to be reviewed annually by the Council in full meeting. There is no legal obligation to put them out to tender, nor to give notice under annual informal licence-type arrangements, but income from them has been included at 2015-16 levels in the 2016-17 Budget and it was resolved that they would accordingly be offered to the existing users under

the same terms and at the same rate for a further 12 months. The Clerk was instructed to write to the persons concerned accordingly. (Prop. NT, Sec. PD, unan.);

ii) The Clerk explained that having reviewed the Poor Piece (agricultural 1<sup>st</sup> succession) tenancy and historical correspondence, there were no set terms or dates seen as relating to rent reviews, but that historically these had happened at the instigation of the Council or its surveyors/valuation agents when valuations had indicated them due. In light of the costs of valuations and the rents currently received it was not considered worth pursuing a rent review further at this time;

G: The Clerk had been supplied with 4 Internal Auditor contacts by DALC, 2 of whom were too far South and 2 based in Chesterfield, including last year's IA (Jo Taylor); the latter 2 had been contacted for a quote for the review of the 2015-16 accounts and current procedures, but only one (John Marriott) had replied, suggesting £155 cost and £25 travel expenses, slightly lower than last year's cost. The benefit of using the same or a new IA was discussed briefly and it was decided to try to contact Ms Taylor again in order to obtain another quote; if she replied within a fortnight and quoted less than £190 then the Clerk should appoint her as the Council's IA, else Mr Marriot should be appointed (Prop. PD, Sec. BM, unan.).

08/02/16 **Council Matters:**

Cllr. Moorhouse reported that matters are in hand and are progressing regarding updating and finalising various outstanding policy documents, examples of which have been circulated within the tasked committee and are being looked at prior to the next meeting. An FOI policy has also been seen in connection with the website and it was noted that Standing Orders now refers to a 'Model' FOI policy, which will also be pursued by the committee. New Standing Orders and Financial Regulations now seem to cover Risk Assessment Policy adequately. The Clerk again reminded Council of the need to have evidentiary written policies, even if short and simple.

09/02/16 **Condition of Village:**

A: (outstanding white lines now superseded by being done - see above);

B: i) It was noted that there are rats digging in the Burial Ground. There was discussion as to whether HPBC should be notified or a local rat-catcher engaged, but no decision was reached;

ii) The need to remind property owners/occupiers abutting the Common Land in the Market Place was again raised. The Clerk has obtained maps and details from the Legal Department at DCC who are the appropriate Common Land Register holders and confirmed that there are no registered 'rights of common' in existence now. It was not considered necessary to take any further action at this time.

10/02/16 **Planning:**

i) In respect of applications NP/HPK/0216/0128 - Castleton CoE Primary School - erect glazed partition to form enclosed mezzanine office space (listed building) and NP/HPK/0216/0102 - Losehill Hall, YHA Castleton - installation of 3 WC/shower pods in existing grounds' camping field, no objections were raised or noted.

ii) It was confirmed by the Clerk that applications notified by means of any forthcoming meeting's Agendas can be seen on the PDNPA Internet Planning Portal as referenced on the Agenda, and will not as a matter of course and current best practice be circulated around Councillors by hand unless complex or unless needing delegating to the planning Committee because the deadline cannot be met under the normal CPC meeting schedule. It was requested and agreed, however that the Clerk in future notifies all Councillors by e-mail of any planning applications received by post as soon as they are received.

11/02/16 **Items for Peveril Post:** (not considered)

**Meeting closed 9.58pm.**