

CASTLETON PARISH COUNCIL

MINUTES OF ORDINARY MEETING: 28th APRIL 2016, CASTLETON VILLAGE HALL

In attendance: Cllr. Topping (Acting Chair), Cllr. P. Dale, Cllr. B. Moorhouse and Cllr. J. Bradley.
Meeting commenced 7.00pm.

The Chairman extended a formal welcome to the new clerk, Mrs Lynne Gibbs.

01/04/16 Apologies were received prior to the meeting from Cllr. N. Fisher and Cllr. N. Garrow

02/04/16 No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.

03/04/16 **Reports:**

A: County Councillor's Report: not present;

B: Borough Councillor's Report: not present, apologies received from Cllr. S. Helliwell;

C: Police Report: not present.

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

There were no members of the public present.

05/04/16 **Minutes of Last Meeting and Matters Relating Thereto:**

A: The Minutes of the Ordinary Parish Council meeting held on 24th March 2016 were considered, with corrections being requested regarding the name of Therese Mathews being altered to read Denise Mathews and Losehill to be spelt correctly. The Minutes were then approved (Prop. JB, Sec. BM, unan.) and the Chair signed them as a true and accurate record of that meeting;

B: i) Cllr. Topping reported that nothing has progressed on this as the Village Website's Administrator is on holiday.

ii) Nothing to report at the moment on the Queen's birthday celebrations.

06/04/16 **Correspondence & DALC Circulars:**

A: Miscellaneous items received and pre-circulated to Members by e-mail (including DALC Circulars, notification of election of Police Commissioner, DCC – Liaison Forum on 27/06/16, various HMRC webinar emails, notification of Eroica Britannia Festival and notification of replacement of Stanage Pole). There was specific discussion around the Liaison Forum with the general consensus being we should be represented by one or more councillors and there were also concerns about the lack of information being circulated on the election of Police Commissioner unless you have internet access;

B: The clerk has received an email from the soon to be new owner of Three Roofs Café requesting that she be permitted to continue with the current rental arrangement for the outside space. Following a discussion it was resolved that the clerk will contact the new owner to advise that this will be allowed under the same agreement as the current owners have, following confirmation of payment of the yearly rental (Prop. BM, Sec. JB, unan.)

07/04/16 **Finance:**

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

- Castleton Village Hall £18.00;
- Clerk's salary, use of home allowance and expenses, 15/04/16 to 27/04/16 - £201.12;
- Peter Outram – grass cutting/maintenance - £348.00 (this amount was incorrectly stated on the agenda);

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

- HMRC – refund of VAT - £111.73;

C: The Council's monetary assets are: National Westminster Bank Current Account £4813.78 and National Savings Investment Account £24,042.94. The Chair examined, approved and signed the bank reconciliation and latest current account statement;

D: The Annual Return for the year ended 31 March 2016 was discussed and it was resolved to accept Section 1 - Annual Governance Statement 2015/16, (Prop. BM, Sec. PD, unan.). Following acceptance of the Annual Governance Statement it was resolved to accept Section 2 - Accounting Statements 2015/16 (Prop. BM, Sec. PD, unan.). The clerk also brought to the attention of the Councillors an email she has received from Ms. Deacon about a comment made on the Internal Audit about the HMRC PAYE system. The Councillors will take this away to read in more detail and in the meantime the clerk will ask the Internal Auditor for more information.

E: The Internal Auditor has now attended so no further action required.

F: The renewal premium has been received for the Council's insurance and there has been an increase of approximately £20. Cllr. Moorhouse pointed out that this will partly be due to the rises in IPT. It was suggested that for such a small amount and as the renewal is due in a few weeks the Council should accept this quote and look around next year. Resolved to accept the new premium (Prop. NT, Sec. BM, unan.)

08/04/16 **Council Matters:**

A: Cllr. Moorhouse reported that he has now completed the following policies:- Complaints Policy, Data Protection Policy, Freedom of Information Act Policy, S.137 Policy and Risk Assessment. He also raised the question of whether Mr Outram needs a risk assessment? Cllr. Topping advised that he was self employed and therefore had his own insurance and did his own risk assessments. He then thanked Cllr. Moorhouse for all his hard work and asked if the Council is now ready to approve these policies. Resolved to approve all five policies (Prop. NT, Sec. PD, unan.). The clerk advised that the Internal Auditor had suggested we may want to consider an Equal Opportunities Policy, so Cllr. Moorhouse will also look into this.

B: The clerk has made some enquiries about Induction Training and reported that the cost is £25.00. Resolved: Council to pay for this training (Prop. NT, Sec. BM, unan.)

09/04/16 **Condition of Village:**

A: i) In respect of the idea to erect a barrier on the pavement outside the School, Cllr. Topping has spoken to a governor and it was agreed that the proposal would be better coming from the School and the School Governors, with the support of the Parish Council if the Councillors agree with the proposal. There is also the possibility that the barrier might make the situation worse by making the pavement narrower. Cllr. Bradley wondered if posts could be installed that could be removed at the weekend/holidays.

ii) Cllr. Moorhouse reported that the Noticeboard outside the Village Hall needs reconstructing and the one outside the toilets just needs painting. There was a discussion around replacing the one outside the Village Hall, for example how many are needed, different designs that would allow better access. Resolved Cllr. Topping to ask the Village Hall Committee if they would be happy to share one big Noticeboard and if they are Cllr. Moorhouse to source 3 quotes locally (Prop. PD, Sec. JB, unan.)

iii) On the topic of the designs received for the Village signs we have received a couple and also a request from a gentleman to make a late submission. Resolved to accept late submission (Prop PD, Sec. BM, unan.)

iv) With reference to the playing fields, Mr Borland who was hoping to attend this meeting is ill so there is nothing further to report.

B: i) Cllr. Dale raised a few issues, the first being Care for Castleton and the possibility of a grant from DCC and also an enquiry as to whether it would be possible for the Council to buy some wood for some planters to be made for the Village. She will get some information together and pass to the clerk and this will be put on the agenda for May.

ii) Cllr. Dale also notified the Council that she has received a complaint about the leet on Mill Lane backing up. She reported that she has dealt with this by speaking to HPBC who were going to pass on to DCC. Cllr. Bradley will check with the affected homeowner if the issue has been fixed.

iii) Cllr. Dale has also received a complaint about the parking on Spital Bridge, however as this is a police matter it was suggested that the complainant be referred to them perhaps with the backing of a local support group.

10/04/16 **Planning:**

No planning applications have been received by post and nothing has been seen on the websites.

11/04/16 **Items for Peveril Post:**

The clerk has received an email notifying the Council that the Peveril Post will be printed in colour in the future at no extra cost to us.

Meeting closed 8.45pm.