

CASTLETON PARISH COUNCIL - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD on 31st MAY 2018 at The Village Hall, Castleton

These Minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Council at its meeting on 28th June 2018.

Signed Chair of meeting

Present: Cllr. N. Fisher (Chair), Cllr. P. Dale, Cllr. B. Moorhouse, Cllr. A. Darlington, Cllr. J. Bradley, Cllr. N. Topping and Cllr. N. Spooner.

Meeting commenced 7.20pm.

(Also in attendance were DCC Cllr. J Perkins, the clerk, Mrs L Gibbs and 1 resident)

01/05/18 **New Council:**

A: Cllr. Fisher stood down as Chair. He was re-nominated, agreed to take on the Office and was duly voted in (Prop. NT, Sec. AD, unan.). He confirmed that he held the Chain of Office.

B: Cllr. Topping stood down as Vice-Chair. He was re-nominated, agreed to take on the Office and was duly voted in (Prop. PD, Sec. BM, unan.).

02/05/18 Apologies for absence were received from HPBC Cllr. S. Helliwell.

03/05/18 No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.

09/05/18 *(The order of the meeting was changed to allow both Cllr. Perkins to give his report and a member of the Playing Fields Committee to speak)*

Reports:

A: Cllr. Perkins reported that following concerns raised at the last meeting about the quality of the repairs that were being carried out to the pot holes he had discussed this with the department involved and an Inspector has been sent out to assess the quality of the work being done. This has led to improvements being made. He was asked if there was any way of reserving a parking spot outside a disabled residents home to allow for deliveries of prescriptions etc to be made, but following a discussion there was no solution to this. The issue of the vandalised parking meters was also raised as they have recently been used as rubbish bins. A picture was given to Cllr. Perkins for him to show Mr Alcock when he speaks to him next week.

B: Apologies have been received from Cllr. Helliwell

C: No one from the Police present.

10/05/18 **Public Participation**

The Playing Fields Committee have been busy raising money with events such as duck races, the fell race and renting out the car park, however they have recently been hit with an additional cost for cutting the grass. This cost is going to be approximately £1,000 per year and the Committee would like some help with this from the Parish Council. This request will be put on the agenda for the meeting in June.

(Cllr. Perkins and the resident left the meeting)

06/05/18 **Annual Review of Policies and Documents**

Following a discussion, it was agreed to adopt the following policies and to review them again in 12 months or sooner where necessary under GDPR. The Parish Council Risk Assessment was also added to bring it in line with the Annual Review (prop BM, sec JB, unan):

- i) Standing Orders
- ii) Financial Regulations
- iii) Code of Conduct
- iv) Burial Ground Policy and fees
- v) Equal Opportunity Policy
- vi) Data Protection Policy

- vii) Freedom of Information Policy
- viii) S.137 Policy
- ix) Complaints Procedure
- x) Risk Assessment

07/05/18 **Annual Review of Inventory of Land, Buildings and Other Assets**

Resolved to accept the Asset List that the clerk has produced and presented, including the values that have been allocated. This will be completed prior to 31st March 2019 and the Asset Value on the Annual Return adjusted as advised by Grant Thornton.

08/05/18 **Council Ordinary Meetings**

Resolved the Council shall continue to hold its Ordinary Meetings in Castleton Village Hall (or such other place as specified on the Agenda for the appropriate meeting), commencing at 7pm on the last Thursday of every calendar month including August (prop. NS, sec. AD, unan.). The meeting this September will be a walk around the Village to ensure that all members of the Council are familiar with land and assets that are the responsibility of the Parish Council and to check the condition and state of repair of these assets.

11/05/18 **Correspondence and DALC Circulars**

Resolved to note the correspondence that has been received and circulated, including DALC 07/2018.

12/05/18 **Finance:**

A: The Councils monetary assets stand as follows:

	Current Account	NS&I
Balance brought forward 01/04/18	10107.21	24301.38
Total Income	9053.29	0.00
Total Expenditure	2501.79	0.00
Balance	16658.71	24301.38
New Statement Balance 15/05/18	18446.64	
Less un-presented cheques	434.21	
Less this month's payments	1353.72	
Available Balance 31/05/18	16658.71	

B: Payment by cheque of the following invoiced items were approved (Prop. AD, Sec. BM, unan.):

- i) Jon Haddock, printing of Peveril Post, under S.137 – £160.00
- ii) Clerk's salary, use of home allowance, expenses - £289.72
- iii) Village Hall – £18.00
- iv) Miss Landscape, grounds maintenance - £490.00
- v) Royal British Legion, lamp post poppies, under S.137 - £24.00
- vi) Coppa Estates- refund of overpayment - £360.00
- vii) Peak Park Parishes Forum – annual subscription - £12.00
- viii) G. Middleton-Taylor – Care4Castleton - £128.05

C: To note income and receipts of the Council as follows:

- i) HPBC, Precept – £7920.79
- ii) Coppa Estates, rent for space outside Three Roofs Café - £360.00
- iii) Coppa Estates, rent for space outside Three Roofs Café - £360.00 (second payment made in error)
- iv) DCC – Rights of Way Minor Maintenance Grant - £412.50

D: The Chair of the meeting examined, approved and signed the bank reconciliation and latest current account statement.

E: Section 1 of the Annual Governance and Accountability Return Part 3, the Annual Governance Statement 2017/18 was considered, agreed and signed by the clerk and the Chairman, following the discovery that the Council was unable to exempt itself due to a “matter” raised on the external audit for 2016/17.

F: Section 2 of the Annual Governance and Accountability Return Part 3, the Accounting Statements 2017/18 was considered, agreed and signed by the Chairman (already signed by the clerk), following the discovery that the Council was unable to exempt itself due to a “matter” raised on the external audit for 2016/17.

Planning:

13/05/18 A: The following applications were discussed and the clerk instructed to report the Council’s views to PDNPA:-

i) NP/HPK/0518/0411 – Townhead, Pindale Road, Castleton – Single storey rear extension to an existing semi-detached property. Resolved to comment with no objections.

B: Resolved to note there were no planning decisions as notified by Peak District National Park Authority: *(Cllr Spooner left the meeting)*

14/05/18 **Items arising from Annual Parish Meeting:** There were no further items to discuss.

15/05/18 **Council Matters:**

A: The issues with payment for printing of the Peveril Post were discussed and it was agreed that a cheque would be prepared at the meeting prior to the month the payment was required and this will only be issued by the clerk on production of the paid invoice.

B: Resolved to note one of the issues around managing tourism is the number of road closures and this is to be discussed at the next Hope Valley meeting in June. It was also agreed the clerk will write to HPBC regarding people collecting donations.

C: A discussion was had around various matters to do with the Playing Fields including the Rugby Club, fund raising and the additional cost for grass cutting, although a decision regarding a donation will be made at the meeting in June.

D: The matters raised by the Grounds Maintenance contractor were discussed and it was agreed that the seats and planters in the Burial Ground should be the same colour and finish as they were previously. It was also agreed that a new mower should be purchased as the old one has now been repaired but has broken again. The purchase of a mower to the equivalent specification to the old one was agreed.

E: The clerk advised that work is ongoing on the data audit and the new policies that are required under GDPR.

F: Resolved to agree to the request for a new headstone that has replaced that request for an additional inscription for Shirley Ruth Hall and John Hall.

16/05/18 **Condition of Village:**

A: Resolved to note the broken grit bin on Winnats Pass has been reported to DCC.

B: The work being carried out under the Rights of Way Minor Maintenance Agreement has started. The clerk has made enquiries and DCC should be issuing the paperwork in the next couple of weeks.

C: There is no update from the National Trust regarding use of the Town Ditch.

D: The idea of having a bin in the Burial Ground was discussed and it was agreed to pay HPBC for a household size wheelie bin, to be emptied fortnightly at a cost of £187.15 per annum.

E: Several issues around parking were discussed and it was agreed that the clerk will ask for the Disabled parking bays outside the church to be painted again as the lines have become very feint.

17/05/18 **Items for Peveril Post/Parish Magazine:**

The clerk will prepare the usual notes for the Parish Magazine and send a copy of the Chairman’s report.

MEETING CLOSED 9.38pm.

The date of the next Meeting of the Council will be on Thursday 28th June 2018 in the Village Hall, Castleton, at 7pm.