

## Eyam Parish Council

### Minutes of the Annual Parish Council Meeting held Monday 22<sup>nd</sup> May 2017

Agenda item 1	<b>Election of Chair and Vice Chair</b>
<b>Minute</b> 22/05/17/01	Councillor Chris Mason proposed Councillor Ian Jackson for the Office of Chair of Eyam Parish Council. This was seconded by both Councillors Mark Noble and Fiona Kirkland. It was unanimously agreed that Councillor Ian Jackson is elected as Chair. Councillor Sue Longden proposed Councillor Chris Mason as Vice-Chair. This was seconded by Councillor Ian Jackson and Fiona Kirkland and unanimously agreed that Councillor Chris Mason is elected as Vice-Chair.
Agenda item 2	<b>Attendance Register, Apologies, Public Attendees &amp; Variation of Order of Business</b>
<b>Minute</b> 22/05/17/02	1)Present: Parish Councillors. Ian Jackson (Chair) Chris Mason (Vice Chair), Sue Longden, Mark Noble, Fiona Kirkland, Karl Williams. County Councillor Judith Twigg S Mansfield (Clerk of Eyam Parish Council); Village Handyman Adrian Webster, No members of the Public. Parish Councillors Wendy Noble, John Plant, Richard Fairey and District Councillor Jean Monks had sent apologies. 2) The Clerk informed the meeting that annual return figures were ready for Councillors approval and the Chair, Councillor Ian Jackson recommended that an item be added to the Finance section of the Agenda to deal with this as additional item 17.3 Inspection, approval and signing of Annual Return. Proposed Councillor Fiona Kirkland. Seconded Councillor Sue Longden.
Agenda item 3	<b>Declarations of Member's Interests</b>
<b>Minute</b> 22/05/17/03	Councillor Karl Williams declared an interest in Planning item 9.2 NP/DDD/0217/0168 Southwood, 4 Lydgate, Eyam. The Clerk was requested to make sure that the Parish Magazine and the notice board were updated with Councillor Williams' name.
Agenda item 4	<b>Declarations of pecuniary interests</b>
<b>Minute</b> 22/05/17/04	None
Agenda item 5	<b>Determination of Confidential Items</b>
<b>Minute</b> 22/05/17/05	No confidential items were identified.
Agenda item 6	<b>Public speaking</b>
<b>Minute</b> 22/05/17/06	None
Agenda item 7	<b>Managed Works</b>
<b>Minute</b> 22/05/17/07	Handyman Adrian Webster provided the meeting with the following report; 1) All work was proceeding well . However, the Parish Council car park needed the potholes repairing. There was a discussion of how this could be best and most economically achieved. It was resolved that Adrian Webster would obtain three best price quotations for a whacker plate machine to consolidate the aggregates used for repairs and bring them to the next meeting for Councillors consideration. 2) It was resolved that Adrian Webster will continue to open the Market Hall on Mondays. 3) The Clerk requested that Adrian Webster send in his monthly working hours 8 days before

	<p>each Parish Council meeting to allow time for the essential administrative work to be completed in time to issue a full agenda with all upcoming payments correctly itemised.</p> <p>4) The plaque at Plague Cottage needs attention. Adrian Webster to look at best way to restore it.</p> <p>5) Adrian Webster to examine the stone troughs on Water Lane and at other locations in the Parish to determine how they can be kept tidy without any disturbance to any newt colonies in those troughs.</p> <p>6) The new grass mowing contractor should be contacted by the Clerk regarding quality of workmanship, waste grass left on site and some areas being missed. The contractor should contact the Vice-Chair as soon as possible.</p>
Agenda item 8	<b>Minutes of the meeting held 24<sup>th</sup> April 2017</b>
Minute 22/05/17/08	<p>Minutes for the meetings held on 24<sup>th</sup> April 2017 were examined page by page and were unanimously agreed by the meeting. Proposed Councillor Chris Mason, seconded Councillor Fiona Kirkland and signed off by the Chair.</p> <p>The Clerk was requested to make sure that the Parish Magazine and the notice board were updated with Councillor Williams' name.</p>
Agenda item 9	<b>Planning</b>
Minute 22/05/17/09	<p>9.1.1) Planning application number NP/DDD/0417/0345 re 27 Glebe Park, Eyam – (Replace side windows with double french doors and replace rear double french doors with window) was reviewed in the meeting and the Clerk requested to send the following comment to the PPPA. The Parish Council are content to concur with Peak Park recommendations on this application.</p> <p>9.1.2) Planning application documents for NP/DDD/0517/0457 re Highcliffe Farm, (Proposed Agricultural Building) and NP/DDD/0417/0373 re 44 New Close (Retaining wall with access steps) were to be circulated among Councillors for careful consideration and subsequent comment.</p> <p>9.2) Planning decisions for NP/DDD/0317/0220 re The White House and Butchers Cottage (Removal of condition 2) - GRANTED and NP/DDD/0217/0168 re Southwood, 4 Lydgate (Covered Car Port) -REFEUSED were read and noted.</p> <p>9.3) The Clerk was requested to write to the Peak Park Planning Authority and request information on recent property and building developments in the Parish of Eyam for which no planning applications have been seen by the Parish Council.</p>
Agenda item 10	<b>Policy and Procedures</b>
Minute 22/05/17/10	<p>The Clerk asked for confirmation from Councillors that all policies and procedures agreed by Eyam Parish Council since 2012 are still effective for inclusion in the 2016/17 audit. Councillors confirmed that they are.</p>
Agenda item 11	<b>Chairman's announcements</b>
Minute 22/05/17/11	<p>11.1) Questions concerning the design of lampposts in a conservation area have been passed on to Councillor Twigg for substantiation.</p> <p>11.2) The Chair had asked for clarification on the use of memory sticks as back up and security. The Clerk informed the meeting that is as per advice from DALC on its 31/03/ 2017 Internal Audit recommendations check-list as item 10.4, It was resolved that Councillor Karl Williams will collect backup from the Clerk at each meeting and verify integrity of backup data.</p> <p>11.3) The Chair raised the issue of upkeep on the War Memorial. The Clerk is requested to contact the Church Office and obtain permission for the Parish Council to perform maintenance work on the Memorial if they do not already have the matter in hand. This issue</p>

	<p>to be included on the agenda at the next meeting.</p> <p>11.4) The Chair read the letter of thanks from the Sports Association regarding the donation made by the Parish Council.</p> <p>11.5) The Chair asked the meeting to note the upcoming fund-raising event organised by the PTFA at the school called “Whale of a Sale”.</p> <p>11.6) Letters and photographs had been received regarding parking issues near Curiosity Cottage, Eyam. Councillors felt that this was not an issue for resolution by the Parish Council and noted that the issue had been referred by the District Councillor to the Police. The Parish Council will await a response from either the District Council or the Police.</p>
Agenda item 12	<b>Updates from the Clerk</b>
Minute 22/05/17/12	<p>12.1. No further information regarding grant for CCTV.</p> <p>12.2 Transparency Fund Status. The Clerk reported that this application is made by an automated application form which, when completed with the correct figures for Eyam Parish Council, indicates that there is no eligibility for this grant.</p> <p>12.3 The Clerk reports that the VAT refund on Parish expenditures for 01/04/2016 thru 31/03/2017 has been completed and has a VAT@20% refund of £850.64 and a VAT@5% refund of £7.72 totalling £858.36p.</p> <p>12.4 The Clerk read out correspondence received from DDDC regarding the intended closure of the Public Conveniences in Hawkshill Road. The meeting resolved that DDDC should be informed that closure of these conveniences is absolutely out of the question. This issue is due for discussion with Sandra Lamb from DDDC at the next meeting.</p>
Agenda item 13	<b>Parish Management</b>
Minute 22/05/17/13	<p>13.1) A Parish Councillor had been informed that Nicker Lane is a public vehicular right of way and is the responsibility of the Highways Dept. of Derbyshire County Council.</p> <p>13.2) The Clerk will forward the requests for more information from Peak Park Tree Inspectors to Councillor Mark Noble who will respond on behalf on the Parish Council.</p>
Agenda item 14	<b>Representation at Peak Park and DDDC meetings</b>
Minute 22/05/17/14	<b>None</b>
Agenda item 15	<b>Car Park CCTV</b>
Minute 22/05/17/15	<p>15.1) Councillor Mark Noble reported that the CCTV supplier had provided a re-quote for more modern equipment but had maintained the original price which had already been approved by the Parish Council. For added security and to stop climbers on the poles damaging the equipment it was recommended that “swan neck” extensions be fitted at a cost of £80 for each of the two support poles. This expenditure was approved by the meeting. The project can now move forward with trench digging to commence this week and equipment installation in mid June.</p> <p>It was noted that the Mechanics Institute rewiring is scheduled to take place in January 2018.</p>
Agenda item 16	<b>HR matters</b>
Minute 22/05/17/16	<b>None</b>
Agenda item 17	<b>Finance</b>

Minute 22/05/17/17	<p>17.1 Both bank statements to the 30<sup>th</sup> April 2017 were made available to the meeting by the Clerk.</p> <p><b>Actual Bank balances at 30<sup>th</sup> April 2017:</b>                      (i) Community Directplus Account balance £2500.00                      (ii) Business Select Instant Access balance £56,044.05 (includes 2017/18 precept)</p> <p><b>Calculated Bank balances at date of meeting;</b>                      (iii) Community Directplus Account balance <b>£2500.00</b>                      (iv) Business Select Instant Access Account, with cheques issued at April 2017 meeting assumed cleared, and credits added now stands at <b>£54,977.63p</b></p> <p>17.2 The following liabilities of the Parish Council were authorised for payment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheque</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Item</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>501536</td> <td>A. Webster</td> <td>Wages 48.5 hours</td> <td style="text-align: right;">£485.00</td> </tr> <tr> <td></td> <td></td> <td>Expenses - wood for seating</td> <td style="text-align: right;">£16.86</td> </tr> <tr> <td></td> <td></td> <td>Mileage – collect materials</td> <td style="text-align: right;">£13.50</td> </tr> <tr> <td></td> <td></td> <td>Cheque Amount</td> <td style="text-align: right;"><u>£515.36</u></td> </tr> <tr> <td>501537</td> <td>S. Mansfield</td> <td>Salary</td> <td style="text-align: right;">£278.10</td> </tr> <tr> <td></td> <td></td> <td>Allowance</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td></td> <td></td> <td>Expenses - printer ink cartridge</td> <td style="text-align: right;">£22.49</td> </tr> <tr> <td></td> <td></td> <td>Mileage - remove brush cuttings</td> <td style="text-align: right;">£24.30</td> </tr> <tr> <td></td> <td></td> <td>Cheque Amount</td> <td style="text-align: right;"><u>£342.89</u></td> </tr> <tr> <td>501538</td> <td>Shed Grounds Maintenance</td> <td>Invoice 11172</td> <td style="text-align: right;">£103.32</td> </tr> <tr> <td></td> <td></td> <td>Invoice 11300</td> <td style="text-align: right;">£103.32</td> </tr> <tr> <td></td> <td></td> <td>Cheque Amount</td> <td style="text-align: right;"><u>£206.64</u></td> </tr> <tr> <td>501539</td> <td>Derbyshire County Council</td> <td>Grit bin inc salt for New Rd.</td> <td style="text-align: right;">£449.94</td> </tr> <tr> <td>501540</td> <td>Came &amp; Co</td> <td>Insurance policy renewal</td> <td style="text-align: right;">£1292.61</td> </tr> <tr> <td>501541</td> <td>Npower</td> <td>Market Hall electricity</td> <td style="text-align: right;">£16.66</td> </tr> <tr> <td>501542</td> <td>Post Office Counters Ltd</td> <td>PAYE liability on Clerk Salary</td> <td style="text-align: right;">£19.60</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>Total Liabilities paid</b></td> <td style="text-align: right;"><b>£2843.70</b></td> </tr> </tbody> </table> <p>All accounts were agreed and approved.                      Proposed Councillor Karl Williams, Seconded Councillor Chris Mason.</p> <p>17.3 (Minute 22/05/17/02 added this item to the agenda) Approve Annual Return</p> <p>17.3.1 Audit document Section 1 - Annual Governance Statement was examined and the Chair requested agreement or comment. The meeting unanimously agreed and the document was approved.</p> <p>17.3.2 Audit document Section 2 - Accounting Statement was examined and the Chair requested agreement or comment. The meeting unanimously agreed and the document was approved.</p>	Cheque	Payee	Item	Amount	501536	A. Webster	Wages 48.5 hours	£485.00			Expenses - wood for seating	£16.86			Mileage – collect materials	£13.50			Cheque Amount	<u>£515.36</u>	501537	S. Mansfield	Salary	£278.10			Allowance	£18.00			Expenses - printer ink cartridge	£22.49			Mileage - remove brush cuttings	£24.30			Cheque Amount	<u>£342.89</u>	501538	Shed Grounds Maintenance	Invoice 11172	£103.32			Invoice 11300	£103.32			Cheque Amount	<u>£206.64</u>	501539	Derbyshire County Council	Grit bin inc salt for New Rd.	£449.94	501540	Came & Co	Insurance policy renewal	£1292.61	501541	Npower	Market Hall electricity	£16.66	501542	Post Office Counters Ltd	PAYE liability on Clerk Salary	£19.60			<b>Total Liabilities paid</b>	<b>£2843.70</b>
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Agenda item 18	<b>Date and time of next meeting</b>																																																																								
Minute 22/05/17/18	<p>Next meeting date and time was agreed as                      June 26<sup>th</sup> at 7.15 pm in the Mechanics Institute</p> <p>No alteration to the meeting dates for each month of 2017 was requested and stand as                      Jun26th, July 31st, Sep 25th, Oct 30th, Nov 27th, Dec 18th.</p>																																																																								

These minutes are draft until reviewed & approved by the Parish Councillors.

	The meeting was closed at 21:45 hours.
Agenda item 19	<b>Confidential information</b>
Minute 22/05/17/19	None.
	<b>A.O.B. for inclusion in next agenda.</b>
	<ol style="list-style-type: none"><li>1) Sandra Lamb visit, re training and Hawkshill Road toilet block.</li><li>2) War Memorial renovation</li><li>3) Planning – developments for which no application has been seen.</li><li>4) Hulley's Coaches turning in Car Park</li><li>5) Banking arrangements</li></ol>