

Eyam Parish Council

Minutes of the Parish Council Meeting held Monday 24th April 2017

Agenda item 1	Attendance Register, Apologies, Public Attendees
Minute 24/04/17/01	<p>Present: Parish Councillors. Ian Jackson (Chair) Chris Mason (Vice Chair), John Plant, Sue Longden, Wendy Noble, Mark Noble, Richard Fairey, Fiona Kirkland, Karl Williams.</p> <p>S Mansfield (Clerk of Eyam Parish Council); Village Handyman Adrian Webster, No members of the Public.</p> <p>Councillors Judith Twigg and Jean Monks had sent apologies.</p>
Agenda item 2	Variation of Order of Business
Minute 24/04/17/02	None
Agenda item 3	Declarations of Member's Interests
Minute 24/04/17/03	Councillor John plant declared an interest in all issues relating to Bakewell & Eyam Community Transport. New Parish Councillor Karl Williams signed his Acceptance of Office statement which was countersigned by the Chair. The Clerk was requested to make sure that the Parish Magazine and the notice board were updated with Councillor Williams' name.
Agenda item 4	Declarations of pecuniary interests
Minute 24/04/17/04	There were requests for dispensations from Councillor Ian Jackson and Councillor Fiona Kirkland regarding agenda item 13.2, siting of advertising A-boards.
Agenda item 5	Determination of Confidential Items
Minute 24/04/17/05	No confidential items were identified.
Agenda item 6	Public speaking
Minute 24/04/17/06	None
Agenda item 7	Managed Works
Minute 24/04/17/07	<p>Handyman Adrian Webster provided the meeting with the following report;</p> <ol style="list-style-type: none"> 1 The brush cutting in Water Lane is complete. AW requests that an incinerator be provided to dispose of cut brambles etc. Parish Councillors resolved that the waste material should be removed from site by trailer. Clerk to arrange vehicle and trailer on site 10:00 am 25th April 2017. 2 The map information board in The Square has been damaged. A temporary repair has been done but the structure may collapse if climbed on again. Parish Councillors asked the Clerk to note that the broken information board is paid for by the Parish Council from funds precepted from the Residents of the Parish of Eyam. 3 The grit bin near the Tea Rooms has been struck by a vehicle again. AW proposes placing boulders to stop vehicles driving on that area. 4 Some rails in the Car Park were broken and AW has made a temporary repair. AW requests funds to purchase new rails, varnish and two stroke engine oil, which request was unanimously approved. 5 A complaint has been received from a resident that the brambles in Water Lane have been

	cut down. Councillor John Plant noted that it had been agreed that this tidying should be done every three years and that it was longer than that since the previous cut. It was resolved that the brambles would not be cut again until 2020.
Agenda item 8	Minutes of the meeting held
Minute 24/04/17/08	Minutes for the meetings held on 30 th January 2017 (duly amended) and 27 th March 2017 were examined page by page and were unanimously approved by the meeting and signed off by the Chair..
Agenda item 9	Planning
Minute 24/04/17/09	<p>Parish Councillors expressed their concern about the time available to them between receiving notification of a planning application and the date when comments needed to be lodged. To overcome this tight schedule the applications had been circulated to each Councillor and the following comments had been posted on the Peak Park website by the Chair after consultation with all other Parish Councillors;</p> <p>9.1. To review new applications received to date..</p> <p>9.1.1 NP/DDD/0317/0285 May Cottage The Nook Eyam Hope Valley S32 5AB Form New Garage with Ancillary Accommodation and Storage over. 22 Mar 2017 Type of comment: Support Comments: Councillors recommend approval of the above application. It is to be noted that no reason for the need for ancillary accommodation is given and if allowed, this should not be sold separately or for holiday accommodation.</p> <p>9.1.2 NP/DDD/0217/0169 Laburnum Cottage Main Road Eyam Listed Building Consent - Replacement windows 17 Mar 2017 Type of comment: Support Comments: All Parish Councillors recommend approval of the above application.</p> <p>9.1.3 NP/DDD/0317/0220 The White House and Butchers Cottage Main Road Eyam_Section 73 application for the removal of condition 2 from planning consent NP/DDD/0416/0367 03 Mar 2017 Type of comment: Support Comments: The majority of Councillors recommend approval of the above application</p> <p>9.2. To note Planning Decisions received – none received by the Clerk.</p> <p>9.3 Parish Councillors expressed concern that a planning application regarding Glebe Park had been approved but that the drainage in the Church Yard had not been done even though that was a condition of granting the planning application. Also compliance with conditions, relating to a planning application granted in the Tideswell Lane area, needs further scrutiny.</p>
Agenda item 10	Policy and Procedures
Minute 24/04/17/10	Changes to the order of business on the Agenda had been discussed and implemented by Councillor Sue Longden, The Chair and The Clerk.
Agenda item 11	Chairman's announcements
Minute 24/04/17/11	<p>11.1 The Chair proposed that the usual donation of £1,000 to Eyam Sports Association for the upkeep of the Playground be authorised. This was agreed unanimously.</p> <p>11.2 The Chair asked the meeting their opinion on protecting The Hillock area with stones to prevent vehicles mounting the kerb. Councillors felt that the problem arose from the kerbing not being correct and it was resolved to ask AW to identify modifications that could be made</p>

	<p>to improve the kerbing.</p> <p>11.3 The Chair asked for clarification on why the Clerk was using and distributing memory sticks to the Parish Councillors. The Clerk explained that this was to provide security back-ups in different locations to prevent catastrophic loss of records in the event of fire/theft etc. The Chair requested that this matter be included on the next agenda for proper discussion and agreement of a data security plan.</p>
<p>Agenda item 12</p>	<p>Updates from the Clerk</p>
<p>Minute 24/04/17/12</p>	<p>12.1. Mowing Contract – work has now started and will be monitored by Parish Councillors for quality of work etc. It was decided not to consider authorisation of any payments under this contract until the next meeting when quality of work and correct invoice amounts could be properly ascertained.</p> <p>12.2 It was noted that the training course by Sandra Lamb, DDDC Monitoring Officer, will be deferred until 26th June 2017.</p> <p>12.3 The Clerk was instructed to inform Eyam Carnival Committee that they have permission to use the Parish Council Car Park on Saturday 26th August, the evening of the 29th August and Saturday September 2nd and the use of the Stocks area on the same days. The Carnival Committee are asked to note that there should be no motorised vehicles in the Stocks area (as it is a Village Green) and that all areas used should be left in good condition.</p> <p>12.4 The meeting was informed by the Clerk of the communication from Councillor Judith Twigg confirming the replacement of Blocks on Camphill Lane and the repair of potholes at Eyam Dale and adjacent to Church Street Stores/Rode House.</p> <p>12.5 The Clerk was instructed to return the requests for comments on an application for road closure on Carnival Day with “no objections” from The Parish Council.</p> <p>12.6 Meeting informed that Eyam Well Dressing Group have had positive response from Parish Council.</p> <p>12.7 Parish Councillors informed the Clerk of the crime prevention and safety reasons for the installation of CCTV in the Car Park and on the mechanics Institute and noted that there had been a police operated CCTV system which had been removed presumably for reasons of cost reduction by the police force.</p>
<p>Agenda item 13</p>	<p>Parish Management</p>
<p>Minute 24/04/17/13</p>	<p>13.1 An additional key for the Market Hall had been obtained by Councillor Longden at the much reduced cost of only £5.50. It was proposed that AW should open and lock the doors on the Market Hall on Mondays when the National Trust people were not there to do so. Proposed Councillor John Plant, seconded Councillor Chris Mason.</p> <p>13.2 The use of advertising A-boards on the village green was discussed by the meeting. It was resolved that there should be a maximum of two A-boards allowed on the green at any one time. The size of the boards and the content to be displayed on the boards is to be approved by the Parish Council before they are deployed.</p> <p>13.3 Parking in the village was reviewed. It was noted that there was at least one vehicle that had been parked, unmoved for a protracted period in the village. It was noted that there used to be a weight restriction of 7.5 tonnes for lorries entering The Square but the signs for this</p>

	<p>restriction were no longer visible. Matter to be raised with DCC Highways.</p> <p>13.4 DCC Footpath Management Scheme was referred to and it was asked whether there were funds available from DDDC or DCC for the retrieval of Parish Council costs in logged time when AW is making minor repairs to footpaths in the Parish. Matter to be raised with DCC Highways.</p> <p>13.5 The Clerk reported no progress in finding out ownership of Fairy Steps and Nicker Lane but Clerk would keep trying.</p>																				
Agenda item 14	Representation at Peak Park and DDDC meetings																				
Minute 24/04/17/14	None																				
Agenda item 15	Car Park CCTV																				
Minute 24/04/17/15	Councillor Mark Noble had contacted supplier of CCTV equipment who felt that a new quotation with more up to date equipment was appropriate. The upgrading of electricity facilities in the Mechanics Institute is still on-going.																				
Agenda item 16	HR matters																				
Minute 24/04/17/16	<p>16.1 A review of holiday pay entitlement and holiday pay received for Eyam Parish Council staff during financial year 2016/17 was conducted. It was concluded that an overpayment of £102.50 in holiday pay had been made and that this sum would be deducted from the payroll this month. The method of accounting correctly for this overpayment and the method of informing the auditor of the overpayment were defined. This was agreed with the member of staff concerned and Parish Councillors unanimously agreed this action.</p> <p>16.2 The Clerk informed the meeting that the correct actions to comply with the legislation and regulations with respect to the Pension Regulator had been fulfilled and that those employees who were entitled to be entered into a pension scheme had been correctly registered. The Chair requested that the payroll management contractor be provided with the correct information to include the pension contribution deductions on the monthly payslips.</p>																				
Agenda item 17	Finance																				
Minute 24/04/17/17	<p>17.1 Both bank statements to the 31st March 2017 were made available to the meeting by the Clerk.</p> <p>Actual Bank balances at 31st March 2017: (i) Community Directplus Account balance £2500.00 (ii) Business Select Instant Access balance £32,242.14</p> <p>Calculated Bank balances at date of meeting; (iii) Community Directplus Account balance £2500.00 (iv) Business Select Instant Access Account, with cheques issued at March 2017 meeting assumed cleared, and credits added now stands at £31,046.33p</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>501528</td> <td>Wm. Eyre & Sons</td> <td>Brush cutter blade</td> <td style="text-align: right;">£41.32</td> </tr> <tr> <td>501529</td> <td>Npower</td> <td>Market Hall electricity</td> <td style="text-align: right;">£21.33</td> </tr> <tr> <td>501530</td> <td>S. Longden (re N.G. Pollard)</td> <td>Market Hall Key cutting</td> <td style="text-align: right;">£5.50</td> </tr> <tr> <td>501531</td> <td>Eyam Sports Association</td> <td>Annual donation for playground</td> <td style="text-align: right;">£1000.00</td> </tr> </tbody> </table>	Cheque	Payee	Item	Amount	501528	Wm. Eyre & Sons	Brush cutter blade	£41.32	501529	Npower	Market Hall electricity	£21.33	501530	S. Longden (re N.G. Pollard)	Market Hall Key cutting	£5.50	501531	Eyam Sports Association	Annual donation for playground	£1000.00
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These minutes are draft until reviewed & approved by the Parish Councillors.

501532	A. Webster	Wages overpayment of holiday pay Cheque Amount	£385.00 -£102.50 <u>=£282.50</u>
501533	S. Mansfield	Salary overpayment of Jan salary Cheque Amount	£296.10 -£36.00 <u>=£260.10</u>
501534	Cheque void		£0.00
501535	Post Office Counters Ltd	PAYE	£19.60

All accounts were agreed and approved.

Proposed Councillor John plant, Seconded Councillors Fiona Kirkland & Karl Williams.

Agenda item 18

Date and time of next meeting

Minute
24/04/17/18

Next meeting date and time was agreed as Annual Parish Meeting May 22nd at 6.45 pm in the Mechanics Institute followed immediately at the normal time of 7:15 pm by the May monthly meeting in the Mechanics Institute.
No alteration to the meeting dates for each month of 2017 was requested and stand as May 22nd, Jun26th, July 31st, Sep 25th, Oct 30th, Nov 27th, Dec 18th.
The meeting was closed at 21:30 hours.

Agenda item 19

Confidential information

Minute
24/04/17/19

None.

A.O.B. for inclusion in next agenda.

Items to be added to the agenda for the next meeting were listed
1) The Chair has requested clarification on the use of memory sticks & etc. for security of Parish Council computer based records.
2) Design of lampposts in conservation area.
3) Glebe Cottage on the Hillock – planning documents for modifications not seen by the Parish Council.