

# Scaldwell Parish Council

Chairman: Mr Eugene O'Leary Parish Clerk: Miss Alicia Schofield

## Minutes of the Annual General Meeting of Scaldwell Parish Council held on Wednesday 20 May 2015 at 7.00pm in the Village Hall, School Lane, Scaldwell

**Councillors in attendance:** Mrs P Long Mrs J Lewis  
Mr M Alcock (from item 15/57) Mrs A Curtis  
Mrs M Vinton Mrs J Randall

**Public in attendance:** Mr P Purcell

- 15/51 To elect a Chairman and Chairman to sign the 'Acceptance of Office'.** In the absence of the current Chairman the meeting was opened by the Vice-Chair, Cllr Long. Cllr Vinton proposed Cllr O'Leary be re-elected as Chairman, this was seconded by Cllr Randall. Cllr O'Leary had indicated to the Clerk prior to the meeting his willingness to serve as Chairman should he receive proposal. Council agreed to his election and the Clerk will liaise with Cllr O'Leary upon his return to the village to enable his signing of the 'Acceptance of Office'.
- 15/52 To elect a Vice-Chairman.** Cllr Curtis proposed Cllr Long, this was seconded by Cllr Vinton and agreed by council.
- 15/53 To receive apologies and to approve reasons for absence.** Apology was received from Cllr O'Leary. Council accepted his apology and approved his reason for absence.
- 15/54 To receive any declarations of interest for items on the agenda.** None.
- 15/55 Approval and signing of minutes**  
To approve and sign the minutes of the meeting 18 March 2015. Council approved the minutes and they were signed by the Chair of the meeting, Cllr Long.
- 15/56 Public address: to receive comment and take questions from the public**  
**Phil Purcell** sought clarity from council with regard to the standing orders and queried what was mandatory and what was at the discretion and agreement of the council. The Clerk said a copy of the orders with the guidance notes could be made available and this should clarify. There was question regarding the risk assessment and council said this could be made available. As a final point he referred to Overstone Leys and sought to understand how informed council were regarding this development. Although there was a general knowledge and understanding the council were not fully briefed. The Clerk referred to the OMBBH meetings and there was suggestion the minutes of the meetings could be sought. The Clerk will look into this matter.
- 15/57 To report on actions or matters arising from the minutes (for information only)**  
**15/29** Liaise with Mr Lohn regarding the sheep barn. Action outstanding with Clerk.  
**15/37** Playing field warning sign obscured by ivy, agenda item.  
**15/43 b)** Bus shelter, Action outstanding with Cllr Long.  
**15/43 b)** Loose kerbstone, on list for CEG Thursday 4 June.  
**15/43 b)** Tree issues, on-going, Clerk in liaison with Dylan Lewis, agenda item.

**15/44** Parish tidy-up, date to be set by Clerk if required following CEG visit,

**15/45** The Clerk had spoken with Hamsons. Clarity was sought from council regarding weight limits and previous agreements/arrangements with them so the letter could be written.

**15/48** Tree management, agenda item.

**15/48** Footpath issues, agenda item.

**15/58 To appoint Parish Council Representatives**

- a) **Foundation of Thomas Roe.** Council agreed to the re-appointment of Cllr Long and Cllr Vinton.
- b) **Scaldwell Relief in Need Charity.** Council agreed to the re-appointment of Cllr Long and Cllr Vinton.
- c) **Scaldwell Parish Trust.** Council agreed to the re-appointment of Cllr Long and Cllr Vinton.
- d) **Friends of the Playing Field.** Council agreed to the continuance of current the working party of Cllr Long. Cllr Curtis and Cllr O'Leary alongside Georgina Carter and Michelle Wharton.
- e) **Village Hall Management Committee.** Council agreed to the re-appointment of Cllr O'Leary.
- f) **Neighbourhood Watch.** Council agreed to the re-appointment of Sue Dodds-Smith as village co-ordinator and Cllr Curtis and Cllr Lewis as village contacts.
- g) **Tree Warden.** Council agreed to the re-appointment of Dylan Lewis.
- h) **Snow Warden.** Council agreed to the re-appointment of Cllr Alcock.
- i) **Footpath Warden.** Council agreed to the re-appointment of Diane Kimbell.

**15/59 Council policies, procedures and regulations**

- a) To review and approve the Standing Orders. Reviewed and approved by council as circulated with the agenda.
- b) To review and approve the Code of Conduct. Reviewed and approved by council as circulated with the agenda.
- c) To review and approve the Freedom of Information: Model Publication Scheme and Schedule of Information. Reviewed and approved by council as circulated with the agenda.
- d) To review and approve the Finance Regulations. Reviewed and approved by council as circulated with the agenda.
- e) To agree a working party review of the risk management policy and risk assessment. The formation of a working party to assist the Clerk and Cllr O'Leary was agreed. It was suggested Phil Purcell might like to be invited. No other councillor volunteers agreed, but the Clerk will circulate to all councillors for information example of other policy and assessment held by other councils.

**Independent Internal Auditor:** to agree to the use of the NCALC Independent Internal Audit service 2015/16 and to agree their terms of reference. Council agreed to the use of NCALC and their terms of reference as circulated with the agenda.

**15/61 Insurance**

- a) To review and confirm the insurance provision. Council near the end of the 1<sup>st</sup> year of a 3 year LTA with Hiscox through came and Company. The renewal payment is listed for approval under item 15/70.
- b) To review and agree the asset register for insurance purposes. The asset register was agreed as existing subject to the sum of the items insured automatic increase by 3%. The 2 new litter bins had been added to list with the old ones remaining pending disposal. Advice had been taken from the insurers regarding the level held for play bark following recent purchase of additional top-up play bark, with the suggested value agreed by council at £1,600.

**15/62 Annual Accounts for year ending 31 March 2015**

- a) To receive annual accounts report. The Clerk had circulated in advance of the meeting a copy of the annual accounts. The Clerk gave a brief summary of the year end position.
- b) To approve the annual return accounts and accounting statement. A copy of the accounts and accounting statements had been circulated in advance of the meeting. Council approved the accounts and accounting statement.
- c) To approve the annual governance statement. A copy of the governance statement had been circulated in advance of the meeting. The annual governance statement was approved by council.

**15/63 Planning applications: to receive update**

**DA/2014/0950** listed building consent, replace all softwood windows and 2 external doors with oak windows and doors and installation of double glazed units, The Old House, East End. No decision yet from DDC.

**DA/2015/0111** demolition of single storey side extension, construction of 2 storey side extension and single storey side extension, End House 8, East End. Approved by DDC 2 April 2015.

**DA/2015/0132** construction of open fronted barn, land off Old Road. Approved by DDC 14 April 2015.

**DA/2015/0136** new entrance porch and replacement of bay window, with new roof over bay, Wisteria House, Back Lane. Approved by DDC 1 April 2015.

**15/64 Playing field**

- a) To receive update report from the 'Friends of Scaldwell Playing Field' and agree any actions. The Clerk reported the letter received from Wicksteed with regard to the zip wire. The working party had considered the particular matter and recommended weekly inspections were not practical or achievable for the pin and screw set due to the number of people and equipment requiring involvement. A monthly inspection regime was considered more realistic, bearing in mind the pin and screw set would be inspected annually and confirmation had been received that the set had been inspected by Wicksteed at their last and recent inspection. The recommendation was agreed by council and it was noted the inspection reports had been amended to reflect this additional and specific monthly inspection of the set.
- b) To consider the Risk Assessment inspection reports received since the last meeting and agree any actions. The number of moles hills is being monitored and if the problem develops it was agreed the Clerk would contact pest control.

**15/65 Local Government (Electronic Communications) (England) Order 2015:** to consider and agree arrangements for e-agendas. The use of e-agendas was agreed and all councillors completed the relevant paperwork aside Cllr O'Leary who had sent apologies to the meeting but had expressed his support of their use. The Clerk will liaise with Cllr O'Leary to obtain completion of his form.

**15/66 Faulty street light, The Three Steps, High Street:** to receive quotes and agree the order to be placed. The Clerk had circulated with the agenda her report of the findings of her enquiry of the street light lantern types purchased in 2009. Council thought the street light near the house of Cllr Lewis, Back Lane was LED alongside the light in East End near the salt bin. It was agreed the Clerk would enquire regarding these 2 street lights. If they proved to be LED, then the Clerk was asked to place the order for the faulty light to be replaced with LED as per the E-ON price quoted, if the lights proved to be 42 watt the faulty light order would be made for 42 watt as per the E-ON price quoted.

**15/67 BT adopt a kiosk:** to consider if adoption should be investigated further. The Clerk had circulated with the agenda her findings from reviewing the old minutes regarding consideration of this point previously by council. The literature received of late stated adoption would require the disconnection from the telecoms network and removal of the phone equipment by BT. This was not desired by council so the matter was closed and adoption was not to be pursued further at the present time.

**15/68 NCC highways consultation:** to consider removal of playing field warning sign, East End. The Clerk had circulated the email correspondence in relation to this matter in advance of the meeting. Council agreed to the removal of the sign.

**15/69 Correspondence:** to consider and agree any actions

- a) DDC consultation, Draft Community Engagement Strategy. Council agreed a formal response to the consultation was not necessary.
- b) E-ON/NCALC/Utilitywise pricing for unmetered electricity supply. The Clerk reported the latest update on the matter from NCALC. The Clerk was also able to table a contract quote obtained from Southern Electric by Utilitywise. After some discussion of the options available it was agreed the council would wait and remain on the deemed contract rate with E-ON pending the outcome of the NCALC negotiations.
- c) Police Parish Council Starter Pack, Becoming a Special Constable. The Clerk had placed the promotional poster on the notice board. The leaflets are to be left in the village hall.
- d) To receive other items of correspondence (*for information only*)
  1. Notification from NCC of surface patching works on the Old Road. Works planned for 1 day from 4 June, 9.15 to 15.30.
  2. NCC online survey open until 8 June regarding wellbeing followed by county wide road shows. The Clerk will forward the details.

**15/70 Finance**

- a) To receive financial report for the period since the last meeting. Income received reported as £6.50 bank interest and £6,005.00 from DDC as the 1<sup>st</sup> instalment of the precept. The reconciliation to the bank statements of 1 May 2015, £25,853.82, outstanding cheques £2,784.74, true balance £23,069.08, less ear-marked reserves £11,928.67.
- b) To approve the following payments made. Approved by council.

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
08/05/15	850	HMRC	Employee tax liability P1		£44.20
08/05/15	851	Alicia Schofield	Salary & expenses for April		£199.14
			<b>TOTAL</b>		<b>£243.34</b>

To approve the following payments to be made. Approved by council.

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
20/05/15	852	R&G	Grass cutting HA 1980, s.96, OSA 1906 s 15,, PHA 1875, s 164 and amendments	£97.96	£587.76
20/05/15	853	E-ON	Street light electricity supply ¼ ending 31/03/15 PCA 1957 s.3, HA 1980 s.301	£8.51	£178.66
20/05/15	854	E-ON	Street light maintenance ¼ to 31/03/15	£11.78	£70.68

			<i>PCA 1957 s.3, HA 1980 s.301</i>		
20/05/15	855	NCALC	Membership and audit service <i>LGA 1972 s.111</i> <i>A&amp;A Regs 2003 as amended</i>		£373.73
20/05/15	856	ACRE	Membership <i>LGA 1972 s.111</i>		£35.00
20/05/15	857	Smith of Derby	Parish clock service <i>PCA 1957, s.2</i>	£42.60	£255.60
20/05/15	858	Broker Network Ltd	Annual insurance renewal <i>LGA 1972 s.114, s.140</i>		£796.63
31/05/15	859	Alicia Schofield	Salary & expenses for May		£199.14
31/05/15	860	HMRC	Employee tax liability P2		£44.20
			<b>TOTAL</b>		<b>£2,541.40</b>

**15/71 Regular reports:** to receive reports and agree any actions

a) **Working parties**

**Broadband** Cllr Long reminded of the presentation from Gigaclear and BT next Thursday, following which an information sheet would be sent to all households with a preference form to allow the working party to understand which, if either, operator solution was preferred.

**Website.** Nothing to report.

b) **Grass cutting (R&G).** Nothing to report.

c) **Tree management.** The Clerk and Cllr O'Leary are to meet with Tree Warden Dylan Lewis to consider all outstanding issues.

d) **Highways/ROW.** The Clerk reported her liaison with the ROW officer regarding way marker signage and dog access issues at stiles. The Clerk will report fully in due course.

e) **NHW/Police.** The new style reporting will be sent by the Clerk by email to all councillors. .

f) **Parish Councillors**

**Cllr Curtis**

1. Garden bonfires at the Grange. A number of concerns had been raised with Cllr Curtis. The Clerk said the same issue had occurred recently in Walgrave and she would forward the wording from the government website with regard to the legislation and control of bonfires so Cllr Curtis and other councillors could respond and inform on the matter.

2. Holcot Lane, waste in field. Domestic waste had been left in a private field. Council were not certain of the field ownership so Cllr Alcock is to enquire. Fly tipping on public land can be reported to DDC, but tipping on private land is believed to be under the remit of the Environment Agency.

3. Holcot Lane, caravan. Complaint has been received regarding the noise from the generator that supplies the caravan. The land is owed by Cllr Alcock and he will look into the regulations regarding the siting of the caravan.

**15/72 Newsletter:** to agree any articles for the next edition of the newsletter

Cllr Long offered to write the article given the absence of Cllr O'Leary. The Clerk will arrange for the annual report to be reproduced and placed as an insert. Article will refer to the annual report insert and also speeding.

**15/73 Forthcoming meetings:** to note the meeting dates for 2015:

15 July, 16 September, 18 November

Agenda items requested for the next meeting: signage for School Lane and parking in connection with the village hall.

**Meeting closed at 8.40pm.**