

Findern Parish Council
Clerk: Mrs Clare Orme
Findern Parish Rooms, Lower Green, Findern, Derbyshire. DE65 6AD
Tel: 0771 9599132

03.05.2017

You are summoned to attend the Annual Parish Council Meeting of Findern Parish Council to be held at 6.30pm on Thursday 11th May 2017 at Bee's Tea Room, Lower Green

Yours sincerely

CMOrme

Mrs Clare Orme
Clerk to Findern Parish Council

AGENDA

- 1. Election of the Chairperson for the year 2017/2018 and the completion of the Declaration of Acceptance of Office**
- 2. Election of the Vice Chairperson for the year 2017/2018 and the completion of the Declaration of Acceptance of Office**
- 3. Co-option of a Councillor including the completion of the Declaration of Acceptance of Office and the Register of Members Interests.**
- 4. To receive apologies for absence**
- 5. Variation of the Order of Business**
- 6. Declaration of Members Interests.**
- 7. Public Speaking – (10 Minutes)**
 - a) At the start of the meeting a period of not more than ten minutes will be made available for members of the public and members of the Council to comment on any matter already on the agenda. Where a member indicates they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comments were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).
 - b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.
 - c) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.
- 8. Election of Councillors to Committees, Sub Committees, Working Parties and Representatives to other Bodies for the year 2017/2018**

Committees, Sub Committees and Working Parties

- a) Website Committee
- b) Hillside Playing Field Working Party
- c) Finance Committee

Representatives to other bodies

- a) Village Hall Committee
- b) Toyota Liaison Committee
- c) Area Forum and Safer Neighbourhoods Committee

9. Completion of the Declaration of Acceptance of Office for all other Members and any amendments to the Register of Members Interests.

10. To confirm the Minutes of the exempt and none exempt monthly Findern Parish Council Meetings held on 13th April 2017.

11. Adoption of the Following Policies and Procedures

- **Adoption of the Findern Parish Council Code of Conduct for the year 2017/2018**
- **Adoption of the Financial Regulations for the year 2017/2018**
- **Adoption of the Findern Internal Control Policy for the Financial Year 2017/2018.**
- **Adoption of Findern Parish Councils Standing Orders for the year 2017/2018.**
- **Adoption of the Complaints Procedure for the year 2017/2018**
- **Adoption of the H&S Statement of Intent for the year 2017/2018**
- **Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2017/2018**
- **Adoption of the Data Protection Policy for the year 2017/2018**
- **Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2017/2018**
- **Adoption of the Information Security Policy for the year 2017/2018**
- **Adoption of the Internal Policy relating to the delivery of Services for the year 2017/2018**
- **Adoption of the Record Management Policy for the year 2017/2018**
- **Adoption of the Parish Council Risk Assessment system with Watson and Watson 2017/2018**
- **Adoption of the Zero Tolerance Policy for the year 2017/2018**
- **Adoption of the Protocol on Recording and Filming Parish Council Meetings for the year 2017/2018**
- **Adoption of the Findern Parish Council Publication Scheme for the year 2017/2018**

12. Chairpersons Report

13. Hillside Playing Field project update – Working Group Meeting – Previously reported under minute number 3026/16, 3052/16, 3075/16, 4001/17, 4027/17, 4051/17, 4074/15

14. Report of the Parish Clerk

- a) **Maypole – Previously reported under minute number 1739/15, 1757/15, 1774/15, 1894/15, 1921/16, 1937/16, 1970/16, 1995/16, 2025/16, 2097/16, 3027/16, 3053/16, 3076,16, 4002/17, 4028/17, 4052/174075/17**
- b) **Butterfly Bank – Previously reported under minute number 4075/17**
- c) **Parish Room Front Door – Previously reported under minute number 4075/17**
- d) **Path across the Village Green – Previously reported under minute number 4075/17**
- e) **Purchase of a Defibrillator for Wyvale**
- f) **Purchase of cameras for ASB trouble spots**
- g) **Purchase of a banner for Neighbourhood Watch Group to use at the Village Fete**
- h) **Neighbourhood Watch Expenses for printing and paper**
- i) **Cars parked on grass verge opposite EDM on a daily basis**
- j) **Speeding traffic Murrays corner and again effecting residents property**
- k) **Proposal of new footpath linking Airport Way and Hillside Playing Field**

15. Planning Matters for Decision

- a) **9/2017/0340 - 20 WEST LAWN FINDERN DERBY DERBYSHIRE DE65 6BB - THE ERECTION OF EXTENSIONS (INCLUDING PARTIAL DEMOLITION OF THE CURRENT BUILDING)**
- b) **9/2017/0243 - 130 NADEE HEATH LANE FINDERN DERBY DERBYSHIRE DE65 6AR - THE ERECTION OF EXTENSIONS**

16. Reports from Councillor's that have attended any other Meetings.

- a) **Toyota Community Liaison Committee**
- b) **Village Hall**
- c) **Other meetings attended**

d) Notification of forthcoming meetings

17. Finance

1) Items for payment

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT
002730	G Digital Print	Replace Chq 002726	£299.00
002731	Aucuba Landscapes	Maintenance	£123.01
002732	Watson & Watson	Risk Assessment	£954.00
002733 to 002735	Salaries, Tax and NIC's		£705.60

- 2) Section 1 – Annual Return - Annual Governance Statement 2016/2017 for approval
- 3) Asset Register 2016/2017 for approval
- 4) Land and Building Register 2016/2017 for approval
- 5) Councillor Responsibility information 2016/2017 for approval
- 6) Unaudited Year End Accounts for approval from 01.04.2016 to 31.03.2017

Current Account	5,984.07
Reserve Account	64,982.10
Less unrepresented chq's	<u>(3,048.93)</u>
TOTAL	<u>67,917.24</u>

Other Income for approval as at 31.03.2017

Date	Receipt Number	Description	Amount
03.02.2017	010	SDDC - CONCURRENT EXPENSES	7,123.29
07.03.2017	011	Elliot Mather LLP - Payment on account refund	200.00
13.03.2017	012	DCC - COMMUNITY GRANT HILLSIDE PLAYING FIELD	1,000.00
28.12.2016	R011	WOODGROW HORTICULTURE LTD - RENT	1,750.00
30.12.2016	R012	NAT WEST - BANK INTEREST	0.44
31.01.2017	R013	BEES TEA ROOM - RENT	333.33
31.01.2017	R014	NAT WEST - BANK INTEREST	0.48
13.02.2017	R015	TESCO BAGS OF HELP GRANT – HILLSIDE PLAYING FIELD	7,500.00
28.02.2017	R016	NAT WEST - BANK INTEREST	0.45
01.03.2017	R017	BEES TEA ROOM - RENT	333.33
27.03.2017	R019	WOODGROW HORTICULTURE LTD - RENT	1,750.00
27.03.2017	R020	NAT WEST - BANK INTEREST	0.54
31.03.2017	R021	BEES TEA ROOM - RENT	333.33

Other Expenditure for approval as at 31.03.2017 and approval to continue with the Direct Debit

Date	Voucher Number		Description	Amount
09.01.2017	186	DD	EON ELECTRICITY ON THE GREEN	£ 15.08
15.02.2017	187	DD	EON ELECTRICITY ON THE GREEN	£ 15.36
27.02.2017	188	DD	EON ELECTRICITY ON THE GREEN	£ 13.31

- 7) Section 2 – Annual Return – Accounting Statement 2016/2017
- 8) Approval of the Internal Auditors Report and any recommendations

18. Items for Information

- a) SDDC – Press release – Use the window of your imagination at heritage event
- b) SDDC – Press release – Get out and active for some Easter fun
- c) SLCC – Make sure your Council is compliant in 2017 and beyond information
- d) SDDC – Press release – Go wild this Easter and beyond
- e) SDDC – Press release – Council doing its bit to protect the humble hedgehog
- f) SDDC – Press release – Fun day with a serious side at historic South Derbyshire venue
- g) Get Active in the Forest – Bird Walk Saturday 10.06.2017 at 10am at Rosliston Forestry Centre
- h) Get Active in the Forest – Butterfly Walk Sunday 02.07.2017 at 2pm at Rosliston Forestry Centre

19. Derbyshire Association of Local Councils

A) DALC circular 05/2017

- New DCLG guidance on Transparency funding for authorities with a turnover of over £25,000
- National Living Wage New Rates from 1 April 2017
- Updated Legal Topic Notes
- New Governance & Accountability Guide published
- Proposed new NALC model Contract - Information
- Vacancies on the DALC Executive Committee
- Arnold-Baker on Local Council Administration 10th Edition
- Training & Events

20. To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.

21. Website Update – Previously reported under minute number 4016/17, 4041/17, 4065/17

22. Date of the next meeting

The next meetings of Findern Parish Council to be confirmed as follows:

- ***Exempt part of the meeting on 8th June 2017, at Bee's Tea Room, commencing at 6.15pm.***
- ***Non Exempt part of the meeting on 8th June 2017, at Bee's Tea Room, commencing at 7pm***