

**MINUTES OF THE ANNUAL FINDERN PARISH COUNCIL MEETING HELD ON WEDNESDAY 13TH MAY 2015 AT
FINDERN PARISH ROOMS COMMENCING AT 6.30PM**

Present:

Cllr M Goodall (in the Chair)
Cllr S Brook, Cllr R Brook, Cllr Williamson, Cllr B Goodall, Cllr Smith.

7 members of the public were also in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. **Minute Number 1665/15 - Election of the Chairperson for the year 2015/2016 and the completion of the Declaration of Acceptance of Office**

Resolved: Cllr Goodall was elected as Chairperson to Findern Parish Council for the ensuing year. (Cllr Goodall thereupon occupied the Chair)

Resolved: In accordance with the Local Government Act 1972 Cllr Goodall read and signed the Declaration of Acceptance of Office before the Clerk.

2. **Minute Number 1666/15 - Co-Option of Councillors.**

Resolved: Mr Rick Williamson, Mr Brian Goodall and Mr Mark Smith were co-opted onto Findern Parish Council with immediate effect.

Resolved: The Clerk to inform Karen Burbury at SDDC of the Co-options on 14.05.2015.

3. **Minute Number 1667/15 - Election of the Vice Chairperson for the year 2015/2016 and the completion of the Declaration of Acceptance of Office**

Resolved: That Cllr R Brook was elected as Vice Chairperson to Findern Parish Council for the ensuing year.

Resolved: In accordance with the Local Government Act 1972 Cllr R Brook read and signed the Declaration of Acceptance of Office before the Clerk.

4. **Minute Number 1668/15 - Chairpersons Report for the year 2014/2015**

There was nothing to report.

5. **Minute Number 1669/15 - To receive apologies for absence**

Apologies were received and accepted from Cllr Johnson.

6. **Minute Number 1670/15 - Variation of the Order of Business.**

There was no Variation to the Order of Business.

7. **Minute Number 1671/15 - Declaration of Members Interests.**

There were no Declarations of Members Interests.

8. **Minute Number 1672/15 - Public Participation.**

Minute Number 1672/15/A - Public Speaking

There was nothing to report

Minute Number 1672/15/B - Police Representatives Report

There were no Police Representatives present at the meeting, and there was nothing to report.

Minute Number 1672/15/C – District Council Representatives Report

There was no District Council Representative present at the meeting, and there was nothing to report.

Minute Number 1673/15/D – County Council Representatives Report

There was no County Council Representative present at the meeting and there was nothing to report.

9. Minute Number 1673/15 - Election of Councillors to Committees and Sub Committees and Representatives to other Bodies for the year 2015/2016

- a) Toyota Community Liaison Committee

Resolved: The Chair and Vice Chair.

- b) Village Hall

Resolved: Cllr M Goodall.

- c) Findern Footpaths Group

.Resolved: The Clerk to contact Cllr Johnson and ask if he would be willing to continue as the Parish Council Representative on the Findern Footpaths Group Committee.

Resolved: If Cllr Johnson does not wish to remain the Parish Council Representative on the Findern Footpaths Group. The Clerk to add the matter to the agenda for June 2015.

10. Minute Number 1674/15 - Completion of the Declaration of Acceptance of Office for all other Members

11. Adoption of the Following Policies and Procedures

- Adoption of the Findern Parish Council Code of Conduct for the year 2015/2016
- Adoption of the Financial Regulations for the year 2015/2016
- Adoption of the Findern Internal Control Policy for the Financial Year 2015/2016.
- Adoption of Findern Parish Councils Standing Orders for the year 2015/2016.
- Adoption of the Complaints Procedure for the year 2015/2016
- Adoption of the H&S Policy for the year 2015/2016
- Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2015/2016
- Adoption of the Data Protection Policy for the year 2015/2016
- Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2015/2016
- Adoption of the Information Security Policy for the year 2015/2016
- Adoption of the Internal Policy relating to the delivery of Services for the year 2015/2016
- Adoption of the Record Management Policy for the year 2015/2016
- Adoption of the Parish Council Risk Assessment system 2015/2016

Resolved: Findern Parish Council approved and accepted the above Policies and Procedures for the Financial Year 2015/2016.

12. Minute Number 1675/15 - Date of the next Annual Meeting of Findern Parish Council

Resolved: The date of the next Annual Findern Parish Council Meeting to be confirmed closer to May 2016.

Signed.....Dated.....

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

MINUTES OF THE MONTHLY FINDERN PARISH COUNCIL MEETING HELD ON WEDNESDAY 13TH MAY 2015 AT FINDERN PARISH ROOMS COMMENCING AT 7PM

Present:

Cllr M Goodall (in the Chair)
Cllr R Brook, Cllr S Brook, Cllr Williamson, Cllr B Goodall, Cllr M Smith

9 members of the public were also in attendance

AGENDA

PART I – NON EXEMPT INFORMATION

1. Minute Number 1676/15 - To receive apologies for absence

Apologies were received and accepted from Cllr Johnson.

2. Minute Number 1677/15 - Variation of the Order of Business

There were no Variations to the Order of Business.

3. Minute Number 1678/15 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 1679/15 - Public Speaking – (10 Minutes)

Minute Number 1679/15/A - Public Speaking

Members of the public raised the following matters:

- A representative of the Footpaths Group asked the Parish Council to reconsider paying the cost of their Audit for next year. – The Clerk replied that nothing had yet been decided on this matter.
- The issue of parking around the Village Green was raised after a wedding that had been held at the Church on Saturday. It was reported that the whole road was grid locked with traffic backed up down Common Piece Lane. The Parish Council was asked to write to the Church to remind their customers of the following:
 - Not to park parallel to the Church gates
 - To park considerately in the future as many people attending the wedding were parked inappropriately.
 - To remind the Church that they are required to manage the traffic which occurs from weddings, funerals and christenings etc.
 - To remind them that emergency vehicle access is required at all times.
- The Parish Council were asked to work with the Church to try and find a solution to the problem for example to purchase cones with a polite parking notice on them or something similar.
- A resident asked how the Parish Council would install double yellow lines around the Village Green – The Clerk replied that this is not for the Parish Council to consider, it would be a DCC Highways matter and the Parish Council would explain this to the Church as it was the Church that had requested double yellow lines.
- It was reported that there was a large pothole coming off the roundabout from the Littleover Turn on Burton Road. A resident replied that he had already reported a lot of potholes around the village to DCC Highways department and had received confirmation back that they would be added to the maintenance schedule and would be repaired shortly. He had reported all potholes from in front of the Church, through Main Street, Doles Lane and Burton Road.
- A resident asked the Parish Council Members if the Clerk had copied them in on a complaint in relation to the installation of a path across the green. He asked the Clerk if any other complaints had been received. – The Clerk replied that 4 complaints had been received to date. The resident explained that all people that he had spoken to in relation to this matter, did not want a path through the Village Green. He asked the Parish Clerk that when a reply is sent he required a point by point response.

Minute Number 1679/15/B – Police Representatives Report

There were no Police Representatives present at the meeting, and there was nothing to report.

Minute Number 1679/15/C – District Council Representatives Report

There was no District Council Representative present at the meeting, and there was nothing to report.

Minute Number 1679/15/D – County Council Representatives Report

There was no County Council Representative present at the meeting, and there was nothing to report.

5. Minute Number 1680/15 - To confirm the Non-Exempt Minutes of the monthly Findern Parish Council Meeting held on 9th April 2015.

Resolved: The Non-Exempt Minutes of the Findern Parish Council Meeting held on Thursday 9th April 2015 having been circulated were approved and signed as a true record.

6. Minute Number 1681/15 - To determine which items if any from Part 1 of the Agenda should be taken with the public excluded.

There were no items from Part 1 of the agenda taken with the Public excluded.

7. Minute Number 1682/15 - Chairman's report

The Chair explained that since the election on 07.05.2015, 4 Findern Parish Council Members had stood down. She gave a big thank you to Seymour Bell, Lynette Nash, Martin Woodhouse and Robert Hudson for all their sterling work of the year for the benefit of the village.

Resolved: The Clerk to write a letter of thanks to all 4 former members of Findern Parish Council.

8. Minute Number 1683/15 - Report of the Parish Clerk

- a) Footpath through the Village Green update – Previously reported under minute number 1278/14, 1296/14, 1315/14, 1332/14, 1349/14, 1367/14, 1384/14, 1402/15, 1638/15, 1655/15 – Clerks Report

The Clerk explained that the proposed path across the Village Green had been on the agenda and had been discussed and debated in every meeting since May 2014, it had also been advertised in the newsletter which is delivered to every household within the village. The Clerk explained that the Parish Council had already made a final decision on this matter and the path was due to be installed within the next few weeks.

The Clerk explained that there were a few vacancies on Findern Parish Council if residents did not agree with the decisions that were being made. The Clerk explained that Findern Parish Council was a corporate body of volunteers that were in place to make decisions for and on behalf of the village. If a resident would like a bigger say in these decisions then they need to become a Parish Councillor by applying to her as the Parish Clerk.

It was reported that initially concerns were raised by residents that were in attendance when this matter had been discussed and modification to the type of path was considered and changed very early on in the discussions.

Resolved: Findern Parish Council agreed to continue with the plan to install the path across the Village Green as already agreed.

- b) Update on the A 50 Bus Shelter - Previously reported under minute number 1332/14, 1349/15, 1367/15, 1402/15, 1621/15, 1638/15, 1655/15 – Clerks Report.

It was reported that the base for the installation of the new bus shelter had been installed.

- c) Camel Rocker Missing from King George Playing Field update – Previously reported under minute number 1367/14, 1621/15, 1638/15, 1655/15 – Clerks Report

It was reported that the order for the replacement camel rocker had been placed and the equipment should be installed shortly.

- d) Goal Posts and Benches on the King George Playing Field update - Previously Reported under minute number 1367/14, 1621/15, 1638/15, 1655/15 – Clerks Report

It was reported that the goal posts had now been installed and Cllr Johnson was in contact with the contractor in relation to the benches.

Resolved; The Clerk to contact Aucuba Landscapes to fill in the holes in the grassed area at the King George Playing Field.

- e) Repairs to the Parish Council notice boards and approval to purchase a new notice board by the Parish Rooms update – Previously reported under minute number 1367/14, 1621/15, 1638/15, 1655/15 – Clerks Report

The Clerk reported that the notice board had been ordered but the contract needed to be signed and the cheque paid prior to the work starting.

f) Village Pump – Previously reported under minute number 1621/15, 1638/15, 1655/15 – Clerks Report
It was reported that Martin Woodhouse would be spraying the area off shortly with weed killer as the land needed to be cleared before any planting could take place. Martin Woodhouse had offered to do this work free of charge for the Parish Council.

- g) Purchase of a further Defibrillator for Burton Road end of Findern – Previously reported under minute number 1621/15, 1638/15, 1655/15 – Clerks Report

Cllr Goodall gave her report as follows:

- o She had still not managed to contact Nick Brown at EDF.
- o She had spoken to Wyevale Garden Centre and they were very keen to have the defibrillator there. They may also agree to pay for the installation of the electrics required. They have agreed to come back to Cllr Goodall with the outcome once they had spoken to their head office.

- h) Defibrillator Membership for approval – previously reported under minute number 1638/15, 1655/15 – Clerks Report

Cllr Goodall gave her report as follows:

- It was reported that the minimum membership would cost about £200.00.
- However Cllr Goodall had spoken to the First Responder who did the training in the village who had advised that there was no real reason to have the membership providing the defib is registered on the insurance policy and weekly and monthly visual checks are completed of the equipment and yearly by an electrician. The rest can be completed by the Parish Council. When replacement pads are required etc we can purchase them ourselves as required.
- As agreed Cllr Goodall had managed to purchase some cases for the defib location signs to go in. One had been installed at the Nadee in relation to the defib at the School but a location was still trying to be found for the notices within the village for the defib at the Village Hall, However it was hopeful that this could be installed outside of the local village shop on the outside wall.

- i) Lease agreement for Stanhope Hole and Stanhope Wood – Previously reported under minute number 1416/15, 1638/15, 1655/15 – Clerks Report

Resolved: Cllr Williamson to draft a letter and email to the clerk to be added to letter headed paper and posted out.

- j) Parking around the Village Green when Findern Church has an event – Yellow Lines required

Resolved: The Clerk to draft a letter to the Church informing them that yellow lines is a matter for DCC highways department and not the Parish Council. To ask them to manage their customers traffic for weddings, funerals and christenings etc. To inform the Parish Council of when they are holding big events. The Parish Council to offer to work with the Church to find a solution for example the Parish Council in principal could purchase some polite parking cones, but the Church would be responsible for putting them out and fetching them back in again.

Resolved: The Clerk to add the purchase of cones to the agenda for June 2015.

- k) Emptying of the bins at the Parish Rooms

Resolved: Cllr Goodall was given delegated powers to liaise with the Booking Clerk in relation to this matter.

- l) Use of the Parish Rooms toilet by the Church when the Parish Rooms has a hirer.

It was reported that a complaint had been received from a Parish Room hirer in relation to the Church using the Parish Room toilet when a paid hirer is using the Parish Rooms. This was not a problem when the Parish Rooms was not booked much, however booking were increasing and something needed to be sorted to stop such a situation happening in the future.

Resolved: Cllr Goodall was given delegated powers to liaise with the Church to establish when they have bookings over the next few months whilst this matter is being resolved:

Resolved: The Parish Council agreed that one option would be for the Church to book and pay for the Parish Rooms whilst they require to use them for an event.

Resolved: Cllr Goodall was given delegated powers to speak with the Booking Clerk for the Parish Rooms to see what booking we had over the next few months whilst this matter was being resolved.

m) Risk Assessments for approval as at 31.03.2015

Resolved: Findern Parish Council approved the Risk Assessments for the financial Year 2014/2015.

n) Installation of an outside tap at the Parish Rooms

Resolved: Cllr Goodall was given delegated powers to work with the Booking Clerk to find a contractor to install an outside tap at the back of the Parish Rooms.

Resolved: Cllr Goodall was given approval to purchase a hose pipe to attach to the outside tap for the watering of the village planters.

9. Minute Number 1684/15 - Planning Matters for Decision

There was nothing to report.

10. Minute Number 1685/15 - Reports from Councillor's that have attended any other Meetings.

d) Toyota Community Liaison Committee

There was nothing to report.

e) Village Hall

It was reported that there was still an issue with the storing of the Well Dressing equipment.

It was reported that a resident was storing the Parish Council and Village Hall Marquee, however the resident that was storing this equipment now wanted it out of the way. Archway Motors had already agreed to store this on behalf of the Parish Council and the Village Hall and maybe they would be willing to store the Well Dressing equipment also.

Resolved: Cllr Goodall was given delegated powers to ask Archway Motors if they could store the Well Dressing equipment.

Resolved: Storage for the Well Dressing equipment also to be added to the next Newsletter.

Resolved: The Clerk to add the village Maypole to the June 2015 agenda.

f) Findern Footpaths Group Meeting

There was nothing to report.

g) Other meetings attended

There was nothing to report

h) Notification of forthcoming meetings

Resolved: Cllr Goodall to check her diary to see if she is available to attend the SDDC Civic Council Meeting.

11. Minute Number 1686/15 - Finance

Resolved: Findern Parish Council approved the following payments:

a) Items for Payment

| Cheque No | Payee | Description | Amount |
|------------------|-----------------------------------|-------------------------------|---------------|
| 002434 | Go Digital Printing | Newsletter Printing | 365.00 |
| 002435 to 002438 | Salaries, Tax, NIC's and Expenses | | 948.99 |
| 002439 | B Wood | Audit 2014/2015 | 92.50 |
| 002440 | Signs of Cheshire ltd | Notice board and installation | 1,860.00 |
| 002441 | Aon UK Ltd | Insurance Cover | 1,881.87 |
| 002442 | Woodgrow Horticulture shrubs | | 60.00 |

b) Year End to 31.03.2015

1) **Internal Audit took place on 01.05.2015**

The Clerk informed Findern Parish Council that the Internal Audit took place on 01.05.2015. She explained that the Audit went well but one recommendation had been made, this was in relation to the account balances needing to be looked at with a view to reducing the balances in the future.

2) **Approval of the Annual Return Sections 1, 2 and 4.**

Resolved: Findern Parish Council approved section 1, 2 & 4 of the Annual Return.

3) **Approval of the year end accounts from 01.04.2014 to 31.03.2015**

Resolved: Findern Parish Council approved the accounts from 01.04.2014 to 31.03.2015.

4) **Review of the Financial Regulations, Internal Audit and Internal Controls for the Financial Year 2014/2015.**

The Clerk gave her report as follows:

1. Under the Accounts and Audit Regulations 2006 (which amends the Accounts and Audit Regulations 2003) The Findern Parish Council Clerk/RFO and Proper Officer is obliged to carry out a review of the effectiveness of its internal controls and to report the matter to the Council.
2. There is also a requirement to conduct a review of the effectiveness of Findern Parish Council's system of Internal Audit and formally report accordingly.
3. With regard to paragraph 1 above, the Financial Regulations under which Findern Parish Council's internal controls operate, which were approved and adopted at the Findern Parish Council Meeting held on 08.05.2014, are required to be reviewed by the Clerk/RFO at least annually. As the Clerk/RFO/Proper Officer and advisor to Findern Parish Council on its financial issues, I recommend that no changes are required at this time:-

Resolved: Findern Parish Council accepted and agreed with the Clerks report that no changes were required at this time.

4. Paragraph 2 above relates to the effectiveness of the system of internal audit. Findern Parish Council has appointed a qualified accountant to act as its independent internal auditor. The role of the internal auditor is to assist Findern Parish Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes. It is for Findern Parish Council to determine the level of internal audit required based on the internal controls in place which were approved and adopted at the Findern Parish Council Meeting held on 08.05.2014. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Findern Parish Council has complied with its own Financial Regulations. As Clerk/ RFO and Proper Officer I provide quarterly bank reconciliation to the Internal Auditor together with copies of bank statements. All payments are approved by Findern Parish Council and all invoices are available for inspection by the council. Cheques are signed by 2 members of the Parish Council and the stubs are countersigned by the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls, or provides a clean bill of health.

As your Clerk/RFO and Proper Officer I am happy with these arrangements and would not wish to change them as it provides both Findern Parish Council and me with an element of security. I am therefore satisfied with the effectiveness of Findern Parish Council's system of Internal Audit.

The Council considered the report by the Clerk/RFO regarding the obligations of the Council relating to the Financial Regulations and the effectiveness of the Internal Audit.

Resolved: That the comments of the Clerk/RFO and Proper Officer are noted and the Council, having reviewed the effectiveness of the system of Internal Audit, approved the current arrangements.

Resolved: The Clerk to add the Auditors report to the agenda for June 2015.

12. Minute Number 1687/15 - Items for discussion

There was nothing to report.

13. Minute Number 1688/15 - Items for Information

Resolved: Findern Parish Council noted the following information:

- a) South Derbyshire Health and Social Care Forum – 29.04.2015 at St Oswald's Church Hall, Church Street, Ashbourne from 9.30am to 12.30pm
- b) South Derbyshire CVS – Launch of the South Derbyshire Community Forum Monday 27.04.2015 10am to 12.30pm at the Town Hall, Swadlincote
- c) DCC – Derbyshire and Derby Minerals Local Plan

14. Minute Number 1689/15 - Derbyshire Association of Local Councils

Resolved: Findern Parish Council noted the following information:

- d) DALC Circular 06/2015
 - **Elections 2015**
 - **Transparency Code / Smaller Authorities Audit Regulations 2014**
 - **Subscription Rates and Training Delivery**
 - **Spring Seminar Reminder**
 - **Automatic Enrolment Training – Guidance for Town and Parish Councils**
- e) DALC Circular 07/2015
 - **Elections 2015**
 - **Transparency Code / Smaller Authorities Audit Regulations 2014**
 - **Subscription Rates and Training Delivery**

- Spring Seminar Reminder
- Automatic Enrolment Training – Guidance for Town and Parish Councils
 - f) DALC Circular 08/2015
- Purdah Guidance
- Changes to the smaller authorities' local audit and accountability framework
- Town and Parish Council websites
- Sustainable Communities Act - training session for all DALC Member Councils facilitated by the Leicestershire & Rutland Association
- Spring Seminar reminder
- Clerk Induction Training
- Vacancies
 - g) DALC Circular 09/2015
- Government Ombudsman to Larger Parish & Town Councils Consultation
- Vacancies
 - h) DALC Circular 10/2015
- Government Transparency Fund of £4.7m
- My Community – free advice and grants
- FREE – Audit Briefing Session – Grant Thornton
- Section 137 – Expenditure Limit 2015/16

15. Minute Number 1690/15 - Date of the next Parish Council Meeting to be confirmed

Resolved: The next meeting of Findern Parish Council was confirmed as 11th June 2015 at the Findern Parish Rooms commencing at 7pm.

Resolved: In view of the confidential nature of the business to be transacted, it was advisable in the public interest, that the press and public be temporarily excluded and were instructed to withdraw from the meeting.

All items in Exempt Information are covered under the Local Government Act 1972, schedule 12A – This legislation covers Engagement, terms of service, conduct and dismissal of employees, terms of tender and quotes, proposals and counter proposals in negotiation of contracts, preparation of cases in legal proceedings and the early stages of any dispute.

Agenda Part 2 – Exempt Information

- a) Rental Contract Parish Council Land - Previously reported under minute number 1630/15, 1647/15, 1664/15 – exempt Information

Resolved: Findern Parish Council agreed to have a new contract drawn up for a period of 10 years at the current rental rate to be reviewed in 5 years' time with a view to increasing the rent as per the information and advice received.

Resolved: The Clerk to contact Mr Bell to establish which solicitor wrote up the original contract.

Resolved: The Clerk to then instruct the solicitor to draft the new agreement for approval.

Signed.....Dated.....