

NORTHWOOD & TINKERSLEY PARISH COUNCIL

Clerk: Sarah Porter

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Email: northwood.tinkersleyipc@gmail.com

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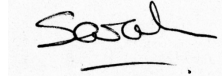
24th January 2018

Dear Councillor,

You are summoned to attend the Northwood&Tinkersley Parish Council Ordinary meeting on **Wednesday 31st January 2018 at 7.30pm in the Tea Room on Dale Road.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.

Yours sincerely,



Sarah Porter

AGENDA

PART 1 – NON CONFIDENTIAL ITEMS

- | | <i>Report / Action
Required</i> |
|--|--|
| 1. Apologies for absence | To note |
| 2. Declaration of Members Interests and including for dispensations from members on matters in which they have a Disclosable Pecuniary Interest
Please Note:
a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to
b) make representations and then leave the meeting prior to any consideration or determination of the item)/ Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct. | To note |
| 3. Public speaking
a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.
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.
c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage. | To note and
action |
| 4. To determine which items if any of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -
Item no x To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following item
Item no y. This item title will then be the item to be discussed with press and public excluded
....." | |
| 5. To approve the Minutes of the Meeting held on 6 th December 2017 | To approve |
| 6. Matters Arising (non decision making) <ul style="list-style-type: none">• Snow Warden Scheme – grit arrived? Promote around the parish?• Playing Field• Planning applications• Finance including looking at the Parish Council's priorities• Correspondence:<ul style="list-style-type: none">➢ Derelict Houses➢ Defibrillator | To discuss
Agenda Item 9
Agenda Item 10
Agenda Item 11

Update
Agenda Item 7 |
| 7. Councillor Vacancy
Draft Job Description – Appendix A | To discuss |
| 8. Defibrillator
The cost of a defibrillator with an outdoor cabinet is between £1,500 and £1,800. The cabinet will need a trickle electricity supply (off a lighting ring) and be installed by an electrician. | To discuss |
| 9. Playing Field <ul style="list-style-type: none">➢ Asset transfer from DDDC – It is in the deeds for most of the houses to help maintain the Avenue. | To note |
| 10. Planning Applications
New: <ul style="list-style-type: none">• 17/01242/FUL - Single storey rear / side extension - 14 Thorncliffe Avenue Darley Dale Derbyshire DE4 2HU – considered by email and no comments submitted on the | To note |

consultation

Existing:

- 17/01117/OUT - Residential development of up to 10 dwellings (outline) - Matlock Transport Northwood Lane Darley Dale Derbyshire DE4 2HQ – awaiting decision
- T/17/00128/TPO - Application for Tree Works - Northwood Bungalow, Northwood Lane, Darley Dale – Awaiting decision
- 17/01094/FUL - Extensions and alterations to property to create additional accommodation in roof space - Stanton View Cottage, Dale Road, North Darley Dale, Derbyshire DE4 2HX – Permitted with conditions
- 17/00995/OUT - Erection of dwelling (outline) - North Park Farm, Whitworth Road, Darley Dale, Derbyshire DE4 2HJ – Awaiting decision

11. Finance and Audit

- Accounts to 22nd January 2018 – Appendix B To note
- Budget for 2018/2019 including priorities for the Parish Council and footpath work – Appendix C To approve and discuss
- S137 requests – None To note
- New expenditure to approve: To approve
 - Cheque 584 – Clerk expenses for ink - £16.98
 - Cheque 585 – Dalc course - £60
- Expenditure to note To note
 - Standing Order – Clerk Pay - £157.05 for January
- New income to note - None To note

12. Correspondence:

- Heritage Lottery Fund Consultation: Strategic Funding Framework 2019-2014 To respond?
- Northwood&Tinkersley in Bloom application To discuss
- Clean Up Project application To apply?
- Area Community Forums: To attend?
 - Wednesday 7 February 2018, 7 pm – Henmore Suite, McMurtry & Harding veterinary practice, Clifton Road, Ashbourne, DE6 2DH
 - Wednesday 14 February 2018, 7 pm – Agricultural Business Centre, Bakewell, DE45 1AH

13. Feedback from Meetings and Training – None

14. For information

- 2018 – DDDC Chairman's Community Awards
- Adoption of the Derbyshire Dales Local Plan
- Proposed Changes to the Derbyshire Dales Self and Custom Build Register Consultation
- TV Programme hoping to speak to Grandparents

15. DALC Circulars (all circulated by email):

- Circulars 1& 2 2018: Index of most important elements of 2017 Circs. - GDPR - We're here for you - HR & Appraisal Training - Annual Governance & Accountability Return
- Circular 15-2017 - External Audit 17-18 - Transparency Fund - GDPR - Pay Offer 18-20 - HR Update - Bird Flu - Civic Voice Design Awards - Community Infrast. Levy - New Angling Grant - Disposal of furniture - DALC Office Christmas Closure

16. Reading (circulated by email):

- Derbyshire County Council - Local List
- 2018 DDDC Spending Plans
- Planning notices
- Derbyshire Police and Crime Panel Newsletter
- Peak Park Authority Press Releases
- Derbyshire Dales District Council Press Releases
- Police Alerts

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Tea Room on Dale Road - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND –

- 21st March 2018
- 16th May 2018
- 11th July 2018
- 12th September 2018
- 31st October 2018
- 5th December 2018

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MINUTES

For the meeting held on 6th December 2017 in the Tea Room on Dale Road

Councillors:	Janet Iles David Allen-Ashcroft Sharlaine Fincham Trevor Lane	David Neath Jason Ridgard Colin Wragg	Apologies:	Cllr Alan Palfreyman Cllr Jason Ridgard Cllr Jason Atkin (DCC) Cllr Jo Wild (DDDC) PCSO Anthony Boswell (Police)
Others:	Tessa Lindebaum Sarah Porter			

*Report / Action
Required*

1. Apologies for absence were received from Cllr Alan Palfreyman, Cllr Jason Atkin (DCC), Cllr Jo Wild (DDDC) and PCSO Anthony Boswell (Police). Cllr Iles welcomed everyone to the meeting.
2. There were no declaration of interests
3. Public speaking:
 - The Clerk explained that there were issues with cyclists and unsuitable vehicles using Rowsley Bar which has led to back-ups on the A6. Rowsley PC are asking Derbyshire CC to help and may need support from other local Parish Councils.
4. There were no items to be taken with the public excluded
5. The Minutes of the Meeting held on 13th September 2017 were approved
6. Matters Arising (non decision making)
 - Snow Warden Scheme – signed up for and grit will come to Cllr Lane Cllr Lane
 - Playing Field was discussed under Item 7
 - Planning applications were discussed under Item 8
 - Finance was discussed under Item 9
7. Playing Field
 - Mowing of wild flower meadow has been completed and cleared. It was hard to clear as not so many volunteers.
 - Tessa Lindebaum suggested whether some fruit trees could be planted at the top of the meadow with a bench. The cost would be about £25 per tree. It was felt that the public should be asked what they would like. The Parish Council will hold an open afternoon in the spring. Clerk
 - Asset transfer from DDDC – It is in the deeds for most of the houses to help maintain the Avenue. Clerk will chase this after Christmas Clerk
 - The area needs mowing. The last cut is in October. Cllr Wragg will let the resident know.
 - Play Equipment – this will be taken off the agenda until the asset transfer has happened.
 - Newsletter has been circulated. It was discussed to have a Facebook page too. The Clerk will set this up. Clerk
8. Planning Applications
New:
 - 17/01117/OUT - Residential development of up to 10 dwellings (outline) - Matlock Transport Northwood Lane Darley Dale Derbyshire DE4 2HQ – This was discussed, the Council support the change of use with the following comments: Clerk
 - The change of use will lose employment opportunities. However, the applicant's comments that they have an alternative, more suitable site locally. The implication being employment opportunities will not be lost.
 - There should be a detailed flood risk assessment due to the site's proximity to a stream.
 - The access is not the best. However, it is currently used for heavy goods vehicles which have knock on issues along Northwood Lane. The change of use will not make the current access issues worse. Indeed, it may improve them and be an opportunity to improve the access.
 - The application is for 10 houses with 4 or more bedrooms even though other correspondence mentions three bedroom properties as well. The application should be read as applying for four bedroom properties. Due to the nature of the location would this not be an opportunity to have a mixture of house sizes? The current layout is shown as indicative and cannot therefore be commented on as acceptable.
 - The location will be visible and so if granted the development should take the opportunity to be designed in such a way that it mirrors a semi-rural community

Signed:.....

Dated:.....

- and not a town housing estate development.
- The current use of the site means there will be contamination, and this should be dealt with via a planning condition
- There is a stone waymark sign near this site which details mileage to certain towns. This should be retained.

Existing:

- T/17/00128/TPO - Application for Tree Works - Northwood Bungalow, Northwood Lane, Darley Dale – Discussed by email and no comments made
- 17/01094/FUL - Extensions and alterations to property to create additional accommodation in roof space - Stanton View Cottage, Dale Road, North Darley Dale, Derbyshire DE4 2HX – Discussed by email and the following comment made “The Parish Council considered this application by email and comment that materials, etc. should be in keeping with the existing property and that sufficient attention should be given to landscaping. The access is busy with a lot of parking so adequate provision should be given to the management of construction traffic”
- 17/00995/OUT - Erection of dwelling (outline) - North Park Farm, Whitworth Road, Darley Dale, Derbyshire DE4 2HJ
- 17/00871/FUL - First floor extension – Tanglewood, Lumb Lane, Darley Dale, Derbyshire DE4 2HP – permitted with conditions
- 17/00646/OUT - Residential development of up to 3 dwellings (outline) - Northwood Bungalow, Northwood Lane, Darley Dale – Permitted with conditions

9. Finance and Audit

- External auditor appointed as PKF LITTLEJOHN LLP
- Standing Order for Clerks pay and setting up online banking to view the statements were agreed
- Accounts to 29th November 2017 were noted
- Draft budget for 2018/2019 – This was discussed. It was agreed in principle and signed off at the next meeting. The footpath minor maintenance grant was discussed and a need to identify the footpaths affected by this and whether any work has been carried out this year. Cllr Wragg
Clerk
- S137 requests – None
- New expenditure approved: Clerk
 - Cheque 582 – Clerk pay and expenses for December - £157.05
 - Cheque 583 – Mowing of wildflower meadow - £50
- Expenditure noted:
 - Cheque 579 – Clerk pay and expenses for October - £274.99
 - Cheque 580 – Clerk pay for November - £157.05
 - Cheque 581 – HMRC - £43
- New income noted - None

10. Correspondence:

- Derelict House on A6, opposite the Darley Dale garage, between Unity Villas and Spring cottages. This is privately owned and there is nothing the Parish Council can do. There are other empty properties in the Parish. It was agreed to write to the District Council to see if they can do anything. Clerk
- Renewed Public Space Protections Orders now live was noted
- Request for a defibrillator. This was felt to be a good idea. Clerk to get a quote. There was a discussion about having 2, one by the post box and one by the bus stop. Clerk

11. Feedback from Meetings and Training

- Grants & Grant Funding – 30th November – Cllr Fincham attended and found it really interesting and good. The trainer offered to look over any funding applications. One suggestion was to set up a community group to work in partnership with the Parish Council to apply for funding the Council can't apply for. There are organisations which can help. Be specific about your priorities as a Parish Council. Look at different funding to help for example Art Funding. There was then a discussion about the priorities for the Parish Council. It was agreed to put this on the next agenda. Clerk

12. For information – None

13. DALC Circulars (all circulated by email) noted:

- Circular 14 2017 - Introduction to Project Management Training - Business Rate survey - Spring Seminar 2018 - Parental Bereavement Leave - Diversity Comm - New Legal Briefings - NALC Consultations - Did you know? - CiLCA Spring - Law & Good Prac & GDPR
- Circular 13 2017 - DALC Annual Executive Meeting & AGM - CiLCA Qualifications - Feedback from the NALC Conference and Award - East Midlands Councils Policy Update - Councillor Essential Training January 2018
- 12-2017 - DALC - Our Day - NALC response to LG Finance Plans - Updated Legal Topic Note - NALC Larger Councils Conference - How to Discuss Retirement Options - NFP Workshops - bid writing - Clerk Essential Training - FOI Training
- Annual Report 2016-17 - Derbyshire Association of Local Councils

Signed:.....

Dated:.....

- Annual General Meeting of Derbyshire Association of Local Councils - 11 October 2017
- Circular 11-2017 - DALC AGM - Nominations for President & Vice Presidents - DALC Survey - CiLCA Training Days - Councillor Essential Training Opportunity
- Circular 10- 2017 - DALC Survey - Derbyshire Cllr in final 8 of NALC Cllr of year awards - HR responsibilities & appraisals - Big Lottery Fund - Win 40k match funding - Heritage Lottery - Gen Data Protection Regs - PAT testing - Litter Innovation Fun

14. Reading (circulated by email) noted:

- NDVA Network newsletter 108
- Citizens Advice Derbyshire Districts - Derbyshire Dales Quarter 1 Report
- Darley Hillside Residents Group
- Better health starts at home public consultation
- Planning notices
- Derbyshire Police and Crime Panel Newsletter
- Peak Park Authority Press Releases
- Derbyshire Dales District Council Press Releases
- Police Alerts

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PARISH COUNCILLOR

Description of the role

Role	Parish Councillor
Responsible to	All people resident within the Parish
Regular liaison with	Other councillors, local authorities, residents
Period of service	Four years with possible extension.
Salary	This is a voluntary position

Main purpose

Representing the views of all residents within your parish.

Secondary purpose

- As part of a local council you will have responsibility for running local services which may include: open spaces, play areas, village halls, community car schemes and potentially much more.
- Deciding on how much to raise through the council tax in order to deliver your council's services.
- Influencing and shaping the long term development policy for the parish, and as part of the planning process, comment on planning applications in the parish.
- Improve the quality of life and the environment in their local area.
- Working to identify issues which are important to the lives of the residents you represent.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

History of parish councils

Parish councils have their origins in medieval times, in an era when money was seldom used and when few people lived in the countryside. Communities came together in order to organise land management, agriculture and settle disputes.

The current system of parish councils was formed in 1896. There are currently around 10,000 parish councils in the country.

Any community can ask to have a parish council and, in fact, many new parishes have been formed in recent years -particularly in urban areas.

Local councils have evolved considerably over the last 1000 or so years, but one thing remains the same: they are the tier of local government which is closest to individual communities and therefore have the greatest potential for identifying, understanding and addressing the needs of the communities they serve.

While some larger councils are run along party political lines, there is no expectation that you have to join a political party. The vast majority of parish councils are not split by party politics.

Person specification

Criteria	Essential	Desirable
Over 21 and on the electoral register	Y	
A resident of the parish for which you are standing (although there are certain exceptions)	Y	
Able to attend regular evening meetings	Y	
Interest in local issues and things which affect people.	Y	
Keen to improve the local environment and quality of life.		Y
An understanding and willingness to represent the views of the whole community.	Y	
An interest in learning and developing your role in the community		Y

Support and training

Training and advice for parish councillors is provided by the Derbyshire Association of Local Councils (DALC). The district council, Peak Park and County Council provide training, advice and support on particular issues relating to working with the community.

NORTHWOOD&TINKERSLEY PARISH COUNCIL
Bank Rec. As at 23rd January 2018

	NatWest Current £	NatWest Reserve £	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2015	1,881.12	3,006.66	4,887.78	
plus : receipts	4,500.00	0.18	4,500.18	
less : payments	-3,003.89		-3,003.89	
unpresented items	0.00		0.00	
	<u>3,377.23</u>	<u>3,006.84</u>	<u>6,384.07</u>	0.00
Unpresented chqs	364.10	0.00	364.10	
Unpresented receipts	0.00	0.00	0.00	
Balance	<u>3,741.33</u>	<u>3,006.84</u>	<u>6,748.17</u>	
Bank : Current A/C - 05/09/17	3,741.33		3,741.33	
Deposit A/C - 03/11/17	0.00	3,006.84	3,006.84	
	<u>3,741.33</u>	<u>3,006.84</u>	<u>6,748.17</u>	
difference	0.00	0.00	0.00	

Signed by Responsible Finance Officer

_____ Date _____

Signed by Chairman

_____ Date _____

NORTHWOOD&TINKERSLEY PARISH COUNCIL		Monthly Budget Variances at 23/01/18			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2017 - 2018		10					
Date	23rd January 2018	Actual £	Budget £	Difference	Actual £	Budget £	Difference
Month	10	To Date	To Date	£	Projected	For Year	£
PAYMENTS	Administration						
	Clerk's salary	1,652.33	1,242.50	(409.83)	2,100.00	1,491.00	(609.00)
	Clerk's expenses and home office contribution	100.00	0.00	(100.00)	100.00	0.00	(100.00)
	Training	0.00	0.00	0.00	0.00	0.00	0.00
	Audit fees	25.00	66.67	41.67	80.00	80.00	0.00
	Room hire	45.00	133.33	88.33	135.00	160.00	25.00
	Subscription DALC	201.83	250.00	48.17	300.00	300.00	0.00
	Website maintenance	40.75	166.67	125.92	200.00	200.00	0.00
	Insurance	280.00	220.83	(59.17)	280.00	265.00	(15.00)
	Stationery, Printing and Adverts	558.98	833.33	274.35	1,000.00	1,000.00	0.00
		2,903.89	2,913.33	9.44	4,195.00	3,496.00	(699.00)
	Playing Field						
	Maintenance	0.00	166.67	166.67	200.00	200.00	0.00
	Safety Inspection	0.00	541.67	541.67	650.00	650.00	0.00
	Grass cut	100.00	708.33	608.33	850.00	850.00	0.00
	Rent	0.00	0.00	0.00	0.00	0.00	0.00
		100.00	1,416.67	1,316.67	1,700.00	1,700.00	0.00
	Misc						
	Bench - maintenance	0.00	0.00	0.00	0.00	0.00	0.00
	Grit Bins and salt refills	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	0.00	0.00	0.00	0.00	0.00	0.00
	Bus Shelter	0.00	0.00	0.00	0.00	0.00	0.00
	Donations	0.00	0.00	0.00	0.00	0.00	0.00
	Election Costs	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
	S137 Grants						
	S137 grants	0.00	333.33	333.33	400.00	400.00	0.00
		0.00	333.33	333.33	400.00	400.00	0.00
	Total Payments	3,003.89	4,663.33	1,659.44	6,295.00	5,596.00	(699.00)
	VAT	0.00	0.00	0.00	100.00	100.00	0.00
	Total Payments after VAT	3,003.89	4,663.33	1,659.44	6,395.00	5,696.00	(699.00)
RECEIPTS		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
	Bank Interest	0.18	20.83	(20.65)	25.00	25.00	0.00
	Grant	0.00	0.00	0.00	0.00	0.00	0.00
	Minor Maintenance Grant	0.00	237.50	(237.50)	285.00	285.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Vat	0.00	83.33	(83.33)	100.00	100.00	0.00
	Total Receipts before precept	0.18	341.67	(341.49)	410.00	410.00	0.00
	Precept	4,500.00	3,750.00	750.00	4,500.00	4,500.00	0.00
		4,500.18	4,091.67	408.51	4,910.00	4,910.00	0.00
		1,496.29	-571.67	2,067.96	-1,485.00	-786.00	-699.00

		2014-2015 actual	2015-2016 actual	2016 - 2017 actual	2017-2018 budget	2017-2018 actual to decisions made to January 2018	Revised estimate 2017-2018	Proposed Budget 2018 2019
Expenditure								
Admin	Clerk Salary	1,491.72	1,491.72	1,491.72	1,491.00	1,652.33	2,100.00	2,100.00
	Clerk Expenses and home office contribution	-	-	-	-	100.00	100.00	200.00
	Training	25.00	50.00	50.00	-	-	50.00	50.00
	Annual Audit	20.00	20.00	20.00	80.00	25.00	80.00	80.00
	Room Hire	118.60	120.00	135.00	160.00	45.00	160.00	160.00
	Subs	193.97	195.91	198.85	300.00	201.83	201.83	220.00
	Website	-	-	-	200.00	40.75	100.00	200.00
	Insurance	265.00	265.00	273.75	265.00	280.00	280.00	300.00
	Stationary	46.21	42.96	514.52	1,000.00	558.98	600.00	600.00
Playing Field	Maintenance	-	-	-	200.00	-	-	200.00
	Safety Inspections	-	-	-	650.00	-	-	100.00
	Grass cutting	-	-	-	850.00	100.00	100.00	100.00
	Rent	-	-	-	-	-	-	-
Misc	Bench maintenance	125.00	-	-	-	-	-	-
	Grit bins and Salt	-	-	-	-	-	-	-
	Footpaths	285.00	285.00	190.00	-	-	-	-
	Bus shelters	-	-	-	-	-	-	-
	Donations	-	-	-	-	-	-	-
	Election expenses	-	241.17	-	-	-	-	-
S137 Grants		-	-	-	-	-	-	200.00
Total payments		£2,570.50	£2,711.76	£2,873.84	£5,196.00	£3,003.89	£3,771.83	£4,510.00
VAT		-	-	-	-	-	100.00	100.00
Total expenditure		£2,570.50	£2,711.76	£2,873.84	£5,196.00	£3,003.89	£3,871.83	£4,610.00

Income								
Bank Interest		1.46	1.52	1.03	25.00	0.18	5.00	5.00
Grant		-	-	780.00	-	-	-	-
Minor Maintenance Grant (Footpaths)		225.00	285.00	190.00	285.00	-	285.00	285.00
Misc		-	450.00	-	-	-	-	-
VAT Rebate		-	-	84.33	-	-	100.00	100.00
Total receipts before precept		£226.46	£736.52	£1,055.36	£310.00	£0.18	£390.00	£390.00
Precept		2,500.00	2,500.00	2,500.00	4,500.00	4,500.00	4,500.00	4,500.00
Total Income		£2,726.46	£3,236.52	£3,555.36	£4,810.00	£4,500.18	£4,890.00	£4,890.00

Balance bought forward from previous year	£3,525.36	£3,681.50	£4,206.26	£4,887.78	£4,887.78	£4,887.78	£5,905.95
Plus income	£2,726.46	£3,236.52	£3,555.36	£4,810.00	£4,500.18	£4,890.00	£4,890.00
Less expenditure	£2,570.50	£2,711.76	£2,873.84	£5,196.00	£3,003.89	£3,871.83	£4,610.00
Annual Profit/loss	£155.96	£524.76	£681.52	£-386.00	£1,496.29	£1,018.17	£280.00
Balance carry forward	£3,681.32	£4,206.26	£4,887.78	£4,501.78	£6,384.07	£5,905.95	£6,185.95