

**ROWSLEY PARISH COUNCIL**

Clerk: Sarah Porter

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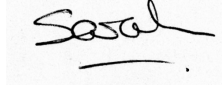
16<sup>th</sup> May 2016

Dear Councillor,

You are summoned to attend the Rowsley Parish Council Annual general meeting on **23<sup>rd</sup> May 2016 at the Village Hall, Rowsley.**

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

**ANNUAL GENERAL MEETING AGENDA**

		<i>Action Required</i>
1.	Election of Chairman	Approval
2.	Election of Vice-Chairman	Approval
3.	Apologies for absence – Cllr Friend	To note
4.	To confirm the Minutes of the Annual General Meeting held on 18 <sup>th</sup> May 2015	Approval
5.	Accounts for the year 2015-2016 and Annual Audit Return – Appendix 1	Approval
6.	Standing Orders – No changes required and existing Standing Orders continue	Approval
7.	Financial Regulations – No changes required and existing Regulations continue	Approval
8.	Appointments to outside bodies: <ul style="list-style-type: none"><li>• Village Hall Committee – Cllr Victoria Friend</li></ul>	Approval
9.	Code of Conduct	Approval
10.	Register of Interest Forms	To complete
11.	AGM Closed move on to Council meeting	

**DATE OF NEXT AGM**

- Monday 22<sup>nd</sup> May 2016

Held at 7.30pm in the Village Hall

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

# ROWSLEY PARISH COUNCIL

[www.rowsleyparishcouncil.co.uk](http://www.rowsleyparishcouncil.co.uk)

**Minutes of the Meeting** of the Council held on **Monday 18 May 2015**, commencing at 19.30hrs, in the Village Hall, Rowsley.

## **Present**

- Parish Councillors Kath Potter (Chair), Richard Bean, Vicky Friend with Polly Haylock and Steve Bones later co-opted onto the Council (see item 95/15 below).
- District Councillor Jo Wild.
- Also present were the Clerk and Keith Postlethwaite from Derbyshire Dales District Council (DDDC) (for item 99/15 below).
- No apologies for absence were received.

## **94/15 – Appointment of Chair and Vice Chair**

**RESOLVED** – it was agreed that Cllr Kath Potter be reappointed as Chair for the ensuing year and Cllr Richard Bean as Vice Chair. Cllr Kath Potter then took the Chair.

## **95/15 – Councillor Vacancies and Co-option**

There were three vacancies on the Parish Council after the retirement of the current Council on 11 May. Nominations for two of the vacancies were received from Polly Haylock and Steve Bones and they were duly co-opted onto the Council.

**RESOLVED** – agreed

## **96/15 – Declaration of interests**

Cllr Potter declared a non-pecuniary interest in item 106/15 (appointments to the PDNPA) and agreed to withdraw from the room when this was to be considered by Members.

**RESOLVED** – agreed

## **97/15 – Variation in Order of Business**

It was agreed that item 13(b) on the agenda (Chatsworth Road Play Area) be brought forward to be discussed after item 12 (confirmation of last meeting Minutes)

**RESOLVED** – agreed

## **98/15 - Confirmation of Minutes**

**RESOLVED** - that the Minutes of the Council Meeting held on 27 April 2015 be confirmed as a correct record and be signed by the Chair.

## **99/15 – Chatsworth Road Play Area – Resident Consultation**

Further to Minute 74/15 Keith Postlethwaite (DDDC) and Vicky Friend had amended the proposed summary of the history of the Play Area and the options for its future, adding a short questionnaire. Some minor amendments were suggested.

**RESOLVED** that –

(i) Polly Haylock (07503 214324) to:

- confirm with Rowsley Primary School and the Chatsworth Road Stores that they are prepared to have boxes for completed questionnaires on their premises.
- advise Keith Postlethwaite when she has completed the above and liaise with him regarding the collection and delivery of the boxes and their labelling.
- liaise with Vicky Friend on progress.

(ii) Keith Postlethwaite (DDDC – 01629 761377) to:

- produce the final version of the document including a site plan of the reverse.
- a direct link to a DDDC e-mail address for any resident who wishes to respond electronically. This link to state that the questionnaire will be available on the Rowsley PC website.
- when advised by Cllr Haylock include a statement on the document giving residents the option to return their completed questionnaire to Rowsley Primary School or the Chatsworth Road Stores, in addition to the option of posting them back to DDDC.
- obtain suitable boxes for the completed questionnaires for the School/Shop and liaise with Cllr Haylock re. their collection/delivery/labelling.
- report back to the 21 September meeting of the PC on the results of the survey.

(iii) Vicky Friend (01629 732987) to:

- advise Keith Postlethwaite of the return date to include on the questionnaire for responses, based on when they are to be finalised, when they are to be hand delivered by Cllrs and when the return containers (above) will be in the School/Shop.
- post the finalised questionnaire on the Parish Council website.
- liaise with the other Parish Councillors regarding arranging their hand delivery in Rowsley Parish.

*Keith Postlethwaite left the meeting at this point*

### **100/15 – Councillor Mike Longden**

Further to Minute 69/15 it was noted with great sadness that Cllr Longden passed away on 5 May. Subsequent to the meeting it had been announced that Cllr Longden's funeral would take place on Weds 27 May.

**RESOLVED** - that the Parish Council's appreciation of the work that Cllr Longden had undertaken on their behalf be formally recorded.

### **101/15 – Street Litter Bins**

Cllr Friend had been asked by a resident about the removal of the litter bin from the junction of Chatsworth Road/Chesterfield Road and Cllr Bones had also become aware of the removal of a litter bin near the top of Church Lane. Cllr Wild confirmed that street bins are being removed by DDDC as part of a rationalisation of waste collection services in order to reduce costs. She reminded Cllrs that DDDC had no statutory obligation to provide litter bins. However, enhanced street cleansing services are being offered as an alternative.

**RESOLVED** - that Cllr Wild liaise with DDDC regarding a street clean of the above areas.

*Cllr Wild left the meeting at this point*



ROWSLEY PARISH ACCOUNTS 2015/16

RECEIPTS

DATE	CLEARED ACCOUNT	FROM	DETAILS	Precept	Interest	Allotment	Recreation Ground	Burial Ground	Rent	Reimbursable expenditure	Footpath Grant	VAT	TOTAL
													£
10/05/2016			Balance B/F										
			Audit correction								155.74		155.74
01/04/2015	01/04/2015	S Warren	Allotment Rent 15/16			35.00							35.00
07/04/2015	07/04/2015	J Hobot	Allotment Rent 15/16			35.00							35.00
07/04/2015	07/04/2015	J Reed	Allotment Rent 15/16			50.00							50.00
20/04/2015		E Spencer	Allotment Rent 15/16 - Cancelled			-							-
29/04/2015	29/04/2015	E Spencer	Allotment Rent 15/16			35.00							35.00
29/04/2015	29/04/2015	Treasure Trove Fairs	Car Boot Sale - 26/04/15				178.00						178.00
30/04/2015	30/04/2015	DDDC	Parish Precept and Council Tax Grant 15/16	6,552.00							351.00		6,903.00
01/05/2015	01/05/2015	D Sharp	Allotment Rent 15/16			35.00							35.00
06/05/2015	06/05/2015	P Anderson	Allotment Rent 15/16			35.00							35.00
15/05/2015	18/05/2015	Treasure Trove Fairs	Car Boot Sale - 04/05/15 and 10/5/15				446.00						446.00
15/05/2015	18/05/2015	J Butt	Allotment Rent 15/16			35.00							35.00
19/05/2015	19/05/2015	Treasure Trove Fairs	Car Boot Sale 17/05/15				265.00						265.00
19/06/2015	22/06/2015	E Spencer	Allotment Rent (add area) + Bank Fee			9.00							9.00 statement
23/06/2015	23/06/2015	Treasure Trove Fairs	Car Boot Sale 21/06/15				210.00						210.00
15/07/2015	15/07/2015	HMRC	VAT									1,005.63	1,005.63
30/07/2015	30/07/2015	Treasure Trove Fairs	Car Boot Sale				334.00						334.00
01/06/2015	03/06/2015	DCC	Quarterly rent						50.00				50.00 statement
12/10/2015	30/07/2015	Mandale Memorials	Headstone					110.00					110.00 statement
01/09/2015	21/09/2015	Treasure Trove Fairs	Car Boot sale 2/8/15				275.00						275.00
20/09/2015	21/09/2015	Mandale Memorials	Headstone					110.00					110.00
08/10/2015	08/10/2015	Treasure Trove Fairs	Car boot sale 13/9/15				226.00						226.00
08/10/2015	08/10/2015	Greatorex	Burial					375.00					375.00
01/09/2015	04/09/2015	DCC	Quarterly rent						50.00				50.00
26/10/2015	05/11/2015	Bakewell Mannerians	Bakewell Mannerians				80.00						80.00
05/11/2015	05/11/2015	Mandale Memorials	Memorial					110.00					110.00
	29/06/2015	RBS	Deposit account interest		14.54								14.54
	29/09/2015	RBS	Deposit account interest		17.74								17.74
26/11/2015	26/11/2015	DDDC	Reimbursable expenditure							1,051.00			1,051.00
02/12/2015	04/12/2015	DCC	Quarterly rent						50.00				50.00
18/01/2015	20/01/2016	Mandale Memorials	Headstone					110.00					110.00
30/12/2015	30/12/2015	RBS	Interest		17.56								17.56
11/02/2016	19/02/2016	Rowsley 86	Football rent						300.00				300.00
02/03/2016	04/03/2016	DCC	Quarterly rent						50.00				50.00
30/03/2016	30/03/2016	RBS	Interest		16.08								16.08
													-
				6,552.00	65.92	269.00	2,014.00	815.00	500.00	1,051.00	506.74	1,005.63	12,779.29



# LOCALISM ACT 2011

## ROWSLEY PARISH COUNCIL CODE OF CONDUCT MAY 2016

As a member or co-opted member of Rowsley Parish Council I have responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the localism Act provisions, when acting in this capacity i.e.

- At formal meetings of the Council, its Committees and Sub-Committees
- When acting as a representative of the Authority
- In discharging functions as a Parish Councillor
- At briefing meetings with officers and at site visits
- When corresponding with the Council, other than in a private capacity

I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

**SELFISHNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**OBJECTIVITY:** in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts in a way that protects the public interest.

**BULLYING AND HARASSMENT:** holders of public office must treat others with respect and must not pursue a course of conduct which amounts to bullying or harassment of another.

**LEADERSHIP:** holders of public office should promote and support these principles by leadership and example.

The Act further provides for registration and disclosure of interests and in Rowsley Parish Council this will be done as follows:

### 1. DISCLOSABLE PECUNIARY INTERESTS

I will –

- Comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a Disclosed Pecuniary Interest as defined in Appendix A.
- Keep my register of interests up to date and notify the monitoring Officer in writing within 28 days of becoming aware of any change in respect of my interests.
- Make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

## **2. SENSITIVE INFORMATION**

Where I consider that the information relating to any of my interests in 1 above is sensitive information, and District Council's Monitoring Officer agrees, I need not include that information when registering that interest, or, as the case may be, a change to that interest under section 1.

In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that I or a person who lives with me may be subjected to violence or intimidation.

## **3. OTHER INTERESTS**

In addition to the statutory requirements, I will make a verbal declaration of the existence and nature of any other non disclosable pecuniary interest or non pecuniary interest at any meeting at which I am present at which an item of business is under consideration, at or before the consideration of that item, or as soon as the interest becomes apparent where –

- The matter may be particularly regarded as affecting the well-being or financial standing of myself, a friend of my family or friends.
- It relates to, or is likely to affect, any of the interests listed in Appendix A to this Code, but in respect of my family or friends.

As a Member of Rowsley Parish Council, my conduct will in particular address the statutory principles of the Code of Conduct by: -

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me – and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the parish or the good governance of the authority in a proper manner.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.



- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.
- Respecting the confidentiality of information which I receive as a member in accordance with the Council's Member/Employee Protocol.
- Behaving in accordance with all our legal obligations, with particular regard to the:
  - Data Protection Act 1998
  - Freedom of Information Act 2000
  - Bribery Act 2010
  - Equality Act 2010
- Having regard to the principles of the Council's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

## ROWSLEY PARISH COUNCIL

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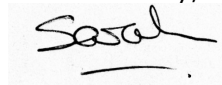
16<sup>th</sup> May 2016

Dear Councillor,

You are summoned to attend the Rowsley Parish Council meeting on **23<sup>rd</sup> May 2016 after the Parish Meeting at the Village Hall, Rowsley.**

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

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Report / Action<br/>Required</i>                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Apologies for absence – Cllr Friend                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | To note                                                                                                                                                                |
| 2. Declaration of Members Interests and including for dispensations from members on matters in which they have a Disclosable Pecuniary Interest<br>Please Note:<br>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 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.<br>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<br>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.<br>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.<br>• 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<br>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: -<br>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<br>Item no y. This item title will then be the item to be discussed with press and public excluded<br>....."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                        |
| 5. To approve the Minutes of the Meeting held on 25 <sup>th</sup> April 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | To approve                                                                                                                                                             |
| 6. Matters Arising (non decision making)<br>• Chatsworth Temporary Road change for Sunday of Country Fair – Application yet to be submitted. The Parish Council will be consulted.<br>• Defibrillator<br>• Planning<br>• Recreation Ground items<br>• Burial Ground items<br>• Allotment items<br>• New Councillor<br>• Correspondence – actioned as agreed at the meeting<br>• Website<br>• Car rally – Clerk has spoken to Cornwall County Council. This particular rally often don't inform the authorities properly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | To note<br><br>Agenda Item 7<br>Agenda Item 8<br>Agenda Item 9<br>Agenda Item 10<br>Agenda Item 11<br>Agenda Item 12<br>Agenda Item 13<br>Agenda Item 14<br>To discuss |
| 7. Defibrillator<br>• Clerk has spoken to BT and they no longer own the box, CHT do so any defibrillator there would need to be with them at a cost of £1,775. Another option would be to find a different site and can purchase for around £1,500 including training from East of England Ambulance<br>• Quote for the installation at the Village Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Update                                                                                                                                                                 |
| 8. Planning Applications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | To note                                                                                                                                                                |

New:

- Peak Park:
  - None
- Derbyshire Dales:
  - 16/00210/FUL - Enlargement of windows to units 1 and 26, Peak Village Estates, Chatsworth Road, Rowsley

Existing:

- Peak Park:
  - DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Awaiting decision
- Derbyshire Dales:
  - None

Enforcement – Potential property being converted to a B&B

9. Recreation Ground and Playground
- Signage ordered To note
  - Ground repairs:
    - Dominic Pathe hopes to do all the work required (fencing, stiles, signs up and playground repairs) in June To note
    - Play equipment – 4 new swing seats have been ordered. The cost will be £352 (VAT £57) To note
  - Bench donation – This has been installed To note
  - Inspection Feedback Cllrs Bones
10. Burial Ground:
- Signs ordered To note
11. Allotments
- Apple tree removal and pruning Update
  - Allotment Number 2 has paid their rent so expect work to start Update
  - Sign ordered for gate Update
12. New Councillor
- Jackie Wardle and Robert Hockley both expressed an interest in the vacancy before the last meeting and were invited to this meeting. In the meantime Jackie Wardle has stood aside until a future vacancy occurs. Therefore the Council need to agree to co-opt Robert Hockley if he is still interested in the position. To agree
13. Finance and Audit
- Asset Register – Appendix A To note
  - Risk Assessments – Appendix B To approve
  - Accounts to 15<sup>th</sup> May 2016 – Appendix C To note
  - Insurance renewal – Came and Company quote is £623.83 and Zurich quote is £411.68 for 1 year or £399.53 for 3 years To discuss
  - S137 requests To note
    - None
  - New expenditure to approve: To approve
    - Cheque 684 – Clerk Pay and Home office - £243.53
    - Cheque 685 – Ground maintenance - £873.33
    - Cheque 686 – Internal audit - £39.30
  - Expenditure to note: To note
    - None
  - New income to note: To note
    - £155 and £140 car boot
    - £6,552 precept and £175 Council Tax grant
    - £250 footpath grant
    - £190 allotment rent
    - £113.54 VAT repayment
14. Website
- Clerk has contacted a website developer. She is hoping to meet to him shortly and get a quote. To discuss
15. Correspondence:
- Derby and Derbyshire Mineral Plan Cllr Bones
  - Footpath Right of way scheme - £315 has been allocated to Rowsley PC To note
  - Community Speed Watch To discuss
16. Feedback from Meetings and Training:
- Ineos Shale Community Presentation on Fracking Clerk
17. For information
- None To note

18. DALC Circulars (all circulated by email):

To note

- Circular 9 2016 - General
- Circular 8 2016 -Governance & Accountability - Locum Clerks - Neighbourhood Planning Champion- Local Council Award Scheme - Section 137 & Power of Gen Competence - TescoBags of Help - NALC Star Councils - Sheepwatch UK - Arnold-Baker LocalCouncil Admin Tenth Edition - CiLCA Training - Vacancies

19. Reading:

All to be read

- CPRE Magazine
- Peak District News and Views (circulated by email)
- Beeley Parish Council Agenda Papers (circulated by email)
- Peak Park Authority Press Releases (circulated by email)
- Derbyshire Dales District Council Press Releases (circulated by email)

20. Meeting dates:

- 27 June 2016
- 25 July 2016
- 26 September 2016
- 24 October 2016
- 28 November 2016
- 30 January 2017
- 27 February 2017
- 27 March 2017
- 24 April 2017 (preceded by the Annual Parish Meeting)
- 22 May 2017 (Annual Council Meeting)

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the Village Hall - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

- 27 June 2016

## ROWSLEY PARISH COUNCIL

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### MINUTES

#### For the meeting held on 25<sup>th</sup> April 2016 in The WI Room, Village Hall, Rowsley

<b>Councillors present:</b>	Richard Bean Victoria Friend	Stephen Bones Polly Haylock	<b>Apologies:</b>	Cllr Richard Bean Cllr Kath Potter PCSO Hayley Grundy (Police)
<b>Others:</b>	Cllr Jo Wild (Derbyshire Dales DC and Derbyshire CC) Ted Cadogan Sarah Porter		<b>Not present:</b>	

#### PART 1 – NON CONFIDENTIAL ITEMS

*Report / Action  
Required*

1. Apologies for absence were received from Cllr Richard Bean, Cllr Kath Potter and PCSO Hayley Grundy
2. There were no declaration of Interests.
3. Public speaking
  - Ted Cadogan –
    - Chatsworth Road Parking – Ted is working on this but thinks this is going to be a slow process. He is going to look into the price for buying the land.
    - Country Fair – there is a planning application submitted to Derbyshire County Council to turn the B6012 from blue doors to the A6 at Rowsley and the road to Beeley Moor one way from 4pm – 8.30pm on the Sunday. Some suggestions were made on who may complain and how to alleviate that e.g. a free ticket to the event.
4. There were no items on the agenda to exclude members of the press and public in order to discuss the following item under the Public Bodies (Admission to Meetings Act 1960).
5. The Minutes of the Meeting held on 21<sup>st</sup> March 2016 were approved.
6. Matters Arising (non decision making)
  - Gullies on Church Lane have been cleaned
  - Rowsley Bar litter reported
  - Loose man hole cover reported
  - Defibrillator was discussed under Item 7
  - Planning was discussed under Item 8
  - Recreation Ground items was discussed under Item 9
  - Burial Ground items was discussed under Item 10
  - Correspondence – actioned as agreed at the meeting
  - Website was discussed under Item 14
  - Car rally – Clerk emailed Derbyshire County Council and it was passed on to the transport department but Clerk has not heard anything further. There was a lot of fog that morning and so think the event was cancelled.
7. Defibrillator
  - Clerk has spoken to BT and they no longer own the box, CHT do so any defibrillator there would need to be with them at a cost of £1,775. Another option would be to find a different site and can purchase for around £1,500 including training from East of England Ambulance
  - Quote for the installation at the Village Hall – The electrician needs the specification for the defibrillator to quote. Clerk to email Cllr Friend the specification.
8. Planning Applications
  - New:
    - Peak Park:
      - None
    - Derbyshire Dales:
      - None
  - Existing:
    - Peak Park:
      - DDD/1198537 - Stanton Moor Quarry – Determination of Conditions – Awaiting decision
    - Derbyshire Dales:

Clerk

Chairman's Signature ..... Date.....

- o None

Enforcement – Potential property being converted to a B&B

9. Recreation Ground and Playground

- Signage ordered
- Ground repairs:
  - o Bins have been altered as previously discussed.
  - o Clerk has met Dominic Pathe and he has quoted for all the work required (fencing, stiles, signs up and playground repairs) £200 for labour and £110 for materials. Clerk
  - o This was approved.
  - o Play equipment – quote received from Sovereign as emailed. Alternatively can order off the internet for about £115. It was agreed to order from the internet. Clerk
- Bench donation – This has been ordered and will be installed shortly
- Inspection Feedback – Cllr Bones fed back that it looked like there may have been a horse/cattle on the recreation ground. Cllr Friend will do the next inspection. Cllr Friend

10 Burial Ground:

- Signs ordered

11 Allotments

- Apple tree removal – It was agreed to allow the allotment volunteer to cut down the tree and turn it into a bird feeder. He will put up signs in advance and cordon off the area whilst work is ongoing. The other 2 trees need to be pollarded and Clerk will ask for a new quote.
- Water Butt – Cllr Haylock is happy to donate it to the allotments otherwise it will go to the preschool. There was a discussion about where on the allotment it would go and it was decided to let the preschool have it.
- Chickens – Cllr Bones has inspected and there is a new fence to keep the chickens in.
- Haddon rent review - £56.60 per annum was noted
- Number 2 Allotment has not yet been tended. Clerk to contact them. Clerk
- Need to buy permanent signs for the gates. This was approved and Cllr Friend will send the Clerk the wording. Clerk

12 New Councillor

Jackie Wardle has expressed an interest - I live in the village (in St Katherine's Close) and, although I have only lived here for just under 3 years, I've lived in Derbyshire all my life and in the Derbyshire Dales area for almost 20 years. I've worked in Local Government all my adult life and, now my children are more independent, I'd like to contribute to the village and the Parish Council might be an opportunity for me to go this.

Robert Hockley has also expressed an interest. He is interested in the upkeep and improvement of the village. He has been a resident for 35 years.

It was agreed to invite them both to the next meeting.

Clerk

13 Finance and Audit

- Accounts for 2015/2016 – for final approval in May - £28.20 difference
- Accounts to 18<sup>th</sup> March 2016 were noted
- Parish Magazine contribution – no update
- Asset Register – Appendix C – Dog Poo bins reduced to 2. Needs to add in values...any advice?
- PAYE – Clerk has had a letter stating there is a credit on the account. She discovered that the previous Clerk does not seem to have completed the PAYE correctly and when he left the interim Clerk paid some PAYE bills which were probably not needed. Credit will now sit on the account.
- S137 requests
  - None
- New expenditure approved:
  - Cheque 680 – Clerk Pay and Home office - £379.05
  - Cheque 681 – Allotment Rent - £56.60
  - Cheque 682 – Allotment spraying - £300
  - Cheque 683 – Peak Park Parishes Forum - £6
- Expenditure noted:
  - Direct Debit – Website hosting £16.20
- New income noted:
  - £250 Maintenance from DCC
  - £16.08 interest
  - £85 allotment rents

14 Website

Cllr Friend passed the Clerk the details. She has looked into it and a new site needs to be developed. She has started this but it is time consuming. It was agreed to ask someone to look at developing it.

Clerk

15 Correspondence:

- Music Festival request on the Recreation Ground in July 2017 on Friday and Saturday with music until 11pm and they would like camping. An initial view was to say no as it is so close to residents. With camping included then the noise will not stop at 11pm. Following further discussion it was agreed to say no to this request. Clerk
- Thank you for being part of the Snow Warden Scheme was noted.
- Parish and Town Council Liaison Forum Monday 27 June 2016 6pm – 8pm at County Hall, Matlock – This clashes with the Parish Council meeting.
- Derbyshire Dales Draft Local Plan – No comment.
- Proposed diversion of Public Footpath number 15 – This was discussed and supported. Clerk
- Derby and Derbyshire Minerals Local Plan – Comments by 12<sup>th</sup> June so will be added to the next agenda. Clerk

16 Feedback from Meetings and Training:

- None

17 For information

- Eroica Britannia returns to Bakewell for a third year 17 – 19 June 2016

18 DALC Circulars (all circulated by email):

- Circular 6 2016 - General
- Circular 7 - Training -Finance for Cllrs - Neighbourhood Planning - Health & Safety - Tree &Woodland Management - Mediation - Chair Skills - Grave Matters - Code ofConduct - Dark Arts Minutes etc - Programme for Spring Seminar 11 April 2016

19 Reading:

- Peak District News and Views (circulated by email)
- Beeley Parish Council Agenda Papers (circulated by email)
- Peak Park Authority Press Releases (circulated by email)
- Derbyshire Dales District Council Press Releases (circulated by email)

DATES OF FUTURE MEETINGS - All meetings held at 7.30pm in the WI Room of the Village Hall - MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

- 23 May 2016

**Asset Register**

<b>Items</b>		<b>Value</b>	<b>Insured</b>	
Bench	Burial Ground	385.00	Y	
1 x metal gate from Church Yard	Burial Ground	-	N	
1 x field gate onto adjacent lane	Burial Ground	-	N	
Walling on East, South and West sides	Burial Ground	-	N	
War Memorial	Churchyard	-	Y	
1 x metal field gate into site	Community Garden Allotment	-	N	
1 x pedestrian gate into site	Community Garden Allotment	-	N	
Pond	Community Garden Allotment	-	Y	
Summer House	Community Garden Allotment	500.00	Y	
2 x sets of swings (£2,000 each)	Play Ground	4,000.00	Y	
1 x multi play unit	Play Ground	1,200.00	Y	
2 x spring play units (£500 each)	Play Ground	1,000.00	Y	
1 x speed gyro (roundabout)	Play Ground	4,039.00	Y	
Rubber safety matting surrounding all play units	Play Ground	-	Y	
2 Benches (385 each)	Play Ground	770.00	1	Ron Whitehead seat insured
1 x Litter bin	Play Ground	100.00	Y	
Bench - Donated	Recreation Ground	-	N	£385
Bench - Donated	Recreation Ground	-	N	£400 Donated by Mrs D Audhali 01148353204
2 Picnic tables	Recreation Ground	-	N	
2 x Dog Waste litter bins	Recreation Ground	-	N	
1 x gate to car park from highway	Recreation Ground	400.00	Y	
2 x field gates	Recreation Ground	-	N	
1 x metal field gate from Car Park	Recreation Ground	-	N	
1 x pedestrian gate	Recreation Ground	-	N	
2 gates	Recreation Ground	-	N	
All fencing	Recreation Ground and Play Ground	-	N	
3 x Notice Boards	School Lane, Church Lane and Chatsworth Road	600.00	Y	
Obelisk (listed building)	Triangle at junction of A6 and School Lane	-	Y	
<b>TOTAL</b>		<b>£ 12,994.00</b>		



## REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT SYSTEM

The Accounts and Audit (Amendment) (England) Regulations 2006 require all audited bodies (ie bodies whose accounts are audited in accordance with Section 2 of the Audit Commission Act of 1988) to review the effectiveness of their system of internal audit once a year and for the findings of the review to be considered by a committee of the body, or the body as a whole.

Consequently, the Council is expected to carry out an annual assessment of the financial risks it is exposed to and to identify any actions it considers necessary to minimise those risks

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

<b>Service Area</b>	<b>Risk</b>	<b>Recommendation</b>
Insurance	Public Liability (statutory)	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Money	Continue existing cover (£250k)
	Fidelity Guarantee	Continue existing (£150k)
	Loss of revenue	Continue existing (£10k)
	Officials indemnity	Continue existing cover (£500k)
	Libel and Slander	Continue existing cover (£250k)
	Personal Accident	Continue existing cover (Scale benefits)
	Commercial legal protection	Continue existing cover (£100k)
	Street Furniture/Playground Equipment/Property	Continue existing (increased each year in line with inflation)
	Gates and Fences	Car park gates covered for impact damage. Other gates and fences not covered
Employee	Loss of service of employee	Immediately advertise any vacancy (if permanent loss). Request help via DALC scheme to cover temporary loss or consider temporary employment
Administration	Payment Arrangements	Continue with requirement to report all Payments to Council for approval. Continue with requirement for 2 authorised signatories on cheques and for signatories to initial cheque stubs
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement
	Agency Advice	Continue with membership of DALC
Cemetery	Increase in net expenditure	Review fees annually
	Memorial Safety	Continue with existing policy to approve all new applications for memorials. Undertake safety check every 5 years
Play Area and	Loss of use of play equipment	Continue with regular maintenance and safety checks and take unsafe equipment out of use until repairs carried out

Recreation Ground	Cash linked to car boot on Recreation Ground	Passed to a Councillor and then on to the Clerk. Parish Council insurance does not cover loss of cash whilst in Councillor possession so pass to Clerk asap
Precept	Annual precept not the result of proper detailed consideration	Continue to present budget report to Council prior to setting precept
	Inadequate monitoring of monitoring	Regularly consider budget performance report (quarterly)
Accounting	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/submission of accounts and financial returns	Continue to ensure that all accounts and returns are completed and submitted by the deadlines
	Non-compliance with internal audit requirements	Appoint internal auditor and his report and recommendations be considered by Council
Contracts	Ensure continued value for money coupled with continuity of work	Continue the practice of seeking quotations for grounds maintenance (mowing) every year and issuing specifications. Items of expenditure under £2000 shall be subject to one quotation; items over £2000 to at least 2 quotations. Items over £5000 to be subject to formal tenders
Internal Audit	Internal Audit Terms of Reference	Internal Audit Terms of Reference approved annually in accordance with the minimum requirements suggested in "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide" Appendix 8 page 129 Internal Audit to take into account the Council's risk management processes (this document) and internal controls Terms of reference define audit responsibilities in relation to fraud (direct reporting to Chair/Council)
	Independence	Internal Auditor has direct access to those charged with governance (Council). Internal audit reports made in own name to management. Internal auditor to have no other role within the Council.
	Competence	There should be no evidence that the internal audit work has not been carried out ethically, with integrity and objectively
	Relationships	Responsible Officer (Clerk/RFO) is consulted on the internal audit plan and on the scope of each audit. Responsibilities for Clerk and internal auditor are defined in relation to internal control, risk management and fraud and corruption matters The responsibilities of the Council Members are understood
	Audit Planning and Reporting	The Audit Plan properly takes account of corporate risk. The Council has approved the Plan. Internal Audit is expected to report on a "negative" basis (ie reports only areas of concern/recommendations).

**ROWSLEY PARISH ACCOUNTS 2016/17**

Date 15th May 2016  
 Month 1

Year to Date at 15/05/16			
1			
	Actual £ To Date	Budget £	Difference £
<b>PAYMENTS</b>			
Clerk's salary	279.05	2,500.00	2,220.95
Clerk's expenses	100.00	300.00	200.00
PAYE	0.00	0.00	0.00
Audit	0.00	125.00	125.00
Ground Maintenance £ 2,119.64			
Grass	0.00	2,500.00	2,500.00
Recreation Ground	0.00	300.00	300.00
Allotment	300.00	160.00	(140.00)
Community Garden	0.00	150.00	150.00
Bus stops	0.00	0.00	0.00
Footpaths	0.00	0.00	0.00
Safety	0.00	350.00	350.00
Rent	56.60	0.00	(56.60)
Snow	0.00	0.00	0.00
Hall hire	0.00	200.00	200.00
Insurance	0.00	600.00	600.00
Subscriptions	6.00	250.00	244.00
Training	0.00	100.00	100.00
S137	0.00	600.00	600.00
Website	0.00	90.00	90.00
Misc	0.00	200.00	200.00
<b>Total Payments</b>	<b>741.65</b>	<b>8,425.00</b>	<b>7,683.35</b>
VAT	0.00	0.00	0.00
<b>Total Payments after VAT</b>	<b>741.65</b>	<b>8,425.00</b>	<b>7,683.35</b>

**RECEIPTS**

Allotment	275.00	269.00	6.00
Recreation Ground	295.00	1,000.00	(705.00)
Burial Ground	0.00	0.00	0.00
Interest	0.00	50.00	(50.00)
Rent	0.00	200.00	(200.00)
Reimbursable expenditure	0.00	1,051.00	(1,051.00)
Footpath grant	250.00	250.00	0.00
VAT	113.54	1,200.00	(1,086.46)
<b>Total Receipts before precept</b>	<b>933.54</b>	<b>4,020.00</b>	<b>(3,086.46)</b>
Precept and Tax Grant	6,727.00	6,727.00	0.00
<b>Total Receipts with precept</b>	<b>7,660.54</b>	<b>10,747.00</b>	<b>(3,086.46)</b>

**Difference** **6,918.89** **2,322.00** **4,596.89**

		Current account	Deposit Account	Combined
Start balance		£ 50.00	£ 11,693.47	£ 11,743.47
Current balance	29/04/2016	£ 135.00	£ 18,824.73	£ 18,959.73
Current balance	Spreadsheet	£ 50.00	£ 18,612.36	£ 18,662.36
diff			-£ 212.37	-£ 297.37