

BURNASTON PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 18th January 2018

To: The Chairman and Members of Burnaston Parish Council

ORDINARY PARISH MEETING

You are summons to attend the next Burnaston Parish Council Meeting, which will be held at the Village Hall on **THURSDAY 25th JANUARY 2018 at 7.00pm.**

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

Yours sincerely

Jacqui Storer
Clerk

ORDINARY PARISH COUNCIL MEETING - AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

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)
- (c) 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.

- 4 Public Speaking – (15 Minutes)

- (a) A period of not more than 15 minutes (as per Standing Orders 3f) 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.

- 5. To grant any dispensations relating to declared interests
- 6. To approve the Ordinary Minutes of the Meeting held on 30th November 2017 (Copy already circulated).
- 7. To determine which items if any from Part 1 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:

"In view of the confidential nature of item to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."
- 8. Co-option of a Parish Councillor
 - a) to consider the application to be a co-opted Cllr
 - b) if the co-option occurs, for the new Cllr to take and sign the Declaration of Office and Register of Interest
- 9. Chairman's Announcements on official functions attended
- 10. Report of the Clerk
- 11. To consider and make recommendations regarding GDPR
- 12. To receive updates and to make recommendations relating to the New House Farm proposed development
- 13. To make recommendations relating to Mickleover Country Park matters
- 14. To make recommendations relating to Village Hall Matters including access
- 15. To make recommendations relating to Burnaston Village matters
- 16. To receive reports on the public footpaths in the Parish and to decide upon actions to be taken
- 17. To consider the arrangements to commemorate the 100th anniversary of the end of World War 1 (Min 17/332)
- 18. To decide upon the design of the new noticeboard and update on the village map (Min 17/328d)
- 19. To consider consultations received
 - a) None received
- 20. Risk Assessments

21. Planning
 - a) Planning applications (see attached sheet)

22. Correspondence (See attached sheet)

23. Finance
 - a) Accounts for Payment (see attached sheet)
 - b) To consider requests made under S137
 - c) To consider the Village Hall hiring charges and policies
 - d) To consider the 2018/19 budget
 - e) To consider the setting of a Five Year Plan
 - f) To set the precept for 2018/2019

24. Items for information only
 - a) To receive reports on meetings attended

 - b) To advise on Forthcoming meetings/Training sessions
As per DALC circulars
Safer Neighbourhood and Area Meeting – 23rd January 2018, 6.30pm at Hilton Village Hall

25. To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”

26. Items for the agenda for the next meeting
 - Update on GDPR

27. Dates of the next meetings

15 th March 2018,	24 th May 2018	26 th July 2018,
27 th September 2018,	29 th November 2018	

Clerk's Report January 2018

Agenda item

8. Parish Cllr Vacancy

The Clerk received an expression of interest in one of the two vacancies, which galvanised it into a firm application to be co-opted onto the Parish Council from Tara Paonessa. The application has been previously circulated to all Cllrs. The procedure for co-option will be explained at the meeting.

10. Report of the Clerk

The Clerk has submitted an application to Toyota for funding of upto £500 towards the defibrillator, the housing unit and installation. Toyota came back to the Clerk to complete a further application as it may be possible to have the whole of the cost of the defib and housing unit funded by Toyota. A decision is expected in the new year.

11. GDPR

The Clerk had a follow up meeting with DALC and other Clerks on 20th December 2017 regarding GDPR. DALC is hoping to provide some templates of policies which Parish Councils can adapt to suit each individual Parish Council's circumstances. DALC may also be able to offer DPO services at an estimated cost of £300 p.a, further details are awaited, but DALC is interested to know if Parish Councils will be interested in this suggestion.

Part of the clarification received on 20th December 2017 was the following:

- The responsibility for complying with GDPR remains with the Parish Council and Cllrs,
- The Parish Council is the Data Controller and the Clerk is the Data Processor,
- The Parish Council needs to take an active part in the preparation process of GDPR, including the formation of a small group of Cllrs to work with the Clerk in the process of compliance, both due to the volume of work and that the responsibility ultimately lies with the Parish Council, and to ensure that the Parish Council has a very good working understanding of its responsibilities,

RECOMMENDATION: that two Parish Cllrs work with the Clerk outside of meetings, on workings of complying with GDPR.

12. New House Farm development

All information from the developers has been passed via Cllr Potter to the other Cllrs.

13. MCP matters

No matters have been reported to the Clerk

Min 17/326 the gritbin on Sandpiper Lane remains full and the Clerk confirms that the bin is still in position (Min 17/302).

14. Village Hall matters

No matters have been reported to the Clerk.

A meeting with Occupational Health was arranged for 28th December with the purpose to provide advice about disability access improvements to the Hall, the details of the meeting have been distributed to all Cllrs.

15. Burnaston Village matters

No matters have been reported to the Clerk.

The Clerk ordered grit for the grit bin on Main Street, Burnaston.

16. Public Footpath matters
No matters have been reported to the Clerk.

17. To consider the arrangements to commemorate the 100th anniversary of the end of World War 1 (Min 17/332

The Clerk erected notices and placed a specific notice in the Etwall Express, seeking ideas and volunteers for next year's anniversary. At the time of writing no responses have been received.

This leads to a further matter, the engagement and communication with members of the public. As the Parish Council meetings are held at the end of the month, the reports for the Etwall Express always miss the following month's edition; for example, the report for the January meeting will appear in the March edition, it is therefore a very dated report which appears.

18. Noticeboards

The clerk has previously circulated information about noticeboard styles to all Cllrs and a decision was made about the style, the size of the noticeboard and the board to hold the map is now required.

20. Risk Assessments

There are no recommended changes to the risk assessments.

21. Planning

a) Applications

9 2017 1243 - the erection of an extension incorporating a garage conversion at 20 Wren Way
Recommendation: No objections

9 2017 1286 - the crown reduction and crown thinning of lime tree covered by SDDC TPO 132 at 24 Merlin Way, Mickleover County Park
Recommendation: No objection

9 2017 1271 - the erection of a detached double garage at Elm Dene, Main Street, Burnaston
Recommendation: No objections
Cllr Allen declared a prejudicial interest in this application as it is submitted by a neighbour

9 2017 01281 - the erection of extensions at 277 Rykneld Road, Findern
Recommendation: No objections

9 2017 1354 – The erection of extensions at 5 Sanderling Heath, Mickleover Country Park
Recommendation: No objections

9 2017 1334 - the erection of extensions at 3 Brambling Crescent, Mickleover Country Park

22. Correspondence - January 2018

1. DALC – Various papers

2. Resident of MCP – requesting that the grit lorries extend their route to around MCP

This request has been forwarded to County Cllr Ford, but the estate is not on the gritting route and will not be as the roads are not primary or secondary roads.

3. Clerks & Councils Direct – January 2018

4. DCC – Notification of changes to mobile library route and times

23. Finance
23a). Accounts for payment

Cheques raised since last meeting
None

Cheques for approval

000322	Mrs J Storer	Expenses	£45.04
000323	Mr E Smith	Gardening at Village Hall (Dec - Jan incl)	£84.00
000324	Miss K Shuttlewood	Lengthsman fee (Dec - Jan incl)	£34.00
000325	RAD	Fire safety training for the Clerk	£30.00
000326	City Fire Extinguisher Service	Annual fire checks	£28.80
000327	F J Gane Ltd	Annual service of boiler	£138.00

Reissue cheques

Mr McCulloch - Minor Maintenance for August 2017 £100.00
Cheque 0307 sent to the old address and was not forwarded. The cheque as not been cashed

Etwall Age Concern - Donation £150.00
Cheque 0309 was cut in half on opening the envelope

s/o	DCC	Pension for Dec	£84.87
s/o	DCC	Pension for Jan	£84.87
s/o	Mrs J Storer	Dec salary	£xxx
s/o	Mrs J Storer	Jan salary	£xxx
s/o	HMRC	Nov deductions	£3.00
s/o	HMRC	Dec deductions	£2.80

Money Received

500138	WI	Hall hire	£30.00
500139	Resident	Hall Hire	£20.00
500140	WI	Hall Hire	£90.00

23b) To consider requests made under S137
None have been received.

23c) Village Hall Hiring price and policies

The current hiring fee is £5 per hour or part of.

RECOMMENDATION: to increase the Village Hall hourly fee to a minimum of £7.50 per hour or part of, for the following reasons:

- Improvements to the access to the Hall are proposed and the cost of the access improvements needs to be financed
- The running of the village hall should cost neutral but the small amount of hire means the Parish Council either has to significantly increase the hourly letting fee or increase the number of lettings, or agree that this is a community asset and where possible the Parish Council will provide the asset but will ensure that this is not a burden upon all Council Tax payers, as the majority of Council Tax payers reside outside of the Village

- The basic costs of running the hall have increased, but the fee has not changed for at least 3 years, therefore the disparity between income and expenditure at the hall is becoming increasingly wider
- Groups expect there to be an annual increase in the hire charge; to fail to increase the hourly rate, could lead in one year a substantial increase in the hourly rate which would be unacceptable and could lead to loss of users.

23e) Five Year Plan

Now the new Parish Council has been working together for 18 months and a new Cllr is to be co-opted, it is recommended that a Five Year Plan is set. The establishment of a plan looking forward helps

- To budget effectively
- To prevent fluctuations in the precept
- To demonstrate that the Parish Council has a vision for the community including MCP as well as the Village
- A longer term plan will enable better decisions to be made for the community and will prevent piece meal, or ad hoc decisions being made

The budget circulated by the Clerk includes a Five year budget but the Parish Council's plans for activities and events or for facilities to be provided, need to be agreed and included in the Five Year Budget