

## BURNASTON PARISH COUNCIL

Mrs J Storer (Clerk)

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Date: 23rd November 2017

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 30<sup>th</sup> November 2017 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 28<sup>th</sup> September 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 including the village map
- 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 100<sup>th</sup> anniversary of the end of World War 1 (Min 17/332)
- 18. To decide upon the design of the new noticeboard (Min 17/328d)
- 19. To consider consultations received
  - a) SDDC – Names for the new development at New House Farm
- 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 receive the actual to budget report – October 2017
  - d) To consider the first draft of the 2018/19 budget
  - e) To consider the effectiveness of the internal audit for the next financial year (see attached report)
24. Items for information only
  - a) To receive reports on meetings attended
    - Fire Safety Training for Community Halls and Faith Buildings - 7<sup>th</sup> November at South Darley Village Hall 10am – 12.30pm, organized by RAD.
    - Data Protection Training – DALC at Cromford on 16<sup>th</sup> October 2017 between 10am and 1pm. *Information on this course has been circulated to all Cllrs.*
  - b) To advise on Forthcoming meetings/Training sessions  
As per DALC circulars
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
  - Precept for 2018/19
  - Update on GDPR
27. Date of next meetings for 2018

## Clerk's Report November 2017

### **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

All matters raised at the last Parish Council meeting have been actioned and responses circulated to Cllrs.

On 2<sup>nd</sup> November 2017 SDDC adopted the revised LDP Part 2 with the amendments suggested by the Planning Inspector; the housing provision until 2022 has been set.

SDDC is to provide a business case to the Government to become a pilot authority as part of Derbyshire /Business Rate Pool, to trial % business rates retention in 2018/19.

The Clerk has submitted an application to Toyota for funding of upto £500 towards the defibrillator, the housing unit and installation. A decision is expected in the new year.

#### 11. GDPR

The Clerk attended a course on the new GDPR on 16<sup>th</sup> October 2017 which will come into effect on 28<sup>th</sup> May 2018. The information from the course has been circulated to all Cllrs. In order to comply with the new regulations, the following initial work needs to be undertaken :-

- A data audit, including relevant personal data held on Parish Cllrs personal laptops and computers
- Analysis of what data is required and why
- Letters are sent to all persons on whom data is held to explain what data is held and why and to ask if they want opt in to the Parish Council holding their personal data. This is to be held and regularly the data audit is carried out and letters sent again
- To appoint a Data Protection Officer – this has to be someone who is an independent expert in Data Protection with relevant expertise and experience. DALC is considering options around this
- some changes to the website, governance arrangements and village hall documentation will have to be made.
- To draft a privacy policy, no template is available and will have to be drafted to suit the Parish Council's needs and requirements
- To ensure all organisations which hold data on behalf of the Parish Council are also complying with GDPR, for example that the website provider is GDPR
- To provide funding for the processes to be completed

To assist with the process, the Clerk attended a small workshop with four local Parish Clerks on 23<sup>rd</sup> November 2017 and regular meetings are to be held on this matter to work in a collective and efficient manner.

As per the last meeting, the Clerk contacted Etwall PC, and report that it is no further forward than this Parish Council. Advice from NALC is that neighbouring parishes should not be the DPO as there is a conflict of interest. The Clerk has also contacted SDDC about their processes and to seek advice on GDPR, but the officer spoken to was again, less aware than this Parish Council about the GDPR process.

#### 12. New House Farm development

Building progress is swift. The work on the roundabout has been completed.

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.

The annual inspection of the boiler will take place on 1<sup>st</sup> December.

Consideration of solutions regarding access to the hall for those with mobility issues is to be undertaken.

15. Burnaston Village matters

No matters have been reported to the Clerk.

16. Public Footpath matters

No matters have been reported to the Clerk.

17. To consider the arrangements to commemorate the 100<sup>th</sup> 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.

18. Noticeboards

The clerk has previously circulated information about noticeboard styles to all Cllrs and a decision is required both on the chosen noticeboard and on the board to hold the village map.

20. Risk Assessments

There are no recommended changes to the risk assessments.

The Clerk attended the Fire Risk Assessment in Community Buildings Course on 7th November. The Clerk is preparing an updated risk assessment specifically related to the risk of fire and will present this to the Parish Council at the next Parish Council meeting.

21. Planning

a) Applications

9 2017 1023 - the felling and pruning of trees covered by SDDC TPO number 132 at 8 Finch Crescent, Mickleover Country Park

Recommendation: NO OBJECTIONS

9 2017 1060 - the erection of an extension at 1 Kingfisher Clse, Mickleover Country Park

Recommendation: NO OBJECTIONS

9 2017 0293 - retrospective application for the change of use of land to form domestic garden and formation of a track at Rayworth Cottage, Grassy Lane, Burnaston

Recommendation: NO OBJECTIONS

9 2017 1114 - the pruning of 7 lombardy poplars covered by SDDC TPO number 173 at 5 Lark Hill,

Mickleover Country Park  
Recommendation: NO OBJECTIONS

9 2017 1122 - certificate of lawfulness for proposed extension at 122 Merlin Way, Mickleover Country Park  
Recommendation: NO OBJECTIONS

9 2017 1041 - crown lift and lateral crown reduction to oak tree covered by SDDC TPO number 119 at oak tree house 11 Hospital Lane, Mickleover  
Recommendation: NO OBJECTIONS

9 2017 1042 - the crown lift and general reduction of an ash tree covered by SDDC TPO number 301 at 10 Hospital Lane, Mickleover  
Recommendation: NO OBJECTIONS

9 2017 1057 - the erection of an extension at Long Croft, Staker Lane, Mickleover  
Recommendation: NO OBJECTIONS

9 2017 0955 - installation of pipework associated with a new treatment plant at day nursery Staker Flatt Farm, Staker Lane, Mickleover  
Recommendation: NO OBJECTIONS

9 2017 1186 - the felling of a horse chestnut tree covered by South Derbyshire District Council TPO number 132 at 30 Sandpiper Lane, Mickleover Country Park

9 2017 0349 - outline application (all matters except for access to be reserved) for the residential development of up to 1,100 dwellings, an extra care facility, a local centre comprising: a small supermarket with a floorspace not exceeding 1000 sqm (net); a smaller shop retail unit with a total floorspace not exceeding 200sqm (net); a cafe/restaurant with a floorspace not exceeding 200 sqm (net); a public house with a floorspace not exceeding 650 sqm (net); a doctors surgery or creche; and a community facility, as well as a primary school together with associated playing fields and the provision of associated infrastructure (including roads, footpaths, cycleways, sustainable urban drainage and open space) at land at New House Farm, Mickleover

2017 1189 - the erection of an extension at The Lodge, main Street, Burnaston

To be considered at the Planning Committee at 28<sup>th</sup> November 2017

9 2017 0361 - the retention of an existing portable building for use as part of the day nursery, retention of other existing buildings and structures, staff car parking and package treatment plant (re-submission of withdrawn application ref. 9/2016/1277 with minor amendments) at the day nursery, Staker Flatt Farm, Staker Lane, Mickleover

22. Correspondence - November 2017

1. DALC – Various papers
2. Ashbourne Little Bus Company – New connect dial-a-bus service
3. Clerks & Councils Direct – November 2017 edition
4. SDDC - Summer holiday provision 2018
5. Dr K Griffin – Providing minutes of the meeting held with Redrow

23. Finance

23a). Accounts for payment

*Cheques raised since last meeting*

|        |  |          |
|--------|--|----------|
| 000310 | Imperative Training Ltd - Defib and housing unit | £1596.00 |
|--------|--|----------|

*Cheques for approval*

|        |                           |   |         |
|--------|---------------------------|---|---------|
| 000311 | Mrs J Storer              | Expenses                                      | £98.36  |
| 000312 | Mrs J Storer              | Clerk's use of home for the PC (Oct – Dec 17) | £102.00 |
| 000313 | Mr E Smith                | Gardening at Village Hall (Oct – Nov incl)    | £84.00  |
| 000314 | Miss K Shuttlewood        | Lengthsman fee (Oct – Nov incl)               | £34.00  |
| 000315 | Royal British Legion      | Donation for 2 Wreaths                        | £TBC    |
| 000316 | WaterPlus                 | Water at V Hall (31.03 – 03.11.17)            | £63.45  |
| 000317 | Cllr Bottomley            | Mileage claim relating to Remembrance Service | £25.20  |
| 000318 | Clever Computer Solutions | – Web hosting & updates Nov 16 – Oct 17       | £230.40 |
| 0003   | Grant Thornton            | 2017 Annual Return fee                        | £120.00 |

|     |              |                       |        |
|-----|--------------|-----------------------|--------|
| s/o | DCC          | Pension for Oct       | £84.87 |
| s/o | DCC          | Pension for Nov       | £84.87 |
| s/o | Mrs J Storer | Oct salary            | £xxx   |
| s/o | Mrs J Storer | Nov salary            | £xxx   |
| s/o | HMRC         | Sept deductions       | £3.00  |
| s/o | HMRC         | Oct deductions        | £2.80  |
| d/d | British Gas  | Electricity at V Hall |        |
|     | Unity Bank   | charges               | £18.00 |

Money Received

|            |                    |  |        |
|------------|--------------------|--|--------|
| 500132     | Mr & Mrs Maltby    | Hire of Village Hall                   | £5.00  |
| Unity Bank |                    | Gross interest for quarter to 30.09.17 | £6.29  |
| 500134     | Mrs J Silvester    | – hire of Village Hall                 | £25.00 |
| 500135     | Mr & Mrs Maltby    | Hire of Village Hall                   | £5.00  |
| 500136     | Historical Society | – Hall hire                            | £15.00 |
| 500137     | Art Group          |  | £30.00 |

- 23b) To consider requests made under S137  
Etwall Welfare Trust has requested a donation to enable the Trust to provide aid and support to needy families within the area of benefit.