

**BURNASTON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING**  
**HELD ON THURSDAY 20<sup>th</sup> SEPTEMBER 2018**  
**IN THE VILLAGE HALL, BURNASTON AT 7.00PM**

PRESENT: Cllr O Bottomley (Chair), Cllr G Allen, Cllr I Potter  
In Attendance: Mrs J Storer (Clerk),

**PART 1 NON –EXEMPT INFORMATION**

The Chair welcomed all to the meeting and as a quorum was established, the meeting took place.

18/488 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

Apologies were received and noted from Cllr Brown, Cllr Muller and Cllr Ford.

18/489 VARIATION OF ORDER OF BUSINESS

There was no variation to the order of the business

18/490 MEMBERS TO DECLARE AN INTEREST.

No declarations were made.

18/491 TO GRANT ANY DISPENSATIONS

No dispensations were required.

18/492 PUBLIC SPEAKING (*As per Standing Orders 3*)

a) Public

No matters were raised.

b) County Council and District Council reports

The written report from Cllr Ford had been circulated prior to the meeting and was noted by Cllrs

c) Police reports

No reports were presented by the police.

18/493 TO APPROVE THE ORDINARY MINUTES OF THE MEETING HELD ON 5<sup>th</sup> JULY 2018

***RESOLVED: the minutes of the Ordinary Meeting, held 05.07.18 as previously circulated, were read, accepted and signed as a correct record by the Chairman.***

18/494 TO DETERMINE WHICH ITEMS IF ANY ON PART 1 OF THE AGENDA SHOULD BE TAKEN WITH THE PUBLIC EXCLUDED.

No additional matters were identified to be taken in the exempt section of the meeting.

18/495 CO-OPTION OF PARISH COUNCILLOR

No further expressions of interest have been received.

18/496 CHAIR'S ANNOUNCEMENTS ON FUNCTIONS ATTENDED

The Chair reported on her attendance at the Civic Service on 2<sup>nd</sup> September 2018. A query was raised if the Parish Council should invest in a chain of office, this being a recognition of the voluntary work undertaken by Cllrs.

***RESOLVED the Clerk was instructed to make enquiries about costs and types of chains of office.***

18/497 TO RECEIVE THE CLERK'S REPORT

The report as previously circulated was accepted with no comments or amendments.

18/498 UPDATE ON METHODS OF COMMUNICATION WITH PARISHIONERS

a) Parish Council website

Cllrs agreed that the website in its current format does not offer much in the way of useful information. Enquiries will be made about updating the website to reflect compliance with GDPR, the history of the Parish, the role of the Cllr and location of key services such as the defibrillator. It was agreed to wait until a clear idea of what the website should include before seeking further quotes.

***RESOLVED to set a budget of £250 to revamp the website and for a maximum of £10 per month for hosting and updates.***

b) To consider the feedback of the Cllrs surgery held 26<sup>th</sup> July 2018

Cllr Potter had on 1<sup>st</sup> August circulated opinions and outcomes of the surgery event. It was reported that the surgery had been a good event with about a dozen people in attendance, generating some interesting feedback.

It was reported that dog fouling was a problem at the top of the steps near Walnut Croft, Cllrs commented that they had not noticed any problems, but a notice will be obtained and erected.

18/499 GDPR UPDATES

a) to receive and approve the Data Breach Policy and Data Protection Policy

***RESOLVED to accept and approve the two policies as previously circulated and without amendment.***

b) to receive and approve the Subject Access Policy

***RESOLVED to accept and approve the policy as previously circulated and without amendment.***

c) to receive and approve the Subject Access Form

***RESOLVED to accept and approve the form as circulated and without amendment.***

d) to receive and accept the revised Village Hall Hire Form

***RESOLVED to accept and approve the form as circulated and without amendment.***

e) PO Box for Parish Council correspondence

The Clerk explained the reasons for the request plus the costs involved.

***RESOLVED for the Clerk to have a PO Box number for 12 months.***

18/500 NEW HOUSE FARM DEVELOPMENT UPDATE

No further information is known.

18/501 MICKLEOVER COUNTRY PARK MATTERS

No information or reports have been received.

18/502 VILLAGE HALL

a) work to alter the rails at the side of the toilet

Efforts have been made to try to get the occupational therapist back to assist with this as her advice was followed in the installation, but to date, no response has been received. It was noted that the height of the rails and their installation was as per the occupational therapist and an approved contractor.

b) Second gate to the Village Hall

The suggestion had been for a gate/opening in the Hall fencing, this was discussed and the reasons for and against installing an access were considered.

**RESOLVED to retain the gate and to install an additional gate near to the bottom of the newly installed ramp.**

c) Consideration of a Welcome to Burnaston Village Hall sign

**RESOLVED the Clerk will make enquiries about the cost of a sign for above the hall door.**

d) Consideration of the request for a microphone and hearing loop

Cllrs decided that there was no requirement for a hearing loop, but investigations will be made for acoustic boards for the walls. A microphone was not thought necessary and will not be purchased.

e) Replacement mirror in the toilet area

This is no longer required.

f) Attendance to the hedge and trees affecting the Village Hall

**RESOLVED to accept the quote for the work to be undertaken within 4 weeks.**

#### 18/503 BURNASTON VILLAGE MATTERS

The bin at the bottom of Green Lane has been re-instated.

#### 18/504 TO RECEIVE REPORTS ON THE PUBLIC FOOTPATHS IN THE PARISH AND TO DECIDE UPON ACTIONS TO BE TAKEN

No reports of any defects were received.

#### 18/505 COMMEMORATION AND CELEBRATION OF THE END OF WORLD WAR 1

The Clerk sent a letter before the Summer to the Cadets requesting their attendance at the Remembrance Service, no response has been received. Cllr Bottomley will make follow up enquiries.

Invitations to the Remembrance Service will be sent out in October, the Order of Service will be finalised at the next Parish Council meeting.

**RESOLVED for the Parish Council to fund any refreshments.**

Cllr Potter will make enquiries with the Platt Family if one family member would like to unveil the plaque.

#### 18/506 TO DECIDE UPON THE DESIGN OF THE NEW NOTICEBOARD AND UPDATE ON THE VILLAGE MAP (MIN 17/328d)

This remains ongoing.

#### 18/507 TO CONSIDER CONSULTATIONS

None received.

#### 18/508 RISK ASSESSMENTS

The Clerk had no recommended changes to make to the risk assessments or to the Risk Register. Cllr Bottomley will prepare the risk assessment for the Remembrance Service.

#### 18/509 PLANNING

Planning applications

9 2018 0759 - the erection of an extension at 17 Wren Way

NO OBJECTIONS

9 2018 0776 - the alteration of roof height to existing single storey building, insertion of roof lantern and new external doors at 8 Hospital Lane  
NO OBJECTIONS

9 2018 0757 - change of use of and alterations and extension to existing garage to create a dwelling (use class c3) at Thorn Chase, Walnut Croft, Main Street, Burnaston  
*Cllr Bottomley declared a discloseable prejudicial interest as she is the applicant and she took no part in the decision.*

As Cllr Bottomley withdrew from consideration of the application, a quorum was not present and no decision was made on the application.

9 2018 0346 - outline application (all matters except for access and layout to be reserved) for the demolition of outbuildings and retention of existing farmhouse and the erection of 22 dwellings on land at Micklemeadow Farm, 233 Rykneld Road, Findern  
OBJECTIONS: concerns are raised about the access from the proposed development site given the level of building in and around that area.

#### 18/510 CORRESPONDENCE

1. DALC – Various papers
2. SDDC – Community Involvement Scheme – focus group how Burnaston Pc can improve the local area
3. Resident of MCP – concerns about the raising anti social behaviour at MCP  
*These matters were outside the legal powers and duties of the Parish Council and were reported to the police and to SDDC, who have the powers and duties to resolve the matters.*
4. Highways England – information session about the proposed changes to the A38 intersections at Kingsway, Markeaton and Little Eaton
5. Clerks and Councils Direct – September 2018
6. SDDC – Community Involvement Scheme – event to be held at County Hall, Matlock on 17<sup>th</sup> September 2018 at 2pm

All items of correspondence were noted.

#### 18/511 FINANCE

a) Finance – accounts for payment

The following accounts were passed for payment

*Cheques raised since last meeting*

000360	DCC	Additional pension contribution	£5.10
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*Cheques for approval*

000001	Mrs J Storer	Expenses	£68.48
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000002	Mr E Smith	Gardening at Village Hall (Aug - Sept incl)	£84.00
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000003	Miss K Shuttlewood	Lengthsman fee (Aug - Sept incl)	£34.00
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	ICO	Data Protection Fee	£35.00
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(£40 for the year if paid by cheque, £35 for the year if paid by direct debit)

***RESOLVED for the payment to be made via a direct debit***

000004	South Staffs Water	Water at Village Hall (01.03.18-30.08.18)	£19.02
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000005	British Gas	Gas at Village Hall – 22.05.18-31.08.18	£76.10
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000006	Cllr Bottomley	Mileage attend Civic Service 02.09.18	£16.25
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000007	Mr McCulloch	Repairs to stiles and work on footpaths	£330.00
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000008	Mrs J Storer	Use of home as Council office (July – Sept)	£180.95
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000009	DCC	Refill grit bin	£263.50
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s/o	Mrs J Storer	Clerk's salary for Sept	£Conf
s/o	Mrs J Storer	Clerk salary for October	£Conf
s/o	DCC	Pension for October	£86.58
s/o	DCC	Pension for November	£86.58
s/o	HMRC	Sept deductions	£3.00
s/o	HMRC	October deductions	£0.80

Money Received

Balances held at 2<sup>nd</sup> September 2018

Unity Trust – Deposit account	£50,001.36
Unity Trust – Current account	£6.02
TSB current account	£14,647.75

b) To consider requests made under S137

Two requests for grant funding have been received, £400 has been allocated in the budget for S137 expenditure.

i. Age Concern (Last year £150 given)

**RESOLVED under S137 to make a donation of £150.00 to Etwall and District Age Concern.**

ii. Etwall Welfare Trust (Last year £250 given)

**RESOLVED under S137 to make a donation of £250.00 to Etwall Welfare Trust.**

c) To receive the external auditor report

At the time of preparing the report, no report has been received from the external auditor.

d) To receive an update on the banking arrangements for the Parish Council

The Clerk has circulated the application forms to change the Parish Council bankers from TSB to Lloyds, these forms will be sent to the Bank once they have been returned to the Clerk. The Clerk sought written information from the bank about online banking arrangements; none are available, the information is on the website.

18/512 ITEMS FOR INFORMATION

a) To receive reports on meetings attended  
None attended.

b) To advise on Forthcoming meetings/Training sessions

As per DALC circulars

Safer Neighbourhood and Area Forum – 9<sup>th</sup> October 2018 Sutton on the Hill Village Hall at 6.30pm

Derbyshire Police & Councils meeting – 15<sup>th</sup> October 2018 at Police HQ, Butterley Hall, Ripley at 6.30pm

**RESOLVED: That in view of the confidential nature of the business about to be transacted (in respect of the confidential nature of commercial quotes to be considered) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”**

18/513 ITEMS FOR THE NEXT MEETING

- GDPR
- First budget for 2019/2020
- Final preparations for WW1 commemorations

18/514 DATE OF NEXT MEETING

The next Ordinary Parish Council meeting will be held on  
1st November 2018,                      6<sup>th</sup> December 2018

All meetings will be held at 7.00pm in the Village Hall, Burnaston.

There being no further business, the meeting closed at 8:43pm.

Signed.....

Date.....