

BRETBY PARISH COUNCIL

**Mrs J Storer (Clerk)**

**Tel: 01283 733662**  
**[www.bretbyparishcouncil.org.uk](http://www.bretbyparishcouncil.org.uk)**

Date: 13<sup>th</sup> November 2017

To: The Chairman and Members of Bretby Parish Council

Dear Councillor,

ORDINARY PARISH MEETING

You are summoned to attend the Ordinary Meeting of the Parish Council meeting of Bretby Parish Council which is to be held at 7.30pm on MONDAY 20<sup>th</sup> NOVEMBER 2017 in the Wragg Room, St Wystan's Church, Bretby.

**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

## 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 make representations and then leave the meeting prior to any consideration or determination of the item)

(b) 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 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 approve the Minutes of the Ordinary Meeting of the Parish Council held on 25<sup>th</sup> September 2017 (Copy already circulated)

6. 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.”**

7. Chairman's Announcements.
8. Report of the Clerk, to include an update on items from the last meeting
9. Governance
  - a) To co-opt Parish Councillors
  - b) Risk Assessment update
  - c) General Data Protection Regulations (GDPR)
  - d) To consider the effectiveness of the internal audit for the next financial year.
10. Drainage issues
11. Correspondence - As per attached list
12. Finance
  - (a) Accounts for Payment - As per attached sheet
  - (b) To agree the bank reconciliation to 31<sup>st</sup> October 2017
  - (c) To consider any requests for funds made under S137
  - (d) To consider the first draft of the 2018/19 budget
13. To consider Planning Applications – as per attached list
14. Commemoration of the end of World War 1
15. To consider any Consultations received  
None received at time of preparing the agenda
16. Items for information only
  - (a) To receive reports from Meetings attended
    - Area Forum & Safer Neighbourhood meeting – 10<sup>th</sup> October 2017 at Stenson Fields Primary School, starting at 6.15pm
  - (b) Notification of Forthcoming meeting
  - (c) Training Sessions  
*See DALC circulars which have been provided to all Cllrs*
17. 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 or commercially sensitive information) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”
18. Date of next meeting and items for inclusion

## Clerk's Report – November 2017

### Agenda item

#### 8) Clerk's Report

The Clerk has no information to report

#### 9) Governance

##### 9a) Co-option of Parish Cllr

Ms Kemp has expressed an interest in becoming a Parish Cllr. The necessary forms will be completed at the meeting.

##### 9b) Risk Assessment

No changes are brought before the Council for approval.

##### 9c) General Data Protection Regulations (GDPR)

The Clerk has circulated the information from the course and she is working on the governance arrangements to ensure that the Parish Council is ready and compliant by May 2018. A verbal update will be provided at the meeting.

##### 9d) To consider the effectiveness of the internal audit for the next financial year.

The Clerk has circulated a report and recommendations on the effectiveness of the internal audit and is seeking the approval of the report's recommendation.

#### 11) Correspondence – November 2107

1. DALC – Various circulars
2. Ashbourne Little Bus Company – New Derbyshire Connect Dial-a-Bus Shopping Service
3. Mr R Wain – contribution towards the commemoration event of WW1
4. SDDC – Connectivity Survey – deadline 19<sup>th</sup> November 2017
5. SDDC – Relaunch of the South Derbyshire Strategic Partnership – 15<sup>th</sup> November 2017
6. Derbyshire Police and Crime Panel – update on the work of the Panel during the last 12 months

*All Cllrs have been circulated with the information prior to the meeting.*

#### 12a) Accounts for Payment

BACS	Mrs J Storer – expenses	£32.00
BACS	Mrs J Storer – Clerk's use of home for PC work	£193.04
BACS	HMRC – Clerk's tax (Nov)	£32.80
BACS	HMRC – Clerk's tax (Dec)	£32.80
BACS	DCC – Pension contribution (Nov)	£36.70
BACS	DCC – Pension contribution (Dec)	£36.70

s/o Mrs J Storer – Clerk fee for November £121.92

s/o Mrs J Storer – Clerk fee for December £121.92

#### Money Received

Deposit interest (Sept) £0.14

Deposit interest (Oct)

£0.12

12c) Requests for funding via S137

Royal British Legion for the Remembrance Day Wreath, a minimum of £25.00 is sought to cover the costs.

12d) Bank Reconciliation

It is good practice for the Parish Council to review the bank reconciliations to ensure that there is no unauthorised transactions occurring. The bank reconciliation will be presented at the meeting for review and signing.

13) Planning applications

9 2017 0957 - the refurbishment of the existing members club house to include a spike terrace at first floor level, a new pitched roof over existing roof dormer to accommodate a lift to first floor access, new stair enclosure to include access to first floor and replacement of existing windows at first floor level and creation of feature glazed gable at Burton on Trent Golf Club, Ashby Road East, Bretby

9 2017 0614 - outline application (all matters to be reserved) for the residential development of up to four dwellings on former sidings at land at sk2822 6025 Ashby Road East, Bretby  
Later amended

14) Commemoration of the end of World War 1

Mr Wain has contacted the Parish Council offering to assist should a planning meeting be arranged. He has suggested that a local exhibition is held and informed that at the end of WW1, Bretby PC presented each returning member of the armed forces with an engraved silver matchbox.