

# SANDIACRE PARISH COUNCIL

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Minutes of the **ANNUAL PARISH COUNCIL** meeting held on Tuesday, 1 May 2018 at 6.40pm in The Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

**PRESENT:**

	Cllr W Major	(Chairman)
A	Cllr Ms C Bilbie	
A	Cllr Mrs L Bilbie	
	Cllr S Bilbie	(Vice-Chairman)
	Cllr Mrs S Dickman	
A	Cllr G Dinsdale	
A	Cllr A Hardy	
A	Cllr R Harris	
A	Cllr T Pearson	
	Cllr Mrs C Powers	
	Cllr T Sanghera	
	Cllr Mrs K Stewart	
	Cllr R Stewart	

**IN ATTENDANCE:** Mrs M Bloor - Clerk to the Council

**MEMBERS OF THE PUBLIC:** Two residents

## 1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL & RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillors were invited to nominate a Council Chairman. With no other nominations received, it was

**RESOLVED** that Cllr Major be elected Chairman for the forthcoming civic year

In accordance with the Local Government Act 1972, Cllr Major signed the Declaration of Acceptance of Office before the Clerk.

## 2. TO ELECT THE VICE-CHAIRMAN

Councillors were invited to nominate a Vice-Chairman. With no other nominations received, it was

**RESOLVED** that Cllr S Bilbie be elected Vice-Chairman for the forthcoming civic year

## 3. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor	Reason for absence
C Bilbie	Work commitment
L Bilbie	EBC meeting commitment
G Dinsdale	Abroad
A Hardy	Convalescence

**RESOLVED:** to approve the apologies for absence received

**4. TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**5. PUBLIC PARTICIPATION SESSION**

No items were raised.

**6. TO RECEIVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY, 9 MAY 2017**

**RESOLVED:** to note the Minutes of the last Annual Parish Council meeting held on 9 May 2017, which had been approved at the 6 June 2017 Council meeting

**7. TO APPOINT AN INTERNAL AUDITOR**

**RESOLVED:** to appoint Mr B Wood as the internal auditor for the coming year

**8. TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES**

**RESOLVED:** to approve the following Committee structure and appointment of Committee Chairs

<b>Planning</b>	<b>Cemetery, Parks &amp; Highway Matters</b>	<b>Finance</b>
1. Cllr T Sanghera - <u>Chair</u>	1. Cllr S Bilbie - <u>Chair</u>	1. Cllr W Major - <u>Chair</u>
2. Cllr S Bilbie	2. Cllr Mrs L Bilbie	2. Cllr S Bilbie
3. Cllr Mrs Dickman	3. Cllr R Harris	3. Cllr G Dinsdale
4. Cllr G Dinsdale	4. Cllr T Pearson	4. Cllr R Harris
5. Cllr W Major	5. Cllr Mrs C Powers	5. Cllr T Pearson
6. Cllr Mrs K Stewart	6. Cllr W Major	6. Cllr Mrs C Powers
7. Cllr R Stewart	7. <i>Vacancy</i>	7. Cllr T Sanghera

**Personnel**

The Personnel Committee shall consist of the Chairman and all Members of the Council, with a quorum of 5 Members.

**Grievance / Disciplinary Panels**

The Grievance and Disciplinary Panels shall consist of the Chairman and two Members, to be called upon as and when available.

**Appeal Panel**

The Appeal Panel shall consist of the Chairman or Vice-Chairman and two other Members, not previously involved, to be called upon as and when available.

**9. TO REVIEW THE COMMITTEE TERMS OF REFERENCE**

**RESOLVED:** to approve the Terms of Reference shown below:

**Planning Committee**

The Planning Committee has delegated authority to make independent decisions upon planning applications, unless applications were brought before the full Council due to time restraints or the importance of the application.

- Membership of the Committee shall be comprised of 7 Members.
- Three Members of the Committee shall constitute a quorum for meetings.
- Committee Membership is established at the Annual Parish Council meeting.
- Committee Members will ensure that any objections or recommendations are based solely on planning criteria
- Environmental aspects will be considered when considering applications
- Committee Members will attend planning training sessions as offered by the Planning Authority or DALC to ensure the Committee continues to be aware of current legislation and regulations
- The Clerk is responsible for submitting responses to the Planning Authority

### **Cemetery, Parks and Highway Matters Committee**

#### Cemetery

To deal with the provision, maintenance and management of the Cemetery and to comply with the terms of the Burial Act.

To ensure proper records and plans are maintained in connection with burials and interment of Cremated Remains.

#### Parks

To deal with matters relating to grounds maintenance on those pieces of land that the Parish Council owns and maintains:

- Doncaster Avenue Recreation Ground
- Springfield Park

To consider items relating to tree works, grounds maintenance, play inspections and play equipment.

- Membership of the Committee shall be comprised of 7 Members.
- Three Members of the Committee shall constitute a quorum for meetings.
- Committee Membership is established at the Annual Parish Council meeting.

#### Highway Matters

To liaise through the Clerk with DCC Highways, Erewash Borough Council, the Police and any other service that is appropriate to ensuring the quality and safety of roads throughout the parish.

- Membership of the Committee shall be comprised of 7 Members.
- Three Members of the Committee shall constitute a quorum for meetings.
- Committee Membership is established at the Annual Parish Council meeting.

### **Finance Committee**

The Finance Committee meets in November, or as required, to monitor the Council's spending, review its financial affairs, set the annual budget and determines the parish Precept and Concurrent Function's budget.

- To prepare the annual budget, including the Precept.
- To consider priorities for work and reserves for future projects.
- To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets.

- To consider adequate insurance cover of buildings and property and maintenance of the Council's Asset Register.
- To monitor and ensure compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- To monitor the Council's financial risk assessments and recommends changes where necessary.

Throughout the year the Clerk will prepare regular (at least quarterly) financial reports, which are presented to full Council for monitoring of income and expenditure.

- Membership of the Committee shall be comprised of 7 Members.
- Three Members of the Committee shall constitute a quorum for meetings.
- Committee Membership is established at the Annual Parish Council meeting.

#### Personnel Committee

The Committee shall meet as required throughout the year.

The Personnel Committee's role is to deal with all matters relating to employees the Parish Council may wish to deal with outside of a full Parish Council meeting.

The Parish Council delegates the power to the Personnel Committee to make decisions regarding employment matters on their behalf, including matters regarding grievance and disciplinary procedures.

It should be recognised that whilst the Personnel Committee are bound by the requirements to publicly advertise meetings and to publish Agendas and Minutes, that the majority of business is likely to be conducted in closed session due to the confidential nature of the business being transacted.

### **10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

**RESOLVED** that representatives be appointed to outside bodies for the forthcoming civic year, as follows:

#### Memorial Institute Board of Trustees – Annual appointment

1. Cllr S Bilbie
2. Cllr S Dickman
3. Cllr W Major
4. Cllr Mrs K Stewart
5. Cllr R Stewart

#### Dr Bland's Almshouses – Annual appointment

- |                      |                           |
|----------------------|---------------------------|
| 1. Cllr W Major      | County Councillor         |
| 2. Cllr T Pearson    | Parish Councillor         |
| 3. Cllr Mrs C Powers | Parish Councillor         |
| 4. Rev O Trelenberg  | Vicar of St Giles' Church |

#### Risley Education Foundation – 4 year appointment of Parish Council Representative

It was noted that Mr Jones had confirmed he was again willing to be nominated for a further 4 year term of office ending in May 2022.

Mr Jones would be asked to provide a report for the Annual Parish Meeting.

It was noted that appointment to the Trustee Board by the Parish Council would be dependent upon the conditions of the charitable foundation's constitution.

The Clerks of each charitable organisation would be notified of changes in representatives and their terms of office.

**11. TO SET THE DATES AND TIMES OF ORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES FOR THE FORTHCOMING CIVIC YEAR**

**RESOLVED:** to approve the meeting dates as shown below

It was noted the May 2019 date was subject to when local elections were called.

Tuesday, 5 June

Tuesday, 3 July

August - Summer Recess

Tuesday, 4 September

Tuesday, 2 October

Tuesday, 6 November

Tuesday, 4 December

Tuesday, 8 January 2019                      Second Tuesday in the month

Tuesday, 5 February

Tuesday, 5 March                              Annual Parish Meeting 6.40pm

Tuesday, 2 April

Tuesday, 14 May TBC                      Annual Parish Council Meeting 6.40pm

Planning Committee                              7.00pm

Cemetery, Parks & Highways Committee      7.20pm

Full Council meetings                              7.40pm

Finance Committee                              November to consider budget setting

**The meeting closed at 6.55pm**

Signed by the Chairman: \_\_\_\_\_

Date: \_\_\_\_\_