

CASTLETON PARISH COUNCIL - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD on 23rd MAY 2019 at The Village Hall, Castleton

These Minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Council at its meeting on 27th June 2019.

Signed Chair of meeting

Present: Cllr. N. Topping (Chair), Cllr. B. Moorhouse, Cllr. J. Bradley and Cllr. N. Fisher.

Meeting commenced 7.46pm.

(Also in attendance was the clerk, Mrs L Gibbs and 1 resident)

01/05/19 **New Council:**

A: Cllr. Fisher stood down as Chair. Cllr. Topping was nominated, agreed to take on the Office and was duly voted in (Prop. BM, Sec. JB, unan.). He was handed the Chain of Office.

B: Cllr. Topping stood down as Vice-Chair. However, it was decided to defer electing a new Vice Chairman until the meeting in June.

02/05/19 Apologies for absence were received from Cllr. A. Darlington, Cllr. N. Garrow and Cllr. N. Spooner.

03/05/19 No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.

04/05/19 **Reports:**

A: County Councillor's Report: not present

B: Borough Councillor's Report: not present

C: Police Report: not present.

05/05/19 **Public Participation**

A member of the Playing Fields Committee explained how they have been busy raising money with events such as duck races and renting out the car park. A village picnic is to be held on 6th July. He then ran through the fees for the lease for the Rugby Club. A request for the Parish Council's donation towards the fees will be formalised, for the June meeting.

(the resident left the meeting)

06/05/19 **Minutes of Last Meeting and Matters Relating Thereto:**

A: The Minutes of the Ordinary Parish Council meeting held on 25th April 2019 were considered. The Minutes were then approved, and the Chair signed them as true and accurate records of those meetings (prop JB, sec NF, unan).

B: There were no matters to discuss relating to the minutes of the last meeting.

07/05/19 **Annual Review of Policies and Documents**

Following a discussion, it was agreed to adopt the following policies and to review them again in 12 months or sooner where necessary (prop BM, sec JB, unan):

- i) Standing Orders
- ii) Financial Regulations
- iii) Code of Conduct
- iv) Burial Ground Policy and fees
- v) Equal Opportunity Policy
- vi) Data Protection Policy
- vii) Freedom of Information Policy
- viii) S.137 Policy
- ix) Complaints Procedure

- x) Privacy Policy
- xi) Retention Policy

08/05/19 **Annual Review of Inventory of Land, Buildings and Other Assets**

Resolved to accept the Asset List that the clerk has produced and presented, including the values that have been allocated. The new Asset Value will be shown on the Annual Return, “restated” as advised by the auditors. This will be reviewed again when the registration of the Playing Fields, in the Parish Council’s name, is confirmed with the Land Registry.

09/05/19 **Council Ordinary Meetings**

Resolved the Council shall continue to hold its Ordinary Meetings in Castleton Village Hall (or such other place as specified on the Agenda for the appropriate meeting), commencing at 7pm on the last Thursday of every calendar month excluding August and December. In August there will be a walk around the Village to ensure that all members of the Council are familiar with land and assets that are the responsibility of the Parish Council and to check the condition and state of repair of these assets.

10/05/19 **Correspondence and DALC Circulars**

Resolved to note the correspondence that has been received and circulated.

11/05/19 **Finance:**

A: The Councils monetary assets stand as follows:

	Current Account	NS&I
Balance brought forward 01/04/19	12,184.41	24477.62
Total Income	7012.00	0.00
Total Expenditure	1737.24	0.00
Balance	17,459.17	24477.62
New Statement Balance 15/05/19	18,419.71	
Less un-presented cheques	0.00	
Less this month’s payments	960.54	
Add uncleared deposits	0.00	
Available Balance 23/05/19	17,459.17	

B: Payment by cheque of the following invoiced items were approved (Prop. BM, Sec. JB, unan.):

- i) Clerk’s salary, use of home allowance, expenses - £318.04
- ii) Castleton Village Hall, room hire – £18.00
- iii) Miss Landscape, grounds maintenance - £345.00 (to be retained until Cllr. Fisher has spoken to contractor)
- iv) Moled Over, mole catching on Goose Hill - £50.00
- v) Peak Advertiser, job advert for clerk’s vacancy - £229.50

C: To note income and receipts of the Council as follows:

- i) Coppa Estates, rent for land outside Three Roofs Café, 1st April 2019 to 31st March 2020 - £360.00
- ii) HPBC, precept - £6652.00

D: Resolved the Chairman and the Clerk to sign the Certificate of Exemption, part of the Annual Governance and Accountability Return Part 2, 2018/19.

E: Resolved to complete, and then the Chairman and the Clerk to sign, Section 1 of the Annual Governance and Accountability Return Part 2 – Annual Governance Statement 2018/19.

F: Resolved the Chairman to sign Section 2 of the Annual Governance and Accountability Return Part 2 – Accounting Statements 2018/19 (signed by the clerk on 24th April 2019).

G: Resolved to continue with the arrangements for payment for printing of the Peveril Post agreed in 15/05/18A and authorise continuation of this agreement for 2019/20. Therefore, a cheque will be prepared at the meeting prior to the month the payment was required, and this will only be issued by the clerk on production of the paid invoice. As an additional safeguard the clerk will photocopy the completed cheque and provide this at the next meeting.

H: The Parish Council agreed to enter a long-term agreement for 3 years with Inspire, at a renewal premium of £308.00, for their insurance which is due for renewal on 1st June 2019.

I: Resolved to renew the Kaspersky internet protection for the clerk's laptop at a cost of £15.75.

J: Following a discussion it was agreed not to make a donation to Chapel-en-le-Frith Mobile Physiotherapy, as although they provide an excellent service, the figures they provided show they only benefit a couple of people.

K: The clerk was asked to request the accounts from the Friends of Hope Station Group. Also, the photos of the work and receipts that were offered at the time the donation was requested.

12/05/19 **Planning:**

A: Resolved to note there were no planning applications to discuss.

B: Resolved to note the following planning decisions/notifications as advised by Peak District National Park Authority:

i) NP/HPK/1018/0941 – Land off Robinlands Lane, Robinlands Lane, Castleton – Proposed stables. GRANTED.

ii) NP/HPK/0419/0342 – Swiss House, How Lane, Castleton – Replace the double window frontage and central door with a design that is in keeping with the character of the existing. WITHDRAWN

13/05/19 **Items arising from Annual Parish Meeting:**

It was agreed that in the future, beneficiaries of donations from the Parish Council, would be invited to the Annual Parish meeting and asked to give a small report. The complaints regarding the grass cutting were discussed and it was agreed that Cllr. Fisher will speak to the contractor.

14/05/19 **Council Matters:**

A: Following a discussion about the proposed Cycling Time Trial event, it was agreed that the clerk will thank Chris Myill for consulting the Parish Council about his idea and advise him that unfortunately the Parish Council is unable to support it.

B: It was agreed to postpone the discussion on Smartwater until the meeting in June, when Cllr. Darlington will be present.

C: There have been no applicants yet for the clerk's job. An advert has gone out in the Peak Advertiser this week and the situation will be reviewed at the closing date.

16/05/19 **Condition of Village:**

A: Cllr. Topping will speak to the contractor regarding the work staining and siting the benches and the restoration work to the arch in the Market Place.

B: There were no further items to discuss.

17/05/19 **Items for Peveril Post:**

Cllr. Fisher has sent a copy of his Chairman's report.

MEETING CLOSED 9.08pm.

The date of the next Meeting of the Council will be on Thursday 27th June 2019 in the Village Hall, Castleton, at 7pm.