

## BARLOW PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF BARLOW PARISH COUNCIL HELD ON MONDAY 9<sup>th</sup> MAY 2016

Present:

Councillors, Mrs J Hunter, J Rushby, Ms J Brougham, Mrs S Rouse, D Curtis and B Allcock  
Also in attendance was District Councillor Mrs C Huckerby

74/16 **To Elect a Chair for the year 2016/2017**

It was nominated and seconded that Parish Councillor Mrs J Hunter be proposed and seconded as Chair for 2016/2017. No other nominations were received. Mrs Hunter accepted the position.

**RESOLVED:** That Mrs J Hunter be appointed Chair for the year 2016/2017.

75/16 **The Chair – Declaration of Office**

The Chair Parish Councillor Mrs J Hunter signed the Declaration of Acceptance of Office for the year 2016/2017 for Barlow Parish Council.

The Clerk/Proper Officer of the Council witnessed the acceptance.

76/16 **To Elect a Vice Chair for the year 2016/2017**

It was nominated and seconded that Parish Councillor Mr D Curtis be proposed and seconded as Vice-Chair for 2016/2017. No other nominations were received. Mr D Curtis accepted the position

**RESOLVED:** That Mr D Curtis be appointed as Vice-Chair for 2016/2017.

77/16 **The Vice-Chair – Declaration of Office**

The Vice-Chair Mr D Curtis signed the Declaration of Acceptance of Office for the year 2015/2016 for Barlow Parish Council.

The Clerk/Proper Officer of the Council witnessed the acceptance.

78/16 **Apology for Absence**

No apologies for absence were received.

79/16 **Variation of Order of Business**

District Councillor asked that Planning applications be considered earlier on the agenda

80/16 **Public Participation/Reports of the Policeperson, District Councillor and County Councillors**

The Parish Clerk/RFO reported that she had received no report from the police for the crimes in Barlow.

81/16 **Minutes of last meeting and updates from the minutes - below**

**RESOLVED:** That with the following amendment the minutes of the last meeting be moved and seconded and signed by the Chair.

“63/16 - **RESOLVED:** That as there were a number of issues regarding the village hall, including the list the Parish Clerk/RFO arranges a separate meeting to discuss these”.

82/16 **Audit of Accounts 2015/2016**

The Parish Clerk/RFO reported that she had met with the Internal Auditor and agreed on the accounts for 2015/2016.

The Parish Clerk/RFO presented the receipts and payments account together with the Annual Return for Grant Thornton.

The accounts had been approved and signed by Mr Wood the internal Auditor, and were signed by Mrs J Hunter (the Chair) and the Parish Clerk/RFO, Miss A J Preston at the meeting.

There were no concerns raised by the Internal Auditor.

**RESOLVED:** That the Annual Accounts were approved.

That the Parish Clerk/RFO and Chair sign the Annual Return.

That the Parish Clerk/RFO sends off the Annual Return by the deadline of beginning of June 2016.

83/16 **Appointment of the Internal Auditor 2016/2017**

The Parish Clerk/RFO reported that she had spoken with Mr B Wood to see if he was willing to continue to be the Internal Auditor for Barlow Parish Council. He agreed to continue do this at a cost of £25.00 per hour.

**RESOLVED:** That the Parish Council agreed to appoint Mr B Wood as the Internal Auditor for Barlow Parish Council for 2015/2016.

84/16 **Report of the Parish Clerk/RFO**

a) **Planning Applications**

- i) 16/00444/FLH - Single Storey rear extension and new chimney to side gable (Conservation area) Meadow Reach Wilkin Hill Barlow Dronfield for Mr And Mrs J Richardson
- ii) 16/00445/FLH Demolition of existing outbuilding and construction of single storey side extension for a dependent relative and single storey extension to front at 1 Springfield Road Barlow Dronfield S18 7SQ for Mrs Michelle Searle.

**RESOLVED:** That the above applications be e-mailed out and any comments/objection be sent to the Parish Clerk/RFO by the 25th May 2016.

b) **Planning Decisions**

None reported at the meeting.

c) **Other Planning Issues**

District Councillor was asked by the Parish Council to look into an orangey at the Oakland's, Hackney Lane.

85/16 **Correspondence**

a) **Resignation of Parish Councillor – M Jones**

The Parish Clerk/RFO reported that she had notified NEDDC re the Parish Councillor resignation and started the formal procedure for this.

**RESOLVED:** That the information be noted.

b) District Parish Liaison Group

The Parish Clerk/RFO read out the letter from NEDDC confirming the revised arrangements for the above Group and asked Parish Councils to nominate a representative and a substitute onto this group.

**RESOLVED:** That the Vice-Chair Mr D Curtis be nominated as the representative and Mrs J Hunter the substitute for the above group.

86/16 Village Hall Matters

a) Monthly Inspection – (Matters arising from the monthly inspection)

Updates/Outstanding issues including the list of issues for the Village Hall issues will be addressed at the special meeting arranged for Wednesday 25<sup>th</sup> May 2016 at 7.30 p.m.

b) Village Hall – General

i) Decorating- update

**RESOLVED:** That no update was reported at the meeting.

ii) Fees and Charges 2016/2017

**RESOLVED:** That this item be deferred to the next meeting.

iii) Gate posts and Roof

The Parish Clerk/RFO reported that she had received a quote from Mr D Hill for these works. Because she couldn't open the file, she agreed to forward the quote on to everyone when available.

The Parish Council agreed that as these were very urgent defects and subject to everyone accepting the quote, the standing orders are a banded for Health and Safety reasons to obtain 1 quote only.

**RESOLVED:** That this item be delegated to the Chair and Vice Chair for the final decision.

c) Special Meeting – Wednesday 25<sup>th</sup> May 2016

87/16 Items reported to the Parish Clerk/RFO from Parish Councillors

Nothing reported at the time of preparing the agenda.

88/16 Dalc Circulars

a) Dalc Circular's will be e-mailed out to everyone.

b) DALC Training

The Parish Clerk/RFO reported that if anyone wanted to attend any training courses then they should let her know.

89/16 Standing orders

**RESOLVED:** 1) That if anyone has any amendments to the standing orders then they need to let the Parish Clerk have these in time for the next meeting.

2) That the update on public contracts regulations 2015 be included.

90/16 Donation to Churchyard – annual

**RESOLVED:** That Parish Council agreed to defer this until an official request had been received.

91/16 **Finance**

a) **Payments**

The cheques be approved and signed off as follows:

<b>Cheque No</b>	<b>Description</b>	<b>Amount</b>
2461	Parish Clerk/RFO (reported at the meeting)	£346.58
2462	DALC Subscription	£327.57
2463	Tech Station Ltd	£270.00
2464	NEDDC	£357.76
2465	Brian Wood	£81.60

b) **Income**

**RESOLVED:** That the income presented on the agenda be noted.

92/16 **Highways Issues**

a) **Tree on Wilkin Hill**

The Parish Clerk/RFO reported on a complaint the District Council had received regarding the improvements being undertaken on the triangle at the bottom of Wilkin Hill which could be damaging the tree roots. She had responded to NEDDC saying the wall was falling down and we needed to replace this ASAP and it wasn't our intention to damage the tree.

**RESOLVED:** That the information be noted and that the Parish Clerk/RFO puts an article in the Parish Magazine.

b) **Benches**

The Parish Clerk/RFO reported that she had received notification that a resident had offered to mend the bench on Commons Road.

**RESOLVED:** That the Parish Council welcomed this offer.

93/16 **Website Update**

**RESOLVED:** That the updates be done ASAP.

94/16 **Parish Council Vacancy**

The Parish Clerk/RFO confirmed that date no-one had come forward to fill the vacancy.

**RESOLVED:** That the Parish Clerk/RFO continues to advertise the position in the Parish Magazine.

95/16 **Queens Celebration event**

The action notes of the special meeting held on 4<sup>th</sup> May 2016 be circulated.

The Parish Clerk/RFO updated the Parish Council that as England would be playing their first European match on live TV on ITV channel on the same night it was agreed subject to confirmation from the Parish Council to host the match on the same night.

**RESOLVED:** That after a discussion the Parish Council was fully in agreement to show the match live in the village hall. A TV Licence will have to be purchased.

96/16 **Clerks contract – updated**

The Parish Clerk/RFO asked the Parish Council to bring her contract up to date and to revise the amount towards heating and lighting and e-mails telephone calls etc. The last time these were looked at was 2007.

**RESOLVED:** That the detail be discussed at the next meeting.

97/16 **Any Other Business**

- a) Parking at the bottom of Valley Road
- b) Dog mess on pavements
- c) Consultation re buses

98/16 **Date of Next Meeting**

**RESOLVED:** That the next meeting of Barlow Parish Council be held on:

Monday 6<sup>th</sup> June 2016 at 7.30 p.m.

99/16 **Forward Agenda Items**

That the following items be placed on the agenda for 6<sup>th</sup> June:

- The Clerks contract

.....  
Chair