

**Minutes of the meeting of Aston on Trent Parish Council held on Tuesday
16 May 2017 at 7.30pm at Memorial Hall, Aston-on-Trent**

PRESENT: Cllr E Hicklin (Chairman), Cllr H Cope, Cllr H Wheeler, Cllr C Alberts, Cllr M Selby, Cllr S Graham, Cllr J Longley, Cllr S Graham, Sheena Butcher (Clerk / RFO), District County Cllr and SDDC Cllr N Atkins, SDDC Cllr P Watson, 4 members of the public

Reference	Agenda Item	PART 1 NON – EXEMPT ITEMS	Action
19/2017-18	Election of Chairman	It was RESOLVED that Cllr E Hicklin would continue as Chair for the year 2017-18. Cllr Hicklin signed the Declaration of Acceptance of Office witnessed by Clerk	
20/2017-18	Election of Vice-Chairman	It was RESOLVED to carry this item forward to June's meeting	
21/2017-18	Apologies for Absence	Cllr T Hurrell, SDDC Cllr H Coyle	
22/2017-18	Removal of Items to Exempt Section	No changes required	
23/2017-18	Declaration of Interest	No declarations made	
24/2017-18	Public Participation	<p>A resident asked the Parish Council if they were aware of any plans to build 500 houses on Chellaston Lane, the response was that the Local Plan Part 1 has been accepted and this is not part of it and they were not aware of this.</p> <p>A representative of the Local History Group informed the Parish Council that Redrow Homes (developers for the 38 houses between Richmond Village and Long Wood) were amenable to working with the group to use field names from the 18th Century for the new road names. Cllr Atkin asked the representative to copy SDDC Planning in any communications.</p> <p>A resident provided a picture of the roof line for Richmond Villages showing the heating and ventilation unit and asked if this was part of the original plans. The clerk is to contact SDDC Planning Officer to ask this question</p>	SB
25/2017-18	Reports from outside bodies	<p>Prior to the reports from outside bodies, Cllr Hicklin welcomed and congratulated District Cllr Atkin on his additional role and thanked former Cllr Davison on his excellent service to the Parish Council over the past four years.</p> <p>Report from District Cllr P Watson</p> <p>Cllr Watson congratulated both John Harrison and Rob Davison the previous County Cllrs on their success over the past four years and their exceptional service to the communities.</p> <p>Part 1 Local Plan was approved in July 2016, Part 2 Local Plan is progressing. A meeting was held in April with the inspector and the only point of concern raised was the building of a secondary school on Green Belt land (Thulston). The expectation is that Part 2 will be approved August / September 2017.</p>	

		<p>The Parliamentary Boundary Review Bill did not get read and therefore is believed to be on hold. SDDC Planning will produce guidance notes for planning applications including external lighting to ensure that the lights are not excessive.</p> <p>Richborough Homes did not submit an appeal within the appropriate time frame.</p> <p>Report from Derbyshire County Cllr N Atkin</p> <p>County Cllr Atkin praised former County Cllr Davison on his efforts and hard work for the residents of Aston Division and wished him well for the future.</p> <p>Areas covered: Aston on Trent, Barrow on Trent, Elvaston, Boulton Moor, Shardlow, Stenson Fields, Stenson & Twyford, Swarkestone, Weston on Trent including Ambaston, Alreton, Chellaston, Merrybower and Thulston.</p> <p>Cllr Atkins appointment as County Cllr does not become official until the Annual Council AGM on 24th May. In the meantime, the Clerk and others can contact him on his District details on matters requiring urgent queries or responses. In future, he can be contacted by email or text messaging service due to hearing problems. His PA is Sue Harrison who works mornings only – contact details to be sent.</p> <p>Member Surgeries arrangements are to be discussed and will be reported at the next meeting.</p> <p>Cllr Atkins appointments so far are: Vice Chairman – Pensions & Investments Committee, Derbyshire Combined Fire Authority, Derby & Derbyshire Development Plans Joint Advisory Board.</p> <p>Outside Bodies are; Elvaston Castle & Country Park Members Working Party, Elvaston Quarry Liaison Committee, Museum of the Mercian Regiment (Worcestershire & Sherwood Foresters Collection), Nottingham East Midlands Airport Independent Consultative Committee.</p> <p>Cllr Atkin stated that his is also on SDDC for the Aston Ward not including Stenson Fields / Stenson & Twyford which shall be covered by colleagues David Shepherd and Manjit Chahal. Cllr Atkin will cover all County Council matters. Cllrs Coyle and Watson will cover District cases in the Aston Ward.</p> <p>Cllr Linda Chilton who represents Melbourne Division will be the authority Chairman for the next two years with George Wharmby who represents Glossop & Charlesworth Division as Deputy Chairman.</p>	
26/2017-18	Minutes April	The minutes of the meeting held on 18 April 2017, copies of which had been previously circulated to members were confirmed to be a true and accurate record and signed by the Cllr Hicklin.	
27/2017-18	Update on Actions from April	Minute reference 15/2017-18 Cllr Hicklin to discuss the issue with the resident with Cllr Graham	EH / SG
28/2017-18	To review and sign off the annual return – Section 1	It was RESOLVED to sign Section 1 – Annual Governance Statement of the Annual Return and was signed by the Chairman and Clerk (questions 1-8 were answered YES). The clerk is to post the Annual Return to the external auditor – Grant Thornton	SB
29/2017-18	To review and sign of the annual return – Section 2	It was RESOLVED to sign Section 2 – Accounting Statements for 2016/17 of the Annual Return and was signed by the Chairman	
30/2017-18	Review of delegation arrangements to	The advisory sub groups were confirmed for the year and the responsibility matrix was updated. The clerk is to send the Parish Council the updated versions with Terms of Reference which will state that advisory sub groups	

	committees, sub-committees and new committees	will meet to make recommendations to the full council and cannot authorise any actions or spends. The Recreation in Aston Refurbishment Sub Group will require separate terms of reference which will be created to be reviewed at the June meeting. Also Data Protection / Freedom of Information policies are to be created by the clerk ready for review at the June meeting.	SB
31/2017-18	Review and adoption of appropriate standing orders and financial regulations	It was RESOLVED to adopt the latest version of the Aston on Trent Parish Council Standing Orders (revised May 2017) It was RESOLVED to adopt the latest version of the Aston on Trent Parish Council Financial Regulations (revised May 2017) with the amendments as stated within the meeting. The clerk is to send out the amended version to the Parish Council and post on the Parish Website	SB
32/2017-18	Review of inventory of land and assets including buildings and office equipment	It was RESOLVED to accept the Asset Register. The clerk is to send out the amended version to the Parish Council	SB
33/2017-18	Review and confirmation of arrangements for insurance cover in respect of all insured risks	It was RESOLVED to request the types of insurance available and price for burial grounds from the current insurance agent. Once circulated, the Parish Council will determine if this is applicable. It was RESOLVED to pre-authorise a spend of up to £1500 on the insurance premium to enable payment prior to June 1 (renewal date)	SB
34/2017-18	To agree the 2017-18 dates and times for the Parish Council Meetings	The following dates have been agreed as Parish Council Meetings for 2017/18 with a start time of 7.30pm; 20 June, 18 July, 15 August (Clerk away so this date may be brought forward) 19 September, 17 October, 21 November, 19 December, 16 January, 20 February, 20 March	
35/2017-18	Clerks Report	Speed watch training has not had any volunteers. Data Protection and Freedom of Information Training has been cancelled as has the Regional Seminar. The next seminar is 6 September in Peterborough and a £35 voucher has been issued towards another course. Letters have been sent to local businesses and groups asking for donations towards the village floral displays, to date Richmond Villages have pledged £100, Hanson's have paid £100, the Doctors have pledged £20. The certified copy of the licence to assign from National Grid Gas to National Grid Gas Distribution Ltd has been received and filed with the deeds. A resident has complained about the noise from Donnington Race Track, It was RESOLVED for the clerk to ask SDDC if they are aware of Donnington Park working outside the permitted hours / noise levels. RIA rent – It was RESOLVED to invoice RIA for the 2 nd half of last year's rent plus the first half of this year's rent. Grass Cutting – It was RESOLVED to re-charge Weston on Trent Parish Council for half of the costs for the Bowling Green and the full costs of the Weston Bowling Green charges in the recent Turfworks invoice as per the agreement with Weston Parish Council.	SB SB SB

36/2017-18	Chairman's Report	<p>Cllr Hicklin expressed his thanks to Rob Davison for his past four years' service to Aston Parish Council and it was RESOLVED to send a letter to him.</p> <p>Barbed Wire in the Playing Field - a resident reported via SDDC that he cut himself on some barbed wire in the playing field. Both the clerk and Cllr Hicklin visited the site and photographs of the two areas of barbed wire were shown to the Parish Council. It was RESOLVED that Cllr Toon would remove the barbed wire from the post at the entrance to Salisbury Plain.</p> <p>It was further RESOLVED that Cllr Hicklin would discuss the barbed wire located on the boundary with the farm with the landowner and report back to the Parish Council the outcome of the discussion.</p>	SB CT EH
37/2017-18	Correspondence Schedule	<p>Correspondence Schedule A was reviewed</p> <p>Correspondence Schedule B</p> <p>Item 1 – No further action required by Aston Parish Council the issue has been logged with Severn Trent for investigation</p> <p>Item 2 – POD Battery is with Cllr's Hicklin and Toon to meet and remove the safety bolts to view the existing battery and replace</p> <p>Item 3 – Cllr Hurrell to report back at June meeting</p> <p>Item 4 - Covered in minute reference 43/2017-18</p> <p>Item 5 – To be an item on the June agenda</p> <p>Item 6 – Covered in minute reference 36/2017-18</p>	EH/ CT TH SB
38/2017-18	Recreation Centre	<p>Cllr Toon informed the Parish Council that they are waiting for some Drawings and once received they will be ready to go out to tender. The clerk informed the council that the Application to borrow had passed its first review with DALC, and has now been submitted for approval with all issues covered. UPDATE 18/5/17 The application to borrow has been approved.</p>	
39/2017-18	Well Dressing Festival	<p>It was RESOLVED to; donate £200 towards the Well Dressing Festival, grant permission to use The Green and the playing field. Cllr Hurrell has agreed to act as the representative of the Parish Council to determine if conditions are suitable to use the playing field as a car park for the event. The chair is not available to open the festival, it was RESOLVED to inform the Well Dressing Committee that a Parish Council representative will open the festival. It was RESOLVED to use a Poem as the theme for the display in the Church. Cllr Selby to arrange a further meeting of the sub-committee.</p>	SB MS
40/2017-18	Parish Boundary	<p>The last parish boundary review took place in March 2003. It was RESOLVED to request that SDDC undertake a Parish Boundary review and propose that they move the Parish Boundary to be in line with the Settlement Boundary.</p>	SB / SG
41/2017-18	Request for a hose for the Village Green	<p>It was RESOLVED that Cllr Toon would supply and fit the required hose and associated items for the village green. Cllr Hicklin thanked Cllr Toon for his assistance and donation.</p>	CT
42/2017-18	WI 90th Year Celebration Request	<p>It was RESOLVED that Cllr's Alberts and Longley would form an advisory group and report back at the next meeting their recommendations of suggested items and relevant locations.</p>	CA / JL

43/2017-18	Footpath Survey	It was RESOLVED that Cllr Wheeler would manage the re-instatement of the waymark post. It was RESOLVED that Cllr Hicklin would check the current policy of styles with relation to dog access through styles. It was RESOLVED that the suggestions for footpath maintenance were approved by the Parish Council. It was RESOLVED that the clerk needs to chase the process and documentation of the minor maintenance scheme to enable work to be carried out.	HW EH SB
44/2017-18	Upkeep of the Derby Road Cemetery	It was RESOLVED that Cllr Hicklin would arrange a meeting of the Burial Ground advisory group to meet to suggest the next area for burials to the full parish council at the next meeting.	EH
45/2017-18	Planning Applications and Decisions	Planning Applications – It was RESOLVED to; 9/2017/0477 – Listed building consent at 6 The Green – approved by Aston Parish Council 9/2017/0473 – Extension at 6 The Green – approved by Aston Parish Council 9/2017/0432 – Felling of 2 Sycamore Trees at 20 Weston Road – Approved by Aston Parish Council	SB
46/2017-18	Reports from Outside Bodies (a) Reports from Outside Bodies (b) Community / Environment (c) Recreation (d) School	A – Doctors Surgery There is a new arrangement for practices to work together to provide patients with extra appointments in the evening, patients will call as normal and be directed to the surgery on call. There will also be weekend clinics which will encourage elderly people to attend for assistance and help. B – Community / Environment The park has been littered with tape from the footballers shin pads. Cllr Selby is to ask the football club to clear this after each match. There are mole mounds on the park. The clerk to contact the Mole man to action. The gitty between Walnut Close and Moor Lane has been narrowed due to overgrown hedges. The clerk is to contact SDDC to inform the owner to cut it back.	MS SB SB
47/2017-18	Standing Orders Suspended	Standing orders were suspended at 10pm and the Parish Council RESOLVED to continue the meeting	
48/2017-18	Finance – Schedule A & B	The Council RESOLVED that the Accounts set out in Schedule A be approved for payment. The Council RESOLVED that the Accounts set out in Schedule B were correct	
49/2017-18	Essential Clerk Training	It was RESOLVED that the report provided by the clerk would form the basis for an action plan of policies to be created and reviewed. The council agreed to prioritise Risk Assessment and Freedom of Information / Data Protection. The council also RESOLVED to pay overtime to the clerk which would be reviewed at the July meeting.	SB
50/2017-18	Date, time of the next meeting, Agenda items to be listed	The next Parish Council meeting will be held on June 20 at 7.30 in the War Memorial Hall Agenda Items; Election of Vice-Chairman, Local Plan Part 2 Policy H23, Parish Council Policies, Complaint regarding Richmond Village construction vehicles, WI 90 th Year Celebration request.	SB
		Part 2 – Exempt Items The council excluded the public from the remaining part of the meeting and a resolution was passed as follows: <i>That under section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during</i>	

Correspondence Schedule for Aston Parish Council Meeting 16 May 2017

Schedule A – Information only

Item	Detail	Action taken
1	Tom Sloan SDDC Community and Planning – War Memorials Grant Scheme Information	FWD email to AOT War Memorial Chairman (Andy Shakich)
2	Received Donnington Park Community Event Leaflets	Distributed at the Malt, Post Office and Village Shop. Posted the locations on Facebook
3	Tom Sloan Young Peoples Funding	FWD email to Parish Council, ASPA, Scouts, Cricket Club and Pre School
5	Wendy Amis DALC – informing that the application has now been sent to DCLG	FWD email to Recreation Centre PC Sub Committee members. Had a query back from DCLG 9/5 replied. Awaiting decision. Emailed 15/5 to ask when decision will be made, should be this week.
6	SDDC Civic Council Meeting invite to witness the inauguration of the new Chairman	FWD to Cllr Hicklin who is attending
7	Derbyshire ALC circular	FWD to Parish Council
8	Donnington activity sheet	FWD to Parish Council
9	Street Light fault reported on lamppost 92887 (top of Derby Road) Ref: F292575	Informed Parish Council via this schedule. No updates as yet
10	Western Church Flower and Scarecrow Festival – request to advertise details	FWD to Parish Council and put event on Facebook
11	Resident complaint regarding Richmond Village Dementia letter (incorrect street name etc)	FWD to Cllr Hurrell and discussed with Richmond Village Manager, responded to resident
12	SDDC removal of charges for waste	FWD to Parish Council and put on Facebook
13	Fly tipping - Hansons Gravel Pit Road	Reported to SDDC – now removed
14	New police SNT Teams PC Paul Russell and PCO Emma Guest and Safer Neighbourhood / Area Forum Meeting dates	FWD to Parish Council
15	Derbyshire Alert – Ransomware attack email	FWD to Parish Council and posted on Facebook

Schedule B – Requiring Action

Item	Description	Action / Decision
1	Stand Pipe at the top of Willow Park Way is being used by the Wheelie Bin Cleaner (parishioner email)	FWD to Parish Council for input. Asked Severn Trent for advice via email no response. 15/5 tried again and Severn Trent have stated that if they have a licence to extract water it's OK. They did a quick check and have logged the details for investigation.
2	Quote received from Sutcliffe Play for a 2AH battery cost of £74.94 + VAT	Queried the price with Cllr Hicklin as seems expensive. With Cllr Hicklin.
3	Resident complaint: Construction site road sweeper – engine running for 45 minutes parked up with driver asleep	FWD to Cllrs Graham and Hurrell to address at monthly meeting with Richmond Village.
4	Reported footpath issues on DCC DO IT website F292565 – bridleway No 3 Shardlow Road to Birds Nest Farm needs clearing F292564 – Finger Post at the junction of footpaths 5&6 broken F292568 – Hedge requires cutting at the end of Footpath no 4 F292574 – Footpath 14 requires clearing	Lynn Taylor the DCC Rights of Way Officer has inspected F292574 and will monitor as hedge can only be cut after bird nesting season. All other items should come from the Minor Maintenance Scheme (paperwork not yet received)
5	Local Plan Part 2 Policy H23 Email to attempt to co-ordinate parishes	FWD to Parish Council and SAVE for input. Will go onto June Agenda
6	Zoe Sewter SDDC received a complaint re barbed wire on the park from a resident	Responded to SDDC and resident, Clerk took pictures of instances of barbed wire and fwd them to Cllr Hicklin. Cllr Hicklin to contact resident and discuss at PCM 16/5

The chairman thanked everyone for attending and the meeting was closed at 10.20pm

The next meeting will be Tuesday 20th June 2017

Signed _____

Chairman / Vice Chairman