

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

PRESENT: Cllr E Hicklin (Chairman), 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, SDDC Cllr H Coyle, 5 members of the public

Reference	Agenda Item	PART 1 NON – EXEMPT ITEMS	Action
52/2017-18	Election of Vice-Chairman	It was RESOLVED to carry this item forward to July's meeting	
53/2017-18	Apologies for Absence	Cllr T Hurrell, Cllr H Cope, Cllr C Toon, PCSO Emma Guest, PC Paul Russell	
54/2017-18	Removal of Items to Exempt Section	No changes required	
55/2017-18	Declaration of Interest	No declarations made	
56/2017-18	Public Participation	<p>The fallen trees on the Bowling green are being actioned by both Aston and Weston Parish Council and will be removed.</p> <p>Church Yard is in poor condition and there is a tree adjacent to Shardlow Road that is in danger of falling onto the road. The clerk to contact SDDC and ask if it can be tidied up before the Well Dressing weekend.</p> <p>The clerk was reminded to refer to Aston Playing Fields as such and not Aston Park.</p> <p>Concern was expressed about the planning application for an additional 9 houses behind 82 – 98 Weston Road, the issues were that the road access is not safe, it is development by stealth, as yet there are no notifications on the lamp posts, the parking spaces are insufficient for residents or visitors, there are no garages and there are no affordable houses. SDDC Cllr Coyle stated that this application is outside the local plan as per the recent Richborough and Gladman applications and should be treated in the same way by the planning committee. SDDC Cllr Watson commented that this will not go to the planning committee for 8-10 weeks so to keep putting in objections past the advertised 21day period.</p> <p>There have been complaints that the grass has not been cut in the Playground area, Cllr Hicklin said that at present Turfworks will not go in if children are in the Play area, he will instruct them to ask people to vacate the play area whilst mowing takes place in future.</p> <p>The floral decorations are not yet in place, the clerk is to chase Landscapes</p>	<p>SB</p> <p>EH</p> <p>SB</p>
57/2017-18	Reports from outside bodies	<p>Report from District Cllr P Watson</p> <p>Gladman will have 6 months to appeal the planning refusal. There are 3 consultation papers in circulation, the Aston date will be advertised shortly and Aston Parish Council and parishioners are asked to review the documents. The resident complaint about the heating and ventilation duct showing over the skyline at Richmond</p>	

		<p>Homes has been discussed and the Architect for Richmond is looking to relocate the ducting as this was outside of the approved plans. The complaint regarding excessive noise at the Racetrack was investigated and there have been no instances of noise outside the agreed limits. The District Cllr's will discuss the complaint about sewerage capacity for the pumping station at the floor liaison meeting on Thursday 22 June and report back at the next meeting. The dates for adoption of the local plan are likely to be in September.</p> <p>Report from Derbyshire County Cllr N Atkin</p> <p>County Cllr Atkin provided his new contact details; Neil.Atkin@derbyshire.gov.uk his PA is Sue Harrison and is available mornings only, she can be contacted: Tel: 01629 536055 (Ext. 36055) Email: sue.harrison@derbyshire.gov.uk</p> <p>He has had two further appointments to Derby Chamber of Commerce and a Member Champion of the Armed Forces. Members surgeries format has changed in light of the Jo Cox situation therefore Cllr Atkin will only be able to visit residents in their home or in a neutral location by prior appointment. The DCC Local Area Committees have been disbanded, an update regarding broadband will be presented to the County Council at the end of June for the Aston Division and a meeting will be arranged to update the parish in due course. District Cllr Atkin is unhappy with the response regarding the Cuttle Bridge at Swarkestone from the Principle Engineer and has asked for a further meeting to resolve the issues. SDDC Watson stated that the bridge crossing at Willington bears similarity with Cuttle Bridge and does have traffic lights which was paid for by developers therefore he would suggest that the same could be asked from the Developers at Chellaston (possibly section 106 monies)</p> <p>PCSO Emma Guest (read out by the Clerk)</p> <p>There was a non dwelling break in on Manor Farm Road and the offenders were disturbed, this was filed undetected after the enquiries were completed. Words and advice have been given after complaints about a loud car (exhaust and excessive noise) going through Aston a few times. Parking has been ok at the school when its been visited.</p>	
58/2017-18	Minutes May	The minutes of the meeting held on 16 May 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.	
59/2017-18	Update on Actions from May	<p>Minute reference 15/2017-18 Cllr Hicklin to discuss the issue with the resident with Cllr Graham CF to July meeting</p> <p>Minute reference 16/2017-18 Cllr Hicklin to remind the landowner to put up a sign that there is barbed wire on his boundary with the Playing Field.</p> <p>Minute reference 46/2017-18 - Clerk to chase the Mole man for an update as the moles are making a mess in the play park area.</p>	EH / SG EH SB
60/2017-18	Clerks Report	Freedom of Information webinar training is booked for 27 June paid via the £35 voucher therefore at no cost to the Parish Council. We are now registered with the Information Commissioners Officer on an annual licence. PlusNet will not transfer the account details to the new clerk therefore a Gmail account will be created and both will be run until the end of the year and the PlusNet account will not be renewed. This will form part of the new website project in the future. The floral decorations to date amount to £375 including the donation received at	

		the meeting from the late Mrs Saxby. The Clerks work has focussed on creating policies and procedures, the tender for the Recreation Centre and the actions arising from the last meeting. PCC Dhindsa is now scheduled to attend the September Parish Council Meeting from 7pm. The new Chairman of Weston Parish Council is Graham Harpur and Weston PC have agreed to pay half the costs of the fallen tree removal on the Bowling Green	
61/2017-18	Chairman's Report	Cllr Hicklin expressed his best wishes for the Well Dressing as he won't be there. He has a quote from Turfworks to remove the fallen tree from the Bowling Green.	
62/2017-18	Correspondence Schedule	<p>Correspondence Schedule A was reviewed</p> <p>Correspondence Schedule B</p> <p>Item 1 – The signs are much improved and the Parish Council are going to monitor the issues, therefore no meeting is required with Clegg Construction at present.</p> <p>The Clerk is to write to SDDC Planning to inform them that their original objections and raising of the risks of traffic have been realised and as a result the Construction Company have choose to increase their signage due to the obvious dangers associated with the development access.</p> <p>The County Archaeologist have found evidence of Iron Age and Romano British activity and the Local History Group are still awaiting the detail of the report.</p>	SB
63/2017-18	Recreation Centre	<p>The tender process was explained to the Parish Council and the dates agreed as follows;</p> <p>28 June 12.30 at the Clerks house – open tenders and email reference requests with Cllr Albers and Barbara James from RIA as witness's. The tenders will then be locked away.</p> <p>3 July The RIA / PC project team will meet to score the tender returns, attendees at this meeting will be Colin Stewart and Hillary Forber from RIA and Cllr's Toon and Hurrell and the Clerk to minute from Aston Parish Council. Time and venue of this meeting to be confirmed.</p> <p>4 July EXTRODINARY PARISH COUNCIL MEETING to approve the recommendation of the RIA / PC project team to be held in the Recreation Centre at 7.30pm the following Cllrs have confirmed that they can attend; Cllr's Graham, Alberts, Selby, Hurrell, Longley, Wheeler and Toon.</p> <p>5 July Tender award date.</p> <p>It was also confirmed that the Parish Council are not bound to accept any tenders if they feel that it is not appropriate to do so. The tender scoring criteria was explained. These meetings will all be closed to the public and press as they fall within the Exempt items criteria</p>	SB
64/2017-18	Well Dressing Festival	<p>It was RESOLVED to use the Poem advised by the Well Dressing advisory group. The clerk is to add a frame and change the font. Cllr Longley to arrange for it to be printed on A3 paper.</p> <p>The clerk to suggest to the Well Dressers that Michael Stanton may be an option for them to ask to open the Well Dressing as a replacement for Cllr Hicklin as he is unavailable.</p>	SB/ JL SB
65/2017-18	Annual Parish Meeting	It was RESOLVED that there would be an advisory committee appointed at the January Parish Council meeting to help arrange the Annual Parish Meeting. The clerk to add to the January agenda.	SB

66/2017-18	Policies and Procedures	<p>It was RESOLVED that the following policies and procedures would be adopted by Aston Parish Council and would be accessible to the public via the website;</p> <p>Information Guide and Schedule of Charges, Freedom of Information Policy, Health and Safety Policy, IT and Internet Policy, Risk Register and Risk Assessments, Risk Assessment Inspection Log, Complaints Procedure and Code of Practice, Grievance Procedure, Protocol for hearings by the Staff Disciplinary and Grievance Committee, Staff Car Usage Policy, Dignity at Work / Bullying Policy, Equality and Diversity Policy.</p> <p>The clerk is to investigate adding a member of the Finance advisory group onto the online banking facility for further safeguarding of the council's monies.</p> <p>The clerk is to amend the Risk Assessment Inspection log for the agreed inspection periods and arrange a meeting for the first inspection with a suggested date of 9th July</p>	<p>SB</p> <p>SB</p> <p>SB</p>
67/2017-18	WI 90th Year Celebration Request	<p>It was RESOLVED that Cllr's Alberts and Longley suggestion of a finger post would be further investigated by the Clerk to see if the proposed signs could be added to the Aston Cross the suggestions for signs are; War Memorial Hall, Church, Recreation Centre and Cemetery. Clerk to contact DCC for advice.</p>	SB
68/2017-18	Footpath Survey	<p>It was RESOLVED that the clerk is to request Cllr Atkin to chase the process and documentation of the minor maintenance scheme to enable work to be carried out on the footpaths. The footpath on Moor Lane – Little Moorside is considered by the Parish Council to be a Health and Safety issue and the clerks is to inform the Rights of Way officer. The clerk is to investigate the option of using the Community Service Payback Team to cut back the overgrown footpaths or obtain quotes from Andrew Hyde, Andrew Baker Crowther and Trevor Marks. Cllrs Graham and Wheeler to assist with obtaining the quotes / explaining the work required.</p>	<p>SB</p> <p>SB</p> <p>SB/SG/HW</p>
69/2017-18	Noticeboard	<p>It was RESOLVED that Bob Read would ask John Holloway if the Airport was still offering Noticeboards as a donation. UPDATE: The airport will only offer this to Community Groups, John Holloway will contact the clerk to further discuss this option.</p>	
70/2017-18	Trees	<p>It was RESOLVED that Cllr's Hicklin and Graham are to meet with Turfworks to obtain a quote for the following work: fallen tree on Bowling Green (approved for work) Fir Tree on the path adjacent to the tree on the Bowling Green, Dead Willow Tree on Gretorex Walk, New growth removal and removal of branches on Park View. Weston Parish Council have agree to pay half the costs of the tree on the Bowling Green</p>	EH / SG
71/2017-18	Crematorium / Clegg Construction	<p>See correspondence schedule (reference 62/2017-18)</p>	
72/2017-18	Friends of Aston Brickyard	<p>It was RESOLVED to support FAB's grant application for Lottery Funding. The clerk is to send the suggested letter to FAB</p>	SB
73/2017-18	Local Plan Part 2 Policy H23	<p>It was RESOLVED to agree in principle to the email request and ask for any further updates.</p>	SB

		C – School The building of the new classroom has been delayed as it has gone out to tender.	
79/2017-18	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	
80/2017-18	Quarterly reconciliation of cash book to bank account	It was Resolved that the quarterly reconciliation of the cash book to the bank account was accurate and the balances matched.	
81/2017-18	Budget re-forecast	It was RESOLVED that the report provided by the clerk would arrange a meeting with the Finance Advisory Group to discuss prior to the July meeting	SB
82/2017-18	Date, time of the next meeting, Agenda items to be listed	The next Parish Council meeting will be held on July 18 at 7.30 in the War Memorial Hall The August Parish Council meeting will be held a week earlier on the 8th August at 7.30pm at the War Memorial Hall	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 consideration of the business set out in the Agenda Item Review of Employee Contracts on the grounds that it involves the likely disclosure of exempt information as defined in the agenda item.</i>	
		No exempt items	

Finance Schedule for Aston Parish Council Meeting 20 June 2017						
Schedule A: Expenditure for Approval						
Date	Payee	Details	Cheque Nu	VAT	Total to Pay	Subtotal >1 payments
23/05/2017	Aon Ltd	Parish Council Insurance for 2017-18 (paid 31/5 1011.72)	2919		£ -	
20/06/2017	Aston Well Dressers	Donation towards Well Dressing	2920		£ 200.00	
20/06/2017	David Corden	May Wages	bacs		£ 195.00	
20/06/2017	EKV Design Ltd	Invoice 5157 Designs and drawings for tender	bacs	£ 274.58	£ 1,647.51	
20/06/2017	HRMC	Tax and NI for May 2017 wages	bacs		£ 262.73	
20/06/2017	Information Commissioners Off	Annual registration for Data Protection / FOI	Direct Debit		£ 35.00	
20/06/2017	June Smedley	Spring Plants supplied and grown by June Smedley	bacs		£ 52.50	
20/06/2017	June Smedley	May Wages	bacs		£ 60.00	112.50
20/06/2017	Mike Selby	Items to make the Well Dressing Display	bacs	£ 10.00	£ 76.75	
20/06/2017	Sheena Butcher	Stamps 1x 2nd class large + 12 2nd class	bacs		£ 7.48	
20/06/2017	Sheena Butcher	Printer Cartridges	bacs	£ 6.33	£ 37.96	
20/06/2017	Sheena Butcher	May Wages	bacs		£ 1,081.58	
20/06/2017	Sheena Butcher	Mileage (banking and training course March - May)	bacs		£ 93.60	
20/06/2017	Sheena Butcher	Home Office May	bacs		£ 28.80	1249.42
20/06/2017	The Tax Partnership	Payroll Services April - June	bacs	£ 6.00	£ 36.00	
Total:					£ 3,814.91	
Schedule B: Income since last meeting						
Bank balance 19/6/17			£ 54,024.15			
Including income of:						Burial Income to date:
Aston Community Group	Donation towards hanging baskets	£ 30.00				£ 2,140.00
Alvaston Medical Centre	Donation towards hanging baskets	£ 20.00				
Aston on Trent WI	Donation towards hanging baskets	£ 30.00				
SDDC	Section 136 Concurrent Expenses Claim 2016/17	£ 8,154.00				
Horobin Memorials	memorial for William Holmes (C13)	£ 270.00				
Alan & Brenda Burrell	Donation towards hanging baskets	£ 20.00				
Malcolm & Sue Wray	Donation towards hanging baskets	£ 20.00				
Sam & Eric Perry	Donation towards hanging baskets	£ 30.00				
Less Payments above:			£ 3,814.91			
Invoices not yet paid:						
Weston Parish Council	Invoice 004/2017/18 Re-charge for weston grass cutting	£ 139.25				
Recreation in Aston	Invoice 005/2017/18 2nd half last year, 1st half this year rent	£ 600.00				
Balance			£ 50,948.49			
Cheques Signed By:		1.				
Ensure chq stubs and invoices are signed		2.				

Correspondence Schedule for Aston Parish Council Meeting 20 June 2017

Schedule A – Information only

Item	Detail	Action taken
1	Overhanging hedge on the gitty of Walnut Close reported on DO IT	Reference number F296851, Status as of 18/6 Enquiry noted
2	DALC Circular 07/2017	Circulated to the Parish Council via email
3	Fly the Flag email from DCC to support the Armed Forces Day	Circulated to the Parish Council via email
4	Derbyshire Alert – Microsoft Tech support scammers	Circulated to the Parish Council via email and posted on Facebook
5	Neil Atkin – Digital Derby email update x 2 emails	Circulated to the Parish Council via email
6	DALC – Good neighbourhood planning circular from NALC	Circulated to the Parish Council via email
7	Donnington – Noise Activity Sheet for June	Circulated to the Parish Council via email
8	Neil Atkin – SDDC Planning meeting 6 June, officers recommendation for refusal for plans for the land on Weston Road	Circulated to the Parish Council via email
9	Agenda for Melbourne Area Forum and Area 3 Safer neighbourhoods meeting	Circulated to the Parish Council via email
10	National Clean Air Day email	Circulated to the Parish Council via email
11	Request from the Neighbourhood Watch for Aston PC to ask Weston PC to make villagers aware of the dangers of parking at the Aston Cross Junction (Post Office)	Forwarded to Weston Parish Council Clerk to raise at their next meeting 19 June
12	Aston Playground Project Charity to close email	Circulated to the Parish Council via email and sent a thank you email to APP on behalf of the PC
13	Mark Jones – update email on additional plans for land behind 84 Weston Road – site surveys have been completed	Circulated to the Parish Council via email
14	SDDC Planning Consultations for 3 documents	Circulated to the Parish Council via email
15	North West Leicestershire Local Plan – proposed modifications consultation	Circulated to the Parish Council via email
16	Aston Well Dressers – request for help in putting up the bunting	Circulated to the Parish Council via email and posted onto the Facebook page
17	Derbyshire Alert – Online Shopping Fraud	Circulated to the Parish Council via email and posted onto the Facebook page
18	Complaint from resident regarding the cemetery via Cllr Cope	Fwd to Cllr Hicklin to arrange for the grass to be cut and Cllr Cope went and tidied away the dead flowers etc

19	Request from resident to circulate the poster regarding a Charity Fundraiser Tea Party for Treetops Hospice	Circulated to the Parish Council via email, posted onto the Facebook page and requested that Chris Sellek add it to the village websites events page
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Schedule B – Requiring Action

Item	Description	Action / Decision
1	Crematorium complaints from residents regarding the speed of lorries and unloading lorries in the road and lack of signs	The clerk spoke to a representative on site via phone and the wagons were due to be off site the following week. Larger signs have been ordered (600 x 400) and they were awaiting delivery. The Project Manager was on holiday but can be contacted for a meeting if the Parish Council so decide.

The chairman thanked everyone for attending and the meeting was closed at 9.57pm

The next meeting will be Tuesday 18th July 2017, then Tuesday 8th August 2017

Signed _____

Chairman / Vice Chairman