

**DALBURY LEES  
PARISH COUNCIL**

**Clerk to the Council**  
Margaret Fox  
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Derby  
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01332 512282 or 07771 902856

11<sup>th</sup> June 2019

You are summoned to attend the Annual Meeting of Dalbury Lees Parish Council on Monday 17th June 2019 in the Village Hall, commencing at 7.00pm.

*Margaret Fox*

Clerk /RFO

**AGENDA**

**ANNUAL MEETING**

1. Election of Chair and Chair and Clerk to sign Acceptance of Office.
2. Election of Vice-chair and Chair and Clerk to sign Acceptance of Office.
3. To receive apologies for absence.
4. The Schedule of Dates for the Ordinary Meetings of the Parish council for the coming year.
5. Declarations of Councillors' Interest (Members are asked to sign the Declaration of Interest sheet and their proposed action – to stay, leave or speak and leave before a decision is made).
6. Public Speaking
  - a. A period of not more than ten minutes will be made available for members of the public and Members of the Council to comment on any other matter.
  - b. If the Police and/or the Police Community Safety Officer, a County Councillor or District Councillor or MP is in attendance they will be given the opportunity to raise any relevant matter and answer questions.
  - c. Parish Council members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to agenda items shall do so at this stage.
7. To determine which items, if any, from Part 1 of the agenda should be taken with the public excluded.
8. Approve minutes of the Dalbury Lees Parish Council Meeting held on Monday 11<sup>th</sup> March 2019.

9. Planning.  
Ref: 9/2019/0148 The Willows, Dalbury Lees, Ashbourne.  
The erection of an extension.  
Amended plans have been submitted – we objected mainly due to depth from curb to building and associated parking difficulties. No further reply sent.
10. Allotment field registration/Trust Deed - to discuss invoice payment of Invoice.
11. Village Green and Allotments mowing – to agree monthly mows to both areas by B Gell.
12. Insurance renewal.
13. To agree Clerk to arrange to set up on-line banking. To update the signatories on the bank mandate.
14. Rights of Way Minor Maintenance Agreement 2019/20 – do we want to participate, reply by 21<sup>st</sup> June.
15. DLPC year prompt.
16. Report of the Clerk
  - a) Following items deferred to next meeting:  
Telephone box/Defibrillator  
Neighbourhood watch  
Clerk Salary
  - b) Derbyshire Lamp Post Poppies Campaign.
  - c) SDDC Consultation – Draft Local Green Spaces Plan will be open for consultation from 8<sup>th</sup> October for a six week period until 19<sup>th</sup> November 2019, information at [www.south-derbys.gov.uk/localgreenspaces](http://www.south-derbys.gov.uk/localgreenspaces) .
  - d) Nominations required to apply for DALC Executive Committee.
  - e) Area Forum dates for June/July 2019.
17. Derbyshire Association of Local Councils.
  - a) DALC Circular No 4/2019      General Circular
  - b) DALC Circular No 5/2019      General Circular
  - c) DALC Circular No 6/2019      General Circular
  - d) DALC Circular No7/2019      General Circular
18. Finance.
  - a) Payments since last meeting and Accounts for Payment to date.

Cheque No	Payee	Description	Amount	Paid
100647	Mrs M Fox	Salary/expenses (March)	£ 82.40	25/4/19
100648	Mrs M Fox	HMRC – M Fox tax (March)Paid	£ 20.60	25/4/19
100649	2 Commune	Website hosting and annual licence	£300.00	25/4/19
100650	Bradley Gell	Allotment cutting	£ 20.00	25/4/19
100651	Spoil cheque			
100652	Brian Wood	Internal Audit	£ 75.20	29/4/19
100653	Water Plus	Allotment water	£ 18.19	29/4/19

100654	Bradley Gell	Footpath clearing/mowing	£125.00	7/5/19
100655	Mrs M Fox	Salary/expenses (April/May)	£256.95	
100656	Mrs M Fox	HMRC – M Fox tax (April/May)Paid	£ 42.20	
100657	Zurich Municipal	Insurance renewal	£204.13	
100658	Fishers Solicitors	Allotment Trust advice	£960.00	
100659	DLMHT	Room Hire	£ 18.00	
<b>Total</b>			<b>£2122.67</b>	

- b) To agree accounts for payment and cheques to be signed and sent once the new mandate is processed.
- c) Income – SDDC, Precept £800.00 (+ £102.00 top up), Concurrent payment of £1398.00 and VAT refund of £184.16 and £80.00 payment from DCC for footpaths.( Wayleave payment of £13.07 from Western Power Distribution banked into allotment account on 26/4/19, final allotment rent to bank £15.00 on 23/5/19).
- d) Councillors to approve the Governance Statement and Chair and Clerk to sign.
- e) To agree Internal Accounts for year ending March 2019 and Chair and Clerk to sign.
- f) Chair and Clerk to sign the Annual Governance and Accountability Return Certificate of Exemption
- g) To approve the Audit Commission Annual Return for the year ended 31<sup>st</sup> March 2019 and Chair and Clerk to sign.
- h) Budget.

19. Items or Information only.

- a) Clerk/RFO vacancies
- b)South Derbyshire Active Community Directory.
- c) SDDC Posters.
- d) Rural Action Derbyshire – Holiday Hunger.
- e) Action Fraud – be aware of telephone calls saying they are HMRC, increase in bogus calls.
- f) Latest new from ICO.
- g) Derbyshire Carbon and Climate Reduction Manifestos.

20. Date of next meeting – to be agreed.