

**DALBURY LEES
PARISH COUNCIL**

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

4th May 2018

You are summoned to attend the Annual Meeting of Dalbury Lees Parish Council on Monday 14th May 2018 in the Village Hall, commencing at 8.00pm. The meeting will commence immediately after the Annual Parish Meeting and the presentation by PCC Dhindsa have concluded.

Margaret Fox

Clerk /RFO

AGENDA

ANNUAL MEETING

1. Election of Chair.
2. New Chair to sign Acceptance of Office.
3. Election of Vice-chair.
4. Vice Chair to sign Acceptance of Office.
5. To receive apologies for absence.
6. Review of Standing Orders and Financial Regulations including Financial Risk Assessment.
Review of Amended Assets Register, Equality and Diversity Policy and Complaints Procedure.
7. Appointments to outside bodies etc.
8. The Schedule of Dates for the Ordinary Meetings of the Parish council for the coming year.
9. 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).
10. 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.
11. To determine which items, if any, from Part 1 of the agenda should be taken with the public excluded.
 12. Approve minutes of the Dalbury Lees Parish Council Meeting held on Monday 12th March 2018.
 13. Planning Decisions.
 - Ref: 9/2018/0129 Moston, unnamed road from Long Lane to Dalbury Hollow, Dalbury Lees, Ashbourne.
The erection of an extension.
Householder permission granted.

 - Ref: 9/2017/1195 Land south of Grange View, Long Lane, Dalbury Lees, Ashbourne.
Outline application with all matters reserved for one dwelling.
Outline permission granted.

 - Ref: 9/2017/1196 Land north of the School House, unnamed road from Long Lane to Dalbury Hollow, Dalbury Lees, Ashbourne.
Outline application with all matters reserved for two dwellings.
Outline permission granted.
 14. Allotments/composter
 15. Allotment field registration/Trust Deed
 16. Village Green and Allotments grass cutting.
 17. Village Green Post Maintenance.
 18. Pavement/gutter tidying.
 19. Notice Board on green.
 20. Telephone Box/Defibrillator.
 21. Village Map.
 22. Parking issues.
 23. Neighbourhood Watch.
 24. Insurance renewal.
 25. Clerks Salary.
 26. DLPC year prompt.

27. Report of the Clerk
- Internal Audit was carried out on 30th April by Mr B Wood.
 - VAT claim sent for £62.00.
 - Urgent letter from Cllr Barry Evans relating to the Library Service. Also email from Etwall Parish Council asking if a representative would like to attend a meeting to be held on 11th June at 7.00pm in the Frank Wickham Hall in Etwall.
 - Clerk attended the GDPR Training at DALC on 3rd May.
 - Saturday Refuse Freighter Service for 2018.
 - Derbyshire Lamp Post Poppies Campaign.
 - Local Green Spaces Plan: Sustainability Appraisal Scoping Report – Consultation open until 5th June.
28. Derbyshire Association of Local Councils.
- DALC Circular No 5/2018 General Circular
General Data Protection Regulations; DALC Spring Seminar – 17th April 2018; Review of Local Government Ethical Standards; Internal and External Audit 2017/18; DALC Survey; MP's Lobby Day.
 - DALC Circular No 6/2018 General Circular
External Audit News; Neighbourhood Planning Support Grant; Section 137 Allowance for 2018-19; GDPR Update; Updated Model Standing Orders and Legal Topic Notes 1,2,5,8 and 87; Free Webinar: 'Community Organising' Training 24th April; Project Management Training – 23 May 2018; Councillor Essential Training – 21 June 2018.
29. Finance.
- Accounts for Payment

Cheque No	Payee	Description	Amount
100602	Mrs M Fox	Salary/expenses	£ 203.56
100603	Mrs M Fox	HMRC – M Fox tax (1 months)	£ 20.40
100604	HMRC	HMRC – M Fox tax (1 months)	£ 20.40
100605	Community Links	Insurance renewal (subject to change)	£ 204.13
100606	2 Commune	Website hosting and annual licence	£ 300.00
100607	Mr B Wood	Audit	£ 75.20
100608	Bradley Gell	Mowing – Allotment and village green	£ 140.00
100609	Water Plus	Water - allotments	£ 2.20
100610	DLMHT	Room Hire	£ 36.00
Total			£1001.89

- To agree accounts for payment and cheques to be signed. Also to agree payment of £150.00 + VAT to 2 Commune for registering of domain name which is due in June, before the next meeting.
- Income – SDDC, Precept £800.00 (+ £102.00 top up). Wayleave payment of £13.07 from Western Power Distribution banked 28/4/18.
- To confirm that £516.00 was transferred from allotment account into the DLPC Current Account on 14th March for the amount owed up to end of year ended March 2018. Minor Maintenance payment of £60.00 from EBC also went into bank on 24th March.
- Councillors to approve the Governance Statement and Chair and Clerk to sign.
- To agree Internal Accounts for year ending March 2018 and Chair and Clerk to sign.
- Chair and Clerk to sign the Annual Governance and Accountability Return Certificate of Exemption

- h) To approve the Audit Commission Annual Return for the year ended 31st March 2018 and Chair and Clerk to sign.
- i) Budget.

30. Items or Information only.

- a) Correspondence from James Benstead, Social Media & P R Specialist, SDDC.
- b) Clerk/RFO vacancies
- c) 2018 National Rural Crime Survey – closing date 10th June, on agenda, link below:
www.derbyshire-pcc.gov.uk/RuralCrimeSurvey
- d) Board Room table and chairs for sale.

31. Date of next meeting – Monday 9th July 2018.