

## **PLEASE NOTE THE VENUE AND TIME**

### **SWANWICK PARISH COUNCIL**

Clerk to the Council  
76 – 80 Derby Road  
Swanwick  
Derbyshire DE55 1BG  
Email: [clerk@swanwickparishcouncil.org.uk](mailto:clerk@swanwickparishcouncil.org.uk)  
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6<sup>th</sup> November 2017

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick on Thursday 16<sup>th</sup> November 2017 at 7.00pm.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate), both available at the meeting.

Clerk to the Council

## **AGENDA**

### **1. Apologies**

Members are reminded to give their apologies direct to the Clerk.

### **2. Variation of Order of Business**

### **3. Declarations of Interest**

Members must fill out the Declaration of Interests Forms for submission. Members are requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 10D of Public Participation.

### **4. Public Participation**

**A) Public Attendance & Speaking:** Residents wishing to speak need to book in with the Clerk, preferably prior to the meeting by email/phone or immediately prior to the start of the meeting.

**Whether wishing to speak or not, each member of the public is required to indicate whether or not they consent to have their name and/ or organisation recorded and published in the minutes of the meeting. Minutes are published on the Parish Council website and are available to the public under the Freedom of Information Act 2000.**

At the start of the meeting a period is available for members of the public to ask questions, make representations or submit comments. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chair.

**B) Parish Council Members' observations will be taken alongside Reports from any Borough and County Councillors attending.**

### **C) Police Matters**

Information about the Safer Neighbourhood Team's activity in the area and an interactive crime map are available on the following web pages

[www.police.uk/derbyshire/NR06/](http://www.police.uk/derbyshire/NR06/)

### **D) Representations or Evidence from Members Declaring a Prejudicial Interest**

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

## **5. Minutes of Full Council**

### **5.1 To receive the Minutes of the Meeting held 19<sup>th</sup> October 2017**

## **6. Planning Matters**

**6.1 Planning Applications for comment:** All applications can be viewed at [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk) click on Planning and then click on Planning Applications and use the AVA reference number to search.

**6.2 AVA/2017/0963 Lily Street Farm** Erection of 157 dwellings, access, drainage and open space infrastructure (Phase 1). A response to the Parish Council comments has been received from Julian Townsend. This is attached for information at 10.3 below.

**6.3 Pre Submission Amber Valley Local Plan** Amber Valley have released the pre-submission draft of the Local Plan on 2 November 2017. During the consultation period the documents are available at libraries and AVBC Offices. Comments should be sent by email to [ldf@ambervalley.gov.uk](mailto:ldf@ambervalley.gov.uk)

## **7. Clerk's Report**

- 7.1** Village Hall Site – Intrusive Investigation
- 7.2** Village Hall Site - Contamination Survey
- 7.3** Application to DoT for Stopping up Order
- 7.4** Vacancies in the office of Parish Councillor
- 7.5** Councillor Attendance record 2017-18
- 7.6** Swanwick Recreation Grounds- Chapel Street
- 7.7** Street lighting columns - Stress Testing
- 7.8** Christmas Tree
- 7.9** BT Poles on 76 – 80 Derby Road removal
- 7.10** Swanwick Old Peoples Welfare High Street
- 7.11** Portable Appliance Testing
- 7.12** Notice Board
- 7.13** Civic Service
- 7.14** DALC Course
- 7.15** Councillors' Register of Member's Interests

## **8. Chair's Report**

To be presented verbally

## **9. Councillors' Updates**

Website activity & Social Media

Remembrance Sunday Parade

Carol & Civic Service

Village Hall Working Group Meeting 15<sup>th</sup> November 2017

Defibrillator Working Group

## 10. Correspondence & Circulars (copies are available on the website)

10.1 DALC 12-2017

10.2 Councillors' Register of Member's Interest – AVBC letter.

10.3 Response from AVBC Julian Townsend

## 11. Accounts - update

### 11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
13.10.17	3738	MH-P Internet Ltd (Invoice 3162)	Updating Plan F 01.12.17-30.11.18	588.00
16.10.17	3739	Groundsmiths (UK) Ltd	Phase 1 and CA Permit	1,332.00
17.10.17	DD	Haven Power Ltd	Utility Electricity	17.00
23.10.17	3740	DALC	Clerk Essential Training Course	40.00
23.10.17	3741	Phil Barrett	Rem Sunday Bugler	50.00
31.10.17	3742	C Miles	Wages Mth 7	884.92
31.10.17	3743	R Castledine	Wages Mth 7	1,242.32
31.10.17	3744	HMRC	Tax & NI Mth 7	342.71
31.10.17	DD	NEST	Pension Contribution 10/17	42.33
31.10.17	3745	Cancelled		0.00
31.10.17	3746	Quick Test	PAT Testing Machine	252.00
31.10.17	3747	Waterplus	Water Bill	218.08
31.10.17	3748	New Leaf	Contract Payment 7 of 8	1,125.00
01.11.17	3749	Platinum Lighting	Stress Testing	741.66
			<b>Total</b>	<b>6876.02</b>

### 11.2 To approve payments to the following:

To Whom Payable	Reason	Amount £
Cllr.G. Soudah	Reimbursement Expenses	127.12
	<b>Total</b>	<b>127.12</b>

### 11.3 Income Received:

Date	Remittance	Amount £
19.10.17	601366 DCC Defibrillator Donation	400.00
	<b>Total</b>	<b>400.00</b>

## 12. Bank Reconciliation

No update as awaiting the latest bank statement.

## 13. Exclusion of Press & Public

'That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) below by reason of the confidential nature of the business to be transacted'.

## 14. Items for the next Agenda

Items are invited for inclusion in next month's agenda

## 15. Date of Next Meeting: 7.00pm 21<sup>st</sup> December 2017 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 19<sup>th</sup> October 2017**

**Present:** Cllrs Adams, Barnett, Davies, King, Payne & Soudah,  
Clerk C Miles

**Members of the Public:**

**Members of the public listed waived their right to anonymity under the Data Protection Act:**

AVBC Cllr David Wilson  
Stephen Barnett

**394/2017 APOLOGIES**

Cllr Briggs

**395/2017 VARIATION OF ORDER OF BUSINESS**

No variation proposed

**396/2017 DECLARATION OF INTEREST**

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

No Declarations.

**397/2017 PUBLIC PARTICIPATION**

**397.1/2017 Public Speaking**

**AV Cllr. David Wilson** a photo of Civic Service will be sent to the Clerk from AVBC.

Planning for the private car park on Derby Road has been withdrawn. Lily Street planning application has been called in and will be determined by AVBC Planning Board, Cllr Wilson has spoken to Planning Officers and it should be in December 2017 meeting.

Cllr. Wilson is unable to attend Swanwick Parish Council's Civic Service on Monday 11<sup>th</sup> December 2017; Cllr S Hayes will attend and lay the wreath on behalf of the Borough Councillors.

**Mr Steven Barnett** attended the meeting with a view of maybe becoming a Parish Councillor. Chair G Soudah generally ran through the role of a councillor, stating that it would be best to attend a few meetings to get a feel for the role and then submit a basic resumé complete with statement of interests and skills would be required. The Parish Council would then consider the application and take a vote on the matter. Mr Barnett subsequently withdrew his interest in applying to be a councillor.

**397.2/2017 Member's Observations**

**Cllr Mary Barnett -**

1. Has received complaints regarding large lorries going up High Street, can they be diverted to the traffic lights? The Chair explained that the weight restriction applies at both ends; however access is permitted to sites within the restricted area.

2. Could we complain to AVBC regarding the pavement approaching the car park behind the Old School House as it has sunk and is holding water? The matter will be reported to AVBC and DCC.

### **397.3/2017 POLICE MATTERS**

Cllr. Soudah is attending the panel next week and will report back.

### **397.4/2017 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

None

### **398/2017 MINUTES OF FULL COUNCIL**

#### **RESOLVED:**

Minutes of Full Council held on 21<sup>st</sup> September 2017 be received as correct account of the meeting. The minutes were signed by the Chair.

### **399/2017 PLANNING MATTERS**

#### **399.1/2017 Planning Applications**

**AVA/2017/0963 Lily Street Farm** – Cllr. Soudah attended a meeting and raised issues with Nigel Mills on 27<sup>th</sup> September. Nigel Mills has received a reply from the developer saying that the additional documents have now been sent to AVBC. Cllr. Soudah stated that none of the new documents appear on the AVCB website and he would write to AVBC further.

#### **399.2/2017 Planning Decision Notices**

No comments received & no Planning decision notices considered.

### **400/2017 CLERK'S REPORT**

#### **400.1/2017 Village Hall Site – Intrusive Investigation**

The appointment of Groundsmiths to do the Site Intrusive Investigation works was noted. Work will commence w/c 30<sup>th</sup> October 2017. The Clerk to send out letters to Residents notifying them of drilling works.

#### **400.2/2017 Village Hall Site - Contamination Survey**

The appointment of Groundsmiths to do the Site Contamination Survey works was noted. Work will commence w/c 30<sup>th</sup> October 2017.

#### **400.3/2017 Application to DoT for Stopping up Order**

The Council has received an objection from Cadent as they have a low pressure main gas pipe running along the driveway on the Parish Council land. Cadent are requesting that the council pay to have a wayleave estimated at £1000 plus all legal fees.

It was suggested to leave this matter for the time being until the plans are in place for the position of the Village Hall as this may change the position of the main pipe.

#### **400.4/2017 Vacancies in the office of Parish Councillor**

Members have been urged to increase efforts to persuade residents to apply.

#### **400.5/2017 Councillor Attendance Record**

Members noted need to inform Clerk of non-attendance well in advance of meeting.

#### **400.6/2017 Swanwick Recreation Grounds- Chapel Street**

##### **NOTED:**

The Chair is still seeking further information from AVBC and ADASC to allow the Council to make further decisions.

#### **400.7/2017 Street Lighting Columns - Stress Testing**

##### **RESOLVED:**

To authorise the Chair/Clerk to appoint Platinum Electrical to undertake the SLC Stress Testing.

#### **400.8/2017 DCC Snow Warden Scheme**

The Clerk has registered the council under the scheme and ordered a load of grit to be delivered by DCC.

#### **400.9/2017 BT Poles on 76 – 80 Derby Road removal**

##### **RESOLVED:**

That the Clerk can continue to investigate this situation.

#### **400.10/2017 Swanwick Old Peoples Welfare High Street**

Following discussion about how the council should secure the site, a motion was put forward to erect fencing pending demolition.

##### **PROPOSAL:**

1. To authorise the Chair/Clerk to appoint a contractor to erect a fence around the property due to it being a hazard.
2. To authorise the Chair/Clerk to continue investigations into the ownership of the property.

##### **RESOLVED:**

**400.10.1/2017** To authorise the Chair/Clerk to appoint a contractor to erect a fence around the property due to it being a hazard.

**400.10.2/2017** To authorise the Chair/Clerk to continue investigations into the ownership of the property.

#### **400.11/2017 Portable Appliance Testing**

##### **RESOLVED:**

To authorise the Clerk to purchase the MicroPAT package.

#### **400.12/2017 Notice Board**

##### **RESOLVED:**

To authorise the Clerk to purchase the Notice Board.

#### **400.13/2017 Christmas Tree**

Following discussion about obtaining a 20ft Christmas tree a motion was put forward to purchase a tree from New Farm Cadeby

##### **PROPOSAL:**

1. To authorise the Clerk to purchase the Christmas tree at a price of £250.00 plus VAT.

**RESOLVED:**

To authorise the Clerk to purchase the Christmas tree at a price of £250.00 plus VAT.

**401/2017 Chair's Report**

The Chair presented a brief verbal report. In addition to supporting the newly appointed Clerk undertake the duties and actions outlined in the Clerk's Report, the Chair reported on future activities: -

## Future Events:

1. Defibrillator Working Group Meeting 1 November 2017
2. Safer Neighbourhood Panel Meeting 1 November 2017
3. Cray's Hill Community Group Meeting 2 November 2017
4. Remembrance Parade 12 November 2017
5. Ripley TC Civic Service 26 November 2017
6. Swanwick Civic & Carol Service 11 December 2017

**402/2017 Councillor Updates****402.1/2017 Website activity & Social Media**

Analysis of website activity was not available for the meeting.

Access to social media accounts has been amended by Cllr. Davies to allow Clerk to act as administrator.

**402.2/2017 Remembrance Sunday Parade 12 November 2017**

Road Closure signs to be put up 10 days before the Parade. Councillors are asked to inform the Clerk if attending and numbers for seat reservations. Ann Fleming to be contacted regarding the readings/Roll of Honour.

**402.3/2017 Civic Carol Service 11 December 2017**

Crich Brass Band has been booked. Amber Valley Voices will be supporting the Service and catering by The Pantry to be arranged by the Clerk.

**402.4/2017 Village Hall Working Group Meeting 18 October 2017**

It has been agreed that 3 architect members of the Working Group would do the initial plan drawings.

**402.5/2017 Defibrillator Working Group meeting 7/09/17**

An additional £400 was donated by DCC Councillor Marshall Clarke from the Members Community Leadership Scheme of DCC.

The BHF will financially help with the defibrillator but not the case it has to go in.

**403/2017 Correspondence & Circulars**

Noted

## 404/2017 Accounts

### 404.1/2017 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
31.08.17	3720	Atlantic Electric & Gas	Gas Utility	33.41
07.09.17	DD	NEST	Pension Contr. 08/17	25.95
17.09.17	DD	Haven Power Ltd	Utility Electricity	17.00
21.09.17	3721	Cancelled		0.00
21.09.17	3722	M Barnett	Honorarium Qtr 3	80.00
21.09.17	3723	G Soudah	Chair's Allowance 2nd Half	400.00
21.09.17	3724	G Soudah (Reimbursement)	Phone & B/band	30.00
			Stationery	71.50
			Postage Stamps	13.44
			Misc - Flowers etc	16.50
			Misc - Consumables	1.99
			Ent - Int Panel	47.50
			Ent - Int Panel - plates & glasses	5.07
21.09.17	3725	G Soudah	Keys	40.00
30.09.17	3726	New Leaf Landscapes	Contract Payment 6 of 8	1,125.00
30.09.17	3727	Broadbent Solicitors LLP	Reg of Title - Swanwick Allmt	299.00
30.09.17	3728	Rock Fall (UK) Ltd	Personal Protective Equipment	67.39
30.09.17	3729	Rural Action Derbyshire	PAT Workshop (RC)	117.60
30.09.17	3730	Royal British Legion	2 x wreaths	40.00
30.09.17	3731	Glasdon UK Ltd	Spaceliner bin	1,208.31
30.09.17	3732	Cancelled		0.00
30.09.17	3733	R Castledine	Wages Mth 6	1,230.99
30.09.17	3734	HMRC	Tax & NI Mth 6	342.51
30.09.17	3735	C Miles	Wages Mth 6	884.92
03.10.17	DD	NEST	Pension Contr. 09/17	42.33
06.10.17	3736	Valley CIDS	Bench refurb - Man Shed	40.00
06.10.17	3737	Noticeboards Online	Noticeboard	235.20
			<b>Total</b>	<b>6415.61</b>

### 404.2/2017 RESOLVED: To approve the following payment

To Whom Payable	Reason	Amount £
MH-P	Web Site 2017-18	588.00
	<b>Total</b>	<b>588.00</b>

### 404.3/2017 Income Received

Noted

Date	Remittance	Amount £
20.09.17	601365 Swanwick Allotments 2nd Half Rent	225.00
21.09.17	BACS September 17 Precept	69625.00
	<b>Total</b>	<b>69850.00</b>



#### **405/2017 Bank Reconciliation**

##### **Cash Book Reconciliation 01.10.17**

Opening Balance 01.04.17	72593.88	
Receipts to 02.10.17	147098.17	
Sub Total		219692.05
Unpresented cheques 16-17	2287.71	
Payments to 02.10.17	41775.3	
Unpresented cheques	5315.72	
Sub Total		38747.29
Closing Balance 02.10.17		180944.76
Bank Balance at 02.10.17		180944.76

#### **406/2017 Exclusion of Press & Public**

None

#### **407/2017 Items for the next agenda**

None specifically proposed

#### **408/2017 Date & Time of Next Meeting**

7.00pm 16<sup>th</sup> November 2017 at the meeting Rooms at the rear of the Baptist Church, Derby Road

**Meeting closed at 20.35**

Signed:

Date:

# 7.0 Clerk's Report to Swanwick Parish Council meeting 16<sup>th</sup> November 2017

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## **7.1 Village Hall Site – Intrusive Investigation**

Groundsmiths (UK) Ltd has been selected to do the Site Intrusive Investigation works. They have already been on site to do initial trial digs and will hopefully be on site to do the drilling at the end of November.

## **7.2 Village Hall Site - Contamination Survey**

Groundsmiths (UK) Ltd will be doing the contamination survey at the same time as the site intrusive investigation works.

## **7.3 Application to DoT for Stopping up Order**

Notices have been posted on either end of the boundary for the period of public consultation. Documents are available in the office. The consultation period ended on 31<sup>st</sup> October 2017.

## **7.4 Vacancies in the office of Parish Councillor**

There are still four vacancies for parish councillors. The parish has not received any requests for co-option. I urge members to increase the effort to persuade any resident to consider applying to be a parish councillor.

## **7.5 Councillor Attendance Record**

In an effort to be transparent, the record of member attendance will be included in the Clerk's report. Members are reminded to notify the Clerk of any apologies (barring emergencies) well in advance of the morning of the council meeting.

## **7.6 Swanwick Recreation Grounds- Chapel Street**

Cllr. Soudah has requested information from AVBC and the Clerk is awaiting AVBC's response to these questions.

## **7.7 Street lighting columns - Stress Testing**

The stress testing was completed by Platinum Electrical on Sunday, 29<sup>th</sup> October and the report has been received. The licence application has been submitted to DCC.

## **7.8 Christmas Tree**

A 20ft Norway Spruce Christmas tree has been ordered from New Farm Cadeby at a cost of £250.00 plus VAT, including delivery, erection and removal.

## **7.9 BT Poles on 76 – 80 Derby Road removal**

The 28 day notice to BT requesting the removal of the poles, referring to The Telecommunications Code, Schedule 2, Paragraph 21 of the Telecommunications Act 1984 has now passed and the Clerk is now investigating the next stage.

## **7.10 Swanwick Old Peoples Welfare High Street**

The fencing has been ordered and enquiries to the ownership are ongoing.

### **7.11 Portable Appliance Testing**

The PAT Testing equipment has now been received and the Caretaker is now able to undertake testing of electrical equipment.

### **7.12 Notice Board**

A new notice board for outside the Parish Council Office on Derby Road has been ordered.

### **7.13 Civic Service**

The date for the Civic Service is Monday 11th December 2017 at 7.15pm. Invitations will be going out over the next week or so. The Pantry, Derby Road has been booked to do the catering.

### **7.14 DALC Course**

The Clerk is attending the Clerk Essential Training course at DALC's offices at Cromford Mill on 7<sup>th</sup> November.

### **7.15 Register of Member's Interest**

A reminder to all Councillors to check their individual entries on the Register of Member's Interest on the Parish Council Web Site; please confirm if there are no changes or if you have any changes please let the Clerk know. A copy of the letter from AVBC is attached.

## Councillor Attendance Record May 2017 – April 2018

Name	May 25	June 22	July 20	Aug HOLS	Sept 15	Oct 19	Nov 23	Dec 21	Jan 18	Feb 15	Mar 15	Apr 19	%	2016-17
Adams	X	X	X		√	√							40%	75%
Barnett	X	X	X		√	√							40%	83%
Briggs	X	X	X		X	X							0%	25%
Davies	X	X	√		X	√							40%	75%
King	X	√	√		√	√							80%	83%
Payne	√	√	√		√	√							100%	100%
Soudah	√	√	√		√	√							100%	100%
Hayes	X	X	X		X	X							0%	0%
Wilson	√	X	X		√	√							60%	83%
Smith	X	X	X		X	X							0%	0%
Marshall-Clarke	X	X	X		X	X							0%	0%

Updated 01/11/2017

# Derbyshire Association of Local Councils



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## Circular No. 12/2017

To all Member Town and Parish Councils and Parish Meetings

### GENERAL CIRCULAR

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#### In this Circular:

- Our Day
- NALC Response to Local Government Finance Plans
- Updated Legal Topic Note
- NALC Larger Councils Conference – London
- How to Discuss Retirement Options with Staff
- NFP Workshops – bid writing
- Clerk Essential Training
- Freedom of Information Training

#### 1. OUR DAY

This is an annual tweetathon that gives everyone who works or volunteers in local public services the chance to share their stories of how they improve the quality of life of residents. Cllr Paul Bettison OBE, chairman of LGA's Improvement and Innovation Board said: *"#OurDay is a chance to reflect on 24 hours in the life of councils everywhere. It is a great way for town and parish councils to show their residents what they are doing every day to improve the quality of life of their residents. We are really pleased that National Association of Local Councils and local councils across the country are taking part in #OurDay this year. Councils are the most efficient, open and transparent part of the public sector and we're looking forward to you being part of the #OurDay conversation."*

[Last year we trended nationally](#) at number one and reached over 20 million people but we want to make #OurDay 2017 the biggest yet - and we need you to make it happen. This is a fantastic opportunity to promote local councils – more information can be found at: <https://www.local.gov.uk/our-day>

#### 2. NALC RESPONSE TO LOCAL GOVERNMENT FINANCE PLANS

Responding to the publication of DCLG's technical consultation on the local government finance settlement, Cllr Sue Baxter, NALC chairman, said; "I had a very positive and constructive meeting with local government minister Marcus Jones MP to discuss local

parish and town council precepts in advance of the 2018-19 Local Government Finance Settlement Technical Consultation Paper. England's 10,000 local councils are continuing to grow and deliver more services, are increasing transparency and engagement with local people, and improving how they operate – all points which I am pleased the minister recognises.

“Fiscal responsibility remains high on the agenda for local councils, with just under half of councils demonstrating restraint by increasing the precept – their small share of council tax – by more than 2 per cent this year. According to our recent research, for a third of councils this was due to increased costs such as employer National Insurance and loss of council tax support grants, and for 34 per cent this was due to taking on a new service or having assets transferred from principal councils. Our analysis also shows that two thirds of local councils are not solely reliant on the precept and use other sources of funding to invest in projects to improve their area.

“While total precepts account for just 1.6 per cent of total council tax – £479 million in 2017/18 – local councils actually contribute and invest around £2 billion each year to local areas and economies through councillor volunteer hours, grants and other income and their land and property assets.

“I look forward to continuing to work with the government on the important issue of parish funding, including exploring ways in which we can together help communities to help themselves through flexible and diverse funding, and we will be providing further evidence through this consultation of how councils are responding to the financial challenges faced by local communities and public services.”

### **3. UPDATED LEGAL TOPIC NOTE**

LTN70 has been updated and renamed ‘The Local Environment’ and can be viewed [here](#). NALC have also provided guidance on how the new GDPR affect a parish meeting and can be viewed [here](#).

### **4. NALC LARGER COUNCILS CONFERENCE – LONDON**

NALC's Larger Councils Conference takes place on 13 December and will focus on what local councils can do to create dynamic environments that encourage local economic growth to thrive and succeed. If your council represents 6000 or more residents you may be interested in this one-day event which will centre on local economic development, community led housing and planning, accessing funds and grants and the well being of communities.

The conference focuses on what local councils can do to create dynamic environments that encourage local economic growth to thrive and succeed. You will learn how to be ‘place shapers’ bringing the private, voluntary and public sectors together to bring about positive economic change for local people. For more information look [here](#)

### **5. HOW TO DISCUSS RETIREMENT OPTIONS WITH STAFF**

The number of over 65's working in Town and Parish Councils has hit an all-time high, following the abolition of the default retirement age in 2011.

Although most Councils welcome the contribution and breadth of knowledge and experience older workers possess, they are also aware of the effects age can have upon performance. Concerns regarding speed of work, overall cognition and time off through ill health can become more intense with increased Employee age.

However, Councils need to exercise caution when tackling such problems. Mismanagement can result in claims of Age Discrimination being made to the Employment Tribunal. Disability Discrimination claims can also result if the Employee has a chronic health problem affecting their ability to work. Chris Moses, our HR consultant has produced an HR note to give guidance on this and can be viewed [here](#).

## **6. NFP WORKSHOPS – BID WRITING**

NFP Workshops have organised some workshops in Nottingham and Manchester to support bid writing. More details can be found at <http://nfpworkshops.co.uk/>

## **7. CLERK ESSENTIAL TRAINING**

Due to demand, we have arranged a further Clerk Essential Training course for 5 February 2018, 10am – 1pm at the DALC Office, Cromford. Please check the Training & Events Diary at the end of this Circular.

Please reserve delegate places via the DALC Office.

## **8. FREEDOM OF INFORMATION TRAINING**

A two-hour training course will take place on 9 November from 10am on Freedom of Information. This is largely aimed at delegates who attended the Data Protection – FOI – GDPR Implications Training on 16 October at the Whitworth Centre, Darley Dale. Those delegates have been contacted via their Clerks. Any other Councils wishing to send delegates on this course, please see the Training & Events Diary at the end of this Circular.

**Wendy Amis**  
**Chief Officer**

**October 2017**

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## TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
1 Nov 2017 (6pm – 8.30pm)	Cllr Essentials Training	10/2017	Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
6 Nov 2017 (10am – 3pm)	Grave Matters	09/2017	Cromford	£60 per delegate	2.5	Alan Fairchild Managing Memorials, Cemeteries & Closed Churchyards
7 Nov 2017 (10am – 12.30pm)	Clerk Essential Training	10/2017	Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
9 Nov 2017 (10am – 12noon)	Freedom of Information Training	12/2017	Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Michelle Sarginson
13 Nov 2017 (10am – 3.30pm)	CiLCA training (day 2)	11/2017	Cromford	£250#	2.5	Jo Taylor
30 Nov 2017 (10am – 1pm)	Grants & Grant Funding	09/2017	Cromford	£60 per delegate	1.5	Steven Lugg
22 Jan 2018 (6pm – 8.30pm)	Cllr Essential Training	11/2017	Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
05 Feb 2018 – (10am – 1pm)	Clerk Essential Training	12/2017	Comford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
13 Feb 2018 (time tbc)	Conducting Staff Appraisals	10/2017	Cromford	TBC		Chris Moses – HR Specialist
Feb 2018 (TBC)	Law & Good Practice of Local Council Meetings	09/2017	Cromford	£40 per delegate		Alan Fairchild

\* Up to 3 delegate places free per council on the enhanced subscription scheme  
# for both days and follow up support; a further £250 is payable to SLCC for the examination and certificate



To: All Town/Parish Clerks

Our Ref : CP/  
Your Ref :  
Date : 1 November 2017  
Ask For : Chris Potter  
Ext : 1397  
Email : chris.potter@ambervalley.gov.uk

Dear Sir/Madam

**Annual Reminder Letter – Register(s) of Interests – Members’ Code of Conduct**

I am personally writing (as a matter of good practice) to seek your co-operation and to respectfully request that you please remind all of your Members, elected and co-opted, this month to very carefully check that their particular entries concerning pecuniary and other personal interests in the Register(s) of Interests are correct and still up to date. (I have also today written an annual reminder letter directly to all 45 Borough Councillors which I do every November).

Town/parish councillors can review their entries by clicking on the following link: <http://www.ambervalley.gov.uk/council-and-democracy/councillors,-democracy-and-elections/parish-and-town-councils.aspx> and by selecting their town/parish council from the list that can be found in the left hand column.

Guidance on personal interests issued by the Department of Communities and Local Government (last updated on 20 September 2013) can be located at <https://www.gov.uk/government/publications/openness-and-transparency-on-personal-interests-guidance-for-councillors>

Should you have any queries, please do not hesitate to contact me.

Yours faithfully



Christopher Potter  
Monitoring Officer

## 10.3 Email Response from Julian Townsend dated 24<sup>th</sup> October 2017

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Dear Mr Soudah

I refer to your email of 11 October 2017, and to your subsequent email of 23 October 2017. I'm sorry for the delay in replying to you which is due to my annual leave. In my absence, Sarah Johnson had not received your email due to an error in her email address. Please note, for future reference, that Sarah can be contacted at [sarah.johnson@ambervalley.gov.uk](mailto:sarah.johnson@ambervalley.gov.uk)

I have now considered the points you highlight in your email and advise as follows.

As you are aware, application AVA/2017/0963, the Reserved Matters for the first phase of the Lily Street development, is currently being considered by officers and it will be presented to the Planning Board for consideration and ultimate decision in due course.

Condition 1 of the outline planning permission AVA/2014/1154 allows the developer 5 years to submit reserved matters application/s. This time limit is consistent with decisions made on major schemes both within Amber Valley and nationally. However, the Council has no control over when a developer may choose to submit an application to discharge planning conditions, provided they meet the terms of each condition, and at this time the developer is not in breach of any condition of the outline planning permission.

In discharging planning conditions there is no statutory requirement to consult or notify any person, although re-consultation will occur on any information submitted to discharge a condition that was previously recommended by a consultee at the earlier planning application stage. This will usually be technical information which will need to be considered by an expert, such as the Highway Authority. I am advised by the case officer that all documentation that has been submitted in relation to planning application AVA/2017/0963 is available on the Council's website, however, details provided in relation to the discharge of planning conditions are not available for viewing, which is consistent with all such applications. There is no requirement for any condition (unless the condition explicitly says so) to be discharged before the submission of, or, a decision reached on a reserved matters application. As such, Officers are processing both the outline and discharge of conditions applications correctly in accordance with Planning legislation.

For the above reasons it is not necessary to notify or publicise any future detail received relating to the discharge of conditions application. Any additional information received in relation to the reserved matters application will however be publicised and you will be notified accordingly.

In relation to the S106 matter, Rae Gee's letter to you dated 5 October 2017, explains to you the Council's opinion in relation to informative note 1 of the officer's recommendation, which stated - *'The applicant is advised that unless the S106 is agreed, executed and signed within six months from the date of this report, the proposal will be reconsidered'*. I would further add to Rae Gee's letter that the Planning Board's resolution included that Officers be granted delegated powers to complete the S106 agreement to secure the developer obligations and conditions, and it is a reasonable that this would extend to the informative notes as recommended in the Planning Board report.

I agree with earlier advice given to you. Officers re-considered the application and because progress was being made, the signing of the S106 was imminent, and there were no material changes in circumstances it was decided that there was no requirement for the application to be re-considered on its planning merits by the Planning Board. The permission therefore remains valid.

I trust the above clarifies the points you have raised. Yours sincerely,

Julian Townsend