

ASHOVER PARISH COUNCIL

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LOCAL COUNCIL
AWARD SCHEME
QUALITY

Sara Atkinson, Parish Clerk to Ashover Parish Council
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10 May 2023

Members of Ashover Parish Council

Dear Councillor

You are hereby summoned to attend the **ANNUAL COUNCIL MEETING** of Ashover Parish Council on **TUESDAY 16 May 2023 at 6.15pm in The Sports Pavilion, Milken Lane, Ashover S45 0BA**

Councillors are requested to attend for 6.00pm on 16 May 2023 to sign the 'Declaration of Acceptance of Office' prior to the Annual Council Meeting.

This meeting will be followed by the **Ordinary Parish Council Meeting**.

Yours faithfully

Sara Atkinson
Parish Clerk

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1. Election of Chairman and Declaration of Acceptance

The Parish Council shall elect a Chairman for 2023/2024 and the elected Councillor shall sign a Declaration of Acceptance. The completed form shall be counter-signed by the Parish Clerk.

2. Apologies

To receive any apologies.

3. Election of Vice-Chairman

The Parish Council shall elect a Vice-Chairman for 2023/24.

4. Election of the Finance Working Group and Terms of Reference

The Parish Council shall elect five Members to form the Finance Working Group for 2023/2024. The Finance Working Group shall, at its first meeting, elect a Chairman. The terms of reference will be confirmed.

5. Appointment of a Parish Councillor Auditor

The Parish Council shall elect a Member to act as a Parish Councillor Auditor for 2023/2024 to act in accordance with Ashover Parish Council's Financial and Data Protection Regulations.

6. Confirmation of Internal Auditor

The Parish Council shall confirm its Internal Auditor for 2023/2024 as Auditing Solutions Ltd. of Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wilts SN15 2JJ.

7. Election of the Burial Board Working Group and Terms of Reference

The Parish Council shall elect three Members to form the Burial Board Working Group for 2023/2024. The Burial Board Working Group shall, at its first meeting, elect a Chairman. The terms of reference will be confirmed.

8. Election of the Personnel Committee

The Parish Council shall elect three Members to form the Personnel Committee for 2023/2024. The terms of reference will be confirmed.

9. Ashover Parish Council Representation & Subscriptions to other bodies

The Parish Council shall confirm Annual subscriptions to the Derbyshire Association of Local Councils (DALC) and Institute of Cemetery & Crematorium Management (ICCM). Parish Councillors shall represent the council to outside bodies associated with the following list:

ALLOTMENTS
CLIMATE CHANGE
DISTRICT/COUNTY PARTNERSHIP MEETINGS - As required
EASTWOOD GRANGE SCHOOL
HEALTH AND SAFETY/DEFIBRILLATORS
MEDIA/COMMUNICATION PLANS
NEIGHBOURHOOD PLAN
PARISH HALL CIO
PRIMARY SCHOOL
RIGHTS OF WAY (including Footpaths Group meetings)
TECHNICAL SUPPORT
UPPERTOWN SOCIAL CENTRE
YOUTH PROJECTS

It must be noted that representation does not allow an individual councillor or the chairman to make a decision on behalf of the council.

10. Ashover Parish Council's Standing Orders and Financial Regulations

The Parish Council shall confirm revised Standing Orders and Financial Regulations and that these are published on the Parish Council's website. [Standing Orders](#) and [Financial Regulations](#) have been revised in accordance with Statutory Instrument 2022/1390, the Procurement Threshold having been increased from £25,000.00 to £30,000.00.

11. Confirmation of Signatories on Parish Council Cheques

The Parish Council shall confirm the following signatories:- Cllrs R Fidler, C Miller, E Willmot.

12. Parish Council Summary of Receipts & Payments 2022/2023, Assets Register, Deeds & Lease Documents

The Parish Council's Summary of [Receipts & Payments 2022/2023](#) shall be received and the [Assets Register](#) and the following documents reviewed and confirmed:-

Land fronting Milken Lane – *Conveyance* (JB Darbyshire to Chesterfield RDC dated 26.11.57)
Land fronting Milken Lane – *Conveyance* (Chesterfield RDC to Ashover PC dated 01.12.59)
Playing Field Milken Lane – *Conveyance* (JB Darbyshire to Ashover PC dated 31.12.57)
Cemetery Extension, Ashover – *Conveyance* (dated 04.08.38) and associated documentation.
Cricket Pavilion – *Ashover C.C. Ground Lease* (Counterpart dated 20.05.2003 – 28 years)
Parish Bus Shelters – *Deeds*
Primary Care Centre – *Ground Lease* (dated 12.07.04 – 96 years)
Primary Care Centre – *Access Road Lease* (dated 24.03.06 – 96 years commencing 12.07.04)
Allotment Gardens, Marsh Green, Ashover – Land Registry Title No. DY418874 dated 23.08.07
Grazing Agreement for common land at Spitewinter (East) with W Robinson – dated 19.03.08
General Maintenance of common land at Spitewinter (West) with R Varley – renewed 30.11.2018
General Maintenance of common land at Ashover Hay with R Proctor – renewed 20.12.2018
Public Conveniences – Lease with NEDDC (dated 07.10.2009 - 21 years commencing 01.07.2008)

13. Insurance and Risk Management

The Parish Council shall confirm the Insurance Schedule (due for renewal 24 June 2023), the completed 'Local Council Risk System' (LCRS) and Health and Safety Inspections. The Chairman and Clerk/RFO shall sign the (LCRS) Action Plan.

14. Members' Code of Conduct

The Parish Council shall confirm the [Code of Conduct](#) revised 16 November 2021 and that this is published on the Parish Council's website.

15. Plans, Policies and Statements

The Parish Council shall review and confirm its 'Action' and 'Business' Plans & Accessibility Statement and confirm its other [Policies and Statements](#) and next review in May 2024 or before if legislation dictates:-

[Proposed Action Plan 2022 - 2023](#)

[Proposed Business Plan 2021 – 2024](#)

[Accessibility Statement](#)

16. Ashover Parish Neighbourhood Plan (APNP) 'Made' 08/02/2018

The Parish Council shall monitor the '[Made' APNP](#), following approval at the Referendum held 08 February 2018 and review 'Made' 13 April 2023. Consideration will be given to any non-material changes.

17. Training

The Parish Council shall receive a list of training events and external meetings attended by Councillors and Employees during 2022.

Councillors – [Training Log](#)

Parish Clerk/Responsible Financial Officer – [Training Log](#)

18. Freedom of Information and Data Protection (Core Classes F.O.I. Act)

The Parish Council shall review and confirm its procedures for handling requests made under the Freedom of Information Act 2000, Data Protection Act 1998 and subsequent General Data Protection Regulations and Model Publication Scheme and that these are published on the [Parish Council's website](#).

19. Contracts, Statements of Particulars of Employment and Appraisals

The Parish Council shall confirm contracts of employment in respect of:-

The Parish Clerk/Responsible Financial Officer/Clerk to the Burial Board and Health & Safety Monitor/Toilet Attendant, together with completion of annual appraisals.

20. General Power of Competence and Section 137

The Parish Council shall confirm its eligibility to adopt the [General Power of Competence](#) (subject to resolution) and to confirm its [grant awarding policy under S137](#) Local Government Act 1972, for the year 2023/2024.

21. Agreements with Other Local Authorities

The Parish Council shall confirm the [Minor Maintenance Agreement](#) with Derbyshire County Council on Rights of Way within the Parish.

22. Audited Annual Accounts from Parish Groups

The Parish Council is obliged to receive audited accounts from parish groups if requested. These would be presented for information only.

23. Calendar of Meetings for 2023/2024

The Parish Council shall receive a [calendar of meetings for the year 2023/2024](#) and confirm that this is published on the Parish Council's website.