

**ASHOVER PARISH COUNCIL**

Minutes of the **Annual Parish Council Meeting** held in Ashover Parish Hall at  
**6.15 p.m. on Tuesday 21 MAY 2024**

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**PRESENT**

Councillors J Cook, J Daykin, S Dronfield, R Fidler, E Hayward, Mrs L Hunter-Bott,  
C Miller, M Thomas, E Willmot  
S. Atkinson (Parish Clerk)  
Members of the Public 0

**001/24 Election of Chairman and Declaration of Acceptance**

It was proposed and seconded that Cllr E Willmot is elected Chairman for 2024/2025.

**Resolution:** That Cllr E Willmot is elected Chairman for 2024/25 and that the Declaration of Acceptance is signed.

### **002/24 Apologies**

An apology for absence was received from Councillor Mrs R Early.

### **003/24 Election of Vice-Chairman**

It was proposed and seconded that Cllr R Fidler is elected Vice-Chairman for 2024/2025.

**Resolution: That Cllr R Fidler is elected Vice-Chairman for 2024/2025.**

### **004/24 Election of the Finance Working Group and Terms of Reference**

It was proposed and seconded that Cllrs J Daykin, R Fidler, Mrs L Hunter-Bott, C Miller and M Thomas are elected to form the Finance Working Group for 2024/2025. The Finance Working Group shall, at its first meeting, elect a Chairman.

**Resolution: That Cllrs J Daykin, R Fidler, Mrs L Hunter-Bott, C Miller and M Thomas are elected to form the Finance Working Group for 2024/2025 and the Committee shall continue to make recommendations to the Council.**

### **005/24 Appointment of a Parish Councillor Auditor**

It was proposed and seconded that Cllr S Dronfield is elected Parish Councillor Auditor for 2024/2025 to act in accordance with Ashover Parish Council's Financial Regulations and to undertake monitoring of General Data Protection Regulations records on a quarterly basis.

**Resolution: That Cllr S Dronfield is elected as Parish Councillor Auditor for 2024/2025.**

### **006/24 Confirmation of Internal Auditor**

Consideration was given to the Internal Auditor acting for the Parish Council.

**Resolution: That Auditing Solutions Ltd. of Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wilts SN15 2JJ, continues as the Internal Auditor for 2024/2025.**

### **007/24 Election of the Burial Board and Terms of Reference**

It was proposed and seconded that Cllrs J Cook, S Dronfield and C Miller are elected to form the Burial Board Working Group for 2024/2025. The Burial Board Working Group shall, at its first meeting, elect a Chairman. The terms of reference will be confirmed.

**Resolution: That Cllrs J Cook, S Dronfield and C Miller are elected to form the Burial Board Working Group for 2024/2025 and the Working Group shall continue to make recommendations to the Council.**

### **008/24 Election of the Personnel Working Group**

It was proposed and seconded that Cllrs J Cook, R Fidler and M Thomas are elected to form the Personnel Working Group for 2024/2025. The terms of reference will be confirmed.

**Resolution: That Cllrs J Cook, R Fidler and M Thomas are elected to form the Personnel Working Group for 2024/2025 and shall make recommendations to the Council.**

### **009/24 Ashover Parish Council Representation & Subscriptions to other bodies**

Confirmation was given to the 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	S Dronfield
CLIMATE CHANGE	L Hunter-Bott & M Thomas
DEFIBRILLATORS	R Fidler
DISTRICT/COUNTY LIAISON MEETINGS	As required
EASTWOOD GRANGE SCHOOL	R Early & C Miller
HEALTH AND SAFETY	J Cook & L Hunter-Bott
MEDIA AND COMMUNICATION PLANS	J Cook & M Thomas
NEIGHBOURHOOD PLAN/LOCAL PLAN	R Fidler
PARISH HALL CIO	C Miller
PRIMARY SCHOOL	R Early & E Hayward
RIGHTS OF WAY/FOOTPATHS	M Thomas
TECHNICAL SUPPORT	R Fidler
UPPERTOWN SOCIAL CENTRE	R Fidler & E Willmot
YOUTH PROJECTS	S Dronfield, R Early & L Hunter-Bott

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

**Resolution: That the annual subscriptions to DALC and the ICCM are confirmed and representation is confirmed as listed.**

### **010/24 Ashover Parish Council's Standing Orders and Financial Regulations**

It was noted that the Financial Regulations had been revised and updated by the National Association of Local Councils.

**Resolution: That the Standing Orders and revised Financial Regulations are confirmed and published on the website.**

### **011/24 Confirmation of Signatories on Parish Council accounts**

Signatories on cheques and authorisation of payments for online banking are Cllrs R Fidler, C Miller, E Willmot.

**Resolution: That Cllrs R Fidler, C Miller and E Willmot are confirmed as signatories on cheques and for authorisation of payments for online banking and that Cllr Mrs L Hunter-Bott is added to the list of signatories.**

### **012/24 Ashover Parish Council Summary of Receipts and Payments 2023/2024, Assets Register and Deeds and Lease Documents**

The Parish Council's Summary of Receipts and Payments 2023/2024 and Assets Register were received 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)

**Resolution: That the Summary of Receipts and Payments 2023/2024, Assets Register and Deeds and Lease documents are confirmed.**

### **013/24 Insurance and Risk Management**

The Insurance Schedule, the completed 'Local Council Risk System' (LCRS) and Health and Safety Inspections were received.

**Resolution:**

- (i) That the Insurance held with Aviva via Clear Councils Insurance Broker, due for renewal under a long-term agreement on 24/06/2024 is confirmed.**
- (ii) That Health and Safety Inspections on parish assets are confirmed.**
- (iii) That the LCRS Action Plan, with no issues arising, is confirmed and signed by the Chairman.**

**014/24 Members' Code of Conduct**

The Parish Council's Code of Conduct was revised on 16 November 2021 and published on the website. The NALC 'Model Councillor-Officer Protocol' on 'Civility & Respect' was adopted in 2023.

**Resolution: That the Members' Code of Conduct is confirmed and published on the website together with the adopted NALC 'Model Councillor-Officer Protocol' on 'Civility & Respect.'**

**015/24 Plans, Policies and Statements**

The Action and Business Plans and Accessibility Statement were reviewed along with all other Policies and Statements. It was noted that new legislation dictated review of the Accessibility Statement before October 2024. The next review of the Policies and Statements would be in May 2027 or before if legislation dictates.

**Resolution:**

- (i) That the Action Plan 2021-2025 and Business Plan 2022-2025 are approved together with the current Accessibility Statement and that these are published on the website.**
- (ii) That the Accessibility Statement will be reviewed prior to October 2024 when new legislation will be in place.**
- (iii) That the Action Plan is reviewed at regular intervals.**
- (iv) That the Policies and Statements are confirmed and reviewed May 2027.**

**016/24 Ashover Parish Neighbourhood Plan (APNP) 'Made' 08/02/2018 & Review 'Made' 13/04/2023**

The APNP was 'Made', following approval at the Referendum held 08 February 2018 and the North East Derbyshire District Local Plan had been adopted. The APNP had been reviewed with minor modification and was 'Made' on 13 April 2023.

**Resolution:**

- (i) That the Modified APNP 'Made' 13/04/2023 is reviewed annually.**
- (ii) That any potential changes to the APNP relating to Bio Net Gain are clarified with the Planning Authority.**

**017/24 Training**

A list of training events etc. attended by Councillors and the Clerk during 2023 had been circulated.

**Resolution: That Training etc. undertaken by Councillors and the Clerk during 2023 is confirmed.**

**018/24 Freedom of Information and Data Protection (Core Classes F.O.I. Act)**

The Parish Council reviewed its procedures for handling requests made under the Freedom of Information (FOI) Act 2000, Data Protection Act 1998 and subsequent General Data Protection Regulations (GDPR) 2018 and Model Publication Scheme and that these are published on the Parish Council's website.

**Resolution: That procedures for handling requests under the FOI Act 2000, GDPR 2018 and Model Publication Scheme are confirmed.**

**019/24 Contracts, Statements of Particulars of Employment and Appraisals**

Contracts of employment were reviewed in respect of the Parish Clerk/Responsible Financial Officer/Clerk to the Burial Board and the Health & Safety Monitor/Toilet Attendant, together with completion of annual appraisals.

**Resolution: That employees contracts of employment are confirmed and that annual appraisals are completed.**

### **020/24 General Power of Competence and Section 137**

The Parish Council considered 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 2024/2025.

**Resolution: That the qualifications to adopt the General Power of Competence are confirmed and that the Grant Awarding Policy under Section 137 of the Local Government Act 1972 is confirmed for use during the year 2024/2025.**

### **021/24 Agreements with Other Local Authorities**

The Parish Council considered the Minor Maintenance Agreement with Derbyshire County Council on Rights of Way within the Parish.

**Resolution: That the Annual Minor Maintenance Agreement with Derbyshire County Council on Rights of Way within the Parish is confirmed for 2024/2025.**

### **022/24 Audited Annual Accounts from Parish Groups**

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

**No audited accounts from any parish groups had been received.**

### **023/24 Calendar of Meetings for 2024/2025**

The Parish Council shall receive a calendar of meetings for the year 2024/2025 and confirm that this is published on the Parish Council's website.

**Resolution: That the Calendar of Meetings for 2024/2025 is confirmed and published on the website.**

THE ANNUAL COUNCIL MEETING CLOSED AT 6.40 PM