

SOMERCOTES PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting of Somercotes Parish Council** held at 7pm, on Friday, 20th May 2011 in The Lounge, Somercotes Parish Hall, Nottingham Road, Somercotes

Persons Present: Cllrs' P Smith; B. Lyttle; J. McCabe; A Stringer; P Curran-Bilbie; B Hannant; T. Marriott; M. Barron; C. Langton; J. Spibey, J. Gardiner; S. Walker
Clerk: G. Blackmore - There were two members of the public present.

1/APCM/2011: Elect Chairman: Cllr Paul Smith was appointed as Chairman to the Parish Council for the ensuing year.

2/APCM/2011: New Chairman to Sign Acceptance of Office: Cllr Paul Smith signed the acceptance of office for Chairman

The Chairman informed the Council that Cllr J McCabe had received an award for 25 years service on the Council and he wished to congratulate him on his achievement and commitment to his Council duties.
The chairman congratulated all the Councillors who were elected

3/APCM/2011: Elect Vice Chairman: Cllr Brian Lyttle was appointed as Vice Chairman to the Parish Council for the ensuing year.

4/APCM/2011: New Vice Chairman to Sign Acceptance of Office: Cllr Brian Lyttle Smith signed the acceptance of office for Vice Chairman.

5/APCM/2011: Acceptance of Councillors Declaration of Office:
The Council accepted the Twelve Councillors Declaration of Office.

6/APCM/2011: Apologies: none

7/APCM2011: Declaration of Members Interests: none

8/APCM2011: Public Speaking (15minutes) – No matters raised

9/APCM2011: Acceptance of the Minutes of the Annual Parish Council Meeting 2010: The Council **RESOLVED** to confirm as correct the Minutes of the Annual Parish Council Meeting held on the 21st May 2010.

10/APCM/2011: Election of Council Sub-Committees

- **Planning:** Chairman, Vice Chairman and a nominated member.
- **Newsletter:** Cllr P Curran-Bilbie (Chairman); Cllr's J Spibey & T Marriott.
The Clerk, Secretary and Caretaker would additionally assist on the sub-committee
- **Allotments:** Cllr J Spibey (chairman), Cllr's B Lyttle & C Langton
Cllrs to be notified of meetings and were invited to attend if they wished.

11/APCM/2011: Reviews of Council Documents

Review of Standing Orders and Financial Regulations.

The Clerk carried out a review of Standing Orders and a draft document has been prepared for consideration.

The Council **RESOLVED** to consider the new draft Standing Orders – Cllrs P Smith, B. Lyttle & P Curran-Bilbie will work with the Clerk to agree the document and report at the next PC Meeting and seek approval.

Financial Regulations:

The Financial regulations were updated and approved by the Council in January 2011.

The Council **RESOLVED** to accept the current Financial Regulations, as approved in January 2011.

Review of inventory of land and assets (including buildings and office equipment)

The review has recently been completed and an asset list prepared.

The Council **RESOLVED** to approve the review document.

Review and confirmation of arrangements for insurance cover in respect of all insured risks:

The Clerk reported that he had reviewed the insurance risk and verified the insurance cover with Aon Insurance. This included the pavement clearing during adverse weather conditions by the Parish Wardens and liability insurance for the car parks, once the transfer of ownership had been completed..

The Council **RESOLVED** to approve the review and confirmation for insurance cover of all insured risks.

Review of the Council's Complaints Procedures:

The review of the Council's Complaints Procedures were approved at the January 2011 PC Meeting.

The Council **RESOLVED** to accept the Council's Complaints Procedures.

Review the Council's procedures for handling requests made under the FOI Act 2000 and the Data Protection Act 1998.

The Clerk reported that there is required to be a policy document for the Council's procedures for handling requests made under the FOI Act 2000 but there appears to be no formal document.

The Council **RESOLVED** that the Clerk prepare the required document for consideration and approval by the Council at the next PC Meeting.

Data Protection Act 1998: The Clerk has prepared the Council's new Data Protection Policy, as approved by the Council.

The Council **RESOLVED** to approve the Data Protection Policy document.

Review: Establishing the Council's policy for dealing with the press/media

The Clerk outlined the principles of the press/media policy that comments made to the press / media were based only on Council decision. Cllr's making comments other than by Council decision should ensure that they tell the press/media that they are making personal comments and not as a Councillor.

The Council **RESOLVED** to reconsider the policy as this is part of the New Standing Orders review.

12/APCM/2011: The Schedule of dates, times and place of Ordinary Meetings of the full Council, for 2011-2012.

The Council **RESOLVED** to approve the schedule of Meetings, as published.

Ordinary Meeting Friday 15th July 2011 7pm

Ordinary Meeting Friday, 16th September 2011 7pm

Ordinary Meeting Friday, 18th November 2011 7pm

Ordinary Meeting Friday, 20th January 2012 7pm

Ordinary Meeting Friday, 16th March 2012 7pm

*Annual Parish Meeting Friday, 18th May 2012 6.45pm

Annual Meeting
of the Parish Council Friday, 18th May 2012 7.15pm

Ordinary Meeting Friday, 18th May 2012 7.45pm

* NB this is not a meeting of the Parish Council

13/APCM/2011: Report by the Chairman of Somercotes Parish Council on the previous 12 months business of the Council.

The Chairman reported that it had been a very busy and fruitful year for the Council including the refurbishment of the Parish Hall. Unfortunately, the last year had seen some trying times surrounding some bad publicity with the murder in Sleetmoor Woods and the fire fatality that had shocked the whole community. The Council's thoughts went out to the victims families. From a personal point of view, after the loss of his wife the Chairman wished to thank all those who have worked with him and supported him and his family.

The Council has done a lot of proactive work in terms of delivery working alongside Derbyshire County Council and Amber Valley Borough Council. Thanks were expressed to the new Clerk, the Secretary, Parish Hall Caretaker and the two Parish Wardens for their commitment and work on behalf of the parish.

14/APCM/2011: Report from outside bodies

- **Derbyshire County Council** – to report in the Ordinary PC Meeting
- **Amber Valley Borough Council** – to report in the Ordinary PC Meeting
- **Derbyshire Constabulary:** The police were not present and no report was received.