

# STENSON FIELDS PARISH COUNCIL

Mrs J Storer (Parish Clerk)  
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Date: 14<sup>th</sup> May 2015

To: The Chairman and Members of Stenson Fields Parish Council

Dear Councillor,

ANNUAL MEETING OF THE PARISH COUNCIL & ORDINARY PARISH MEETING  
You are summoned to attend the Annual Parish Council Meeting and the Ordinary Parish Council meeting of Stenson Fields Parish Council which are to be held on THURSDAY 21<sup>st</sup> May 2015 at 7.30pm at Stenson Fields Primary School, Stenson Fields.

**Members are asked to complete the Declarations Sheet for items other than Disclosable Pecuniary Interests (DPI). These will be available at the meeting.**

Yours sincerely

Jacqui Storer  
Clerk to the Parish Council

## ***AGENDA – Annual Meeting of the Parish Council***

ANNUAL MEETING OF THE PARISH COUNCIL – 7.30pm

### AGENDA

1. Election of Chairman
2. Chairman to take and sign the Declaration of Office
3. Election of Vice Chairman
4. Vice Chairman to take and sign the Declaration of Office
5. Completion of Register of Interests
6. Appointment of Committees – if required
7. Appointment of Cllrs to External Bodies and arrangements for reporting back
8. To review the Standing Orders
9. To review the Financial Regulations
10. Review of inventory of land and assets including buildings and office equipment.
11. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
12. Review of the Council's and/or employees' memberships of other bodies.
13. Review of the Parish Council's policies.

## **AGENDA – Ordinary Parish Council meeting – 7:45pm**

### **PART I – NON CONFIDENTIAL INFORMATION**

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

(a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- 4 Public Speaking
  - (a) A period will be made available for members of the public and Members of the Council to comment on any matter.
  - (b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.
  - (c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.
- 5 To approve the Minutes of the Meeting held on 16<sup>th</sup> April 2015 (Copy already circulated)
- 6 To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -  
  
**“In view of the confidential nature of item .... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.”**
- 7 Chairman’s Announcements and reports.

(a) For the Chairman of the Parish Council to present any reports and/or amendments

(b) For the Chairman of the Parish Council to report on matters discussed during the public participation section as appropriate

8 Report of the Clerk on: -

(a) Items from the last meeting

9 Correspondence

1. DALC – various circulars

2. Emails from Cllr Shepherd re Wragley Way street nameplate

3. Emails from Cllr Shepherd re Bus Route 37

4. SDDC – Civic Council meeting – 28<sup>th</sup> May 2015 at 6.00pm

5. Western Power – Seeking clarification as to current owner for the payment of wayleaves

6. Barrow upon Trent PC – copying in to the request made to SDDC for an update on the proposed boundary review

7. Derbyshire Law Centre – Offer of membership of the organisation

8. Mr S Batchelor – Offering further clarification about the issuing of conditions on planning applications

*Cllr Shepherd has offered to pursue this matter on behalf of the Parish Council*

9. Enquiry made via the website about the ownership of the conifer trees at Fox Close

10. Finance

(a) Accounts for Payment

(b) To consider any amendments to the Risk Assessment

(c) Insurance renewal

(d) Waste collection agreement

11. To consider Planning Applications

12. To consider the filling of the vacancies on the Parish Council

13. Police Issues/Speed Limits/Road Safety

14. Saxon Gate at Newton Village Development, Stenson Road

15. Proposed Community Centre update and to consider whether the Parish Council will agree to take on the management of the Community Centre.

16. Lengthsman Scheme

17. To consider whether to undertake a Neighbourhood Development Plan (NDP)

18. Environment

19. To receive any update on the proposed Parish Boundary Changes

20. Consultations

- None at time of producing the agenda

21. Items for information only
  - (a) Reports from Meetings attended
  - (b) Notification of Forthcoming meetings

## PART II – CONFIDENTIAL INFORMATION

22. To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”
23. Date of next meeting – 18<sup>th</sup> June 2015

## CLERK's REPORT – MAY 2015

### AGENDA No

#### 8. Matters from last meeting

Min 309/15 – The basic website is now available to view at <http://www.stensonfieldspc.org.uk>

Min 309/15 g) The sunken drain cover and cracked road surface has been reported to DCC; repairs are awaited.

Min 334/15 – The numerous potholes have been reported to DCC. It is noted that the response by Derby City Council to potholes is significantly better than DCC's response.

Min 338/15 b) the graffiti on the play equipment at Fox Close has been reported to SDDC.

#### 10. Finance

##### *Payments*

Salary payments to staff

Mr B Wood	Internal Audit for 2014/15	£44.10
Nadine Cooper	Construction and maintenance of website	£227.46
Cllr C Fellows	Quarterly phone payment (Chair'a allowance)	£25.69

#### 11. Planning

##### Applications

9 2015 0329 – The proposed single storey extension at 3 Caerhays Court, Stenson Fields.

9 2015 0311 – The erection of an extension at 67 Beaufort Road, Stenson Fields

9 2015 0337 – The proposed conservatory at 23 Zetland Crescent, Stenson Fields

9 2015 0408 – The proposed single storey rear extension, with eaves of 2.3m and maximum height of 3.9m extending 3.5m from the rear wall at 1 Zetland Crescent, Stenson Fields

##### Decisions

9 2015 0085 – The erection of an extension and retention of side access gates at 1 Braemar Close, Stenson Fields

GRANTED, subject to conditions

#### 12. Parish Council Vacancies

The Parish Council has four vacancies following the Parish Council elections on 7<sup>th</sup> May. There has been one firm expression of interest shown to date and the Parish Council is requested to consider this application and to make a decision as to whether it wishes to invite the applicant to join the Parish Council or not.

NALC has issued guidance on the co-option of Parish Councillors for the Parish Council to follow when making its decision as to whether to co-opt the person.

#### 15. Community Centre

At the Parish Council meeting in April 2015, Ian Hey (SDDC Community Partnership

Officer) made enquiries as to whether the Parish Council would agree to taking on the management of the Community Centre from this current date. To do so would provide an established body with whom discussions about the future of the Centre could be held. It would appear that currently the lack of an authorised body with which to discuss matters is contributing to the progress of the building of a Community Centre. The Parish Council does not have to take on the management of the Centre in perpetuity, it can be transferred at a later date, to a management group.

#### 19. Boundary Changes

Whilst there is no update at the time of writing, the Clerk to Barrow upon Trent PC has contacted the CEO office to request an update.