

**Minutes of the meeting of Aston on Trent Parish Council held on Tuesday
19 June 2018 at 7.30pm at Memorial Hall, Aston-on-Trent**

PRESENT: Cllr E Hicklin (Chair), Cllr M Selby, Cllr J Longley, Cllr C Toon, Cllr S Graham, Cllr C Alberts, Cllr H Wheeler, Fiona Stanbrook & Sheena Butcher (Clerk / RFO, 7 members of the public

| Reference | Agenda Item | PART 1 NON – EXEMPT ITEMS | Action |
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| 57/2018-19 | Apologies for Absence | Cllr Hurrell, DCC Cllr N Atkin, SDDC Cllrs H Coyle and P Watson | |
| 58/2018-19 | Removal of Items to Exempt Section | None – agenda item 14 (CCTV) moved to agenda item 9 | |
| 59/2018-19 | Declaration of Interest | Cllr Alberts declared a personal interest with Agenda Item 23 – Planning, it was determined that she would remain in the meeting | |
| 60/2018-19 | Public Participation | A resident thanked the Parish Council for the efforts in securing the road sweeping activity in the village, grass cutting in the churchyard was left in a terrible state with a large amount of cuttings by SDDC, a couple of residents cleared this away. The resident asked if the Parish Council would set up a voluntary group for the tidying up the Churchyard, Cllr Hicklin said it would be the PCC responsibility to arrange this with SDDC. A resident from the Old Aged Pensioners Association (Tuesday Club) stated it has now finished, the group donated the monies of £229.84 to the Parish Council, it was RESOLVED that the Parish Councillors will use the monies for a specific item. | |
| 61/2018-19 | Reports from outside bodies | Cllr Atkins report was previously circulated, he asked that residents respond to the Elvaston Castle consultation that is available on the DCC website. NHW Report - incidents since the last meeting 31/5 – suspicious white van, the van was seized as a result of a 101 call 1/6 – abandoned car – update from Cllr Toon is that the car is being removed by the owner on Friday 22 June 1/6 – bench stole from brickyard plantation 14/6 – Willow Park Way large van obstructing pavement NHW signs are going to be put up prior to the Well Dressing | |
| 62/2018-19 | Minutes 15 May 2018 | The minutes of the meeting held on 15 May 2018, copies of which had been previously circulated to members were confirmed to be a true and accurate record and signed by Cllr Hicklin | |
| 63/2018-19 | Update on Actions from previous months | 75/2017-18 – The Bluetooth player of the POD has been taken back to the factory for replacement parts. Chased 15 June 2018, still awaiting parts and costings 99/2017-18 – Derby Road Cemetery survey carried forward | FS CT |

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| | | <p>250/2017-18 – CCTV protocol – South Derbyshire contact is liaising with DCC contact and will update Cllr Hicklin to chase again – Closed see minute reference 65/2018-19</p> <p>254/2017-18 – Cllr Toon is producing a specification for the car park for RIA to use in their funding request still ongoing</p> <p>272/2017-18 & 27/2018-19 – Chellaston Lane Junction review by DCC – clerk to chase via Cllr Atkins. Chased three times, to re-chase</p> <p>12/2018-19 – PC boundary Review meeting will take place in the next two weeks – Closed see minute reference 70/2018-19</p> <p>13/2018-19 - Dog Waste bin quote received PC to decide size and agree costings It was RESOLVED to purchase a 50ltr to max spend of £300</p> <p>38/2018-19 – The Annual Parish Meeting will take place between March and June 2019 as a separate meeting after the March ordinary parish council meeting. The Clerk to check availability of the Memorial Hall / Recreation Centre and circulate dates</p> <p>40/2018-19 – Grass cutting is still an issue, Cllr Hicklin to arrange a meeting with Andrew Hydes</p> | <p>CT</p> <p>FS</p> <p>FS</p> <p>FS</p> <p>EH</p> |
| 64/2018-19 | Clerks Report | <p>Western Power Wayleave for Cemetery received and filed. The Floral Planters were delivered on time and to date we have received £575 in donations towards them. The Shirley Park roadsigns are being refurbished and replaced It was RESOLVED that Fiona would attend the Clerk Essential Training course at £60 and the regional training seminar (FOC) 31st July & 1st August</p> <p>Reminder of closing date for applications to fill vacant Cllr role is Thursday 21st June 5pm.</p> <p>All files and folders have been reviewed in respect of GDPR and destroyed as appropriate. There is now a filing cabinet to transfer to Fiona. Sheena Butcher expressed her thanks to all Parish Councillors for their help and support during her employment.</p> | FS |
| 65/2018-19 | CCTV | The clerk to obtain quotes for courses and external maintenance prices. Cllr Toon to investigate workload of CCTV | FS |
| 66/2018-19 | Chairman's Report | Thanks to Sheena, and welcome to Fiona Stanbrook | |
| 67/2018-19 | Correspondence Schedule | <p>Schedule A was accepted.</p> <p>Schedule B: It was RESOLVED that;</p> <p>1 – Flood Liaison Meeting 20 June – no attendees</p> <p>2- Resident complaint regarding overhanging ash tree at Playing Fields. Cllr Graham visited no further action</p> <p>3 – CCTV system – discussed as Agenda item 65/2018-19</p> <p>4 – Well Dressing Request. Cllr Hicklin will attend.</p> <p>5 – WW1 commemorations silhouette installation – fwd grant email to RBL</p> <p>6 – Wathalls Open Day (celebrating 160 years) – no action</p> | SB |

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| | | 7 – Resident request to place flyer for dog grooming business on dog waste bins – it was RESOLVED by vote that the resident cannot place flyers on the dog waste bins | FS |
| 68/2018-19 | Health and Safety | The park equipment has been visually inspected on 01/06/2018, 11/06/2018, 17/6/2018 with no issues reported. CCTV was reported working as at w/c 13/06/18. The defib was checked on 19 June 18 and the results submitted to community heartbeat. The cemetery looked in order as of 17/6/2018. The cricket club have a metal container and there have been some potential fire hazards identified, the clerk to write to the cricket club to make them aware and ask them to ensure a fire extinguisher is stored within the container. | FS |
| 69/2018-19 | Recreation Centre | Fencing – It was RESOLVED to leave the main gate open subject to the fence being installed. It was RESOLVED to spend a maximum amount £3000 plus VAT for Fencing and Gates. Car park – It was RESOLVED Cllr Toon will ask the manufacturer to provide a specification. Skip – It was RESOLVED to obtain an 8 yard skip maximum spend of £250 Kitchen – Kitchen meeting was postponed until Thursday 21 st June 5pm. Cllrs Hicklin & Toon to attend with the Clerks. Fire safety – quotes are being obtained for fire extinguishers and a fire risk assessment. It was RESOLVED that the Parish Council open an account with Jewsons, Total Tool Hire, Buildbase and A Plant, the Clerk and Cllr Toon can place orders via a Purchase Order to a maximum of £5000 as per our Financial Regulations and It was RESOLVED that we only use companies that are VAT registered where quotes include material goods. The first ICS snagging list has been produced and resolved, a final snagging to take place. Liquidated damages will be discussed at the next Parish Council meeting with the final bill | CT CT FS CT FS CT |
| 70/2018-19 | Parish Boundary Review | Cllr Graham to arrange a meeting with Cllrs Hurrell and Hicklin prior to the next meeting | SG |
| 71/2018-19 | Playing Field Committee Update | Compost Bunkers – will be progressed when the credit account are in place with suppliers A grabber has been organised to remove the remaining brush. Goal mouths will be spiked – Cllr Graham to arrange. The stumps have been ground out. Quote for Crown Lifting some trees has been obtained. Drainage has been put on hold | SG/ CT |
| 72/2018-19 | Bank Account | It was RESOLVED that Fiona Stanbrook to be added to the list of signatories for the bank account and online banking and remove Sheena Butcher from the account | FS |
| 73/2018-19 | GDPR | It was RESOLVED to accept the GDPR retention policy | FS |
| 74/2018-19 | Annual Parish Meeting Review | The format of the meeting this year went well. The Clerk will remind sub group to meet in December. | FS |
| 75/2018-19 | Aston Lock Canal Signage | Canal and Rivers Trust have advised Cllr H Wheeler that advertisement consent or listed building consent may be required before the sign can be installed. They are awaiting advice and will let us know how to proceed with the installation. Cllr Wheeler has the information board at home for now. | |

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| 76/2018-19 | Well Dressing 2018 | Update previously circulated from the sub group, which includes the display in the church It was RESOLVED to donate £200 to the Well Dressers, permission to use the playing field and the Green and Cllr Hicklin as agreed to open the ceremony. It was RESOLVED to ask the Well Dressing committee to arrange security via Cllr Hurrell | TH |
| 77/2018-19 | Summer Holiday Provision Age 11+ | Table Tennis booked, Cllr Wheeler to arrange for an extra person to be present with the instructor. QR code to investigated to advertise and book, Julie Stewart has a contact who can help with this. To advertise via RIA, Spotted Aston Weston Shardlow, PC Facebook page and A4 signs. Cllr Selby to work with Julie Stewart and the clerk on the Cinema Ticket process. Cinema tickets to be purchased via the Clerk. Graffiti activity to be held in Recreation Centre and displayed if RIA agree. | FS / MS |
| 78/2018-19 | WW1 Commemoration Project | It was RESOLVED that the commemoration stone will be sited on the Green (on the left towards the flowerbed) Cllr Toon to obtain a quote for the preparation of the area. It was RESOLVED that the Cemetery project budget will be split £4500 and the Commemoration Project budget will be £1500 | |
| 79/2018-19 | Planning Applications and Decisions | <p>Applications Received as of 18 June 2018:</p> <p>9/2018/0556 Single storey side and rear extension at 14 Long Croft – PC would like to see a condition of planning to not allow a change of use to a commercial business</p> <p>9/2018/0586 Stables and associated access at Wild Mouse House, Snelsmoor Lane Chellaston – no comment</p> <p>9/2018/0540 Variation of condition 2 of planning ref 9/2015/1211 for the erection of first floor balcony at the recreation centre – no comment</p> <p>9/2018/0520 conversion of loft to living accommodation at 2A Moor lane – no comment</p> <p>9/2018/0604 extension, loft conversion and detached garage at 98 Weston Road – no comment regarding the house but the garage is out of keeping of the line of the street scene and would like to see this put back to the sightline of the house</p> <p>Applications granted in this period:</p> <p>9/2018/0421 felling of 5 trees and pruning at 49 Weston Road - approved</p> <p>9/2018/0413 reduction in height of damson tree and pruning of laburnum at 1 Posey Lane</p> <p>9/2018/0365 erection of single storey rear extension, replacement workshop, enlargement of access and dropped kerb at 93 Derby Road</p> <p>9/2018/0194 erection of an annexe at 3 The Lawns</p> <p>9/2018/0040 creation of open attenuation pond, underground fuel pump station and 2 kiosks to provide surface and foul water drainage for residential development ref 9/2016/0870 on Land at Moor Lane</p> <p>9/2018//0039 approval of reserved matters for access, layout, scale, appearance and landscaping of planning ref 9/2016/0870 for 41 dwellings on Moor Lane</p> | |
| 80/2018-19 | Reports from Outside Bodies | Area Forum meeting was attended by Cllrs Hicklin and Longley. The PC have suggested that one of the meetings being held at the Recreation Centre Lengthsman to address the weeds in the gitty between Clerks Lane and Walnut Close. | FS |

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| | | School – the new classroom is being officially opened SAVE – Bert Willow is acting Chairman of SAVE. He is progressing with the GDPR consent forms. Richmond Villages – wine society and Richmond Villages are holding a joint activity with Richmond | |
| 81/2018-19 | Finance – Schedule A & B | The council RESOLVED that the accounts set out in Schedule A be approved for payment The council RESOLVED that the accounts set out in Schedule B were correct The council RESOLVED that the bank reconciliation and budget v actual were correct It was RESOLVED that the meeting pack be prepared and sent on the Friday prior to the Parish Council meeting | |
| 82/2018-19 | Date, time of the next meeting, Agenda items to be listed | The next meeting will be held on Tuesday 17 July at 7.30pm. | |
| | | Part 2 Exempt Items | |

The chairman thanked everyone for attending and the meeting was closed at 9.55pm

Signed _____ Chairman / Vice Chairman

Approved

Correspondence Schedule for Aston Parish Council Meeting 19 June 2018

Schedule A – Information only

| Item | Detail | Action taken |
|------|---|---|
| 1 | DALC Circular 07-2018 | Fwd to PC via email |
| 2 | Overhanging hedge on Willow Park Way | Letter sent to resident to cut back hedge |
| 3 | Request to clear weed around Aston Pump | Lengthsman cleared 4 June |
| 4 | SLCC news bulletin 15 June | Fwd to PC via email |
| 5 | PCC and resident complaint regarding SDDC grass cutting at All Saints Churchyard | Requested schedule from SDDC, they are behind with their cuts and have stated they will cut again before the 1 st July and will catch up so that they do the contacted 16 cuts in the season |
| 6 | Abandoned car near on Derby Road | Clerk and Chairman contacted DVLA who stated whilst it is still insured no action can be taken. |
| 7 | EMA noise action plan stakeholder event 25 June | Clerk and Cllr Longley to attend |
| 8 | Resident request for information regarding Moor Lane Planning application | Informed that planning permission had been granted |
| 9 | Resident request for clarification on if Richmond Villages roads and paths are open to the public | Referred to Weston Parish Clerk as this falls within their boundary |
| 10 | Report of excessive noise at White Hart 15/06/18 | Private function, no action required |
| 11 | Resident report of street light obscured by tree, trees also blocking path and road | Manor Farm Road Light No 2020 reported to DCC F473831 |

Schedule B – Requiring Action

| Item | Description | Action / Decision |
|------|--|--|
| 1 | Flood Liaison meeting 20 June | Fwd to Parish Cllrs |
| 2 | Resident complaint regarding overhanging Ash Tree at Playing Fields | Fwd to Cllr Graham, resident visited, decision at June PC meeting |
| 3 | 3 Resident(s)/ NHW complaints regarding the CCTV system not working and not being maintained | Agenda item for June meeting |
| 4 | Well Dressing request for Chairman to open the event, donation, permission to use the playing field as a car park and use of the green | Chairman to open the event and permission decision at June meeting |
| 5 | WW1 commemoration Silhouette Installation Grant letter | Fwd to Parish Cllrs for decision |
| 6 | Wathalls Open Day (Celebrating 160 years) 23 June 9.30 -12 | Fwd to Parish Cllrs for decision |
| 7 | Resident request to place flyer for dog grooming business on dog bins | Fwd to Parish Cllrs for decision |

Finance Schedule for Aston on Trent Parish Council Meeting 19 June 2018

Schedule A: Expenditure for Approval

| Date | Payee | Details | Cheque Nu | Net | VAT | Total to Pay | Subtotal >1 payments |
|------------|---------------------------------|--|----------------|---------------|-------------------|------------------|----------------------|
| 12/06/2018 | Aston Well Dressers | Donation towards well dressing festival 2018 | | £200.00 | £0.00 | £200.00 | |
| 19/06/2018 | Dave Corden | Wages June 2018 | | £271.50 | £0.00 | £271.50 | |
| 11/06/2018 | Haydn Wheeler | Travel to Tunstead Quarry, Buxton and return | | £40.50 | £0.00 | £40.50 | |
| 19/06/2018 | HMRC | Tax/NI June 2018 | | £136.89 | £0.00 | £136.89 | |
| 08/06/2018 | ICO | Annual Data Protection registration fee (direct debit) | Paid DD 8/6 | £35.00 | £0.00 | £35.00 | |
| 31/05/2018 | Industrial Contracting Services | Invoice Valuation 9 | 2954 | £33,570.52 | £6,714.10 | £40,284.62 | |
| 05/06/2018 | June Smedley | Bedding plants grown and supplied by June Smedley | | £31.00 | £0.00 | £31.00 | |
| 19/06/2018 | June Smedley | Wages June 2018 | | £75.16 | £0.00 | £75.16 | 106.16 |
| 16/05/2018 | SDDC | Planning application costs for Balcony 9/2018/0540 | 2953 Paid 16/5 | £171.00 | £0.00 | £171.00 | |
| 24/05/2018 | Sheena Butcher | Fixing of lap top by Laptop Pitstop (windows update error) reinstallation required | | £40.00 | £0.00 | £40.00 | |
| 27/05/2018 | Sheena Butcher | Purchase of 3 x Traffic Cones for use by the Post Office (Ebay) | | £28.45 | £0.00 | £28.45 | |
| 05/06/2018 | Sheena Butcher | Envelopes and plastic wallets | | £2.25 | £0.00 | £2.25 | |
| 17/06/2018 | Sheena Butcher | Home as office for May 2018 | | £28.80 | £0.00 | £28.80 | |
| 17/06/2018 | Sheena Butcher | Milage for travel Feb - June 2018 118*.40p | | £47.20 | £0.00 | £47.20 | |
| 19/06/2018 | Sheena Butcher | Wages June 2018 | | £873.54 | £0.00 | £873.54 | 1020.24 |
| 31/05/2018 | Taylor-Day Tree Services | Invoice 31/5/2018 Chip and remove cut branches on Playing Field | | £790.00 | £0.00 | £790.00 | |
| 01/06/2018 | Taylor-Day Tree Services | Invoice 1/6/2018 Stump grind 26 stumps on playing fields | | £450.00 | £0.00 | £450.00 | 1240.00 |
| 31/05/2018 | Trevor Marks | Invoice 0566 Footpath 14 and Footpath 15 cut back 30/5/18 | | £160.00 | £0.00 | £160.00 | |
| 11/06/2018 | Turfworks Groundcare | Invoice 115/35/1 Grass Cutting from 29 March to 8th June | | £1,550.20 | £310.04 | £1,860.24 | |
| | | | | Totals | £38,502.01 | £7,024.14 | £ 45,526.15 |

Schedule B: Income since last meeting

| | | | |
|--|-----------------------------|---------------------------------|--------------------|
| Bank balance 18/06/18 | | | £119,797.14 |
| Including income of: | | | |
| Date | | | |
| 25/05/2018 | Aston Community Group | Donation towards Floral Display | £ 30.00 |
| 25/05/2018 | Neighbourhood Watch | Donation towards Floral Display | £ 30.00 |
| 25/05/2018 | Householder donation | Donation towards Floral Display | £ 30.00 |
| 25/05/2018 | Householder donation | Donation towards Floral Display | £ 30.00 |
| 31/05/2018 | Simnetts | Burial for C Brown C17 | £ 500.00 |
| 06/06/2018 | War Memorial Hall Committee | Donation towards Floral Display | £ 100.00 |
| 12/06/2018 | Co-op Funeral Care (CEC) | Donation towards Floral Display | £ 75.00 |
| 13/06/2018 | G.Wathall & Son Ltd | Donation towards Floral Display | £ 100.00 |
| 12/06/2018 | Aston on Trent WI | Donation towards Floral Display | £ 30.00 |
| Total Income since last meeting | | | £ 925.00 |
| + Monies not yet received | | | £ - |
| Less Payments not yet presented at the bank | | | £ 45,320.15 |
| Balance | | | £74,476.99 |

Burial Income to date:

£ 500.00

Cheques Signed By:

1.

Ensure chq stubs and invoices are signed

2.