

LITTON PARISH COUNCIL

Clerk:
Ms G Turner

Telephone: 07548 195245

Email: littonparishcouncil@gmail.com

Rockingham Lodge
Market Square
Tideswell
SK17 8LQ

www.littonparishcouncil.co.uk

14th November 2016

To the Members of Litton Parish Council

Dear Councillor

You are summoned to attend the Monthly Meeting of Litton Parish Council to be held on Monday 21st November, at 7.30pm at Litton Village Hall.

Yours sincerely

Ms G Turner
Clerk to the Parish Council

AGENDA

PART 1 – NON CONFIDENTIAL INFORMATION

1. To receive apologies for absence
2. Declaration of Members' Interests
3. PUBLIC PARTICIPATION

(a) At the start of the meeting a period of not more than ten minutes will be made available for members of the public to ask questions or submit comments about Parish Council matters. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those items must be mentioned under item (c) below

(b) If the Police Liaison Officer, a County Councillor or District Council Member is in attendance the public will be given the opportunity to raise any relevant matter. Members of the Parish Council however will

restrict Police matters they raise to those relating to their parish.

- (c) Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

To determine which items, if any, from the Agenda should be taken with the public excluded. If the Parish Council decides to exclude the public, it will be necessary to pass a resolution in the following terms:

“to consider a resolution under the Public Bodies (Admission to Meetings Act 1960) s1 to exclude members of the press and public in order to discuss item number ...”

This item will then be discussed with press and public excluded.

4. To confirm the minutes of the Full Council Meeting held on 17th October 2016.
5. Actions from the minutes
 - 1651 Sunnybank Lease Agreement
 - 1708 Loose gravestones at the cemetery
 - 1723 Village Green Regulations - Vehicular Access Agreements
 - 1732 Parking on Village Green - notices
 - 1755 Heritage Lottery Fund final account
 - 1756 Cemetery – spring bulbs, repairs to wall
 - 1757 Cressbrook car park
 - 1760 Sunnybank Pine Tree
6. Budget & Precept 2017/18 (report attached)
7. Freedom of Information Act – Publication Scheme policies & procedures (list attached)
8. Memorial Playing Field Boundary
9. Planning applications
 - NP/DDD/1016/1035 - Proposed conversion of barn into a holiday unit, Bottomhill Road, Cressbrook
10. Finance
 - Accounts for Payment

11. Dates for future meetings (list attached)

12. Correspondence

Safer Neighbourhood Teams withdrawing their presence
Shale Gas and Fracking Informative Note

Date of Next Meeting – 16th January 2017

LITTON PARISH COUNCIL

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11th October 2016

To the Members of Litton Parish Council

Dear Councillor

You are summoned to attend the Annual General Meeting of Litton Parish Council to be held on Monday 17th October 2016, at 7.30pm at Litton Village Hall.

Yours sincerely

Ms G Turner
Clerk to the Parish Council

AGENDA

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4. To confirm the minutes of the Full Council Meeting held on 19th September 2016.
5. Actions from the minutes

1651	Sunnybank Lease Agreement (plans attached)
1670&1720	Heritage Lottery Fund & Playing Field
1708	Loose gravestones at the cemetery
1723	Village Green Regulations - Vehicular Access Agreements
1732	Parking on Village Green
1741	Update on Cemetery Health and Safety issues
1745	Handy Person Additional Works – Playground Surfacing (email attached)
6. Projects - sequencing and financing – (Work Programme para’s 7 to 11 - online)
7. Memorial Playing Field – wall; survey; budget; gate posts; gates
8. Cemetery - Spring bulbs budget; works (tree; shrubs; walls; gates)
9. Cressbrook - car park wall repair
10. Planning applications
No new ones to date

11. Finance

(a) Accounts for Payment

(b) Quarter 2 Financial Statements Review

12. Correspondence

Safer Neighbourhood Teams withdrawing their presence (email 9/11/16)

Date of Next Meeting – 21st November 2016

LITTON PARISH COUNCIL

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12th September 2016

To the Members of Litton Parish Council

Dear Councillor

You are summoned to attend the Annual General Meeting of Litton Parish Council to be held on Monday 19th September 2016, at 7.30pm at Litton Village Hall.

Yours sincerely

Ms G Turner
Clerk to the Parish Council

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4. To confirm the minutes of the Full Council Meeting held on 18th July 2016.
5. Actions from the minutes

1651	Sunnybank lease agreement
1666	Secure Storage of Council documents
1670&1720	Heritage Lottery Fund & Playing Field
1708	Loose gravestones at the cemetery
1723	Village Greens Regulations
1731	Cemetery & Cemetery Fees
1732	Parking on Village Green
6. Cemetery: Update from working group on drive/path improvements
7. Ratification of the Persistent or Vexatious Complaint Policy
8. Christmas Trees
9. Memorial Playing Field Boundary wall - review of quotes; strategy moving forward
10. Handy Person Contract – review; budget agreement for additional work
11. DCC Snow Warden scheme – decision for participation for 2016/17
12. Planning applications

No new ones to date
Review of planning decisions received over the summer recess

13. Finance

(a) Accounts for Payment

14. Correspondence

Playground – Complaints of Youth Nuisance (report attached)

Royal British Legion – wreath

Date of Next Meeting – 17th October 2016

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11th July 2016

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Dear Councillor

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Yours sincerely

Ms G Turner
Clerk to the Parish Council

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Member is in attendance the public will be given the opportunity to raise any relevant matter. Members of the Parish Council however will restrict Police matters they raise to those relating to their parish.

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4. To confirm the minutes of the Full Council Meeting held on 20th June 2016.
5. Actions from the minutes

1651	Sunnybank lease agreement
1666	Secure Storage of Council documents
1670&1720	Heritage Lottery Fund & Playing Field
1705	Work Plan 2016/17
1723	Village Greens
6. Cemetery & Cemetery Fees
7. Impact of parking on Litton Village Green
8. Playground
9. Planning applications

NP/DDD/0616/0539 – Stone Pitts Yard, Cressbrook
Change of use of site from industrial to residential; erection of new dwelling; erection of garage/store/workshop; erection of solar panel array.

NP/DDD/0616/0518 – 42 Middle Row, Cressbrook
Listed Building consent

10. Finance

(a) Accounts for Payment

(b) Actual costs -v- Budget year to 30 June 2016

Date of Next Meeting – 19th September 2016

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12th June 2016

To the Members of Litton Parish Council

Dear Councillor

You are summoned to attend the Annual General Meeting of Litton Parish Council to be held on Monday 20th June 2016, at 7.30pm at **Cressbrook Club**.

Yours sincerely

Ms G Turner
Clerk to the Parish Council

AGENDA

PART 1 – NON CONFIDENTIAL INFORMATION

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2. Declaration of Members' Interests
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4. To confirm the minutes of the Full Council Meeting held on 16th May 2016.
5. Actions from the minutes
 - 1581 Cressbrook war memorial
 - 1651 Sunnybank lease agreement
 - 1666 Secure Storage of Council documents
 - 1670 Heritage Lottery Fund & Playing Field
 - 1705 Work Plan 2016/17 (Draft report attached for **Council Use Only**)
 - 1708 Gravestone at the Cemetery
6. Business Continuity Plan (Draft Plan attached)
7. Risk Assessment Review (Draft Assessment attached)
8. Grass Cutting Review (report via email to follow)
9. Memorial Playing Field (report via email to follow)
10. Playground Inspection
11. Cemetery
12. Village Greens (report via email to follow)
13. Planning applications
 - None to date

14. Finance

(a) Accounts for Payment

15. Correspondence

Letter from A Watkins re preventing damage to Village Greens

Request from Litton friends of school to use the memorial playing field

Date of Next Meeting – 18th July 2016

LITTON PARISH COUNCIL

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10th May 2016

To the Members of Litton Parish Council

Dear Councillor

You are summoned to attend the Annual General Meeting of Litton Parish Council to be held on Monday 16th May 2016, at 7.30pm at Litton Village Hall.

Yours sincerely

Ms G Turner
Clerk to the Parish Council

AGENDA

PART 1 – NON CONFIDENTIAL INFORMATION

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2. Declaration of Members' Interests
3. PUBLIC PARTICIPATION

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4. To confirm the minutes of the Full Council Meeting held on 18th April 2016.
5. Actions from the minutes
 - 1581 Cressbrook war memorial
 - 1632 Freedom of information requests policy review
 - 1638 Garden of Remembrance maintenance
 - 1639 Playground maintenance
 - 1641 Car Parking in Litton Village
 - 1651 Sunnybank lease agreement
 - 1666 Secure Storage of Council documents
 - 1670 Heritage Lottery Fund & Playing Field
 - 1690 'No Parking' signs on Litton Village Green
 - 1695 Litton tubs
6. Councillor Vacancies
7. Outcomes of the Annual Parish Meeting and the Work Plan 2016/17
8. Risk Assessment Review
9. Fixed Asset Review (register attached)

10. Gravestones at the Cemetery

11. Playground

12. Review of performance of Grass Cutting contract

13. Planning applications

None to date

14. Finance

(a) Accounts for Payment

(b) Annual Return 2015/16

15. Correspondence

Community Speed Watch (email attached)

PhD student request for assistance with research (email attached)

Open Gardens

Date of Next Meeting – 20th June 2016 **to be held at Cressbrook Club**

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11th April 2016

To the Members of Litton Parish Council

Dear Councillor

You are summoned to attend the Annual General Meeting of Litton Parish Council to be held on Monday 18th April 2016, at 7.30pm at Litton Village Hall.

Yours sincerely

Ms G Turner
Clerk to the Parish Council

AGENDA

PART 1 – NON CONFIDENTIAL INFORMATION

1. To receive apologies for absence
2. Election of Chair
3. Election of Vice Chair
4. Declaration of Members' Interests

5. PUBLIC PARTICIPATION

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6. To confirm the minutes of the Full Council Meeting held on 21st March 2016.

7. Actions from the minutes

1581 Cressbrook war memorial

1632 Freedom of information requests policy review

1638 Garden of Remembrance maintenance

1639 Playground maintenance

1641 Car Parking in Litton Village

1651 Sunnybank lease agreement

1666 Secure Storage of Council documents

1670 Heritage Lottery Fund & Playing Field (report attached)

1682 Litton Tubs & Garden of Remembrance Planting Contract

8. Annual Parish Meeting Agenda/Planning (draft flyer attached)

9. Handy Person's Quarterly Report (report attached)

10. Litton Tubs

11. Community Speed Watch Laser Gun

12. Planning applications

None to date

13. Finance

(a) Accounts for Payment

(b) 2015-16 End of Year Accounts

14. Correspondence

Table Top Sale Village Hall Saturday 14th May 2016

Date of Next Meetings – APM 12th May
Monthly Council Meeting 16th May 2016

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14th March 2016

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Yours sincerely

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4. To confirm the minutes of the Full Council Meeting held on 15th February 2016.

5. Actions from the minutes

1581 Cressbrook war memorial

1632 Freedom of information requests policy review – see item 8

1638 Garden of Remembrance maintenance

1639 Playground maintenance

1641 Car Parking in Litton Village

1651 Sunnybank lease agreement

1665 Grass Cutting Contract

1666 Secure Storage of Council documents

1670 Heritage Lottery Fund & Playing Field

6. Planning applications

Application NP/DDD/0216/0086 Land to West of Christ Church, Church Lane, Litton

Proposed agricultural access.

Update on Application Number NP/DDD/0116/0028 Long Shippon

Proposed update to Council Planning Policy to include note on solar panels
(report attached)

7. Application to Central Transparency Fund
8. FOI Policy – report attached
9. Litton Tubs and Garden of Remembrance Planting Contract
10. Review of 2015/16 Work Programme - report attached
11. Finance
Accounts for Payment
12. Correspondence
Public consultation by DCC on the withdrawal of subsidies for local bus services
Anonymous Complaint
DALC circular 5 – public contract regulations 2015 – change to Standing orders and Financial Regulations.

Date of Next Meeting, the Annual General Meeting – 18th April 2016

LITTON PARISH COUNCIL

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8th February 2016

To the Members of Litton Parish Council

Dear Councillor

You are summoned to attend the Meeting of Litton Parish Council to be held on Monday 15th February 2016, at 7.30pm in Litton Village Hall.

Yours sincerely

Ms G Turner
Clerk to the Parish Council

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 - 1632 Freedom of information requests policy review
 - 1638 Garden of Remembrance maintenance
 - 1639 Playground maintenance
 - 1641 Car Parking in Litton Village
 - 1651 Sunnybank lease agreement
6. Grass Cutting Contract
7. Fireproof document box
8. External Audit for Smaller Authorities (DALC documentation attached)
9. Budget 2016/17
10. Agree dates for Annual Parish Meeting and AGM
11. HM the Queen’s 90th Birthday celebration beacon - 21 April 2016
12. Heritage Lottery Fund - Playing Field - verbal report
13. Planning applications
 - Application Number NP/DDD/0116/0028 Long Shippon, Hall Lane, Litton
 - Single storey double garage

14. Finance

Accounts for Payment

15. Correspondence

Heritage Lottery Fund letter – WW1 centenary

DALC Circular – enhanced subscription charges 2016/17

Letter from Land Registry re Sunnybank

Date of Next Meeting – 20th March 2016

LITTON PARISH COUNCIL

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4. To confirm the minutes of the Full Council Meeting held on 16th November 2015.
5. Actions from the minutes
 - 1484 Clearance of verges in Cressbrook
 - 1563 Village Greens Regulations and Charges newsletter (revised newsletter & regulations attached)
 - 1581 Cressbrook war memorial
 - 1612 Display of Cemetery regulations at Litton cemetery
 - 1632 Freedom of information requests policy review
 - 1638 Garden of Remembrance maintenance
 - 1639 Playground maintenance
 - 1641 Car Parking in Litton Village
6. Grass Cutting Contract
7. Lease for land adjacent to the Playground and Sunnybank to Mr and Mrs Burrows
8. 'Flower Tubs' Litton
9. Budget 2016/17 (report attached)
10. Garden of Remembrance; planting
11. Clerks Holiday Pay; proposal to use the 12.07% rule
12. Planning applications

NP/DDD/0116/0001 The Old Shop, Litton

13. Finance

Accounts for Payment

14. Correspondence

Wild Flower kits (email 18 Nov 2015)

Date of Next Meeting – 21st February 2016