

**SUMMONS TO ATTEND ANNUAL STATUTORY MEETING OF  
CASTLE DONINGTON PARISH COUNCIL**

Time/Date: **7.30 p.m. on Thursday 25 May 2017**

Location: The Parish Rooms, Hillside, Castle Donington

Fiona Palmer

**Clerk to the Council**

***Public Participation***

*Members of the public may make representations, give evidence or answer questions in connection with items included on the agenda. At the discretion of the Chairman the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.*

Apologies for absence to be received and accepted by the Parish Council

Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda

**AGENDA**

1. To elect a Chairman for the year and to sign the declaration of office
2. To elect a Vice-Chairman for the year and to sign the declaration of office
3. Police Matters
  - a) Update on local issues, including crime figures, if officers present
4. Appointment of members to Parish Council Committees (Planning, Amenities and Recreation)
5. To elect Committee Chairmen for the year and to sign the declaration of office
6. To elect Committee Vice-Chairmen for the year and to sign the declaration of office
7. Appointment of Councillors, or Council representatives, with Special Responsibilities
  - a) Staffing issues
  - b) Bus Services
  - c) Environmental Warden
  - d) Footpath Warden
  - e) Flood Warden
  - f) Community Hub
8. To elect representatives on other Bodies and Outside Groups
  - a) Leicestershire and Rutland Association of Local Councils(LRALC)
  - b) Twinning Association
  - c) Village Hall Management Committee
  - d) Donington Park Liaison Committee
  - e) Museum Trust
  - f) County Archaeological Network
  - g) County Heritage Warden Scheme
  - h) Castle Donington Bowls Club
  - i) Volunteer Centre
  - j) Library Management Committee

- k) Doctors – Patient Participation Group
- l) Charities – Farmers and Grays
- m) Roxhill/SRFI
- n) Parish Liaison Committee at NWLDC

9. To confirm the minutes of the following meetings of the Parish Council:

- a) Full Council 27 April 2017

**Appx A**

10. Chairman's Report (outgoing)

11. Clerk's Report

- a) Comments Register – See Attached  
 b) Further report to follow

12. Representatives' Reports

- a) Volunteer Centre (RS/SA-J)  
 b) Any other reports

13. Accounts scheduled for May 2017 including the payment for wages May

14. Audit

a) To review key policies and procedures

**Appx B**

- Code of Conduct
- Standing Orders
- Mission Statement
- Council Priorities
- Committee Terms of Reference x 3
- Financial Regulation's
- Financial Reserves
- Statement of Internal Control and Review of Effectiveness of Internal Control
- Risk Assessment and Management
- Health and Safety
- Equality and Diversity
- Freedom of information – Core Classes and Model Publication Scheme
- Data Protection
- Complaints Procedures
- Grant Awarding Policy and application form
- Dignity at work/bullying and harassment
- Lone and Homeworkers
- Disciplinary and Grievance
- Co-option of Councillors
- Social Media (for councillors)
- Protocol for Chairman
- Retention of documents and records
- No ball games assessment criteria

b) To review Risk Assessments

**Appx C**

c) To review new style draft Internal Auditor Report

**Appx D**

d) To review copy of the Asset Register

e) To re-confirm acceptance to receive meeting invites by email

15. Request for a grant towards the Wakefield Court Grow Cook Share group

16. Common Land – Positioning of new sign and works to river; update CH

17. Complaint about the mowing of grass verges on Champion Hill; update CB

18. Complaint about Spital Hillside issues with rubbish, theft of plants, ASB; update CB

19. Complaint raised concerning users at the Spital Park pavilion lack of respect for each other

20. Community Hub
- Update on change of use and new build planning application
  - Update on various tender and contract processes, costings and timelines, including types of contract, further detailed plans, Building Regulation's etc.
  - To ratify any potential necessary urgent/interim works
  - Involvement of other groups
  - Legal, VAT implications, business rates and user agreements
  - To receive report from VAT experts in terms of VAT and legal agreements
  - To approve the setting up of a "Community Hub" – not for profit organization
21. Registers of Interests – Councillors are advised and reminded to ensure that their Register is updated regular and as required if interests change
22. Planning Applications

17/00465/FUL	Park Farmhouse Hotel, Melbourne Road	Erection of a shower block and store building
17/00470/TPO	17 Radford Meadow	Felling of 1 no. Ash tree
17/00534/FUL	Hypnos Beds, Station Road	Erection of delivery area canopy
17/00532/FUL	Building 34, Ambassador Road	Erection of workshop building and equipment storage container
17/00531/FUL	Land at Pegasus Business Park, Herald Way	Proposed construction of a staff/tenant/visitor car park for the Pegasus Business Park (372 spaces)
17/00545/AIR	Royal Mail Building, Beverley Road	Alterations to security gate and security fencing (Consultation by East Midlands Airport)
17/00345/ADC	2 Borough Street	Display of non-illuminated fascia signage
17/00532/FUL	Aeropark, East Midlands Airport	Amended application - Erection of workshop building and equipment storage container
17/00584/AIR	Cargo East, Land to the North of Beverley Road	Proposed relocated cyclamen cargo screening unit (consultation by East Midlands Airport)

23. Planning Decisions

17/00218/FUL	10 Darway	Single storey rear and side extension including garage conversion	No objection	Approved
17/00160/FUL	9 Darway	Two storey side and single storey front extension	No objection	Approved
17/00011/FUL	5 Barroon	Removal and replacement of render to gable end and rear elevation of property	No objection	Approved
17/00355/TCA	75 Bondgate	Felling of 1 no. Silver Birch (unprotected tree in a conversation area)	No objection - CDPC request a replacement tree is planted	

17/00216/FUL	The Old Church Hall, 9A Bondgate	Proposed retention of The Old Church Hall as a single residential dwelling and with external alterations along with the retention of an outbuilding and alterations to boundary wall (revised scheme to include roof lights omitted from previously supplied plans)	No objection	Approved
17/00215/LBC	The Old Church Hall, 9A Bondgate	Proposed retention of the Old Church Hall as a single residential dwelling with external alterations along with the retention of an outbuilding and alterations to boundary wall (Listed Building Consent) (Revised scheme to include roof lights omitted from previously supplied plans)	No objection	Approved
17/00226/FUL	89 Station Road	Demolish outbuilding and erect outbuilding	No objection	Approved
17/00250/FUL	3 Mount Pleasant	Replacement of roofs to outbuilding	Planning application not received and not on website when checked	Approved
17/00194/FUL	71 The Spittal	Erection of one dwelling following demolition of stables	OBJECT - as part of planning application 16/00027/FULM. Inappropriate design on the edge of escarpment. Concerns raised due to increase of traffic on a closed and narrow road	Approved
17/00341/FUL	101 Bondgate	Retrospective engineering works to alter the ground levels and erection of retaining wall, fence and creation of new vehicle parking area with access off The Spittal	No objection	Refused

**REMINDERS:**

**Diary Notes:**

Committees – 8 June 2017

Full Council – 29 June 2017

Music in the Park – 2 July 2017

***Cheque signing rota for May – Cllrs G Roberts and A Saffell***

***If you are unable to take your turn on the rota for signing cheques, please contact the Clerk so that a replacement can be found. Please attend the office prior to the meeting to sign the cheques thus allowing any queries to be answered.***

***Planning: ALL Councillors please review planning applications prior to the start of the meeting.***