

Dethick, Lea & Holloway Parish Council

Chair 2019-20

Councillor I Hooker

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MINUTES – 9 May 2019

Minutes of Dethick, Lea and Holloway Parish Council Meeting held in the Florence Nightingale Memorial Hall, Yew Tree Hill, Holloway on Thursday 9 May 2019.

Councillors: I Hooker (Chair)

S Crossley

S Hannath

C Manze

A McDonald

J Stevenson

B Wright

Also present: T Walker (Parish Clerk)

Cllr David Taylor (Borough/County Council)

Councillors signed their Declaration of Acceptance of Office before the meeting commenced.

3329. Election of Chair for 2019/20

RESOLVED: Councillor I Hooker was elected as Chair for 2019/20 and signed the acceptance of office declaration.

3330. Election of Vice-Chair for 2019/20

RESOLVED: Councillor P Ward was elected as Vice-Chair for 2019/20. Acceptance of office declaration to be signed at a future meeting.

3331. To receive apologies for absence – Cllrs P Ward and A O'Neil

3332. To consider motions for variations of business - None

3333. Declaration of member's interests at meeting - None

3334. Public Speaking

Cllr Taylor congratulated parish councillors on being elected and said it was good to have had an election in the parish. He also thanked the community for voting. AVBC now has a Labour administration. A response has been received from Highways at DCC regarding the parking issues at Lea school saying they are doing nothing. A copy of the response has been forwarded to school governors.

3335. To approve and sign the minutes of the meeting held on 3 April 2019

RESOLVED: To approve the minutes as a true record.

3336. To determine which items, if any of the Agenda should be taken with the public excluded

RESOLVED: To move item 27 (Update – Parish Warden) to ‘Confidential Items’

3337. Chairman’s Announcements

- Congratulations were passed on to Cllr Taylor on his re-election.
- All candidates were thanked for standing as councillors and residents thanked for voting. There was a high parish turnout of 54%.
- New councillors were welcomed to the parish council.

3338. To note the contents of the Councillor Welcome Pack issued by the clerk and the need to return the completed Declaration of Members’ Interest form to the Monitoring Officer at AVBC within 28 days of the election - Noted

3339. To note the requirements of the Parish Council’s Data Protection Policy and the Security Compliance Checklist. The Parish Council and/or Councillors must ensure that: -

- Computers and other electronic devices holding parish council information are password protected.
- Email is password protected.
- Mobile devices, flash drives, external hard drives and cloud storage is password protected.
- Anti-virus software on computers is up to date.
- No one from outside the parish council has access to parish council information and emails.

This item was noted by all parish councillors.

3340. Review councillor contact details for parish council website

The clerk asked parish councillors to confirm by email what contact details they wanted putting on the PC website.

3341. Re-Adopt Standing Orders, Members’ Code of Conduct and Financial Regulations

RESOLVED: To re-adopt Standing Orders, Members’ Code of Conduct and Financial Regulations.

3342. Re-Adopt other parish council policies and procedures: -

- Data Protection Policy
- Document Retention Policy
- Privacy Notice – Staff, Councillors and Role Holders
- Privacy Notice – Residents and Members of the Public
- Freedom of Information Publication Scheme
- Vexatious or Repeated Requests Policy
- Equality and Diversity Policy
- Complaints Procedure
- Grievance Policy

- **Bullying and Harassment Policy**
- **Reasonable Adjustments Procedure**
- **Health and Safety Policy**
- **Expenses Policy**
- **Disciplinary Policy**
- **Employee Absence Policy**

RESOLVED: To re-adopt all other parish council policies and procedures as listed above

3343. Approve Asset Register as at 31st March 2019

RESOLVED: To approve the Asset Register as at 31st March 2019.

3344. Review and approve Parish Council Risk Assessment document

RESOLVED: To approve the Parish Council Risk Assessment document

3345. To note report from internal auditor for 2018/19 accounts

RESOLVED: To note the report from the internal auditor for 2018/19

3346. To approve and sign the Bank Reconciliation Report to 31 March 2019

RESOLVED: To approve and sign the Bank Reconciliation Report to 31 March 2019

3347. To note the Financial Summary Report to 31 March 2019

RESOLVED: To note the Financial Summary Report to 31 March 2019

3348. To approve and sign Annual Return Section 1 – Annual Governance Statement for 2018/19

RESOLVED: To approve and sign Annual Return Section 1 – Annual Governance Statement for 2018/19

3349. To approve and sign Annual Return Section 2 – Accounting Statements for 2018/19

RESOLVED: To approve and sign Annual Return Section 2 – Accounting Statements for 2018/19

3350. To approve the parish council insurance renewal 2019/20 of £643.13

RESOLVED: To proceed with the Zurich insurance renewal of £643.13

3351. Review membership of Working Groups and outside bodies

RESOLVED: To update membership of Working Groups and outside bodies as detailed below: -

Finance Working Group I Hooker (Convener) B Baguley (Co-opted resident) S Crossley P Ward	Employment Working Group I Hooker (Convener) C Manze J Stevenson P Ward
Planning Working Group I Hooker (Convener) S Hannath J Stevenson P Ward	Cemetery & Memorial Grounds Working Group J Stevenson (Convener) S Hannath A McDonald J Stevenson B Wright
Lea Rec & Play Area Working Group B Wright (Convener) S Hannath Chris Manze A O'Neil J Stevenson	Community Working Group Chris Manze (Convener) S Crossley S Hannath A McDonald J Stevenson B Wright
Neighbourhood Plan Steering Committee S Crossley S Hannath I Hooker J Stevenson P Ward	

Representatives to Outside Bodies:

Village Hall Representative: Cllr P Ward
Police Liaison: Cllr S Hannath
Derwent Valley Mills Partnership: Cllr P Ward
Derwent Valley Line: Cllr I Hooker
Tree Warden: Cllr J Stevenson

3352. To review and authorise additional signatories to the Parish Council's NatWest Bank Account

RESOLVED: (1) To remove former councillors who were not re-elected from the parish council's NatWest Bank Account. (2) To add Cllrs Crossley, Hannath, Manze, McDonald and O'Neil as signatories on the parish council's NatWest Bank Account.

3353. Agree attendees for Councillor Essential Training. Provisionally booked: -
3 places - Wednesday 29/5/19 6.00pm – 8.30pm – DALC Office, Cromford
2 places - Monday 1/7/19 - 6.00pm – 8.30pm – Draycott
The following was agreed: -

Attendees for Wednesday 29/5/19 6.00pm - 8.30pm @ DALC Office, Cromford
Cllr A McDonald, Cllr C Manze and Cllr A O'Neil TBC (Reserve Cllr B Wright)

Attendees for Monday 1/7/19 6.00pm – 8.30pm @ Draycott
None

3354. To consider the provision of a tailored training session from DALC for the whole Council at a cost £275 plus travel expenses

RESOLVED: To monitor training requirements and keep this in mind as an option in the future.

3355. Consider quotations for play area repairs

The clerk explained that he had been informed by contractors that two of the items listed on the Annual Play Area Inspection Report (i.e. the broken chain on the play trail and the worn end links at the seats on the flat swings) had been repaired. However, this has not been verified. This work had been done free of charge.

Play bark can be supplied at a cost of £88/m³ and Cllrs Stevenson and Hannath agreed to move the bark into position when delivered so that it was at least 200mm deep. Other councillors offered to assist if they are available. Saturdays were preferred. Cllr Hooker agreed to adjust the gates so that they close no quicker than 5 seconds.

RESOLVED: For the Clerk to order 3 cubic metres of play bark at a cost of £264 plus any delivery costs.

3356. Consider the provision of weekly play area inspections and litter picking at Lea Recreation Ground, including volunteers, equipment and training

Cllrs S Crossley and A McDonald agreed to assist with play area inspections and litter picking at Lea Rec. It was also suggested that Cllr A O'Neil might be interested.

3357. Update – Crown lifting and mower access under trees at Lea Recreation Ground

Cllr Hannath gave an update and confirmed that he was meeting the contractor to discuss the issue and that it was 'work in progress'.

3358. Update on funding application for the inspection of the War Memorial

Cllr Stevenson gave an update and explained that we would be informed of the decision in around 2-3 weeks.

RESOLVED: For a further update to be given at the June meeting.

3359. Consider quotations received for the inspection of the War Memorial and the Smedley Memorial

RESOLVED: To defer this item to the June meeting

3360. Update on Neighbourhood Development Plan

Cllr Hooker gave an update. The consultation process is complete and 40-45 responses had been received with approximately 150 comments, the majority of which were positive. Guidance will be sought from the consultant on how to proceed and the final draft version of the plan will be submitted to AVBC in due course. The consultant has indicated that a further £4375 would be required in order to complete the job. We have grant funding £1865. However, the PC has only made an allowance in the budget for £2000, so there may be a deficit and the PC may need to consider additional funding.

3361. Consider a donation of £19.00 to DLH Carnival Committee for advert in the programme

RESOLVED: To make a donation of £19.00 to the DLH Carnival Committee for advert in the programme.

3362. To consider a donation to the Derbyshire Children's Holiday Centre

RESOLVED: For the clerk to inform the charity that the parish council is not in a position to agree a donation this year. However, we may be able to support them on a future occasion.

3363. To consider writing to the planning department at Amber Valley Borough Council deploring the action of ignoring the Crich Neighbourhood Plan in relation to new developments in Crich and raising concerns regarding resources in that department

RESOLVED: Not to take the item forward.

3364. To consider continuing with the meeting beyond 9pm in order to conclude all business on the agenda

RESOLVED: To continue with the meeting in order to conclude all business on the agenda.

3365. Planning Matters – Planning applications for consideration

AVA/2019/0249	Nightingale House 5 Church Street Holloway Matlock Change the modern format window and door to a traditional sash with hood mould detail to match the existing COMMENT: No objection
AVA/2019/0313	Pine Tree Cottage Yew Tree Hill Holloway Matlock DE4 5AR Construction of conservatory on the south side of Pine Tree Lodge COMMENT: No objection
AVA/2019/0334	Ashleigh Yew Tree Hill Holloway Matlock DE4 5AR Single storey side extension to existing kitchen COMMENT: No objection

3366. Financial Matters

(a) Expenditure – To approve the following payments

Cheque No.	Payee & Details		Total
2520	Clerk Wages - April - 52.143 hours (Net)	£615.66	£814.11

	Use of home as office – April		
	Mileage: 143 miles @ £0.45 29/3/19 Home/Holloway/Home (25 miles) 3/4/19 Home/Holloway/Home (24 miles) 10/4/19 Home/Matlock/Home (35 miles) 12/4/19 Home/Holloway/Matlock/Home (35 miles) 25/4/19 Home/Holloway/Home (24 miles)	£64.35	
	Vonage - Parish phone line	£12.25	
	Line rental & Broadband contribution	£11.75	
	Printer paper	£9.75	
	Printer cartridge and new printer cable	£95.36	
	Document wallets	£4.99	
2521	HMRC Income Tax / NI (April) including employer's contribution to NI		£159.83
2522	Keptkleen Ltd –Toilet cleaning – Invoice 1247		£124.80
2523	B Wood – Internal audit services 2018/19		£150.00
2524	Institute of Cemetery and Crematorium Management (ICCM) - Membership 2019/20		£95.00
2525	Fox Grounds Maintenance – Grass cutting Cut 1 at Cemetery and Month 1 Lea Rec		£511.70
2526	Derbyshire Comm Health Servs NHS FT - Report		£60.00
2527	Zurich Municipal – Insurance renewal 2019/20		£643.13
DD	British Gas – electricity at toilets (16/4/19)		£10.65

Void / cancelled cheques: None

RESOLVED: To approve payments as listed above.

(b) **Income** - Noted

Ref No.	From / Details	Amount
BACS	Monthly interest from Nat West Account (29/3/19)	£4.00
BACS	Monthly interest from Nat West Account (30/4/19)	£4.11
BACS	DCC – Footpath Maintenance Scheme 2018/19	£302.99
100690	Rent for land off Lea Moor Road, Lea	£40.00
AVBC	Precept – Payment 1 of 2	£11,508.00
100691	Exclusive Rights of Burial & interment fee - Cemetery	£580.00
BACS	VAT refund for 2018/19	£1291.98

Void / cancelled paying in slips: None

(c) **To note Bank Reconciliation & Financial Summary Report (Previously circulated)** - Noted

3367. To consider Derbyshire Association of Local Council's Circulars (Previously circulated by Email) – Noted

DALC Ref	Details
5/2019	Excellence Awards 2019 - Year 2 Launch - Internal Audit Check List - External Audit - Data Protection, Cllr Exemption - Adverse publicity for Parish & Town Councils - New Training Courses
Email	Various topics – including Councillor Essential Training
6/2019	DALC Spring Seminar - Precept increases across the country - Community Infrastructure Levy Legal Briefing - Plunkett trusteeships - Police & Crime Comm. Newsletter - Funding Streams - Changes to pension credit - Lamp Post Poppy 2019

3368. To consider items of correspondence (Previously circulated by E-mail) - Noted

From	Details
Crich PPG	Community Wellbeing Roadshow – Tesco, Heanor
AVBC	Committee Papers for Licensing Board
'Nightingale Comes Home' project	Join us at the Nottingham History Festival! & other news
AVBC	Committee Papers for Governance and Audit Board
FDVL	Friends of the Derwent Valley Line, Open Meeting Tuesday 16th April 2019
DCC	Abellio announced to run East Midlands Railway franchise from August 2019
Joint action groups	Hs2 Sheffield Spur
Derbyshire Police	Latest Spotlight newsletter released from the Police and Crime Commissioner - Issue 7 Spring 2019
RAD	New Village Hall Improvement Grant - OPEN for applications!
Crich PPG	N.A.P.P. April 2019 E-bulletin
Citizens Advice Derbyshire Districts	Dealing with Debt
AVBC	Committee Papers for Planning Board
Derwent Valley Mills WHS Team	Partnership Forum
Resident	Grass cutting in cemetery
AVBC	Notice of Poll
DCC	Road Closure High Ln, Holloway
AVBC	Leashaw Bus Shelter
Crich PPG	Invitation to Derbyshire patient carer event
AVBC	Committee Papers for Licensing Panel

3369. Agenda items for the next meeting on Wednesday 5 June 2019

- Consider construction of a compost area at cemetery – Cllr Stevenson
- Update – Handrail at Holme Close – Cllr Hannath

Confidential Items

3370. Update – Parish Warden

The clerk and the Chairman gave an update.

Meeting closed: 9.17pm