

# **Dethick, Lea & Holloway Parish Council**

## **Chair 2019-20**

Councillor I Hooker

Telephone: 01629 534393

## **Parish Clerk & Responsible Finance Officer**

T Walker

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30 April 2020

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Dear Councillors

You are summoned to attend the Annual Parish Council Meeting to be held on **Wednesday 6 May 2020 at 7.00pm** by video conference due to the Coronavirus/Covid-19.

Members of the public can join the meeting by providing the Parish Clerk with an email address in advance and you will be sent a link to join the meeting 10 minutes before it starts.

Yours sincerely

*T. Walker*

Clerk to the Parish Council

## **AGENDA – 6 May 2020**

### **1. Election of Chair for 2020/21**

### **2. Election of Vice-Chair for 2020/21**

### **3. To receive apologies for absence**

### **4. To consider motions for variations of business**

### **5. Declaration of member's interests at meeting**

- (a) Councillors must verbally declare any disclosable pecuniary interests and non-pecuniary interests at this point.
- (b) Where a councillor indicates that they have a non-pecuniary interest, but wish to make representations regarding the item, those representations must be made under item (c) of Public Speaking.

### **6. Public Speaking**

- (a) A period of not more than 15 minutes will be made available for members of the public and councillors to comment on any matter.
- (b) If a Police representative, County Council or District Council member is in attendance they will be given the opportunity to raise any relevant matter.
- (c) Councillors declaring a non-pecuniary interest in an item can make representations about that item at this stage.

**7. To approve and authorise the Clerk to sign the minutes of the extraordinary meeting held on 17 April 2020**

**8. To determine which items, if any 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 (if required): - "In view of the confidential nature of item x 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."

**9. Chairman's Announcements**

**10. Re-Adopt Standing Orders and Members' Code of Conduct and Adopt the amended Financial Regulations**

**11. 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**

**12. Approve Asset Register as at 31 March 2020**

**13. Review and approve Parish Council Risk Assessment document**

**14. To note report from internal auditor for 2019/20 accounts**

**15. To approve and sign the Bank Reconciliation Report to 31 March 2020**

**16. To note the Financial Summary Report to 31 March 2020**

**17. To approve and sign Annual Return Section 1 – Annual Governance Statement for 2019/20**

**18. To approve and sign Annual Return Section 2 – Accounting Statements for 2019/20**

**19. Review membership of Working Groups and outside bodies**

20. To review and authorise additional signatories to the Parish Council's NatWest Bank Account
21. To consider initiating the process for filling the Parish Councillor vacancy
22. Update on Covid-19 crisis
23. Update on Neighbourhood Plan
24. Consider support for 'Climate Emergency'
25. Consider Annual Playground Inspection Report
26. Consider whether to participate in the DCC 2020 Public Rights of Way Minor Maintenance Agreement or whether to supply DCC with a modest list of paths that are regularly cut and serve the local community for them to assess for cutting at least twice this year
27. Damage to grass verge on Hillside – Cllr Crossley
28. Bollards outside Nightingale House on Church Street – Cllr Crossley
29. Consider asking AVBC for a statement of case in relation to the Yew Tree Public House – Cllr Crossley
30. Condition of surface of footpath near Lea Green (Footpath number 20)
31. Cyclist Issue on Footpath 8 raised by resident
32. Update - Ideas to celebrate the Florence Nightingale anniversary
33. Update – Undesignated footpaths – Cllr Stevenson
34. Update - Gullies on Leashaw, Holloway – Cllr Crossley
35. Update – Handrail at Holme Close – Cllr Hannath
36. To consider payment to Clerk for additional hours worked over March and April
37. Planning Matters – Planning applications for consideration

TRE/2020/0669	Street Record Hollins Wood Close Lea Bridge Matlock Fell Silver Birch and Elm
TRE/2020/0672	Holloway Cemetery Church Street Holloway Matlock Various tree works
TRE/2020/0673	Lea Recreation Ground Holt Lane Lea Matlock Derbyshire Various tree works

## 38. Financial Matters

### (a) Expenditure – To approve the following payments

Cheque No.	Payee & Details		Total
2592	<b>Clerk</b> Wages - April - 52.143 hours (Net) Use of home as office – April  Mileage: 92 miles @ £0.45 2/4/20 Home–Lea Bridge–Home (24 miles) 8/4/20 Home–Matlock–Home (34 miles) 11/4/20 Home–Matlock–Home (34 miles)  Vonage - Parish phone line Line rental & Broadband contribution USB Flash Drive (for restore drive) - Amazon Zoom Video Communications (monthly) inc. VAT	£619.86   £41.40   £13.25 £11.50 £5.49 £14.39	£705.89
2593	<b>HMRC</b> Income Tax / NI (April) including employer's contribution to NI		£153.83
2594	<b>Keptkleen Ltd</b> –Toilet cleaning – Invoice 1466		£156.00
2595	<b>B Wood</b> – Internal audit services 2019/20		£150.00
2596	<b>DALC</b> - subscription fee for 2020/21		£257.88
2597	<b>DALC</b> – Law and Good Practice Training Course November 2019 – Cllrs Manze and Cllr Stevenson		£150.00
2598	<b>Institute of Cemetery and Crematorium Management (ICCM)</b> - Membership 2020/21		£95.00
2599	<b>Zurich Municipal</b> – Insurance renewal 2020/21		£648.75
2600	<b>Fox Grounds Maintenance</b> – Grass cutting Cut 1 at Cemetery and Month 1 Lea Rec		£599.22
2601	<b>Vikki Shipp</b> – Section 137 Donation to DLHR Community Support Group (Minute 3623)		£500.00
2602	<b>Keptkleen Ltd</b> –Toilet cleaning – Invoice 1481		£134.40
DD	<b>Waterplus</b> - period 29/10/19 to 17/2/20		£169.34
DD	<b>Waterplus</b> - period 17/2/20 to 28/2/20		£9.60
DD	<b>British Gas</b> – electricity at toilets (25/3/20)		£11.69

Void / cancelled cheques: None

### (b) Income

Ref No.	From / Details	Amount
BACS	Monthly interest from Nat West Account (31/3/20)	£3.60

Void / cancelled paying in slips: None

### (c) To note Bank Reconciliation & Financial Summary Report (Previously circulated)

**39.To consider Derbyshire Association of Local Council's Circulars (Previously circulated by Email)**

<b>DALC Ref</b>	<b>Details</b>
Email	Chairs' meeting
Email	Governance and Accountability for Smaller Authorities in England: Practitioner's Guide - March 2020
Email	April Newsletter - DALC - Remote Mtgs - Audit arrangements - Cemetery & Burial Ground use - Council staff furloughing - Update on pay negotiations - DALC office move postponed - home-working allowance update - training programme update
Email	Derbyshire Association of Local Councils - Training
Email	DALC - Chairs' Zoom Meeting 2pm 30th April 2020
Email	Online training opportunities
Email	Hanging Baskets

**40.To consider items of correspondence (Previously circulated by E-mail)**

<b>From</b>	<b>Details</b>
DCC	Derwent Valley Line Update - 16 April 2020
DCC	Community News
Resident	Cyclist Issue - Footpath 8 (Phone call)
DDCAB	Coronavirus Impact Report (April 2020) from Citizens Advice Derbyshire Districts
AVBC	Annual Playground Inspection 2020
PKF Littlejohn	2019/20 AGAR PKF Littlejohn instructions re external audit
RAD	Coronavirus Update for managers of village & community halls!
Lower Hurst Organic	Lower Hurst meat box deliveries
AVBC	Advice for Business Newsletter - Covid-19 Business Support
PKF Littlejohn	2019/20 Limited assurance reporting season
AVBC	Coronavirus partnership update
DCC	Do It Now - Update - Ref: 35887867 – Riber Road
AVBC	Coronavirus - NHS media release
DCC	Update - 35887879 Condition of pavement, storm drains and bus stop on Leashaw, Holloway (heading towards Wakebridge) F680799
AVBC	TRE/2020/0672 - Tree Works, Holloway Cemetery
NatWest	Service complaint / £100 compensation
AVBC	Safer Amber Valley News
AVBC	Covid - Amber Valley updates

**41. Articles for submission to the parish magazine, parish council website or village website**

**42. Agenda items for the next meeting on Wednesday 3 June 2020**