

Dethick, Lea & Holloway Parish Council

Parish Clerk & Responsible Finance Officer

T Walker

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MINUTES – 4 May 2022

Minutes of Dethick, Lea and Holloway Parish Council Meeting held in the Florence Nightingale Memorial Hall, Yew Tree Hill, Holloway on Wednesday 4 May 2022.

Councillors: J Stevenson (Chair) **Also present:** T Walker (Parish Clerk & RFO)
S Crossley
J Dennis
A McDonald
B Wright

4272. Election of Chair for 2022/23

RESOLVED: Cllr Ward was elected as Chair for 2022/23.

4273. Election of Vice Chair for 2022/23

RESOLVED: Councillor Stevenson was elected as Vice-Chair for 2022/23.

4274. To accept apologies for absence – Cllr P Ward, Cllr S Farnsworth, Cllr S McKay

RESOLVED: To accept all apologies received.

4275. To consider motions for variations of business - None

4276. Declaration of member's interests at meeting

Cllr Stevenson declared a personal interest in Item 29 – Financial Matters and indicated she would remain in the meeting but not participate in discussions or vote.

4277. Public Speaking - None

4278. To approve and sign the minutes of the meeting held on 6 April 2022

RESOLVED: To approve the minutes of the meeting held on 6 April 2022.

4279. To determine which items, if any of the agenda should be taken with the public excluded - None

4280. Chair's Announcements

The chair passed on thanks to councillors for the way everyone works as a team to get things done. The clerk was also thanked. The shop owner has passed on thanks for the help given circulating the questionnaire.

4281. Re-Adopt Standing Orders, Members' Code of Conduct and Financial Regulations

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

4282. 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
- Social Media Policy
- Climate Change Policy
- Website Accessibility Statement

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

4283. Approve Asset Register as at 31 March 2022

RESOLVED: To approve the Asset Register as at 31st March 2021.

4284. Review and approve Parish Council Risk Assessment document

RESOLVED: To approve the Parish Council Risk Assessment document.

4285. To note report from internal auditor for 2021/22 accounts - Noted

4286. To approve and sign the Bank Reconciliation Report to 31 March 2022

RESOLVED: To approve and sign the Bank Reconciliation Report to 31 March 2022.

4287. To note the Financial Summary Report to 31 March 2022 - Noted

4288. To approve and sign Annual Return Section 1 – Annual Governance Statement for 2021/22

RESOLVED: To approve and sign Annual Return Section 1 – Annual Governance Statement for 2021/22.

4289. To approve and sign Annual Return Section 2 – Accounting Statements for 2021/22

RESOLVED: To approve and sign Annual Return Section 2 – Accounting Statement for 2021/22.

4290. Review membership of Working Groups and outside bodies

RESOLVED: (1) For Cllr Crossley to take on the roles of Police Liaison and Climate Champion. (2) For Cllr Crossley to join the Cemetery & Memorial Grounds Working Group. (3) For Cllr Dennis to take on the role of Convener for the Community Working Group. (4) To carry out a further review at a future meeting when more councillors are present.

4291. Update – Future of Mayfield Stores, Holloway

Cllr Stevenson confirmed that the questionnaires had been circulated.

4292. Consider application made for an alcohol licence for cafe on Leashaw – Cllr Stevenson

AVBC had not informed the parish council about the application and an extension to the consultation deadline has been turned down. Also, the parish council is unable to make representations at the hearing.

4293. Consider actions to support the 20's Plenty Campaign – Cllr Crossley

RESOLVED: To monitor the work the group is undertaking.

4294. To accept £500 funding from the Derbyshire County Council Members' Community Leadership Fund (Cllr D Taylor) toward the Platinum Jubilee Commemorative coins

RESOLVED: To accept the £500 funding from Derbyshire County Council Members' Community Leadership Fund and pass on thanks to Cllr Taylor.

4295. Update - Purchase and presentation of 200 commemorative coins for children at Lea Primary School & Holloway Playgroup to celebrate the Queen's Platinum Jubilee.

RESOLVED: (1) For Cllr Wright to make contact with school to confirm arrangements for presenting the coins to the children. (2) For the clerk to put together a draft design for a card to go with the coins and pass on to Cllr Crossley so an order can be placed.

4296. Consider quote and draft design for a cemetery sign that encourages people not to install fencing and other objects or enlarge graves

RESOLVED: (1) For the clerk to obtain an updated design and quote with modified text and bring to next PC meeting. (2) For the cemetery working group to consider a suitable location for the sign.

4297. Consider the issue of road closures occurring without notice and no signage saying when the road will re-open (raised by resident)

RESOLVED: For the clerk to contact DCC to highlight the issue and the need for prior notification, especially with Lea Rd also being closed. Also, to highlight that the 'access only' wording on the sign led to confusion, as drivers were unsure if the road was passable or not.

4298. To note date for the delivery of bark for the play area arranged for 10am on Thursday 12th May 2022 - Noted

4299. Planning Matters – Planning applications for consideration – None

4300. Financial Matters

(a) Expenditure – To approve the following payments

Chq No. / Bacs	Payee & Details		Total
Bacs	Clerk April wages – 52.143 hours (net) Use of home as office – April Mileage: 101 miles @ £0.45 1/4/22 Home/Holloway/Home (23 miles) 4/4/22 Home/Matlock/Home (39 miles) 7/4/22 Home/Matlock/Home (39 miles) Vonage - Parish phone line Line rental & Broadband contribution Zoom Video Communications (inc VAT) Lever arch file Domain name renewal (3-year to 12/12/25)	£658.49 £45.45 £13.25 £11.00 £14.39 £2.00 £32.36	£776.94
Bacs	HMRC Income Tax / NI (April)		£162.89
Bacs	Keptkleen Ltd – Toilet cleaning Invoice No 1861		£168.00
Bacs	B Wood – Internal audit services 2021/22		£150.00
Bacs	The Royal Mint – 200 Platinum Jubilee Commemorative 50p coins. 200 x £3.55 (£710 plus VAT)		£852.00
Bacs	Carnival – Advert for carnival programme		£20.00
Bacs	Woodgrow Horticulture Ltd – Playbark for Play Area		£437.62
Bacs	Zurich Municipal – Insurance renewal 2022/23		£614.70
Bacs	Heritage Damp Solutions Ltd – Timber treatment for shelter at Lea Rec		£650.00
Bacs	J Stevenson – Reimbursement for wood stain, ground anchor and two padlocks		£44.00
DD	British Gas – Electricity for toilets (12/4/22)		£33.00
DD	British Gas – Electricity for toilets (26/4/22)		£15.64
DD	Unity Trust – Service charge (31/3/22)		£18.00

Void / cancelled cheques: None

RESOLVED: To approve payments as listed above.

(b) Income - Noted

Ref No.	From / Details	Amount
Bacs	HMRC – VAT refund from 2021/22	£5723.69
Bacs	AB – DCC objects licence fee for bench	£100.00
Bacs	AVBC – Precept payment 1 of 2	£13,217.00

Void / cancelled paying in slips: None

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

4301. To consider Derbyshire Association of Local Council's Circulars (Previously circulated by email) - Noted

Details
DALC Newsletter - April 2022
DALC Clerk and Chair Forums - Request for information
DALC Training courses for May 2022

4302. To consider items of correspondence (Previously circulated by E-mail) - Noted

From	Details
DCC	4 April - News from Derbyshire County Council
DCC	Blend Easter Programme 2022
DCC	Speed Indicator Devices - 12 Month Trial Project
AVBC	Committee Papers for Standards and Appeals Committee
FNMH	Hall AGM 2022
DCC	Women aged 16-18 - Six Week Support Programme
AVBC	Committee Papers for Governance and Audit Board
DDC Radio Derby	Queen's Jubilee
DCC	Easter Weekend: Customers urged to plan ahead as maintenance works affect services
Resident	Handrail – Nightingale Close
DCC	14 April - News from Derbyshire County Council
PCC	PCC Road Safety Grant - Speed Indicator Devices (SIDs) grant
BBC Radio Derby	Make a Difference Awards
AVBC	Committee Papers for Planning Board
AVBC	Committee Papers for Licensing Board
DCC	19 April - Community News from Derbyshire County Council
DCC	Meeting of Derwent Valley Line CRP on Monday 16 May at 3pm - N.B. Change of Time
DCC	21 April - News from Derbyshire County Council
Resident	Planning Pre-Application Consultation
DCC	Response re no through road sign for Hillside
University of Nottingham	Florence Nightingale: two new open-access articles published
Lea Primary School	Commemorative coins to celebrate the Queen's Platinum Jubilee
Resident	Road Closures around Holloway & Lea
DCC	Street Lighting and Bunting for Queen's Platinum Jubilee Celebration
Derbyshire Constabulary	Safer Neighbourhood Newsletter
DCC	May's health and wellbeing social media round up
DCC	Mobile Library Routes
RAD	Ukrainian Refugees in your community - the role of village halls?

4303. Articles for the parish magazine, parish council website, Facebook or village website

RESOLVED: Recycled medical equipment (Cllr Stevenson)

4304. Agenda items for the next meeting on Wednesday 1 June 2022

- Review membership of Working Groups and outside bodies

Meeting closed: 8.45pm