

The **Annual Meeting of Parwich Parish Council** was held on Monday, 13<sup>th</sup> May 2019 at 7:00 pm in Parwich Memorial Hall.

**Present:** Chair M Edge, Vice Chair, P Kirkham, J Jesson, M Compton, J Turnbull, F Hadfield, Clerk, A Martin.  
Two members of the public present at the beginning of the meeting, five by the end.

**Part 1. Non confidential.**

**13.5.1 Election of Chair and Vice Chair for 2019-20.**

**Election of Chair** – only M Edge offered to take the role of chairman for 2019-20.

M Edge was proposed by P Kirkham and seconded by J Jesson.

**Resolved:** It was unanimously agreed that M Edge continue to be Chair for 2019-20.

**Election of Vice Chair** – only P Kirkham offered to take the role of Vice Chair for 2019-20.

P Kirkham was proposed by J Turnbull and seconded by M Compton.

**Resolved:** It was unanimously agreed that P Kirkham continue to be Vice Chair for 2018-19.

**13.5.2 Delivery of Councillor Acceptance of Office forms.**

All Councillors signed their new Acceptance of Office forms in the presence of the Clerk.

**13.5.3 Apologies/Councillors' attendance register.**

None. The councillors present signed the attendance register.

**13.5.4 Declaration of personal/pecuniary interest of Councillors.**

M Edge and P Kirkham both declared a personal interest in item 20 on the agenda, "Planning applications" and elected not participate in it.

**13.5.5 Councillor co-option.**

Six of the seven Council places have been filled by six candidates who stood unopposed.

Within 35 days of an election the Council may co-opt to fill vacancies without the opportunity for a by-election or statutory period for notifying the intention to co-opt.

S Chambers and L Coyne had both offered to be co-opted onto the Council.

The Council spoke with both candidates briefly and thanked them for their willingness to be co-opted.

**Resolved:** After a short discussion a majority voted that L Coyne should be co-opted on to the Council.

L Coyne duly signed an Acceptance of Office form and participated in the remainder of the meeting.

**13.5.6 Minutes of the previous meeting.**

The draft minutes of the meeting of 17th April 2019 had been forwarded to members in advance of the meeting, displayed on the Parish Council's website and in the local shop.

**Resolved:** To accept the draft minutes as a true record of proceedings.

**13.5.7 Public speaking.**

A member of the public raised concerns about a pothole near to the school.

**13.5.8 Items from public speaking.**

**Resolved:** That the Clerk will request that guidance on reporting potholes to the Highways Authority should be placed on the village blog.

**13.5.9 Review and Adoption of Standing Orders and Financial Regulations.**

Standing Orders require this at the Annual Meeting.

**Resolved:** Following a brief discussion it was agreed that there was no wish to change the content of the Standing Orders and Financial Regulations and that these should be adopted in their current form for the coming year.

**13.5.10 Review of Policies and Procedures.**

Standing Orders require this at the Annual Meeting.

**Resolved:** Following a brief discussion it was agreed that the

- Communications policy.
- Press and media policy.
- Complaints procedure.

would be considered prior to the next meeting to determine if there should be any changes.

**Resolved:** That other policies and procedures of the Council should be adopted in their current form for the coming year.

**13.5.11 Review of inventory of Land and Assets**

Standing Orders require this at the Annual Meeting.

A summary of the land and assets of the Parish Council had been circulated prior to the meeting. The only change from the previous year was the acquisition of the new climbing frame.

**13.5.12 Review of Council and/or Staff subscriptions.**

Standing Orders require this at the Annual Meeting.

The only subscription paid by the Parish Council is to the Derbyshire Association of Local Councils. This subscription was reviewed and renewed in a previous meeting. (ref 20.3.8).

Unlike previous years the (lower) subscription paid does not entitle the Council to free training courses.

**Resolved:** That the Council would fund attendance on the DALC Councillor Essentials Course for F Hadfield and L Coyne should they wish to attend it.

**13.5.13 Review of Insurance cover.**

Standing Orders require this at the Annual Meeting.

The Council's Insurance policy is due for renewal in June. Quotes had been received from the existing insurer (Zurich) and through the brokers Came and Co. who had recommended Inspire (AXA) from a selection of three insurers. The policy documents and a brief comparison of the cover provided had been circulated in advance of the meeting.

**Resolved:** That the quote from Came and Company for a discounted three-year term should be accepted.

**Resolved:** That the Clerk should seek confirmation of the possible requirements for Fire Risk Assessments.

**13.5.14 General Power of Competence.**

Standing Orders require the Council to consider seeking a General Power of Competence at the annual meeting following an election.

**Resolved:** Not to seek a General Power of Competence.

*(Note a General Power of Competence can extend the activities which a Parish Council can undertake but is not normally pursued unless there is something specific (e.g. a business venture) which the Council wishes to do but would otherwise not be permitted to).*

**Resolved:** In the interests of time to defer item 15 on the agenda, Clerk's report, until after the Parish Annual Meeting.

**13.5.15 Items of account.**

Cq 1459	Memorial Hall	April hire	£15.00
Cq 1460	Auditor	Internal Audit for 2018-19	£39.40
Cq 1461	Came & Company	Insurance Premium	£1678.90

**13.5.16 Internal Audit.**

The internal audit was carried out on the 30<sup>th</sup> of April by Brian Wood. The auditor's report had been circulated to Councillors in advance of the meeting.

**Resolved:** The Clerk to query the answer to "YES" in relation to item 3.8 "S137 expenditure minuted" as there was no S137 expenditure recorded and items 1.6 and 1.7 relating to S137 expenditure were answered "N/A".

**Resolved:** To otherwise accept the auditor's report for the purpose of considering the Annual Governance and Accounting Statements.

**13.5.17 Annual Governance Statement.**

The Clerk read out each requirement of the Annual Governance Statement, which had been circulated in advance of the meeting.

**Resolved:** That the Council record that it had complied with each requirement and that the Chair should sign the Statement.

**13.5.18 Accounting Statements.**

These had been circulated in advance of the meeting and signed by the Responsible Financial Officer.

**Resolved:** That the Council record that the figures matched those in the report of the internal auditor and that the Chair should sign the Statement.

**13.5.19 Planning Applications.**

Orchard Farm. House extension and garage.

**Resolved:** That as the Chair and Vice Chair had declared an interest in this agenda item the discussion would be chaired by J Jesson.

The extensions to the house and garage were considered separately.

**Resolved:** The Parish Council supports the proposed extensions to the house as an appropriate development of living accommodation in the village in keeping with its surroundings.

**Resolved:** The Parish Council does not support the replacement of an open barn with a large solid garage and workshop on the grounds that its scale and function is not typical of other buildings in the conservation area.

Furthermore, the loss of the open barn structure would detract from the representation of the historic legacy of farm buildings within the conservation area.

#### 13.5.20 Offer for land adjacent to Shaw Barn.

The Clerk had written to the Big Lottery Fund regarding the restriction in the title register requiring their consent to sale of part of the site. A reply had not yet been received.

**Resolved:** That the Council was willing to be represented by Ron Day Solicitors of Belper in the sale of the land if this was what the purchaser wished. The Clerk would instruct the solicitors if, and when, the purchaser confirmed they wished to proceed.

#### 13.5.21 Village Clean-up day. (19<sup>th</sup> May)

Litter pickers and bags will be collected during the week.

**Resolved:**

- To publicise the event further on the blog.
- Volunteers should meet on the green at 10.00 am.
- Refreshments should be arranged for 12:30 am.
- The shortlist of possible areas to address includes (but need not be limited to)
  - Bus shelter.
  - Sheep Wash.
  - Pavilion interior (assessment only).
  - Mower shed (Bowls Club interested in some contents).
  - Playground maintenance.
  - General litter picking.

At 8:30 pm the Chair proposed to suspend the Annual Meeting of the Parish Council to allow the Parish Annual meeting attended by a number of members of the public to take place.

**Resolved:** To suspend the Annual Parish Council Meeting.

#### 2018.1 Chair's report.

A written report of the Parish Council's activities during the year was read out by the Chair M Edge. This will be published along with the minutes of this meeting on the Parish Council Website.

#### 2018.2 Responsible Financial Officer's report.

Graphs illustrating the Parish Council's income, expenditure and changes in reserves were circulated and brief commentary provide by the Clerk. The graphs along with a written commentary will be published on the Parish Council Website.

#### 2018.3 Reports from Village Organisations.

- A verbal report for the **Royal British Legion** (Club) was given by Nina Martin.
- A verbal report for the **History Society** was given by Peter Trewhit.
- A verbal report for the **Horticultural Society** was given by Sue Ash. A written report was provided.
- A verbal report for the **Bowls Club** was given by Sue Ash. A written report was provided.
- A verbal report for the **Ladies Group** was given by Sue Ash. A programme of events was provided.
- A verbal report for the **Royal British Legion** (Branch) was given by Denis Laycock. A written report was provided.
- A verbal report for the **Carnival and Recreation Committee** was given by Denis Laycock. A written report was provided.
- A verbal report for the **Over Sixties** was given by Denis Laycock. A written report was provided.
- A verbal report for the **Village Blog** was given by Fiona Hadfield and Peter Trewhit.
- A written report from the **Memorial Hall Management Committee** was read out by the Clerk.
- A written report from the **Parwich United Charities** was read out by the Clerk.
- For the Church Rev'd Carollyn McDonald had another engagement but has commented that she has enjoyed visiting, contributing to and working with many community events.
- The School headteacher was unable to attend due conflicting demands on the day.

Several other organisations had been invited to participate but had been unwilling or unable to do so. Any written reports provided before, during or after the meeting will be published on the Parish Council Website.

At approximately 9:45 pm the Parish Annual Meeting was closed; members of the public left the meeting and the Chair proposed to resume the Annual Meeting of the Parish Council.

**Resolved:** To resume the Annual Meeting of the Parish Council

#### 13.5.22 Clerk's report.

- Clerk's estimate of time 9.5 hours per week.
- Assorted Election correspondence and posting of notices complete.
- Reseeding of artificial wicket complete.
- Preparations made for new Council and Councillor(s).
- Confirmed caravan bookings for 2020.
- Response sent to request for metal detecting on Parish Land.
- Printed 2018-19 P60 and updated tax code for 2019-20.
- Pump Hill
  - Following further discussion PDNPA have confirmed that the proposed design of entrances is considered to be permitted development and construction has commenced.
  - A risk assessment has been prepared for the work.
- Playground inspection will take place during May.

#### 13.5.23 Hedge on East boundary of Parson's Croft.

Responsibility for maintenance of this hedge was briefly discussed.

**Resolved:** To consider if any maps or other available documents would provide clarification.

**Resolved:** To inspect the boundary during the clean-up day and report back.

#### 13.5.24 Correspondence and communication.

- Photographs of Pump Hill.
- Methodist Chapel. Raised with Derbyshire Historic Buildings Trust by a resident.
- DALC. Circular 06-19.
- PDNPA. Parishes' Forum. Applications for membership.
- PDNPA. Ballot for Parish members.
- Rural Services Network. Funding Digest.
- Rural Services Network. Bulletin x 3.
- Creative Play. Playground equipment.
- Plantscape. Traffic control.

#### 13.5.25 Items for the next agenda.

- Parish Council representatives for Parwich United Charities.
- Hedge on East boundary of Parson's Croft.

#### 13.5.26 Dates of next meetings.

Next Parish Council meeting will be on Wednesday 19th June 2019 at 7:30pm in the Memorial Hall.

Meetings for the remainder of the year are planned for the third Wednesday of each month at 7:30pm in the Memorial Hall with the exception of August and December.

### Part 2. Confidential discussion.

#### 13.5.27 Pump Hill Boundary

No members of the public remained in the meeting at this time.

The Parish Council had received correspondence from HM Land Registry in response to its objection to the proposed alteration to the boundary at the south end of Pump Hill. The Land Registry had

- Confirmed that the objection was not groundless.
- Commented on several of the points raised in it.
- Explained how the process would now continue and the timetable for it.

Advice regarding possible courses of action and their consequences was reviewed.

Included in these discussions were the options of

- Withdrawing the objection.
- Offering to negotiate.
- Declining negotiation.
- Making a claim of adverse possession.

**Resolved:** That the Clerk should seek clarification regarding certain aspects of the process from HMLR.

**Resolved:** That the Clerk should advise the Council of their response.

**Parwich Parish Council**

**Resolved:** That unless Councillors request further discussion at a formal meeting the Clerk is authorised to respond on their behalf to the Notice of Objection.

The meeting was closed at 22:15pm.

A Martin  
Clerk to Parwich Parish Council  
14 May 2019