

A meeting of Parwich Parish Council was held on Wednesday, 15<sup>th</sup> April 2020 at 7:30 pm by video conference.

**Present:** Chair M Edge, P Kirkham, J Turnbull, F Hadfield, L Coyne, J Jesson, M Compton, Clerk A Martin.

**15.4.1 Video conference.**

This format was used to comply with restrictions on physical meetings due to the Covid-19 outbreak. Details of how the public could join the meeting had been made available with the minutes but none had done so.

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

All Councillors were present.

**Resolved:** That the record of attendance should be completed on their behalf by the Clerk.

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

None.

**15.4.4 Minutes of the previous meeting.**

The draft minutes of the meeting of 18th March 2020 had been forwarded to members in advance of the meeting, and displayed on the Parish Council's website.

**Resolved:** To accept the draft minutes as a true record of proceedings. A copy will be held by the Clerk for the Chair to sign in person when this is possible.

**15.4.5 Public speaking.**

None.

**15.4.6 Items from public speaking.**

None.

**15.4.7 The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) Regulations 2020.**

For the record it was noted that these new regulations allow.

- Parish Council meetings to be held by video conference.
- A revised timescale for the submission of accounts and governance statements.
- The Annual Meeting of the Parish Council to be cancelled.

**Resolved:** Parwich Parish Council will not be cancelling its annual meeting.

The regulations do not allow.

- Holding of a Parish Annual meeting.
- Decisions to be taken outside of meetings (e.g. by e-mail).

**15.4.8 Clerk's report.**

- Clerk's estimate of time (9) hours per week.
- Installation of additional posts at the Millennium Green not known. Noted that several new posts had been removed and discarded but subsequently replaced by a volunteer.

**Resolved:** Situation to be monitored.

- Advised that precept will be paid into account around 30th April.
- Grit bin on Kiln Lane has been replaced and repositioned. A volunteer has offered to clear the grit left by the road at the previous bin location.
- Submitted request for request for permission to remove tree from Millennium Green adjacent to Rowan Cottage.
- Put up signs at tennis courts and playground stating that these facilities are closed due to the Coronavirus. (Government instruction). Noted that no sign had been put up to close car parks at Nethergreen or Parsons Croft as these did not appear to be being used by non-residents.
- Requested Housing Needs Survey, though this will be on hold for the time being.
- Advised Bagshaws of agreement with the outcome of the rent review.
- Paid in rents and Pump Hill donations.
- Read electricity meters at pavilion and submitted on-line.
- Updated website with news about how the Parish Council is affected by coronavirus.
- Agreed with contractor that he is happy to start mowing and will maintain the required distance from anyone he sees.
- Checked that the register of Councillor interests is complete. (At the request of the Monitoring Officer).
- Responded to Derbyshire Association of local Councils (DALC) request for information about loss of commercial income due to coronavirus. Only camping fees identified.
- 20mph speed limit correspondence with other Parish Councils wound up with no examples of success elsewhere and no immediate prospect of public meetings being held by any of them.

- Clerk had attended a video conference for Derbyshire Parish clerks hosted by DALC. This was to brief and discuss the implementation of the new regulations and Council activity during the Covid-19 outbreak in general. A further meeting will take place on Thursday 16th April.
- The annual Playground inspection will be going ahead in May.
- A number of issues from previous meetings are still waiting response from various agencies (e.g. Highways). In general, longer delays than usual are being experienced but all requests are being kept on record and will be followed up in due course.

#### 15.4.9 Items of account.

|         |                 |                                     |                |
|---------|-----------------|-------------------------------------|----------------|
| Cq 1500 | Contractor      | Path clearance at Gibbons Bank      | £100.00        |
|         |                 | Mowing (April)                      | £800.00        |
|         |                 |                                     | <b>£900.00</b> |
| Cq 1501 | Clerks expenses | Zoompro licence. 1 month (inc. VAT) | £14.39         |
|         |                 | Signed for postage                  | £2.94          |
|         |                 |                                     | <b>£17.33</b>  |

All invoices were displayed for Councillors to see using video and screen sharing and it was agreed that they should be paid. Suitable arrangements will be made to obtain cheque signatures after the meeting.

A data protection fee of £40.00 is payable to the Information Commissioners Office. This can be reduced to £35 by establishing a direct debit payment.

**Resolved:** To attempt to set up the direct debit so as to pay the reduced fee. It is not clear if the bank will currently be willing to set this up or how to get the forms signed. If a direct debit cannot be set up in time the invoice will be paid by cheque.

#### 15.4.10 Standing Orders – Coronavirus pandemic.

DALC had made a number of interim suggestions regarding changes to Standing Orders to reflect arrangements being put in place during the pandemic. None of these appeared to be of immediate importance to Parwich Parish Council. More detailed advice from the National Association of Local Councils is expected to follow.

**Resolved:** Not to implement any changes but to review any advice from NALC in due course.

DALC had advised that Councils cancelling future meetings might wish to amend their Standing Orders to give their staff delegated powers to conduct business (e.g. paying bills) without the need for a meeting.

**Resolved:** Not to cancel future meetings or amend the delegated powers of the Clerk/Responsible Financial Officer.

#### 15.4.11 Annual accounts.

Detailed instructions for the preparation of accounts and governance statements have yet to be issued by the External Auditors PKF Littlejohn.

Images of the year end bank statement and ledger of transactions were displayed to Councillor demonstrating that their balance had been reconciled.

**Resolved:** To accept this reconciliation for the purpose of preparing the year end accounts. The Chair to sign the Bank Statement when possible.

**Resolved:** To appoint Brian Wood as internal auditor.

The Council noted that neither income nor expenditure in the year had exceeded £25,000.

**Resolved:** To complete a certificate of exemption from external audit once this is available.

#### 15.4.12 Planning Applications.

Nothing new to consider.

#### 15.4.13 Footpaths.

A further claim for payment under the Rights of Way Minor Maintenance scheme has been submitted. Response outstanding.

Derbyshire County Council (Highways Authority) have offered to undertake minor maintenance of Rights of Way this year rather than fund Parish Councils doing the work and claiming under the Minor maintenance scheme.

**Resolved:** Not to take up this offer.

Recent flooding does not appear to have caused permanent damage to the footpath along the brook by Japonica. As the path is now passable there do not seem to be grounds for claiming that the Highways Authority has a responsibility for repairing it. However, the path could be made passable during flooding and less likely to be more severely damaged in the future if its retaining border and surface were built up to a higher level.

**Resolved:** That a councillor should investigate if the Community Safety Team might be prepared to take on this task. It was noted that permission from the Highways Authority might still be required as they are responsible for Rights of Way.

#### 15.4.14 Pump Hill.

- Adverse Possession Claim for land at Pump Hill submitted to HMLR and acknowledged.
- Entry signs are ready but cannot yet be installed due to Covid-19 lockdown.
- Risk Assessments for ongoing maintenance of the site and general access by the public had been circulated in advance of the meeting.

**Resolved:** To approve these Risk Assessments and publish them on the website.

- Some killing of nettles and brambles has taken place using domestic strength herbicides. Warning signs have been posted.

**Resolved:** that a councillor would make enquiries of a contractor holding suitable approvals to determine if a more effective treatment could be applied.

#### 15.4.15 Risk Management review.

The review and actions identified have been posted on the Parish Council website.

**Resolved:** These actions to be implemented progressively. No particular priorities identified.

#### 15.4.16 Village clean-up days.

- None to be planned for the foreseeable future.
- Completed tasks.
  - Removal of debris from the Sheep wash and Jubilee Pond.
- Possible future tasks (list to be maintained for reference)
  - Replacement of swing shackles.
  - Tidying of Pavilion.
  - Crown lift for trees on Green (approved).
  - Clearing Creamery Lane Well.
  - Clearing path across corner of Millennium Green.
  - Clearing ivy from wall of Millennium Green.
- Minor tasks during lockdown.

**Resolved:** to prepare a blog post encouraging residents to undertake minor litter picking, weeding etc. independently during lockdown so long as this can be done safely and in accordance with government guidance and restrictions.

#### 15.4.17 Flooding.

- The Flood Authority have confirmed that permission would be required for a pipe to carry excess flood water across the corner of the tennis courts. They have offered to review the problem on site when conditions allow.

**Resolved:** To accept this offer.

- Solutions involving new pipes and water courses would require permission from the Flood Authority and landowners.

**Resolved:** To circulate details of the application process in order to consider if an application can be made for a permanent solution in conjunction with other landowners.

- The existing ditch by the tennis courts has been cleared voluntarily by a resident and part of the bank built back up where it had been breached. This ditch was seen to successfully carry away what flood water reached it. (some of it takes other routes and never enters the ditch). It has been suggested that further clearance of the ditch might take place while it is dry.

**Resolved:** To add this to the list of considerations for future village clean-up days.

- Flooding has left a significant residue on the tennis courts.

**Resolved:** To approach the previous contractor to determine when it may be possible to have this cleaned.

#### 15.4.18 Correspondence and communication.

- Maintenance of well on Creamery Lane and litter picking. (3)
- Tennis Court closure.
- DDDC. Community Response Hub. COVID-19.
- DDDC. Bins update. Daily but not forwarded as relevant ones are being posted on the Blog.
- PDNPA. COVID-19 posters.
- PDNPA. Planning Bulletin.
- DCC. Community Response Unit.
- DCC. Retaining Wall repair on Dam Lane.
- DALC. Newsletter.
- DALC. COVID-19 legislation.
- DALC. COVID-19 payments to employees.
- DALC. COVID-19 Loss of Commercial income.

- Rural Services Network. Bulletin. (4)
- Rural Services Network. Bulletin. Funding Digest. (2)
- Rural Action Derbyshire. Advice for Village Halls on COVID-19.
- Rural Action Derbyshire. COVID-19 arrangements.
- Tarmac Operations Ballidon. COVID-19 working.
- Came and Company. Insurance. COVID-19 arrangements. (2).
- Abbeycare. Alcohol demotivator.
- Countryside Alliance. COVID-19 Hub
- Playforce. Home education resources. (6)
- Mailbox distribution. Leafleting.
- Fabrications North East. VE day products. (2)

**15.4.19 Items for the next agenda.**

- Acceptance of internal Audit report. (subject to timetable guidance).
- Annual Governance and accounting Statements. (subject to timetable guidance).
- Items listed in Standing Orders for the Annual Meeting of the Parish Council

**15.4.20 Date of next meeting.**

The next meeting will be held by video conference at 7:30pm on Wednesday the 20<sup>th</sup> of May 2020.

The meeting was closed at 20:45pm.

A Martin  
Clerk to Parwich Parish Council  
16 April 2020