

A meeting of Parwich Parish Council was held on Wednesday, 15th July 2020 at 7:30 pm by video conference.

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

15-7-1 Apologies/Councillors' attendance register.

All Councillors were present.

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

15-7-2 Declaration of personal/pecuniary interests of Councillors.

None.

15-7-3 Minutes of the previous meeting.

The draft minutes of the meeting of 17th June 2020 had been forwarded to members in advance of the meeting, and displayed on the Parish Council's website and in the local shop.

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.

15-7-4 Public speaking.

None

15-7-5 Items from public speaking.

None

15-7-6 Review Financial Regulations.

Resolved: To incorporate the previously circulated draft amendments covering the use of on-line banking.

15-7-7 Review of Policies and Procedures.

1. Parsons Croft parking had been reviewed by J Jesson. No changes were suggested.

Resolved: To record the review in the document archive.

Resolved: That the Clerk should be authorised to respond to requests for use of the car park at his discretion but in keeping with the intent of the policy.

2. A policy for Nethergreen carpark had been drafted by J Jesson and circulated to Councillors in advance of the meeting.

Resolved: To add the policy to the document archive in the standard format.

3. A policy for Website Accessibility remains in preparation waiting further advice from the National Association of Local Councils (NALC).

15-7-8 Clerk's report.

1. Clerk's estimate of time 9.5 hours per week.

These minutes are a draft until approved at the following meeting.

Parwich Parish Council

2. Attended two DALC Zoom meetings for Clerks.
3. Removal of tree at Millennium Green. Tender issued.
4. Published Chair's and Finance reports for 2019-20 on website. (It had not been possible to present these at a Parish Annual meeting).
5. Replied to couple re postponement of wedding on Parson's Croft.
6. Replied to anonymous resident regarding Wakes events.
7. Footpaths.
 - 7.1. Path along brook by Japonica.
 - 7.1.1. Responded to Highways Authority placing improvement on maintenance list asking for signage and priority due to safety concerns.

Resolved: The Clerk will make a further request for advice on when this work might be carried out.
8. Path from Nethergreen to Churchyard.
 - 8.1. Can be cleared but not regularly mowed using Minor Maintenance grant.
 - 8.2. A volunteer has offered to mow it.
9. DCC have requested that the Council identify where it wishes to make use of the Minor Maintenance scheme this year.

Resolved: Councillors to bring any suggestions to the attention of the Clerk.
10. Registration of Agricultural Land by Statutory declaration.
 - 10.1. All information likely to support this application has been collated.
 - 10.2. Resolution circulated to allow the Clerk to submit the forms.

Resolved: That in order to submit an application to HM Land Registry for the registration of the land at Parwich Moor in the name of Parwich Parish Council, the Clerk as the Proper Officer of the Council is authorised to sign such documents as may be required on behalf of the Council.
 - 10.3. Official Statements of truth drafted for signature by former Clerk and tenants.
 - 10.4. Index map search by HMLR requested.
11. Councillor vacancy.
12. Vacancy notified to Monitoring Officer.
 - 12.1. Notice posted allowing an election to be requested. (Monitoring officer has not advised one will be required).
 - 12.2. Notice of casual vacancy to be filled by co-option posted. Applicant(s) could be considered at next meeting.
 - 12.3. No applications received at this time.

In hand

1. Further tasks arising from the risk management review.

Waiting response or action

1. Housing needs survey.
2. Request for Playground signs (Highways)
3. Request for Defibrillator donation.

Parwich Parish Council

4. Memorial Hall review of Fire Risk Assessment.
5. Reply from Caravan Club re proposals to drop kerb at entrance to Parson's Croft car park.
6. First Responders use of village maps to highlight difficult junctions.

15-7-9 Items of account.

Cheque number	Payee	Item	Amount
001515	Clerks expenses	Zoompro licence. June (inc. VAT)	£14.39
	Clerks expenses	Asbestos sampling	£55.00
		TOTAL	£69.39
001516	L.Coyne	Pump Hill entrance signs	£150.00

VAT reclaim for 2019-20 has been credited.

Resolved: That the Clerk should arrange for cheques to be signed for payment of the above on presentation of invoices to the signatories when this is possible.

Resolved: Subject to receipt of the expected invoice for £800 the Clerk will arrange for the payment of the next instalment of the mowing contract.

On-line banking

1. Fully operational now that new card and card reader have been provided.
2. A list of potential on-line Payees had been circulated. Once their preference for on-line payment and banking details have been confirmed a list will be prepared for two Councillors to sign prior to setting them up as payees. (ref: Financial Regulations 6.9).

15-7-10 Planning applications.

1. Stubble extension. Approved at Planning Committee.
2. Parwich Primary School windows. Planning and Listed Building consent for replacement windows.

Resolved: The Clerk to respond that this application is supported noting that it will improve the educational environment for children attending the school.

3. Orchard Farm.
 - 3.1. Amendment to exchange the position of the previously authorised garage and workshop.
 - 3.2. Both Councillors M.Edge and P.Kirkham declared a personal interest as either they or close relatives live near to the site. They did not vote on the resolution.

Resolved: The Clerk to write to the Planning Authority stating this Council's view that this should not be treated as a non-material amendment as in their view the proposed change would significantly increase the perceived mass of the building

Parwich Parish Council

when seen from the road. For this reason, the Council wishes to express its opposition to the proposed amendment.

4. The Planning Authority had requested comments on their draft Planning Policy for residential annexes.

Resolved: The Council does not wish to make any comments.

15-7-11 Parsons Croft and Nethergreen works.

Following a site visit by councillors, a table of possible works had been prepared and circulated including the following.

1. Tennis Court land drain.
2. Drainage ditch retaining wall.
3. Drainage ditch clearance.
4. Tennis court surround.
5. New gate at Parsons Croft entrance.
6. Replacement fencing at Parsons Croft entrance.
7. Replacement gate at Nethergreen entrance.

Each item was reviewed and its specification confirmed or amended.

Resolved: To offer items 1 to 4 and items 5 to 7 as two separate tenders. The draft tenders will be circulated for comment prior to being issued.

15-7-12 Playground equipment.

Following the annual safety inspection, and a site visit by councillors, a table of possible responses to the observations in the inspection had been prepared and circulated in advance of the meeting.

Resolved: The proposed actions were agreed.

Resolved: The Clerk to write to the suppliers of the climbing frame regarding the issues relating to it.

Resolved: The remaining actions will be carried out at the next village maintenance day that can be organised, or by individual volunteer activity in the meantime.

15-7-13 Pavilion.

Samples of wall and ceiling boarding used in the interior construction of the pavilion had been submitted for laboratory examination and found to contain chrysotile asbestos. This may have implications for how the building can be used, and how future maintenance, or other works, are carried out. A risk assessment will be required to establish what is appropriate.

Resolved: That as suitable risk assessments would require specialist expertise the Clerk should research how this might be obtained, and work undertaken if deemed necessary.

Resolved: In the meantime, the Pavilion will remain closed for public use. (Note that at present a risk assessment in relation to Covid-19 transmission would be required prior to further public use anyway).

15-7-14 New code of conduct consultation.

The Council had noted a new draft Code of Conduct circulated by NALC for comment.

Resolved: That the Clerk should reply that the Council had no comments to make.

15-7-15 Use of Parsons Croft for donkey training.

The Council had received a request for the use of Parsons Croft for training donkeys with a carriage.

Resolved: The Clerk should reply offering the use of Parsons Croft subject to the following.

1. The user to demonstrate that they have suitable third-party liability insurance
2. The user to be responsible for clearing up anything left by the donkeys.
3. The user to be responsible for avoiding disruption to any mowing taking place.
4. Training to stop should damage occur to the grassed area.
5. Vehicles for transporting the donkeys and carriage to be left in the car park.
6. A fee to be charged of £5.00 for each day on which the areas is used.
7. This arrangement to be reviewed after three months.

15-7-16 Mowing tender.

This is the final season of the three-year mowing contract for the village.

Resolved: The Clerk to prepare and issue a new tender to cover 2021 -24 inclusive and reflecting the same coverage as the current contract. Responses to be reviewed at the next meeting.

15-7-17 Road safety.

The Council had been approached by a resident concerned about the number of delivery vans in the village and the hazard they can present especially when manoeuvring.

Resolved: That in the light of the lack of powers held by the Council for dealing with road safety issues no particular actions could be identified at this time. However, the Council would remain on the lookout for opportunities to address specific or general road safety concerns as they arose.

The Council reviewed a suggestion from the Derbyshire Association of Local Councils (DALC) that a motion might be proposed at their AGM requesting that NALC (the National Association) undertake lobbying at a national level regarding road safety issues that are a concern to smaller Councils. There were no proposals from the Council to put forward a motion.

Parwich Parish Council

Resolved. That the Clerk should write to other Councils who had previously expressed an interest in road safety issues (in particular lower speed limits) highlighting the opportunity and indicating that Parwich Parish Council was minded to support a suitable motion at the DALC AGM if one was put forward.

15-7-18 First Responders.

The Council had been advised that the First Responders periodically incur significant costs in replacing defibrillator pads and batteries.

Resolved: That when these costs arise the First Responders could approach the Council for financial support and this would be favourably considered.

15-7-19 Correspondence and communication.

items not covered elsewhere

1. Memorial Hall Committee. Reopening.
2. PDNPA. Planning Meeting agenda.
3. PDNPA. Parish Bulletin.
4. PDNPA. Parishes' day.
5. DDDC. Opening public toilets.
6. DDDC. Opening play areas.
7. DDDC. News updates.
8. DCC. Community newsletter.
9. DALC. Notes from Chairs' meeting.
10. DALC. Planning Training. x 2
11. DALC. Claims for loss of income.
12. DALC. Newsletter.
13. DALC. Law & Good Practice of Local Council Meetings. Training. x 2
14. DALC. Chair skills, Memorial and grave management. Training.
15. DALC. NALC Guidance on the holding of council meetings.
16. DALC. DET Funding.
17. Rural Services Network. Bulletin. x 4
18. Rural Services Network. Funding Digest.
19. Police & Crime Commissioner. Newsletter.
20. Rural Action Derbyshire. Reopening village halls. x 2.
21. Playforce. Home education resources and outdoor play. x 6.
22. Came & Co, Insurance. Private Client Services.
23. Running Imp. Various. x 3
24. Councilspace. Website accessibility.
25. Sports and play consulting. Procurement assistance.
26. Leave the BBQ at home. Funding request.
27. Marie Curie. Funding request.
28. Connex Pen Pals.

Parwich Parish Council

29. MK Illumination. Lighting.

15-7-20 Items for the next agenda.

To consider possible projects for an application to the Derbyshire Environmental Trust for grant funding. Depending on the time scales required to submit an application this may be the subject of an extraordinary meeting.

15-7-21 Date of next meetings.

Notwithstanding the above the next planned Parish Council meeting will be on Wednesday 16th September 2020 at 7:30pm. This will be using Zoom video conferencing unless lockdown restrictions have been eased to allow face to face meetings.

15-7-22 Pump Hill.

There being no members of the press or public present at this time the Council reviewed a proposed reply to HM Land Registry regarding its claim relating to the southern boundary of the land.

Resolved: That the response that had been prepared should be sent.

The meeting was closed at 22:30pm.

A Martin
Clerk to Parwich Parish Council
16 July 2020