

A meeting of Parwich Parish Council was held on Wednesday, 16th September 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.

One member of the public who had come forward to apply for the councillor vacancy to be filled by co-option.

16-9-1 Apologies/Councillors' attendance register.

All Councillors were present.

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

16-9-2 Declaration of personal/pecuniary interests of Councillors.

None.

16-9-3 Councillor co-option.

Only one application had been received for the Councillor vacancy to be filled by co-option.

Resolved: After a brief discussion it was agreed that Stuart Chambers should be co-opted onto the Council.

The Chair thanked Stuart for putting himself forward and welcomed him onto the Council.

Resolved: The Clerk will arrange for the acceptance of Office and Declaration of Interest forms to be signed outside of the meeting.

Resolved: That notwithstanding the fact that the Acceptance of Office form could not be signed until after the meeting, Stuart should participate in the remainder of the meeting.

16-9-4 Minutes of the previous meeting.

The draft minutes of the meeting of 15th July 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.

16-9-5 Public speaking.

None.

16-9-6 Items from public speaking.

None.

16-9-7 Clerk's report.

1. Clerk's estimate of time 7.3 hours per week. Noted that personal circumstances and time spent addressing website accessibility had delayed the preparation of tenders for various works identified at the previous meeting.
2. Work to prepare the Parish Council's website for new regulations coming into force later in the month has included.
 - 2.1. Researching regulations and associated guidance.
 - 2.2. Attending training.
 - 2.3. Consulting with DALC for advice.
 - 2.4. Liaising with the Council's website provider 2Commune.
 - 2.5. Preparing a justification for a basic (rather than a full) check of the existing site on the grounds of disproportionate burden.
 - 2.6. Carrying out the basic check of the site.
 - 2.7. Preparing a plan to improve the accessibility of the site.
 - 2.8. Making changes identified in the plan. In particular steps to make agendas and minutes more suitable for interpretation by screen readers.
 - 2.9. Updating the generic accessibility statement provided by 2commune to one which also addresses content configured or uploaded by the site editor.
 - 2.10. Advising Councillors of the steps taken.

Resolved: That the Council is satisfied with the steps taken to comply with the new regulations.

3. Attended two DALC Zoom meetings for Clerks.
4. Updated Financial regulations to reflect use of on-line banking.
5. Updated car parking Policy.
6. Responded to resident regarding use of Parson's Croft for donkey training.
7. Replied to DALC (Derbyshire Association of Local Councils) re draft of new Councillor's code of conduct.
8. Replied to resident requesting temporary parking in Parson's Croft car park.
9. Replied to DCC (Derbyshire County Council) survey re Parwich Parish Council's means of communicating with residents.
10. Replied to Councils previously expressing interest in road safety issues indicating willingness to support a motion at the DALC AGM related to road safety improvements.
11. Responded to HM Land Registry suggestion of alteration to adverse possession application following consultation.
12. Footpath along brook by Japonica.
 - 12.1. Requested date for work again.
 - 12.2. Reply from DCC was that budget was fully committed for this financial year.
 - 12.3. But they have raised the raised ironwork with Severn Trent.

Resolved: the Clerk to follow up referral to Severn Trent.

In hand

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13. Further tasks arising from the risk management review.
14. On-line banking.
 - 14.1. List of potential payees for approval.
 - 14.2. Sealed details to allow Chair to access account on-line.
15. Tenders.
 - 15.1. Mowing
 - 15.2. MUGA works
 - 15.3. Gates and fences
16. Asbestos advice for pavilion.
 - 16.1. Wrote to DCC but reply contained little new.
 - 16.2. Preparing to approach suitable contractors to quote for advice.
17. Renewal of electricity contract.

Waiting response or action

18. Registration of Agricultural Land by Statutory declaration.
19. Housing needs survey.
20. Request for Playground signs (Highways)
21. Request for Defibrillator donation.
22. Memorial Hall review of Fire Risk Assessment.
23. Reply from Caravan Club re proposals to drop kerb at entrance to Parson's Croft car park.
24. First Responders use of village maps to highlight difficult junctions.
25. Grant proposals (from Councillors).
26. Minor maintenance proposals (from Councillors).
27. Hedge cutting.

Resolved: That P.Kirkham will instruct the regular contractor to carry out the usual annual hedge cutting. J Turnbull will liaise with residents to ensure cars are parked so as to allow access to cut the hedge on the day.

16-9-8 Items of account.

Cheque number	Payee	Item	Amount
001517	Contractor	Mowing (July) Paid between meetings.	£800.00
001518	Contractor	Mowing (August) Paid between meetings.	£800.00
001519	Clerk	Zoompro licence. July / Aug (inc. VAT)	£28.78
	Clerk	Salary (Jul / Aug / Sep). Includes new rate and back pay from annual award.	£609.77
		TOTAL	£638.55
001520	HMRC	PAYE	£176.60

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001521	Contractor	Mowing (September) Waiting invoice.	£800.00
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Resolved: That subject to presentation of invoices the Clerk should arrange for the preparation and signing of cheques for the above outside of the meeting.

1. Payment to Information Commissioners Office of £36.76 made by direct debit.
2. Balance at 10 September 2020 £26,944.25

16-9-9 Planning applications.

1. Parwich Primary School windows. Planning and Listed Building consent for replacement windows. REGISTERED.
2. Orchard Farm. Application to treat the exchange the position of the previously authorised garage and workshop as a non-material amendment. FINAL DECISION. Not granted.
3. Fernlea bathroom window. FINAL DECISION. Granted.
4. A brief discussion was held regarding responding to residents who query the Council's involvement in the planning process. To assist with responding to such queries the following may be noted.
 - 4.1. The Parish Council does not grant or reject planning applications. Nor is it responsible for applying planning or building regulations. That is the role of the Peak District National Park Planning Authority (PDNPA) planning department.
 - 4.2. The PDNPA asks Parish Councils (and indeed anyone who wishes to comment) for their opinion about planning applications. If they agree that views expressed are legitimate planning issues, they will take them into consideration in making their decisions.
 - 4.3. In considering its comments the Parish Council is using its judgement to take into consideration, and reflect, what it believes to be the interests of the community as a whole.
 - 4.4. Should any resident wish to make a complaint about the Council they are encouraged to put it in writing and send it to the Clerk. Depending on the nature of the complaint there are different ways in which complaints are handled and advice can be provided.
5. DALC have advised that John Scott, the Director of Planning at the PDNPA, will participate in a zoom meeting hosted by DALC for Councillors and Clerks. He will address the current consultation about the planning process.

16-9-10 Playground equipment.

It was noted that in the absence of a village clean-up day there remained a number of minor repair and maintenance tasks to be carried out on the playground equipment following its annual inspection.

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The Council discussed the practicalities of holding a clean-up day that would be consistent with current regulations for controlling the spread of coronavirus

Resolved: That plans and risk assessments for carrying out most of the tasks associated with a clean-up day should be possible and that the Clerk should prepare them. This could include work on Pump Hill, litter picking etc. as well as the playground. Final approval will be at the next meeting.

Resolved: That the clean-up day should be planned for Sunday the 25th of October and publicised on the blog.

Resolved: That clearing the Jubilee Pond was not a practical task for the clean-up day and the Clerk should make separate arrangements for this to be done.

Resolved: That a tender should be prepared to cover the annual clearing of the pond and sheepwash over several of years from 2021.

The supplier of the climbing frame had advised that although parts which had proved faulty would be replaced under warranty there would still be a substantial delivery and fitting cost.

Resolved: The Clerk to write again to the suppliers of the climbing frame expressing disappointment at the high cost of repair under warranty.

16-9-11 Trees on Millennium Green.

Responses to the tender for removal of two trees on the Millennium Green adjacent to Rowan Cottage were reviewed.

Resolved: That the Clerk should seek confirmation of the necessary insurance and qualifications from the lowest bidder and subject to these being satisfactory should instruct them to carry out the work.

16-9-12 Toilets.

The Council had been asked by the School about access to the toilets. For the reopening of a public building a coronavirus risk assessment and plan is required.

Resolved: That the toilets can be used by the school (and others) subject to the preparation of a risk assessment and plan by the Clerk incorporating the following.

1. Each organisation also completes its own risk assessment for their use and provides the Council with a copy.
2. Each organisation cleans the toilets after using them, and beforehand if their risk assessment requires this.

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3. Each organisation notifies the Clerk in advance when they will be using the toilets. (This is so that other users can be advised if the toilets have been used since they last cleaned them in order to avoid unnecessary cleaning)
4. Each organisation will leave the toilets locked in between use.

Note that at this time the only known use for the toilets is by the school on a regular basis and the Bowls Club occasionally.

16-9-13 Parish Statement.

The Council had been asked to comment on a revised draft from PDNPA.

Resolved: That the Clerk advise them of two minor errors that had been noted.

16-9-14 Weed spraying.

The Council had been asked if it wished the Highways Authority (DCC) to continue to treat kerbside weeds with glyphosate weedkiller three times a year.

Resolved: The Clerk will reply that the Council wishes this to continue.

16-9-15 Parsons Croft.

The Council had been asked if it could arrange for the area near the boundary to be rolled so that it could be more easily mowed.

Resolved: That P.Kirkham will attempt to identify a contractor with suitable equipment to carry out this task. Subject to the cost being within agreed limits the Clerk will authorise this expenditure outside of the meeting as his discretion.

16-9-16 Bonfire.

As in previous years residents have begun to leave material on Parsons Croft for a bonfire. The Carnival Committee have advised that due to coronavirus restrictions they will not be holding a firework display on the 5th of November at which the bonfire can be lit.

Resolved: As the bonfire pile has been started, and as the opportunity to dispose of autumn pruning in the village is of use to residents, burnable material can continue to be added to the pile. This must not include mattresses or anything with screws or nails in it. The Council will make its own arrangements for the bonfire to be lit at a later date but this will not be a public event. The above to be publicised on the blog.

16-9-17 Correspondence and communication.

items not covered elsewhere

1. Suggestion of finger signpost on Creamery Lane. (withdrawn)
2. VJ day arrangements.

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3. PDNPA. Parish Bulletin. x 2
4. PDNPA. Ward boundaries.
5. DDDC. Green bin subscription.
6. DDDC. Freedom Leisure funding.
7. DDDC. Waste collection. x 2
8. DCC. Community newsletter. x2
9. DCC. Building better opportunities.
10. DCC. Newsletter. x 2
11. DALC. Notes from Chairs' and Clerk's meetings. x 3
12. DALC. Planning Training.
13. DALC. Climate emergency.
14. DALC. Coronavirus risk assessments.
15. DALC. HR advice.
16. DALC. Website accessibility. x 2
17. DALC. Recruitment training.
18. DALC. Playground inspections.
19. DALC. HSE training.
20. DALC. Risk assessment training.
21. DALC. Equality training.
22. DALC. Good law and practice training.
23. DALC. AGM.
24. Rural Services Network. Bulletin. x 8
25. Rural Services Network. Funding Digest. x 2
26. Rural Action Derbyshire. Lockdown easing measures. x 2
27. Rural Action Derbyshire. Newsletter.
28. Local Government Boundary Commission. Ward boundary consultation.
29. Came and Co. Insurance insights.
30. Calor Gas. Grants.
31. Playforce. Home education resources and outdoor play. x8.
32. Councilspace. Website services. x 2 .
33. Mortisport. Play surfaces.
34. Creative Play. Play equipment.
35. Glasdon UK. Various products. x 4
36. MK Illumination. Lighting. x2
37. Power for people. Electricity bill (legislation).
38. Nuneaton Signs. Littering signs.
39. VKF Renzel. Protective equipment.
40. Lightmain design. MUGA design.
41. Plantscape. Highstreet floral displays.
42. Running Imp. Various products. x 5

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43. What three words. Promotion.
44. PPE4care. PPE.
45. Noticeboards on-line. Noticeboards.
46. Coordinate Sport. Booking systems.
47. Civil enforcement Agents. Removal of unauthorised encampments.
48. British Gas. Electric vehicle charging.
49. TEEC. Website accessibility.
50. Zoonou. Website accessibility. x 3

16-9-18 Items for the next agenda.

1. Bank reconciliation.
2. Final arrangements for clean-up day.
3. Review of tenders.

16-9-19 Date of next meetings.

The next Parish Council meeting will be on Wednesday 21st October 2020 at 7:30pm. This will be using Zoom video conferencing unless lockdown restrictions have been eased to allow face to face meetings.

The meeting was closed at 21:45pm.

A Martin
Clerk to Parwich Parish Council
17 September 2020