

A meeting of Parwich Parish Council was held on Wednesday, 18<sup>th</sup> October 2018 at 7:30 pm in Parwich Memorial Hall.

**Present:** Chair, M Edge, Vice Chair, P Kirkham, J Barnett, J Jessons, T Marshall, J Turnbull, Clerk, A Martin.  
Seven members of the public.

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

Apologies were received from M Compton. The councillors present signed the attendance register.

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

None

**18.10.3 Minutes of the previous meeting.**

The draft minutes of the meeting of 19 September 2018 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.

**18.10.4 Public speaking.**

A member of the public requested that Standing Orders be suspended so that they could participate in later discussion about Pump Hill. The Chairman declined this request and asked that they use the Public Speaking agenda item to make any comments they wished to the Council. Any suspension of Standing Orders to allow input from members of the public would be at the Council's invitation. The member of the public then spoke regarding concerns about the Council's ideas for work on Pump Hill including

- The manner in which consultation had been conducted.
- The impact of any development on the privacy of property they own.
- A claim regarding the location of the boundary with their property and consequent rights and responsibilities regarding certain trees.
- Consideration for the management of trees mentioned in the Parwich Conservation Area Appraisal.
- Obtaining the agreement of various regulatory bodies, when and if, required.
- The accuracy of the identification of trees on the site.
- Safety concerns regarding possible entrances from the road.

**18.10.5 Items from public speaking.**

None in addition to those already on the agenda.

**18.10.6 Pump Hill.**

The Clerk explained that there had been significant developments and communication in the past 48 hours. Although many e-mails had been forwarded it was possible that not all Councillor's would be aware of the content of all of them.

**Resolved:** To allow the Clerk to brief the Council on events since the last meeting as well as the latest developments.

Consultation

- The Clerk explained that the nature of the consultation was at the Council's discretion as it was not part of a statutory process. This applied to its content, duration, method of communication, the weight attached to comments received and any response which the Council might, or might not, wish to provide.
- As resolved at the previous meeting a version of the document prepared by a resident describing possible work on the site had been made available on the Council's website and a link provided from the village blog. This was the Council's process of consultation. However, where the opportunity had arisen during the preparation of the document, its author had independently discussed it with other residents.
- No comments had been posted on the blog.

**Resolved:** In response to concern raised, about the safety of the entrances suggested, the Parish Council will publish an assessment of the risks.

Entrances

- Efforts had been made to establish if any of the suggested works would require Planning Permission. This had been frustrated by
  - Misdirection of request for advice to the wrong Planning Authority.
  - An incorrect assumption that a new vehicular entrance to the site was being requested
  - E-mails apparently sent but not received.
- The Peak District National Park Authority (PDNPA) had now formally confirmed that no Planning Permission would be required for the new entrances suggested. They would not be referring the design to the Highways Department at Derbyshire County Council for comment.

- The Parish Council would not be making a Section 184 application to the Highways Department either as the suggestions did not include any intention to create a vehicular crossing of a verge or stepped kerb.
- Drawings were shown to Councillors further illustrating a possible design of the entrances already described.

**Resolved:** These drawings to be added to the documents published on the website.

- A resident who had offered support for the creation of the entrances had confirmed that
  - They were satisfied with the location and design of the entrances described in the document which had been shared for consultation.
  - They would be willing either to undertake the work with the Council's agreement, or contribute costs incurred by the Council in creating the entrances.
  - They were in agreement with the work proceeding as soon as there was approval from the Council and Planning Authority.
  - They were willing to meet the legal costs of necessary amendments to the Deed of Grant governing agreement between themselves and the Council regarding development of the site.

**Resolved:** The Clerk to write to the resident thanking them for their offer and advising:

- That it has been confirmed by PDNPA that Planning Permission is not required for the entrances as described.
- That the Council is happy for the resident to arrange to carry out the work themselves.
- That the work may commence as soon as they wish.
- That the location and form of the entrances should reflect the description in the published document and additional drawings unless altered by mutual agreement.
- That the amendment to the Deed of Grant to reflect the agreement to create the entrances can be prepared.

### Trees

- Noted that the Parwich Conservation Appraisal area records the site boundary with the road as being an area incorporating "important individual trees or group of trees". Specific trees are not recorded. This is one reason for considering tree work intended to provide sufficient space for the health and appreciation of selected specimens.
- The Clerk advised that the Land Registry Title Map of the site did not appear to support the boundary claim made by the owners of the adjacent garden. However Title Maps cannot necessarily be relied on to provide the definitive location of boundaries.

**Resolved:** The Clerk to write to the owners of the adjacent garden requesting evidence in support of their claim regarding the location of the boundary and ownership of certain trees. No work will be carried out on these trees until any evidence submitted has been reviewed.

- It was noted that unless it can be proven that the Council does not have responsibility for these trees it remains at risk of being held liable for any problems they might cause.
- The Clerk, on behalf of the Parish Council, is expecting to meet with the Tree Conservation Officer of the PDNPA in the near future. This meeting will be used to
  - Resolve any outstanding issues regarding identification of the trees.
  - Determine if any altered identification is material to the approval given for the tree work described in the published document.
  - Request any further advice that they may be able to provide.
- Work is in hand to identify tree work that might be safely carried out by volunteers using hand tools.
- Requirements have been identified that would need to be met by contractors, or volunteers, undertaking tree work at height, or using powered tools.

**Resolved:** Should a suitable package of tree work which cannot be carried out by volunteers be identified the Clerk will seek quotes for the work to be carried out professionally.

**Resolved:** The Clerk will follow up suggestions from the PDNPA regarding availability of Grants that might be available to support the development of the site.

### Site preparation and planting

A list of possible plants that might be used on the site was circulated.

**Resolved:** The list to be added to the documents published on the website.

**Resolved:** To suspend Standing Orders to allow a member of the public to be asked about a proposal to form a resident's "Friends of Pump Hill" group.

A resident described their wish to form a "Friends of Pump Hill" group which might support some, or all, of the following.

- Preparation of the site.

- Donation of plants.
- Planting.
- Fundraising.
- On going maintenance.
- Development of further ideas for the site.

**Resolved:** Normal application of Standing Orders was resumed.

**Resolved:** The Parish Council welcomes the formation of a "Friends of Pump Hill Group" noting that any work carried out on the site must be with the agreement of the Council.

**Resolved:** Sunday the 18th of November was selected as an initial date for voluntary work to take place on the site as follows:

- Date to be advertised on the Blog.
- The newly formed "Friends of Pump Hill" to be invited to participate.
- Tasks to include ground clearance, preparation of path routes and manual tree work for which the Clerk will prepare a risk assessment.
- Open, on site, discussion regarding further work, including planting, and how it might be carried out.

**Resolved:** The Clerk to write to the Parwich Horticultural Society requesting a grant of £200 towards the cost of native ground cover plants, shrubs or similar as may be mutually agreed

#### Other

It was noted that a formal Environmental Impact Assessment (ref: Town and Country Planning, EIA, Regulations 2017). Was not required as the proposed development does not fall within Schedule 1 or Schedule 2 of the regulations. None the less a number of environmental considerations have guided the development of ideas for the site.

**Resolved:** The Chair to document environmental considerations for the development of the site and to add these to other documents published on the website.

**Resolved:** To once again record the gratitude of the Council for the work carried out by a resident, and those who supported her, to prepare ideas for the development of the site.

#### **18.10.7 Rented Land.**

**Resolved:** To bring forward item 10 on the agenda, Rented Land.

The Clerk reported that advice regarding

- historic features of the land
- environmental features of the land
- availability of grants relating to stewardship of the land

had been received from the PDNPA and forwarded to Bagshaws to assist with marketing the tenancy. Between Bagshaws and the Council six expressions of interest had been recorded.

**Resolved:** For the Clerk to ask Bagshaws to

- Suggest text for marketing the tenancy to be available for review before the next meeting.
- Advise on progress with the arrangements for ending the existing tenancy.

#### **18.10.8 Clerk's report.**

- Review of Policies and Procedures.
  - Approved revisions to Standing Orders published on website.
  - Communications policy review in hand.
- General Data Protection Regulation.
  - Approved Policy and Privacy Statement published on website.
  - Link to Privacy Policy included in auto signature in Clerks e-mail settings.
  - Confirmation of awareness and compliance with policy for security and retention of data by councillors confirmed by one councillor not present at the previous meeting.
- Clerk's estimate of time ~10 hours per week.
- HMRC PAYE submissions for September & October completed.
- Responded re availability of tennis nets and erected one prior to half term.
- Playground equipment.
  - Completed Tarmac Land Fill Community Fund forms for,
    - End of Project report.
    - Value for Money Form.
    - Grant Claim Form.
  - Completed Local Projects Fund 'End of Grant Form'.

## Parwich Parish Council

○ Project Costs		
Equipment and its installation	£	11,499.00 ex VAT
10% 3rd party contribution	£	900.00
10% of DET Admin Fee	£	67.50
10% of ENTRUST levy	£	26.54
Total	£	12,493.04

○ Funding		
DET/ Tarmac Grant	£	9,000.00
Derbyshire Dales Local Projects Fund	£	450.00
Parwich Parish Council (balance of equipment invoice)	£	2,049.00
Parwich Parish Council (10% 3rd party contribution)	£	900.00
Parwich Parish Council (10% of DET Admin Fee)	£	67.50
Parwich Parish Council (10% of ENTRUST levy)	£	26.54
Total	£	12,493.04

○ Net outlay by Parwich Parish Council = (£2,049 + £900 + £67.50 + £26.54) = £3,043.04

○ Budget £2,489 (10% of original grant application)

○ Donor signs.

- Obtained sign from Tarmac.
- Designed and ordered sign for Derbyshire Dales.
- Fixed signs to Climbing Frame.
- Completed Tarmac form confirming sign was in place.
- Provided photographs to donors as requested.

• Banking.

- Confirmed PUTT and Deposit accounts closed and balance transferred to current account.
- Paid in Wayleave (£24.69) and DET grant (£9,000.00) cheques.

• Sale of land at Memorial Hall site. Fed back decision of previous meeting. No further response.

• Firework displays.

- Sycamore. Fed back Council decision re Playground. No issues arising.
- Carnival (Nether Green).
  - Received Insurance documents.
  - Confirmed bonfire location.
  - Confirmed operation of pavilion coin meter for power.

• Checked and updated Monitoring Officer's records of Councillors' register of Pecuniary Interests.

• Repair of gatepost at Parsons Croft. Will be done as soon as suitable opportunity arises.

• Severn Trent to address missing stopcock cover near bench by Jubilee Pond. Visited but could not find it. Will visit again.

• Reseeding of artificial wicket. Agreed purchase of fine topsoil to complete. Will be spring unless completed soon.

• Highways Authority Traffic Safety Service. No reply re visit requested to review speed control measures. Request for update has again been forwarded by Customer Services to the relevant department.

### 18.10.9 Items of account.

Cq 1435	Clerk	Derbyshire dales sign for climbing frame	£33.52
Cq 1436	2 Commune	Website and e-mail address	£360.00
Cq 1437	Memorial Hall	September hire	£15.00
Cq 1438	Contractor	Mowing (Oct)	£800.00

### 18.10.10 Planning Applications

- Parwich Hall, reading room, garden room and cellar link to rear of Hall.

**Resolved:** Clerk to respond that the application is supported by the Parish Council, noting that this is a sensitive addition to an historic building and not visible from the road.

- Hallcliffe. The Green. New external oil tank. Registered but details not yet available.

### 18.10.11 Village Clean up day.

- A Risk Assessment had been published in advance of the clean up day.
- There were approximately 30 participants.
- Activities completed
  - Brook clearance at Green and approach to Jubilee Pond.

- Cleaning of benches at playground and Church Green.
- Painting of slide metalwork.
- Trimming of playground hedge.
- “Opening” of climbing frame and fixing of signs.
- Clearing of turf from Church Green kerbstones (following week).  
This revealed several missing kerb stones. Replacements have been kindly donated and are awaiting installation.
- The following activities were noted for the future.
  - Cleaning of second bench at playground.
  - Paint rest of slide metalwork and swings.
  - Kerb stones by bus shelter.
  - Seat of small roundabout need repair.
  - Tidy the mower shed.
- It was suggested that the Community Payback Team might assist with clearing the brook another time.
- A councillor offered to renew the links on the toddler swings.

#### 18.10.12 Caravans on Parson’s Croft Car park.

Following incidents over the summer when caravans were parked on Parson’s Croft car park Councillors discussed what their response to this should be.

**Resolved:** The Clerk should draw up a draft policy reflecting that

- In an emergency residents should be permitted to leave caravans on the car park overnight.
- Longer term parking should be by prior agreement and a fee may be charged.

#### 18.10.13 Lorries on Kiln Lane.

A delivery lorry had recently become stuck at the end of Kiln Lane for several hours during which emergency vehicles would have been unable to reach a number of properties.

**Resolved:** The Clerk to write again to the Highways Authority expressing the concern this raised along with a photograph of the trapped vehicle.

**Resolved:** If a visit from the Traffic Safety Service takes place this issue will also be raised.

#### 18.10.14 The Chapel.

No reply had been received from the owners of the Methodist Chapel regarding concerns about its deterioration.

**Resolved:** The Clerk will write to the PDNPA who have powers to place neglected listed buildings on a “at risk” register and in some cases take action to address their condition.

#### 18.10.15 Correspondence and communication.

- Resident concerned about use of weed killer on Kiln Lane.
  - Confirmed not arranged or regulated by Parish Council.
  - Sought advice from Derbyshire Dales and PDNPA. None forthcoming.
  - Residents alarmed by bright colour, but this may just be hazard marking to identify areas treated.
- Suggestions for clean up day from a resident.
- Damage to verge near Creamery Triangle. Also response from District Councillor.
- Repair to cuckoo sculpture.
- DDDC District council Forums.
- DDDC. Offer of e-mail updates.
- DDDC. Consultation on Council Tax increase for long term empty property.
- DCC. Silent soldier licence to display.
- DCC. Community Involvement Scheme Consultation.
- DCC Snow warden scheme.
- DCC Mobile Library timetable.
- DALC. Circular 13-2018.
- DALC AGM and revision to constitution. x 3
- DALC. Councillor essential training course.
- Office of the Police and Crime Commissioner. Hate Crime Awareness week.
- Rural Action Derbyshire. PAT testing course x 2.
- East Midlands Community led housing (& DDDC). Road show. (considering attending)
- Previous mowing contractor. Future opportunities.
- Civic voice. Vote for favourite conservation area.
- Former mowing contractor. Future work opportunities.
- Derbyshire Constabulary. Evening event.

- Neighbourhood watch (Ashbourne). Police visit.

**18.10.16 Items for the next agenda.**

- None

**18.10.17 Date of next meeting.**

- Next Parish Council meeting proposed date of 21<sup>st</sup> November 2018 at 7:30pm in the Memorial Hall.

The meeting was declared closed at 9:40 pm.

A Martin  
Clerk to Parwich Parish Council  
18<sup>th</sup> October 2018