

The Annual Meeting of Parwich Parish Council was held on Wednesday, 18<sup>th</sup> May 2022 in Parwich Memorial Hall at 7:00pm.

**Present:** Chair, M Compton, I Manning, P Kirkham, S Chambers, M Edge, L Coyne, Clerk A Martin.

#### **5-18-1 Election of Chairman and Vice Chairman.**

M Compton was proposed as Chair by S Chambers and seconded by M Edge.

M Compton accepted the nomination.

**Resolved:** There being no other nominations it was unanimously agreed that M Compton be elected as Chair.

M Edge was proposed as Vice Chair by M Compton and seconded by S Chambers.

M Edge accepted the nomination.

**Resolved:** There being no other nominations it was unanimously agreed that M Edge be elected as Vice Chair.

Acceptance of Office forms were duly completed by the newly elected Chair and Vice Chair.

#### **5-18-2 Apologies/Councillors' attendance register.**

**Resolved:** To accept apologies sent by J Turnbull.

Councillors present duly signed the attendance register.

#### **5-18-3 Declaration of personal/pecuniary interests of Councillors.**

None.

#### **5-18-4 Minutes of the previous meeting.**

The draft minutes of the meeting of 21<sup>st</sup> April 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.

#### **5-18-5 Public speaking.**

None.

#### **5-18-6 Items from public speaking.**

None.

#### **5-18-7 Review and Adoption of Standing Orders and Financial Regulations.**

Standing Orders require this at the Annual Meeting.

It was noted that changes to legislation, revised model Standing Orders and issues arising with the existing Standing Orders have generally been dealt with at the time they arose. No issues requiring amendment of the polices were outstanding. In light of this no further review or amendment was proposed.

**Resolved.** To adopt the Standing Orders in their current form.

### **5-18-8 Review of Policies and Procedures.**

Standing Orders require this at the Annual Meeting.

It was noted that changes to legislation, revised model polices and issues arising with the existing policies have generally been dealt with at the time they arose. No issues requiring amendment of the polices were outstanding. In light of this no more detailed review was proposed.

**Resolved:** To adopt the Policies and Procedures in their current form.

It was noted that, in the future, DALC are expected to amend their checklist for internal auditors to include a requirement for councils to have a Disciplinary and Grievance procedure.

**Resolved:** The Clerk will circulate model Disciplinary and Grievance procedures for consideration at a future meeting.

### **5-18-9 Review of inventory of Land and Assets.**

Standing Orders require this at the Annual Meeting.

A full review of the Council's assets had been carried out and circulated in advance of the meeting. In general assets recorded for the purpose of the Annual Return remain on the Asset Register at purchase cost where known. They are neither depreciated or increased for inflation.

Where the purchase cost is unknown, or the value being used is wholly inappropriate, it is possible to substitute revised values. This was proposed in a number of cases. In particular the Memorial Hall Building has been revised to zero on the advice of the National Association of Local Councils that this is the correct charity law treatment where a Parish Council is a custodian Trustee only, and another body act as Management Trustees. The Memorial Hall site, owned by the Council, has been valued and added as a separate item in its own right.

**Resolved:** To clarify a reference to the number of defibrillators.

**Resolved:** To approve the revised Asset Register.

Insured assets are separately valued at replacement cost which is subject to escalation. These have also been reviewed and this is dealt with under item 11.

### **5-18-10 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.

## 5-18-11 Insurance cover.

Standing Orders require this at the Annual Meeting.

The current policy expires at the end of May. Quotations for renewal had been obtained from

1. The current brokers, Gallagher using Hiscox.
2. An alternative local authority insurance broker, BHIB using Aviva.

The cover sought is similar to that currently provided with the removal of the Memorial Hall building which will be insured by the Memorial Hall Management Committee. Details of the proposals had been circulated in advance of the meeting.

**Resolved:** To accept the quotation from BHIB for a three-year period of cover on the grounds that it offered the best value for money.

The possibility of claims against the Council arising from events organised by third parties on land owned by the Parish Council was considered. Advice had been sought from both potential insurers in advance of the policy renewal. It was understood that a claim might be made against the Council if it was alleged that the Council itself had been negligent. This might be more likely if the organisers themselves were uninsured.

Events planned in the near future were reviewed.

**Resolved:** Regarding Jubilee celebrations planned for the 5<sup>th</sup> of June on Parson's Croft, and organised by the Memorial Hall Committee.

1. Noted that the planned activities included a marquee, outside bar, live music, dancing and games.
2. Noted that the venue is considered suitable for these activities.
3. Noted that the Memorial Hall Committee had advised that they will be covered by their own third-party liability insurance.
4. Agreed to advise the organisers to conduct, and apply, their own risk assessment for their planned activities.
5. Agreed to advise the organisers that any third-party contractors should have their own third-party liability insurance.
6. Subject to the above, the use of the Council's land is agreed.

**Resolved:** Regarding a friendly cricket match planned for the 21<sup>st</sup> August on Parson's Croft, and organised by an individual resident.

1. Noted that the venue is considered suitable for this event.
2. Noted that the event included the use of the pavilion to provide refreshments.
3. Agreed to advise the organiser to conduct, and apply, their own risk assessment for the event.
4. Subject to the above, the use of the Council's land is agreed.

**Resolved:** That in general any commercial business operating from the Parish Council's land should have their own third-party liability insurance.

## 5-18-12 Internal audit.

The internal audit was carried out on the 12th of May by Brian Wood. The auditor's report had been circulated to Councillors in advance of the meeting. No items had been highlighted

for attention. The Annual Internal Audit page from the Annual Accounting and Governance Return (AGAR), completed and signed by the auditor, was displayed in the meeting.

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

### **5-18-13 Annual Governance Statement.**

The Chair 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.

### **5-18-14 Accounting Statement.**

This had been circulated in advance of the meeting along with the Bank reconciliation. The Statement signed by the Responsible Financial Officer was displayed in the meeting.

**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.

### **5-18-15 Certificate of exemption.**

This had been circulated in advance of the meeting to demonstrate that the income and expenditure of the Council during 2021-22 had fallen below the threshold that would require a Limited Assurance Review (aka External Audit).

**Resolved:** That in addition to falling below the financial threshold there was no other requirement for a Limited Assurance Review and the Council did not wish to request one. That the Chair and Responsible Financial Officer should sign the Certificate of Exemption to be sent to the external auditors.

### **5-18-16 Clerk's report.**

Completed

1. Clerk's estimate of time 10.0 hours per week.
2. Attended Clerks' and Chairs' Zoom meeting with police liaison officer. 27th April and Clerks' meeting of 18th May.
3. Kiln Lane corner.
  - 3.1. One further report of a stuck vehicle has been recorded.
  - 3.2. A resident raising the issue with the Highways Authority was given a lengthy explanation of why they did not intend to do anything about it.
4. Memorial Hall.
  - 4.1. Attended meeting of the Management Committee.
  - 4.2. Provided advice to Management Committee regarding current buildings cover.
  - 4.3. Advised potential reduction in Council's own cover.
5. Attended meeting of the Memorial Hall Jubilee subcommittee.
  - 5.1. Locations have been agreed for equipment to be located on Parsons Croft during Jubilee celebrations.
6. Housing needs survey

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

## Parwich Parish Council

- 6.1. Will not be available from Derbyshire Dales housing enabler until the end of May.
- 6.2. Peak District Rural Housing Association have asked to speak with the Council once it is.
7. Sent invitations to village organisations to participate in the Parish Annual meeting.
8. Further to risk review approved at the last meeting the Council's hedge cutting contractor and the Bowls Club have both confirmed that they have third party insurance. Confirmation is still awaited from the school.
9. Replied to visitor to the village concerned about bullocks in a field with a public right of way. Referred to Highways Authority, Derbyshire County Council.
10. Replied to visitor confirming that a horsebox could be parked on Parson's Croft carpark for three days.
11. Replied to resident to advise that strimming swept up from Creamery Lane Triangle could be disposed of behind the pavilion.
12. Sheffield DA caravans on Parson's Croft
  - 12.1. 2022: Here from 10th to 12th of June.
  - 12.2. 2023: Availability confirmed form 21st to 23rd of June 2023
13. Notts DA caravans on Parsons Croft for Wakes week. PDNPA had been informed of the wrong date but this has been resolved and they will be attending as intended.

### Ongoing

14. Dog fouling on Parson's Croft. Confirmed that school are working on this with pupils.
15. Flood defences.
  - 15.1. New supply of sandbags and 'floodsax' have been delivered.
  - 15.2. Sand to be ordered to be shovelled into bin on a clean-up day.
  - 15.3. DCC have made a request for volunteer flood wardens.
16. To discuss strimming of entrance to Parsons Croft car park.

### Waiting response or action

17. Registration of rented land with HMLR. (June)
18. Repair to stone kerb between brook and path by Japonica in hand. Not known to have been done. Not invoiced.
19. Request for Playground signs (Highways).
20. Request to DDDC regarding reporting of Dog Fouling and visits by dog warden.
21. Regrowth of ivy on Nethergreen walls to be treated in the summer.
22. Trees by B056. Status of Council request still "action required". (No change 12/5)

## Parwich Parish Council

At 8:00 pm the Annual Meeting of the Parish Council was adjourned so that the Annual Parish meeting could take place.

Minutes of the Annual Parish Meeting can be seen after the minutes of the Annual Meeting of the Parish Council.

The Annual Meeting of the Parish Council was resumed at 8:20. pm

### 5-18-17 Items of account.

On-line payments approved by Clerk since last meeting

Payee	Item	Amount
First Rescue	2 off defibrillators.	£2,367.60

On-line payments due.

Payee	Item	Amount
Internal Auditor	Internal audit fee.	£48.00
Parwich Memorial Hall	April hire. (waiting invoice)	£15.00
Contractor	Mowing. May. (waiting invoice)	£850.00
Nigel Davis Solicitors	Fees for Jan - April 22	£450.00

**Resolved:** These invoices are approved for payment.

The precept has been paid in.

VAT re-claim has been paid in

Balance at 18 May 22. £29,703.57.

### 5-18-18 Planning applications.

NEW

1. Lower Gotham Farm.
  - 1.1. Listed Building Consent.
  - 1.2. Replacement of 1970's fireplace.

**Resolved:** To support this application on the grounds that the replacement is more in keeping with the building.

2. Parwich Lees.
  - 2.1. Revised application for Orangery previously supported.
  - 2.2. Request received for comment on Listed Building Consent.

**Resolved:** To support the application for Listed Building Consent on the grounds that it is consistent with previous support for the Planning Application.

UPDATED

3. Orchard Farm.

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## Parwich Parish Council

- 3.1. Variation of conditions opposed by Parish Council.
- 3.2. Amended plans with inset PV panels.
- 3.3. Approved by Planning committee on 13th May
4. Creamery listed building consent.
  - 4.1. Requested variation to interior renovations as some features now not thought to have historic value.
  - 4.2. Replied, No objections and no comment.
  - 4.3. Conditions partially discharged.
5. The Orchards
  - 5.1. Supported Dwelling extension.
  - 5.2. Referred to committee.
6. Court House. Creamery Lane.
  - 6.1. Supported single storey side extension.
  - 6.2. Referred to committee.

### GENERAL DEVELOPMENT ORDERS (no consultation)

7. East of Pitts Lane. Relocation of path. Not a public right of way.

### TREE WORK (no consultation)

8. Croft Avenue.
9. Japonica.
10. Flatts Stile.

### 5-18-19 Pump Hill Garden.

The Council discussed the challenges of maintaining Pump Hill and the balance between attempting a managed appearance and providing a good wildlife environment.

**Resolved:** L Coyne will arrange a meeting of interested residents to consider the following and make suggestions to a future meeting, including, but not limited to:

1. What the objective might be for different areas.
2. What this would mean doing at different times of year.
3. How this can be achieved, including, but not limited to
  - 3.1. Volunteers (if willing)
  - 3.2. Paid contractors (if affordable)
  - 3.3. Community Payback team (if available)

It seemed likely that this will have to include having some areas left entirely to nature.

A suggestion to provide a wildlife information board was noted.

### 5-18-20 Pond vegetation.

The Council again reviewed advice provided by the Derbyshire Wildlife Trust. It was noted that this advice seemed to suggest the best management options from from a wildlife perspective. But these options might not be easy to implement or meet some aspirations for the appearance of the ponds. Based on previous experience it was thought unlikely that the ponds could be maintained on a purely voluntary basis.

**Resolved:** In preparation for the next meeting Councillors are invited to submit:

1. A description of what work they feel should be tendered for.

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2. Contact details for contractors who might undertake such work. so that another attempt can be made to find a contractor willing to undertake the task. Where contractors are known to Councillors, they were encouraged to make personal contact to establish their willingness to tender for this work.

### **5-18-21 Playground inspection.**

No further progress with Items to be addressed by volunteers to be reported.

May date for 2022 inspection advised.

### **5-18-22 Millennium Green maintenance.**

Clearance work expected to start shortly.

### **5-18-23 State of the pavement at Croft Avenue.**

The Highways Authority have made it clear that unless they consider it an extreme safety risk then lack of resources means that work of this nature will not receive sufficient priority to be addressed for the foreseeable future.

### **5-18-24 Toilets.**

Photographs of the current condition of woodwork and guide replacement prices had been circulated in advance of the meeting.

**Resolved:** The following provisional specification for replacement woodwork was agreed

1. To include
  - 1.1. Two off ledge and brace doors with frames.
  - 1.2. Two off windows.
  - 1.3. Noticeboard.
2. Constructed from hardwood.
3. Finished in green typical for the village using paint with an extended guarantee (e.g. Valti).

**Resolved:** Councillors to suggest contractors who might undertake the work and provide contact e-mail. Where contractors are known to Councillors, they were encouraged to make personal contact to establish their willingness to tender for this work.

**Resolved:** The Clerk will use routine maintenance provisions to arrange the replacement of the rotten wooden guttering with upvc.

### **5-18-25 Use of Nethergreen for Open Gardens parking.**

Requested by the Horticultural Society

**Resolved:** Agreed subject to responsibility being accepted for signage, stewarding, and third-party liability insurance as necessary. Any ground too wet to be used without damage should not be used.

The Horticultural Society have been advised that the use of regular car parking areas and toilets require no special arrangements.

### **5-18-26 Use of Parsons Croft for keep fit class.**

## Parwich Parish Council

An informal request had been received from a resident regarding the possibility of using Parson's Croft for commercial keep fit classes.

**Resolved:** Should the Clerk receive a formal request from the organiser this can be agreed on the basis that

1. It is for this summer only on a trial basis.
2. The organiser holds their own third-party liability insurance.
3. Other users and local residents are not inconvenienced.
4. Should the classes prove popular a small contribution to the upkeep of the playing field would be appreciated.

### 5-18-27 Clean-up day.

**Resolved:** The next clean-up day will be planned for Saturday the 18<sup>th</sup> of June.

1. Date to be publicised on the blog by the Clerk.
2. Final arrangements for tasks and materials to be made at the Council meeting in the week beforehand.

### 5-18-28 Local projects fund.

Derbyshire Dales District Council have requested grant applications for their local projects fund.

**Resolved:** The Clerk to prepare an application to support the cost of refurbishing the toilets.

### 5-18-29 Correspondence and communication.

Items not covered elsewhere

#### REQUESTS

1. Resident. Any experience of traffic incidents at junction with B5056?
2. Resident. Arrangements for wedding. Response provided.

#### OTHER

3. DDDC. Public Space Protection Orders.
4. DDDC. Traveller site - call for sites.
5. DCC. Street Lighting and Bunting for Queen's Platinum Jubilee Celebrations.
6. DCC. Mobile Library Routes
7. DCC. May's health and wellbeing social media round up.
8. DCC. Community news. X 2
9. DALC. Newsletter.
10. DALC. Training Courses.
11. DALC. Cyber security course.
12. DALC. Zoom forums.
13. DALC. Young people's wellbeing grants.
14. PDNPA. Peak District seasonal bus service.
15. PDNPA. Charity challenge.
16. PDNPA. New Peak District National Park boundary marker.
17. PDNPA. Day of volunteering.
18. Rural Services Network. Bulletins x 5 + funding digest.

## **Parwich Parish Council**

19. Rural Action Derbyshire. Ukrainian Refugees in your community - the role of village halls?
20. Adam Leach. Misshapen oak tree.
21. Citizens Advice. Derbyshire Districts Annual Impact Report.
22. Snowball - New Community Disability App.

### **5-18-30 Items for the next agenda.**

(not noted elsewhere).

1. Support for the Memorial Hall.
2. Peak District National Park Authority Planning Department.
3. Housing Needs Survey results.

### **5-18-31 Date of next meetings.**

**Resolved:** Meeting's for the coming year will take place at 7:30pm in the Memorial Hall on the the third Wednesday of each month apart from

1. August and December.
2. June, when the meeting will take place on Thursday the 16<sup>th</sup>.

The meeting was closed at 10:00 pm.

A Martin  
Clerk to Parwich Parish Council  
19 May 2022

**The Parwich Annual Parish Meeting was held on Wednesday, 18<sup>th</sup> May 2022 at 20:00 pm in Parwich Memorial Hall.**

**Present.** The Council and one member of the public.

**1. Apologies.**

1. Parwich School.
2. Parwich First Responders.
3. Parwich History Society.

**2. Approval of the minutes of the previous Parish Annual Meeting.**

The draft minutes of the meeting of 17<sup>th</sup> June 2021 had been published on the Parish Council's website.

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

**3. Chair's annual report.**

The Chair gave a verbal report on the year for the Parish Council and will provide a written account for publication on the Parish Council's website.

**4. Responsible Financial Officers annual report.**

The RFO gave a verbal report of the Parish Council's finances and will provide a written account for publication on the Parish Council's website.

**5. Reports from Village Societies.**

The meeting thanked the following for their reports which were presented at the meeting and will be published on the Parish Council's website.

1. Horticultural Society
2. Bowls Club.
3. United Charities.
4. Friendly cricket match.

The meeting was closed at 20:20 pm.