

Then Annual Meeting of Parwich Parish Council was held on Wednesday, 19th May 2021 at 7:30 pm in Parwich Memorial Hall.

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

5-19-1 Coronavirus risk assessment for Council meetings.

A risk assessment had been circulated in advance of the meeting. This relied largely on the generic risk assessment measures in place for the Memorial Hall with additions specific to Parish Council Meetings.

The difficulty in communicating effectively whilst wearing masks was discussed. The absence of members of the public, generous distancing, high level of ventilation, low level of covid infection in the area and high numbers of those present who had been vaccinated was noted. All present indicated that they would be prepared to remain in the meeting even if masks were not being worn.

Resolved: That for this meeting participants would choose not to wear masks.

Resolved: To approve the risk assessment and measures identified subject to the exception minuted above.

5-19-2 Election of Chairman and Vice Chairman.

(note that although Standing Orders require this to be the first agenda item at the Annual meeting of the Parish Council, discussion of the previous item had been unavoidable at the start of the meeting).

The current Chair explained that having held office for nearly six years, and due to other commitments, he wished to stand down if another Councillor would take the role. M Compton indicated that he was willing to share the role with the present Chair to reduce the workload. The Clerk explained that only one person could be Chair at a time. Any transition between Chairs would require the resignation of one and election of another during a Council meeting. The Current Chair indicated that he was willing to stand again for election, and consequently chair this meeting, subject to the understanding that at some time, or times, during the year this office would be taken by another councillor.

Election of Chair. M Edge offered to accept the office of Chair.

M Edge was proposed by P Kirkham and seconded by J Turnbull.

Resolved: It was unanimously agreed that M Edge be elected as Chair.

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Election of Vice Chair. Only J Turnbull offered to accept the office of Vice Chair. J Turnbull was proposed by M Edge and seconded by P Kirkham.

Resolved: It was unanimously agreed that J Turnbull be elected as Vice Chair.

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

5-19-3 Apologies/Councillors' attendance register.

None.

Resolved: That the record of attendance should be completed on the Councillors' behalf by the Clerk to avoid circulating the attendance register in the meeting.

5-19-4 Declaration of personal/pecuniary interests of Councillors.

None.

5-19-5 Minutes of the previous meeting.

The draft minutes of the meeting of 19th April 2021 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.

5-19-6 Public speaking.

None

5-19-7 Items from public speaking.

None

5-19-8 Councillor vacancy.

The vacancy had been advertised to be filled by co-option. No applications had been received.

5-19-9 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.

Resolved. That M Edge would conduct a review of the Financial Regulations and make a recommendation on adoption or amendment at a subsequent meeting. The Financial regulations are adopted in their current form for the time being.

5-19-10 Review of Policies and Procedures.

Standing Orders require this at the Annual Meeting.

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

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

5-19-11 Review of inventory of Land and Assets.

Standing Orders require this at the Annual Meeting.

In light of the professional valuation of the agricultural land owned by the Council a full review of the valuation of assets had been carried out. 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. This approach had been discussed with the Internal Auditor who had not raised any objections The revised Asset Register and a policy for the valuation of assets had been circulated in advance of the meeting and these were reviewed.

Resolved: To approve the revised Asset Register.

Resolved: To approve the draft policy for Asset Valuation.

Resolved: The Clerk will obtain a quotation for the valuation of the site on which the Memorial Hall is built for which an original purchase price is not available. (This being separate from the build cost of the hall recorded in the 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 13.

5-19-12 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.

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The Peak Park Parishes Forum have recently requested that Parwich Parish Council join other parishes in paying them an annual subscription. The Forum provides a collective voice for parishes in communication with the Peak district National Park Authority. The value of this to Parwich was considered and the benefits were thought to be negligible.

Resolved. To decline to subscribe to this organisation.

5-19-13 Insurance cover.

Standing Orders require this at the Annual Meeting.

The apparent degree of insurance cover for the Council's assets had been reviewed at the same time as the valuation for the Annual Return. A number of queries about the level of cover provided have been identified.

Resolved. To use this review to communicate with the Council's Insurers to confirm that the level of cover in place is appropriate.

5-19-14 Clerk's report.

1. Clerk's estimate of time: 9 hours per week.
2. Attended Memorial Hall meeting.
3. Rent collection. Parwich Moor South still outstanding. Two written reminders sent.
Resolved: To send a further reminder by recorded delivery.
4. Obtained key for stand pipe by Bowls club.
5. Supplied padlock and chain for gate to Parsons Croft.
6. Tennis court drainage. Advised of further delay due to poor weather.
7. Housing needs survey. Requested (Derbyshire Dales District Council) DDDC to advise when survey could be restarted. DDDC have provided a new contact who will speak with the Clerk later in the week.
8. Village Plans. A new contact has been provided by the Peak District National Park Authority (PDNPA). They would be willing to attend a future meeting to brief the Council and members of the public on the process for preparing a Village Plan and its potential benefits.
Resolved: That in light of the wish to prevent unnecessary attendance at meetings, and the potential reluctance of some residents to attend due to Covid a speaker should not be invited before September.
9. Playground inspection scheduled for May.
10. Updated Clerk's tax code for 2021-22 with HMRC.
11. Confirmed with Sheffield Caravan Club that they will visit 11th to 13th June this year. They will follow their own risk assessment measures regarding coronavirus including social distancing and the use of sanitiser at the water supply.

In hand

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12. Further tasks arising from the risk management review.
13. Draft tender for three-year annual contract to clear Jubilee Pond and Sheepwash. each Autumn in preparation but not yet circulated for review.
14. Gather information on condition of pavilion roof timbers.

Waiting response or action

15. Request for Playground signs (Highways)
16. Request for Defibrillator donation. (Pikehall)
17. Unsafe condition of footbridge on right of way at Nethergreen north reported to Highways Authority. No reply yet. (re submitted request).
18. Repair to brook/path boundary on path from Japonica.
19. Request to Highways Authority to improve road safety at Dales Yard corner.

5-19-15 Items of account.

Cheque payment due.

Cheque number	Payee	Item	Amount
	Clerk (new)	Zoompro licence. May invoice (inc. VAT).	£14.39
	Clerk (new)	Padlock for Parsons Croft Gate	£21.99

For information only. This amount for expenses will be added to the next quarterly salary cheque. Expenses already approved are recorded in previous minutes.

On-line payments made.

Payee	Item	Amount
Nigel Davis solicitors	Land Registry fees	£272.00
DDDC	Annual green bin charge.	£50.00

On-line payments due.

Payee	Item	Amount
Auditor	Internal Audit	£39.40
Arthur J. Gallagher	Insurance premium	£1,778.10
Contractor	Mowing - May. Waiting invoice.	£850.00

Resolved: The above are approved for payment.

1. Balance at 13 May 21. £29,903.92
2. Paid in
 - 2.1. Precept. £9,255.

2.2. VAT claimed. £1,206.

5-19-16 Internal audit.

The internal audit was carried out on the 11th 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.

5-19-17 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.

5-19-18 Accounting Statements.

These had been circulated in advance of the meeting along with the Bank reconciliation, Explanation of Variances and Explanation of Reserves. 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.

5-19-19 Certificate of exemption.

This had been circulated in advance of the meeting to demonstrate that the income and expenditure of the Council during 2020-21 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.

5-19-20 Planning applications.

Gardeners Cottage. Planning application and listed building consent. Only recently posted on the PDNPA Planning website. The description of the work was read out. It included sympathetic replacement of damaged chimneys and installation of a new ground source heat pump which would be slightly larger but quieter and more efficient than the existing unit.

Resolved: To respond noting that the council supports both the sympathetic maintenance of a listed building and the installation of more energy efficient equipment.

5-19-21 Parson's Croft.

No decision made regarding dealing with the bonfire or rolling the boundary.

An informal request had been received by a Councillor regarding grazing cade lambs on a part of Parson's Croft. Although no permission had been given a small area has been fenced off and the lambs are being grazed.

It was noted that no advice had been sought regarding any potential liability or precedent that might be established by allowing grazing.

Resolved: That notwithstanding the above, the risk of any difficulties was considered minimal, so no action would be taken.

5-19-22 Village Survey.

A small Zoom meeting had been held to further discuss the survey. Its content remains 'work in progress'. An attempt is being made to obtain an editable version of a previous survey on which to base it.

5-19-23 Village maintenance day.

Planned for the 6th of June.

Resolved: To place the two remaining plastic benches on the Millennium Green and Cricket pitch if the sites are suitable.

Resolved: J Turnbull to discuss provision of refreshments with the Sycamore and manage ordering on the day.

Resolved: That as there will be no further meeting of the Council before the day the Clerk is authorised to take such steps as necessary to prepare for the day including, but not limited to,

1. Amendment of the usual risk assessment in light of current or modified coronavirus guidance and regulations.
2. Inclusion of any tasks arising from the annual inspection of the playground.
3. Provision of materials.
4. Loan of litter pickers and supply of DDDC refuse bags.
5. Publicity on the blog.

5-19-24 Pump Hill garden.

All but one of the nine plots in the garden have been adopted by residents. Woodland flower seed provided by the Council has been sown in a number of the plots.

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The green bin sticker has not yet been provided by DDDC although it has been paid for. The main gate giving access to the driveway is difficult to open and close making it hard to put the bin out for emptying.

Resolved. The Clerk will investigate how the sticking gate can be remedied.

5-19-25 Dog bins.

DDDC have confirmed that they are unwilling to empty additional dog waste bins even if payment were offered.

Resolved: That with no facility available for emptying the Council will no longer pursue having additional bins installed.

Resolved: That the Clerk should arrange for a sign to be installed on the pedestrian gate into Parsons Croft from the car park reminding dog owners where the nearest bin is (by the toilets).

The Council is waiting for a reply from DDDC regarding the presence of a dog warden in the village and the number of reports of dog fouling that they have received.

5-19-26 Registration of agricultural land.

Currently waiting

1. Statement of Truth from one tenant.
2. Verification of evidence from original minutes and accounts.

Resolved: To write again requesting the Statement of Truth.

5-19-27 Footpath minor maintenance.

New guidance has been issued by Derbyshire County Council, (DCC), regarding allowable works under the Rights of Way Minor Maintenance Scheme.

Clearance of the stile on Monsdale Lane on the path leading to Gibbons Bank had been suggested as suitable work under this scheme.

Resolved: To prepare a list of eligible work at the next meeting so that it can be carried out before the summer.

5-19-28 Correspondence and communication.

items not covered elsewhere

1. Notice of scaffolding at Japonica.
2. Jobcentre. Request to put universal credit link on website.

Resolved: This request will be declined.

3. DDDC. Covid at polling stations.
4. DDDC. Food caddy liners.

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5. DCC. Community newsletter.
6. DCC. Library routes.
7. DALC. Newsletter.
8. DALC. Chairs' and Clerks' Forums.
9. DALC. Training courses. X 2
10. DALC. Climate Change officer.
11. DALC. Excellence awards.
12. DALC. Election volunteers.
13. DALC. Youth Councils.
14. DALC. Requesting village garden experience.
15. DALC. Notes from clerks' and Chairs' Forums x 2.
16. Police & Crime Commissioner. Domestic abuse.
17. Rural Services Network. Bulletins and funding. x 5
18. Rural Action Derbyshire. Reopening of halls.
19. Rethink mental illness. Emotional Support helpline.
20. 20s plenty. Road safety webinar. Activity update.
21. Public Sector Executive. Events. X 2
22. Farming life centre. Zoom presentation.
23. Mortisport. Play equipment.
24. Plantscape. Floral displays. X 2
25. BHIB Councils insurance renewal.
26. Calor Gas. Grant applications. X 2.
27. Charities buying group. Various x 12
Resolved: This mailing list will be unsubscribed
28. Futurform. PPE.
29. Glasdon. Street furniture. X 2
30. Flagmakers. Flags. x 4
31. Came and co. Covid webinars. x 2
32. Charity Sector show.

5-19-29 Items for the next agenda.

The next meeting will include arrangements for the statutory Parish Annual Meeting. In order to minimise attendee's village organisations will be invited to submit written reports that can be published on the Council's website rather than attend in person. A minimal agenda to satisfy the statutory requirement is anticipated.

5-19-30 Dates of next meetings.

The next meeting will be held on Wednesday 16th June at 7:30 pm in the Memorial Hall.

Meetings for the rest of the year to March 2022 will be held at the same time and place on the third Wednesday of each month with the exception of

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1. August and December when there will be no meeting.
2. October when the meeting will be held on the 13th (2nd Wednesday) to avoid clashing with the use of the Hall by the Horticultural Society.

The meeting was closed at 21:38 pm.

A Martin
Clerk to Parwich Parish Council
20 May 2021