

A Meeting of Parwich Parish Council was held on Wednesday, 19 October 2016 at 7:30 pm in Parwich Memorial Hall.

Present: M Edge Chair, P Kirkham, T Marshall, J Jesson, J Barnett, M Compton, J Jones, the Clerk, Mr A Martin.
Two members of the public.

19.10.1 Apologies/Councillors' attendance register.

No apologies were received. All Councillors duly signed the attendance register.

19.10.2 Declaration of personal/pecuniary interest of Councillors.

There was no need by any member present to complete an entry in the register.

19.10.3 Minutes of the previous meeting and items from the minutes.

The minutes 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 these as a true record of proceedings.

19.10.4 Public speaking.

Two members of the public spoke about the history of the car park at Nether Green and access to Blanche Meadow Farm.

19.10.5 Items from public speaking (items may form part of subsequent agenda(s)).

Resolved: To bring forward item 15 on the agenda. Nether Green Car Park.

Resolved: To suspend standing orders to allow the participation of two members of the public in discussion. The issues, their causes and options to address them were discussed.

Resolved: The meeting was reconvened.

The following were noted.

- The current state of the car park is a cause for concern. It is unattractive, may present some hazard to users and is vulnerable to further deterioration.
- The use of the car park can sometimes compromise the right of access to Blanche Meadow Farm.
- The principal benefit of the car park is that whatever is parked on it is generally not parked on the road.
- There are a variety of opinions about what has contributed to its condition, including
 - Severe weather
 - The standard of previous maintenance
 - Its use as a public car park
 - Its use by horse trailers
 - Its use by other large vehicles

there is no obvious or definitive way of specifically attributing its condition to any or all of these causes.

- Approaches based on restricting its use seemed unlikely to satisfy all parties, may not be enforceable and could incur legal costs just to establish if they were even possible.
- Approaches involving some degree of repair had at least the possibility of being broadly satisfactory to all parties.

Resolved: for available councillors to meet at the car park during the village clean up day on Sunday 23rd October to review first hand.

- The types of repair that might be appropriate
- Over what part of the car park they might be applied

Resolved: The findings of the above to be reviewed at a subsequent meeting where any decisions about tendering for repairs and funding could be taken.

Resolved: The clerk to write to the resident who had first raised concerns about the car park explaining the approach being taken and addressing other points raised.

19.10.6 Review and of Policies and Procedures.

Policy for dealing with the press and media.

Resolved: The draft that had been circulated prior to the meeting was approved.

Resolved: The Clerk to publish the policy on the website.

Health and Safety Policy.

Resolved: The draft that had been circulated prior to the meeting was approved.

Resolved: The Clerk to prepare in standard format and publish the policy on the website.

Resolved: The Clerk to prepare a web demonstration of a means for councillors to record inspections of Parish Council Assets. J Jones to assist with wording.

Policy for Clerk's expenses.

Resolved: The draft that had been circulated prior to the meeting was approved.

Resolved: The Clerk to publish the policy on the website.

19.10.7 Clerks report.

- Website statistics re circulated. Usage has increased.
- One electricity meter reading submitted on-line. One still waiting linking to the account.
- Liaison with mowing contractor.
Resolved: To request one final cut of the cricket pitch, weather permitting.
- Authorisation of mole catching on cricket and football pitch (Via M Compton)
- Liaison re Pavilion repairs. (Complete)
- Clerk's estimate of time spent submitted
- Issued and awarded tender for Pavilion electrical inspection (21st October).
- Order placed for playground repairs. Now complete.
Resolved: To seek quotations for an edging to the swing area to match other equipment.
- Requested financial support for Playground repair from Tarmac (internal process started)
- Attended Finance for Councillors Training September 29th. Report circulated.
- Confirmation of bonfire insurance received from Carnival Committee.
- Responded re Footpath diversion at Croft Avenue.
- Way leave payment received. and banked.
- Rents received and banked.

Requests made but waiting response

- Rights of Way Minor Maintenance agreement.
Specification prepared and sent to Yeomans ARB for quotation.
- Land Registry Index Map Search for records of rented fields. Rejected again.
- DDDC re recovering £1501 contribution to mowing costs
- (OLD) Copy of Memorial Hall electrical inspection certificate.
- (OLD) Replacement of picket fence at 1 West view.
- (OLD) Request for improved Wheelchair access to Bankside.
- (OLD) Request submitted for advice regarding lorry damage at Barn Cottage.

- Status "Further investigation required".
- (OLD) Highways
 - Wash Meadow Pothole. "Authorised".
 - Church Lane Pothole. "Enquiry noted".
 - B5056. "Enquiry noted".
- (OLD) Visibility of previous logged details requested.
- (OLD) Severn Trent re condition of Kiln Lane.

Planned

- Review of Barclays Community Account Pack.
- Establish PUTT account signatories.
- Councillors interests to be added to website.
- Clerk's Holiday 27th October to 10th November.
Resolved: Parish Council webmail account to provide "Out of Office" advice re emergencies.
- Date clash for February meeting.
Resolved: Clerk to propose alternative date.

19.10.8 Planning applications.

- None arising

19.10.9 Items of account.

Cq 1344	S Marshall	Pavilion repair	£580.00
Cq 1345	DHA Electrical	Pavilion electrical inspection (wtg invoice)	£50.00
Cq 1346	Abacus plc	Playground repair (wtg invoice)	£1830.00

A reconciliation of the accounts, short term forecast of items not yet shown on the latest statement and a comparison of expenditure and income against budget had been circulated prior to the meeting and were reviewed.
Resolved: To accept this reconciliation. J Barnett signed the latest statement to acknowledge that the reconciliation matched the latest statement.

Resolved: The Clerk to prepare a form of reporting identifying gross expenditure against budget (i.e. individual payments not net of VAT where applicable).

Resolved: Councillors to consider items for next year's budget to be discussed at the next meeting.

Resolved: Clerk to prepare an approach to including a budget for minor maintenance. The use of which could be authorised by the Proper Officer between meetings to improve the Council's response to issues arising.

19.10.10 Brook and Ponds.

Arrangements for the Brook Clearance work day were reviewed with particular reference to the risk assessment and guidance for participants.

Motion: The Clerk to publish these documents on the website and request a link to them from the blog. This motion was passed by six votes with one abstention.

A tender had not been prepared for the clearance of the Millennium Pond due to lack of clarity over the requirements. Some members will have an opportunity to consider the clearance of the pond during the Brook Clearance workday and to listen to comments from members of the public.

Resolved: That should a clear consensus about the action to be taken be apparent the Clerk will prepare a tender for this work and seek quotations for review at the next meeting. (Should there be no consensus this issue will be referred to the next meeting where a vote on appropriate action can be taken if necessary).

A tender had not been prepared for the clearance of the ditch adjacent to the football pitch due to lack of clarity over the requirements.

Resolved: That the Clerk should obtain quotes for the clearance of the overgrown area between the pitch and ditch.

Resolved: The clearance of the ditch to be further reviewed once the above action improves access to it.

19.10.11 Hard Court Area.

Quotes for cleaning this area were reviewed.

Resolved: The Clerk to accept the quotation provided by Dragon Courts.

Testing had established that all but two of the current floodlight lamps were operational. A means has been provided to operate the lights despite lack of access to the locked token box.

Resolved: The Clerk to instruct the replacement of the failed bulbs.

Various options for upgrade or replacement of the lamps and switching (e.g. timers, tokens) in the future were briefly considered.

Resolved: That use of the current lamps and switching appears satisfactory for the time being but should be reviewed if this turns out not to be the case.

Various options for charging and collecting of fees for the use of the courts were considered.

Resolved: The clerk to discuss with residents who have been, or might be prepared to be, involved with the collection of fees. Also to consider if the website could be used to record bookings.

19.10.12 Pavilion maintenance and repair.

Replacement of balcony floor at left hand end with decking timber to match recently repaired front.

Resolved: No action as these timbers have been more recently replaced.

Repainting/treatment of building exterior.

Resolved: No action until next year as this requires volunteers and reasonably predictable fair weather.

The insurance requirement to protect unheated buildings from frost risk was considered.

Resolved: To switch off the main water supply and leave taps open for expansion. (J Barnett) (note this has been normal practice and also affects the toilets).

19.10.13 Use of pavilion.

The use of the pavilion during the winter months for a youth club was considered.

Resolved: Not to develop this proposal as the building is not suitable for use in the winter.

Resolved: To investigate if the Memorial Mall could provide a satisfactory alternative. (J Jones)

19.10.14 Use of cricket pitch.

The possible removal of the artificial wicket was discussed.

Resolved: To seek the opinion of residents who might have a view about the desirability and practicality of doing this. (Including a partial removal that might be reinstated at a later date). (M Edge)

19.10.15 Nether Green Car park.

Dealt with under items arising from public speaking.

19.10.16 Concrete table tennis table.

Deferred for consideration at a future meeting.

19.10.17 Maintenance and use of toilets.

To be deferred until spring as they will shortly be closed for the winter.

19.10.18 Height of posts on the green.

M Edge had confirmed that these were waiting sockets of a suitable size which will replace the current sockets in due course.

19.10.19 Wreath laying on Remembrance day.

Resolved: That a sum of £100 be authorised for the Chairman's expenses of office. From this sum payment to the British Legion can be made for the provision of the wreath. The chairman should obtain a receipt on paying for the wreath and will be reimbursed by the Clerk.

The Council will be represented at the wreath laying ceremony by T Marshall.

19.10.20 Correspondence and communication.

- DALC Circulars
- Fire Safety Training Course
- Holocasut Memorial Day
- Digital Government Summit
- Request for hall building contractors
- HMRC re minimum wage
- Yorkshire Councils Conference
- DALC annual report
- Peak Park Local Plan consultation
- Manhole cover on B5056. Reported by a resident and now fixed.
- Handrail at Gibbons Bank.
Resolved: Clerk to reply to resident that there is no action that the Council can take.
- Came and Co. Newsletter
- Charity fundraising and governance conference
- Phone call: Return of Council clock
- Phone call: Potential noise from Foofinside campsite
- Planning enforcement quarterly review
- Charity reform conference
- Rubbish at B5056 junction.
Resolved: Clerk to reply to resident that there is no action that the Council can take.
- Dog fouling on children's play area
- HMRC PAYE demo
- Marketing Village Halls

19.10.21 Items for the next agenda.

- Snow wardens
- Grit Bins

19.10.22 Next meeting.

The next meeting of the Parish Council will be held at 7:30pm on the 16th of Novemeber 2016 in the Memorial Hall.

The meeting was declared closed at 10.30 pm

A Martin
Clerk to Parwich Parish Council
20 Oct 2016