

The Annual meeting of Parwich Parish Council was held on Wednesday, 20<sup>th</sup> May 2020 at 7:30 pm by video conference.

**Present:** Chair M Edge, P Kirkham, J Turnbull, F Hadfield, L Coyne, J Jesson, M Compton, Clerk A Martin.  
One member of the public.

#### 20.5.1 Election of Chairman and Vice Chairman.

**Election of Chair** – only M Edge offered to take the role of Chair for 2020-21.

M Edge was proposed by F Hadfield and seconded by J Turnbull.

**Resolved:** It was unanimously agreed that M Edge continue to be Chair for 2020-21.

**Election of Vice Chair** – only P Kirkham offered to take the role of Vice Chair for 2020-21.

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

**Resolved:** It was unanimously agreed that P Kirkham continue to be Vice Chair for 2020-21.

Acceptance of Office forms will be provided by the Clerk for the Chair and Vice Chair to sign in person when this is possible.

#### 20.5.2 Apologies/Councillors' attendance register.

All Councillors were present.

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

#### 20.5.3 Declaration of personal/pecuniary interests of Councillors.

None.

#### 20.5.4 Minutes of the previous meeting.

The draft minutes of the meeting of 15th April 2020 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. A copy will be held by the Clerk for the Chair to sign in person when this is possible.

#### 20.5.5 Public speaking.

A member of the public spoke to express gratitude for the work of organisations and individuals in the village who have helped others during the coronavirus pandemic. They had been delighted by this, but not surprised.

#### 20.5.6 Items from public speaking.

**Resolved:** The Council echoed the views expressed during public speaking. A statement will be prepared for the Council Website and blog which reflects the same. The text will be made available for publication in the Parish Magazine.

#### 20.5.7 Review and Adoption of Standing Orders and Financial Regulations.

- Standing Orders require this at the Annual Meeting.
- Changes to Standing Orders reflect the use of video conferencing for meetings were considered. However, these are only temporary and are covered by primary legislation.

**Resolved:** Following a brief discussion it was agreed that there was no wish to change the content of the Standing Orders and that these should be adopted in their current form for the coming year.

- Changes to Financial Regulations to incorporate changes in the NALC model standing orders for Parish councils were considered. These were thought fairly unlikely to affect the work of the Council.

**Resolved:** Following a brief discussion it was agreed that these changes should be incorporated in case they were ever relevant. There was no wish to change any other content of the Standing Orders so they should otherwise be adopted in their current form for the coming year.

*(noted that any changes to reflect the use of on-line banking would be discussed under agenda item 14.)*

#### 20.5.8 Review of Policies and Procedures.

Standing Orders require this at the Annual Meeting.

**Resolved:** It was agreed that selected policies would be reviewed as follows with comments to be considered at the next meeting.

- **Health and Safety** policy by M Edge.
- **Drone flying** policy by J Turnbull.
- **Parsons Croft parking** policy by F Hadfield.

**Resolved:** That other policies and procedures of the Council should be adopted in their current form for the coming year.

The introduction of new policies was considered.

**Resolved:** that

- A policy for **Nethergreen carpark** should be drafted by F Hadfield

- A policy for **Website Accessibility** should be drafted by the Clerk (to cover how compliance with legislation coming into force in September will be achieved).
- **Reserves policy.** Although having a policy might be good practice it does not appear to be a requirement. The current budgeting process addresses reserves and this was considered adequate.

#### 20.5.9 Review of inventory of Land and Assets

Standing Orders require this at the Annual Meeting.

A summary of the land and assets of the Parish Council had been circulated prior to the meeting. The only change from the previous year was a reduction in the valuation of the land and premises at the Memorial Hall to reflect the sale of a small piece of land.

The requirements for reflecting valuations for the purpose of the Annual Return were discussed. For this purpose, assets do not have to be re-valued and remain on the asset register at their purchase cost. Historically where a purchase cost had not been available a valuation was obtained in order to complete the register. This leads to some assets reflecting values from a long time ago and others being much more recent. None the less this is what is expected.

This differs from insurance values for buildings and other property which are index linked to ensure adequate cover for replacement. Insurance values do not form part of the Annual Return.

**Resolved:** To amend the entry for the land at Parsons Croft to describe it as "Playing Fields and carpark". Otherwise to accept the latest version of the asset register as circulated.

#### 20.5.10 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. (ref 18.3.8).

#### 20.5.11 Review of Insurance cover.

Standing Orders require this at the Annual Meeting.

The Council's Insurance policy with Inspire (AXA) via the brokers Came and Co. is entering the second year of a three-year agreement. The premium is due in June and has been increased only to reflect the additional cover for index linked replacement costs. Insurance documents had been circulated in advance of the meeting and a there was a brief discussion of cover requirements.

**Resolved:** That no change to the cover wanted by the Council had arisen during the year and that the requirements of the policy are being met.

#### 20.5.12 Clerk's report.

- Clerk's estimate of time (9.7) hours per week.
- Posts at Millennium Green. Five posts have again been removed and loosely replaced.

**Resolved:** To accept the offer from a volunteer to install the posts more securely.

**Resolved:** To prepare a sign explaining the reason for the posts and that any further vandalism may be reported to the police.

- A brief text had been prepared for the website and blog covering individual efforts at village maintenance in the absence of village clean-up days during lockdown.

**Resolved:** To publish this text.

- Mowing no major problems reported. Contractor approached by resident asking for more mowing by the path from Nethergreen to the Churchyard. Had responded (correctly) that this was not part of the agreed contract so they would have to raise it with the Council if they wished. Note that the area in question does not appear to be part of the land registered to the Parish Council as a Village Green.

**Resolved:** F Hadfield will attempt to explain this to the resident who it is believed raised the issue.

- Attended weekly DALC Zoom meetings for Clerks.
- Updated HMRC software, completed year end and issued P60.
- Research in website accessibility with 2Commune (PDF text readers).
- Discussed use of Pavilion for VE day. Not pursued.
- Removal of tree from Millennium Green by Rowan Cottage. The six weeks for the PDNPA to respond if they wished to place a preservation order on this tree should have expired on the 18th of May.

**Resolved:** To confirm this with the PDNPA.

**Resolved:** To obtain quotations for the removal of the tree.

- The annual Playground inspection will take place in May.
- In hand
  - Registration of Agricultural Land by Statutory declaration.
  - Further tasks arising from the risk management review.
- A number of issues from previous meetings are still waiting response from various agencies. In general, longer delays than usual are being experienced but all requests are being kept on record and will be followed up in due course including the following.

- HM Land Registry. Adverse Possession Claim.
- Derbyshire Dales District Council (DDDC). Housing needs survey.
- Derbyshire County Council (DCC) Highways.
  - Request to improve drainage from Townhead into the village. Status 15/5/20 “Added to programme”.
  - Request for Playground signs.
  - Request for Icy Road signs. Status 15/5/20 “Investigation requested”.
- Caravan Club re proposals to drop kerb at entrance to Parson’s Croft car park.

**20.5.13 Items of account.**

Cq 1502	Clerks expenses	Zoompro licence. May (inc. VAT)	£14.39
Cq 1503	Came & Co.	Insurance premium	£1,727.77
Cq 1504	Memorial Hall	March Hire (Large Room)	£25.00
Cq 1505	Contractor	Draining of Millennium Pond	£540.00
Cq 1506	Auditor	Internal Audit	£25.00
Cq 1507	Contractor	Mowing (May)	£800.00

**Resolved:** That the Clerk should arrange for cheques to be signed for payment of the above on presentation of invoices to the signatories when this is possible.

- A Direct Debit mandate has been completed and sent for payment of the annual Data Protection Fee to the Information Commissioner’s Office. (£35).
- A VAT claim has been submitted for VAT paid in 2019-20.
- The outstanding minor maintenance claim (£100) from last year has been received.
- The precept has been paid into the Council’s account.

**20.5.14 On-line banking.**

The Clerk briefly explained two approaches to on-line banking used by other Parish Councils in Derbyshire.

- On-line payments enacted by one person
  - Usually the Clerk/RFO
  - Only permitted for a minuted schedule of payments approved at a full meeting
  - This service is available free of charge with the Council’s current NatWest account.
- On-line payments requiring dual approval
  - Available from Unity Bank but fees are charged.

**Resolved:** To complete the forms to authorise the Clerk to use internet banking with the current account. Noted that

- This overcomes the problem of some payments that cannot be made by cheque.
- The Clerk will be able to improve transparency, accountability and cash management by providing up to date statements, balances and transactions when meetings are held. (or at any time that might be required).
- Providing read-only on-line access for Councillor to view the account themselves will be investigated.

**Resolved:** That the Clerk will review, and draft amendments to, the relevant Financial regulations to reflect this change. To include a requirement that payments to the Clerk for wages and expense will continue to be by cheque.

**20.5.15 Internal Audit.**

The internal audit was carried out on the 6<sup>th</sup> 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. A scan of 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.

**20.5.16 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. The Clerk will arrange for the Chair to sign the return in person when this is possible.

**20.5.17 Accounting Statements.**

These had been circulated in advance of the meeting along with the Bank reconciliation and Explanation of Variances. A scan 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. The Clerk will arrange for the Chair to sign the return in person when this is possible.

#### 20.5.18 Certificate of Exemption.

This had been circulated in advance of the meeting to demonstrate that the income and expenditure of the Council during 2019-20 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 Exception to be sent to the external auditors. The Clerk will arrange for the Chair to sign the return in person when this is possible.

#### 20.5.19 Planning applications.

- Stubble extension.
  - The Council had previously responded to a consultation opportunity from the Planning Authority in respect of this application. However, a further request had been received from the applicant and the PDNPA for the Council to confirm its support and provide its reasons.
  - It was noted that no account had been taken of additional information provided by the applicant which had only appeared on the PDNPA portal the previous day as there had been insufficient time to review it prior to the meeting.

**Resolved:** That the Clerk should reply that the Council did not wish to make any alteration or addition to the response it had already provided. Support, as previously indicated, was therefore confirmed, but without further qualification.

- Fernlea bathroom window. Listed building consent.

**Resolved:** That the Clerk should reply that the Council supported the application and had no objections to it.

- Siterlow Farm. Noted that a planning application for a general farm storage building had been refused.
- Publications from the PDNPA Planning Department had indicated that they were willing to attend Parish Council meetings to explain the workings of the Planning Department.

**Resolved:** To request that a representative of the Planning Department attend a future meeting for this purpose. To ask if this could be done using Zoom video conferencing unless normal face to face meetings have been resumed.

#### 20.5.20 Footpaths.

The state of the footpath by the brook alongside Japonica was discussed. As a Right of Way across land not managed by the Parish Council, this is the responsibility of the Highways Authority (Derbyshire County Council).

**Resolved:** F Hadfield to report concerns to DCC using their portal. No further action to be considered until their response was provided.

#### 20.5.21 Tennis Courts.

Recent changes to Government legislation now permit the playing of tennis. Legislation and guidance describe how this can, and should, be done.

**Resolved:** To post a new notice at the tennis courts, confirming that they may be used, but reminding users of their responsibility to observe the requirements and guidance set out by Government when doing so.

The right-hand court remains badly affected by residue from the flooding earlier in the year.

A quote had been received from the contractors who had cleaned the courts four years ago. This quote was considered competitive in relation to previous quotes obtained.

**Resolved:** To instruct the cleaning of the courts.

**Resolved:** That until the cleaning has taken place a net should be erected on the left-hand court only and signage should indicate that only this court is in use.

**Resolved:** An offer from a volunteer to repair the tap on the back of the Pavilion to provide water for cleaning was accepted.

#### 20.5.22 Flooding.

The application form necessary for drainage work to be undertaken has been circulated for information.

**Resolved:** To request a date for the visit that had been offered by the Flood Agency to provide advice. (as this may now be possible in open space). No further work is anticipated until this advice has been received.

#### 20.5.23 Caravans.

Visits in 2020 have been cancelled.

**Resolved:** To confirm the request by Sheffield DA to visit on the 11<sup>th</sup> to 13<sup>th</sup> June 2021.

**Resolved:** To confirm that the nightly fee of £7.00 will remain unchanged in 2021.

#### 20.5.24 Pump Hill.

The use of agricultural herbicides for better control of nettles and brambles is being investigated.

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

- **Resolved:** No purchase, or application, of herbicides requiring a licence will be considered other than by persons holding the appropriate licence. *(Note that risk management and third-party insurance may be required).*

#### 20.5.25 Trees.

A request had been received from a resident to investigate the safety of a dead tree on Creamery Lane. It was thought that the tree was in the roadside verge and therefore the responsibility of the Highways Authority (rather than on land owned by the Parish Council). However, as it appears to have been removed no further action is required.

#### 20.5.26 Correspondence and communication.

- Resident. Park and play equipment closure
- Resident. VE day events. (2)
- PDNPA. Lockdown guidance and posters. (4)
- DDDC Parking charges.
- DDDC. Garden waste.
- DCC. Hanging Baskets. (2)
- DCC. Community news. (3)
- DALC. Climate emergency.
- DALC. Hanging baskets.
- DALC. Clerk and Chair Zoom meetings.
- DALC. Excellence awards.
- DALC. Newsletter.
- DALC. On-line training. (2)
- DALC Community News (DCC)
- DALC. Chairs' Zoom meeting.
- Rural Services Network. Bulletin. (5)
- Rural Services Network. Covid response survey.
- Rural Services Network. Bulletin. Funding Digest.
- Rural Action Derbyshire. Advice for Village Halls on COVID-19.
- Derbyshire Constabulary. Lockdown guidance.
- Came and Company. Insurance. Newsletter.
- 20mph limits. Four Councils expressed interest if this campaign were restarted.
- Playforce. Home education resources. (3).
- Fabrications North East. Thankyou benches. (2)
- Power for people. Lobbying re Electricity Bill.
- NatWest. Business loans.
- Learnayay. Request to add adult education link to website. (2)
- Walking in England. Request to add link to website.
- MyNeighbourhoodPlan. Webinar files.
- London Hearts. Defibrillator grants.
- Lower Hurst Organic. Meat boxes.
- Zurich. Insurance.

#### 20.5.27 Items for the next agenda.

- No new items other than mentioned elsewhere.

#### 20.5.28 Dates of next meetings.

Next Parish Council meeting will be on Wednesday 17th June 2020 at 7:30pm using Zoom video conferencing. Meetings for the remainder of the year are planned for the third Wednesday of each month at 7:30pm with the exception of August and December. They will be by Zoom video conferencing or when possible in the Memorial Hall.

The meeting was closed at 22:45pm.

A Martin  
Clerk to Parwich Parish Council  
21 May 2020