

Parwich Parish Council

Minutes

A meeting of Parwich Parish Council was held on Wednesday, 9th November 2011 at 7.30 pm in Parwich Memorial Hall.

Present: C Healy, N Linnell, J Bennett, B Walker, M Harrison and Acting Clerk,
Mrs S Hampson

11.11.1 Apologies/Councillors' attendance register

Received from R Bunting and S Dale. Councillors present completed the attendance register.

11.11.2 Declaration of persona//Prejudicial interest of councillors

No entries were made in the register during the meeting.

11.11.3 New councillor

Only one applicant had responded to the co-option notice for the seventh member of Parwich Parish Council. Mr Harrison completed the declaration of acceptance of office and was presented with the model code of conduct, register of interest form and a copy of the good councillor guide prior to commencing the meeting. Mr Harrison was welcomed as a councillor.

11.11.4 Minutes of the previous meeting

A minor amendment was made to minute reference 11.10.23 to state a member of the parish council to attend future meetings of the Safer Neighbourhood whenever possible, rather than a named member.

From the previous minutes

Clerk had contacted the previous long standing clerk, Mrs Wigley regarding parish council rents. It was established that, to the best of the knowledge of the parish council, that no rents of substantial value were outstanding.

Resolved: Acting clerk to contact the member of the public to thank him for raising the issue at the October meeting. Mrs Bennett to approach a member of the charities committee regarding the matter.

The acting clerk had been in contact with Sheffield D.A. Caravan and Camping Club regarding a future booking payment by cheque. The club can pay by cheque.

Resolved: Acting clerk to advise Sheffield DA of an increase in unit charges to £6 per unit in view of water consumption and mowing charges to ensure the ground is ready for the arrival of caravans; payment to be requested by cheque. Water readings to be monitored at this location.

Derbyshire Association of Local Councils (DALC) confirmed that only parish council employees or bona fide contractors with appropriate and adequate public liability insurance could be used by the parish council to mow parish council land.

Came & Co Insurance report that the no claims discount had not been affected by enquiries concerning the leak at the pavilion.

11.11.5 Public speaking

There were no members of the public present

11.11.6 Carnival and Recreation Committee attendance and discussion Queen's Diamond Jubilee

Unfortunately, a member of the Carnival and Recreation Committee was unable to attend the meeting but had advised members of the council that the committee was happy to work together with the parish council.

Hopefully, a member of the committee would be able to attend the next meeting. The parish council members anticipated that a donation would be required from the council towards jubilee celebrations organised by the Carnival and Recreation Committee.

11.11.7 **Planning applications and planning sub-committee**

Planning applications granted for The Croft, Creamery Lane (installation of oil tank and alterations) and Hall Cliffe (external alterations for energy efficiency and connection to the garden). A letter from Peak District National Park Authority (PDNPA) had been received asking for further information regarding the council's approval of a recent planning application at Hall Cliffe (demolition of internal wall and fireplace).

Resolved: Acting clerk to advise PDNPA that the application had received support from the council because it only involved internal alterations to the property. Restoration would be achieved in a sympathetic way and there would be no negative impact on the community or the environment.

Acting clerk had electronically forwarded, in advance of the meeting, a legal topic document from DALC regarding sub-committees and provided some further information during the meeting.

Resolved: It was proposed J Bennett and seconded B Walker that a planning sub-committee be formed. All council members to be members of the planning the sub-committee. J Bennett to chair the sub-committee whenever possible. Powers of the planning sub-committee to be the same as those of full council meetings. Minutes to be taken to the next full council meeting. Minutes to be included with those of the full council meetings.

11.11.8 **Tennis courts**

Mrs Bennett had made enquires and the acting clerk had written to Sports Solutions, the company responsible for pressure washing and the moss kill treatment of the courts under 12 months ago. Sports Solutions will not take any further action and quoted an additional £495 + VAT for pressuring washing.

Resolved: Members agreed it would be preferable to borrow a pressure washer and to use it on the courts. A multi-jet attachment would probably be required. If members were unable to borrow such a machine, consideration could be given to hiring one. In future, it may be necessary for the council to purchase a suitable pressure washer.

Mrs Linnell advised members of the hire charges for the courts. With the courts in their present condition it should be possible to say they are not available for hire.

Resolved: Clerk to contact the Parsons Croft Management Committee

Tokens for the floodlights and the use of an honesty box were also discussed along with the hire of the other facilities at this area.

11.11.9 **Financial Regulations**

Resolved: To defer this item for a future meeting.

11.11.10 **Audit Commission update**

The acting clerk had not received any further communication after submitting the external audit document and accounts for the year ended 31.3.11.

11.11.11 **STWA claim**

Mrs Linnell advised members that she had turned off the water but it there was still a slight leak. Ms Healy had obtained a key from a former member of the parish council and had locked up the public toilets. Self employed lady would not now be cleaning the toilets.

Resolved: Mrs Linnell to pursue the claim against the exceptionally high water bill from Severn Trent connected to the leak.

11.11.12 **Memorial Seat**

Clerk had advised the person concerned with the memorial seat to liaise with Mr Dale. In his absence, there was no further information regarding this item.

11.11.13 **Village winter grit provision**

Members of the council reported that all the parish salt/grit bins were now full. Local Police Community Support Officer had provided additional details about the appropriate use of grit/salt. Mrs Bennett reported that these details would feature on Parwich Blog.

11.11.14 **Items of accounts, acting clerk and mowing contractor's invoices, and consideration of budget items for Precept setting in December.**

Cq 1025	S Hampson	Acting clerk services
Cq 1026	T Moorcroft	Mowing contract
Cq 1027	Lester Lowe	Materials to paint pavilion

Some members of the council reported that they may not be able to attend the December meeting. Clerk advised the members that the Precept would have to be set by January at the latest as detailed on the Precept form. Requirements from the council towards the jubilee celebrations would have to be established together with mowing requirements for the forthcoming year, in addition to general administration costs.

Resolved: Mrs Bennett to approach the member of the Carnival and Recreation in an attempt to ascertain possible council expenses for the jubilee celebrations and advise clerk accordingly.

Resolved: Acting clerk to produce a spreadsheet of accounts from 1 April 2011 to date. Acting clerk to further establish if last year's Precept was sufficient to cover expenditure. Information to be provided to members approximately two weeks before the meeting to establish if further changes need to be made to the budget forecast.

The acting clerk had written to the mowing contractor instructing him to carry out one cut to the cricket field. He had not contacted the clerk but had made contact with Mrs Linnell. By the time of his response he reported that the grass was now too long to cut with his present machinery and would cost more than £200. He was investigating the purchase of a much bigger mower but this would not be warranted without assurance of being awarded an addition to his present contract to complete all the mowing of this area next season. He would also incorporate painting the pavilion. This matter was discussed.

Resolved: Acting clerk to advise the mowing contractor that this mowing would be added to his contract if he provided a one off fee to incorporate Parsons Croft, paint the pavilion and that he further provides a schedule of costs of next year's mowing in sufficient time for precept setting.

Resolved: Clerk to contact Parsons Croft Management Committee regarding the item raised by a member of the public at the October meeting. This was in regard to 'the dumping of grass cuttings' on the area previously extensively tidied.

11.11.15 **The clerk, bookings clerk, interview sub-committee**

Acting clerk provided job description and duties commensurate with the position of a parish council clerk for Parwich, extracted from DALC advertisements, in readiness for an advertisement for the position. Acting clerk expressed an interest in applying for the position.

DALC had advised the council that the interview for the clerk should not be held in public.

Resolved: All members to also be members of the parish council interview sub-committee with the same delegated powers as full council. Mrs Linnell agreed to take minutes of interview sub-committee meetings.

Resolved: Acting clerk to forward an electronic version of clerk's advertisement. Acting clerk to continue providing clerk's services until January 2012.

Resolved: Interviews for clerk's position to be held on the evening of the January parish council meeting by the interview sub-committee prior to the start of the full parish council meeting.

Previous long standing clerk, Mrs Wigley, had kindly continued to take bookings for the hard play area but, as there is presently few bookings, she thought an honorarium for this work may not be justified.

Resolved: Due to the relatively small amount of work involved at present parish council members could collect monies for bookings. Mrs Bennett kindly offered to liaise with Mrs Wigley regarding the bookings; acting clerk to advise accordingly.

Mrs Linnell advised that the tennis club may be able to provide details of usage at the end of each year. Contact details previously emailed to acting clerk.

Regular meeting dates were discussed with the acting clerk.

Resolved: The third Tuesday of each month was decided upon to be the regular meeting date for the parish council. The acting clerk to plan future meeting dates for the forthcoming year and advise members accordingly. These may be subject to change for various reasons.

The acting clerk had contacted DALC regarding the non-completion of the 2010-11 audit by the former clerk. DALC advised not to pursue this matter.

11.11.16 **Safer Neighbourhoods**

Mr Walker advised that he had attended an interesting meeting of Safer Neighbourhoods; driving whilst on mobile phones had been discussed. An opportunity to set priorities as a parish council or as a community could be possible at future meetings. The next meeting of the Safer Neighbourhoods is scheduled for Thursday, 19th January 2012 at 7.30 pm at Tissington. Minutes of Safer Neighbourhood meetings will appear on the Parwich Blog.

Resolved: Mr Walker will try to attend the next meeting to represent the parish council.

11.11.17 **Correspondence**

Included: documents, provided by Mrs Bennett, were about a section presently under construction on the Blog regarding information about the parish council such as contact details, agendas and minutes. These pages will be designed to 'mirror' other pages on the Blog when finalised. Mrs Bennett clarified some information with members.

Other correspondence and communication received:

Acting clerk reported a phone message received from a resident regarding the flood defences and the jubilee pond at Nethergreen. This was discussed.

Resolved: Mrs Linnell reported that flood defences on the other side of the road to the pond had been done. Mrs Linnell to establish silt depth in the pond. A working party may be required; an appropriate risk assessment should be put in place.

Resident had approached former clerk, Mrs Wigley regarding over hanging trees in the garden rented from the parish council.

Resolved: Acting clerk to advise the person that trees can be trimmed.

Derbyshire County Council advised that trees and hedges around Parwich will shortly be cut back by flail mower. Derbyshire Dales District Council (DDDC) information on security advice for shed and allotment owners. DDDC area forums.

Remembrance Sunday arrangements were discussed.

11.11.18 Items for next agenda

Carnival and Recreation Committee attendance, Playground roundabout, Parsons Croft, STWA, Memorial Seat, Mowing contract, Highway issues, Communication, Rent reviews, Budget and Precept in addition to regular items.

11.11.19 Date of the next meeting

Wednesday, 14th December 2011

The meeting was declared closed at 9.40 pm.

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Mrs S Hampson
Acting Clerk
November 2011