

# Parwich Parish Council

## Minutes

A meeting of Parwich Parish Council was held on Thursday, 13<sup>th</sup> October 2011 at 7.30 pm in Parwich Village Hall.

Present: C Healy, R Bunting, N Linnell, J Bennett, B Walker, S Dale, Acting Clerk, Mrs Hampson and three members of the public.

### **11.10.1 Apologies/Councillors' attendance register**

There were no apologies. Members completed the attendance register.

### **11.10.2 Declaration of personal/prejudicial interest of councillors**

Two members completed the relevant sections of the council's interest register in respect of planning applications on the agenda.

### **11.10.3 Minutes of the previous meeting**

These were agreed and signed in the meeting. From the previous minutes regarding the playground roundabout, Ms Healy had spoken with the tradesman and Acting Clerk had written a letter. Tradesman will resubmit his quote for repair to the roundabout.

### **11.10.4 Update from County Councillor**

The County Councillor was not present at the meeting.

### **11.10.5 Update from District Councillor**

The District Councillor was not present at the meeting.

### **11.10.6 Update from Police Community Support Officer (PCSO)**

Clerk had received apologies from PCSO Cleavelly in advance of the meeting. Literature received was given to members.

### **11.10.7 Public Speaking**

The applicant of the planning application for the wind turbine interacted with members of the parish council regarding his application. Members of the parish council provided some of their opinions including issues with noise and appearance. Mrs Bennett had liaised with the planning officer at the Peak District National Park Authority (PDNPA), Mr Fridlington. Mr Bunting made a comparison between the size of the wind turbine and the church steeple.

Ms Healy provided further information regarding the planning application at her property.

A member of the public raised the issue of parish land and rents.

**Resolved:** Acting clerk to approach previous long standing clerk and, if appropriate, the Parish Council's solicitor regarding this matter. The treasurer of the Charities Committee and another resident may also be able to provide further information on this subject.

**Resolved:** To accept further information from a member of the public regarding mowing of the former cricket pitch.

A letter from the mowing contractor, Mr Moorcroft, was presented by a member of the public on his behalf. Members were advised that a mower behind a tractor was required and grass to be taken away. This could potentially create ruts which would impair the field's future use as a cricket pitch. Mr Moorcroft's quote for the initial cut was £200 + VAT and £100 + VAT per cut thereafter. The frequency would have to increase if cricket was to commence again. It was also brought to the attention of the council that the corner area near the car park, which had previously been extensively

tidied, was being used inappropriately (grass cuttings etc being deposited) which would soon result in the area appearing like a wilderness.

Members discussed the quote from the mowing contractor. It was thought necessary to carry out the initial mowing but thereafter, this would be rather expensive. Mr Bunting apologised for not having ‘topped off’ this area with his machinery as discussed at the September meeting.

**Resolved:** Clerk to write to Mr Moorcroft to instruct him to only carry out one cut, at £200 + VAT, in view of the time of year. The item to be discussed at a future meeting.

**Resolved:** Clerk to make further enquires with Derbyshire Association of Local Councils (DALC) and the council’s insurance company regarding mowing, machinery and the use of volunteers.

#### 11.10.8 **Planning applications**

Application at Hill Top Farm for a single wind turbine and plant room.

Following the previous discussions the members voted on this application. Four members voted in favour of the application; 2 members voted against the application.

**Resolved:** PDNPA be advised of the above information.

Application at Hall Cliffe

Ms Healy left the meeting at this point and took no part in the decision process on this application.

The remaining councillors discussed the application. The remaining members unanimously voted to support this application.

**Resolved:** PDNPA be advised of the unanimous support of the parish council for the application at Hall Cliffe.

#### 11.10.9 **Member Co-option**

Mrs Bennett provided members with a light and friendly version of a co-option statement from the National Association of Local Councils (NALC) website.

**Resolved:** Mrs Bennett to place this version on the Parwich Blog. Acting clerk to provide Mrs Linnel with DDDC’s version for the noticeboard. Deadline for the submission of expressions of interest to the Chairman, Ms Healy, to be 30<sup>th</sup> October 2011.

#### 11.10.10 **Financial Regulations**

**Resolved:** To revisit this item at a future meeting and customise for Parwich Parish Council.

#### 11.10.11 **Internal audit report including parish council bank accounts, external audit report and approval of accounts for the year ended 31 March 2011**

Acting clerk had completed the year end procedure. Internal audit had also been completed and the portion of the external audit form completed and signed by the internal auditor. The internal auditor recommended the closure of two of the four accounts and transfer of monies to the main current account as a council of the size of Parwich does not warrant operating four bank accounts.

**Resolved:** Council agreed with the recommendation of the internal auditor. Mr Walker was presented with the building society passbook by the acting clerk. Mr Walker to present himself, along with another signatory, at the building society to close this account and obtain a cheque payable to Parwich Parish Council for deposit in the current account. It was agreed to close the account primarily concerned with the Pavilion transactions in the near future. All direct debits will have to originate from the main current account.

Ms Healy had transferred monies from the PUTT account in view of cheque book difficulties. Ms Healy provided some members of the council with bank mandate forms to enable all members to become signatories on the council's accounts.

**Resolved:** The accounts were agreed and Ms Healy duly completed the relevant sections of the external audit form.

**11.10.12 VAT reclaim for the year ended 31.3.11**

The VAT for the previous financial year not been reclaimed. The acting clerk had completed this return and successfully achieved a return of £652 for direct credit of the council's account.

**11.10.13 Standing orders**

The acting clerk had forwarded an electronic version to those members who had supplied email addresses. A hard copy had been circulated.

**Resolved:** The model version was adopted. This matter to be revisited as a future agenda item.

**11.10.14 Insurance claim**

Acting clerk had re-established dialogue with the insurance company. Came and Co. had been awaiting copy invoices and confirmation to proceed with the claim. Mr Bunting is prepared to donate an electrically tested fridge freezer and some non-matching kitchen units. Some mildew will need further treatment. Came and Co. report that £250 excess will be applicable to each and every claim and that 5% no claim discount on next year's premium will be lost.

**Resolved:** Claim to be abandoned if acting clerk can obtain confirmation from insurance company that 5% no claims discount has been unaffected and will still apply to next year's premium.

**11.10.15 Memorial seat**

Acting clerk had spoken with the daughter of a deceased Parwich resident. She forwarded a letter from the parish council from 2010 confirming permission had been granted to site a memorial bench at Nethergreen and that no planning permission was necessary. An illustration of the engraved bench and anchorage methods were also shown to the members of the parish council.

**Resolved:** Acting clerk to reconfirm in writing that the memorial bench can be placed at Nethergreen. The bench should be secured with concrete. Acting clerk to confirm that the bench will continue to receive appropriate preservative treatment to maintain its life and to forward Mr Dale's contact details to enable an on site meeting to take place to ensure the bench is appropriately positioned.

**11.10.16 Risk assessments**

Clerk had received a document from DALC providing details in relation to volunteers cleaning out ponds and an accompanying risk assessment from Derbyshire County Council.

**11.10.17 Update on village committees**

Mrs Bennett kindly provided a list of Parwich Village Committees and was thanked for her efforts in compiling the list.

**11.10.18 Village grit provision**

Mr Bunting apologised for not having checked the present store of grit in the parish council's bin.

**Resolved:** Mr Bunting to inform findings at the next meeting.

**11.10.19 Use of parish land document**

**Resolved:** Not to proceed with a document. Mr Walker to invite Carnival and Recreation Committee member to the next meeting to establish liaison with the parish council and to also discuss Queen's Diamond Jubilee proposals.

#### 11.10.20 **Items of account and consideration for budget**

Cq 1016	B Wood	internal audit fee
Cq 1017	T Moorcroft	mowing contract
Cq 1018	M Watson	reimbursement of fuel expenses
Cq 1019	DALC	subscription 2011/12
Cq 1020	DDDC	uncontested election fee
Cq 1021	S Hampson	acting clerk fees
Cq 1023	PMK Services	mower repairs/services
Cq 1024	N Salt	toilet cleaning contract

**Resolved:** Acting clerk to contact self employed lady regarding her contract to clean the toilets.

Income received from land tenants and Western Power wayleave.

#### 11.10.21 **Electricity contracts**

Mrs Bennett had contracted members electronically regarding this matter as the contract was due for renewal prior to the meeting. Mrs Bennett was thanked for successfully securing a 2 year plan with Eon at a reduced rate for the parish council. The next contract is now due for renewal in October 2013.

#### 11.10.22 **Queen's Diamond Jubilee 2012**

The members believed this would be taken on board by the Carnival and Recreation Committee and that a donation from the parish council towards this commemoration would be sought. This would be considered during Precept setting.

#### 11.10.23 **Safer Neighbourhood**

Mrs Bennett advised members that there are approximately 3/4 meetings of this group a year providing the opportunity to have 'your own say'. The group also provides an opportunity to focus on certain items and potentially take matters forward to a satisfactory conclusion.

**Resolved:** Mr Walker to attend the next meeting if at all possible. A member of the parish council to attend future meetings whenever possible.

#### 11.10.24 **The clerk and bookings clerk**

Bookings clerk. The acting clerk had written to the insurance company to ensure that a bookings clerk, paid only a small honorarium of £50 per year, would be insured to collect monies on behalf of the parish council. Confirmation had been received to support this fact. Previous long standing clerk had kindly continued to take bookings and money for the hard play area.

**Resolved:** Acting clerk to approach previous long standing clerk to ascertain if she is willing to continue to collect fees for the hard play area and to collect hire charges from the occasional caravan lettings

The previous clerk was discussed in relation to non-completion of the year end accounts during her paid term of office.

**Resolved:** Clerk advised that she would seek advice from DALC regarding this matter before approaching the previous clerk

The parish council clerk. The acting clerk had prepared an advertisement and list of duties commensurate with those of a permanent parish council clerk for Parwich Parish council.

**Resolved:** It was agreed that the acting clerk continue to resolve outstanding council matters, including the present year's accounts and budget, in readiness for an advertisement to be placed for a permanent clerk.

#### **11.10.25 Correspondence**

Correspondence included: an apology from National Westminster Bank in response to a letter from the acting clerk as she had discovered two errors by the bank in which two cheques had been incorrectly presented as higher amounts than those issued. The amounts had been corrected and restored to the council's bank account. Further correspondence included a response from STWA to the acting clerk's letter regarding a very large charge for water loss.

**Resolved:** Mrs Linnel to provide information in support of the council's claim against STWA charges.

Mrs Linnel had forwarded an email to the acting clerk regarding regrowth of moss on the tennis courts. Cleaning of the courts and moss growth treatment had taken place during 2010 at quite a considerable expense. Members had believed the warranty against regrowth was for 3 years. The acting clerk revealed a disclaimer against moss growth from the invoice. The members thought this was most unsatisfactory.

**Resolved:** Mrs Bennett to make enquires about moss growth from the company used and advise the acting clerk of her findings. Clerk to then forward a letter to the company expressing the council's dissatisfaction.

Correspondence provided and signed by the previous clerk included a booking form from Sheffield Camping and Caravanning Club.

**Resolved:** Clerk to contact the club regarding this booking.

Additional correspondence: Hartington Surgery Patients' Group AGM, DCC local transport plan, DCC acknowledgement regarding trees visually obstructing the highway.

Ranger Burrows had liaised with Mr Walker regarding the pond.

#### **11.10.26 Items for the next agenda**

In addition to monthly items: Carnival and recreation committee representation, casual vacancy co-option, external audit (if concluded), tennis courts, STWA claim, parish council grit bins, memorial seat, budget consideration for precept, the clerk, Safer Neighbourhoods.

#### **11.10.27 Date of the next meeting**

9<sup>th</sup> November 2011

The meeting was declared closed at 10.20 pm

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Mrs S Hampson, Acting Clerk