

Parwich Parish Council

Minutes of the parish council meeting held on Tuesday, September 2011 at 7.30 pm in Parwich Village Hall.

Present: C Healy, N Linnell, R Bunting, B Walker and one member of the public.

11.9.1 Apologies and Councillors' attendance register

The councillors present completed the attendance register. Apologies were received from Cllr Bennett and Cllr Dale.

11.9.2 Declaration of personal/prejudicial interest of councillors

The acting clerk explained the purpose of this register. None of the councillors present had the need to declare an interest in any of the items of the agenda.

11.9.3 Minutes of the previous meeting

The minutes of the previous meeting had been prepared by Mrs Bramhall, who had tendered her resignation during the summer recess of the council. Issues regarding the children's roundabout and village pond arose from these minutes.

Resolved: The council accepted these minutes as a true record. It was noted, however, that the dates of the forthcoming meetings had changed due to commitments of the acting clerk.

Resolved: Acting clerk to confirm with Derbyshire County Council (DCC), Highways that a report had been received regarding trees causing a visual obstruction.

Resolved: Clerk to contact tradesman to resubmit his quote in relation to the roundabout on the playground.

Resolved: Clerk to obtain contact details for Lynn Burrows from the Peak District National Park Authority (PDNPA) and advise Cllr Walker.

11.9.4 Public speaking

The member of the public present raised the issue of children having left taps running in the public toilets.

Resolved: Consideration may need to be given in the future to 'push type' taps which cannot be left running. No action to be taken from the parish council at this stage with regard to children allegedly being responsible for the problem with the taps.

11.9.5 Bank mandate

New members had completed the bank mandate prior to the meeting. Acting clerk raised the issue of a building society account which still has former parish council members as signatures.

Resolved: A letter from former parish councillors may be required to provide authority to change signatories on bank accounts. Acting clerk to find out information from the financial institutions in question and draft a letter if necessary.

11.9.6 Financial regulations

Acting clerk had prepared a financial regulations document for Parwich Parish Council.

Resolved: The members adopted the model financial regulations. A hard copy of the financial regulations was taken for circulation amongst members. The item will be placed on the next agenda for finalisation.

11.9.7 Audit

The acting clerk advised the members that neither the internal nor external audit has been completed for Parwich Parish Council for the financial year ending 31 March 2011. A late payment fine of £25 has already been received from the Audit Commission and a further fine will be imposed shortly.

Resolved: Acting clerk to contact Audit Commission to secure an extension in an attempt to avoid further fines. Acting clerk to begin process of balancing the accounts. Acting clerk to contact DALC (Derbyshire Association of Local Councils) regarding the internal audit process. Acting clerk to begin the audit process following the meeting

11.9.8 Standing Orders

Acting clerk had prepared model standing orders for the attention of the members. These were discussed.

Resolved: In view of the length of the document it was agreed to adopt the model but to revisit this item at the next meeting. Clerk to request an electronic version from DALC to be forwarded to members to study in advance of the next meeting.

11.9.9 Insurance

Acting clerk ascertained that the insurance cheque for Broker Network (Came & Co) had been issued; however, a certificate was not with the material received from the previous clerk. The progress of an insurance claim concerning the pavilion remains unclear. Some additional kitchen units have been acquired but despite intensive cleaning, mildew may have become embedded in certain items which may result in further replacement being required.

Resolved: Clerk to contact Came and Company to re-establish dialogue and clarify the up to date position regarding the claim in the pavilion for fixtures and fittings.

Clerk advised members that the parish council's insurance will not cover events taking place on parish council land eg a fairground. DALC's advice to the clerk was that any one wishing to use parish council land must apply some months in advance for permission from the parish council. The applicant or group applying must be able to satisfy the parish council that they have adequate public liability insurance covering all aspects of the event in question. In addition to having sufficient public liability insurance, fairgrounds need a licence from DDDC and a relevant and current showman's licence. The aim of the parish council is not be to prevent events taking place but to secure adequate insurance is in place for such events.

11.9.10 Risk assessments

Acting clerk advised the members that there should be several risk assessments in place for the parish council including those for parish seats and trees, the clerk working from home, the playground and caravan clubs using the playing field. The ROSPA inspection and risk assessment was given to the acting clerk during the meeting.

Resolved: Clerk to contact the former experienced clerk, Mrs Wigley, for information regarding this matter.

Resolved: Acting clerk to prepare a notice for anyone wishing to use parish council land to ensure public liability insurance, relevant licences etc are in place before parish council permission is granted.

11.9.11 Asset register

The acting clerk raised the issue of the need for an asset register after reading previous minutes which recorded the scrapping of mowers and money deposited into the parish council account. Mrs Wigley had advised acting clerk that land certificates were held with a solicitor.

Resolved: Clerk to ask Mrs Wigley for further information and to search through material received from previous clerk.

11.9.12 Village committees

Acting clerk was advised that there are no sub-committees of the parish council but there are various village committees with constitutions in place.

Resolved: Cllrs Linnell and Bennett to be responsible for the compilation of a list of all village committees with a view to establishing when and where events take place in Parwich which may directly or indirectly involve the parish council or use of its land, including the village green.

11.9.13 Snow warden and grit provision

Acting clerk provided brief information regarding DCC's proposals to introduce a snow warden scheme in parishes. Cllr Bunting had also heard of this scheme from another source. The scheme includes appointing a warden to co-ordinate the distribution of grit which DCC could deliver to Parwich. Local machinery could possibly be used to keep the village clear during snow fall.

Resolved: Clerk to invite County Councillor Simon Spencer to the next meeting to advice on DCC issues.

Resolved: Cllr Bunting to check the parish council grit bin to establish there is sufficient grit for the first onset of winter.

Members believed DCC grit bins had recently been refilled.

11.9.14 Items of account, HMRC, VAT, consideration of budget items for future precept setting

Acting clerk advised the members that there was only cheque and no evidence of a new cheque book. She further advised that the previous clerk had been paid up to July 2011 but her expenses had not yet been submitted. Acting clerk further advised that VAT had not been reclaimed.

Resolved: Chairman to contact bank with regard to obtaining a new cheque book.

Resolved: Acting clerk to begin process of a VAT trail with a view to reclaiming outstanding VAT.

Cllr Bunting presented cash in the sum of £80 from caravan pitch rentals and tenant rent.

Resolved: Acting clerk to bank these amounts.

Invoice received for reimbursement of petrol from a volunteer who had recently mowed the former cricket pitch. Clerk informed members that following advice from DALC, this practice must cease due to a lack of public liability insurance. Volunteers cannot be used in this capacity. The parish council's insurance will not cover volunteers to mow.

Resolved: Clerk to send a letter of thanks to the volunteer for his hard work. Clerk to contact person with established mowing contact to submit a quote to incorporate the mowing of the cricket pitch until the end of his contract as he has public liability insurance.

In addition, a repair bill for the ride on mower was produced.

Resolved: Chairman to establish a breakdown of the labour charges before payment is made.

Resolved: It was agreed that Cllr Bunting collect and store the ride on mower and acting clerk advise insurance company accordingly.

Items of account

T Moorcroft	Mowing contract
M Watson	Reimbursement for petrol for cricket pitch mowing
PMK	Repairs to ride on mower
Severn Trent Water Authority	Water charges for Trough, Creamery Lane
S Hampson	Acting clerk's hours, mileage and expenses
Peak Park Parishes' Forum	
DALC	Subscription
Eon contract will be renewed automatically in October.	

Resolved: Payments to T Moorcroft, M Watson, DALC, Peak Park Parishes Forum and PMK to be deferred to next meeting in view of lack of parish council cheques.

Acting clerk asked members to begin considering items for precept which will have to take place in November/December.

11.9.15 Member councillor co-option

Acting clerk had advised DDDC that a notice had been in place on the noticeboard and on Parwich website. DDDC subsequently advised that the parish council is now at liberty to co-opt a seventh councillor.

Resolved: Members to approach parishioners with a request to submit interest in the vacancy in writing to the chairman.

11.9.16 Parish council contracts and rental agreements

It was confirmed that the rental agreements are held with the solicitor. Members confirmed the mowing contract is part way through a 5 year term which involves a built-in annual increase. A further tendering process will be necessary at the end of this term. Acting clerk enquired about the lady appointed to clean the toilets and income tax implications. Councillors confirmed that the lady is self employed and will invoice the parish council. No invoices received to date.

93.9.17 Highway matters, County Councillor and District Councillor

No additional highway matters. Acting clerk suggested that updates from both County and District Councillor should feature regularly on future agendas.

Resolved: Agendas to incorporate these items.

11.9.18 Planning applications

An application for Mrs Tallis was viewed. A discussion took place regarding an imminent proposal for a wind turbine. It was agreed that there would be no visual impact on Parwich but the impact of noise was questioned. Consideration was given to a public meeting regarding this application.

Resolved: The parish council to submit support for Mrs Tallis' proposal to PDNPA.

Resolved: It was agreed not to hold a public meeting on arrival of the wind turbine application as the applicant has previously held a public meeting to inform residents. Residents can submit individual comments in response to planning applications.

95.9.19 Correspondence and correspondence log to members

Acting clerk suggested that correspondence received by the acting clerk could be advised weekly/fortnightly in advance of the next meeting. Previous practice has been to include items on the agenda received a week before the meeting. Depending on volume of correspondence, this practice can continue.

Correspondence included: communication from STWA regarding a claim against a large bill which may have resulted from a burst adjacent to a trough on Creamery Lane. Up to date position is unclear.

Resolved: Acting clerk to make contact to ascertain up to date position with the claim.

Further correspondence included: PDNPA parishes day. Previous correspondence recorded in the minutes suggested that the DDDC sponsored band concert was nothing to do with the parish council. Acting clerk advised that this was not the case. Cllr Linnell reported that a village committee had utilised this for a function.

Resolved: It was agreed that in future years, the band concert may be used for another purpose.

11.9.20 Queen's Jubilee 2012

Other village committees may be planning events. Acting clerk suggested that consideration for this item may need to be given during precept setting.

11.9.21 Internet access and ICT provision

The acting clerk was advised of the Parwich website which can be for information. The acting clerk advised members that when advertising the clerk's position the provision of a council dedicated lap top could be considered.

11.9.22 The Clerk

Mrs Hampson had been requested by DALC to act as Clerk upon the immediate resignation of the previous clerk, Mrs Bramwell. The acting clerk had prepared a list of queries for members based on the many unclear items received by the acting clerk. The majority of these were answered during the meeting. A copy had been forwarded to DALC.

Resolved: The acting clerk to approach Mrs Wigley regarding the remainder of the queries, including the process and fees per unit for caravan rallies and fees and collection of monies from the pavilion coin meter.

The clerk advised that she was not happy with the cash elements previously established with the caravan clubs. This needs to be addressed.

Resolved: The acting clerk to continue to address outstanding issues and the financial requirements, including internal audit, external audit and reclaiming VAT before consideration is given to the advertisement for a clerk.

11.9.23 Items for next agenda

Resolved: Acting clerk to compile agenda for the next meeting. Members to submit any final items no later than 7 days prior to next meeting. Safer neighbourhood to be included at the request of Cllr Bennett.

11.9.24 Date of next meeting

Thursday, 13th October 2011

The meeting was declared closed at 10.45 pm

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Mrs S Hampson
Acting Clerk
14 September 2011