

Findern Parish Council

Clerk: Mrs Heather Bevan

Findern Parish Rooms, Lower Green, Findern, Derbyshire DE65 6AS

Tel. No. 07512 491367

Monthly Parish Council Meeting, held on Thursday 16th May 2019, commencing at 7-00pm,
held in The Parish Rooms, Lower Green, Findern

Present:

M Goodall – Chairman

R Brooke – Vice Chairman

J Hibbert

A Hibbert

R Rose

M Woodhouse

C Smith

H Bevan - Clerk

3 members of the public were present.

For the purposes of the Minutes, these will be recorded.

AGENDA:

1. Minute Number 2239/19 - Election of the Chairperson for the year 2019/2020 and the completion of the Declaration of Acceptance of Office.

RESOLVED: That Councillor Richard Brook was elected as Chairman to Findern Parish Council for the ensuing year. Councillor Brook thereupon occupied the Chair and signed the Declaration of Acceptance of Office.

2. Minute Number 2240/10 - Election of the Vice Chairperson for the year 2019/2020 and the completion of the Declaration of Acceptance of Office.

RESOLVED: That Councillor Mary Goodall was elected as Vice Chairman to Findern Parish Council for the ensuing year. Councillor Goodall signed the Declaration of Acceptance of Office.

3. Minute Number 2241/19 - To receive Apologies of Absence

It was **RESOLVED** to accept apologies from: Councillor T Brown – Annual Leave and Councillor M Ratcliffe – Work Commitments

Councillor M Ford – Work commitments

4. Minute Number 2242/10 - Variation of the Order of Business

Nil

5. Minute Number 2243/19 - Declaration of Members Interests

Nil

6. Minute Number 2244/19 - Public Speaking (10 minutes)

- a. At the start of the meeting a period of not more than ten minutes will be made available for members of the public and members of the Council to comment on any matter already on the Agenda. Where a member indicates they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item © below. (If the item to which representations or comments were made by a Member is on the Agenda the Member must declare that interest again and withdraws from the meeting during consideration of that item).
- b. If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward
- c. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

Website:

A resident asked if forms, which residents can access on the website could be made available for various organisations to fill in.

It was **RESOLVED** that Councillor J Hibbert arrange for the various forms to be uploaded.

Police Report:

No Police Report was received.

District Council Representatives Report:

No report was received.

County Council Representative Report – Councillor M Ford

Councillor Ford sent his apologies to the meeting. No report was received.

7. Minute Number 2245/19 - Election of Councillors to Committees, Sub Committees, Working Parties and Representatives to other Bodies for the year 2019/2020

a. Planning Committee

It was **RESOLVED** that Councillor Goodall be elected Chairman with all Councillors on the Committee – All in favour

b. Remembrance Committee

It was **RESOLVED** that Councillor Goodall be elected Chairman with all Councillors on the Committee – All in favour

c. Christmas Committee

It was **RESOLVED** that Councillor Brown be elected Chairman with all Councillors on the Committee – All in favour

d. Website Committee

It was **RESOLVED** that Councillor J Hibbert be elected Chairman – All in favour

e. Finance Committee

It was **RESOLVED** that Councillor Brook be elected Chairman with all Councillors on the committee together with The Clerk

Representatives to other bodies

a. Village Hall Committee

It was **RESOLVED** that Councillors Rose and Brown be elected as the Village Hall Committee Representatives on behalf of The Findern Parish Council – All in favour

b. Toyota Liaison Committee

It was **RESOLVED** that the Chair and Vice Chair will attend the Toyota Liaison Meetings on behalf of The Findern Parish Council – All in favour

c. Safer Neighbourhood

It was **RESOLVED** that a rota, involving all Councillors be devised and attended on an as and when basis – All in favour

Completion of the Declaration of Acceptance of Office and Disclosable Pecuniary Interests Forms for all Members

Having made the decisions on the Committees for 2019/2020 - The Clerk produced The Acceptance of Office Forms, together with The Register of Disclosable Pecuniary Interests Forms to all Councillors present, who duly signed them and returned them to The Clerk.

It was **RESOLVED** that Councillor J Hibbert will update the Website with all new relevant Forms.

8. Minute Number 2246/19 - To confirm the Minutes of the Exempt and Monthly Findern Parish Meetings held on 11th April 2019, The Annual Parish Meeting held on 15th April 2019 and The Planning Committee Meeting held on 2nd May 2019

It was **RESOLVED** to accept:

THE Exempt Monthly Council Meeting of 11th April 2019

The Monthly Parish Council Meeting of 11th April 2019

The Annual Parish Meeting of 15th April 2019

The Planning Meeting of 2nd May 2019

Proposed by Councillor A Hibbert Seconded by Councillor R Rose

All in favour.

9. Minute Number 2247/19 - Adoption of the following documentation for 2019/2020
- Adoption of the Findern Parish Council Code of Conduct 2019/2020
 - Adoption of the Financial Regulations 2019/2020
 - Adoption of the General Revenue Policy 2019/2020
 - Adoption of the Internal Control Policy 2019/2020
 - Adoption of the Standing Orders 2019/2020
 - Adoption of the Complaints Procedure 2019/2020
 - Adoption of the H&S Policy of intent 2019/2020
 - Eligibility of a Findern Parish Councillor 2019/2020
 - Press and Media Policy 2019/2020
 - Protocol on filming and recording Parish Council Meetings 2019/2020
 - Public Participation at Meetings Protocol 2019/2020
 - Roles & Responsibilities of a Findern Parish Councillor 2019/2020
 - Social Media Policy 2019/2020
 - Staff and Councillor Training Policy 2019/2020
 - Transparency Policy 2019/2020
 - Employee Hand Book for 2019/2020
 - Employer Policies and Procedures 2019/2020
 - Adoption of the Parish Council Risk Assessment system with Watson and Watson 2019/2020

Proposed by Councillor Goodall Seconded by Councillor J Hibbert

All in favour.

It was **RESOLVED** by the Parish Council to approve and adopt the above Policies, Procedures and Risk Assessment System as per the above list.

10. Minute Number 2248/19 - Adoption of the following documents under the new General Data Protection Regulations
- Consent Forms – Councillors, Staff and Residents
 - Data Protection Policy
 - Privacy Notice
 - Destroyed Records Audit Form
 - Kept Record Audit Form

- Retention and Destruction of Docs Policy
- Review of Assets Register (Review October 2019)

Proposed by Councillor Woodhouse Seconded by Councillor A Hibbert

All in favour

It was **RESOLVED** by the Parish Council to approve and adopt the above Policies and Procedures for GDPR

11. Minute Number 2249/19 - Chairman's Report

First of all, I would like to thank everybody for standing again and all the hard work over the last term, hopefully we can continue to grow the Parish Council's reputation and standing within the village furthering the work down previously under Councillor Goodall.

Secondly, but most importantly, I would like to say a massive thank you to Councillor Goodall for everything she did during her tenure. Without her drive the majority of us wouldn't be here and the vast amount of work the Council has achieved to date wouldn't have happened. The amount of time and effort given in her free time has been amazing. Mary has left some massive boots to fill but I am sure with her alongside me I can grow into the role of Chair and one day fill those boots!

Third, as Mary previously mentioned, when she took the Chair, she set goals she wanted to achieve by the end of her term, I too have a few things I would like to achieve. The path across the Village Green has been a fantastic success but with that it has never fully been able to settle in. I would like to improve the current state of the path as currently it can be a bit of a rough ride for those who use wheelchairs etc. on the flip side it can also be very slippery when wet. I also have been aware of the comments on Facebook about the library in a phone box and would like to see this become a reality as a fantastic community project. It is my understanding that Mary has made some first tentative steps towards this already. Another thing I would like to achieve is organising Findern in Bloom. This would involve bringing the community together to continue Marys hard work with the planters but also look at incorporating planters and signage at the entrances to the village as well as implementing Councillor James Hibbert's suggestion of converting some of the verges in the village into wildflower areas.

Shortly we will hopefully be approving the unaudited accounts, I would like to take this moment to thank the Clerk, Heather, for the hard work that she has put in, doing what I know was a very daunting job.

Recently the Parish Council received a letter about dog walkers using the Green, whilst the letter praised owners for picking up after their dogs the question was raised about banning dogs from the Green, citing that there was previously a sign banning dogs and ball games as well as mentioning that pre-school /nursery take the children to the Green regularly. Personally, I do not feel this would be a good move, a large portion of the people who attend the Fete come with their dogs and any ban could easily result in them staying away. Suggestions were made regarding new signage being placed around the Green. It was agreed that Councillors should think about possible solutions - this matter will be further discussed under a separate Item at the June Parish Council Meeting for resolution.

Aucuba – weed spraying of the Green would cost £150 – KGV would be £110, the difference in price is due to the Green being done by hand. It was **RESOLVED** to go ahead with Aucuba.

12. Minute Number 2250/19 - Report of the Parish Clerk

Uncontested Election:

Councillors were congratulated on successfully being asked to serve for a further 4-year period.

Congratulations were expressed to our new Councillor – Councillor Christine Smith and the whole Council welcomed her.

The Clerk personally thanked Councillor Goodall for all her help and knowledge during the six-month period and wished her well in her new position as Vice Chairman.

The Clerk congratulated Councillor Brook's in his new role as Chairman of The Parish Council and looked forward to a good working relationship.

137 – Findern Play Group

It was **RESOLVED** that this Item will be dealt with at a separate meeting and will be reported back at the June Parish Council Meeting.

DALC Excellence Awards 2019 – Year 2

There are 3 categories to which residents and Councillors can vote:

- a. Has your Council done work to be proud of?
- b. Has your Council made a difference to your local community?
- c. Does your Councillor (s) go the extra mile to do a great job?

For 2019 nominations, the entry system is very easy – just email DALC with details, explaining in 250 words or less why your nominee deserves an award. Last year entries received included: innovative fundraising ideas, renovation projects, trouble-shooting skills and healthy living initiatives.

Entries are invited from everyone associated with a local council, as well as members of the public. Judges will draw up a list of potential winners and request more info if needed.

Winners and runners up will be announced at DALC's AGM on October 22nd, and will each receive a framed certificate and country-wide recognition for their hard work via local media press releases and photos.

Entries close on 6th September 2019.

School Governors

Councillor T Brown attended a meeting with The Findern School Governors, as the Parish Council put her forward to represent the Council on the Board of Governors.

Councillor Brown awaits the result.

Crowded Buses:

The Clerk has written to Trent Barton regarding the over crowded bus service on the V3. At peak times elderly travellers have been left behind or has had to stand as there is no room.

The Clerk will also ask Councillor Ford to pursue this matter further.

Speeding Farm Traffic

Severn Trent have been written to with regard to the speeding farm vehicles on Crow Park Way. Severn Trent have also been asked to consider putting warning signs up particularly by the underpass for pedestrians.

We await a response.

Proposed Doles Lane Bus Stop

This is currently with Alison Smith from DCC who is investigating whether or not it is a feasible proposition to install a small Bus Stop in this area.

Highfield Notice Board

This has been ordered and The Clerk will update the Council when it arrives.

It was **RESOLVED** that Councillor C Smith will liaise with the Manager at The Co-Op regarding siting the Notice Board.

DBS Checking for Council Members

Councillors were asked to complete online their DBS Check as personal information was required.

Findern Parish Council Website

The Council has had a request from a Councillor at Hilton Parish Council for the contact details of our web provider and congratulated the Council on an impressive website.

It was **RESOLVED** that The Clerk will deal with this request.

13. Minute Number 2251/19 - Planning Matters/Decisions

Certificate of Lawfulness for proposed rear extension 11 Willington Rd, Findern

No representations

162 Doles Lane, Findern – Cultivation Licence.

No representations

14. Minute Number 2252/19 - Finance

a. Items for Payment

The Clerk pointed out that the cheque for £1,641-60 – South Derbyshire District Council for 3 Litter Bins had been cancelled – Cheque Number 002982

The amount is being questioned as it is believed 2 out of the 3 Litter Bins were not in a 'New' state when installed.

The Clerk has written to The Accounts Department informing them.

We await a response.

002989	Watson & Watson H&S Consultants	£1,002.00
002990	Richard Brook – Ink Cartridges	£39.00
002991	Mary Goodall – Chocolates (Chairman’s Allowance)	£12.95
002992	H Bevan: Home working, Telephone, petrol, stationery	£106.73
002993	D Tidy: Uniform and Ink Cartridges	£61.00
002994	South Derbyshire CVS: Wages, N.I. Tax, Pension, Yearly subscription	£1,416.25
002995	Amberol: Fun Bin (KGV)	£570.60
002996	Derbyshire Children’s Holiday Centre (Section 137 money)	£350.00
002997	Treetops Hospice Care (Section 137 money)	£350.00
002998	Footpaths Group (Minor Maintenance Money)	£385.00
002999	The Parish Notice Board Company	£1,082.98
003000	Aucuba Maintenance Limited – Grass Maintenance	£388.02
003001	O Heap & Son (Derby) Emergency Lighting Maintenance	£394.80
003002	SDDC Litter Bin and Dog Bin Service	£1,523.44
003003	Starboard Systems Limited – Scribe Accounts	£308.40
003004	Zurich Insurance Ltd	£1,619.15
003005	Advanced Gas Services (Midlands) Ltd – Parish Hall Boiler	£2,383.69

b. Bank Account Reconciliation Report/Budget Monitoring Report

Having been circulated to all Councillors prior to the meeting – the Bank Reconciliation Report is as follows:

Bank:

Balance Current Account	£30,946-14
Balance Reserve Account	£54,058-50
Total Bank	£85,004-64
-Minus Unpresented Cheques 2019/20	£ 3,948-13
BALANCE	£81,056-51

Cashbook:

Balance b/f 1 st April 2018	£68,478-58
+ Income	£16,455-83
Total	£84,934-41
- Expenditure	£ 3,877-90
BALANCE	£81,056-51

c. Current and Reserve Accounts

Current Account Income (as at 15th March 2019) :

Bees' Tearoom	£ 333.33
SDDC Precept (part of)	£15,737-50
DCC Minor Maintenance	£ 385-00
Credit from SDDC	£ 286-87

Reserve Account (as at 3rd May 2019) :

Interest	£ 9-48
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d. Approval of Annual Unaudited Accounts 2018/2019

The Clerk gave her report to Council.

The Annual Governance and Accountability Return

- The Annual Internal Unaudited Report – The Clerk, having completed all the information in readiness for inspection and approval by the Internal Auditor, is seeking approval from the Council to forward all papers and information onto Mr Brian Wood.

It was **RESOLVED** that the Unaudited Accounts will be taken to Mr Brian Wood on Monday 20th May 2019 for approval.

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Once the Accounts are returned, the second and third part of the Audit will commence.

The Audited Accounts will be presented to full Council at the June 2019 Parish Council Meeting. These will be signed off by The Chairman of The Parish Council and The Clerk/RFO

Approved Accounts will then be forwarded onto P K F Littlejohn for External Inspection.

Once the approved Accounts have been returned by the external Auditor, these will be placed on Notice Boards and the Website.

15. Minute Number 2253/19 - BMX Park – King George Playing Field

A planning meeting and site meeting has taken place.

One quotation has been received and the Council are awaiting a further quotation.

It was **RESOLVED** that a cut-off date should be given by the end of May and a decision made as to whom the Contract will be awarded.

A Planning decision is still awaited and this is being pursued by Councillor Goodall.

It was **RESOLVED** that the Clerk will apply for further Grants.

16. Minute Number 2254/19 - Garden of Remembrance/Water Tap

Councillor Ratcliffe was not in attendance at the meeting, therefore this Item will be deferred until the June 2019 Parish Council Meeting.

17. Minute Number 2255/19 - Graffiti Committee

This Item will be discussed at the June Parish Council Meeting.

18. Minute Number 2256/19 - Remembrance Committee

Councillor Goodall has been working with various groups in the Village to produce knitted Poppies for the Village Green.

Councillor Goodall will give a progress report each month.

19. Minute Number 2257/19 - Christmas Lights

It was **RESOLVED** that Councillor Brown will update the Council as and when necessary

20. Minute Number 2258/19 - Website

It was **RESOLVED** that Councillor J Hibbert will update the Council as and when necessary.

21. Minute Number 2259/19 - Wildlife Planting

It was **RESOLVED** that Councillor Goodall pursue the Wildlife Planting i.e. Autumn Planting and cutting of the area.

This will be discussed at the July Parish Council Meeting

22. Minute Number 2260/19 - Correspondence

Rural Service Network

NALC Chief Executive Bulletin

Public Sector Executive Online

NALC Online

Public Sector online

23. Minute Number 2261/19 - DALC Circulars:

06/2019 :

DALC Spring Seminar 2019

Precept Increases for Parish & Town Council Sectors

Community Infrastructure Levy

Plunkett Trusteeships

Police & Crime Commissioner Spring Newsletter

Funding Streams currently available

Changes to Pension credit

Derbyshire Lamp Post Poppy 2019

07/2019:

DALC Excellence Awards

Community Organising Training

Summary of House of Lords Select Committee Report on the Rural Economy

Town & Parish VE Day 75 years

Use of the Council Seal

Councillor Essential Training Course – 3rd July 2019

It was **RESOLVED** that the Clerk will arrange for DALC to do some 'In-house' Training in September for all Councillors.

24. Minute Number 2262/19 - Date and Time of the next meeting(s)

The next Parish Council Meeting will take place on 13th June 2019 at 7-00pm in The Parish Rooms, Findern

There being no further business, the meeting closed at 8-45pm

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Findern Parish Council

Clerk: Mrs Heather Bevan

Findern Parish Council, Lower Green, Findern, Derbyshire DE65 6AD

Tel No 07512 491367

Monthly **EXEMPT** Council Meeting, held on Thursday 16th May 2019 at 6-30pm in The Parish Rooms, Lower Green, Findern

Present:

M Goodall – Chairman

R Brooke – Vice Chairman

J Hibbert

A Hibbert

R Rose

M Woodhouse

C Smith

H Bevan – Clerk

The meeting was recorded for the purposes of minutes

AGENDA

1. Minute Number 2231/19 Apologies for Absence

It was **RESOLVED** to accept apologies of absence from:

T Brown – Annual Holiday and M Ratcliffe – work commitments

2. Minute Number 2232/19 Variation of the Order of Business

It was **RESOLVED** there would be no variation in business

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3. Minute Number 2233/19 Declaration of Members Interests

Item 6 - Councillor Woodhouse declared an interest and duly signed the Declaration Sheet.

4. Minute Number 2234/19 To confirm the Exempt Minutes of The Parish Council Meeting – 11th April 2019

It was **RESOLVED** to accept the Exempt Council Minutes of 11th April 2019, these were approved and signed as a true record of the meeting.

5. Minute Number 2235/19 Land – Common Lane

Nothing to report on this item at this juncture.

6. Minute Number 2236/19 Woodgrow Horticulture Ltd and Bee's Tea Room Lease

The Solicitor has been in contact with The Clerk and apologised for the delay.

The Clerk has since received the Letter of Instruction which has duly been sent back to the Solicitor in order for the Leases to be finalised.

One Lease for Martin Woodhouse and One Lease for Bee's Tearoom have now been received and passed onto the respective parties for perusal and signature of the Documents.

Once Signed, these Documents will be presented at the June 2019 Parish Council Meeting for full Council approval.

7. Minute Number 2237/19 Car Parking

It was **RESOLVED** that The Council will give further thoughts on this Item at the next Parish Council Meeting.

8. Minute Number 2238/19 Date and Time of the next Exempt Meeting

The next Exempt Meeting will take place on Thursday 13th June 2019, commencing at 6-30pm in The Parish Rooms, Lower Green, Findern

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