

FINDERN PARISH COUNCIL

Clerk: Mrs Kate Sharpe

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

Tel: 07444 085807

Minutes of the Ordinary Meeting of Findern Parish Council held via Zoom Meetings software at 7pm on 14 May 2020

Present: Councillors R Brook (Chairman), S Brook, T Brown, M Ratcliffe, R Rose, C Smith and M Woodhouse.

Also present: Mrs K Sharpe (Clerk) and 3 members of the public.

The meeting was recorded for accuracy of minutes. Recording will be deleted once Minutes are approved at subsequent meeting.

2478/20 **Apologies for absence**

None.

2479/20 **Declaration of members interests**

None.

2480/20 **Public Speaking**

Members of the public:

Land at Beech Lane

A resident had heard that the land off Beech Lane had been offered to Parish Council to purchase for the community and requested information on this. The Clerk advised that this would be discussed later on the Agenda.

Police Liaison Officer:

No Police officer was present at the meeting and no report had been received.

District Councillor Report:

Councillor Andrew MacPherson did not attend the meeting and had not submitted a report.

District and County Councillor Report:

Councillor Martyn Ford had submitted a report which was read out by Chairman: -

- SDDC are still working to find the best media platform to hold virtual meetings. When a system has been trialled, then dates for future meetings will be circulated in due course with the process for Public access to these meetings. In the case of Planning meetings, note that the process for Speakers will not change and will be 3 mins per speaker.
- SDDC are beginning grass cutting in limited locations, many of the staff employed in this department is still seconded to the Refuse Collection teams, this will change with more cutting undertaken with the move further into the summer and more staff return to work and to their normal duties.

- SDDC have distributed over £10,500,000 to help businesses across the district with some still to apply for grants. The fund to help Self Employed was launched on Tuesday 12 May 2020.
- Planners are looking at the agreements for Highfields estate and the provision / obligations on the developers to provide dog waste bins.
- Derbyshire County Council is expecting to open their Household Waste Recycling Centres from Monday 18 May 2020. Details of times of opening, health and safety around the sites will follow.
- South Staffs Water is to carry out major works in Repton starting in early June. Notices have been issued and the works posted on one. network website. These works will cause disruption for many residents across the area. Diversion signage will be erected in advance to inform drivers of the diversion routes.
- Again, many thanks to all the volunteers who are doing great things to help the community throughout the C19 Lockdown period.

2481/20

Response to emails from residents

Fruit tree planting at Hillside recreation area

In response to an email requesting that the Council consider installation of an all-weather track around the Hillside recreation area. Members advised that the Parish Council did not own the Hillside recreation area, the owners were South Derbyshire District Council. Councillors wished to visit the site before putting forward the suggestion to SDDC.

2482/20

Minutes

RESOLVED that the Minutes of the Ordinary Meeting held on 12 March 2020 be approved as a true record and signed by the Chairman.

Proposed by Councillor C Smith, Seconded by Councillor R Rose. All in favour.

2483/20

Variation of order of business

None.

2484/20

To determine which items, if any, of the Agenda should be taken with the press and public excluded

It was **RESOLVED** that the items already listed on the Agenda should be taken with the press and public excluded.

2485/20

Amendments to the Parish Council's Standing Orders, Financial Regulations and Financial Risk Assessment Policy

- a) Members considered changes to Standing Orders with reference to Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Some Members indicated an Annual Meeting should be held asap and this should be kept under review.

RESOLVED that the amendments be made to the Standing Orders to allow for the temporary legislation; and the amended Standing Orders be adopted for the civic year. (For amendments, see appendix to Minutes.)

- b) Members considered amendments to the Financial Regulations and Financial Risk Assessment Policy to allow BACS payments to be made by Council.

RESOLVED that the amendments be made to the Financial Regulations and Financial Risk Assessment Policy; and the amended Financial Regulations and Financial Risk Assessment Policy be adopted for the civic year. (For amendments, see appendix to Minutes.)

2486/20

Chairman's Report

The Chairman of the Parish Council formally reported to the Council the resignation of Councillor Mary Goodall; and on behalf of the Parish Council thanked Councillor Goodall for her long service as a Member of the Council, and her contribution to the village community, which has been valued and would be missed.

The Chairman wished to thank all Members of the Community who are volunteering at this time to support residents through the Coronavirus crisis; particularly Penny Adcock for all of her efforts in co-ordinating the volunteers and managing the food bank.

2487/20

Report of the Parish Clerk

a) Internal and External Audit

An extension of two months had been given in the legislation for the return of the AGAR to the External Auditor PKF Littlejohn; the new deadline is 31 August 2020. The Clerk asked the Council's permission to appoint Barrie Woodcock as the Internal Auditor to allow the Internal Audit to be done in person rather than remotely. The AGAR would be brought to the Council's July meeting to be signed off and returned to PKF Littlejohn (External Auditor) by 31 July 2020.

RESOLVED that Barrie Woodcock be appointed as Internal Auditor for the 2019/20 audit.

b) Vacant seats on Council for Co-option

SDDC had confirmed that there were no requests for an election in response to the Notice of Poll for the first two vacancies. Therefore, the Council could proceed to seek applications for the two vacancies. However, the Clerk advised against this until such time as the process could be seen as being equitable – both in terms of the advertisement being seen on noticeboards and for people to be interviewed in person (rather than via video link); to proceed with co-option could be seen as discriminating against those who are self-isolating and those not comfortable with technology. Regarding the most recent vacancy, SDDC had confirmed that the Council could not proceed to second stage of co-option for this vacancy until a further Notice of Poll had been issued. SDDC were not issuing these notices so for the time being the Council could not take any action on this third vacancy.

RESOLVED to not proceed with co-option to the two vacancies until the legislation relaxed sufficiently to allow equitable recruitment.

c) SDDC Saturday Collections

The SDDC collections had been suspended due to the Coronavirus crisis; therefore, the collection on Saturday 9 May had not taken place. The other dates for collections were 15 August and 7 November 2020. The matter of the Parish Council ordering a green waste skip to coincide with the SDDC Saturday Collection was raised. The Clerk would bring prices for a green skip or commercial shredder to a future meeting to book this, if agreed, for the November date.

d) Update on Leases

The new lease for the Parish Rooms to Bee's Tea Rooms was complete and both parties had a signed copy of this. Final copies of the lease for land off Burton Road had been received for signature. These had to be signed in the presence of an independent witness and therefore would be difficult to complete at this time; this would be completed when possible.

e) Installation of KGV BMX track

Installation of the track was due to start on 20 April 2020 but had been postponed as the contractor could not source building supplies due to Coronavirus crisis. Contractor hoped to commence installation of the track at the end of May.

f) Awards for All grant

A grant application to the Lottery Awards for All fund had been submitted in March. A response had been received; unfortunately, the application would not proceed further as all funding was being diverted to support projects that were helping with the Coronavirus crisis.

g) Annual Parish meeting for the village

Annual Parish meetings were not covered by the Government's legislation. In law they should be held between 31 March and 1 June, but this year, this was not going to be possible. However, as these meetings needed to take place in person, NALC's advice was that they should not go ahead until such time that it is safe to convene such a meeting.

h) Rights of Way Maintenance scheme

Derbyshire County Council's (DCC) Footpaths Officer had contacted the Council to ask whether the Council wanted to take part in the Rights of Way Maintenance scheme this year or would it prefer for DCC to carry out the basic maintenance for this year. The Clerk had checked with Findern Footpaths Group and they were happy to continue to maintain the footpaths as part of their daily exercise. Therefore, the Clerk had confirmed to DCC that Findern would be taking part in the Rights of Way Maintenance scheme as usual.

i) Dog waste bins at Highfields

The Clerk provided an update on the enquiries made with the developers at Highfield about the installation of dog waste bins. Taylor Wimpey had advised that they 'shall only be installing dog waste bins to the areas agreed in approved drawings, and will not be making additional provisions to that which we have agreed.' Miller Homes and Barratt Homes had been contacted separately. Miller Homes had responded with the information that Barratt Homes were the lead consortium member and any requests would need to be directed to them for action. No response had been received from Barratt Homes. The Clerk would continue to seek a response.

j) Bench replacement on Porters Lane

A resident had offered to replace bench on Porters Lane, near information board. The landowner, had given verbal permission and would confirm in writing.

RESOLVED that the report and actions be noted.

Members **NOTED** the following planning applications: -

Consultations

Ref. No: DMPA/2020/0366 - Tower House, Findern

Listed Building Consent for internal and external alterations to existing attached garage to facilitate its conversion to living accommodation at this address.

Ref. No: DMPA/2020/0323 - Tower House, Findern

External alterations to existing attached garage to facilitate its conversion to living accommodation at this address.

Ref. No: DMPA/2020/0359 – 17 Willington Road, Findern

The erection of a rear extension at this address.

Ref.No: DMPA/2020/0259 - 88 Hillside, Findern

The erection of a rear extension, extension to garage, the installation of a flue and the increase of block paving on driveway at this address.

Decisions

Ref. No: DMPA/2020/0075 – 14 Lower Green, Findern

The erection of extensions including a new entrance canopy at the property.

Approved (Delegated Decision).

Ref. No: DMPA/2019/1165 – 6, The Green, Findern

Proposed demolition of existing dwelling, garage and outbuildings and the erection of a replacement dwelling and the widening of existing access at this address.

Approved (Delegated Decision).

Finance

a) The Bank Account Reconciliation Report, Budget Monitoring Report and copy of accounts for end of budget year on 31/03/2020 were circulated.

The reports and accounts were **NOTED**.

b) Items for Payment: -

Cheque No.	Payee and Description of service or goods	Nett	VAT	Gross
DD	Bank Service Charge UTB	£18.00	£0.00	£18.00
BACS 03/04/2020	Amberol Ltd Octagonal Planter	£422.75	£84.55	£507.30
BACS 03/04/2020	O.Heap and Son (Derby) Ltd. Fire extinguisher service	£97.00	£19.40	£116.40
BACS 03/04/2020	First Choice Food Service	£165.59	£0.00	£165.59
BACS 03/04/2020	K Sharpe Clerk Expenses (incl. reimbursement for flowers)	£104.49	£0.00	£104.49

BACS 03/04/2020	Viking Direct – 2 x Black Ink XL	£62.97	£12.59	£75.56
BACS 03/04/2020	DALC Annual Subscription Renewal - Basic Level taken	£672.91	£0.00	£672.91
BACS 03/04/2020	Aucuba Landscapes Ltd.	£166.66	£33.33	£199.99
BACS 14/04/2020	South Derbyshire CVS - Audit Fee	£30.00	£0.00	£30.00
BACS 14/04/2020	South Derbyshire District Council - bin emptying charges	£1358.06	£271.61	£1629.67
BACS 28/04/2020	South Derbyshire CVS - Salary payment April	£1319.57	£0.00	£1319.57
BACS 28/04/2020	Alvaston Press Ltd - Printing of 750 letters re Covid-19 support	£105.00	£0.00	£105.00
BACS 14/05/2020	Findern Footpath Group – RoW maintenance 2019/20	£382.50	£0.00	£382.50
BACS 14/05/2020	Aucuba Landscapes Ltd. Cut & strim at KGV, Hillside and The Green. Hedge Flail at KGV	£543.36	£108.67	£652.02
BACS 14/05/2020	R Winfield Homes – Fitting of stand pipe and extra works for trench and soak away Garden of Remembrance	£820.00	£0.00	£820.00
BACS 14/05/2020	K Sharpe Clerk Expenses April & May 2020	£57.30	£2.40	£59.70
BACS 14/05/2020	K Sharpe reimbursement for purchase of inks for Community Response group	£45.82	£9.16	£54.98
BACS 14/05/2020	Viking Direct – 1 x Colour Ink XL, 1 x lever arch file, 2 packs of A4 paper	£31.08	£6.22	£37.30

c) Members noted Income received: -

Date of credit	From	Into Account	Amount
25/03/2020	Woodgrow Ltd	Nat West R	£1750.00
31/03/2020	DCC – Rights of Way Maintenance Grant 2019/20	Nat West C	£382.50
31/03/2020	Interest	Nat West R	£6.97
09/04/2020	SDDC – LCTR Grant 2020/21	UTB	£1135.00
09/04/2020	SDDC – Precept 2020/21 50%	UTB	£17841.00

- d) The Bank Account Reconciliation Report, Budget Monitoring Report and note of Current and Reserve Balances up until 30/04/2020 were circulated.
These reports were **NOTED**.

Matters for discussion or determination**a) Retrospective approval on decisions made by Clerk/ Chairman in March/April 2020**

The Clerk asked for retrospective approval on decisions made by Clerk/ Chairman in March/April 2020.

- Initial £250 allocated to start-up of Food Bank
- Agreement to pay small rent to Village Hall of £10 / week for use of side room to store food bank items. This small donation would help support this important community facility; as loss of bookings had reduced income.
- Agreement to support distribution of two letters from Findern Parish Council / Community Response to all households in the village re Covid support including associated costs for printing. (Approximately £105.00 each letter)
- Agreement to support church with cost of additional electricity to keep church lit up till 10pm each night. Cost approximate £10 each week but would reduce as summer advanced.
- Initial tidy up and mow of the Garden of Remembrance at cost of £45.

RESOLVED to give retrospective approval for all decisions made.

b) To withdraw delegated authority of Clerk/Chairman to make decisions on behalf of Council

The Clerk recommended that the Council should rescind the resolution approved at March 2020 meeting to allow for delegated decisions to be made in the event of no convened meetings of the Parish Council for foreseeable future. As meetings had resumed, taking place remotely via Zoom, all decisions would now be taken in a convened meeting

RESOLVED to withdraw delegated authority of Clerk/Chairman to make decisions on behalf of Council.

c) To receive update on food bank and approval of expenditure to date and future funding

The Clerk read a report submitted by Penny Adcock, which updated Members on the Findern Community Response that, via a network of volunteers was supporting vulnerable people in the village through the Coronavirus crisis; shopping and delivering food, picking up prescriptions and keeping in contact with isolated people. The Members were also provided with an update on the Food Bank that has been set up. In addition to the initial £250 donated by the Council, this had received donations of food and cash to buy items from many residents in the village. The Council considered ongoing support to the Food Bank as it was recognised that it may be need for some time.

RESOLVED that the Parish Council would donate £150 a month to the Food Bank to be placed on account. This would initially come from the Chairman's allowance, and would be reviewed each month to respond to the needs of the Food Bank going forward.

d) Consideration of consultation of Tree Preservation Order at Common Piece Lane

Members considered the Parish Council's response to the consultation on the Tree Preservation Order at Common Piece Lane. A resident had written a template letter in support of the permanence of the TPO and had canvassed residents to support this; they would co-ordinate that response. Another resident had expressed concern about the condition of the some of the trees, which were covered in ivy and at possible risk of deterioration.

RESOLVED that the Council support the 6 months temporary TPO becoming permanent. The Clerk would respond to the consultation on behalf of the Parish Council. The Clerk would also contact the Tree Officer at SDDC to ask for advice on whether the landowner could be asked to remove ivy from trees, to maintain them and keep them healthy.

e) Land off Beech Lane

Members considered the offer to purchase land off Beech Lane, made by land agent E M Marshall on behalf of their client. The consensus was that the parcel of land and the access to it were not suitable for the plans that the Parish Council had for a community space.

RESOLVED not to proceed with the offer of the purchase of the land.

f) Approval of maintenance of planters over summer – watering and planting

Members considered quotes for the watering and maintenance of the planters over the summer. £40 / every two weeks. Clerk would source plants and compost for contractor to plant the planters on The Green and the Village Pump.

RESOLVED to award contract to James Maguire.

g) Approval of maintenance of Garden of Remembrance over summer

Members considered quotes for the maintenance of Garden of Remembrance over the summer, £30 / month.

RESOLVED to award contract to James Maguire.

h) Consideration of Health & Safety Support for the Council – expired 30 April 2020

Members considered Health & Safety support for the Council; the previous contract had expired on 30 April. Options were to commission items separately i.e. Annual Tree Report, Play Area Inspection Reports etc. or retain services of a H&S Consultant and therefore consider quotes from W.W. Watson and Melanie Eckersley for annual Health and Safety support. After discussion, Members requested more information on the service covered by a H&S Consultant.

RESOLVED the Clerk would approach Melanie Eckersley for this information to review at the next meeting of the Council for a decision to be made.

i) Decision on Council's Insurance renewal – due 1 June 2020

Members considered a renewal quote from Zurich Insurance for the Council's annual policy of £1,652.99 alongside a comparable quote from Aviva through BHIB Insurance Brokers of £983. 06. The Clerk had reviewed cover on both and had confirmed that cover was the same on both quotes.

RESOLVED to take out 1-year insurance for the Parish Council with BHIB Insurance Brokers.

j) Confirm Noticeboard Licence agreement

Members considered a draft licence agreement for the erection of a Council noticeboard on a third party's land.

RESOLVED that the terms of the draft agreement were acceptable. The Clerk would request final copies of the licence agreement and bring these to a future meeting for signature.

2491/20

Correspondence

The following items of correspondence were **NOTED**. No action to be taken.

- DALC Circular March 2020 - forwarded 19/03
- Feedback on PC letter on Safer Neighbourhood Forum format - forwarded 20/03
- Details of the COVID-19 Community Response Unit for Derbyshire - forwarded 24/03
- Derbyshire Community Response Unit newsletter - forwarded 27/03
- DALC Circular April 2020 - forwarded 23/04
- SDDC Flood Resilience Recovery Support Scheme - forwarded 23/04
- SDDC Introduction of Animal Welfare Licensing Policy - forwarded 27/04

2492/20

Reports from Councillors attending meetings of outside bodies

Toyota Community Liaison group had advised that the Plant in Wales was re-opening, but Derby Plant was still closed.

2493/20

Date of next meeting(s)

It was **NOTED** that the next meeting of the Parish Council will take place remotely at **7.00pm on Thursday, 11 June 2020** via Zoom Meeting software.

2494/19

Exclusion of press and public

RESOLVED that in view of the nature of the business about to be transacted it was advisable that the press and public be temporarily excluded and they were instructed to withdraw

2495/20

Exempt item(s)

Items considered: -

Staffing and expenses during Covid-19 lockdown

DALC Excellence Awards 2020

Meeting Closed at 8.55pm

APPENDIX to 2485/20 Amendments to the Parish Council's Standing Orders, Financial Regulations and Financial Risk Assessment Policy and adoption for the Civic year

a) To approve changes to Standing Orders with reference to Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Approved that the Standing Orders be confirmed as adopted for the civic year with the following amendments made to allow for the motion: -

'As per Standing Order 26a and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, propose the following changes to Standing Orders until May 2021 or such time as the government revises or revokes the legislation:

ALLOWING REMOTE MEETINGS TO TAKE PLACE

3a: *Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.*

ADDITION: As per Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 all meetings of the Parish Council will take place remotely via videoconferencing until such time government revises or revokes the legislation.

REQUESTING PERMISSION TO SPEAK

3i: *A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.*

ADDITION: In a remote meeting a person shall notify the meeting when requesting to speak by means of raising a hand visually on screen

MEANS OF VOTING

3s: *Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.*

ADDITION: In a remote meeting voting on a question will be by a show of hands visually on screen OR by each councillor giving their vote verbally, one at a time.

ANNUAL MEETING OF THE PARISH COUNCIL

As the Annual meeting of the council is not going to be held until further notice Standing Orders 5b, 5c and 5e are to be suspended: -

5b *In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.*

5c *If no other time is fixed, the annual meeting of the Council shall take place at 6pm.*

5d. *The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.*

Therefore, the Chairman and Vice-Chairman of the Council, unless they have resigned or are disqualified, shall continue in office and preside at meetings until their successors are elected at the next annual meeting of the Council, whenever that meeting is convened.

DATE OF PRESENTATION OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN TO THE COUNCIL

17e. *The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.*

AMENDMENT: Change the date from 30 June to 31 August.

b) To approve amendments to Financial Regulations and Financial Risk Assessment Policy to allow BACS payments to be made by Council and adopt for the civic year.

FINANCIAL REGULATIONS

Approved that the Financial Regulations be confirmed as adopted for the civic year with the following amendments made to allow for online banking and BACS payments:

- 6.3 AMENDED - All payments shall be by BACS Transfer, cheque or other instructions to the Council's bankers, or otherwise in accordance with a resolution of the Council.
- 6.4 ADDITION – **BACS Transfer orders for payment drawn on the bank account in accordance with the schedule presented to Council shall involve three bank signatories, one to set up payment via internet banking arrangement and two other bank signatories to authorise the payment as per bank mandate and in accordance with a resolution instructing that payment.** Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two signatories as per the bank mandate in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5 ADDITION - To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil; **or for internet banking cross check amounts on schedule of payments on the Agenda of Council meeting with the amounts entered for payment online. Bank records will evidence the signatories involved for each individual payment.**

FINANCIAL RISK ASSESSMENT POLICY

Approved that the following amendments are made to the Financial Risk Assessment Policy to allow for online banking and BACS payments; and then confirm policy as adopted for the civic year:

Under 'Internal Controls' section, Item 11 ADDITION – Appointment of Internal Auditor. Monthly checks of invoices against cheques and salaries/PAYE at each council meeting. **For internet banking cross check amounts on schedule of payments on the Agenda of Council meeting with the amounts entered for payment online. The names of two authorising signatories to be recorded on Minutes of meeting.**