

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 9 July 2020**

Present: Councillors T Brown, M Ratcliffe, R Rose, C Smith and M Woodhouse.

Also present: Mrs K Sharpe (Clerk), Councillor M Ford (DCC and SDDC) and 2 members of the public.

The meeting was recorded for accuracy of minutes. The recording would be deleted once Minutes were approved at subsequent meeting.

2524/20 **Apologies for absence**
None, all Councillors present.

2525/20 **Declaration of members interests**
None.

2526/20 **Public Speaking**

Members of the public:

A resident asked for an update on the canal towpath (FP12) repair work which had not commenced as planned in June. Councillor Brown had approached the Canal Trust for an update but had no response to date.

It was reported that some of the stiles on FP7 and FP10 were in need of repair. The Clerk would report this to the Footpaths Officer at Derbyshire County Council (DCC) to assess and take up with landowner.

A resident queried whether the redundant goalpost near the pump track on the KGV playing field could be removed. Councillors would visit site and make a decision at a later date.

Police Liaison Officer:

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

District Councillor Report:

Councillor Andrew MacPherson was not present at the meeting and had not submitted a report.

District and County Councillor Report:

Councillor Ford was present and gave the following report: -

- Thinking ahead to Post-Covid, District and County Councils were working together to look at recovery and the way forward. Under a group called Envisaging Derbyshire, County and all Districts and Borough Councils were together looking at a potential white paper in September that addressed the structure of local government. The Councils believed the current three tier structure worked well and they were opposed to

Derbyshire becoming a unitary authority. The paper would look at what powers needed to be devolved; therefore, this paper may impact on Parish Councils.

- County Highways have installed shark teeth markings on the road approaching Findern from the south. There were further white line markings planned, but this work had been delayed whilst Highway teams were involved in work to ensure safe social distancing around town centres.
- Work on filling in pot holes on roads and paths around Findern may take some time to complete, but Councillor Ford assured residents that he would keep pushing.
- Councillor Ford confirmed that the condition of the pavement near Wallfield House had been reported to Highways. This issue had been raised at a previous meeting.

2527/20

Response to emails from residents

- Clerk reported the very positive feedback received via email and Facebook on the installation of the pump track at the King George V playing field.
- The Council had received emails from residents expressing their concern about parking and speeding in the village. In response: -
 - The Clerk spoke about the Derbyshire Speed Watch scheme and Members discussed exploring this as an option with the help of residents in the village who might be keen to be involved in the scheme. The Clerk would contact all interested people and promote the scheme on the Council's website and Facebook page to gauge the response from residents. The Council would also look at holding a public information meeting when the Council was in a position to do so.
 - Members considered a Vehicle Activate Speed signs (VAS) for the village. The village does not meet the requirements for VAS signs to be provided through Highways/DCC. However, a VAS scheme may be something the Parish Council could support. Councill Radcliffe would look into this and bring information to a future meeting.

2528/20

Minutes

RESOLVED that the Minutes of the Ordinary Meeting held on 11 June 2020 be approved as a true record and signed by the Chairman subject to one amendment: Minute 2500/20 under Public Speaking - A resident reported that the surface on the pavement between Moorfield House and Doles Lane was very uneven. This should be Wallfield House not Moorfield House.

2529/20

Variation of order of business

None.

2530/20

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.

2531/20

Chairman's Report

As July marked more than 3 months of disruption to the lives of residents of Findern, the Chairman was proud to say that throughout it all the people of Findern have shown compassion and support for their neighbours and friends. The Chairman expressed the hope that this would continue after the crisis was over, with many new friendships being made across all ages.

Although life is slowly moving back to normal, help is still available if it is needed through volunteers, Penny Adcock and her team.

The new Pump Track at the KGV Playing Field had been greatly used by the youngsters of Findern and also visitors from further afield and it had rave reviews! This project had been on the village plan for a few years, but it took the dedication of a former Councillor and Chair, Mary Goodall, to regenerate it. Another former Councillor and Chair, Richard Brook, worked extremely hard behind the scenes and his computer skills were a definite asset. The Chairman also wished to thank former Councillors Suzi Brook, Amanda Hibbert, James Hibbert and Richard Giles Grant as well as the current Councillors and past and present Clerks in delivering the project.

On behalf of the Council, the Chairman thanked Heather Hall for organising the removal of the Bug Hotel debris, again a fine example of Findern working together.

Lastly, all residents in the village and on the Highfields development had received a letter about the vacancies on the council, and the Chairman hoped that residents would consider joining the Council as the role of a Councillor was extremely rewarding.

2532/20

Report of the Parish Clerk

a) Co-option to vacancies

Following the decision at the June meeting to advertise the two vacancies on the Parish Council that could be appointed to, letters with advert and application form were delivered to every household in the village and on the Highfields development. Information on the vacancies had also been posted to noticeboards in the village and Parish Council website and Facebook page; also, the Community Facebook page. Deadline for applications was midnight on Monday 20 July.

b) Summer Sportsmobile

Active South Derbyshire and South Derbyshire District Council had made the difficult decision to cancel this year's Summer Playscheme. Findern Parish Council had two dates booked in July and August for the scheme to come to the village. The intention was to reschedule several of the planned sessions, once restrictions were lifted, on evenings, weekends and during half term holidays.

c) Query with landowner whether it would be possible to swap stiles for kissing gates

Following the request at the June meeting a letter had been sent to the owner of the land over which the footpath between Longlands Lane and Lower Green crossed. The letter enquired about the possibility of swapping the stiles for kissing gates; no reply had been received up to the date of the meeting.

d) Pump track at KGV

Installation of the track had been completed, and the track had opened on 22 June 2020 and had been very well used since. Temporary signage was in place for general rules and also Covid guidelines for its use. Permanent signage was to be considered later on Agenda. Due to a week of very dry weather at the end of installation, some of the turf had not taken and this would be rectified although it would be best to do this in Autumn when weather is wetter. In the meantime, a temporary fix would be found. White-lining was planned for 3-4 weeks after completion of track to allow tarmac to cure. The promised bike, scooter and

safety equipment would be donated at the opening event, when a rider would also attend to demonstrate skills. The Clerk confirmed that the track had been added to Council's insurance for public liability.

e) Accessibility Regulations

The Clerk advised there was a deadline of 23 September 2020 for the Council to ensure its website is compliant with Accessibility Regulations. National Association of Local Councils (NALC) had released some guidance on how to prepare and be compliant with the new website accessibility regulations and the Clerk would work through these with the Council's website provider to make any changes necessary.

RESOLVED that the report and actions be noted.

2533/20

Members Reports

a) Garden of Remembrance/Cemetery update

Councillor Ratcliffe gave an update on this project; reporting all works were now complete. It had been reported at a previous meeting that the hedge had been laid by South Derbyshire District Council. Councillor Ratcliffe had asked about SDDC policy going forward on maintenance and whether they would be replacing the whips that have died. There had been no reply. This would be followed up and a report brought to the next meeting. Councillor Ratcliffe wished to record in the Minutes a note on who may use the water tap at the cemetery – the licence only allows for the use of the tap by visitors to the Cemetery and Garden of Remembrance. A sign would be erected to remind visitors of this.

b) Findern in Relief Fund

Councillor Brown gave an update on this fund. Lynette Nash had been appointed as the third trustee of the fund. A further update would be brought to the next meeting.

c) 'Bug Hotel' at Stanhope Woods

The 'Bug Hotel' at Stanhope Woods had been burnt down. It was suggested that this be rebuilt; however, the site was on private land and permission should be sought from landowner to access the land. Councillor Radcliffe had spoken to landowner who had agreed to meet up to discuss the Bug Hotel and the maintenance required on some of the trees (reported at earlier meeting).

2534/20

Matters for discussion or determination

a) To receive update on food bank and consider review of funding

With many vulnerable children now back at school - and therefore getting their free school meals – only 4 food bank packages were required each week. Donations of food had continued and therefore the food bank is well stocked and was there for anyone who was facing severe financial hardship as a result of COVID - to bridge the gap - as they await financial support from the government. Further support from the Parish Council would not be needed for June/July; as the account at the Village Store was still in credit. Clerk asked Members to note that at the recent Finance Committee meeting, a budget line of £1000.00 had been allocated to the Food Bank and Covid recovery if this was needed.

The report was **NOTED** and it was **RESOLVED** to continue to review each month the support required by the food bank.

b) Consideration of Committee Membership

Members considered the membership of Committees and Working Groups for the Civic Year 2020/2021.

RESOLVED to approve the membership of the Committees and Working Groups as set out in Appendix 1 for the Civic Year 2020/21.

c) Consideration of provision of bin and bench at pump track at KGV

Members considered the provision of a bin and bench at the pump track.

RESOLVED to purchase a new bin to site near the pump track at an approximate cost of £185 for bin and £90 for installation.

RESOLVED to refurbish the bench currently located to the rear of the playing field and install it closer to the start ramp of the pump track. A cost would be circulated once quotes had been received.

d) Approval of expenditure – permanent signage at pump track at KGV

Members considered a quote of £172.00 + VAT for 2 x A2 Aluminium signs and a cost of £149.00 for the installation of the signs. Clerk would circulate proposed sign to all Councillors for approval before production.

RESOLVED to approve the expenditure on the signs and the installation cost.

e) Consideration of request for funding to support traffic survey in the village

This subject was touched on briefly earlier in the meeting about what the Parish Council could do to help manage speeding in the village. The Speedwatch scheme and VAS signs were both considered effective ways of managing speed in the village and it was felt more time was needed to consider what can be done. There was also a consultation due from Highways around parking specifically; this had been delayed because of Covid.

RESOLVED to defer the item to a future meeting to allow more time for this to be considered. In the meantime, the Clerk would look into the Speedwatch scheme and put details on the Council's website and Facebook page to gauge interest and to invite people to get involved in the scheme.

f) Consideration of Health & Safety policy and risk assessment requirements

The Clerk advised that the intention is to bring an amended Health and Safety policy to the Council for approval. The Council's Health and Safety Consultant had reviewed the Health and Safety Policy; however, there was still some work that the Clerk needed to carry out before this could be approved. The Clerk asked for this item to be deferred to the September meeting.

RESOLVED to approve the request that this item be deferred to the September meeting.

g) Risk assessment for play area re 4 July opening

Under government guidelines the play areas were allowed to open, however there were a number of criteria that needed to be met before it was considered safe to do so. The Clerk had informed the Council's insurers that it intended to reopen and had confirmed that all operational checks were up to date. Members considered the other measures that could

realistically be put in place and the signage that should be posted at the site prior to opening.

RESOLVED that the play area could open once a risk assessment had been carried out; and agreed signage was in place putting onus on parents/carers to ensure they follow social distancing and use hand sanitiser etc.

h) Consideration of dog waste and litter bins at Highfields development

At the Finance Committee meeting, Members had discussed what the Parish Council could provide on the Highfields development. A line was created in the budget for amenities such as litter bins or benches. However, it was recognised the Council would need the permission from the Consortium of developers to install these items. This may take some time as the development was not complete and work was still ongoing in some areas.

RESOLVED that the Parish Council would offer to supply and install four dog waste bins at agreed positions on the Highfields development. The Clerk would liaise with South Derbyshire District Council and the Consortium of developers.

2535/20

Planning Matters

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

Consultations

- a) **Ref. No: DMPA/2020/0526** - 142, Doles Lane, Findern
The erection of a 2-storey rear extension.
- b) **Ref. No. DMPA/2020/0557** - 2, Cardales Close, Findern
The replacement of the existing conservatory roof.
- c) **Ref. No. DMPA/2020/0553** – 5, Wallfields Close, Findern
Erection of front and side extension.

Decisions

- a) **Ref. No: DMPA/2020/0359** – 17, Willington Road, Findern
The erection of a porch and a two-storey rear extension.
Approved (Delegated Decision).

Annual Audit 2019/20

2536/20

To receive the Internal Auditor's Report and the Receipts & Payments Accounts for 2019/20

Council received the Internal Auditor's report for 2019/20

It was noted that the accounts had been approved and there were no matters to be drawn to the attention of the Council. Council were then asked to approve the Receipts and Payments Accounts for 2019/20.

RESOLVED that: -

- 1) the report of the Internal Auditor be received and approved.
- 2) The Receipts and Payments Accounts be approved and signed by the Chairman and Clerk/RFO.

2537/20

Approval of the Annual Governance statement for 2019/20

Council were asked to approve the Annual Governance Statement for 2019/20.

RESOLVED that the Annual Governance Statement 2019/20 (Section 1 of the Annual Return) be approved by Council and signed by the Chairman and Clerk/RFO.

2538/20 **Approval of the Accounting statement for 2019/20**

Council were asked to approve the Accounting statement for 2019/20.

RESOLVED that the Accounting Statements for 2019/20 (Section 2 of the Annual Return) be approved by Council and signed by the Chairman and Clerk/RFO.

2539/20 **Approval of Annual Return to PKF Littlejohn for 2019/20**

RESOLVED that the Annual Return be submitted to the External Auditor and the prescribed notices and accounts be published on the website and displayed on the notice boards for the period of 20 July to 28 August 2020.

2540/20 **Appointment of Barrie Woodcock as Internal Auditor for 2020/21**

RESOLVED that Barrie Woodcock be appointed as Internal Auditor for the current financial year.

2541/20 **Finance**

a) Finance Committee meeting held on 6 July 2020

Members **RECEIVED** the Minutes of the Finance Committee meeting held on 6 July 2020

RESOLVED that the recommendations below be approved: -

The updated budget be approved allocating £1000 to Food Bank; a budget of £3500 be made available specifically for any amenities that were required on the Highfields estate that were not provided by the developers and their Maintenance Management provider (Greenbelt Ltd.); and the £15,000 allocated for the purchase of land at Common Piece Lane be removed from budget.

b) The Bank Account Reconciliation Report, Budget Monitoring Report and note of Current and Reserve Balances up until 30/06/2020 were circulated.

These reports were **NOTED**.

c) Items for Payment

Authorised BACS payments – 13/07/2020 M Woodhouse & R. Rose

Cheque No.	Payee and Description of service or goods	Nett	VAT	Gross
UTB DD 30/06/2020	Bank Service charge at Unity Trust Bank	£18.00	£0.00	£18.00
UTB Cheque 300010 26/06/2020	South Derbyshire CVS - Salary payment June	£1279.57	£0.00	£1279.57
UTB Cheque 300011	CANCELLED CHEQUE	£0.00	£0.00	£0.00

UTB Cheque 300012 26/06/2020	Moorleys Print & Publishing Ltd – Printing of 1600 letters for re Co- option to vacancies	£48.00	£9.60	£57.60
UTB Cheque 300013	CANCELLED CHEQUE	£0.00	£0.00	£0.00
UTB Cheque 300014 10/07/2020	Elliott Mather LLP Solicitor – Legal Fees for Woodgrow Lease	£1350.00	£270.00	£1620.00
UTB BACS 10/07/20	Melanie Eckersley Consultancy – Health and Safety Annual support	£620.00	£0.00	£620.00
UTB BACS 10/07/20	DALC – Training Fee for Chairs Skills session, two places	£100.00	£0.00	£100.00
UTB BACS 10/07/20	DALC – Training Fee for Planning session, two places	£100.00	£0.00	£100.00
UTB BACS 10/07/20	Aucuba Landscapes Ltd. - Cut & strim at KGV, Hillside and The Green. Hedge Flail at KGV also Remembrance Garden tidy.	£333.35	£66.67	£400.02
UTB BACS 10/07/20	Easygrowing Landscapes – watering and maintenance of planters and Garden of Remembrance (J Macquire)	£150.00	£0.00	£150.00
UTB BACS 10/07/20	K Sharpe - Clerk Expenses June/July 2020	£105.22	£4.46	£109.68
UTB BACS 10/07/20	Viking Direct – 1 x black ink, 2 x file dividers, 1 x pack of plastic sleeves	£30.46	£6.09	£36.55
UTB BACS 10/07/20	Shelter Maintenance – bus shelter cleaning	£28.40	£5.68	£34.08
UTB BACS 10/07/20	Findern Village Hall – Hire of Jamie Taylor Room for 8 weeks for use by Food Bank	£80.00	£0.00	£80.00
UTB BACS 10/07/20	Parochial Church Council – s137 contribution by PC for electricity for exterior lighting of church	£265.00	£0.00	£265.00
UTB BACS 10/07/20	Barrie Woodcock – Internal Audit	£131.25	£0.00	£131.25

UTB BACS 10/07/20	Payment to Lindsay Bee at Tea Rooms as recharge from her water bill for use of water last summer – originally paid in December by cheque – this could not be deposited therefore has now been cancelled.	£104.76	£0.00	£104.76
NAT WEST CURRENT ACCOUNT CHEQUE 003174	Clark & Kent – installation of wheeled pump track at KGV playing field	£32,750.00	£6,550.00	£39,300.00
NAT WEST CURRENT ACCOUNT CHEQUE 003175	Clark & Kent – installation of footpath at KGV playing field	£3,475.00	£695.00	£4,170.00

d) Members noted Income received: -

Date of credit	From	Into Account	Amount
30/06/2020	Interest	Nat West R	£0.31
25/06/2020	Rent for land at Burton Road	Nat West R	£1750.00
09/07/2020	SDDC – 2 ND Instalment of Precept	Unity Trust	£17,841.00

Bank transfer - £18,000 moved from Nat West Reserve account to Nat West Current account on 19 June 2020.

2542/20

Correspondence

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

- NALC publishes new edition of points of light - forwarded 09/06
- SDDC – Bus Shelter Covid 19 Posters – re. social distancing - forwarded 11/06
- South Derbyshire Safer Neighbourhood Team Contact Info. – forwarded 11/06
- SDDC - Summer Scheme Update – forwarded 15/06
- DDC - Domestic Abuse in Derbyshire – Support available poster – forwarded 17/6
- NALC - New model Code of Conduct consultation – forwarded 22/06
- SDDC - South Derbyshire District Council Allotment Survey – forwarded 22/06

2543/20

Reports from Councillors attending meetings of outside bodies

No reports.

2544/20

Date of next meeting(s)

It was **NOTED** that as there was no meeting of the Council in August, the next Ordinary Meeting of the Parish Council would take place at **7.00pm on Thursday, 10 September 2020.**

2545/19

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

2546/20 Exempt item(s)

Items considered: -
Bee's Tea Room update

Meeting Closed at 9.10pm

APPENDIX

FINDERN PARISH COUNCIL - Committees and Working Groups – Civic Year 2020 to 2021

Parish Council

Chairman - Councillor Tammy Brown
Vice-Chairman - Councillor Mike Ratcliffe

Finance Committee

All Members of Council
Chairman of Committee – Councillor Tammy Brown

Personnel Committee

Councillors Mike Ratcliffe, Rosemary Rose and Chris Smith
Chairman of Committee – Councillor Chris Smith

Remembrance Day Working Group

All Councillors
Chairman – Councillor Rosemary Rose

Christmas Working Group

All Councillors
Chairman – Councillor Tammy Brown

Cemetery / Garden of Remembrance Working Group

Councillors Mike Ratcliffe and Martin Woodhouse
Chairman – Councillor Mike Ratcliffe

Recreation / King George V Playing Field Working Group

All Councillors
Chairman – Councillor Tammy Brown