

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 12 November 2020

Present: Councillors T Brown, G Cooke, M Ratcliffe, R Rose, C Smith.

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

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

2596/20

Apologies for absence

Apologies for absence were **NOTED** for Councillor B Dosanjh due to illness and Councillor M Woodhouse due to a work commitment.

2597/20

Declaration of members interests

None declared.

2598/20

Public Speaking

Members of the public:

Joan Tidy from the Findern Footpaths Group thanked James Maguire from the village who had donated and installed the wooden bench on Porters Lane at the Airport Way footpath. Joan also updated the Council on the work carried out this month at Cardales Meadow, clearing the black thorn. The group would welcome new members – particularly younger individuals. Information on the group, including how to join was being prepared and would be posted on the Parish Council's website and noticeboards by the Clerk. In the meantime, anyone who would like to join the group should contact Joan Tidy or Steve Tiso through the Parish Council Clerk.

The Chairman thanked Joan Tidy for the update and the report was **NOTED**.

A resident reported that the Lime tree near the bus stop on Doles Lane appeared to be dead.

RESOLVED that Councillor Woodhouse would be asked to check the tree and if he confirmed it was dead, then the Clerk would report this to the relevant authority.

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 at the meeting and gave the following report: -

- The 'Your Voice' survey was available on the Derbyshire County Council website. This invited residents in the county to comment on Council services.
- The Derbyshire County Council website had lots of Covid related information and data. Unfortunately, South Derbyshire had quite high case numbers which may impact on restrictions after the current lockdown. Retailers in the area were badly affected and it was hoped that they would be able to open up to some degree before Christmas.
- Councillor Ford had been contacted by residents of Highfields requesting his support for lamp posts to be completed on the development. These was now in hand.
- There was a concern that residents at Highfields, when applying for school places, were assuming they were in Derby City authority area and applying for schools in the city. This put them at a disadvantage as they should be applying for Derbyshire schools. Note: there were plans for a new secondary school in South Derbyshire.
- South Derbyshire had held an Area Neighbourhood Forum virtual meeting to discuss the format for future meetings, including agenda setting, frequency and notification periods. These meetings would be chaired by Councillor Andrew Macpherson from South Derbyshire District Council.
- Regarding the planning application DMPA/2020/0059 14 Doles Lane – change of use from dwelling to a large house of Multiple Occupancy (HMO) - Councillor Ford reported that the planning officer was recommending approval for this. The application would be considered at the planning committee meeting on 17 November 2020, during which there would be a virtual site visit by members of the Planning Committee.
- Councillor Ford continued to push for Highways at Derbyshire County Council to complete the road markings on Heath Lane/Longlands Lane.
- Following a review of waste services by consultants, it had been recommended that the Saturday freighter service should be scrapped following mis-use by commercial businesses; it was intended to be for domestic waste only. Following the review there is not likely to be any change to waste services for at least a year.
- There is no update on the Traffic Regulation Order (TRO) for Findern, showing the suggested areas for parking restrictions. This would be available for initial consultation soon.

2599/20

Response to emails from residents

The Council had received an email from a resident suggesting a cut back to the shrubbery along the Baxter's Way footpath near the King George V (KGV) Playing Field.

The Parish Council had already noted the overgrown shrubbery along the path. Although it was not responsible for the footpath – which is a Right of Way and should be maintained by Derbyshire County Council – the Parish Council had instructed its Grounds Maintenance contractor to cut back the shrubbery along the length of the pathway and down the steps leading to the KGV Playing Field. The clerk had confirmed that this work had been carried out.

2600/20

Minutes

RESOLVED that the Minutes of the Ordinary Meeting held on 8 October be approved as a true record and signed by the Chairman.

2601/20 Variation of order of business

None.

2602/20 To determine which items, if any, of the Agenda should be taken with the press and public excluded

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

2603/20 Chairman's Report

The Chairman welcomed everyone to the November Parish Council meeting.

This year has been a difficult one so far, with the Coronavirus stopping us doing things we'd normally do. Our village Remembrance service didn't go ahead on the Green as planned, but many people paid tribute on Sunday, 8 November and on 11 November in their own way. The Parish Council had received many compliments on the Remembrance tribute on The Green and we hope residents like the addition of Poppy, the war dog, which remembers the animals used in service in the two wars.

Sadly, this year Findern has lost two previous members of the Parish Council and long-term residents of Findern. Arnold Woodhouse passed away in July. He spent many years as a Councillor providing his gardening expertise and time to making Findern the beautiful place we live in today. His son, Councillor Martin Woodhouse, continues his legacy.

The Council would also like to pay tribute to Seymour Bell. He joined the Parish Council in 1985 and was instrumental in saving the Parish Rooms by securing a legacy to complete the necessary restoration works. Along with another Councillor, he organised the re-siting of the red post box from outside the old post office to The Green. He was a member of many committees, and for many years worked tirelessly and with dedication for the residents of Findern. On 11 November 2020, he was laid to rest and many parishioners and friends paid their respects as his cortège passed the Village Green.

Moving on to happier news, the village has had a donation from James Maguire of Easy Growing Landscapes of a wooden bench. This has been sited on the upper part of Porters Lane next to the start of the Airport Way footpath; this provides a welcome resting place to take in the views over the fields.

Woodgrow Horticulture have prepared the ground and sowed the wild flower seed on the grass verge on Heath Lane on the approach to the village. We are all looking forward to seeing this in the Spring; thanks to Councillor Woodhouse for arranging the work, which continues his Father's legacy in the village.

Last but not least, thanks to Penny Adcock for her continued support of families in this difficult time.

2604/20

Report of the Parish Clerk

a) Update on dog bins for Highfields

The Clerk had received approval from the consortium of builders and had ordered the dog bins which would be delivered to Woodgrow Ltd. around 24 November 2020. A contractor had been lined up ready to install these. Cost of installation was £80 per bin.

b) Update on Noticeboard for Highfields

The new noticeboard had been installed and was in use near the Co-op on the Highfields development. The payment of the balance was on the payment sheet – 50% had been paid in July 2019 when the noticeboard had been ordered.

c) Update Signage at Longlands Lane

The street scene officer had confirmed he had visited the site and he proposed putting additional signage onto the “Longlands Lane” street name plate (on the corner) and possibly a street name plate “Longlands Mews” outside the properties. The Clerk had gone back to clarify whether the corner sign would have the relevant numbers included i.e. 155 to 169 Longlands Lane (which is the gated area) - and Longlands Cottage and Longlands Mews.

d) Update on TPO for tree off Longlands Lane/near Gostiles

The Planning department at South Derbyshire District Council had confirmed they are progressing the request to TPO the oak tree – this should be done within the next 7 days.

e) Ownership of land – area where steps are sited that run from KGV playing field up to Baxter’s Way footpath

The Clerk had received the title plan for the relevant bit of land which showed this is owned by Highways England. The Clerk had written letter with a plan, photos and a risk assessment from Melanie Eckersley, and had submitted this to Highways England with the request that the steps on the land are repaired asap.

RESOLVED that the report and actions be noted.

2605/20

Members Reports

a) Garden of Remembrance/Cemetery update

South Derbyshire District Council had agreed to purchase the whips to repair the hedge at the Cemetery and the Parish Council would arrange for these to be planted. James Maguire had quoted £150 to plant these whips

RESOLVED to accept the quote of £150 to plant the whips from James Maguire.

Councillor Rose reported that a resident had approached her about a person exercising their dog in the cemetery off the lead. The resident had been quite distressed about this and had found it dis-respectful.

RESOLVED that the Clerk would contact the District Council who owned the cemetery to query the rules on dogs and to ask whether signage is required.

b) Findern in Relief Fund

Councillor Brown gave an update on this fund. Another of the trustees had taken on the task of sorting out paperwork including the constitution. A further update would be brought to the next meeting.

c) Stanhope Woods

The landowner is exploring a licence agreement between himself and the Parish Council to allow the Parish Council and Findern Footpaths group access to the land to continue the environment work at the site. He was still in discussions with his solicitor; an update would be brought to a future meeting.

d) Vehicle Activated Signs (VAS)

The purchase of VAS had been discussed at the Finance Committee meeting on 4 November 2020 and a budget would be allowed in the figures for 2021/22. Councillor Ratcliffe would bring a report to the January meeting.

2606/20

Matters for discussion or determination

a) Neighbourhood Plan for the village – next steps

The Parish Council had had a virtual meeting with representatives of Hilton Parish Council on 15 October 2020. Hilton Parish Council were in the process of developing a Neighbourhood Plan for their village. Members had listened to the representatives from Hilton outline the steps taken so far in the process. Findern could learn from their experience. The primary message was that it is important that the drive behind the plan comes from the residents of the village; the Parish Council can lead the project, but it needs the support from many members of the village. The Clerk had contacted South Derbyshire District Council planning policy department to gain their input.

RESOLVED that the next step should be a public meeting in the village to gain the support and involvement of as many residents as possible. As this is not possible during the current situation of Covid restrictions, the next stage should be postponed until such time as a public meeting can be held safely.

b) Consideration of Christmas event

Members acknowledged that a Christmas event would not be possible this year. The lights and Christmas tree at The Green would still be installed in the last week of November ready for switch-on for the 1 December 2020. Some replacement lights and a new transformer were required at a cost of £156.59 + VAT

RESOLVED to approve the purchase of the replacement lights and new transformer at a cost of £156.59 + VAT

c) To discuss phase 2 of development at KGV Playing Field

The amended quotes to the new specification for the equipment had been received. There was still a margin of variation between the quotes and more discussion was needed to look into the quotes in detail to agree upon a preferred supplier.

RESOLVED that a separate meeting of the Council should be arranged by the Clerk to look into the quotes in detail to agree upon a preferred supplier.

d) To discuss training on Pump Track – BMX

Members considered how bike skills training could be delivered at the Pump Track. It was noted that such training would be difficult to deliver during the current situation of Covid restrictions.

RESOLVED to defer further consideration of the training until a future meeting, possibly in Spring 2021.

e) Discussion regarding land off Sycamore Avenue

This item has been added to the Agenda in response to a request from a resident at the October meeting. Following the refusal of planning permission for the proposed development of the land off Sycamore Avenue, the resident asked whether the Parish Council would be prepared to organise fund raising activity now in order for the Parish Council to be in a position to purchase the land off Sycamore Avenue if it were to come up for sale again. Members noted that the land has not been put back on the market at this moment in time, and there has been no indication from the owner that this is likely. The Chairman believed any decision by the Parish Council to get involved in fundraising, or to consider purchasing the land in the future will require careful consideration of the reasons for the purchase of the land; and the benefit of using public funds for this purpose at the appropriate time. The appropriate time is not now, but when it is known that the land is likely to be available. Therefore, the Chairman moved that it would be inappropriate at this time to become involved in raising funds. However, to inform any future discussion, it was suggested the Clerk write to the owner of the land to register a possible interest in the land should the owner seek to sell in the future.

RESOLVED that the Clerk would write to the owner of the land to register a possible interest in the land should the owner seek to sell in the future.

f) Winter planning – Snow Warden scheme and Grit Bins

The Council had received details of the Derbyshire County Council Snow Warden scheme. Members did not wish to take part in the scheme. The Council would ensure however, that the grit bins throughout the village were kept full of grit salt throughout the Winter for residents to use to keep public footpaths and roads clear. The Clerk reported that all bins had been checked by the Lengthsman and details had been passed to Councillor

Woodhouse who would fill those that needed topping up from the stock of grit salt kept by the Council. It was noted that Highfields only has one grit bin and the Council may wish to consider supplying some grit bins to the estate before the Winter.

RESOLVED that the Clerk write to the consortium of builders seeking permission to site grit bins at key points on the estate. Members also approved purchasing 4 bins at £115 + VAT each for use at the development, if permission was granted by the consortium.

g) Request for donation - Air Ambulance Service, Derbyshire

Members considered a request for support from Air Ambulance Derbyshire.

RESOLVED that a donation of £200 would be given to Air Ambulance Derbyshire under S137 payments.

h) Update on Speed Watch scheme

Six individuals had joined the first stage of training with the scheme co-ordinator. The second stage of training – at the roadside - had to be delayed because of the current Covid restrictions. Members noted that, though a speed camera could be borrowed from CREST scheme, the Council may wish to consider purchasing its own camera.

RESOLVED to consider the purchase of a speed camera for use by the Council in the budget for 2021/22.

2607/20

Planning Matters

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

Consultations

- a) **Ref. No: DMPA/2020/0974** – Land to the South and East of Rykneld Road, Hollybrook Way, Portico Road and Bowbank Close (Highfields Farm), Findern, Derby.
Approval of details required by conditions 13, 14, 20 and 27 attached to outline permission ref. 9/2016/0592 (relating to the erection of up to 1,200 residential units (C3), new primary school (up to 1.3ha), new community facilities and local centre (up to 1ha, including local retail units (A1), restaurants (A3), public house (A4) and hot food take away (A5), associated infrastructure (including sewers, drainage and services))
- b) **Ref. No: DMPA/2020/1018** – Land to the South and East of Rykneld Road, Hollybrook Way, Portico Road and Bowbank Close (Highfields Farm), Findern, Derby.
Approval of details required by conditions 2, 3, 4, 6, 7, 10, 11, 12, 15, 16, 17 and 18 of permission ref. DMPA/2019/1234 (relating to approval of reserved matters (access, layout, scale, appearance and landscaping) for 44 dwellings and associated infrastructure, including new roads and junctions)

- c) **Ref. No: DMPA/2020/1033** – 14a Doles Lane, Findern
Retrospective application for the erection of a rear 2-storey extension.

Members were advised that – as reported by Councillor Ford - the planning application DMPA/2020/0059 14 Doles Lane – change of use from dwelling to a large house of Multiple Occupancy (HMO); the planning officer was recommending approval for this. The application will be considered at the planning committee meeting on 17 November 2020 during which there would be a virtual site visit by members of the committee.

Decisions

None.

2608/20

Finance

- a) Report from PKF Littlejohn, External Auditor - Conclusion of Audit

The Parish Council had received a copy of the External Auditor Report and Certificate for 2019/2020. The auditor had advised that the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and there were no other matters that have come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

This represented a clear report with no recommendations to change any of the Council's practices and day to day running of the accounting system. Therefore, as required by the External Auditor and to be fully compliant, the Clerk would post the following documentation on Council's website by 30 November 2020: -

- The Notice of Conclusion of Audit
- The External Auditors Report and Certificate 2019/2020
- Section 1 – Annual Governance Statement 2019/2020
- Section 2 – Accounting Statements 2019/2020

The report was **NOTED**.

- b) To receive Minutes of Finance Committee Meeting 4 November 2020 and discuss Recommendations

Members **RECEIVED** the Minutes of the Finance Committee Meeting held on 4 November 2020

The Finance Committee had recommended that an additional £5000 be allocated from the budget in 2020/2021 to the Outdoor Gym Equipment Project. The Clerk had identified £5000 from other lines in the budget that were underspent; these amounts could be allocated to the gym equipment budget.

RESOLVED to approve the additional £5000 for the budget for the Outdoor Gym Equipment, reducing budget from other lines.

RESOLVED to approve the amended budget as shown in Appendix.

- c) Members approved the following items for payment: -
 Authorised BACS payments – R Rose and C Smith.

Cheque No.	Payee and Description of service or goods	Nett	VAT	Gross
UTB BACS 01/11/20	South Derbyshire CVS - Salary payment October	£1258.02	£0.00	£1258.02
UTB BACS 12/11/20	Easy Growing Landscapes Maintenance of Planters and Garden of Remembrance – October. Replanting of planters on The Green and The Pump, Bench Restoration	£495.93	£0.00	£495.03
UTB BACS 12/11/20	Aucuba Landscapes Ltd. - Cut & trim at KGV, Hillside and The Green.	£333.35	£66.67	£400.02
UTB BACS 12/11/20	Phil Hawker – moving services at The Green and Pump area	£75.00	£0.00	£75.00
UTB BACS 12/11/20	K Sharpe Clerk's expenses – Phone, working from home allowance, mileage, stamps, Zoom subscription	£110.84	£5.23	£116.07
UTB BACS 12/11/20	PKF Littlejohn LLP – External Audit Fee	£300.00	£60.00	£360.00
UTB BACS 12/11/20	O' Heap & Son Service of Emergency Lighting at Parish Rooms	£132.00	£26.40	£158.40
UTB BACS 12/11/20	The Church Noticeboard company Remaining 50% of cost of noticeboard – original invoice 23 04 2020	£902.48	£180.49	£1082.97
UTB BACS 12/11/20	CIR – Comm Systems Ltd. Clean up on Council's laptop to clear up slow running issues	£75.00	£15.00	£90.00
UTB BACS 12/11/20	Syncd – replacement of 2 lights and LED bulbs in lighting at All Saints Church (agreed at October 2020 meeting.	£630.00	£126.00	£756.00

- d) Members noted Income received: -

Date of credit	From	Into Account	Amount
13/10/2020	Lindsay Bee - Tea Room Rent	UTB	£363.33
30/10/2020	Interest on reserve account	Nat West	£00.20

e) Bank Account Reconciliation Report/Budget Monitoring Reports

Members **NOTED** the Bank Account Reconciliation Report/Budget Monitoring Reports up to 31 October 2020 (including Current and Reserve Accounts Balances).

2609/20

Correspondence

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

- DALC Circular October 2020 - forwarded 14/10
- DCC Snow Warden scheme - forwarded 16/10
- DCC Derbyshire and Derby Minerals Local Plan, Sand and Gravel Consultation - forwarded 20/10
- SDDC Area Forum Review Meeting - forwarded 02/11
- SDDC South Derbyshire Local Green Spaces Plan - forwarded 02/11
- Census 2021, Information for Councillors -- forwarded 02/11
- SDDC Draft Street Trading Policy - forwarded 02/11
- Severn Trent – consultation on new pipe work – affects KGV playing field.

2610/20

Reports from Councillors attending meetings of outside bodies

Area Forum Discussion Meeting– Councillor Brown had attended this meeting and gave an update to Members on the activity reported at the meeting.

2611/20

Date of next meeting(s)

It was **NOTED** that the next Ordinary Meeting of the Parish Council would take place at **7.00pm on Thursday, 10 December 2020**.

2612/20

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.

2613/20

Exempt item(s)

Items considered: -
Staffing Matters.
Bees Tea Rooms

Meeting closed at 8.20pm

APPENDIX

FINDERN PARISH COUNCIL							
PROPOSED BUDGET AND PRECEPT 2020 to 2021							
INCOME							
Precept (raised via SDDC)	£ 35,682.00						
Support Grant from SDDC	£ 1,135.00						
Concurrent Function from SDDC	£ 7,338.00						
Additional Concurrent Function from SDDC	£ 7,649.00						
Minor Maintenance (Footpaths) from DCC	£ 385.00						
Interest from Business Reserve account	£ 15.50						
Parish Room Income estimated	£ 4,000.00						
Other	£ -						
Rent from land on Burton Road	£ 7,000.00						
Grant for BMX Park SDDC	£ -						
Grant for BMX Park DCC	£ -						
VAT reclaim	£ 10,000.00						
Total	£ 73,204.50						
Nominal Transfer from Balances	£ 2,261.50						
	£ 75,466.00						
EXPENDITURE							
Grounds Maintenance / Gardening	£ 5,500.00						
Parish Rooms Maintenance	£ 1,000.00						
General Maintenance	£ 1,000.00						
Playing Field Items	£ 500.00	*	Originally £4000, £1000 now allocated to Highfield Amenities and £2500 to Phase 2 development at KGV				
Footpath Maintenance	£ 385.00						
Bus Shelter Maintenance	£ 1,500.00						
Donations S137	£ 2,500.00						
Staff Salaries	£ 15,000.00						
Payroll costs	£ 246.00						
Admin. costs.	£ 2,500.00						
Chairs Allowance	£ 1,000.00						
Training	£ 500.00						
Audit Fees	£ 450.00						
DALC / SLCC / ICO SUBS	£ 1,135.00						
Election	£ 1,500.00						
Legal Fees/ Risk and Insurance	£ 3,000.00	*	Originally £5000, £2000 now allocated to Phase 2 development at KGV				
Refuse / Dog Bin	£ 1,500.00						
Amenity Hardware	£ 1,800.00	*	Originally £2500, £200 now allocated specifically to Highfields Amenities and £500 now allocated to Phase 2 development at KGV				
Christmas event	£ 500.00						
Summer event / VE Day	£ -	*	Originally £300 now allocated to Highfields Amenities - if summer/VE event is possible, will use Contingency				
Garden of Remembrance	£ 500.00						
Sportsmobile	£ 450.00						
Contingency	£ 2,500.00	*	Originally £3500, £1000 now allocated to Food Bank				
Food Bank	£ 1,000.00						
KGV Phase 2	£ 15,000.00	*	Originally £10,000, £5000 now added to budget				
Highfields Amenities	£ 3,500.00	*	£2000 for KGV metal barrier is now allocated to Highfields Amenities				
Repair to steps at KGV	£ 1,000.00						
VAT	£ 10,000.00						
TOTAL	£ 75,466.00						
		Balance b/f 1 Apr 20 £44,500 estimate					