

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 at Highfields Spencer Academy, Tutbury Avenue, Highfields at 7.00pm on 8 June 2023

Present: Councillors T Brown, B Dosanjh, G Cooke, A Pratt, M Ratcliffe and C Smith.

Also present: Kate Sharpe (Clerk) and 7 members of the public.

3118/23 Apologies for absence

Apologies were **NOTED** from Councillors S Holmes.

3119/23 Declaration of members interests

None.

3120/23 Public Speaking

Members of the public:

- A representative of the Findern Footpaths Group (FFG) advised that their ride-on tractor had been returned to them; it had been purchased some years ago with grant funding. At that time, the Parish Council had insured the tractor; however, it was agreed the group could insure the tractor as it belonged to them.
- The representative of the FFG also reported that the corporate volunteers from Price Cooper Waterhouse had worked very well and they were hoping to attract further groups of volunteers to help out in the future. One issue was the distance of the toilet (2 miles away at the Village Hall) from the work site. The group asked whether the Council could pay for a toilet unit to be hired on the volunteer days; or the other suggestion was for a composting toilet to be built at the site.

RESOLVED the Clerk would contact the land agent for the owner (National Highways) to ask whether they would object to a composting toilet being sited on the land.

- A resident reported that the District Council had been out to clear the fly-tipping at the garages behind Hawthorn Crescent; however, they had not taken away the rubbish in the two wheelie bins, though this still could be done. The resident would keep an eye on it, and report to the next Council meeting if the rubbish in the bins had not been disposed of by then.
- A resident reported that the dog bin at the top of Common Piece Lane (near the stables) was always full to overflowing. The resident suggested that the bin be replaced with a larger bin.

RESOLVED to put this on the Agenda for the next meeting.

- A resident reported that trespassers had been seen again accessing the land by the abandoned farm on Porters Lane.

RESOLVED the Clerk would contact the agent to inform them that trespassers had been seen, and to request the access be boarded up.

Police Liaison Officer:

David Marley of the South Derbyshire Safer Neighbourhood Team (SNT) submitted the following report: -

The team have been busy again throughout the month of May.

Here are some key highlights:

- A number of safeguarding referrals have been completed for vulnerable members of our community.
- Police have increased patrols at beauty spots and popular destinations – including Foremark Reservoir – after receiving reports of anti-social behaviour and inconsiderate parking.
- Several members of our community have been signed-up to Derbyshire Alert, the Constabulary's free email crime prevention system.
- The team patrolled polling stations throughout our policing beat area during the recent local elections, without incident.
- Officers have engaged with young people about the dangers of using e-scooters – and one young person was issued with a Section 59 notice warning under the Police Reform Act (2002) after he was seen riding an e-scooter on a public road.
- Patrols have been undertaken at local schools during the busy drop-off and collection times.
- Further work has been undertaken to support new and emerging community speed watch groups.
- A bike and tool marking event – in conjunction with South Derbyshire CVS safer homes team – took place in Willington.

Further information about the work of the SNT can be found on the Mercia SNT Facebook page. Just a reminder, these are the many ways residents can report crimes or incidents, including:

- Facebook – send a private message to the Derbyshire Constabulary Main Facebook page
- Twitter – direct message the contact centre via @DerPolContact
- Website – There are several crime reporting tools on the website or use the online contact form
- Phone – call us on 101.

District and County Councillor Reports:

Councillor Martyn Ford had sent his apologies as he was unable to attend the meeting; however, he had submitted the following report: -

I have a received an update regarding the fly-tipping on the lane off Burton Road near the A38 roundabout. Highways England, as 'owner' of the land, have confirmed they do hold a responsibility for the land and would be willing to come to an agreement with Derbyshire County Council regarding removal of the waste and installing a gate across the access. Derbyshire County Council have acknowledged their role as 'user' of the land, and that both have responsibility to clear the land. Once the land is cleared, the District Council would begin the Public Space Protection Order process and gate the land.

See below for the links to the East Midlands Airport Noise Action Plan which members and residents might find interesting, noting the second document is a meaty 105 pages.

- <https://forms.office.com/Pages/ResponsePage.aspx?id=doKYwHh5Kk-9j5GKN6XJV2JZFMsv4TJKkPnTwcAiWeFUMIFRUIZMSIhKVUdSSlq2Uko0OFhYR1ZHVy4u>
- https://assets.live.dxp.magnfrastructure.com/f/73114/x/bcf83646f3/ema_noise_action_plan_em_1920x1080_v5c_final-nonaccessible.pdf

3121/23

Response to emails from residents

a) **Installation of a street light outside the Parish Rooms**

A resident asked for an update to the request they made some months ago that the Parish Council consider the installation of a street light outside the Parish Rooms; suggesting that funding may be available for a street light. They asked if the Parish Council were proceeding with this.

The Clerk had replied that the Highways department advised they were focusing on LED upgrades to the street lights across the County and would not install new lighting unless the need was great – even if the lighting was funded by the Parish Council through a safety partnership grant. When this was discussed at Council in November 2022, it was reported that there were already external lights on the Parish Rooms; the issue was that these were not coming on at night. The reasons why not were investigated and following some electrical work to the fuse board at the Parish Rooms, the issue was sorted and the lights were in use, illuminating the road alongside once again. The lights work throughout the year and are photovoltaic, coming on during hours of darkness. Therefore, there were no plans to introduce additional lighting at this time.

b) **Suggestion of King Charles III Coronation Bench**

A resident had suggested that Parish Council purchase a commemoration bench for the King's coronation; forwarding a link for a bench design. This was considered by Members.

Standing Orders had been suspended for a representative of the Footpaths Group to explain that benches were being donated by Murray's Funeral Directors to site in the village; therefore, it was suggested a bench be sited at Highfields.

Standing Orders were re-instated.

RESOLVED that the Clerk would look at options for a bench and bring details of these to the next meeting; the Clerk would also approach Greenbelt Group Ltd. to enquire whether the Parish Council would be allowed to site a bench on a green space at Highfields.

3122/23

Minutes

RESOLVED that the Minutes of the Annual Meeting held on 18 May 2023 be approved as a true record and signed by the Chairman of the meeting.

3123/23

Variation of order of business

None.

3124/23

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

There were no items to be taken with public and press excluded.

3125/23

Chairman's Report

The Chairman welcomed all to the June meeting of Findern Parish Council; also, thanking the Principal of Highfield Spencer Academy for allowing the Parish Council to hold the June meeting on its premises.

There had been no Parish Council organised events since the previous meeting. Every household in Findern and Highfields had received leaflets through the letter box recently. The Chairman asked that residents spend a few minutes reading these, as they gave information on:

- The co-option of 3 new Councillors onto the Parish Council; anyone interested in being involved in the local Community is asked to return their application form by the 30th June.
- Also, the Parish Council would like to progress with the Neighbourhood Plan, but need residents to get involved and have their say to help move this forward.

Lastly, residents were asked to look out for the posters advertising the Council's 'Party in the Park' event on the 8 July 2023; the Council hopes see as many residents as possible at the event.

3126/23

Report of the Parish Clerk

a) Co-option to 3 vacant seats

Leaflets with the application form had been printed and distributed to all households in the village and Highfields. Also, information was posted to noticeboards, website and Facebook. The closing date for applications was midnight 30 June 2023. The Clerk suggested that candidates meet the Council in person in week 3-7 July with a view to co-opting 3 new Councillors at the 13 July Meeting of Council.

b) Update on installation of Speed Indicator Devices (VAS)

The VAS equipment was now ready to install; however, the posts required at two of the sites had not yet been installed by Derbyshire County Council. Despite chasing there has been no update on installation date, therefore, the Clerk had now asked Councillor Ford to look into this with officers.

c) Severn Trent offer to replant at Stanhope Woods

The Clerk had asked Findern Footpaths Group about the type of shrubs they would like donating in lieu of the trees that were felled by Severn Trent contractors. The Clerk would go back to the agent with this information; also, put forward the request for a stand pipe.

d) Flooding under bridge on Bridleway alongside canal

The Clerk had asked Councillor Ford for an update on this from the County Council.

The Report was **RECEIVED** and **NOTED**.

3127/23

Members Reports

a) Findern in Relief Fund

Councillor Cooke reported that he had made some progress with CCLA regarding the investments held with them. The trustees would hold a meeting to talk about the process to apply to the fund.

b) Stanhope Woods

Although a TPO application from Findern Parish Council for the planned tree works in Stanhope Wood was now NOT needed - as none of the trees involved were older than 20 years - the plan for the works had been submitted to the Countryside Officer at the County Council for him to give his advice. He had responded that he was happy for work to proceed; however, he advised that the Council should check with the Forestry Commission to ask whether a Felling Licence was required.

RESOLVED the Clerk would contact the Forestry Commission to enquire whether a felling licence was required.

c) Wildflower areas

It was reported that the wildflower area alongside King George V Playing Field had been sprayed with weedkiller.

d) Local / Neighbourhood Plan for the Parish

A survey had been circulated to all residents in the Parish; this was the first step in the process of developing the neighbourhood plan. The survey asked simply whether residents wanted a neighbourhood plan, and whether they were interested enough to be part of the process. It had received a positive response with all 56 respondents indicating that the neighbourhood plan should be progressed; with about 30 respondents offering to help with the process.

RESOLVED that the Clerk would contact officers at the District Council to discuss the next steps in the process.

e) Warm Welcome

Councillor Brown gave the following report: -

This week we had around 40 people attend Warm Welcome; this was due to long-time resident leaving the village. We are hoping to see some of these people again in the coming weeks now they've seen what we are all about. We were also very lucky to have a much-needed extra pair of very experienced hands in the kitchen, Jayne Ratcliffe, who came along from Murray's Independent Funeral Directors. Murrays regularly hold a Bereavement group and wanted to be able to direct people towards the Warm Welcome for company and friendship. We also received a grant from South Derbyshire CVS for £875, this will enable us to keep the doors open for a few months.

3128/23

Matters for discussion or determination

a) Update Summer Event 2023 – Party in the Park 8 July

Information to promote the event had been posted on banners in four locations, on the Council's website and Facebook pages and the noticeboards; details were also emailed to both schools in the parish to share the information in newsletters and put-up posters in school. Leaflets had been printed and the decision needed to be made on how to deliver these to all households in the parish. Also, a half page advert had been placed with the Littleover Life magazine, which would be delivered on 22 June. The Members were asked whether an advert should be placed with the Resource magazine for Findern; however, delivery was not until 27 June (latest delivery would be 5 July).

RESOLVED that the Chairman and Councillors would deliver the leaflets in the village of Findern and a company would be paid £30 to deliver these in Highfields. Also, it was decided not to advertise in the Resource magazine as the delivery date was too close to the actual event.

The marquee cannot be taken away until Monday 10 July, though toilets can be taken away on the Sunday 9 July if they were definitely not needed for the Findern Fest event that had been cancelled by Findern Social Group.

RESOLVED to ask for the toilets to be taken away on the Sunday.

b) Entertainment for Halloween and Christmas events

Members considered whether to hold a children's event for Halloween event.

RESOLVED not to hold a Halloween event.

Members considered dates for the Christmas Light Switch-On events and the entertainment for these. Highfields Spencer Academy were willing to host event at the school on Friday 1

December 2023 after the light switch-on. There was an issue with the date for Findern because of Councillor availability.

RESOLVED to hold the Highfields Switch-On event on the evening of Friday 1 December and contact Dream Parties to provide the children's entertainment for that event; and to consider Sunday 3 December for the Findern event.

c) Painting goalposts at KGV

The Clerk reported that the goal posts at the King George V Playing Field were very rusty, and may need painting or replacing completely.

RESOLVED that a contractor would be asked to look at the goal posts and advise whether they could be painted or whether they needed to be replaced.

d) Payment to Find Café for use of electricity on outside lights

Previously the Parish Council agreed to pay a contribution to Find for the use of the electricity from the external lights at night. These were sorted by 1 March 2023 and now should be coming on at dusk through to dawn every night.

Based on the wattage advised by the electrician, the lights used 40 watts per hour @ 0.05 pence per hour. Based on 10 hours per night average over the year, the lights cost 0.50 pence per night or £3.50 per week = £182.00 / year.

RESOLVED that the amount should be made quarterly.

e) Rent review for Parish Rooms

A rent review was due every 2 years. Sarah Pritchard took over the lease of the Parish Rooms in October 2021; therefore, the Council should review rent before October 2023.

RESOLVED to defer discussion until the next meeting. Because of commercial sensitivity this would be in Exempt matters. Refer to Minute no. 3136/23 d)

f) Traffic consultation – linking up with other PCs

The Council had received an invite to join forces with adjacent Parish Councils to formulate a traffic plan for the area that could be presented to Derbyshire County Council.

RESOLVED the Chairman would meet with the person suggesting the plan to find out more and bring this information to a future meeting for further discussion.

3129/23

Planning Matters

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

Consultations

a) **Ref. No. DMPA/2023/0596** – 1 East Lawn, Findern

The erection of a canopy.

b) **Ref. No. DMPA/2023/0604** – 23 Wren Park Close, Findern

The erection of a side extension and front canopy.

Decisions

None.

PRESENTATION OF END OF YEAR ACCOUNTS AND EXTERNAL AUDIT 2022/23

3130/23 To receive the Internal Auditor's Report

Council received the Internal Auditor's report for 2022/23; noting the query on the payment of the Chairman's allowance, which would be corrected for 2023/24.

RESOLVED that the report of the Internal Auditor be received and approved.

3131/23 To receive the Receipts & Payments Accounts for 2022/23

It was noted that the accounts had been approved by the Internal Auditor and there were no matters to be drawn to the attention of the Council. Council was then asked to approve the Receipts and Payments Accounts for 2022/23.

RESOLVED that the Receipts and Payments Accounts be approved and signed by the Chairman and Clerk/RFO.

3132/23 Approval of the Annual Governance Statement for 2022/23

Council was asked to approve the Annual Governance Statement for 2022/23.

RESOLVED that the Annual Governance Statement 2022/23 (Section 1 of the Annual Return) be approved by Council and signed by the Chairman and Clerk/RFO.

3133/23 Approval of the Accounting Statement for 2022/23

Council was asked to approve the Accounting Statement for 2022/23.

RESOLVED that the Accounting Statement for 2022/23 (Section 2 of the Annual Return) which was signed by the Clerk/RFO before being presented to the authority, be approved by Council and signed by the Chairman.

3134/23 Approval of Annual Return to PKF Littlejohn for 2022/23

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 19 June to 28 July 2022.

3135/23 Appointment of Internal Auditor for 2022/23

The Clerk asked the Council to approve Joanne Taylor as Internal Auditor for the civic year 2023/24.

RESOLVED that the Clerk would ask Joanne Taylor to act as Internal Auditor for civic year 2023/24.

3136/23 Finance

a) Members approved the following items for payment: -

Authorised BACS payments – Councillors T Brown and C Smith.

Cheque No./BACS	Payee and Description of service or goods	Nett	VAT	Gross
BACS UTB 24/05/2023	South Derbyshire CVS - Staff salaries May 2023	£2062.33	£0.00	£2062.33
BACS UTB 24/05/2023	Reimbursement to Clerk for purchases made for PC – Printing of 2 leaflets x 2000 each from Instaprint Ltd.	£276.00	£0.00	£276.00

BACS UTB 24/05/2023	Carter Jonas – Licence fee for land at Crow Park Way 01/06/23 – 31/05/24	£100.00	£0.00	£100.00
BACS UTB 06/06/2023	Warwick Directories – delivery of 2 x 1000 leaflets to Highfields A4 folded to A5	£180.00	£36.00	£216.00
BACS UTB 08/06/2023	Clerk's Expenses from 18/05 to 07/06; phone, WFH allowance, mileage, zoom monthly subscription and land registry.	£108.03	£2.60	£110.63
BACS UTB 08/06/2023	Fox Landscapes Ltd – Grounds Maintenance visits in May	£400.00	£80.00	£480.00
BACS UTB 08/06/2023	Viking Direct Ltd – inks and storage box for the Clerk, inks for the Chairman	£115.02	£23.00	£138.02
BACS UTB 08/06/2023	Stage Connections Ltd. – Deposit to be paid for Stage Hire for summer event on 8 July 2023	£323.80	£64.76	£388.56
BACS UTB 08/06/2023	Marshall's Marquees – Balance to pay for hire of Marquee for Summer event on 8 July 2023	£441.67	£88.33	£530.00 minus £132.50 deposit paid = £397.50 balance to pay
BACS UTB 08/06/2023	R Yates Parish Warden – reimbursement for purchase of work boots	£45.50	£0.00	£45.50
BACS UTB 08/06/2023	Warwick Directories – Half page advert in July magazine promoting summer event	£93.00	£18.60	£111.60
BACS UTB 08/06/2023	Community Heartbeat Defibrillator and cabinet plus installation	£2130.00	£426.00	£2556.00
Multipay Corporate Card	Amazon – MCC Trading Ltd for 2m x 2m Gazebo for Summer event on 8 July 2023	£61.65	£12.33	£73.98
Multipay Corporate Card	Vinyl Banners Printing Ltd – 4 x banners to promote the Summer event	£105.39	£0.00	£105.39
Multipay Corporate Card	Instantprint – 2000 A5 singled side flyers for Summer Event	£64.42	£0.83	£65.25

b) Members noted Income received: -

Date of credit	From	Into Account	Amount
31/05/2023	Interest on account	Nat West Reserve	£24.35
03/06/2023	Sarah Pritchard / Find Ltd. - Parish Rooms Rent	Unity Trust Bank	£333.33

c) Bank Account Reconciliation Report/Budget Monitoring Reports

Members **NOTED** the Bank Account Reconciliation Report/Budget Monitoring Reports up to 31 May 2023 (including Current and Reserve Accounts Balances).

d) Asset Register/Statement of Holdings

The Clerk had approached the District Valuer about the review of rents and insurance values on land and buildings owned by the Parish Council; this was in order to update the Asset Register and Statement of Holdings. The District Valuer had estimated a fee of £1,650 plus VAT to provide insurance reinstatement cost assessments for the Parish Rooms and King George V playing Fields (play park, pump track, basketball area). They had advised that it was not usual procedure to insure the land. They have advised that Rental values are not something they would have capacity to look into; however, this would be something a General Practice Surveyor (Valuer) could assist with.

The Clerk advised that insurance values were increased by the insurance provider each year; therefore, this was not as important as rental values. The Clerk asked Members whether they wanted the Clerk to approach a surveyor to get costs to carry out rent review.

RESOLVED that as any rental increase would be quickly absorbed by surveyor costs, the Members preferred that the Clerk research the increase to commercial rents and advise Members at the next meeting.

3137/23

Correspondence

The were no items of correspondence.

3138/23

Reports from Councillors attending meetings of outside bodies

Councillor M Ratcliffe had attended the Toyota Community Liaison Committee meeting on 19 May 2023 and had circulated a short report after that meeting to all Councillors. An invitation to tour the factory had been issued at the event.

RESOLVED the Clerk would formally write to the Community Liaison Officer requesting a tour of the site for Councillors.

3139/23

Date of next meeting(s)

The next Meeting of the Parish Council would be held **at 7pm on Thursday, 13 July 2023**, at the Methodist Church, Lower Green, Findern DE65 6AD.

3140/23

Exempt

No matters were considered Exempt.

Meeting closed at 8.30pm