

## Minutes of the Annual General Meeting Held at St Michael's Church, Shirley, Monday 13<sup>th</sup> May 2019

### Attending

Councillors: Alvin Baker, Tony Taylor and Hugh Tyler (Chair)  
Also: Sian Bacon (Parish Clerk) and 1 Parishioner.

The Chair opened the meeting by reading the legal notice relating to the CCTV cameras within the Church premises, including the community space, which has been installed for safeguarding purposes.

### 19/27 Apologies for Absence

Apologies were received from Councillor I Crabtree, Cllr S Walker (running late), Cllr A Shirley (DDDC) and Cllr S Bull (DCC)

### 19/28 Approval of Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Monday 21st May 2018 as a true record and the minutes were signed by the Chair.

### 19/29 Approval of General & Burial Accounts for the year ending 31 March 2019

It was **RESOLVED** to approve the following accounts for the year ending 31<sup>st</sup> March 2019 as presented by the Clerk:

**Shirley Parish Council**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR ENDING 31st MARCH 2019**  
**GENERAL FUND**

Date	Receipts	Amount	Date	Payments	Amount
April 1st	Balance B/F	£2222.36	April 5 <sup>th</sup>	Amanda Higton – Locum Salary	£132.05
April 30 <sup>th</sup>	DDDC - Precept 2018-10	£4236.00	April 5 <sup>th</sup>	HMRC – PAYE Income Tax	£32.80
December 10 <sup>th</sup>	Transfer from Reserves – Reimbursement for Defib pads	£101.70	May 21 <sup>st</sup>	J Marriott – Internal Audit Fee 2017/18 A/Cs	£125.00
January 8 <sup>th</sup>	DDDC - Reimbursable Expenditure Church Yard Mowing Costs	£974.00	May 21 <sup>st</sup>	Eon – Telephone Box Electricity	£39.14
March 7 <sup>th</sup>	DDDC – Local Project Fund Wall Costs	£250.00	May 21 <sup>st</sup>	BHIB – Parish Council Insurance	£157.29
			May 21 <sup>st</sup>	SS&SA – s137 Grant 2017	£250.00
			May 21 <sup>st</sup>	Sian Bacon – GDPR 2018 Registration Fee Reimbursement	£35.00
			September 10 <sup>th</sup>	Burial Account – Reserves Transfer	£218.00
			September 10 <sup>th</sup>	Sian Bacon – Training Expenses	£125.00
			September 10 <sup>th</sup>	Shirley PCC – CS Rent April 18/March 19	£3000.00
			September 10 <sup>th</sup>	SS&SA – s137 Grant 2018	£250.00
			September 10 <sup>th</sup>	Sian Bacon – Clerk's Salary	£360.32
			September 11 <sup>th</sup>	R H Tyler – Reimbursement for Defib Pads	£101.70
			December 10 <sup>th</sup>	Sian Bacon – Clerk's Salary	£180.16

	January 12 <sup>th</sup>	JRW Richardson – Burial Ground Maintenance 2018/19	£1018.00
	March 11 <sup>th</sup>	Sian Bacon – Clerk’s Salary	£180.16
	March 11 <sup>th</sup>	Sian Bacon – Election Training	£7.50
	March 11 <sup>th</sup>	W Ellis – Website Hosting & Maintenance	£150.00
	March 11 <sup>th</sup>	DALC – Subscription Fee 2019/20	£66.35
Sub- Total		<u>£7784.06</u>	
		Sub-Total	<u>-£6428.47</u>
		Receipts	£7784.06
	March 31st	Total Balance Carried Forward	<u>£1355.59</u>

**Shirley Parish Council**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR ENDING 31st MARCH 2019**  
**BURIAL FUND AND RESERVES**

Date	Receipts	Amount	Date	Payments	Amount
April 1 <sup>st</sup>	Balance B/F	£5880.23	May 1 <sup>st</sup>	TDP Limited – Bench & Fittings for Hall Lane	£310.20
April 9 <sup>th</sup>	L Petts – Headstone Fee for Mrs C Beetham	£60.00	December 10 <sup>th</sup>	Transfer to General – Defib Battery & Pads	£101.70
September 7 <sup>th</sup>	Mrs J Peck – Ashes Plot	£100.00			
September 10 <sup>th</sup>	Transfer from General to Reserves	£218.00			
September 15 <sup>th</sup>	A Kendrick – (undertakers)	£480.00			
March 15 <sup>th</sup>	DCC – Grant for Defib Supplies from Councillor S Bull	£250.00			
Sub-Total		<u>£6988.23</u>		Sub-Total	<u>-£411.90</u>
				Receipts	£6988.23
			March 31st	Total Balance Carried Forward	<u>£6576.33</u>

## 19/30 Report from the Chair for the year ended 31st March 2019

The Chairman gave the following report on the previous twelve months:

1. The Snow Warden Scheme was renewed and Mr Ian Crabtree was appointed as Snow Warden.
2. A successful Annual Litter Pick, our 4<sup>th</sup>, took place in April 2019 with 30 attendees.
3. Defibrillator training session was organised in August 2018 with an Instructor from EMAS. The access code for the Defibrillator has been circulated to allow for speedier access to the unit.
4. Shirley Sports & Social Association set up a Website and Facebook page and arranged a series of film nights and a ‘University Challenge’ event. The broken Portaloo has been replaced – partly paid for by grants from the Council.
5. The Clerk has now produced:
  - A ‘Lone Working Policy’ which is available on our website
  - A ‘Health and Safety Policy’ to comply with our Insurers requirements – to be placed on the website. A Health & Safety officer has been appointed

6. The Clerk has:
  - Updated Council Standing Orders and Financial Regulations
  - Updated the Council Asset Register
  - Registered the Council with the Information Commissioners Office (ICO) as required by GDPR
7. The bi-annual review of Burial Ground Fees was made and a 5% price increase applied
8. A bench was purchased and installed by the parking area at the corner of Hall and Park Lanes
9. A Council Newsletter was produced and circulated outlining responsibilities, contacts and other useful information – specifically to allow for those without internet facilities
10. A 'Dog Fouling' letter was circulated
11. Donations were gratefully received from:
  - Our County Councillor for £250 towards the purchase of bricks required for repair of the churchyard wall
  - Our Derbyshire Dales Councillor for £250 for our 'Defibrillator Fund'
12. The work, by Derby College, on repairing the Churchyard wall continued. The section between Church Lane and the new burial ground is 95% complete. The work is due to resume in May. Bricks have to be purchased to replace the many old ones which have failed
13. A License to plant bulbs on some verges has been obtained. Thanks to Mrs Debbie Leeney for the planting map she prepared. Work is to be carried out in autumn 2019
14. Continued pressure has been applied to DCC for repair of some collapsed drains on Mill Lane and a blocked drain on Back Lane - the matter has not been completely resolved.
15. Cllr Crabtree continued his pothole repair campaign successfully
16. The 2018/19 Annual Internal Audit was successfully completed
17. Shirley website was updated
18. Items in planning stage
  - A Rental Agreement between the PC and PCC has been prepared and has been sent to the Vicar for PCC approval/amendment. The agreement will then be sent to the PC for adoption /amendment.
  - Shirley Parish Council Mail Box. A number of possible boxes have been sourced. Decision to be made on which model is to be purchased and installed in 2019.
  - A variety of 'Parking' signs have been sourced. Decision to be made which one will be purchased and installed at the junction of Hall and Park Lanes.
19. The Chairman thanked the Parish Clerk and members of the Council for their support over the last 12 months.

Cllr Baker noted how much work had been done through out the year and Cllr Taylor proposed a vote of thanks for Cllr Tyler and the Clerk for their work throughout the year.

## **19/31 Election of Officers**

**New chair:** Cllr Tyler proposed Cllr Taylor; Cllr Baker seconded the proposal. Voted upon and Cllr Taylor accepted.

**Vice chair:** Cllr Tyler proposed Cllr Baker; Cllr Taylor seconded the proposal. Voted upon Cllr Baker accepted.

**The AGM closed at 7.42pm and was followed by the Ordinary Meeting of the Parish Council.**

**Minutes of the Ordinary Meeting Held at St Michael's Church, Shirley,  
Monday 13<sup>th</sup> May 2019**

## **Attending**

Councillors: Alvin Baker, Tony Taylor (Chair), Hugh Tyler and Sue Walker (from 8.30pm)

Also: Sian Bacon (Parish Clerk) and 1 Parishioner.

## **19/32 Apologies for Absence**

Apologies were received from Councillor I Crabtree, Cllr A Shirley (DDDC) and Cllr S Bull (DCC)

## **19/33 Public Participation**

A member of the public wished to thank the councillors for standing again and continuing their hard work.

A lockable outside store was suggested to keep the equipment for the wall building students instead of it being stored in the church. Cllr Tyler may have something available for a loan. Cllrs Baker and Tyler will discuss this with the supervisor.

## **19/34 Declarations of Member's Interests**

None

## **19/35 Approval of Minutes for the Meeting held Monday 11<sup>th</sup> March 2019**

It was **RESOLVED** to approve the minutes of the meeting held on Monday 11<sup>th</sup> March 2019 as a true record and they were signed by the Chairman.

## **19/36 Matters Arising from the Previous Meeting**

- 1. Parking signs** – the Clerk had sourced 3 different designs and quotes of sign and it was **RESOLVED** that the Clerk would order the green luminous aluminium sign from Safety Signs for Less at a cost of £22.80 – the Clerk will order this and be reimbursed out of the Heath Fund

## **19/37 To note the dates of the Public Rights and Publication of the Annual Governance and Accountability Return.**

The Clerk reported that the accounts would be available to the public for inspection from the 17<sup>th</sup> of June until the 26<sup>th</sup> of July 2019

## **19/38 Annual Audit to approve the Annual Governance Statement 2018/19**

It was **RESOLVED** to approve the Annual Governance Statement 2018/19 and was signed by the Chairman.

## **19/39 Annual Audit to approve the Accounting Statement 2018/19**

It was **RESOLVED** to approve the Accounting Statement 2018/19 and it was signed by the Chairman.

## **19/40 Annual Audit to note the internal audit report presented by the Clerk/RFO**

The Internal Audit was received by the Parish Council. The internal auditor was happy that the Council's internal controls were working properly and the council finances are correct.

## **19/41 To select and approve the Parish Council Insurance 2019/20**

The council **RESOLVED** to accept the quote from BHIB for the council's insurance from 1<sup>st</sup> June 2019 until 31<sup>st</sup> May 2020 at a cost of £162.82.

## **19/42 Payment Authorisations**

The following payments were authorized by the Council:

- I. J.S. Marriott & Co – Internal Audit Fee - £125
- II. Eon – Electricity for Telephone Box Defibrillator – £46.32
- III. BHIB - Parish Council Insurance – £162.82
- IV. Information Commissioner's Office - GDPR Fee - £35 – By Direct Debit
- V. JW Richardson – Mowing costs of £509.00 to be paid by cheque in June
- VI. Miss S Bacon - Clerk's Wages - £126.84
- VII. Shirley PCC – Community Space Rent for April 2019 - £641.67
- VIII. Mr A Baker - Bricks for the Churchyard wall – £658.00 (including recoverable VAT of £114) – payed from Burial account

It was **RESOLVED** to pay the yearly GDPR Fee to the Information Commissioner's Office by Direct Debit.

## **19/43 Approval of Monthly Community Space Rent Payments**

It was **RESOLVED** to pay the Community Space Rent every two months. The rent will be £3850 for the year broken down into 6 payments of £641.67.

## **19/44 Income to Note**

The following income was noted by the council:

- I. DDDC – Parish Council Precept – £6281.00
- II. VAT Repayment – £129.06

## 19/45 Parish Clerk's Report of Ongoing Matters

1. **Parish Council emailing list** – The Clerk reported that she had done a test run of the mailing list by sending the agenda out and had been given positive responses. The Clerk suggested that a flyer could be sent out requesting people email the Clerk to be added to the list. There is some concern that it would be overwhelming to send out more emails as other groups are already doing so and it would have to be ensured that emails were not being sent twice. The Clerk has contacted a few groups to see if they would be interested in sending information out but had received a limited response. The idea of a village Facebook page was raised it was suggested that this could be run by a group of people within the village. The Clerk will look into this with parishioners. Cllr Tyler will do a flyer at the end of June/ beginning of July and sent this round with the hopes of encouraging people to join.
2. **Drains** – the Clerk reported that she had received an email from Derbyshire County Council stating that all problem drains have been cleared apart from the one outside Sunny Bank which requires a camera insertion to find the blockages. Cllr Taylor reported that Mill Lane had not been not done. Cllr Baker will photograph the undone drains for evidence and send the numbers so the Clerk can report these to Cllr Bull at DCC.
3. **Cultivation License** – the Clerk reported that this has been submitted with thanks to Mrs Leeney for her assistance.
4. **Post box** - the council has received approval to put the post box on the wall the on the inside of the churchyard entrance gate. the Clerk had brought 3 different designs of metal post boxes. It was **RESOLVED** that Cllr Tyler would order the Lumley designs post box in black with gold lettering at a cost of £223.41

At this point Cllr Walker arrived.

## 19/46 Shirley Sports and Social Association Committee Update

The Clerk gave the following report that had been sent from Mr B Leeney:

Derek Puplett has kindly replaced the rotten door frame on the kitchen portacabin.

We held a Working Party on Sunday 14<sup>th</sup> April, which was well attended despite the chilly weather. We had a major tidy-up and reorganisation of equipment, to make mowing and marking easier. Many thanks to all who took part.

Part of the work done involved clearing the contents of the oldest storage unit at the field. This had been full of rubbish, damp, and had become home to rats. We have now cleared it and made it useable again. Unfortunately, we had to throw away the large trestle tables belonging to the church, which had been stored in these conditions for around 10 years. The wooden table-tops were rotten and corrupted by rats, and the metal trestles were rusted beyond repair. Other church property such

as a few and some games for Summer Fetes, have been saved and are still in storage.

The Summer League season has started and Weston have played several games. They are helping us improve the pitch by harrowing and rolling it, and by controlling moles on the field.

The problem with dog mess is ongoing, despite our signage, CCTV and registration with ICO. All practical ideas to improve the situation are welcome.

Gail Barke's colleagues from NATWEST will again be spending a day at the field in Summer, volunteering their efforts to help us paint and maintain the site.

### **Forthcoming events in the Community Space:**

Games Night – Friday 31<sup>st</sup> May

AGM – Tuesday 4<sup>th</sup> June (our accounts have been audited)

Chay Coulbert (War Veteran) talk on Friday 28<sup>th</sup> June

Film nights will resume at the end of September.

### **19/47 Pot Holes Update**

It was reported by Cllr Taylor that there was one outside the old post office and Cllr Tyler reported that there were three on Wormsley Lane. These will be reported to Cllr Crabtree for him to communicate with the DCC for repairs.

### **19/48 Planning**

1. Planning application 19/00336/FUL – Proposed extension to agricultural storage building – Agricultural Shed Adj. Bridge Cottage Shirley Common Shirley Derbyshire. – Comments made to the DDDC of No Objection
2. Tree Works Application T/19/00080/TCA - Removal of 1no. conifer tree in rear garden at The Old School Church Lane Shirley Derbyshire DE6 3AS – the council had No Objection.

### **19/49 Neighbourhood Watch Update**

Cllr Tyler reported that the AGM had to be postponed and a new date will be announced soon.

### **19/50 Churchyard Maintenance**

Cllr Taylor reported that one grass cut had been done.

Cllr Baker reported that the bricks had been delivered and unfortunately the bricks for the church yard wall are a rare size and colour making them more expensive. There will need to be more ordered when the next sections of wall are repaired. The



Clerk will look into further grant funding to assist with the costs. The work is due to restart on the 14<sup>th</sup> May 2019.

## **19/51 Date of the Next Meeting**

The date of the next meeting is set for Monday 9<sup>th</sup> September 2019 at 7.30pm.

**The meeting closed at 9.01pm**

UNAPPROVED