

Shirley Parish Council

Minutes of Meeting held In the Community Space of St Michael's Church, Shirley

on 11 September 2017 at 7.30pm

Present

Councillors: A Baker (Chair) I Crabtree (Vice Chair), A Taylor, S Walker

County Councillor: S Bull

Acting Clerk: H Tyler

Parishioners: 3

The chairman said he wished to remind all present that CCTV is fitted in the meeting venue.

The premises are fitted with CCTV to comply with safeguarding requirements for children and vulnerable adults, for your own protection and to deter theft and acts of vandalism or malicious damage. However, access to recorded footage will only occur if there is a suspected incident or a complaint is received. The Clergy strictly control all viewing access.

17/41 **Apologies for absence** K Alsop

17/42 **Public Participation** None

17/43 **Declaration of Member's Interests** None

17/44 **Approval of Minutes**

- Minute 17/24 unanimously passed the minutes of 13 March 2017. The Chair was asked to sign a copy for the record.
- The Minutes of 23 May 2017 had been circulated electronically and approved. S Walker proposed that they be accepted and I Crabtree seconded the motion.

17/45 **Review of Councillors responsibilities**

It was decided that Councillor's responsibilities as shown on the website would remain the same. S Walker kindly agreed to take on the day to day running of the village website vice H Tyler.

17/46 **Acting Clerk's report**

1. H Tyler confirmed DALC had suggested he meet with Jo Taylor to seek advice on the way forward with audit matters and finding a replacement clerk.

Jo Taylor said that payment of rent for the CS should not have been described as a 'grant' in the annual audit documentation. She confirmed with the Internal Auditor, J. Marriott, that had the payment been properly described he would not have had to make the adverse comments in his report. She said that it was not necessary for us to seek 'competency' and therefore not necessary to employ a clerk with all the qualifications required for the PC to qualify for that status.

Jo Taylor offered her services as clerk for 6 months at a discounted rate. She felt that because the PC systems/documentation/website and Finances were in good order it was probably not in our interests to employ her. She stood ready to help in any way she could at the end of a telephone.

2. 2018 Audit regime is due to change. Councils with a turnover of less than £25000 may certify themselves exempt from having an external audit. DALC will confirm details of how the system will be implemented as soon as they are given the necessary details. The clerk recommended

that if there was no external audit it would be in the interests of the PC to have a properly qualified internal auditor to ensure our procedures were in compliance with regulations. The matter to be included on the agenda of the next meeting.

3. The clerk noted that any and all contracts undertaken by or on behalf of the council must be made through the clerk in order for the council to be properly insured.
4. Parishioners were advised that many Gold Card renewals were up for renewal. Ashbourne Leisure Centre was no longer doing renewals but they could be done at Ashbourne Library. A notice had been posted on the notice board.
5. Advice from DDDC had been received for councils to carry out a Headstone inspection in their annual H&S risk assessment.
6. Insurance. BHIP Insurance Brokers are the NALC recommended Council Insurers vice AON whose contract ends this year. We have registered with the new insurers.
7. 'Derbyshire Connect' have a special rate for visitors to Ashbourne on 21/23 Sept. Fares reduced to £1 for the period. Bookings as usual through bookings@derbyshireconnect.org.uk or by phone 01335342951.
8. The clerk has reserved a copy of 'Local Councils Explained' from DALC at a cost of £10.
9. Website. Bill Ellis has made it clear that he is happy to continue 'hosting' the village website but he does not wish to be involved with the day to day running of it. He has gone to a great deal of trouble setting up systems, with excellent explanations, of how to upload/amend data on the site. He stands ready to iron out any problems with those systems.

17/47 **Acting RFO's report**

A Statement as at 10 September 2017 was circulated for the General and Burial A/Cs . The Burial A/C outlines the up to date status of the reserves.

The RFO explained that after all items allowed for in this year's precept had been paid there would be £818 remaining in the General A/C. This being made up of £698 unpaid clerks wages and £120 audit fees in the 2015/16 precept. It is unlikely that £470 of clerk's expenses remaining in the present precept will be spent. This should be considered sufficient for wages/expenses for a new clerk as and when one is employed. **The 2018/19 precept will have to take this into account.**

17/48 **Replacement Parish Council Clerk**

The clerk reported he had spoken to three local clerks who were not interested. Mr G Upson from Boylston, who is clerk to Hollington PC, said he would consider it.

Cllr Bull suggested asking Laura Storey Clerk of Brailsford and the Yeaaveley Clerk.

HT to follow up.

HT agreed to carry on as Acting Clerk until the next AGM in May.

17/49 **Authorisation of Payments**

£1000 for rent of the Community Space

I Crabtree proposed that the payment be authorised and S. Walker seconded the proposal.

HT said this had already been paid in June as a loan from the Burial Account out of the A.Heath donation pending the clarification of the audit comments. This £1000 would therefore be repaid to the Burial A/C.

17/50 **Burial Ground**

- Review of mowing regime and contract.

It was agreed that the contractor was doing a good job.

HT confirmed that the precept had £850 remaining for burial ground maintenance

HT advised that the contractor must produce a 'risk assessment' and copy of his 'insurance', copies of which must be retained by the PC, in order for the council to be covered. Without these documents the PC will not be insured and any claims would have to met by council members.

- The Chair advised that he had spoken to the College supervisor who said that the Shirley Burial ground repair was scheduled for October by 2nd year students. He had apologised for not having carried out the work earlier. Confirmation of the date work is to start is expected in the coming week.
- The inspection of headstones will be carried out on the next H&S Risk Assessment.

17/51 **Pot Holes**

Cllr Bull reminded the meeting that DCC were responsible for all adopted highways (road surfaces) whilst DDDC were only responsible for the verges. The broken edges of the roads, outside of the line of the adopted highway, which had been caused by traffic wear and tear, would generally not be repaired by DCC. Likewise DDDC did not repair areas adjacent to the highway.

Cllr Bull suggested the PC emailed him copies of pot hole repair and gully clearance requests and he would follow them up. The Chair thanked him for his help.

17/52 **Planning**

a. Planning Application 15/00562/FUL had been circulated and no objections had been received from members. T. Taylor proposed a motion that the application be accepted and I Crabtree seconded it. In the meantime the application has been passed by the DDDC.

b. Monitoring of planning consent. The Chair said that he had received comments on the Thatched Cottage development on Mill Lane. Questions had been asked about the suitability of the tiles, which did not match other buildings in the village around it and the changed design of the dormer window elevations, which had been 'Elizabethanised' and were completely out of keeping for the area. The Clerk to ask DDDC if the necessary approvals had been given for materials and change of design.

17/53 **Community Funding for Parish Councils**

The Clerk had circulated an email with outline details of a funding scheme. Cllrs were asked to propose ideas. Initial thoughts included Electric power for the Sports Field; A Bus Shelter at the junction of A52 and Hall lane; seating by the Car Park and additional dog waste bins.

S Walker volunteered to prepare a flyer to include

Request for funding ideas

An appeal for a volunteer Parish Clerk

An appeal to dog owners to pick up their dog mess.

Cllr Bull kindly offered a one off £200 grant, valid for 3 months, to be spent as the Council decided.

Mr J. Minton offered to forward details of seats he had purchased for his school. These required no maintenance.

17/54 **Disposition of A. Heath Gift**

To await completion of Burial ground wall repair. To be included on next agenda.

17/55 **Replacement of Snow Warden**

I Crabtree kindly volunteered to take over vice D Puplett.

The meeting thanked Mr. Puplett for his services.

17/56 **Grit Bins**

The clerk reminded the meeting that disposition of bins was on the village website as was a list of duties of the snow warden.

HT to place his bin at corner of Back Lane opposite Mr P. Beetham

The Chair will source a replacement bin for the broken one at the junction of A52/Hall Lane

17/57 Sustainability of small Councils

The chair suggested that the regulations and costs for running small councils was becoming more and more onerous, which was making the job of Clerk/RFO less and less attractive. HT agreed and said there was a constant stream of 'Clerk' vacancies on the DALC website. Cllrs were asked to consider the pros and cons of a merger similar to that between Rodsley/ Yeaveley and Osmaston/Yeldersley. The one obvious disadvantage is that of a loss of independence but the main advantage would be a reduction in salary/expenses. To be considered at the next meeting.

17/58 Review of frequency of PC meetings

It was agreed that the 4 meetings would remain. The possibility of convening Extraordinary General Meetings is always available to Cllrs if and when the need arises.

17/59 Diary Update

2018 Shirley Clean Up Day will be Saturday 3 March 2018 to coincide with the National Great British Spring Clean.

Cllrs were asked to advise S Walker and the Clerk of any events for the coming 6 months so they could be added to the Website calendar and placed on the notice boards.

17/60 Date of next meeting

Monday 11 December 2018 at 7.30 pm

There being no further business the meeting closed at 9.25pm