

Minutes of the Annual General Meeting Held at St Michael's Church, Shirley, Monday 21st May 2018

Attending

Councillors: Alvin Baker (Chair), Ian Crabtree, Tony Taylor, Hugh Tyler, Sue Walker
Also: Sian Bacon (Parish Clerk) and 8 Parishioners.

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

18/16 Apologies for Absence

None.

18/17 Report from the Chair for the year ended 31st March 2018

The Chairman reported on the previous twelve months:

- 1) Church wall repairs are in hand with the college students from Derby College making good progress and donations have been received from Mrs J Priestley of £60 and £20 from Cllr Baker.
- 2) The annual litter pick took place in April rather than March due to the 'Beast from the East'. There was a good turnout of volunteers and it was very successful.
- 3) Many of the potholes have been repaired and Cllr Crabtree is continuing to report and follow up with Derbyshire County Council to get the remaining ones repaired.
- 4) The serious snow storms had resulted in the Cllrs clearing snow. To assist with this there are now two new grit bins in the village, one donated by Cllr Tyler's daughter and one purchased by the council. They are located at the top of Hall Lane and on the corner of Back Lane and Mill Lane.
- 5) A grant from Derbyshire County Cllr Steve Bull of £200 has been used towards a new bench to be placed on the Junction of Park Lane and Church Lane at the bottom of the footpath steps.
- 6) £250 donated to SS&SA
- 7) £3000 rent for use of Community Space within St Michael's Church.
- 8) Special thanks to Cllr Tyler for filling in as Clerk for the past 12 months
- 9) All is now straight thanks to the work of Cllr Tyler and Mr B Ellis, the previous clerk, and Finances are all in order.
- 10) A £2000 donation was received from Mr A Heath. This has significantly helped the Council's finances.
- 11) Miss Sian Bacon welcomed as new Clerk to the Council.
- 12) The Chairman clarified why the village needs a Parish Council - The biggest item of expenditure for the Parish Council is the Community space which is a valuable asset for the community and the Parish Council is important, if for no other reason, in raising the funds to make this space available to the community.

18/18 Election of Officers

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

Vice chair: Cllr Baker proposed Cllr Walker, Cllr Taylor seconded the proposal. Voted upon Cllr Walker accepted.

The AGM closed and was followed by the Ordinary Meeting of the Parish Council.

Minutes of the Ordinary Meeting Held at St Michael's Church, Shirley,

Monday 21st May 2018

Attending

Councillors: Alvin Baker, Ian Crabtree, Tony Taylor, Hugh Tyler (Chair), Sue Walker
Also: Sian Bacon (Parish Clerk) and 8 Parishioners.

Cllr Tyler noted that it was not good for the village for one person to hold multiple important roles in the village and at present he was now holding 3 of these roles.

18/19 Apologies for Absence

None.

18/20 Public Participation

It was raised by a parishioner that the Parish Council should make sure that everyone is aware of what the Council does. It was suggested that a newsletter be issued to keep people in the village informed due to many villagers not having access to the website.

Another parishioner stated that they wished to thank the Council for the work that had been done such as the grit bins, the snow clearing and the pot holes.

It was raised that the pot holes of Park Lane were particularly bad and Cllr Crabtree agreed to look into this and report the issues for repair to Derbyshire County Council.

18/21 Declarations of Member's Interests

None

18/22 Approval of Minutes for the Meeting held Monday 12th March 2018

It was RESOLVED to approve the minutes of the meeting held on Monday 12th March 2018 as a true record with one small amendment to 18/14 to clarify that the bench is to be placed at the junction of Church Lane and Park Lane at the bottom of the footpath steps and not adjacent to the church.

18/23 Matters Arising from the Previous Meeting

In a follow up to the previous meeting's minutes item 18/09 Cllr Tyler updated the council on the burial ground and the clarification of ownership of the walls. Cllr Tyler reported that the Rural Dean had come to look at the churchyard and dividing wall which is in bad repair and may require bringing right down to fix properly. Cllr Tyler queried the Dean on the need for the division of the grounds and suggested removing the wall entirely however the Dean wishes for the wall to remain and clarified the diocese are the owners. The Parish Council will ask the college as to the best way forward.

18/24 General & Burial Accounts for the year ending 31 March 2018

The accounts were circulated by the Clerk and it was RESOLVED by the Parish Council to approve them.

It was noted that the Council's financial position was looking healthy in part down to the £2000 donation from Mr A Heath.

It was also raised that two years had passed since a review of the Burial Ground fees was made and the Clerk will put it on the agenda for the next meeting.

18/25 Annual Audit

- a) It was RESOLVED to approve the Annual Governance Statement 2017/18 and was signed by the Chairman.
- b) It was RESOLVED to approve the Accounting Statement 2017/18 and it was signed by the Chairman.
- c) The Internal Audit was received by the Parish Council. The internal auditor was pleased with the improvements made and all was found to be satisfactory.

The Clerk noted that the accounts would be available to the public for inspection from the 4th of June until the 13th of July.

18/26 Removal of Item from the Fixed Asset Register

It was RESOLVED to remove and write off the Philips Voice Tracer DVT4010 Audio Recorder from the fixed assets register due to its loss. It had broken prior to its loss and was unable to charge. It was noted by the Chairman that the insurance had been looked at and that it was not worth claiming due to the amount being smaller than the excess of the insurance policy.

18/27 General Data Protection Regulations Compliance

It was noted by Cllr Tyler that he felt it was incredibly unfair that a small council like Shirley should have to pay as much as much larger councils. He also noted that the registration fee for next year was set to rise to £57. He has petitioned DALC to appeal to NALC for a fairer resolution to this issue.

Cllr Walker, as Data Protection Officer, gave a brief explanation of what GDPR is and its impact upon the Council and the Council's work. Cllr Walker also explained the individual policies to be adopted to the Cllrs and parishioners present.

- a) It was RESOLVED to adopt the updated Data Map for Shirley Parish Council.
- b) It was RESOLVED to adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.
- c) It was RESOLVED to adopt the Privacy Notices and place them on the website.

- d) It was RESOLVED to register the Council with the Information Commissioners Office on pay the fee of £35.

18/28 Payment Authorisations

The following payments were authorized by the Council.

- I. J.S. Marriott & Co – Internal Audit Fee - £125
- II. Retrospective Payment to TDP Limited- Bench - £310.20
- III. Retrospective Payment to P.C.C. Shirley – Rent for Community Space Jan-March 2018 - £500
- IV. Eon – Electricity for Telephone Box Defibrillator - £39.14
- V. BHIB Ltd – Parish Council Insurance - £157.29
- VI. Shirley Sports & Social Association – s137 Grant - £250
- VII. Information Commissioner’s Office – Registration as required by GDPR 2018 - £35

18/29 Parish Clerk’s Report of Ongoing Matters

The Council requested that Mr J Minton give an update on his suggestions for the management of the village defibrillator. Mr Minton had developed a three-point plan going forward. Mr Minton suggested that, after thorough review of the documentation regarding the defibrillator from the Community Heartbeat Trust annual training be arranged allowing for more people to feel confident in using the defibrillator. The suggested time for this was September and Mr Minton suggested that the Ambulance Service who had come previously might be able to give this training. Then further training could take place for a select number of people. The training would be documented and a log book would be kept with the defibrillator allowing for accurate records should the Coroner, Ambulance Service or anyone else request it. This would include information such as the records of maintenance, incident reports and monthly tests on the equipment. Mr Minton stated he was prepared to take on the responsibility of coordinator for a year. Mr Minton also reported that policies would be put in place regarding duty of care, recommissioning and training which is a key element to survival. A further suggestion was made that the council look to invest in an anti-choking device to be kept in the pub or with the defibrillator. Costs for this will be looked at. The cost of maintenance and replacements was raised and Cllr Tyler reported that apart from the £120 that was left from the initial fundraising, £435 had been raised by the community from a charity box that had been placed in the Saracen’s Head and there was ringfenced money within the council reserves. Cllrs Taylor and Tyler raised the issue of the Defibrillator code being difficult to obtain in an emergency due to the lack of phone signal where the defibrillator is situated. It was decided that the quickest way to access the defibrillator was to issue parishioners with the code. Neighbourhood Watch street coordinators have already been given the code and will be asked to pass it on to residents. Cllr Baker raised the issue that the training sessions need to be well attended and Cllr Crabtree suggested it could be added to the NHW pamphlets and distributed when times and dates are confirmed.

The clerk reported that a letter had been received from Rev. Paul Taylor thanking the Council for its on-going support of St. Michael’s Church.

The Clerk reported that a cultivation license had been obtained from Derbyshire County Council should the council wish to plant bulbs in the verges and that an objects license had been sent to the Derbyshire County Council for the new bench to be placed at the bottom of the footpath steps on the junction of Church Lane and Park lane adjacent to the carpark. It was reported that the objects license will take 12 weeks to process and it was recommended that the council wait to place the bench until then.

18/30 Shirley Sports and Social Association Committee Update

Mr B Leeney was invited by the council to give a report on behalf of the committee. He reported that at a meeting on 12th April, following the resignation of the previous committee members, 15 new volunteers and 3 of the remaining members of the committee, including 1 junior volunteer, were continuing with the SS&SA. Cllr Tyler expressed how pleased he was that the Association would continue. Mr Leeney reported that the new committee have been very busy and any comments are welcome. The committee has registered with the Information Commissioner's Office to enable use of the CCTV at the playing field to identify those who are causing the field to be covered in dog mess which had triggered a lot of complaints from people using the field. The committee has also started a Facebook page and a website which allows booking requests and incorporates a calendar to keep everyone updated of things happening at the field. The field has been registered with Sport England as a football pitch resolving issues with the wrong people claiming responsibility for the field. Cleaning, repairs to equipment, purchase of a new tractor, purchased under the previous committee, and improved signage have all taken place and since the introduction of CCTV signs the issue of dog poo seems to have been solved for the present though the situation will be monitored aided by the movement sensor CCTV cameras.

The Council have granted £250 to assist with the continued running of the Association and the Clerk reported that a very kind letter of thanks had been received.

18/31 Pot Holes Update

Cllr Crabtree reported that many of them had been repaired and that he will continue to work with Derbyshire County Council to repair the rest. It was noted that anyone who notices any further pot holes should contact Cllr Crabtree or the Clerk.

18/32 Planning

There were no planning applications at the time of the meeting.

Planning Enforcement Number ENF/18/00053 was briefly discussed and it was reported that the issue had been resolved.

At this point it was RESOLVED to extend the meeting past 9pm for 10 Minutes as per the Council's Standing Orders.

18/33 Neighbourhood Watch Update

It was reported by Cllr Tyler that he had taken over as co-ordinator of the Neighbourhood Watch at the last meeting, that the network had been confirmed and the defibrillator code had been made available to all in the network due to the lack of phone signal in the village making it impossible to get the code by phone.

Cllr Tyler informed the council that he would be attending a meeting, organised by the North Division of the Derbyshire Constabulary, of the Neighbourhood Watch Support Group in Chesterfield in early June and would report back.

It was also reported that the Police Crime Commissioner was due to visit Shirley and the date and location would be advertised on the website.

18/34 Churchyard Maintenance

Cllr Baker updated the council on the progress of the Derby College Students who are doing repairs to the wall around the new burial ground area. He reported that so far, a good job was being done and that work would recommence on the 22nd of June. Due to it being done by college students most of the work is done up to Christmas given their timetables and could take a while until completion.

It was also reported that in regards to the Parish Council's Risk Assessment there was a sign put up during the mowing of the churchyard to warn people.

18/35 Date of the Next Meeting

The date of the next meeting is set for Monday 10th September 2018 at 7.30pm.

The dates of the meetings for the following year were confirmed as:

Monday 10th September 2018

Monday 10th December 2018

Monday 18th March 2019

Monday 13th May 2019 (AGM)

The meeting closed at 9.04pm