

## **Minutes of the Parish Council Monthly Meeting** **9<sup>th</sup> July 2018**

**70/18 To receive apologies for absence.**

Apologies received from Cllrs Barnes and Lloyd.

Introduction to the new Clerk (Kate Maughan)

**71/18 Co-option of a new Parish Councillor – 1 vacancy**

This was made public to the residents by the council if anyone present would wish to join and to also communicate it throughout the local community. **Action:** Clerk to contact DALC for a vacancy form to be used on the notice board.

**72/18 Declaration of Members Interests**

None to report.

**73/18 Public Speaking**

- a) Walton Bypass – a resident queried whether any update had been received. The Chair advised that an email from Councillor Barnes stated that the cricket club had held a meeting with SDDC regarding fencing the perimeter to prevent balls falling in to the line of traffic. It was also highlighted that there was a recent article in the local paper regarding the bypass but no further details were made public at present. Cllr Blackman read out an email sent from Cllr Barnes regarding this matter. **Action:** Clerk to contact Cllr Pat Murray is to be contacted requesting further information if this is available.

It was highlighted by Cllrs that there is still a discarded carpet outside number 1 Rosliston Road and that it has been there for a long period of time, also there is a discarded lilo at the foot of the bridge to the river. **Action:** Clerk to email SDDC clean team to get these removed.

It was confirmed by the Council that Cllr Pat Murray was reducing his working days and will no longer be working on a Monday and this will prevent him from being able to attend the Parish Council meetings. It was requested by the Council for the Clerk to contact Cllr Murray to confirm if he will be able to attend the meetings or if there will be an alternative representative available. **Action:** Clerk to email Cllr Murray

Cllr Horne and Blackman remarked on the perennial issue of speeding vehicles and the overgrowth encroaching onto the footpath on Station Street following the incident of the Lengthsman being struck by a vehicle whilst walking along the pathway. The incident was reported to the police and highlighted as an ongoing issue again. Residents also highlighted the issue of speeding vehicles along Station Street and also vehicles crossing over the bridge after the traffic lights had changed to red. **Action:** Cllr Blackman to liaise with residents Irene and Jo regarding the speedwatch project. **Action:** Clerk to highlight the overgrown hedgerow issue to SDC.

- b) The Police were not in attendance but a crime report for June had been circulated prior to the meeting and this was highlighted during the meeting.
- c) Nothing to report.

**74/18 To confirm the minutes of the Walton on Trent Parish Council annual and monthly meeting held on Monday 11<sup>th</sup> June 2018**

The draft minutes were proposed for approval by Cllr Horne and seconded by Cllr Talbot. All councillors were in agreements. **Resolved:** Councillors resolved to approve the minutes. The Chair signed and dated each page and passed to the Clerk.

## 75/18 Report of the Parish Clerk

- a) Hedges, paths other issues to report: The clerk confirmed that a swan neck signal will not be permitted following the secondary signal head being struck, as it would not be visible from the road due to the hedgeline. Cllr Horne confirmed that work had been issued to cut back the hedgerow on Main Street and Cllr Blackman stated that the Lengthsman confirmed that the rectory are cutting back the brambles.

Cllr Horne confirmed that there will be mobile post office van located in Walton every Tuesday afternoon between 3 – 4pm. The Cllrs were in favour to request the van to be located on the corner of Harbin Road near the bungalows as this is a suitable location and spacious area for the van to park. **Action:** Cllr Horne to confirm with the Post Office worker on Tuesday where they are to be situated. **Action:** Clerk to advertise the information on the notice boards and website. **Action:** Cllr Forrest to advertise this in the next community newsletter.

Cllr Coxon advised that no replacement grit bins will be provided at Orchard Close **Action:** Clerk to contact SDDC to enquire where the replacement will be located.

- b) Clerk (Paul Jameson) provided a handover to the Cllrs as this was his last working meeting. A handover has been provided to the new Clerk (Kate Maughan) and 2 copies of the contract were signed by Kate and Cllr Blackman. Outstanding annual leave for the Clerk has been including in the final salary.

It was discussed for a PO Box to be used for the Parish Council correspondence address, this was to enable privacy for the Clerk in the local community. DALC had also advised for this to be used rather than a personal address and all Cllrs were in favour to apply for delivered service as this was more cost affective than the collection option. **Action:** Clerk to apply for the PO box address.

Cllrs agreed in favour for the new Clerk to complete DALC, website and GDPR training **Action:** Clerk to arrange the training sessions.

All Councillors were in favour that the next Parish Council meeting will be held on the 17<sup>th</sup> September 2018, this is due to there being no meeting in August and the Clerk has annual leave at the beginning of September.

The cricket club have requested to hire the Parish projector and screen for a community family event to be held at the cricket club. All Cllrs agreed in favour that they could hire the equipment free of charge but they are to complete a declaration form to cover the cost of any damage or loss caused to the equipment. **Action:** Clerk to produce a declaration form and send to Cllr Barnes, this is to be signed by the cricket club and kept on file. **Action:** Cllr Barnes to collect and return the equipment to the Clerk.

- c) The Clerk confirmed that Cllr Horne's contact details for village hall bookings are now showing on the ticker on the website.

## 76/18 General Data Protection Regulations (GDPR)

- a) The Clerk advised that there is no further update regarding this, the work will be continued to complete a Subject Access Request Procedure (SAR) for adoption at a future meeting.

## 77/18 Newsletter – Councillor Forrest

Thanks were given to Cllr Forrest from the Cllrs for the production of the newsletter and Cllr Blackman stated that positive feedback from the local residents was also received. It was agreed in favour to produce 400 copies for the next issue and to also use the same supplier for printing the documents. The next issue is to be produced in October and it was suggested that there was an introduction to the Parish Council in this issue. **Action:** Cllr Forrest to request input from Cllrs for the next issue.

## 78/18 Community Defibrillator – Councillor Lloyd

It was agreed to be deferred until the September meeting where Cllr Lloyd can follow up this matter.

**79/18 Walton on Trent CE Primary and Nursery School – Request for Parish Council consent to pursue Academy order**

The Clerk confirmed that a letter had been sent to the school supporting this application.

**80/18 DCC Community Involvement Scheme**

It was agreed in favour of all Cllrs that there was nobody currently available to participate in these meetings but wish to be kept informed of any concerning issues.

**81/18 Planning**

**Planning matters for decision**

9/2018/0599	Barr Hall Farm, Drakelow Road	DE12 8NB	The felling and pruning of trees at
9/2018/0611	16 The Beeches, Station Lane	DE12 8NA	The crown reduction of a beech tree covered by Tree Preservation Order No. 286 at
9/2018/0636	9 Standing Butts Close	DE12 8NJ	The erection of extensions and alterations including formation of first floor accommodation in roof space at
9/2018/0595	Twin Oaks, Coton Road	DE12 8LP	The erection of an extension at

No objections were submitted.

**82/18 Committee Reports**

a) Village Hall

- Minutes of meetings – June minutes to be agreed and signed. Cllr Horne had previously circulated the minutes of the meeting and passed signed copies to the Clerk.
- Maintenance issues to report – On instruction from SDDC a company had come to do an assessment of the rewiring works for the village hall and a quote was awaited. Cllr Horne had asked the District Council to keep her informed as they need to obtain 3 quotes for the procurement process. Mr Duggan will be instructed to also quote for the work and Cllr Horne will report back regarding this. Cllr Horne mentioned the land to the rear of the village hall premises. Following a visit by councillors, it was established that the land was significantly larger than originally thought. The Clerk advised that, under instruction from the Parish Council, he had enquired with SDDC what their intentions were – i.e. to sell or to lease – given that the council would want to safeguard the future use of the land. No response had been received. Cllr Horne made mention of the WWI event at the hall, although there were low numbers in attendance there was a positive response received. Cllr Blackman and Horne discussed ordering display boards for the village hall, this was agreed by all Cllrs and Cllr Blackman will order these. **Action:** Clerk to follow up with SDDC.

**83/18 Reports from Councillors that have attended any other meetings.**

Drakelow liaison meeting – the date has not yet been confirmed.

**84/18 Finance****a) Items for Payment –**

<b>Payee</b>	<b>Description</b>		<b>Amount</b>
South Derbyshire CVS	P Jameson	£509.55	
	Lengthsman	£198.21	
	Admin Charges	£12.00	
			<b>£719.76</b>
Clerk (PJ)	<b>Expenses</b>		
	Homeworking	£18.00	
	Travel	£16.20	
	Travel	£ 7.20	
	Postage	£ 6.96	<b>£48.36</b>
Clerk (KM)	Travel		<b>£10.35</b>
Clerk (PJ)	Mobile phone for clerk		<b>£39.99</b>
M Dughan	PAT testing at Village Hall		<b>£75.00</b>
D Peck	Printing of Walton Newsletter		<b>£87.50</b>
M Horne	Catering urn for Village Hall		<b>£80.39</b>
M Blackman	Donation from Chair's Allowance to Cancer Research UK in memory of Cllr Berezenko		<b>£20.00</b>

**b) Income –**

VH takings for June - £670.00

WW1 Event - £287.00

Precept received - £2909.50

**All items were noted and accepted by councillors.**

**c) To approve the bank reconciliation**

The latest bank reconciliation had been circulated by the Clerk prior to the meeting. Cllr Horne proposed to approve and this was seconded by Cllr Talbot. The Chair signed and dated the bank reconciliation.

**d) To change the signing authorities on the bank account**

The new clerk is required to hold signing authority alongside the Cllrs and the previous Clerk is to be removed off the account. **Resolved:** Cllrs Blackman and Coxon signed and completed the mandate.

**e) Clerk's additional hours**

The Clerk reported that he was working in excess of his contracted 21hrs per week, due largely to work related to GDPR, clerk recruitment and handover, he requested that the additional hours be authorised for payment. Cllr Horne proposed that this request be approved; seconded by Cllr Blackman and approved by all councillors.

The Concurrent spend was circulated and approved and signed by Cllr Blackman and The Clerk.

It was discussed by Cllrs to review the bank account due to the local branch of RBS closing in July. **Action:** Clerk to review the current account and other available financial institutes.

## **85/18 Items for Information**

Items received:

- Rural Services Network bulletins
- Rural Action Derbyshire updates
- Derbyshire Alerts – sent from Cllr Horne
- South Derbyshire CVS bulletins
- Burton Gateways Project Update
- Police Crime Report – June 2018
- DALC Circular 08/18 and 09/18

## **86/18 Date of the next meeting**

The date of the next Walton on Trent Parish Council monthly meeting is confirmed as Monday 17<sup>th</sup> September 2018 at Walton on Trent Village Hall commencing at 7.00pm.

## **87/18 Resolution under the Public Bodies (admission to meetings) Act 1960 to exclude members of the public.**

The Cllrs all passed on their thanks and regards to The Clerk as this was his last working meeting.

The new Clerk Kate Maughan was introduced to the Lengthsman William Newman.