

## **Minutes of the Parish Council Annual and Monthly Meeting 14<sup>th</sup> May 2018**

**36/18 Election of the Chairperson for the year 2018/19 and the completion of the Declaration of Acceptance of Office**

Cllr Jean Blackman was proposed by Cllr Horne and seconded by Cllr Berezenko; all in favour and Cllr Blackman accepted her post and signed a Declaration of Acceptance of Office.

**37/18 Election of the Vice Chairperson for the year 2018/19 and the completion of the Declaration of Acceptance of Office**

Cllr Andrea Barnes was proposed by Cllr Horne and seconded by Cllr Berezenko; all in favour and Cllr Barnes accepted her post and signed a Declaration of Acceptance of Office.

At this juncture Cllrs Berezenko, Forrest, Horne, Lloyd and Talbot also signed a Declaration of Acceptance of Office to continue their roles as parish councillors.

**38/18 Election of Committees and Representatives to other Bodies for the year 2018/19::**

a) Walton on Trent Parish Council Committees:

- Village Hall – Cllr Blackman proposed Cllr Horne as Chair, also Cllr Blackman and Cllr Talbot.
- Staffing – Cllr Barnes and Cllr Horne.
- Playing Fields – Cllr Barnes

All councillors were in favour of the above nominations.

b) Council representative on outside bodies:

- Drakelow Park Liaison Group – Cllr Berezenko
- Linton Area Meeting (SDDC) – Cllr Talbot
- Bedford Trust – Cllr Barnes and Cllr Coxon (TBC)

All councillors were in favour of the above nominations.

**39/18 To confirm the minutes of the Walton on Trent Parish Council monthly meeting held on Monday 9<sup>th</sup> April 2018.**

Cllr Lloyd proposed the minutes as a true record and all councillors were in favour.

**Resolved:** the minutes of the meeting on 9<sup>th</sup> April were approved by all and signed by the Chair.

**40/18 To receive apologies for absence**

Apologies were received from Cllr Coxon.

**41/18 Declaration of Member's Interests**

Nothing to report.

**42/18 Chairperson Report for 2017/18**

Cllr Blackman reviewed the previous year in her role as Chairperson:

Cllr Blackman was pleased to announce that for the first time in many years the Parish Council now has a full compliment of 8 councillors. Cllr Timms retired early in the year and thanks go to him for his work over many years.

The Chair was pleased to report regular attendance by various members of the public and as councillors they find it encouraging that others in the community take an interest in the council's work. With a full compliment the council can work more efficiently, providing representation on sub-committees and taking responsibility for specific aspects of work; Cllr Lloyd is overseeing footpaths and Cllr Forest the newsletter. Cllr Berezenko has also been working towards the provision of a defibrillator, which has involved the purchase of the BT phone box. The Council has also purchased a laptop projector recently, to assist with some of our work.

A Staffing sub-committee has been formed to deal with matters relating to employees and to carry out appraisals. The Village Hall sub-committee continues to oversee all matters relating to the hall and they are thanked for their hard, often frustrating work. Councillors have also represented the Council at numerous meetings, such as liaison groups, area meetings and many others. Several councillors and the clerk have also taken part in training on different aspects of council work.

Led by Cllrs Horne and Barnes, councillors have helped to sort out the old council records. The Council has also made a number of donations to local organisations.

We have had regular attendances from County and District Councillors, who have supported our efforts to prevent lorries from trying to access the A38 via the bailey bridge, amongst various other local issues. We are sorry to say goodbye to Cllr Beth Hall who is leaving the area and we thank her for her work over a number of years.

The Council has held two very informative meetings with Staffordshire Wildlife Trust and now have a better understanding of the development of the nature reserve at Tucklesholme. Also, a meeting with Catton which we hope will lead to a reduction in traffic congestion caused by events at the hall.

Whilst there have been signs of work taking place at the site of the proposed Walton bypass, we have not had formal notification. When any formal information is received, this will be passed on to the community.

A huge thank you to Mrs Elizabeth Timms for the many years of caring for the floral display opposite the White Swan. She is retiring from this later in the year but willing volunteers have been found to take on the duty. Further thanks to Gwen Cooper for tending to the small border in front of the village hall and to our Lengthsman, for keeping the village hall garden and other green areas tidy and litter free. Cllr Horne also regularly collects litter from other areas and a huge thank you to her for this.

Many thanks to our clerk for his work, who is leaving to take up other duties. Once a replacement is appointed, the details will be posted on the noticeboards and website.

Finally, at the end of a very busy year, Cllr Blackman personally expressed thanks to all the councillors for their support during her year as Chair.

#### **43/18 Public Speaking**

- a) Walton Bypass – a resident raised question in regard to progress on the bypass but the Chair reiterated that the Parish Council cannot comment until official notification is received from the District Council. The Ropewalk – a resident reported that 4-5 bags have been dumped at the end of the road. It was established that they were the red charity bags which appear to have been left. **Action:** Cllr Horne to report as flytipping. Main Street – Cllr Horne reported that the undergrowth of the lime trees at the bus stop are starting to encroach onto the highway. **Action:** Clerk to report to the County Council.
- b) There were no County or District Councillors in attendance and it was also noted that there had been no Crime Report received from the Police for the last 2-3 months. **Action:** Clerk to contact PCSO McMillan in regard to the lack of information.

#### **44/18 Report of the Parish Clerk**

- a) GDPR Update – The Clerk reported back on the training which he had attended recently, which had proved helpful in that some sample templates were provided. He further added that a Privacy Notice had been drafted and this, along with other draft documentation, would be tabled at the next monthly meeting for councillors to consider.

- b) SDDC Civic Council Meeting, 24 May 2018 - The Parish Council had received an invitation to this annual meeting. After discussion, it was established that there were no councillors available to attend.
- c) Derbyshire Lamp Post Poppy Campaign 2018 – The Clerk confirmed that the poppies were available at a suggested donation of £3 per poppy. Cllr Lloyd proposed that 15 poppies be purchased, one for each person from the village who fell during the war. All councillors were in favour. The Chair confirmed that the poppies could be delivered to her address. **Action:** Clerk to arrange order of the poppies.

**45/18      Newsletter**

Cllr Forrest advised that she is waiting to confirm a couple of articles and sought advice from councillors in regard to a defibrillator article, in light of the fact that the pub now has one. Cllr Lloyd offered to speak to the pub about access to their equipment and the Chair suggested that the Parish Council could now consider an alternative location for their own defibrillator; consideration could also be given to an alternative use for the phone box.

In terms of the front page article, Cllr Forrest will approach Ollie Neilson at Catton in regard to an article about forthcoming events. An article from Cllr Pat Murray, as the district and county councillor, can wait until the next addition. It was also suggested that details of the Big Fun Friday event could be included, which is funded by the Parish Council.

**46/18      Planning**

**Planning matters for decision**

<b>9/2018/0463</b>	<b>45 Bells End Road, Walton on Trent, DE12 8NF</b>	<b>Retention application for continued use of land for agriculture and dog exercise area</b>
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No objections submitted.

**47/18      Committee Reports**

Village Hall

- a) Minutes of meetings to be agreed and signed – The minutes for the March and April meetings had been circulated to councilors prior to the meeting. Signed copies passed to the Clerk for retention.
- b) Maintenance issues to report – Cllr Horne advised that there will be a WWI event being held at the hall on Saturday 30 June, 2pm-7pm which will include afternoon tea, traditional food and possibly a bar. There will also be a children’s fancy dress competition with a prize for the best dressed. Tickets are £7.50 for adults and £5 for children (children in fancy dress are free).

Burrow Hill have made a provisional booking to hold 10 more training days at the Village Hall.

Cllr Horne advised that UK Drainage had been called out due to a blockage with the gents’ toilets. They had kindly not charged for the call-out and advised that the council should purchase hook keys and lift and flush out the manhole on a monthly basis. Cllr Horne had purchased the keys earlier in the day. **Action:** Cllr Horne to speak with lengthsman re checking the drainage monthly.

In preparation for the Lengthsman’s knee operation, councillors have made enquiries in regard to grass cutting during his recovery period. Enquiries were made with Blooming Gardens who had not responded whilst John Orton had confirmed he is unable to assist. GJM Lawncare – who currently carries out the twice yearly cut of the public footpath – has provided an estimate of £25-30 per cut. Given the lack of response from other enquiries, and that the job will fall under the £500 threshold for three quotes, Cllr Blackman proposed that GJM Lawncare be hired to carry out the grass cutting during the Lengthsmans recovery. All councilors were in agreement. **Resolved:** GJM Lawncare be hired to carry out grass cutting.

## 48/18 Reports from Councillors that have attended any other meetings

The notes from the recent meetings with Staffordshire Wildlife Trust and Catton Hall had been circulated prior to the meeting.

## 49/18 Finance

### a) Items for Payment – Payee

	Description		Amount
South Derbyshire CVS	P Jameson	£224.60	
	Lengthsman	£122.31	
	Admin charges	£12.00	
	Annual Admin Fee	£40.00	<b>£398.91</b>
Clerk expenses	Home working – April	£18.00	
	Travel	£16.20	<b>£34.20</b>
DALC	GDPR Training Course (1 delegate)		<b>£45.00</b>
Brian Wood	Internal audit of accounts 2017/18		<b>£75.00</b>
Water Plus Ltd.	Village Hall used/surface water		<b>£230.56</b>
Zurich Municipal	Village Hall insurance		<b>£748.37</b>
Cllr M Horne	Village Hall materials		<b>£84.50</b>

### Income

Village Hall for April - £309.50

SDDC Half year precept and grant - £3,516.50

SDDC Concurrent Expenses Grant – correcting award 17/18 and unclaimed 15/16 - £483.00

Cllr Barnes proposed approval of the finances, seconded by Cllr Blackman. **All items were noted and accepted by Councillors.**

### b) To approve the Annual Internal Audit Report for 2017/18

The report of the internal auditor had been circulated to councillors prior to the meeting, which did not raise any issues. **Resolved:** The internal audit report was approved.

### c) To approve the Annual Governance Statement for 2017/18

### d) To approve the Accounting Statements for 2017/18

The Clerk read out Section 1 of the Annual Return (Annual Governance Statement) and each 9 sections were agreed by each councillor and signed by the Chair. There were no recommendations from the Internal Audit. Section 2 of the Annual Return (Accounting Statements) was then considered and approved by all councillors. **Resolved:** Both the Annual Governance Statement and Accounting Statements for 2017/18 were approved.

### e) To approve the financial regulations for the forthcoming year

The Clerk explained that the financial regulations needed to be updated but all councillors agreed to continue with the existing regulations on the proviso that they be updated and submitted to council as soon as practicable. The existing Standing Orders were also approved by all councillors. **Resolved:** Clerk to update financial regulations and resubmit to council.

**f) To approve the South Derbyshire CVS – Payroll Service Level Agreement for 2018/19**

The Clerk explained that the monthly admin fee remained unchanged at £12.00 but that the annual admin fee had increased from £35 to £40. All councillors were in agreement to continue the arrangement with SDCVS. **Resolved:** The agreement was approved and signed by the Chair.

**51/18**

**Recruitment of Parish Clerk/Responsible Financial Officer**

**a) To agree advertment detail, select an interview panel and consider a resolution for the interview panel to be given the authority to appoint.**

The draft advert was given consideration and amendments made as appropriate. Consideration was given to the contracted hours, which were previously 3-4hrs per week. All councillors were in agreement that the work of the Clerk had increased significantly and that 3-4hrs per week was no longer sufficient. It was agreed by all councillors to advertise the post at 6-10hrs per week; 6hrs being the basic core hours with the flexibility to work up to 10hrs per week on occasions where workload demanded it. In terms of advertisement, Cllr Forrest suggested that an advert be placed with Indeed.co.uk as she had experience with them and it would be an effective means of attracting potential candidates. It was further proposed and agreed that there would be a cut-off once 30 applications had been received. **Action:** Clerk to issue advert to DALC, SPCA, post on the website and arrange advert through Indeed.co.uk. A truncated version of the advert to be displayed on the village noticeboards and Cllr Lloyd and Barnes to forward to the school and cricket club for inclusion in newsletter.

Cllrs Barnes, Lloyd and Blackman volunteered to make up the interview panel, with Cllr Talbot shadowing. All councillors were in agreement with this proposal. The Chair tabled a proposal to allow the interview panel to be given the authority to appoint, to ensure that the recruitment process can be completed in a timely fashion. All councillors were in agreement. **Resolved:** The interview panel are given the authority to appoint following the completion of the interviews.

**52/18**

**Dates of the next meeting**

The date of the next Walton on Trent Parish Council Meeting was confirmed as Monday 11<sup>th</sup> June 2018 at Walton on Trent Village Hall.