

# SHARDLOW & GREAT WILNE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26<sup>th</sup> SEPTEMBER 2018 AT THE VILLAGE HALL, SHARDLOW

**Present:** Cllrs Clifton (Chair), Shearing, Mitchell, Leggett, Hawksworth, and Bowles(late)

**In Attendance:** S Butcher (locum clerk for this meeting) J Jackson (new locum clerk)

### Part 1 NON - EXEMPT ITEMS

**118/18: District & County Councillors' reports.**

No reports received from Derbyshire County Council, a written report from Cllr Watson has been circulated to the Parish Councillors.

**119/18: Public participation**

N/A

**120/18: Apologies for Absence:**

Cllr Stenner, County Cllr N Atkin, District Cllr P Watson

**121/18: Co-option of new members (if any)**

N/A

**122/18: Police report**

The clerk reported that 1 incident had been logged in July 2018 on the police website for Criminal Damage / Arson. The link to the information is <https://www.police.uk/derbyshire/SS03/crime/>

**123/18: Declarations of Interest**

None

**124/18: Approval of minutes.**

**The minutes of the meeting held on the 22 August 2018 were approved unanimously as a true and accurate record and signed by Cllr Clifton**

**125/18: Actions arising from public participation**

None

**126/18: Chairman's report**

The Chairman welcomed the new locum clerk, Janice Jackson. It was RESOLVED by unanimous vote that she will start her duties as Locum Clerk / RFO from 26 September 2018.

**127/18: Clerk's report**

The clerk identified that the External Auditor notice of completion of audit has not been received. It was RESOLVED that Janice Jackson will chase with PFK Littlejohn.

It was RESOLVED by unanimous decision Janice will set up a free Email Hotmail account to enable temporary email communication

**128/18: Planning matters**

No applications received

The traveller site on Shardlow Road decision by the Planning Committee has been deferred until October to enable a further traffic survey and site survey.

**129/18: Matters for decision/ discussion**

1. The greenway is still overgrown pending inspection by DCC
2. To receive an update on the website creation and operation  
The new website company has been paid for the work, and the site can go live when the content and training has taken place – this will occur when the new clerk is appointed. In the meantime, the existing website will be updated with the Clerks information for her to action any work. Cllr Clifton to send the

contact details for the web hosting company to the clerk.

3. It was RESOLVED by a unanimous vote that the Clerk would review the existing policies and check them against Hilton Parish Council and feedback to the Parish Council. The clerk to review the risk assessment policy and register with reference to inspections of the playground equipment and defibrillator checks.
4. It was RESOLVED by a unanimous vote that Cllr Hawksworth will visit the Playgroup to determine the status of their grant application.
5. It was RESOLVED by a unanimous vote for Cllr Leggett to send out a template for the Councilor's to add information to the annual work calendar.
6. It was RESOLVED by a unanimous vote for the clerk to write to the Post Office to ask them to change the post code as Shardlow Marina residents and Canal Bank have the same post code.
7. It was RESOLVED by a unanimous vote to approve a regular payment of the data card for internet access for the iPad to the Chairman.
8. It was RESOLVED by a unanimous vote for the Clerk to update the Financial regulations and include that original invoices must be signed at each Parish Council meeting.
9. It was RESOLVED by a unanimous vote for the Clerk to contact Plantscape investigate designs and costs for Flowerboxes.
10. It was RESOLVED by a unanimous vote that the donation request would be carried forward to the next meeting.
11. It was RESOLVED by a unanimous vote to purchase a new battery (spare) and 2 x pads for the defibrillators. All defibrillators (3) are working at present. Clerk to action the purchase.
12. It was RESOLVED by a unanimous vote to create a working party to investigate the Terms of Reference for a Sub Committee to manage HR matters in between meetings. The working party will consist of Cllr Clifton, Cllr Leggett and Cllr Mitchell, who will work with the clerk to create the Terms of Reference for the full council to resolve at the next meeting and determine which members will sit on the Sub-Committee.
13. It was RESOLVED by a unanimous vote to for the clerk review the procedure to report and manage H&S matters that could cause harm to the public. To include that urgent Health and Safety Issues have been followed up and actioned by both the clerk and Councilors.
14. It was RESOLVED by a unanimous vote to purchase a wreath for Remembrance Sunday. Cllr Mitchell will arrange for the new insert for the wreath. It was RESOLVED that £100 would be donated to The Poppy Appeal at the next meeting. The lamp post poppies are being collected by Cllr Clifton 27 September, it was RESOLVED that they would be put up at the weekend of 27<sup>th</sup> October. It was RESOLVED to put them on 45 lampposts (double sided). The lampposts will be identified by the Councilors by 20<sup>th</sup> October and the clerk will send the information to DCC Highways. The WI are putting their poppy display around the Church from 12 October.
15. It was RESOLVED by a unanimous vote for Cllr Mitchell put a notice up at the Long Row allotments asking if they would like a skip, when they would like it and a preferred location. Cllr Mitchell to report back at the next meeting. The clerk will obtain costs for skips for the next meeting.
16. It was RESOLVED by a unanimous vote that the out of date (Bridgefest) signs on Cavendish Bridge be removed by the Lengthsman and given to Cllr Clifton to return. The Lengthsman will send a monthly report of any issues for the Council to resolve and action. The clerk to contact the Rights of Way Officer

to ask if the Minor Maintenance Agreement monies would cover removing the trees at the back of the bus shelter opposite the School. The Clerk is to ask Horizon for a quote to remove the trees and the council have approved the clerk to proceed with the removal up to the value of £300.

17. It was RESOLVED by a unanimous vote to arrange for DALC to conduct a training session prior to a Parish Council meeting at a cost of £110 plus transport costs as new councilors are co-opted / elected.

### 130/18: Finance.

- (a) The following accounts were approved for payment;

Payable to	Description	Amount
J Irons	Salary for September 2018	£166.06
P Postans	Salary for September 2018	£141.80
HMRC	Tax for September 2018	£2.20
Robert Lewis Signs	Noticeboard	£960.00
Signs of the Times Ltd	Finger Post	709.58
Horizon Landscapes Ltd	Grounds Maintenance	£72.00
Derbyshire County Council Superannuation Fund	Clerks Pension – Sept	39.89
Alison Hicklin	Locum Clerk for 15 <sup>th</sup> August Meeting and travel	£73.75
Sheena Butcher	Locum clerk for 22 August Meeting	£102.00
Martyn Clifton	Ink cartridge and Data Card for I Pad for Sept	£25.00

- b) Income: £1.35 bank interest  
 c) Bank balance as at 31<sup>st</sup> August 2018: £35,080.67

### 131/18: Councillors' reports

Cllr Mitchell - the bollard in the Car Park protecting the Information Board has been knocked down, Cllr Clifton will assess the risk and arrange for it to be replaced up to a sum of £100.

There is a Willow Tree on the towpath, it was RESOLVED that Cllr Clifton to contact the Canal and River Trust.

The Shardlow Parochial Charity was taken off the Charity Commissions Register and needs to re-register, a HMRC form requires completion and requires 2 other names from the Parish Council to be on the form. It was RESOLVED that Cllr Leggett and Cllr Hawksworth details will go on the form. It was confirmed that Cllrs Michell and Shearing are the trustees of Shardlow Parochial Charity. Cllr Mitchell requires a copy of the minute from 2013 confirming that Cllr Mitchell and Shearing were elected as trustees, the clerk to action.

Cllr Hawksworth attended the School Governors Meeting 17/9 and the Hanson Quarry Liaison Meeting 25/9 which was poorly attending with no elected representatives from DCC, SDDC, EA, Aston on Trent PC or the SAVE Group. The meeting was chaired by the Weston on Trent rep. The main issues relating to Shardlow were as follows:

- There may be a closure of the King George's Bridge on the T&M canal when the coping stones are being reinstated following extensive repair.
- A new application is being sought for a second concrete mixing batching plant.
- Lorry identification to be introduced for rigid body lorries with a number on the side, this should make it easier to identify offending vehicles.
- Restoration is going to plan although there has been a shortfall in infill materials as a site was offering free tipping in the Branston area.

- Meetings taking place with the Airport and Wildlife group about potential bird strike when the gravelling site moves further west.
- Cllr Hawksworth asked if the Derbyshire Wildlife Group would work with local schools to use Witches Oak Water, this is something they wish to do but need permission regarding access from Severn Trent. They did report that there had been two bat surveys and there is an abundance of bird life but still no Ospreys. A tractor had been on site last week undertaking routine maintenance.
- The former Minerals Officer from DCC informed us that the routine site inspection had not taken place before this meeting due to DCC staffing restraints but would be doing so in the next few weeks.
- Various matters were discussed relating to footpaths and bridleways in the Weston on Trent Parish.

The replacement cover outside 1 London Road has still not been completed but are screens are in place. The BT Outreach inspector showed Cllr Hawksworth the work sheet where the previous inspector had indicated that damage as the Derby side of Cheale Close, which was never damaged but replaced. The clerk to contact BT to chase when this damaged cover will be replaced.

SDDC have sprayed the pavements in the village and beyond towards Thulston.

It was RESOLVED by unanimous vote that Cllr Hawksworth would attend the next Tarmac liaison meeting.

### 132/18: Agenda items for the next meeting

- Budget proposals for 2019/20
- Grounds maintenance work – review current contract
- Financial review to include budget versus actual spend
- SDDC Tree Inspection update (clerk to chase Martin Buckley – Tree Officer)
- To agree the date for the December meeting

### 133/18: Items for information

None distributed

## Part 2 - EXEMPT ITEMS

**134/18:** To move the following resolution under the Public Bodies (Admission to Meetings Act 1960): *‘that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw’.*

**135/18:** It was RESOLVED by a unanimous vote to accept the Clerks resignation as of 8<sup>th</sup> September and a letter will be sent confirming this. The locum clerk will arrange outstanding holiday pay and contact him to conduct a handover of information. The personnel issues raised in the Extraordinary meeting 15 August 2018 will stay on file for a 3-month period from today.

**136/18:** Personnel matters, it was resolved to retrospectively approve the use of Locum Clerks from August and to continue with a locum clerk until a replacement clerk / RFO is recruited. It was RESOLVED that the clerk will take all the paperwork. It was RESOLVED that the deeds to village hall and lands and the Tollstone ownership will be stored in the Chairman’s safe until the new clerk is appointed the laptop will also stay in the chairman’s possession. It was RESOLVED for the Lap Top to have a Health Check.

**The Chairman thanked attendees for their presence and the meeting closed at 10.05 pm.**

Chairman’s signature \_\_\_\_\_