

SANDIACRE PARISH COUNCIL
www.sandiacreparishcouncil.org

Date: 27/5/20

Due to current Government legislation for dealing with Covid-19 and the need for social distancing to continue at this time, the Parish Council will hold virtual meetings through Zoom.

Under the current exceptional circumstances, the logistics of members of the public participating in an online meetings would not be practical and may also unfairly disenfranchise those without access to the internet.

Therefore, it is advised that members of the public will be given an opportunity to access meetings to listen to discussions, but written submission of a question is required in advance of the meeting for it to be raised in the Public Session and responded to by the Council.

Members of the public are advised to send a question/statement in advance of the meeting in written format via email to the Clerk at clerk@sandiacreparishcouncil.org which will be raised during the 10 minute Public Session and a written response will be provided the following day.

The deadline for submitting a question for the virtual meeting is 9.30am on Tuesday, 2nd June.

Members of the public may not join the virtual meeting after it has started.

To: All Members of Sandiacre Parish Council

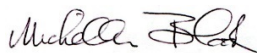
Parish Council Meeting via Video Conference

Dear Councillor,

You are hereby SUMMONED to attend the **VIRTUAL** meeting of Sandiacre Parish Council to be held on **Tuesday, 2 June 2020** at **7.00pm** for the purpose of transacting the following business.

The meeting is held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Yours faithfully,



Mrs Michelle Bloor - Clerk to Sandiacre Parish Council

A minutes silence to be held as a mark of respect to all those who have lost their lives due to Covid-19 and in tribute to all NHS staff and key workers for their ongoing commitment.

AGENDA

234. TO RECEIVE APOLOGIES & APPROVAL FOR ABSENCE

This includes the period April and May 2020 when Council meetings could not be held.

235. TO RECEIVE DECLARATIONS OF INTERESTS

Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Sandiacre Parish Council Code of Conduct for Members and by the Localism Act 2011.

236. TO CONSIDER REQUESTS FOR DISPENSATIONS

237. VARIATION OF ORDER OF BUSINESS

238. AMENDMENT TO STANDING ORDERS

As per Standing Order 26a and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, it is proposed to make the following changes to Standing Orders until May 2021, or such time as the Government revises or revokes the legislation:

To consider the following:

3i: Meetings – Requesting to speak

A person shall notify the meeting when requesting to speak by means of raising their hand or electronically raising a hand.

3r: Voting

Voting on a question will be by a show of hands electronically or by each councillor giving their vote verbally, one at a time

5b and 5c: Annual Parish Council Meeting

To set a date for the virtual Annual Meeting of the Parish Council

If the Annual meeting of the Council is not going to be held: 5b and 5c and e to be suspended

17e Accounts and Accounting Statement

Change the date from 30 June to 31 August, as per External Audit guidance

239. PUBLIC PARTICIPATION SESSION

Members of the public are welcome to attend the virtual meeting to listen to discussions or may submit a written question to the Clerk in advance of the meeting.

The public session will last no longer than 10 minutes, unless extended by agreement of the Chairman.

No decisions can be made on any items raised in this session, but may be included on the next Agenda for further consideration.

240. TO RECEIVE REPORTS FROM THE FOLLOWING:

- I. County Councillor
- II. Borough Councillors

241. TO RESOLVE THAT THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 3 MARCH 2020 ARE A CORRECT RECORD

242. TO RESOLVE THAT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3 MARCH 2020 ARE A CORRECT RECORD

243. MATTERS FOR REPORT

To receive an update on progress of matters from the last Council meeting not listed on the Agenda.

244. CHAIRMAN'S ANNOUNCEMENTS

1. Outcome of the Clerk's appraisal 9/3/20
2. Springfield Mill: Report on progress following fire damage to the building
3. Improvement to flower bed areas on Derby Road and VE commemoration

245. TO RATIFY DELEGATED DECISIONS MADE DURING THE LOCKDOWN PERIOD

1. BACS payments introduced from March 2020 to replace cheque payments
2. Clerk paid on last day of the month, or last Friday of the month if the final day falls on a weekend. Clerk's contract to be updated
3. Cancellation of April and May full Council meetings and postponement of the Annual Parish Council Meeting
4. Cemetery: Attendance guidance followed. No more than 10 may attend graveside
5. Civic Service cancelled: 11/10/20
6. Clerk working from home. Visited office Sunday mornings for premises checks and to collect post/cheques
7. Councillors provided with updates on an ongoing basis
8. Litter picking/collection and removal of waste continued by Mr Wallace
9. Planning applications & decisions notices **Appendix 1**
10. Play areas closed: Government guidance and request of police
11. Risk Management Assessment (Enclosed)
12. Zoom conference package to run monthly 'virtual meetings' = £14.39 (incl. VAT)

246. PLANNING

1. To consider consultations received from EBC **myservice.erewash.gov.uk**
 - a) ERE/0420/0039 **20 Hart Avenue**
Construction of a new dwelling (attached to the side of No.20 Hart Avenue) including creation of a new vehicular access onto/from Denton Avenue, and single storey rear extension & raised decking to the rear of No.20
 - b) ERE/0520/0001 **111 Longmoor Lane** Tree Preservation Order (TPO)
Works to protected trees - reduction in height of row of Lime trees and work to various trees around perimeter of woodland within site. Please note: The tree report includes the removal of two lime trees which are considered to be dangerous due to recent wind throw and an Ash tree which is not protected by the Tree Preservation Order. Those works do not require consent. *(EBC: Consultation date extended for PC response)*
 - c) ERE/0520/0002 **14 Beech Avenue**
Garage attached to side of house
 - d) ERE/0520/0006 **7 Kensington Road**
Two storey extension to front. First floor extension to side. Application of render to existing dwelling
 - e) ERE/0520/0013 **121 Travers Road**
Proposed single storey rear extension and conversion of outbuildings to habitable accommodation

2. To note planning decisions taken by EBC
Refer Agenda Item 245.9 - Appendix 1

247. REPORT OF THE CLERK

1. Crime figures: March 19: 75 / March 20: 70 (Report enclosed)
2. DALC: Spring seminar 12/3/20 – Clerk attended
3. EBC: CF / Precept payments x 4 instalments: 3/4/20, 3/7/20, 2/10/20 & 4/1/21
4. EBC: 2019/2020 Out-turn Statement completed and returned
5. Hanging baskets (Year 3 of 3): EBC will display flower baskets around parishes
6. Play Area inspections: Last undertaken March / Commencing July (*No refund*)
7. Staffing: P60 issued to Clerk / End of Year submission made to HMRC
8. Summer Play Scheme arrangements (4 weeks)

248. PARISH COUNCIL MEETINGS 2020/2021

1. To determine when the Annual Parish Council Meeting will be held
2. To determine meeting dates and times up to the next Annual Meeting of full Council
3. To consider if a meeting of full Council is required for 4/8/20 during Summer Recess

2020 – Meetings to commence at 7pm unless otherwise stated	
Tuesday, 7 April	<i>Cancelled</i>
Tuesday, 5 May	<i>Cancelled</i>
Tuesday, 2 June	<i>Virtual meeting</i>
Tuesday, 7 July	
Recess	
Tuesday, 1 September	
Tuesday, 6 October	
Tuesday, 3 November	
Tuesday, 1 December	
2021 - Meetings to commence at 7pm unless otherwise stated	
Tuesday, 12 January	Second Tuesday
Tuesday, 2 February	
Tuesday, 2 March	Annual Parish Meeting 6.40pm
Tuesday, 6 April	Following Easter Monday BH
Tuesday, 4 May	Annual Parish Council Meeting 6.40pm

249. CEMETERY MATTERS

1. Burials since the last meeting

24/3/20	Area 2, Row B Grave 17	
7/4/20	Area 2, Row B, Grave 15	(Payment by Ministry of Justice)
7/4/20	Area 1, Grave 192	
5/5/20	Area 2, Row A, Grave 1	
21/5/20	Area 1, Grave 109	
21/5/20	Area 2, Row A, Grave 11	
2. Interments since the last meeting: None
3. Reserved: None

250. PARKS & OPEN SPACES

To consider any incidents or maintenance issues since the last meeting.

251. CHRISTMAS LIGHTS 2020 (3-YEAR RENTAL AGREEMENT 2020/2023)

1. To consider new motif designs and colours
2. To consider the number of motifs required

30 Motifs for lamp columns	£8,250 + VAT per year	Removal works, platform hire, annual PAT testing, repairs/replacements of the decorations during the contract period in the event of failure and free storage upon removal.
40 Motifs for lamp columns	£10,380 + VAT per year	£250 + VAT per additional lamp column for any connections required. Plus testing of lamp column

3. Recovery of pea-lights from Millennium Quest

252. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

Newsletter March	<ul style="list-style-type: none"> • Community Tree Planting – new sapling packs available FREE • Spring Seminar visits Alfreton Hall • DALC is on the move • Dementia survey wants YOUR help • Coronavirus update • Find your internal auditor via DALC • Council Clerk Convicted of Breaking Freedom Of Information Act • Training schedule update
Newsletter April	<ul style="list-style-type: none"> • 'Remote' meetings and your annual council meeting – latest updates • Audit Arrangements – Covid-19 updates • Cemetery & Burial Ground use during lockdown • Council staff furloughing • Update on pay negotiations • DALC's office move postponed • Home-working' allowance update • Training programme update
Climate Emergency	Invitation for Councils to appoint a representative to join online meetings

253. COMMEMORATING REMEMBRANCE SUNDAY 2020

To consider ways for the Parish Council to mark Remembrance Sunday on 8/11/20 if St Giles' Church remains closed due to social distancing.

254. YEAR END ACCOUNTS 2019/2020

1. PKF Littlejohn: 2019/2020 AGAR Instructions re external audit.
 - *Public inspection period: 'On or before 1 September 2020 (Not July)*
 - *Chair and Clerk's signature required after Accounts signed off*
2. To receive the Limited Internal Audit statement completed by Mr B Wood 30/4/20
3. Section 1. Approval of Annual Governance statement
4. Section 2. Approval of Accounting Statements
5. Submission to external audit: PKF Littlejohn and signature of Chairman / Clerk

255. ACCOUNTS FOR PAYMENT

1. To approve the schedule of payments for March and April
2. To approve the schedule of payments for May given below:

<u>DD 1/5</u>	Water Plus (9648)	Office supply monthly	10.12
<u>DD 4/5</u>	BT (2269)	Broadband (Each quarter) 1/4 - 30/6/20	139.32
<u>DD 16/5</u>	BT (3066)	Line rental / Usage	40.08
<u>DD 21/5</u>	E.on (8660)	Office/car park/MUGA: 2 months (To 26/4/23)	113.19
<u>DD 22/5</u>	Sovereign (L&Z)	Play area inspections	47.99
BP 1/5	Mr B Wood	Limited internal audit	100.00
BP 1/5	CLlr W Major	Zoom conferencing host: May	14.39
BP 29/5	Countrywide GM	Grounds Mtce / Mowing: May	1,225.20
BP 29/5	Mrs Bloor	Salary: May	1,479.98
BP 29/5	HMRC	Tax/NIC's: May	387.93
BP 29/5	Mr G Verney	Spr Park: Remove fallen tree	280.00
BP 29/5	Andrew's GS	Litter picking: May	682.00
BP 29/5	Andrew's GS	Low level work: May	30.00
Total:			<u>4,550.20</u>

256. INCOME RECEIVED

1. To delegate authority to the Clerk to transfer EBC quarterly payments of Precept and CF Grant to the Business Account to earn interest
 2. To note income received during March and April
 3. To note income received during May.
 - 4 DCC: Minor Maintenance grant 385.00
 - 7 Co-op (LE): A2,RA,G1 Burial fee 160.00
 - 15 Wathall FD: G109 (Burial) BAC's payment 160.00
- Total 705.00

257. CORRESPONDENCE

1. CGM teams: Limited capacity and resources due to social distancing April/May
2. Clerks & Councils Direct: May 2020
3. DALC/NALC ongoing guidance, including holding virtual meetings and meeting Government guidelines under the Coronavirus Regulations 2020
4. DCC: Guidance that lamp column checks can be carried out
5. EBC: Neighbourhood Dog Warden, Olivia Ball offer to attend community events
6. EBC: Hanging baskets - Confirmation of installation arrangements for 2020
7. EBC: Suspension of community grants, including Summer play schemes
8. EBC: Garden waste collections for initial four-week period from 11/5/20
9. HS2: Cannot attend meetings but available to answer questions

258. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

*If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: **RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

259. TO NOTE THE DATE & TIMES OF THE NEXT PARISH COUNCIL MEETING

TUESDAY, 7 JULY 2020 at 7.00PM

Location to be confirmed in line with the latest Government guidance in place when the next Agenda is issued.