

SANDIACRE PARISH COUNCIL

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Minutes of the VIRTUAL Parish Council meeting held on Tuesday, 4 May 2021 at 7.00pm via Zoom video conferencing.

PRESENT:

	Cllr W Major	Chairman
A	Cllr Mrs L Bilbie	
	Cllr S Bilbie	Vice-Chairman
	Cllr Mrs S Dickman	
	Cllr Mrs C French	
	Cllr A Gibson	
	Cllr Mrs S Hales	
	Cllr T Hales	
	Cllr S Jarratt	
	Cllr Mrs C Powers	
	Cllr N Raycraft	
	Cllr T Sanghera	
	Cllr Mrs K Stewart	
	Cllr R Stewart	

IN ATTENDANCE: Mrs M Bloor - Clerk to the Parish Council

REMOTELY ATTENDING: Five members of the public

The Chairman welcomed everyone to the last virtual meeting of the Council.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Councillor	Apologies for absence received
Mrs L Bilbie	Work commitment

RESOLVED: to approve the apology for absence received

2. TO RECEIVE DECLARATIONS OF INTERESTS

Agenda Item 10 – Planning applications

St Giles' Church (Should read Church Farm)

All Councillors declared an interest as the trees referred to in section G1 were maintained by the Parish Council, not EBC.

2 Richmond Avenue

Cllr Mr and Mrs Stewart declared an interest as they knew the applicant.

12 Moorfield Close

Cllr Bilbie declared an interest as he knew the applicant and had offered advice on the application as a Borough Councillor.

Agenda Item 11.8 – Summer play scheme

Cllr Major declared an interest as a Borough Councillor and Governor of Cloudside Academy.

3. TO CONSIDER REQUESTS FOR DISPENSATIONS

There were no requests for dispensation.

4. VARIATION OF ORDER OF BUSINESS

Agenda Item 10. Planning - Matters for consideration after the Agenda was issued

RESOLVED: to consider and note the following items:

Planning consultations	
ERE/0421/0077	12 Moorfield Close

Planning decision notices	
ERE/0321/0022	Interchange 25 Business Park, Bostocks Lane

5. PUBLIC PARTICIPATION SESSION

Heart of Sandiacre

A resident confirmed that 750 local people were currently volunteering to improve their community with around 100 undertaking litter picking. A small group would be meeting over the weekend to paint the canal bridge railings with paint provided by EBC and Parish Councillors were invited to participate.

Covid figures

A resident noted she remained concerned by a possible rise in local Covid figures and asked the Chairman if he knew the current numbers for Erewash. Cllr Major did not have details to hand, but would make enquiries and notify the resident.

Sandiacre Post Office

Mrs McFadden stated she was attending the meeting as a former local sub-postmistress.

Cllr Sanghera declared an interest and left the meeting as he worked for the PO.

Mrs McFadden explained she was one of those affected by the PO IT system failure and gave an account of the way she felt PO managers had been unfairly treated until the Court of Appeal ruling had been made.

She expressed depth of feeling and identified individuals she alleged were involved in decision making at the time to close her branch and relocate it elsewhere. She was calling for a public enquiry and apology.

Councillors expressed sympathy with all those involved and thanked Mrs McFadden for attending the meeting, but concluded this matter remained a personal issue she should take up with the PO and was not one the Parish Council could consider.

Mrs McFadden expressed her thanks to Councillors for listening to her concerns and left the meeting. Cllr Sanghera returned to the meeting.

Face-to-face meetings

A resident enquired if Zoom conferencing would remain in place for the public to observe council meetings once face-to-face meetings resumed.

The Clerk advised that guidance was still being received for councils to run safe public meetings and more information was expected.

6. TO RECEIVE REPORTS FROM THE FOLLOWING:

1. Police report

A report covering work undertaken during April had been provided by both PSCO Sangha and Sgt Carlisle. They were unavailable to attend meetings.

It was confirmed that Insp Brown was expected to attend the July Council meeting and Councillors were invited to raise questions on local issues at that time.

2. County Councillor

There was no report under this heading.

3. Borough Councillors

Cllr Bilbie and Cllr Sanghera expressed their thanks to Cllr Major for all the projects he had been involved with as County Councillor that benefitted the local community.

7. TO RESOLVE THAT THE MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON 4 APRIL 2021 ARE A CORRECT RECORD

RESOLVED: that the Minutes of the virtual Parish Council meeting held on 4 April 2021, copies of which have been previously circulated to Members, were confirmed as a true record.

8. MATTERS FOR REPORT

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

Refer Agenda Item 187.1

Response from police regarding attending future Council meetings and displaying contact details.

It was confirmed the police asked residents to ring 101 directly in relation to incidents.

Refer Agenda Item 188

Response from Risley Education Foundation to request report be provided for Annual Parish Meetings.

A report had recently been circulated from Mrs Warren, Clerk to the Trustees Board.

It was emphasised the Clerk to Trustees would usually be the first point of contact for all correspondence and communication and not an individual member of the Board.

9. CHAIRMAN'S ANNOUNCEMENTS

It was reported that a small group of volunteers led by Mrs Trelenberg had offered to improve the flower beds by Padmore Moorings and she would liaise with the Clerk.

10. PLANNING

1. To consider consultations received from EBC

ERE/0321/0110 **St Giles' Church (Should read: Church Farm)**

T1 - Remove to ground level one Ivy covered Ash Tree bordering adjoining property, T2 - remove large limb from Ash tree coming over Church Farm's driveway back to main stem & G1 - Reduce all trees from St Giles' Church along Church Farm's driveway back to boundary

Resolved to note: the Clerk had previously contacted the Planning Officer to discuss the application as it referred to trees maintained by the Parish Council, not EBC, shown as G1

ERE/0321/0115 **Stable at Maywood Farm, Rushy Lane**

Proposed change of use of existing stable building to a dwelling (1 bedroom)

RESOLVED: The application would be setting a precedent for change of use to development of a residential dwelling on green belt land. The original purpose of the structure was to house a remote stable for equine use on green belt land and should not be changed.
Vote taken: In favour of the application: 1 / Against: 12

ERE/0421/0013 **53 York Avenue**

Application for a Lawful Development Certificate for the proposed use of the dwelling to care for a maximum of 3 children with 2 carers

RESOLVED: The application provides little detail of the proposed change of use. However, through local knowledge of similar applications being approved, it is expected the change of use is not appropriate to the setting and could introduce future problems, including noise and disturbance to neighbouring properties.

ERE/0421/0016 **11 Doncaster Avenue**

Proposed two storey, pitched roof extension to side of existing dwelling to form new bedroom with garage under

RESOLVED: that no objection be made

ERE/0421/0017 **The Hewarths, No Mans Lane**

Prior Notification of conversion of an agricultural barn to a dwelling

RESOLVED: to object to the conversion of an agricultural structure to dwellings on green belt land

ERE/0421/0020 **6 Charnwood Avenue**

Prior Notification of single storey rear extension

RESOLVED: that no objection be made

ERE/0421/0023 **75 Springfield Avenue**

Creation of a ground floor rear extension

RESOLVED: that no objection be made

ERE/0421/0033 **2 Richmond Avenue**

Double storey side extension and single storey front and rear extension

RESOLVED: that no objection be made

ERE/0421/0044 **5 Queens Drive**

Two storey side extension and single storey rear extension

RESOLVED: that no objection be made

ERE/0421/0055 **54 Netherfield Road**

Proposed front porch, conversion of garage into living accommodation, alterations to doors

RESOLVED: that no objection be made

ERE/0421/0064 **28 Elm Avenue**

Rear single storey extension and kitchen enlargement - New front entrance porch

RESOLVED: that no objection be made

ERE/0421/0077 **12 Moorfield Close**
Works to protected tree (T3) English Oak - 4m from ground level and pruning
RESOLVED: *that no objection be made*

2. To note planning decisions taken by EBC

ERE/0321/0035 **The Hewarths, No Mans Lane**
Prior notification of agricultural building for storage of produce and machinery
EBC: Approved 25/3/21 – Prior approval not required

ERE/0221/0057 **230 Derby Road**
To remove existing hedge, erect a boundary wall with electric gates to front of property
EBC: Approved 15/4/21

ERE/0221/0054 **9 Queens Drive**
Outbuilding
EBC: Approved 15/4/21

ERE/0121/0046 **69 Wood Avenue**
Provide parking to front of property with pavement crossover, adjusting level of pavement.
EBC: Approved 23/4/21

ERE/0321/0022 **Interchange 25 Business Park, Bostocks Lane**
Works to protected trees
EBC: Approved 26/04/2021

RESOLVED: to note the above decision notices

11. **REPORT OF THE CLERK**

1. Crime figures: Latest recorded
March 2020: 70 March 21: 91
2. Clerk taking leave for family commitments: W/C BH 31/5/21 / Office closure
The above action was noted.
3. Easter play scheme feedback (Report enclosed)
It was noted the Easter play scheme had been a great success for children and local families and was well supported.
4. Padmore Moorings: Increased bank movement reported to Canal & River Trust
The Clerk confirmed she was expecting an Engineer from the C&RT to visit the site and carry out a further risk assessment of the bank area.
5. Playground quarterly inspection reports: March 2021
The playground inspection report for March had indicated that replacement goalposts were required for the Multi-Use Games Area.

RESOLVED: that the Clerk obtain quotes to replace the 2 items
6. Premises: Decorating to commence w/c 9 August 2021
The above date was noted.
7. Staffing: P60 issued / End of Year submission made to HMRC
The above action was noted.

8. Summer play scheme arrangements / EBC grant funding

It was confirmed the 2021 EBC community grant scheme was now open and £1,200 was available to support summer play schemes. The Clerk would apply before the submission date of 4/6/21.

12. **COUNCIL MEETING – JUNE 2021**

1. To consider cancellation of the June ‘face to face’ meeting

Social distancing restrictions currently remained in place, but councils were now expected to hold face-to-face meetings from 7th May, but with limited numbers attending and whilst ensuring a safe and clean environment.

Since holding physical meetings at this time could prove difficult, it was proposed to cancel the June meeting until restrictions eased by July. Delegation could be given to the Clerk, as applied over the summer Recess.

A suggestion was made by Cllr Mrs Powers that if the Clerk could not be present, another Proper Officer could be asked to attend to make notes.

Following further discussion, it was **RESOLVED**: that the June meeting be cancelled

Cllr Mrs Powers suggested a Council meeting should be arranged for August.

Discussion followed on the merits of holding an August meeting at a time when people traditionally went on holiday or there was less decisions making required.

Proposed: Cllr Mrs Powers / Seconded Cllr Raycraft
For: 2 / Against 11 Motion defeated

2. End of Year Accounts 2020/2021 - Approval July meeting – Extension granted

It was confirmed that PKF Littlejohn had granted dispensation to the Council for the Annual Returns to be submitted after the July meeting.

3. Delegation to next full Council meeting 6/7/21 – As per Recess arrangements

Following on from previous discussion, it was **RESOLVED**: that the Clerk be given delegated authority to make decisions on behalf of the Council where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline:-

This would include making payments, considering quotations, dealing with urgent matters and responding to planning applications, following consultation with the Chairman, Vice-chairman and Cllr Sanghera (any 2 as available) until the date of the July meeting.

Should a major planning application be received during this time, the Clerk would notify all Members.

13. **CONCLUSION OF INTERNAL AUDIT**

1. Internal audit conducted by Mr B Wood 26/4/21

It was noted Mr Wood had conducted a line-by-line examination of the End of Year Accounts and was very complimentary of all the work carried out by the Clerk and had commended her for accuracy, content and information provided to Councillors.

Everything was found to be in good order and he had also commended the Council. Councillors expressed their thanks and appreciation to the Clerk for all her work and with financial management.

2. To receive and note the internal audit report (Enclosed)

No items had been found that required attention.

RESOLVED: to receive and note the internal auditor's report

3. Public notice to be issued 13/6/21: Commencing 14/6/21 / Ending 23/7/21

RESOLVED: to note the above

4. CF End of Year out-turn statement to be completed for submission to EBC

The Clerk confirmed she would shortly undertake the End of Year submission.

The End of Year Accounts identified 3 separate headings to show expenditure through Precept, the Concurrent Functions grant and other outside funding.

14. EBC - 28 DAY CONSULTATION

Consultation on the BT proposal to remove the payphone kiosk (497730) on Town Street, opposite the junction of Mill Lane, due to low demand for service.

RESOLVED: that no objection be made

15. CEMETERY MATTERS

1. Burials since the last meeting

None

2. Interments since the last meeting

Un-consecrated Area: Plot x 1	12/4/21
G29 Interment of Ashes	12/4/21
A185 Interment of Ashes	26/4/21

3. Reserved Graves / Plots since the last meeting

None.

4. Maintenance of Section 2 grave area

The Clerk confirmed that due to a high number of burials taking place in the Cemetery over the past year, there had been a build-up of excess soil.

The grave digger had suggested a small skip be used to remove soil off-site for each burial. No charge would be incurred by the Parish Council.

RESOLVED: to note the above

16. PARKS & OPEN SPACES

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

DARG: ASB ongoing: Broken bottles, dam 3 tree guards uplifted and small fires created on play area. Reported to police 27/4/21. Crime number obtained.

RESOLVED: to note the above

17. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

RESOLVED: to note the contents of the April newsletter

18. FINANCIAL STATEMENT

1. To receive the monthly financial report and bank reconciliation

RESOLVED: to note the contents of the report

2. To receive the receipts and payments End of Year statement, 4th quarter budget monitoring report, following advice on format and 2020/2021 bank reconciliation

The Clerk noted that after the last meeting, she had sought advice from DALC and the auditor on the content and format of her quarterly budget monitoring reports.

She highlighted figures from the 4th Quarter statement that were most relevant for Councillors to consider in relation to the End of Year accounts and that all matched.

3. Councillor protocol for working in conjunction with the Clerk, raising questions at meetings and calling for next day personal engagement, including during lockdown

The Clerk expressed concern that not all Councillors seemed aware of how to raise questions in a respectful and courteous manner during public meetings and they may need to address their training needs on roles and responsibilities.

DALC had issued notice of new training courses that day including one on 'On-line conduct in meetings and Employee relations'. The course covered the conduct of Councillors at meetings, risk of litigation and standards in public life.

The Clerk had arranged to attend forthcoming training on HR matters covering contracts, grievance and general HR policies required by a Council.

RESOLVED: that this matter be further discussed under the Confidential Section

19. ACCOUNTS FOR PAYMENT

To approve the schedule of payments:

DD 1/4	Water Plus (9648)	Office supply	12.49
DD 12/4	E.on (5590)	Padmore: Bridge Lights 1/1/21 to 31/3/21	24.80
DD 19/4	BT (3066)	Line rental / Usage	64.99
BP 1/4	DALC	Annual subscription: 2021 - 2022	968.70
BP 1/4	KOMPAN	Spr Park: Replace 4 swings, seats & chains	716.64
BP 1/4	Parkin Contractors	Derby Road: Bench/Planter (Installation paid by PC)	2,034.00
BP 3/4	Cllr Major	Zoom conference host: April	14.39
BP 18/4	Waterplus	Water Rates: Cemetery 1/4/21 - 1/4/22	81.94
BP 19/4	EBC	Cemetery bin collection: 1/4/2 to 30/6/21	96.72
BP 19/4	ICCM	Annual subscription: 1/4/21 - 31/1/22	95.00
BP 19/4	A M Sports	Easter play scheme: 6 April - 16 April 2021	1,600.00
BP 27/4	Mr B Wood	Internal audit: 2020/2021	168.00
BP 30/4	Cobb & Son	Cemetery & churchyards grounds maintenance: April	541.67
BP 30/4	Mrs Bloor	Salary: April	1,487.14
BP 30/4	HMRC	Tax/NIC's: April	388.81

BP 30/4	Glendale	Grounds maintenance: Parks & Open spaces	599.57
BP 30/4	Andrew's GS	Litter picking: April	682.00
BP 30/4	Andrew's GS	Low level work: April	365.00
			Total: <u>9,941.86</u>

a) **RESOLVED:** to approve the schedule of payments, as shown above

b) **RESOLVED:** to approve the allocation of funds, as shown below:

- Installation of bench and planter from the contingencies budget heading
- Easter play scheme from reserves: Unallocated play scheme budget 2020

20. INCOME RECEIVED

To note income received, as shown below:

7	Precept: £51,510 / CF Grant (EBC) £26,718	78,228.00
16	DCC: Minor Mtce Grant 2020 - Footpath 14 & 19	385.00
21	Lymns C-in-S: A2, Row A, G11 - Headstone	160.00
21	Lymns C-in-S: G24 - H/S Add inscription	50.00
21	Lymns C-in-S: A2, Row C, G8 - H/S Add inscription	50.00
21	A184: Plot x 2 + Int x 1 + Pre/P Int x 1 (Out of area)	640.00
24	Area 2. Row D, G4: Grave/ P/P burial (Out of Area)	1,400.00
30	HSBC Savings (Deposit) A/C - Interest	0.63
30	HSBC Savings A/C: Polling station costs - Interest	0.02
30	HSBC Savings A/C: Grants - Interest	0.05
Total		<u>80,913.70</u>

RESOLVED: to note the income received, as shown above

21. CORRESPONDENCE

1. PKF Littlejohn: 2020/2021 AGAR Instructions re external audit
2. PKF Littlejohn: 2020/2021 AGAR – Submission deadline extended to 2/8/21
3. BRAMM News Spring 2021
4. New Stanton Park: Community Liaison Meeting 18/5/21 via Zoom

22. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Agenda Item 18.3

The Council agreed to exclude the public for further discussion on HR matters.

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.

The Chairman outlined good working practices between Clerks and Councillors and the workload a Clerk could face between meetings.

It was important for Councillors to recognise all the work being undertaken by an experienced Clerk and to take into consideration their position when decision making and the impact this could have on them and their workload.

Cllr Mrs Powers offered her apologies to the Clerk.

23. TO NOTE THE DATE & TIME OF THE NEXT PARISH COUNCIL MEETING

TUESDAY, 6 JULY 2021 at 7pm

SANDIACRE MEMORIAL INSTITUTE

The meeting closed at 9.00pm

Signed by the Chairman: _____ **Date:** _____