

# SANDIACRE PARISH COUNCIL

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Minutes of the Parish Council meeting held on Tuesday, 5 June 2018 at 7.40pm in the Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

**PRESENT:**

	Cllr W Major	(Chairman)
	Cllr Ms C Bilbie	
	Cllr Mrs L Bilbie	
	Cllr S Bilbie	(Vice-Chairman)
	Cllr Mrs S Dickman	
	Cllr G Dinsdale	
	Cllr Mrs C French	
A	Cllr A Hardy	
A	Cllr R Harris	
	Cllr T Pearson	
	Cllr Mrs C Powers	
	Cllr T Sanghera	
	Cllr Mrs K Stewart	
	Cllr R Stewart	

**IN ATTENDANCE:** Mrs M Bloor - Clerk of the Council

**MEMBERS OF THE PUBLIC:** Four residents

## 24. APOLOGIES AND APPROVAL OF ABSENCES

Councillor	Reason for absence
A Hardy	Convalescence
R Harris	Attending a Borough Council meeting

**RESOLVED:** to approve the apologies for absence received

## 25. TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest.

## 26. TO CONSIDER REQUESTS FOR DISPENSATIONS

There were no written applications or requests for dispensation from a Member who had a Disclosable Pecuniary Interest (DPI) or Other Disclosable Interest (ODI) to allow them to stay in the meeting and vote during consideration of the relevant item.

## 27. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business.

## 28. PUBLIC PARTICIPATION SESSION

The following matters were raised:

- A lamp column near Ladycross Infant School remained unlit
- The hedge running by the school was becoming overgrown
- Some paving edge slabs along Spencer Avenue required attention
- Areas of the pavement along Recreation Road required attention
- The sign on the corner of Kings Road was still leaning
- Grass verges along Town Street were being eroded due to vehicles parking

It was noted that DCC's Capital Programme was being prioritised across the County as improvement work to roads and pavements was identified.

It was not an option for boulders to be placed on grass verges as they created a hazard for both pedestrians and vehicles.

Hedges belonging to schools were usually trimmed following the bird nesting season.

The Clerk would remind DCC of the lamp column fault and EBC of the leaning sign.

**29. TO RECEIVE REPORTS FROM THE FOLLOWING:**

I. County Councillor report

DCC had established a mitigation board for HS2 with representatives from parishes

II. Borough Councillor report

- EBC had set up a cross party steering group in response to alleviating the impact of HS2 on local communities and which could respond to consultations
- Cllr C Corbett, who had local Sandiacre connections, had recently been appointed as the new Mayor of Erewash
- Councillors were invited to attend the forthcoming Beating Retreat ceremony in Ilkeston on 19/6/18
- EBC had recently reviewed its Core Strategy document as part of the Greater Nottingham Plan to look at housing requirements over the next 25 years and allocation of land supply and greenbelt areas.

**30. TO RESOLVE THAT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1 MAY 2018 ARE A CORRECT RECORD**

**RESOLVED:** that the Minutes of the Parish Council meeting held on 1 May 2018, copies of which have been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

**31. MATTERS FOR REPORT**

There were no matters for report.

**32. TO RECEIVE THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 1 MAY 2018**

**RESOLVED:** to receive the Minutes of the meeting held on 1 May 2018

**33. TO RECEIVE THE MINUTES OF THE CEMETERY, PARKS & HIGHWAY MATTERS COMMITTEE HELD ON 1 MAY 2018**

**RESOLVED:** to receive the Minutes of the meeting held on 1 May 2018

**34. CHAIRMAN'S ANNOUNCEMENTS**

Cllr Major reported on the following:

- Travellers had established a camp on Friesland School grounds, but had since moved on. The school had subsequently sought to further secure their land.
- EMH had been asked to undertake grass cutting of open spaces surrounding their properties.

- An area of ground near the top entrance gate to Springfield Park had been covered with hard core to prevent the area getting muddy during wet weather.

### 35. REPORT OF THE CLERK

#### I. Annual PAT testing: Office electrical checks

Testing of office electrical equipment would take place on 16/7/18.

#### II. Battle's Over: Arrangements to date

Details of the organising Committee's plans to display handmade poppies in St Giles' Church was circulated. The community was invited to create poppies for a large display during a weekend of reflection between 9/11/18 and 11/11/18.

Descendant of the 69 casualties named on the Sandiacre War Memorials were asked to contact Sandiacre Heritage Group with details.

#### III. Boundary sign: Progress to date

One quote had been received for installation of the boundary sign and removal of the two planters by The Paddocks, but the estimate received exceeded expected costs. The Clerk would seek further quotes to produce a comparison.

#### IV. HS2 public meeting scheduled

HS2 had given notice that a public drop-in meeting would be held on 27/6/18 at West Park LC. Representatives from HS2 and the Department for Transport would be present. Councillors were invited to attend.

HS2 was now engaging with stakeholders along the Phase 2b route and asking parishes to identify community resources, facilities and activities. This information would form a baseline for the Community and Equality Impact Assessment (EqIA) with findings being included in the Environmental Statement.

**RESOLVED:** that the Clerk would respond following consultation with the Chairman and Vice-Chairman

Councillors were asked to submit their comments to the Clerk within the week.

#### V. Lamp column poppies

It was confirmed that 200 lamp column poppies were on order, but there had been a delay due to a manufacturing problem with the ties.

#### VI. Notice of the date of Commencement of Period for the Exercise of Public Rights / Accounts for the year ended 31/3/18

It was confirmed the notice was displayed from 1/6/18. There was a standard process to be followed for any inspection requested by a member of the public.

#### VII. Sandiacre reported crime statistics

April 2017 = 96 / April 2018 = 55

It was noted the Police Crime Commissioner had recently visited Sandiacre.

#### VIII. Volunteer group: Agreed areas for work

A local volunteer group had arranged to undertake removal of ivy on the grassed open space at Padmore Moorings on 7/7/18. The Parish Council would arrange removal of the ivy off-site to leave the area clear and tidy.

The group also planned to extend the display of daffodils on the bank near the library car park and would arrange to plant more bulbs in the Autumn.

IX. EBC's Rural Grant Scheme

Applications for the third round of the EBC Rural Grant Scheme were required to be submitted by 8/8/18.

**36. YEAR END ACCOUNTS 2017/2018**

I. Annual internal audit report 2017/18

**RESOLVED:** to note the report of the Internal Auditor

II. Appointment of Internal Auditor for 2018/19

**RESOLVED:** to appoint Mr B Wood as Internal Auditor for 2018/2019

III. Accounts for the year ended 31 March 2018

**RESOLVED:** to approve the receipts and payments accounts for 2017/2018

IV. Section 1 Annual Governance statement 2017/18

**RESOLVED:** to approve the Annual Governance Statement for 2017/2018

V. Section 2 Accounting Statements 2017/18

**RESOLVED:** to approve the Accounting Statement for 2017/2018

**37. NEW PARISH COUNCIL WEBSITE**

Councillors considered the specialist support required for maintaining a legally compliant and fully managed Parish Council website, which provided technical support to the Clerk and produced necessary legislative changes.

**RESOLVED:** that the new website provider would be 'mh-p parish websites'

The service included: £500 set up fee and £300 annual fee for managing the site, with the option to purchase additional extras

**38. GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018**

I. Policy document for adoption

Copies of the following documents were circulated to all Members present, for information:

- a. Sandiacre GDPR Policy for adoption
- b. Clear desk Policy for adoption
- c. Records Retention Policy for adoption
- d. GDPR Security Compliance Checklist for Councillors

The Clerk and Chairman, having both recently attended training, advised Councillors of the legal requirements for compliance of the new GDPR legislation.

Councillors were asked to complete the security compliance form for office records.

The Clerk advised Councillors that GDPR guidance should be followed for HR matters and when dealing with the public. DPI forms were not exempt as they related to legal requirements for disclosing personal data, unless a matter was deemed sensitive.

The Clerk was asked to contact the Borough Solicitor for further clarification on a Councillor completing DPI employment information and for their spouse/partner.

II. Working towards compliance

The Clerk confirmed she was checking office records to work towards compliance of the new regulations. Further details would be brought to the Council's attention.

**39. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS**

Circ 7	GDPR – Local Councils will most likely not need to appoint a DPO GDPR – Guidance on keeping contact lists up to date GDPR – a bit of light relief!!! Update on Data Protection Fees Potential Issue with PWLB balances National Grid Gas Planning and Building Control – Survey Publication: A guide to effective partnership working between councils
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**RESOLVED:** to note the circular

**40. FINANCIAL STATEMENT**

**RESOLVED:** to note the financial statement presented at the meeting

**41. ACCOUNTS FOR PAYMENT**

To authorise payments as listed below:

<u>DD 2/5</u>	BT (2269)	Internet / Broadband	131.04
<u>DD 15/5</u>	BT (3066)	Line rental: May	50.71
<u>DD 21/5</u>	Sovereign	Play inspections	47.99
<u>DD 21/5</u>	E.on (8660)	Electricity charges: Office/DARG	69.43
<u>DD 24/5</u>	Peninsula	Business consultancy	187.20
3431	Horizon	Grounds maintenance: April	1,288.97
3432	Broxap	DARG: Litter bin	220.74
3433	EBC	Litter collection: 26/2/18-25/4/18 (9 weeks)	241.81
3434	Mr B Wood	Internal audit 2017/18	161.00
3435	Mrs Bloor	Salary: May (Including arrears April)	1,431.06
3436	HMRC	Tax/NIC's: May	395.31
3437	Mr J Bloor	Office planter: Summer bedding plants	29.47
3438	Andrew's GS	Litter picking: May	872.10
3439	Andrew's GS	Low level maintenance work: May	270.00
3440	DALC	CLLr essential training 21/6/18	45.00
Total			5,441.83

**RESOLVED:** that the accounts presented for payment be approved

**42. INCOME RECEIVED - MAY**

2	DCC: Litter picking old canal towpath 2017/18	1,040.00
23	Transfer of Rights G104	32.00
23	Hawley's: Additional inscription: G104	48.00
23	Hawley's: G213 Headstone not approved	147.00
23	A166: Reserved plot/interment	220.00

23	A167: Plot/June interment	220.00
31	HSBC Election Costs Account interest	0.31
31	HSBC Savings (Business) Account interest	6.09
31	HSBC Grant Account interest	0.00
	Total	<u>1,713.40</u>

**RESOLVED:** to note the income received

**43. CORRESPONDENCE**

- I. DCC: Community managed libraries - Public consultation opens 7/5/18
- II. HS2 Phase 2b: Public consultations – West Park 27/6/18 - 2pm to 8pm

**RESOLVED:** to note the above items of correspondence

**44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

No items were deemed confidential.

**45. TO NOTE THE DATE AND TIMES OF THE NEXT MEETINGS**

**TUESDAY, 3 JULY 2018**

- Planning Committee 7.00pm
- Cemetery, Parks & Highway Matters Committee 7.20pm
- Parish Council 7.40pm

**The meeting closed at 8.55pm.**

Signed by the Chairman: \_\_\_\_\_

Date: \_\_\_\_\_