

# SANDIACRE PARISH COUNCIL

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Minutes of the Parish Council meeting held on Tuesday, 5 October 2021 at 7.00pm in the Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

**PRESENT:**

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

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

**MEMBERS OF THE PUBLIC:** One

## **PRESENTATION – Commenced 6.30pm** **Mrs H Metcalfe – Neighbourhood Plan (NP) Consultant**

Mrs Metcalfe (Metcalfe Planning Services Ltd, based in Nottingham) began her presentation by outlining her broad experience as a consultant with involvement in over 60 NP's for local communities. She had a professional planning background and was a trainer at Trent College. She had worked on large NP's and felt it important to work in partnership with local Councillors and residents in a structured and organised way to obtain the best results.

Mrs Metcalfe explained what was needed to introduce a NP, the first step being to identify exactly what was needed in the area and how it linked in with EBC's planning policies. The NP would form part of the Development Plan, Core Strategy and existing local plans.

A NP steering group would be established to include local Councillors and residents in order to take the project forward and consider housing need assessment, site assessment, the Strategic Housing Land Availability Assessment (SHLLA), areas for development and protection, such as local conservation areas and local and national planning policies.

A NP involved holding a local referendum which needed 80% endorsement. If agreed, it would require close examination by EBC planning officers to avoid challenge by developers and it must conform to strategic growth policies. Consultation would also be made with statutory consultees, such as DCC and the Highway Agency.

Cllr Major confirmed the purpose of establishing a Sandiacre NP was for the whole community to shape the place where they lived and decide what style and density of housing they wanted. The Community Infrastructure Levy (CIL) would increase to 25% from the present capped 10% and the Parish Council would be able to decide how the levy was spent to benefit the community.

Mrs Metcalfe further explained the process to be followed and how outside funding could be sourced to cover project and consultancy fees. Finalising a full NP could take up to 2 years.

The Chairman expressed his thanks to Mrs Metcalfe for speaking with Councillors and noted a decision on appointing a NP consultant would be made at the November meeting.

Mrs Metcalfe thanked Councillors for inviting her to attend and left the meeting at 7.15pm.

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The Chairman welcomed everyone to the full Council meeting.

**70. TO RECEIVE APOLOGIES FOR ABSENCE**

<b>Councillor</b>	<b>Apologies for absence received</b>
S Bilbie	Holiday
Mrs S Hales	Holiday
T Hales	Holiday
A Gibson	Illness
Mrs C Powers	Holiday
T Sanghera	Work commitment

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

**71. TO RECEIVE DECLARATIONS OF INTERESTS**

There were no declarations of interest at this point in the meeting.

**72. TO CONSIDER REQUESTS FOR DISPENSATIONS**

There were no requests for dispensation.

**73. VARIATION OF ORDER OF BUSINESS**

Refer Item 79.1 - Planning applications  
ERE/0921/0063 **St Giles' Church, Church Drive**  
Tree work undertaken by Sandiacre Parish Council

**RESOLVED:** to note the above item received after the Agenda was issued

**74. PUBLIC PARTICIPATION**

A resident enquired when the Multi-Use Games Area (MUGA) on Doncaster Ave. RG would re-open.

It was confirmed the MUGA remained closed for safety reasons until new goal and netball posts could be installed. Following a play area inspection, a risk to users had been identified and items were on urgent order. Unfortunately, a supply issue had meant there was a delay to the planned installation date.

Cllr Major's had offered £4,000 from his Community Leadership Fund at the time of the inspection to support replacing the items as quickly as possible and they were expected to arrive at any time.

It was highlighted the Clerk was the first point of contact for any enquiries relating to 'day to day' maintenance matters and could be contacted directly to offer updates on progress. Notice of the MUGA's closure was displayed on the Council's website.

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

1. Police

PCSO Sangha's report was circulated at the meeting and noted.

Several Councillors commented on the importance of everyone, especially women, feeling safe in their communities when walking alone or in the dark.

2. County Councillor – Cllr Major

- Ilkeston Fair would be held from 20/10/21 to 23/10/21
- Outdoor public events were now returning

3. Borough Councillors

- Asylum seekers who had crossed the Channel were being housed locally in temporary hotel accommodation
- Some Afghan refugees were being sheltered in Derby until housing could be found
- Toll Bar House at Ilkeston had been refurbished and recently opened as a Local Business Centre to provide a number of offices for small businesses
- The Core Strategy would be brought back for consideration before the end of the year

**76. TO RESOLVE THAT THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7 SEPTEMBER 2021 ARE A CORRECT RECORD**

**RESOLVED:** that the Minutes of the Parish Council meeting held on 7 September 2021, copies of which have been previously circulated to Members, were confirmed as a true record, with one amendment:

ERE/0621/0072 - 5 The Hollies 'refused' on 19/8/21, not as shown

**77. MATTERS FOR REPORT**

Agenda Item 61.1 – Policies – Cemetery Rules and Regulations

The Clerk advised an urgent amendment was required under Reg 14 to make clear new arrangements agreed with the grave digger to remove excess soil off-site in the Cemetery following a query by a family on paying additional grave digging charges.

A change in working practices had been required during the pandemic as the number of burials had more than doubled and excess soil had built up. The Grave Digger had increased his fees with Funeral Directors for hiring a small skip to remove excess soil after each burial, as he did with a number of other Cemeteries.

**RESOLVED:** to amend the wording as follows and forward copies to Funeral Directors:

*'Surplus soil shall be disposed of in the soil compound on site, or within the Cemetery grounds as directed by the Clerk', to read:*

*'Excavated soil from a grave to be removed from the burial grounds by the Grave Digger, or disposed of elsewhere in the Cemetery grounds, or used to top up graves, as directed by the Clerk'.*

## 78. CHAIRMAN'S ANNOUNCEMENTS

Cllr Major expressed his sadness that Rev. Barry Cooney, the vicar of St Giles' from 1987 to 2011, had recently passed and he wished to remember the late, Mr Mead who had worked for the Parish Council as a litter picker for a number of years.

## 79. PLANNING

### 1. To consider planning application consultations received from EBC

ERE/0921/0013      **9 Park Drive**

Proposed single storey rear extension and single storey side extension plus rendering the dwelling

**RESOLVED:** that no objections or comments be made

ERE/0921/0021      **50 Bostocks Lane**

Two storey front extensions, first floor side extension and loft conversion with rear dormers windows and roof lights

**RESOLVED:** that no objections or comments be made

ERE/0921/0026      **6 Chatsworth Close**

(Tree work)

Works to trees - Common ash (T1) - Removal of basal and epicormic growth up to crown break. Removal of all deadwood. 10% crown thin. Prune back outlying branches that overhang neighbouring driveway and front road. Crown lift to 4.5m.

**RESOLVED:** that no objections or comments be made

ERE/0921/0040      **19 Derby Road**

Upgrade of existing advertising hoarding to support digital poster with internally illuminated display

**RESOLVED:** that no objections or comments be made

ERE/0921/0041      **12 Moorfield Crescent**

(Tree work)

T1 - Oak - Cut 2m from clearance from ground upwards, crown cleaning and removal of deadwood

**RESOLVED:** that no objections or comments be made

ERE/0921/0042      **83 Derby Road**

Demolition of existing garage and erection of new garage building with first floor ancillary accommodation and the installation of new electronic gates to replace existing hinged gates to the side elevation

**RESOLVED:** that no objections or comments be made

ERE/0821/0057      **Riverside Sauna, 4 Station Road**

Withdrawn

ERE/0921/0063      **St Giles' Church, Church Drive**

Works to trees - T1 - Holly, T2 - Robinia, T3 & T5 - Yew, T4 - Holly -Raise crown to a maximum of 8 meters from ground level

All Councillors declared an interest and did not vote on the application as it was submitted on behalf of the Parish Council who would undertake tree work.

### 2. To receive planning decisions taken by EBC

ERE/0621/0023      **43 Rushy Lane**

Erect single storey and two storey rear extensions, dormers to front and rear elevations and insert new first floor side elevation window

*EBC: Approved 9/9/21*

ERE/0721/0048      **256 Derby Road**

Double storey rear extension

*EBC: Approved 9/9/21*

ERE/0621/0025      **Land Rear of 1 & 3 Longmoor Lane**

Retrospective application for retention of open sided timber canopy and the siting of a freestanding secure steel container to facilitate storage for arboricultural business

*EBC: Refused 16/9/21*

ERE/0721/0051      **22 Nursery Avenue**

Loft conversion with an end gable wall (hip to gable), a rear dormer roof and front Velux roof light (Re-submission of ERE/0221/0022)

*EBC: Approved 17/9/21*

ERE/0721/0073      **34 Shaftesbury Avenue**      (Re-submission of ERE/0121/0067)

Two-storey rear extension, removal of chimney to side elevation and extension to existing garage. Plus erection of cedar front porch and window alterations and brickwork to rear.

Render finish to dwelling with cedar wood panel feature to front elevation

*EBC: Approved 21/9/21*

ERE/0821/0048      **3 Lock Lane**

Works to trees - Crown reduce by 2/3rds.

*EBC: Approved 24/9/21*

## **80. REPORT OF THE CLERK**

1. Crime figures - Sandiacre

Latest recorded crime figures were noted: July 2020 = 73 / July 2021 = 67

2. AGAR Part 3 outcome: Late submission decision referred to DALC & NALC

PKF Littlejohn had been notified in May of the Clerk's personal circumstances and that the June Parish Council meeting had been cancelled. An extension to submit the End of Year Accounts was granted to 2/8/21.

Following submission of the approved Accounts in July, the Clerk had been notified that it was a requirement for the End of Year accounts to be approved at the June meeting and no later. Therefore the AGAR Part 3 would record the Council gave 'late submission', referring to their approval, not when they were submitted.

As the Clerk had not been notified of this at the time, she had taken the matter to DALC and they had submitted concerns to the National Association of Local Councils as clear advice was not given at the point of enquiry.

3. Carols Around the Tree: Arrangements

Sandiacre Male Voice Choir had offered their services to attend the event on 4/12/21 at 4.30pm.

The Clerk would make arrangements with the Co-op for mince pies and Cloudside Academy for children's art work to be displayed around the Christmas tree.

4. Christmas lights and tree: Installation / Removal

Arrangements were in place for the lights and tree to be installed.

5. Daffodil bulbs (4,000 obtained): Community volunteers for Autumn planting

Details of the planting would appear in the forthcoming newsletter and the Clerk was liaising with Cloudside Academy for planting by the children in November.

6. Office closed w/c 18/10/21

The above was noted.

7. Springfield Park refurbishment: Pre-meeting before work commences 28/9/21

The Clerk had met on-site with representatives from Kompan to ensure work would commence w/c 18/10/21.

It was hoped that the roundabout area would be refurbished first and then the main tower play frame would be replaced. Work would be carried out in sections over a 6 week period to the end of November.

8. MUGA: New play equipment / Grant funding £4,000 (Community Leadership Fund)  
Agenda Item 74. Public Session refers.

**81. RISLEY EDUCATION FOUNDATION**

Parish Council appointment to Trustee Board to May 2023.

Cllr Major reported that a vacancy had arisen on the Trustee Board following the resignation of Mr Harvey, the Parish Council's appointed representative.

The Trustee Board had invited Cllr Major to be co-opted to the end of the 4-year term, but they had been notified the appointment was made through the Parish Council.

Cllr Major confirmed he was willing to join the Board of Trustees. No other nominations were proposed and seconded.

Proposed: Cllr Raycraft      Seconded: Cllr R Stewart      Agreed: Unanimously

**RESOLVED:** that Cllr Major be appointed as a Trustee of Risley Education Foundation with immediate effect to the end of the current term of office in May 2023

The Clerk would notify the Clerk to the Trustees of the appointment.

**82. TENDERS 2022 / 2023**

To consider the 2022/2023 tendering process:

1. Cemetery & closed churchyards
2. Parks – Doncaster Avenue RG (DARG) & Springfield Park
3. Amenity areas: Padmore Moorings / By Village Sign, Opposite White Lion PH / Derby Road planter / Welcome to Sandiacre sign

**RESOLVED:** this item be considered under the Confidential Section, as it referred to tenders and contractors.

**83. CEMETERY MATTERS**

1. Burials since the last meeting

None.

2. Interments since the last meeting

A193 6/9/21

3. Reserved Graves / Plots since the last meeting

None.

#### 84. PARKS & OPEN SPACES

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

The Clerk confirmed everything was relatively quiet on Doncaster Avenue RG (DARG) and Springfield Park at the present time, although it was noticeable that a moped had driven across DARG in the past day.

#### 85. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) NEWSLETTERS

Electronically circulated prior to the meeting.

September	<ul style="list-style-type: none"><li>• The inside track... on a Local Council Award Scheme Application</li><li>• Helping to 'level-up'</li><li>• Ambassadors sought for Cop26</li><li>• Hitting the road again... mobile libraries are back!</li><li>• Climate change one-stop-shop</li><li>• Beating the banking blues?</li><li>• Love is... your local market</li><li>• Save the date – Clerks &amp; Chair forums</li></ul> <p>Retirement after 26 years: Mrs G Ingham – Administrator / Guidance</p> <p>AGM: 75<sup>th</sup> year 19/10/21 Via Zoom 10.00 am</p>
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The Clerk was asked to send a message of good wishes from the Parish Council to Mrs Ingham upon her forthcoming retirement after many years of dedicated and loyal service to Derbyshire councils and communities.

#### 86. FINANCE

##### 1. To note the monthly financial report and bank reconciliation

A Financial report was circulated at the meeting.

Cllr Mrs French had offered to check all invoices received from 1/4/21 against bank statements to ensure financial monitoring of BAC's payments. The 2021/2022 cash book was provided by the Clerk.

##### 2. To authorise payments

<u>DD 1/9</u>	E.on (8660)	Office/DARG/Car park: 7/7/21 - 16/8/21	77.86
<u>DD 2/9</u>	Water Plus (9648)	Office supply	12.49
<u>DD 16/9</u>	BT (3066)	Phone: Line rental / Usage	173.51
<u>DD 20/9</u>	E.on (8660)	Office/DARG/Car park: 16/8/21 - 3/9/21	40.76
BP 9/9	O Heap	Premises: Service Fire alarm/Emergency lighting	168.00
BP 16/9	R Bilbie	Premises: Board up above door (Fire Regs compliance)	65.00
BP 20/9	PKF Littlejohn LLP	Annual external audit	480.00
BP 22/9	Dewbar Fabrications	Spr Pk: Gate post / Basket swing repair/refit 2020	651.00
BP 22/9	Cobb & Son	Cemetery & churchyards: Grounds maintenance: August	541.67
BP 22/9	Collyer's Nurseries	Daffodils: Community planting (Test payment)	10.00
BP 24/9	Collyer's Nurseries	Daffodils: Community planting (Remaining payment)	490.00
BP 24/9	Kompan	Both parks: Annual inspection	264.00

BP 24/9	Technoworld	Office: New computer	517.20
BP 28/9	J Bloor	Office: New computer connector cable	5.95
BP 28/9	J Bloor	Office: New computer software	224.80
BP 30/9	Glendale	Grounds maintenance: Parks & Open spaces: September	599.57
BP 30/9	Mrs Bloor	Salary: September	1,487.14
BP 30/9	HMRC	Tax/NIC's: September	388.81
BP 30/9	Andrew's GS	Litter picking: September	682.00
BP 30/9	Andrew's GS	Low level work: September	375.00
BP 30/9	Cobb & Son	Cemetery & churchyards: Grounds maintenance: Sept	541.67
			Total: <u>7,796.43</u>

**RESOLVED:** to approve the schedule of payments shown above

Thanks were extended to Mr Bloor for providing free installation of the new computer and software.

### 3. To note receipt of income

To note income received as shown below:

3	Co-op FC: Borrowwash A192 - Plot/Interment	250.00
3	Transfer of Rights: A24	45.00
3	Co-op Stapleford: A193 - Plot/Interments	335.00
3	Area 2, Row C, G6	165.00
27	DCC: Community Leadership Fund (MUGA goal/netball posts)	4,000.00
16	Baileys Memorials: Area 2, Row C, G6 - Headstone	165.00
30	HSBC Savings (Deposit) A/C - Interest	0.74
30	HSBC Savings A/C: Polling station costs - Interest	0.03
30	HSBC Savings A/C: Grants - Interest	0.13
Total		<u>4,960.90</u>

## 87. **CORRESPONDENCE**

1. PKF Littlejohn: Late submission
2. Clerks & Councils Direct

## 88. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**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 member of the public who was present left the meeting.

### **REFER AGENDA ITEM 82. TENDERS 2022 / 2023**

To consider the 2022/2023 tendering process from 1/4/22 to 31/3/23:

1. Cemetery & closed churchyards
2. Parks – Doncaster Avenue RG (DARG) & Springfield Park
3. Amenity areas: Padmore Moorings / By Village Sign, Opposite White Lion PH / Derby Road planter / Welcome to Sandiacre sign

It was noted complaints had been received about grass cutting in the Cemetery and closed churchyards.

It was confirmed the Clerk had worked with the Area Manager of Glendale since April to improve the level of service provided and teams had been changed and improvements made to offer a much higher standard. Both parks now received compliments.

It was noted Mr Wallace had submitted a quote to undertake ground maintenance work for the amenity areas in the centre of Sandiacre. By profession he was a gardener. He wanted to improve areas and maintain flowerbeds to a high standard.

**RESOLVED:**

1. Not to renew the Cemetery & closed churchyards contract with the existing provider
2. To appoint Glendale as the grounds maintenance provider for parks, cemetery and closed churchyards
3. To appoint Mr Wallace as the grounds maintenance provider for amenity areas

The Clerk would notify the above and issue one year contracts, as required.

**89. DATE & TIME OF NEXT PARISH COUNCIL MEETING**

**TUESDAY, 2 NOVEMBER 2021 at 7.00pm**

*The Memorial Institute, Doncaster Avenue, Sandiacre NG10 5FJ*

**The meeting closed at 8.20pm**

**Signed by the Chairman:** \_\_\_\_\_ **Date:** \_\_\_\_\_