

Dethick, Lea & Holloway Parish Council

Chair 2018-19
Councillor I Hooker
Telephone: 01629 534393

Clerk to the Parish Council
T Walker
Tel: 01629 706222
Email: parishclerk@dethickleaandholloway.org.uk
Website: www.dethickleaandholloway.org.uk

4 May 2019

Dear Councillors

You are summoned to attend the Annual Meeting of the Parish Council to be held on **Thursday 9 May 2019 at 7.00pm** in the Florence Nightingale Memorial Hall, Yew Tree Hill, Holloway.

Important: All Councillors to sign the Declaration of Acceptance of Office before the start of the meeting.

Yours sincerely

T. Walker
Clerk to the Parish Council

AGENDA – 9 May 2019

- 1. Election of Chair for 2019/20**
- 2. Election of Vice-Chair for 2019/20**
- 3. To receive apologies for absence**
- 4. To consider motions for variations of business**
- 5. Declaration of member's interests at meeting**
 - (a) Councillors must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of disclosable pecuniary interests and non-pecuniary interests.
 - (b) Where a councillor indicates that they have a non-pecuniary interest, but wish to make representations regarding the item, those representations must be made under item (c) of Public Speaking.
 - (c) Declarations of interests will be read out from the declarations sheet and councillors will be asked to confirm that the record is correct.
- 6. Public Speaking**
 - (a) A period of not more than 15 minutes will be made available for members of the public and councillors to comment on any matter.
 - (b) If a Police representative, County Council or District Council member is in attendance they will be given the opportunity to raise any relevant matter.

- (c) Councillors declaring a non-pecuniary interest in an item can make representations about that item at this stage.

7. To approve and sign the minutes of the meeting held on 3 April 2019

8. To determine which items, if any of the Agenda should be taken with the public excluded

If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms (if required): - "In view of the confidential nature of item x to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

9. Chairman's Announcements

10. To note the contents of the Councillor Welcome Pack issued by the clerk and the need to return the completed Declaration of Members' Interest form to the Monitoring Officer at AVBC within 28 days of the election

11. To note the requirements of the Parish Council's Data Protection Policy and the Security Compliance Checklist. The Parish Council and/or Councillors must ensure that: -

- **Computers and other electronic devices holding parish council information are password protected.**
- **Email is password protected.**
- **Mobile devices, flash drives, external hard drives and cloud storage is password protected.**
- **Anti-virus software on computers is up to date.**
- **No one from outside the parish council has access to parish council information and emails.**

12. Review councillor contact details for parish council website

13. Re-Adopt Standing Orders, Members' Code of Conduct and Financial Regulations

14. Re-Adopt other parish council policies and procedures: -

- **Data Protection Policy**
- **Document Retention Policy**
- **Privacy Notice – Staff, Councillors and Role Holders**
- **Privacy Notice – Residents and Members of the Public**
- **Freedom of Information Publication Scheme**
- **Vexatious or Repeated Requests Policy**
- **Equality and Diversity Policy**
- **Complaints Procedure**
- **Grievance Policy**
- **Bullying and Harassment Policy**
- **Reasonable Adjustments Procedure**
- **Health and Safety Policy**
- **Expenses Policy**
- **Disciplinary Policy**

- **Employee Absence Policy**

- 15. Approve Asset Register as at 31st March 2019**
- 16. Review and approve Parish Council Risk Assessment document**
- 17. To note report from internal auditor for 2018/19 accounts**
- 18. To approve and sign the Bank Reconciliation Report to 31 March 2019**
- 19. To note the Financial Summary Report to 31 March 2019**
- 20. To approve and sign Annual Return Section 1 – Annual Governance Statement for 2018/19**
- 21. To approve and sign Annual Return Section 2 – Accounting Statements for 2018/19**
- 22. To approve the parish council insurance renewal 2019/20 of £643.13**
- 23. Review membership of Working Groups and outside bodies**
- 24. To review and authorise additional signatories to the Parish Council's NatWest Bank Account**
- 25. Agree attendees for Councillor Essential Training. Provisionally booked: -
3 places - Wednesday 29/5/19 6.00pm – 8.30pm – DALC Office, Cromford
2 places - Monday 1/7/19 - 6.00pm – 8.30pm – Draycott**
- 26. To consider the provision of a tailored training session from DALC for the whole Council at a cost £275 plus travel expenses**
- 27. Update – Parish Warden**
- 28. Consider quotations for play area repairs**
- 29. Consider the provision of weekly play area inspections and litter picking at Lea Recreation Ground, including volunteers, equipment and training**
- 30. Update – Crown lifting and mower access under trees at Lea Recreation Ground**
- 31. Update on funding application for the inspection of the War Memorial**
- 32. Consider quotations received for the inspection of the War Memorial and the Smedley Memorial**
- 33. Update on Neighbourhood Development Plan**
- 34. Consider a donation of £19.00 to DLH Carnival Committee for advert in the programme**
- 35. To consider a donation to the Derbyshire Children's Holiday Centre**

36. To consider writing to the planning department at Amber Valley Borough Council deploring the action of ignoring the Crich Neighbourhood Plan in relation to new developments in Crich and raising concerns regarding resources in that department

37. Planning Matters – Planning applications for consideration

AVA/2019/0249	Nightingale House 5 Church Street Holloway Matlock Change the modern format window and door to a traditional sash with hood mould detail to match the existing
AVA/2019/0313	Pine Tree Cottage Yew Tree Hill Holloway Matlock DE4 5AR Construction of conservatory on the south side of Pine Tree Lodge
AVA/2019/0334	Ashleigh Yew Tree Hill Holloway Matlock DE4 5AR Single storey side extension to existing kitchen

38. Financial Matters

(a) Expenditure – To approve the following payments

Cheque No.	Payee & Details		Total
2520	Clerk Wages - April - 52.143 hours (Net) Use of home as office – April Mileage: 143 miles @ £0.45 29/3/19 Home/Holloway/Home (25 miles) 3/4/19 Home/Holloway/Home (24 miles) 10/4/19 Home/Matlock/Home (35 miles) 12/4/19 Home/Holloway/Matlock/Home (35 miles) 25/4/19 Home/Holloway/Home (24 miles) Vonage - Parish phone line Line rental & Broadband contribution Printer paper Printer cartridge and new printer cable Document wallets	£615.66 £64.35 £12.25 £11.75 £9.75 £95.36 £4.99	£814.11
2521	HMRC Income Tax / NI (April) including employer's contribution to NI		£159.83
2522	Keptkleen Ltd –Toilet cleaning – Invoice 1247		£124.80
2523	B Wood – Internal audit services 2018/19		£150.00
2524	Institute of Cemetery and Crematorium Management (ICCM) - Membership 2019/20		£95.00
2525	Fox Grounds Maintenance – Grass cutting Cut 1 at Cemetery and Month 1 Lea Rec		£511.70
2526	Derbyshire Comm Health Servs NHS FT - Report		£60.00
2527	Zurich Municipal – Insurance renewal 2019/20		£643.13
DD	British Gas – electricity at toilets (16/4/19)		£10.65

Void / cancelled cheques: None

(b) Income

Ref No.	From / Details	Amount
BACS	Monthly interest from Nat West Account (29/3/19)	£4.00
BACS	Monthly interest from Nat West Account (30/4/19)	£4.11
BACS	DCC – Footpath Maintenance Scheme 2018/19	£302.99
100690	Rent for land off Lea Moor Road, Lea	£40.00
AVBC	Precept – Payment 1 of 2	£11,508.00
100691	Exclusive Rights of Burial & interment fee - Cemetery	£580.00
BACS	VAT refund for 2018/19	£1291.98

Void / cancelled paying in slips: None

(c) To note Bank Reconciliation & Financial Summary Report (Previously circulated)

39. To consider Derbyshire Association of Local Council's Circulars (Previously circulated by Email)

DALC Ref	Details
5/2019	Excellence Awards 2019 - Year 2 Launch - Internal Audit Check List - External Audit - Data Protection, Cllr Exemption - Adverse publicity for Parish & Town Councils - New Training Courses
Email	Various topics – including Councillor Essential Training
6/2019	DALC Spring Seminar - Precept increases across the country - Community Infrastructure Levy Legal Briefing - Plunkett trusteeships - Police & Crime Comm. Newsletter - Funding Streams - Changes to pension credit - Lamp Post Poppy 2019

40. To consider items of correspondence (Previously circulated by E-mail)

From	Details
Crich PPG	Community Wellbeing Roadshow – Tesco, Heanor
AVBC	Committee Papers for Licensing Board
'Nightingale Comes Home' project	Join us at the Nottingham History Festival! & other news
AVBC	Committee Papers for Governance and Audit Board
FDVL	Friends of the Derwent Valley Line, Open Meeting Tuesday 16th April 2019
DCC	Abellio announced to run East Midlands Railway franchise from August 2019
Joint action groups	Hs2 Sheffield Spur
Derbyshire Police	Latest Spotlight newsletter released from the Police and Crime Commissioner - Issue 7 Spring 2019
RAD	New Village Hall Improvement Grant - OPEN for applications!
Crich PPG	N.A.P.P. April 2019 E-bulletin
Citizens Advice Derbyshire Districts	Dealing with Debt
AVBC	Committee Papers for Planning Board

Derwent Valley Mills World Heritage Site Team	Partnership Forum
Resident	Grass cutting in cemetery
AVBC	Notice of Poll
DCC	Road Closure High Ln, Holloway
AVBC	Leashaw Bus Shelter
Crich PPG	Invitation to Derbyshire patient carer event
AVBC	Committee Papers for Licensing Panel

41. Agenda items for the next meeting on Wednesday 5 June 2019