

GREAT LONGSTONE PARISH COUNCIL

Clerk: Sarah Stokes

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 9TH MAY 2018 IN GREAT LONGSTONE VILLAGE HALL AT 7.30PM

Present: Cllr Wendy Long, Cllr Peter Thompson, Cllr Phil Barrett, Cllr James Cox, UTE and Sarah Stokes (Clerk).

Public comments. There were no public comments.

31/18 Apologies for absence. Apologies were received from Cllr Shimwell, Cllr Briggs and Cllr Judith Twigg.

32/18 Declarations of interests. Declarations of interest from Cllr Cox regarding the electrical extension quote (Item 8).

33/18 Minutes of the meeting held on 14th March 2018. The minutes were proposed by Cllr Cox and seconded by Cllr Barrett.

34/18 Election of Chair. Cllr Thompson proposed Cllr Long, seconded by Cllr Barrett.

35/18 Election of Vice Chair. Cllr Long proposed Cllr Thompson seconded by Cllr Barrett.

36/18 Declarations of acceptance of office and Declarations of interest's forms. The Cllrs duly signed and dated the forms. Clerk to obtain signatures from Cllrs Briggs and Shimwell.

37/18 Recreation ground.

37.1 Playground. *Painting* awaiting contractor in summer. ***Moss*** spraying actioned. PC now on Rospa inspection waiting list. To note ***Rospa*** inspection due in May. To note the playground equipment is in good order.

37.2 Equipment for years 11+. *Air walker* work carried out by Fresh Air fitness. It was noted the air walker requires some oil, as squeaking. ***Moss*** spraying carried out by B Cardona. ***Bench*** delivered and in situ near the tennis court, no plaque to go on. ***Fence work/supports*** awaiting contractor.

37.3 Cricket and Football. Cllr Long reported that the lottery ***grant application*** had been unsuccessful. Awaiting an imminent decision on the DDCVS application, following this, to continue with the FA application process, if funds secured from DDCVS. To note Clerk received CC ***fixtures*** and circulated to the JFC and School.

38/18 Village greens. Cllr Cox gave a detailed report of work planned on the ***allotments/bamboo*** during the summer. The work not encroaching onto allotments themselves. ***Tree belt***, no reply to date from P Park or DCC. It was noted that a large number of trees are being felled locally adjacent highways, e.g. Hassop to Calver road.

Cllr Cox left the room at 7.40pm

Xmas tree lights/xmas tree and electrical extension quotes. It was resolved for the Clerk to request a further quote from the Contractor itemising the areas of work for the extension.

Cllr Cox re-joined the meeting at 7.45.

To note Clerk to look at tree and lights/bulbs after electrical work decision.

39/18 Burial grounds. Clerk reported that the PCC are looking into the ***tap*** option.

40/18 Footpaths/roads.

40.1 **Streetlighting/speeding/parking/verges.** Cllr Long reported on a meeting at School with the Headteacher Gemma Harvey, to discuss working together regarding parking/speeding issues in the village, with the School being interested in the speed gun training. School are interested in involving both staff/parents and pupils, with a possible sign to be designed by the pupils, was raised by school (as has been seen in other villages). The PC raised that pupils should be encouraged to walk whom live in the village. Cllr Barrett suggested school staff using high vis vests at the start/end of the school day (Lady Manners have a few members of staff outside school in high vis, which has reduced speeding). Driving on the road in front directly in front of school was also raised by school. This being a public highway. Cllr Cox yet to do the UTE insert to gain interest in the speed gun training. The Clerk can then arrange a training date with PCSO Phipps.

40.2 **Hardrake Lane.** DCC sent a reply 'The public footpath would benefit from some of these bushes/gorses being cut back, however it is now the bird nesting season so we could look at carrying out this out later in the year subject to the funding being available'.

40.3 **Water problem** Longreave Lane/along from bridge. Cllr Twigg has acknowledged receipt of the PC letter and has forwarded to her colleagues to look into.

40.4 **Defibs.** All in good order.

40.5 **Bench staining.** Contractor to carry out work over summer.

40.6 **Asbestos removal.** Drainpipe still to be disposed of, Cllr Cox and Long looking into.

To note Clerk received **insurance documents** from mowing contractors, with **new tenders** to be advertised in the autumn. To note new **heater** fitted in village hall. To note permission given from owner at rear of VH for access to carry out damp work to VH.

41/18 Council Administration.

41.1 **Land registration.** Fields and track. Ongoing. Clerk to visit records office.

41.2. **Inspection of Council owned land.** Resolved to carry out early October, during the working week.

41.3 **GDPR.** Clerk reported on the Dalc training run by PDNPA's Data Protection Officer. Recent news being that Parish Councils and Meetings may be exempt from having to appoint a DPO, awaiting confirmation from Dalc/Nalc, however the PC still need to go through the same processes as everyone else. Areas highlighted: Need a privacy policy/notice, also put on website; new laws aimed at taking control of data you collect, not to hold more than you need, look at the purpose; only hold information for as long as you need; asking permission to hold an email address; a reason for keeping data; still need to pay the ICO fee; keep documents secure; passing on records to records office, such as minutes; document retention policy; doing a data audit, acting reasonably to subject access requests and having a consent form. Dalc have provided suitable template forms. Clerk to continue putting policies etc in place/organising data, as a matter of priority.

42/18 Financial matters.

42.1 **Bank reconciliation for 31 March 2018.**

INCOME

Rent	£405.98
Bank int	£0.96
Dividend	£31.63

EXP	£1,691.88
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UNPRESENTED	B Cardona	£225.00
	Dalc	£245.71
	D W Turner	£187.50
	PPPF	£12.00

C/B on current A/C £1,000.00

C/B on deposit A/C £23,252.75

42.2 Bank reconciliation for 31 April 2018.

INCOME

Rent	£130.20
Bank int	£1.00
Precept	£16,689.80

EXP £707.71

UNPRES £283.20 TDP

C/B on current A/C £1,000.00

C/B on deposit A/C £39,366.04

42.3 Quarterly statement. (Jan 2018 – Mar 2018)

INCOME		EXP	
Donation	£420.00	Admin	£1,898.14
Rent	£463.87	S137	£1,354.90
Reimbursable	£495.00	V greens	£225.00
Bank int	£2.97		
Vat reim	£964.48		
Dividend	£31.63		

42.4 To accept and approve payments made prior to the meeting.

Zedcore (email)	£79.20
TDP (bench)	£283.20

42.5 To accept and approve payments.

Sarah Stokes Admin	£743.20 (2 months)
Expenses	£45.93
Dalc Course	£45.00 (to note LL Parish Meeting to reimburse for half)
B Cardona moss spray	£60.00
BHIB insurance	£814.58

The payments were proposed by Cllr Long and seconded by Cllr Thompson.

42.6 To approve Annual Governance statement for Audit 2017/2018. The Annual Governance statement was proposed by Cllr Thompson and seconded by Cllr Barrett.

42.7 To approve Accounting statements for Audit 2017/2018. The Annual Governance statement was proposed by Cllr Cox and seconded by Cllr Barrett.

To note 1 allotment rent outstanding. To note awaiting invoice for heater and VH insurance.

It was noted to look at raising the precept for the next financial year, to allow for unexpected expenses, such as the recent new heater in the VH.

Clerk to send relevant documentation off to the External auditor, and to display appropriate documents on the website and noticeboard.

43/18 **Planning matters.**

43.1 Planning application. **Laburnham House**, Main Street. Single storey rear extension. NP/DDD/0418/0311. Also listed building consent (NP/DDD/0418/0313).

PC comments: No objections.

43.2 Planning decision notice. **Church Lane Farm**. Proposed open plan agricultural building to house livestock. NP/DDD/0118/1123. GRANTED.

43.3 Planning decision notice. **15 Edge View Drive**. Conservatory roof. NP/DDD/0118/0013. GRANTED.

43.4 Planning decision notice. **Varienne**. Grisedale Rd West. Alterations and extension. NP/DDD/0218/0143. GRANTED. To note under garaging – The garage shall remain available for use for garaging of private and domestic vehicles at all times.

44/18 **Police report**. A report from PCSO Phipps; abandoned call, flooded road (Hassop), theft, issue re a dog walker. Also, car crime in the wider area.

45/18. **Clerks report.**

Contacted B Cardona re spraying; requested automated list from Rospa; chased Fresh Air Fitness re rust; Arranged bench order/delivery; chased CC fixtures; chased rent; chased mowing insurance; wrote to PDNPA and DCC re tree belt; requested quote for electrical extension; asked DCC re work on Hardrake Lane; arranged extra snow ploughing/gritting; reported blocked gully and signage; reported pot holes on Cross/Station rd.; land registration; GDPR training session; updated risk register, asset register and retained documents; Liaised/ gave go ahead to N Turner re boiler; prepared for annual audit/visit to Accountant in Sheffield; replies re track at Gildow and speeding vehicles also contacted Environmental health re yard, Moor Rd.

46/18.To report on any items of correspondence received and agree any actions arising.

15/03/18 Eroica Britannia. 15 – 17 June. Noted.

15/03/18 PCC. Tap. See Burial grounds.

16/03/18 Resident. Track. Clerk to reply stating the walls referred to are not owned by the PC as the field is further along near the gate, and the wear and tear causing pot holes was from the property, as the track not used by tenant.

16/03/18 Judith Twigg. Floods. See Footpaths and roads.

16/03/18 DDDC. Moor Rd building. Clerk to re send letter to DDDC Environmental Health, also Defra, as the planning decision notice for the boiler room to process pet food has expired. Clerk to check on interpretation of Knackers yard with Defra and the Moor Rd site.

20/03/18 DCC. Derbyshire and Derby Local plan – spring 2018 consultation. Noted.

21/03/18 DCC. Town Council Liaison Forum, Thursday 3rd May 2018, County Hall, Matlock. Noted.

21/03/18 BHIB Insurance Brokers. June renewal. See finance.

22/03/18 National Lottery. Application unsuccessful. See recreation ground.

27/03/18 Dalc. Circular 5. Noted.

28/03/18 PDNPA. Planning bulletin. Noted

29/03/18 PDNPA. The Princes Countryside fund. Noted.

29/03/18 Rospa. Automated service confirmation. See playground.

02/03/18 Resident. Plaque. Plaque now in situ.

03/04/18 PKF. External audit. See finance.

05/04/18 DCC. Records Office. Land Reg. See Council admin.

06/04/18 JFC. Cricket fixtures and game 2nd May. Noted.
09/04/18 DCC. Library service. Noted.
09/04/18 PPPF. Management plan 2018-2023. Noted.
10/04/18 HMRC. VAT number. Noted.
10/04/18 RBS. Ring fencing. Noted.
13/04/18 West and Foster. Meeting. Noted.
16/04/18 Resident. Dogs on rec. Noted.
16/04/18 Fresh Air Fitness. Rust. See recreation ground.
16/04/18 TDP. Bench. See recreation ground.
18/04/18 Dalc. Circular 06. Noted.
18/04/18 Dalc. GDPR. Training. See Council/ Admin.
19/04/18 Cox. Damp work. See Footpaths/ roads.
21/04/18 Resident. Camping on the Edge. Clerk to refer resident back to the previous reply.
23/04/18 DCC. Hardrake Lane. See footpaths/roads.
23/04/18 Dalc. National salary scale – clerks. It was proposed by Cllr Long to raise the Clerks pay to £9.80 per hour, in line with the Nalc recommendations. This was seconded by Cllr Thompson. Clerk confirmed PAYE was in place, which is all checked with the auditor. Clerk to re confirm pension arrangements/opted out.
25/04/18 Dalc. GDPR training details. See Council Admin.
27/04/18 Derbyshire Police and Crime Commissioner. National Crime survey 2018. Noted.
27/04/18 Resident. Camping on the Edge/UTE article. As above.
30/04/18 PCSO Phipps. Police report. See police report.

47/18 Late items of correspondence.

04/05/18 BHIB. Insurance. See finance.
04/05/18 Eroica. Details.
08/05/18 Clerks and Councils direct May 2018.

48/18 Date of next meetings.

11th July 2018 12th September 2018 14th November 2018

To note the change of meeting date in September, to Wednesday 26th September. Clerk to inform UTE.

The Chair closed the meeting at 8.53pm.

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