

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council
76 – 80 Derby Road
Swanwick
Derbyshire DE55 1BG
Email: clerk@swanwickparishcouncil.org.uk
www.swanwickparishcouncil.org.uk



8th May 2017

Dear Councillor

You are summoned to attend the **ANNUAL PARISH COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 18th May 2017**.

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate), both available at the meeting.

Clerk to the Council

AGENDA

1. Apologies

Members are reminded to give their apologies direct to the Clerk.

2. Election of Chair

3. Election of Vice Chair

4. Chair & Vice Chair to sign the Declaration of Acceptance of Office

5. Register of Members' Interests

6. To determine the time and place of ordinary meetings of the full council up to and including the next Annual Parish Council Meeting.

7. To determine whether to re-instate Parish Council Committees or continue with Lead Councillors.

8. Variation of Order of Business

9. Declarations of Interest

Members must fill out the Declaration of Interests Forms for submission. Members are requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 10D of Public Participation.

10. Public Participation

A) Public Attendance & Speaking: Residents wishing to speak need to book in with the Clerk, preferably prior to the meeting by email/phone or immediately prior to the start of the meeting.

Whether wishing to speak or not, each member of the public is required to indicate whether or not they consent to have their name and/ or organisation recorded and published in the minutes of the meeting. Minutes are published on the Parish Council website and are available to the public under the Freedom of Information Act 2000.

At the start of the meeting a period is available for members of the public to ask questions, make representations or submit comments. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chair.

B) Parish Council Members' observations will be taken alongside Reports from any Borough and County Councillors attending.

C) Police Matters

Information about the Safer Neighbourhood Team's activity in the area and an interactive crime map are available on the following web pages
www.police.uk/derbyshire/NR06/

D) Representations or Evidence from Members Declaring a Prejudicial Interest

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

11. Minutes of Full Council

11.1 To receive the Minutes of the Meeting held 20th April 2017

12. Planning Matters

12.1 Planning Applications for comment: All applications can be viewed at www.ambervalley.gov.uk click on Planning and then click on Planning Applications and use the AVA reference number to search.

13. Clerk's Report

- 13.1 To review Standing Orders May 2016
- 13.2 To review Financial Regulations May 2016
- 13.3 To review Customer Complaint Procedure May 2016
- 13.4 To review Code of Conduct May 2017
- 13.5 Review of inventory of land and assets including buildings and office equipment May 2017
- 13.6 Confirmation of arrangements for insurance cover in respect of all insured risks
- 13.7 Review of the Council's and/or staff subscriptions to other bodies;
- 13.8 Review of the Council's Publication Scheme May 2016
- 13.9 Review of Retention of documents May 2016
- 13.10 Notice of vacancy in the office of parish councillor 27 April 2017 – 18 May 2017
- 13.11 Councillor Attendance record 2016-17
- 13.12 Coal Mining Risk Assessment - quotation
- 13.13 Bus shelters in Swanwick
- 13.14 Defibrillator
- 13.15 Review of Swanwick Parish Council website entries
- 13.16 Newsletter Village Matters April/May 2017
- 13.17 Land Registry Issues
- 13.18 Pentrich Revolution Way Board

14. **Chair's Report** (No report this month)

15. Councillors' Updates

Website activity & Social Media

Well Dressing 2017

Village Hall Working Group Meeting 17/05/17

16. Correspondence & Circulars (copies are available on the website)

- 16.1 DALC 06 - 2017

17. Accounts

17.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
02.03.17	3660	Amber Valley CVS	Subscription 2017-18	25.00
03.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	17.00
06.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	9.80
07.03.17	3661	Iansprint Ltd	Newsletter Feb 2017	250.00
		Iansprint Ltd	Photocopy Mtg Papers	17.50
10.03.17	3662	Newleaf Ltd	Ashton Close	295.00
10.03.17	3663	Newleaf Ltd	Misc works	420.00
17.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	17.00
				00.00
06.04.17	3667	Midland Surveying & Engineering Ltd	Topographical Survey	582.00
11.04.17	3668	Swanwick Baptist Church	Meeting Rental to Jan 2017	120.00
18.04.17	3669	Potclays Ltd	Well dressing clay	211.27
18.04.17	3670	Swanwick Hall School	Hire of Dining Rooms	311.50
27.04.17	3671	Lynne Alison Barnett (CTS)	Flowers WD17	20.00

27.04.17	3672	Swanwick School & Sports College	Flowers WD17	20.00
27.04.17	3673	Swanwick Women's Institute	Flowers WD17	20.00
27.04.17	3674	2nd Swanwick Scout Group	Flowers WD17	20.00
27.04.17	3675	Jon Smith	First Aider WD17	50.00
27.04.17	3676	Sofia Steel Drum Entertainment	Steel Band WD17	575.00
27.04.17	3677	New Leaf Ltd	Contract Payment 1	1,125.00
28.04.17	3678	R Castledine	Wages Mth 1	1,254.06
28.04.17	3679	HMRC	Tax & NI Mth 1	292.97
28.04.17	3680	M Barnett	Honorarium Qtr 1	80.00
28.04.17	3681	G Soudah (Reimbursement)	Paper plates WD17	4.90
			Display Panels	272.74
			Postage Stamps	6.72
			Chairs (x9)	108.00
			Gift Vouchers (x6) WD17	60.00
28.04.17	3682	B Wood	Internal Audit 2017	113.20
03.05.17	3684	AVBC	Planning App Fee	577.50
04.05.17	3685	Swanwick Parochial Church Council	Floodlight maintenance	130.00
			Total	7006.16

17.2 To approve payments to the following:

To Whom Payable	Reason	Amount	£
G Soudah	1 st Half Chair's Allowance		400.00
	Total		400.00

17.3 Income Received:

Date	Remittance	Amount	£
06.04.17	BACS HMRC VAT Repayment		6608.17
11.04.17	BACS April 17 Precept		69625.00
		Total	76233.17

18. Bank Reconciliation

19. Exclusion of Press & Public

'That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) below by reason of the confidential nature of the business to be transacted'.

20. Items for the next Agenda

Items are invited for inclusion in next month's agenda

21. Date of Next Meeting: 22th June 2017 at the Meeting Room at the rear of the Baptist Church, Derby Road.

SWANWICK PARISH COUNCIL

Clerk
Swanwick Parish Council
76-80 Derby Road
Swanwick
Derbyshire DE55 1BG

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SWANWICK PARISH COUNCIL MEETING DATES 2017/18/19 FOR FULL COUNCIL 2017

18 MAY – Statutory Annual Parish Council Meeting

22 JUNE

20 JULY

No meeting in August

21 SEPTEMBER

19 OCTOBER

16 NOVEMBER

21 DECEMBER

2018

18 JANUARY

15 FEBRUARY

15 MARCH

19 APRIL – Annual Parish Meeting 2018

17 MAY – Statutory Annual Parish Council Meeting

21 June

19 July

No meeting in August

20 September

18 October

15 November

20 December

2019

17 January

21 February

21 March

18 April – Annual Parish Meeting

16 May – Statutory Annual Parish Council Meeting

The Council reviews the day/date of the meetings at their Annual Meeting in May, so after this, the day/date of the meetings may change.

Meetings are usually on 3rd Thursday (each month except August) and start at 7.15pm, however depending upon the items on the agenda, this may again be subject to change.

Yours faithfully

G. Soudah

George Soudah, Chair Swanwick Parish Council

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 20 April 2017**

Present: Cllrs Barnett, Briggs, Davies, King, Payne & Soudah

Members of the Public

Members of the public listed waived their right to anonymity under the Data Protection Act

Rob Castledine

John Briggs

David Chidlow

Andrew Webster

AVBC Cllr David Wilson (Left meeting 19.49)

326/2017 APOLOGIES

Cllr Adams

327/2017 VARIATION OF ORDER OF BUSINESS

None

328/2017 DECLARATIONS OF INTEREST

Cllr Soudah declared a Personal interest in item 7.8, 7.10 & 11.1 and remained in the meeting

329/2017 PUBLIC PARTICIPATION

329.1/2016 Public Speaking

Rob Castledine reported that glass fragments on the play area in Chapel Street could not be removed by sweeping. He was asked by Chair to report the matter direct to AVBC Landscape.

Cllr D Wilson also offered to approach the AV Officer concerned. Cllr Wilson left the meeting at 7.40pm

329.2/2017 Members' Observations:

Cllr Briggs & King both commented on vehicle speeding on Derby Road and Sleetmoor. Cllr King mentioned that speed cameras have been in operation on Sleetmoor recently.

Cllr King reported the extent of dog fouling on the 'Yellow Brick Road' footpath from Sleetmoor Lane to Crays Hill QE II Park.

Cllr Briggs reported that the play area on Derby Road is also affected by dog fouling. Dog fouling is still a problem also on routes to the primary school. He asked if there is any way to restrict dog walking to certain parts of open space and leave play areas clean for children.

Cllr Davies enquired why the Parish no longer provided free dog poo bags.

Cllr Soudah (Chair) responded that this was a perennial issue even during the period of free bags being available. The free dog poo bags had not reached the irresponsible dog owners as intended and the service was being taken advantage of by a minority of the community who stock-piled bags at a cost to the Parish Council. Cllr Soudah will get in touch with AVBC Community Officer responsible for managing the nuisance dog fouling and invite the officer to address Members at the next meeting.

329.3/2017 Police & Crime Prevention

No Police representative was present. **Cllr Soudah** will be attending the next meeting of the Somercotes & Swanwick Safer Neighbourhood Community Panel at 6.00pm on 26th April 2017.

329.4/2017 Representations or Evidence from Members Declaring a Prejudicial Interest

None

330/2017 MINUTES OF FULL COUNCIL HELD 16th February 2017 RESOLVED:

That the Minutes of Full Council held on 16th March 2017 be received as correct account of the meeting. The minutes were signed by the Chair.

331/2017 PLANNING MATTERS

331.1/2017 Planning Applications

No comments received & no Planning Applications considered

331.2/2017 Planning Decision Notices

No comments received & no Planning decision notices considered.

332/2017 Presiding Chair

Cllr Soudah relinquished the Chair to present the Clerk's report.

RESOLVED:

Cllr Payne to take the Chair for the Clerk's report

333/2017 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

333.1/2017 Newsletter - Village Matters April/May 2017

The content of the newsletter was noted.

333.2/2017 Land Registry Issues – Update

Progress of registering the various parcels of land was noted.

333.3/2017 Pentrich Revolution Way Board

Design visual 3 has been received and it still includes errors. The design still needs to pass scrutiny by the Pentrich & South Wingfield Revolution Group.

333.4/2017 Parish Councillor Attendance

The Clerk has written to Mrs Dale on 18th April 2017.

RESOLVED:

To note the vacation of office by Councillor Dale due to her failure to attend meetings for a consecutive period of six months without the prior authority of the Council.

333.5/2017 Limited Assurance Review of Annual Return for the Year ended 31st March 2017

RESOLVED:

To authorise the Clerk to pay the Limited Assurance review fees of £3600 (plus VAT).

333.5.1/2017 Annual Governance Statement

RESOLVED:

To approve the Annual Governance Statement for year ended 31st March 2017.

The Presiding Chair Cllr B Payne signed the Annual Governance Statement 2016-17. The Clerk signed the Annual Governance Statement.

333.5.2/2017 Accounting Statement

The Accounting Statement 2016-17 certified on 20/04/2017 by the Clerk/RFO was presented to Members.

RESOLVED:

To approve the Annual Accounting Statement for year ended 31st March 2017.

The Presiding Chair Cllr B Payne signed the Annual Accounting Statement 2016-17.

333.5.3/2017 Annual Internal Audit

Brian Wood has been approached to establish if he is available to provide Internal Audit services

RESOLVED:

To authorise the Clerk to appoint an Internal Auditor and to pay the appropriate fees on completion of the audit.

333.5.4/2017 Exercise of Public Rights

RESOLVED:

To approve the 30 day period commencing 5th June 2017 to 14th July 2017 for the exercise of public rights. **Notice to be posted on 2nd June 2017**

333.6/2017 Topographical Survey

RESOLVED:

To authorise the payment of the invoice (£582.00) for Topographical Survey by Midland Surveying & Engineering Ltd

333.7/2017 Outline Planning Application for development of the Village Hall Site

RESOLVED:

333.7.1/2017 To approve the submission of an outline planning application for the development of the Village Hall site and

333.7.2/2017 To approve the payment of the appropriate planning application fee to AVBC.

333.8/2017 Purchase of Display Boards

RESOLVED:

To note the purchase and authorise reimbursement of £272.74 to the Clerk.

333.9/2017 Swanwick PC – Swanwick Allotments Association Agreement

RESOLVED:

To note that a new agreement has been signed.

333.10/2017 Purchase of chairs for meeting room

RESOLVED:

333.10.1/2017 To authorise the Clerk to purchase chairs for £108.00

333.10.2/2017 To reimburse the cost of the chairs (£108-00) to the Clerk

334/2017 Chair's Report

The report was presented to the Annual Parish Meeting held prior to the Full Council meeting. Nothing further to report.

335/2017 Councillors' Updates

Cllr Brenda Payne updated the meeting on Well Dressing 2017 to be held on 13th May 2017.

Cllr George Soudah updated the meeting on the meeting of the Village Hall Working Party held on 19th April 2017.

Cllr Paul Davies reported on the need to develop greater use of social media with the possibility of filming sections of council meetings and posting on the council's Facebook page. This is to be discussed further at a future meeting.

336/2017 Correspondence & Circulars (copies are available on the website)

The Chair has replied to Alfreton Mayor's Invitation.

Late notice was received from Highways England about bridge repairs.

This is likely to coincide with surfacing work on Derby Road.

All circulars and correspondence were noted.

337/2017 ACCOUNTS

337.1/2017 RESOLVED: To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
28.03.17	3664	G Soudah	Printer Ink Combo	35.48
			Tel & Broadband	30.00
			Envelopes	0.98
			Envelopes	2.70
			Mileage	5.88
			Stamps	16.50
		Reimbursement of AVBC Fee	Planning Fees (PSWRG Way Board)	192.50
31.03.17	3665	R Castledine	Wages Mth 12	1244.70
31.03.17	3666	HMRC	Tax & NI Mth 12	302.88
			Total	1831.62

337.2/2017 RESOLVED: To approve payments to the following:

To Whom Payable	Reason	Amount	£
			0
	TOTAL		0

337.3/2017 Income Received Noted

Date	Remittance			Amount	£
07.03.17	601361	TT Rowe	Nether Close Allotment 1a rental 2017-2020		22.50
14.03.17	601362	AE North	Nether Close Allotment 3 rental 2017-2020		45.00
31.03.17	BACS	R Trayler	Nether Close Allotment 1b rental 2017-2020		22.50
31.03.17	601363	SAA	Allotment Rental 1st Installment April 2017		225.00
			Total		315.00

338/2017 Bank Reconciliation

Cash book & Bank reconciliation was received.

Cash Book Reconciliation 31.03.17

Opening Balance 31.03.16	413745.00	
Receipts 16-17	274233.52	
Sub Total		687978.52
Payments 16-17	617672.35	
Unpresented cheques	2287.71	
Sub Total		615384.64
Closing Balance 31.03.17		72593.88
Bank Balance at 31.03.17		72593.88

339/2017 Exclusion of Press & Public

'That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) 13 by reason of the confidential nature of the business to be transacted'.

None

340/2017 WEBSITE INFORMATION ARISING FROM MEETING

Publish the Annual Return 2016-17 and Declaration of the un audited status of the accounts.

Amend the list of Councillors

341/2017 Items for the next agenda

Bus shelters in Swanwick

Defibrillator

Items are invited for inclusion in next month's agenda

342/2017 Date of Next Meeting: 18th May 2017 at the Meeting Room at the rear of the Baptist Church, Derby Road

Meeting Closed at

Signed:

Date:

13. Clerk's Report to Swanwick Parish Council meeting 18th May 2017

13.1 To review Standing Orders May 2016

No recommendations have been received from NALC/ DALC on a revision of the model Standing Orders.

The Proposal

- 13.1.1 To confirm the review of Swanwick Parish Council Standing Orders 2016 and
- 13.1.2 To approve publication of the Standing Orders to the Parish Council website

13.2 To review Financial Regulations May 2016

A review of the Financial Regulation adopted in May 2016 has not required any revision. If the Parish Council intends to move to Internet Banking, then the Financial regulations will need amending to allow this.

The Proposal

- 13.2.1 To confirm the review of Swanwick Parish Council Financial Regulations 2016 and
- 13.2.2 To approve publication of the Financial Regulations to the Parish Website.

13.3 To review Customer Complaint Procedure May 2016

The Customer Complaint Procedure 2016 has been reviewed. In the light of no complaints having been received, there is no evidence of a need to modify the procedure.

The Proposal

- 13.3.1 To confirm the review of the Customer Complaint Procedure 2016 and
- 13.3.2 To approve publication of the Customer Complaint Procedure on the Parish Council website.

13.4 To review Code of Conduct May 2017

Minutes of the Parish Council Meeting held in September 2012 record the following:
Minute 61.2013.4 Members Code of Conduct (recommendation of adoption of AVBC Code) resolved to adopt the Amber Valley Borough Council Code of Conduct.

The document has been reviewed and made specific to Swanwick Parish Council.

The Proposal

- 13.4.1 To confirm the review of the Members' Code of Conduct and
- 13.4.2 To approve publication of the Members' Code of Conduct on the Parish Council website.

13.5 Review of inventory of land and assets including buildings and office equipment May 2017

The Asset Register was reviewed on 27th April 2017. The assets include the various parcels of land held by Swanwick Parish Council, bus shelters, gates benches, planters, notice boards and office equipment. The current value is £658,750.

13.6 Confirmation of arrangements for insurance cover in respect of all insured risks

The Parish Council at its meeting on 19th May 2016 Minute no. 163.5/2016 resolved to accept the quotation from Zurich Insurance and accept the three year commitments. This will be the second of three years and renewal is due on 1st June 2017. There is no requirement for additional cover at present.

The Proposal

To confirm the arrangements for insurance cover with Zurich for the year 2017-18.

13.7 Review of the Council's and/or staff subscriptions to other bodies.

Members will recall that the 2017-18 subscription for DALC was approved at the meeting in February 2017 Minute no. 300.3/2017. There are no further staff subscriptions.

13.8 Review of the Council's Publication Scheme May 2016

Swanwick Parish Council Publication Scheme was adopted in May 2016, Minute No. 163.7/2016. There have not been any requests for copies of documents or publications in the interim. Freedom of information requests have focused on whether the Parish Council had a policy on Shale extraction/ Fracking. These have been responded to promptly by email. There are no proposals for changing the Publication Scheme at present.

The Proposal

- 13.8.1 To confirm the Council's Publication Scheme May 2016 and
- 13.8.2 To publish the scheme on the parish council website.

13.9 Review of Retention of documents May 2016

The Retention of Documents policy was adopted in May 2016 Minute No. 162.8/2016. No changes are proposed.

The Proposal

- 13.9.1 To confirm the Council's Retention of Documents Policy May 2016 and
13.9.2 To publish the Retention of Documents Policy May 2016 on the parish council website.

13.10 Notice of vacancy in the office of parish councillor 27 April 2017 – 18 May 2017

Following advice received from the Monitoring Officer at AVBC, Notice of a Vacancy was posted in the Parish Council Notice boards on 27th April 2017. It will remain on display until 18th May 2017. If there is no call for an election by at least 10 electors, then the vacancy will be open to be filled by co-option by the Parish Council.

13.11 Councillor Attendance record 2016-17

Attached to this report is a table showing attendance record of Members and Borough and County Councillors.

13.12 Coal Mining Risk Assessment – quotation

The Outline planning application for the development of the Village Hall site was initially rejected by AVBC. Development management has pointed out that the site is in a high risk coal mining area. A Coal Mining Risk Assessment is required.

A quotation has been obtained from Midland Surveying & Engineering Ltd. The charges for the preparation of a coal mining risk assessment would be:

If the initial mining report does not identify recorded shallow workings or mine entries and it is not necessary to visit the Coal Authority to view their records, charges would be £575+VAT

If the initial mining report does identify recorded shallow workings or mine entries, additional reports can be purchased from the Coal Authority which may remove the need for a visit to view the mine plans, charges in this instance would be £685+VAT

If the initial mining report identifies recorded shallow workings or mine entries, and a visit to the Coal Authority to view the mine plans is necessary charges would be £775+VAT

This includes the standard reports necessary to prepare the assessment but if hazards such as mine entries or gaseous emissions are identified additional reports or copies of mine plans may be required, which would be charged at the published Coal Authority rate.

The Proposal

To authorise the Chair to purchase appropriate services within the scale of charges in the quotation to meet planning application requirements.

13.13 Bus shelters in Swanwick

Who owns what and who is responsible for maintenance?

Both Amber Valley and Derbyshire County Council have confirmed that the following bus shelters are owned/ managed by Amber Valley:

238	B6179(opp Swanwick Hall School)	Swanwick	Commutaports - c
239	B6016 The Delves bottom of Crays Hill - Ripley bound	Swanwick	Metal - c
240	B6179(o/s Swanwick Hall School)	Swanwick	Metal - c
241	B6179 opp Hickton Road	Swanwick	Metal - c
242	B6179 nr junc Hickton Road	Swanwick	Metal - e

AVBC are responsible for the cleaning and maintenance of these shelters but do not install any replacement or additional shelters. (No budget is currently held for further installations or replacements). The list supplied is of long standing shelters adopted long time ago. All new shelters are 'grey'.

This leaves two bus shelters that appear to be the responsibility of Swanwick Parish Council, though they were not listed by either authority:

B6016 The Delves bottom of Crays Hill – Leabrooks bound	Commutaports - c
Pentrich Road – Orchard Crescent – Pentrich bound	Commutaports - c

Who manages installation or replacement?

DCC manage the whole process of bus shelter replacement, as it falls under the jurisdiction of the highway. New shelters including all the installation and associated costs (including electrical connection) works out between £5,000 - £6,000.

DCC are currently waiting for new funding stream (2017 – 18) to be confirmed. Presuming this is available in the new financial year, DCC will again be offering a 50% joint funding scheme (for all standard costs) available to all potential new shelter owners.

How does the Parish Council access the grant funding?

The Parish Council has to commit, by way of a maintenance agreement, to co-fund and then take on the ownership of the new shelter, once it has been installed. Once the stop has been identified and the council has completed and returned a copy of the 'maintenance agreement', DCC begin the process in earnest. On average, from this point to installation usually takes somewhere between 3 to 6 months.

What are the maintenance costs?

There is currently no record of maintenance costs incurred by the Parish Council; neither authority has offered an estimated annual figure for such costs.

I have invited AVBC to contribute the immediate cost of repairing the bus shelter outside Swanwick Hall School as part of the cost of replacing the shelter. The Parish Council will make up the remaining 50% and will take on future maintenance. It is possible that this shelter, if modernised will be less of an attraction to vandals. I have not received a reply to the proposal.

There is evidence that some of the bus shelters have had seats removed. Amber Valley has confirmed that they have not instructed such removal. It is possible that the seats have a scrap-metal value and therefore have been dismantled by scrap metal thieves.

The Council's views are invited on what further action to take about bus shelters.

13.14 Defibrillator

There is sufficient evidence that access to a defibrillator saves lives to make this provision of defibrillator(s) a priority for Swanwick Parish Council.

What funds have already been collected?

The Parish Council was approached some time ago by Sue Wakefield, a resident, about installing a defibrillator within the village. Sue was keen to use a collection made on her retirement and funds raised subsequently by holding coffee mornings towards the cost of an installation. The total fund she is currently holding is £600-00. To directly purchase a defibrillator, Sue was quoted £1300-00. She understands that if the defibrillator is purchased by a Parish Council the cost will be 50%.

In 2016, the Group Scout Leader, Steve Clarke contacted the British Heart Foundation (BHF) to enquire about grants towards the cost of a defibrillator. The deal was that if the Scouts were able to raise £400-00 and provide a storage box, the BHF will fund the rest.

At the time BHF funding had run out but Steve Clarke was advised to check back in April. Having checked again no new grants were on the website at the time.

Where is the best place to locate defibrillators?

The defibrillator(s) need to be accessible 24/7 and the community at large need to know where the nearest one is located.

It is not confirmed, but it is understood that there is a defibrillator at Swanwick Hall School and possibly at each of the dental practices within the village. However, it is not clear whether these are available to the public or whether they are accessible outside of working hours.

Suggestions have been made to locate a unit outside Tambers Pharmacy, outside the Steampacket or at the Cricket Pavillion on Queen Elizabeth II Park, Crays Hill.

What is the next step?

It is clear that considerable effort has already been made by different people within the community but that there is a lack of a co-ordinated strategy to meet the needs of the wider community.

I have written or spoken to various interested parties to arrange a small working group to take this forward. The working group will meet on 11th May 2017. A verbal report will be given to Members.

The Parish Council is invited to consider how best to facilitate a practical and cost effective coverage within the village and the extent to which a contribution should be made towards the purchase and installation of defibrillators within Swanwick.

13.15 Review of Swanwick Parish Council website entries

Members will have noted that a new page has replaced the Neighbourhood Plan page on the website. The Village Hall Project page at the moment has a brief background of the project, a summary of progress to date and copies of the surveys which the Village Hall Working Group have suggested are used to gauge user requirements for accommodation and facilities.

There are several other pages that need entries to be corrected and to be updated. I have written to the various community organisation and places of worship and invited revision of the information displayed; this will include contact details, and days of regular activities and events.

13.16 Newsletter Village Matters April/May 2017

The April/May Newsletter has been distributed in good time to advertise the Well Dressing on Saturday 13th May 2017. There was also a questionnaire inserted to survey residents about the facilities they would like to have within the Village Hall development. I have already received 8 completed survey forms at the time of writing.

13.17 Land Registry Issues

The latest in the saga of registering the various parcels of land with Land Registry, is that the LR cannot verify the Parish Council's current address on their data base or on that of Royal Mail's Postcode Finder. LR has asked for evidence that the address is a standard address serviced by Royal Mail.

I have taken the necessary steps with Royal Mail to recognise the address on the Postcode Finder data base.

13.18 Pentrich Revolution Way Board

The Parish Council applied for planning consent for the way board to be mounted on the wall of the Parish Council's site on Derby Road. The application was validated on 30th March 2017. Notices have been posted on the site gate. AVBC have written to residents of surrounding properties inviting comment on the proposal. The consultation runs until 27th April 2017. At the time of writing I have not received confirmation that the planning proposal is permitted.

I have received the initial design visuals for the panel and returned comments to the designer. There appears to be an issue with one of the photographs, possibly copyright ownership. Once the design has been agreed, the way board will be commissioned from a local sign writer from whom the parish have already received a quotation.

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www.derbyshirealc.gov.uk

Circular No. 06/2017

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

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1. DEVOLUTION OF SERVICES TO PARISHES: WHAT YOU NEED TO CONSIDER

The reality of the budgetary constraints affecting local government is that principal authorities have to make hard choices about how and where to spend their money. They will inevitably have to prioritise those services they are obliged to provide (for example, social care) and may no longer be able to fund services they have provided on a discretionary basis (such as libraries).

Can parish councils step in?

If asked to take over a function, parish councils should be mindful at the outset of the following, non-exhaustive, issues:

- Will the principal authority provide the funding? If not, how will the parish council fund the service? Is it in their residents' best interests to take on an unfunded service even if a council wishes to save or preserve it?
- Does the parish council have the power to take on the service? For example, a parish council has the power to run a leisure centre but not to run a library service - a parish council is not a library authority. Where there is no power, the principal authority would have to delegate it to the parish council under s.101 of the Local Government Act 1972 unless it is an executive function which cannot be delegated.
- Are there the requisite levels of expertise and staff resources within the council to take on the service?

- Will staff be transferred to the parish council as a result of the transfer of the service? If so, there may be transfer of undertakings (TUPE) implications and the parish council will need to take legal advice.
- If the service involves property, for example, libraries or public toilets, will the building be transferred to the parish council? Again the council will need to take legal advice.
- Is there a written agreement (e.g. a service level agreement) setting out all of the details of the function and the transfer? It is clearly desirable for details of the service to be devolved and what the parish council is taking on to be set out in writing. Legal advice will again be needed.
- Is there scope for working with other local authorities or local voluntary groups?
- Insurance implications of taking on assets/ services.

NALC recommends that any parish council seeking to take on a service from a principal authority first seeks legal advice from NALC (via DALC) or instructs other solicitors.

2. GENERAL ELECTION AND PURDAH

Purdah for the General Election is likely to start on the day that Parliament is dissolved – expected to be 3 May – and continue until after polling day. The purdah period before General Elections is not regulated by law, but governed by conventions based largely on the Civil Service Code, with guidance issued to civil servants ahead of the election.

Guidance for parish councils about publicity restrictions which apply during the period just before local elections is contained in Legal Briefing L02-17: The code of recommended practice for local authority publicity, available [here](#).

3. COMMISSION ON THE FUTURE OF LOCALISM

In association with Power to Change, Localism has launched a new Commission on the Future of Localism to uncover what is needed to reinvigorate local democracy and empower communities.

The commission will review the current opportunities of the localism agenda and ask if we are to imagine a new wave of powers, rights and levers for local communities, what might these look like?

They want to hear from organisations and individuals with an interest in localism, communities and neighbourhoods. It will be collecting evidence across three themes:

- The Localism Act and Community Rights: What have been the successes, barriers and challenges?

- Devolution: How can we achieve greater 'onward devolution' and power to neighbourhoods?

- Civil society and community infrastructure: what are the institutions, organisations and governance needed for the 'Future of Localism'? [Go to the consultation](#) (Source:

Locality). If you are willing to contribute your own experiences to ensure parishes get full consideration in the Commission's deliberations, I am happy to collate these responses from Derbyshire and forward them appropriately.

4. NEIGHBOURHOOD PLAN EXAMINERS SET FOR NEW GUIDANCE

Neighbourhood plan examiners are set to be provided with new guidance for the first time to improve consistency, it was revealed at the National Planning Summit. Independent neighbourhood plan examiner, Ann Skippers, told the conference that examiners were “struggling a bit” with a lack of clear guidance. Industry body, the Neighbourhood Plan Independent Examiner Referral Service (NPIERS), which is managed by the Royal Institute of Chartered Surveyors, was hoping to produce new guidance by the autumn, she said. It is worth recognising this if you are reaching the final stages of developing your neighbourhood plan. **(Source: Planning Resource)**

5. VILLAGE OF THE YEAR 2017

A new programme is being produced for Channel 4: **VILLAGE OF THE YEAR 2017**. This summer, **Penelope Keith** and her team of judges will be visiting villages across the UK to determine a winner, with a **£10,000 prize for the village** up for grabs. All of the details on the show and how to apply are on the website: <http://www.villageoftheyear.co.uk/>. The closing date for applications is 14th May 2017 but it would be fantastic if we had a Derbyshire village represented or win this competition!

6. CONSULTATION ON PARK RUNS

The Department for Communities and Local Government has published a consultation on conserving the free use of public parks. The government are proposing to introduce legislation which would put it beyond doubt that local authorities, including parish councils, cannot charge parkrun or junior parkrun for the use of public parks. The link to the consultation paper can be found here:

<https://www.gov.uk/government/consultations/running-free-consultation-on-preserving-the-free-use-of-public-parks>

The Provisional Position of NALC is that Councils currently have the power to levy charges for use of recreational facilities which may include a park. **NALC believes that the decision as to whether to levy such charges for use of such recreation facilities should be made by parish councils themselves.**

If you have a view on this, please let me know and I will collate all responses back to NALC to strengthen their lobbying position. Please send all responses by Friday 23rd June to chiefofficer@derbyshirealc.gov.uk

Wendy Amis
Chief Officer

April 2017

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR REF	VENUE	COST
27 April 2017 (9.15 for 9.45am – 4.00pm)	Spring Seminar	19/2016	Lumb Farm, Ripley	£45.00 per delegate
4 May 2017 (10.00am – 12.30pm)	Clerk Essential Training	05/2017	Aldern House, Bakewell	Enhanced Sub Councils up to 3 free places/£40
18 May 2017 (6.00pm – 8.30pm)	Councillor Essential Training	05/2017	Hilton, Derbyshire	Enhanced Sub Councils up to 3 free places/£40
22 May 2017 (10.00am – 12.30pm)	Freedom of Information/Data Protection Training	05/2017	Strutt Centre, Belper	Enhanced Sub Councils up to 3 free places/£40
12 June 2017 (10.00am – 1.00pm)	Community Planning – neighbourhood plans, Village Plans	06/2017	Cromford Mills	£40 per delegate
27 June 2017 (6.00pm – 8.30pm)	Councillor Essential Training	05/2017	Chesterfield Cricket Club	Enhanced Sub Councils up to 3 free places/£40
10 July 2017 (6.30 – 8.30pm)	Chair Skills	06/2017	Cromford Mills	Enhanced Sub Councils up to 3 free places/£40
18 July 2017 (9.30am – 12.30pm)	Tree & Woodland Management Training	05/2017	Whitworth Centre, Darley Dale	£40 per delegate
11 Sept 2017 (10.00am – 3.30pm)	Finance for clerks/ RFO	06/2017	Cromford Mills	£60 per delegate
11 Sept 2017 (6.00pm – 8.00pm)	Finance for Councillors	06/2017	Cromford Mills	Enhanced Sub Councils up to 3 free places/£40
12 Sept 2017 (9.30am – 12.30pm)	Health & Safety and Risk Assessments	05/2017	Whitworth Centre, Darley Dale	£40 per delegate
27 th Sept 2017 (10.00am – 3.00pm)	HR Essentials	06/2017	Cromford Mills	£60 per delegate
3 rd Oct 2017 (10.00am – 1.00pm)	Planning – understanding the process and the role of local councils	06/2017	Cromford Mills	£40