

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



11th April 2018

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 19th April 2018**.

The meeting will commence at approx 7.30pm on the close of the Annual Parish Meeting that starts at 7.00pm when the business set out below will be transacted.

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. Variation of Order of Business

3. 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.

4. 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.

5. Minutes of Full Council

5.1 To receive the Minutes of the Meeting held 15th March 2018

6. Planning Matters

6.1 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.

7. Clerk's Report

- 7.1 Vacancies in the office of Parish Councillor
- 7.2 Councillor Attendance record 2017-18
- 7.3 Swanwick Recreation Grounds- Chapel Street
- 7.4 BT Poles on 76 – 80 Derby Road removal
- 7.5 Swanwick Old Peoples Welfare High Street
- 7.6 Application for Hanging Baskets
- 7.7 Grit Bins
- 7.8 Limited Assurance Review of Annual Return for the Year ended 31st March 2018
 - 7.8.1 Annual Governance Statement
 - 7.8.2 Accounting Statement
 - 7.8.3 Annual Internal Audit
 - 7.8.4 Exercise of Public Rights

8. Chair's Report (Report presented to APM this month)

9. Councillors' Updates

Website activity & Social Media
Well Dressing 2018
Village Hall Working Group Meeting 17/04/18
Defibrillator Working Group

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

10.1 DALC 05-2018

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
13.03.18	3805	Cancelled		0.00
13.03.18	3806	Ilkeston Fencing	SCC Fencing	769.17
15.03.18	3807	G Soudah	Phone & B/band	15.00
			Phone & B/band	31.14
			SCC Probate Search	40.00
21.03.18	3808	DALC	Annual Subscription 2018-19	754.19
23.03.18	3809/3810	Employee Salaries	Wages Mth 12	2127.25
23.03.18	3811	HMRC	Tax & NI Mth 12	342.71
26.03.18	3812	AVBC	Planning App Fee - Village Hall	2,310.00
			Total	6389.46

11.2 To approve payments to the following:

To Whom Payable	Reason	Amount	£
		Total	0.00

11.3 Income Received:

Date	Remittance	Amount	£
12.03.18	BACS	ROW Maintenance DCC	315.00
14.03.18	601374	Swanwick Allotments 1st Half Rent	225.00
		Total	540.00

12. Bank Reconciliation

Cash Book Reconciliation

09.04.18

Opening Balance 01.04.17	72593.88	
Receipts to 09.04.18	161626.53	
Sub Total		234220.41
Unpresented cheques 16-17	2287.71	
Payments to 09.04.18	106,741.86	
Unpresented cheques	3958.5	
Sub Total		105071.07
Closing Balance 09.04.17		129149.34
Bank Balance at 09.04.17		129149.34

13. 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'.

14. Items for the next Agenda

Items are invited for inclusion in next month's agenda.

15. Date of Next Meeting: 17th May 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road. This meeting is the STATUTORY ANNUAL PARISH COUNCIL MEETING.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 15th March 2018 at 7.00pm**

Present: Cllrs, Barnett, Davies, King, Payne & Soudah, Clerk C Miles.

Members of the Public:

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

J Briggs, R Castledine.

469/2018 APOLOGIES

Cllr Adams, Cllr Wilson

470/2018 VARIATION OF ORDER OF BUSINESS

No variation proposed

471/2018 DECLARATION OF INTEREST

Members were 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.

Cllr. Barnett declared interest in item no.11.2

The Councillor remained in the meeting.

472/2018 PUBLIC PARTICIPATION

472.1/2018 Public Speaking

Mr John Briggs –

Said that recent events regarding Lily Street have left him lost for words and he has made 2 formal complaints to AVBC.

472.2/2018 Member's Observations

Cllr Mary Barnett –

Reported fly tipping on slip road in front of Burger King.

Cllr Alan King –

Reported a problem with bikes in Sleetmoor Wood, this has been reported to local police.

472.3/2018 POLICE MATTERS

Cllr Soudah is to attend the next Meeting of the Safer Neighbourhood Team Liaison Panel.

**472.4/2018 REPRESENTATIONS OR EVIDENCE FROM MEMBERS
DECLARING A PREJUDICIAL INTEREST**

None

**473/2018 MINUTES OF FULL COUNCIL
RESOLVED:**

Minutes of Full Council held 15th February 2018 be received as correct account of the meeting. The minutes were signed by the Chair.

474/2018 PLANNING MATTERS

474.1/2018 Planning Applications

No comments received & no Planning Applications considered. Lily Street application was rushed through to planning meeting on 19 February 2018 by AVBC Planning Board (even though it had been deferred for 3 months in January 2018), objections on behalf of Swanwick Parish were raised by Cllr. Soudah, J Briggs and P Lord but the decision was still passed.

475/2018 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

475.1/2018 Village Hall Site – Intrusive Investigation/ Contamination Survey

It was noted that Groundsmiths (UK) Ltd still had to complete the gas testing and this would be chased up. The grouting has been put on hold until further notice.

475.2/2018 Vacancies in the office of Parish Councillor

It was noted there are still a total of five vacancies for Parish Councillors. The Clerk urged members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor. The Chair has received an application from Mr Alan Gibbs and it will be considered at the next meeting.

475.3/2018 Councillor Attendance Record

It was noted that in an effort to be transparent, the record of member attendance will be included in the Clerk's report as a standard item. Members are reminded to notify the Clerk of any apologies (barring emergencies) well in advance of the morning of the council meeting. This is to ensure that the Clerk is aware that the meeting is quorate or needs to be rearranged if not quorate.

475.4/2018 Swanwick Recreation Grounds- Chapel Street

It was noted Cllr. Soudah has requested further information from AVBC; in principle has been agreed to pursue sole trusteeship of the Charity subject to final details being provided. As there are still issues with contracts, maintenance and boundaries etc., Cllr. Soudah will report to Parish Councillors when these issues have been resolved and then Members will then have an opportunity to make the final decision.

475.5/2018 BT Poles on 76 – 80 Derby Road removal

It was noted that the BT survey will be on Friday 16th March.

475.6/2018 Swanwick Old Peoples Welfare High Street

The site is now fenced off with a sign stating that it has been secured by the Parish Council.

475.7/2018 Gardening Maintenance Tender

The Clerk is to meet with the new contractor on Thursday 22nd March, with a view to them starting their contract on Tuesday 3rd April 2018.

475.8/2018 Rights of Way Maintenance

We have received notification from DCC that the ROW Maintenance for 2017-18 has been submitted for payment by BACS.

475.9/2018 Hanging Baskets

Now that we have the new Gardening Contract in place, this application can now be submitted to DCC Highways for a permit to have hanging baskets on the lamp posts in the village.

475.10/2018 DALC Subscription

DALC Membership subscription 2018/19 is due for renewal and The Clerk proposed to take out the lower level of subscription of £754.19.

475.10.1/2018 Resolved: To pay £754.19 for the yearly subscription to DALC.

476/2018 Chair's Report

The Chair presented to the Council the Village Hall Project plans & planning application for them to consider. The current plans concentrate on the development of the Village Hall and car park. It is suggested that the proposed development of dwellings/ small business units be deferred to a later date. Swanwick Parish Council is entitled to a concessionary 50% discount of the planning application costs; the cost to the parish council is therefore anticipated to be £2310. The Chair reported that the planning design etc had all been done by the Village Hall Working Group pro bono. The Chair made a number of proposals for members to consider.

476.1/2018 Resolved: To approve the plans for the Village Hall Development.

476.2/2018 Resolved: To authorise the Chair / Clerk to submit the Village Hall planning application and supporting documents.

476.3/2018 Resolved: To authorise the Chair/ Clerk to pay the appropriate planning application fee.

476.4/2018 Resolved: To authorise the Chair/ Clerk to submit an application and supporting documentation for the discharge of planning conditions (AVA/2017/0483).

476.5/2018 Resolved: To authorise the Chair/ Clerk to pay the appropriate fees for the discharge of planning conditions.

477/2018 Councillor Updates

477.1/2018 Website activity & Social Media

Analysis of website activity as follows –

Both Facebook and SPC Website visits are both down as there hasn't been much to report this month.

477.2/2018 Village Hall Working Group Meeting 13th March 2018.

As per the Chair's report.

477.3/2018 Defibrillator Working Group

The total donations to date are £3737.50 and we are now looking at possible locations.

477.4/2018 Well Dressing

This is progressing well. Advertising the event is the next stage.

478/2018 Correspondence & Circulars Noted

479/2018 Accounts

479.1/2018 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
29.01.18	DD	NEST	Employees Pension Contribution 01/18	18.81
29.01.18	DD	NEST	Employers Pension Contribution 01/18	23.52
13.02.18	3795	SSE Atlantic	Gas Utility	246.12
13.02.18	3796	DALC	GDPR Update Course - C Miles	10.00
13.02.18	3797	Rock Fall (UK) Ltd	Personal Protective Equipment	35.62
23.02.08	3798/9	Employee Salary's	Wages Mth 11	2,127.45
23.02.18	3800	HMRC	Tax & NI Mth 11	342.51
23.02.18	3801	Swanwick Baptist Church	Meeting Rental to December 2017 to February 2018	90.00
28.02.18	DD	NEST	Employees Pension Contribution 02/18	18.81
28.02.18	DD	NEST	Employers Pension Contribution 02/18	23.52
06.03.18	3802	Broadbent Solicitors LLP	Reg of Title - Nether Close Amt	282.00
06.03.18	3803	Iansprint Ltd	Feb Newsletter	225.00
			copying Jan-Feb 2018	32.88
06.03.18	3804	Waterplus	Quarterly Water Bill	51.00
			Total	3527.24

479.2/208 RESOLVED: To approve the following payment

To Whom Payable	Reason	Amount £
Cllr M Barnett	Honorarium Qtr 1	80.00
	Total	80.00

479.3/2018 Income Received Noted

Date	Remittance	Amount £	
16.02.18	601373	S Wakefield Defib donation	600.00
		Total	600.00

480/2018 Bank Reconciliation

Noted:

No update as awaiting the latest bank statement.

481/2018 Exclusion of Press & Public

None.

482/2018 Items for the next agenda

None specifically proposed.

483/2018 Date & Time of Next Meeting

7.00pm 19th April 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road.

The meeting will be preceded by the **Annual Parish Meeting** at which local organisations and groups will be invited to report on the previous year's activities and their aspirations for the forthcoming year.

Meeting closed at 20.05

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council meeting 19th April 2018

7.1 Vacancies in the office of Parish Councillor -

There are now a total of five vacancies for Parish Councillors. We have received two applications from, Alan Gibbs and Sue Chidlow, to become Parish Councillors; both have attended meetings and shown an interest in Parish business.

The prospective applicants have been invited to attend the meeting and Councillors will have an opportunity to ask relevant questions before considering co-opting the applicants as Parish Councillors. I also urge members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor.

The Proposal

To co-opt Alan Gibbs and Sue Chidlow as Parish Councillors for the remaining term of this Council (until elections to be held in May 2019).

7.2 Councillor Attendance Record

Members are reminded to notify the Clerk of any apologies (barring emergencies) well in advance of the morning of the council meeting. This is to ensure that the Clerk is aware that the meeting is quorate or needs to be rearranged if not quorate.

7.3 Swanwick Recreation Grounds- Chapel Street

Cllr. Soudah has requested further information from AVBC, which when it is received it will be reported to Parish Councillors and then Members will then have an opportunity to make a decision.

7.4 BT Poles on 76 – 80 Derby Road removal

The survey has been completed and we are now waiting for Openreach to submit their quotation for the works.

7.5 Swanwick Old People's Welfare High Street

The site had been secured but unfortunately the neighbour took it upon themselves to part demolish the 2 outbuildings at the rear of the site. So I had to arrange for the rear fencing to be taken down to allow the Demo Contractors access to remove these buildings and make good the area, which is ongoing and then arrange for the Fencing Contractors to reinstall and extend the rear fence as necessary. This so far has meant an extra cost of £750.00 + VAT for the demolition and as yet we are unsure of the costs for the extra fencing works.

7.6 Hanging Baskets

We have now been issued a permit by DCC Highways to put up the hanging baskets.

7.7 Grit Bins

We have had a request for more Grit Bins on Beaulieu Way due to hazardous conditions recently. Derbyshire County Council no longer provides grit bins and this appears to now fall to Parish Councils to identify and fund any need identified.

I have written to the applicant to encourage participation in the Snow Warden Scheme and am awaiting a reply. There may be a case to review other black spots and identify if there is a need for grit bins in other locations within the village

The cost per bin ranges from £85 to £123 + VAT depending on size. I propose that we consider this is funded under Section 137.

The Proposal

To authorise the Clerk to order a Grit Bin for Beaulieu Way.

7.8 Limited Assurance Review of Annual Return for the Year ended 31st March 2018

Swanwick Parish Council is required by The Accounts and Audit Regulations 2015 to complete the Annual return after 31st March 2018. The scale of fees for the Limited Assurance regime is set by the Smaller Authorities' Audit Appointments– Scale of fees 2017-18 to 2020-21'.

The fee payable is determined by level of income/ expenditure; for the year ending 31st March 2018 Swanwick Parish Council falls into the band £100,001 – 200,000. The fees payable excluding VAT will be £400.

There is also provision for additional fees to be charged in the event that authorities fail to complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

The Proposal

To authorise the Clerk to pay the Limited Assurance review fees of £400-00 (plus VAT).

7.8.1 Annual Governance Statement 2017-18

The Council is required to consider the internal audit work during the year and approve the Annual Governance Statement 2017-18 in advance of approving the Accounting Statement. The Annual Governance Statement is to be minuted, signed and dated by the presiding Chair and Clerk on the day of approval. A copy of which is attached.

The Proposal

To approve the Annual Governance Statement for year ended 31st March 2018.

7.8.2 Accounting Statement 2017-18

The Responsible Finance Officer is required to present the certified Accounting Statement 2017-18 to a meeting of Full Council for approval. The statement is to be minuted, signed and dated by the presiding Chair on the day of approval. A copy of the unaudited accounts is attached.

The Proposal

To approve the Accounting Statements for 2017/18.

7.8.3 Annual Internal Audit

The audit process also requires the appointment of an Internal Auditor, independent of the Parish Council, to review the accounts, on the basis of an assessment of risk and carry out a selective assessment of compliance with the relevant procedures and controls expected to be in operation during the financial year ended 31st March 2018. The Internal Auditor is required to certify the Annual Return 2017-18.

The Proposal

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

7.8.4 Exercise of Public Rights

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (SI 2015 No.234) set out the rights of the public to inspect the accounts. The Parish Council is required to publish the statements as approved by Members together with a declaration of the status of the accounts. The Parish Council must set the dates for the 30 working day period for the exercise of public rights to include the first 10 working days in July 2018.

The Proposal

To approve the 30 day period commencing 4th June 2017 to 13th July 2018 for the exercise of public rights. **Notice to be posted on 1st June 2018**

Councillor Attendance Record May 2017 – April 2018

Name	May 25	June 22	July 20	Aug HOLS	Sept 15	Oct 19	Nov 16	Dec 21	Jan 18	Feb 15	Mar 15	Apr 19	%	2016-17
Adams	X	X	X		√	√	X	√	√	√	X		50%	75%
Barnett	X	X	X		√	√	√	√	X	√	√		60%	83%
Davies	X	X	√		X	√	√	X	X	X	√		40%	75%
King	X	√	√		√	√	X	√	X	√	√		70%	83%
Payne	√	√	√		√	√	√	√	√	√	√		100%	100%
Soudah	√	√	√		√	√	√	√	√	√	√		100%	100%
Hayes	X	X	X		X	X	X	X	X	X	X		0%	0%
Wilson	√	X	X		√	√	√	X	√	√	X		60%	83%
Smith	X	X	X		X	X	X	X	X	X	X		0%	0%
Marshall-Clarke	X	X	X		X	X	X	X	X	X	X		0%	0%

Updated 05/04/2018

Derbyshire Association of Local Councils



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Circular No. 05/2018

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- General Data Protection Regulations
- DALC Spring Seminar – 17 April 2018
- Review of Local Government Ethical Standards
- Internal and External Audit 2017/18
- DALC Survey
- MP's Lobby Day

1. GENERAL DATA PROTECTION REGULATIONS

The NALC toolkit to support councils in your journey to compliance with the new legislation is now available. It is a dense document – 60 pages – so please think twice before printing it all out. It is a [resource](#) both for guidance and the steps required to ensure compliance.

We are organising a training session on 23rd April to work through practical steps towards compliance. If you have something specific that you want covered in this session, please let us know. The day will be split into two parts, the morning session 10am – 12.30pm for smaller councils carrying less data detail and the afternoon session 1pm – 3.30pm for more active councils carrying larger amounts of data. Cost: £45 per delegate place for either morning or afternoon session. Please contact the DALC office to reserve delegate places.

2. DALC SPRING SEMINAR – 17TH APRIL 2018

We are very excited about our seminar this year – the theme is 'maximising your impact' and looks at ways you can do more for your communities. The programme for the seminar has been finalised and is available to view [here](#). We will have a range of trade stands – with a few new faces this year – and have invited both Rural Action Derbyshire (who provide

specialist advice regarding village halls, among other things) and SLCC to have a stand as well.

NB Would councils who have reserved delegate places for the Spring Seminar please let the DALC Office know of any special dietary requirements as soon as possible.

3. REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS

The Committee on Standards in Public Life has recently launched a consultation as part of its review into local government ethical standards. The review will include an examination of the structures, processes and practices for maintaining and enforcing councillor code of conduct, investigating breaches fairly, sanctions, declaring interests and managing conflicts of interest and recommendations for improvement. The consultation document can be viewed [here](#). NALC will respond to the consultation on behalf of the sector and have produced a survey to obtain feedback from individual councils. Please could you complete this before the end of April using this [link](#).

4. INTERNAL AND EXTERNAL AUDIT 2017/18

DALC's well received training session on this was attended by approximately 30 delegates. Delegates were given detailed information about completion of internal and external audit, including a timeline for completing information. Please note that PKF Littlejohn (the external auditors) are assuring us that documentation will be sent to all councils by the end of this month. Please get in touch if you don't hear anything. Their deadline for completion of the Annual Governance and Accountability Return is 11th June.

These documents are now available to view on DALC's website (unless otherwise specified):

- a. [DALC Internal Audit Recommended Checklist for year ending 31st March 2018](#)
- b. [Timeline of Internal and External Audit processes](#)
- c. [Instructions for completion of External Audit](#) (from PKF Littlejohn)
- d. [Part 1 return](#)
- e. [Part 2 return](#)
- f. [Part 3 return](#)
- g. [Governance and Accountability for Smaller Councils: A Practitioner's Guide](#)
- h. For those of you that downloaded an earlier version of the practitioner's guide: [Approved changes to the practitioner's guide](#)

5. DALC SURVEY RESULTS

Many thanks to those of you who completed our online survey at the end of last year. The winner of the prize draw was Val Lewis, clerk at Draycott PC, who wins a free training session. Val is retiring shortly so we have agreed to transfer the prize to the new incumbent.

The results show that DALC is valued as a 'first port of call' source of advice and training for the sector and a good means of keeping up to date with information relevant to the sector. Our circulars are considered to be useful by almost all although a few councillors say they do not receive them. Our training courses are very well received but we clearly need to keep value for money at the forefront of our offering to you as well as continuing to offer training around the county. Our website is reasonably well used but needs some work to make it

more user friendly, and provide a set of model policies, and this will be a focus of activity over the coming months.

6. MP'S LOBBY DAY

Last week, NALC hosted a lobby day, engaging with over 100 parliamentarians over the day, making it the largest mass lobby for the sector. Our own Chair, Cllr Sheila Jackson was there and working hard on our behalf – she met 4 local MPs and lobbied them on GDPR, affordable housing and rate relief on public toilets.

In addition, Lee Rowley MP (for NE Derbyshire) did mention that he would like to meet all the parishes in his area so you may want to get in touch with him if you are in that district.

Wendy Amis
Chief Officer

March 2018

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
17 April 2018	Spring Seminar	14/2017	Morley Hayes	£50 per delegate	2.5	
23 April 2018 (am/pm)	GDPR Training	05/2018	Gothic Warehouse. Cromford	£45	1.5 per session	Michele Sarginson

*** Up to 3 delegate places free per council on the enhanced subscription scheme
for both days and follow up support; a further £250 is payable to SLCC for the
examination and certificate**