

## PLEASE NOTE THE VENUE AND TIME

### SWANWICK PARISH COUNCIL

Clerk to the Council  
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5<sup>th</sup> December 2016

Dear Councillor

You are summoned to attend the **Full Council Meeting** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 15<sup>th</sup> December 2016** at 7.15pm 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.

Prior to the Parish Council Meeting, there is a meeting at 6.00pm of the Village Hall Working Group.

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 4(D) 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**

An Officer in attendance may offer information or respond to questions on Police Matters.

**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 17<sup>th</sup> November 2016**

**6. Planning Matters**

**6.1 Planning Applications for comment:** All applications can be viewed at [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk) click on Planning and then click on Planning Applications and use the AVA reference number to search.

**Undetermined Planning Applications 07/11/2016**

**6.2 Planning Decision Notices:**

**7. Clerk's Report**

- 7.1** Utility services update
- 7.2** Nether Close Allotments
- 7.3** Asset Register – report on registration of all Parish Council Land with Land Registry
- 7.4** Shirley Road Allotments – Update
- 7.5** Christmas Lights Contract
- 7.6** Non-domestic Business Rates
- 7.7** Removal of Trees, Hedge Shrubs and weeds
- 7.8** Refurbishment of Coal tubs/ Miners cars at Butterley end of Village
- 7.9** Boundary Commission Review of Constituency Boundaries 2018

**8. Pentrich Revolution Way Boards**

At the recent meeting of the Well Dressing Group on 20<sup>th</sup> October 2016, Michael Parkin requested that this item is placed on the agenda with a view to members considering funding a way-board to mark a trail for future generations. As the information was not available, the item has been carried forward to this meeting. A letter inviting Mr Parkin to attend or provide the information was sent on 5<sup>th</sup> December 2016.

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

**10. Councillors' Updates**

Civic & Village Carol Service 12<sup>th</sup> December 7.15pm  
Well Dressing 2017

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

**11.1** Email Thanking the Parish Council and commenting that the Christmas Lights are the best ever.

**11.2** DALC 18 -2016

**11.3** Internal Audit form for year ending 31 March 2017

**12. Accounts**

**12.1 To approve urgent payments made to the following:**

Date	Cheque	To Whom Payable	Reason	Amount £
08.11.16	3621	Phil Barrett	Bugler Remembrance Sunday 2016	50.00
08.11.16	3623	Rob Castledine	Van Hire	85.00
08.11.16	3623	Rob Castledine	Diesel	10.00
08.11.16	3623	Rob Castledine	Replacement chisel	15.00
08.11.16	3624	AVBC	Non-Domestic Rates	934.00
15.11.16	3625	Leisure Lites Ltd	Christmas Lights Storage Jan-Nov 2016	900.00
15.11.16	3626	Atlantic Electric & Gas	Gas Utility Nov 2016	25.92
29.11.16	3627	Bower & Broughton Ltd	Reconnect water supply	390.00
29.11.16	3628	Haven Power Ltd	Electricity Utility Nov 2016	16.33
29.11.16	3629	Rob Castledine	Wages Mth 8	1245.11
29.11.16	3630	HMRC	Tax & NI Mth 8	302.88
30.11.16	3631	Langley Coatings Ltd	Refurb Mine Cars	2520.00
06.12.16	3632	Crich Brass	Band Civic Service	140.00
			<b>Total</b>	<b>6634.24</b>

**12.2 To approve payments to the following:**

To Whom Payable	Reason	Amount £
	<b>Total</b>	<b>0.00</b>

**12.3 Income Received:**

Date	Remittance	Amount £
	<b>Total</b>	<b>0.00</b>

**13. Bank Reconciliation**

**14. 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'.

**15. Items for the next Agenda**

Items are invited for inclusion in next month's agenda

**16. Date of Next Meeting: 19<sup>th</sup> January 2017 @ 7.15pm at the Meeting Room at the rear of the Baptist Church, Derby Road.**

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 17 November 2016**

**Present:** Cllrs Soudah, Adams, Barnett, King, Payne

**Members of the Public**

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

Rob Castledine

John Briggs

AVBC Cllr David Wilson (Part meeting)

**245/2016 APOLOGIES**

Cllrs Briggs, Davies

Apologies were approved.

Absent Dale

**246/2016 VARIATION OF ORDER OF BUSINESS**

None

**247/2016 DECLARATIONS OF INTEREST**

Cllr Soudah & Cllr Barnett declared a personal interest in item 12.1 and remained in the meeting.

**248/2016 PUBLIC PARTICIPATION**

**248.1/2016 Public Speaking**

**Cllr David Wilson** The amount of monies raised by the British Legion Poppy Appeal by Swanwick businesses and churches totalled £1555-00. Cllr Wilson left the meeting at 7.25pm

**Mr J Briggs** reported on the Amber Valley Borough Council Meeting at which he made representations. The results of the referendum on the Swanwick Neighbourhood Plan were reported to Council. This was a factual report with no additional comments offered in respect of the outcome or the lessons to be learned.

**Cllr Brenda Payne** circulated copies of the article on neighbourhood planning that appeared in *Planning Resource* entitled 'Why a parish plan became the first to fail at referendum. How a parish turned against its plan'. The article was a report on the result of the referendum held on 20<sup>th</sup> October 2016 on the Swanwick Neighbourhood Plan.

**248.2/2016 Members' Observations:**

**248.3/2016 Police & Crime Prevention**

No Police representative was present.

**248.4/2016 Representations or Evidence from Members Declaring a Prejudicial Interest**

None

**249/2016 MINUTES OF FULL COUNCIL HELD 20<sup>th</sup> October 2016  
RESOLVED:**

That the Minutes of Full Council held on 20<sup>th</sup> October 2016 be received as correct account of the meeting. The minutes were signed by the Chair.

**250/2016 PLANNING MATTERS**

**250.1/2016 Planning Applications**

Undetermined planning applications were noted. No comments received.

**250.2/2016 Planning Decision Notices**

Planning decision notices were noted.

**AVA/2015/0114** Land At Sleetmoor Lane Swanwick Alfreton Derbyshire  
Outline planning permission for residential development of up to 45 dwellings with all matters reserved other than access (This is a Departure from the Adopted Development Plan) **The application was approved on 02/Nov/16**

**251/2016 CLERK'S REPORT**

The Clerk's report was presented by the Chair/Clerk.

**251.1/2016 Utility services update**

A quotation of £390-00 (inc VAT) was received for reconnecting and insulating the water supply to the office accommodation

**RESOLVED:**

To authorise the Chair/ Clerk to contract with the plumbing contractor on quotation price of £390-00 to reconnect the water supply.

**251.2/2016 Nether Close Allotments – boundary issues and proposals**

The progress/ update was noted.

**251.3/2016 Asset Register – report on registration of all Parish Council Land with Land Registry**

Registration documents have been sent by Solicitor to Land Registry.

**251.4/2016 Shirley Road Allotments – Update**

Further meeting with Swanwick Allotment Association will take place on 6<sup>th</sup> December before further letters are sent to property owners along The Delves.

**251.5/2016 Christmas Lights Contract – proposed review of current contract**

**RESOLVED**

**251.5.1/2016** To approve the action of the Chair/ Clerk to secure an alternative supplier.

**251.5.2/2016** To confirm the three year rental contract at the quotation price.

**251.5.3/2016** To authorise the Chair/Clerk to negotiate and accept the cost of installing additional lights to buildings.

**251.6/2016 Non-domestic Business Rates**

The Valuation Officer will visit the site ON 28<sup>TH</sup> November 2016 to re-assess the non domestic rates on the remaining property.

**251.7/2016 Demolition – Party Wall**

A meeting was held with the landlords on 5th November to agree what action was necessary. Subject to written confirmation, the outer shell of the cottages will be retained as the boundary at a height commensurate with the attached buildings. Capping will be provided to prevent weather penetration.

The work will be undertaken when further site clearance is arranged

**251.8/2016 Removal of trees, hedge shrubs and weeds**

An additional meeting was held with the contractor and work will re-commence after the installation of the Christmas tree.

**251.9/2016 Refurbishment of Coal tubs/ Miners cars at Butterley end of Village**

**RESOLVED**

**251.9.1/2016** To approve the refurbishment and transportation costs of £2100-00 + VAT and the additional sign writing cost of £70-00

**251.10/2016 Snow Warden Training**

Update on DCC Snow Warden Scheme was received.

**252/2016 Pentrich Revolution Way Boards**

Michael Parkin was expected to attend to present a detailed case for a grant from Swanwick Parish Council towards the cost of way boards to commemorate the Pentrich Revolution.

**RESOLVED**

**252.10.1/2016** The Clerk to write to Mr Parkin requesting a specific proposal, with costs, to be considered at the next available Parish Council meeting.

**253/2016 Chair’s Report**

No report presented this month.

**254/2016 Councillors’ Updates**

**Cllr Brenda Payne** updated the meeting on planned Community events

1. Remembrance Day parade and service was very well attended
2. Civic Carol Service at 7.15pm on 12<sup>th</sup> December 2016
3. Well Dressing 2017 on 13<sup>th</sup> May 2017. There was some concern expressed by the Swanwick WI at the Well Dressing 2017 WG Meeting held earlier in the evening about the theme of the Pentrich Revolution. This will be discussed further at the next meeting.

**Cllr George Soudah** updated the meeting on the first meeting of the Village Hall Working Party held earlier in the evening.

**255/2016 Correspondence & Circulars (copies are available on the website)**

All circulars and correspondence were received.

**256/2016 ACCOUNTS**

**256.1/2016 RESOLVED: To approve urgent payments made to the following:**

Date	Cheque	To Whom Payable	Reason	Amount £
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11.10.16	3609	Mick Williams MKS Electrical	Survey + Disconnection	390.00
11.10.16	3610	Mary Barnett	Honorarium Qtr 3	80.00
11.10.16	3611	G Soudah	Chair's Allce 2nd Half	480.00
13.10.16	3612	Grant Thornton UK LLP	Audit Fee	400.00
13.10.16	3613	Iansprint Ltd	Newsletter Sept 2016	115.00
17.10.16	3614	Bower & Broughton Ltd	Boiler service, disconnect	260.00
31.10.16	3615	Swawick Baptist Church	Mtg Room Rent	90.00
31.10.16	3616	R Castledine	Wages Mt 7	1244.50
31.10.16	3617	HMRC	Tax & NI Mth 7	303.08
31.10.16	3618	Newleaf Ltd	Contract Payment 8	1125.00
31.10.16	3619	Royal British Legion	2 x Wreaths	40.00
03.11.16	3620	East Midlands Demolition Ltd	Demolition	9900.00
			<b>Total</b>	14427.58

**256.2/2016 RESOLVED: To approve payments to the following:**

To Whom Payable	Reason	Amount	£
			0
	<b>TOTAL</b>		0

**256.3/2016 Income Received**

Date	Remittance	Amount	£
		<b>Total</b>	0.00

**257/2016 Bank Reconciliation**

As at 8<sup>th</sup> November 2016

Current account statement 25 <sup>th</sup> October 2016	£117,475.40
Cheques issued to 8 <sup>th</sup> November 2016	£12,628.50
Balance in account	£104,846.90

**258/2016 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'.

**259/2016 WEBSITE INFORMATION ARISING FROM MEETING**

Update website with results of Swanwick Neighbourhood Plan Referendum

**260/2016 Items for the next agenda**

**261/2016 Date of Next Meeting: 15<sup>th</sup> December 2016 @ 7.15pm at the Meeting Room at the rear of the Baptist Church, Derby Road**

Meeting Closed at 20.30

Signed:

Date:

# 7. Clerk's Report to Swanwick Parish Council meeting 15<sup>th</sup> December 2016

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## **7.1 Utility services update**

**Water** – water has now been reconnected BUT the central heating boiler is not functioning due to a faulty pump and diverter valve. The building is not usable in the cold winter months without some form of heating. The quotation to supply and fit a pump and diverter is £320-00. However there is a risk that the work on the boiler may unearth a can of worms with additional costs.

## **The Proposal**

- 7.1.1 To authorise the Chair/Clerk to contract with plumber to repair pump and diverter as per quotation.

## **7.2 Nether Close Allotments – boundary issues and proposals**

Meetings with the new owner have resulted in agreement about the position of the boundary fence. The fence has now been installed and I am waiting for the PC solicitor to formalise the agreements and proceed with the registration of the Nether Close Allotments with Land registry.

## **7.3 Asset Register – report on registration of all Parish Council Land with Land Registry**

Registration is on-going and subject to clarifying the boundary of the southern boundary of the Shirley Road Allotments.

## **7.4 Shirley Road Allotments – Update**

No further developments to report. I will be consulting the Swanwick Allotment Association on 6<sup>th</sup> December and then write to adjoining property owners with appropriate advice in each case.

## **7.5 Christmas Lights Contract – proposed review of current contract**

A summary of agreed costs over the 3 year period are detailed as follows:

### **2016**

Rental, installation and removal of column displays and supply and installation of the tree lights = £13,680 + VAT

Testing, installation and removal of the existing icicles to 4 buildings = £1,625 + VAT

Testing, installation and removal of the existing icicles to The Gate Pub = £390 + VAT



Total = £15, 695 + VAT

### **2017**

Rental, installation and removal of column displays re-connection of the tree lights = £8,895 + VAT

Testing, installation and removal of the existing icicles to 4 buildings = £1,625 + VAT

Testing, installation and removal of the existing icicles to The Gate Pub = £390 + VAT

Total = £10,910 + VAT

### **2018**

Rental, installation and removal of column displays re-connection of the tree lights = £8,895 + VAT

Testing, installation and removal of the existing icicles to 4 buildings = £1,625 + VAT

Testing, installation and removal of the existing icicles to The Gate Pub = £390 + VAT

Total = £10,910 + VAT

There may be an additional cost of installing icicles to the Boot and Slipper in the next two years at £390 + VAT per annum

## **The Proposal**

7.5.1 To confirm the three year rental contract at the quotation price.

The lights and equipment owned by the Parish Council have been made collected. Some of the equipment has been re-used such as the icicles, timers and splitters. The rest is not going to be used this year. It is certain that they have not been tested and therefore not fit for use. All the lights will be stored in the office pending a decision whether they are still usable or deemed to be scrap.

### **7.6 Non-domestic rate demand (Business Rates)**

The anticipated visit from the Valuation Officer to re-assess the Non-domestic rates to be levied on the remaining building took place on 28<sup>th</sup> November 2016. The next instalment of NDR due in December is payable pending confirmation of the re-valuation by Amber Valley Borough Council

### **7.7 Removal of trees, hedge shrubs and weeds**

The work will recommence shortly.

### **7.8 Refurbishment of Coal tubs/ Miners cars at Butterley end of Village**

The mine cars have been returned to site on 30<sup>th</sup> November and are waiting for the new signs to be instated. There is an additional item requiring attention. A frame made of treated sleepers will be constructed around the base to prevent scattering of the gravel. A quotation for the work is pending.

## **The Proposal**

- 7.8.1 To authorise the Chair /Clerk to negotiate and contract with supplier for the supply and fit of the sleeper framework.

### **7.9 Boundary Commission Review of Constituency Boundaries 2018**

On 4<sup>th</sup> December 2016, I sent the following response, on behalf of the Parish Council, to the proposed changes to include Swanwick Ward in the proposed Alfreton and Clay Cross constituency:

**Comment:** BCE-28307

Swanwick Ward has little in common with Clay Cross and Bolsover, which gravitates more to Chesterfield or even South Yorkshire. Travel to work patterns tend more towards the south and Derby as evidenced by the Duty to co-operate with Derby City Council on meeting housing needs of the Derby Housing Market Area. A number of sites identified for strategic housing development have been allocated within this geographical area and reinforce the association with Derby and the south.

The proposal to place two of the Ripley wards into the Alfreton and Clay Cross constituency fails to recognise that Ripley is the administrative centre of the Borough Council and that this will introduce a significant segregation within the town.

The counter proposal is to retain Swanwick and the whole of Ripley within the Amber Valley seat, and realign Belper, that has an equivalent number of electorate, with Derbyshire Dales. The A38 dual carriageway is a natural line along which to establish the northern and western boundary.

## **The Proposal**

- 7.9.1 To endorse the comments submitted to the changes proposed in the Boundary Commission review of constituencies 2018.

# Chair's Report – December 2016

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Chair's Report to the Swanwick Parish Council Meeting held on 15<sup>th</sup> December 2016.

## **Co-option**

Please continue to encourage other potential candidates to attend Parish Council Meetings. It is wise to invite possible candidates to attend a few meetings to see us in action and to share with fellow councillors what range of skill and expertise they can bring to the Council.

## **Village Hall Working Group (VHWG)**

I now have a total of 8 independent members for the VHWG. This is a dynamic group; we may require people with particular expertise or knowledge to join the group at specific phases in the future. The first meeting was held on 17<sup>th</sup> November 2016.

Future meetings will be held in the hour before the monthly parish council meetings

## **Neighbourhood Planning**

I have been asked to provide an article, from a personal perspective, for The Clerk Newsletter (monthly newsletter of the Society of Local Council Clerks).

I continue to have the occasional email and telephone enquiry about the result of the Swanwick Parish Neighbourhood Plan Referendum.

A question I keep being asked is whether the Parish Council is going to submit another plan. As a Parish Council, we will need to decide the next step, now that some of the dust has settled. My personal view is that the neighbourhood plan was very time consuming and that there is very little to be gained by embarking on a new plan. Unless councillors feel otherwise, I propose that we do not start on a new plan.

## **Meetings attended include**

Ripley Town Council Civic Service attended on Sunday 20<sup>th</sup> November 2016

Neighbourhood Champions Conference, Market Harborough 23<sup>rd</sup> November 2016

Somercotes Parish Council Civic Service attended on Friday 9<sup>th</sup> December 2016

AVBC Civic Service Sunday 11 December 2016

Just as a reminder

### ***What are the hallmarks of a good council?***

*Imaginative agendas, encouragement of open debate and getting people involved are the hallmarks of an achieving council.*

*Your Council will work to a set of standards, for example:-*

*\* Meetings must be in public and agendas published.*

*\* There will be rules of business conduct, finance and personal conduct of Councillors.*

*\* Communication and consultation policies will be in place.*

*\* Forward planning and budgeting of future projects will be a regular feature of meetings and dealings with the community.*

*\* The Council will work in harmony with other groups in the Parish.*

George Soudah

# Derbyshire Association of Local Councils



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## **Circular No. 18/2016**

**To all Member Town and Parish Councils and Parish Meetings**

### **GENERAL CIRCULAR**

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#### **In this Circular**

- **Internal Audit – Check List and Auditors**
- **How ‘dreadful’ is the employment future for Town & Parish Councils?**
- **Stoney Middleton PC - Survey**

#### **1. INTERNAL AUDIT – CHECK LIST AND DESIGNATED AUDITORS**

As mentioned in a previous circular DALC are offering an Internal Audit scheme to all our members. We will not be operating the scheme ourselves, but have a list of designated auditors, who have all agreed to offer an internal audit service to the scope and detail of the attached checklist.

Your council are free to choose whoever they wish to carry out internal audit, at a cost agreed between yourselves, but if that person is also a member of the agreed DALC framework they will be informing you that their audit will conform to the scope and detail of the checklist (attached), and will also (if appropriate to the size of the council) include a mid-year visit. Grant Thornton, the External Auditors, are also aware of the checklist and have agreed that it is a robust and comprehensive approach.

A copy of the completed checklist, and report to council will also be forwarded to DALC for our records (and will be held confidentially). We see this as helping to achieve some consistency of audit throughout the county, in line with external requirements.

The members of the DALC designated internal auditors are:

**Butler-Cook, Accountants**

**John Marriott**

**Jacqui Storer**

**Joanne Taylor**

If your council currently employ any of these auditors, they will inform you of the framework to which they are working. If you wish to contact any of the DALC designated internal auditors, please contact the DALC office for further information. Please note that contractual arrangements are solely between the Council and the individuals concerned.

Your council are free to use the contents of the attached checklist for their own internal audit, irrespective of whether they employ the services of any of the auditors on the above framework.

## **2. HOW 'DREADFUL' IS THE EMPLOYMENT FUTURE FOR TOWN & PARISH COUNCILS?**

In its response to the Autumn statement, the Institute for Fiscal Studies briefing states that they cannot stress how dreadful the situation is regarding people's living standards, and that nothing like the decline expected in the coming years has been seen over the past seventy years.

The reasons they claim, are due to lower than anticipated rises in the National Living Wage (NLW), and a freeze on benefit payments. They claim that the NLW has not achieved the increases that had been anticipated, and benefits are set to drop in real value by 7.7% over five years. These concerns have particular relevance for Town and Parish Councils who employ Operatives, Casual staff and others on the NLW.

The problem for Councils is that they have little room for Councils to offer higher rates of pay, and indeed may be faced with a need to cut costs. Many had to accommodate a 7% increase in wages when the NLW came into effect in April. At the same time, there is little appetite to increase the precept to accommodate higher wages, as many Parishioners also face a predicted squeeze on living standards and incomes.

Furthermore, many Councils are experiencing, or expecting, a squeeze to their funds from Central Government, and are looking for means to reduce their overhead costs.

Redundancies are rarely popular and can run the risk of Employment Tribunal claims for Unfair Dismissal. Councils would be wise to consider alternative courses of action first. These can include stopping overtime rates of pay, reducing rates of sick pay, stopping pay increases, and reducing working hours. However if mismanaged these options also run the risk of Constructive (Unfair) Dismissal and breach of contract claims being made by disgruntled workers.

Before setting out on any of these cost cutting strategies, Councils need to ensure that they have a sound business case for doing so, and conduct meaningful consultation with staff beforehand. This can be achieved by:

- 1 Informing workers of the problems faced by the Council, and the need to make the proposed changes.

- 2 Conducting a consultation period of typically 30 days, to address these proposals
- 3 During the consultation period workers are entitled to discuss 1) the reason for the proposal, 2) any alternative ideas they would like considering, 3) how their terms of employment will change.
- 4 Consultation can occur between the Council and individual employees, or elected worker representatives / union officials.
- 5 The consultation period should have a Formal Conclusion, at which the Council informs workers of the outcome of the consultation and how it affects them personally.
- 6 Workers are entitled to either their contractual notice period, or statutory notice of one week for each year of continuous employment up to 12 weeks, whichever is greater, prior to implementing changes.
- 7 Workers should also be informed of their right to appeal against these changes.

*Chris Moses is Managing Director of Personnel Advice and Solutions Ltd is a Chartered Fellow of the Chartered Institute of Personnel and Development. He also holds a Masters Degree in Employment Law from Leicester University and has over twenty years front line HR experience.*

Further information and advice for Councils can be found by visiting [www.personneladviceandsolutions.co.uk/factsheets](http://www.personneladviceandsolutions.co.uk/factsheets)

### **3. STONEY MIDDLETON PARISH COUNCIL - SURVEY**

Stoney Middleton PC have requested that we make our membership aware of their survey.

Stoney Middleton Parish Council has fought long and hard to ensure that a Traffic Regulation Order (TRO) is placed on Jacob's Ladder. At long last, Derbyshire County Council has launched a Consultative Survey prior to deciding whether to progress to an Official Consultation.

Please may we ask your councillors to take part in the survey and take any action they feel appropriate to publicise the consultation within their community.

The questionnaire can be completed online. Either go to the DCC website and type *proposal to introduce traffic regulation order Stoney Middleton* or access:

[http://www.derbyshire.gov.uk/council/have\\_your\\_say/consultation\\_search/Consultation\\_search\\_index/proposal\\_to\\_introduce\\_a\\_traffic\\_regulation\\_order\\_at\\_stoney\\_middleton\\_byway.asp](http://www.derbyshire.gov.uk/council/have_your_say/consultation_search/Consultation_search_index/proposal_to_introduce_a_traffic_regulation_order_at_stoney_middleton_byway.asp)

Stoney Middleton Parish Council believes that a TRO should be placed on Jacob's Ladder for the following reasons:

**Safety:** Jacob's Ladder is narrow and winding, with blind bends. It was not designed for modern motor vehicles. 4X4s and motorbikes pose a worrying safety risk to walkers and horse riders. The narrowness of the lane means that pedestrians can find little refuge as bikes and vehicles approach them.

**Amenity:** Jacob's Ladder once provided peace and tranquility for residents and visitors to enjoy. Now excessive numbers of 4X4s and motorbikes traverse it at all hours of the day and night.

**Conservation:** The fabric of Jacob's Ladder is being eroded through use by off-roaders. The lane is now uneven and riven with gullies. Earth and rubble are dislodged through inappropriate vehicular use, and this is then washed down to the cemetery gates. The Parish Council has been forced to make repeated requests to the County Council to clear the area so that village funerals can take place. The County Council has been obliged to employ diggers to remove the accumulated mud and debris.

**Wendy Amis**  
**Chief Officer**

**December 2016**

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Member Councils”***

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#### **TRAINING & EVENTS DIARY**

<b>DATE</b>	<b>SUBJECT</b>	<b>CIRCULAR REF</b>	<b>VENUE</b>
23 February 2017 (10am – 2.30pm)	Law & Good Practice of Local Council Meetings	16/2016	Stretton Village Hall

## DERBYSHIRE ALC INTERNAL AUDIT RECOMMENDED CHECKLIST FOR YEAR ENDING 31 MARCH 2017

Name of Council		Name of Clerk	
No. of councillors		Name of RFO (if different)	
Quorum		Precept	
Electorate		Gross budgeted income	

Documents to be provided to show evidence of:

1. Book Keeping				Comments
1.1	Ledger maintained and up to date?	Yes	No	
1.2	Arithmetic correct?	Yes	No	
1.3	Evidence of Internal Control?	Yes	No	
1.4	VAT evidence, recording and reclaimed?	Yes	No	
1.5	Payments in ledger supported by invoices, authorised and minuted? (see schedule)	Yes	No	
1.6	S137 separately recorded and within limits?	Yes	No	
1.7	S137 expenditure of direct benefit to electorate?	Yes	No	

2. Due Process				Comments
2.1	Standing Orders adopted since 2010?	Yes	No	
2.2	Standing Orders reviewed at annual meeting?	Yes	No	
2.3	Financial Regulations adopted?	Yes	No	
2.4	FRs properly tailored to council?	Yes	No	
2.5	Equal Opportunities policy adopted?	Yes	No	
2.6	RFO appointed?	Yes	No	
2.7	List of member interests held?	Yes	No	
2.8	Agendas signed, informative and displayed with 3 clear days' notice	Yes	No	
2.9	Purchase orders raised for all expenditure?	Yes	No	
2.10	Purchasing authority defined in FRs?	Yes	No	
2.11	Legal powers identified in minutes and/or cashbook?	Yes	No	
2.12	Committee terms of reference exist and have been reviewed?	Yes	No	

3. Risk Management				Comments
3.1	Does scan of minutes reveal any unusual activity?	Yes	No	
3.2	Annual risk assessment carried out?	Yes	No	
3.3	Insurance cover appropriate and adequate?	Yes	No	
3.4	Evidence of annual insurance review?	Yes	No	
3.5	Internal financial controls documented and evidenced?	Yes	No	
3.6	Minutes initialled, each page identified and overall signed?	Yes	No	
3.7	Regular reporting and minuting of bank balance?	Yes	No	
3.8	S137 expenditure minuted?	Yes	No	

4. Budget				Comments
4.1	Annual budget to support precept?	Yes	No	
4.2	Has budget been discussed and adopted by council?	Yes	No	
4.3	Any reserves earmarked?	Yes	No	
4.4	Any unexplained variances from budget?	Yes	No	
4.5	Precept demand correctly minuted?	Yes	No	



<b>5. Payroll - Clerk</b>				<b>Comments</b>
5.1	Contract of employment?	Yes	No	
5.2	Tax code issued / contracted out?	Yes	No	
5.3	PAYE / NI evidence?	Yes	No	
5.4	Has council approved salary paid?	Yes	No	
5.5	Other payments reasonable and approved by council?	Yes	No	

<b>6. Payroll - Other</b>				<b>Comments</b>
6.1	Contract of employment?	Yes	No	
6.2	Does council have public liability cover?	Yes	No	
6.3	Tax code(s) issued?	Yes	No	
6.4	Minimum wage paid?	Yes	No	
6.5	Complaints procedure in place?	Yes	No	

<b>7. Asset Control</b>				<b>Comments</b>
7.1	Does council keep a register of all material assets owned?	Yes	No	
7.2	Is asset register up to date?	Yes	No	
7.3	Value of individual assets included?	Yes	No	
7.4	Inspected for risk and H & S?	Yes	No	

<b>8. Bank Reconciliations</b>				<b>Comments</b>
8.1	Is there a bank reconciliation for each account?	Yes	No	
8.2	Reconciliation carried out on receipt of statement?	Yes	No	
8.3	Any unexpected balancing entries in any reconciliation?	Yes	No	

<b>9. Year End Procedures</b>				<b>Comments</b>
9.1	Year-end accounts prepared on correct accounting basis?	Yes	No	
9.2	Bank statements and ledger reconcile?	Yes	No	
9.3	Underlying financial trail from records to presented accounts?	Yes	No	
9.4	Where appropriate, debtors and creditors properly recorded?	Yes	No	
9.5	Has council agreed, signed and minuted sections 1 & 2 of the annual return?	Yes	No	

<b>10. Miscellaneous</b>				<b>Comments</b>
10.1	Have points raised at the last audit been addressed?	Yes	No	
10.2	Has the council adopted a Code of Conduct since July 2012?	Yes	No	
10.3	Is eligibility for General Power of Competence properly evidenced?	Yes	No	
10.4	Are all electronic files backed up?	Yes	No	
10.5	Do arrangements for public inspection of council's records exist?	Yes	No	

<b>11. Charities</b>				<b>Comments</b>
11.1	Charities reported and accounted separately	Yes	No	

<b>Transaction Spot Check</b>						
Check No	1	2	3	4	5	6
Ledger date						
Item/Budget heading						
Ref/cheque no.						
Order minute ref						
Delivery evidence						
Payment minute ref						
Invoice value						
Minute value						
Cheque value						
Statement value						
Timely payment						
VAT recorded						
S137 recorded in ledger						
S137 minuted						
Notes						

<b>Annual Return</b>		
	Year ending 31 March 2014	Year ending 31 March 2015
1	Balances brought forward	
2	Annual precept	
3	Total other receipts	
4	Staff costs	
5	Loan interest/capital repayments	
6	Total other payments	
7	Balances carried forward	
8	Total cash and investments	
9	Total fixed assets and long term assets	
10	Total borrowings	
11	Section 4 annual return figures completed and cross referenced	

**Any further comments**

Internal audit carried out by	(signed)	(print)
Audit type (delete as appropriate)	Interim	Annual
Date		

For auditor's use only	
Section 4 of Annual Return Form completed and signed	
Report/letter sent to council	
Copy of internal auditor's report sent to Derbyshire ALC	