

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council

Email: clerk@swanwickparishcouncil.org.uk

www.swanwickparishcouncil.org.uk

Mob: 07510170571



7th February 2019

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 21st February 2019 at 7.00pm.**

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, these must be made **well in advance** (barring last minute emergencies) of the meeting giving the Clerk enough time to cancel if there is a prospect of the meeting not being quorate.

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 4D 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 is 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 17th January 2019

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** Rights of Way Maintenance
- 7.2** Application for Hanging Baskets
- 7.3** Services installation to Village Hall Site
- 7.4** Notice of vacancy in the Office of Parish Councillor
- 7.5** Councillor Attendance Record 2018-19
- 7.6** Parish Web Site

8. Chair's Report (Verbal Report)

9. Councillors' Updates

Website activity & Social Media
Village Hall Working Group
Defibrillator Working Group
Well Dressing 2019

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

- 10.1** DALC 01-2019
- 10.2** DALC 02-2019
- 10.3** DALC 03-2019

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
17.01.19	D/D	Haven Power	Electric Utility	14.00
17.01.19	3862	Clerks Expenses	OSH Key	8.00
-	-	-	Cement for Memorial Garden Fence	24.12
-	-	-	Water for Concrete	3.60
25.01.19	BACS	LITE Ltd	Steam Packet Xmas Lights	468.00
25.01.19	BACS	Swanwick Baptist Church	Room Hire Oct-Dec 2018	90.00
31.01.19	DEBIT CARD	Amazon	Printer Cartridges	19.76
31.01.19	DEBIT CARD	Sainsbury's	Caretakers Fuel	25.00
			Total	4886.43

11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 11 Salaries	2624.75
HMRC	BACS	Mth 10 Tax & NI Contribution	655.80
NEST	D/D	Mth 10 Pension Deduction & Employer Contribution	137.22
		Total	3417.77

11.3 Income Received:

Date	Remittance	Amount £
23.01.19	605967 Refund from Waterplus - overpayment of final bill	5.11
	Total	5.11

12. Bank Reconciliation

Cash Book Reconciliation 31.01.19

Opening Balance 01.04.18	129,149.34	
Receipts to 31.01.19	155,241.20	
Sub Total		284,390.54
Unpresented cheques 2017/18	3,958.50	
Payments to 31.01.19	84,275.48	
Unpresented cheques 2018/19	140.00	
Sub Total		88,093.98
Closing Balance 31.01.19		196,296.56
Bank Balance at 31.01.19		196,296.56

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: 7.00pm 21st March 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 17th January 2019 at 7pm**

Present: Cllrs, Barnett, Goodier, Payne, Soudah & Trenear
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 & D Smith

612/2019 APOLOGIES:

Cllrs Adams, Chidlow, Davies, King

613/2019 VARIATION OF ORDER OF BUSINESS

None

614/2019 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. Bennett declared interest in item no.11.2

The Councillor remained in the meeting.

615/2019 PUBLIC PARTICIPATION

615.1/2019 Public Speaking –

No one wished to speak.

615.2/2019 Member's Observations

Cllr Brenda Payne –

Mentioned that the small Christmas tree is still in the well, the caretaker informed the council that it was being left there in the short term until we had somewhere to store it, due to the Office closure.

615.3/2019 POLICE MATTERS

There has been no meeting as there is no longer a Safer Neighbourhood Team, but all information regarding all police matters is on their website www.police.uk/derbyshire/NR06/

**615.4/2019 REPRESENTATIONS OR EVIDENCE FROM MEMBERS
DECLARING A PREJUDICIAL INTEREST**

None

616/2019 MINUTES OF FULL COUNCIL

RESOLVED:

Minutes of Full Council held 20th December 2018 are received as correct account of the meeting. The minutes were signed by the Chair.

617/2019 PLANNING MATTERS

617.1/2019 Planning Applications

No comments received & no Planning Applications considered.

618/2019 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

618.1/2019 Christmas Tree and Village Lights

Members noted the update.

618.2/2019 Councillor Training

Members noted the update.

618.3/2019 Notice of vacancy in the Office of Parish Councillor

Members noted the update.

618.4/2019 Councillor Attendance record 2018-19

Members noted the update.

618.5/2019 The Green Car Park

Members noted the update.

618.6/2019 Derby Road Lay-by

Members noted the update.

618.7/2019 Data Protection Fees

Members noted the update.

618.8/2019 Memorial Garden Boundary

The Clerk informed Members that the lower boundary was falling over and needed repairs to the fencing and new hedging planted in parts.

RESOLVED:

To authorise the Clerk to get the fencing repaired and new hedging planted.

618.9/2019 DALC Council Election Training Course

The Clerk requested to attend this course in February.

RESOLVED:

To authorise the Clerk to attend the course.

619/2019 CHAIR'S REPORT

619.1/2019 Hickton Road Fibre issues

The Chair reported that he has been helping residents on Hickton Road with the fibre issue. It should have been installed to all applicants within a 12 month period but at the end of this period only 11 out of the 52 have received it. Openreach/BT did not inform the Council of the Breach of Contract, but have now assured Cllr Soudah that they will keep us informed and it will be done by the end of the month.

619.2/2019 Land formally Swanwick Social Club

The Council have received a letter from a neighbour's solicitor stating that they are now reporting the matter to the treasury 'Bona Vacantia' on the basis that the owners are unknown, which is technically incorrect. The Council will respond to the letter stating that they are known but not traced.

620/2019 COUNCILLORS UPDATES

620.1/2019 Website activity & Social Media

Analysis of website activity as follows –
Facebook reached 878 in December 2018.
SPC Website had 201 visits in December 2018.

620.2/2019 Village Hall Working Group

It was noted that the Clerk is to get quotes for the pre connection works of both the water and electricity supply.

620.3/2019 Defibrillator Working Group

It was noted that the fund currently stands at £2674.70.

It was noted that we will help fund a defibrillator on the gates of Swanwick Primary School, they have currently raised £742.29 and will continue to keep raising monies which will be paid into the Council Defibrillator Fund.

It was noted that for the Cray's Hill site, we are waiting for a quote from AVBC for the fitting of it.

It was noted that the Clerk has delivered a letter to the most suitable houses on Brackendale Road, asking if they would be willing to have a defibrillator fitted to their garden wall, but has not had any responses yet.

620.4/2019 Well Dressing - Saturday, 18th May 2019

It was noted this is progressing well and the theme for the wells is 'Beauty of the Earth'.

621/2019 CORRESPONDENCE & CIRCULARS Noted

622/2019 ACCOUNTS

622.1/2019 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
10.12.18	3857	Crich Brass Band	Civic Service Band 2018	140.00
06.12.18	3858	The Pantry	Civic Service Caterers 2018	577.50
17.12.18	D/D	Haven Power	Electric Utility	14.00
20.12.18	3859	Clerks Expenses	Derbyshire Times	1.20
-	-	-	Firelighters	0.89
-	-	-	Clips for bin	3.20
-	-	-	Fixings for bench	22.19
20.12.18	3860	G Soudah	Chairs Phone & B/band	30.00
-	-	-	Clerks Phone & B/band	30.00
-	-	-	Copies of wills/probate	20.00
21.12.18	BACS	LITE	Repairs to St Andrews Lights	300.00
21.12.18	BACS	Grasstrack	Garden Maintenance	2688.00

31.12.18	Contra	OSH – No Charge	To be donated to Defib Fund	30.00
31.12.18	DEBIT CARD	Post Office	1st Class Stamps	4.02
31.12.18	DEBIT CARD	JTF	Civic Service Supplies	34.12
31.12.18	DEBIT CARD	Sainsbury's	Civic Service Drinks	9.90
31.12.18	DEBIT CARD	Tesco	Civic Service Drinks	104.00
31.12.18	DEBIT CARD	SSE	Final Gas Bill	123.92
31.12.18	DEBIT CARD	Waterplus	Water Bill	36.79
			Total	4169.73

622.2/2019 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 10 Salaries	2785.55
HMRC	BACS	Mth 10 Tax & NI Contribution	662.10
NEST	D/D	Mth 10 Pension Deduction & Employer Contribution	143.82
Clerk	BACS	Working from Home Expenses Dec 2018 to Nov 2019	300.00
Cllr M Barnett	CHQ	Honorarium Qtr 4	80.00
Iansprint	BACS	December 2018 copying	10.48
Grasstrack	BACS	December Maintenance	252.00
		Total	4233.95

622.3/2019 Income Received Noted

Date	Remittance	Amount £
27.11.18	605963 Donation to Defib Fund by Amber Voices	250.00
14.12.18	605965 Donation from The Steampacket towards Xmas Lights	150.00
31.12.18	605966 Defib Donation from Civic Service Collection	400.00
31.12.18	Contra Defib donation from OSH (No charge for use of rooms for Civic Refreshments)	30.00
31.12.18	Card Refund Civic Service drinks returned	54.50
31.12.18	Card Refund Civic Service drinks returned	2.95
	Total	887.45

623/2019 BANK RECONCILIATION

Noted:

Cash Book Reconciliation 31.12.18

Opening Balance 01.04.18	129,149.34	
Receipts to 31.12.18	155,241.20	
Sub Total		284,390.54
Unpresented cheques 2017/18	3,958.50	
Payments to 31.12.18	79,389.05	
Unpresented cheques 2018/19	247.48	
Sub Total		83,100.07
Closing Balance 31.12.18		201,290.47
Bank Balance at 31.12.18		201,290.47

624/2019 EXCLUSION OF PRESS & PUBLIC

None

625/2019 ITEMS FOR THE NEXT AGENDA

None

626/2019 DATE & TIME OF NEXT MEETING

7.00pm 21st February 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

Meeting closed at 19.40

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council meeting 21st February 2019

7.1 Rights of Way Maintenance

The invoice for ROW Maintenance for 2018-19 is in the process of being submitted to DCC.

7.2 Application for Hanging Baskets

This application is in the process of being submitted to DCC Highways for a permit to have hanging baskets on the lamp posts in the village.

7.3 Services installation to Village Hall Site

I am awaiting two quote for these works and will report them to the meeting.

7.4 Notice of vacancy in the office of Parish Councillor

There are still two vacancies for Parish Councillors. I urge members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor.

7.5 Councillor Attendance record 2018-19

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.

7.6 Parish Web Site

Members are to discuss the information sent by our current Web Providers.

Councillor Attendance Record May 2018 – April 2019

Name	May 17	June 21	July 19	Aug HOLS	Sept 20	Oct 18	Nov 15	Dec 20	Jan 17	Feb 21	Mar 21	Apr 18	%	2017-18
Adams	√	X	X		X	√	X	√	X				37.5%	55%
Barnett	X	√	√		√	√	√	√	√				87.5%	64%
Chidlow	√	X	√		√	√	√	X	X				62.5%	10%
Davies	X	√	X		X	√	X	√	X				37.5%	45%
Goodier	-	-	-		-	-	-	√	√				100%	-
King	√	X	√		√	√	√	√	X				75%	73%
Payne	√	√	√		√	√	√	√	√				100%	100%
Soudah	√	√	√		√	X	√	√	√				87.5%	100%
Trehear	-	-	-		-	-	-	√	√				100%	-
Hayes	X	X	X		X	X	X	X	X				0%	0%
Wilson	X	√	X		√	√	√	X	X				50%	64%
Smith	X	X	X		X	X	X	X	X				0%	0%
Marshall-Clarke	X	X	X		X	X	X	X	X				0%	0%

Derbyshire Association of Local Councils



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Circular No. 01/2019

To all Member Town and Parish Councils and Parish Meetings

INDEX OF MOST IMPORTANT ELEMENTS OF 2018 DALC CIRCULARS

TOPIC	CIRCULAR NO.	ITEM NO.
2019 Elections – date of taking office	14/2018	6
Annual Governance and Accountability Return	02/2018	4
Byelaws – Government publishes updated model	14/2018	2
Churches – Financial Assistance	04/2018	11
Compulsory Purchase – revised LTN 82	03/2018	4
Data Protection Fee – updated Legal Briefing	09/2018	7
Dementia Friendly rural communities guide	07/2018	6
Digital mapping toolkit – NALC	15/2018	7
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	14/2018	7
General Power of Competence update	15/2018	3
High court ruling – Ledbury Town Council	07/2018	1
Homes for local families – Government announces new powers	09/2018	4
HR – Why councils need to take employee complaints seriously	03/2018	8
Supporting employees with mental health problems	13/2018	4
Neighbourhood planning support grant	06/2018	2
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Procurement – revised LTN 87	03/2018	4
Section 137 allowance 2018/19	06/2018	3
Standing Orders, updated model	06/2018	5
Surveillance Camera Commissioner – Message	12/2018	4

Taxation on homes – councils are being given the powers on homes empty for more than 2 years	11/2018	8
Tree charter	14/2018	9
Websites & mobile applications – guidance on accessibility – legal briefing	15/2018	6

Wendy Amis
Chief Officer

January 2019

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
10 Jan 2019 (10am – 12.30pm)	Clerk Essential Training	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
14 Jan 2019 (1pm – 3.30pm)	Community Engagement for Clerks	12/2018	DALC Office, Cromford	£45 per delegate	1.5 per session	Kim Bedford

14 Jan 2019 (6pm – 8.30pm)	Community Engagement for Councillors	12/2018	DALC Office, Cromford	£45 per delegate	1.5 per session	Kim Bedford
21 st January 2019 (6pm – 8.30pm)	Councillor Essential Training	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
26 Feb 2019 (10am – 12.30pm)	HR and Brexit Implications	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Chris Moses
4 March 2019 (10am – 1pm)	Finance for Local Council Clerks – Year End Audit	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Jo Taylor
11 March 2019 (10am – 2.30pm)	Law & Good Practice of Local Council Meetings	16/2018	Gothic Warehouse, Cromford	£75 per delegate (including lunch)	2 per session	Alan Fairchild

1 st April 2019	DALC Spring Seminar	15/2018	Willersley Castle	£50 per delegate	tbc	
8 April 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£250 * *		Jo Taylor
9 April 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
20 May 2019 (10am – 2.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
3 June 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
1 July 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	TBC (Erewash)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
6 July 2019 (10am – 4.30pm)	Community Organising	16/2018	TBC	£30 per delegate	3 per session	TBC

8 July 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
9 July 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
13 July 2019 (10am – 12.30pm)	Councillor Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
2 Sept. 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	TBC (South Derbyshire)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
30 Sept. 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£250 per delegate **		Jo Taylor
7 October 2019 (10am – 2.30)	Finance for Local Council Clerks: Budgeting, precept & Financial	16/2018	DALC Office, Cromford	£75 per delegate	2 per session	Jo Taylor

	Management					
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7 October 2019 (6pm – 8.30pm)	Essential Finance for Councillors	16/2018	DALC Office	£50 per delegate	1.5 per session	Jo Taylor
15 October 2019 (7pm – 9pm)	DALC AGM	16/2018	TBC	Free		
16 October 2019 (10am – 1pm)	Essential Employment Law for Parish & Town Councils	16/2018	DALC Office, Cromford	£40 per delegate	1.5 per session	Chris Moses
22 October 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wend Amis

23 October 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	TBC (High Peak)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
4 Nov. 2019 (10am – 12.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
6 Nov. 2019 (10am – 1pm)	Planning Nuts & Bolts	16/2018	TBC	£50 per delegate	1.5 per session	Lance Wiggins
25 Nov. 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
28 Nov. 2019 (10am – 1pm)	Freedom of Information GDPR	16/2018	TBC	£50 per delegate	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 payment is payable to SLCC for the examination and certificate

Derbyshire Association of Local Councils



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Circular No. 02/2019

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- Updated Legal Topic Notes
- Section 137 expenditure
- Parkrun consultation response
- Clerk Essential Training Course
- NALC – Loneliness Project
- May Council Elections/Training

1. UPDATED LEGAL TOPIC NOTES

Handling Complaints – (9E) has a link to the Local Government and Social Care Ombudsman guidance on complaints and procedures for principal authorities on paragraph one.

Data Protection – (38) reissued take account of all the changes to the data protection regime including the GDPR and Data Protection Act 2018.

2. SECTION 137 EXPENDITURE MULTIPLIER

Section 137 expenditure for 2019/20 has been set at £8.12.

3. PARKRUN CONSULTATION RESPONSE

The government this week published their [parkrun consultation response](#), which I'm pleased to say concludes that legislation is not necessary at this point. In our written response to last year's consultation, NALC strongly opposed the introduction of any measures which will remove the ability of local (parish and town) councils to charge for park-based activities including Parkrun. However, the government remains of the view that local authorities should not charge Parkrun or other organisations that currently provide free-to-

enter running events, and intends to publish non-statutory guidance which will make very clear that local authorities should never charge for local Parkrun events. NALC will be liaising further with officials and ministers on this issue.

4. CLERK ESSENTIAL TRAINING COURSE – 28 FEBRUARY 2019

A further Clerk Essential Training Course has been arranged for 28 February 2019 to take place at the DALC Office, Cromford – 10am – 1pm. Up to three free of charge places for enhanced subscription members and £45 per person for basic subscription members. Please contact the DALC Office to reserve places.

5. LONELINESS PROJECT - NALC

We have received a request from the National Association of Local Councils (NALC) for information from member councils regarding their involvement either directly or in partnership with any projects aimed at tackling loneliness.

Often, loneliness is associated with older people who live on their own; but loneliness is not just about social isolation therefore, people can be lonely, but not necessarily living in isolation. The Campaign to End Loneliness believe that people of all ages need connections that matter.

Building on the success of the 'One Community' guide, launched in 2018, which sets out a model framework for effective partnership working between local and principal councils, NALC's joint work with the Local Government Association and The Campaign Company continues.

The project team is back together with an initiative for tackling loneliness; recognising that loneliness doesn't just impact on an individual's mental and physical health but also in the way that individuals engage and interact with wider services.

In preparing a new guide we will be exploring how best practice, in combating loneliness locally, can be shared effectively to support commissioners, service providers and people affected by loneliness.

NALC has also been invited to join a Government roundtable to provide evidence on issues and projects relating to loneliness.

Project examples and any comments or questions relating to this loneliness initiative can be e-mailed to me at andrew.tubb@nalc.gov.uk.

Much appreciated and regards,

Andrew Tubb

Policy Officer (part-time secondment)

National Association of Local Councils

t: 01285 655 817 | e: andrew.tubb@nalc.gov.uk | w: www.nalc.gov.uk | a: 109 Great Russell St, London, WC1B 3LD

6. MAY ELECTIONS

Two training sessions are planned on this subject for February 2019:

11 February 2019 – DALC Office, Cromford 6pm – 7.30pm - £30 per delegate.

12 February 2019 – DALC Office, Cromford 10am – 11.30am - £30 per delegate.

If other dates and locations are required, please contact the DALC Office with venue options.

The elections timetable has been published and can be found [here](#). And NALC have produced some [publicity materials](#) for councils to use to encourage individuals to stand for election. Please feel free to adapt these and use as you wish.

Wendy Amis
Chief Officer

January 2019

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
21 January 2019 (6pm – 8.30pm)	Councillor Essential Training	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
11 Feb 2019 (6pm – 7.30pm)	May Council Elections	02/2019	DALC Office, Cromford	£30 per delegate	1 per session	Wendy Amis
12 Feb 2019 (10am – 11.30am)	May Council Elections	02/2019	DALC Office, Cromford	£30 per delegate	1 per session	Wendy Amis
26 Feb 2019 (10am – 12.30pm)	HR and Brexit Implications	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Chris Moses
28 Feb 2019 – 10am – 1pm)	Clerk Essential Training	02/2019	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
4 March 2019 (10am – 1pm)	Finance for Local Council Clerks – Year End Audit	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Jo Taylor
11 March 2019 (10am – 2.30pm)	Law & Good Practice of Local Council Meetings	16/2018	Gothic Warehouse, Cromford	£75 per delegate (including lunch)	2 per session	Alan Fairchild

1 April 2019	DALC Spring Seminar	15/2018	Willersley Castle	£50 per delegate	tbc	
8 April 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£250 **		Jo Taylor
9 April 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
20 May 2019 (10am – 2.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
3 June 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
1 July 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	TBC (Erewash)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
6 July 2019 (10am – 4.30pm)	Community Organising	16/2018	TBC	£30 per delegate	3 per session	TBC

8 July 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
9 July 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
13 July 2019 (10am – 12.30pm)	Councillor Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
2 Sept. 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	TBC (South Derbyshire)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
30 Sept. 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£250 per delegate **		Jo Taylor

7 October 2019 (10am – 2.30)	Finance for Local Council Clerks: Budgeting, precept & Financial Management	16/2018	DALC Office, Cromford	£75 per delegate	2 per session	Jo Taylor
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7 October 2019 (6pm – 8.30pm)	Essential Finance for Councillors	16/2018	DALC Office	£50 per delegate	1.5 per session	Jo Taylor
15 October 2019 (7pm – 9pm)	DALC AGM	16/2018	TBC	Free		
16 October 2019 (10am – 1pm)	Essential Employment Law for Parish & Town Councils	16/2018	DALC Office, Cromford	£40 per delegate	1.5 per session	Chris Moses
22 October 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wend Amis

23 October 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	TBC (High Peak)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
4 Nov. 2019 (10am – 12.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
6 Nov. 2019 (10am – 1pm)	Planning Nuts & Bolts	16/2018	TBC	£50 per delegate	1.5 per session	Lance Wiggins
25 Nov. 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
28 Nov. 2019 (10am – 1pm)	Freedom of Information GDPR	16/2018	TBC	£50 per delegate	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 payment is payable to SLCC for the examination and certificate

Derbyshire Association of Local Councils



Support-Training-Advice

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Circular No. 03/2019

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- Spring Seminar
- Preparations for a no-deal Brexit and local elections
- Final local government finance settlement
- Parliamentary Inquiry into ethical standards in local government published
- HR Advice on Short Service Contracts and Dismissals
- Open letter to Councillors from NALC Chair
- Great British Spring Clean 2019
- Arnold-Baker on Local Council Administration 11th Edition
- Clerk Tips

1. DALC SPRING SEMINAR – DRAFT PROGRAMME

With just two months to go before our Spring Seminar on April 1st, we've now finalised the agenda and look forward to welcoming you all at Willersley Castle in Cromford.

Titled '**Achieving more for your Community**', this day-long seminar will include talks by former Glastonbury TC chair Jon Cousins on the increasingly popular 'Community Organising' movement, advice on Homeworking security by Stuart Wilbur of Microshade VSM, and the ins-and-outs of council fundraising by Joan Smalley. There'll also be a presentation on community-based healthcare by Derbyshire County Council's Iain Little, Assistant Director of Public Health, plus a case-study and advice on Public Loans Board applications, and a Q&A panel discussion about local councils' use of social media.

Among the seminar's exhibitors will be new faces like Blachere Illumination, recycled street furniture manufacturer TDP Ltd from Wirksworth, and trusted favourites like Plantscape, Amberol, Came&Co, 2Commune, Streetscape and, of course, our Excellence Awards sponsor BHIB Councils Insurance.

Delegates can look forward to lunch and mid-session refreshments throughout the day, which is scheduled to run from 9.30am-4.00pm. Cost per delegate is just £50.

2. PREPARATIONS FOR A NO-DEAL BREXIT AND LOCAL ELECTIONS

NALC are in discussions with Government about preparations for a no-deal Brexit. At present, most of the issues raised have not been parish specific. However, there is an expectation that most preparation will take place at a regional level, through local resilience forums, although there is no further information available at present. We will be seeking representation on such a forum for the parish sector.

The government have also allocated £56.5m to help principal authorities prepare for Brexit, and I would encourage you to liaise with them about this new funding and so they are aware of any particular issues you may be facing.

One question has been raised and the answer is shown below, to give some certainty to the local elections in May:

“Q. Will local elections and EU elections likely go ahead?”

A. Electoral voting rights are being considered as part of Brexit preparations alongside all other rights EU citizens and UK expats will have when we leave Europe. To provide prospective candidates certainty, candidates validly nominated and elected at or before the May 2019 local elections in England and Northern Ireland should be able to serve their full term in office, notwithstanding any wider changes to voting and candidacy rights in the future. We are due to leave the EU before the EU elections.”

3. FINAL LOCAL GOVERNMENT FINANCE SETTLEMENT

The secretary of state for Housing, Communities and Local Government, James Brokenshire MP, published the final local government finance settlement 2019/20 last week and, as expected, council tax referendum principles have not been extended to local (parish and town) councils. To support our ongoing work on this issue, can I ask you to let us know if you are making a significant precept increase this year – please email chiefofficer@derbyshirealc.gov.uk, thank you!

4. PARLIAMENTARY INQUIRY INTO ETHICAL STANDARDS IN LOCAL GOVERNMENT PUBLISHED

The Committee on Standards in Public Life report on ethical standards in local government has been published, and the 110 page (!) document is available on their [website](#). NALC's media release is available [here](#).

5. HR ADVICE ON SHORT SERVICE CONTRACTS AND DISMISSALS

The Employment Tribunal recently ruled that Employees are entitled to a written statement of terms and conditions within their first month of employment, even for a short term contract. An employee dismissed for failing their probation period could bring a claim to the Employment Tribunal for unfair dismissal if the terms and conditions aren't provided. You can read more [here](#).

6. OPEN LETTER TO COUNCILLORS FROM NALC CHAIR

Cllr Sue Baxter, Chair of NALC, has sent an open letter to all Councillors which can be read [here](#)

7. GREAT BRITISH SPRING CLEAN 2019

Last year, many Town and Parish Councils got involved with the Great British Spring Clean. This year, the event will be taking place from 22 March – 23 April 2019 and aims to build on the success of last year's event, so we are hoping that Councils will once again support this initiative.

Over 370,000 #LitterHeroes joined forces last year - despite the 'Beast from the East' - to collect litter at 13,500 events across the UK, taking a national stand against single-use plastic.

KBT is aiming to inspire around half a million people to join forces - in partnership with local councils, community organisations, businesses and the government - to collect and safely dispose of single-use plastic from our streets, parks and beaches, recycling as much as possible."

[Find out more about Keep Britain Tidy](#)

8. ARNOLD-BAKER ON LOCAL COUNCIL ADMINISTRATION 11TH EDITION

We are again endeavouring to offer discounted copies of the above publication. Previously we achieved a discounted rate of £103.99 plus postage and packaging. Should any council wish lodge an interest to purchase a copy of this publication, please contact the DALC Office. We are awaiting confirmation from the supplier with regard to the current purchase price.

9. TIPS FROM CLERKS

Does your council own a defibrillator? Has it, and its metal holding box been added to your insurance inventory?

Wendy Amis
Chief Officer

February 2019

<https://www.derbyshirealc.gov.uk/uploads/190130-nalc-media-release---parliamentary-inquiry-backs-nalc-call-to-strengthen-standards-regime-for-100000-councillors.docx>

<https://www.derbyshirealc.gov.uk/uploads/open-letter-january-2019-3.pdf>

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***“Value for money, quality & responsive service to
Member Councils”***

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11 Feb 2019 (6pm – 7.30pm)	May Council Elections	02/2019	DALC Office, Cromford	£30 per delegate	1 per session	Wendy Amis
12 Feb 2019 (10am – 11.30am)	May Council Elections	02/2019	DALC Office, Cromford	£30 per delegate	1 per session	Wendy Amis
26 Feb 2019 (10am – 12.30pm)	Essentials of being a good employer	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Chris Moses
28 Feb 2019 – 10am – 12.30pm)	Clerk Essential Training	02/2019	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
4 March 2019 (10am – 1pm)	Finance for Local Council Clerks – Year End Audit	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Jo Taylor
11 March 2019 (10am – 2.30pm)	Law & Good Practice of Local Council Meetings	16/2018	Cromford	£75 per delegate (including lunch)	2 per session	Alan Fairchild
1 April 2019	DALC Spring Seminar	15/2018	Willersley Castle	£50 per delegate	tbc	
4 April 2019 (10am – 2.00pm)	Cemetery Management	03/2019	DALC Office, Cromford	£75 per delegate to include lunch	2 per session	Alan Fairchild
8 April 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£250 * *		Jo Taylor
9 April 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
20 May 2019 (10am – 2.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
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1 July 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	TBC (Erewash)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
6 July 2019 (10am – 4.30pm)	Community Organising	16/2018	TBC	£30 per delegate	3 per session	TBC

8 July 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
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30 Sept. 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£250 per delegate **		Jo Taylor
30 Sept 2019 (6.00pm – 8.30pm)	Councillor Essential Training	16/2018	Ashover Sports Pavilion	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
7 October 2019 (10am – 2.30)	Finance for Local Council Clerks: Budgeting, precept & Financial Management	16/2018	DALC Office, Cromford	£75 per delegate	2 per session	Jo Taylor

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16 October 2019 (10am – 1pm)	Essential Employment Law for Parish & Town Councils	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Chris Moses
22 October 2019 (11am – 2.00pm)	DALC AGM	03/2019	Chesterfield Football Club			

23 October 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	New Mills Town Hall (Library)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
4 Nov. 2019 (10am – 12.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
6 Nov. 2019 (10am – 1pm)	Planning Nuts & Bolts	16/2018	TBC	£50 per delegate	1.5 per session	Lance Wiggins
25 Nov. 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
28 Nov. 2019 (10am – 1pm)	Freedom of Information GDPR	16/2018	TBC	£50 per delegate	1.5 per session	Michele Sarginson

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** Total fee for both days, plus follow-up support; a further payment is payable to SLCC for the examination and certificate