

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council

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8th January 2020

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 16th January 2020 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 19th December 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** Vacancies in the Office of Parish Councillor
- 7.2** Councillor Attendance record 2019/20
- 7.3** Banking Update
- 7.4** Gardening Maintenance Tender
- 7.5** AVBC Bins
- 7.6** Wildflower Verge

8. Chair's Report (Verbal Report)

9. Councillors' Updates

Website Activity & Social Media
Village Hall Working Group
Defibrillator Working Group
Well Dressing 16th May 2020
Civic Service 2020

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

10.1 DALC 14 - 2019

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
09.12.19	BACS	Crich Brass Band	Civic Service	140.00
09.12.19	BACS	Grasstrack	Gardening Maintenance Oct 19	896.00
17.12.19	DD	Haven Power	Electric Utility	14.00
20.12.19	BACS	RH Clayton	JCB hire for Village Hall Site works	360.00
20.12.19	BACS	G Soudah	Chairs Phone & B/band	30.00
31.12.19	DEBIT CARD	Amazon	Name Badges	25.28
31.12.19	DEBIT CARD	Sainsburys	Civic Service Drinks etc	27.45
31.12.19	DEBIT CARD	Marcus Flowers	M Hannant leaving flowers	40.00
31.12.19	DEBIT CARD	The Phone Shop	Clerks replacement phone	130.00

31.12.19	DEBIT CARD	The Phone Shop	Clerks phone upgrade	50.00
31.12.19	DEBIT CARD	O2	Clerks Mobile Phone Nov 2019	17.22
			Total	1729.95

11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 10 Year End 2020 Salaries	2720.09
HMRC	BACS	Mth 10 Tax & NI Contribution Year End 2020	691.44
NEST	D/D	Mth 10 Pension Deduction & Employer Contribution Year End 2020	230.14
Iansprint	BACS	Copying Oct-Dec 2019	29.00
Grasstrack	BACS	Nov 2019 Maintenance	896.00
Grasstrack	BACS	Dec 2019 Maintenance	896.00
Grasstrack	BACS	Winter planting of tubs/planters	372.00
Swanwick Baptist Church	BACS	Meeting room hire Oct-Dec 2019	90.00
		Total	5924.67

11.3 Income Received:

Date	Remittance	Amount £
18.12.19	605978 SAA Rent	225.00
19.12.19	605979 Civic Service 2019 Collection for Defib Fund	320.00
23.12.19	605980 The Steampacket Xmas lights donation	150.00
31.12.19	BACS The Gate Inn Xmas lights donation	150.00
	Total	845.00

12. Bank Reconciliation

Cash Book Reconciliation

31.12.19

Opening Balance 01.04.19	181,054.23	
Receipts to 31.12.19	531,133.05	
Sub Total		712,187.28
Payments to 31.12.19	166,097.27	
Unpresented cheques 2018/19	0.00	
Sub Total		166,097.27
Closing Balance 31.12.19		546,090.01
Bank Balance at 31.12.19		546,091.01

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 20th February 2020 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 19th December 2019 at 7pm**

Present: Cllrs Barnett, Chidlow, Goodier, Grant, King, Payne, Soudah, Trenear, Webster & Clerk C Miles

Members of the Public:

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

J Briggs & D Smith

769/2019 APOLOGIES

None

770/2019 VARIATION OF ORDER OF BUSINESS

None

771/2019 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. Soudah declared interest in item no.11.1

Cllr. M Barnett declared interest in item no.11.2

The Councillors remained in the meeting.

772/2019 PUBLIC PARTICIPATION

772.1/2019 Public Speaking –

J Briggs informed the Council that he noticed that AVBC had accepted recommendations to pass on the Trusteeship of Swanwick Recreation Grounds to Swanwick Parish Council and in his opinion this was just a financial cutback by AVBC. **Cllr Soudah** responded that this is still a way to go before completion, with ongoing discussions and clarifications and the Council have taken extra costs into account when preparing the budget and precept for 2020-21.

D Smith

1. Requested that the Council look into replacing a tree that had to be cut down due to being damaged in a car accident on Cray's Hill. **Cllr Soudah** said that the Clerk would look into land ownership and if there is insurance responsibility.

2. Commented that he is sending a letter to Swanwick Hall School regarding the amount of buses attending Swanwick Hall School causing problems in and around the lay-by area.

772.2/2019 Members' Observations

Cllr Cathryn Goodier –

Mentioned that she had been asked if it was possible to have separate dog bins on Broadway due to the general waste bins being full of dog waste.

Cllr Brenda Payne asked if the Council could also include more bins on the paths leading to Broadway. The Clerk will contact AVBC to see if they will erect more bins or look into alternatives.

Cllr Rod Grant reported that the Council had been approached to ask if they would consider signing a Armed Forces Covenant, which is to commit to support the Armed Forces Community.

Resolved:

To agree to sign and commit to the Armed Forces Covenant.

772.3/2019 POLICE MATTERS

None reported and all can be viewed online.

772.4/2019 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST

None

773/2019 MINUTES OF FULL COUNCIL

RESOLVED:

Minutes of Full Council held 21st November 2019 be received as correct account of the meeting. The minutes were signed by the Chair.

774/2019 PLANNING MATTERS

774.1/2019 Planning Applications

None

775/2019 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

775.1/2019 Vacancies in the office of Parish Councillor

Members noted the update.

775.2/2019 Councillor Attendance Record

Members noted the update.

775.3/2019 Banking update

The Clerk is currently looking into alternative savings options.

775.4/2019 Gardening Maintenance Tender

The Clerk will be sending out the Tender invitations shortly.

775.5/2019 Swanwick Recreation Grounds, Chapel Street

Members noted the update.

776/2019 Chair's Report

776.1/2019 Budget 2020-21 – to determine budget for 2020-21

The Chair presented the monitoring report and proposed adjustments to the 2019-20 Budget, followed by the proposed budget for 2020-21 and the proposed precept for 2020-21.

RESOLVED:

776.1.1/2019 To approve the proposed virement of the funds in 2019-20 budget as identified in the report.

776.1.2/2019 To approve the Swanwick Parish Council Budget for 2020-21.

776.1.3/2019 To approve the level of Precept for 2020-21 at £166,735.

777/2019 Councillor Updates

777.1/2019 Website activity & Social Media

Analysis of website activity as follows –

Facebook reached over 521 views.

SPC Website had 213 visits.

777.2/2019 Village Hall Working Group

No meeting this month and the VHWG Funding Group are setting up a meeting with a company who may be able to help with grant applications.

777.3/2019 Defibrillator Working Group

No meeting lately and £320 for the fund was received from the collection of the Civic Service. A new site to put up a defibrillator around the Brackendale/Broadway area is being looked into.

777.4/2019 Civic Service Monday 9th December 2019

All went very well, enjoyed by all. The small amount of food left from the buffet was taken to Ripley Salvation Army to help feed their Christmas packing volunteers. The Council also received a thank you note for the flowers sent to Meryl Hannant who is retiring from her position as Primary School Headmistress.

777.5/2019 Armed Forces Covenant

Discussed in 772.2/2019 Members' Observations

778/2019 Correspondence & Circulars

Noted

779/2019 Accounts

779.1/2019 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
18.11.19	DD	Haven Power	Electric Utility	14.00
11.11.19	3893	mh-p internet	SPC.org.uk Yearly Subs	588.00
22.11.19	BACS	Clerk Expenses	Laptop Update	75.00
22.11.19	BACS	G Soudah	Chair's Allowance 2nd Half 2019-20	400.00
26.11.19	BACS	British Legion	40 lamppost poppies and wreath	140.00
26.11.19	BACS	The Pantry	Civic Service Catering	654.50
02.12.19	DEBIT CARD	Post Office	DCC Signed For	2.26
02.12.19	DEBIT CARD	Toolstation	Cable Ties	16.49
02.12.19	DEBIT CARD	Toolstation	Turnbuckles	4.28
02.12.19	DEBIT CARD	O2	Clerks Mobile Phone Oct 2019	17.22
02.12.19	DEBIT CARD	Help the Heros	Flugelhorn Donation Rem Sunday 2019	50.00
02.12.19	DEBIT CARD	Tesco	Civic Service Drinks etc	157.73
02.12.19	DEBIT CARD	Range	Civic Service Plates etc	16.96
02.12.19	DEBIT CARD	Amazon	Printer Cartridges	23.70
			Total	2160.14

779.2/2019 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 9 Year End 2020 Salaries	2817.09
HMRC	BACS	Mth 9 Tax & NI Contribution Year End 2020	759.14
NEST	D/D	Mth 9 Pension Deduction & Employer Contribution Year End 2020	240.64
Iansprint	BACS	Dec 2019 Newsletter Printing	225.00
CLlr M Barnett	CHQ	Honorarium Qtr 4	80.00
LITE	BACS	Christmas lights installation 2019 including new lights for The Gate and Steampacket	12804.00
Clerk	BACS	Working from Home Expenses Dec 2019 to Nov 2020	300.00
		Total	17225.87

779.3/2019 Income Received Noted

Date	Remittance	Amount	£
		Total	0.00

780/2019 Bank Reconciliation**Noted:**Cash Book Reconciliation02.12.19

Opening Balance 01.04.19	181,054.23	
Receipts to 02.12.19	530,288.05	
Sub Total		711,342.28
Payments to 02.12.19	147,880.45	
Unpresented cheques 2018/19	0.00	
Sub Total		147,880.45
Closing Balance 02.12.19		563,461.83
Bank Balance at 02.12.19		563,461.83

781/2019 Exclusion of Press & Public

None.

782/2019 Items for the next agenda

None.

783/2019 Date & Time of Next MeetingDate of Next Meeting: 7.00pm 16th January 2020 at the Meeting Room at the rear of the Baptist Church, Derby Road.**Meeting closed at 20.31**

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council Meeting 16th January 2020

7.1 Notice of vacancy in the office of Parish Councillor

There are now a total of 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.

7.2 Councillor Attendance record 2019-20

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 Banking update

To discuss with Members.

7.4 Gardening Maintenance Tender

To update Members.

7.5 - AVBC Bins

To update Members.

7.5 - Wildflower Verge

To update Members.

Councillor Attendance Record May 2019 – April 2020

Name	May 16	June 20	July 18	Aug HOLS	Sept 19	Oct 17	Nov 21	Dec 19	Jan 16	Feb 20	Mar 19	Apr 16	%	2018-19
Barnett	√	X	√		√	√	X	√					71%	91%
Chidlow	√	X	√		√	√	X	√					71%	64%
Goodier	√	√	√		X	√	√	√					86%	80%
Grant	-	-	-		-	√	√	√					100%	-
King	√	√	X		√	X	√	√					71%	82%
Payne	√	√	√		√	√	√	√					100%	100%
Soudah	√	√	√		√	√	√	√					100%	91%
Trehear	√	X	√		√	√	√	√					86%	100%
Webster	√	X	√		X	√	X	√					57%	-
Hayes	X	X	X		X	X	X	X					0%	0%
Wilson	√	√	X		X	√	√	X					57%	45%
Smith	X	X	X		X	X	X	X					0%	0%
Marshall-Clarke	X	X	X		X	X	X	X					0%	0%

Derbyshire Association of Local Councils



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Circular No. 14/2019

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- **Section 137 Expenditure Limit 2020/2021**
- **Grant Funding Training Course**
- **Guidance from NALC: Discrimination cases –protected characteristics**
- **New Grievance and Disciplinary advice and policies**
- **What's in the pipeline?: Joint Panel on Accountability and Governance**
- **DALC Christmas office closure**

1. SECTION 137 EXPENDITURE LIMIT 2020/2021

The Ministry of Housing, communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137 (4)(a) of the Local Government Act 1972 ("the 1972 Act") for 2020-2021 is £8.32.

This is the amount that results from increasing the amount of 2019-2020 (£8.12) by the percentage increase in the retail index between September 2018 and September 2019, in accordance with Schedule 12B to the 1972 Act.

2. GRANT FUNDING TRAINING COURSE

We are pleased to offer a training course on Grant Funding. The day will be led by Ian Hey, who is a qualified member of the Institute of Fundraising. He has been a professional fundraiser for more than 20 years raising money for projects from a few £100's to multiple £1millions. As well as a qualified fundraiser, Ian also acts as a grant maker, managing funds and sitting on grant panels for a number of differing funders. His current role is working with non-profit organisations and parish councils in South Derbyshire to help them become "fit to

fund" then supporting them with their fundraising so will have an understanding of many of the issues you face.

This course will help you to be more confident when applying for grant funding. The day itself will be suitable for those new to fundraising as well as those that want to improve their understanding of the process. It will help you to identify the type of project that may attract external fundraising and how this fits with your duties as a parish council. You will look at the difference between want and need together with how to identify appropriate evidence of need. Identify that it is more important to answer the actual question asked than trying to identify key words and phrases, you might be surprised at how often applications fail by not answering the question asked. Recognise that funders have targets to give money away and find out how you can help them with their targets, making you successful with your fundraising.

For Councils in South Derbyshire area the course will be free other than £5 per head for refreshments/lunch for 14 January 2020 to be held in the Chamber, South Derbyshire District Council Offices – 10am – 3pm. Councils will be invoice direct from SDDC for the £5 cost involved.

For other areas of the County - the date is 23 January 2020 to be held in the Gothic Warehouse, Cromford Mill and up to three free of charges places are available for Enhanced Members and for basic Members - £50 per delegate – 10am – 3pm to include a buffet lunch.

Please contact the DALC Office to secure places for this course and the South Derbyshire course – admin@derbyshirealc.gov.uk – 01629 826655.

3. GUIDANCE FROM NALC: DISCRIMINATION CASES – PROTECTED CHARACTERISTICS?

For information purposes, a number of recent cases have considered what constitutes the protected characteristic of a religious or philosophical belief for the purposes of the Equality Act 2010. One case (*Conisbee v Crossley Farms Ltd*) involved a hotel waiter who claimed his vegetarianism led to him being discriminated against and resigning from his job. He said this treatment included colleagues giving him snacks covered in duck fat. The judge held that Mr Conisbee's stance could not be held as a philosophical belief capable of legal protection under the 2010 Act. However, the Tribunal did point out that a different conclusion might have been possible in relation to veganism. The tribunal thought that reasons that people became vegans may be less varied than for vegetarians.

Even in cases where there is no discrimination because of a protected characteristic (that is, something not capable of infringing the 2010 Act) persons alleging unfair treatment by their colleagues should have their concerns taken seriously by their employer.

4. NEW GRIEVANCE AND DISCIPLINARY ADVICE AND POLICIES – see [LTN 22](#)

The High Court ruling on Ledbury last year determined that grievances made by staff against a councillor needed to be dealt with by the Monitoring Officer rather than the Council. As a result, the grievance and disciplinary policies for councils need to be amended. NALC have produced up to date advice on this and model policies for councils to use to ensure they are compliant with legislation.

5. WHAT'S IN THE PIPELINE?: JOINT PANEL ON ACCOUNTABILITY AND GOVERNANCE

The Joint Panel on Accountability and Governance are considering changes to the Practitioners Guide (the guide used by clerks to ensure proper accounting practices are followed) and financial issues raised by local councils and others. The Panel agreed to seek to do a major review of the section in the guide covering internal audit next year to support improving governance in local councils.

6. DALC CHRISTMAS OFFICE CLOSURE

The DALC Office will be closed from Wednesday 18 December 2019 and re-open again on Monday 6 January.

May we take this opportunity to wish you all a very happy Christmas and a healthy and peaceful New Year.

Should your query be urgent, emails will be checked sporadically.

Wendy Amis
Chief Officer

December 2019

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
23 Jan. 2020 – (10am – 3pm)	Grant Funding	13/2019	Gothic Warehouse, Cromford Mill	*Enhanced Sub Councils up to 3 free places/£50	2.5 per session	Ian Hey SDDC

* Up to 3 delegate places free per council on the enhanced subscription scheme

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

Please be aware that cancellation of fee-paying delegate places with less than 2 weeks of the course will be charged.