

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council

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11th March 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 19th March 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 20th February 2020

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** Minster Way
- 7.4** Chapel Street Play area
- 7.5** DALC Subscription 2020-21

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

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

10.1 DALC 03 – 2020

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
19.02.20	BACS	UKDMO - PWLB	Loan No 504972	4,878.38
25.02.20	BACS	Iansprint	Feb Newsletters printing	225.00
29.02.20	DEBIT CARD	Tesco	Copier paper	8.85
29.02.20	DEBIT CARD	The Range	Paper Plates WD2020	11.96
29.02.20	DEBIT CARD	O2	Clerks phone Jan 2020	17.22
29.02.20	DEBIT CARD	Amazon	Printing Labels	25.27
29.02.20	DEBIT CARD	Potclays	Clay for WD2020	212.58
			Total	18072.3 9

11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 12 Year End 2020 Salaries	2719.89
HMRC	BACS	Mth 12 Tax & NI Contribution Year End 2020	691.64
NEST	D/D	Mth 12 Pension Deduction & Employer Contribution Year End 2020	230.14
Cllr M Barnett	CHQ	Honorarium Qtr 1	80.00
RH Clayton	BACS	JCB Hire Village Hall Site 09.03.20	432.00
		Total	4153.67

11.3 Income Received:

Date	Remittance	Amount £
	Total	0.00

12. Bank Reconciliation

Cash Book Reconciliation

29.02.20

Opening Balance 01.04.19	181,054.23	
Receipts to 29.02.20	531,133.05	
Sub Total		712,187.28
Payments to 29.02.20	191,174.55	
Unpresented cheques 2018/19	0.00	
Sub Total		191,174.55
Closing Balance 29.02.20		521,012.73
Bank Balance at 29.02.20		521,012.73

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 16th April 2020 at the Meeting Room at the rear of the Baptist Church, Derby Road.

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

The date for the **Annual Parish Council Meeting** is the 21st May 2020 at which the Council will conduct the annual statutory meeting.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 20th February 2020 at 7pm**

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

Members of the Public:

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

Cllr D Wilson (left at 19.07) W Bates, R Beavan, J Briggs & D Smith

799/2020 APOLOGIES

Cllrs Trenear & Webster

800/2020 VARIATION OF ORDER OF BUSINESS

None

801/2020 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.

None

802/2020 PUBLIC PARTICIPATION

802.1/2020 Public Speaking –

Cllr Wilson attended a presentation at British Legion Poppy Presentation for a Swanwick Resident who has collected for the appeal for 35 years. The Chair asked if Cllr Wilson could help with the fencing issue around Chapel Street Play area, he said he would look into it.

R Beavan

1. Asked for update on hanging tree on Minster Way entrance and was informed that the responsible company would be dealing with the trees shortly and the Clerk would chase them up for a date.
2. Complained about parking at Minster Way entrance some verging on the roundabout, the Chair said this was an issue for DCC.

D Smith

1. Made comment regarding the Christmas Church Services being in the newsletter when the church's had also sent out Christmas card with the dates on, he was informed that the parish newsletter always puts in Christmas church services for the community.
2. Asked if there was an Environmental Policy for the Village, the Council said no but Cllr Goodier is going to look into writing an article for the next newsletter on the matter.

802.2/2020 Members' Observations

Cllr Mary Barnett once again reported that the entrance to The Green car park is difficult to walk across because of large puddles; she will take photos for the Clerk.

Cllr Sue Chidlow has been asked if the Parish Council could act as a clearing house for and monitor complaints on the new build on Sleetmoor Lane. The Chair said that the builders have to adhere to AVBC planning conditions so it was the responsibility of the enforcement department within the Planning Department to do this.

Cllr Rod Grant has been asked why the public can't park on the village hall site to reduce traffic on Derby Road. The Chair responded that the ground works have not yet been completed and due to all the drilling and machinery on the site it isn't a safe area to be on, but once all works had been done the Council could look at all possibilities.

802.3/2020 POLICE MATTERS

None reported and all can be viewed online.

802.4/2020 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST

None

803/2020 MINUTES OF FULL COUNCIL RESOLVED:

Minutes of Full Council held 16th January 2020 be received as correct account of the meeting. The minutes were signed by the Chair.

804/2020 PLANNING MATTERS

804.1/2020 Planning Applications

None

805/2020 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

805.1/2020 Vacancies in the office of Parish Councillor

Members noted the update.

805.2/2020 Councillor Attendance Record

Members noted the update.

805.3/2020 Swanwick Old Peoples Welfare High Street

Members noted the update.

805.4/2020 Rights of Way Maintenance

Documents were signed by the Chair.

805.5/2020 Application for Hanging Baskets

Members noted the update.

805.6/2020 Invitation from the Chief Constable Monday 16 March 2020

Members to let the Clerk know if they wish to attend.

805.7/2020 High Street BT Payphone Consultation

The Councillors asked if this phone box was used much and what happened to the phone box at the end of Hickton Road as we weren't consulted on the removal of this? The Clerk will make enquiries.

805.8/2020 CTS Trees in Swanwick

The Council agreed that in principle this was a good idea and would attend any meeting.

805.9/2020 Derbyshire CC Older People's Homes Consultation

Members noted the update and the Clerk would put up notices on this matter.

805.10/2020 STW High Street

Members noted the update. It was up to individual Severn Trent customers to report loss of water pressure direct to ST.

806/2020 Chair's Report

806.1/2020 Swanwick Recreation Ground

The Chairs reported that AVBC had replied to his queries and he was now satisfied with all the answered received.

PROPOSAL:

To accept unequivocally the transfer from Amber Valley Borough Council to Swanwick Parish Council of the Trusteeship of the Swanwick Recreation Grounds Trust.

RESOLVED:

To accept unequivocally the transfer from Amber Valley Borough Council to Swanwick Parish Council of the Trusteeship of the Swanwick Recreation Grounds Trust.

807/2020 Councillor Updates

807.1/2020 Website activity & Social Media

Analysis of website activity as follows –

Facebook reached over 584 views.

SPC Website had 187 visits.

The Clerk asked all Councillors to consider being on a working Group to look at a new website over next few months.

807.2/2020 Village Hall Working Group

No meeting this month and the Consultant, who met with the VHWG Funding Group met has responded with some basic suggestions. The Village Hall Working Group will meet shortly to discuss the options.

The grouting can now be completed as the licence from the Coal Authority has been further extended so the well can be filled in at a cost of £7,500 + VAT and there may need to be same works done at another possible well on the site at a similar cost.

PROPOSAL:

To approve the additional cost of £7500 + VAT for pressure grouting plus similar costs for the second well.

RESOLVED:

To approve the additional cost of £7500 + VAT for pressure grouting plus similar costs for the second well if necessary.

807.3/2020 Defibrillator Working Group

Total £1,519.00. A new site to put up a defibrillator around the Brackendale/Broadway area is still being pursued.

807.4/2020 Well Dressing 16th May 2020

The Children's Entertainer has been booked for £250, same as last year.

The Clerk is still looking into obtaining a climbing wall. Good response from

people wanting charity stalls. Cllr Payne suggested that being as the theme was VE Day 75 all stall holders/participants could dress up in WW11 Fancy Dress and to have flags all around the site on the day.

808/2020 Correspondence & Circulars Noted

809/2020 Accounts

809.1/2020 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
17.01.20	DD	Haven Power	Electric Utility	14.00
17.01.20	BACS	R Castledine	PPE Trousers	32.00
20.01.20	BACS	Mr Christmas Tree	Supply and removal of xmas tree	600.00
27.01.20	BACS	Iansprint	Oct to Dec 2019 copying	29.00
27.01.20	BACS	Grasstrack	Nov 2019 Ground Maintenance	896.00
27.01.20	BACS	Grasstrack	Dec 2019 Ground Maintenance	896.00
27.01.20	BACS	Grasstrack	Winter 2019 tub planting	372.00
27.01.20	BACS	Swanwick Baptist Church	Oct to Dec 2019 Room Hire	90.00
27.01.20	BACS	2nd Swanwick Scout Grp	Village Hall Funding Room Hire	25.00
31.01.20	DEBITCARD	Ripley Shoe Repairs	Spare Memorial Garden Keys	13.00
31.12.19	DEBIT CARD	O2	Clerks Mobile Phone Dec 2019	17.22
			Total	2984.22

809.2/2020 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 11 Year End 2020 Salaries	2720.09
HMRC	BACS	Mth 11 Tax & NI Contribution Year End 2020	691.44
NEST	D/D	Mth 11 Pension Deduction & Employer Contribution Year End 2020	230.14
Rockfall	BACS	PPE for Caretaker	79.34
Woolley Moor Nurseries	BACS	Spring Planting	1620.00
KC Building Services	BACS	Swanwick Social Club compound surfacing	4833.50
KC Building Services	BACS	Excavating well, making new drains and widening of gates at Village Hall site	1622.62
Grasstrack	BACS	Ground Maintenance January 2020	896.00
		Total	12693.13

809.3/2020 Income Received Noted

Date	Remittance	Amount £
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		Total	0.00

810/2020 Bank Reconciliation

Noted:

Cash Book Reconciliation

31.01.20

Opening Balance 01.04.19	181,054.23	
Receipts to 31.01.20	531,133.05	
Sub Total		712,187.28
Payments to 31.01.20	173,102.16	
Unpresented cheques 2018/19	0.00	
Sub Total		173,102.16
Closing Balance 31.01.20		539,085.12
Bank Balance at 31.01.20		539,085.12

811/2020 Exclusion of Press & Public

811.1/2020 Bank Signatories

811.2/2020 Tenders for Gardening Maintenance Contract

812/2020 Items for the next agenda

None.

813/2020 Date & Time of Next Meeting

Date of Next Meeting: 7.00pm 19 March 2020 at the Meeting Room at the rear of the Baptist Church, Derby Road.

Meeting closed at 20.27

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council Meeting 19th March 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 Minster Way

The hanging branches have been cut back and the owners of the land are now looking into repair options for both sides of the entrance.

7.4 Chapel Street Play area

The Clerk will inform the Council of any updates.

7.5 DALC Subscription 2020-21

The Clerk will submit the costing options to the Council.

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	√	√	√			78%	91%
Chidlow	√	X	√		√	√	X	√	X	√			67%	64%
Goodier	√	√	√		X	√	√	√	√	√			89%	80%
Grant	-	-	-		-	√	√	√	√	√			100%	-
King	√	√	X		√	X	√	√	X	√			67%	82%
Payne	√	√	√		√	√	√	√	√	√			100%	100%
Soudah	√	√	√		√	√	√	√	X	√			89%	91%
Trehear	√	X	√		√	√	√	√	√	X			78%	100%
Webster	√	X	√		X	√	X	√	X	X			44%	-
Hayes	X	X	X		X	X	X	X	X	X			0%	0%
Wilson	√	√	X		X	√	√	X	√	√			67%	45%
Smith	X	X	X		X	X	X	X	X	X			0%	0%
Marshall-Clarke	X	X	X		X	X	X	X	X	X			0%	0%

Newsletter – February 2020

Derbyshire Association of Local Councils



In this newsletter:

- We're on the move!
- Want to be on DALC's Exec?
- Dealing with fly-tippers and squatters
- Skills – how to be a good interviewer
- Be a litter hero(ine) this Spring!

- And the champion is... BELPER!
- Be quick – Spring Seminar places nearly sold out
- Village Halls – the hubs of Derbyshire's villages
- Latest Training for March 2020

1. ***WE'RE ON THE MOVE.... a new home for DALC***

From March 31st, DALC will have a new home just down the road from our current address. We'll be moving to Lime Tree Business Park in Matlock, where we'll have more space for training courses, and easier parking! Our new address will be Unit 6, Lime Tree Business Park, Matlock DE4 3EJ.

2. ***WANT TO BE ON DALC'S EXEC? ... we have three vacancies***

If you'd like a 'hands-on' role in setting the direction of DALC's direction in the future, why not apply to be a member of our Executive? We have three vacancies – one each in Derbyshire Dales, Erewash and South Derbyshire. If you're a councillor in a parish or town council in any of these areas, and are interested in playing an active part in DALC's future, please get in touch with Wendy at chiefofficer@derbyshirealc.gov.uk or call 01629 826655.

3. FLY-TIPPERS AND SQUATTERS – how to deal with them effectively

A law firm in Derby is holding a free seminar on March 4th to discuss preventative injunctions to deal with these perennial problems – [details of the seminar are in this link.](#)

4. RECRUITMENT SKILLS – how to be a good interviewer

In the first of a series of articles, we explain ‘good practice’ in the interview process – everything from shortlisting, who should interview, an interview ‘checklist’, and even what questions you really *must* ask! All the info is in the members area of the DALC website - just [click here to find out more on interview good practice.](#)

5. BE A LITTER HERO(INE) THIS SPRING – join the movement!

Following on from the success of last year’s Great British Spring Clean, organisers have set the ambitious target of a million volunteer litter pickers for this Spring’s event. In 2019, the Keep Britain Tidy group attracted over 560,000 ‘litter heroes’; this year’s event runs from March 20-April 13. Aimed primarily at cleaning up streets and open spaces, KBT says the campaign ‘is a significant opportunity for local councils to bring the community together, help health and social wellbeing, and improve the environment.’ [Find out more about the Great British Spring Clean by clicking here.](#)

6. BELPER IS UK’s ‘CHAMPION HIGH STREET’!

As many of you will have seen on regional TV news, Belper’s High Street has been voted the UK’s champion in a national competition run by the Ministry of Housing, Communities and Local Government. Winners across all categories were commended for their commitment to improving customer experience, for their environmentally-sound mind-set, an innovative approach to retail, and for providing community leadership. More information about the [Great British High Street Awards can be found by clicking here.](#)

7. BE QUICK – SPRING SEMINAR PLACES NEARLY SOLD OUT

Our Spring Seminar is nearly sold out... we have around ten delegate places left for the day-long event on March 12th at Alfreton Hall. Come along to hear expert speakers, network with fellow councillors and clerks, and meet specialist exhibitors. Places are £55, including an excellent lunch.

8. THE HUB OF THE VILLAGE

Some interesting facts and figures about the building we all know and (mostly!) love... the village hall.



9. LATEST TRAINING AND EVENTS

DATE	SUBJECT	FIRST 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	Ian Hey SDDC

5 March 2020 (10am – 4pm)	Climate Emergency workshop (small councils)	02/2020	TBA	£30	2.5	Centre for Sustainable Energy
6 March 2020 (10am – 4pm)	Climate Emergency workshop (larger councils)	02/2020	Gothic Warehouse, Cromford Mill	£30	2.5	Centre for Sustainable Energy
10 March 2020 (6pm – 8.30pm)	Councillor Essentials	02/2020	Memorial Hall, hathersage	£50*	1	Wendy Amis
12 March 2020 (9.30am – 4pm)	Spring Seminar	02/2020	Alfreton Hall	£55	2.5	
16 March 2020 (10am – 12.30pm)	CiLCA Intro	02/2020	DALC Office, Cromford	£350**	1	Jo Taylor
19 March 2020 (2pm – 4pm)	Safeguarding for Parish and Town Councils	02/2020	Forestry Cen. Burton Rd, Rosliston, Swadlincote DE12 8JX	£20*	1	Cllr Stephanie Marbrow and Anne Booth
23 March (10am – 2.30pm)	CiLCA 1	02/2020	DALC Office, Cromford	**	2.5	Jo Taylor
24 March 2020 (10am – 2.30pm)	Clerk Essentials	02/2020	DALC Office, Cromford	£50*	2.5	Wendy Amis
26 March 2020 (2pm – 4pm)	Safeguarding for Parish and Town Councils	02/2020	Social Club Matlock FC Causeway Lane, Matlock DE4 3AR	£20*	1	Cllr Stephanie Marbrow and Anne Booth

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

** Total fee for three days training, 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.

Wendy Amis

February 2020

Chief Officer

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