

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council
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Swanwick
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8th November 2018

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 15th November 2018 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.

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 about the Safer Neighbourhood Team's activity in the area and an interactive crime map are available on the following web pages www.police.uk/derbyshire/NR06/

D) Representations or Evidence from Members Declaring a Prejudicial Interest

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

5. Minutes of Full Council

5.1 To receive the Minutes of the Meeting held 18th October 2018

6. Planning Matters

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

7. Clerk's Report

- 7.1** Christmas Tree
- 7.2** Christmas Lights
- 7.3** Parish Council Office
- 7.4** Notice of vacancy in the office of Parish Councillor
- 7.5** Councillor Attendance record 2018-19
- 7.6** Parish Council Meeting Date 2019/20

8. Chair's Report (Verbal Report)

9. Councillors' Updates

Website activity & Social Media
Village Hall Working Group
Defibrillator Working Group
Community Events

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

10.1 DALC 14-2018

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
02.10.18	DEBIT CARD	Co-op	Office Supplies	7.95
02.10.18	DEBIT CARD	Amazon	Wireless Mouse	8.49
02.10.18	DEBIT CARD	KushETraders	Staples	1.50
05.10.18	DD	NEST	Pension Deductions Mth 5 year end 2019	103.48
25.10.18	DD	NEST	Pension Deductions Mth 6 year end 2019	110.53
26.10.18	BACS	DALC	S Chidlow Cllr Training	45.00
26.10.18	BACS	Broxap	Grit bin	196.80
26.10.18	BACS	Staff Salaries	Salary Mth 7 Year end 2019	2203.84
26.10.18	BACS	HMRC Cumbernauld	Mth 7 Tax & NI Contribution	400.88
29.10.18	3850	G Soudah	Chairs Phone & B/band	30.00
-	-	-	Clerks Phone & B/band	30.00
29.10.18	3852	Clerks Expenses	Concrete for post	10.34
31.10.18	DEBIT CARD	AVBC	Planning Conditions Discharge	58.00
31.10.18	DEBIT CARD	Bentinck Fencing	Concrete Post	12.25
31.10.18	DEBIT CARD	Waterplus	Water Bill	30.26
31.10.18	DEBIT CARD	Cadent	Service Pipe Disconnection	1,333.20
31.10.18	DEBIT CARD	Post Office	Signed for mail	1.77
31.10.18	DEBIT CARD	Rural Action	Conference Tickets	90.00
31.10.18	DEBIT CARD	Tesco	Wine/supplies for Civic Service	92.12
			Total	4766.41

11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
Chair G Soudah	Cheque	Chairs Honorarium 2 nd half	400.00
Quick Test	BACS	PAT machine Calibration	54.00
Staff	BACS	Mth 8 Salaries	2203.84
HMRC	BACS	Mth 8 Tax & NI Contribution	400.88
NEST	BACS	Mth 8 Pension Deduction & Employer Contribution	110.53
		Total	3169.25

11.3 Income Received:

Date	Remittance	Amount £
12.10.18	BACS HMRC VAT Repayment 09/18	1120.15
30.10.18	605961 Swanwick WI payment for Remembrance Wreath	20.00
	Total	1140.15

12. Bank Reconciliation

Cash Book Reconciliation 31.10.18

Opening Balance 01.04.18	129,149.34	
Receipts to 31.10.18	153,972.16	
Sub Total		283,121.50
Unpresented cheques 2017/18	3,958.50	
Payments to 31.10.18	55,323.70	
Unpresented cheques 2018/19	0.00	
Sub Total		59,282.20
Closing Balance 31.10.18		223,839.30
Bank Balance at 31.10.18		223,839.30

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'.

- Review of Village Hall Architects.
- Garden Maintenance.
- Review of Clerks Salary, hours and expenses.

14. Items for the next Agenda

Items are invited for inclusion in next month's agenda

15. Date of Next Meeting: 7.00pm 20th December 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 18th October 2018 at 7pm**

Present: Cllrs Adams, Barnett, Chidlow, Davies, King & Payne,
Clerk C Miles

Members of the Public:

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

Cllr Wilson (left at 7.06pm), R Castledine, C Goodier, A Treenear

565/2018 APOLOGIES:

Cllr Soudah

Cllr B Payne took the Chairmanship of the meeting.

566/2018 VARIATION OF ORDER OF BUSINESS

None

567/2018 DECLARATION OF INTEREST

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

None

568/2018 PUBLIC PARTICIPATION

568.1/2018 Public Speaking –

Cllr Wilson said that it is very quiet at the moment and he has raised his concerns with AVBC Planning that the development at Lily Street and other sites have not started yet and they are not going to reach their targets.

CG said that even though there are double yellow lines outside the Post Office cars are still parking there, causing obstruction to traffic.

568.2/2018 Member's Observations

Cllr Mary Barnett –

1. Mentioned that the pavements at the entrance to the car park on The Green are sinking again. The Clerk will report this again.

569.3/2018 POLICE MATTERS

No meeting has been held.

**570.4/2018 REPRESENTATIONS OR EVIDENCE FROM MEMBERS
DECLARING A PREJUDICIAL INTEREST**

None

571/2018 MINUTES OF FULL COUNCIL

RESOLVED:

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

572/2018 PLANNING MATTERS

572.1/2018 Planning Applications

No comments received & no Planning Applications considered.

573/2018 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

573.1/2018 Dog Waste Bins

Members noted the update.

573.2/2018 Snow Scheme

Members were informed about the scheme.

573.3/2018 Cray's Hill Footpath Tree

Members noted the update.

573.4/2018 Garden Maintenance

Members noted that this would be discussed under section 13 of the meeting.

573.5/2018 Notice of vacancy in the office of Parish Councillor

Members noted the update.

573.6/2018 Councillor Attendance record 2018-19

Members noted the update.

574/2018 Chair's Report

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

575/2018 Councillor Updates

575.1/2018 Website activity & Social Media

Analysis of website activity as follows –
Facebook reached 858 in September 2018.
SPC Website had 206 visits in September 2018.

575.2/2018 Village Hall Working Group

The results of the Architects will be submitted to the Council for consideration and approval in the November meeting.

575.3/2018 Defibrillator Working Group

No further developments.

575.4/2018 Remembrance Sunday – 11th November 2018

It was noted that the road closure has been confirmed by AVBC and everything is in place.

575.5/2018 Civic Service - Monday, 10th December 2018

It was noted that everything has been booked and invitations will be going out shortly.

575.6/2018 Back to Life Open Day - Saturday, 3rd November 2018

Councillors were reminded of this event being held at St Andrews Church from 10am – 4pm.

575.7/2018 Well Dressing - Saturday, 18th May 2019

It was noted this is progressing well.

576/2018 Correspondence & Circulars Noted

577/2018 Accounts

577.1/2018 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
01.09.18	3847	Swanwick Pre School	Defib yearly running costs	10.00
17.09.18	D/D	Haven Power	Electric Utility	14.00
26.09.18	BACS	Iansprint	Aug 2018 Newsletter Printing	225.00
26.09.18	BACS	Groundsmiths	Grouting Spec & Remedial Method Statement	1350.00
30.09.18	DEBIT CARD	Post Office	Singed for postage	1.77
			Total	1600.77

577.2/2018 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Iansprint	BACS	Copying July to Sept	38.48
Swanwick Baptist Church	BACS	Schoolroom rent June-Sept	90.00
Rockfall	BACS	Caretaker PPE	85.24
		Total	213.72

577.3/2018 Income Received

Noted

Date	Remittance	Amount £
29.09.18	BACS September 2018 Precept	74625.00
	Total	74625.00

578/2018 Bank Reconciliation

Noted:

Cash Book Reconciliation

01.10.18

Opening Balance 01.04.18	129,149.34	
Receipts to 01.10.18	152,832.01	
Sub Total		281,981.35
Unpresented cheques 2017/18	3,958.50	
Payments to 01.09.18	49,719.91	
Unpresented cheques 2018/19	0.00	
Sub Total		53,678.41
Closing Balance 01.10.18		228,302.94
Bank Balance at 01.10.18		228,302.94

579/2018 Exclusion of Press & Public

- Review of Salaries.
- Garden Maintenance.

580/2018 Items for the next agenda

- Review of Clerk Salary, hours and expenses for working at home.
- Garden Maintenance.

581/2018 Date & Time of Next Meeting

7.00pm 15th November 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road.

Meeting closed at 20.00

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council meeting 15th November 2018

7.1 Christmas Tree

The Christmas tree delivery is booked in for around 15/16th November.

7.2 Christmas Lights

The Christmas light Contractor is hoping to start installing towards the end of w/c 12th November.

7.3 Parish Council Office

The Parish Council will be permanently closed from Friday 23rd November, after that all contact for the Clerk must be made via email, phone or our website/Facebook.

7.4 Notice of vacancy in the office of Parish Councillor

There are now a total of four 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 Council Meeting Date 2019/20

The dates for the next coming year have been set as usual to the 3rd Thursday of the month except August 2019 when there isn't a meeting. These will be posted on the Parish Council Web Site.

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	√							40%	55%
Barnett	X	√	√		√	√							80%	64%
Chidlow	√	X	√		√	√							80%	10%
Davies	X	√	X		X	√							40%	45%
King	√	X	√		√	√							80%	73%
Payne	√	√	√		√	√							100%	100%
Soudah	√	√	√		√	X							80%	100%
Hayes	X	X	X		X	X							0%	0%
Wilson	X	√	X		√	√							60%	64%
Smith	X	X	X		X	X							0%	0%
Marshall-Clarke	X	X	X		X	X							0%	0%

Updated 01/01/2018

Derbyshire Association of Local Councils



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Circular No. 14/2018

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- **DALC Excellence Awards 2018**
- **Government publishes updated model byelaws**
- **External Audit Issues update**
- **HS2 Consultation on 'Working Draft Environmental Statement'**
- **Funding and Grant Bulletin – October 2018**
- **Elections 2019 – date of taking office**
- **Data Protection Fee payments (GDPR)**

- **VAT advice service**
- **Tree Charter**

1. **DALC EXCELLENCE AWARDS 2018**

From solar-panels to defibrillator grants, First World War poppies to festive concerts... Derbyshire's first annual Excellence Awards highlighted the huge variety of work undertaken by the county's councillors, clerks and councils.

The awards took place at the Annual General Meeting of the Association, which was held at Derby County Football Club on 9 October 2018. Organised by DALC and in part sponsored by BHIB, the council insurance specialists, the awards were aimed at rewarding those who 'went the extra mile' in the course of their duties during the past 12 months.

Winner of BHIB Council of the Year was Ripley Town Council, which impressed the judges with its far-reaching involvement in the local community – from healthy-eating initiatives to skating events and Christmas markets, in addition to substantial grants to local groups, clubs and renovation projects.

Derbyshire Clerk of the Year was won by Liz Page of Belper Town Council, while **Councillor of the Year was awarded to Crich Parish Council's Paul Yorke**. Both, the

judges noted, “worked tirelessly for the good of local people, bringing together groups and agencies to promote new projects and initiatives.”

NB - entries for the second edition of our Excellence Awards will open next Spring, so if your council or clerk, or one of your councillor colleagues, deserves recognition for work that ‘goes the extra mile’, please send in a nomination! Details and deadlines will follow in a future newsletter.

Other shortlisted nominees:

BHIB Council of the year:-

Holymoorside & Walton Parish Council – the council’s aim to promote ‘Parish Pride’ and local tradition was highlighted, ranging from taking ownership of the village’s well-dressing shelter to upkeep of the local tradition of Beating of the Bounds.

Sutton-cum-Duckmanton Parish Council – judges noted the Council’s varied work on projects including reduction of flood risk and sustainability work on a solar-panel system and other upgrades for the village’s popular Arkwright Centre.

Councillor of the year:-

John Funnell – Morton Parish Council – judges noted John’s dedication to the parish’s village hall project, continuing to press forward with the council’s plans despite being turned down for Lottery funding.

Rosaleen Darlington – Hilton Parish Council – Rosaleen’s pivotal role in promoting Hilton’s 100-year commemoration of the end of WW1 was noted, pulling the entire community together to arrange numerous events and raise thousands of pounds.

Clerk of the year:-

Michelle Bloor – Sandiacre Parish Council – Michelle’s ‘admirable tact and remarkable patience’ were noted by the judges in addition to her careful handling of the issue of travellers arriving on Sandiacre’s park.

Peter Leppard – Bamford with Thornhill Parish Council – the judges noted how Peter’s ‘knowledgeable and positive working style’ inspired councillors to play a more active role within the council.



Linda McCormick, Clerk of Ripley Town Council receiving the BHI Council of the Year Award from Lee Cleaver of BHI.



Councillor Paul Yorke of Crich Parish Council, receiving the award of Councillor of Year from Sue Baxter, Chair of NALC (National Association of Local Councils)



Liz Page, Clerk to Belper Town Council receiving her award for Clerk of the year from Sue Baxter, Chair of NALC (National Association of Local Councils)

2. GOVERNMENT PUBLISHES UPDATED MODEL BYELAWS

The Ministry of Housing, Communities and Local Government (MHCLG) has undertaken an exercise to bring model byelaws up-to-date, including accompanying guidance. Both the updated model sets and guidance notes can be viewed at <https://www.gov.uk/guidance/local-government-legislation-byelaws#model-byelaws>

Please note there is no requirement for councils to update their existing byelaws at this time. However, when the council decides to review, amend or put in place new byelaws it is then necessary to use the updated model byelaws. NALC will be producing an update to the Legal Topic Note to reflect these changes.

3. EXTERNAL AUDIT ISSUES UPDATE

There will be a meeting this week between the SAAA (the organisation set up to manage the new external audit process) and the external audit companies to review the issues that have arisen during the process. At DALC we have been made aware of a range of issues and have notified NALC of these. However, if any councils wish to make a complaint NALC feel that it is best to complain formally to the audit firm. The complaint procedure is here: <http://www.localaudits.co.uk/SAAAComplaintsPolicyandProcedure.pdf>

This is because the SAAA do not have any powers to direct an auditor to act, because auditors exercise their professional judgement independently and once the auditor has issued their opinion and certificate, the audit is closed for that particular year and the auditor has no further powers to act in respect of that financial year.

SAAA is responsible for appointing auditors and the quality assurance of the audit firms. SAAA will therefore undertake quality reviews around performance, timescales and efficiency, however, this does not extend to assessing or questioning an auditor's judgement.

4. HS2 CONSULTATION ON 'WORKING DRAFT ENVIRONMENTAL STATEMENT'

HS2 Ltd have this week published a 'Working Draft Environmental Statement' which describes the environmental impact of the line and initial proposals for how those impacts should be dealt with. The document will be subject to public consultation for 10 weeks [[here](#)]. Some of our councils towards the east of the county may wish to review these further and respond to the consultation.

5. FUNDING AND GRANT BULLETIN – OCTOBER 2018

NALC have produced an update bulletin with grants available for local councils to apply to. It can be viewed [here](#)

6. ELECTIONS 2019 – DATE OF TAKING OFFICE

For information: the Monday following the local council elections next year on Thursday 2 May is a bank holiday. In terms of establishing the date that councillors retire and new councillors assume office, ie the fourth day after the ordinary day of the election (s.16(3) of the Local Government Act 1972), the bank holiday does not count for the purpose of calculating the day. The electoral commission state that:

"It is the Commission view that the bank holiday postpones the day of retirement and taking office for councillors by one day, as the bank holiday you are referring to is on Monday 6th May 2019, this means that the relevant day for retirement and taking office is Tuesday 7th May".

7. DATA PROTECTION FEE PAYMENTS (GDPR)

All Councils are required to register with the Information Commissioner's Office (ICO) and pay a data protection fee. Many of you have noticed that for data protection fee payment purposes, there is a snag for councils seeking to pay the online fee further to councils being excluded from the "public authority" definition for GDPR purposes. The ICO's temporary fix is for councils to select the "other e.g. club, society, voluntary organisation" option in the drop down menu rather than "public body" and the council's name and contact details can be entered in the further boxes. When council details are entered there is a further "are you a public body" question, to which the answer must be no. We recognise this is not a desirable

solution but it would appear to be the only way that councils can pay the online fee. We will update you if we hear anything more.

8. VAT ADVICE SERVICE

Just a reminder that we do offer a VAT advice service to help you navigate through the complex legislation.

9. TREE CHARTER

Since its launch last year, many parish and town councils have signed up to this Charter. Take a look at the details and see if your council could also be involved to safeguard our trees for the future. More information [here](#).

Link addresses:

<https://www.gov.uk/government/consultations/hs2-phase-2b-working-draft-environmental-statement>

<https://www.derbyshirealc.gov.uk/uploads/funding-and-grants-bulletin---october-2018.pdf>

https://treecharter.uk/?utm_source=Members&utm_campaign=16e703079f-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-16e703079f-323671181

**Wendy Amis
Chief Officer**

October 2018

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
23 Oct 2018 – (6.30pm -	Councillor Essentials	07/2018	West Hallam Methodist Church	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
6 Nov 2018 – (10am – 1pm)	Planning/ Neighbourhood Planning	12/2018	DALC Office, Cromford	£45 per delegate	1.5 per session	Andrew Towlerton
7 Nov 2018 – (10am – 1pm)	Interview Skills -Getting the right staff	12/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Chris Moses
12 Nov 2018 – (6.00pm – 8.30pm)	Chairing Meetings Effectively	07/2018	DALC Office, Cromford	£45 per delegate	1.5 per session	Wendy Amis
14 Jan 2019 (1pm – 3pm)	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

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

for both days and follow up support; a further £250 is payable to SLCC for the examination and certificate