

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 22nd June 2017**

Present: Cllrs Payne, King & Soudah

Members of the Public

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

John Briggs

344/2017 APOLOGIES

Cllr Adams, Barnett, Briggs, Davies
AVBC Cllr David Wilson

345/2017 ELECTION OF CHAIR

RESOLVED:

Cllr George Soudah was elected as Chair.

346/2017 ELECTION OF VICE CHAIR

RESOLVED:

Cllr Brenda Payne was elected Vice Chair

347/2017 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Soudah & Cllr Payne signed the Declaration of Acceptance of Office

348/2017 TIME & PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL

RESOLVED:

To continue holding meetings on the third Thursday of each month except in August when there will be no meetings; the Annual Parish Council Meeting to be held on 17 May 2018.

349/2017 PARISH COUNCIL COMMITTEES

RESOLVED:

Not to reinstate committee structure and continue with Lead Councillors.

350/2017 VARIATION OF ORDER OF BUSINESS

No variation proposed

351/2017 DECLARATION OF INTEREST

Members were reminded to update their Declarations of Interest and submit these to the Clerk.

Cllr Soudah Declared a personal interest in items 18.1 & 18.2.

352/2017 PUBLIC PARTICIPATION

352.1/2017 Public Speaking

John Briggs reported that he attended a Housing Development Event hosted jointly by Amber Valley Borough Council, the Homes & Community Agency and Futures Housing that morning. The event was to promote the acceleration of housing delivery by developers.

352.2/2017 Members' Observations

None

352.3/2017 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST

None

353/2017 MINUTES OF FULL COUNCIL

RESOLVED:

353.1/2017 That the Minutes of Full Council held on 20 April 2017 be received as correct account of the meeting. The minutes were signed by the Chair.

353.2/2017 That the notes of the meeting held on 18 May 2017 be accepted. The meeting was not quorate and no business was transacted

354/2017 PLANNING MATTERS

354.1/2017 Planning Applications

No comments received & no Planning Applications considered

354.2/2017 Planning Decision Notices

No comments received & no Planning decision notices considered.

355/2017 CLERK'S REPORT

355.1/2017 Review of Standing Orders (May 2016)

The Clerk reminded members that an urgent motion was dealt with by email to all members prior to the meeting on 22 June 2017. The motion was to address the Council's self determined quorum. The motion was passed and is recorded below.

RESOLVED:

355.1.1/2017 To suspend the non-statutory element of Standing Order 9 Quorum to allow the meeting held on 22 June 2017 to transact business with a quorum of 3 members.

355.1.2/2017 Amendment to motion

An amendment was proposed to motion 13.1.1 in the Clerk's Report to read:

To permanently vary Standing Order 9 Quorum to read as follows:

9 Quorum

9.1. No business may be transacted at a meeting unless the meeting is quorate.

9.2 The quorum is three or one third of total membership, whichever is the greater.

RESOLVED:

To accept the amendment as proposed.

355.1.3/2017 Standing Order 9: Quorum

RESOLVED:

To permanently vary Standing Order 9 Quorum to read as follows:

9 Quorum

9.1. No business may be transacted at a meeting unless the meeting is quorate.

9.2 The quorum is three or one third of total membership, whichever is the greater.

355.1.4/2017 Publication to website

RESOLVED:

To approve publication of the Standing Orders May 2016 (Rev 06/17) to the Parish Council website

355.2/2017 Review of Financial Regulations May 2016

RESOLVED:

355.2.1/2017 To confirm the review of Swanwick Parish Council Financial Regulations 2016

355.2.1/2017 To approve publication of the Financial Regulations May 2016 (Rev 06.17) to the Parish Website

355.3/2017 Review Customer Complaint Procedure May 2016

RESOLVED:

355.3.1/2017 To confirm the review of the Customer Complaint Procedure 2016

355.3.1/2017 To approve publication of the Customer Complaint Procedure May 2016 (Rev 06.17) on the Parish Council website

355.4/2017 Review SPC Members' Code of Conduct May 2017

RESOLVED:

355.4.1/2017 To confirm the review of the SPC Members' Code of Conduct

355.4.2/2017 To approve publication of the SPC Members' Code of Conduct (Rev 06.17) on the Parish Council website.

355.5/2017 Review of inventory of land and assets

RESOLVED:

To publish the Asset Register on the Parish Council Website

355.6/2017 Confirmation of arrangements for insurance cover

RESOLVED:

To confirm the arrangements for insurance cover with Zurich for the year 2017-18

355.7/2017 Review of the Council's and/or staff subscriptions

RESOLVED:

To note subscription for DALC was approved at the meeting in February 2017 Minute no. 300.3/2017

355.8/2017 Review of the Council's Publication Scheme May 2016

RESOLVED:

355.8.1/2017 To confirm the Council's Publication Scheme May 2016

355.8.2/2017 To publish the Publication Scheme May 2016 (Rev 06.17) on the parish council website

355.9/2017 Review of Retention of documents May 2016

RESOLVED:

355.9.1/2017 To confirm the Council's Retention of Documents Policy May 2016

355.9.2/2017 To publish the Retention of Documents Policy May 2016 (Rev 06.17) on the parish council website

355.10/2017 Vacancies in the office of parish councillor.

RESOLVED:

To advertise the vacancies for parish councillor on the notice boards, website and the July newsletter simultaneously.

355.11/2017 Councillor Attendance record 2016-17

The table was noted.

355.12/2017 Coal Mining Risk Assessment

RESOLVED:

To authorise the Chair to purchase appropriate CMRA services within the scale of charges in the quotation.

355.13/2017 Bus shelters in Swanwick

RESOLVED:

To write to AVBC refusing the offer of a contribution towards replacing the bus stop outside SHS or take responsibility for future maintenance.

355.14/2017 Defibrillator

RESOLVED:

To apply for a contribution from the DCC Community Fund through the ward County Councillor.

355.15/2017 Review of Swanwick Parish Council website entries

Clerk is still waiting for contributors to provide amended entries. Progress is noted.

355.16/2017 Newsletter Village Matters April/May 2017

The next newsletter is being prepared for distribution at beginning of July.

355.17/2017 Land registry Issues

Progress noted.

355.18/2017 Pentrich Revolution way Board

Progress noted

355.19/2017 S137 Grant applications

355.19.1/2017 Amendment to motion

An amendment was proposed to motion; to vary the amount to £250-00

RESOLVED:

To vary the amount to £250-00.

355.19.2/2017 Grant awarded

RESOLVED:

To award St Andrew's Church the £250-00 grant aid to support the 'Last Night of the Proms.

355.19.3/2017 Application not accepted

RESOLVED:

The application from Pentrich Road FC was received late and was not accompanied with the necessary supporting documents.

356/2017 Chair's Report

No report this month

357/2017 Councillor Updates

357.1 Well Dressing 2017

Stall holders have not fed back the level of funds raised during the event. Proposed to make this a requirement for Well Dressing 2018 onwards

RESOLVED:

To require future stall holders to notify the Parish Council of the level of funds raised

358/2017 Correspondence & Circulars

Noted

359/2017 Accounts

359.1/2017 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
02.03.17	3660	Amber Valley CVS	Subscription 2017-18	25.00
03.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	17.00
06.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	9.80
07.03.17	3661	Iansprint Ltd	Newsletter Feb 2017	250.00
		Iansprint Ltd	Photocopy Mtg Papers	17.50
10.03.17	3662	Newleaf Ltd	Ashton Close	295.00
10.03.17	3663	Newleaf Ltd	Misc works	420.00
17.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	17.00
				00.00
06.04.17	3667	Midland Surveying & Engineering Ltd	Topographical Survey	582.00
11.04.17	3668	Swanwick Baptist Church	Meeting Rental to Jan 2017	120.00
18.04.17	3669	Potclays Ltd	Well dressing clay	211.27
18.04.17	3670	Swanwick Hall School	Hire of Dining Rooms	311.50
27.04.17	3671	Lynne Alison Barnett (CTS)	Flowers WD17	20.00
27.04.17	3672	Swanwick School & Sports College	Flowers WD17	20.00
27.04.17	3673	Swanwick Women's Institute	Flowers WD17	20.00
27.04.17	3674	2nd Swanwick Scout Group	Flowers WD17	20.00
27.04.17	3675	Jon Smith	First Aider WD17	50.00
27.04.17	3676	Sofia Steel Drum Entertainment	Steel Band WD17	575.00
27.04.17	3677	New Leaf Ltd	Contract Payment 1	1,125.00
28.04.17	3678	R Castledine	Wages Mth 1	1,254.06
28.04.17	3679	HMRC	Tax & NI Mth 1	292.97
28.04.17	3680	M Barnett	Honorarium Qtr 1	80.00
28.04.17	3681	G Soudah (Reimbursement)	Paper plates WD17	4.90
			Display Panels	272.74
			Postage Stamps	6.72
			Chairs (x9)	108.00
			Gift Vouchers (x6)	60.00

			WD17	
28.04.17	3682	B Wood	Internal Audit 2017	113.20
03.05.17	3684	AVBC	Planning App Fee	577.50
04.05.17	3685	Swanwick Parochial Church Council	Floodlight maintenance	130.00
12.05.17	3686	Kevin Rowe (Kevin Circus)	Circus workshop WD17	250.00
16.05.17	3687	Swanwick Baptist Church	Meeting Rental to April 2017	90.00
17.05.17	DD	Haven Power Ltd	Utility Electricity	17.00
23.05.17	3688	Atlantic Electric & Gas	Utility Gas	307.50
31.05.17	3689	New Leaf Ltd	Contract Payment 2 of 8	1,125.00
31.05.17	3690	R Castledine	Wages Mth 2	1,253.86
31.05.17	3691	HMRC	Tax & NI Mth 2	293.17
05.06.17	3692	Zurich Municipal	Insurance 17-18	445.27
05.06.17	3693	MP-H Internet Ltd (Invoice 3118)	Website maintenance	42.00
06.06.17	3694	Initial Design (invoice 5217)	P& SWRG Wayboard design	240.00
06.06.17	3695	Iansprint Ltd	Newsletter May 2017	230.00
			Survey forms	258.00
			Total	11557.96

359.2/2017 RESOLVED: To approve the following payment

To Whom Payable	Reason	Amount	£
G Soudah	1 st Half Chair's Allowance		400.00
G Soudah	Reimburse expenses		80.81
	Total		480.81

359.3/2017 Income Received

Noted

Date	Remittance	Amount	£
06.04.17	BACS HMRC VAT Repayment		6608.17
11.04.17	BACS April 17 Precept		69625.00
	Total		76233.17

360/2017 Bank Reconciliation

Noted

Cash Book Reconciliation 02.06.17		
Opening Balance 01.04.17	72593.88	
Receipts to 02.06.17	76233.17	
Sub Total		148827.05
Unpresented cheques 16-17	2287.71	
Payments to 02.06.17	10685.78	
Unpresented cheques	3634.13	
Sub Total		9339.36
Closing Balance 02.06.17		139487.69
Bank Balance at 02.06.17		139487.69

361/2017 Exclusion of Press & Public

None

362/2017 Items for the next agenda

None specifically proposed

363/2017 Date & Time of Next Meeting

7.00pm 20th July 2017 at the meeting Rooms at the rear of the Baptist Church, Derby Road

PLEASE NOTE: THERE WILL NOT BE A MEETING HELD IN AUGUST

Meeting closed at 19.57

Signed: *G Soudah*

Date: *20 July 2017*