

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council
76 – 80 Derby Road
Swanwick
Derbyshire DE55 1BG
Email: clerk@swanwickparishcouncil.org.uk
www.swanwickparishcouncil.org.uk



6th February 2017

Dear Councillor

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 February 2017** at 7.15pm when the business set out below will be transacted.

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 4(D) 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

A statement has been issued by Inspector about the future attendance of Police Officers at Parish Council Meetings. A copy of the statement is attached as Item 4C. In brief police officers will not be attending parish council meetings and will not be producing reports as a matter of course as both these activities consume resources equivalent to 75 hours per month. These resources can be used to have a greater presence in the community.

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 19th January 2017

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.

6.2 Undetermined Planning Applications

6.3 Planning Decision Notices:

7. Clerk's Report

7.1 Newsletter - Village Matters February 2017

7.2 Closure of Yorkshire Bank Alferton Branch

7.3 DALC Subscription 2017-18

7.4 Non Domestic Rates 2016-17

7.5 Land Registry Issues

7.5.1 Shirley Road Allotments

7.5.2 Nether Close Allotments

7.5.3 Brewster Memorial Gardens

7.6 Electricity Supplier

7.7 Pentrich Revolution Way Boards

8. Chair's Report (None this month)

9. Councillors' Updates

Website activity

Well Dressing 2017

Village Hall Working Group Meeting 18/01/17

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

10.1 DALC 02 - 2017

10.2 Annual Report of the Standards and Appeals Committee 2016. This is available to view on the Parish Council website and at <http://info.ambervalley.gov.uk/docarc/docviewer.aspx?docguid=7df58e326bd04220ba4a9896c63ac6e6>

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
10.01.17	3645	Bower & Broughton Ltd	Boiler repair	320.00
10.01.17	3646	Iansprint Ltd	Photocopy Mtg Papers	15.87
10.01.17	3647	LITE Ltd	Christmas Lights	1950.00
10.01.17	3647	LITE Ltd	Christmas Lights	468.00
26.01.17	3648	AVBC	Non-Domestic Rates	934.00
26.01.17	3649	LITE Ltd	Christmas Lights	16416.00
26.01.17	3650	Haven Power Ltd	Electricity Utility Dec 17	17.37
Cancelled	3651			0.00
31.01.17	3652	R Castledine	Wages Mth 10	1244.70
31.01.17	3653	HMRC	Tax & NI Mth 10	108.48
			Total	21474.42

11.2 To approve payments to the following:

To Whom Payable	Reason	Amount £
	Total	0.00

11.3 Income Received:

Date	Remittance	Amount £
	Total	0.00

12. Bank Reconciliation

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: 16th March 2017 @ 7.15pm at the Meeting Room at the rear of the Baptist Church, Derby Road.

To the Chair of the Parish Council

As you are no doubt already aware, the function of the Safer Neighbourhood team is to provide you with a dedicated local team making your area safer and a more pleasant place to live. The Officers that I have allocated to your area are:

Sgt.2959 Neil Milner (neil.milner.2959@derbyshire.pnn.police.uk)

PC Mark Gibbs (mark.gibbs.254@derbyshire.pnn.police.uk)

PC Chris Morris (christopher.morris.14032@derbyshire.pnn.police.uk)

PC Andrew Swift (andrew.swift.14351@derbyshire.pnn.police.uk)

PCSO Meikel Miller (meikel.miller.4575@derbyshire.pnn.police.uk)

PCSO Richard Plant (richard.plant.12714@derbyshire.pnn.police.uk)

Twitter address: @SomercotesSNT

In order to provide you with the latest information regarding Police activity in your area, including an interactive crime map and other related information, I would like to bring to your attention the Police.UK website for your Local Safer Neighbourhood Policing team:

<https://www.police.uk/derbyshire/NR06/>

This website contains all of the information that may have previously been provided to you in the form of a report to your Parish Council meeting. This allows the information to be presented to you in a clear, consistent, and timely manner. I encourage you to review this website, distribute its address via your Parish newsletter and/or Council minutes to all of your residents, in order that they can have up to date access to crime figures and information relating to their respective areas.

The Local Safer Neighbourhood Policing team will no longer be producing reports for any Parish Council meetings as a matter of routine. This decision has been made in order to allow our officers to be out in the community providing the reassurance they deserve and expect. The Police UK website allows you and your members an avenue to find the statistics you need for your meeting without having a member of the team sat at a desk duplicating the information. This will allow a greater presence in the community, by saving time. I hope you agree that this makes the best use of Police time and resources in these current times.



Having my officers dealing with community issues is paramount to ensuring the safety of our community and ensuring that any threat, harm or risk is kept to an absolute minimum. With this in mind, officers will not be attending parish council meetings as a matter of course. If there is any significant threat, harm, risk or trending crime patterns we will of course attend in order to discuss the issues.

Amber Valley has approximately 30 parish council meetings a month and for officers to collate figures for each one of those meetings and then attend them in order to present, they would take conservatively 75 hours per month. This is time that can be spent in the community.

This is something that is flexible and will vary from meeting to meeting. If an issue is raised that warrants an officer to attend, this will be assessed by the Local Safer Neighbourhood Sergeant and if necessary an officer will be allocated to attend the meeting on that occasion.

Please be assured that any issue raised at your meetings or otherwise will be dealt with in the normal manner and professionalism I expect from my officers. I also want you and your members to be encouraged that we are not disappearing, in fact these changes will allow us to be in the community even more than we are at the present time.

If you wish to discuss any specific community issues highlighted at your Parish Council meeting (or noted from the Police.UK website), then please contact us directly using the above email addresses and we will be happy to discuss these with you.

Please note that all emergencies should be reported via 999, and non-emergencies should be reported by 101.

I would also like to take this opportunity to remind you that your community has the opportunity every three months at a Public Panel Meeting to set the priorities for your Safer Neighbourhood team. Details of these Panel Meetings will be communicated to your Parish Council by your allocated Officers. You are able to review the current priorities for your local area (and contribute new priorities) via the Constabulary website:

<http://www.derbyshire.police.uk/My-Local-Police/North-Division/Amber-Valley-LPU/Somercotes-and-Riddings/Somercotes-and-Riddings.aspx>

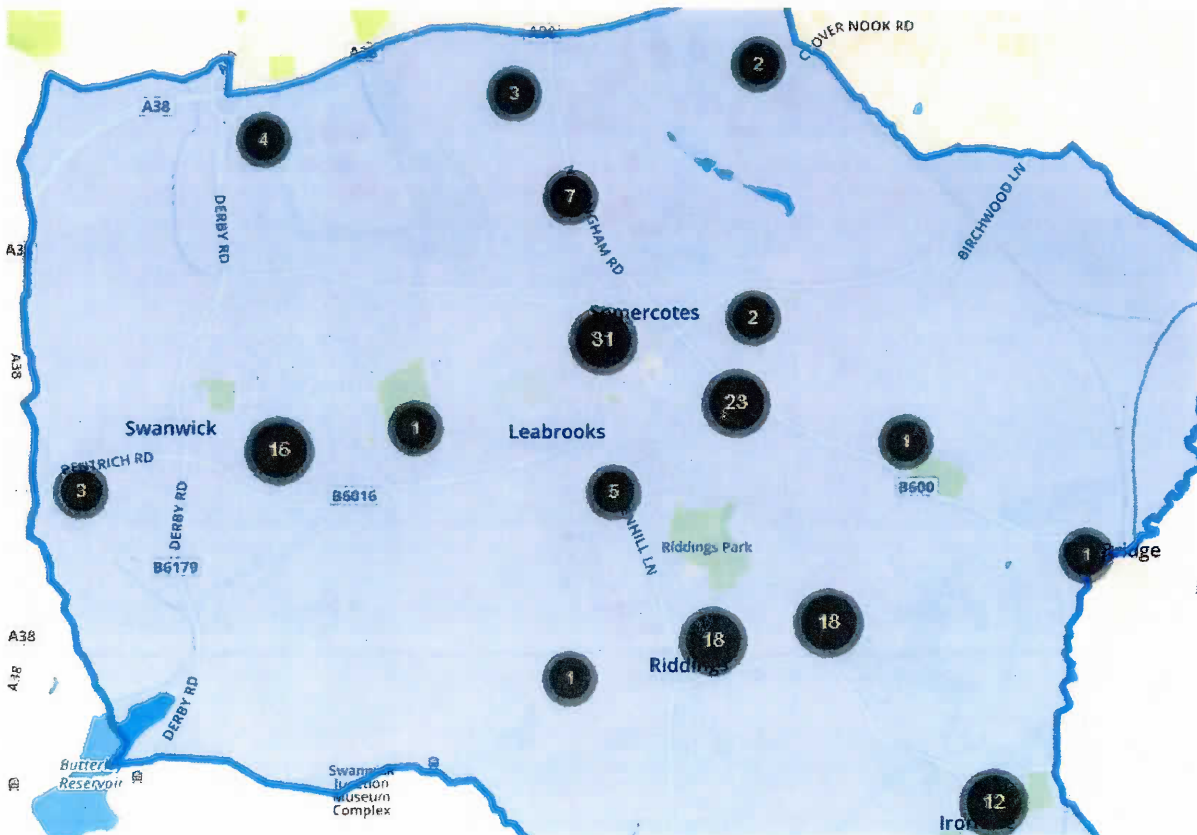
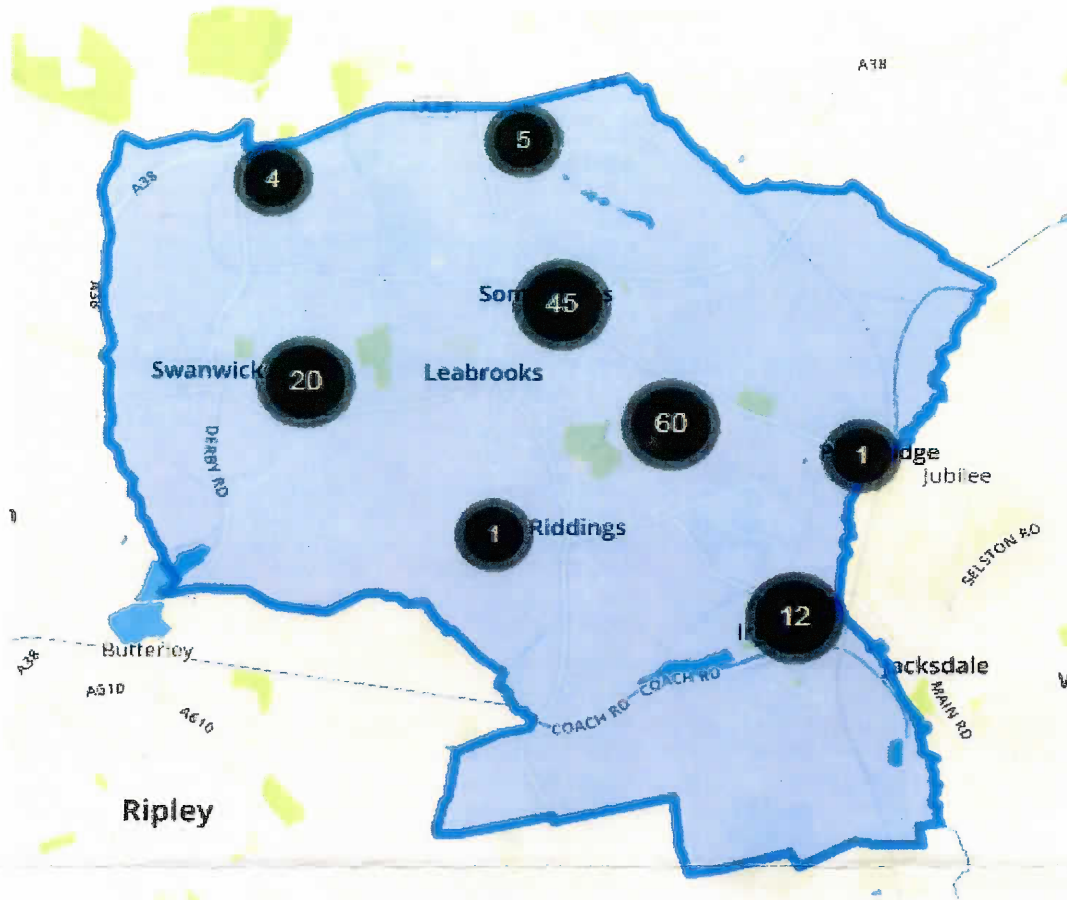
Should you have any queries regarding the contents of this letter, or your Local Safer Neighbourhood Policing team, please do not hesitate to contact me directly.

Kindest regards,

Insp.Pat Howitt
Section Inspector
Amber Valley Section
North Division
Wyatt's Way
Ripley
Derbyshire
DE5 3SU
Email: Patrick.howitt.2086@derbyshire.pnn.police.uk
Web: <http://www.derbyshire.police.uk>

Crime figures for Somercotes and Riddings

148 crimes were reported in this area in September 2016



**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 19 January 2017**

Present: Cllrs Adams, Barnett, Briggs, Davies, Payne & Soudah

Members of the Public

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

Rob Castledine

John Briggs

AVBC Cllr David Wilson (Part meeting)

279/2017 APOLOGIES

Cllr King

Apologies were approved.

Absent Cllr Dale

280/2017 VARIATION OF ORDER OF BUSINESS

None

281/2017 DECLARATIONS OF INTEREST

None

282/2017 PUBLIC PARTICIPATION

282.1/2016 Public Speaking

Cllr David Wilson informed the meeting that he has followed up the lack of response from AVBC following the referendum on the Swanwick Parish Neighbourhood Plan. AVBC state that the BC does not have any further responsibility for the Swanwick Neighbourhood Plan. Cllr Wilson also stated that the official line is 'there is no reason to consider that AVBC are in anyway responsible for the SNP being rejected , particularly in view of the success of the other neighbourhood plans that have been successful at referendum'. Cllr Wilson left the meeting at 7.30pm

Mr J Briggs referred to the meeting of AVBC to be held on 25/01/2017 and to the published committee paper at Agenda Item 11(a) Amber Valley Local Plan 2016 – Update Covering Report. At paragraphs 6.6-6.7 it is stated that AVBC can only identify housing land supply of 3.9 years. This is still short of the 5 year housing land supply required.

282.2/2017 Members' Observations:

Cllr Bruce Adams has been asked by a developer about the ownership of the 'social club' building on High Street and whether the Parish Council have considered selling it. The property is not for sale.

Cllr Brenda Payne reported that a mobility scooter was observed travelling along the wrong side of the dual carriageway from Alfreton direction.

282.3/2017 Police & Crime Prevention

No Police representative was present. Cllr Soudah will raise the matter of Police attendance at Parish Council meetings at the next meeting of the Somercotes & Swanwick Safer Neighbourhood Police Panel planned on 25th January 2017.

282.4/2017 Representations or Evidence from Members Declaring a Prejudicial Interest

None

283/2017 MINUTES OF FULL COUNCIL HELD 17th November 2016 RESOLVED:

That the Minutes of Full Council held on 15th December 2016 be received as correct account of the meeting. The minutes were signed by the Chair.

284/2017 PLANNING MATTERS

284.1/2017 Planning Applications

No Planning Applications considered

284.2/2017 Planning Decision Notices

No Planning decision notices.

285/2017 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

285.1/2017

In order for the Clerk to present the item it was proposed that another councillor take the Chair.

RESOLVED:

Cllr Brenda Payne to preside as the Chair for the presentation of the Clerk's Report on the Budget and Precept.

285.2/2017 Parish Council Budget 2017-18

RESOLVED:

To approve the budget of £139,250 as set out in the attached table

285.3/2017 Precept 2017-18

RESOLVED:

To approve the level of precept of £139,250; this will be payable by instalment of £69,625 on 30th April 2017 and £69,625 on 30th September 2017.

Cllr B Payne signed the notice as Presiding Chair, **Cllrs Barnett** and **Davies** signed as additional councillors present, **Cllr Soudah** signed as Clerk/RFO

286/2017 Pentrich Revolution Way Boards

Cllr Soudah will meet with representatives of the SW&PRG and report back to the next meeting on 16th February 2017.

287/2017 Chair's Report

No report this month.

288/2017 Councillors' Updates

Cllr Brenda Payne updated the meeting on planned Community events Well Dressing 2017 is on 13th May 2017. The Well Dressing group met prior to the Parish Council meeting. Some resolution on a theme for the dressings was agreed.

Cllr George Soudah updated the meeting on the meeting of the Village Hall Working Party held the previous evening. The meeting was attended by Collette Watson from AVCVS to advise on availability of matched funding. The draft outline planning application was discussed and the need for exhibitions and customer surveys.

Cllr Paul Davies reported on the steady increase of traffic on social media.

289/2017 Correspondence & Circulars (copies are available on the website)

All circulars and correspondence were received.

Cllr Payne referred to a letter received about parking at the entrance to Broadway.

290/2017 ACCOUNTS

290.1/2017 RESOLVED: To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
06.12.16	3633	MRT Narrow Gauge Shed Fund	Mine Car sleepers	360.00
08.12.16	3634	AVBC	Non-Domestic Rates	934.00
08.12.16	3635	Newleaf Ltd	Tree, Winter Plants, Mine cars	3195.00
08.12.16	3636	Mary Barnett	Honorarium Qtr 4	80.00
08.12.16	3637	G Soudah	Reimbursement	183.21
		G Soudah	Printer Ink Combo	20.00
12.12.16	3638	Haven Power Ltd	Electricity Utility Nov 2016	15.17
13.12.16	3639	Swanwick Church PCC	Civic Service leaflets	25.00
22.12.16	3640	Swanwick CoE Girls School Trust	Civic Service Room Rental	30.00
22.12.16	3641	Hart Signs	Mine Car Signs	60.00
02.01.17	3642	Valley CIDs	Civic Service Refreshments	431.25
02.01.17	3643	Rob Castledine	Wages Mth 9	1346.89
02.01.17	3644	HMRC	Tax & NI Mth 9	371.78
			Total	7052.30

290.2/2017 RESOLVED: To approve payments to the following:

To Whom Payable	Reason	Amount £
		0
	TOTAL	0

290.3/2017 Income Received

Date	Remittance			Amount	£
04.11.16	BACS	Broadbents	Refund of anticipated Land Registry Fees		210.00
29.11.16	601357	Swanwick WI	Payment for wreath		20.00
30.11.16	BACS	HMRC	VAT Repayment		10,602.86
02.01.17	601358		Refund of wine from Civic Service		40.00
			Total		10872.86

291/2017 Bank Reconciliation**292/2017 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) 13 by reason of the confidential nature of the business to be transacted'.

None

293/2017 WEBSITE INFORMATION ARISING FROM MEETING

None

294/2017 Items for the next agenda

Pentrich Revolution Bicentennial Way-boards

278/2016 Date of Next Meeting: 16th February 2017 @ 7.15pm at the Meeting Room at the rear of the Baptist Church, Derby Road

Meeting Closed at 20.38

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council meeting 16th February 2017

7.1 Newsletter Village Matters February 2017

The new style newsletter is being distributed during February. It has been sponsored by Tambers Pharmacy and Architectural Building Design Services bringing the cost of printing down considerably. Please pass any comments about how it is received in the village and any enquiries from local businesses wishing to sponsor future editions to the clerk.

7.2 Closure of Yorkshire Bank Alfreton Branch

When the Ripley Branch closed the Parish Council account was automatically transferred to the Derby Branch. The nearest branch for over the counter transactions is at Alfreton. This branch is now closing in June 2017. Some over the counter transactions can be done at Local Post Offices such as High Street; however not all transactions are accepted.

The choice is to use the Post Office at Alfreton or Ripley. An alternative is to change banks to one that has retained a local branch in either Alfreton or Ripley.

Members are invited to consider the options

- 7.2.1 To retain the account at Derby branch of Yorkshire Bank Ltd and to conduct over the counter business through one of the local post offices with a review in 12 months time, or
- 7.2.2 Open a new account at a bank that has retained local presence in Alfreton or Ripley.

7.3 DALC Subscription 2017-18

DALC has issued its subscription letter, which is attached at 7.3.1. The offer is for an Annual Subscription fee of £740.13 (without free access to courses in Group 1) or the Enhanced Subscription of £940.13 (with unlimited free access to Group 1 training courses). In 2016-17 the Parish Council opted for the basic annual subscription and took the view that it would not have taken up sufficient training places to benefit from the enhanced subscription. Members are asked to consider the same arrangements for this coming year.

Proposal:

To authorise the Clerk to pay DALC the Subscription 1 rate of £740.13 for 2017-18.

7.4 Non Domestic Rates 2016-17

Following the demolition of the surplus buildings in October 2016, the Valuation Office Agency has reassessed the property at 76-80 Derby Road Swanwick DE55 1BG and amended the 2010 Valuation List. Notification of the new rateable value has been received, and I have contacted AVBC to amend the Non Domestic Rates demand in respect of 2016-17. A refund will be issued by AVBC.

7.5 Land Registry Issues

7.5.1 Shirley Road Allotments

Land Registry has commented on the Parish Council's application to register the land that comprises the Shirley Road Allotments. There continue to be minor discrepancies, in particular on the Southern and South Western boundary. There a slight overlap of the land the Parish Council is seeking to register with four properties that have already been registered by owners. The overlap results from the rather crude plans attached to the documents that transfer the land from Amber Valley BC to Swanwick Parish Council.

Rather than register a dispute, I will meet with the property owners affected to resolve any issues. There is a deadline to respond to Land Registry by 27 February 2017.

Proposal:

To authorise the Clerk to agree the boundary with the current owners of the affected properties and to instruct solicitors to complete the registration process with Land Registry accordingly.

7.5.2 Nether Close Allotments

The boundary issues have now been resolved with the adjacent property owner. A new fence has been erected on the boundary line on the South Western side, as agreed, by the adjacent property owner. I am waiting for the final confirmation from Land Registry.

The tenancy agreements for the individual Nether Close Allotments are due for renewal at the end of March 2017. Agreements have previously been issued for a period of 5 years (1 April 2012 until 31 March 2017) at an annual rental of £6-00 (with the option to pay for the five years in a single payment). One plot is currently shared by two and the tenants pay 50% each. In view of the costs incurred in registering the land and the administrative costs of managing these allotments, it is proposed to increase the rental per plot over the next three years and that tenancy agreements are issued for a period of three years 1 April 2017 to 31 March 2020.

Proposal:

To increase the rental of each of the plots of the Nether Close Allotments as follows: **2017-18** £10-00 **2018-19** £15-00 **2019-20** £20-00

7.5.3 Brewster Memorial Gardens

The attempt to register, with Land Registry, the Brewster Memorial Gardens has thrown up an anomaly. The Land registry has not accepted Swanwick Parish Council's application to register the land as the land was already registered by AVBC as being in the ownership of the Borough Council. Previously allotment land, the land was transferred by AVBC to Swanwick Parish Council in 1990 by formal agreement in line with the transfer of certain functions to Parish Councils. However, AVBC appear to have convinced Land Registry in 2008 to register Brewster Memorial Gardens as land belonging to Amber Valley BC despite the 1990 transfer.

I have written to Amber Valley BC inviting the council to explain and then rectify the error by registering the transfer with Land Registry. I have not received any response or acknowledgement of the request to date. I have sent a further reminder. At the time of writing this report nothing is forthcoming.

I propose to write to the Chief Executive.

7.6 Electricity Supplier

Since occupying the site, the Parish Council has been on a temporary contract with the existing electricity supplier Haven Power Ltd. The standing charges and unit costs are on an emergency band. There is scope to reduce this by 40% by entering into a 12month contract. Although the amounts are small, there is still a financial saving to be achieved.

Proposal:

To authorise the Clerk to enter into a 12/24 month contract for the supply of electricity with Haven Power Ltd

7.7 Pentrich Revolution Way Board

Following the meeting with representatives of the South Wingfield and Pentrich Revolution Group, they have provided the following costs for the wall mounted way boards.

A1 powder coated steel frames only @ £365.00 each
12mm Interpretation panel manufacture @ £195.00 each
Spare panels if made at the same time as the original @ £150.00 each
Delivery of 1 frame and panel @ £45.00 each
Design and artwork costs @ £200 per board (This assumes that pictures and copy are provided).

Sub Total £805 (Plus £140.8 VAT)

Planning application (Incl. the 50% concession available to Parish Council)
£192.50

Total £992.50 (plus VAT £140.8) = £1,138.3

Swanwick Parish Council will be responsible for contracting with the design and manufacture company direct.

The way board can be located on the wall outside the entrance to the Parish Council Office, subject to the granting of planning permission. This will be a temporary arrangement until the site is developed; the way board may then have to be relocated.

The funding of the board can be met from the budget set aside for S137 grants.

I will supply illustration of the panel content at the meeting.

I have also requested a quotation from a local supplier. This will be available for comparison at the meeting if received in time.

Proposal:

To authorise the clerk to commit expenditure, subject to a maximum of £1200 on the supply and fit of a suitable way board to commemorate the Bicentennial anniversary the Pentrich Revolution.

Derbyshire Association of Local Councils

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

dalc

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01629 816338

chiefofficer@derbyshirealc.gov.uk admin@derbyshirealc.gov.uk
www.derbyshirealc.gov.uk

1 February 2017

Dear Colleague

DALC subscriptions 2017/18 – subscription rate services and training delivery

Please find enclosed your subscription renewal invoice for 2017/18. Following a successful take-up last year for our enhanced subscription package, we are again offering two levels of subscription for 2017/18. The basic fee represents a 1.5% increase on the 2016/17 fee, to include the full range of services and support as offered in the current year. Once again, the National Association of Local Councils, to which all County Associations are affiliated, has raised their fees but DALC have again decided not to pass the whole cost onto our members.

The enhanced subscription rate is optional, but includes an increase on your basic subscription fee to cover group 1 training. All the courses in group 1 will be “free” to any council paying the extra training fee. The extra fee will enable your councillors and clerk/rfo to book onto as many courses as they wish, (with a max number at any one course of 3 delegates from your council). All bookings will be on a first come first served basis, but we aim to provide ample opportunities for your council to take advantage of this flat-fee rate.

Group 1 courses will include (April 2017-March 2018):

Clerk Essential Training – 6 sessions; Councillor Essential Training – at least 4 sessions; Chair Skills; Code of Conduct; The Role of the RFO; Finance for Councillors; Law & Good Practice of Local Council Meetings; Data Protection and Freedom of Information. These courses will also be available to Councils not taking up the Enhanced Subscription at a cost of £40 per delegate.

Group 2 courses will aim to cover (April 2017-March 2018):

Neighbourhood Planning; Health & Safety and Risk Assessment; Tree and Woodland Management; Employment issues; Village Halls; Grave Matters – a guide to managing cemeteries and closed churchyards; Websites; Grants & Grant Funding; Planning; Legal Issues and Social Media, together with Managing Allotments. We expect to add to this list during the year as relevant issues arise. Depending upon the length of the course the costs involved will be £40 per delegate for a half day or evening course and £60 for a full day or the equivalent to include a light buffet lunch.

This year the Spring Seminar will be held at Lumb Farm, Ripley on 27 April 2017 at a cost of £45 to Member Councils to include a hot roast lunch. A Programme for the day will be sent to all Member Councils in the next week or so.

Bespoke Whole Council Training is available (on request) from £175 depending upon requirements.

Certificate in Local Council Administration (CiLCA) training will continue to be offered at a cost of £250 payable to DALC and £250 payable to SLCC for registration etc.

If you have any queries, please do not hesitate to contact us.

Yours sincerely

Wendy
Wendy Amis
Chief Officer

Chairman: Sheila Jackson, President: John Plant
Chief Officer: Wendy Amis

dalc the Derbyshire Association of Local Councils is an independent, member-based organisation, open to all Town and Parish Councils and Parish Meetings in Derbyshire.

Derbyshire Association of Local Councils

- ❖ Provides a value for money quality and responsive service to Members (195 of the 205 – 2016/17) parish and town councils in Derbyshire
- ❖ Runs from a small office in Bakewell
- ❖ Is funded by membership subscriptions augmented by income generated activities
- ❖ Member Councils represented on DALC Executive
- ❖ DALC Executive representation on the National Association of Local Councils (NALC)

The National Association of Local Councils

- ❖ Provides member councils via County Associations with legal advice from NALC solicitors who are experts in parish and town council law and practice
- ❖ NALC is in constant touch with Government and its agencies, representing the first tier and influencing Government policy, lobbying on behalf of its member parishes

First Tier Representation

- ❖ DALC provides representation of Derbyshire at District, County, Regional and National levels
- ❖ Association Officers from across the region and country regularly meet to discuss ways of improving service delivery
- ❖ DALC is involved in discussions with the other tiers in the County on issues such as training and new legislative requirements, bringing representatives into discussions

with Officers and Members of the County's Principal Authorities

- ❖ Enabling training in the Certificate in Local Council Administration – nationally accepted qualification

Clerks of Member Councils

- ❖ DALC recognises the key role of Clerks in the efficient and effective operation of their Councils
- ❖ DALC has a highly qualified and experienced Chief Officer who also provides bespoke training for Clerks and Councillors

The Good Councillor's Guide says of County Associations:

"It is vital that your Council is a member to benefit from its services and keep abreast of changes affecting Parish and Town Councils".

Services to Member Councils

- ❖ Free professional advice on all aspects of parish and town council business backed up by experts at NALC who provide legal advice
 - ❖ Regular information circulars
 - ❖ A comprehensive list of specialist publications and best practice guidance
- Free initial advice from specialists on HR and Insurance issues. There is also the added benefit of an advice service on Burial and Cemetery matters.

- ❖ Free immediate electronic circulation of information enabling clerks to manage and disseminate information more effectively
- ❖ DALC aims to respond to all messages within 48 hours
- ❖ Free advice to Parish and Town Councils is normally provided through the Clerk; where there is a sensitive staff issue

- ❖ advice can be channelled through a Councillor with the authority of the Council
- ❖ Discounted training fees for Clerks and Councillors

Value for Money?

A key strand of the work of DALC is to provide advice, support, training and benefits which can be seen in increased professionalism, effectiveness and efficiency. Employment advice has resulted in many savings against potential grievances, whilst legal advice on powers and procedures has helped to enhance the reputation of councils.

In addition, some of the tangible benefits that DALC have informed parishes on and which have enabled their members to gain services, assets and monetary savings over the past year include, based on feedback we have received from our members, Insurance premium savings ; Digital Transparency Fund awards; Awareness of relevant Consultations and availability of grant funding streams.

This year we are introducing a new course on Social Media from the pit falls of using such a communication tool and how to make it work for you. This is alongside proven courses covering finance, cemeteries, websites and employment matters, together with Freedom of Information, health & safety, grants and grant funding, village halls, planning and legal issues.

Wendy Amis
Chief Officer - 2017

More information on the role and services of DALC can be found on our website www.derbyshirealc.gov.uk together with training opportunities.

Derbyshire Association of Local Councils, Aldern House, Baslow Road, Bakewell, Derbyshire DE45 1AE

Tel: 01629 816338 – E-mails: chiefofficer@derbyshirealc.gov.uk / admin@derbyshirealc.gov.uk

Web site: www.derbyshirealc.gov.uk

Motivating and informing Local Councils in Derbyshire



DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS

Aldern House
Baslow Road
Bakewell
Derbyshire DE45 1AE

Tel: 01629 816338

E-mail: admin@derbyshirealc.gov.uk
www.derbyshirealc.gov.uk

Invoice No. 240/2017

Date: 01.04.2017

Swanwick Parish Council

SUBSCRIPTION 1 DESCRIPTION	AMOUNT DUE
Annual Subscription to DALC for period 01.04.17 – 31.03.18	740.13
SUBSCRIPTION 2 DESCRIPTION	AMOUNT DUE
Annual Subscription to DALC for period 01.04.17 – 31.03.18 + Group 1 training	920.13

Please make cheques payable to "DALC"
PAYMENT STRICTLY WITHIN 30 DAYS OF DUE DATE

Bank Details for BACS/Direct Bank Payments:

BANK: Unity Trust Bank
SORT CODE: 60-83-01
ACCOUNT NO: 20343174
ACCOUNT: Derbyshire Association of Local Councils

Please e-mail the DALC admin of Direct/BACS payments.

Swanwick Parish Council - £720.13 / £920.13

Invoice No. 240/2017

Date: 01.04.2017

Please cut off and return this section to DALC Office, together with cheque or information in respect of BACS/Direct Bank payments. Please retain the left hand section for your Council records.
Please also complete the details on the reverse of this sheet.

Name of Clerk

Address

..... **Postal Code**

(Office Hours)

E-mail

Website:

Chair of the Council

Address **Postal Code**

.....

E-mail

Precept for 2017/2018 is £

Electors: 4214

PLEASE SEE OVER FOR FURTHER INFORMATION REQUEST

dalc

In order to best support our member parish & town councils, DALC would like to collect details on the functions your council currently provides, the frequency of your meetings and the staff responsibilities of your council.

How many Full Council meetings do you hold each year?:

On what date/day of the month do you usually meet?:

How many councillors should your council have?:

How many councillors does your council have?:

Including your clerk how many staff members do you employ?:

Please tick the activities managed by your council:-

Play areas	
Sports facilities	
Trees and verges	
Common	
Village green	
Burial grounds, crematoria, churchyards	
Closed churchyard	
Markets	
Community transport schemes	
Crime prevention – CCTV, Neighbourhood watch	
Street lighting	
Street furniture	
Village/Community hall	
Car park	
Allotments	
Public toilets	
Swimming pool	
Ponds or lakes	
Charities	
Parish office	
Youth Club	
Other activities	

Derbyshire Association of Local Councils



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Circular No. 02/2017

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- **Subscription Charges 2017/2018**
- **Transparency Code for Smaller Local Councils**
- **Smaller Authorities' Audit Appointments (SAAA) for 2017/18 – 2021/22 returns**
- **NALC New Year Message**
- **HR Matters**
- **Grants**
- **How Elected Members can improve the Health of their Communities, 7 February 2017**

1. **SUBSCRIPTION CHARGES 2017/2018**

Once again, there will be the opportunity for councils to pay the **Enhanced Subscription** rate next year 2017/18. We will be offering two levels of subscription for 2017/18. The lower fee will represent a 1.5% increase on the 2016/17 fee together with the full range of services and support as offered in the current year. This will represent an increase depending on your councils' electorate size of between £1- £14. DALC are working hard to keep your subscription fees as low as possible, as we have been asked to pay a 1.9% increase to NALC.

The second and higher fee, is optional, but includes an increase on your basic subscription fee to cover group 1 training. We will be operating two suites of training – group 1 and group 2. All the courses in group 1 will be "free" to any council paying the extra training fee. The extra fee will enable your councillors and Clerk/RFO to book onto as many courses as they wish, (with a max number at any one course of 3 members of your council). All bookings will be on a first come first served basis via your Clerk, but we aim to provide ample opportunities for your council to take advantage of this flat-fee rate. The courses in group 2 will incur a fee from all delegates.

We are proposing to offer the following courses in 2017/18:

Group 1 Courses – available to book by all member councils, but also included as part of the enhanced subscription package:

- Clerk Essential Training - 6 Sessions -
- Councillor Essential Training - 4 Sessions
- Finance for Councillors
- Role of the RFO
- Chair Skills
- Code of Conduct
- Law & Good Practice of Local Council Meetings (to include minutes & procedures)
- Freedom of Information
- Employment matters
- Transparency Funding

Group 2 Courses – available to book by all member councils, but not part of the enhanced subscription and costs will be published as dates are confirmed:

- Cemetery Management and Burials (Grave Matters)
- Tree and Woodland Management
- Websites
- Neighbourhood Planning
- Health and Safety
- Social Media
- Village Halls
- Spring Seminar
- Grants & Grant Funding
- Social Media – how to get it right
- Planning – understanding the process and the role of local councils
- Certificate in Local Council Administration
- Legal Issues

This is not an exclusive list and other courses and seminars may be added as topics become relevant. We aim to be responsive to your requirements so please do get in touch if there is a particular topic you would like us to cover in training. As with any training course if there proves to be insufficient interest to make the session viable, DALC reserves the right to cancel that course.

Subscription letters will be sent out electronically in the next few weeks.

2. TRANSPARENCY CODE FOR SMALLER LOCAL COUNCILS

The code has been mandatory from 1 April 2015, for all parish councils with an annual turnover not exceeding £25,000 and requires the online publication of key spending and governance information on the occasions specified in the Code.

This code is issued to meet the government's desire to place more power into citizens' hands to increase democratic accountability. It is available to read [here](#).

If you are not yet compliant with the Code, please contact us at DALC as soon as possible - as the government has made available funds to support councils to become web-enabled and compliant with the Transparency Code for Smaller Authorities. This funding programme will be available for another 12 months and is administered for Derbyshire through DALC. If you are unsure whether you qualify for funding, please contact the DALC office and we will be happy to help.

3. SMALLER AUTHORITIES' AUDIT APPOINTMENTS (SAAA) FOR 2017/18 – 2021/22 RETURNS

Following the successful procurement exercise by SAAA, details of the [specific appointments by county area](#) for opted-in authorities are now available on their website along with the [scale of fees for 2017/18 to 2021/22](#). For Derbyshire, our External Auditors will be PKF Littlejohn LLP. We will send a reminder on this later in the year.

Note: for the financial year 2016/17 there are no changes to existing audit arrangements and councils should continue to work with their existing auditors on limited assurance reviews for accounts for the financial year 1 April 2016 to 31 March 2017. All matters relating to the financial year 2016/17, including the Annual Return for the year 2016/17, should still be sent to your current external auditor.

4. NALC NEW YEAR MESSAGE

The Chairman of NALC has written a New Year letter which reinforces the importance of our sector and the opportunities we have to make a real difference in our communities. The letter is available [here](#).

5. HR MATTERS

PM announces plans to tackle depression in the workplace. Theresa May's Shared Society initiative, which she announced on the 8th January, includes plans to create partnerships with Employers to tackle mental health problems in the workplace, and in particular Depression. Currently Depression is the biggest cause of lost working days in the UK, costing Employers 11.7 million days per annum.

Small Councils can be particularly affected, as they often lack staff to cover sick leave, or don't have procedures in place to manage Employee illness. Depression potentially falls under the legal definition of a disability which means that many smaller Councils could be on the receiving end of very expensive claims for Disability Discrimination if they dismiss, demote or treat an Employee who suffers with the problem unfavourably, unless they have fully investigated the problem and made 'reasonable' adjustments to help accommodate the Employee. Read the full article

[here](#)

6. GRANTS

The Community Trees Fund 2017 (UK)

The Tree Council has funds available to assist community groups proposing to undertake tree planting projects during National Tree Week (25th November - 3rd December 2017) or as soon as possible afterwards.

The Community Trees Fund is open to projects where the total tree planting costs are between £100 and £700. The Tree Council will fund up to 4 fruit trees (but no more than that) on semi-vigorous, vigorous and very vigorous rootstocks. Community Groups wishing to plant more than 4 fruit trees, please apply to the Orchard Windfalls Fund. Eligible costs include the cost of the trees and any reasonable cost of necessary supports and aids to establishment (stakes, ties and guards, plus fertiliser, mulch and soil amelioration but only where conditions make this appropriate). The project costs should total at least £100 in order for the application to be eligible for consideration.

The Tree Council needs to be certain that the project organisers have consent to plant on the area of land proposed and a guarantee that the trees will be secure for at least 5 years. Only community groups may apply and Children under the age of 16 must be actively involved in the planting process. Applicants will need to contribute 25% match funding to the project.

The closing date for applications is the 31st March 2017.

<http://www.treecouncil.org.uk/grants/community-trees>

7. HOW ELECTED MEMBERS CAN IMPROVE THE HEALTH OF THEIR COMMUNITIES – 7 FEBRUARY 2017

The transfer of public health from the NHS to local government and Public Health England (PHE) is one of the most significant extensions of local government powers and duties in a generation. It represents a unique opportunity to change the focus from treating sickness to actively promoting health and wellbeing. The Local Government Association (LGA), Public Health England East Midlands and East Midlands Councils have developed a one day training workshop to support elected members to champion health improvement and prevention in their communities.

The facilitated workshop is aimed at elected members from all types of councils and in any role. The session will be facilitated by an experienced LGA Associate and an elected member peer. There are four main elements of the day:

1. Health and wellbeing and health inequalities
2. Understanding Prevention
3. The role of councils in prevention and tackling health inequalities

4. How to make a difference

The event is being held at Kegworth and is free for elected members from the East Midlands and ***one place has been allocated for a member councillor from a Derbyshire town or parish council.*** To book the place, or for more information, please contact DALC.

Wendy Amis
Chief Officer

January 2017

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

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR REF	VENUE	COST
25 January 2017	CiLCA Session one		Stretton Village Hall	£250.00 *
22 February 2017	CiLCA Session two		Stretton Village Hall	
23 February 2017 (10am – 2.30pm)	Law & Good Practice of Local Council Meetings (light buffet lunch included)	16/2016	Stretton Village Hall	Up to 3 free places for enhanced member councils
27 April 2017 (9.30 for 10.00am – 4.00pm)	Spring Seminar	19/2016	Lumb Farm, Ripley	£45.00 per delegate

***Plus £250.00 registration to SLCC**