

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council

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13th June 2019

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 20th June 2019 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 16th May 2019

6. Planning Matters

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

7. Clerk's Report

- 7.1** To approve publication of Standing Orders May 2016 (Rev. 06/19)
- 7.2** To approve publication of Financial Regulations May 2016 (Rev. 06/19)
- 7.3** To approve publication of Customer Complaint Procedure May 2016 (Rev. 06/19)
- 7.4** To approve publication of Code of Conduct May 2017 (Rev. 06/19)
- 7.5** To approve publication of the Council's Publication Scheme May 2016 (Rev. 06/19)
- 7.6** To approve publication of the Retention of documents May 2016 (Rev. 06/19)
- 7.7** Vacancies in the office of Parish Councillor
- 7.8** Councillor Attendance record 2018/19
- 7.9** S137 Grant Applications 2019
- 7.10** VE Day 8th May 2020

8. Chair's Report (Verbal Report)

Village Hall Financing

8.1 To authorise The Clerk to draw down the arranged loan from PWLB and agree the terms.

Swanwick Recreation Grounds

8.2 To agree in principal to the transfer of sole trusteeship from Amber Valley Borough Council to Swanwick Parish Council

9. Councillors' Updates

Website activity & Social Media
Village Hall Working Group
Defibrillator Working Group
Well Dressing 2019
Remembrance Sunday 2019
Civic Service 2019

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

10.1 DALC – Call for Executive Members for DALC for period - 2019-2023

10.2 DALC 07 - 2019

10.3 DALC 08 - 2019

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
17.05.19	DD	Haven Power	Electric Utility	14.00
17.05.19	BACS	Defib Store	2 x Defibs & Cabinets	3,009.60
24.05.19	BACS	Acclimatize	Climbing Wall WD 2019	300.00
24.05.19	BACS	Salaries	Mth 2 Year end 2020	2719.89
24.05.19	BACS	HMRC	Mth 2 Tax & NI Contribution	691.64
18.05.19	3872	Stuart Brown	Childrens Entertainer WD 2019	250.00
18.05.19	3873	Crich Brass Band	WD 2019	180.00
22.05.19	3874	J Smith	1st Aider WD19	50.00
31.05.19	DEBIT CARD	Printscene	WD Banner	60.00
31.05.19	DEBIT CARD	Jacksdale GC	Bedding Plants & Hanging Baskets	2,653.71
31.05.19	DEBIT CARD	Toolstation	WD Barrier tape & cable ties	13.44
31.05.19	DEBIT CARD	Toolstation	WD Buckets & cable ties	9.48
31.05.19	DEBIT CARD	Post Office	WD Plate Comp Vouchers	70.00
31.05.19	DEBIT CARD	O2	Clerk Mobile April 2019	23.22
31.05.19	DEBIT CARD	O2	Clerk Mobile May 2019	-10.00
31.05.19	DEBIT CARD	Allpart mcr	Water Jerry Cans	19.94
31.05.19	DEBIT CARD	Warrior Waterfed System	Waterfed trolley system	279.99
31.05.19	DD	NEST	Employees/Employers Pension Deductions Mth 2 year end 2020	230.14
			Total	10565.05

11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 3 Year End 2020 Salaries	2720.09
HMRC	BACS	Mth 3 Tax & NI Contribution Year End 2020	691.44
NEST	D/D	Mth 3 Pension Deduction & Employer Contribution Year End 2020	230.14
Cllr M Barnett	CHQ	Honorarium Qtr 1	80.00
Rockfall	BACS	Staff PPE	66.45
St Andrews Church	CHQ	Annual Floodlighting Contribution	130.00
Iansprint	BACS	WD Artwork	10.00
Iansprint	BACS	Copying April/May	24.32
		Total	3952.44

11.3 Income Received:

Date	Remittance	Amount £
07.06.19	SAA 1 st half rent 2019	225.00
	Total	225.00

12. Bank Reconciliation

Cash Book Reconciliation

31.05.19

Opening Balance 01.04.19	181,054.23	
Receipts to 31.05.19	84,766.81	
Sub Total		265,821.04
Payments to 31.05.19	25,085.67	
Unpresented cheques 2018/19	125.00	
Sub Total		24,960.67
Closing Balance 31.05.19		240,860.37
Bank Balance at 31.05.19		240,860.37

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 18th July 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 16th May 2019 at 7pm**

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

Members of the Public:

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

Cllr Wilson (left at 7.10pm), J Briggs, R Grant, P Lord, R Lord, J McCulloch

672/2019 APOLOGIES

None

673/2019 ELECTION OF CHAIR

RESOLVED:

Cllr George Soudah was elected as Chair.

674/2019 ELECTION OF VICE CHAIR

RESOLVED:

Cllr Brenda Payne was elected Vice Chair

675/2019 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman, Vice Chairman and all Councillors' signed the Declarations of Acceptance Documents.

676/2019 REGISTER OF MEMBERS' INTEREST

All Councillors are to complete this form and return to the Clerk.

677/2019 TO DETERMINE WHETHER TO RE-INSTATE PARISH COUNCIL COMMITTEES OR CONTINUE WITH LEAD COUNCILLORS.

RESOLVED:

Not to reinstate committee structure and continue with Lead Councillors.

678/2019 VARIATION OF ORDER OF BUSINESS

None

679/2019 DECLARATION OF INTEREST

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

Cllr. Soudah declared interest in item no.17.1

The Councillor remained in the meeting.

680/2019 PUBLIC PARTICIPATION

680.1/2019 Public Speaking –

Cllr Wilson introduced himself to the new Councillors and mentioned that he is selling VE Day poppy badges.

PL made comment about proposed Sleetmoor Lane Development Reserved Matters, he raised 19 points that he is concerned about and said he would

be writing to AVBC, Nigel Mills MP, Chair of the County Council and our Borough Councillors. He requested that the Parish Council also put their concerns to AVBC; **Cllr Soudah** said that they would be doing so and also copying in DCC etc. **PL** said he also hoped that residents would place their objections too.

JM reiterated what **PL** had already mentioned, saying that we all needed to write our objections and try to get this looked at as a whole including the traffic arrangements for Lily Street. **Cllr Chidlow** said that we must encourage the public to write their objections and **Cllr Webster** said he would try and contact Nigel Mills MP on this matter.

JB

1. Said that the Lily Street northern entrance has not yet been passed by DCC/Highways.
2. Local Plan – AVBC is now considering withdrawing from the Local Plan.

680.2/2019 Members' Observations

Cllr Brenda Payne –

Reported overhanging trees on Cray's Hill, the Clerk will check to see who is responsible for them.

Cllr Amanda Trenear –

1. Asked what is happening with the Social Club land. **Cllr Soudah** responded that the derelict building was demolished by the Parish Council and the site secured and we are currently using it for storage. It will be held for 12 years and then we will claim adverse possession, it will then be used as community land. **The Clerk** said that we are currently waiting for the Gardeners to spray weed killer and clear the site.
2. Complaints about the parking around the entrance to Minster Way/Post Office area. **Cllr Soudah** said that members of the public must report these issues directly to the police on their non emergency number.

680.3/2019 POLICE MATTERS

There have been no meetings, but Hardy Dhindsa the Police and Crime Commissioner and Amber Valley Safer Neighbourhood Team are attending our well dressing. Cllr Soudah also represented SPC at the Safer Neighbourhood Event at Cray's Hill, which was attended by a number of local groups.

680.4/2019 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST

None

681/2019 MINUTES OF FULL COUNCIL

RESOLVED:

Minutes of Full Council held 18th April 2019 be received as correct account of the meeting. The minutes were signed by the Chair.

682/2019 PLANNING MATTERS

682.1/2019 Planning Applications

This had been covered in the Public Participation section.

683/2019 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

RESOLVED:

To allow the following to be reviewed and publicised as required by the Chair/Clerk –

683.1/2019 Standing Orders May 2016 (Rev. 06/17)

683.2/2019 Financial Regulations May 2016 (Rev. 06/17)

683.3/2019 Customer Complaint Procedure May 2016 (Rev. 06/17)

683.4/2019 Code of Conduct May 2017 (Rev. 06/17)

683.5/2019 Inventory of land and assets including buildings and office equipment May 2017

683.6/2019 The Council's Publication Scheme May 2016 (Rev. 06/17)

683.7/2019 Retention of documents May 2016 (Rev. 06/17)

683.8/2019 The review of the Council's and/or staff subscriptions to other bodies.

Members noted the update.

683.9/2019 Vacancies in the office of Parish Councillor

Members noted the update.

683.10/2019 Councillor Attendance Record

Members noted the update.

683.11/2019 Derby Road Parking

Concerns regarding parking near Swanwick Hall School have been raised with the police.

683.12/2019 Cross Key's Car Park Rubbish

Concerns regarding rubbish in this area have been raised **the Clerk** will contact the Brewery to discuss. **Cllr Goodier** said that she would look into doing a village litter pick.

683.13/2019 Rowthorne Nursing Home

Have requested that Cllrs attend a party to celebrate 2 residents 100 birthdays in July, date to follow.

683.14/2019 2019 Lamp Post Poppies

British Legion has asked if we want poppies for our lamp posts at a suggested donation of £3 each. Councillors suggested that we ask public or individual roads if they wish to sponsor one in memory of someone.

683.15/2019 2019 DALC Training

Cllrs were reminded that DALC are holding several Councillor Training Courses throughout the year and it would be good to attend one.

683.16/2019 2019 Parish Council Annual Insurance

RESOLVED:

To authorise the Clerk to pay the Annual Insurance 2019/20 fees of £493.83

683.17/2019 2019 Accounting Statement 2018/19

The Accounting Statement 2018-19 figures were amended and certified on 15/05/2019 by the Clerk/ RFO was represented to Members.

RESOLVED:

To approve the amended Annual Accounting Statement for year ended 31st March 2019.

The Chair Cllr G Soudah signed the Annual Accounting Statement 2018-19.

684/2019 Chair's Report

The Chair reported that he had already mentioned attending the Safer Neighbourhood Event at Cray's Hill and he had also responded to Village Hall funding queries.

685/2019 Councillor Updates

685.1/2019 Website activity & Social Media

Analysis of website activity as follows –

Facebook reached over 1000.

SPC Website had 232 visits.

685.2/2019 Village Hall Working Group

The Architect is updating the drawings etc. We have approached National Lottery for funding and should hear back shortly. STW and Western Power to be connecting services early in June.

685.3/2019 Defibrillator Working Group

Two defibrillators have been purchased, one to go on the Pavilion at Cray's Hill and the other which is a joint venture with Swanwick Primary School to go on South Street in front of their boundary fence.

685.4/2019 Well Dressing

All Cllrs were reminded that setting up on Friday evening is at 5pm until 6pm and on Saturday from 9am, all help would be appreciated. DCC has refused to give us a grant to help pay for the climbing wall. Everything else is in place.

686/2019 Correspondence & Circulars

Noted

687/2019 Accounts

687.1/2019 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
03.04.19	3864	G Soudah	Chairs/Clerks Phone & B/band	37.82
17.04.19	D/D	Haven Power	Electric Utility	14.00
24.04.19	3866	2nd Swanwick Scout Group	Flowers WD19	25.00
24.04.19	3867	Lynne Barnett (CTS)	Flowers WD19	25.00
24.04.19	3868	Swanwick School & Sports College	Flowers WD19	25.00
24.04.19	3869	Swanwick W.I.	Flowers WD19	25.00

24.04.19	3870	Swanwick Primary School	Flowers WD19	25.00
24.04.19	3871	Swanwick Hall School	Flowers WD19	25.00
25.04.19	BACS	STW	New Temp Connection	2,568.38
26.04.19	BACS	Salaries	Mth 1 Year end 2020	2720.29
26.04.19	BACS	HMRC Cumbernauld	Mth 1 Tax & NI Contribution	691.24
26.04.19	BACS	Grasstrack	Gardening Maintenance Mar 18	252.00
26.04.19	BACS	Platinum Electrical	Stress Testing Nov 2018	741.66
26.04.19	BACS	Iansprint	Copying Jan-Mar 2019	57.12
26.04.19	BACS	Swanwick Baptist Church	Room Hire Jan-Mar 2019	90.00
26.04.19	BACS	2nd Swanwick Centenary Centre	Room Hire Apr 2019	25.00
30.04.19	DD	NEST	Mth 1 Pension Deduction & Employer Contribution	230.14
30.04.19	DEBIT CARD	O2	Clerks mobile Phone	30.60
30.04.19	DEBIT CARD	Gee Jays	Well Dressing Frame Sundries	22.41
30.04.19	DEBIT CARD	Amazon	Printer Cartridges	23.99
			Total	7654.65

687.2/2019 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Iansprint	BACS	Labels for Well Dressing	28.80
Iansprint	BACS	May 2019 Newsletters	225.00
KC Building Services	BACS	Ground works etc for temp services	4651.12
Grasstrack	BACS	April 2019 Maintenance	896.00
B Wood	BACS	Internal Audit 2018/19	113.20
Two Counties Trust	BACS	Hire of Dining Hall – Well Dressing 2019	378.00
The Chair	CHQ	1st Half Chair's Allowance	400.00
Staff	BACS	Mth 1 Year End 2020 Salaries	2719.89
HMRC	BACS	Mth 1 Tax & NI Contribution Year End 2020	691.64
NEST	D/D	Mth 1 Pension Deduction & Employer Contribution Year End 2020	230.14
		Total	10333.79

687.3/2019 Income Received Noted

Date	Remittance	Amount £
29.04.19	BACS April 2019 Precept	81137.50
01.05.19	BACS HMRC VAT Repayment 03/19	3529.31
	Total	84666.81

688/2019 Bank Reconciliation

Noted:

Cash Book Reconciliation

01.05.19

Opening Balance 01.04.19	181,054.23	
Receipts to 30.04.19	84,666.81	
Sub Total		265,721.04
Payments to 30.04.19	7,734.65	
Unpresented cheques 2018/19	150.00	
Sub Total		7,584.65
Closing Balance 30.04.19		258,136.39
Bank Balance at 30.04.19		258,136.39

689/2019 Exclusion of Press & Public

None.

690/2019 Items for the next agenda

None.

691/2019 Date & Time of Next Meeting

7.00pm 20th June 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

Meeting closed at 20.41

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council Meeting 20th June 2019

7.1 To approve publication of the Standing Orders May 2016 (Rev. 06/19)

The Standing Orders have been reviewed and now publication approval is required by the Parish Council.

The Proposal

7.1.1 To approve publication of the Standing Orders May 2016 (Rev. 06/19) to the Parish Council Website.

7.2 To approve publication of the Financial Regulations May 2016 (Rev. 06/19)

The Financial Regulations have been reviewed and now publication approval is required by the Parish Council.

The Proposal

7.2.1 To approve publication of the Financial Regulations May 2016 (Rev. 06/19) to the Parish Council Website.

7.3 To approve publication of the Customer Complaint Procedure May 2016 (Rev. 06/19)

The Customer Complaint Procedure has been reviewed and now publication approval is required by the Parish Council.

The Proposal

7.3.1 To approve publication of the Customer Complaint Procedure May 2016 (Rev. 06/19) on the Parish Council Website.

7.4 To review Code of Conduct May 2017 (Rev. 06/19)

The Code of Conduct has been reviewed and now publication approval is required by the Parish Council.

The Proposal

7.4.1 To approve publication of the Members' Code of Conduct May 2016 (Rev. 06/19) on the Parish Council Website.

7.5 To review of the Council's Publication Scheme May 2016 (Rev. 06/19)

The Council's Publication Scheme has been reviewed and now publication approval is required by the Parish Council.

The Proposal

7.5.1 To approve publication of the Council's Publication Scheme May 2016 (Rev. 06/19) on the Parish Council Website.

7.6 Review of Retention of documents May 2016 (Rev. 06/19)

The Retention of Documents policy has been reviewed and now publication approval is required by the Parish Council.

The Proposal

7.6.1 To approve publication of the Retention of Documents Policy May 2016 (Rev. 06/19) on the Parish Council Website.

7.7 Notice of vacancy in the office of Parish Councillor

There are now a total of three 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.

7.8 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.

7.9 S137 Grant Applications 2019

Applications under the Council's Grant Aid Policy having been received by the deadline date of 9th June 2019, which are accompanied by the supporting information required and as in previous years meets the criteria set out in the policy will be considered at this meeting.

7.10 75th Anniversary of VE Day June 2020

Ideas on this celebration, to be discussed.

Derbyshire Association of Local Councils



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Mill Lane, Cromford, DE4 3RQ
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30 May 2019

DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS CALL FOR EXECUTIVE MEMBERS FOR THE PERIOD 2019-2023

Please ensure that this is added to the Agenda for your next Council Meeting.

The Executive membership of DALC is appointed every 4 years at the AGM of the Executive, and is therefore due for re-election in October 2019. In line with the DALC Constitution Executive members are drawn from councillors appointed by the votes of member local councils in each district. Based on current membership the District representation is:

Amber Valley – 3; Bolsover – 1; Chesterfield – 1 ; Derbyshire Dales – 4; Erewash – 2
High Peak – 2; North East – 2; South Derbyshire – 3
Plus : One extra place – countywide
Plus a Police Representative
Total 20

The Executive committee meets twice a year, and 8 members are elected to the Finance and General Purposes Committee (to include the Chair and Vice Chairs of DALC Executive).
Full details are included in the DALC Constitution (available on request).

The Annual Executive Committee and AGM will be held on 22 October 2019 from 11am (and will include lunch).

Please see the attached nomination form – to be submitted no later than 12 July 2019.

Where nominations exceed places election papers will be sent to parishes for completion and return by 31 August, 2019.

Parishes will further be approached in September to nominate, from the Executive members elected, a President and Vice Presidents for the year 2019/20.

Kindest regards

Wendy
Wendy Amis
Chief Officer

**DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS
EXECUTIVE COMMITTEE ELECTIONS 2019-23 NOMINATION FORM**

DISTRICT/BOROUGH

Surname & Title (Mr, Mrs, Ms etc)	Forename(s)	Address

Details of candidates' public and voluntary service involvement:

Sponsor SignatoryPosition

.....

Sponsoring PC/TC Date

.....

Please return forms to Chief Officer, DALC, The Old Loom Shop, Bld 23, Ground Floor, Cromford Mill, Mill Lane, Cromford, Matlock, Derbyshire DE4 4RQ or electronically to:

admin@derbyshirealc.gov.uk

PLEASE RETURN NOT LATER THAN WEDNESDAY 12 JULY 2019

PLEASE USE BLOCK CAPITAL THROUGHOUT

Derbyshire Association of Local Councils



The Old Loom Shop, Building 23, Cromford Mill, Mill Road, Cromford,
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Tel: 01629 826655

e-mails: chiefofficer@derbyshirealc.gov.uk
admin@derbyshirealc.gov.uk
www.derbyshirealc.gov.uk

Circular No. 07/2019

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- **DALC Excellence Awards – Year 2**
- **Community Organising Training – change of date**
- **Summary of House of Lords Select Committee Report on the Rural Economy**
- **Town and Parish Council VE Day 75 – 8 May 2020**
- **Use of the Council Seal**
- **Councillor Essential Training Course – 3 July 2019**

1. **DALC EXCELLENCE AWARDS – YEAR 2**

YES, it's that time of year again! Following on from the success of our very first Excellence Awards in 2018, we're now inviting entries for this year's competition.

So... have *you* made a difference to your local community?

Has *your* council done work to be proud of?

Does *your* clerk or councillor go the extra mile to do a great job?

If the answer is 'yes' to any of the above, you need to send us a nomination.

The 2019 Awards, again sponsored by BHIB, are aimed at highlighting the outstanding work done by Derbyshire's councils, councillors and clerks.

There are three categories; Councillor of the Year, Clerk of the Year, and Council of the Year.

Last year's winners of the BHIB Council of the Year award – Ripley Town Council – described their win as 'a wonderful boost for the whole town.'

Clerk Linda McCormick said: 'The DALC Excellence Award was something our whole community could take pride in. We had lots of compliments locally, and it really felt like the community came together to enjoy the accolade.

'We're so glad we made the effort to put in an entry.'

For 2019 nominations, the entry system couldn't be simpler – just email DALC with details, explaining in 250 words or less why your nominee deserves an award. Last year, we had entries that included details of innovative fundraising ideas, renovation projects, trouble-shooting skills, and healthy-living initiatives.

Entries are invited from everyone associated with a local council, as well as members of the public. Our judges will draw up a list of potential winners and request more info if needed.

DALC's chief executive Wendy Amis said: 'Building on the success of last year's awards, we're again determined to highlight the fantastic work done at local level across Derbyshire.

'We were delighted to get good-quality entries in all our categories last year, and we're aiming to repeat that in 2019. Much of the work done at local level doesn't get the recognition it deserves, so our Excellence Awards help redress the balance.'

Winners and runners up will be announced at DALC's AGM on October 22nd, and will each receive a framed certificate and county-wide recognition for their hard work via local media press releases and photos.

Entries close on 6th of September, and winners will be invited to attend the DALC AGM to collect their award.

Eligibility: Councillor of the Year – the entrant must be an elected or co-opted DALC Member parish or town councillor in 2019. Council of the Year (DALC Member) – the nomination must refer to work carried out from 2018 onwards. Clerk of the Year – the nominee must be a DALC Member parish or town council clerk in 2019.

Nominations are invited from any Derbyshire resident, councillor, clerk or council – in a summary of 250 words or less, to awards@derbyshirealc.gov.uk

2. COMMUNITY ORGANISING TRAINING

Please note the date for this training course has changed to that of 5 July 2019. Please contact the DALC Office to reserve delegate places.

This course is a starting point for anybody who is interested in community organising. It will help you begin to understand what community organising involves and what it looks like in the real world. You will be introduced to the foundations of community organising: listening, power, and action.

Community organisers reach out and listen to people, then connect and motivate them to build their collective power. In this course, you will start to explore how people come together so that they can understand and take action on their concerns to build community and overcome social injustice.

You will learn about:

- what community organising is
- the importance of listening to build relationships and explore issues
- power in communities and why it matters

3. SUMMARY OF HOUSE OF LORDS SELECT COMMITTEE REPORT ON THE RURAL ECONOMY

The House of Lords Select Committee on the Rural Economy has recently published its final report. Please see the [NALC briefing](#) highlighting the most relevant points for the local (parish and town) council sector.

One of the key recommendations in the report is that the government develops a rural strategy. NALC is backing the call from the Rural Services Network (RSN) for a rural strategy and is encouraging local councils to do the same. If you wish to support this, please click [here](#).

4. TOWN AND PARISH COUNCILS VE DAY 75 – 8TH MAY 2020

Planning is underway for the above event and we have been asked to distribute details – please see the letter attached to this circular for more details.

5. USE OF THE COUNCIL SEAL

NALC have been asked to advise on whether there is a power for a local council to use its official seal to authenticate a document on behalf of a private individual. It is understood that a practice has developed of the clerk or a councillor using their council's seal to authenticate a document confirming, for example, that a resident is still alive, for people receiving a pension from abroad.

NALC's view is that a council should not use its seal to authorise documents not directly related to that council.

In many European countries the local authority has a specific role in authenticating documents - that is not the case here.

A council seal is to be used for confirming the council's consent to a particular document and the related transaction (e.g. the sale or purchase of land). The seal should never be used without a formal resolution authorising the specific use and a council's standing orders should set out the procedure for the use of the seal. When a council uses the seal on a document relating to a council transaction, the power to use the seal is incidental to that transaction (s.111 of the Local Government Act 1972).

When the seal is used on a document to which the council is not a party, there is no power to do so and that use is not incidental to any other of the council's powers. In addition, because of the role of a foreign local authority, the council could be taking on an open ended liability if there was something wrong with a document that it applied the seal to as the foreign authority would take the seal as a guarantee by the town council of the validity of the underlying transaction.

6. COUNCILLOR ESSENTIAL TRAINING COURSE – 3 JULY 2019

To accommodate the demand for this valuable training we have arranged a further Councillor Essential Training Course for 3 July 2019 – 6.00pm – 8.30pm – at the DALC Office, Cromford. For basic subscription holder councils the cost is £50 per delegate and for enhanced subscription holder councils – up to three free of charge delegate places. Please contact the DALC Office to make reservations.

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

TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
20 May 2019 (10am – 2.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
29 May 2019 (6.00pm – 8.30pm)	Councillor Essential Training	16/2019	DALC Office, Cromford	Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
3 June 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
1 July 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	Draycott	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
3 July 2019 (6pm – 8.30pm)	Councillor Essential Training	07/2019	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
5 July 2019 (10am – 4.30pm)	Community Organising	16/2018	TBC	£30 per delegate	3 per session	TBC
8 July 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
9 July 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis

2 Sept. 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	Willington (South Derbyshire)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
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7 Sept 2019 10am – 12.30pm)	Councillor Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
26 Sept 2019 (10am – 1pm)	Health & Safety etc	5/2019	DALC Office, Cromford	£50 per delegate	1.5 per session	BHIB

30 Sept. 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£250 per delegate **		Jo Taylor
30 Sept 2019 (6pm – 8.30pm)	Councillor Essential Training with disabled access	16/2018	Ashover Sports Pavilion	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis

7 October 2019 (10am – 2.30)	Finance for Local Council Clerks: Budgeting, precept & Financial Management	16/2018	DALC Office, Cromford	£75 per delegate	2 per session	Jo Taylor
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7 October 2019 (6pm – 8.30pm)	Essential Finance for Councillors	16/2018	DALC Office	£50 per delegate	1.5 per session	Jo Taylor
15 October 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
16 October 2019 (10am – 1pm)	Essential Employment Law for Parish & Town Councils	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Chris Moses
22 October 2019 (11am – 2.00pm)	DALC AGM	03/2019	Chesterfield Football Club			

23 October 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	New Mills Town Hall (Library)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
4 Nov. 2019 (10am – 12.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
6 Nov. 2019 (10am – 1pm)	Planning Nuts & Bolts	16/2018	TBC	£50 per delegate	1.5 per session	Lance Wiggins
14 Nov 2019	Risk Management etc	5/2019	DALC Office, Cromford	£50 per delegate	1.5 per session	BHIB

25 Nov. 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
28 Nov. 2019 (10am – 1pm)	Freedom of Information GDPR	16/2018	TBC	£50 per delegate	1.5 per session	Michele Sarginson

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

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

Derbyshire Association of Local Councils



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Circular No. 08/2019

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- **DALC AGM & Excellence Awards – 22 October 2019 – Pro-Act Stadium, Chesterfield**
- **Call for Councillors to sit on the DALC Executive Committee**
- **Finance – Exercise of Public Rights**
- **Permitted development rights - change to the law**
- **Plunkett Foundation ‘More than a pub’ Campaign relaunch**
- **Updated legal briefing on Councillor Data Protection fees payment**
- **Success for Hathersage Parish Council**
- **Increase to cost of Certificate in Local Council Administration Training Course**

1. **DALC AGM & EXCELLENCE AWARDS – 22 OCTOBER 2019 – ProAct STADIUM CHESTERFIELD**

‘FROM tree preservation orders to telecom ‘code rights’, from right-to-light appeals to compulsory purchase compensation, our AGM speaker Peter McCrea’s job is never dull.

In 2013, the Derby-based chartered surveyor was appointed by the Lord Chancellor as a member of the Upper Tribunal (Lands Chamber), based at the Royal Courts of Justice in London.

The tribunal, which has status equivalent to the High Court, has wide-ranging jurisdiction over planning matters familiar to all parish and town council members, and Peter will give an insight into what goes through the mind of a decision-maker, how evidence is weighed and how a decision is explained to all parties involved.’

The AGM also incorporates presentation of our Excellence Awards for BHIB Council of the Year, Councillor of the Year and Blachere Clerk of the Year. Applications for each of these awards are open until 6th September. Please send your entries to: awards@derbyshirealc.gov.uk

2. CALL FOR COUNCILLORS TO SIT ON THE DALC EXECUTIVE COMMITTEE

The Executive membership of DALC is appointed every 4 years at the AGM of the Executive, and is therefore due for re-election in October 2019. In line with the DALC Constitution Executive members are drawn from councillors appointed by the votes of member local councils in each district. Based on current membership the District representation is:

Amber Valley – 3; Bolsover – 1; Chesterfield – 1 ; Derbyshire Dales – 4; Erewash – 2
High Peak – 2; North East – 2; South Derbyshire – 3
Plus : One extra place – countywide
Plus a Police Representative
Total 20

The Executive committee meets twice a year, and 8 members are elected to the Finance and General Purposes Committee (to include the Chair and Vice Chairs of DALC Executive). Full details are included in the DALC Constitution (available on request).

The Annual Executive Committee and AGM will be held on 22 October 2019 from 11am (and will include lunch).

Where nominations exceed places election papers will be sent to parishes for completion and return by 31 August, 2019.

Parishes will further be approached in September to nominate, from the Executive members elected, a President and Vice Presidents for the year 2019/20.

3. FINANCE – EXERCISE OF PUBLIC RIGHTS

Just a reminder that the period for the exercise of public rights regarding the Council's accounts and annual Governance Statement needs to include the first 10 working days of July and be for a period of 30 working days, not including the day the accounts are posted.

4. PERMITTED DEVELOPMENT RIGHTS – CHANGE TO THE LAW

NALC disagrees with the Government's recent announcement that businesses and homeowners can extend their homes without having to go through local planning departments (otherwise known as permitted development rights).

Recently, housing minister Kit Malthouse announced that 'permitted development rights' would be made permanent so that property owners would not have to battle through 'time-consuming red tape'. The Government has set itself punishing targets to build new housing and extend development. These rights, which were introduced on a temporary basis in 2014, enable anyone wanting to build an extension to do so without planning permission from their local authority.

Whilst NALC is supportive of the need to provide more affordable social housing, it does not see permitted development rights as a positive move towards solving the nation's most

urgent housing need. NALC agrees with the Local Government Association – from a planning authority perspective – that permitted development rights undermine local planning departments.

Whilst local councils are not planning authorities NALC believes that planning permission should be gained in the usual way for such extensions from planning authorities (ideally giving local councils a consultation right, too).

5. PLUNKETT FOUNDATION ‘MORE THAN A PUB’ CAMPAIGN RELAUNCH

The Plunkett Foundation will be offering support to rural and urban communities across England to help save their local pub through community ownership. [Continue reading](#)

6. UPDATED LEGAL BRIEFING ON COUNCILLOR DATA PROTECTION FEES PAYMENT

NALC have obtained clarification from the ICO confirming that parish and town councillors are not required to pay a data protection fee with respect to their role as a councillor. The detail is contained in the legal briefing [L02-19](#).

7. SUCCESS FOR HATHERSAGE PARISH COUNCIL

Hathersage Parish Council - not normally being people to brag about successes but are very proud of the fact that the Heart of Hathersage, as well as receiving a PDNPA Planning Award in November 2018, has also been awarded a Regional Royal Institute of British Architect (RIBA) award for the scheme as well as 2 special awards, one for Client of the Year (for the Parish Council) and the other for Project Architect of the Year (Architect Simon Gedye).

Further detail is to be found on Hathersage Parish Council's website and Facebook page and also the PDNPA Community Facebook page.



8. INCREASE TO COST OF CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION TRAINING

In line with the Society of Local Council Clerks' increased charge in respect of registration and marking of CiLCA submissions, we have increased the cost of the two-day training plus mentoring to that of £350.00. Day one of the next CiLCA course will be 30 September 2019. Please contact the DALC office for further information in this respect.

Wendy Amis
Chief Officer

June 2019

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1 July 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	Draycott	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
3 July 2019 (6pm – 8.30pm)	Councillor Essential Training	07/2019	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
5 July 2019 (10am – 4.30pm)	Community Organising	16/2018	Wingerworth	£30 per delegate	3 per session	
8 July 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
9 July 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
24 July 2019 (9.30am – 1.30pm)	Playground Inspection Training	08/2019	Whitworth Centre, Darley Dale	£110.00 per delegate	2 per session	Play Inspections

2 Sept. 2019 (6pm – 8.30pm)	Councillor Essential Training	16/2018	Willington (South Derbyshire)	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
7 Sept 2019 10am – 12.30pm)	Councillor Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
26 Sept 2019 (10am – 1pm)	Contractor management, Corporate manslaughter, Fire Works events	5/2019	DALC Office, Cromford	£50 per delegate	1.5 per session	BHIB
30 Sept. 2019 (10am – 2.30pm)	CiLCA Day 1	16/2018	DALC Office, Cromford	£350 per delegate **		Jo Taylor
30 Sept 2019 (6pm – 8.30pm)	Councillor Essential Training with disabled access	16/2018	Ashover Sports Pavilion	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
7 October 2019 (10am – 2.30)	Finance for Local Council Clerks: Budgeting, precept & Financial Management	16/2018	DALC Office, Cromford	£75 per delegate	2 per session	Jo Taylor
7 October 2019 (6pm – 8.30pm)	Essential Finance for Councillors	16/2018	DALC Office	£50 per delegate	1.5 per session	Jo Taylor
15 October 2019 (10am – 12.30pm)	Clerk Essential Training	16/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
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4 Nov. 2019 (10am – 12.30pm)	CiLCA Day 2	16/2018	DALC Office, Cromford	**		Jo Taylor
6 Nov. 2019 (10am – 1pm)	Planning Nuts & Bolts	16/2018	TBC	£50 per delegate	1.5 per session	Lance Wiggins
11 Nov. 2019 (10am – 1pm)	Internal Auditor Training	08/2019	DALC Office, Cromford	£50 per delegate	1.5 per session	Jo Taylor
14 Nov 2019	Risk Management etc	5/2019	DALC Office, Cromford	£50 per delegate	1.5 per session	BHIB

25 Nov. 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
26 Nov. 2019 (10am – 2.30pm)	Law & Good Practice	08/2019	DALC Office, Cromford	£75 per delegate (to include lunch)	2 per session	Alan Fairchild
28 Nov. 2019 (10am – 1pm)	Freedom of Information GDPR	16/2018	TBC	£50 per delegate	1.5 per session	Michele Sarginson

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