

# SWANWICK PARISH COUNCIL

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12<sup>th</sup> March 2021

You are summoned to attend the Meeting of Swanwick Parish Council to be held on Thursday 18<sup>th</sup> March 2021 at 7.00 pm by video conferencing.

Arrangements for members of the public: if you are a resident of Swanwick and would like to join this video conference, then please email [clerk@swanwickparishcouncil.org.uk](mailto:clerk@swanwickparishcouncil.org.uk). Residents will then be sent a link with password to enable them to join the meeting. Unfortunately, this is necessary to prevent 'trolling' of the meeting.

If you are a resident who does not have access to the internet, any questions or comments on any agenda item can be made in writing by either email or posting to the address above and submitted by 5.00pm on 18<sup>th</sup> March 2021. These will be responded to in Public Speaking as usual.

## 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 4.4 of Public Participation.

### 4. Public Participation

#### 4.1 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.

**4.2 Parish Council Members’ observations**

Member’s observations will be taken alongside Reports from any Borough and County Councillors attending.

**4.3 Police Matters**

Information is on the following web pages -  
[www.police.uk/derbyshire/NR06/](http://www.police.uk/derbyshire/NR06/)

**4.4 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 Virtual Meeting held 18<sup>th</sup> February 2021

**6. Planning Matters**

**6.1 Planning Applications for comment:** All applications can be viewed at [www.ambervalley.gov.uk](http://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 Councillor Attendance record 2020/21**

**7.2 Permit to Attach floral display to Lamp Posts 2021**

**7.3 Grounds Maintenance (Mowing & marking pitches)**

**7.4 Trade Waste Disposal**

**8. Chair’s Report (Verbal Report)**

**9. Councillors’ Updates**

**9.1 Councillor Bates’ proposal**

That the Parish Council seeks a professional valuation of the land on Derby Road Swanwick. This will enable the council to make more informed decisions regarding alternative village hall options.

**9.2 VHWG**

**9.3 Swanwick Recreation Grounds**

**10. Correspondence & Circulars**

**10.1 DALC – 2021 March Newsletter**

## 11. Accounts

### 11.1 To approve urgent payments made to the following:

Date	Payment Method	To Whom Payable	Reason	Amount £
08.02.21	DD	NEST	Employees Pension Deductions Mth 10 year end 2021	67.43
08.02.21	DD	NEST	Employer's Pension Contribution Mth 10 year end 2021	50.57
10.02.21	DD	UKDMO - PWLB	Loan No 504972	4,812.00
15.02.21	BACS	AVBC	Trade Waste 8/2/21 - 31/3/21	153.52
16.02.21	DD	British Gas	Electric Utility Chapel Str	11.56
22.02.21	BACS	G Soudah	Reimburse Flowers to Clerk	49.50
22.02.21	DEBIT CARD	ZOOM Inv 69991309	Online Meetings 21.02.21 - 20.03.21	14.39
26.02.21	BACS	Clerk Salary	Salary Mth 11 2020-21	1,396.00
26.02.21	BACS	HMRC	Mth 11 Tax & NI Contribution Yr End 2021	353.85
26.02.21	DD	NEST	Employees Pension Deductions Mth 11 year end 2021	67.43
26.02.21	DD	NEST	Employer's Pension Contribution Mth 11 year end 2021	50.57
26.02.21	BACS	Somercotes PC	Supply of Temp Litter Picker Feb 2021	400.00
01.03.21	DEBIT CARD	O2	Clerk's Phone	13.80
08.03.21	BACS	C Miles	Reimburse lock for High Str	7.54
09.03.21	BACS	Grasstrack	Grounds Maintenance Jan 2021	896.00
09.03.21	BACS	Grasstrack	Grounds Maintenance Feb 2021	896.00
09.03.21	BACS	Water Plus	Chapel Str Water Utility INV04619869	130.89
			<b>Total</b>	<b>9371.05</b>

### 11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
DALC		Annual Subscription 2021-22	1045.32
		<b>Total</b>	<b>1045.32</b>

### 11.3 Income Received:

Date	Remittance	Source	Amount
15.02.21	BACS	Hart Signs Refund of overpayment	7.00
		<b>Total</b>	<b>7.00</b>

## 12. Bank Reconciliation

Row Headings	£	Sub-Totals
<u>Cash Book Reconciliation</u> <u>09.03.21</u>		
Opening Balance 01.04.20	492,999.88	
Receipts to 09.03.21	183,628.33	
Sub Total		676,628.21
Payments to 09.03.21	103,389.71	
Unpresented cheques	44.50	
Sub Total		103,345.21
Closing Balance 09.03.21		573,283.00
Bank Balance 09.03.21		573,283.00

## 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 Virtual Meeting: 15<sup>th</sup> April 2021

**SWANWICK PARISH COUNCIL  
MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING  
THURSDAY 18<sup>th</sup> February 2021 at 7.00pm**

**Present:** Cllrs Bates, Beavan, Brown, Chidlow, Goodier, Grant, Payne, Soudah & AVBC Cllr Wison

**Members of the Public:**

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

**907/2021 APOLOGIES**

Cllrs Barnett, King and Treenear

**908/2020 VARIATION OF ORDER OF BUSINESS**

**908.1/2021 RESOLVED:**

To consider Item 13.2 as first item

**908.2/2021 RESOLVED:**

To approve that the duties and responsibilities of the Clerk continue to be the responsibility of and undertaken by Cllr George Soudah, Chair, in an unpaid capacity.

**909/2021 DECLARATION OF INTEREST**

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

None

**910/2021 PUBLIC PARTICIPATION**

**910.1/2021 Public Speaking –**

AVBC Cllr Wilson reported on minority group views S106 Funding. He will forward further details already in the public domain.

**910.2/2021 Members' Observations**

**Cllr Payne** reported that the Christmas Tree at the well on Broadway still waiting removal.

**910.3/2021 POLICE MATTERS**

None

**910.4/2021 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

None

**911/2021 MINUTES OF FULL COUNCIL**

**RESOLVED:**

Minutes of the Virtual Full Council held 19th November 2020 be received as correct account of the meeting, proposed by Cllr Goodier and Seconded by Cllr Chidlow.

The minutes were signed by the Chair.

**912/2021 PLANNING MATTERS**

**912.1/2021 Planning Applications**

No comments received about planning applications

### **913/2021 CLERK'S REPORT**

The Clerk's report was presented by the Clerk.

#### **913.1/2021 Councillor Attendance Record 20/21**

Members noted the update.

#### **913.2/2020 Lamp Post Baskets**

##### **RESOLVED:**

To authorise the Clerk to accept the quotation and award the contract to Woolley Moor Nurseries.

#### **913.3/2021 Gardening Maintenance**

**Cllr Grant** asked for the figures for the previous year. Clerk did not have these to hand but undertook to circulate to councillors.

##### **RESOLVED:**

To authorise the Clerk to accept the quotation and award the contract to Grasstracks Ltd.

#### **913.4/2021 Winter Planting**

##### **RESOLVED:**

To authorise the Clerk to accept the quotation and award the contract to Woolley Moor Nurseries.

#### **913.5/2021 NALC Guidance – Preparing for possible return to in-person meetings**

##### **RESOLVED:**

To authorise the Clerk to draft a scheme of delegation for consideration and approval at the next Council meeting in March 2021

#### **913.6/2021 Trade Waste Disposal**

##### **RESOLVED:**

Members to note and approve action taken: the Acting Clerk/Chair has signed the Duty of Care: Controlled Waste Transfer Note and contracted with AVBC Trade Waste Services for a weekly collection at £19.90 per bin. The contract will run to the end of this financial year (end March 2021).

#### **913.7/2021 Minster Way**

**Cllr Beavan** enquired whether there was any further progress on the works proposed at the entrance to Minster Way. The Clerk reported that the current owners have proposed to crown the trees, remove damaged block paving edge the area, replace with membrane/gravel and supply 12 large galvanised steel water troughs/planters to stop parking around the seat area. Once completed the owners will have the land transferred to the Council who will take over responsibility of the area. The Clerk confirmed that the works would have to be fully completed to a good standard before the transfer was accepted.

Cllr Goodier will attend the site when a date is known for the start of the works.

#### **913.8/2021 Biodiversity Funding**

Severn Trent are currently promoting Biodiversity projects with grant funding. Cllr Chidlow passed the information to Clerk. Chair has asked that Cllr Chidlow consult with Cllr Goodier to formulate a proposal to submit for funding. (Deadline is 31/03/21.)

## **914/2021 Chair's Report**

The Chair reported on the Shirley Road Allotments boundary issue. Solicitors had requested an extension due to having difficulty getting information from their client. The response received by the deadline was wanting as all the points made had been previously addressed. No new evidence to support the claim have been received. The PC position remains the same and details of the proposed resolution have been sent to the solicitor. A reply is expected within 14 days (by 3rd March 2021).

## **915/2021 Councillor Updates**

### **915.1/2021 Village Hall Working Group**

A report on the proposals received from David Beuzeval (Consultant) was presented to members. Following a wide ranging discussion on the probability of securing funding for the full £500,000 still required, it was suggested that the Parish Council should explore alternative consultants.

Cllr Beavan asked whether the PC had considered setting up a Go Fund Me or Crowd Funding page. As no one knew enough about this method of funding, the Chair invited Cllr Beavan to find out more and report to next meeting.

### **RESOLVED:**

Not to approve the commissioning of the works proposed by David Beuzeval at present.

Cllr Soudah also reported that he had received a further request from GSS, the company that undertook the grouting on the village hall site, for a release of a further £10k. Cllr Soudah confirmed that no further money will be released until a full report on the works was completed by Haig Huddleston and that the Planning Condition had been approved as cleared by the Coal Authority and AVBC.

The report by Haig Huddleston is still outstanding. Cllr Soudah has confirmed that all the detail has been passed from GSS to Haig Huddleston. A reminder will be sent to Martin Huddleston.

### **915.2/2021 Swanwick Recreation Grounds**

A report was presented to members on the source of funding for the improvement of facilities. The report focused on the allocation of Section 106 Contributions from large developers and sought to examine the way such funding is allocated. Correspondence between the Chair, AVBC Councillors, Officers and the Executive Director were circulated prior to the meeting. A response from the Executive Director is anticipated shortly but had not been received in time for the meeting.

In the meantime the Chair reminded Members that key tasks in applying for several grants has been given to members of the working group –

**Cllr Brown** - Refurbishment of building

**Cllr Chidlow** – Looking at container options and planning

**Clerk** – Goal posts and play area

**TS** – Ground maintenance & equipment

**Cllr Beavan** will look onto legionella inspection costs and

**Cllr Bates** and **Cllr Beavan** are going to close down the building for the winter.

## 916/2021 Correspondence & Circulars

**916.1/2021** NOTED DALC – 2021 February Newsletter

**916.2/2021** Discussed in Clerk's Report - DALC Feb 2021 Preparing for the Possible Return to In Person Meetings

## 917/2021 Accounts

### 917.1/2021 RESOLVED: To approve urgent payments

Date	Payment Method	To Whom Payable	Reason	Amount £
17.12.20	DD	Haven Power	Electric Utility	14.00
17.12.20	DD	British Gas	Chapel Street Changing Rooms 1/11 - 30/11	146.46
21.12.20	DEBIT CARD	British Legion	Poppy Appeal	200.00
21.12.20	BACS	HMRC	Mth 9 Tax & NI Contribution Yr end 2021	354.05
21.12.20	BACS	Clerk Salary	Salary Mth 9 2020-21	1,359.80
23.12.20	DEBIT CARD	ZOOM	Online Meetings	14.39
29.12.20	BACS	Mr Christmas Tree	Supply & remove christmas tree	400.00
29.12.20	BACS	Somercotes PC	Supply Temporary Litter picker Dec 2020	500.00
29.12.20	BACS	Grasstrack	Monthly Maintenance Nov 2020	896.00
29.12.20	BACS	Grasstrack	Supply & plant memorial tree	120.00
29.12.20	BACS	Grasstrack	Christmas tree erection & Supply Plants	108.00
29.12.20	BACS	Grasstrack	Grounds Maintenance Dec 2020	896.00
30.12.20	DEBIT CARD	O2	Clerk's Phone	10.80
30.12.20	DD	NEST	Employees Pension Deductions Mth 9 year end 2021	67.43
30.12.20	DD	NEST	Employees Pension Deductions Mth 9 year end 2022	50.57
18.01.21	DD	Haven Power	Electric Utility	14.00
18.01.21	DD	British Gas	Chapel Street Changing Rooms 1/12 - 31/12	152.97
20.01.21	3900	M Barnett	Honorarium Qtr 3 2020/21 Replacement Cheque	80.00
21.01.21	BACS	Derbyshire County FA Ltd	Pitch Inspection & PIP Report	150.00
21.01.21	BACS	MSE	Survey	150.00
21.01.21	BACS	HMRC	Mth 10 Tax & NI Contribution Yr end 2021	345.05
21.01.21	BACS	Clerk Salary	Salary Mth 10 2020-21	1,395.80
21.01.21	BACS	Somercotes PC	Supply of Temp Litter Picker Jan 2021	400.00
21.01.21	BACS	Mr Christmas Tree	Supply & Remove Christmas Tree	400.00
21.01.21	BACS	Grasstrack	Monthly contract	2,020.00
21.01.21	BACS	LITE Ltd	Supply & Remove Christmas Lights Dec 2020	10,224.00
21.01.21	BACS	LITE Ltd	Supply & Remove Christmas Lights Dec 2020	510.00



Date	Payment Method	To Whom Payable	Reason	Amount £
21.01.21	BACS	Hart Signs	Supply memorial plaque	0.00
22.01.21	DEBIT CARD	ZOOM	Online Meetings	14.39
27.01.21	DEBIT CARD	O2	Clerk's Phone	10.80
			<b>Total</b>	<b>21004.51</b>

### 917.2/2021 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
			0
		<b>Total</b>	<b>0.00</b>

### 917.3/2021 Income Received Noted

Date	Remittance	Amount
15.12.20	BACS Memorial tree & Plaque	157.00
19.01.21	BACS The Gate Inn Christmas Lights	150.00
24.01.21	BACS Grasstrack Refund of duplicate payment	2,020.00
25.01.21	BACS Mr Christmas Tree Refund of duplicate payment	400.00
	<b>Total</b>	<b>2727.00</b>

### 903/2020 Bank Reconciliation

#### Noted:

Row Headings	£	Sub-Totals
Opening Balance 01.04.20	492,999.88	
Receipts to 15.02.21	183,628.33	
Sub Total		676,628.21
Payments to 15.02.21	99,102.18	
Unpresented cheques	44.50	
Sub Total		99,057.68
Closing Balance 15.02.21		577,570.53

### 918/2021 Exclusion of Press & Public

#### 918.1/2021 Staff Absence on long term sick

#### RESOLVED:

To send a bunch of flowers and get well card to the Clerk.

### 919/2021 Items for the next agenda

None

### 920/2021 Date & Time of Next Virtual Meeting

Date of Next Meeting: 18th March 2021

### Meeting closed at 8.24pm

Signed:

Date:

# 7. Clerk's Report to Swanwick Parish Council Meeting 18<sup>th</sup> March 2021

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## **7.1 Councillor Attendance Record 2020/21**

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.

## **7.2 Permit to attach floral displays to Lamp posts 2021**

Members are invited to note that an application for a permit to attach floral displays has been submitted to Derbyshire County Council. The displays will be attached to lamp posts by the contractor approved as supplier at the last meeting, Woolley Moor Nurseries.

## **7.3 Grounds Maintenance Tender**

One quotation has been received for the Grounds Maintenance at the Swanwick Recreation Grounds. Schedule of works includes Mark pitches out (£25.00 + VAT), Cut pitches and mark out (£60.00 + VAT), 16 cuts for the year total (£960.00 + VAT)

Total price for the works to be carried out equals a total of £960.00 + VAT. For your convenience payment can be split over 12 months payable April 21 to March 22 with a fixed price for the next 2 years.

### **Proposal:**

To authorise the Clerk to accept the quotation and award the Grounds Maintenance contract to Grasstracks Ltd. at a fixed price for two years

## **7.4 Trade Waste Disposal**

Members to note that all the litter & dog waste accumulated and temporarily stored on the Village Hall site has now been removed using Trade Waste Contract. This contract runs until end of March 2021. There is no need to renew the contract.

## **7.5 Minster Way**

At time of writing there is no further news of when the works to the entrance to Minster Way are due to start.