

SWANWICK PARISH COUNCIL

Clerk to the Council
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8 November 2021

Dear Councillor

You are summoned to attend the **FULL PARISH COUNCIL MEETING** to be held on Thursday 18th November 2021 at 7.00 pm at the Meeting Rooms at rear of the Baptist Church, Derby Road, Swanwick.

Arrangements for members of the public: if you are a resident of Swanwick and would like to attend this meeting then please email clerk@swanwickparishcouncil.org.uk to register your intention to attend. Due to continuing COVID restrictions and the need to maintain social distancing the numbers permitted in the venue will be restricted. Attendance will be on a First Come First Served basis.

If you are a resident who cannot attend, 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 12.00pm on 15 November 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

None

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 (4.4) of Public Participation.

4. Public Participation

4.1. Public Attendance & Speaking:

Residents wishing to speak will 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 this part 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/.

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 Meeting held 23 September 2021

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. Resident proposal(SE) (Planning Group to monitor development)

7. Clerk's Report

Copy attached

- 7.1. Minster Way Entrance
- 7.2. Anti-social behaviour Memorial Gardens
- 7.3. Christmas Tree 2021
- 7.4. Street Lighting Columns Stress Testing & DCC Permit
- 7.5. Remembrance Sunday Arrangements
- 7.6. Grit Bin request
- 7.7. Replacement Planters
- 7.8. Replacement Bus Shelters
- 7.9. Defibrillator lighting & Replacement pads
- 7.10. Bench seating

8. Chair's Report

(Verbal Report)

- 8.1. Queen's Platinum Jubilee 2022 (papers circulated by email prior to previous meeting) No suggestions received to date
- 8.2. Update on Counsel's opinion re misappropriation of allotment land Plot 48b
- 8.3. Climate Change Policy (Friends of the Earth
<https://takeclimateaction.uk/solutions/climate-action-plan-parish-and-town-councils>)

9. Village Hall

No meetings of VHWG held since last meeting

10. Swanwick Recreation Ground (Charity No. 520525)

As Swanwick Parish Council is the sole Trustee for the Charity, Swanwick Recreation Ground, all matters relating to the management of the charity and the Swanwick Recreation Ground will be a separate agenda item at all future meetings of the Parish Council.

- 10.1. Charity Commission Annual Return 2021
- 10.2. Registration of Title with Land Registry
- 10.3. Tree Maintenance
- 10.4. Pitch Perimeter Growth
- 10.5. Use of Changing Rooms
- 10.6. Replacement Goal Posts
- 10.7. Ball Stop Netting
- 10.8. Fencing around Play Area
- 10.9. Notices about Public Spaces Prohibition Orders

11. Correspondence & Circulars

Previously circulated to Members by email

- 11.1 Redaction of home addresses on DPIs

12. Accounts

12.1. To approve urgent payments made to the following:

Date	Payment Method	To Whom Payable	Reason	Amount £
06.09.21	Debit Card	O2	Clerks Phone Inv 27.07.21 - 26/08/21	13.91
06.09.21	Debit Card	Zoom	Inv 103452095 21/08/21 - 20/09/21	14.39
15.09.21	BACS	Grasstrack	Inv 0487 Ground Maintenance August 2021	850.00
15.09.21	BACS	Grasstrack	Inv 0488 SRG Football Grounds Maintenance	96.00
15.09.21	BACS	Hart Signs	Inv 4517 SRG Gate signs Play Area	120.00
15.09.21	BACS	G Soudah	Reimburse Defib lights Amazon Inv 144849209	24.99
20.09.21	BACS	Water Plus - Changing Rooms	Inv 05242888 02/05/21 - 24/08/21	69.89
21.09.21	DD	British Gas	Inv 997411512 01/08/21-31/08/21	126.87
22.09.21	Debit Card	Zoom	Inv 108711368 21/09/21-20/10/21	14.39
22.09.21	BACS	Ilkeston Fencing Ltd	Inv 38908 Fencing Chapel Street Play Area	4,892.47
28.08.21	BACS	O2 UK Ltd	Clerks Phone Inv 98218911 27/08/21-26/09/21	13.97
30.09.21	DD	PWLB	Loan Repayment PW509437	11,711.00
30.09.21	BACS	Staff Salary	Mth6 Salary	360.00
30.09.21	BACS	Staff Salary	Mth6 Salary	844.63
30.09.21	BACS	HMRC	Mth6 Employee Tax & NI	54.50
30.09.21	BACS	HMRC	Mth6 Employer NI Contribution	14.60
30.09.21	DD	NEST	Mth6 Pension Contribution	58.99
07.10.21	DC	London Heart	Order 2747 Defib Pads x2	81.99
08.10.21	BACS	Soft Surfaces Ltd	Inv 21836 Repairs to Play Area	4,032.00
19.10.21	DD	British Gas	Inv 977589144 1/09/21 - 30/09/21	122.76
20.10.21	DC	Defib World	Rec 1482-0621 Defib Pads x2	81.99
22.10.21	DC	ZOOM	Inv 113958525 21/10/21-20/11/21	14.39
25.10.21	BACS	Chapman & Chubb	AK/Chapel Street on Account	50.00
26.10.21	DC	O2	Clerk's phone Inv 543086 27/09/21-27/10/21	16.94
29.10.21	BACS	Staff Salary	Mth 7 Salary	844.83
29.10.21	BACS	Staff Salary	Mth 7 Salary	320.00
29.10.21	BACS	HMRC	Mth 7 Employee Tax & NI	58.90
29.10.21	DD	NEST	Mth 7 Pension Contribution	58.99
29.10.21	BACS	G Soudah	Chair's Allowance 2nd half year	400.00

Date	Payment Method	To Whom Payable	Reason	Amount £
31.10.21	BACS	Hart Signs	Inv 4563 Memorial Plaque (PS)	50.00
			Total	25413.39

12.2. To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
			0
		Total	0.00

12.3. Income Received:

Date	Remittance	Source	Amount £
27.09.21		Precept	85,447.50
28.09.21		HMRC VAT Reclaim to 31.08.21	5,993.24
14.10.21		Virgin Money Cashback	3.12
		Total	91443.86

13. Bank Reconciliation

Row Headings	£	Sub-Totals
Opening Balance 01.04.2021	558652.10	
Receipts to 31.10.2021	181297.59	
Sub Total		739949.69
Payments to 31.10.2021	79859.92	
Unpresented Cheques	0	
Sub Total		79859.92
Closing Balance 31.10.2021		660089.77
Bank Balance 31.10.2021		660089.77

14. 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'.
Items for the next Agenda

15. Date of Next Meeting: 20th January 2022

Items are invited for inclusion in next month's agenda

7. Clerk's Report to Swanwick Parish Council on 18th November 2021

7.1 Minster Way Entrance

Hallam Land have indicated that they have asked the contractor to install a wooden knee rail to hinder people from walking on the pea gravel. This will be set back a little to avoid disturbing the haunching supporting the pavement edging. I have asked that a wooden edging strip be attached at ground level to prevent pea gravel migration.

7.2 Anti-social behaviour Memorial Gardens

There continues to be anti-social behaviour and vandalism on the Memorial Gardens. I will explore the installation of large print CCTV signage as a deterrent.

7.3 Christmas Tree 2021

Cllrs Goodier and Trehear have selected a tree from a supplier in Ambergate. The tree will be delivered, installed and removed (dismantled shortly after twelfth night 7/8 January 2022) for a price of £1000-00.

Proposal

7.3.1 To approve the increased expenditure of £1000-00 on the Christmas Tree.

7.4 Street Lighting Columns Stress Testing & DCC Permit

Annual inspection of metal street lighting columns is required in order to obtain a permit to attach the Christmas lights. Testing has taken place during week commencing 1 November 2021. The report is due to be delivered to the Clerk by 10 November 2021. This will be forwarded to Derbyshire County Council to complete the documents supporting the permit application.

7.5 Remembrance Sunday Arrangements

Due to the current rising rates of COVID there will be no march from the Scout HQ this year as it was felt it would be too difficult to control social distancing along the normal route.

Instead, we will meet directly at the upper car park of Swanwick Hall School and form up in Units with extra space available for other members of the public to attend. The School car park has been chosen to allow for extra space that we won't have in the church yard. We would also encourage young people to be accompanied by only one parent to the event in order to allow better social distancing in the car park (i.e. by reducing numbers). There will be no indoor church service- but a slightly longer outdoor one, and the event will go ahead whatever the weather- so make sure the young people are prepared.

There will be a temporary memorial in the car park to provide a focal point for the service, and wreaths will be laid as normal. They will be transferred to the permanent war memorial after the Act of Remembrance.

Assemble from 10 AM, Service to begin at 10.30 AM, to incorporate 2 minutes silence at 11.00 AM and laying of wreath, dispersal following service after 11 am.

Cllr Brenda Payne has volunteered to lay the wreath on behalf of Swanwick Parish Council.

7.6 Grit Bin request

Caretaker has completed survey of grit bins in the village. There are currently 7 grit bins of which 4 have previously been provided by Derbyshire County Council. However the Parish Council remains responsible for filling all the bins with grit. Road grit is provided to the parish council if it participates in the Derbyshire County Council Snow Warden Scheme 2021-22. The deadline for registering in the scheme is 12 November 2021.

Joining the scheme involves identifying volunteers who are willing to act as wardens and to help to clear snow and ice and grit footways and pavements. DCC have prepared all the paperwork that we will require for signing up the wardens and for running the scheme. In exchange, DCC will provide

- up to a tonne of grit, free-of-charge, and delivered directly to a designated storage area, in 10/25kg bags
- a free online training course and advice for snow wardens/volunteers on how to clear snow and ice safely
- early notification of forecast bad weather
- a dedicated resource page for snow wardens on the County Council website to enable them to report snow clearing activities and report grit bins empty or request additional grit

Most insurance companies cover Council's for undertaking this type of activity but we will need to check with our own insurance company to ensure that we are covered.

I have not put out a social media call for volunteer snow wardens.

Proposal

7.6.1 To replace the grit bin in Ashton Close with one purchased by the Parish Council at a cost of £80-00 plus cost of disposal of the old bin.

7.7 Replacement Planters

The wooden planters at the entrance to Broadway, by the Jubilee Well are falling apart and need to be removed or replaced. It was suggested at a previous meeting that the surplus concrete planters from Minster Way can be relocated. This may be an interim measure but can only be done when works are nearing completion.

The other option is to look for recycled-moulded planters that look like wood. Members are asked for their views.

7.8 Replacement Bus Shelters

Derbyshire County Council have been in touch with proposals to replace 4 bus shelters on Derby Road on condition that Swanwick Parish Council took responsibility for future repairs and maintenance. Supply, erection and electricity consumption will be met by DCC. I had tentatively accepted the invitation; however there is the question of current ownership between AVBC and Swanwick Parish Council. AVBC at first was not interested, hence the approach to us, then they

changed their minds. Although the work to replace these bus shelters was scheduled to the forward programme 2022.

However work appears to have started on 3 bus tops with the 4th to follow without any notice to Swanwick Parish Council. I written to DCC to ask for further information only to be told they had a spare team and decided to undertake the work earlier than 2022.

I will need to confirm responsibility for future care and maintenance.

7.9 Defibrillator lighting & Replacement pads

Members authorised the purchase of 6 sets of pads at the meeting on 23 September. Two sets have been delivered. Third set was ordered on 20 October but there has been an error at the supplier's end. They recorded the tracking information for the first order against the second order! Royal Mail tracking shows the order has been delivered before the order was placed. So no order was despatched! Now sorted with despatch due on 8th November.

7.10 Bench Seating

A request has been received from a resident in Orchard Close for additional seating to be provided along Pentrich Road. The suggestion is that seating can be located near the Orchard Bus Stop or anywhere along the stretch of Pentrich Road up to the Post Office. Various benches are available on the market in recycled plastic or natural wood.

The cost of a recycled-plastic bench varies by size and whether it is pre-assembled or flat-pack (requiring onsite assembly). In addition there may be a need to securely fix the bench to prevent it being purloined.

Proposal

7.10.1 To authorise the Clerk/Chair to purchase a bench, and any fixings necessary, up to a total cost limit of £500-00.

7.10.2 To authorise the Clerk/Chair to arrange for bench to be fixed/ attached to prevent it being purloined.