

Parwich Parish Council

The Annual Meeting of Parwich Parish Council was held on Wednesday, 17th May 2023 in Parwich Memorial Hall at 7:00pm.

Present: Chair, M Compton, I Manning, S Chambers, M Edge, J Turnbull, Clerk A Martin.

5-17-1 Election of Chairman and Vice Chairman.

M Compton was proposed as Chair by J Turnbull and seconded by M Edge.

M Compton accepted the nomination.

Resolved: There being no other nominations it was unanimously agreed that M Compton be elected as Chair.

M Edge was proposed as Vice Chair by J Turnbull and seconded by M Compton.

M Edge accepted the nomination.

Resolved: There being no other nominations it was unanimously agreed that M Edge be elected as Vice Chair.

5-17-2 Delivery of Councillor Acceptance of Office forms.

Acceptance of Office forms were duly completed by the newly elected Chair, Vice Chair and Councillors and witnessed by the Clerk.

Councillors were reminded that it is their responsibility to ensure that a new Register of Disclosable Interests form is sent to the Monitoring Officer.

5-17-3 Apologies/Councillors' attendance register.

None.

Councillors present duly signed the attendance register.

5-17-4 Declaration of personal/pecuniary interests of Councillors.

None.

5-17-5 Councillor co-option.

No candidates had come forward to be co-opted. The Council may, until 35 days after the election, fill vacancies by co-option without giving formal notice. Filling the vacancy in this way remains an option at the next meeting.

Resolved: Councillors will approach possible candidates known to them to enquire if they would be willing to stand for co-option.

5-17-6 Minutes of the previous meeting.

The draft minutes of the meeting of 26th April had been forwarded to members in advance of the meeting and displayed on the Parish Council's website.

Resolved: To accept the draft minutes as a true record of proceedings.

5-17-7 Public speaking.

None.

5-17-8 Items from public speaking.

None.

5-17-9 Review and Adoption of Standing Orders and Financial Regulations.

Standing Orders require this at the Annual Meeting.

It was noted that changes to legislation, revised model Standing Orders and issues arising with the existing Standing Orders have generally been dealt with at the time they arose. No issues requiring amendment of the polices were outstanding. In light of this no further review or amendment was proposed.

Resolved: To adopt the Standing Orders in their current form.

5-17-10 Review of Policies and Procedures.

Standing Orders require this at the Annual Meeting.

It was noted that changes to legislation, revised model polices and issues arising with the existing policies have generally been dealt with at the time they arose. No issues requiring amendment of the polices were outstanding. In light of this no more detailed review of most policies was proposed.

Resolved: To adopt all but one of the Policies and Procedures in their current form.

Resolved: M Compton will review the Communications Policy and raise any issues identified at the next meeting.

5-17-11 Review of inventory of Land and Assets.

Standing Orders require this at the Annual Meeting.

A full review of the Council's assets had been carried out and circulated in advance of the meeting. In general assets recorded for the purpose of the Annual Return remain on the Asset Register at purchase cost where known. They are neither depreciated nor increased for inflation.

Resolved: To approve the revised Asset Register.

Insured assets are separately valued at replacement cost which is subject to escalation. These have also been reviewed and this is dealt with under item 13.

5-17-12 Review of Council and/or Staff subscriptions.

Standing Orders require this at the Annual Meeting.

The only subscription paid by the Parish Council is to the Derbyshire Association of Local Councils. This subscription was reviewed and renewed in a previous meeting.

5-17-13 Insurance cover.

Standing Orders require this at the Annual Meeting.

The current term expires at the end of May but was only the first term of a three-year fixed rate agreement. The current brokers, are BHIB using Aviva.

Cover includes £15,000 general provision for “contents”. It has been confirmed that this cover insures the seven defibrillators, office equipment and recently purchased chairs and is regarded as sufficient.

BHIB confirmed that “walls” would be covered under the provision for “gates and fences”.

Resolved: To accept the fixed rate renewal quotation from BHIB for the second year of the three-year period of cover.

5-17-14 Internal audit.

The internal audit was carried out on the 9th of May by Brian Wood of East Midlands Audit Services. The auditor’s report had been circulated to Councillors in advance of the meeting. No items had been highlighted for attention. The Annual Internal Audit page from the Annual Accounting and Governance Return (AGAR), completed and signed by the auditor, was displayed in the meeting.

Resolved: To accept the auditor’s report for the purpose of considering the Annual Governance and Accounting Statements.

5-17-15 Annual Governance Statement.

A blank form of the Annual Governance Statement, had been circulated to Councillors on advance of the meeting for review.

Resolved: That the Council record that it had complied with each requirement and that the Chair should sign the Statement.

5-17-16 Accounting Statement.

This had been circulated in advance of the meeting along with the Bank reconciliation, explanation of variances and explanation of reserves. The Statement signed by the Responsible Financial Officer was displayed in the meeting.

Resolved: That the Council record that the figures matched those in the report of the internal auditor and that the Chair should sign the Statement.

5-17-17 Certificate of exemption.

A draft had been circulated in advance of the meeting to demonstrate that the income and expenditure of the Council during 2022-23 had fallen below the threshold that would require a Limited Assurance Review (aka External Audit). Noted that in addition to falling below the financial threshold there was no other requirement for a Limited Assurance Review.

Parwich Parish Council

Resolved: That as the Council did not wish to request a Limited Assurance Review the Chair and Responsible Financial Officer should sign the Certificate of Exemption to be sent to the external auditors.

5-17-18 Clerk's report.

Completed

1. Clerk's estimate of time 10 hours per week.
2. Removed retiring Councillor from website, circulations, notice etc.
3. Ordered light fittings to be donated to the Memorial Hall.
4. Ordered chairs to be stored at Close Farm. Delivered.
5. Notts DA caravans long visit over Wakes week 2024.
 - 5.1. Confirmed dates.
 - 5.2. Advised fee of £10 per unit per night. (£9 in 2023).
6. Advised Horticultural Society of agreement to use of Nethergreen as an overflow car park for open gardens.
7. Advised organiser of cricket matches of
 - 7.1. Agreement to the use of Parson's Croft and Pavilion for four matches.
 - 7.2. Advice to conduct own risk assessment.
 - 7.3. Requirements regarding application of grass treatment to wicket.
8. Parish Annual Meeting
 - 8.1. Requested contributions from village organisations.
 - 8.2. Advertised on Blog and website.
9. Toilets.
 - 9.1. Regular cleaning arrangements set up.
 - 9.2. Provided spare keys until locks are replaced.
10. New doors and windows. Should start by end of month.
11. Mower shed.
 - 11.1. Inspected contents. There is limited room for additional Oddfellows storage without removing surplus items.
12. Case submitted to Highways Agency (DCC) re inaccessibility.
 - 12.1. Footpath 23. From Bradbourne where it enters Parwich at Dales Yard Corner. Originally requested 14/9/22.
 - 12.2. Status 4th May 23 / 'Job completed. Enquiry closed'.

Resolved: Noting that no work appears to have been done to address the original concerns the Clerk will raise the issue with the Highways Authority again.

13. Replacement of damaged goals held while the previous repairer was advised.
14. Repaired leak in pavilion probably caused by undrained pipes in kitchen freezing.
15. Put up new asbestos warning signs for pavilion.

Ongoing

16. Housing
 - 16.1. Nothing new to report.
17. Pavilion roof.
 - 17.1. To start end of May

Waiting response or action

18. From County Councillor and Highways requesting update on
 - 18.1. 20 mph speed limit policy.
 - 18.2. Playground signpost.

Parwich Parish Council

19. Farm Business Tenancy. Parwich Moor North.
 - 19.1. Waiting draft agreement. To be submitted to Tenants Agent. Advised no urgency or action required by Council.
20. Miscellaneous works for mowing contractor.
 - 20.1. Repair to stone kerb between brook and path by Japonica.
 - 20.2. Regrowth of Ivy on Nethergreen walls to be treated in the summer

5-17-19 Items of account.

On-line payments approved by Clerk since last meeting.

Payee	Item	Amount
Huddle Furniture	31 skid-based chairs.	£857.46
Town Electrical	Light fittings donated to Memorial Hall.	£957.60

On-line payments due.

Payee	Item	Amount
Parwich Memorial Hall	April hire.	£15.00
Contractor	Mowing. May. (Waiting invoice)	£850.00
East Midlands Audit Services	Internal Audit report.	£53.00
BHIB Councils insurance	Insurance premium.	£1,024.81

Resolved: These invoices are approved for payment.

Resolved: That regular invoices received for mowing and toilet cleaning may be paid at the Clerk's discretion as they arise.

Paid in

1. Precept of £10,010.
2. The claim to recover £927.71 of VAT paid in the 2022-23 financial year.
3. Donation from United Charities. £700.

Balance at 17 May 23. £32,428.32

5-17-20 Planning applications.

NEW

1. Low Moor Farm
 - 1.1. Agricultural Building.

Resolved: To respond to the consultation supporting the application on the grounds that it is to the benefit of the economy of the parish.

Parwich Parish Council

UPDATED

2. The Rookery.
 - 2.1. Approval granted.
 - 2.2. Also listed building consent.
 - 2.3. Application covers:
 - 2.3.1. Replacement extension.
 - 2.3.2. Conversion of store to bedroom.
 - 2.3.3. External and internal alterations
 - 2.3.4. (Slimline Heritage DG to replace modern on front elevation)
 - 2.3.5. Erection of garden shed.

NO CHANGE

3. Court House
 - 3.1. Utility room window changed to door.
4. The Orchards
 - 4.1. Dwelling extension. Supported.

GENERAL DEVELOPMENT ORDERS (no consultation)

5. None

CONSERVATION AREA TREE WORK (no consultation)

6. Jasmine House. Church Walk.
 - 6.1. Removal of Scots pine. (APPROVED).
7. Rookery House.
 - 7.1. Removal of three trees. (APPROVED).

5-17-21 Funding / donations.

Potential sources, and application, of grant funding were reviewed.

Resolved: To review possible improvements to the playground in light of the annual inspection which is expected to be available by the next meeting.

Resolved: To review the timetables for major grant applications at the next meeting.

Resolved: To attempt to establish if funds remaining from the winding up of the village tennis club some years ago can be made available for improvements and/or maintenance.

At 8:00 pm the Annual Meeting of the Parish Council was adjourned so that the Annual Parish Meeting could take place.

Minutes of the Annual Parish Meeting can be seen after the minutes of the Annual Meeting of the Parish Council.

The Annual Meeting of the Parish Council was resumed at 8:30 pm.

5-17-22 Pump Hill

The back of the bench on Pump Hill has been repaired.

The Clerk continues to try and arrange for a second day of bramble clearing.

No update on the provision of birdboxes was available.

5-17-23 Tennis courts.

Quotations for the cleaning and relining of the tennis courts, netball court and football D's were reviewed.

Resolved: The Clerk will place an order for this work with the contractor offering the lowest quote.

5-17-24 Correspondence and communication.

Items not covered elsewhere

1. DCC. Derbyshire warding launch.
2. DALC. Excellence awards.
3. PDNPA. Consultation confirmed as National Park Authority presents formal proposals for operational changes.
4. PDNPA. Nominations open for CNP's National Park Protector's Award 2023.
5. PDNPA. Consultation on proposals for operational changes.
6. PDNPA. Nominations for National Park Protector's Award.
7. Rural Services Network. Bulletin. x2.
8. Rural Services Network. Funding Digest.
9. Nigel Walker. Attendance at Parish council meetings.
10. PDNPA. Consultation on proposals for operational changes.
11. PDNPA. Nominations for National Park Protector's Award.
12. Charles Hedley Event Hire - Trailer Stage.

5-17-25 Items for the next agenda.

(not noted elsewhere).

1. Playground inspection report.
2. Pavilion electricity contract.

5-17-26 Dates of next meetings.

Resolved: Meeting's for the coming year will take place at 7:30pm in the Memorial Hall on the the third Wednesday of each month apart from

1. August and December.
2. September, when the meeting will take place on Wednesday the 13th.

The meeting was closed at 20:48 pm.

A Martin
Clerk to Parwich Parish Council
18 May 2023

The Parwich Annual Parish Meeting was held on Wednesday, 17th May 2023 at 20:00 pm in Parwich Memorial Hall.

Present. The Council and three members of the public.

1. Apologies.

1. None.

2. Approval of the minutes of the previous Parish Annual Meeting.

The draft minutes of the meeting of 18th June 2022 had been published on the Parish Council's website.

Resolved: To accept the minutes as a true record of proceedings.

3. Chair's annual report.

The Chair gave a verbal report on the year for the Parish Council and will provide a written account for publication on the Parish Council's website.

4. Responsible Financial Officers annual report.

The RFO gave a verbal and written report of the Parish Council's finances and will publish the written account on the Parish Council's website.

5. Reports from Village Societies.

The meeting thanked the following for their reports which were presented at the meeting and will be published on the Parish Council's website.

1. History Society.
2. Horticultural Society.
3. Bowls Club.
4. United Charities.

The meeting was closed at 20:30 pm.