



7th May 2019

Members of Holymoorside
& Walton Parish Council

Dear Councillor

You are respectfully summoned to attend the annual meeting of the parish council, which will be held at 1930 hours on Tuesday 14th May 2019, at the village hall, Holymoorside for the purpose of transacting the following business.

Any members who require a dispensation to address the meeting are kindly requested to contact me as soon as possible.

WOULD ALL COUNCILLORS PLEASE ATTEND AT 7.15 PM TO SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORMS BEFORE THE MEETING BEGINS.

Yours sincerely

K J Brailsford (Mrs)

Clerk

AGENDA PART 1 - non-confidential information

- 1.0 **To elect a Chairman of the Council and receive their declaration of acceptance of office**
- 2.0 **To elect a Vice-Chairman of the Council and receive their declaration of acceptance of office**
- 3.0 **To note that all councillors have signed their declaration of acceptance of office**
- 4.0 **To submit to the Clerk councillors' completed registerable interest form (papers enclosed)**
- 5.0 **Variation of the Order of Business**
- 6.0 **To receive apologies for absence**
- 7.0 **Public Questions – (15 Minutes)**

A period of not more than fifteen minutes will be made available for members of the public to comment on any matter

If County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter.

Any Member with a significant other interest in an agenda item may speak on that item at this point in proceedings

At no point will discussions take place except for clarification of the submission including points of information. Should a decision be required from the council the matter will be deferred for research and included on the next relevant agenda.

**Kate Brailsford, Clerk to; Holymoorside & Walton Parish Council,
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8.0 **Declarations of Interest**

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time

9.0 **Exclusion of Public**

To determine which items, if any, from Part 1 of the agenda should be taken with the public excluded. If the council decides to exclude the public, it will be necessary to pass a resolution in the following terms. 'That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded because (reason given here) and they are instructed to withdraw'.

10.0 **Minutes from the parish council meeting held on the 2nd April 2019** (papers enclosed)

11.0 **Planning applications and related decisions**

Planning applications received

a) Wellspring Grange, Loads Road, Holymoorside-side extension between existing dwelling and the existing detached garage to create a link, with first floor alterations and dormer to create a gym above the existing detached garage-19/00340/FLH

Planning applications conditionally approved

b) 10 The Crescent, Holymoorside-proposed single storey rear extension with dormer and gable extension-19/00169/FLH

c) Cathole Farm, Harewood Road, Holymoorside-conversion of existing barns into a single residential dwelling, minor external alterations to the existing barns and car port (amended plans) 18/00943/FL

d) 7 Holymoorside Road, Holymoorside-application for a lawful development certificate for a proposed single storey side extension-19/00158/LDC

e) 12 Lodge Farm Close, Walton-proposed rear and first floor extension above existing attached garage-19/00204/FLH

12.0 **Review of delegation arrangements to committees, staff and other local authorities**

13.0 **Review of the terms of reference for committees**

14.0 **Review the appointment of members to existing committees**

- Footpaths working party (currently 5)
- Sports and Leisure committee (currently 5)
- Personnel Committee (currently 5)
- Internal checker of procedures and accounts (1)
- Working party for the decoration of the village hall (4 last year)
 - Meeting with decorator scheduled for 28/5/19 at 9am
- Working party for the organisation of community events (currently 5)

15.0 **To review the appointment of any new committees in accordance with standing orders**

16.0 **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

17.0 **Review of representation on work or work with external bodies and arrangements for reporting back -Chesterfield United Charities**

- 18.0 **To review if the council wishes to exercise the General Power of Competence**
- 19.0 **Review of inventory of land and assets including buildings and office equipment** (papers enclosed)
- 20.0 **Confirmation of arrangements for insurance cover in respect of all insured risks**
- 21.0 **Review of the council's and/or staff subscriptions to other bodies**
- DALC-basic subscription for 2020-21
 - Peak & Northern Footpath Society
 - Castle Associates
 - SLCC-for the issue of The Clerk magazine
- 22.0 **Co-option of new three parish councillors for the Holymoorside ward**
- 23.0 **Review of policies** (all councillors already have a copy)
- Complaints procedure
 - Delegated authority in respect of officers
 - Procedures for handling requests made under the Freedom of Information Act 2000 (Model Publication Scheme) and the Data Protection Act 1998
 - Dealing with the press/media
 - Model Standing Orders
 - Financial Regulations
 - Data Protection Privacy Policy
 - Subject Access Request Policy
 - To note that the review of employment policies and procedures are carried out by the HR company
 - Code of Conduct
- 24.0 **To appoint an auditor for the 2019-2020 accounts**
- 25.0 **Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence** (amount of £1129.00 spent, allowed in 2018-19 was £7.86 per electorate, 1821 residents on the electoral register)
- 26.0 **Forward plan**
- To confirm achievements for 2018-2019
 - To resolve forward plan for 2019-2020, with consideration being given to DCC comments in relation to traffic activated signs (papers enclosed)
- 27.0 **Updates**
- **Provision of an annexe (previous minute reference FL307/18-19)**
 - Funding information passed on to the Scout Group
 - DALC will not speak directly with the group but will assist the council with any questions they may have
 - **Kitchen upgrade**
 - Thank you letter from Pre-school in relation to the new kitchen
 - Additional costs for electrical work
 - Some large plates, side plates and bowls now stored downstairs in order to leave cupboard space in the kitchen
 - Paint purchased and a Caretaker has offered to paint kitchen so not having to wait until shut-down period for work to be done by the decorator
 - To consider an additional payment to the caretaker for this work

- To note that correspondence had been received from a hirer to note that she was unable to use the kitchen for her event and her request for a full refund of £150

28.0 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council (papers enclosed)

29.0 Allotments

- Verbal report from the Clerk following her recent inspection

30.0 Outside

- Request from Somersall Rangers for use of the recreation ground for their 2019-2020 footballing season
- Football contract (papers enclosed)
- Football fees 2019-2020 season, currently £680
- Correspondence from Severn Trent Water (papers enclosed)
- Update on the water leak and possible further costs ITRO £1415
- Request from Holymoorside Churches Together to hold their annual community carol service on the car park on 24/12/19 with a RA submitted
- Request from adult exercise class, training for a 'tough mudder' event for use of the recreation ground on a Wednesday evening and to consider charges to be levied if allowed
- Memorial garden wall (previous minute reference FL231/18-19)
- To consider expenditure of up to £80 for the Clerk to purchase additional plants for the memorial garden

31.0 Administration

- 1652 visits to the website in March 19, with the documents page being the most visited
- Wi-fi code changed at the hall and to consider whether there is a requirement to continue to do so

32.0 Village hall

- Annual gas safety check carried out with no problems reported
- To note that NEDDC trade waste fee for weekly collection increase from £19.58 to £20.56

33.0 Training

- Verbal report from the Clerk following her attendance at the recent DALC seminar
- Verbal report from the Clerk following her recent HR training, including changes to the appraisal process

34.0 Community events organised by the parish council

- Possible commemoration event for the start of WW2

35.0 Public meeting in relation to changes to the Stagecoach service, scheduled for Friday 17th May at 5.30pm

36.0 Items to the table (available from 7pm)

- HM Revenue & Customs (EU) Exit edition
- PNFPS annual report and accounts 2018
- HM Revenue & Customs Employer Bulletin April 19
- Came & Company newsletter Spring 2019
- Clerks & Councils Direct May 2019

DALC circular 04/2019

- VAT 'making tax digital' update
- Purdah guidance
- External audit news

- Report from the committee on Standards in Public Life
- BREXIT-government guidance on community engagement
- Rural England' State of Rural Services 2018 report
- Persimmon Homes-we're giving away £1 Million
- Training dates

DALC CIRCULAR 05/2019

- DALC excellence awards year 2-launch today
- Internal audit check list
- External audit
- Data protection-clarification of councillor exemption to paying a separate DP fee
- Adverse publicity for parish and town councils
- Training courses

DALC CIRCULAR 06/2019

- DALC spring seminar-a huge success
- Precept increases for parish & town council sector across the country
- Community infrastructure Levy (CIL) legal briefing
- Plunkett trusteeship
- Police and Crime Commissioner newsletter
- Funding streams currently available
- Changes to pension credit
- Derbyshire Lamp Post Poppy 2019
- Training courses and dates

37.0 **Authorisation of accounts**

38.0 **Comments or questions in relation to paid invoices**

39.0 **Bank reconciliations and independent checks**

40.0 **Other financial matters**

- To note that 50% of the precept/community grant (£28,660.01) was received 5/4/19 (breakdown precept 28408.90/community grant 251.11)
- To note that BT charges increasing by £1.80 per month 1/7/19 for the administration account
- To note that the same account's two year contract ends in August 2019 and to sanction the Clerk to agree a new deal in good time
- To note that the BT charge is increasing by £1.50 per month for the village hall account

41.0 **To consider and comment on the final budget figures plus receipts and payments made to year end 2018-2019** (papers enclosed)

42.0 **To receive the full bank reconciliation for 2018-2019** (papers enclosed)

- Consideration of changing the two business reserves accounts (interest rate 0.2%) to Natwest to two 'liquidity' accounts; 35-day notice at 0.55% interest or 95-day notice at 0.65% interest, with consideration being given to the recent rise in interest applied to the reserve accounts

43.0 **To resolve any unspent revenue to be earmarked for future projects required** (kitchen to be paid for)

44.0 **To receive report from Internal Auditor, Brian Wood, including his full inspection list of checks carried out** (papers enclosed)

45.0 **Notice of Public Rights and Publication of Unaudited AGAR 2018-2019** (papers enclosed)

- 46.0 **To resolve the completed Annual Governance Statement, section 1 of the Annual Governance and Accountability Return 2018/2019 Part 3, for the year end 31 March 2019** (papers enclosed)
- 47.0 **To resolve the completed Annual Accounting Statement, section 2 of the Annual Governance and Accountability Return 2018/2019 Part 3, and that it presents fairly the financial position of the council and receipts and payments for the year end 31 March 2019** (papers enclosed)
- 48.0 **To receive the statement of significant variations** (papers enclosed)

49.0 **Part 2**

Confidential Business

To move the following resolution – ‘That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded because (reason given here) and they are instructed

- To note information relating to the recent OH report and confirm further actions required