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9<sup>th</sup> May 2023

Dear Councillor

You are summoned to attend the Annual Meeting of Crich Parish Council on Monday 15<sup>th</sup> May 2023 at 7.30pm in the Parish Room, Glebe Field Centre, Crich.

**Polite Request:**

If you are experiencing covid symptoms please take a covid test before attending the meeting. Please do not attend if your test is positive.

You are welcome to wear a face mask when attending a meeting if that is your personal preference.

*S. Teece*

Samantha Teece  
Clerk & Responsible Financial Officer

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## AGENDA

### 1: FIRE PROCEDURE

Please be aware that we are not planning a fire alarm test during this meeting, if the fire alarm sounds you are required to vacate the building via the nearest exit. Our meeting point is the Car Park Turning Area.

Could all members of the public ensure they have signed in when entering this room.

### 2. ELECTION OF CHAIR FOR 2022/23

The elected Chair will sign the statutory Declaration of Acceptance of Office

### 3: ELECTION OF VICE CHAIR FOR 2022/23

The elected Vice Chair will sign the statutory Declaration of Acceptance of Office

### 4: DECLARATIONS OF MEMBERS' ACCEPTANCE OF OFFICE

Declaration of Acceptance of Office (provided at meeting) for all councillors to be signed before the start of the meeting.

### 5: ABSENCE

To note apologies for absence.

**Apologies: Cllr C Collison**

### 6: VARIATION OF ORDER OF BUSINESS

### 7: DECLARATION OF MEMBERS' INTERESTS

a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

b) To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest.

**None**

### 8: PUBLIC SPEAKING

a) A period of 15 minutes will be made available for members of the public and members of the Council to comment on any matter. *Speaking is limited to 3 minutes per person and is at the discretion of the Chair.*

b) If the Police Liaison Officer, a County or Borough Councillor is in attendance, they will be given the opportunity to raise any relevant matter.

### 9: CHAIR'S ANNOUNCEMENTS

### 10: MINUTES

a) To approve the Minutes of the Parish Council Meeting held on Monday 3<sup>rd</sup> April 2023, Council Chair to sign

**Appendix A**

b) To approve the Minutes of the Staffing Sub-Committee Meeting held on Monday 24<sup>th</sup> April 2023, Council Chair and Staffing Sub-Committee Chair to sign.

**Appendix B**

c) To approve the Minutes of the Finance Committee Meeting held on Monday 24<sup>th</sup> April 2023, Council Chair and Finance Committee Chair to sign.

**Appendix C**

### 11: PLANNING

#### **Planning Authority applications**

Delegated decision making Cllr Collison Lead, consultation with all Members. To report responses to applications where required

**12: FINANCE****a) Payments**

To note the payments made April 2023

**Receipts**

To note the receipts received April 2023

**b) Bank Reconciliation**

To note the Bank Reconciliation for April 2023

**c) Expenditure against Budget**

To note the Expenditure against Budget for April 2023

**d) Precept**

1<sup>st</sup> half of Precept Payment £50,972.50 received 24<sup>th</sup> April 2023

Appendix E

**COUNCIL ORGANISATION****13: STANDING ORDERS 2023/24**

Approved and adopted on 3<sup>rd</sup> April 2023. Minute no. 0116/23.

Appendix F

**14: FINANCIAL REGULATIONS 2023/24**

To approve and adopt the Financial Regulations for Crich Parish Council

Appendix G

**15: COMMITTEES AND WORKING PARTIES****a) Review of the current Committee and Working Party structure**

Appendix H

**b) Appointment of members to serve on the Committees and Working Parties**

Standing Order vii, the Committee or Working Party to appoint their own Chair at their first meeting (following this meeting), except where Council Chair is statutorily appointed.

**16: OUTSIDE BODIES**

To consider the appointment of representatives to outside bodies

Appendix I

**17: TERMS OF REFERENCE AND SCHEME OF DELEGATION**

Now replaces the Terms of Reference for the Finance Committee and Staffing Sub-Committee

Approved and Adopted 3<sup>rd</sup> April 2023. Minute No. 0117/23

Appendix J

**18: CALENDAR OF MEETINGS**

a) Review of attendance at meetings 2023/24

Appendix K

b) To agree calendar of meetings for 2023/24

Appendix L

**ANNUAL FINANCE****19: INSURANCE**

Confirmation of arrangements for insurance provision. Review and update carried out prior to commencement of annual policy on 23<sup>rd</sup> February 2023. A 3 year deal was agreed.

**20: INVENTORY OF LAND AND ASSETS**

Asset Register. The Clerk has taken details from the last 10 years invoices to add to an existing working document. More work is required to complete the asset register.

**21: BANK ACCOUNT SIGNATORIES**

Payments are now being made on-line whenever possible. Signature of banking documents and cheques will still be required on occasion. To appoint signatories for the Parish Council Bank Account. Current signatories: Cllrs Lane, Baugh, Smith, Walsh, Yorke.

## **22: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

### **a) Annual Internal Audit Report 2022/23**

To receive the Internal Audit Report and consider any recommendations

**Appendix M**

### **b) Annual Governance Statement 2022/23- Section 1**

Completion and approval of the Annual Governance Statement (Accounts and Audit Regulations 2015, regulations 6 (1)). To be signed by Chair and Clerk on completion

(pg 4) **Appendix N**

### **c) Accounting Statements 2022/23- Section 2**

Consideration and subsequent approval of the statement of Accounts as prepared by the Responsible Financial Officer. To be signed by Chair and Clerk

(pg 5) **Appendix O**

## **23: END OF YEAR FINANCIAL STATEMENT 2022/23**

To approve the draft End of Year Financial Statement covering 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, as presented by Finance Committee (Finance Agenda Item 7 above). To be signed by Chair

**Appendix P**

## **24: PARISH COUNCIL SUBSCRIPTIONS**

The Parish Council currently has two annual subscriptions:

- Derbyshire Association of Local Council (DALC)
- Information Commissioner's Office (ICO) – GDPR Fee

## **25: EXPENDITURE INCURRED UNDER S137 OR GENERAL POWER OF COMPETENCE**

To note spend under S137 totalling £2596.00 for Grants, previously approved (Minute No 0372/22)

**Appendix Q**

## **POLICIES**

### **26: COUNCIL'S POLICIES**

To review and adopt Crich Parish Council's Policies for 2023/24

- Code of Conduct
- Complaints Policy and Procedure
- Declaration of Interest Hospitality Policy
- Dignity at Work Policy
- Disciplinary and Grievance Policy and Procedures
- Equal Opportunities Policy
- Freedom of Information Model Publications Scheme
- GDPR - Data Breach Assessment Checklist
- GDPR - Privacy Policy
- GDPR - Records Retention Policy
- GDPR - Records Retention Schedule
- GDPR - Security Incident Log
- GDPR - Subject Access Request Procedure
- Health and Safety Policy
- Lone Working Policy – To be completed
- Memorial Bench Policy
- Press and Media Policy
- Protocol for Communications – Amended version for consideration
- Whistleblowing Policy and Procedure

Council Policies/Procedures circulated separately, due to number and size of documents. Also available on Council's website.

## **ANNUAL GENERAL ITEMS**

## **27: TRAINING**

To consider if Members wish to attend any of the training courses offered by DALC – regular Newsletters circulated. Enquire with Clerk for availability. Training Log attached

**Appendix R**

## **28: REGISTER OF DISCLOSABLE PECUNIARY INTERESTS**

Members have a responsibility to ensure their Declarations of Interests are up-to-date. After the election to assist with GDPR requirements AVBC have asked all members to complete a new form in full. Members' have 28 days from date of election to submit the form, failure to do so will result in removal from office.

## **29: AGENDA CIRCULATION**

To confirm Council's election to receive summons electronically (e-mail).

## **30: CRICH RECREATION GROUND TRUSTEE**

Crich Parish Council is the sole Trustee of Crich Recreation Ground. All Councillors are members of the Trustee Group. Meeting due Monday 17<sup>th</sup> July 2023, Glebe Field Centre 6.00pm.

# **REPORTS**

## **RECREATION GROUND, ALLOTMENTS, BURIAL GROUND, JUBILEE GROUND, FOOTPATHS WORKING PARTY**

### **31: RECREATION GROUND**

- a) An engineer has been found to re-fit the zip wire.  
Update:
- b) Asbestos was found by the tree surgeon buried on the recreation ground, the tree stumps in this area could not be ground down. This has now been removed.
- c) Community Orchard – I have been advised that the best time to plant the trees would be the middle of November.
- d) The money from the Place project will be used to purchase and install a pergola on the Recreation Ground to provide shade and shelter for the public, with the possibility for growing a climbing plant up the side to provide additional shade. Quotes to be obtained.

### **32: ROADS, TRAFFIC & SAFETY**

#### **a) 20's Plenty – 20mph scheme**

Crich Parish Council have agreed to become involved in the campaign and would like this to be implemented across all of the Crich Parish.

Investigations into the 20's plenty scheme are ongoing.

A further letter was sent to Derbyshire County Council, we see no advantage of waiting for the results of the trial as they are being carried out in urban areas and have little in common with villages such as Crich and Fritchley. We would like to see consultation on 20mph in agreed areas of Crich Parish begin this year.

An invitation has been issued to Derbyshire County Council to attend a Parish Council meeting to discuss this further.

- b) Accident on Crich Common – Letters were written to Wheeldon Homes and AVBC regarding this accident, however, the responses were not satisfactory.  
Cllr Tipton will write again to Wheeldon Homes.  
Update from Cllr A Tipton:

#### **c) Leashaw Landslip**

Another landslip occurred at Leashaw on 26<sup>th</sup> November 2022, which resulted in another road closure.

The land is still moving and the cause is unclear. Derbyshire County Council is monitoring the land movement and will be getting specialist geotechnical survey work done. At the same time they are working with the utility companies to keep the pipes and cables safe.

### **Update from Severn Trent**

The works to construct the concrete anchor blocks to support our water main are now complete and the excavations have been backfilled and the road reinstated.

Over the coming weeks we will continue with our plans for the next phase of work. There will therefore be very little activity on site during this period, however please be assured that things will be busy back in the office progressing the design and plans for the next phase.

We will continue to monitor the road and the ground for any further signs of movement.

Update from Cllr Walsh:

### **33: FUNCTIONS AND SERVICES STATUS**

Updated monthly report, attached

**Appendix S**

### **34: DELEGATED DECISIONS**

List of decisions made under Delegated Powers

**Appendix T**

### **35: CORRESPONDENCE**

List of correspondence and information circulated on receipt, attached

**Appendix U**

### **36: ROYAL BRITISH LEGION – REMEMBRANCE POPPIES**

Crich Parish Council have agreed to purchase poppies to be installed on lamp posts. These are to be installed and removed by members of the Comrades Club.

The Clerk has checked with Derbyshire County Council, we do not need to apply for permission to attach the poppies to the lampposts, however, there is guidance to follow which has been circulated.

The Knitting group Muddlealong have been asked if they can provide knitted poppies, they are happy to do this and would like to know what ideas councillors have regarding this project.

### **37: CRICH QUARRY – PLANNING APPLICATION**

**Update:**

### **38: LAMP POST CHARGING POINTS**

Derbyshire County Council are asking residents to get in touch if they're interested in having an electric vehicle charging point installed on the street near their home.

Earlier this month, they agreed to install up to 500 charge points connected to the electricity supply for street lights in areas of the county where residents have no off-road parking.

Now residents are being asked to come forward to help identify where charge points could be installed by registering their interest online at [www.derbyshire.gov.uk/evsurvey](http://www.derbyshire.gov.uk/evsurvey)

It's part of their wider plan to install more vehicle charging points across Derbyshire, working with operators and partners such as district, borough, town and parish councils to fit charge points in public car parks.

### **39: PROJECTS FOR 2023 AND ONWARDS**

A list of suggested projects will be created and put into an order of preference, this will be available to view at the Crich Parish Council stand at the Crich Fete, members of the public will be asked to comment on the suggested projects.

### **40: KINGS CORONATION**

A Himalayan Silver Birch Tree was planted on the Recreation Ground on 2<sup>nd</sup> May 2023 in commemoration of the Coronation, a plaque has also been installed.

Crich Parish Council has also supported Coronation parties held at The Glebe and by Fritchley Community Association by donating £200 to buy prizes at each event.

### **41: QUEENS JUBLIEE PROJECT**

Our original plans for the Jubilee garden needed to be reviewed. Information we have gathered indicates that the stability of the proposed area, on the Jubilee Ground, is suspect, therefore we can no longer proceed with the original garden design.

A new design has been drawn up by Cllr Baugh, it was suggested that we ask Mr Creed to clear the area, refurbish the stone circles already in place and build another stone circle. A tree would be planted along with flowering shrubs. The original budget will be used to complete this work

Mr Creed has agreed to clear the area

Quotes are still being obtained for the rest of the work

### **42: INVOICE SIGNING**

Cllrs A Tipton & K Barlow are to be added to the invoice signing rota. They will only sign alongside a councillor who is currently a bank signatory.

**Appendix V**

## **MATTERS FOR DECISION**

### **43: CRICH FETE – 15<sup>TH</sup> JULY 2023**

Quotes have been obtained for the design and printing of 2 roller banners, a table top banner and 1000 leaflets.

A gazebo can be provided by Cllr Barlow. The area available to us is the size of a standard gazebo, approx 3x3 metres.

Quotes have been received for Banners and Leaflets – attached.

**Appendix W**

### **44: BURIAL GROUND FEES**

To review the burial ground fees. Fees have not been increased since February 2021.

**Appendix X**

### **45: PROJECT SUPPORT ROLE**

The Staffing Group interviewed for the Project Support Role on 24<sup>th</sup> April 23. The group recommend we offer the contract role to Katherine Furby. Katherine recently covered for the Crich Parish Council Clerk and is the Parish Clerk for South Wingfield and Pentrich. Katherine has some experience in a number of our project areas and fulfils all the requirements of the role. She will comply with the self-employed status of the role in line with DALC advice and is able to start as soon as formal processes are complete.

### **46: AVBC LOCAL PLAN**

Crich Parish Council object to the policy approach which supports housing development adjacent to settlements, and lack of recognition of Neighbourhood Plans.

To discuss writing to AVBC and AVBC Councillors along with Town & Parish Councils in Amber Valley to draw this to their attention

### **Proposed for Closed Session**

In accordance with the Public Bodies (admission to Meetings) Act 1960 s.1(2) and the Local Government Act 1972 s100 (2) the following agenda item to be considered with members of the public and press excluded from the meeting for the reason that the matter is confidential.

#### **47: CLERK**

##### **Annual Point Increase 2023/24**

After the Clerks successful Annual Review, the salary point will be increased by one point.

From SCP 25 £16.64 per hour to SCP 26 £17.10

**Appendix Y**

#### **48: NEXT PARISH COUNCIL MEETINGS**

**Meeting of Crich Parish Council – Monday 5<sup>th</sup> June 2023 – 7.30pm**

Parish Room, Glebe Field Centre, Crich

**Recreation Ground Trustees Meeting – Monday 17<sup>th</sup> July 2023 – 6.00pm**

**Location to be confirmed**

**Staffing Sub-Committee Meeting – Monday 24<sup>th</sup> July 2023 – 10.00am**

Glebe Field Centre, Crich – **Room to be confirmed**

**Finance Committee Meeting – Monday 24<sup>th</sup> July 2023 – 10.30am**

Glebe Field Centre, Crich – **Room to be confirmed**