

MINUTES OF THE ANNUAL MEETING OF CRICH PARISH COUNCIL HELD IN CRICH GLEBE FIELD CENTRE, ON MONDAY 13th May 2024 AT 7.30PM

0158/24 **Present:** Cllrs: M Lane (Vice Chair), K Smith, R Walsh, A Tipton, V Broom, C Collison, M Baugh, K Barlow & H Butt

In attendance: S Teece – Clerk & Responsible Financial Officer

0159/24 **FIRE PROCEDURE**

The fire procedure was noted.

0160/24 **ELECTION OF CHAIR FOR 2024/25**

Resolved: Cllr P Yorke be elected Council Chair for 2024/25.

Chair will sign the statutory Declaration of Acceptance of Office at the meeting on 3rd June 2024.

0161/24 **ELECTION OF VICE CHAIR FOR 2024/25**

Resolved: Cllr M Lane be elected Council Vice Chair for 2024/25.

Vice Chair signed the statutory Declaration of Acceptance of Office.

0162/24 **TO NOTE ABSENCE**

Apologies received from Cllrs P Yorke (Chair) & T Harper

0163/24 **VARIATION OF ORDER OF BUSINESS**

None

0164/24 **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.

Personal Interests (not Pecuniary) declared:

Cllrs R Walsh & M Baugh Glebe Field Centre Trustees

0165/24 **PUBLIC SPEAKING**

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.*

None

0166/24 **CHAIRS ANNOUNCEMENTS**

The beacon at Crich Stand will be lit to commemorate D-Day 80.

This will take place on 6th June 2024, at 9.15pm.

The tearoom will be open for hot and cold food and drinks.

Glebe Community Event – 5th June 2024

Printing of leaflets and banners are in progress.

The costs may go approx £60 over budget.

Resolved: To approve the extra cost.

0167/24 **MINUTES**

Minutes of the last Council meeting to be signed by the Chair.
Recommendations from Minutes of the 22nd April 2024 Staffing Sub-Committee Meeting.
Recommendations from Minutes of the 22nd April 2024 Finance Committee Meeting.
Resolved: All Approved

0168/24 **PLANNING**

Planning Authority applications

Delegated decision making: Cllr Collison Lead, consultation with all Members.

Resolved: That the Parish Council representations on planning applications made at the meeting be submitted to AVBC

NEW APPLICATIONS - APRIL 2024

Ref: TRE/2024/0453 – Received 15/04/2024

Proposal: Tree 1.1 - Remove section of ivy from ground level to 1m to facilitate future inspection Reduce entire crown by approximately 2m.

Location: Brook Cottage Chapel Street Fritchley Belper Derbyshire DE56 2FR

Response: No Objection

Decision: Permitted 08/05/2024

Ref: TRE/2024/0454 – Received 15/04/2024

Proposal: Request for the removal of Beech (T1) to ground to allow light into the garden & property and to reduce the amount of leaf mess on pathways and drains. Rowan (T2) authority is sought to remove due to poor health, resident is concerned about safety. Cherry (T3) lateral raise and reduction as is overhanging neighbouring out building and telephone lines to provide sufficient clearance.

Location: Wylam Cottage School Lane Crich Matlock Derbyshire DE4 5DF

Response: No Objection

Decision:

NEW APPLICATIONS - MAY 2024

Ref: AVA/2024/0297 – Received 01/05/2024

Proposal: Removal of existing garage and shed, change of use of land, and erection of glamping pod.

Location: Land Adj 1 Dimple Lane Dimple Lane Crich Matlock Derbyshire

Response: **OBJECTION** – 1. The proposed use will be detrimental to the residential amenity of nearby residents through noise and disturbance and additional comings and goings. 2. The proposed unit of accommodation will be detrimental to visual amenity and due to proposed design and materials is out of character to its surroundings contrary to the building design requirements of the Crich Parish Neighbourhood Development Plan.

TPO

Ref: TPO505/2024

Location: Beech Tree at Wylam Cottage School Lane Crich Matlock Derbyshire DE4 5DF

Dated: 10/05/2024

Response: No Objection

PLANNING DECISIONS – RECEIVED APRIL 2024

Ref: AVA/2024/0147 – Received 07/03/2024

Proposal: Variation of condition 1 of AVA/2021/0820 approved plans to enable amendments to approved house and garage building

Location: Highcroft Cottage Park Head Matlock Derbyshire DE4 5GY

Response: No Objection

Decision: Permitted 22/04/2024

Ref: AVA/2024/0152 – Received 07/03/2024

Proposal: Outline planning application for one dwelling (All matters reserved)
Location: Standcliffe House Town End Crich Matlock Derbyshire DE4 5DP
Response: No Objection
Decision: Permitted 25/04/2024

APPLICATIONS WITHDRAWN – APRIL 2024

Ref:– AVA/2023/0951 Received 01/03/2024

Proposal: Proposed new library outbuilding within the grounds of existing school

Location: DERBYSHIRE COUNTY COUNCIL Crich Junior School School Lane Crich Matlock Derbyshire DE4 5DF

Response: No Objection

Decision: Application Withdrawn 18/04/2024

Ref: AVA/2024/0019 – Received 17/01/2024

Proposal: Construction of a detached annex for dependent living (may affect the character and appearance of the Conservation Area)

Location: The Little Cottage The Dimple Fritchley Belper Derbyshire DE56 2HP

Response: OBJECTION Reasons

1. The proposed development is contrary to Policies NP 1 and NP2 of the Crich Parish Neighbourhood Development Plan as it proposes a detached residential unit of accommodation outside the Fritchley settlement development boundary in an area that must be treated as open countryside which should be protected for its intrinsic character and beauty.
2. The proposed development is contrary to Policy NP 3 of the Crich Parish Neighbourhood Development Plan as it represents a significant visual intrusion into the landscape setting and fails to conserve or enhance the landscape character and setting.
3. The proposals are contrary to Policy NP 4 of the Crich Parish Neighbourhood Development Plan in that the proposal is not led by the proportions of the existing dwelling. The proposed additional development is over-large for the plot, and in relation to the existing building which has already been extensively extended.
4. The proposals are contrary to Policy NP 11 of the Crich Parish Neighbourhood Development Plan which states “Applications for development will only be supported within the Conservation Areas in Crich Parish where the proposals are of a high design quality and where such development meets the following criteria: a) it is in keeping with the character of the area particularly in relation to historic development patterns and plot sizes; and b) the design preserves and where possible enhances the heritage attributes of the Conservation Area, and c) the materials used should be locally inspired and in keeping with the prevailing colour palette. Where applicable, development adjacent to the Conservation Areas should not detract from the setting of the Conservation Areas and should ensure that building lines and boundary treatment reflect the positive attributes in that character area and preserve the significance of the asset.” The application site lies within the Fritchley Conservation Area adjacent to the important former mill buildings, millpond, and dam. The proposed additional structure on the plot is contrary to Policy NP 11 of the Crich Parish Neighbourhood Development Plan as it would be harmful to the character of the Fritchley Conservation Area and would fail to enhance the character and appearance of the Conservation Area.
5. There is concern that the application documents are inadequate and do not provide a basis for the determination of the application. There is also concern regarding other development work undertaken on the site. Is this authorised?

Decision: Application Withdrawn 19/04/2024

0169/24 **FINANCE**

a) Payments

Resolved: That April 2024 payments of the attached accounts in the sum of £11,510.56 be formally approved.

Receipts

Resolved: That April 2024 receipts of the attached accounts in the sum of £51,333.90 be formally approved.

b) Bank Reconciliation

The Bank Reconciliation for April 2024 was noted

c) Expenditure against Budget

The Expenditure against Budget for April 2024 was noted

d) Precept

The 1st half of the Precept payment £50,251.00 received on 25th April 2024 was noted

COUNCIL ORGANISATION

0170/24 **STANDING ORDERS 2024/25**

Resolved: Current Standing Orders re-adopted without amending.

FINANCIAL REGULATIONS 2024/25

0171/24 **a) Resolved:** Current Financial regulations re-adopted without amending.

A review of the new Financial Regulations will begin shortly.

COMMITTEES AND WORKING PARTIES

0172/24 **a) Review of the current Committee and Working Party structure**

Committee and Working Party structure was noted.

0173/24 **b) Appointment of members to serve on the Committees and Working Parties**

Resolved: The Committee and Working Party structure was agreed. 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. *(To be circulated as separate document)*.

Amendment – Remove Recreation Ground & Fritchley Green Working Parties

Amendment – Transition Crich & CRAG to be combined with Environment Act/Biodiversity Working Party. Cllr Barlow to join this group.

0174/24 **OUTSIDE BODIES**

Resolved: Council agreed the appointment of representatives to Outside Bodies. *(To be circulated as separate document)*.

Amendment – Cllr Harper remains a Trustee of the Glebe Field Centre but not as a Representative of Crich Parish Council.

0175/24 **TERMS OF REFERENCE AND SCHEME OF DELEGATION**

Current Terms of Reference and Scheme of Delegation re-adopted without amending.

0176/24 **CALENDAR OF MEETINGS**

a) Review of attendance at meetings 2023/24

Resolved: Members' attendance at Meetings was noted.

0177/24 **b) Resolved:** Calendar of meetings for 2024/25 agreed. *(To be circulated as separate document)*.

ANNUAL FINANCE

0178/24 **INSURANCE**

Confirmation of arrangements for insurance provision. Review and update carried out prior to commencement of annual policy on 23rd February 2024. A 3 year deal was agreed.

Resolved: Council considered insurance cover arrangements to be sufficient for current needs.

0179/24 **INVENTORY OF LAND AND ASSETS**

The Asset Register has now been completed and will be updated as capital items are purchased or disposed of.

Cllr Smith expressed thanks to everyone involved in putting the Asset Register together.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

0180/24 **a) Annual Internal Audit Report 2023/24**

Receipt of the Internal Audit Report, no recommendations were made.

Resolved: To accept the Internal Audit Report 2023/24.

The Clerk was thanked for her work on the finances which resulted in a very good Internal Audit.

0181/24 **b) Annual Governance Statement 2023/24 - 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.

Resolved: To state 'yes' to questions 1 – 9. Annual Governance Statement 2022/23 – Section 1 signed by Chair and Clerk.

0182/24 **c) Accounting Statements 2023/24 - 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.

Resolved: The Statement of Accounts be approved and signed by Chair and Clerk.

0183/24 **END OF YEAR FINANCIAL STATEMENT 2023/24**

Approval of the End of Year Financial Statement covering 1st April 2023 to 31st March 2024, Minute no F036/24

Resolved: End of Year Financial Statement 2023/24 was approved by Council and signed by Chair.

0184/24 **PARISH COUNCIL SUBSCRIPTIONS**

Resolved: Council noted the two annual subscriptions:

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

0185/24 **EXPENDITURE INCURRED UNDER S137 OR GENERAL POWER OF COMPETENCE**

Resolved: Council noted the spend under S137 totalling £2,994.00 for Grants, previously approved (Minute No 0341/23)

POLICIES

COUNCIL'S POLICIES

Review and adoption of Crich Parish Council's Policies for 2024/25:

- 0186/24 Biodiversity Policy
- 0187/24 Code of Conduct
- 0188/24 Complaints Policy and Procedure
- 0189/24 Declaration of Interest Hospitality Policy
- 0190/24 Dignity at Work Policy
- 0191/24 Disciplinary and Grievance Policy and Procedures
- 0192/24 Equal Opportunities Policy
- 0193/24 Freedom of Information Model Publications Scheme
- 0194/24 GDPR - Data Breach Assessment Checklist
- 0195/24 GDPR - Privacy Policy
- 0196/24 GDPR - Records Retention Policy
- 0197/24 GDPR - Records Retention Schedule
- 0198/24 GDPR - Security Incident Log
- 0199/24 GDPR - Subject Access Request Procedure
- 0200/24 Health and Safety Policy
- 0201/24 Home Working Policy
- 0202/24 Lone Working Policy
- 0203/24 Memorial Bench Policy
- 0204/24 Press and Media Policy
- 0205/24 Protocol for Communications
- 0206/24 Reserves Policy – New Policy, see minute No. 223/24
- 0207/24 Whistleblowing Policy and Procedure

Resolved: Crich Parish Council's current Policies re-adopted for 2024/25

(Council Policies/Procedures to be circulated separately, updated documents to also be available on Council's website.)

ANNUAL GENERAL ITEMS

0208/24 TRAINING

Members to consider attendance on training courses offered by DALC. Cllrs to speak to the Clerk for availability. Training Log circulated with Agenda.

Resolved: The Training Log was noted.

Additional budget has been allocated to training. Further bespoke training will be considered in future.

0209/24 REGISTER OF DISCLOSABLE PECUNIARY INTERESTS

Members have a responsibility to ensure their Declarations of Interests are up-to-date.

New forms for completion can be obtained from the Clerk if required.

0210/24 AGENDA CIRCULATION

Resolved: Council confirmed election to receive summons electronically (e-mail).

0211/24 CRICH RECREATION GROUND TRUSTEE

Crich Parish Council is the sole Trustee of Crich Recreation Ground. All Councillors are members of the Trustee Group. The Annual Meeting is on Monday 15th July 2024, 6.00pm. The meeting may take place via Zoom, to be confirmed.

REPORTS

ALLOTMENTS, BURIAL GROUND, JUBILEE GROUND, FOOTPATHS WORKING PARTY

0212/24 RECREATION GROUND

a) Goal Mouths

Renovation work on the Recreation Ground goal mouths will start shortly. The area will need to be fenced off for a short time after the work has been completed. Date to be advised.

We will request this work does not take place within the next school half term.

b) Train

The panel on the train needs replacing due to water damage. We have a replacement panel in the basement, David Creed & Cllr Baugh will replace this.

c) Curved Bench

Further damage has been caused to the curved bench, David Creed has removed the bench for safety reasons.

Quotes to be obtained for a replacement.

A resident has offered to contribute to the cost of the new bench in memory of a loved one.

The matting underneath the swing will be replaced by David Creed.

0213/24 ALLOTMENTS

a) Access road to the allotments

The access road needs repair, quotes are being obtained by the Project Officer.

A request has been made by an allotment user for Crich Parish Council to remove brambles on the allotments, this will improve parking.

Working party to look into the request and report back at the meeting in June.

0214/24 ROADS, TRAFFIC & SAFETY

a) Speed Indicator Devices

The Project Officer to investigate Speed Indicator Devices as installed by Ripley Town Council on A610 Sawmills.

Update: Cllr Walsh

More work to be completed.

b) Leashaw Landslip

The latest update from Derbyshire County Council can be found on the Crich Parish Council website www.crich-pc.gov.uk

0215/24 **FUNCTIONS AND SERVICES STATUS**

Resolved: Updated monthly report, circulated with Agenda, noted and accepted.

0216/24 **DELEGATED DECISIONS**

Resolved: Updated monthly report, circulated with Agenda, noted and accepted

0217/24 **CORRESPONDENCE**

Resolved: Updated monthly report, circulated with Agenda, noted and accepted.

0218/24 **CRICH QUARRY – PLANNING APPLICATION**

Update: The additional information requested by Derbyshire CC has been supplied by the applicant. No decisions have been made yet.

MATTERS FOR DECISION

0219/24 **FLORAL DISPLAYS**

The Parish Council are exploring the possibility of installing hanging displays on the stone wall near the bus stop, opposite the Family Tree.

Update: Further investigations have shown this area is not suitable for hanging displays.

0220/24 **BURIAL GROUND**

Signage – To review the signage within the burial ground to limit dogs to on lead. An email has been received with concerns that dogs are being exercised in the burial ground.

Update: Signs are required asking owners to keep dogs on a lead and to clean up after your dog.

0221/24 **VALUATION OF PHONE BOX IN FRITCHLEY**

On the recommendation of our internal auditor the phone box in Fritchley needs be valued and added to our insurance and the Asset Register. Our insurance company will not accept an estimated value.

Resolved: Ask Hansons Auctioneers to provide a written quotation.

0222/24 **MEMORIAL TESTING – BURIAL GROUND**

Memorial Testing will begin in the Crich Burial Ground in August 2024, exact date to be confirmed.

- a) Management of Memorials Policy
- b) Memorial Testing – Risk Assessment
- c) Memorial Management – Inspection Sheet

Resolved: To adopt the Management of Memorials Policy, Risk Assessment & Inspection Sheet

- d) Article for Crich Standard

Resolved: To publish the article in Crich Standard with minor changes. Testing dates to be added.

- e) Decisions to be made.

Resolved:

To test the memorials every 5 years.

The testing dates will be published on our notice boards, in the burial ground, the Crich PC website, the Crich Community Facebook page, Crich Standard, the Crich PC stand at the Fete. The memorials will be tested by hand, we will not use a force measuring device.

Unsafe headstones will be made safe by staking & taping.

A notice will be attached to the unsafe headstone & the next of kin will be informed.

0223/24 **RESERVES**

To consider the following

- a) Reserves Policy

- Resolved:** To adopt the Reserves Policy
- b) Allocation of Reserves for 2024/25.
The Clerk and Finance Chair to discuss this further and report back at the June meeting.

0224/24 **DOG ETIQUETTE SIGN**

A resident has asked if we can display a dog etiquette poster on the Recreation Ground after her dog experienced problems with another dog.

To decide the printing size, location of sign and the preferred colour from the attached design.

Resolved: The council have reviewed the need for this sign and have decided to pause this item as no further reports of dog problems have been received.

0225/24 **PUBLIC TOILETS – REFURBISHMENT**

A contractor has been chosen from the quotes provided. This will be subject to confirmation on allocation of funds from reserves and confirmation from AVBC that the licence will continue.

Update: We are still awaiting confirmation from AVBC.

9.15pm Standing Orders were suspended for 10 minutes to allow for the meeting to continue.

0226/24 **BOUNDARY WALL OF THE DOVECOTES BOWNS HILL CRICH**

The owners of The Dovecotes, Bowns Hill, Crich have made a request by telephone to the Clerk for permission to install temporary propping on the Recreation Ground side of the boundary wall of their property. The owners have sent indicative details of the temporary propping.

Crich PC is currently providing a safety fence on the Recreation Ground.

Update from Cllr Collison on the current situation and the following report.

Cllr Smith was thanked for pursuing the query with Building Control.

Cllrs Baugh & Tipton were thanked for their contribution to this report.

Resolved:

1. That the request of the owners of The Dovecotes ('the owners') to erect temporary propping on the Recreation Ground side of their boundary wall (including access by contractors and their equipment) be agreed subject to the following conditions:

a) That prior to any work to erect temporary propping:

- 'The owners' provide written evidence of a structural engineer, or other suitably qualified person, that the temporary propping is necessary;
- 'The owners' submit precise details of the positioning and construction of the proposed temporary propping, and of working methods, to the Parish Council, and the Parish Council agree those details in writing;
- That 'the owners' demonstrate in writing that they have obtained all necessary consents of other authorities relating to the erection of the temporary propping; and
- That 'the owners' provide evidence in writing that they have put in place adequate public liability insurance in respect of the temporary propping.

b) That within six months of first installation 'the owners' remove the temporary propping entirely from the Recreation Ground and any ground disturbance is made good.

2. That 'the owners' are informed the Parish Council is mindful to agree any future request to enter the Recreation Ground in connection with the taking down and rebuilding of any part of the boundary wall of The Dovecotes where this is shown to be necessary, and where all necessary consents of other authorities, including Listed Building Consent, have been obtained. The Parish Council will consider removal of vegetation stumps on the Recreation Ground in the vicinity of the wall to be phased with any taking down and rebuilding works relating to the boundary wall commissioned by 'the owners.' The Parish Council considers if the boundary wall is rebuilt satisfactorily there should be no need for the Parish Council to contribute to the cost of any annual inspections by a structural engineer that 'the owners' may commission.

3. That Mr Creed (Parish Council contractor) is requested to cut any vegetation growing on the Recreation Ground side of the boundary wall of The Dovecotes as reasonably close to ground

level as possible so that any vegetation growth rooted in the Recreation Ground will die off. This is to avoid possible damage to the mortar or stonework when pulling off current growth.

4. That the temporary safety fencing on the Recreation Ground side of the boundary wall be retained in place for up to a further six months.

0227/24 **NEXT PARISH COUNCIL MEETINGS**

Meeting of Crich Parish Council – Monday 3rd June 2024 – 7.30pm
Parish Room, Glebe Field Centre, Crich

Recreation Ground Trustees Meeting – Monday 15th July 2024 – 6.00pm
Via Zoom

Staffing Sub-Committee Meeting – Monday 22nd July 2024 – 10.00am
Glebe Field Centre, Crich – Room to be confirmed

Finance Committee Meeting – Monday 22nd July 2024 – 10.30am
Glebe Field Centre, Crich – Room to be confirmed

Meeting Closed 9:45pm