

# **CRICH** Parish Council

---

Glebe Field Centre  
Glebe Field Close  
Crich  
Derbyshire  
DE4 5EU

Tel: 01773 853928  
E-mail: [clerk@crich-pc.gov.uk](mailto:clerk@crich-pc.gov.uk)  
Website: [www.crich-pc.gov.uk](http://www.crich-pc.gov.uk)

---

7<sup>th</sup> May 2024

Dear Councillor

You are summoned to attend the Annual Meeting of Crich Parish Council on Monday 13<sup>th</sup> May 2024 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

---

## 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 2024/25

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

### 3: ELECTION OF VICE CHAIR FOR 2024/25

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

### 4: ABSENCE

To note apologies for absence.

**Apologies:** Cllrs P Yorke (Chair), T Harper

### 5: VARIATION OF ORDER OF BUSINESS

### 6: 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**

### 7: 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.

### 8: CHAIR'S ANNOUNCEMENTS

### 9: MINUTES

a) To approve the Minutes of the Parish Council Meeting held on Monday 15th April 2024, Council Chair to sign.

**Appendix A**

b) To approve the recommendations from the Staffing Sub-Committee Meeting held on Monday 22nd April 2024, Council Chair and Staffing Sub-Committee Chair to sign.

**Appendix B**

c) To approve the recommendations from the Finance Committee Meeting held on Monday 22nd April 2024, Council Chair and Finance Committee Chair to sign.

**Appendix C**

### 10: PLANNING

#### **Planning Authority applications**

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

**Appendix D**

### 11: FINANCE

#### **a) Payments**

To note the payments made April 2024

## **Receipts**

To note the receipts received April 2024

### **b) Bank Reconciliation**

To note the Bank Reconciliation for April 2024

### **c) Expenditure against Budget**

To note the Expenditure against Budget for April 2024

### **d) Precept**

1<sup>st</sup> half of Precept Payment £50,251.00 received 25<sup>th</sup> April 2024

**Appendix E**

## **COUNCIL ORGANISATION**

### **12: STANDING ORDERS 2024/25**

To review and re-adopt the Standing Orders for Crich Parish Council

**Appendix F**

### **13: FINANCIAL REGULATIONS 2024/25**

To review and re-adopt the Financial Regulations for Crich Parish Council

**Appendix G**

### **14: 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.

### **15: OUTSIDE BODIES**

To consider the appointment of representatives to outside bodies

**Appendix I**

### **16: TERMS OF REFERENCE AND SCHEME OF DELEGATION**

To review and re-adopt the Terms of Reference for the Finance Committee and Staffing Sub-Committee

**Appendix J**

### **17: CALENDAR OF MEETINGS**

#### **a) Review of attendance at meetings 2023/24**

**Appendix K**

#### **b) To agree calendar of meetings for 2024/25**

**Appendix L**

## **ANNUAL FINANCE**

### **18: 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 with our supplier in 2023.

### **19: INVENTORY OF LAND AND ASSETS**

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

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

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

To review the Internal Audit Report and consider any recommendations.

**Appendix M**

#### **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

(pg 4) **Appendix N**

**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

(pg 5) **Appendix N**

**21: END OF YEAR FINANCIAL STATEMENT 2023/24**

To approve the draft End of Year Financial Statement covering 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, as presented by Finance Committee (Finance Agenda F036/24 above). To be signed by Chair

**Appendix O**

**22: PARISH COUNCIL SUBSCRIPTIONS**

The Parish Council currently has two annual subscriptions:

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

**23: EXPENDITURE INCURRED UNDER S137 OR GENERAL POWER OF COMPETENCE**

To note spend under S137 totalling £2994.00 for Grants, previously approved (Minute No 0341/23)

**Appendix P**

**POLICIES**

**24: COUNCIL'S POLICIES**

To review and adopt Crich Parish Council's Policies for 2024/25

- Biodiversity Policy
- 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
- Home Working Policy
- Lone Working Policy
- Memorial Bench Policy
- Press and Media Policy
- Protocol for Communications
- Reserves Policy – To be adopted – See Agenda No. 52
- 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**

**25: 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**

**26: 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.

**27: AGENDA CIRCULATION**

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

**28: 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 15<sup>th</sup> July 2024, 6.00pm, via Zoom.

## **REPORTS**

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

**29: RECREATION GROUND**

- a) Goal Mouths  
Renovation work on the Recreation Ground goal mouths will start in the spring. The area will need to be fenced off for a short time after the work has been completed. Date to be advised.
- b) Train  
The panel on the train needs replacing due to water damage. We have a replacement panel in the basement, David Creed will replace this.
- c) Curved Bench  
Further damage has been caused to the curved bench, David Creed has been asked to remove the bench for safety reasons.  
Quotes to be obtained for a replacement.

**30: ALLOTMENTS**

- a) Access road to the allotments  
The access road is in need of repair, quotes are being obtained by the Project Officer.

**31: 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
- b) **Leashaw Landslip**  
An update from Derbyshire County Council can be found on the Crich Parish Council website [www.crich-pc.gov.uk](http://www.crich-pc.gov.uk)  
Update:

**32: FUNCTIONS AND SERVICES STATUS**

Updated monthly report, attached

**Appendix S**

**33: DELEGATED DECISIONS**

List of decisions made under Delegated Powers

**Appendix T**

**34: CORRESPONDENCE**

**35: CRICH QUARRY – PLANNING APPLICATION**

**Update:**

**MATTERS FOR DECISION**

**36: 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:**

**37: BURIAL GROUND**

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

**Update:**

**38: VALUATION OF PHONE BOX IN FRITCHLEY**

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

Quotes attached.

**Appendix V**

**39: MEMORIAL TESTING – BURIAL GROUND**

To consider the following in relation to planning the Memorial Testing.

- a) Management of Memorials Policy
- b) Memorial Testing – Risk Assessment
- c) Memorial Management – Inspection Sheet
- d) Article for Crich Standard
- e) Decisions to be made

**Appendix W**

**40: RESERVES**

To consider the following

- a) Reserves Policy
- b) Allocation of Reserves for 2024/24

**Appendix X**

**41: 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.

**Appendix Y**

**42: 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 license will continue.

**43: 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.

The safety fence has currently been extended until the 20<sup>th</sup> May 2024.

**Appendix Z**

**44: NEXT PARISH COUNCIL MEETINGS**

**Meeting of Crich Parish Council – Monday 3<sup>rd</sup> June 2024 – 7.30pm**

Parish Room, Glebe Field Centre, Crich

**Recreation Ground Trustees Meeting – Monday 15<sup>th</sup> July 2024 – 6.00pm**

Via Zoom

**Staffing Sub-Committee Meeting – Monday 22<sup>nd</sup> July 2024 – 10.00am**

Glebe Field Centre, Crich – Room to be confirmed

**Finance Committee Meeting – Monday 22<sup>nd</sup> July 2024 – 10.30am**

Glebe Field Centre, Crich – Room to be confirmed