

WINSTER PARISH COUNCIL

Locum Clerk to the Council: Lesley Brown

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clerk@winsterparishcouncil.gov.uk

Minutes of a meeting of Winster Parish Council held on Monday 6th September 2021 at 7.00 pm in the Burton Institute, Winster.

Present: Cllr Frederickson (Chair); Cllrs. Gill; Robinson; Brown; Wood; Hatfield; Cooper. Cllr Colin Swindell (DDDC Winster & South Darley Ward).
Lesley Brown (Locum Clerk). 7 members of the public.

No.	Item	Action																												
9/21/1	Apologies None																													
9/21/2	Declaration of Interests Cllr Wood declared an interest in Finance as a bank signatory.																													
9/21/3	Public Speaking A new resident to Winster queried whether it was allowable for steers to graze across a public footpath. It was pointed out that the farmer who rented the field had the right to graze his cattle there, but that the matter would be mentioned to him. Planks in the Bank Top play area were reported to be in a poor state. Cllr Swindell informed people that e mails were being sent regarding problems with bin collections on East Bank. He reminded people that parking in District Council Town Centre Car parks was free of charge for the month of September and that the proposed new boundaries were being re-evaluated.																													
9/21/4	Approval and Ratification of the Minutes of the previous 2 meetings The Council resolved to accept the minutes of the meeting held on 5 th July 2021 and of the Extraordinary Meeting held on 20th July 2021 as true records of those meetings.																													
9/21/5	<p>Finance and Administration</p> <p>a) Authorisation and payment of invoices Councillors had received a list of income and payments due. The following payments were approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>AR Cooper (Work on new gym area)</td> <td style="text-align: right;">7,176.00</td> </tr> <tr> <td>ROSPA (Play area annual inspection)</td> <td style="text-align: right;">164.40</td> </tr> <tr> <td>Brian Wood (Internal Audit)</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Emily Smith (Toilet Cleaning July/Aug. + £1 expense)</td> <td style="text-align: right;">151.00</td> </tr> <tr> <td>TDP Ltd (Dale Bench)</td> <td style="text-align: right;">521.42</td> </tr> <tr> <td>Simon Wood (reimburse toilet supplies)</td> <td style="text-align: right;">152.16</td> </tr> <tr> <td>Janice Jackson (Locum Clerk final payment)</td> <td style="text-align: right;">61.95</td> </tr> <tr> <td>Lesley Brown (current Locum Clerk salary July/August)</td> <td style="text-align: right;">384.00</td> </tr> <tr> <td>F Purslow (Maintenance July/August + £22.88 Petrol)</td> <td style="text-align: right;">763.38</td> </tr> <tr> <td>NetWise UK (set up fee website)</td> <td style="text-align: right;">898.80</td> </tr> <tr> <td>JH Fencing (Mowing/robo flailing)</td> <td style="text-align: right;">5,940.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">16,313.11</td> </tr> <tr> <td>Received from Winster Outdoor Gym Project</td> <td style="text-align: right;">5,980.00</td> </tr> <tr> <td>Received cash from Honesty Box</td> <td style="text-align: right;">15.96</td> </tr> </tbody> </table>	AR Cooper (Work on new gym area)	7,176.00	ROSPA (Play area annual inspection)	164.40	Brian Wood (Internal Audit)	100.00	Emily Smith (Toilet Cleaning July/Aug. + £1 expense)	151.00	TDP Ltd (Dale Bench)	521.42	Simon Wood (reimburse toilet supplies)	152.16	Janice Jackson (Locum Clerk final payment)	61.95	Lesley Brown (current Locum Clerk salary July/August)	384.00	F Purslow (Maintenance July/August + £22.88 Petrol)	763.38	NetWise UK (set up fee website)	898.80	JH Fencing (Mowing/robo flailing)	5,940.00	TOTAL	16,313.11	Received from Winster Outdoor Gym Project	5,980.00	Received cash from Honesty Box	15.96	
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	<p>b) Audit: Annual Governance Statement. Councillors had all received a copy. This was approved and signed by the Chair and the Clerk.</p> <p>c) Audit: Annual Accounts Statement. Councillors had all received a copy signed by the RFO. This was approved and signed by the Chair.</p> <p>d) Standing Orders Copies had been circulated to all councillors for review prior to the meeting. It was agreed they should be accepted and formally approved.</p> <p>e) Internal Auditor's Report. Brian Wood had completed this and acknowledged the difficulties experienced by the Council during the last financial year. He was satisfied that the accounts are an accurate reflection, having verified the ledger with bank statements, cheques and paying-in receipts.</p> <p>f) On-line banking Cllr Wood agreed to make contact with RBS to sort out signatories and the necessary documents for a move to on-line banking with Unity Trust. The Clerk was asked to speak with Unity Trust and clarify their requirements regarding opening a new on-line account.</p> <p>g) Councillor Training Councillors were reminded that a bespoke training session, to be delivered by the Chief Executive of DALC, had been arranged for 15th September in the Burton Institute.</p>	SW Clerk
9/21/6	<p>Planning</p> <p>a) NP/DDD/0721/0845 – Remove entrance lobby and construct new at 1 Oaklea, East Bank, Winster. No objection.</p> <p>b) NP/DDD.0821/0920 – Consultation request regarding proposed barn conversions at Horsecroft Farm, Elton Road, Winster.</p> <p>c) NP/DDD/0821/0919 – Consultation request regarding alteration of disused barn to provide extra accommodation at Moorsfold Farm, Main Street, Winster.</p> <p>Items b and c were received shortly before the meeting. The Clerk was asked to forward the plans. Responses would be given via e mail in order for the Clerk to respond by the required 28 day deadline.</p>	Clerk
9/21/7	<p>Chairman's Report</p> <p>Cllr Frederickson expressed the importance of engaging with Winster residents in an open and inclusive way and the need for mutual respect in all communications. The Freedom of Information request submitted to the Clerk was, with the full agreement of the Council, regarded as vexatious, particularly considering the responsibility of the Council to ensure the effective use of its resources, which are funded by the council tax payers of the parish of Winster.</p>	
9/21/8	<p>Clerk's Report & Correspondence</p> <p>An e mail was received from Rachel Herbert regarding the National Trust Lease of the ground floor at the Market Place. The Clerk requested more information about the terms of the Lease, but this has not yet been received. The Clerk was asked to make further contact.</p> <p>The Clerk asked Cllr Gill if she would agree to complete Part 1 questions regarding lay out of the new website. It was agreed that the form should be forwarded.</p>	Clerk RG
9/21/9	<p>Committee Reports</p> <p>a) Environment Committee</p> <p>Cllr Robinson stated that allotment fencing and an Allotment Agreement</p>	

	<p>should be a priority. Quotes for mapping software to aid the establishment of an Asset Register will be considered at the October meeting. Trees, some of which are Winster Parish Council's responsibility, need attention. The work will be put out to tender. Consulting with people living around the common regarding mowing will take place and a specification for a draft mowing contract will be in place by Spring 2022.</p> <p>b) Traffic Committee Cllr Brown reported that no response has been received from DCC Highways regarding the placing of a mirror opposite the Market House. Proposals for widening pavements and changing road surfaces are being put to DCC Highways as part of a traffic calming initiative. More people have expressed interest in joining the Traffic Committee and some volunteers have put their names forward for Speed Camera training.</p> <p>c) Communications Committee Cllr Gill reported that the Communication Policy for Winster Parish Council is being finalised and will be forwarded to councillors for approval at the meeting on 4th October. Dates for 'Drop-in Days' will be published in the Parish Magazine once they have been finalised. Cllrs Wood & Hatfield agreed to be administrators for Facebook communications.</p> <p>d) Planning & Housing Committee Cllr Frederickson stated that, due to the summer holiday, the committee had not recently met. Affordable housing is to be a primary focus.</p> <p>e) Finance Committee Cllr Hatfield informed councillors that Financial Regulations would be reviewed in time for approval at the October meeting.</p>	MH
9/21/10	<p>Parish Matters & Maintenance</p> <p>a) Playing Fields Cllr Gill has received a request for funding the marking out of 2 Pickleball courts on the Playing Field. Quotes have been received, but it was agreed that more information should be sought from the Playing Field Committee regarding their finances and any other requests made for funding. Cllr Frederickson suggested future possible match funding. Cllr Gill agreed to get further clarification on quotes received.</p> <p>b) Allotments The Clerk was asked to forward a list of residents who have expressed interest in renting an allotment plot to Cllr Wood, who will contact people once the fencing work has been carried out. Cllr Frederickson offered to contact Youlgreave Parish Council for advice on charges and wording of an Allotment Agreement.</p>	RG Clerk SW DF
9/21/11	<p>Consideration of 2 Applications for one Casual Vacancy The applications had previously been forwarded to all councillors. The Chairman called for a written vote. This was duly carried out and it was announced that Moira Randles was elected. The Acceptance Form was signed and the Clerk informed Cllr Randles that the Register of Pecuniary Interests Form would be e mailed to her for completion and return to the Monitoring Officer and to the Clerk.</p>	Clerk MR
9/21/12	<p>Consideration of the position of Clerk/RFO to the Council The Locum Clerk requested that her hours be increased from 20 to 25 per month, in view of the banking and audit details which have yet to be satisfactorily completed. The request was agreed by all councillors.</p>	

	It was decided that, subject to the completion of a full job description, an advert should be prepared to appear in October. Cllr Frederickson agreed to undertake the necessary work.	DF
9/21/13	Date of next meeting This was fixed as Monday 4 th October 2021 at 7pm in the Burton Institute.	