

**Minutes of the Meeting of WINSTER PARISH COUNCIL held at 7pm on Wednesday 5<sup>th</sup> July 2021 at The Burton Institute Winster**

**Present:** Cllrs D Brown, A Cooper, R Gill, D Frederickson, M Hatfield, Cllr D Robinson and S Wood.

In attendance: Mrs J Jackson (Retiring Acting Clerk & RFO), Mrs L Brown (Acting Clerk and RFO), Cllr C Swindell (DDDC) and three members of the public.

**83/21. To receive apologies for absence**

There were no apologies.

**84/21. Variation of order of business**

There was no variation of order of business

**85/21. Declaration of members interests**

Cllr Gill declared an interest in Planning

**86/21. Public Speaking**

Cllr Swindell spoke about the problems with bins collections and stated that the District Council are in discussions with Serco to try to resolve the situation. Residents were encouraged to report any missed collections to the District Council.

Cllr Swindell expressed his concerns about the boundary changes in the Derbyshire Dales which would see the creation of a geographically large ward which would include Winster Parish and although there would be two Councillors covering the area the sheer size of the area would make it very difficult to manage.

Concerns were express about overnight camping on the village car park.

Councillors were asked if they had responded to the DDDC consultation on Affordable Housing and it was noted that this matter is being looked at by the Planning and Housing Committee.

It was reported that there is a sunken grave in the Church Yard and Councillors were asked what action they intended to take. It was noted that this grave had previously been filled and was currently cordoned off. Cllr Cooper undertook to carry out an investigation into the problem.

Concerns were expressed about the long grass on the verges and its impact on highway safety and in particular vision at junctions.

It was reported that the Play Area sign at East Bank is damaged and Councillors undertook to arrange for it to be repaired/replaced.

Concerns were expressed about HGV's and cars towing caravans using East Bank and it was suggested that there should be more warning signage. It was agreed that the Traffic and Road Safety Committee would investigate this issue.

It was reported that the wall at the top car park has been damaged.

Concerns were expressed about the accessibility to the last meeting and Councillors agreed that things had not worked as well as hoped for due to internet problems. It was noted that it is hoped that the situation will improve.

#### **87/21. Co-option to fill Casual Vacancy**

It was RESOLVED to advertise the vacancy.

#### **88/21 To Approve the Minutes of the Council Meeting on 7<sup>th</sup> June 2021**

It was RESOLVED that the minutes of the meeting held on 7<sup>th</sup> June 2021 be approved after the misspelling of Councillors names was noted.

#### **89/21. To consider whether any item should be taken with the public and the press excluded in accordance with the Public Bodies (Administration to Meetings) Act 1960 s1**

It was RESOLVED to discuss salaries in the closed section of the meeting.

#### **90/21. Chairs Announcements**

Cllr Fredrickson welcomed everyone to the meeting.

#### **91/21. Finance**

##### **(a) Approval of Payments**

750 J Jackson	Salary and Expenses	£xx.xx
751 E Smith	Toilet Cleaning	£60.00
752 Personnel Advice	HR Advice	£120.00

##### **(b) Income**

T Greatorex and Sons – Funeral	£604.00
T Greatorex and Sons – Funeral	£169.00
J Welsh - Land Rent	£855.00

##### **(c) To Approve the Accounts for the Year Ending 31.03.21**

Cllr Frederickson proposed that the Accounts for the Year Ending 31.03.21 be approved. Seconded by Cllr Gill, all Councillors voted in favour. The Retiring Acting Clerk undertook to get the Internal Audit underway and notify PKF Littlejohn of the delay.

##### **(d) To consider online banking**

It was RESOLVED to discuss this matter at the next meeting.

(e) Bank Signatories

It was RESOLVED that Cllr Wood would contact the bank to obtain the necessary forms.

(f) Budget Appraisal and Risk Assessment

It was RESOLVED to discuss this matter at the next meeting.

**92/21. ROSPA Playground Audit**

It was RESOLVED to seek tenders for the recommended work.

**93/21. To Consider/Review Grounds Maintenance Contracts for 2021/22**

It was reported that the Environment Committee are drawing up proposals for wildflower meadows and specifications for mowing schedule for the village. It was noted that the Orchard Group are assisting with drawing up the plans and it was felt that this would be a two to three year project to get everything established. It was noted that the maintenance of verges and in particular junctions where visibility is important and it was agreed that Councillors would speak to the Groundsman and if he was not able to carry out the necessary work then a contractor would be sought to ensure that visibility was established. It was noted that a group of residents were considering purchasing a mower for the village. Councillors were reminded of the need to consider health and safety issues.

**94/21. To Consider the Recommendations of the Hearing Panel – Councillor Training**

It was RESOLVED that the Retiring Acting Clerk contact DALC to arrange training for Councillors.

**95/21. To Receive Planning Decision Notices**

There were no decision notices

**96/21. To consider planning Application**

NP/DDD/0621/0645 Variation of condition 25 NP/DDD/1119/1183 Varied to state that the exit can be altered to improve visibility and safety by moving the wall back as per attached drawing – The Manor, Main Street - Cllr Gill declared an interest and withdrew from the meeting. Cllr Fredrickson proposed that this application be supported as it is a great improvement to the area. Seconded by Cllr Hatfield All voted in favour. Cllr Gill rejoined the meeting.

**97/21. Correspondence**

The following items of correspondence were noted –

Western Power – Future works  
DCC – Mobile Library  
IC&M – Newsletter  
DDDC – Serco issues  
OSS – AGM  
DDDC – Public Open Spaces Order  
DCC – Proposed Road Closure  
PDNPA – Parish Bulletins  
DDDC – Boundary Changes

### **98/21. Parish Council Policies and Procedure Review**

It was RESOLVED that the following Policies and Procedures should be reviewed by the listed Committee with a view to having all reviews completed by December

- (a) Review of Co-option Policy – to be considered by the Finance and HR Committee.
- (b) Review of Insurance – To be considered by the Finance and HR Committee
- (c) Standing Orders – To be considered by Full Council
- (d) Financial Regulations–To be considered by the Finance and HR Committee
- (e) Model Publications Scheme – To be considered by the Communications Committee
- (f) Land and Assets – To be considered by the Environment Committee

### **99/21 Committee Reports**

(a) Committee Terms of Reference – A draft terms of reference document was circulated for consideration.

(b) Communications Committee Report - Cllr Gill outlined the work carried out by the Committee to date which includes investigating the building of a new user friendly website, setting up Councillor emails, setting up social media presences, drawing up a social media policy and organising drop in sessions. It was agreed to look into the existing contract for the website before progressing with a new one. It was suggested that a photographic competition could be held and the entries used on the new website.

(c) Environment Committee Report - Cllr Robinson gave details of the area being discussed including seeking to extend the membership of the committee and the setting up of subcommittees, the possible replacement of playground equipment, seeking tenders for fence repairs, investigating the provision of new benches, investigating grass mowing, carrying out a survey of trees. It was noted that a damaged bench has been removed and it was RESOLVED to arrange for dangerous steps to be removed and the area grassed over.

(d) Finance and HR Committee Report - It was reported that the Committee is looking into the process of recruiting a new Clerk.

(e) Traffic and Road Safety Committee Report - It was reported that the Committee are preparing an article for the Village Magazine and are looking into areas of highways maintenance.

(f) Social Media Policy - A draft Social Media Policy was circulated to All Councillors.

#### **100/21. Webcam Proposal**

It was RESOLVED that a proposal should be drawn up and circulated for consideration at a future meeting.

#### **101/21. Digital Mapping report**

It was noted that there are a number of companies who will map Parish Assets and it was RESOLVED to investigate this matter further and obtain prices.

#### **102/21 Allotments**

Cllr Wood gave details of the allotment plans. It was noted that one tender for fencing has been received and it was RESOLVED to seek a further tender.

#### **103/21. Installation of Bollards**

Cllr Wood outlined the history of the installation of the Bollards and discussion took place about the need for them to be in place at all. It was noted that there had been a real problem with parking before the bollards were installed. It was noted that the replacement bollards have been purchased. Councillors undertook to hold a site meeting before the matter is progressed.

#### **104/21. Appointment of New Clerk**

It was agreed that Lesley Brown should be appointed as Locum Clerk for the ensuing three months to allow time for the Clerks position to be evaluated, a job description and person specification to be drawn up, advertisement to be placed and the recruitment process be worked through.

#### **105/21. Exempt Session**

Cllr Fredrickson proposed that in view of the confidential nature of the business about to be transacted it is in the public interest that the press and public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1. Seconded by Cllr Edwards with all voting in favour.

#### **106/21. Personnel Salaries**

The Retiring Acting Clerk gave details of the payments made to staff. It was noted that wage calculation is currently outsourced.

There being no further business the meeting closed at 9.45pm

